



NOTICE OF COUNCIL STANDING COMMITTEE MEETING

In accordance with Section 254C of the *Local Government Regulation 2012* this notice is to advise that a meeting of Council's Strategic Action Reference Group (SARG) Standing Committee will be held in Council's Cairns Office (Conference Room, Level 3, 111 Grafton Street, Cairns) and will also be accessible by Microsoft (TEAMS) as follows:

Friday, 9 May 2025

(9.00am to 4.00pm)

Microsoft (TEAMS) Meeting ID: 475 843 639 579 3 | Passcode: Dt2TH9Lp

The attendance of each Committee Member is requested.

Agenda papers for this meeting are attached and will soon be available on Council's website (except for any Closed Business papers) and can be accessed by clicking on the link below:

[Documents | Torres Strait Island Regional Council](#)

Please note that this meeting is live streamed on Council's YouTube Channel and a recording following the meeting will be available at the following location:

<https://www.youtube.com/@IslandCouncil/streams>

James William
Chief Executive Officer

6 May 2025



STRATEGIC ACTION REFERENCE GROUP
(SARG) STANDING COMMITTEE
MEETING
9 MAY 2025

AGENDA

Time: 9.00am to 4.00pm

Venue: TSIRC Conference Room, Level 3, 111 Grafton Street, Cairns
Microsoft TEAMS Meeting ID: 475 843 639 579 3 | Passcode: Dt2TH9Lp

ORDER OF BUSINESS

9.00am

- A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER | OBSERVANCES
- B. APOLOGIES
- C. CONFLICT OF INTEREST DECLARATIONS

1. CONFIRMATION OF MINUTES (5 March 2025)

1.1. Action Items from Previous Meetings

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

3. CORPORATE SERVICES

3.1. Draft Operation Plan 2025-26 – For Review

[Reason for Closed Discussion: To discuss business:

- for which public discussion would be likely to prejudice the interests of council*
- that involves a contract proposed or information on negotiations relating to a commercial matter*
- that relates to legal advice or proceedings*
- that may directly affect the health and safety of an individual or a group of individuals]*

4. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

5. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

6. MAYORAL ITEMS *(verbal discussion)*

6.1. Masig Statement Discussion

6.2. TS&NPA Regional Organisation of Councils (TS&NPAROC)

- Legal Registration
- Engagement Funding
- Consultant Recruitment

7. ADVISORY COMMITTEE REPORTS – 3rd QUARTER
 - 7.1. Culture, Arts, Land & Heritage (CALH) Advisory Committee – 3rd Quarter Report *(verbal)*
 - 7.2. Economic Growth Advisory Committee – 3rd Quarter Report *(verbal)*
 - 7.3. Environment & Climate Change Adaption (ECCA) Advisory Committee – 3rd Quarter Report *(verbal)*
 - 7.4. Governance & Leadership (G&L) Advisory Committee – 1st, 2nd & 3rd Quarter Combined Report
 - 7.5. Housing, Families and Safe & Healthy Communities (HFSHC) Advisory Committee – 3rd Quarter Report *(verbal)*
8. CHIEF EXECUTIVE OFFICER
 - 8.1. CDP Tender Matter – *verbal discussion with Cr Stephen*
9. BUILDING SERVICES DIRECTORATE

Nil.
10. COMMUNITY SERVICES DIRECTORATE

Nil.
11. CORPORATE SERVICES DIRECTORATE

Nil.
12. ENGINEERING SERVICES DIRECTORATE

Nil.
13. FINANCIAL SERVICES DIRECTORATE

Nil.
14. MATTERS ARISING
15. NEXT MEETING – 9 July 2025 (Microsoft TEAMS)
16. CLOSE OF MEETING & PRAYER

4.00pm



STRATEGIC ACTION REFERENCE GROUP (SARG)
STANDING COMMITTEE MEETING
9 MAY 2025

Agenda Item

1

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONFIRMATION OF MINUTES (5 MARCH 2025)

OFFICER RECOMMENDATION:

The Standing Committee confirms the Minutes of its meeting held on 5 March 2025.

EXECUTIVE SUMMARY:

Section 254F(4) of the *Local Government Regulations 2012* requires that at each local government meeting, the minutes of the previous meeting must be confirmed by the councillors or committee members present.

Interested Parties/Consultation:

N/A

Background / Previous Standing Committee Consideration:

The previous SARG Standing Committee meeting was held on 5 March 2025.

