

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

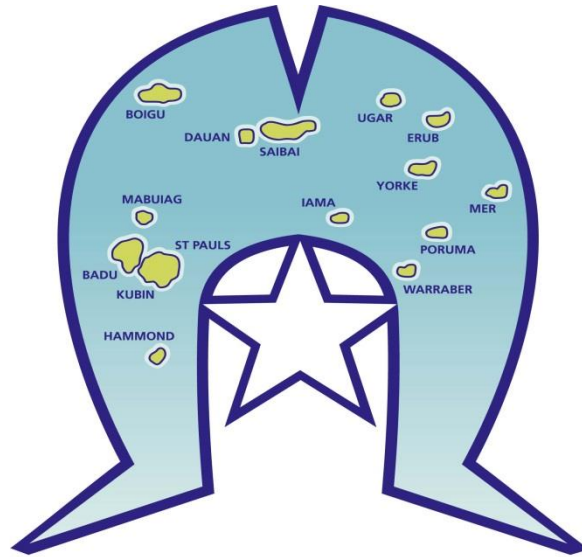
Date: Wednesday 02nd September 2020

Time: 9:00am to 12:00pm

Venue: VMR #8 – 02 9916 5402

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Confirmation of Minutes - 10th August 2020
6. Outstanding SARG Action Items
7. **Strategic Updates**
 - a. **Chief Executive Officer**
 1. SARG Meeting Dates
 2. Christmas Shutdown Dates
 3. LGAQ Membership
 4. TCICA Membership
 - b. **Chief Operating Officer**
 1. Local Housing Plan
 - c. **Mayor**
 1. Standing Committee's Roles and Responsibilities
 - Cultural, Arts and Heritage – Cr. Aven Noah
 - Governance and Leadership – Cr. Getano Lui
 - Economic Growth – Cr. Rocky Stephen
 - Safe and Healthy Communities – Cr. Keith Fell
 - Climate Change Adaptation and Environment – Cr. Hilda Mosby
 - Strategic Action Reference Group (SARG) – Mayor Phillemon Mosby
 2. Proposed Date of Quarterly meetings for Standing Committees
 3. Closed Business – Mayoral Update
8. General/ Other Business (on notice)
9. Next meeting date –
10. Closing Prayer



Torres Strait Island
REGIONAL COUNCIL

MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 10th August 2020

Time: 09:00am – 12:00pm

Venue: Video conference – VMR# 8 – 02 9916 5402

**SARG Meeting
Video Conference**

**Tuesday 10th August 2020
09:00am – 12:00pm**

Present:

- Mayor Mosby (Poruma)
- Cr Aven Noah (Mer)
- Cr Getano Lui Jnr (Iama)
- Cr Hilda Mosby (Masig)
- Cr Rocky Stephen (Ugar)
- Hollie Faithfull, acting Chief Executive Officer (Cairns)
- Ilario Sabatino, Chief Operating Officer (Cairns)
- David Baldwin, Chief Engineer (Cairns)
- Julia Maurus, Manager Legal Services (via phone)
- Luke Ranga, Head of Corporate Affairs and Engagement (Cairns)
- Mette Nordling, Manager Governance and Compliance (Cairns)
- Ursula Nai, Senior Executive Assistant (Cairns)
- Naila Nomoa, acting Secretariat (Cairns)

Apologies:

- Cr Keith Fell, SARG Member
- Cr Torenzo Elisala, SARG Member

Opening Prayer:

Mayor Mosby invited Cr Stephen to open the SARG meeting in prayer.

Acknowledgements:

Mayor Mosby acknowledged and paid respects to Traditional owners of the land on which we meet.

COI/ MPI Disclosures:

Mayor Mosby

- Gur A Baradharaw Kod - Director
- Malu Lamar - Director

Cr Noah

- Torres Strait Regional Authority – Board Member
- RNTBC – Mer Ged Kem Le
- Gur A Baradharaw Kod - Board Member
- Malu Lamar - Board Member

Cr Lui

- Torres Strait Regional Authority – Board Member

Cr Mosby

- Torres Strait Regional Authority – Board Member
- Masigal PBC – Board Member

Cr Stephen

- Torres Strait Regional Authority – Board Member
- Ugar - Ged Kem Le

Minutes – SARG Meeting – 20th July 2020.

- Minutes to be reviewed at the next SARG meeting as Secretariat on leave

Outstanding Strategic Action Items

- Action Items to be reviewed at the next SARG meeting as Secretariat on leave

Strategic Updates:

a. Acting Chief Executive Officer: -

1. November Workshop

ACTION: Acting Chief Executive Officer and Senior Executive Assistant to draft an Agenda along with proposed topics for the 2-week November Workshop in Cairns for Mayor Mosby to review.

b. Mayor Update:

1. Standing Committee's

- Cultural, Arts and Heritage - Cr Aven Noah
- Governance and Leadership - Cr Getano Lui
- Economic Growth – Cr Rocky Stephen
- Safe and Healthy Communities – Cr Keith Fell
- Climate Change Adaption and Environment – Cr Hilda Mosby
- Strategic Action Reference Group (SARG) – Mayor Phillemon Mosby

Mayor Mosby had a conversation with the Chairs of each standing committee to ensure the committees align with the structure of Council, external parties, and agencies.

Mette Nordling, Manager Governance and Compliance updated SARG on the administrative support that will be provided to each committee by the Secretariat.

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Chief Operating Officer Mr Ilario Sabatino agreed the Secretariat would be able to provide this support. The Chief Operating Officer also noted that items discuss during the standing committee

meeting would still feed through the council meetings which would allow the process to be centralised and better managed to bring credibility to the process.

Cr Lui highlighted the following

- Terms of reference (Monitor, Evaluate and Deliverables)
- Discuss what have we delivered inside communities besides essential services.
- Committees should be looking at deliverables.
- Head of Corporate Affairs and Engagement to monitor the Standing committees to ensure the progress of corporate plan and that the committees understand what the plan means.

ACTION: Cr Noah to send through his request to the Mayor and copy Acting Chief Executive Officer Hollie Faithfull to review internally.

ACTION: Secretariat Officer to provide the secretariat function to each quarterly Committee Meeting

ACTION: Head of Corporate Affairs and Engagement to monitor the Standing committees to ensure the progress of corporate plan and that the committees understand what the plan means

2. Standing Committee's Roles and Responsibilities (TOR)

ACTION: Manager Governance and Compliance to update the Terms of Reference for each committee and provide these to the next SARG meeting for review

3. Standing Committee's Agenda

- Notice of Meetings for SARG and Standing Committee's
- Special Meetings can be held with urgent issues to be addressed.

