



# STRATEGIC ACTION REFERENCE GROUP (SARG) MEETING

14 AUGUST 2024

# AGENDA

**Time:** 1.00pm to 5.00pm

**Venue:** Committee Meeting Room, Level 3, 111 Grafton Street, Cairns

*Microsoft TEAMS Meeting ID: 492 328 719 745*

*Passcode: XYbzfi*

## ORDER OF BUSINESS

1.00pm	<p>A. WELCOME &amp; QUORUM CONFIRMATION   ACKNOWLEDGEMENTS   OPENING PRAYER   OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p><b>1. CONFIRMATION OF MINUTES (N/A)</b></p> <p>1.1. Action Items from Previous Meetings (N/A)</p> <p><b>2. MAYORAL ITEMS</b></p> <p>2.1. Strategic Action Reference Group (SARG) &amp; Advisory Committees – Governance Framework</p> <p>2.2. Former Strategic Advisory Reference Group (SARG) Performance Review 2024</p> <p>2.3. Masig Statement Action Plan – Update</p> <p>2.4. Torres Strait &amp; Northern Peninsula Area Regional Organisation of Councils (TS&amp;NPA ROC)</p> <p>2.5. Torres and Cape Indigenous Council Alliance (TCICA)</p> <p>2.6. Local Government Association of Queensland (LGAQ) Indigenous Leaders' Forum (ILF) Accord</p> <p>2.7. Regional Governance – Regional Leaders' Forum</p> <p><b>3. CHIEF EXECUTIVE OFFICER REPORTS</b></p> <p>3.1. Memorandum of Understanding (MOU) – TSIRC and Torres Strait Regional Authority (TSRA)</p> <p>3.2. Memorandum of Understanding (MOU) – TSIRC and Regional Infrastructure Advisory Committee (RIAC)</p> <p>3.3. 2024 SARG Meeting Schedule</p> <p><b>4. BUILDING SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>5. COMMUNITY SERVICES DIRECTORATE</b></p> <p>Nil.</p>
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**6. CORPORATE SERVICES DIRECTORATE**

**6.1 Policy Framework**

**6.2 Advocacy Framework**

**6.3 2025-2030 TSIRC Corporate Plan – Community Consultation**

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

**6.5 Strategic External Grant Funding Policy**

**6.6 Community Grants Policy**

**7. ENGINEERING SERVICES DIRECTORATE**

Nil.

**8. FINANCIAL SERVICES DIRECTORATE**

Nil.

**9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

**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.]*

**11. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION**

**12. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION**

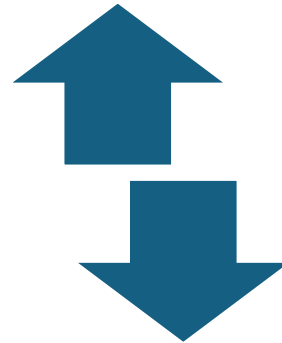
**13. MATTERS ARISING**

**14. NEXT MEETING – TBA**

**15. CLOSE OF MEETING & PRAYER**

5.00pm

# TORRES STRAIT ISLAND REGIONAL COUNCIL (TSIRC)



SARG  
recommends to  
Council

Council directs  
Committees  
through SARG

Strategic Action Reference Group (SARG) Standing Committee

Culture, Arts, Land &  
Heritage (CALH)  
Advisory Committee

Economic Growth (EG)  
Advisory Committee

Environment & Climate  
Adaptation (ECA)  
Advisory Committee

Governance &  
Leadership (G&L)  
Advisory Committee

Housing, Families and  
Safe & Healthy  
Communities (HFSHC)  
Advisory Committee



# Strategic Action Reference Group (SARG) Standing Committee– Terms of Reference (TOR)

## 1. Purpose

- 1.1. The main purpose of the Strategic Action Reference Group (SARG) Standing Committee (the Committee) is to set the overall strategic direction for Council, as well as advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan 2020-2025*.
- 1.2. The Committee reviews policies and strategies to be considered by Council.
- 1.3. The Committee will also identify and advise on emerging issues and opportunities on major matters affecting Council.

## 2. Authority

- 2.1 The Committee is established as a standing committee under section 264(1)(a) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
  - cannot require Council to adopt a policy or recommendation approved by the Committee; and
  - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## 3. Portfolio Area

- 3.1 The Committee's portfolio area covers:
  - Indigenous Land Use Agreements (ILUAs)
  - Partnerships/MOUs
  - Regional Service Level Agreements (SLAs)
  - Strategic funding
  - Major infrastructure funding
  - Regional Infrastructure Advisory Committee
  - Internal/External Audit
  - National and International Relationships
  - Oversight of Council Advisory Committees

#### **4. Term**

4.1 The Standing Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### **5. Membership**

5.1 Members shall be:

- the Mayor
- the Deputy Mayor
- the Chairpersons of Council's Advisory Committees – as resolved by Council

5.2 The respective chair of Council's Advisory Committees may nominate another member of the specific committee to act as a proxy to attend a meeting of the Committee if the committee chair is unable to attend. It is the responsibility of the respective chair to organise his/her proxy.

5.3 The Mayor will be the chair of the Standing Committee.

#### **6. Standing Orders and Meeting Procedures**

6.1 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, including Code of Conduct and Conflict of Interest requirements.

6.2 Where a member misses two (2) consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

#### **7. Meetings**

7.1 The Committee will meet bi-monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting to the public. Council will set the first meeting of the Committee, with the Committee to then determine an annual schedule of meetings.

7.2 An annual schedule of meetings for the Committee will be published on the Council website.

7.3 Meeting quorum shall be the Mayor plus three members. The Mayor must be present for all meetings of the Standing Committee.

7.4 The Standing Committee meeting schedule will be as follows:

- 3 x virtual meetings per annum;
- 3 x face-to-face meetings per annum (subject to budget availability and to include the Committee meeting immediately in the lead-up to each Council Workshop).

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

7.6 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

7.7 Written minutes are required to be published within ten (10) days of the conclusion of the meeting and then endorsed at the following Committee meeting. Confirmed minutes will then be submitted to the full Council for noting.

## **8. Amendment, Modification or Variation**

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

## **9. Executive Officer Support**

9.1 The Executive Officer responsible for leading the Committee will be the **Chief Executive Officer**.

9.2 All Executive Directors are expected to attend each SARG meeting.

## **10. Administrative Support**

10.1 Administrative support will be provided by the Secretariat.

APPROVED



# Culture, Arts, Land & Heritage (CALH) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

- 1.1. The main purpose of the Culture, Arts, Land & Heritage (CALH) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:
  - **Outcome 1:** We preserve cultural heritage, history and place.
  - **Outcome 12:** We bring opportunity to our region and put our culture on the world stage.
- 1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:
  - (i) embed the language and cultural (Ailan Kastom) lens into all operational and strategic policy and decision making;
  - (ii) encourage the participation and optimum service delivery throughout the TSIRC footprint and communities in arts, cultural and heritage programs, projects and activities;
  - (iii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's arts, culture, history, languages and heritage communities.

## 2. Authority

- 2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
  - cannot require Council to adopt a policy or recommendation approved by the Committee; and
  - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

### 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Alian Kastom
- Language Revitalisation
- Repatriation of Sacred Artefacts and Human Remains
- Cultural Villages
- Torres Strait Islander Flag (including copyright)
- Native Title
- Deeds of Grant in Trust
- Land transfer
- Master Planning

### 4. Term

4.1 The CALH Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

### 5. Membership

5.1 Members shall be:

- the Chairperson (Cr Chelsea Aniba) – as resolved by Council
- two other Councillors (Cr Aggie Hankin and Cr Bob Kaigey) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

### 6. Standing Orders and Meeting Procedures

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

### 7. Meetings

7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.

7.2 Meeting quorum shall be two members.



- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Corporate Services**.
- 10.2 The Executive Director Community Services will provide additional support when required.

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the Corporate Services Directorate.



# Economic Growth (EG) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Economic Growth (EG) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan 2020-2025* which relate to the Committee's portfolio, namely:

- **Outcome 10:** We advocate and foster regional prosperity through enterprise development.
- **Outcome 11:** We invest in the retention of key skills within our region.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:

- (i) develop and deliver strategic sustainable economic development planning, design, implementation and improvement.
- (ii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's increasing economic challenges.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute or other law, or in any other capacity.

## 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Divestment Policy
- Industry/Small Business Development
- Renewable Energy Project
- Economic Development Strategy
- Fuel Options
- Employment Opportunities
- Transport

#### **4. Term**

4.1 The Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### **5. Membership**

5.1 Members shall be:

- the Chairperson (Cr Rocky Stephen) – as resolved by Council
- two other Councillors (Cr Torenzo Elisala and Cr Iona Manas)– as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

#### **6. Standing Orders and Meeting Procedures**

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

#### **7. Meetings**

7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.

7.2 Meeting quorum shall be two members.

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

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

7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Corporate Services**.

## 11. Administrative Support

11.1 Secretariat and administrative support will be provided by the Corporate Services Directorate.



# Environment & Climate Adaptation (ECA) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Environment & Climate Adaptation (ECA) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 5:** We plan effectively for the future of our individual communities and region.
- **Outcome 6:** Our communities remain resilient to the effects of climate change and natural disasters.
- **Outcome 7:** Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability.
- **Outcome 9:** We actively reduce our environmental footprint and manage our resources sustainably.

1.2. The Committee will also identify and advise on emerging issues and opportunities in climate change adaptation to enable Council to:

- (i) embed the climate change lens into all operational and strategic policy and decision making;
- (ii) increase the resilience of Council's infrastructure and service delivery by building internal capacity to absorb, adapt and adjust to the expected shocks of climate change;
- (iii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate adaptation.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation* 2012.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

### 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Torres Strait Climate Change and Adaptation Strategy
- Torres Strait Sea Wall Program
- Torres Strait and North Peninsula Area Biosecurity Plan
- Renewable Energy
- Waste Management (including Wastewater)
- Water Management
- Land & Sea Management
- Zenadth Kes Coastal Hazard Adaptation Strategy (and Implementation Action Plan)
- Asbestos Removal

### 4. Term

4.1 The Climate Change Adaptation and Environment Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

### 5. Membership

5.1 Members shall be:

- the Chairperson (Cr Kabay Tamu) – as resolved by Council
- two other Councillors (Cr Ted Mosby and Cr Seriako Dorante) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

### 6. Standing Orders and Meeting Procedures

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

## 7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Engineering Services**.

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the Engineering Services Directorate.



# Governance and Leadership Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Governance & Leadership Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 4:** We are a transparent, open and engaging Council.
- **Outcome 8:** We manage Council affairs responsibly to the benefit of our communities.
- **Outcome 12:** We bring opportunity to our region.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:

- (i) inform the development, implementation and review of strategies and plans that set and supports the direction of Council and ensures strong governance in terms of responsibility, self-regulation, prudent management of funds, best practice, and community services consistent with the culture and values of the Torres Strait Islander community.
- (ii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's governance ambitions.
- (iii) Supporting effective regional media and communication initiatives, including capacity building in communities.
- (iv) identify and prepare Leaders of the Future throughout the region.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.



### 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Regional Assembly / Masig Statement / Regional Partnerships
- Transition Action Plan (TAP)
- Torres Strait Treaty
- Local Government Boundaries
- Reconciliation Action Plan (RAP)
- Media and Broadcasting
- Leadership Capacity Building
- Policy oversight and Corporate Documents (such as Corporate Plans, Operational Plans, Annual Reports, etc.)

### 4. Term

4.1 The Governance and Leadership Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

### 5. Membership

5.1 Members shall be:

- the Chairperson (Cr Dimas Toby) – as resolved by Council
- two other Councillors (Cr Nixon Mye and Cr Ranetta Wosomo) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

### 6. Standing Orders and Meeting Procedures

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

## 7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
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4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Chief Executive Officer**.

- 10.2 All Executive Directors will provide additional support when required.

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the Office of the Chief Executive Officer.



# Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 2:** Our communities are safe, healthy and active.
- **Outcome 3:** We ensure accessibility to community support services.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio including:

- Strategic planning and development of initiatives related to community safety and crime reduction, including Community Justice Group initiatives
- Contributing to health policy and grant delivery in the region, including:
  - Monitoring the rollout of funding to the delivery of essential services to support healthy communities
  - Supporting preventative health and wellbeing initiatives including sport and recreation activities
  - Supporting healthy and affordable food for communities
  - how best to improve health and wellness in our region, including how best to engage health consumers and communities to have a say
- Contributing to strong family initiatives such as:
  - Parenting support and education
  - Support with family relationships
  - Preventing social isolation
  - Assistance with economic difficulties (i.e. link to financial counselling)
  - Support with emotional and health issues
  - Assistance with education and employment
  - Referrals to other services

## **2. Authority**

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## **3. Portfolio Area**

3.1 The Committee's portfolio area covers:

- Housing
- Water and Wastewater Planning
- Asset Management Strategy
- Health (including related transportation issues)
- General Community Safety Concerns & Treaty movements
- Local Disaster Management
- Family Wellbeing (Elders, Youth, Young people, Men, Women, Cultural Groups and Other Minority Groups)
- Disability Support Initiatives
- Sport (including sporting facilities) and Recreation
- Animal management initiatives
- Connectivity and Telecommunications

## **4. Term**

4.1 The Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

## **5. Membership**

5.1 Members shall be:

- the Chairperson (Cr Keith Fell) – as resolved by Council
- two other Councillors (Cr John Levi and Cr Francis Pearson) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

## 6. Standing Orders and Meeting Procedures

- 6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.
- 6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.
- 6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

## 7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Community Services**.

10.2 The Executive Director Building Services will provide additional support when required.

## 11. Administrative Support

11.1 Secretariat and administrative support will be provided by the Community Services Directorate.

APPROVED

# Torres Strait Island Regional Council

## Strategic Advisory Reference Group (SARG) Committee Team Assessment Questionnaire

This questionnaire is designed to assist in assessing the Strategic Advisory Reference Group (SARG) Committee's performance. The questionnaire is intended to be completed by each committee member.

Sections 1-5 are designed to obtain the general views of the Strategic Advisory Reference Group (SARG) Committee and where it should focus in the next two years.

Sections 6-8 contain more specific questions. Strategic Advisory Reference Group (SARG) Committee members are asked to indicate, from a score of 1-4, whether they agree or disagree with the statements. These sections also provide the opportunity to include comments and or suggestions for improvement.

If respondents are unaware, or don't feel qualified to answer specific questions, these areas can be left blank. However, any comments or suggestions to improve the effectiveness of the Strategic Advisory Reference Group (SARG) Committee would be appreciated.

### 1. What does the Strategic Advisory Reference Group (SARG) Committee do well?

- Provide good leadership support.
- Engages with Executive Staff.
- Healthy working relationship.
- Building team.
- Discuss and explore best practice for Council.
- Provide recommendation to Council.

## **2. Where can the Strategic Advisory Reference Group (SARG) Committee improve?**

- Standing meeting procedures
- Be adequately funded and resources to properly effective function.
- Be proactively involved in lobby and advocating.
- Be done with doing more with less theory.
- Recognition within the region and council
- Provide regular feedback process to standing committee.
- Clearer and constant process in place.
- Develop are strategic governance framework.

## **3. What else can management do to assist the Strategic Advisory Reference Group (SARG) Committee meet its responsibilities?**

- Clearer and constant processes.
- Planning and Executive support to plan out annually.
- Active participation of representation.
- People actually going to meeting.
- Ensure SARG members are provided with all the necessary meeting documents before hand.

## **4. What should be the key areas of focus for Strategic Advisory Reference Group (SARG) Committee in the next two years?**

- Key priorities from the standing committee
- Advocacy for strategic funding moving away from annual funding.
- Budget in place to drive and deliver the strategic priorities.
- In the interim (short-term) currently funding regionally.



**5. Are there opportunities to improve the Strategic Advisory Reference Group (SARG) Committee's terms of reference and/or membership arrangements?**

- Team Building/Bonding
- Professional Development and Training.
- Capacity Building.
- Policy and Procedures driven.
- Term of reference to be reviewed (Develop are policy to give us the strength to work in conjunction with the operations).
- Link the ToR to Council's Corporate Plan

## Strategic Advisory Reference Group (SARG)

The objective of the Strategic Advisory Reference Group (SARG) Committee is to provide leadership on the strategic position and direction of Council arising from all external and internal influencers and their impacts resulting from various sources including:

- International Developments
- Governmental Reforms
- Council Vision and Strategic Direction
- Internal Review of Organisational Structure
- Budgetary and/or Financial Funding Changes
- Audit Findings and Recommendations

CAH&L – Culture, Arts, Hertiage & Land | Cr Ranetta Wosomo

G&L – Governance & Leadership | Cr Getano Lui

S&HC – Safe, Healthy Communities | Cr Keith Fell

EP – Environment Climate Adaptation | Cr Hilda Mosby

EG – Economic Growth | Cr Rocky Stephen

1 = Strongly disagree		2 = Disagree		3 = Agree		4 = Strongly agree	
		1	2	3	4		
a.	International Development   Treaty CAH&L 2   G&L 3   S&HC 3   EC&A 2   EG 4 Political support e.g. breech of treaty (Cr Fell)		x				
b.	Government Reforms CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
c.	Council Vision and Strategic Structure CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4  We don't do this at the moment.						x
d.	Internal Review of Organisational Structure CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
e.	Budgetary and/or Financial Funding Changes CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
f.	Audit Findings and Recommendation CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x

**Are there responsibilities in the Terms of Reference that Strategic Advisory Reference Group (SARG) Committee could address in a better way? Should the - Strategic Advisory Reference Group (SARG) Committee have more or less responsibilities?**

Tamu | Not only paper before hand but look at initiatives, eg. Creating opportunities

Lui | with regards to the Treaty bring this into the relevant standing committee.

Fell | Crossover – agenda format, what paper were presented.

Stephen | Procedures from standing committee to SARG to Council, roles and responsibility (clearly shows in the standing committee), Policy to drive strategic aspiration and action. Clearer link between the Corporate Plan (Strategic) Chairs presents Strategic and executive present operations.