Section 254(6) of the *Local Government Regulation 2012* requires that a copy of the minutes of each local government must be made publicly available by 5pm on the tenth day after the meeting is held. To meet these compliance requirements, a copy of the draft Minutes from the last meeting were circulated to the Executive Leadership Team for input prior to being posted on the Council website.

Following confirmation of the Minutes by the Standing Committee, the confirmed Minutes will replace the draft Minutes on the Council website.

A copy of the confirmed Minutes will also be submitted to the next Council meeting for noting.

COMPLIANCE / CONSIDERATIONS:

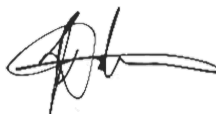
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|---|--|
| Statutory: | Section 254F(4) of the <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | N/A |
| Legal: | N/A |
| Risk: | Council breach of its Statutory requirements above. |
| Links to Strategic Plans: | TSIRC Corporate 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. |
| Masig Statement: | N/A |
| Standing Committee Consultation: | N/A |
| Timelines: | Standard Procedure following at each Standing Committee Meeting |

Other Comments:

N/A

Recommended:*S. Andres*

Susanne Andres
Executive Director Corporate Services

Recommended:


James William
Chief Executive Officer

ATTACHMENTS:

Draft Minutes of the SARG Standing Committee Meeting held on 5 March 2025.



**STRATEGIC ACTION REFERENCE
GROUP (SARG) STANDING
COMMITTEE MEETING
5 MARCH 2025**

MINUTES

Time: 9.00am to 4.00pm

Venue: **[TEAMS Meeting]** Meeting ID: 411 763 378 378 | Passcode: vc6EL33X

PRESENT:

Mayor/Chair

Deputy Mayor

Chair - Culture, Arts, Land & Heritage Advisory Committee

Chair - Economic Growth Advisory Committee

Chair - Environment & Climate Adaptation Advisory Committee – *joined meeting at 9.40am*

Proxy - Governance & Leadership Advisory Committee – *joined meeting at 10.35am*

Chair - Housing, Families and Safe & Healthy Communities Advisory Committee – *left meeting at 12.40pm*

Cr Phillemon Mosby

Cr Ranetta Wosomo

Cr Chelsea Aniba

Cr Rocky Stephen

Cr Kabay Tamu

Cr Nixon Mye

Cr Keith Fell

OFFICERS:

Chief Executive Officer – *left meeting at 12.40pm*

Executive Director Building Services

Executive Director Corporate Services

Executive Director Financial Services – *on-line for 9.00am start and left meeting at 9.30am to meet airline schedule*

Mr James William

Mr Wayne Green

Ms Susanne Andres

Ms Hollie Faithfull

Executive Assistant to the CEO

Executive Assistant to the Mayor

TSIRC Secretariat

Ms Marie Haines

Ms Trudy Lui

Mr Darryl Brooks

GUESTS:

Chief Executive Officer LG Services Group – *for Agenda Item 3.1 only*

Consultant – *for Agenda Item 4.1 only*

Mr Scott Mason

Mr Anthony Ottaway

ABSENT:

Chair - Governance & Leadership Advisory Committee

Executive Director Community Services

Executive Director Engineering Services

Cr Dimas Toby

Mr Dawson Sailor

Mr David Baldwin

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

At 9.30am, the Mayor welcomed Committee Members and staff to the meeting, noting that a quorum of members was present.

The Mayor made the following acknowledgements:

- Our Heavenly Father for his awesome wisdom, knowledge, understanding, favour and blessings throughout our lives and families;
- The Traditional Custodians throughout the length and breadth of Zenadth Kes and the communities and constituents that Council serves; and
- All Elders – past, present and emerging.

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

Cr Keith Fell delivered the opening prayer.

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

B. NOTING OF APOLOGIES

No formal apologies were tabled.

C. CONFLICT OF INTEREST DECLARATIONS

The Mayor invited attendees to table any prescribed or declarable COI matters. No COI declarations were made. The Mayor requested that Committee Members advise of any COI declarations should they arise throughout discussions.

The Mayor also invited attendees to advise of any legal matters that would prevent members from participation in today's meeting. No matters were declared.

D. LIVE STREAM

The Mayor advised that meetings of the Standing Committee are live streamed and a copy of this meeting will soon be available on Council's Youtube channel on the website. The Mayor welcomed members of the public to the meeting and thanked them for their time and interest in the deliberations of Council.

1. CONFIRMATION OF MINUTES (25 OCTOBER 2024 & 4 DECEMBER 2024)

#SSC24-28/2025-03/1

CR WOSOMO / CR ANIBA

The Standing Committee:

- (a) confirms the Minutes of its meeting held on 25 October 2024; and
- (b) confirms the Minutes of its meeting held on 4 December 2024.