ACTION: Secretariat to provide notices of SARG and Standing Committee meeting to relevant staff once dates have been confirmed

4. Standing Committee's Admin Support/Assistance

- Chair wanting to request a report will need to send the request through the Mayor and CEO.
- Take Corporate Plan back into community
- Standing Agenda Items at SARG Meeting and reporting against it.
- Matrix to measure performance of Council that evaluation or review is done by SARG committee and provide feedback to Administration.

Standing Committee's to have a look at the following:

- Corporate Plan
- Closing the GAP
- Regional Development Plan
- RAP (Regional Action Plan)

ACTION: Acting Chief Executive Officer, Hollie Faithfull to organise for appropriate staff member to draft a procedure on.

5. Frequency of meetings

- SARG Meetings will be monthly
- Standing Committee's Meeting will be held Quartley

6. Regional Key Priorities

- Administration staff to review all Councillors Top 5 priorities and look at which standing committees it will sit under.

ACTION: Remaining 3 Councillors to send through their 5 Priorities to Head of Corporate Affairs and Engagement.

7. Risk Management

- Risk associated in our roles
- Overview of risks in the operation of the standing committees.
- Assess the risk.
- Media

ACTION: Councillors SARG members to send through potential risks to Mayor to be captured and put on a spreadsheet to be reviewed each SARG meeting.

8. Strategic Matter's

Regional Assembly Secretariat

Cr Lui spoke to this topic

- Referred to ATSI Act to form advisory committee.
- Torres Strait Regional Authority has sought funding to set up the secretariat for this assembly
- Meeting attendees with the Mayors of Torres Shire Council, Torres Strait Island Regional Council and Northern Peninsula Area Regional Council and the Chair of Torres Strait Regional Authority.

Senior Executive Assistant has provided feedback to both Mayor and Deputy Mayor on the availability of TSRA Chair for the Regional Assembly meeting and this meeting has been booked.

Project Tagai

Head of Corporate Affairs and Engagement spoke to this topic

ACTION: The acting Chief Executive Officer to ensure the appropriate staff member completes a COVID Safe plan is to be created and presented to SARG to transition staff from Grafton Street to Elphinstone Close with a completion date of 2022.

Transitional Action Plan 2020-2025

Head of Corporate Affairs and Engagement spoke to this topic and discussed an Indigenous Employment Policy, Procurement policy and TAP and how they can evolve it into our own document and publicise back to community.

Mayor Mosby gave a brief explanation to Councillors about the Reconciliation Action Plan.

Ilario Sabatino advised:

- There are no statutory requirements for the document a Reconciliation Action Plan.
- Reconciliation Action Plan in terms of good practice, setting targets and accountability for community must involve the community through consultation.

David Baldwin advised the current live document (Transitional Action Plan) was endorsed by Council.

Cr Lui provide a summary of the Transitional Action Plan for new Councillor's present.

ACTION: Cr Lui has requested the Transitional Action Plan name be changed to Regional Action Plan

ACTION: Head of Corporate Affairs and Engagement to send an email to SARG members with the reconciliation Australia details and examples of a Reconciliation Action Plan written by Luke for a previous organisation.

ACTION: Acting Chief Executive Officer to add the Transitional Action Plan to the August Council Meeting as an Agenda Item for discussion

Memorandum of Agreement

Mayor Mosby spoke to this topic

ACTION: Acting Chief Executive Officer to add Memorandum of Agreement for GBK, TSRA and ML to the August Council Meeting as an Agenda Item for discussion

Registered Housing Authority

Chief Operating Officer spoke to this topic

A discussion was held by SARG members on GBK and their upcoming proposed Housing Summit. Manager Governance on Compliance advised members that there should be no internal or external meetings between Councillors and GBK if they are members of GBK. Any future discussions with GBK will need to be tabled at a Council Meeting and if there is no quorum due to Councillors COI then the decision will need to be delegated to the CEO or Ministerial exemption sought.

ACTION: Chief Operating Officer to submit an Agenda Report to the August Council Meeting on TSIRC's attendance at the GBK Housing Summit

ACTION: Chief Operating Officer to submit an Agenda Report to August Council Meeting on TSIRC's position on the Housing Authority

DOGIT Strategic Development Plan 2020-2025

- Resolution for seeking funds from government especially the Regional Housing Authority.
- Trust Funds – no clear procedures.
- Operational issues and policy & procedures.
- Mapping out a plan for Council for the Trustee of the DOGIT at the November Workshop.

Cr Lui requested all DOGIT document currently stored in the Cairns Office or in the safe in the Thursday Island Office to be returned to communities.

ACTION: Head of Corporate Affairs and Engagement to locate any DOGIT documents in Cairns and Thursday Island and return to communities.

Mayor Mosby referred that power of VETO should lay on the divisional councillor and not the Mayor as mentioned at his recent attendance at the TICIA Meeting.

Cr Lui – referred to council meetings that being conducted for passing resolutions and have flexibility at each meeting.

Cr Mosby - Ensure when advertising Meetings and not workshop each month. Each topic is important at each council meetings we as councillors were elected by community.

Luke Ranga

- Workshops are not minuted or open to public.
- Workshops are closed session for councillors to ask questions.

Cr Stephen

- Facebook post about COVID-19 on PNG in the fly river catchment.

Mayor Mosby

- There is a presence at the border and the Queensland Premier is aware.

Luke Ranga

- Photo of Mayor and Deputy Mayor on the boarder. Issue a media release.
- PNG Prime Minister has advised that PNG will be open.

9. Next meeting

September 2020

10. Meeting Closed

Meeting closed at 12:05pm with closing prayer by Mayor Mosby.