**7. Strategic Advisory Reference Group (SARG) Committee skills and understanding.**

1 = Strongly disagree		2 = Disagree		3 = Agree		4 = Strongly agree	
		1	2	3	4		
a.	Professional Development   Capacity Building CAH&L 1   G&L 3   S&HC 1   EC&A 4   EG 4  We need to engage consultant / leadership coach						x
b.	Governance   Articulated the lack of governance/engagement CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
c.	Advocacy CAH&L 2   G&L 2   S&HC 2   EC&A 2   EG 2  We could improve in this area.		x				
d.	Exposure, Experience and Opportunity (Performance) CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
e.	Skills Audit   Wakay Wayan   Elder role CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4						x
<b>Are there areas of Council that the Strategic Advisory Reference Group (SARG) Committee needs to understand better and how should this be addressed?</b>							
<ul style="list-style-type: none"> <li>Aligning Councillors skills, knowledge and experience to SARG</li> <li>Test Council operation appetite for SARG</li> <li>Clearer and standardisation of delegation</li> <li>Identify red-tape process and remove them.</li> <li>Voiceless</li> <li>People and leaders feel unvalued</li> </ul>							

**8. Meeting Administration**

1 = Strongly Disagree		2 = Disagree		3 = Agree		4 = Strongly agree	
		1	2	3	4		
a.	Agenda and meeting papers CAH&L 3   G&L 3   S&HC 3   EC&A 3   EG 3  SARG Meetings to align to Council in person meeting. SARG should remain in Communities (Division). In are much better place but still room for improvement.			x			
b.	Timing CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4  Strategic Topic should be schedule on are Quarterly, Yearly linking to Corporate Plan					x	
c.	Engagement & Working Relationship CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4  CEO well supported. Professional development budget needs to increased.					x	
d.	Feedback Lui   Actioned follow, progress status, regular feedback CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4					x	
e.	Meeting & Network – Internal & External CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4					x	
f.	Meeting Logistic <ul style="list-style-type: none"> <li>Needs to be improved.</li> <li>Need to be budgeted.</li> <li>Regular in person meeting.</li> <li>Proactive approach.</li> </ul> CAH&L 4   G&L 4   S&HC 4   EC&A 4   EG 4					x	

**How can the Climate Strategic Advisory Reference Group (SARG) Committee meetings be more productive and effective?**

- SARG should remain in Communities (Divisions)
- In are much better place but there's always room for improvement.

## 12.6 Torres Strait & Northern Peninsula Area Regional Organisations of Councils (TS&NPAROC)

<b>File Number</b>	<b>BSC/Governance/Reporting/Executive Services Report/2024</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authoriser:</b>	<b>Chief Executive Officer</b>
<b>Attachments:</b>	<b>Torres Strait &amp; NPA ROC Charter</b>

### SUMMARY

The Torres Strait Island Regional Council, Torres Shire Council and the Northern Peninsula Area Regional Council have formally launched and the establishment of the Torres Strait and Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC). The Charter for the TS&NPAROC was executed on 6 March 2023, a copy is attached for Council reference and information.

### BACKGROUND

Collectively the TS&NPAROC represents the interests of residents of all 24 communities across the Torres Strait and Northern Peninsula Area. Each local government resolved to endorse the charter for the TS&NPAROC and to allocate initial resources for incorporation and set strategic direction.

The TS&NPAROC will undertake research and advocacy on key regional issues to State and Federal governments; will bring about regional tendering and purchase agreements to achieve economies of scale and better synergies in service delivery through better management of projects across the region and to facilitate cooperative projects between the constituent local governments through shared services and joint Local Government activities.

In officially signing the Charter of the TS&NPAROC, there was absolute enthusiasm for this strong collaboration. Shared resources, enhanced service delivery, regional deployment of staff on projects, effective management of projects with other levels of government, all the things that the Councils have been calling for over many years on behalf of our people to support our communities.

**Vision** - To lead and facilitate regional autonomy through collaborative planning and advocacy.

### Core Values

- a. Operate within frameworks which firstly respect our unique culture, Ailan Kastom and Aboriginal Lore
- b. Autonomy to act in accordance with the system of government;
- c. Integrity in all our professional dealings and the way in which we perform our
- d. functions;
- e. Responsivity to the needs of the communities in our region;

- f. Accountability and transparency to the member councils, constituents and other tiers
- g. of government;
- h. Commitment to working in collaboration and partnership with stakeholders operating
- i. within the region
- j. Equity; and
- k. Respect for cultural, individual rights and differences between councils.

### **Membership of TS&NPAROC**

- Torres Strait Island Regional Council
- Torres Shire Council
- Northern Peninsula Area Regional Council

### **Objectives of TS&NPAROC**

- a. To support and advance the interests of members and our communities in a regional context in accordance with our agreed 15-Point Plan.
- b. To develop policies and strategies from which all member Councils may act collaboratively to ensure a planned approach to the coordination of enhanced regional governance, growth and the management of change.
- c. To act as an advocate to Queensland and Commonwealth governments and other authorities on issues of mutual concern and also to influence decision makers within these governments and their authorities.
- d. To address cross-boundary issues.
- e. To enhance communication and information sharing between member councils on a regional basis.
- f. To foster economic development and empowerment within our region by working in partnership with State and Federal agencies and governments, community, business and academic organisations.
- g. To ensure accountability of all other tiers of government in pursuit of equity in all relevant socio-economic metrics as detailed in our 15-Point-Plan and;
- h. To safeguard cultural and environmental values of our region and to enhance our combined efforts in combatting climate-change.

## **CORPORATE PLAN**

### **Our Community**

#### **1.1. Our Region (LEAD)**

Council is a partner in the determination of significant regional issues

- Engage with Regional, Local, State and Federal Bodies to deliver the community aspiration



**CONSULTATION**

- Elected Members and Executive Management Team

**LEGAL IMPLICATIONS**

- N/A

**POLICY IMPLICATIONS**

- N/A

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

- Each Council has endorsed to budget \$10k in 2023/2024 to assist with the establishment of the TS&NPAROC and annually thereafter. Funding assistance through the Thriving Communities was awaiting signoff to assist with the ROC set up and operational costs.

**RECOMMENDATION**

That Council note the Torres Strait and Northern Peninsula Area Regional Organisations of Council (TS&NPAROC) overview report.

## 12.7 Torres and Cape Indigenous Council Alliance (TCICA)

<b>File Number</b>	<b>BSC/Governance/Reporting/Executive Services Report/2024</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authoriser:</b>	<b>Chief Executive Officer</b>
<b>Attachments:</b>	<b>TCICA Introductory Documents</b>

### SUMMARY

The Torres Cape Indigenous Council Alliance is a membership-based alliance of 16 local governments which represents 14 of Queensland's 17 Indigenous councils, as well as Cook Shire Council and Weipa Town Authority. Centred largely in the Torres Strait, Cape and Lower Gulf region, TCICA operate as a collaborative partnership of councils to represent the common interests of local governing bodies within the region.

TCICA members are committed to working together with the State and Federal governments to help shape place-based responses and solutions to the challenges and opportunities in front of us. TCICA plays a key role in identifying key issues impacting our region that we can and should influence, as well as facilitating the sharing of resources and information, and building effective partnerships with state and federal ministers, Members of Parliament and government agencies. We have become a real force for change; we know that our strength is in collaboration and that by working together we will achieve greater outcomes for our region.

### Mission

TCICA's mission is to foster cooperation and resource sharing between member councils and effectively advocate on agreed regional positions and priorities.

### Vision

Regional prosperity through interactive and collaborative planning and advocacy. Core Values  
Autonomy to act within the constraints of our systems of Government; Integrity in the performance of our functions; Responsiveness to the needs of our local communities; Accountability to stakeholders – electors, ratepayers, other spheres of Government; Equity in our dealings with each other; and Respect for the individual rights of individual councils to have their own opinions.

### TCICA Member Councils

1. Aurukun Shire Council
2. Cook Shire Council
3. Doomadgee Aboriginal Shire Council
4. Hope Vale Aboriginal Shire Council
5. Kowanyama Aboriginal Shire Council
6. Lockhart River Aboriginal Shire Council
7. Mapoon Aboriginal Shire Council
8. Mornington Shire Council
9. Napranum Aboriginal Shire Council

10. Northern Peninsula Area Regional Council
11. Pormpuraaw Aboriginal Shire Council
12. Torres Shire Council
13. Torres Strait Island Regional Council
14. Weipa Town Authority
15. Wujal Wujal Aboriginal Shire Council
16. Yarrabah Aboriginal Shire Council

TCICA is primarily funded through its membership base, whereby members are charged an annual subscription at the beginning of each financial year to support our operations. We also proactively seek State and Commonwealth grant funding opportunities as they arise for specific project-based activity and operational support.

### **Governance Matters**

TCICA operates as a not-for-profit incorporated association registered in Queensland under the Associations Incorporation Act 1981. We are governed by the TCICA Rules of Association and TCICA Charter. Both of these documents are available on TCICA's website.

### **Annual General Meetings**

TCICA's AGM must be held within six months of the end of the previous financial year. TCICA's end of financial year is 30 June.

### **Executive**

TCICA's Executive consists of a Chairperson, Deputy Chairperson, Treasurer and Secretary. Members of the Executive are required to step down at each AGM but are not excluded from re-nominating.

Previous elected Executive team was:

- Chair: Cr Robbie Sands, Mayor of Kowanyama Aboriginal Shire Council
- Deputy Chair: Cr Dawn Braun, Deputy Mayor of Mapoon Aboriginal Shire Council
- Treasurer/Secretary: Cr Peter Scott, Mayor of Cook Shire Council

Members will need to elect new Executive Members at our first TCICA meeting following the Local Government elections results. TCICA's Rule of Association provide for the election of new Executive members in the event an Executive member ceases to be an elected Councillor.

The next TCICA Meeting is scheduled to be held on 28 & 29 May 2024 in Cairns.

## **LINK TO CORPORATE PLAN**

### **1.2. Our Strong Community Advocacy (LEAD)**

- Leverage off peak bodies including Local Government Association Queensland (LGAQ), Torres and Cape Indigenous Council Alliance (TCICA), Indigenous Leaders Forum etc

**CONSULTATION**

- Elected Members and Executive Management Team

**LEGAL IMPLICATIONS**

- Nil

**POLICY IMPLICATIONS**

- Nil

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

- Council contributes an annual membership fee of \$11,000 to TCICA

**RECOMMENDATION**

That Council note the Torres and Cape Indigenous Council Alliance (TCICA) overview report.

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# **MEMORANDUM OF UNDERSTANDING**

**2024 - 2027**

*Between*

**TORRES STRAIT ISLAND REGIONAL COUNCIL**

*and*

**TORRES STRAIT REGIONAL AUTHORITY**

## MEMORANDUM OF UNDERSTANDING

DATED this                      day of                      2024

### PARTIES

BETWEEN                      TORRES STRAIT ISLAND REGIONAL COUNCIL  
   ("TSIRC")

AND                              TORRES STRAIT REGIONAL AUTHORITY ("TSRA")  
  
   ("the Parties")

### PREAMBLE

A. TSIRC is a Local Government under the *Local Government Act 2009 (Qld)* and is responsible for providing municipal services in its local government area, being all inhabited islands in the Torres Strait region excluding Thursday, Horn and Prince of Wales Islands and is charged with the responsibility of : -

- i.            doing anything that is necessary or convenient for the good rule and local government of its local government area, including the development and implementation of Local Laws; and
- ii.          playing a principle role in partnership with one or more other local, State or Commonwealth governments, to conduct a joint government activity in its local government area.

B. TSRA is an Australian Government Statutory Body established on 1 July 1994 under the *Aboriginal and Torres Strait Islander Commission Act 1989 (Cth)*, today known as the *Aboriginal and Torres Strait Islander (ATSI) Act 2005 (Cth)*, with responsibility to: -

- i.            Formulate, coordinate and implement programs for Torres Strait Islander and Aboriginal people living within the Torres Strait region;
- ii.          Monitor the effectiveness of these programs, including programs conducted by other bodies;
- iii.        Advise the Minister of Indigenous Affairs on matters relating to Torres Strait Islander people living in the Torres Strait region;
- iv.        Recognise and maintain the special and unique Ailan Kastom of the Torres Strait Islander people living in the Torres Strait region; and
- v.        Undertake activities necessary to perform its functions as defined in the *Aboriginal and Torres Strait Islander (ATSI) Act 2005 (Cth)*.

C. TSRA is a funding body of TSIRC.

- D. This MOU provides a mechanism for the Parties to monitor and work in collaboration to improving the effectiveness of project delivery in the Torres Strait region and defines the roles and responsibilities of each Party.

## **THE PARTIES AGREE AS FOLLOWS:**

### **1. SCOPE**

- 1.1 This MOU, whilst not intended to create legal relations between the Parties, is entered into in good faith by both Parties on the basis that informal undertakings are given by each Party to the other that they will make all reasonable endeavours to abide by the terms of this MOU in the development and implementation of processes and programmes collaboratively for the benefit of the Torres Strait Islander people living in the Torres Strait region.

### **2. OBJECTIVES**

- 2.1 This MOU seeks to establish a collaborative relationship between the Parties to achieve their mutual objectives in the local government area, namely:-
- i. Identifying and coordinating strategic objectives;
  - ii. Developing and implementing agreed working arrangements on community needs and projects of common concern to address social, economic and environmental needs;
  - iii. Facilitating an ongoing improvement in the quality of life for all residents of the Torres Strait through a joint planning regime;
  - iv. Researching needs and opportunities for joint social growth enhancement activities;
  - v. Exploring opportunities for shared initiatives in the broad community interest;
  - vi. Disseminating information regarding funding opportunities;
  - vii. Co-operating in the planning for future regional service and infrastructure development;
  - viii. Identifying scope for cost-sharing arrangements;
  - ix. Formalising TSRA and TSIRC roles in Regional Committees;
  - x. Identifying, developing and implementing a joint public relations and media coverage arrangement(s);
  - xi. Providing a conduit for the exchange of information between the Parties;
  - xii. Effectively communicating on strategies on both a private and public basis to ensure they are complementary to existing internal or external administrative and cultural protocol in the region;

- xiii. Formalising predetermined deputations by TSIRC and TSRA during scheduled/ unscheduled Federal Ministerial visitations;
- xiv. Facilitating a meeting of Departmental heads of the Parties on a minimum of a quarterly basis to discuss the working arrangement(s) associated with the MOU and areas of responsibility, to ensure open and clear communication and effectiveness of joint service delivery and community engagement;
- xv. Working in partnership to collaboratively develop and implement a new model of delivery for Major Infrastructure Projects.
- xvi. Exchanging annual schedules of meetings and other significant dates, with regular updates as required;
- xvii. Simplifying and streamlining funding processes;
- xviii. Complying with the laws of the local, State and Commonwealth governments in conducting activities and operations in the Torres Strait region; and
- xix. Entering into long-term secondment arrangements, as appropriate, for the staff from one organisation to the other (minimum 3 month term) to facilitate Human Relations education, development and training objectives and to achieve a greater mutual understanding of the roles, responsibilities, achievements and shortcomings of the Parties to assist in the identification of areas for improvement and/or commendation and to facilitate growth of this MOU to further strengthen the interaction and general relations between the Parties.

2.2 The Parties agree to co-operate in seeking to fulfil their mutual roles by maintaining: -

- i. equality;
- ii. professionalism;
- iii. efficiency;
- iv. simplicity;
- v. communication;
- vi. mutual respect;
- vii. integrity; and
- viii. confidentiality.

### 3. TERM



3.1 The Term of the MOU shall be three (3) years and shall commence on the day of 2024 ('the Commencement Date') and, unless sooner terminated by the Parties, will expire on the day of 2027 ('the Expiry Date').

3.2 This MOU shall only become operative once formally adopted by each Party by way of formal resolution at a TSIRC Ordinary Meeting and TSRA Board meeting.

#### **4. INDEPENDENCE OF EACH PARTY**

The independence of each party and their respective rights to act freely and unilaterally in the exercise of Statutory responsibilities and policy directions from the respective Governing Bodies is not to be prejudiced or diminished by this MOU. The Parties recognise, accept and agree that this MOU does not create contractual rights or obligations of any description upon either Party which are enforceable at law, however that should not diminish the fundamental intent by the Parties to strictly adhere to the terms outlined herein in its future dealings in good faith during the Term.

#### **5 RESPONSIBILITIES**

##### **5.1 TSIRC**

5.1.1 TSIRC has agreed to undertake the following tasks in the pursuit of achieving the mutual objectives listed in clause 2 of this MOU, namely-

- i. To enter into regular discussions with TSRA representatives to identify and co-ordinate strategic objectives;
- ii. To formalise a joint public relations, media coverage and communications strategy with TSRA (eg. standing space allocation within entity publication, joint press releases, notification of upcoming regional press coverage affecting TSRA etc);
- iii. Provided consistent with the *Information Privacy Act 2009* (Qld) and other relevant Privacy legislation, to share information, statistics and data with TSRA as compiled by TSIRC or as available to TSIRC as relevant to the roles and responsibilities of TSRA as listed in the Preamble to this MOU;
- iv. To consider cost-sharing arrangements with TSRA where practicable in areas such as travel, freight and staff training (first aid, fire, capacity building etc);
- v. To work in partnership with TSRA as a Member of the Regional Infrastructure Advisory Committee to support Major Infrastructure Projects for the Torres Strait Region;
- vi. To comply with the terms of TSRA Funding Agreements entered into between the Parties;

- vii. To work in partnership with TSRA as a Member of the Torres Strait Coalition and Regional Governance Committee to advocate and progress regional issues;
- viii. To advise TSRA of proposed dates of Ordinary meetings and to extend a standing invitation to representatives of TSRA;
- ix. Upon request by TSRA, to ensure an allocation of at least thirty (30) minutes for TSRA to present deputation(s) applicable to the TSRA and TSIRC regional collaboration/ programme(s);
- x. To ensure the availability of Departmental heads where reasonable, to attend quarterly meetings with divisional heads of TSRA on subjects applicable to their area(s) of responsibility;
- xi. Provision by TSIRC to TSRA of resolutions or information which may have potential to affect the activities and/or programmes of TSRA in the Torres Strait region, including but not limited to the adoption, amendment or repeal of Local Laws (excluding closed business items);
- xii. To provide to TSRA an up-to-date list of Executive Managers and department heads of TSIRC and areas of responsibility;
- xiii. When and where available, upon request by TSRA to TSIRC, to provide TSRA representatives with complementary transportation between the divisional airports and townships within the local government area;
- xiv. Provision of invitations to TSRA representatives to TSIRC social events;
- xv. Negotiating in good faith the lease/ license of TSIRC infrastructure and buildings to TSRA for island programmes (eg. Rangers etc);
- xvi. Consideration of staff secondment opportunities between the Parties.