CARRIED UNANIMOUSLY

1.1. ACTION ITEMS FROM PREVIOUS MEETINGS

The Chief Executive Officer (Mr James William) spoke to this item. The update was noted by the Standing Committee.

2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#SSC24-28/2025-3/2

CR ANIBA / CR FELL

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

CARRIED UNANIMOUSLY

3. CHIEF EXECUTIVE OFFICER

3.1. TSIRC Transition Action Plan (TAP) Update *(verbal update by Mr Scott Mason)*

[Reason for Closed Discussion: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it includes “matters that may directly affect the health and safety of an individual or a group of individuals”.]

The Standing Committee noted the verbal update provided by Mr Scott Mason on the current status of KPIs in relation to the TSIRC Transition Action Plan (TAP).

The Mayor expressed his appreciation for the detail provided by Mr Mason and added that the Standing Committee will need to be mindful of ensuring that Council’s future annual budgets take into account the KPIs identified.

3.2. Acting Chief Executive Officer – verbal discussion

[Reason for Closed Discussion: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it relates to the appointment, discipline or dismissal of the chief executive officer].

The Standing Committee noted verbal advice from the Chief Executive Officer that he intends to take leave from 3–9 April 2025 and that a paper will be presented to the March 2025 Ordinary Council Meeting seeking endorsement of an Acting Chief Executive Officer during this period.

4. CORPORATE SERVICES DIRECTORATE

4.1. Mirabou Energy Project - presentation

[Reason for Closed Discussion: This report is presented in the closed meeting of the Council under section 254J of the Local Government Regulation 2012, as it involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests or the local government.]

The Standing Committee noted the presentation by Mr Andrew Ottaway (Consultant) in relation to the Mirabou Energy Project.

Mirabou Energy Project

Action Required:

Chief Executive Officer to include this matter for discussion at the May 2025 Council Workshop.

4.2. Culture, Arts, Land and Heritage (CALH) Advisory Committee – Draft Memorandum of Understanding (MOU) with PBCs for Review

[Reason for this matter to be discussed in Closed Business: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it involves 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].

#SSC24-28/2025-03/4.2

CR ANIBA / CR STEPHEN

The Standing Committee agrees to:

- (1) Review the Draft Memorandum of Understanding (MOU) provided by the Culture, Arts Land & Heritage Advisory Committee and provide relevant feedback to the Advisory Committee;**
- (2) Endorse the Draft MOU;**
- (3) Recommend that the Culture, Arts, Land & Heritage Advisory Committee commence discussions and negotiations with individual PBCs.**

CARRIED UNANIMOUSLY

Culture, Arts, Land and Heritage (CALH) Advisory Committee – Draft Memorandum of Understanding (MOU) with PBCs for Review

Action Required:

CALH Advisory Committee to ensure that the MOUs state clearly that it is the responsibility of PBCs (not TSIRC) to consult with native title holders.

The Standing Committee noted advice from the Executive Director Corporate Services that the Draft MOU with PBCs will now be circulated to all TSIRC Councillors for comment.

Cr Kabay Tamu also suggested that those PBCs with TSIRC Councillors holding dual roles could be prioritised in the MOU discussion and negotiation process in order to expedite completion of all 15 TSIRC Divisions in a timely manner.

The Mayor thanked the Chairperson and Members of the CALH Advisory Committee (including administrative staff) for advancing this important and much-needed process for Council.

- *Following discussion of the above Agenda Item, the Mayor requested all administrative staff (except the Chief Executive Officer) to leave the meeting for a Councillors-only discussion. Staff left the meeting at 11.40am and were invited to return to the meeting at 11.45am.*

5. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#SSC24-28/2025-03/5

CR ANIBA / CR WOSOMO

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

CARRIED UNANIMOUSLY

6. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

The Standing Committee formally resolved as indicated in Agenda Items 3 to 5 above.

There were additional action items arising from other matters raised and discussed during the Closed Session.

1. Superannuation for TSIRC Councillors

Action Required:

Chief Executive Officer to provide a report to the March 2025 Ordinary Council Meeting in relation to Superannuation arrangements for TSIRC Councillors, including any previous TSIRC decisions in relation to the matter.

2. Mabuiag Sewerage Treatment Plant

Action Required:

Chief Executive Officer to urgently raise this matter during his meeting with the TSRA CEO (and possibly the TSRA Chairperson) on 6 March 2025.

