

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 2nd March 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Declarable / Prescribed
5. Confirmation of Minutes - SARG Meeting – 9th February 2021 – VC
6. Strategic Action Items Review

7. Strategic Updates

a. Mayor

1. SWOT Analysis
2. Agenda May Workshop

b. Chief Executive Officer

1. Memorandum of Understanding TSRA, GBK, ML, MGNM

SARG moves into Closed Business

1. CLOSED BUSINESS - Elphinstone Close
2. CLOSED BUSINESS - Transition Action Plan (TAP)
3. CLOSED BUSINESS - Reconciliation Action Plan (RAP)
4. CLOSED BUSINESS - Strategic Organisation Sustainability Action Plan
5. CLOSED BUSINESS - Industrial Matter – Staffing Issue

c. Chief Engineer

1. CLOSED BUSINESS - MIP 7 Marine Infrastructure

SARG moves out of Closed Business

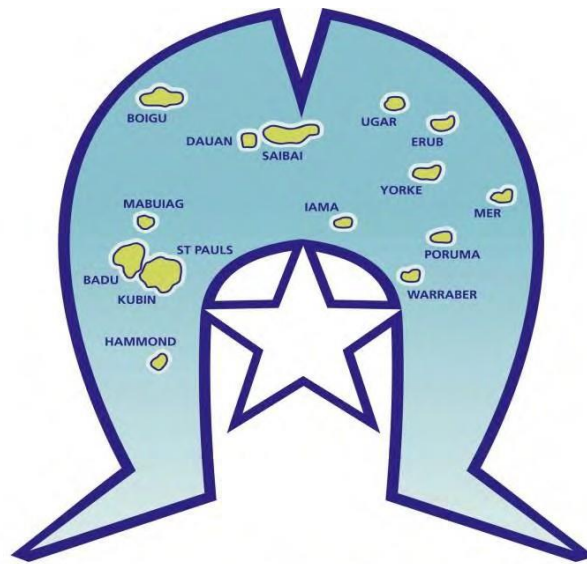
d. Chief Financial Officer

1. Standing Agenda Item – Project Plan Update - verbal
2. Deputation Policy
3. Parliamentary Engagement Procedure
4. Councillors Top 5 Priorities - **Late**
5. Communication Policy
6. Update on Grant Funding Pipeline - verbal
7. Update on Asset and Management Planning – verbal
8. Update on Risk Register - **Late**

e. Chief Operating Officer

1. Standing Agenda Item – Housing Authority Update - verbal
2. Fuel and Gas transition update - verbal

8. General/ Other Business (on notice)
9. Next meeting date – proposed Tuesday 6th April 2021
10. Closing Remarks and Prayer



Torres Strait Island
REGIONAL COUNCIL

MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 9th February 2021

Time: 9:33am to 12:06pm

Venue: Video Conference

Strategic Advisory Reference Group Meeting

Tuesday 9th February 2021

Agenda

- | | |
|----------------------------------|--|
| 1. 9:00am – 9:03am | Welcome (Chair) |
| 2. 9:03am – 9:06am | Opening Prayer |
| 3. 9:06am – 9:08am | Apologies |
| 4. 9:08am – 9:10am | Conflict of Interest (COI)/ Declarable / Prescribed |
| 5. 9:10am – 9:15am | Outstanding Strategic Action Items |
| 6. 9:15am - 9:20am | Minutes – SARG Meeting – 19 January 2020 – Cairns |
| 7. 9:20am – 10:00am
Principal | Deputation – TSIRC DOGIT Transfer – Peter Lawrence,
Land Officer, Department of Natural Resource and Mines |

Morning Tea - 10:00am - 10:15am

- | | |
|----------------------|-------------------|
| 8. 10:15am – 11:45am | Strategic Updates |
|----------------------|-------------------|

1. Mayor

- a. Secretariat for Regional Governance Resolution
- b. State and Federal Deputation Policy
- c. Council Meeting Deputation
- d. 150th Community of the Light Celebrations
- e. SWOT Analysis Report
- f. Community Priorities Report Update
- g. Grant Funding Update
- h. May Workshop Agenda (November Councillors Workshop feedback)
- i. Standing Committee's Update - verbal
 - Culture, Arts, Land and Heritage – Cr. Aven Noah
 - Governance and Leadership – Cr. Getano Lui
 - Economic Growth – Cr. Rocky Stephen
 - Housing and Safe and Healthy Communities – Cr. Keith Fell
 - Climate Change Adaptation and Environment – Cr. Hilda Mosby

2. Chief Engineer

3. Chief Financial Officer

- a. CLOSED BUSINESS - Analysis of Freight Consolidation Business Case - **Late**

4. Chief Executive Officer

- a. Department of Housing Public Works Funding
- b. Building Services Unit Performance Update
- c. CLOSED BUSINESS – Industrial Matters 2 - **Late**

- | | |
|------------------------|-------------------------------------|
| 9. 11:45am – 11:50am | General/ Other Business (on notice) |
| 10. 11:55am – 11:57am | Next meeting date – March 2021 |
| 11. 11:567am – 12:00pm | Closing Prayer |

**SARG Meeting
TSIRC Committee Room, Cairns**

**Tuesday 9th February 2021
9:33am – 12:06pm**

Present: Mayor Mosby (Cairns)
Cr Getano Lui Jnr (Cairns)
Cr Keith Fell, (Mabuiag)
Cr Hilda Mosby (Masig)
Ilario Sabatino, Acting Chief Executive Officer (Cairns)
Hollie Faithfull, Chief Financial Officer (Cairns)
Rachel Pierce, Acting Chief Operating Officer (Cairns)
Peter Krebs, Senior Legal Counsel (Cairns)
Ursula Nai, Senior Executive Assistant (Hammond)
Kathy Cochran, Secretariat Officer (Cairns)

Apologies: Cr Aven Noah
Cr Rocky Stephen
David Baldwin, Chief Engineer

1. Welcome (Chair)

Mayor Mosby welcomed everyone to the meeting. Thanked and acknowledged our Papa God, the Traditional Owner both for Cairns and Zenadth Kes Region.

2. Opening Prayer

Mayor invited Cr Hilda Mosby to open the meeting in prayer.

3. Apologies

- David Baldwin – Chief Engineer
- Cr Aven Noah – Chair, Culture Art Land and Heritage Committee
- Cr Rocky Stephen – Chair, Economic Growth Committee

4. Conflict of Interest (COI) – Declarable / Prescribed

No declaration made. Mayor encouraged Councillors and staff to make a declaration at any time.