## **5.2 TSRA**

5.2.1 TSRA has agreed to undertake the following tasks in the pursuit of achieving the mutual objectives listed in clause 2 of this MOU, namely-

- i. To enter into regular discussions with TSIRC representatives to identify and co-ordinate strategic objectives;
- ii. To formalise a joint public relations, media coverage and communications strategy with TSIRC (eg. standing space

allocation within entity publication, joint press releases, notification of upcoming regional press coverage affecting TSIRC etc);

- iii. Provided consistent with the *Information Privacy Act 2009* (Qld) and other relevant Privacy legislation, to share information, statistics and data with TSIRC as compiled by TSRA or as available to TSRA as relevant to the roles and responsibilities of TSIRC as listed in the Preamble to this MOA;
- iv. To consider cost-sharing arrangements with TSIRC where practicable in areas such as travel, freight and staff training (first aid, fire, capacity building etc);
- v. To work in collaboration with TSIRC senior management to develop a new model for the delivery of Major Infrastructure Projects for the Torres Strait Region;
- vi. To make available to TSIRC details of all TSRA funding opportunities;
- vii. TSRA to advise TSIRC of proposed dates of TSRA Board meetings and to extend a standing invitation to TSIRC;
- viii. Upon request by TSIRC at least 14 days prior to an TSRA Board meeting, TSRA shall ensure an allocation of at least thirty (30) minutes for TSIRC to present deputation(s) applicable to the TSRA and TSIRC regional partnership(s)/ programme(s);
- ix. To provide permanent membership (with speaking and voting rights) to the TSIRC Mayor on TSRA Regional committees, excluding TSRA Governance committees and closed business;
- x. To ensure the availability of senior TSRA managers where reasonable, to attend quarterly meetings with Departmental heads of TSIRC on subjects applicable to their area(s) of responsibility;
- xi. Provision by TSRA to TSIRC of resolutions or information which may have potential to affect the activities and/or programmes of TSIRC in the Torres Strait region;
- xii. To provide reasonable notice to TSIRC of Ministerial visitations to the Torres Strait Region and make pre-arrangements for TSIRC deputation;
- xiii. To provide to TSIRC a full up-to-date list of department heads of TSRA and areas of responsibility; and
- xiv. Provision of invitations to TSIRC representatives to TSRA social events;

- xv. Consideration of staff secondment opportunities between the Parties.

## **6 WORKING RELATIONSHIP**

The Parties agree that nothing in this MOU continues any relationship of principal and agent, partnership, or joint venture between the Parties.

## **7 INFORMATION PRIVACY**

7.1 If a Party collects or has access to Personal Information in order to give effect to this MOU, the Party must:

- (a) comply with the *Information Privacy Act 2009* (Qld) in relation to the discharge of its obligations under this MOU;
- (b) not use Personal Information other than for the purposes of this MOU, unless required or authorised by law;
- (c) not disclose Personal Information without the prior written consent of the other Party, unless required or authorised by law;
- (d) not transfer Personal Information outside of Australia without the prior written consent of the other Party;
- (e) ensure that access to Personal Information is restricted to those of its employees and officers who require access in order to perform their duties;
- (f) ensure that its officers and employees do not access, use or disclose Personal Information other than in the performance of their duties;
- (g) ensure that its sub-contractors who have access to Personal Information comply with obligations the same as those imposed on the Contractor under this clause;
- (h) fully co-operate with the other Party to enable the other Party to respond to applications for access to, or amendment of a document containing an individual's Personal Information and to privacy complaints; and
- (i) comply with such other privacy and security measures imposed on the Parties as reasonably advised in writing from time to time.

7.2 A Party must immediately notify the other Party on becoming aware of any breach of clause 7.1.

**"Personal Information"** means information or an opinion (including information or an opinion forming part of a database), whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

## **8. INTELLECTUAL PROPERTY RIGHTS**

- 8.1 Intellectual Property Rights in all material created for joint use by the Parties in the planning and implementation of the objectives after the Commencement Date of this MOU, shall vest jointly with TSIRC and TSRA, unless otherwise agreed in writing.
- 8.2 Intellectual Property Rights in existing material brought into existence prior to the Commencement Date shall remain with its creator.

## **9 CONFIDENTIALITY**

- 9.1 A Party shall not, except as expressly authorised by the other Party or required by law, reveal to any person any of the confidential operations, dealings, or affairs of the other which may come to its knowledge through carrying out of the MOU and without limitation to the forgoing, shall not use or attempt to use any information or knowledge aforesaid in any manner which may injure or cause loss either directly or indirectly to the other Party. The Parties shall ensure that their servants and agents also observe the provisions of this clause.

## **10 DISPUTE RESOLUTION**

- 10.1 For the purpose of this clause, a dispute will have arisen when either Party gives notice in writing to that effect to the other Party ("the Dispute Notice").
- 10.2 The Parties agree to settle any dispute arising in connection with this MOU in good faith by negotiation or mediation within 30 days of receipt of the Dispute Notice.
- 10.3 Any dispute will be referred to the Parties' dispute resolution representatives nominated in **Schedule 1** or other persons the Parties notify to each other in writing.

## **11 NOTICES**

Any notice or other communication to be given under this MOU must be in writing and may be delivered by hand, pre-paid post, facsimile or e-mail transmission at the address set out in **Schedule 1**.

## **12 VARIATION**

- 12.1 This MOU may be varied at any time by an agreement in writing executed by both Parties.
- 12.2 It will be sufficient evidence of any agreement to vary a schedule to the MOU if the Parties execute and date a document purporting to be a substitute schedule.

## **13 TERMINATION**

Either Party may at any time terminate this MOU by providing 30 days written notice to the other Party and must provide written reasons to the other Party as to termination.

## **14 FURTHER CO-OPERATION**

Further cooperation between the Parties is encouraged and can be the subject of ongoing discussions.

## **15 COSTS**

Each Party will bear its own costs incurred in negotiating and settling the terms of this MOU.

## **16 AILAN KASTOM**

- 16.1 It is acknowledged by TSRA and TSIRC that Ailan Kastom is fundamental to the Torres Strait and that the Parties must seek to consider Ailan Kastom in the development and implementation of the objectives in the region.
- 16.2 It is acknowledged by the Parties that they must consult with each other and relevant Indigenous stakeholders, including divisional Community Forums and Native Title Prescribed Bodies Corporate in each division prior to and during development, implementation and variation of the objectives in the Torres Strait to ensure compliance with Traditional Lore and Ailan Kastom.

## **17 INTERPRETATION**

**"MOU"** means this document and all attachments to this document, including Schedules attached hereto.

**"Parties"** means the Parties to the MOU and included their employees, agents, successors and assigns.

## EXECUTION

Signed by the Parties on the dates set out below

.....  
Signed for and on behalf of TSRA

**Napau Pedro Stephen AM**

**TSRA Chairperson**

.....  
Signed for and on behalf of TSIRC

**Phillemon Mosby**

**Mayor**

.....  
Witnessed by

.....  
Witnessed by

.....  
Print Name

.....  
Print Name

this ..... day of 2024

this .....day of 2024

## **SCHEDULE 1**

### **CONTACT PERSONS/ADDRESS FOR NOTICES**

#### FOR TSRA

Contact Person        **Charlie Kaddy**  
Position:                Acting Chief Executive Officer  
Address for Service: PO Box 261, THURSDAY ISLAND, QLD, 4875  
Telephone:              (07)4069 0700  
Facsimile:               (07)4069 1879  
E-mail:                   Charlie.kaddy@tsra.gov.au

#### FOR TSIRC

Contact Person:        **James Williams**  
Position:                Chief Executive Officer  
Address for Service: PO Box 501, THURSDAY ISLAND, QLD, 4875  
  
Telephone:              (07)4048 6200  
Facsimile:               (07)4069 1868  
E-mail:                   james.williams@tsirc.qld.gov.au



Torres Strait  
Regional Infrastructure Advisory Committee

{RIAC}

TERMS OF REFERENCE

DECEMBER 2021

TORRES STRAIT  
REGIONAL INFRASTRUCTURE ADVISORY COMMITTEE (RIAC)  
TERMS OF REFERENCE

## BACKGROUND AND CONTEXT

The Torres Strait Regional Authority (TSRA) established the Regional Infrastructure Advisory Committee (RIAC) under Part 142M of the *Aboriginal and Torres Strait Islander Act (2005)* (as amended).

RIAC was formed to provide strategic oversight on current and future regional infrastructure investment in alignment with the Torres Strait and Northern Peninsula Area Regional Plan 2009 - 2029.

The Region includes the Torres Strait and Northern Peninsula Area and its constituent communities (The Region). See map below.



## RIAC PURPOSE

To coordinate an integrated approach to regional infrastructure outcomes for Torres Strait Islander and Aboriginal people in The Region through high level strategic advice and recommendations to TSRA.

## MEMBERSHIP

The membership of the RIAC is open to one elected representative from the following:

- The Torres Strait Regional Authority
- The Mayor from each Local Government:

- Torres Strait Island Regional Council (TSIRC),
  - Torres Shire Council (TSC),
  - Northern Peninsula Area Regional Council (NPARC)
- The Chairs of the Region's Native Title groups:
  - The Gur A Baradharaw Kod Torres Strait Sea and Land Council
  - The Malu Lamar (Torres Strait Islander) Corporation RNTBC
  - The Apudthama Land Trust
  - The Ipima Ikaya (Aboriginal) Corporation RNTBC
- A Queensland Government Minister
- An Australian Government Minister (NIAA)

The member may nominate an alternate elected official\* as proxy in the event they are unable to attend a meeting.

*\* Members who are State or Federal Government Ministers who are unable to attend a meeting also have the option to nominate a senior political advisor or a senior bureaucrat as proxy.*

## FUNCTIONS OF THE RIAC

The specific functions of the RIAC are to:

1. Act as an advisory committee to TSRA that attracts and oversees Australian and Queensland Government infrastructure investment into the Torres Strait Region.
2. Provide all members with a forum to address policy and funding deficits and opportunities in the delivery of Torres Strait infrastructure programs.
3. Improve collaboration mechanisms across and with government agencies and individual infrastructure programs to improve regional infrastructure coordination and collaboration.
4. Identify limitations and barriers that impede infrastructure opportunities and offer solutions.
5. Provide direction to the Queensland Government Technical Working Groups in relation to priorities for the region.
6. Develop a RIAC Action Plan and regularly monitor progress.
7. Monitor regional infrastructure programs to ensure they are designed and delivered in line with the Regional Infrastructure Principles:
  - **Native Title** – The rights of Traditional Owners are respected in design and delivery of infrastructure projects.
  - **Self-determination and community management** – Decisions will be made by our people in the best interests of our people
  - **Community benefit** – All infrastructure is designed to enhance the lives of people living in the region.
  - **Economic opportunity** – Training, employment and business outcomes are a legacy of all infrastructure development.
  - **Operational sustainability** – Infrastructure maintenance is valued and incorporated in planning and development.

- **Climate change** – Well designed and maintained infrastructure will contribute to the sustainability of our environment in accordance with the Regional Climate Change Strategy.

## **MEETINGS**

A quorum is half of the active membership, plus one. For example, if there are ten members, the quorum will be six members.

### *Secretariate*

TSRA will host RIAC meetings and provide secretariat support.

### *Timing*

RIAC will meet quarterly in the lead-up to TSRA Board meetings. RIAC was established as an advisory mechanism to the current TSRA Board. Therefore, the RIAC term is for the duration of current Board tenure.

### *Out of session meetings*

Sometimes decisions are required more quickly than meeting schedules allow. In this case, out of session meetings (by email) may be used as a method of last resort and/or when urgent matters are required for important decisions.

### *Participation/Attendance*

Members have the option to invite the CEO or a senior officer from their organisation to act as an advisor. These advisors have observer status within the RIAC meetings.

### *Invited guests*

RIAC may invite content and technical experts to provide advice on specific matters.

### *Procedures*

Meetings are conducted in the spirit of collaboration.

Members have a responsibility to consult the organisations they represent on key issues to provide an informed position in RIAC discussions and decision making.

A communique is developed by the RIAC Secretariat following each RIAC meeting and distributed to members and the TSRA Board.

### *Development of recommendations*

Consensus in the development of recommendations is preferred. If consensus can't be reached, then a majority vote will be taken. A communique is then developed by the RIAC Secretariat to capture the outcomes and recommendations that are achieved either by consensus or majority vote.

In the event that a recommendation may result in an asset being owned, operated or managed by a specific Local Government agency, the said agency will have the final say as to whether the project is recommended.

## **ADVICE AND RECOMMENDATIONS TO TSRA**

RIAC will provide the best possible advice and recommendations to the TSRA Board.

When RIAC recommendations are presented at a TSRA Board meeting, a RIAC member will be present in addition to the TSRA representative.

If the TSRA Board does not accept a RIAC recommendation, TSRA will provide a rationale for their decision to RIAC.

## **WORKING GROUPS**

RIAC may establish working groups to support the implementation of the RIAC Action Plan. Working groups may be established for specific areas or projects, with membership dependent on the needs of each project.

Working groups report to RIAC.

## **CODE OF CONDUCT**

Members of the RIAC are bound by their relevant Code of Conduct, including:

- TSRA Board Code of Conduct (for TSRA Board Members);
- APS Code of Conduct (for TSRA staff members and other APS employees);
- Code of Conduct for the Queensland public service; and
- Code of Conduct for Councillors in Queensland.

Members not governed by one of the above Code of Conducts should be guided by the TSRA Board Code of Conduct.

Members will be obligated to act in good faith, act honestly and exercise a reasonable degree of care and diligence in the discharge of their duties, and not make improper use of inside information to gain an advantage for themselves or someone else, or cause harm to the TSRA, their entity, or to another person.

Members will perform all duties associated with their positions diligently, impartially, conscientiously, in a civil manner and to the best of their ability.

## **DISCLOSURE OF INTERESTS**

Any member of the RIAC, who has a direct or indirect financial interest in a matter being considered or about to be considered by the committee, must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the committee.

A disclosure of interests must be recorded in the minutes of the meeting of the committee. Failure, without reasonable excuse, to disclose interests will result in termination of the appointment of that individual member of the committee.

## **COMMITTEE COSTS**

The costs associated with regular committee meetings, workshops, and other activities required to develop and monitor the RIAC Action Plan will be borne by the TSRA Infrastructure Program. This includes all travel and associated costs for members.

Travel and associated costs of attendance by non-members (eg advisors) at committee meetings will not be borne by the TSRA Infrastructure Program. These costs are the responsibility of the member organisation.

On occasion, content and technical experts may be invited by the RIAC to attend meetings to give advice. These costs may be covered by the Major Infrastructure and Other Projects Trust.

## **REVIEW OF THE TERMS OF REFERENCE**

A review of the Terms of Reference will be undertaken annually.



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

Agenda Item

3.3

**DIRECTORATE:** Office of the CEO

**AUTHOR:** Chief Executive Officer

## 2024 SARG MEETING SCHEDULE

### OFFICER RECOMMENDATION:

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	<i>To plan for November Council Workshop</i>
3.	F2F or TEAMS	December	TBD against annual Council schedule
4.	F2F or TEAMS	February	TBD against annual Council schedule
5.	F2F*	April	<i>To plan for May Council Workshop</i>
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).

---

### EXECUTIVE SUMMARY:

As part of its Terms of Reference (TOR) the Strategic Action Reference Group (SARG) Standing Committee is required to meet every two months (3 x virtual meetings and 3 x face-to-face meetings). Face-to-face meetings are subject to budget availability.

The first face-to-face meeting will be held in Cairns on 14 August 2024.

Section 254B of the *Local Government Regulation 2012* also requires that Council and Standing Committee meetings be published on the local government's website.

This paper proposes a schedule of meetings for 2024, as well as a strategic annual calendar cycle for meetings of the Committee going forward.

## Interested Parties/Consultation:

- Mayor

## Background / Previous Committee Consideration:

In accordance with the Committee's TOR, the Committee is required to meet every two months (3 x virtual meetings and 3 x face-to-face meetings) and two of the face-to-face meetings **must** be held in the lead up to Council's annual workshops which are historically held in May and November. Face-to-meetings are subject to budget availability.