Strategic Advisory Reference Group (SARG) Action Items Register

No. in Meeting	Month of Meeting	Year	Type of Meeting	Community	ne	Action	Lead Officer	Budget (Y/N)	Strategic / Operational	Linked to Council Plans eg. Op Plan, AMP (Y/N)	Status / Comments	Completion ETA
	October	2017	SARG	All	One Boat	Confrm \$50K contributions from each Alliance member	HCAE		O		17.07.18 - Follow up with TSC on response and provide feedbackt o CEO	Parked
	July	2019	SARG		Freight Consolidation Model	MLS to do a search on Queensland Investment Co-operation and its assets and shareholders.	MLS				Briefing note to be presented in December	
	July	2019	SARG		Telstra Appeal - tower light at lama	MLS to arrange a meeting with Telstra and to discuss the appeal and a way forv	MLS				3rd Court Case in Brisbane is currently in process	ongoing
	July	2019	SARG		Cultural Heritage Act Review	MLS to draft a letter for submission to include Torres Strait Islanders to the Cultural Heritage Act as part of the review.	MLS					
	August	2019	SARG		Belcarra 2	CEO asked MLS to prepare a paper on Belcarra 2 – need more detail discussion. Belcarra 3 – massive changes with election process (2020 - compulsory preferential vote, 2024 – optional preferential vote) Looking at releasing an online platform, on ground consultation and State aligning with Brisbane election.	MLS				Belcarra training completed in November however online platform is still in progress	ongoing
	September	2019	SARG		Housing Authority - transition toward an Authority	COO to look at how to transition towards an authority .	COO				Marie-Claire and Jan are attending workshop in February on different models. The Housing authority to be workshops in May 2020	ongoing
	September	2019	SARG		Housing	COO to work with ACFO to separate BSU and Rent	COO/ACFO				Marie-Claire and Jan are attending workshop in February on different models. The Housing authority to be workshops in May 2020	ongoing
	September	2019	SARG		Housing - tenancy	ACFO to dissect the Tenancy Management side to wage component, insurance, software and associated costs. COO to send the figures to Mayor Gela.	ACFO/ COO				Marie-Claire and Jan are attending workshop in February on different models. The Housing authority to be workshops in May 2020	ongoing
	December	2019	SARG		Community Stakeholders Survey	COO to have HCAE to assess the results from the survey and provide a feed back to Council and identify what area we need training in.	COO/HCAE					
	December	2019	SARG		Housing Authority	COO to look at how to transition towards an authority.	COO					
10	August	2020	SARG		Chief Executive Officer	a/Chief Executive Officer and Senior Executive Assistant to draft an Agenda along with proposed topics for the 2 week November Workshop in Cairns for Mayor Mosby to review	CEO / SEA				Senior Executive Assistant in the process of drafting an Agenda for Mayor Mosby's review and comments	
10	August	2020	SARG		Mayor Update Standing Committees	Cr Noah to send through his request to the Mayor and copy Acting Chief Executive Officer Hollie Faithfull to review internally.	a/CEO				a/CEO to review	
10	August	2020	SARG		Mayor Update Standing Committees	Secretariat Officer to provide the secretariat function to each quarterly Committee Meeting	SO				noted	
10	August	2020	SARG		Mayor Update Standing Committees	Head of Corporate Affairs and Engagement to monitor the Standing committees to ensure the progress of corporate plan and that the committee's understand what the plan means	HCAE					

10	August	2020	SARG		Mayor Update Standing Committees TOR	Manager Governance and Compliance to update the Terms of Reference for each committee and provide these to the next SARG meeting for review	MGC					Reports provided to September SARG meeting	
10	August	2020	SARG		Mayor Update Standing Committee Secretariat Support	Acting Chief Executive Officer, Hollie Faithfull to organise for appropriate staff member to draft a procedure on	a/CEO						
10	August	2020	SARG		Project Tagai	The acting Chief Executive Officer to ensure the appropriate staff member completes a COVID Safe plan is to be created and presented to SARG to transition staff from Grafton Street to Elphinstone Close with a completion date of 2022.	a/CEO						
10	August	2020	SARG		Transitional Action Plan	Cr Lui has requested the Transitional Action Plan name be changed to Regional Action Plan	a/CEO						
10	August	2020	SARG		Transitional Action Plan	Head of Corporate Affairs and Engagement to send an email to SARG members with the reconciliation Australia details and examples of a Reconciliation Actin Plan written by Luke for a previous organisation.	HCAE						
10	August	2020	SARG		Transitional Action Plan	Acting Chief Executive Officer to add the Transitional Action Plan to the August Council Meeting as an Agenda Item for discussion	a/CEO					TAP added to August OM Agenda	Close
10	August	2020	SARG		MOU	Acting Chief Executive Officer to add Memorandum of Agreement for GBK, TSRA and ML to the August Council Meeting as an Agenda Item for discussion	a/CEO					MOU's added to August OM Agenda	Close
10	August	2020	SARG		Registerd Housing Authority	Chief Operating Officer to submit an Agenda Report to the August Council Meeting on TSIRC's attendance at the GBK Housing Summit	COO					Agenda Report was submitted to August OM	Close
10	August	2020	SARG		Registerd Housing Authority	Chief Operating Officer to submit an Agenda Report to August Council Meeting on TSIRC's position on the Housing Authority	COO					Agenda Report was submitted to August OM	
10	August	2020	SARG		DOGIT Strategic Development Plan 2020-2025	Head of Corporate Affairs and Engagement to locate any DOGIT documents in Cairns and Thursday Island and return to communities.	HCAE						



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG COMMITTEE MEETING:	September 2020
DATE:	02/09/2020
ITEM:	Agenda Item for the Strategic Advisory Reference Group
SUBJECT:	SARG Meeting Dates 2020
AUTHOR:	Ursula Nai, Senior Executive Assistant to Mayor and CEO

Recommendation

That the Strategic Advisory Reference Group review and confirm the following meeting dates for 2020:

Option 1 – 3 weeks before Council Meeting

- Tuesday 29th September 2020 (1pm – 4pm)
- Tuesday 27th October 2020 (1pm – 4pm)
- Friday 27th November 2020 (1pm – 4pm)

Option 2 – 2 weeks before Council Meeting

- Tuesday 6th October 2020 (1pm – 4pm)
- Tuesday 3rd November 2020 (1pm – 4pm)
- Friday 27th November 2020 (1pm – 4pm)

Council Meeting Dates for 2020

- Tuesday 20th and Wednesday 21st October 2020
- Monday 16th and Tuesday 17th November 2020
- Wednesday 9th and Thursday 10th December 2020

Comment:

Due to the earlier than normal Council Meeting date in December the SARG meeting can only be booked 2 weeks before the Council Meeting as 3 weeks will conflict with the November Council Meeting and workshop in Cairns.

Ursula Nai
**Senior Executive Assistant to the Mayor
and CEO**

Hollie Faithfull
Acting Chief Executive Officer

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

ORDINARY MEETING:	September 2020
DATE	02nd September 2020
ITEM:	SARG REPORT
SUBJECT:	Christmas Shutdown 2020/2021
AUTHOR:	Terri Jacklin – Head of People and Wellbeing

Purpose:

The purpose of this report is to provide an update on the operating time during Councils Christmas Shutdown period.