5. Outstanding Strategic Action Items

Acting Chief Executive Officer updated the SARG Committee on the Action Items

6. Minutes – SARG Meeting – 19th January 2021 – Cairns

Minutes to be endorsed after TSIRC DOGIT Transfer presentation.

7. DEPUTATION – TSIRC DOGIT Transfer – Peter Lawrence, Principal Land Officer, Department of Natural Resource and Mines

ACTION: Under the Mayor's hand a letter of invitation is drafted to respective Minister to discuss the pertinent issue of DOGIT transfer in the Torres Strait

8. Minutes – SARG Meeting – 19th January 2021 – Cairns

RESOLUTION:

Moved: Cr Fell; *Second:* Cr Noah

That the minutes from the January 2021 SARG meeting be adopted as true and accurate.

MOTION CARRIED

9. Strategic Updates

1. Mayor

a. Secretariat for Regional Governance Resolution

ACTION: Secretariat to place on Agenda for February 2021 Ordinary meeting. Invite Holding Redlich to February OM.

ACTION: Secretariat to place greater emphasis on quality and timings of papers and minutes provided to SARG and Ordinary Meeting. This is to include action items to be sent to Chiefs for implementation in a timely manner.

b. State and Federal Deputation Policy

Discussions were held on lessons learnt from previous deputations. The Mayor requested the team develop a clear process for when TSIRC is deputizing with Ministers and other external stakeholders deputise with TSIRC at our Monthly Council Meeting.

ACTION: Head of Corporate Affairs and Engagement to develop a draft Policy for State and Federal Deputation that integrates Council Meeting Deputation to be presented at March SARG.

c. Council Meeting Deputation

Discussions were held and this process will be incorporated in the Deputation Policy.

ACTION: As above.

d. 150th Coming of the Light Celebrations

Each Division has the \$4k allocation for community events per year. Council to decide on level of contribution (in-kind) of facilities for that day per Division.

ACTION: Acting Chief Operating Officer to present a report to February Ordinary Meeting for Council to decide on level of contributions i.e. in-kind of facilities for the day for each division, noting the \$4,000.00 Community and Regional Grant opportunities.

e. SWOT Analysis Report

SWOT Analysis workshop completed. Mayor wants value for money and some strategies to come out of the exercise.

ACTION: Chief Financial Officer to email the SWOT Analysis Report to Pacifica to inform the Organisational sustainability plan.

ACTION: Acting Chief Executive Officer to present the Draft Organisational Sustainability Plan at the March SARG

f. Community Priorities Report Update

Team to contact each Councillors to confirm or update their top five (5) priorities and report on whether there's existing funding allocated and or if funding is being sourced.

ACTION: Head of Corporate Affairs and Engagement to present a report to the March SARG meeting on the Top 5 Community Priorities.

g. Grant Funding Update

New officer appointed and started yesterday.

MORNING TEA – 11:15am – 11:25am

h. May Workshop Agenda (November Councillors Workshop feedback)

Mayor requested two items;

- QTC – Update – Financial – this training should cover the following:
 - What to look for in reports
 - What questions to ask regarding reports

- Areas of further investigation
 - Financial strengths etc
 - Dashboard for Community – Show Councillors how to interpret the financial report so they can present to Community and have members understand the Financial Status of Council during Community Information sessions.
- LGAQ – this training to cover:
 - Chairing standing committees
 - Agenda Topics

ACTION: SEA to contact the above course outline/costing/availability and include on draft May workshop agenda. SEA to seek approval from both the Mayor and CEO on the training contents.

i. Standing Committee's Update – verbal

Committee Chair's non-attendance at SARG. As per TOR Chairs are to nominate a proxy to attend.

ACTION: Secretariat to follow up and advise at least 1 day out of SARG Meeting.

2. Chief Executive Officer

a. Department of Housing and Public Works Funding

Acting Chief Executive Officer spoke to the report.

ACTION: Cr Fell requested that Councillors are informed of when works are completed on their Division and ACEO to confirm the rollout.

ACTION: Secretariat to provide a copy of the paper to the Housing and Safe and Healthy Communities Committee.

RESOLUTION:

Moved: Cr Fell; *Second:* Cr H Mosby

That SARG resolves to note the Department of Public Works Funding report as presented.

MOTION CARRIED

SARG MOVES INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Fell; *Second:* Cr H Mosby

That in accordance with section 254J of the *Local Government Regulation 2012* (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:

(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;

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

MOTION CARRIED

- CLOSED BUSINESS – Analysis of Freight Consolidation Business Case
- CLOSED BUSINESS – Industrial Matters 2

11:45am – All staff exited meeting except for Chief Financial Officer.

SARG MOVES OUT OF CLOSED BUSINESS

RESOLUTION:

Moved: Cr H Mosby; *Second:* Cr Fell
That SARG moves out of closed business.

MOTION CARRIED

10. Next Meeting date – March 2021

- Tuesday 2nd March 2021

11. Closing Remarks and Prayer

12:06pm – Mayor Mosby closed the meeting in prayer.

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Ilario Sabatino
Acting Chief Executive Officer
Torres Strait Island Regional Council
2nd March 2021

.....
Phillemon Mosby
Mayor
Torres Strait Island Regional Council
2nd March 2021

Deputation Policy

Responsible Manager	Head of Corporate Affairs
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	
Authorised on	
Implemented from	2021
Last reviewed	February 2021
Review history	
To be reviewed on	June 2022
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to ensuring that the local government principles are reflected and understanding the community's needs and aspirations in its decision making process wherever possible. The ability for community members to equitably and effectively participate in the local government process by providing deputations to the Council is an important part of our community engagement process. This allows Council to better identify the issues of importance in the community and assists the public in being better informed on the governing of the region.

2. Application

This policy applies to all Councillors, Council Officers and anyone wanting to present a deputation to Council.

The purpose of this policy is to provide guidance and direction on the management of Deputations at Ordinary and Special Meetings of Council and Standing Committees and to ensure the effective and equitable use of the time allocated for this purpose.

This policy further provides guidance and direction on the management of Deputations by Council to State and Federal Government.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as Council's Meeting Procedure Policy, Standing Orders Policy and Acceptable Request and Communication Protocol Policy.

4. Deputations to Council

Council provides opportunity for deputations to be made to Elected Members in relation to matters that may be of interest to Council.