7. MAYORAL ITEMS

The Mayor advised that Agenda Items 7.1 to 7.6 relate to emails that have been circulated directly to Standing Committee members.

7.1. Regional Health Reform | Health Equity Strategy

At a recent meeting with the Queensland Minister for Health, the Mayor was advised by the Minister that the Government's focus now is to improve health outcomes for Torres Strait Islander and Aboriginal people in the Torres Strait area and that previous calls by Torres Strait leaders for an independent Coronial investigation into the delivery of health services in the region is not currently on the Government's agenda.

The Government's focus is on the Health Equity Strategy. The Mayor advise that he will be inviting Queensland Health to present to Council in the coming months.

7.2. Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC)

The Mayor advised that he and the Chief Executive Officer met with their TS&NPAROC counterparts and have agreed to a short-term timeframe for ROC.

Funding totalling \$300K has been secured and is auspiced by TSIRC. Work has commenced for the recruitment of a suitable executive-level candidate to strategically advance the progress the aspirations of the TS&NPAROC, with the TSIRC CEO and relevant Executive Directors to develop a duty statement/recruitment material (by 31 March 2025), followed by a recruitment process (April 2025) and have the project manager on board by May 2025.

This position will ensure that TS&NPAROC has the capacity to 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.

Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC)

Action Required:

Executive Director Corporate Services to provide SARG SC members with a copy of the TS&NPAROC Charter.

7.3. Blue Security & Safe Regional Business Service Model

The Mayor advised that he has circulated information out to Councillors on this matter. The Mayor will be meeting with Torres Shire and NPA Regional Council Mayors and other State and Commonwealth agencies in the w/b 10 March 2025 to discuss the Blue Security & Safe Regional Business Service Model. This meeting is being coordinated by the Queensland Police Service. The purpose of this meeting is to reframe the relationship between First Nations people and the Police.

7.4. 2025 Federal Government Advocacy Campaign | Council & TS&NPAROC

Depending on timing issues, the Mayor anticipates that the recruitment process for the TS&NPAROC executive officer position will enable strategic advocacy for the Torres Strait region to secure appropriate funding and collaboration in service delivery to the people.

In relation to regional governance issues, the TS&NPAROC local governments have been developing an 18-month regional transition readiness plan which focuses on building momentum and consensus on raising awareness of business in relation to regional autonomy. TSIRC has been lobbying the TSRA to secure funding to realise the plan and build consensus across the region.

7.5. May 2025 Workshop Agenda

The Mayor advised that he is currently drafting a forward planning schedule that SARG will use to strategically coordinate the Workplans for Council's Advisory Committees. This SARG forward planning will be discussed at the May 2025 Council Workshop.

Councillor attendance and participation during Workshops and at Council meetings will also be discussed at the May 2025 Council Workshop.

The Mayor requested that the Chief Executive Officer develop budget allocations for Council's Advisory Committees as part of the budget review process to support community engagement and advocacy work.

Budget Allocation for Council Advisory Committees

Action Required:

Chief Executive Officer to develop budget allocations for Council's Advisory Committees as part of the budget review process to support community engagement and advocacy work.

7.6. Advisory Committee Annual Plan & Annual Performance Review

The Mayor has proposed that an annual self-review of SARG and Council's Advisory Committees be undertaken in August 2025. The Mayor requested that all Advisory Committees review their Workplans for this purpose, also to meet the requirements for the SARG forward planning.

Council Advisory Committees to update Workplans

Action Required:

Advisory Committee Chairs and Executives to update their Committee Workplan prior to August 2025.

The Mayor advised that he has been nominated by the LGAQ to sit on the Coalition of Peaks. The Coalition consists of national, state and territory non-government Aboriginal and Torres Strait Islander peak bodies and independent statutory authorities that have responsibility for policies, programs and services related to Closing the Gap.

The Mayor also advised that TICCA has nominated him to sit on the Northern Australia Regional Development First Nations Advisory Committee which provides advice in relation to Australian Government investment into regional development in Northern Australia.

8. CHIEF EXECUTIVE OFFICER REPORTS

Nil.

9. BUILDING SERVICES DIRECTORATE

Nil.

10. COMMUNITY SERVICES DIRECTORATE

Nil.

➤ *Standing Committee deliberations were suspended from 12.40pm to 1.00pm to allow participants a short break.*

11. CORPORATE SERVICES DIRECTORATE

11.1. Economic Growth Advisory Committee – EMG Community Consultations – 2024-25 Results

Presenter: Ms Tina McGuffie (My Pathway)

The Presenter for this agenda item was not available and the Standing Committee agreed to a recommendation by Cr Rocky Stephen (Chair of the Economic Growth Advisory Committee) that this item be placed on the agenda for the next Standing Committee meeting.

