



Torres Strait Island
REGIONAL COUNCIL

MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 10th August 2020

Time: 09:00am – 12:05pm

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

**SARG Meeting
Video Conference**

**Tuesday 10th August 2020
09:00am – 12:05pm**

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
- Poruma RNTBC Chair

Cr Noah

- Torres Strait Regional Authority – Board Member
- RNTBC – Mer Ged Kem Le

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.

.

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 committee 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 committee 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 quarterly

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 has to 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 minute 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.