Subject to the Committee's endorsement of this proposal, the scheduling of meetings will also need to account for the existing 2024 Council Meeting schedule as follows:

	Type	Month	Date/Time/Reason	2024 Council Meeting Schedule
1.	F2F	August	14 Aug 2024	21 August 2024 (Teams)
				17-18 Sept 2024 (F2F)
2.	F2F	October	<i>To plan for November Council Workshop</i>	16 Oct 2024 (Teams)
				4-14 Nov 2024 (Workshop) 15 Nov 2024 (F2F)
3.	F2F / TEAMS	December		11 Dec 2024 (Teams)
				TBA – Jan 2025
4.	F2F / TEAMS	February		TBA – Feb 2025
				TBA – Mar 2025
5.	F2F	April	<i>To plan for May Council Workshop</i>	TBA – Apr 2025
				TBA – May 2025
6.	F2F / TEAMS	June		TBA – June 2025
				TBA – July 2025

Based on the above advice, it is proposed that the Committee's meeting schedule for 2024 be adopted as follows, with the Committee to note that the third face-to-face meeting (to be held in April 2025) will be determined after the annual meeting schedule of Council meetings for 2025 is endorsed:

	Type	Month	Date/Time/Reason
1.	F2F*	October 2024	2 Oct 2024 <i>(full day) - to plan for November Council Workshop</i>
2.	TEAMS	December 2024	4 Dec 2024 (1pm to 5pm)



**COMPLIANCE / CONSIDERATIONS:**

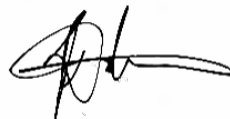
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Face-to-face meetings are subject to budget availability.
<b>Policy:</b>	SARG Terms of Reference (endorsed July 2024)
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	Annual schedule of Standing Committee meetings to be posted on Council's website following endorsement.
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Annual schedule of Standing Committee meetings required for publication on TSIRC website.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Recommended:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



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

Agenda Item

## 6.1

**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Corporate Performance and Planning Lead*

## POLICY FRAMEWORK

### OFFICER RECOMMENDATION:

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

---

### EXECUTIVE SUMMARY:

Under the *Local Government Act 2009* and associated regulations, Council must develop and adopt several policies.

A policy is a statement of principles or position that is intended to guide or direct decision-making and operations that support the achievement of Council's vision and objectives.

In Council's ongoing effort to meet legislative requirements and improve organisational performance a draft Policy Framework has been developed.

### BACKGROUND:

Policies help ensure compliance with applicable laws and regulations, contract requirements and delegation of authority by the Council to the Chief Executive Officer (CEO). Policies aim to reduce risk by establishing standards and form the foundation of Council's good governance processes.

Council policies are developed by the Combined Leadership Team and/or senior officers (subject matter experts) and may be subject to community consultation processes.

Community consultation is recognising the community leadership role Council has in guiding the formation and development of the Council, and in representing the values and interests of the broader community.

Policies cannot contravene a law (local laws, state or national acts and regulations). Council should not deviate from an adopted policy without a clear, substantiated reason for doing so. The objective of the Policy Framework is to provide a structure and process for the initiation, development, adoption, and review of the Council's policy documents. This ensures that policies are developed in a consultative, comprehensive, and consistent manner and that they align with and support the Council's strategic objectives as outlined in the Corporate Plan.

The draft Policy Framework aims to provide a clear understanding of the Council and management responsibilities in policy development and review and to ensure that policies are consistent with and meet the compliance requirements of legislation.

**COMPLIANCE / CONSIDERATIONS:**

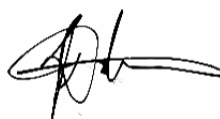
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	All TSIRC Policies
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	Legislative requirement
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 <ul style="list-style-type: none"><li>• People</li><li>• Sustainability</li><li>• Prosperity</li></ul>
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Policy Framework to be tabled at the August or September Ordinary Council meeting for consideration.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Policy Framework document

# Policy Framework

## 1. Objective

The objective of the Policy Framework is to provide a structure and process for the initiation, development, adoption, and review of the Council's policy documents. This ensures that policies are developed in a consultative, comprehensive, and consistent manner and that they align with and support the Council's strategic objectives as outlined in the Corporate Plan.

The Policy Framework aims to provide a clear understanding of the Council and management responsibilities in policy development and review and to ensure that policies are consistent with and meet the compliance requirements of legislation.

## 2. Why Councils have policies

Under the *Local Government Act 2009* and associated regulations, Council must develop and adopt several policies.

A policy is a statement of principles or position that is intended to guide or direct decision-making and operations that support the achievement of Council's vision and objectives.

policies help ensure compliance with applicable laws and regulations, contract requirements and delegation of authority by the Council to the Chief Executive Officer (CEO). Policies aim to reduce risk by establishing standards and form the foundation of Council's good governance processes.

Council policies are developed by the Combined Leadership Team and/or senior officers (subject matter experts) and may be subject to community consultation processes.

Community consultation is recognising the community leadership role Council has in guiding the formation and development of the Council, and in representing the values and interests of the broader community.

policies cannot contravene a law (local laws, state or national acts and regulations). Council should not deviate from an adopted policy without a clear, substantiated reason for doing so.

### 3. policy Categories

Council policies are either required by legislation, impact on the community in some way or guide how the Council goes about its day-to-day business. Many of these policies may have an external focus and require consultation with the community and often relate to the goods, services and activities provided to or by the Council. The following outlines Council's framework for policy types.

policy type	Rationale	Approval	Published	Examples
Council	<ul style="list-style-type: none"> <li>Legislative requirement or prescribed in the relevant legislation</li> <li>Direct impact on the community</li> </ul>	Council	Public	<ul style="list-style-type: none"> <li>Procurement Policy</li> <li>Community Grants Policy</li> <li>Environmental Policy</li> <li>Community Engagement Policy</li> <li>Social Housing Policy</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>Provide direction for internal management of the day-to-day business of Council</li> </ul>	CEO (Council for noting)	Internal (external if required by legislation)	<ul style="list-style-type: none"> <li>People and Wellbeing Policy</li> <li>Information Technology Policy</li> <li>Fleet/ Motor vehicle Use Policy</li> <li>Recruitment Policy</li> </ul>

Document type	Rationale	Approval	Published	Examples
Procedures	<ul style="list-style-type: none"> <li>Supports the implementation of policies</li> <li>Detailed, step-by-step instructions on how to perform a specific task or process</li> </ul>	CEO/ELT (Council for noting)	Internal	<ul style="list-style-type: none"> <li>Procurement Procedure</li> <li>Asset Disposal Procedure</li> </ul>
Guidelines	<ul style="list-style-type: none"> <li>General recommendations or principles that provide advice on how to approach a task or make decisions.</li> </ul>	Manager (ELT for noting)	Internal	<ul style="list-style-type: none"> <li>Enterprise Risk Management Guidelines</li> <li>Wan Mak (brand guidelines)</li> </ul>

Table 1: Category and document types

### 3.1 Procedures

A procedure is a set of detailed, step-by-step instructions on how to perform a specific task or process. It ensures consistency and accuracy by providing clear and prescriptive directions that must be followed exactly as outlined.

Each area of Council is responsible for preparing and maintaining respective procedures, ensuring they reflect the intent of relevant policies. The procedure must be referenced in the relevant policy.

Procedures should be reviewed on a regular basis and must reflect any changes in operational systems and should be reviewed upon any legislative or policy changes. procedures can be approved at any time by the CEO/ELT.

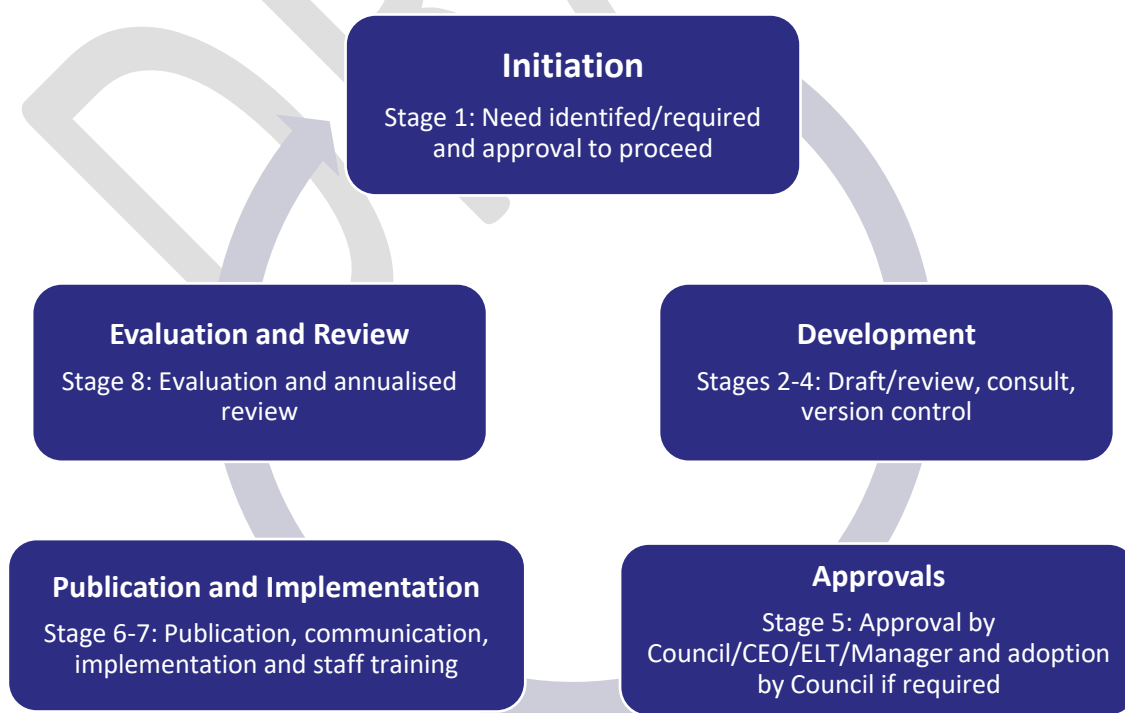
There is no requirement for procedures to be adopted or reviewed by Council however may be presented to Council for visibility.

### 3.2 Guidelines

A guideline is a general recommendation or principle that provides advice on how to approach a task or make decisions. It offers flexibility and informs best practices without being overly restrictive, allowing for interpretation and discretion. Guidelines are approved at a management level.

## 4. Policy Development

This framework provides the development stages and guidance for all policies, whether they are new or amended. It is noted that all policies are living documents until they are amended, replaced or repealed, which must all be actioned through the appropriate approval authority.



#### 4.1 Initiation

The need for a policy may arise from various reason, such as legislation, directives from the Council, CEO, or Directors, risk mitigation, or the formalisation of a strategic position or program.

When considering developing or amending a policy, determine if a new policy is needed or if an existing one should be amended, possibly consolidating policies. Consider also if these changes will impact other policies, procedures and still aligns with Council's Corporate Plan.

All new policies or major changes to existing ones need approval from the relevant Director, or the CEO if applicable, before drafting begins. Minor amendments, like updates to position titles, fixing broken links, or correcting typos, can go directly to the Administration and Communications Branch for processing without affecting the policy's overall scope or intent.

#### 4.2 Development

##### 4.2.1 Drafting

Policy documents should be drafted on the approved policy template and contain appropriate numbered sections for ease of reference and should have consistent style and characteristics, including:

- ✓ contain clear and concise language;
- ✓ be written in plain English without acronyms and technical jargon;
- ✓ headings which reflect the content of the section;
- ✓ statements which will date the policy, or require frequent review;
- ✓ administrative details which relate to document content management; and
- ✓ consistent formatting in accordance with Wan Mak (brand guidelines); i.e. typography, layout, design type-faces, font sizes, numbering, colours, logo, headers, footers, title, references and pagination.

The Council policy template provides for the relevant sections for a policy. Headings may vary depending on the individual policy.

For quality assurance and document control purposes, the Administration and Communications Department must be consulted on final drafts prior to submission for approval. This will allow for a consistent and efficient approval process.

#### **Appendix A: Policy Development Process**

#### **Appendix B: Council Policy Template**

##### 4.2.2 Consultation

During the development of Council policies which will affect a specific sector of the community or organisation, it is important to undertake stakeholder consultation. This may occur at an early stage during the research period of a new policy, or after Council/CEO has endorsed a draft for the purposes of consultation. This might be fulfilled through a process of internal consultation, public consultation or advertising before policies are adopted or amended. Public consultation should be undertaken in accordance with Council's Community Engagement Framework.

In the creation of new Council policies, or where major revisions are anticipated to existing Council policies, it is important to understand the preferences of Elected Members at an early stage of the process.

This is best achieved through publishing/distributing the policies for commentary and feedback or a Council workshop or other form of consultation when deemed necessary.

Where a policy has a significant impact on more than one functional area of Council, it is appropriate to ensure widespread consultation across Council has been undertaken and all parties support the document to progress for approval.

#### 4.2.3 Document Control

Council's Corporate Services Directorate is responsible for the end-to-end process of the Policy Framework and provides quality assurance of policy documents prior to adoption. The Administration and Communications Department is responsible for principal oversight of all policies and procedures across Council. The Department will update and review the policy register on a regular basis.

All policies must be reviewed by the Administration and Communications Department prior progressing to the approval stage.

The Council's records management system and intranet contain the official, locked from editing version of policies. The Administration and Communications Department will be responsible for version control.

Care is taken in the naming and storage of policy documents to ensure that only current versions are available on the intranet, website, and formal policy register.

Public policies are made available on the Council's website and Council offices. These policies include those that apply to the community at large, affect residents and businesses, cover the actions of the Elected Members and the Council as a whole, and refer to the management of Council property areas under the Council's care, control, and management as well as policies that must be made publicly available under legislation.

Operational policies and guidelines that affect Elected Members may be presented to Council for noting.

### 4.3 Approvals

All Council policies must be submitted to ELT in the first instance for review and endorsement to proceed to Council and/or CEO for consideration/adoption (unless it is a policy that can be adopted by the CEO/ELT under delegation). *Refer Table 1.*

#### 4.3.1 Recommending policy to Council

policies that need to be approved by Council will be provided to SARG for review before they are considered for adoption.

The responsible officer (policy owner) is responsible for preparing the report to Council for the adoption of Council policies.



The example below may be used as a reference.

**Recommendation:**

That Council:

1. Repeal the existing *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*;
2. Adopt the updated *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*.

That Council

1. Note the updated *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*.

#### 4.4 Publication and Implementation

Once the policy a policy is adopted/endorsed, the Administration and Communications Department will ensure a record is made of amended, replaced and repealed policies in the policy register. Once adopted/endorsed the policy will be uploaded to the appropriate location.

Council employees must be made aware that a new or revised policy is in place. The Council's records management system (ECM) and intranet allows for adopted policies to be visible to all Council employees and previous versions to be archived from view.

Public facing policies will be available on Council's website.

The administrative information accompanying each policy designates a business unit that is responsible for implementation and reviews of a policy (or specified elements of it). The Council's Administration and Communications Department will maintain the policy register and ensure the appropriate policy documents are accessible to the public and that new or updated policies are communicated to staff.

#### 4.5 Evaluation and Review

policies are living documents, and they must be subject to evaluation and review to ensure that they continue to reflect Council's procedures, strategies and legislative requirements .

policies are reviewed in three ways:

1. **Policy revocation** – policy is no longer required or has been combined with or superseded by another policy.
2. **Requiring minor amendments** – changes to language, style, formatting, etc. that do not impact on the application of the policy.
3. **Requiring major amendments** – changes that significantly alter the Council's position on an issue or change the strategic intent of the policy.

Legislative changes may also impact policy content. A Council policy may be presented to Council at any time if there are changes to legislation, changed circumstances, or other issues that require attention. Similarly, procedures and guidelines can also be affected by changes to legislation or the external environment.

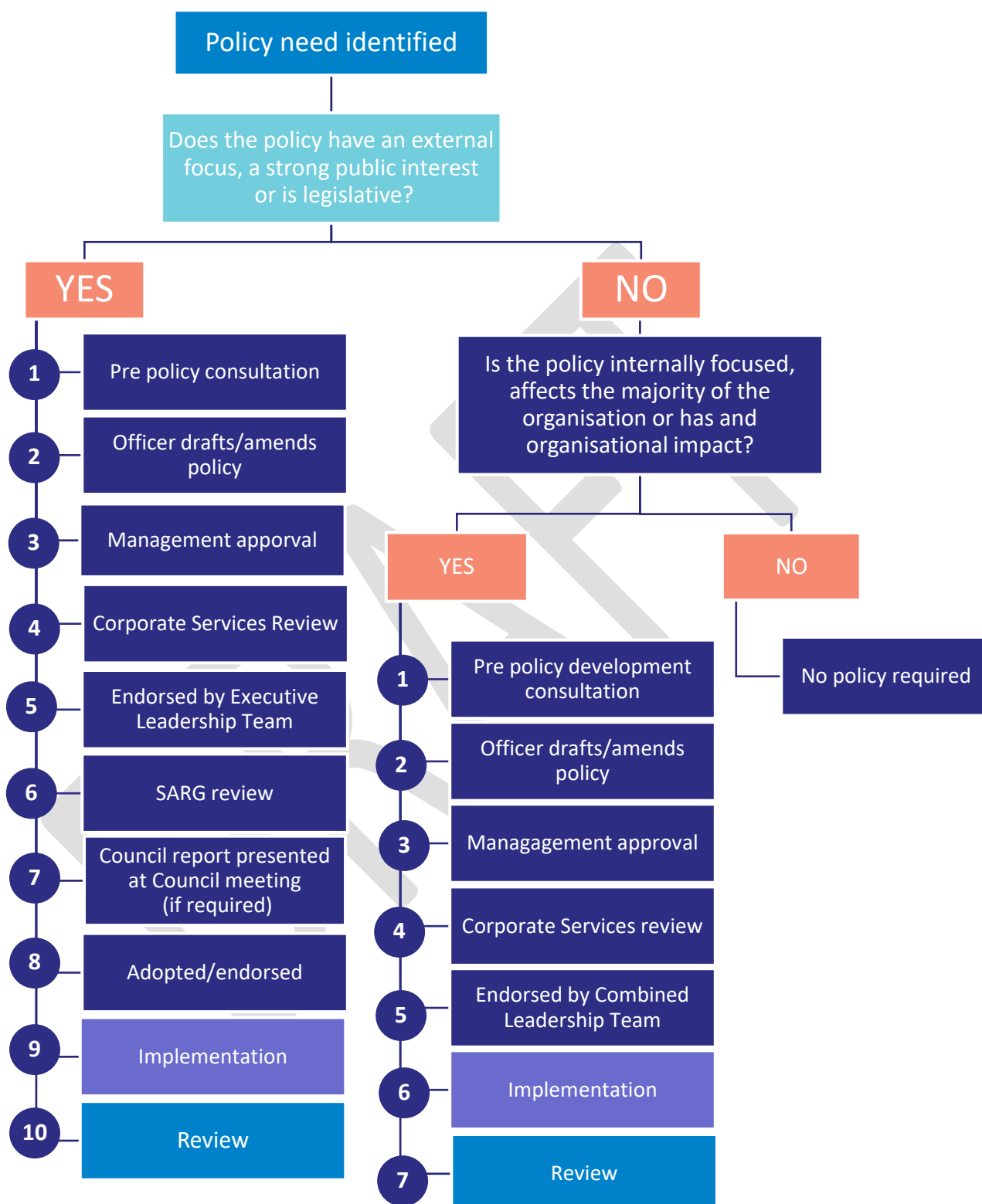
Policies will be reviewed on a three-year basis with the exception of those policies that are required to be reviewed annually, under the *Local Government Act 2009* and associated regulations or where management deems it prudent to adopt a shorter review cycle.

