



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 st QTR Report	to each October Council Meeting (covering July-Sept period)
2 nd QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 rd QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 th 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.