Background:

Every year Torres Strait Island Regional Council (TSIRC) provides all Councillors and staff with nominated dates over the Christmas period to shutdown all regional operations.

Consultation:

Executive Team

Links with Strategic Plans:

Corporate Plan 2020-2025

- Sustainability

Statutory Requirements:

Local Government Act 2009 (Qld)

Queensland Local Government Industry Award – State 2015

Officer Comment:

The following dates are nominated for endorsement:

Thursday 24th December 2020 – **half day close at Midday**

Friday 25th December 2020 (Public Holiday)

Monday 28th December 2020 (Public Holiday)

Tuesday 29th December 2020 / Wednesday 30th December 2020 / Thursday 31st December 2020. **(3 days)**

Friday 1st January 2021 (Public Holiday)

All 3 ½ days would be processed as recreational leave or TOIL and, in the event, staff have insufficient leave entitlements approved LWOP would be processed unless other arrangements have been made with their Executive Manager's approval.

Leave forms are not required if staff only have these 3 ½ days off over the Christmas period.

Payroll Processing and Divisional Offices circulations will be determined and circulated to inform all staff of operational requirements prior to and during this shutdown period.

Recommendation:

Endorsement is provided for the nominated dates so Council's annual shutdown will be from Thursday 24th December 2020 at Midday (12pm) until Monday 4th January 2021.



Recommended

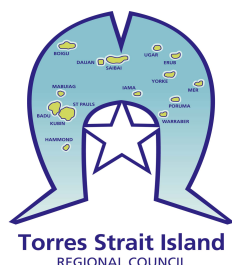
Terri Jacklin

Head of People and Wellbeing

Endorsed

Hollie Faithfull

Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

RECOMMENDATION MEMORANDUM

TO: SARG Committee Members

FROM: Luke Ranga, Head of Corporate Affairs

DATE: 2nd September 2020

SUBJECT: **Local Government Association of Queensland (LGAQ) Membership**

Purpose:

The purpose of this report is to provide the Strategic Advisory Reference Group members with an overview of Council's membership to the Local Government Association of Queensland (LGAQ), including associated benefits and services available through this relationship.

Background:

LGAQ was originally established in 1896 and is a not-for-profit public company (limited by guarantee) operating under a "member-owned" structure, meaning that the organisation is completely owned by its member councils. Currently, all 77 local governments within the state of Queensland are members.

Apart from the annual membership subscription, and core services outlined below, Council has also regularly utilised LGAQ's subsidiary Peak Services for independent advice and consultancy on strategic matters and projects.

Membership Cost Breakdown:

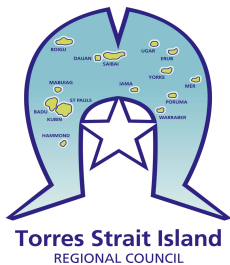
Figures below are based on Council's contribution for the 01/07/20 to 30/06/21 period.

LGAQ Annual Membership Subscription ^(a.)	\$46,708.18
LGAQ Services (including LG Online)	\$31,827.27
Conference Levy 2020 - 2 Delegates	\$2,800.00
Qld Water Directorate Membership	\$1,990.00
Total Amount (ex. GST)	\$83,325.45
Adjusted total following LGMA rebate ^(b.)	\$64,678.45

(a.) Membership subscription amounts are calculated using formula which distributes an aggregate amount between each LGAQ member in the following way:

- 20% as an equal amount per member council;
- 40% based on the member council's total population; and,
- 40% based on the member council's total expenditure.

(b.) Rebate of \$18,647.00 (ex. GST) is then payable to Council, which consists of surplus distributions and risk management rebates from Local Government Mutual self-insurance schemes, being LGM - Liability and LGW - Workcare.



TORRES STRAIT ISLAND REGIONAL COUNCIL

RECOMMENDATION MEMORANDUM

Benefits Included Within Membership:

Advocacy:

Each member council votes at the LGAQ Annual Conference on policy and advocacy priorities, that LGAQ then lobbies for with both State and Federal Government. Council's membership includes attendance for two conference delegates, and additional at a discounted rate. Elected members and many employees attended various sessions of the 2019 Conference, which was in Cairns.

Indigenous Leadership Forum (ILF):

A section of the annual conference is dedicated to the ILF, where each of the State's 17 Indigenous Council's are represented and provide feedback on areas of policy and advocacy priorities specific to their unique local government needs.

Support and Resources:

The member services centre for Councillors and Officers is open during business hours, and resources are also available through LG Online. Individual user accounts are created on request for anyone with a Council email address. Once a user account has been created, individuals can book a tour of the website to see the resources most useful to their role. Use of these services, when used more effectively, could replace certain outsourced service costs.

Human Resources:

Vacancies can be advertised at no charge, and membership also includes access to HR Advance, a database of employment-related policies and documents. There is also a dedicated group of HR Leaders from the State's 17 Indigenous Council's, that meets annually.

Procurement:

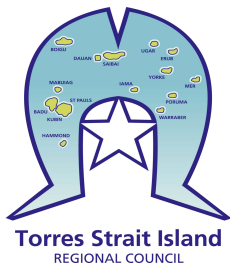
The Local Buy Contracts Directory contains hundreds of pre-qualified suppliers to Queensland Local Government. Approved suppliers quote rates that are state-wide, which can be an advantage for remote Councils. Purchases can be made from Local Buy without individual Councils having to go through a costly tender or quote process.

Legal Opinions:

The legal opinion service is offered as part of membership to all member councils and is facilitated through the legal firm, King & Company. Opinions may be provided when a similar opinion has not been previously issued and available in the service database, and upon consideration that the opinion sought will be of value to Queensland local government as a whole.

Insurance:

As outlined in the Membership Cost Breakdown above, Council is a member of Local Government Mutual (LGM), which is where Liability and Work Cover insurances are now placed. These self-insurance schemes operate under the LGAQ umbrella. As part of LGM



TORRES STRAIT ISLAND REGIONAL COUNCIL

RECOMMENDATION MEMORANDUM

membership, the LGAQ will work with us on taking steps throughout this financial year to potentially decrease the costs of insuring Assets from 1 July 2021, under the LGM Assets umbrella. The first meeting to start this process was held on 17 August 2020. Liability insurances were placed here for 2020-21 at nearly \$100,000 less than AON quotes.