A reviewed policy with no changes is not considered an administrative change but must still be tabled for adoption to ensure the policy content still meets strategic intent.

The Administration and Communications Department will provide principal oversight and coordination of the policy review process.

## 5. Conclusion

The Policy Framework provides a structured and consistent approach for the development, adoption, and review of the Council's policies. By ensuring that policies align with the Council's strategic objectives and comply with legislative requirements, the framework supports effective governance and decision-making. The collaborative process involving Elected Members, stakeholders, and the community ensures comprehensive and consultative policy development. Clear guidelines for policy management, accessibility, and review, guarantee that policies remain current and relevant. This framework enhances transparency, accountability, and the effective functioning of the Council.

**Appendix A: policy Development Process**

**Appendix B: Council policy Template****Name of Policy****1. PURPOSE**

What is the purpose of the policy?

**2. SCOPE**

What is the scope of the policy – who does it relate to?

**3. LINK TO CORPORATE PLAN**

- People *Bisnis* - *Pipo*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

**4. POLICY STATEMENT**

What does the policy include?

**5. REPORTING**

Are there any additional reporting requirements?

**6. DEFINITIONS**

Do any terms or phrases need to be defined?

**7. RELATED DOCUMENTS AND REFERENCES**

Does the policy relate to any related documents, policies or legislation?

**8. REVIEW**

When does the policy need to be reviewed?.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Operational
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	June 2027
Review history:	2020, 2022



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

Agenda Item

## 6.2

**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Corporate Performance and Planning Lead*

## ADVOCACY FRAMEWORK

### OFFICER RECOMMENDATION:

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

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### EXECUTIVE SUMMARY:

Advocacy is vital for Council as it allows for a strategic approach to addressing community concerns and enhances Council's capacity to engage effectively with external stakeholders, ensuring collaboration on issues that affect the community.

To ensure a structured and consistent approach to advocacy, a draft Framework has been developed.

### BACKGROUND

Advocacy, as defined within this context, involves negotiating and mediating dialogues through which influential networks, opinion leaders, and decision-makers adopt and act upon the Council's ideas, evidence, and proposals. It is distinct from routine interactions between Councillors and stakeholders.

The draft Advocacy Framework establishes a structured process for identifying and adopting formal advocacy positions on key issues impacting the community. The Framework guides the Council in determining when to lead or support advocacy initiatives and outlines the steps for developing advocacy position papers, obtaining Council endorsement, and prioritising advocacy efforts. It also emphasises the importance of stakeholder engagement and the ongoing review of advocacy activities to ensure they align with the community's needs.

The Framework incorporates the Local Government Principles which include:

- Transparent decision-making processes that are in the public interest.
- Sustainable development, management of assets, and the delivery of effective services.
- Democratic representation and social inclusion.
- Good governance within the local government.
- Ethical and legal behaviour by councillors, employees, and advisors.

Applicable to all Councillors and Council officers, the Framework is relevant to all issues considered for advocacy.

This Framework ensures that the Council's advocacy efforts align with its commitment to serve and represent the community's interests comprehensively and ethically.

**COMPLIANCE / CONSIDERATIONS:**

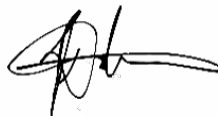
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Identify advocacy priorities against funding requirements
<b>Policy:</b>	Framework aligns to Strategic External Grants Policy (draft)
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	N/A
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 <ul style="list-style-type: none"><li>• People</li><li>• Sustainability</li><li>• Prosperity</li></ul>
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Advocacy Framework to be tabled in the August or September Ordinary Council meeting for consideration.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Advocacy Framework Document

# Advocacy Framework

## Purpose

The purpose of this Framework is to outline the process by which Torres Strait Island Regional Council (Council) identifies issues that warrant a formal advocacy position. This includes determining when the Council should take the lead or support advocacy initiatives.

The Framework includes steps for developing advocacy position papers, the process for obtaining Council endorsement and prioritising advocacy efforts, considerations for stakeholder engagement and the ongoing review of advocacy activities.

The Framework is also intended to ensure the Local Government Principles are adopted in making decisions about advocacy efforts.

Those principles are;

- Decision making that is transparent, underpinned by effective processes and in the public interest
- Sustainable development and management of assets and infrastructure and deliver of effective services.
- Democratic representation, social inclusion
- Good governance of and by local Government
- Ethical and legal behaviour of councillors, local government employees and advisors.

The Framework applies to all Councillors, council officers and all issues being considered as a subject for advocacy by the Council.

Advocacy is the process of negotiating and mediating a dialogue through which influential networks, opinion leaders, and ultimately, decision makers take ownership of your ideas, evidence and proposals and subsequently act upon them. It does not apply to interactions between councillors and stakeholders in the normal course of business. Council has a role to undertake advocacy on behalf of the communities regarding the services, policy and infrastructure delivered by others.

Advocacy is important as it allows Council to be strategic in addressing the issues that matter to our community, and it acts as an enabler of Council's Corporate Plan and related strategies. It also provides a framework for Council to engage more effectively with external stakeholders to ensure collaboration on issues that affect community.

## Identifying issues for advocacy

An issue/problem/opportunity is identified by the Mayor, Councillors, Council Officers community or external agencies (ie Government) and brought to the Chief Executive Officer.

In determining if Council should establish an advocacy position on a particular issue (and its relative priority), a range of matters will be considered including how significant the impact of the issue is on the of the community, the impact and integration of a proposed advocacy position on existing policy and positions, and the relevance of the issue to Council's Corporate and other strategic plans.

The following questions help in evaluating and determining the appropriateness, importance, and feasibility of advocacy efforts by Council. The questions guide the process by identifying and understanding the issue or opportunity and assessing priority and feasibility.

**Identifying and understanding the issue or opportunity:**

- What is the issue or opportunity?
- Why is it important to our communities?
- What are the objectives or outcomes we are seeking?
- What do we know about the issue?

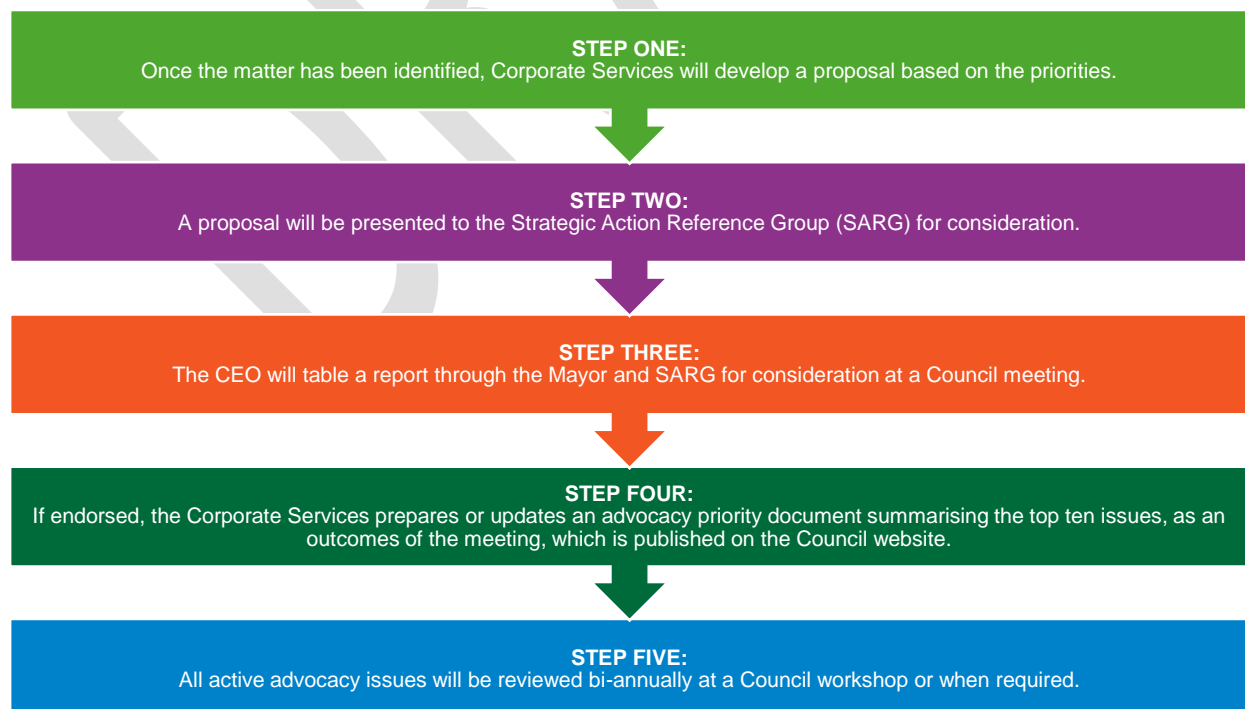
**Assessing priority and feasibility:**

- What level of priority does this issue hold?
- Can Council advocate for the issue without compromising the Local Government Principles?
- Is Council capable of advocating for the issue considering resourcing and capabilities?
- Will the Council lead or support advocacy efforts? (Refer to the specific section for definitions of 'leading' and 'supporting').

These questions ensure a thorough and strategic approach to advocacy, aligning efforts with the Council's principles and capacities while addressing community needs.

The Corporate Services Department will develop a proposal based on the evaluation summary of the priorities, based on appendix a.

Following a preliminary report, the CEO will take an endorsed proposal to SARG, which may recommend changes or endorse the proposal. The endorsed proposal will be presented by the CEO for a decision by Council at an ordinary Council meeting.





## Leading advocacy

### Where Council is considering leading an advocacy position

The Corporate Services Department of the Council will assess the advocacy priority. This process includes consulting with relevant stakeholders to verify the issue or opportunity and identify the strategic need.

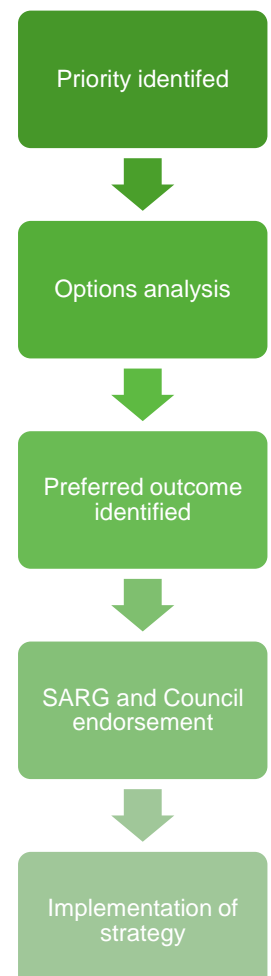
The assessment will typically follow a detailed business case framework, which may include investment logic mapping, options analysis, and a comprehensive business case report, depending on the issue's complexity.

Based on this evaluation, a recommendation on the Council's advocacy position will be made, and Council Officers will draft an advocacy position paper. The draft advocacy position paper will include a holistic consideration of the issue, including implications for Council, and as a minimum should clearly articulate:

- The issue/problem/opportunity and its relevance to the Cairns community
- The proposed solution/action required (based on the evidence) and how that addresses the issue/problem/opportunity
- The third party (Federal Government, Queensland Government, Other) Council is seeking support from, and the particular action sought (policy, investment or service)
- The level of Council support to be provided as part of the overall investment or services delivery

The Corporate Services Department will draft a preliminary strategy to achieve the objectives of the proposed advocacy activity and will be responsible for:

1. **Refining and documenting objectives:** refining the objectives and documenting what success will look like in the matter.
2. **Defining the targets for advocacy:** who are they key decision makers that can influence the achievement of the desired outcomes
3. **Defining the strategy:** determine when and how to engage with the targets (ie. Social media, direct approach, stakeholder engagement).
4. **Generating materials:** developing supporting documents, marketing materials and collateral to support business case
5. **Implementation of the strategy:** detailed planning and actions to implement the strategy.
6. **Review and reporting:** establish review points to report to SARG, Council and key stakeholders on the progress of advocacy efforts towards achieving the objectives.
  - Where success seems to be in doubt, changes may be recommended to adjust the strategy.
  - Where the objectives are met, advocacy case with the final report will be provided to SARG, Council and key stakeholders.



## Supporting Advocacy

Advocacy support is provided generally in the form of a Letter of Support from the Council signed by the Mayor or CEO. Where more active support is required SARG, the Mayor or CEO may request additional supporting documentation for consideration.

- The Corporate Services Department will provide a report that summarises the request for support to the CEO.
- The CEO will present the report and a draft letter of support to SARG for endorsement.
- If endorsed presented to Council for consideration.

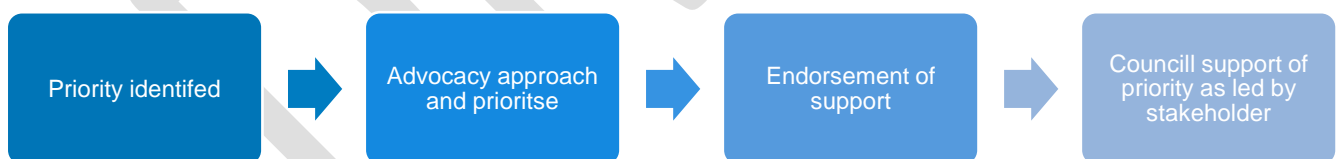
*Only the Mayor or CEO are permitted to sign letters of support.*

Where Council has decided to support the advocacy efforts of a stakeholder, a manager will be assigned to work with the stakeholder.

Supporting activities may include:

- Work with the stakeholder to clarify and document the objectives
- Negotiate and agree the role of Council
- Assistance with the development of advocacy Strategy
- Support with the implementation of the Strategy

If council is providing more than a Letter of Support, the assistance will be limited to a fixed budget (financial, time and or resources) as approved by the Council and communicated to the stakeholder prior to commencement. The Council representative will provide status reports to the CEO on a quarterly basis as and when support ends.



## Appendix A

Scale	1	2	3	4	5
<b>Urgency</b>	Not urgent – outcome can wait five (5) years	Not urgent – outcomes can wait two (2) years	Outcomes – are desirable in the next 1-2 years	Urgent – Outcomes are needed in the next 12 months	Critical – outcomes needed immediately or ASAP
<b>Capability</b>	Less than one full time employee (FTE) or external agency	One FTE and / or external agency	One FTE required	Redeployment of Council resources required	No additional resources required
<b>Probability</b>	Almost no chance of success in 12 months	Limited chance of meeting some objectives in first 12 months	Half of the objectives may be met in the first 12 months	Most objectives can be met in the first 12 months	All objectives can be met in the first 12 months



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

Agenda Item

## 6.3

**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Corporate Performance and Planning Lead*

## 2025-2030 TSIRC CORPORATE PLAN – COMMUNITY CONSULTATION

### **OFFICER RECOMMENDATION:**

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

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### **EXECUTIVE SUMMARY:**

Under Section 199 of the *Local Government Regulation 2012*, it is mandatory for a Council to prepare and adopt a Corporate Plan for a period of five years, ensuring it is done in a timely manner to facilitate budget preparation and adoption consistent with the plan.

The current Corporate Plan (2020-2025) will expire on 30 June 2025. Development of the new Corporate Plan (2025-2030) has started, and community engagement will play an important part in the process.

A draft community engagement plan has been developed to assist with the planning and implementation of community engagement activities.

### **BACKGROUND:**

Community engagement is an important initiative to ensure the Council's Corporate Plan is aligned with the community's needs and expectations. By actively involving our communities in the planning process, Council demonstrates its commitment to its people, transparency and good governance.

A draft consultation program has been developed. A key aspect of the public consultation process is holding face-to-face community meetings with all 15 divisions. This will allow community to provide feedback on various issues concerning Council's services and key delivery areas which will inform the direction of the Corporate Plan.

An engagement survey will also be available for members of the public as an alternative platform to provide feedback.

All Council members were provided proposed dates via email for feedback and availability confirmation in early-mid July. In addition, Council noted the proposed dates for the community consultations at the July 2024 Ordinary Council meeting.

**COMPLIANCE / CONSIDERATIONS:**

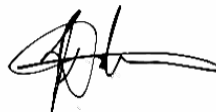
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Costs associated with the consultation have been allocated in the 2024/2025 budget
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	Legislative requirement
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 <ul style="list-style-type: none"><li>• People</li><li>• Sustainability</li><li>• Prosperity</li></ul>
<b>Masig Statement:</b>	Inclusion of Masig Statement alignment to be considered in Corporate Plan 2025-2030 development
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Community consultation has commenced. Community meetings were held in Mabuiag and Badu Island on Tuesday 13 August 2024. A schedule of remaining consultations is included in the engagement plan.  The Corporate Plan 2025-2030 will be adopted in July 2025.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Corporate Plan 2025-2030 – Community Engagement Plan

# Corporate Plan 2025-2030

## Community engagement plan

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### Purpose:

To provide an overview of the upcoming community engagement initiatives aimed at understanding the needs and expectations of the residents across our 15 communities. The feedback gathered will inform the development of the Council's 2025-2030 Corporate Plan.

### Executive Summary:

Under Section 199 of the Local Government Regulation 2012, it is mandatory for a Council to prepare and adopt a Corporate Plan for a period of five years, ensuring it is done in a timely manner to facilitate budget preparation and adoption consistent with the plan.

The current Corporate Plan (2020-2025) will expire on 30 June 2025. Development of the new Corporate Plan (2025-2030) has started, and community engagement will play an important part in the process.

