



**STRATEGIC ACTION REFERENCE GROUP
(SARG) MEETING**
25 OCTOBER 2024

AGENDA

Time: 1.00pm to 5.00pm

Venue: *Microsoft (TEAMS) Meeting ID: 452 580 280 897 | Passcode: YskRaT*

ORDER OF BUSINESS

1.00pm	<p>A. WELCOME & QUORUM CONFIRMATION ACKNOWLEDGEMENTS OPENING PRAYER OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p>1. CONFIRMATION OF MINUTES (14 AUGUST 2024)</p> <p>1.1. Action Items from Previous Meetings</p> <p>1.2. Action Items from former Strategic Advisory Reference Group (SARG) Standing Committee Meetings</p> <p>2. MAYORAL ITEMS</p> <p>2.1. Council Workshop (4-14 November 2024, Cairns)</p> <p>3. CHIEF EXECUTIVE OFFICER</p> <p>3.1. General Update - <i>verbal</i></p> <p>4. BUILDING SERVICES DIRECTORATE</p> <p>Nil.</p> <p>5. COMMUNITY SERVICES DIRECTORATE</p> <p>5.1. 1st Quarter Report – Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee</p> <p>6. CORPORATE SERVICES DIRECTORATE</p> <p>6.1 Media Policy</p> <p>6.2 1st Quarter Report – Economic Growth Committee</p> <p>7. ENGINEERING SERVICES DIRECTORATE</p> <p>Nil.</p> <p>8. FINANCIAL SERVICES DIRECTORATE</p> <p>Nil.</p> <p>9. NEXT MEETING – 4 December 2024 (TEAMS)</p>
5.00pm	<p>10. CLOSE OF MEETING & PRAYER</p>



**STRATEGIC ACTION
REFERENCE GROUP (SARG)
MEETING**
14 AUGUST 2024

MINUTES

Time: 1.00pm (*meeting commenced at 1.05pm*)
Venue: Committee Meeting Room, Level 3, 111 Grafton Street, Cairns
Microsoft TEAMS Meeting ID: 492 328 719 745
Passcode: XYbzfi

PRESENT:

Mayor/Chair

Deputy Mayor

Chair - Culture, Arts, Land & Heritage Advisory Committee

Chair - Economic Growth Advisory Committee

Chair - Environment & Climate Adaptation Advisory Committee

Chair - Governance & Leadership Advisory Committee

Chair - Housing, Families and Safe & Healthy Communities Advisory Committee

Cr Phillemon Mosby

Cr Ranetta Wosomo

Cr Chelsea Aniba

Cr Rocky Stephen

Cr Kabay Tamu

Cr Dimas Toby

Cr Keith Fell

APOLOGIES:

Nil

OFFICERS:

Chief Executive Officer

Executive Director Building Services

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

TSIRC Secretariat

Mr James William

Mr Wayne Green

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin –
via TEAMS

Ms Hollie Faithfull

Mr Darryl Brooks

GUESTS:

Ms Sandy Killick (Democracy Matters) - Masig Statement (*refer AI 2.3*)

Mr Angus Sutherland, | Lead Intergovernmental Relations, LGAQ (*refer AI 2.6*)

Ms Jessica Buxton, Consultant

**A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER
| OBSERVANCES**

At 1.05pm, the Mayor welcomed Committee Members and staff to the inaugural meeting of the Strategic Action Advisory Group (SARG) Standing Committee, noting that a quorum of members was present.

The Mayor especially welcomed the newly-elected Advisory Committee Chairs (Crs Aniba, Tamu and Toby) and made the following acknowledgements:

- Our Heavenly Father for his awesome wisdom, knowledge, understanding, favour and blessings throughout our lives;

- The Traditional Custodians throughout Zenadth Kes and the communities and constituents that Council serves; and
- All Elders – past, present and emerging.

The Mayor also conveyed to those members of the Torres Strait Islander community – throughout the homelands and on the Australian mainland – who may be observing Sorry Business at this time, the thoughts and prayers of the Committee.

Cr Rocky Stephen delivered the opening prayer.

The Mayor then invited participants to observe a minute of silence for remembrance purposes, especially those going through the processes of Sorry Business.

B. NOTING OF APOLOGIES

Nil apologies.

C. CONFLICT OF INTEREST DECLARATIONS

No COI declarations were made. The Mayor requested that Committee Members advise of any COI declarations should they arise throughout discussions.

1. CONFIRMATION OF MINUTES (N/A)

1.1. ACTION ITEMS UPDATE

The status of Action Items from the former Strategic Advisory Reference Group (SARG) were raised by the Mayor. The Chief Executive Officer (Mr James William) spoke to this item and advised that the Action Items from the former Strategic Advisory Reference Group will need to be revised into a more current and strategic listing.

Action:

1. Chief Executive Officer to review/update the Action Items from the former Strategic Advisory Reference Group (SARG).
2. Draft Minutes and Action Items from each SARG to be provided to the Mayor when the Draft Minutes are uploaded onto the TSIRC website.

2. MAYORAL ITEMS

2.1. Strategic Action Reference Group (SARG) & Advisory Committees – Governance Framework

The Mayor referred to the former Strategic Advisory Reference Group (SARG) Performance Review (2024) – see AI 2.2 below – where a key priority was to develop an effective framework where Advisory Committees, SARG and the Council could work strategically to advance the regional focus and establish engaging partnerships with other sister Councils, TSRA, etc. on common critical issues.

The Chief Executive Officer stressed that structural and cultural mindset changes take time. There are process improvements still required for SARG and the Advisory Committees, especially in relation to selecting what will be the key priorities of key deliverables for this term of Council with limited resources without overwhelming the organisation.

The Chief Executive Officer stressed that financial sustainability has to be one of the highest priorities and a prime strategic issue for Council as costs continue to rise and revenue flow is not guaranteed. Council will need to focus on strategic sourcing of revenue, including the building of strong and solid data as to why such revenue is required.

2.2. Former Strategic Advisory Reference Group (SARG) Performance Review 2024

The Mayor highlighted a number of issues discussed at an informal meeting on 3-5 May 2024 of the current SARG members, including:

- 6-monthly planning sessions and review for SARG strategies, to be assisted by an external expert to mentor/coach SARG members; and
- SARG members to be engaged in State/Federal/Regional advocacy.

The Chief Executive Officer recommended that Advisory Committee Chairs work with their respective Lead Executive Directors to strategise the priorities that should be the main purview of their Committee. As an example, there may be 30 'big needs' across the portfolio but the limited resources available to Council realistically mean that only 5 of those 'big needs' can be strategically prioritised.

The Mayor requested that Item 2 of the former SARG Team Assessment Questionnaire be noted and that three items in particular be noted in relation to improvements required for the current SARG Standing Committee:

- be adequately funded and resourced to function effectively;
- be proactively involved in lobbying and advocacy;
- develop a strategic governance framework (that is not only compatible with our internal challenges), that focuses on reframing our relationships with our partners in the region and our place in the region as a service provider and a local government body in the region particularly in the space of driving and influencing the region.

The Mayor requested that the Chief Executive Officer and Executive Directors look at how the matters raised in the for SARG Performance Review 2024 can be implemented for internal governance and best practice.

2.3. Masig Statement Action Plan – Update

Ms Sandy Killick (Democracy Matters) joined the meeting by TEAMS dial-in at 2.10pm to speak to this agenda item. Ms Killick addressed a paper circulated separately titled 'Advancing the Masig Statement TSIRC Action Plan (2024-2028) (Version 2.0)'.

The Committee confirmed with Ms Killick that the Governance and Leadership Advisory Committee would be the main point of contact for Council in relation to the Masig Statement. The Committee reviewed the strategic actions contained in the Action Plan paper presented by Ms Killick, including confirmation of the responsibility for each strategic action listed, as well as confirmation that the Mayor would have responsibility for Strategic Action 4.

The Mayor advised that he will do a handover with the Chair of the Governance and Leadership Advisory Committee (Cr Toby) on the Masig Statement.

The Mayor requested clarity to be established on how external parties can take ownership and drive the Masig Statement externally as a whole-of-Torres Strait priority, with a focus for what it means for the entire community.

Ms Killick will update the action plan based on the matters discussed and will send back to Councillors.

The Chief Executive Officer advised that in a recent meeting that he and the Mayor had with the Torres Strait Regional Authority (TSRA) it was made clear that the TSRA would like to drive the Masig Statement at the regional level in the context of regional governance, so it was obvious that for continuity and complementarity purposes that the TSRA needs to give consideration to the adoption of the Masig Statement and the progress to date.

➤ *Ms Killick left the meeting at 2.40pm.*

2.4. Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPA ROC)

The Mayor advised the Standing Committee that the TS&NPA ROC Mayors met on 9 August 2024 in Cairns and agreed to revisit the terms of reference with a view to formal agreement to secure State Government funding of approximately \$600,000 (notwithstanding the current situation with the Northern Peninsular Area Regional Council with the appointment of a Governance Advisor and Financial Controller to NPARC for the next 6 months in relation to resolving financial challenges, high staff turnover and governance issues).