Enterprise Risk Management (ERM):

Council also has access to LGM's Regional Risk Coordinator (RRC) at no charge. The RRC delivered an overview of Enterprise Risk Management (ERM) to the Senior Executive in June, and is now working with Council's Risk & Ethics Manager, within the Corporate Affairs Department, on:

- A gap analysis of current documents, policies and processes;
- Development of the ERM Framework; and
- Review and development of Strategic and Operational Risk Registers.

As a result, the first Risk Management Guidelines have been drafted. These incorporate material from the current Risk Management software provided by LGM.

Training:

LGAQ administers funding specifically for accredited training in Indigenous Council's. Council's allocation of \$300,000 over three years has been well used, with approximately \$270,000 worth of training already delivered.

Officer Comment:

It would be strongly recommended that Council remains a member of LGAQ, however a comprehensive gap analysis is also recommended to drive value for money and further ensure a full realisation of the membership benefits, this would include;

1. Detailed overview session for all Managers within Council, including;
 - Establishing individual access and training for LG Online (member-only portal).
 - Dedicated intranet page and quick reference guide provided on services available and how to access.
2. Detailed overview of services provided to all Councillors, as part of the Elected Member Update (EMU), scheduled for the November 2020 workshop in Cairns, and also including:
 - Establishing individual access and training for LG Online (member only portal).
 - Dedicated intranet page and quick reference guide provided on services available and how to access.

Author:

Luke Ranga, Head of Corporate Affairs

Attachment 1: Member Net Contribution to Operations of LGAQ 2019-2020

Member Net Contribution to Operations of LGAQ 2019-2020

LGAQ Member	LGAQ Membership Subscription 2019-2020	Direct return from LGM and LGW Insurance Schemes 2019-2020*	Member Net Contribution to Operations of LGAQ
Aurukun Shire Council	\$ 24,896	\$ (17,488)	\$ 7,408
Balonne Shire Council	\$ 24,766	\$ (14,250)	\$ 10,516
Banana Shire Council	\$ 41,442	\$ (45,418)	\$ (3,976)
Barcaldine Regional Council	\$ 25,957	\$ (21,257)	\$ 4,700
Barcoo Shire Council	\$ 23,310	\$ (13,753)	\$ 9,557
Blackall-Tambo Regional Council	\$ 24,207	\$ (29,224)	\$ (5,017)
Boulia Shire Council	\$ 21,979	\$ (6,311)	\$ 15,667
Brisbane City Council	\$ 384,821	\$ (255,041)	\$ 129,779
Bulloo Shire Council	\$ 20,500	\$ (10,986)	\$ 9,514
Bundaberg Regional Council	\$ 108,978	\$ (239,862)	\$ (130,884)
Burdekin Shire Council	\$ 37,968	\$ (38,280)	\$ (312)
Burke Shire Council	\$ 23,042	\$ (7,922)	\$ 15,119
Cairns Regional Council	\$ 174,694	\$ (273,091)	\$ (98,397)
Carpentaria Shire Council	\$ 35,385	\$ (19,810)	\$ 15,574
Cassowary Coast Regional Council	\$ 50,633	\$ (85,510)	\$ (34,876)
Central Highlands Regional Council	\$ 63,927	\$ (110,385)	\$ (46,458)
Charters Towers Regional Council	\$ 35,138	\$ (54,715)	\$ (19,577)
Cherbourg Aboriginal Shire Council	\$ 19,875	\$ (6,235)	\$ 13,640
Cloncurry Shire Council	\$ 25,016	\$ (17,691)	\$ 7,325
Cook Shire Council	\$ 26,450	\$ (31,379)	\$ (4,929)
Croydon Shire Council	\$ 20,664	\$ (7,270)	\$ 13,394
Diamantina Shire Council	\$ 23,743	\$ (15,326)	\$ 8,417
Doomadgee Aboriginal Shire Council	\$ 21,628	\$ (4,005)	\$ 17,623
Douglas Shire Council	\$ 34,447	\$ (40,588)	\$ (6,141)
Etheridge Shire Council	\$ 22,652	\$ (11,382)	\$ 11,270
Flinders Shire Council	\$ 24,010	\$ (21,569)	\$ 2,441
Fraser Coast Regional Council	\$ 116,930	\$ (168,316)	\$ (51,386)
Gladstone Regional Council	\$ 98,689	\$ (186,747)	\$ (88,058)
Gold Coast City Council	\$ 240,513	\$ -	\$ 240,513
Goondiwindi Regional Council	\$ 31,673	\$ (41,758)	\$ (10,085)
Gympie Regional Council	\$ 68,994	\$ (120,496)	\$ (51,502)
Hinchinbrook Shire Council	\$ 30,942	\$ (36,632)	\$ (5,690)
Hope Vale Aboriginal Shire Council	\$ 22,642	\$ (6,820)	\$ 15,823
Ipswich City Council	\$ 198,447	\$ (199,208)	\$ (761)
Isaac Regional Council	\$ 54,598	\$ (76,892)	\$ (22,295)
Kowanyama Shire Council	\$ 23,426	\$ (9,033)	\$ 14,392
Livingstone Shire Council	\$ 57,372	\$ (75,670)	\$ (18,298)
Lockhart River Aboriginal Shire Council	\$ 22,262	\$ (5,989)	\$ 16,273
Lockyer Valley Regional Council	\$ 53,428	\$ (68,342)	\$ (14,914)
Logan City Council	\$ 240,513	\$ (181,117)	\$ 59,396
Longreach Regional Council	\$ 29,559	\$ (38,797)	\$ (9,238)
Mackay Regional Council	\$ 142,172	\$ (180,464)	\$ (38,292)
Mapoon Aboriginal Shire Council	\$ 20,265	\$ (3,139)	\$ 17,126
Maranoa Regional Council	\$ 45,645	\$ (66,092)	\$ (20,448)
Mareeba Shire Council	\$ 40,482	\$ (35,054)	\$ 5,429
McKinlay Shire Council	\$ 21,408	\$ (8,729)	\$ 12,679
Moreton Bay Regional Council	\$ 240,513	\$ (412,454)	\$ (171,941)
Morrington Shire Council	\$ 22,102	\$ (12,654)	\$ 9,448
Mount Isa City Council	\$ 40,408	\$ (35,801)	\$ 4,607
Murweh Shire Council	\$ 25,450	\$ (19,448)	\$ 6,002
Napranum Aboriginal Shire Council	\$ 21,483	\$ (3,529)	\$ 17,954
Noosa Council	\$ 70,215	\$ (95,831)	\$ (25,616)
North Burnett Regional Council	\$ 31,853	\$ (46,119)	\$ (14,266)
Northern Peninsula Area Regional Council	\$ 29,967	\$ (7,458)	\$ 22,509
Palm Island Aboriginal Shire Council	\$ 24,551	\$ (6,426)	\$ 18,125
Paroo Shire Council	\$ 22,344	\$ (17,807)	\$ 4,537
Pormpuraaw Aboriginal Shire Council	\$ 20,146	\$ (2,616)	\$ 17,530
Quilpie Shire Council	\$ 22,275	\$ (12,143)	\$ 10,131
Redland City Council	\$ 173,944	\$ (85,299)	\$ 88,645
Richmond Shire Council	\$ 21,418	\$ (9,174)	\$ 12,243
Rockhampton Regional Council	\$ 104,154	\$ (197,636)	\$ (93,482)
Scenic Rim Regional Council	\$ 58,038	\$ (72,639)	\$ (14,600)
Somerset Regional Council	\$ 41,044	\$ (61,024)	\$ (19,980)
South Burnett Regional Council	\$ 50,704	\$ (59,901)	\$ (9,198)
Southern Downs Regional Council	\$ 52,737	\$ (79,946)	\$ (27,209)
Sunshine Coast Council	\$ 240,513	\$ (364,335)	\$ (123,822)
Tablelands Regional Council	\$ 45,847	\$ (65,487)	\$ (19,640)
Toowoomba Regional Council	\$ 177,766	\$ (181,654)	\$ (3,888)
Torres Shire Council	\$ 23,970	\$ (11,420)	\$ 12,549
Torres Strait Islands Regional Council	\$ 47,046	\$ (18,647)	\$ 28,399
Townsville City Council	\$ 209,729	\$ (152,296)	\$ 57,433
Western Downs Regional Council	\$ 68,991	\$ (117,317)	\$ (48,326)
Whitsunday Regional Council	\$ 66,404	\$ (90,800)	\$ (24,397)
Winton Shire Council	\$ 21,982	\$ (16,114)	\$ 5,868
Woorabinda Aboriginal Shire Council	\$ 19,706	\$ (7,905)	\$ 11,802
Wujal Wujal Aboriginal Shire Council	\$ 19,778	\$ (6,375)	\$ 13,403
Yarrabah Aboriginal Shire Council	\$ 23,365	\$ (7,516)	\$ 15,848
Total	\$ 4,938,530	\$ (5,185,818)	\$ (247,288)