These deputations can be diverse in nature, depending on the subject matter. Members of the public or organisations can request to present a deputation to Council or Council can invite deputations from relevant parties. It is important to note that for all deputations, Council must pass a resolution if a decision is to be made following the deputation. If required, the Mayor can request through the Chief Executive Officer that a recommendation report with an associated resolution, which may incorporate a delegated action, is drafted to ensure an informed decision can be made by Council.

4.1 Requesting to present a Deputation

Deputations may be accepted from persons or organisations (deputation party) who wish to present a matter before Council, where the matter is considered to be of interest or benefit to the whole of Council and to the local government area.

- Requests for deputation must be provided in writing to the Chief Executive Officer at least 7 business days before the relevant meeting.
- Requests for Deputations will be considered upon a submission of a completed 'Request for Deputation Form', made available via Council's website.
- The Chief Executive Officer, on receiving an application for a deputation shall notify the meeting Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform those parties requesting the deputation of the determination in writing. Where it has been determined the

deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

- All reasonable efforts shall be made to accommodate relevant deputation requests; however, deputations may not be accepted to a specific meeting due to number of items on agenda and time restraints.
- Deputations are to be presented to a Council or Committee meeting and the deputation must be included in the relevant meeting agenda.
- For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- If a member of the deputation party other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- The Chairperson may terminate an address by a person in a deputation at any time where:
 - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- Any comments that may be considered criticism of Elected Members or staff of Torres Strait Island Regional Council must not be made during the deputation address.
- All Deputations are to be conducted in an orderly manner and should reflect the formality appropriate to the nature and scope of the Meeting.
- The Chair will provide direction during the meeting and Council Officers will be available prior to the meeting to provide guidance on meeting protocols and to arrange distribution of hardcopy information if required.
- Council Officers will be invited to attend meetings where deputations that may concern their business area, and or function, are scheduled.
- The Notes or Minutes of the meeting will record the name of the persons comprising the deputation and may include any presentation, information or notes provided as part of the deputation.
- The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate within 10 days of the deputation taking place.

4.2 Public participation at meetings

A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

- In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The

right of any individual to address the local government during this period shall be at the absolute discretion of the local government.

- If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- For any matters arising from such an address, the local government may take the following actions:
 - refer the matter to a committee,
 - deal with the matter immediately, by passing a resolution,
 - place the matter on notice for discussion at a future meeting, or
 - note the matter and take no further action.
- Any person addressing the local government shall act and speak with decorum and frame any remarks in respectful and courteous language.
- Any person who is considered by the local government or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

4.3 Deputation by invitation

Council may invite a person, business, government department or other stakeholder to deputise to Council. This is usually where Council is interested in more specific information on a certain matter and give the Elected Members the opportunity to ask questions from the Deputation.

- An invitation will be forwarded to the individual or organisation by the Chief Executive Officer detailing the matter for which a deputation is requested as well as a suggested date and time.
- Deputations may be presented to a Council or Committee Meeting and the deputation must be included in the relevant meeting agenda.
- A Deputation may comprise of up to three persons.
- All Deputations are to be conducted in an orderly manner and should reflect the formality appropriate to the nature and scope of the Meeting.
- The Chair will provide direction during the meeting and Officers will be available prior to the meeting to provide guidance on meeting protocols and to arrange distribution of hardcopy information if required.
- The Notes or Minutes of the meeting will record the name of the persons comprising the deputation and may include any presentation, information or notes provided as part of the deputation.

4.4 Public information

Council and Committee meetings are open to the public and are audio-recorded.

Audio recordings may be published on Council's website in accordance with Council's Information and Records Management Policy. The audio recording of the deputation may be accessed by parties not present at the meeting. Council and Committee Meeting Agendas and Minutes are public records of the Council and are published on Council's website. The details of Deputations, including names and any information

provided by the presenters may be viewed by the public.

5. Deputations to State and Federal Government

Council, led by the Mayor, regularly lobbies governments and presents deputations (submissions) to Elected Members, at the State and Federal levels of government.

Council establishes priority or deputation focus areas annually, to inform discussion with the State and Federal Government.

Each of the ten deputation focus areas are aligned to Council's strategic plans, are essential in the delivery of our mission 'to improve the liveability of our communities in all we do', and ultimately provide a sustainable platform for the future prosperity of our region.

5.1 Publishing of Council's Deputation Priorities

After Council establishes the deputation priority or focus areas, the Corporate Affairs team prepares a deputation booklet which articulates each area, in particular:

- what is the issue?
- why is it important to our communities?
- what are we seeking?
- what do we know?

This booklet is printed and provided to relevant Ministers and Members of Parliament as well as published on Council's website.

5.2 Deputations to State & Federal Government

Formal deputations to State and Federal Government are organised to take place during sitting weeks, when the majority of Members of Parliament are present.

The Mayor, Deputy Mayor, Chief Executive Officer will attend deputations to the State and Federal Government. Other officers can be invited to attend if required based on the nature of the meeting and discussion points. This will be at the discretion of the Mayor and Chief Executive Officer.

Council's Corporate Affairs team organise meetings with Ministers and other relevant Members of Parliament based on the deputation focus areas and the individual Member's portfolios.

When meetings have been organised a deputation memorandum is prepared by the Corporate Affairs team providing details of relevant protocols and the meetings; who we are meeting; their background; their portfolio; suggested talking points based on the deputation focus areas; where to go for the meeting; who to contact if required.

Following on from deputations a debrief session will be held with all attendees and relevant members of the Corporate Affairs team to provide feedback from the deputations; what did we do well; what can we do better; documentation; feedback from Ministers/Members of Parliament; what are we following up on.

Parliamentary Engagement Procedure

Responsible Manager	Head of Corporate Affairs
Head of power	Local Government Act 2009 Local Government Regulation 2012 Torres Strait Island Regional Council Deputation Policy
Authorised by	
Authorised on	
Implemented from	xxxxx
Last reviewed	February 2020
Review history	Xxxxx
To be reviewed on	Month 202x
Corporate Plan	People, Sustainability and Prosperity

1. Relationship to Deputation Policy

Council is strongly committed to ensuring that the local government principles are reflected and understanding the community's needs and aspirations in its decision-making process wherever possible. These principles include:

- transparent and effective processes, and decision-making in the public interest
- democratic representation, social inclusion and meaningful community engagement

Council, led by the Mayor, regularly lobbies governments, and presents deputations (submissions) to Elected Members, at the State and Federal levels of government.