The Mayor advised that the \$10,000 contribution original committed by the three TS&NPA ROC member organisations has been utilised to produce a Strategic Plan for the implementation of the TS&NPA ROC. The Mayor advised that he has received confirmation from the report's author that the Strategic Plan has been submitted to the Torres Shire Council. TSIRC was not aware of this development and the Mayor emphasised that it was important for the three Councils to agree and cooperate on agreed priorities for the region.

2.5. Torres and Cape Indigenous Council Alliance (TCICA)

The Mayor currently represents TSIRC on TCICA. TCICA is currently reviewing its Strategic Plan. The Mayor will email SARG Members to seek input on what TSIRC should be advocating for as a member of TCICA.

➤ *Mr Angus Sutherland (Lead of Intergovernmental Relations, LGAQ) joined the meeting at 2.10pm*

2.6. Local Government Association of Queensland (LGAQ) Indigenous Leaders' Forum (ILF) Accord

Mr Angus Sutherland (Lead of Intergovernmental Relations, LGAQ) spoke to this item advising that the ILF Accord arose out of concerns from Mayors and elected members of the ILF that the engagement by State Government was not adequate nor did it reflect the Government's advocacy framework on Closing the Gap issues. The ILF Accord will be a means to hold the State Government accountable with its programs, decision-making around programs aimed at Closing the Gap as well as directing the Government on how it will engage with regions.

The ILF Accord is still in the consultation phase and the LGAQ is hopeful that the ILF Accord will be finalised prior to the upcoming 2024 State Government elections.

The Mayor sought clarification on the roles of TCICA and the LGAQ. Mr Sutherland advised that the two bodies should complement each other.

Mr Sutherland concluded that a meeting will be held next week (w/b 19/8/24) to finalise the ILF Accord.

➤ *Mr Sutherland left the meeting at 3.35pm.*

2.7. Regional Governance – Regional Leaders’ Forum

The Mayor advised that the Regional Leaders’ Forum will be held in September 2024. The TSIRC priority at this meeting will be to ascertain the current appetite of leaders at that forum to progressing the Regional Assembly.

3. CHIEF EXECUTIVE OFFICER REPORTS

3.1. Memorandum of Understanding (MOU) – TSIRC and Torres Strait Regional Authority (TSRA)

The Chief Executive Officer (Mr James William) spoke to this item and requested that SARG members review the MOU and provide comments back to him as soon as possible to set the narrative.

3.2. Memorandum of Understanding (MOU) – TSIRC and Regional Infrastructure Advisory Committee (RIAC)

The Chief Executive Officer (Mr James William) spoke to this item advising that he is currently in discussions with the RIAC Chief Executive Officer with a view to reactivating the forum.

The TSRA Chair has indicated that it would be aiming to review arrangements so that the TSRA becomes the primary advocacy voice to the Australian Government for funding to the region.

3.3. 2024 SARG Meeting Schedule

#SSC24-28/2024-08/3.3

CR TOBY / CR ANIBA

The Standing Committee, in accordance with paragraph 7.1 of the Committee’s Terms of Reference:

(a) agrees that the annual Standing Committee meeting schedule be aligned to the following calendar cycle:

ANNUAL SARG MEETING CYCLE			
	Type	Month	Date/Time/Reason
1.	F2F or TEAMS	August	TBD against annual Council schedule
2.	F2F*	October	To plan for November Council Workshop
3.	F2F or TEAMS	December	TBD against annual Council schedule
4.	F2F or TEAMS	February	TBD against annual Council schedule
5.	F2F*	April	To plan for May Council Workshop
6.	F2F or TEAMS	June	TBD against annual Council schedule

**face-to-face meetings are subject to budget availability*

AND

(b) in accordance with Section 254(B) of the *Local Government Regulation 2012*, adopts the following meeting schedule for the remainder of 2024:

- 2 October 2024 (Cairns); and
- 4 December 2024 (Microsoft Teams).

CARRIED UNANIMOUSLY

Action:

Chief Executive Officer to provide details on the budget and costings for each SARG meeting.

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

Nil

➤ *Committee discussions were suspended from 4.00pm to 4.20pm for afternoon tea.*

6. CORPORATE SERVICES DIRECTORATE

6.1 Policy Framework

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted the report and agreed to provide feedback and guidance on the policy, including whether the framework requires further shaping.

6.2 Advocacy Framework

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. Ms Andres advised that this framework is very much an early draft and should preferably have been canvassed initially through the Governance and Leadership Advisory Committee prior to consideration by SARG.

The Committee noted the report and agreed to provide feedback and guidance on the framework, including whether the framework requires further refining.

➤ *The Chief Executive Officer (Mr James William) left the meeting at 4.30pm.*

6.3 2025-2023 TSIRC Corporate Plan – Community Consultation

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted the report and agreed to provide feedback and guidance on the plan, particularly the 'Youmpla Voice Survey' questions.

6.4 Acceptable Request Guidelines Policy *(former acceptable request and communication protocol policy)*

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted that policy was adopted at the July 2024 Ordinary Council meeting and that the Mayor had requested that the policy be brought to the SARG.

6.5 Strategic External Grant Funding Policy

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item and advised that the policy will need to be improved. Ms Andres further advised that the policy expired in 2023 and needs to be reviewed. The Committee noted that policy and agreed to provide feedback.

6.6 Community Grants Policy

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item and recommended that the policy be improved further at the November 2024 Council Workshop. The Committee noted the recommendation.

7. ENGINEERING SERVICES DIRECTORATE

Nil.

8. FINANCIAL SERVICES DIRECTORATE

Nil.

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#SSC24-28/2024-08/9

CR STEPHEN / CR FELL

The Standing Committee resolves to close the meeting to the public pursuant to section 254J of the *Local Government Regulation 2012* to allow the Council to discuss items listed on the agenda for closed discussion and for the reasons outlined under those items.

CARRIED UNANIMOUSLY

10. CORPORATE SERVICES DIRECTORATE: Native Title Consent Process for New Housing

[Reason for Closed Discussion: these matters involve discussions relating to 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.]

Discussed by the Standing Committee and noted for submission to the Trustee Council.

11. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#SSC24-28/2024-08/11

CR ANIBA / CR STEPHEN

The Standing Committee resolves to move out of closed discussions pursuant to Section 254I of the *Local Government Regulation 2012*.

CARRIED UNANIMOUSLY

12. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

The Standing Committee formally resolved as indicated in Agenda Item 10.

13. MATTERS ARISING

Nil.

14. NEXT MEETING – 2 OCTOBER 2024 (Cairns)

Noted by the Standing Committee.

15. CLOSE OF MEETING & PRAYER

The Mayor formally closed the meeting at 5.20pm and delivered the closing prayer.

MINUTES CONFIRMED – 2 October 2024

.....
Cr Phillemon Mosby
Mayor
Torres Strait Island Regional Council
Date: 2 October 2024

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 2 October 2024

DRAFT

AGENDA ITEM 1.1



STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE MEETING ACTION ITEMS

[as at 21 August 2024]

Agenda Item	Action	Action Area	Current Status
Aug 2024 Mtg AI 1.1 Action Items Update	<ol style="list-style-type: none">1. Chief Executive Officer to review/update the Action Items from the former Strategic Advisory Reference Group (SARG).2. Draft Minutes and Action Items from each SARG to be provided to the Mayor when the Draft Minutes are uploaded onto the TSIRC website.	<ol style="list-style-type: none">1. CEO2. Secretariat	<ol style="list-style-type: none">1. CEO2. Completed 22/8/24.
Aug 2024 Mtg AI 3.3 2024 SARG Meeting Schedule	Chief Executive Officer to provide details on the budget and costings for each SARG meeting.	CEO	



SARG COMMITTEE ACTION ITEMS

[@ 18 Oct 2024]

Agenda Item	Action	Action Area	Current Status
Feb 2024 Mtg AI 6 Committees Review	Executive Director Corporate Services to include as an attachment into the briefing paper "Committees Review" for the March 2024 Ordinary Council Meeting the table prepared by the Mayor and SARG Members following the January 2024 SARG meeting.	ED Corporate Services	Completed.
Jan 2024 Mtg AI 5 Action Items	Chief Executive Officer to provide Mayor with a copy of all action items arising from future SARG Committee meetings, as well as Trustee Council and Ordinary Council meetings within the standard 10 day deadline used for posting of draft Minutes.	CEO	Completed.
Jan 2024 Mtg AI 5 Action Items	Executive Director Corporate Services to prepare a letter to the Australian Ambassador for First Nations People (Mr Justin Mohamed) seeking support to champion TSIRC's aspirations in relation to matters such as Regional Governance, Treaty, Native Title (DOGIT), the Masig Statement and other key strategic initiatives.	ED Corporate Services	Not yet started. (Link to AI 7 of June 2023 Mtg)
Jan 2024 Mtg AI 8 Corporate Services: Elphinstone Matters	<ol style="list-style-type: none">1. Executive Director Corporate Services to prepare a brief for the upcoming Economic Growth Committee Meeting which includes the original business case for Elphinstone.2. Executive Director Corporate Services to prepare a brief for the February 2024 Ordinary Council Meeting providing Council with an update on the Elphinstone asset.	ED Corporate Services	<ol style="list-style-type: none">1. Postponed. Unable to be discussed at Committee meeting due to time constraints2. No update. The Elphinstone matter sits with the CEO.