*Includes surplus distributions and risk management rebates payable by LGM and LGW Insurance Schemes.

All figures displayed exclude GST.

Note 1: Membership Subscription Formula distributes aggregate subscription amount between councils on the following basis:

20% as an equal amount per council - "Flagfall Amount", 40% based on council population, 40% based on council expenditure budget

Member Net Contribution to Operations of LGAQ 2019-2020

LGAQ Member	LGAQ Membership Subscription 2019-2020	Direct return from LGM and LGW Insurance Schemes 2019-2020*	Member Net Contribution to Operations of LGAQ
Aurukun Shire Council	\$ 24,896	\$ (17,488)	\$ 7,408
Balonne Shire Council	\$ 24,766	\$ (14,250)	\$ 10,516
Banana Shire Council	\$ 41,442	\$ (45,418)	\$ (3,976)
Barcaldine Regional Council	\$ 25,957	\$ (21,257)	\$ 4,700
Barcoo Shire Council	\$ 23,310	\$ (13,753)	\$ 9,557
Blackall-Tambo Regional Council	\$ 24,207	\$ (29,224)	\$ (5,017)
Boulia Shire Council	\$ 21,979	\$ (6,311)	\$ 15,667
Brisbane City Council	\$ 384,821	\$ (255,041)	\$ 129,779
Bulloo Shire Council	\$ 20,500	\$ (10,986)	\$ 9,514
Bundaberg Regional Council	\$ 108,978	\$ (239,862)	\$ (130,884)
Burdekin Shire Council	\$ 37,968	\$ (38,280)	\$ (312)
Burke Shire Council	\$ 23,042	\$ (7,922)	\$ 15,119
Cairns Regional Council	\$ 174,694	\$ (273,091)	\$ (98,397)
Carpentaria Shire Council	\$ 35,385	\$ (19,810)	\$ 15,574
Cassowary Coast Regional Council	\$ 50,633	\$ (85,510)	\$ (34,876)
Central Highlands Regional Council	\$ 63,927	\$ (110,385)	\$ (46,458)
Charters Towers Regional Council	\$ 35,138	\$ (54,715)	\$ (19,577)
Cherbourg Aboriginal Shire Council	\$ 19,875	\$ (6,235)	\$ 13,640
Cloncurry Shire Council	\$ 25,016	\$ (17,691)	\$ 7,325
Cook Shire Council	\$ 26,450	\$ (31,379)	\$ (4,929)
Croydon Shire Council	\$ 20,664	\$ (7,270)	\$ 13,394
Diamantina Shire Council	\$ 23,743	\$ (15,326)	\$ 8,417
Doomadgee Aboriginal Shire Council	\$ 21,628	\$ (4,005)	\$ 17,623
Douglas Shire Council	\$ 34,447	\$ (40,588)	\$ (6,141)
Etheridge Shire Council	\$ 22,652	\$ (11,382)	\$ 11,270
Flinders Shire Council	\$ 24,010	\$ (21,569)	\$ 2,441
Fraser Coast Regional Council	\$ 116,930	\$ (168,316)	\$ (51,386)
Gladstone Regional Council	\$ 98,689	\$ (186,747)	\$ (88,058)
Gold Coast City Council	\$ 240,513	\$ -	\$ 240,513
Goondiwindi Regional Council	\$ 31,673	\$ (41,758)	\$ (10,085)
Gympie Regional Council	\$ 68,994	\$ (120,496)	\$ (51,502)
Hinchinbrook Shire Council	\$ 30,942	\$ (36,632)	\$ (5,690)
Hope Vale Aboriginal Shire Council	\$ 22,642	\$ (6,820)	\$ 15,823
Ipswich City Council	\$ 198,447	\$ (199,208)	\$ (761)
Isaac Regional Council	\$ 54,598	\$ (76,892)	\$ (22,295)
Kowanyama Shire Council	\$ 23,426	\$ (9,033)	\$ 14,392
Livingstone Shire Council	\$ 57,372	\$ (75,670)	\$ (18,298)
Lockhart River Aboriginal Shire Council	\$ 22,262	\$ (5,989)	\$ 16,273
Lockyer Valley Regional Council	\$ 53,428	\$ (68,342)	\$ (14,914)
Logan City Council	\$ 240,513	\$ (181,117)	\$ 59,396
Longreach Regional Council	\$ 29,559	\$ (38,797)	\$ (9,238)
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*Includes surplus distributions and risk management rebates payable by LGM and LGW Insurance Schemes.