Council establishes priority or deputation focus areas every year to inform these discussions with the State and Federal Government.

Each of the ten deputation focus areas are aligned to Council's strategic plans, are essential in the delivery of our mission 'to improve the liveability of our communities in all we do', and ultimately provide a sustainable platform for the future prosperity of our region.

During a year, there will be numerous engagements with Ministers and other members of Parliament at both State and Federal level.

2. Application

This procedure applies to Councillors and Council Officers and aims to ensure consistency in engagements with Members of parliament. This procedure outlines the process to be followed by Councillors and Council Officers leading up to, during and after these engagements.

This procedure lists the most common types of engagements and the particular process for these. If an interaction/engagement, not listed, occurs one of these processes must be followed or closely adapted to allow for this engagement to take place.

The majority of engagement of this nature will be led by the Mayor, who will determine who will be accompanying the Mayor to the engagement. This will usually be the Deputy Mayor, the Chief Executive Officer. On occasion the Mayor or Chief Executive Officer may also request the attendance of the Chief Engineer, the Chief Operating Officer or the Chief Financial Officer or another staff member, depending on the nature of the engagement and the discussions to be had.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009*, *Local Government Regulation 2012*, and Council's Deputation Policy.

4. Annual Priority/Deputation Focus Areas

At the beginning of every financial year, the elected Council establishes priority or deputation focus areas. These focus areas are the areas, that Council has determined are the most important areas for Council to focus on in the coming year. Each of the ten deputation focus areas are aligned to Council's strategic plans, are essential in the delivery of our mission 'to improve the liveability of our communities in all we do', and ultimately provide a sustainable platform for the future prosperity of our region.

The focus areas incorporate a broad spectrum of Council's responsibilities, and can relate to governance, infrastructure, environmental health etc. These can be focussed on obtaining funding for improvements to or new infrastructure, but can also relate to changes being requested to legislation, boundaries etc.

These focus areas inform the discussions with the State and Federal Government.

Following on from the deputation focus areas being established, the Corporate Affairs team prepare a deputation booklet which outlines the focus areas and provides more detail on each of the specific priority areas:

- what is the issue?
- why is it important to our communities?
- what are we seeking?
- what do we know?

This booklet is published on Council's website and provided to Elected Members and other relevant parties ahead of meetings to ensure the Elected Member is aware of Council's priority areas and what Council might be seeking as an outcome of the meeting.

5. Ad hoc meetings with Ministers, Senators, and other Members of Parliament (State and Federal)

5.1 Notification

When a meeting is planned with a Minister, Senator or other Members of Parliament, a notification should be given to the Head of Corporate Affairs. This notification should provide details of the meeting:

- time and date,
- who is attending,
- discussion points,
- other relevant information.

5.2 Preparation

The Head of Corporate Affairs will forward a copy of the deputation booklet to the relevant Minister, Senator or Member of Parliament, to ensure that relevant information is received before the meeting.

Other information may also be provided, as collated by the Head of Corporate Affairs, on more specific issues to be discussed at the meeting.

5.3 Materials

The Head of Corporate Affairs will provide a memo to the attendees of the meeting, providing details of the Minister, Senator, or Member of Parliament as well as speaking points.

More detailed discussion and preparation can be requested if required.

5.4 Attendance

Attendance will usually be by the Mayor, Deputy Mayor, and Chief Executive Officer. Other officers can be invited to attend if required based on the nature of the meeting and discussion points. This will be at the discretion of the Mayor and Chief Executive Officer.

5.5 Photos

Attendees at meetings should aim to obtain a couple of photos of the Mayor with the Minister, Senator or Member and of the whole group of attendees if applicable. These should be forwarded to the Head of Corporate Affairs as soon as possible to ensure a 'good news story' can be drafted with photos and details of the discussion for posting on Council's digital and social media channels.

This is an important step in Council's communication strategy to ensure community members are informed of Council's work and that their Elected Members are advocating for the communities with Members of State and Federal Government. This is underpinned by the local government principles around transparent and effective processes, and decision-making in the public interest as well as democratic representation, social inclusion and meaningful community engagement.

5.6 Debrief

Following on from a meeting, a debrief session should be conducted as soon as practicably possible. The debrief should be attended by all attendees, the Head of Corporate Affairs and other relevant officers. The debrief should include:

- what went well, and what could be done differently another time,
- was the information collated and provide appropriate, what changes should be made for next time,
- any specific outcomes and requests that can be relayed to relevant officers,
- what follow up should be conducted with the Minister, Senator or Member of Parliament and within what timeframe.

5.7 Follow up

Following on from the debrief session, the Head of Corporate Affairs will draft a letter to be sent under the Mayor's and CEO's hands to the Minister, Senator or Member of Parliament thanking for the meeting, outline the discussion and provide any follow up information required.

6. Deputations

Council's Corporate Affairs team liaise with Ministerial assistants to find a suitable week for Council to deputise to the State and Federal Governments. Deputations are organised to happen during sitting weeks at Parliament. This ensure that are wide range of Members are available including both the sitting Government and the Opposition. Generally, meetings will be organised with Ministers relevant to Council's work as well as with the relevant Shadow Ministers and Senators at Federal deputations. The aim is to align these deputations with the applicable government's budget process where possible.

6.1 Notification

Corporate Affairs work with the Executive Assistant to the Mayor and CEO to determine the exact week to ensure this will fit in with the Mayor's schedule. When the week is locked in, notification will be sent to relevant parties. The aim is to have the deputation week locked in a month before.

6.2 Preparation

The Head of Corporate Affairs will meet with the Mayor, Deputy Mayor, Chief Executive Officer, and other relevant officers to discuss which Members of Parliament

Council would like to meet with. This will usually be the Members with portfolio responsibilities that align to Council's priority areas. However, there may also be other Members that it will be relevant to meet with.

Following on from this, Corporate Affairs will liaise with the Members and their offices to lock in appropriate times for Council to deputise. The Members will also be briefed on Council's proposed talking points and forwarded a copy of the deputation booklet.

6.3 Materials

The Head of Corporate Affairs will prepare a memo to the attendees of the meeting, providing details of the Minister, Senator, or Member of Parliament as well as speaking points.

More detailed discussion and preparation can be requested if required.