SARG Action Items

<p>Jan 2024 Mtg</p> <p>AI 13</p> <p>Corporate Services: Enterprise Divestment</p>	<p>Executive Director Corporate Services (in consultation with the Economic Growth Committee) to prepare a brief for the February 2024 Ordinary Council Meeting in relation to Council's Enterprise Divestment Policy.</p>	<p>ED Corporate Services</p>	<p>Matter held over for incoming Council. Committee has not yet discussed. Waiting for Trustee Policy to be finalised</p>
<p>Jan 2024 Mtg</p> <p>AI 19</p> <p>Treaty Management Issues</p>	<p>Chief Executive Officer to prepare communication with DFAT's Treaty Liaison Office to formalise TSIRC concerns in relation to Treaty issues, specifically the current situation on Saibai Island and other matters.</p>	<p>CEO</p>	
<p>Jun 2023 Mtg</p> <p>AI 7</p> <p>Matters Arising from May 2023 Workshop</p>	<ol style="list-style-type: none"> 1. The Mayor, Deputy Mayor and the ED Corporate Services to meet and prepare relevant correspondence on formalising its relationship with the Ambassador for First Nations and to highlight Council's position in relation to key national priorities, such as the Voice to Parliament Referendum, Treaty issues (in addition to the Australia/Papua New Guinea Torres Strait Treaty) and the Masig Statement. 2. Regarding TSIRC/TSRA arrangements, the Mayor requested that a letter be sent to the Minister for Indigenous Australians to rescind the decision to have separate elections for the TSRA and the TSIRC needs to be followed up. 	<ol style="list-style-type: none"> 1. ED Corporate Services 2. CEO 	<ol style="list-style-type: none"> 1. To be completed. Correspondence to now focus on self-determination for Torres Strait Islander people, as well as Treaty issues, the Masig Statement and native title matters. Refer AI 5 of Jan 2024 Mtg. 2. Outstanding.

SARG Action Items

<p>7 Mar 2023 Mtg</p> <p>AI 8</p> <p>General/Other Business</p>	<p>(1) Write to the Department of Foreign Affairs and Trade regarding the following matters:</p> <ul style="list-style-type: none"> • Movement under the treaty • Unauthorised visits. • Overstayers • Policy and Border Force concerns. <p>(2) Write to Premier Anastasia Palaszczuk regarding the Joint Ministerial Advisory Committee for the One Boat Regional Governance.</p> <p>(3) Write to the Torres Strait Regional Authority regarding</p> <ul style="list-style-type: none"> • TSIRC objection to the establishment of the Regional Infrastructure Advisory Committee (RIAC). • Follow-up to Major Infrastructure Program MIP 7 list that was provided approximately 18 months ago. 	<p>CEO / ED Corporate Services</p>	<p>CEO advised Jan 2024 SARG Mtg that he will review the status of actioning on these issues.</p>
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**STRATEGIC ACTION REFERENCE GROUP (SARG)
MEETING
25 OCTOBER 2024**

Agenda Item

5.1

DIRECTORATE: *Community Services*

AUTHOR: *Executive Director Community Services*

**HOUSING, FAMILIES AND SAFE & HEALTHY COMMUNITIES (HFSHC) ADVISORY
COMMITTEE – 1st QUARTER REPORT (JULY-SEPTEMBER 2024)**

OFFICER RECOMMENDATION:

The Strategic Action Reference Group (SARG) Standing Committee:

1. notes the 1st Quarter Report submitted by the Housing, Families and Safe & Healthy Communities (HFSHC) Advisory Committee for the period July-September 2024 and endorses the report for consideration by Council; and
2. recommends that Council endorse the appointment of the HFSHC Advisory Committee Chairperson as Council's representative on the Queensland Department of Agriculture and Fisheries' Animal Management Taskforce.

EXECUTIVE SUMMARY:

As part of their Terms of Reference (TOR), Council's Advisory Committees are required to submit quarterly reports to Council through the Strategic Action Reference Group (SARG) Standing Committee.

The 1st Quarter Report of the Housing, Families and Safe & Healthy Communities (HFSHC) Advisory Committee covers the period 1 July 2024 to 30 September 2024.

The HFSHC Advisory Committee requests that SARG support a recommendation to Council that the HFSHC Advisory Committee Chairperson be endorsed as Council's representative on the Queensland Department of Agriculture and Fisheries' Animal Management Taskforce.

BACKGROUND:

At its meeting in July 2024, Council established the HFSHC Advisory Committee under section 264(1)(b) of the *Local Government Regulation 2012*.

The HFSHC Advisory Committee held its inaugural meeting on 2 September 2024 and a copy of the Minutes from that meeting are at [Attachment 1](#).

The Committee has also drafted an interim workplan for this term of Council ([Attachment 2](#)) and will review/refresh the workplan for each quarterly report.

The HFSHC Advisory Committee has requested SARG endorsement for the HFSHC Advisory Committee to represent Council on the Queensland Government Department of Agriculture and Fisheries' Animal Management Task Force. Membership on the Taskforce can either be at Mayor, Deputy Mayor, Councillor or CEO level and is chaired by the Minister of Agriculture and Industry Development and Fisheries and Minister for Rural Communities. The Taskforce presently lacks elected TSIRC representation. The Taskforce is next due to meet in November 2024. The Manager Environment and Health and the EHW Coordinator are members of the Taskforce Working Group. Relevant background papers are at [Attachment 3](#).

COMPLIANCE / CONSIDERATIONS:

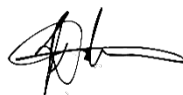
Statutory:	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Various policies pertain to the Committee's portfolio.
Legal:	N/A
Risk / Risk Mitigation:	Quarterly Meetings & Quarterly Reporting required.
Links to Strategic Plans:	<p>Corporate Plan 2020-2025</p> <ul style="list-style-type: none"> • People • Sustainability • Prosperity <p>Outcome 2: Our communities are safe, healthy and active.</p> <p>Outcome 3: We ensure accessibility to community support services.</p>
Masig Statement:	N/A
Advisory Committee Consultation:	N/A
Timelines:	1 st Quarter Report due to October 2024 SARG and Ordinary Council Meetings.

Other Comments:

N/A

Recommended:


Dawson Sailor
Executive Director Community Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS:

1. Minutes of HFSHC Advisory Committee Meeting (2 September 2024)
2. HFSHC Interim Workplan (2024-28)
3. Background Information: Queensland Government Department of Agriculture and Fisheries' Animal Management Task Force



HOUSING, FAMILIES AND SAFE & HEALTHY COMMUNITIES (HFSHC) ADVISORY COMMITTEE MEETING

2 SEPTEMBER 2024

MINUTES

Time: 2.00pm to 4.00pm
Venue: Microsoft TEAMS Meeting ID: 450 750 631 981
Passcode: guoyuB

PRESENT:

Chair

Member

Cr Keith Fell

Cr John Levi

OFFICERS:

Executive Director Community Services/**Lead Executive**

Executive Director Building Services

Manager Environment & Health

DOGIT Transfer, Land Tenure & Native Title Advisor

Manager Housing

Coordinator Housing

Committee Support/Secretariat

Mr Dawson Sailor

Mr Wayne Green

Mr Ewan Gunn

Ms Joanne Bryant

Ms Clara Tamu

Mr John Paiwan

Ms Anita Ahwang & Mr Darryl Brooks

GUESTS:

N/A

APOLOGIES:

Member

Cr Francis Pearson (*Cr Pearson was unable to dial-in to the meeting, despite several attempts to do so*)

A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER | OBSERVANCES

At 2.05pm, the Committee Chairperson (Cr Keith Fell) formally opened the inaugural meeting of the Housing, Families and Safe & Healthy Communities (HFSHC) Advisory Committee, noting that a quorum of members was present.

Cr John Levi delivered the opening prayer.

B. NOTING OF APOLOGIES

The Committee noted that Cr Francis Pearson was an unavoidable apology.

C. CONFLICT OF INTEREST (COI) DECLARATIONS

No COI declarations were made.

1. CONFIRMATION OF MINUTES (N/A)**1.1. Draft Minutes of former Housing and Safe & Healthy Communities (HSHC) Standing Committee – *for information/reference***

The Committee noted the draft Minutes of the former HSHC Standing Committee.

1.2. Action Items from Previous Meetings of the former HSHC – *for information/reference*

The Committee noted the Action Items from previous meetings of the former HSHC Standing Committee. The Committee agreed that those Action Items now be suspended. A new Action Items list is to be created for the term of the HFSHC.