Community engagement is an important initiative to ensure the Council's Corporate Plan is aligned with the community's needs and expectations. By actively involving community in the planning process, Council demonstrates its commitment to its people, transparency and good governance.

A key aspect of the public consultation process is holding face-to-face community meetings with all 15 communities. This will allow community to provide feedback on various issues concerning Council's services and key delivery areas which will inform the direction of the Corporate Plan.

An engagement survey will also be available for members of the public to provide feedback.

### Interested Parties/Consultation:

- Elected Council
- Chief Executive Officer
- Executive Director Corporate Services
- Manager Administration and Communications
- Corporate Planning and Performance Lead

## Objectives:

- **Understand community needs:** Gather detailed insights into the unique needs of each Division within our footprint.
- **Inform corporate plan:** Use the feedback to shape the strategic direction and priorities of the 2025-2030 Corporate Plan.
- **Engage residents:** Provide a platform for residents to voice their concerns and suggestions directly to their Divisional Councillors and council staff.

## Engagement strategy:

The consultation will be conducted in three stages, ensuring comprehensive coverage and engagement with all 15 communities.

### Stage 1: Pre-engagement preparation

- Develop engagement materials including, forum format, survey questionnaires, and promotional content.
- Coordinate with divisional councillors and staff to schedule community forums.
- Publicise the engagement activities through various channels to ensure maximum participation.

### Stage 2: Community forums

- Conduct forums on all 15 communities where community members can interact with their Divisional Councillor and council staff.
- Discuss key issues related to Council's services and delivery areas.
- Document feedback and suggestions from residents.

### Stage 3: Community engagement survey

- Distribute surveys to community members and the general public to collect quantitative and qualitative data.
- Provide both online and offline survey options to ensure accessibility.
- Promote the survey through various channels to ensure wide engagement.
- Analyse survey results to identify common themes and specific concerns.

## Timeline:

- **Preparation phase:** July to August 2024
- **Community Forums:** August to October 2024
- **Survey distribution and collection:** August – December 2024
- **High-level recommendations to Council:** November 2024
- **Data analysis:** January - March 2025
- **Workshop and develop Corporate Plan:** March - June 2025
- **Adoption of Corporate Plan:** July 2025

## Expected outcomes:

- ✓ Well-attended consultations and feedback from community
- ✓ A well-informed 2025-2030 Corporate Plan that reflects the true needs and aspirations of the Torres Strait Island community.
- ✓ Enhanced trust and collaboration between the Council and residents.
- ✓ Identification of key areas for service improvement and resource allocation.



## Proposed itinerary

Date	Community	Population Est.	Divisional Councillor	Time Est.
<b>August</b>				
<b>Tuesday 13 August</b>	Mabuiag (Jervis Island)	253	Cr. Keith Fell, Division 4	10am - 12pm
<b>Tuesday 13 August</b>	Badu (Mulgrave Island)	704	Cr. Ranetta Wosomo, Division 5	3pm - 5pm
<b>September / October</b>				
<b>Monday 30 September</b>	Kirriri (Hammond Island)	261	Cr. Seriako Dorante, Division 8	PM
<b>Tuesday 1 October</b>	Arkai (Kubin) Community - Mua	151	Cr. Iona Manus, Division 6	AM
<b>Tuesday 1 October</b>	Wug (St Pauls) Community - Mua	278	Cr. John Levi, Division 7	PM
<b>Wednesday 2 October</b>	Dauan (Mt Cornwallis Island)	131	Cr. Torenzo Elisala, Division 2	AM
<b>Wednesday 2 October</b>	Ugar (Stephen Island)	69	Cr. Rocky Stephen, Division 13	PM
<b>Thursday 3 October</b>	Masig (Yorke Island)	283	Cr. Ted Mosby, Division 12	AM
<b>Thursday 3 October</b>	Poruma (Coconut Island)	164	Cr. Francis Pearson, Division 11	PM
<b>October</b>				
<b>Monday 21 October</b>	Warraber (Sue Island)	287	Cr. Kabay Tamu, Division 10	PM
<b>Tuesday 22 October</b>	Erub (Darnley Island)	326	Cr. Nixon Mye, Division 14	AM
<b>Tuesday 22 October</b>	Mer (Murray Island)	368	Cr. Bob Kaigey, Division 15	PM
<b>Wednesday 23 October</b>	Boigu (Talbot Island)	199	Cr. Dimas Toby, Division 1	AM
<b>Wednesday 23 October</b>	Saibai (Saibai Island)	340	Cr. Chelsea Aniba, Division 3	PM
<b>Thursday 24 October</b>	Iama (Yam Island)	275	Cr. Aggie Hankin, Division 9	AM

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# Youmpla Voice Survey

## 1. Which Community do you live in?

- ☐ Div 1: Boigu (Talbot Island)
- ☐ Div 2: Dauan (Mt Cornwallis Island)
- ☐ Div 3: Saibai (Saibai Island)
- ☐ Div 4: Mabuiag (Jervis Island)
- ☐ Div 5: Badu (Mulgrave Island)
- ☐ Div 6: Moa Island - Arkai (Kubin Community)
- ☐ Div 7: Moa Island - Wug (St Pauls Community)
- ☐ Div 8: Kirirri (Hammond Island)
- ☐ Div 9: Iama (Yam Island)
- ☐ Div 10: Warraber (Sue Island)
- ☐ Div 11: Poruma (Coconut Island)
- ☐ Div 12: Masig (Yorke Island)
- ☐ Div 13: Ugar (Stephen Island)
- ☐ Div 14: Erub (Darnley Island)
- ☐ Div 15: Mer (Murray Island)
- ☐ I live outside the TSIRC region

## 2. Select your age range

- ☐ Under 18 years
- ☐ 18-25 years
- ☐ 26-33 years
- ☐ 34-41 years
- ☐ 42-49 years
- ☐ 50-57 years
- ☐ 58-64 years
- ☐ 65+ years

## 3. Which gender do you identify with?

- ☐ Male
- ☐ Female
- ☐ Other

## 4. Which cultural background do you identify with?

- ☐ Torres Strait Islander
- ☐ Aboriginal
- ☐ Aboriginal and Torres Strait Islander
- ☐ Other

## 5. Which Council services are most important to you? *Please select 5 options.*

- ☐ Sewerage, drainage and infrastructure
- ☐ Postal services
- ☐ Centerlink and other government services
- ☐ Community Halls
- ☐ Childcare

- Indigenous Knowledge Centres
- Sport and recreation (sports halls, sports fields, basket ball courts, playgrounds)
- Roads
- Animal management
- Housing
- Aged care
- Fuel and gas
- Boat ramps, jetties and wharves
- Airports and helipads
- Biosecurity (weeds and pests)
- Drinkable water
- Garbage collection and waste dumps

**6. Please rate Council's services in your community**

	Very poor	Poor	Okay	Good	Very good
Community Halls					
Sport and recreation					
Airports and/or helipads					
Drinking water					
Sewerage & drainage					
Garbage collection					
Boat ramps, jetties and wharves					
Aged care					
Childcare					
Housing					
Animal management					
Fuel and gas					
Centerlink and other services					
Biosecurity (weeds and pests)					

**7. Does your community have access to childcare?**

- Yes
- No

IF YES

**8. How would you rate your overall childcare service and experience?**

- Very poor
- Poor
- Okay
- Good
- Very good

**9. Does your community have a Indigenous Knowledge Centre?**

- Yes
- No

IF YES

**10. How would you rate your overall IKC service and experience?**

- ☐ Very poor
- ☐ Poor
- ☐ Okay
- ☐ Good
- ☐ Very good

IF NO

**11. Would you like to see an Indigenous Knowledge Centre in your community?**

- ☐ Yes
- ☐ No
- ☐ Maybe

**12. Overall, how would you rate Council services in your local community?**

- ☐ Very poor
- ☐ Poor
- ☐ Okay
- ☐ Good
- ☐ Very good

**13. What do you see as the biggest challenges facing our community over the next five years? Please select 3 options.**

- ☐ Climate change and rising sea levels
- ☐ Access to healthcare services
- ☐ Employment and business opportunities
- ☐ Housing and infrastructure development
- ☐ Preserving cultural heritage and traditions

**Environment**

**14. How important is the environment to you?**

- ☐ Not important
- ☐ Somewhat important
- ☐ Very important

**15. Do you know what to do if a cyclone or natural disaster was to impact your community?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**16. Do you have an emergency kit with food, water, medication etc. ready?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**17. Do you think Council is doing enough to support the environment including climate change in your community?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**18. What can Council do better to support the environment in your community?**

## **Culture and Heritage**

---

**19. How important is culture and heritage to you?**

- ☐ Not important
- ☐ Somewhat important
- ☐ Very important

**20. Do you think Council is doing enough to support the culture and heritage in your community?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**21. What can we do better to support art, culture and heritage in your community?**

## **Health and wellbeing**

---

**22. How important is health wellbeing and safety to you?**

- ☐ Not important
- ☐ Somewhat important
- ☐ Very important

**23. What can Council do to improve safety within your community?**

## **Job opportunities**

---

**24. Do you think Council offers enough employment opportunities in your community?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**25. Would you consider applying for a job with Council?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**26. How important is having local people work for Council in the Torres Strait Island Region?**

- ☐ Not important
- ☐ Somewhat important
- ☐ Very important

## Communication

---

**27. Do you know who your Divisional Councillor is**

- ☐ Yes
- ☐ No

**28. How well does Council communicate with your community?**

- ☐ Not very well
- ☐ Okay
- ☐ Very well

**29. How can Council improve communication and engagement with the community?**

- ☐ More social media updates
- ☐ More face-to-face community visits
- ☐ Email newsletter updates
- ☐ Website updates
- ☐ Newsletters by mail

## Community Priorities

These questions will help us understand where support from government is needed.

---

**30. What are your top 3 priorities?**

- ☐ Homelessness, overcrowding and suitable housing
- ☐ Employment and job opportunities
- ☐ Access to aged care
- ☐ Access to education and child
- ☐ Access to health services
- ☐ Climate change
- ☐ Access to food and essential items
- ☐ Tourism and events
- ☐ Culture and heritage
- ☐ Border protection

## Community Meeting Format

Proposed format of the community consultations will start with a more formal introduction and overview of the corporate Plan then open discussion and give residents the opportunity to share their thoughts, opinions and aspirations for their community.

1. Welcome
2. Opening Prayer
3. Councillor address
4. Purpose of Community meeting and brief overview of Corporate Plan
5. Open discussion regarding community thoughts, needs and aspirations (see talking points below)
6. Informal discussion amongst Councillor and Council representatives with community

## **Community meeting talking points**

When conducting a "Have Your Say" session to gather input for a corporate plan, it's important to ask open-ended questions that encourage community members to share their thoughts, needs, and aspirations.

### **General community needs and priorities**

1. What do you see as the biggest challenges facing our community over the next five years?
2. What are the most important services that the Council provides?
3. Are there any services or infrastructure that you feel are lacking in your community?

### **Health and Wellbeing**

7. How can the Council better support the health, wellbeing and safety of residents in your community?

### **Cultural**

9. How can we better preserve and promote our cultural heritage?
10. What social activities or programs would you like to see more of in our community?

### **Environmental**

11. What are your biggest concerns regarding the environment in our community?
12. What can Council do to help support and preserve our beautiful environment?
13. How many of you have an emergency kit at home in case of a cyclone or natural disaster?
14. How many of you know what to do if there is a cyclone or natural disaster?

### **Infrastructure and Services**

13. Are there any areas in our community where you feel infrastructure needs improvement?
14. What new services or facilities would you like to see introduced?

### **Engagement and Communication**

15. How can the Council improve communication and engagement with Community?
16. What would make it easier for you to participate in Council decision-making?

### **Specific to Torres Strait Islander Communities**

17. How can the Council better support the unique needs of Torres Strait Islander communities?





**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Corporate Performance and Planning Lead*

## **ACCEPTABLE REQUEST GUIDELINES POLICY**

### **OFFICER RECOMMENDATION:**

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

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### **EXECUTIVE SUMMARY:**

In accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and good governance requirements, Council is required to have a number of written policies and procedures and to review the statutory policies as required by the legislation.

In addition, regular monitoring and review of these are necessary to reflect legislative changes and to continuously improve Council governance.

In Council's ongoing effort to meet legislative requirements and improve organisational performance, a comprehensive policy review is underway. This includes refining the structure and language policies to ensure they are more concise, easier to understand, promoting ease of use and accessibility.

The review also ensures that the policies are in line with current legislative requirements and guidelines.

The Acceptable Request Guidelines Policy was reviewed and adopted at the Ordinary Council meeting on 24 July 2024.

### **RATIONAL:**

Upon review, the structure of the Acceptable Request and Communication Protocol Policy was updated to be more concise, easier to understand and meet regulatory requirements.

The latest version maintains the same intent of providing guidelines for requests for advice or information by Councillors to local government employees to assist them in carrying out their responsibilities under the *Local Government Act 2009*.

- The relevant sections of the Local Government Act referenced. (s170 and 150EZ)
- A majority of the information from Sections 6 – 10 are still covered under Section 4.1-4.4 in the revised policy.
- Sections 11 -14 have been simplified to Sections 4.5 – 4.7 of the revised policy.
- Section 7 "Information Publicly Available Sources and Subscription Services" was removed as it did not reflect the organisation's processes. Removal of this section makes it easier for Councillors to access publicly available information through Council offices.
- Section 15 "The forms of address" was removed as it is no longer relevant to the Policy.

**COMPLIANCE / CONSIDERATIONS:**

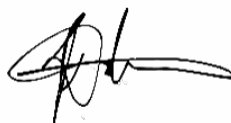
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	Acceptable Request and Communication Protocol Policy
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	Legislative requirement (s170 and 150EZ)
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 <ul style="list-style-type: none"><li>• People</li><li>• Sustainability</li></ul>
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	The Acceptable Request Guidelines Policy was reviewed and adopted at the Ordinary Council meeting on 24 July 2024.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Acceptable Request and Communication Protocol Policy

## **Acceptable Request Guidelines Policy**

### **1. PURPOSE**

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This policy sets out the guidelines for requests for advice or information by Councillors to local government employees to assist Councillors to carry out their responsibilities under the Local Government Act 2009 (the Act).

### **2. SCOPE**

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The Act (s170) requires that Councils adopt a Acceptable Request Guidelines about the way in which Councillors may ask local government employees for advice to help them carry out their responsibilities under the Act.

This policy is applicable to all Councillors and Council employees, including contractors and volunteers of Torres Strait Island Regional Council (Council).

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

This policy does not cover administrative support to the Mayor and Councillors. This is covered in the Administrative Support Guidelines.

### **3. LINK TO CORPORATE PLAN**

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People *Bisnis* – *Pipol*

### **4. POLICY STATEMENT**

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All Councillors have the right to seek advice from employees or information from the Chief Executive Officer (CEO) to help them carry out their official duties. Employees must respect the governance role of elected officials and provide them with advice and information in accordance with these guidelines.

#### **4.1. Cultural Protocols to be observed**

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

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

- The practice of not mentioning the name of a deceased Torres Strait Islander person, or displaying photographic images of a deceased person unless agreed to by the relevant family;
- Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business').
- Appropriate acknowledgement of guest artists that are either from or supported by the local community. In most cases, members of the community will advise staff of intrusive behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status or because staff do not belong to their clan or tribal group. If staff are in doubt, assistance should be sought in the first instance from the Council's CEO.

#### **4.2. Guidelines for Councillors**

Pursuant to s170(1) of the *Local Government Act 2009*, the Mayor may give direction to the CEO. A direction must not be inconsistent with a Council resolution, or a document adopted by resolution, of the local government.

Pursuant to s170(3) of the *Local Government Act 2009*, no Councillor, including the Mayor, may give a direction to any other local government employee. Contravention of this is misconduct that could result in disciplinary action being taken against a Councillor as per s150L(1)(c)(iv), 150 AQ and 150 AR of the *Local Government Act 2009*.

Where a Councillor including the Mayor, attempts to give direction to an employee, the employee is not required to act on those directions and must inform the CEO of this direction, either directly or through the employee's manager.

In accordance with s170A (6) of the *Local Government Act 2009*, the Mayor is not required to comply with the acceptable requests guidelines when seeking advice from employees or information from the CEO.

##### **4.2.1. Manner in which a Councillor can request information from a Council employee**

A Councillor may only request information from a Council employee if all the following criteria are satisfied:

- a. the request is made to:
  - i. the CEO; or
  - ii. an employee acting in a position identified in column 1 in

the table in Appendix 1, if the request is made in relation to a subject area identified as appropriate for that position in column 2 of the table.

- b. the request is made in writing, unless:
  - i. the request involves information which is generally accessible to the public;
  - ii. in the case of a request made to the CEO or Executive Directors, the officer agrees that a verbal request is sufficient in the circumstances and the officer records the details of a request in a file note;
  - iii. in the case of any other employee identified in Column 1 in the table in Appendix 2, the Executive Director to whom that employee reports to agrees that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note; or
  - iv. in the case of an emergency; and
- c. the request is made in good faith; and
  - i. the request would not involve an unreasonable use of a Council employee's time having regard to the resources available to Council;
  - ii. be made in a professional manner with respect, in line with the Councillor's Code of Conduct;
  - iii. not direct or pressure Council employees in relation to their work or recommendations they should make.

A Councillor may not request information that is:

- not compliant with these guidelines;
- information which is a public interest disclosure under the *Public Interest Disclosure Act 2010 (Qld)*;
- personal information under the Information Privacy Act 2009 (Qld);
- the employment records of a Council employee;
- a record of the Office of the Independent Assessor or Councillor Conduct Tribunal to the extent it is not publicly available information;
- subject to legal professional privilege;
- Confidential information under the *Crime and Corruption Act 2001 (Qld)*.