6.4 Attendance

Attendance will usually be by the Mayor, Deputy Mayor, and Chief Executive Officer. Other officers can be invited to attend if required based on the nature of the meeting and discussion points. This will be at the discretion of the Mayor and Chief Executive Officer.

6.5 Photos

Attendees at deputations should aim to obtain a couple of photos of the Mayor with the Minister and of the whole group of attendees if applicable. These should be collated by the Head of Corporate Affairs to ensure a 'good news story' can be drafted with photos and details of the discussion for posting on Council's digital and social media channels.

This is an important step in Council's communication strategy to ensure community members are informed of Council's work and that their Elected Members are advocating for the communities with Members of State and Federal Government. This is underpinned by the local government principles around transparent and effective processes, and decision-making in the public interest as well as democratic representation, social inclusion and meaningful community engagement.

6.6 Debrief

Following on from a deputation, a debrief session should be conducted as soon as practicably possible. The debrief should be attended by all attendees, the Head of Corporate Affairs and other relevant officers. The debrief should include:

- what went well, and what could be done differently another time,
- was the information collated and provide appropriate, what changes should be made for next time,
- any specific outcomes and requests that can be relayed to relevant officers,
- what follow up should be conducted with the Minister, Senator or Member of Parliament and within what timeframe.

6.7 Follow up

Following on from the debrief session, the Head of Corporate Affairs will draft a letter

to be sent under the Mayor's and CEO's hands to the Minister, Senator or Member of Parliament thanking for the meetings, outline the discussion and provide any follow up information required.

7. Inquiries/Hearings

The Federal Senate and the State Government has a number of committees to inquire into all kinds of matters.

As part of an inquiry, a committee usually asks for written submissions addressing the inquiry. The submission should set out Council's views on one or more issues that the inquiry covers. In the case of an inquiry into a bill being considered by the Parliament, this may include the expected impact of the proposed legislation on Council and the community and any alternatives or changes to the bill you wish to recommend. The submission should include facts and evidence that Council's and the community's views or recommendations are based on.

On occasion committees are conducting enquiries into issues/matters relevant to Council, that would typically include, but not be limited to:

- All or specific communities within Council's jurisdiction,
- Torres Strait and/or the wider Torres and Cape region,
- Torres Strait Islander and/or Aboriginal affairs.

7.1 Notification of submissions being invited

When submissions are invited on a matter of interest to Council or the communities, we service, a notice should be circulated as soon as possible and a meeting organised between the Mayor, Deputy Mayor, relevant Standing Committee Chairs and other Councillors, Chief Executive Officer and Head of Corporate Affairs.

7.2 Preparation of submission

If the Mayor, Deputy Mayor or relevant Standing Committee Chairs and other Councillors have historic or other relevant information regarding the matter, this information should be brought to the meeting.

The Head of Corporate Affairs will research and collate relevant material to bring to the meeting.

Other information may also be provided, as collated by the Head of Corporate Affairs, on more specific issues to be discussed at the meeting.

At the meeting a decision should be made as to whether Council will provide a submission to the inquiry and what this submission should include.

7.3 Submission

The Head of Corporate Affairs will draft the submission based on information obtained in the meeting as well as other relevant information that might come to hand. This will be reviewed by Legal Services.

The submission will then be circulated to the attendees at the preparation meeting and reworked as required with a final sign off by the Mayor for submission.

The submission will be issued under the Mayor's hand, and may be issued prior to, during or after a hearing or inquiry.

7.4 Notification of hearing or inquiry

When notification of a hearing or inquiry date is received, a notice should be circulated as soon as possible and a meeting organised between the Mayor, Deputy Mayor, relevant Standing Committee Chairs and other Councillors, Chief Executive Officer and Head of Corporate Affairs.

7.5 Preparation for appearance at a hearing or inquiry

At the meeting the parties will discuss who will be attending the hearing, who will be speaking and the construction of more specific speaking points.

Those appearing before a hearing or inquiry are commonly referred to as a witness. The Senior Executive Assistant to the Mayor and Chief Executive Officer will prepare the relevant witness registration documentation for those appearing.

The Head of Corporate Affairs will prepare speaking notes for those appearing as witnesses, which would typically be the Mayor and/or Deputy Mayor and possible other Councillors as required, as well as information about the relevant committee and the members of the committee. Speaking notes will be reviewed by Legal Services.

The Head of Corporate Affairs will also provide current witness guides, applicable to the level of government conducting the hearing or inquiry, i.e. State or Federal. This will include information specific to parliamentary privilege and the right to give evidence 'in camera' or privately.

7.6 Traditional language translations

Typically witnesses representing Council will provide opening statements in traditional dialect/language and may use traditional language during the hearing and or inquiry.

Opening and general statements intended to be made in traditional dialect/language will need to be provided to the Head of Corporate Affairs, along with the English translation, prior to the hearing or inquiry appearance, to allow for timely submission to the relevant secretaries and accuracy in capturing the public record.

7.7 Media

The Head of Corporate Affairs will prepare a media statement, if applicable, which will typically be issued following the hearing or inquiry appearance.

Guidance will be sought from the relevant hearing or inquiry staff prior to releasing media statements.

7.8 Debrief

Following on from an enquiry/hearing, a debrief session should be conducted as soon as practicably possible. The debrief should be attended by all attendees and other relevant officers. The debrief should include:

- what went well, and what could be done differently another time,
- was the information collated and provide appropriate, what changes should be made for next time,
- any specific outcomes and requests that can be relayed to relevant officers,

- what follow up should be conducted with the Minister, Senator or Member of Parliament and within what timeframe.

7.9 Follow up

Draft minutes will be issued to the Head of Corporate Affairs and circulated to those who appeared before the hearing or inquiry for confirmation.

Following on from the debrief session, the Head of Corporate Affairs will draft relevant correspondence to be sent under the Mayor's and/or CEO's hands to the relevant secretaries providing any follow up information required and confirmation of the hearing or inquiry minutes.

8. Ministerial events

8.1 Notification

When an event is planned with a Minister, Senator or other Members of Parliament, a notification should be given to the Head of Corporate Affairs. This notification should provide details of the meeting:

- time and date,
- who is attending,
- discussion points,
- other relevant information.

8.2 Preparation

The Head of Corporate Affairs will meet with the Mayor and the CEO to discuss the event, what is expected and what materials may be required.

8.3 Materials

The Head of Corporate Affairs will provide a memo to the Mayor based on what was agreed during the preparation meeting. This can include details of the Minister, Senator, or Member of Parliament as well as speaking points if required.