2. NOMINATION OF STANDING AGENDA ITEMS**2.1. Review Standing Items from former HSHC Standing Committee (*verbal discussion*)**

The Committee noted the Standing Items on the former HSHC Standing Committee Agenda and agreed that those Standing Items be suspended.

The Chair requested an update on the following three (3) items:

- (i) Regional Housing;
- (ii) Water & Waste Water (STP);
- (iii) Animal Management.

(i) Regional Housing

The **Manager Housing (Mrs Clara Tamu)** addressed the Committee and provided updates in relation to overall Housing Collection Rates, Tenancy Breaches in general and General Tenancy Agreements (GTA) matters.

Recruitment of Housing Officers across the Divisions is nearing completion with the issue of Letters of Offer sent out on 2 September 2024.

Mrs Tamu advised the Committee that some current priorities for her team over the next 6 months include:

- Having GTAs in place for all tenants, as one of the constraints on her team currently is a directive from the Chief Executive Officer that there will not be any evictions;
- A further community consultation for the local housing plan needs to be undertaken as soon as practicable; and

- Formal endorsement by Council on Housing's Policies and Procedures. The drafts are currently with the Executive Director Community Services for clearance, prior to submission to Council via the HFSHC Advisory Committee and SARG.

Looking forward, another urgent need/priority in the Housing space is the requirement for funding to acquire a dedicated or specialised Housing Finance IT system that enables swift reconciliation of housing payments/refunds and other matters to improve all-round performance.

The Chairperson then requested an update from the **Executive Director Building Services (Mr Wayne Green)** in relation to the new builds for Mabuiag. Mr Green advised the Committee that following sign-off by Council on the 24JAA process at the August 2024 Trustee Meeting, formal notices were sent to the local PBC and GBK on 2 September 2024 with a due date for response by 11 November 2024.

The Chairperson also advised the Committee that the new build model used by TSIRC was also being displayed on Stradbroke Island.

Action:

Manager Housing to include the acquisition of a dedicated or specialised Housing Finance IT system that enables swift reconciliation of housing payments/refunds and other matters to improve all-round performance to be included as an advocacy priority for the HFSHC Workplan.

Water & Waste Water (STP)

Not discussed.

Animal Management

The **Manager Environment and Health (Mr Ewan Gunn)** addressed the Committee and provided the following updates:

- 1 x vet visit to all communities has taken place this year (April 2024) which was reasonably successful.
- His team is currently recruiting and training staff and going through a rebuilding phase due to recent departures. Currently there are 4-5 people doing their Certificate 4 in Animal Management.
- Over the past two years the Queensland Government's Department of Agriculture and Fisheries has been 'developing' laws for the seizure and holding of animals but failed to take into consideration the on-ground practicalities in relation to how this can be implemented in remote/regional areas (particularly the Torres Strait region). A Taskforce has since been established (Animal Management Task Force) with membership at Mayor, Deputy Mayor, Councillor or CEO level and is chaired by the Minister of Agriculture and Industry Development and Fisheries and Minister for Rural Communities. The Taskforce presently lacks elected TSIRC representation and it is proposed that the HFSHC Chair be the TSIRC representative on that Taskforce. The Taskforce is next due to meet in November 2024. The Manager Environment and Health and the EHW Coordinator are members of the Taskforce Working Group. Mr Gunn proposed a recommendation that Cr Fell, as the HFSHC Chairperson, consider taking up the role as the TSIRC elected representative on the DAF Taskforce. This is supported by the Executive Director Community Services.

Cr Levi supported the HFSHC Chairperson to be the TSIRC representative on the DAF Taskforce.

- Feral Horse management remains unresolved/ongoing. Sourcing of funding to address this issue will need to be pursued.

Action:

Manager Environment and Health to prepare input into the HFSHC briefing paper for the October 2024 SARG Meeting seeking endorsement for the HFSHC Chairperson to be nominated as the TSIRC representative on the Queensland Government's Department of Agriculture and Fisheries Animal Management Task Force. Subject to SARG agreement to this appointment, a follow-up brief is then to be prepared for endorsement at the October 2024 Ordinary Council Meeting.

3. **HFSHC Advisory Committee – Terms of Reference (TOR)** *(items 3.1 to 3.4 below for verbal discussion)*
 - 3.1. **Self-Review**
 - 3.2. **Quarterly Reporting Timelines to Council (via SARG)**
 - 3.3. **Consideration/Endorsement of Processes for Out-of-Session Approvals/Sign-off for Committee Business**
 - 3.4. **Alignment with Strategic Frameworks (i.e. Masig Statement, Corporate/Bisnis Plan)**
4. **HFSHC Advisory Committee – Priorities for 2024-28 Council Term** *(items 4.1 to 4.3 below for verbal discussion)*
 - 4.1. **Develop Draft Workplan** *(standing agenda item?)*
 - 4.2. **Identify Outreach Priorities/Networks with Regional Service Providers**
 - 4.3. **Draft Minutes – SARG Standing Committee Meeting (14 Aug 2024)**

The Committee discussed agenda items 3 to 4 above in a very broad context.

The Executive Director Community Services summarised the outcome of those discussions as follows:

- The Committee's current top three priorities will focus around:
 - Housing/Building Priorities;
 - Water/Water security/Wastewater Priorities; and
 - Animal Management/Environmental Impacts Priorities.

Cr Levi stressed that Climate Change has to be at the forefront of the Committee's considerations in relation to its impacts on community safety and security and way of life.

The Committee also agreed with the proposed Quarterly planning schedule and agreed to populate the document as required out of session.

In relation to out-of-session endorsement of Committee business, the Committee will explore options as they arise. As an interim arrangement, the Committee agreed that email endorsement for out-of-session business is preferred.

5. MATTERS ARISING

The Executive Director Building Services (Mr Wayne Green) advised the Committee that he will be submitting a report to the next Council meeting which will seek endorsement for the 4 priorities for Housing including a 10-year plan.

6. **NEXT MEETING** – To be discussed initially between the Chairperson and the Executive Director Community Services, then confirmed with Committee Members out-of-session. The Secretariat and Executive Director Community Services will draft a proposed list/timelines and circulate to the Committee out-of-session.

Action:

Secretariat and Executive Director Community Services to draft a proposed list/timelines for HFSHC meetings and circulate to the Committee out-of-session.

7. CLOSE OF MEETING & PRAYER

The Chairperson thanked participants for their attendance and contributions throughout the meeting and formally closed the meeting at 3.30pm, before delivering the closing prayer.

MINUTES CONFIRMED (OUT-OF-SESSION) – 16 September 2024


.....
Cr Keith Fell
Chairperson - HFSHC Advisory Committee
Torres Strait Island Regional Council
Date: 16 September 2024


.....
Dawson Sailor
Executive Director Community Services
Torres Strait Island Regional Council
Date: 16 September 2024

HFSHC Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 1 (2024-25)

Year 1: 2024-25	Priority	Timeline	Project/Objective	Current Status
1st QTR (Jul-Sep)	1. Review Committee TOR	Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities.	<ul style="list-style-type: none"> Align with TSIRC 10 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. 	Awaiting Council endorsement of TSIRC 10 Priorities and Action Plan. Due for consideration at September 2024 Council Meeting.
	2. Prepare draft 4-year strategic action/priorities plan	Draft to be populated and then circulated to members out-of-session for comment/input and endorsement for submission as part of the Committee's quarterly report.	To be updated for each quarterly report to Council.	
	3. Confirm HFSHC Chair as TSIRC representative on the DAF Animal Management Task Force	For endorsement at SARG meeting on 2/10/24. For endorsement at Council meeting October 2024.	Recommendation to be included in 1 st QTR Report to SARG meeting on 2/10/24.	Completed (recommendation included in draft 1 st QTR Report).
	4. 1 st QTR Report to October Ordinary Council meeting (via October SARG Mtg)	<p>next meeting of the DAF Taskforce in November 2024</p> <p>Relevant SARG Mtg is 2/10/24. 1st QTR Report for SARG due to Secretariat 24/9/24.</p> <p>Relevant Council Mtg is 15-16/10/24. 1st QTR Report for Council due to Secretariat 8/10/24.</p>		Draft report completed. Awaiting out-of-session clearance of Draft Workplan and Draft Minutes by Committee members.
2nd QTR (Oct-Dec)	1. Advocacy for Housing Finance IT System	Budgetary process / external funding	Swift reconciliation of housing payments/refunds and other matters to improve all-round performance	Housing Manager (Ciara Tamu) to source information on a suitable IT Housing Finance System.
	2. TSIRC Priority Area 3 – Regional Social Housing	Ongoing 10-year funding plan in accordance with the 2024–25 TSIRC Advocacy Action Plan.	Development of Housing Strategy to inform current and future capital housing related needs.	Commenced. Draft presented at Sept Committee meeting. Draft scheduled for presentation at November workshop.
	3. 2 nd QTR Report to be tabled at January Ordinary Council meeting (via January SARG Mtg)	<p>Committee to meet before SARG Mtg on 15/1/25</p> <p>Relevant SARG Mtg is 15/1/25. 2nd QTR Report for SARG due to Secretariat 7/1/25.</p> <p>Relevant Council Mtg is 15-16/10/24.</p> <p>2nd QTR Report for Council due to Secretariat 8/10/24.</p>		
3rd QTR (Jan-Mar)	1. Provide input/comment on Draft 2025-30 Corporate Plan			
	2.			
	3. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (via April SARG Mtg)	<p>Committee to meet before SARG Mtg on 2/4/25</p> <p>Relevant SARG Mtg is 2/10/24.</p> <p>3rd QTR Report for SARG due to Secretariat 24/9/24.</p> <p>Relevant Council Mtg is 15-16/10/24.</p> <p>3rd QTR Report for Council due to Secretariat 8/10/24.</p>		
4th QTR (Apr-Jun)				
	4 th QTR Report to be tabled at July SARG and Ordinary Council meetings (via July SARG Mtg)	<p>Committee to meet before SARG Mtg on 9/7/25</p> <p>Relevant SARG Mtg is 2/10/24.</p> <p>4th QTR Report for SARG due to Secretariat 24/9/24.</p> <p>Relevant Council Mtg is 15-16/10/24.</p> <p>4th QTR Report for Council due to Secretariat 8/10/24.</p>		