#### **4.3. Guidelines for Employees**

- Communication by employees with Councillors must be conducted in a respectful, reasonable and professional manner, in accordance with the law and Local Government Principles, and in compliance with Council's Code of Conduct.
- Employees must reasonably ensure that any information that is provided is accurate and correct, and provided in a timely manner.
- If an employee is of the opinion that the information requested is unreasonably complex or onerous to fulfil and will significantly divert them from their regular duties, the employee shall seek advice from their Manager, Director and/or CEO as soon as possible.
- No employee, other than the CEO is entitled to distribute commercial in confidence information or data to a Councillor.
- Employees shall inform the CEO if they believe a Councillor has behaved in a manner contrary to this policy.

#### **4.4. Other types of requests:**

- 4.4.1. Access to or use of a council resource: Should a Councillor request access to or use of a council resource (not specifically covered by other policies) for the benefit of a community group, such must be authorised by resolution of Council or made as a request in writing to the relevant Director or the CEO.
- 4.4.2. Access to Council properties, administration buildings or facilities: Access to Council facilities where staff offices are located, and those properties that are not typically accessible to unauthorised employees or members of the public, such as depots, construction areas/sites, confined areas etc., access must be authorised by resolution of Council or via an approval from the CEO or relevant Director. In obtaining access, the Councillor will comply with all site specific worksite health and safety requirements, including but not limited to, the use of any necessary personal protective equipment, inductions and any lawful directions given.
- 4.4.3. Suppliers and contractors: Councillors do not have the authority to directly engage with suppliers or contractors to Council, including the incurring of expenditure.
- 4.4.4. Administrative assistance: Requests for administrative assistance must be in line with the Administrative Support Staff Guidelines.

#### 4.5. Response times to requests for advice or information

The CEO must comply with a request made under s170A (1) & (2) of the Act:

- a) made within 10 business days after receiving the request; or
- b) if the CEO reasonably believes it is not practicable to comply with the request within 10 business days – within 20 business days after receiving the request.

#### 4.6. Handling of information

A Councillor must only use information or advice obtained from a Council employee for a proper purpose and must not use the information or advice in contravention of section s171A of the Act.

#### 4.7. Complaints and non-compliance

A complaint by an employee about a Councillor failing to comply with these guidelines should be referred to the Office of the Independent Assessor and dealt with in accordance with legislation.

A complaint by a Councillor about an officer/employee failing to comply with these guidelines should be referred to the person to whom the officer reports. The Councillor may also notify the Mayor.

Where a Councillor repeatedly operates outside of these guidelines, the CEO retains the right to require that all future requests for advice or information, by that Councillor be made in writing to the CEO or relevant Director.

### 5. REPORTING

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No additional reporting required.

### 6. DEFINITIONS

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Term	Meaning
CEO	The Chief Executive Officer of Council appointed pursuant to section 194 of the LGA.
Council	Torres Strait Island Regional Council
Councillor	An elected member of Council, including the Mayor.
Employee	An individual employed by Torres Strait Island Regional Council
Director	Executive Director of a Department
Policy	This document, which is Council's 'acceptable requests guidelines' under section 170A(7) of the LGA.
Publicly Available Information	Information in a register or other instrument required to be kept by Council under a relevant Act or Regulation, including under the LGA, the <i>Planning Act 2016</i> (Qld) or the Environmental Protection Act

Term	Meaning
	1994 (Qld), that is accessible by a member of the public either free of charge or on payment of a fee.
Requests	Request by a Councillor for advice or information.

## 7. RELATED DOCUMENTS AND REFERENCES

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*Local Government Act 2009*

*Public Sector Ethics Act 1994 (Qld)*

*Code of Conduct for Councillors in Queensland*

*Council's Code of Conduct*

*Administrative Support Staff Guidelines*

*Expenses Reimbursement and Support for Elected Representatives Policy*

*Privacy Policy*

## 8. REVIEW

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This policy is to be reviewed if legislation changes, or every three (3) years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	24/07/2024
Effective date:	01/08/2024
Next review date:	June 2027
Review history:	2020, 2022, 2024



## Appendix 1

Position name (column 1)	Subject area (column 2)
<b>Office of the CEO</b>	
Executive Assistant to the Mayor Executive Support Coordinator	Information regarding meetings, booking of flights to attend Council business
<b>Financial Services</b>	
Executive Director Financial Services	Any matters pertaining to Directorate
Head of Financial Services	Financial reporting and performance, budget, treasury, asset management, payroll, procurement and creditors.
<b>Engineering Services</b>	
Executive Director Engineering Services	Any matters pertaining to Directorate
Head of Engineering Services	Engineering operations, capital works, water and wastewater
Manager Engineering Operations	Engineering services, disaster management
Manager Water and Wastewater	Water and wastewater services
Manager Capital Works	Capital works projects, waste services, biosecurity
<b>Building Services</b>	
Executive Director Building Services	Any matters pertaining to Directorate
<b>Community Services</b>	
Executive Director Community Services	Any matters pertaining to Directorate
Head of Community Services	Health and wellbeing, housing, community events, environment and health
Regional Managers	Divisional customer service administration and communication between community, stakeholders, Council and the Executive Team of Council
Divisional Managers	Divisional customer service administration and communication between community, stakeholders, Council and the Executive Team of Council
<b>Corporate Services</b>	
Executive Director Corporate Services	Any matters pertaining to Directorate
Manager Information Technology Services	Technology services, records

Position name (column 1)	Subject area (column 2)
Manager Fuel and Fleet	Fuel and fleet services
Manager Administration and Communications	Media and communications, corporate planning, community grants, grants revenue, customer service
Manager People and Wellbeing	People and Wellbeing matters, noting confidentiality and privacy provisions
Manager Legal and Risk	All legal matters managed by legal services unit, noting confidentiality and privacy provisions



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

Agenda Item

## 6.5

**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Manager Administration and Communication*

## STRATEGIC EXTERNAL GRANT FUNDING POLICY

### OFFICER RECOMMENDATION:

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

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### EXECUTIVE SUMMARY:

A preliminary review of the Strategic External Grant Funding Policy has been undertaken by the Manager Administration and Communication and the Executive Director Corporate Services, and proposed changes have been made for review and discussion.

Following SARG review and further amendments (if required) the policy will be put to Council for resolution in August 2024 with adoption and publication (if endorsed) in late August 2024.

Amendments to the corresponding procedure (Grants Management Procedure) are also required. Work is already underway on reviewing the supporting procedure.

### Interested Parties/Consultation:

- Grants Revenue Officer
- Manager Administration and Communication
- Executive Leadership Team

### Background / Previous Committee Consideration:

The Strategic External Grant Funding Policy was last reviewed in March 2021. It was scheduled for review in June 2023.

Proposed changes in current draft version include:

- Minor changes to copy layout and formatting, terminology and grammar
- Added in reference to *Responsibilities* – highlighted officers and stakeholder responsibilities outlined in procedure (not included in previous iterations)
- Amendment to Approval section
- Inclusion of *Grant management* information (not included in previous iterations)
- Amendment to *Reporting* section

**COMPLIANCE / CONSIDERATIONS:**

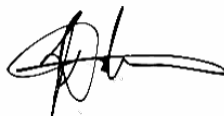
<b>Statutory:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> </ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	Strategic External Grant Funding Policy
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	Council relies on external grant funding to ensure financial stability and liquidity. Council will continue to advocate for increased funding opportunities aligned with Corporate Plan strategic priorities and Operational Plan deliverables.
<b>Links to Strategic Plans:</b>	<p>Corporate Plan 2020-2025 (Bisnis Plan)</p> <p>People - Outcome 4: We are a transparent, open, and engaging Council.</p> <p>Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.</p>
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Following SARG review, policy to be put to Council in August 2024.

**Other Comments:**

N/A

**Recommended:**


Susanne Andres  
Executive Director Corporate Services

**Approved:**


James William  
Chief Executive Officer

**ATTACHMENTS:**

NEW DRAFT Strategic External Grant Funding Policy (V3)

## **Strategic External Grant Funding Policy (draft)**

### **1. PURPOSE**

The purpose of this policy is to ensure effective management of external grant funding acquisition. The key aim is to:

- a.** establish a framework for managing, monitoring and evaluating grants and grant funded initiatives, and
- b.** provide a consistent and objective analysis of external funding opportunities, ensuring:
  - i. alignment to Council's strategic objectives;
  - ii. alignment to Council's integrated planning and reporting framework, including Council's long-term financial forecasts; and
  - iii. Council's capacity to comply with all conditions of the external grant funding.
- c.** enable a strategic approach to grant administration and operational management.

### **2. SCOPE**

The Policy applies to all external grants that require applications to be made. The policy applies to all Council Officers, including contingent employees, and Elected Members:

- where Council is submitting an external funding application,
- where Council is one of a number of partners in a joint external funding application,
- where Council auspices an external grant on behalf of another organisation,
- where an application is being made for renewal of a currently held grant, and
- where funding provided approves a grant application with variations to the original proposal.

### **3. LINK TO CORPORATE PLAN**

- People *Bisnis* - *Pipol*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

## **4. POLICY STATEMENT**

### **4.1. Provisions**

This policy recognises that Council provides a diverse range of programs and projects to meet the needs of our communities and internal stakeholders. To meet these needs, Council must balance cost pressures with community and internal stakeholder expectations.

The policy also recognises the variability of the domestic grant landscape, particularly in eligibility criteria, thus acknowledging that in applying for a grant, it is important to ensure Council fully complies with the terms of the grant, through a rigorous funding acquisition process.

### **4.2. Funding considerations**

Before applying for a grant, an assessment should be carried out on the likely impact of the grant on Council. Considerations include:

- i. Does the grant align with Council's Strategic Objectives and Integrated Planning?
- ii. What are the links and/or partnerships it will provide?
- iii. What impacts will it have on Community and Council?
- iv. Does Council have the capacity and expertise to carry out the project or service for which we are receiving the grant?
- v. Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
- vi. What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
- vii. Whole of Life cost impacts if relevant.
- viii. Council's required contribution (both cash and in-kind).
- ix. Does the funding agreement cover multiple years?

### **4.3. Conflict of Interest**

Council's Elected Members must be committed to make decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

#### **4.4. Recognition Treatment**

Grant revenue recognition will comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

#### **4.5. Responsibilities**

The Grants Management Procedure outlines the responsibilities of the various officers and stakeholders.

#### **4.6. Approval**

External Grant Funding applications must be submitted to Council for resolution where:

- Additional unbudgeted expenditure is required; and/or
- Grant Funding applications for amounts over \$1,000,000.

The Chief Executive Officer will approve and execute all other agreements.

#### **4.7. Grant management**

The Grants Register shall be monitored by the Grants Revenue Officer to ensure that at all times entries accurately reflect all grant applications, application outcomes, funding arrangements and any other relevant conditions.

Grant funding will be utilised for the specific purpose it was applied and approved for and managed in accordance with the requirements of the related grant funding agreement, the annual budget and this Policy.

### **5. REPORTING**

Monthly information reports will be presented to the Council, articulating application status and corresponding financial analysis.

Appropriate records will be kept in accordance with Council's legislative requirements.

During and upon completion of the grant program, formal progress and acquittal reports are required.

## 6. DEFINITIONS

Acquittal	The process of evaluating and reporting on the outcomes and expenditure of external grant funding provided by the Donor. All necessary documents should demonstrate that Council has spent the external grant funding as specified in the funding agreement.
Capacity	Council's ability to deliver the donor's criteria set forth in the funding agreement, typical factors include: <ol style="list-style-type: none"> <li>Resources,</li> <li>Capability,</li> <li>Infrastructure, and</li> <li>Time.</li> </ol>
Donor	The organisation, which is typically State, Federal or non-government agencies, who is providing the external grant funding.
Eligibility	Council's ability to meet the required application conditions, as stipulated by the Donor.
External Grant Funding	Assistance by way of a sum of money or other resource provided to Council by Donor on the condition that the assistance is used to deliver a specific project, provide a new service or enhance an existing service.
Funding Agreement	A legally enforceable agreement setting out the terms and conditions governing funding determined by the Donor. The form of the agreement will depend on the intent of the grant and the degree of control required. The forms of enforceable funding agreements include: <ol style="list-style-type: none"> <li>deed,</li> <li>contract, and</li> <li>exchange of letters.</li> </ol>
Integrated Planning & Reporting	Council's 5-year corporate and annual operational plans, and other related legislative documents such as the annual budget, long-term financial forecast and asset management plans.

## 7. RELATED DOCUMENTS AND REFERENCES

This policy is established with reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as the following Council policies and key documents:

- Acceptable Request Guidelines Policy
- Grants Management Procedure
- 5-Year Corporate Plan
- Annual Operational Plan
- Annual Budget (incl. Long Term Financial Plan)
- Asset Management Plans



**8. REVIEW**

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	July 2027
Review history:	2021

DRAFT



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

Agenda Item

6.6

**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Manager Administration and Communication*

## COMMUNITY GRANTS POLICY

### OFFICER RECOMMENDATION:

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

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### EXECUTIVE SUMMARY:

A preliminary review of the Community Grants Policy has been undertaken by the Manager Administration and Communication and the Executive Director Corporate Services, and proposed changes have been made for review and discussion.

Following SARG review and further amendments (if required), it is recommended the policy be included as an agenda item at the November 2024 Council Workshop for discussion with Council, then following the workshop put to Council for resolution in November/December 2024 with adoption and publication (if endorsed) in mid-December 2024.

### Interested Parties/Consultation:

- Community Grants Officer
- Manager Administration and Communication
- Executive Leadership Team

### Background / Previous Committee Consideration:

The Community Grants Policy was last reviewed in June 2023. It was scheduled for review in June 2024. It is a legislative policy that is required to be reviewed annually.

Recent feedback from ELT members, council members and the Community Grant Officer have been taken into consideration.

Proposed changes in current draft version include:

- Significant changes to copy layout and formatting, terminology and grammar
- Schedules 1-4 added. Each schedule defines each grant type within Community Grants
- Inclusion of peppercorn license information (not included in previous iterations)
- Inclusion of Community Gift Grant information (not included in previous iterations)
- Revised purpose and applicant definitions
- Community Grants Officer to liaise with other divisions for funding support if funding has been exhausted or not supported by the respective division linked to the original application

**COMPLIANCE / CONSIDERATIONS:**

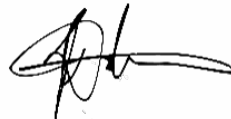
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Approved allocation of funds for Community Grants as per TSIRC 2024-25 budget.
<b>Policy:</b>	Community Grants Policy
<b>Legal:</b>	N/A
<b>Risk / Risk Mitigation:</b>	No financial risk identified as the allocation is within existing Community Grants budget.
<b>Links to Strategic Plans:</b>	Community Grants strategically align to specific delivery objectives under the People and Prosperity pillar of Council's Corporate Plan.
<b>Masig Statement:</b>	N/A
<b>Advisory Committee Consultation:</b>	N/A
<b>Timelines:</b>	Following SARG review, policy to be included as an agenda item at the November 2024 Council Workshop for discussion with Council, then following the workshop put to Council for resolution in November/December 2024 with adoption and publication (if endorsed) in mid-December 2024.

**Other Comments:**

N/A

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Community Grants Policy DRAFT

## **Community Grants Policy (DRAFT)**

### **1. PURPOSE**

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This policy guides the delivery of Council's Community Grants Program, providing financial and in-kind assistance to community organisations and individuals. The aim is to ensure equitable, open and transparent decision-making aligned with local government principles:

- a) Transparent and effective processes and decision-making in the public interest.
- b) Sustainable development and management of assets and infrastructure, and delivery of effective services.
- c) Democratic representation, social inclusion, and meaningful community engagement.
- d) Good governance by local government.
- e) Ethical and legal behaviour of councillors, local government employees, and councillor advisors.

### **2. SCOPE**

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This policy applies to community groups and individuals seeking financial and in-kind assistance through the Community Grants Program for programs, activities, events, and projects that enhance cultural, social, sports, recreation, and economic development in the Torres Strait Island Regional Council area.

### **3. LINK TO CORPORATE PLAN**

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- People *Bisnis* – *Pipol*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

## 4. POLICY STATEMENT

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### 4.1. Grant Programs

Council provides funding to the community via the following Community Grant Programs:

- Community Grants
- Funeral Grants
- Funeral Travel Grants
- Community Gifts.

Each stream has objectives, eligibilities, application processes and evaluation criteria identified in the Community Grant Schedules included in this policy.

### 4.2. Conflict of Interest

Council employees assessing applications must declare any real, perceived, or potential conflict of interest in writing to the Chief Executive Officer, or to the Mayor if the conflict involves the Chief Executive Officer, before the applications are assessed.

Councillors must declare any real, actual, or perceived conflict of interest, or any prescribed or declarable conflict of interest, related to an application before it is considered by the Council. They must follow the usual meeting processes for such declarations and comply with the *Local Government Act 2009 and Local Government Regulation 2012*. This requirement applies to all funding requests and supplements any other specified requirements.

### 4.3 Eligibility

#### 4.3.1 Applications

Applications may be submitted by;

- a) an **organisation** that undertakes activities for a public purpose; or
- b) an **individual**.

To be eligible an organisation or individual must not:

- have breached an agreed current payment plan with Council; or
- be a registered political party; or
- have exceeded the maximum funding an Applicant can access per financial year as per Schedule 1 of this Policy.

#### 4.3.2 Projects/activities

Eligible applications must be:

- a) applying for a project, activity or event taking place within the Torres Strait Island Regional Council Local Government Area which is in the public interest; or
- b) applying for a project, activity or event benefiting current Torres Strait Island Regional Council residents which is in the public interest;
- c) applying to participate in an event in or outside the Torres Strait Island Regional Council Local Government Area to achieve results and bring back new experiences to share with their community which are in the public interest.

Eligible applications must not be:

- a) Requesting funding or support for a project or activity:
  - that has already occurred; or
  - where necessary permits and approvals have not been obtained; or
  - that does not involve a Torres Strait Island Regional Council resident or community.
- b) For projects or activities that:
  - duplicate existing services or programs; or
  - have a purely political purpose; or
  - have a life greater than 12 months from date of application for funding.

#### 4.4 Annual budget allocations

The budget for the Community Grants, Funeral Grants and Travel Grants are allocated on the basis of each Island community.