8.4 Attendance

Attendance will usually be by the Mayor or Deputy Mayor, and could include other Councillors, and/or the Chief Executive Officer.

8.5 Photos

Attendees at meetings should aim to obtain a couple of photos of the Mayor with the Ministers. These should be forwarded to the Head of Corporate Affairs as soon as possible to ensure a 'good news story' can be drafted with photos and details of the discussion for posting on Council's digital and social media channels.

This is an important step in Council's communication strategy to ensure community members are informed of Council's work and that their Elected Members are advocating for the communities with Members of State and Federal Government. This is underpinned by the local government principles around transparent and effective processes, and decision-making in the public interest as well as democratic representation, social inclusion and meaningful community engagement.

8.6 Debrief

Following on from an event, a debrief session should be conducted as soon as practicably possible. The debrief should be attended by the Mayor, the Chief Executive Officer, the Head of Corporate Affairs and other relevant officers. The debrief should include:

- what went well, and what could be done differently another time,
- was the information collated and provide appropriate, what changes should be made for next time,
- any specific outcomes and requests that can be relayed to relevant officers,
- what follow up may be required.

8.7 Follow up

Following on from the debrief session, the Head of Corporate Affairs will draft a letter to be sent under the Mayor's and CEO's hands to the Minister, Senator or Member of Parliament thanking for the meetings, outline the discussion and provide any follow up information required.

Acceptable Request and Communication Protocol Policy

Responsible Manager	Head of Corporate Affairs
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	
Authorised on	
Implemented from	xxxxx
Last reviewed	November 2020
Review history	Xxxxx
To be reviewed on	June 2021
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to having an inclusive, collaborative and sensitive approach to working with Elected members, community members and Council employees.

The purpose of this policy is to recognise the unique nature of our region and its culture and history. It is important this unique history and culture is recognised and incorporated as part of Council's official protocol to facilitate better relationships between our communities, our Elected members and our Council employees.

The policy informs Councillors of their obligations in dealing with Council employees and provide a framework for constructive interactions between Councillors and Council employees.

Councillors, the Chief Executive Officer, Senior Executive Employees and Council Employees must each exhibit in their internal and external communications in an official capacity of Council: -

- a) the Core Values of Council contained in the Corporate Plan;

RESPECT		We have respect for each other and the communities we serve.	<ul style="list-style-type: none">• We respect and exercise Ailan Kastom in everything we do.• We are open and collaborative, valuing clear community engagement.• We recognise and respect diversity, individual needs, experience and strengths.
COURAGE		We are courageous leaders, who think innovatively.	<ul style="list-style-type: none">• We encourage, value and reward creative thinking.• We respect and explore different ideas and perspectives.• We embrace change and actively promote Council's vision.
ACCOUNTABILITY		We are accountable and responsive to our communities.	<ul style="list-style-type: none">• We take pride in our work and pursue a standard of service excellence.• We consistently strive for transparency and good governance to the benefit of public interest.• We are reliable, honest and ethical in all we do.
RESILIENCE		We are builders of a sustainable and resilient region.	<ul style="list-style-type: none">• We actively seek opportunities to continuously improve and bring growth to our region.• We think globally, act regionally.• We empower our people and communities; embracing local opportunity and participation.
ONE		We are one team who achieves together.	<ul style="list-style-type: none">• We show care for people and look out for each other• We speak up and support others to be safe and healthy• We respectfully address behaviours that conflict with Council's values

- b) the Local Government Principles in the *Local Government Act 2009*; and
- c) the Ethics Principles in the *Public Service Ethics Act 1994*.

2. Application and Provisions

This policy applies to all Councillors and Council employees.

To the extent that a Councillor, other than the Mayor or the chairperson of a committee (when the request relates to the role of the chairperson) makes a request for advice or information from a Council employee that does not comply with this policy, that request is of no effect.

This policy is intended to incorporate the 'acceptable requests guidelines' under section 170A(7) of the *Local Government Act 2009* (Qld) (LGA). This is a policy of Council the contravention of which:

- by a Councillor, may be 'misconduct' under the LGA; or
- by a Council employee, may involve disciplinary action being taken against the employee.

This policy does not deal specifically with issues regarding attempts to influence Council employees. Under section 150EZ of the LGA, it is an offence for a Councillor who has a prescribed or declarable interest in a matter, to direct, influence, attempt to influence, or discuss the matter with, another person who is participating in a decision of the local government relating to the matter

3. Scope

- 3.1. Councillors may require information or advice from Council employees in order to perform their responsibilities under the LGA.
- 3.2. In order to uphold the integrity of the relationship between the elected and administrative elements of Council, this Policy specifies:
 - (a) the ways in which Councillors may request information or advice from Council employees, including the reasonable limits on requests that a Councillor may make;
 - (b) from whom within the organisation Councillors may request information or advice; and
 - (c) the manner in which Council employees are to respond to Councillor requests for information or advice.

4. Legislation and Policies

- 4.1. This policy is to be read in conjunction with the following legislative provisions and Council policies:
 - (a) sections 4, 12, 13, 170, 170A, 170AA and 171 of the *Local Government Act 2009* (Qld) (LGA);
 - (b) the *Public Sector Ethics Act 1994* (Qld);
 - (c) Council's Code of Conduct and the Code of Conduct for Councillors in Queensland or any other code of conduct made by the Minister administering the LGA which has taken effect and applies to Council.
- 4.2. A word used in this policy that is not defined in Appendix 1 has the meaning given to it by the following:
 - (a) the LGA; or
 - (b) if the word is not defined in the LGA, the Macquarie Dictionary.

5. Cultural Protocols to be Observed

There are certain Indigenous protocols that must be observed in Council communication:

- 5.1. The practice of not mentioning the name of a deceased Torres Strait Islander person, or displaying photographic images of a deceased person unless agreed to by the relevant family;
- 5.2. Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's

Business' or 'Men's Business').

- 5.3. Appropriate acknowledgement of guest artists that are either from or supported by the local community. In most cases, members of the community will advise staff of intrusive behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status or because staff do not belong to their clan or tribal group. If staff are in doubt, assistance should be sought in the first instance from the Council's Chief Operating Officer.

6. Information or Advice that a Councillor may Request from a Council Employee

- 6.1. Subject to clauses 7, 8, 9 and 10 of this policy, a Councillor may ask a Council employee to:
- (a) provide advice to assist the Councillor to carry out his or her duties under the LGA; or
 - (b) provide information that Council has access to, relating to Council.