HFSHC Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 2 (2025-26)

Year 2: 2025-26	Priority	Timeline	Project/Objective	Current Status
1st QTR (Jul-Sep)	1. Review Committee TOR	Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities.	<ul style="list-style-type: none"> Align with TSIRC 10 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2025-30) where appropriate. 	
	2. Review Committee's 4-year strategic action/priorities plan	Annual review.	To be updated for each quarterly report to Council.	
	3. 1st QTR Report to October Ordinary Council meeting (via October SARG Mtg)	Relevant SARG Mtg is 2/10/24. 1st QTR Report for SARG due to Secretariat 24/9/24.		
2nd QTR (Oct-Dec)	1. Advocacy for Housing Finance IT System	Budgetary process / external funding	Swift reconciliation of housing payments/refunds and other matters to improve all-round performance	
	2.			
	3. 2nd QTR Report to be tabled at January Ordinary Council meeting (via January SARG Mtg)	<p>Committee to meet before SARG Mtg on 15/1/25</p> <p>Relevant SARG Mtg is 15/1/25. 2nd QTR Report for SARG due to Secretariat 7/1/25.</p> <p>Relevant Council Mtg is 15-16/10/24. 2nd QTR Report for Council due to Secretariat 8/10/24.</p>		
3rd QTR (Jan-Mar)	1.			
	2.			
	3. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (via April SARG Mtg)	<p>Committee to meet before SARG Mtg on 2/4/25</p> <p>Relevant SARG Mtg is 2/10/24. 3rd QTR Report for SARG due to Secretariat 24/9/24.</p> <p>Relevant Council Mtg is 15-16/10/24. 3rd QTR Report for Council due to Secretariat 8/10/24.</p>		
4th QTR (Apr-Jun)				
	4th QTR Report to be tabled at July SARG and Ordinary Council meetings (via July SARG Mtg)	<p>Committee to meet before SARG Mtg on 9/7/25</p> <p>Relevant SARG Mtg is 2/10/24. 4th QTR Report for SARG due to Secretariat 24/9/24.</p> <p>Relevant Council Mtg is 15-16/10/24. 4th QTR Report for Council due to Secretariat 8/10/24.</p>		

HFSHC Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 3 (2026-27)

Year 3: 2026-27	Priority	Timeline	Project/Objective	Current Status
1st QTR (Jul-Sep)	1. Review Committee TOR	Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities.	<ul style="list-style-type: none"> Align with TSIRC 10 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. 	Awaiting Council endorsement of TSIRC 10 Priorities and Action Plan. Due for consideration at September 2024 Council Meeting.
	2. Review Committee's 4-year strategic action/priorities plan	Annual review.	To be updated for each quarterly report to Council.	
	3. 1 st QTR Report to October Ordinary Council meeting (via October SARG Mtg)	Relevant SARG Mtg is 2/10/24. 1 st QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 1 st QTR Report for Council due to Secretariat 8/10/24.		
2nd QTR (Oct-Dec)	1. Advocacy for Housing Finance IT System (if still required)	Budgetary process / external funding	Swift reconciliation of housing payments/refunds and other matters to improve all-round performance	
	2.	Committee to meet before SARG Mtg on 15/1/25 Relevant SARG Mtg is 15/1/25. 2 nd QTR Report for SARG due to Secretariat 7/1/25. Relevant Council Mtg is 15-16/10/24. 2 nd QTR Report for Council due to Secretariat 8/10/24.		
	3. 2 nd QTR Report to be tabled at January Ordinary Council meeting (via January SARG Mtg)			
3rd QTR (Jan-Mar)	1.			
	2.	Committee to meet before SARG Mtg on 2/4/25 Relevant SARG Mtg is 2/10/24. 3 rd QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 3 rd QTR Report for Council due to Secretariat 8/10/24.		
	3. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (via April SARG Mtg)			
4th QTR (Apr-Jun)		Committee to meet before SARG Mtg on 9/7/25 Relevant SARG Mtg is 2/10/24. 4 th QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 4 th QTR Report for Council due to Secretariat 8/10/24.		
	4 th QTR Report to be tabled at July SARG and Ordinary Council meetings (via July SARG Mtg)			

HFSHC Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 4 (2027-28)

Year 4: 2027-28	Priority	Timeline	Project/Objective	Current Status
1st QTR (Jul-Sep)	1. Review Committee TOR	Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities.	<ul style="list-style-type: none"> Align with TSIRC 10 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. 	Awaiting Council endorsement of TSIRC 10 Priorities and Action Plan. Due for consideration at September 2024 Council Meeting.
	2. Review Committee's 4-year strategic action/priorities plan (in preparation of Council end-of-term) / or prepare a summary report for Incoming Council.	Draft to be populated and then circulated to members out-of-session for comment/input and endorsement for submission as part of the Committee's quarterly report.	To be updated for each quarterly report to Council.	
	3. 1 st QTR Report to October Ordinary Council meeting (via October SARG Mtg)	Relevant SARG Mtg is 2/10/24. 1 st QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 1 st QTR Report for Council due to Secretariat 8/10/24.		
2nd QTR (Oct-Dec)	1. Advocacy for Housing Finance IT System (if still required, prepare recommendation to Incoming Council)	Budgetary process / external funding	Swift reconciliation of housing payments/refunds and other matters to improve all-round performance	
	2.	Committee to meet before SARG Mtg on 15/1/25		
	3. 2 nd QTR Report to be tabled at January Ordinary Council meeting (via January SARG Mtg)	Relevant SARG Mtg is 15/1/25. 2 nd QTR Report for SARG due to Secretariat 7/1/25. Relevant Council Mtg is 15-16/10/24. 2 nd QTR Report for Council due to Secretariat 8/10/24.		
3rd QTR (Jan-Mar)	1.	LIKELY THAT "CARETAKER" CONVENTIONS COME INTO PLAY AHEAD OF 2028 LOCAL GOVT ELECTIONS IN AUGUST 2028		
	2.			
	3. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (via April SARG Mtg)	Committee to meet before SARG Mtg on 2/4/25 Relevant SARG Mtg is 2/10/24. 3 rd QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 3 rd QTR Report for Council due to Secretariat 8/10/24.		
4th QTR (Apr-Jun)		Committee to meet before SARG Mtg on 9/7/25		
	4 th QTR Report to be tabled at July SARG and Ordinary Council meetings (via July SARG Mtg)	Relevant SARG Mtg is 2/10/24. 4 th QTR Report for SARG due to Secretariat 24/9/24. Relevant Council Mtg is 15-16/10/24. 4 th QTR Report for Council due to Secretariat 8/10/24.		

From: Belinda Tucker <Belinda.Tucker@daf.qld.gov.au>
Sent: Tuesday, August 13, 2024 11:10 AM
To: TSIRC Information <info@tsirc.qld.gov.au>
Subject: Animal Management Task Force Membership

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OFFICIAL

Good morning,

I am pleased to advise you that a request for Torres Strait Island Regional Council to join the Animal Management Task Force was granted at the last meeting on Tuesday 6 August 2024.

Can you please advise which representative would you like to join the Task Force?
Please note that the representative on the Task Force must be either a Mayor, Deputy Mayor, Councillor or CEO as it is a decision-making body that is chaired by the Minister of Agriculture and Industry Development and Fisheries and Minister for Rural Communities.

The Department of Agriculture and Fisheries also host a Technical Working Group (next meeting to be held on 11 September) should you have any animal management staff that wish to join. This can be done through the LGAQs Work Place website.

Once I am advised of who will be your representative then I will add them to the group so that they can receive the draft minutes from the last meeting.

FYI - Please also see attached the Terms of Reference (but this will require updating the membership section).

Please be advised that we are aiming to hold the next Task Force meeting in November but are still waiting for confirmation of the meeting date.

Thank you for your interest in participating in the Task Force and please reach out to me if you have any questions.