The total combined annual budget allocation for the Community Grant Program, Funeral Grant and Funeral Travel Grants are tabled below:

TSIRC Local Government Area	Program Name	Budget
Division 1 – Boigu	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 2 – Dauan	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 3 – Saibai	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 4 – Mabuiag	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 5 - Badu	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 6 – Arkai (Kubin)	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 7 – Wug (St. Pauls), Mua Island	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 8 – Kirirri (Hammond)	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 9 – Iama	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 10 – Warraber	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 11 – Poruma	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 12 – Masig	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 13 – Ugar	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 14 – Erub	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
Division 15 – Mer	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
<b>Mayor - TSIRC</b>	Community Grants, Funeral Grants & Funeral Travel Grants	\$ 25,000
TSIRC	Community Gifts	\$ 20,000
<b>TOTAL</b>		<b>\$420,000</b>

Community Grant balances held as unexpended at financial year end, will not be carried forward to the next financial year, in accordance with legislation.

#### 4.5. Further considerations

In approving a request for assistance Council will consider:

- the benefit to the community;
- whether funds have already been received from another program and/or for another event;
- the impact on Council's operations of any provision of plant, equipment and materials for in-kind donations;
- the availability of funds within the Council's annual budget.

### 5. REPORTING

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A report will be supplied to Council at each Ordinary meeting including details of any resolutions required, information for noting and an overview of applications and their corresponding financial information for the financial year to date, at the time of the report.

### 6. DEFINITIONS

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**Cultural** means:

- a) of or relating to the shared knowledge and values of a society;
- b) denoting or deriving from or distinctive of the ways of living, built up by a group of people;
- c) of or relating to the arts and manners that a group favour.

**Economic development** means:

- a) the creation of wealth from which the community may realise benefits.

**Social** means:

- a) of or relating to communal living;
- b) of or relating to human society and its modes of organisation.

**Sports and recreation** means:

- a) physical activity governed by a set of rules or customs and engaged in competitively and the vast array of activities people pursue in their leisure time



**Ground-truthing** means:

- a) checking of facts relating to a proposed activity/event or the applicant;
- does the applicant live in the Council local government area;
  - is the event happening on ground;
  - is the event happening?

**RELATED DOCUMENTS AND REFERENCES**

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*Local Government Act 2009**Local Government Regulation 2012***Schedules**

1. Community Grants
2. Funeral Grants
3. Funeral Travel Grants
4. Community Gifts Grants

**REVIEW**

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This policy is to be reviewed annually, or if legislation changes, or direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Operational
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	XX 2024
Effective date:	XX 2024
Next review date:	June 2025
Review history:	2012, 2013, 2015, 2016, 2018, 2020, 2021, 2023

## Schedule 1: Community Grants

### 1. Intent

The intent of the Community Grants Program is to provide financial and in-kind assistance to community organisations and individuals in the Torres Strait Island Regional Council Local Government Area. The program aims to support and promote community organisations that contribute to the enrichment of cultural diversity, social well-being, sports and recreation, and economic development opportunities for residents and businesses in the region.

### 2. Application and timing

Applications for Community Grants may be made any time throughout the financial year.

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

In-kind use of council facilities will only be approved on a short-term basis. In-kind use is not available for ongoing utilisation.

Applications are reviewed monthly, with the monthly deadline for assessment being 5pm on the last Friday of the month.

Application Forms are available from <http://www.tsirc.qld.gov.au/your-council/grants-opportunities/community-grant-program> or by contacting the Community Grants team on 4034 5741.

Applications can be submitted at any of Council's Divisional Offices or via email to [Community.Grants@tsirc.qld.gov.au](mailto:Community.Grants@tsirc.qld.gov.au).

Applicants requiring assistance in completing the application forms can contact the Divisional Office.

### 3. In-Kind assistance

Any organisation or individual can make an application for in-kind assistance for the use of Council facilities (e.g., use of Council vehicle, hire of community hall, corporate and recreational buildings etc.). Reasonable in-kind assistance will be determined by the Chief Executive Officer (or the Mayor if the Chief Executive Officer is conflicted) having regard to the recommendation/s of the applicable Divisional Manager and Councillor, and/or Executive Director/s. Ground-truthing will be conducted by the Divisional Councillor as appropriate. The view of a Divisional Councillor is not determinative of the final decision of the decision-maker.

In-kind use of Council facilities through the Community Grants application will only be approved on a short-term basis. In-kind use is not available for ongoing utilisation.

Approved in-kind assistance will be recorded in the executive budget for accountability and transparency.

In-kind assistance will be reported as part of Council's contributions made to the community.

Approved transactions relating to in-kind assistance do not impact divisional budget allocations.

### **3.1. Peppercorn Licenses – In-kind assistance**

Yearly applications for license fee waivers (in-kind support) to provide yearly peppercorn licenses for community organisations and enterprises are processed through the Community Grants process.

Year-to-year peppercorn licenses (rent of \$1.00) are issued where supported by Council for the following reasons:

1. The premises is on Council's Enterprise Divestment list.
2. The premises (community hall or stadium) is licensed to a church organisation for ongoing weekly church services, with the Councillor supporting hire fee waiver of the venue.
3. The premises (community hall or stadium) is licensed to a not-for-profit community organisation delivering regular community education and/or sports/gym sessions to the community, with the Councillor supporting hire fee waiver of the venue.
4. The premises is licensed to a PBC for PBC purposes, on the basis of previous stakeholder negotiations with the PBC.

### **3.2. Application and Timing**

Enterprise divestment licensees must apply for Community Grant in-kind support for ongoing peppercorn licensing (including Divisional Councillor endorsement).

Not-for-profit community groups and PBCs wanting to use Council premises for regular activities must apply for a community grant in-kind support for ongoing peppercorn licensing (including Divisional Councillor endorsement).

Licenses are for a financial year period (July-June) and applications for an upcoming financial year are to be made by 31 May.

Application Forms are available from <http://www.tsirc.qld.gov.au/your-council/grants-opportunities/community-grant-program> or by contacting the Community Grants team on 4034 5741.

Once approved, Legal Services will manage the licensing.

### 3.3. Licensing Parameters

Peppercorn licenses are based on the following:

- a) Licence Agreement to be signed by the organisation and Council's Chief Executive Officer;
- b) Current public liability insurance must be in place (either through Council or the organisation provides evidence of public liability coverage);
- c) Licence fee and hire fee waiver of the venue is supported by Divisional Councillor;
- d) Peppercorn licence fee, no hire fee or local law permit application fee payable, and no utilities or outgoings payable;
- e) Any required Powercards are payable by the organisation, unless approved under a community grant;
- f) Breach procedure of two warnings (with photographic evidence), with licence cancelled on the third strike, subject to Divisional Councillor and Chief Executive Officer approval;
- g) Any condition otherwise approved in writing by the Chief Executive Officer; and
- h) Councillors are required to declare any real or perceived conflicts of interest relating to any 'peppercorn' licensing (license fee waiver) at the time of application.

### 4. Maximum application threshold

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

In all instances, there must be a budgeted allocation to cover the application.

The application amount can be a combination of funds or in-kind assistance; however, the maximum application amounts are:

	Individual	Community organisation
<b>Community Grant Funding</b>	<b>\$ 2,500 per financial year</b>	<b>\$ 10,000 per financial year</b>

## 5. Ineligible expenditure

Non-allowable expenditure includes:

- a) fund-raising activities
- b) prizes (excluding trophies which are allowable expenditure)
- c) alcohol
- d) uniforms where Council has funded purchase in the last three years
- e) promotional material (including supporter apparel)
- f) travel associated with any of the ineligible projects

## 6. Assessment criteria

The grant assessment and selection process aims to fairly select projects that best meet the objectives of the grants program.

Written applications will be assessed using all of the following criteria:

Criteria	Definition
Eligible organisation or individual	<ul style="list-style-type: none"> <li>• an individual; or</li> <li>• an organisation that undertakes activities for a public purpose; including</li> <li>• an organisation or individual that has not breached an agreed current payment plan with Council; and</li> <li>• an organisation that is not a registered political party.</li> </ul>
Eligible project/activity	<ul style="list-style-type: none"> <li>• is taking place within the Torres Strait Island Regional Council Local Government Area or benefits Torres Strait Island Regional Council residents; and</li> <li>• has not already occurred; and</li> <li>• is not the subject of litigation; and</li> <li>• does not duplicate existing services or programs; and</li> <li>• does not have a purely political purpose; and</li> <li>• does not have a life greater than 12 months from date of application for funding.</li> </ul>

The alignment of the project with Council's plans and values (as stated in Council's Corporate Plan):	<p><b>People:</b></p> <ul style="list-style-type: none"> <li>• ensure we preserve cultural heritage, history, and place;</li> <li>• ensure our communities are safe, healthy, and active;</li> <li>• ensure accessibility to community support services;</li> </ul> <p><b>Sustainability:</b></p> <ul style="list-style-type: none"> <li>• ensure the sustainability and future of our individual communities and region;</li> </ul> <p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>• ensure investment into the retention of key skills within the region;</li> <li>• ensure opportunity is brought to the region.</li> </ul>
The community need for the project or activity	<ul style="list-style-type: none"> <li>• letter of support from community members</li> <li>• needs analysis, community consultation</li> </ul>

Applications are reviewed by Council's Community Grants team to ensure that the application is complete.

If insufficient detail is provided in the application form, the Community Grants team will make contact with the applicant and advise of further information that is required to enable assessment.

Upon receipt of a complete application the Community Grants team will make the initial assessment based on eligibility criteria. If a division has exhausted their yearly allocation or a funding application is not supported by the respective councillor for the full amount, the team will liaise with other divisions to seek financial support. A recommendation report is then prepared for Council listing the applications that meet the eligibility criteria. Council will make the final determination at a Council meeting.

## 7. Approval and payment

Upon receipt of the list of endorsed applicants from the Council Meeting, the Finance department will approve payment. Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the applicant when payment is made.

## **8. Out of cycle funding applications**

Council recognises that there may be occasions where urgent assessment of Community Grants is required. This is particularly in relation to school sporting events (Peninsula Sport). Such requests will be assessed by Council's Community Grants team for eligibility and finally approved or rejected by:

- (a) the Chief Executive Officer based on assessment and endorsement where the amount requested is \$5,000 or less; or
- (b) the Chief Executive Officer and Mayor based on assessment and endorsement where the amount requested is more than \$5,000.

## **9. Outcomes reporting**

Successful applicants will need to provide an Outcomes Report, including photos, where relevant, within 4 weeks following the event.

Council's Community Grants team will provide the Outcomes Report form on confirmation of acceptance of approved funding.

If an Outcomes Report is not provided, any future applications by the Applicant for Community Grants will be deemed ineligible.

- ENDS

## Schedule 2: Funeral Grants

### 1. Intent

The intent of the Funeral Grants is to provide financial assistance to support culturally significant funerals in the Torres Strait Island Regional Council Local Government Area. The policy aims to recognise and respect cultural practices and protocols, ensure that funerals are conducted in accordance with cultural traditions and provide financial support for eligible expenses such as repatriation costs, catering costs and funeral home costs.

### 2. Application and timing

Council recognises that funerals are a very culturally significant event in their region. Applications for a Funeral Grant may be made at any time throughout the financial year.

An application form must be submitted to [community.grants@tsirc.qld.gov.au](mailto:community.grants@tsirc.qld.gov.au).

### 3. Assessment

Requests for Funeral Grants are assessed by the Community Grants team for eligibility and approved or rejected by:

- (a) the Chief Executive Officer based on assessment and endorsement where the amount requested is \$5,000 or less; or
- (b) the Chief Executive Officer and Mayor based on assessment and endorsement where the amount requested is more than \$5,000.

In making their assessment of the Funeral Grants, the Chief Executive Officer and/or Mayor will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

In assessing Funeral Grants and Funeral Travel Grants, consideration must be given to Ailan Kustom and applicable cultural protocols.

### 4. Criteria

- Protection of cultural practice
- Recognition of cultural protocols
- Funeral must be taking place in the Torres Strait Island Regional Council Local Government Area
- Deceased must be a current Torres Strait Island Regional Council resident
- Details of any special circumstances if the amount applied for is greater than \$5,000



## **5. Eligible expenditure**

Allowable Expenditure includes:

- a) repatriation costs
- b) catering costs
- c) Funeral Home costs.

## **6. Maximum application threshold**

Absent any special circumstances, the maximum amount available for a Funeral Grant is \$5,000 per funeral, which is in addition to any in-kind contributions which may be offered.

## **7. Approval and payment timing**

Council acknowledges the urgency of Funeral grants. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Finance department.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the applicant when payment is made.

- ENDS

## Schedule 3: Funeral Travel Grants

### 1. Intent

The intent of the Funeral Travel Grants is to provide financial assistance to individuals who need to travel for the purpose of attending a funeral in the Torres Strait Island Regional Council Local Government Area. It recognises the importance of community and cultural connections during times of bereavement and seeks to ensure that individuals can participate in funeral ceremonies and support their families and communities.

### 2. Application and timing

Council recognises that funerals are a very culturally significant event in their region.

Applications for Funeral Travel Grants may be made at any time throughout the financial year.

An application form must be submitted to [community.grants@tsirc.qld.gov.au](mailto:community.grants@tsirc.qld.gov.au).

### 3. Assessment

Requests for funeral travel assistance are assessed by the Community Grants team for eligibility and finally approved or rejected by the Chief Executive Officer based on assessment. In assessing an application for Funeral Travel Grant, the Chief Executive Officer will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

In assessing Funeral Grants and Funeral Travel Grants, consideration must be given to Ailan Kustom and applicable cultural protocols.

### 4. Criteria

- Protection of cultural practice
- Recognition of cultural protocols
- Deceased must have a strong and enduring connection to communities within Council's local government area, and the Torres Strait Region

### 5. Eligible expenditure

Allowable expenditure includes travel costs flights, accommodation and ground transportation.

### 6. Maximum application threshold

The maximum amount available for Funeral Travel Grants is \$5,000 per funeral per community.

## **7. Approval and payment timing**

Council acknowledges the urgency of funeral travel. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

- ENDS

## **Schedule 4: Community Gifts Grant**

### **1. Intent**

The intent of the Community Gifts Grant is to allocate funds to be used by the Torres Strait Island Regional Council for expenses related to the 'on-division' Council meetings. It ensures that necessary resources are available to conduct these meetings effectively and efficiently. The grant recognises the importance of these meetings in facilitating communication, decision-making, and collaboration among council members and stakeholders and recognises the hospitality and contribution of the community.

### **2. Application and timing**

Council holds a maximum of four (4) 'on-division' Council meetings per financial year.

Grant funding is to be used for community projects that strengthen community cohesion or community expenses towards the on-division Council meeting.

### **3. Assessment**

No external applications relate to the Community Gifts Grant. Disbursement of Community Gifts Grant funding is coordinated by the Office of the Chief Executive Officer, with all expenses approved or rejected by:

- a) the Chief Executive Officer based on assessment and endorsement where the expenses required is \$5,000 or less

### **4. Eligible expenditure**

Expenditure must benefit the community and is at the discretion of the Chief Executive Officer in agreement with the Mayor and divisional Councillor.

### **5. Maximum application threshold**

The maximum amount available for Community Gifts Grants per financial year is \$20,000 equating to a maximum of \$5,000 per 'on-division' Council meeting.

### **6. Approval and payment timing**

Payments are processed by Council to the identified suppliers under Council's purchasing terms and conditions.

- ENDS



**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## **RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

### **OFFICER RECOMMENDATION:**

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

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### **EXECUTIVE SUMMARY:**

A local government meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed.

Section 254J of the *Local Government Regulation 2012* allows the Council or its Standing Committee to close its meeting to the public to discuss one or more of the following matters:

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;
- (j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the Act.

Section 254J(6) of the *Local Government Regulation 2012* stipulates that a local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

**Interested Parties/Consultation:**

N/A

**Background / Previous Council or Committee Consideration:**

N/A

**COMPLIANCE / CONSIDERATIONS:**

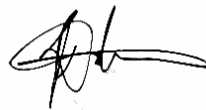
<b>Statutory:</b>	Section 254J of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings</a>   <a href="#">State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Delivery Pillar One – People ( <i>Bisnis – Pipol</i> )  Outcome 4: We are a transparent, open and engaging council. <ul style="list-style-type: none"><li>➤ 4.2 Evolve Council’s communication channels and community’s access to information.</li></ul>
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at all Council and Standing Committee Meetings

**Other Comments:**

Nil.

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## CLOSED BUSINESS

### RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#### OFFICER RECOMMENDATION:

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

#### EXECUTIVE SUMMARY:

Section 254I of the *Local Government Regulation 2012* stipulates that a local government meeting is open to the public unless the local government or standing committee has resolved that the meeting is to be closed.

#### Interested Parties/Consultation:

N/A

#### Background / Previous Council or Committee Consideration:

N/A

#### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	Section 254I of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings   State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> ) Delivery Pillar One – People ( <i>Bisnis – Pipol</i> ) Outcome 4: We are a transparent, open and engaging council. ➤ 4.2 Evolve Council’s communication channels and community’s access to information.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Required procedure for all Council and Standing Committee meetings.

**Other Comments:**

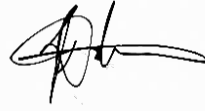
Nil.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.





**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

### OFFICER RECOMMENDATION:

*For the Committee to formally resolve on the matters discussed in its Closed Session.*

### EXECUTIVE SUMMARY:

Section 254J(6) of the *Local Government Regulation 2012* stipulates that a local government or a committee of local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

The open meeting must resume to pass a resolution if any decisions are necessary following the closed-meeting discussion.

### Interested Parties/Consultation:

N/A

### Background / Previous Committee Consideration:

N/A

### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	Section 254J(6) of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings   State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Delivery Pillar One – People ( <i>Bisnis – Pipol</i> )  Outcome 4: We are a transparent, open and engaging council.  4.2 Evolve Council’s communication channels and community’s access to information.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Committee Meeting

**Other Comments:**

Nil.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.