7. Information from Publicly Available Sources and Subscription Services

- 7.1. Wherever practicable, Councillors are encouraged to obtain information themselves from publicly available sources without making a request under this policy, such as:
- (a) Council's intranet;
 - (b) Council's website; and
 - (c) State Government websites, including Queensland Globe.
- 7.2. Councillors are also encouraged to obtain information themselves from libraries and other services that Council has access to on a subscription basis, including the Local Government Association of Queensland.
- 7.3. Any requests from a Councillor about how to access or utilise the platforms referred to in clauses 7.1 and 7.2 above should ideally be directed to the Senior Executive Assistant to Mayor and CEO either orally or in writing and need not comply with clause 10 below.
- 7.4. However, this policy recognises that requests for publicly available information can be made to any Council officer and need not comply with clause 10 below, provided those requests are limited to Publicly Available Information.

8. Information/Advice that Cannot be Requested

- 8.1. Section 170A(4) of the LGA provides that a Councillor may not request information:
- a) that is a record of the conduct tribunal; or
 - b) that was a record of a former conduct review body; or
 - c) if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - d) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 8.2. In addition, a Councillor may not request information or advice involving any of the following:
- a) information or advice which is not of the type stated in clause 6 of this policy;

- b) information which is a public interest disclosure under the *Public Interest Disclosure Act 2010* (Qld);
 - c) personal information under the *Information Privacy Act 2009* (Qld);
 - d) the employment records of a Council employee;
 - e) matters relating to the conduct of any Councillor, including any complaint, referral or investigation about that conduct to the extent it is not Publicly Available Information;
 - f) confidential information under the *Crime and Corruption Act 2001* (Qld); and
 - g) information about recruitment of an individual or a recruitment process for a particular role within Council.
- 8.3. However, a Councillor may request information or advice that is confidential information of Council (other than information noted in clause 8.2 above or section 170A(3) of the LGA) or involves a confidential matter provided that:
- a) the request is made under clause 10 of this policy and only to the CEO (and no other Council officer); and
 - b) any information is immediately returned to the CEO at his or her request.
- 8.4. Clause 8.2(e) does not apply to a Councillor who is managing the investigation of suspected inappropriate conduct of other Councillors in accordance with an investigation policy adopted by Council under section 150AE of the LGA.

9. Directions

- 9.1. Under no circumstances may a Councillor give a direction to a Council employee.
- 9.2. Despite clause 9.1, the Mayor may give a direction to the CEO in accordance with section 170 of the LGA.

10. Manner in which a Councillor can Request Information from a Council Employee

- 10.1. A Councillor may only request information from a Council employee if all the following criteria are satisfied:
- a) the request is made to:
 - (i) the CEO; or
 - (ii) an employee acting in a position identified in Column 1 in the table in Appendix 2, if:
 - A. the request is made in relation to a subject area identified as appropriate for that position in Column 2 of that table; and
 - B. the request is of an appropriate type identified for that employee in Column 3 of that table; and
 - b) the request is made in writing, unless:
 - (i) the request involves information which is generally accessible to the public;
 - (ii) in the case of a request made to the CEO, Chief or Head of Department, the employee agrees that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note;
 - (iii) in the case of any other employee identified in Column 1 in the table in

Appendix 2, the Chief or Head of Department to whom that employee reports has agreed that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note; or

- (iv) in the case of an emergency; and
- c) the request is made in good faith; and
- d) the request would not involve an unreasonable use of a Council employee's time having regard to the resources available to Council.

11. Responding to Councillor Requests

11.1. If a Council employee receives a request from a Councillor that the employee considers does not comply with this policy, the employee may refuse to deal with that request by:

- a) in the case of the CEO, taking an Action in accordance with clause 11.4 of this policy;
- b) in the case of an Executive, notifying the CEO about the request and the reasons for the employee's concerns;
- c) in the case of a Head of Department, notifying the Executive to whom they report about the request and the reasons for the employee's concerns; or
- d) in the case of any other employee, notifying the Head of Department or Executive to whom they report about the request and the reasons for the employee's concerns.

11.2. If a Head of Department or an Executive receives a notification pursuant to clause 11.1 of this policy, that person must consider the concerns identified and make one of the following decisions:

- a) the Councillor's request does not comply with this policy, in which case that person must take an Action in accordance with clause 11.4 of this policy;
- b) the Councillor's request complies with this policy, in which case that person will direct the relevant employee to comply with the Councillor's request in accordance with clause 11.5 of this policy; or
- c) the concerns raised in relation to the Councillor's request need to be elevated to a more senior employee for consideration.

11.3. If the CEO receives a notification pursuant to either clause 11.1 or clause 11.2 of this policy, the CEO must consider the concerns identified by the employee and make one of the following decisions:

- a) the Councillor's request does not comply with this policy, in which case the CEO must take an Action in accordance with clause 11.4 of this policy; or
- b) the Councillor's request complies with this policy, in which case the CEO will direct the relevant employee to comply with the Councillor's request in accordance with clause 11.5 of this policy.

11.4. If a Head of Department, an Executive or the CEO decides that a request made by a Councillor does not comply with this policy, that person must notify the Councillor that an Action is required to be taken in relation to the request for information or advice.

11.5. If an employee receives a request for information or advice from a Councillor that the employee considers, or that the employee has been directed pursuant to clause 11.2(b) or 11.3(b) of Guidelines, complies with this policy, the employee must:

- a) in writing to the Councillor:

- (i) confirm receipt of the request and the scope of the request within 24 hours if possible;
 - (ii) indicate the turnaround time to provide the information or advice requested; and
 - b) provide the information or advice requested to the Councillor within that turnaround time and as soon as reasonably practicable.
- 11.6. Paragraph 11.5(a) is subject to factors such as (but not limited to) availability of the recipient to acknowledge receipt, competing priorities of the recipient, and outage of communications.
- 11.7. Notwithstanding paragraph 11.6, Councillors, the Chief Executive Officer, Senior Executive Employees and Council Employees shall do all things reasonably practicable to meet acceptable response times whilst absent from duty/otherwise occupied (including enabling Outlook Out of Office Assistant, having staff check emails and acknowledge receipt in the recipient's absence, and diverting phones to alternate staff in the recipient's absence).