Kind regards

Belinda Tucker



Belinda Tucker
Project Manager, Animal Management
Biosecurity Queensland
Department of Agriculture and Fisheries

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Animal Management (Cats & Dogs) Act 2008 Task Force Terms of Reference

June 2024

The Department of Agriculture and Fisheries proudly acknowledges all First Nations peoples (Aboriginal peoples and Torres Strait Islanders) and the Traditional Owners and Custodians of the country on which we live and work. We acknowledge their continuing connection to land, waters and culture and commit to ongoing reconciliation. We pay our respect to their Elders past, present and emerging.

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Departmental approvals

Name	Position	Action (Review/endorse/approve)	Signature	Date
Lucas Ryan	Manager Policy, Animal Biosecurity and Welfare			
Virginia Berry	Director, Animal Biosecurity and Welfare			

Document preparation

Prepared by	Belinda Tucker
Title	Project Manager
Project	Strong Dog Laws: Safer Communities
Status	Implementation

Revision History

Date	Version no.	Author	Description of changes
19/03/2024	1	Belinda Tucker	Original
19/03/2024	2	Lucas Ryan	Review
20/03/2024	3	Virginia Berry	Review
21/03/2024	4	Belinda Tucker	Updated document
03/06/2024	5	Belinda Tucker	Approved by Task Force

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1. Purpose

The purpose of this document is to define the Terms of Reference (Toor) for the Animal Management Task Force (the Task Force). The Task Force will be focusing on the implementation of changes made to the *Animal Management (Cat & Dogs) Act 2008* (AMCDA).

A diagram of the governance structure for the Task Force and the respective project reporting channels is provided in Figure 1.

Figure 1: Task Force Governance Reporting



2. Overview

2.1 Project background

Australia records an average of 100,000 dog bites annually with an estimated associated cost of \$7 million each year. Around three per cent of attack victims require hospitalisation.

Most dog attacks are predictable and preventable. Data and research from Queensland and other national and international jurisdictions show consistent patterns in dog behaviour that we can learn from to better prevent dog attacks from occurring.

It is estimated that children are three times more likely than adults to need hospitalisation for dog attacks. Children are more likely to experience severe implications because of dog attacks, to need initial and ongoing treatment, experience injuries to their face and neck that require long term injury management, including reconstructive surgeries.

Eighty per cent of attacks occur in the home, with a majority of those by a dog that a person owns or is known to them. International research confirms dog attacks from owned or known dogs are typically more severe than those from unknown or stray dogs.

In late 2021, the Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities (the Minister) established a Task Force in response to local government calls for a review of the AMCDA to strengthen the laws governing regulated dogs, including dangerous dogs.

The Task Force met four times between August 2022 and May 2023, to undertake a limited review of the AMCDA and recommend priority changes, as well as other system responses to enhance community safety, promote responsible dog ownership, and enable more effective enforcement action.

On 25 June 2023, the discussion paper was publicly released for community consultation. The reforms included proposals made by the Task Force and additional options to better protect the community from dangerous dogs, including:

- developing and implementing a comprehensive community education campaign
- imposing a new state-wide ban on restricted dog breeds (which are also banned for import into Australia under the Customs (Prohibited Imports) Regulations 1956 (Crwth)
- reviewing penalties for owners of dogs that cause harm
- introducing a new offence that includes imprisonment as a maximum penalty for the most serious dog attacks
- clarifying when a destruction order must be made for a regulated dog
- streamlining the external review process to minimise delays.

On 28 July 2023, the Premier approved the preparation of amendments to the AMCDA as proposed in the discussion paper. Community consultation, completed on 31 August 2023 with nearly 4,000 submissions, returned a high level of support for the proposals contained in the “Strong dog laws: Safer communities” discussion paper.

As the community consultation has been completed the Task Force should re-commence to focus on the next stage of the project -the implementation of the amendments to the AMCDA. This will help and support local governments in instigating the required changes and enable a more consistent approach to dog management laws across Queensland.

3. Scope

The scope of the matters that the Task Force can work on relates to dangerous dogs, implementation of changes to the *Animal Management (Cats & Dogs) Act 2008* and other matters agreed by the Minister. The scope of the matters of the Task Force is in line with the targeted review of the Act.

The issues that are considered out of scope and will not be considered by the Taskforce are:

- Removing redundant provisions about cats and registration (this will be dealt with separately by the Department, not part of Task Force)
- The QCAT appeals process review
- Landlords' ability to screen owners and their pets before moving into properties
- The inability to remove tenants from properties due to their pets
- Recording surgical procedures in a database for local government to review such as tail docking and ear cropping etc.

4. Functions

The Task Force will provide advice to the Minister on priority areas for action to ensure community safety in relation to regulated dogs and other matters.

The role of the Task Force is to:

- develop an Agreement between the Department of Agriculture and Fisheries (DAF), local governments and relevant Queensland Government agencies, including the Queensland Police Service, to clarify roles and responsibilities in relation to dog attacks, especially for investigation and other enforcement actions
- engagement with local government officers about the new offences and other amendments to the AMCDA, some of which will affect the administrative functions currently undertaken by these officers
- develop a new statutory guideline for destruction orders of dangerous dogs to reflect the new reforms
- develop a new guideline for the classification of prohibited dog breeds to help support local government officers identify prohibited dogs that have not been declared or are on the restricted dog breed registry.
- develop a new guideline for issuing the new and increased Penalty Infringement Notices and for prosecutions. Various templates and standard operating procedures are also proposed to support more effective and consistent implementation of the AMCDA.

The Task Force is not a decision-making body. Instead, this group will work through matters and escalate to the Project Governance Committee for decisions.

The Project Governance Committee is an internal committee within DAF. It is a senior decision-making authority who provide support for the implementation of the project as well as monitor the progression of the project and regularly review projects risks, finance and progress. The project committee also provides recommendations on delivery approaches and participates in discussing general strategies and opportunities for planning and implementation.

5. Membership

The Task Force membership is captured in Table 1 (below).

The Chair has the discretion to invite any person to participate in or observe meetings. Members of the Task Force may nominate such persons for the Chair's consideration. The Minister or staff from the Minister's Office may attend meetings.

Task Force membership is not based on the capacities of an individual but on the authorities and powers of their position.

Members agree to:

- Treat everyone with respect and courtesy
- Disclose, manage, and take reasonable steps to avoid any conflict of interest in connection with the Task Force
- Ensure that the confidentiality of discussions at meetings is respected.

The members of the Animal Management Task Force are:

Table 1: Membership

No	Position	Role
Minister's Officer		
1.	Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities	Chair
2.	Chief of Staff	Member
Brisbane City Council		
3.	Civic Cabinet Chair for City Standards	Member
Balonne Shire Council		
4.	Councillor	Member
Moreton Bay City Council		
5.	Mayor	Member
Mackay Regional Council		
6.	Councillor	Member
Logan City Council		
7.	Councillor	Member

Scenic Rim Regional Council		
8.	Councillor	Member
City of Gold Coast		
9.	Councillor	Member
Palm Island Aboriginal Shire Council		
10.	Councillor	Member
11.	Councillor	Observer
Ipswich City Council		
12.	Councillor	Member
Cairns Regional Council		
13.	Acting Chief Executive Officer	Member
Mt Isa City Council		
14.	Mayor	Member
RSPCA		
15.	Chief Executive Officer	Member
Australian Veterinary Association (AVA)		
16.	Senior Advocacy Officer	Member
Local Governments Association of Queensland (LGAQ)		
17.	Chief Executive Officer	Member
18.	Lead, Circular Economy and Energy Policy	Member
Department of Agriculture and Fisheries (DAF)		
19.	Deputy Director-General and Chief Biosecurity Officer	Acting Chair
20.	General Manager, Animal Biosecurity and Welfare and Chief Veterinary Officer	Observer
21.	Director, Animal Welfare	Observer
22.	Acting Director, Legislation & Regulation	Observer
23.	Manager (Policy), Exhibited Animals & Animal Management	Observer
24.	Principal Policy Officer, Legislation and Regulation	Observer
25.	Project Manager, Exhibited Animals & Animal Management	Secretariat
26.	Senior First Nations Engagement Officer, Partnership and Engagement	Observer
Department of the Premier and Cabinet		
27.	Executive Director, Environment and Planning Policy	Member
28.	Deputy Director General	Member

Where a Task Force member cannot attend a meeting, they will be required to advise the Secretariat.

While non formal members cannot attend the Task Force, political advisors may attend if there are matters to discuss where they can add value. The Chair of the Task Force will determine which, if any, advisors are required to attend the meetings.