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SARG REPORT

Date: September Meeting
Purpose: Value of retaining TCICA membership.
Author: Ilario Sabatino

Background

Torres Cape Indigenous Council Alliance Inc (TCICA) is a regional organisation of councils representing the 14 local government areas (LGAs) of the Cape, Torres, and Gulf region. That include the following councils:

- Aurukun Shire Council.
- Cook Shire Council.
- Hope Vale Aboriginal Shire Council.
- Kowanyama Aboriginal Shire Council.
- Lockhart River Aboriginal Shire Council.
- Mapoon Aboriginal Shire Council.
- Mornington Shire Council.
- Napranum Aboriginal Shire Council.
- Northern Peninsula Area Regional Council.
- Pormpuraaw Aboriginal Shire Council.
- Torres Shire Council.
- Torres Strait Island Regional Council.
- Weipa Town Authority.
- Wujal Wujal Aboriginal Shire Council.

TCICA operate as a collaborative partnership of councils to represent the common interests of local governing bodies within the region.

The following are some advantages and disadvantages:

A. Advantage

- Large consortium covering Cape, Torres Strait and Gulf.
- Pooling of opinions.
- Relationship building and sharing of information including ideas.
- Integrated planning.
- Centralised group of Local Governments including administration for government and stakeholders to deal with.

B. Disadvantage

- TSIRC ability to negotiate directly with government is compromised with third party involvement. Inevitably becoming a leverage tool for government.
- Compromise - there is a tendency to present unanimous decisions and hence a majority viewpoint is taken as representative even when the minority viewpoint is valid. Consequently, for example TSIRC 50/50 housing funding allocation even though TSIRC disagreed with methodology.
- Action on strategic priorities are delayed or hindered i.e. regional governance is integrated in broader cape priorities with the risk of being consumed amongst other priorities and is not recognised as such by other members.
- Charter is ambiguous.
- Another layer of decision-making running parallel to council meeting creating confusion.

- Decisions are not enforceable until full council resolute at council ordinary meeting.
- TSIRC data is utilised to build and strengthen business case to formalise alliances including direct program and administrative funding. Value was not reciprocal via TSIRC recent insurance coverage challenge.
- Takes a lot of time to take a decision and consensus.
- Administratively convenient for government to centralise resource and support i.e. providing limited direct funding to the group and expecting the membership group to determine distribution across the priorities of all members i.e. housing allocation whereby TSIRC was disadvantaged and caused angst amongst members.
- Unproductive time and costs when considering current resource constraints. The current membership of (10K) can be better utilised to progress the regional governance priority.
- TCICA administration duplicating council administration business, creating confusion, and limiting opportunities across stakeholders.
- TICCA Executives publicly representing Zenadth Kes region and its priorities. Hence, by implied acceptance assuming the mandate of TSIRC Mayor and Councillors conferred by the people of Zenadth Kes – as elected leaders.
- TICCA advocating and drawing resources and funds to central location and determine priority and disbursement methodology.

Comment:

- Of strategic and operational importance - cultural integrity, relevance, and purpose of TSIRC as Zenadth Kes peak representative body should be independently maintained.
- Other indigenous councils that are not members are still accessing funding etc. from both State and Australian government. For example, recent Housing allocations - whereby other indigenous councils continue to participate in Ministerial linkups and direct negotiations of funding allocation etc. for their council.
- Noting legitimacy of voting – council representative cannot formally vote and be taken as such until council formally resolute on that topic/issue at individual council meeting.
- TSIRC have been a member for approximately 2-3 years. Therefore, may have additional views to be included as Advantage and Disadvantage to inform SARG.
- There is 1 mainstream member council (Cook Shire) and 1 non-government (Weipa Town Authority – WTA).
- TICCA may become a competitor for council in the business operating environment.

Recommendation

- Membership is not renewed. TSIRC to firmly retain Cultural Integrity, Relevance, and Purpose as standalone entity.
- Non-member relations be maintained same as with other indigenous councils. Engagement enabled through invitations from either party that is consistent with other councils' connection with TCICA.
- Focus and resources (10k) is optimised and channelled to TSIRC priorities i.e. strengthening of Regional Governance between TSIRC, TSC and NPARC.

Disclaimer: all views expressed is from my previous roles as CEO and is provided without prejudice and do not represent opinions of any entity whatsoever with which I have been, am now or will be affiliated.

STRATEGIC ADVISORY REFERENCE GROUP (SARG)

Agenda item

Local Housing Plan - Response to Department of Housing and Public Works on proposed virtual meetings

Background:

The Department of Housing and Public Works (the Department) wishes to develop a placed-based, community-led, local housing plan (LHP) with TSIRC to identify and respond to local housing challenges and priorities. This is Action # 1 of the *Aboriginal and Torres Strait Islander Housing Action Plan 2019-2023*.

The Department wishes to run community information sessions to advise communities about the Local Housing Plan and to obtain feedback from the communities.

Outcomes:

- Capture the thoughts and aspirations of each community; and
- Ensure each community is well represented in the development of the LHP.
- Data obtained through the TSIRC tenant surveys to be provided to the Department to facilitate their process.

Preliminary thoughts from the Department is to run virtual Local Housing Plan sessions with each island individually, using video conferencing technology available within TSIRC offices.

Options:

Face-to face – this is TSIRC's preferred option

- Based on the principles of the Aboriginal and Torres Strait Islander Housing Plan (place-based and person-centred responses and stronger sector) TSIRC agrees it is fundamental that there is proper, that is face-to-face community consultation and engagement.

Virtual meetings – not TSIRC's preferred option

- It is understood that virtual meetings will be a lesser cost to the Department than flights and accommodation to all islands.
- Virtual engagement may be considered under extenuating circumstances – but on no occasion for a process that requires full community consultation and engagement. Noting the expected outcomes from this process.
- TSIRC has also the technical issue of video conferencing drawing heavily on the bandwidth within many communities, making basic applications unable to function while video conferencing takes place.

- Whether face-to-face or via video conferencing), there will be costs associated with booking either the video conferencing facilities or the community halls, as per TSIRC's register of fees and charges. These costs to be carried by the Department.

Recommendation:

- Council continues to advocate for face-to-face consultation as the preferred option.
- Councillors to be involved in attending the sessions.