12. Councillor Challenge

- 12.1. If a Councillor is dissatisfied with an Action required under clause 11.4 of this policy, other than in relation to an Action required to be taken by the CEO, the Councillor may notify his or her concerns to the person to whom the employee reports.
- 12.2. If a Councillor is dissatisfied with either the proposed or actual turnaround time for a request or with the type or extent of information provided in response to a request under clause 11.5 of this policy, other than in relation to a request made to the CEO, the Councillor may notify his or her concerns to the person to whom the employee reports.
- 12.3. If a Councillor has notified a person about a concern under clauses 12.1 or 12.2 of this policy, the person must undertake a review as soon as practicable and advise the Councillor in writing about how the concern will be addressed (if at all).
- 12.4. If a Councillor is dissatisfied with a review decision made pursuant to clause 12.3, and the person who made the review decision is not the CEO, the Councillor may notify his or her concerns to the CEO. The CEO must undertake a review as soon as practicable and advise the Councillor in writing about how the concern will be addressed (if at all).
- 12.5. If a Councillor (other than the Mayor) is dissatisfied with:
- a) an Action required by the CEO pursuant to clause 11.4 of this policy;
 - b) the CEO's proposed or actual turnaround time for a request under clause 11.5 of this policy;
 - c) the type or extent of information provided by the CEO in response to a request under clause 11.5 of this policy; or
 - d) a decision made by the CEO under either clause 12.3 or clause 12.4 of this policy, the Councillor may notify the Mayor about his or her concern.
- 12.6. Clause 12.7 applies if:
- a) a Councillor notifies the Mayor of a concern under clause 12.5 of this policy; or
 - b) with respect to a request by the Mayor under this policy, the Mayor is dissatisfied with the response to the request.
- 12.7. The Mayor may bring the matter to the attention of the CEO (either orally or in writing).
- 12.8. Unless the Mayor gives a direction to the CEO under section 170(1) of the LGA, the

CEO may deal with the concern brought to his or her attention under clause 12.7 as the CEO considers appropriate.

13. Councillor Use of Information

A Councillor must only use information or advice obtained from a Council employee for a proper purpose and must not use the information or advice in contravention of section 171 of the LGA.

14. Forms of address

14.1. When addressing a Councillor in conversation, the Chief Executive Officer, Senior Executive Employees and Council Employees shall seek to address:

- a) the Mayor as “Mayor”, “Mr/Mrs/Ms Mayor”, “Mayor [SURNAME]”, “Councillor [SURNAME]”, or “Councillor”; and
- b) the Deputy Mayor as “Deputy Mayor”, “Mr/Mrs/Ms Deputy Mayor”, “Deputy Mayor [SURNAME]”, “Councillor [SURNAME]”, or “Councillor”; and
- c) Councillors other than the Mayor as “Councillor [SURNAME]”, or “Councillor”.

14.2. When addressing Ministers or Members of Parliament, the Chief Executive Officer, Senior Executive Employees and Council Employees shall seek to address: -

- a) the Prime Minister as “Prime Minister”, “Mr/Mrs/Ms Prime Minister”; and
- b) the Premier as “Premier”, “Mr/Mrs/Ms Premier”; and
- c) Ministers, as “Minister [SURNAME]”, or “Minister”; and
- d) Members of Parliament as “Mr/Mrs/Ms/Dr Last Name”.

15. Forms of address

15.1. The Chief Executive Officer may make changes to, and update appendix 2 as required.

Appendix 1 – Definitions

Each of the terms in Column 1 in the below Table has the meaning given in Column 2

Term	Meaning
Action	An action that may be taken in relation to a Councillor request pursuant to clause 11.4 of this Policy. An Action may include, for example, that: a) the request be directed to another employee; b) the scope of the request be re-drafted; or c) the request be made in writing.
Head of Department	Head of Department. A Head of Department is a senior Council employee, who reports directly to an Executive.
CEO	The Chief Executive Officer of Council appointed pursuant to section 194 of the LGA.
Council	Torres Strait Island Regional Council
Councillor	An elected member of Council, including the Mayor.
Emergency	An event or situation that involves an imminent and definite threat requiring immediate action (whether before, during or after the event or situation). An emergency may include a storm, fire, flood or similar happening, or a riot or open violence.
Executive	Chief Engineer, Chief Financial Officer, Chief Operational Officer. An Executive is a Senior Executive Employee.
Policy	This document, which is Council's 'acceptable requests guidelines' under section 170A(7) of the LGA.
LGA	Local Government Act 2009 (Qld)
Publicly Available Information	Information in a register or other instrument required to be kept by Council under a relevant Act or Regulation, including under the LGA, the <i>Planning Act 2016</i> (Qld) or the Environmental Protection Act 1994 (Qld), that is accessible by a member of the public either free of charge or on payment of a fee.
Senior Executive Employee	A Council employee: a) who reports directly to the Chief Executive Officer; and b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure. For clarity, an Executive is a Senior Executive Employee.
Technical Advice	Advice strictly limited to the mechanics or technicalities of a particular subject area of a Council employee's employment.

Appendix 2

Position Name (Column 1)	Subject Area (Column 2)	Complexity (within subject area) (Column 3)	Other comments
Office of CEO			
Senior Executive Assistant to Mayor and CEO	Information regarding meetings, booking of flights to attend Council business	Any	
Operations			
Head of Community Services	All responsible programs and services	Any	
Head of Building Services	All responsible programs and services	Any	
Finance & Corporate Affairs			
Chief Financial Officer	Finance, Procurement and Payables, Information Services Policy and Operational issues.	Any	
Head of Financial Services	Financial reporting and performance, budget, treasury, asset management, payroll, and creditors.	Any	
Head of Corporate Affairs	Procurement, Governance, Enterprise Development, Customer Services, Media, Mayoral speeches	Any	
Payroll Officers	Payment Summary		
Manager Information Technology Services	IT Matters and Help Desk	Any	
Manager Governance and Compliance	Councillor meeting procedures, conflicts of interest, Belcarra reform	Any	
Enterprise Development Manager	Funding matters, enterprise development, tourism strategy	Any	
Grants Officer	Community Grant Program		

Engineering			
Chief Engineer	Engineering Policy, Service delivery levels, Strategy, Climate change/environment, Community needs, Infrastructure needs	Any	
Manager Engineering Operations	Disaster Management, Engineering Operations	Any	
Manager Water and Wastewater	Water and Wastewater Service and Projects	Any	
Manager Capital Works	Engineering Infrastructure Project Delivery	Any	