6. Roles and Responsibilities

6.1 Responsibilities of Task Force Chair

The Task Force Chair is responsible for:

- working with the Secretariat to set the agenda for each meeting
- explaining the purpose of the meeting and the agenda at the beginning of each meeting
- keeping meetings moving, clarifying and summarising what is happening throughout each meeting and keeping meetings to the agreed time
- encouraging broad participation from members in discussion and guiding consideration
- working with the Secretariat to ensure there is a summary of action items and action owners and communication of meeting minutes and actions
- supporting the escalation of any issues to the respective Project Governance Committee

6.2 Responsibilities of Task Force Members

Individual Task Force members have the following responsibilities:

- supporting the Chair by completing allocated actions
- understanding the objectives of each respective project
- preparing for meetings by reviewing minutes and papers
- actively participating in meetings through open discussion and debate
- subject to any necessary project-specific approvals, agreeing on action items and outcomes
- agreeing by consensus on issues and proposed legislative amendments or non-regulatory solutions. Proposed solutions will be recommended to the Minister.
- ensuring that detailed information evidencing the issues is provided by their own or other local government councils to justify solutions.

6.3 Responsibilities of the Task Force Secretariat

The Secretariat will support the Chair through administrative assistance for effective running of Task Force meetings.

The responsibilities of the Secretariat include:

- Developing the Task Force meeting agenda for approval by the Chair
- Drafting the Task Force minutes for review by the Chair
- Maintaining a record of actions and outcomes

- Coordinating the collection and distribution of all Task Force documentation prior to and following Task Force meetings
- Generally ensuring the Task Force is administered in accordance with these Terms of Reference.

7. Operation

7.1 Chair

The Chair of the Task Force is the Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities.

If the designated Chair is not available, then a Senior User (the 'Acting Chair') shall convene and chair the meeting. The Acting Chair is responsible for reporting back to the Chair about the conduct and outcomes of the meeting.

7.2 Meeting schedule

The Task Force shall meet every three months but may also be convened as required to resolve urgent risks, issues, or changes outside of the project manager's authorised limits. Any member of the Task Force can request a meeting be convened at any time on demonstration of an appropriate need.

The Meeting will be held every two months.

7.3 Decision making

Task Force members are required to agree by consensus on issues, legislative amendments, or non-regulatory solutions. Consensus is determined once all participants have formed a generally accepted agreement or opinion and are content with it.

If consensus is not reached, a 'round' may be initiated by the Chairperson. In a round, each member in turn has an equal amount of time to comment on the issue, without interruption and without comments from the others (although questions may be asked for clarification only, when the person is finished). Once the round has finished, the Chairperson summarises what was said and clarifies the status of the issue.

Individual differences may have merged during the round into a common answer. If so, the Chairperson confirms with the group if agreement has been reached and the consensus is noted in the minutes. If consensus is still not achieved, a second round may be undertaken.

If consensus is still not achieved, the group has to decide:

- a. Whether progress is being made and further rounds may result in consensus, or
- b. Whether one or more of the necessary conditions for consensus are not currently being met and if so whether an adjustment can be made to accommodate
- c. To give authority to the Chairperson and three other members (as agreed by the Task Force) to make a decision on behalf of the Task Force. The members should cover the geographical areas of Southeast Queensland, Central Queensland, and Far North Queensland.

7.4 Quorum

A quorum exists when the Chair or the Chair's delegate and 75 per cent of Task Force members are present.

7.5 Out-of-session meetings

Urgent project issues may be addressed in out-of-session through the Chair.

In these cases, the Chair will put the issue to members by email for discussion with a timeframe available for consideration, provided that the consensus reached equates to the same as the quorum of a meeting.

Issues decided 'out of session' will be referred to the next meeting of the group for ratification.

Where appropriate, the Task Force may progress items out of session or discuss issues of relevance with individual Task Force members. Minutes or notes of out of session meetings will be recorded and may be used as inputs into project decisions (unless participants explicitly request an item of information be treated confidentially).

7.6 Other invitees

Task Force members, or their delegate, shall attend Task Force meetings to present reports and answer questions.

The Chair or the Acting Chair may also invite:

- subject matter experts, to present or respond to specific issues
- additional resources to assist the project manager with logistical, technical or secretariat tasks related to the meeting (for example, recording the minutes)
- vendors where this contribution is of value to delivery of the project.

7.7 Agendas and meeting papers

An agenda will be prepared for each Task Force meeting. This agenda will be developed by the Chair and members may request agenda items to be included. The agenda shall include:

- the proposed date, time, and location (either on Microsoft Teams, in-person, or a hybrid of both) of the meeting
- the name and position of all invitees, including observers
- the monthly project highlight report
- all items of business planned for consideration, including any supporting papers
- an opportunity to raise other business concerning project-related topics.

The agenda, with supporting papers, will be distributed in electronic format to Task Force members at least five business days before the meeting.

7.8 Minutes and actions arising

The minutes will provide a record of the business conducted at Task Force meetings including:

- the date, time, and location of the meeting
- the name and position of all attendees, including proxies and observers (including identifying when attendees enter and leave agenda item discussions)

- the name and position of invitees who offered apologies
- the outcome of all agenda items
- a summary of any general business
- all actions arising including expected timeframes and actioners.

The minutes of the meeting, including attachments, will be distributed to all Task Force Members within five working days of the meeting. At project closure, the Task Force team shall archive the minutes of meetings with the rest of the project files.

DAF is responsible for managing and monitoring outcomes and actions from Task Force meetings, within the agreed timeframes.

7.9 Meeting proxies

Members of the Task Force Meeting may, and are encouraged to, nominate a proxy to attend a Task Force meeting if they are unable to attend. The absent Task Force member must:

- assign to the nominated proxy full authority to act on their behalf
- inform the Chair of the nomination at least one business day before the meeting.

The nominated proxy shall:

- have the same authorities and responsibilities at the meeting as a Task Force Member
- report back to the Task Force member they represent about the conduct and outcomes of the meeting.

7.10 Technical Working Group

The Task Force will be supported by the Technical Working Group (Working Group). The Working Group will be made up of representatives from DAF, Local Government Association of Queensland (LGAQ), and representatives from local governments able to represent the broader range of Queensland local government areas.

The working group will provide operational and legislative context to proposed legislative amendments or non-regulatory solutions from the Task Force, including:

- If proposed amendments are likely to meet the Queensland Government Guide to Better Regulation guidelines
- If proposed amendments are likely to require broader public consultation, and the timing thereof
- Advice on how Act amendments may be implemented
- Advice on prioritisation and timing of proposed amendments.

The Working Group will be chaired by DAF as the department is responsible for the administration of the Act.

7.11 Review

Task Force membership and the Terms of Reference will be reviewed annually to ensure the objectives of the Task Force align with the appropriate stage of the project.

7.12 Amendments to these Terms of Reference

This Terms of Reference may be reviewed at any time and proposed amendments forwarded to the Chair for consideration. Approval of amendments will be determined by the Chair in consultation with members.

8. Appendix 1 – Terms, Abbreviations and Definitions

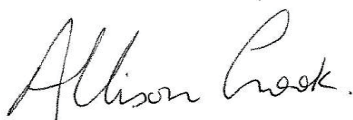
Table 2: Terms, Abbreviations and Definitions

Abbreviation	Definition
ToR	Terms of Reference
Task Force	Animal Management Task Force
AMCDA	<i>Animal Management (Cat & Dogs) Act 2008</i>
Minister	Minister for Agricultural Industry Development and Fisheries
DAF	Department of Agriculture and Fisheries
LGAQ	Local Government Association of Queensland

9. Endorsement

Next review date: June 2025

The terms of reference are approved by:



17 June 2024

Dr Allison Crook

General Manager, Animal Biosecurity and Welfare and Chief Veterinary Officer



STRATEGIC ACTION REFERENCE GROUP (SARG) MEETING 25 OCTOBER 2024

Agenda Item

6.1

DIRECTORATE: *Corporate Services*

AUTHOR: *Manager Administration and Communication*

MEDIA POLICY

OFFICER RECOMMENDATION:

Report for noting and discussion by the Strategic Action Reference Group (SARG) Standing Committee.

EXECUTIVE SUMMARY:

A Media Policy has been drafted by the Manager Administration and Communication. The draft policy was sent to ELT members in mid-September 2024 for feedback with a due date of 30 September 2024.

Following SARG review and amendments (if required) the policy will be put to Council for resolution in November 2024 or December 2024 with adoption and publication (if endorsed) following.

Interested Parties/Consultation:

- Manager Administration and Communication
- Executive Leadership Team
- Council

Background:

There was no existing Media Policy, therefore this is a new policy for consideration and adoption.

This policy will establish guidelines for interactions between Council and the media, ensuring a coordinated, clear, accurate and reliable presentation of Council information.

This policy will help maintain Council's credibility, integrity, and transparency, while also reinforcing its corporate values, vision and mission.

COMPLIANCE / CONSIDERATIONS:

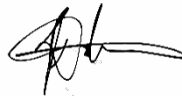
Statutory:	Local Government Act 2009, Local Government Regulation 2012
Budgetary:	N/A
Policy:	Media Policy
Legal:	N/A
Risk / Risk Mitigation:	This policy will help maintain Council's credibility, integrity, and transparency, while also reinforcing its corporate values, vision and mission.
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) People - Outcome 4: We are a transparent, open, and engaging Council. Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
Masig Statement:	N/A
Advisory Committee Consultation:	N/A
Timelines:	Following SARG review, policy to be put to Council in November or December 2024

Other Comments:

n/a

Recommended:

Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

TSIRC Media Policy DRAFT

Media Policy (DRAFT)

1. PURPOSE

This Media Policy establishes guidelines for interactions between Council and the media, ensuring a coordinated, clear, accurate and reliable presentation of Council information. This policy helps maintain Council's credibility, integrity, and transparency, while also reinforcing its corporate values, vision and mission.