Next step:

- TSIRC will advise the Department TSIRC's preferred option (face-to-face). If the Department is not able to deliver via face-to-face, Department will be required to forward a formal response.
- Once the consultation has been completed across all divisions, the Department will collate the data and provide a report of the sessions. They will then provide a first draft of the LHP to TSIRC and other stakeholders such as PBCs;
- The draft LHP will then be distributed for community review over a two-week period;
- Once all the reviews have been received, Department can amend as appropriate and send the final draft through for stakeholder endorsement.

Author:

Marie-Claire Cull

Manager, Housing

Terms of Reference for the Cultural Arts and Heritage Committee

1. Objective

The Cultural Arts and Heritage Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

2. Portfolio Area

The Committee's portfolio area covers:

- Alian Kastom
- Cultural Heritage Advisory Committee
- Language & Arts Advisory Committee
- Regional Events
- Reconciliation Action Plan (RAP)

3. Term

The Cultural Arts and Heritage Committee is effective from 1 August 2020 until terminated by Council.

4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

Councillor members elected by Council at Council's June 2020 Ordinary Meeting:

- Cr Noah - **Chair**
- Cr Elisala
- Cr Nona

5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

6. Meetings

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

Agenda items and papers must be provided to the Secretariat at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Chair.

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

7. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing with approval from Council.

8. Executive Support

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

Executive Officer assigned to Committee:

9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.

Terms of Reference for the Governance and Leadership Committee

1. Objective

The Governance and Leadership Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

2. Portfolio Area

The Committee's portfolio area covers:

- Regional Assembly
- Transition Action Plan (TAP)
- Torres Strait Treaty
- Deeds of Grant in Trust
- Local Government Boundaries

3. Term

The Governance and Leadership Committee is effective from 1 August 2020 until terminated by Council.

4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

Councillor members elected by Council at Council's June 2020 Ordinary Meeting:

- Cr Lui - **Chair**
- Cr Trinkoon
- Cr Toby

5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

6. Meetings

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

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8. Executive Support

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Executive Officer assigned to Committee:

9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.

Terms of Reference for the Economic Growth Committee

1. Objective

The Economic Growth Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

2. Portfolio Area

The Committee's portfolio area covers:

- Divestment of Enterprises
- Regional Stimulus Projects
- Industry Development
- Torres Strait Procurement Policy
- Connectivity & Tele-communication

3. Term

The Economic Growth Committee is effective from 1 August 2020 until terminated by Council.

4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

Councillor members elected by Council at Council's June 2020 Ordinary Meeting:

- Cr Stephen - **Chair**
- Cr Tabuai
- Cr Gela

5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

6. Meetings

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

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7. Amendment, Modification or Variation

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8. Executive Support

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

Executive Officer assigned to Committee:

9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.

Terms of Reference for the Safe and Healthy Communities Committee

1. Objective

The Safe and Healthy Communities Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

2. Portfolio Area

The Committee's portfolio area covers:

- Housing
- Water and Wastewater
- Access and transport
- Health
- Master Planning

3. Term

The Safe and Healthy Communities Committee is effective from 1 August 2020 until terminated by Council.

4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

Councillor members elected by Council at Council's June 2020 Ordinary Meeting:

- Cr Fell - **Chair**
- Cr Levi
- Cr Pearson

5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

6. Meetings

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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8. Executive Support

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Executive Officer assigned to Committee:

9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.

Terms of Reference for the Climate Change Adaptation and Environment Committee

1. Objective

The Climate Change Adaptation and Environment Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

2. Portfolio Area

The Committee's portfolio area covers:

- Torres Strait Climate Change Strategy
- Torres Strait Sea Wall Program/Project
- Torres Strait and North Peninsula Area Biosecurity Plan
- Renewable Energy Productions
- Waste Management
- Land & Sea Management

3. Term

The Climate Change Adaptation and Environment Committee is effective from 1 August 2020 until terminated by Council.

4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

Councillor members elected by Council at Council's June 2020 Ordinary Meeting:

- Cr H Mosby - **Chair**
- Cr Tamu
- Cr Dorante

5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

6. Meetings

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

Agenda items and papers must be provided to the Secretariat at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Chair.

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

7. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing with approval from Council.

8. Executive Support

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

Executive Officer assigned to Committee:

9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.

Terms of Reference for the Strategic Advisory Reference Group

1. Objective

The Strategic Advisory Reference Group Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The objective of the committee is to provide leadership on the strategic position and direction of Council arising from all external and internal influencers and their impacts resulting from various sources including:

- International developments
- Governmental Reforms
- Council vision and strategic direction
- Internal review of organisational structure
- Budgetary and/or financial funding changes
- Audit findings and recommendations

Scope may include:

- Strategic direction
- Council strategic plans and policies
- Long Term Financial Forecasts
- Council Performance Management, Measurement, Benchmarking
- Strategic Staffing Initiatives
- Strategic Asset Management
- Facilities including office and residential accommodations

2. Term

The Strategic Advisory Reference Group Committee is effective from 1 August 2020 until terminated by Council.

3. Membership

Members shall be:

- The Mayor – **Cr P Mosby**
- The Chairs of Council's other standing committees
 - Cultural Arts and Heritage Committee – **Cr Noah**
 - Governance and Leadership Committee – **Cr Lui**
 - Economic Growth Committee – **Cr Stephen**
 - Safe & Healthy Communities Committee – **Cr Fell**
 - Climate Change Adaption and Environment Committee – **Cr H Mosby**
 - Alternate member – **Cr Elisala**

The Mayor will be the chair of the Strategic Advisory Reference Group Committee.

4. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next general meeting

5. Meetings

The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

The Committee may nominate one (1) Councillor to be an alternate member in the case of absence of one or more Councillor members from a Committee meeting. The alternate member must be endorsed by Council resolution. The alternate member is the only permissible proxy for the Councillor members.

Meeting quorum shall be the chair plus three members.

Attendance may be via videoconference or teleconference; however, the Reference Group will meet face-to-face wherever possible by aligning meeting times with other Council approved travel e.g. Monthly Council Meetings, Council workshops.

Agenda items and papers must be provided to the Secretariat at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Chair.

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

6. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing with approval from Council.

7. Executive Support

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer and Chief Engineer will attend meetings of the Strategic Advisory Reference Group Committee.

Other officers will be invited to attend as required.

8. Administrative Support

Administrative support will be provided by the Secretariat Office.

Terms of Reference endorsed by Council resolution at September 2020 Ordinary Meeting.