2. SCOPE

This policy applies to all elected members, employees (staff, contractors, consultants and volunteers) when responding to media enquiries or when seeking to make comment on behalf of Council or otherwise by a Councillor on a particular matter.

3. POLICY STATEMENT

Council encourages open, timely, transparent and accurate communication with the media to promote a positive, progressive and professional image of Council.

3.1. Roles and responsibilities

- The Mayor and Chief Executive Officer (CEO) are the official spokespeople for Council.
- No other Councillor or employee may assume this responsibility unless delegated by the Mayor or CEO.
- The Mayor will be primarily responsible for communication on Council's policy, strategy, service levels and political responses to, or on behalf of, the Council.
- The CEO will be primarily responsible for communicating with the media on operational matters, unless delegated by the Mayor to speak on behalf of the Council.
- All media requests and interactions are managed through the Administration and Communications Department.
- Executive Directors should make themselves available to assist with any media enquiries to ensure a timely and accurate response.
- Council employees are not permitted to engage with the media about any Council-related matter without authority from the CEO.

- Councillors and Council employees are required to advise the Mayor, CEO, or Corporate Services if approached by the media for information or comment, even when a previous delegation has been authorised.

3.2. Media Coordination

All media requests and interactions are managed through Administration and Communications (Department).

The Department is responsible for managing all media interactions, including inquiries, interviews, and filming requests. They prepare and coordinate media statements, liaise with relevant staff and ensure statements are approved by the Mayor or CEO. The role also involves maintaining records of media engagements, ensuring professional and unbiased treatment of media representatives, responding promptly to inquiries and publishing media releases on the Council's website and social media channels.

The Department will release approved media statements and media releases to communicate matters including, but not limited to:

- Approved policy and organisational decisions;
- Clarifying organisational strategic direction;
- Protecting the reputation and upholding the integrity of Council or the region as a whole;
- To ensure transparency with the community;
- To promote the achievements and activities of Council and the wider region which are in the public interest; and
- Ensure all personal information is collected, handled or released as per Council's policies and procedures, adhering to the privacy principles outlined in the Information Privacy Act 2009.

3.3. Engaging with the media

3.3.1. Councillors

When engaging with the media, Councillors must follow relevant legislation and policies, avoid speaking on behalf of the Council unless authorised, and clearly state if they are sharing personal views. They must accurately represent Council policies, keep confidential information private, and are encouraged to seek guidance from the Administration and Communication Department before responding to ensure accuracy. Councillors must also inform the Mayor, CEO or Administration and Communications Department of any potential media-sensitive issues.

3.3.2. Council Employees

Council staff must not speak to the media about matters relating to the Council unless authorised by the CEO to do so. If Council staff receive a media enquiry or they are invited to comment to the media on a matter relating to the Council, they must refer the enquiry to their supervisor and Administration and Communication.

Council staff are free to express their personal views to the media on matters that do not relate to the Council, but in doing so, must not make comments that reflect badly on the Council or that bring it into disrepute.

3.4. Social Media

The Administration and Communications Department is responsible for, and manages Council's official social media accounts, ensuring content meets the same accuracy and professionalism standards as traditional media.

New social media accounts must be approved by the Chief Executive Officer.

Councillors may maintain personal social media accounts and engage on social media, but should clarify that they are expressing their personal views, not those of the Council.

Council does not manage social media accounts of elected members.

Employees are encouraged to share official posts but should avoid public debates and disclosing sensitive information on their personal social media accounts.

3.5. Crisis Communication

In a crisis or emergency, the Manager Administration and Communications will activate and manage crisis communication, act as the central media contact, and provide timely, accurate updates in coordination with relevant departments and emergency teams.

3.6. Record-Keeping

All media releases, responses to media or external requests for statements, information etc, must be recorded and stored according to Council's records management policy and procedures.

3.7. Non-Compliance

Non-compliance with the provisions of this policy may result in disciplinary action being taken in accordance with Council's policies and procedures.

4. REPORTING

There is no additional reporting.

5. REVIEW

This policy is to be reviewed every three (3) years unless change of operational procedures or at the discretion of the CEO.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager Administration and Communication
Authorised on:	MM/DD/YYYY
Effective date:	MM/DD/YYYY
Next review date:	September 2027
Review history:	



ECONOMIC GROWTH ADVISORY COMMITTEE

26 SEPTEMBER 2024

MINUTES

Time: 10.00am to 12.00pm

Venue: Microsoft TEAMS Meeting

PRESENT:

Chair

Cr Rocky Stephen

Members

Cr. Torenzo Elisala

Cr. Iona Manas

OFFICERS:

Executive Director Corporate Services/**Lead Executive**

Ms Susanne Andres

Economic Development Lead

Mr David Brown

GUESTS:

N/A

**A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER
| OBSERVANCES**

At 10.10am, the Committee Chairperson (Cr Stephen) formally opened the inaugural meeting. Cr Elisala delivered the opening prayer. Cr. Stephen welcomed David Brown and Cr. Elisala and acknowledged they were new to Council.

B. APOLOGIES

Cr. Iona Manas initially recorded as absent but joined at 10:30am.

C. CONFLICT OF INTEREST DECLARATIONS

None initially declared, but later at Agenda 6. EMPLOYMENT, Cr. Elisala and Cr. Manas declared CoI for paid employment at Gur A Baradharaw Kod (GBK) (Prescribed Body Corporate) as a Native Title Support Officer and Executive on Board respectively. Susanne said she would seek advice.

1. REVIEW TERMS OF REFERENCE

No comments. Susanne made mention that the SARG Report will note that the EG Advisory Committee has met and is working on the projects as outlined.

2. TRANSPORT

(i) Dauan and Ugar Alternative Transport Options Business Case

John Palmer provided a project update on 25 September where Susanne, David and later Cr. Elisala attended. John reported that the project was on-track. It was agreed that two separate reports would be produced, one for Dauan and one for Ugar. The project team is currently reaching out to external stakeholders, including QPS, Border Force, AFMA, CEQ, Seaswift, Australia Post and others.

Cr. Stephen asked whether we are going back to community to discuss the design of the vessel. Susanne advised firstly that we need to know what the Study says before going to community.

(ii) Hammond Island Ferry Subsidy and Feasibility Study

Susanne mentioned the subsidy will end at the end of December 2024 and that TSRA were assisting with discussions with Department of Transport and Main Roads. Susanne advised that Mayor Mosby had reached out to the Member for Cook, Minister for Transport, Ministerial Champion, Minister for Housing and the Government Champion. Only the Government Champion responded acknowledging receipt of correspondence. Cr. Elisala asked whether any other organisations could assist. It was agreed it was primarily a State responsibility. Susanne said she would be meeting with Cr. Dorante to discuss further and thanked Mayor Mosby for his advocacy.

Susanne advised that a funding request for the Feasibility Study has been submitted to TSRA, but nothing has been heard.

3. ECONOMIC DEVELOPMENT STRATEGY

(i) Funding

Susanne advised TSIRC submitted (14 June 2024) a formal funding application to TSRA and has followed up several times with no response. Cr. Stephen said that a formal response letter from TSRA is expected to come in October.

(ii) Presentation

David presented. All Councillors liked the Economic Development Strategy concept outlined. Cr. Elisala asked whether the Economic Development Strategy was for Council or community? David responded by saying that the information derived through the community engagement process would answer this question.

Councillors agreed that the same Economic Development Strategy concept be brought to SARG and be presented to the Council November workshop. Cr. Stephen requested a review of the project scope (Phase 1a, 1b and 1c) after the Council workshop in view of the conceptual approach proposed.

(iii) Short-term and long-term goals

David presented. No comment.

4. DIVESTMENT POLICY

(i) Table last Council Report. Waiting for trustee Report.

No time to discuss. Cr. Stephen advised to meet out of session.

(ii) Divestment of fuel

No time to discuss. Cr. Stephen advised to meet out of session.

5. RENEWABLE ENERGY PROJECT

(i) Table last Council Report (Mirabou Energy)

No time to discuss. Cr. Stephen advised to meet out of session.

- (ii) **Prepare meeting with Housing Families and Safe and Healthy Communities Advisory Committee and Environment and Climate Adaptation Committee**

No time to discuss. Cr. Stephen advised to meet out of session

6. EMPLOYMENT

- (i) **Community Development Program – My Pathways**
Not discussed due to Col declarations by Cr Elisala and Cr Manas. Postpone. Susanne to get advice.

7. OTHER

Nil

8. NEXT MEETING

TBD by Chair

9. CLOSE OF MEETING & PRAYER

Closing prayer by Cr. Manas.

Meeting closed at 12:00pm.