**11.2. Councillor Remuneration, Expenses Reimbursement and Resources Policy –
*Councillors' Meeting Attendance***

The Mayor requested that the Committee explore options which will improve the attendance, participation and engagement of Councillors at all Council meetings.

The Mayor is considering the implementation of a sign-in/sign-out register and changes to travel allowances in an effort improve attendances.

Cr Kabay Tamu thanked the Mayor for requesting an improvement in Councillor meeting attendances. Cr Tamu stressed that attendance and engagement by Councillors is a behavioural matter that should be discussed in an open and honest discussion amongst Councillors (in-camera Councillors only) and suggested that this be discussed at the May 2025 Council Workshop.

Cr Rocky Stephen supported discussion at the May 2025 Council Workshop.

Councillor Meeting Attendance – May 2025 Council Workshop Agenda

Action Required:

Executive Director Corporate Services to organise LGAQ presentation at the May 2025 Council Workshop regarding Councillors responsibilities as elected representatives, including responsibilities regarding attendance and engagement by Councillors at Council meetings.

11.3. Corporate Plan 2025-30 Concept

#SSC24-28/2025-3/11.4

CR ANIBA / CR TAMU

The Standing Committee:

- **endorses the concept of the Corporate Plan 2025-30 and agrees to provide relevant feedback; and**
- **the proposed timeline to progress the development of the Corporate Plan.**

CARRIED UNANIMOUSLY

The Mayor requested that the TSIRC Corporate Plan 2025-30 link with the TSRA development plan to ensure that it captures alignment to Australian Government funding guidelines and criteria to ensure access to funding and other services in an expedient and seamless process.

The Executive Director Corporate Services advised that the Corporate Plan 2025–30 will also be circulated out to all Councillors for feedback and resubmit the Plan back to SARG for recommendation to Council for endorsement.

Corporate Plan 2025-30 Concept

Action Required:

Executive Director Corporate Services to circulate to all Councillors the Corporate Plan 2025-30 Concept for comment and feedback.

12. ENGINEERING SERVICES DIRECTORATE

Nil.

13. FINANCIAL SERVICES DIRECTORATE

Nil.

14. MATTERS ARISING

The Mayor acknowledged and gave special thanks to Cr Ranetta Wosomo (Deputy Mayor) for her support and assistance to the Mayor during recent weeks, including deputising for him at several official engagements. Cr Wosomo has also been actively working with the Mayor as they review overall Council performance during this term.

The Mayor also advised the Committee that he will be contacting members over the coming weeks to prepare a paper for consideration at the March 2025 Council meeting regarding Mayoral duties.

15. NEXT MEETING – 9 APRIL 2025 (Microsoft TEAMS)

Noted by the Standing Committee.

16. CLOSE OF MEETING & PRAYER

The Mayor confirmed also that the March 2025 Trustee and Ordinary Council Meetings will be held on Poruma.

The Mayor thanked Standing Committee members and officers for their attendance and contributions throughout the meeting. The Mayor formally closed the meeting at 1.40pm and delivered the closing prayer.

MINUTES CONFIRMED – 9 April 2025

.....
Cr Phillemon Mosby
Mayor
Torres Strait Island Regional Council
Date: 9 April 2025

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 9 April 2025

AGENDA ITEM 1.1



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

[as at 6 May 2025]

| Agenda Item | Action | Action Area | Current Status |
|--|---|---------------------------------------|--|
| Mar 2025 Mtg AI 4.1 Mirabou Energy Project | Action Required: Chief Executive Officer to include this matter for discussion at the May 2025 Council Workshop. | CEO | Scheduled, however not yet confirmed. |
| Mar 2025 Mtg CALH Advisory Committee – Draft MOU with PBCs for Review | Action Required: CALH Advisory Committee to ensure that the MOUs state clearly that it is the responsibility of PBCs (not TSIRC) to consult with native title holders. | CALH Advisory Committee (Cr Aniba) | |
| Mar 2025 Mtg AI 7.1 TS&NPAROC | Action Required: Executive Director Corporate Services to provide SARG SC members with a copy of the TS&NPAROC Charter. | ED Corporate Services | Provided on 6 March 2025. Close action item. |
| Mar 2025 Mtg AI 7.5 Budget Allocation for Council Advisory Committees | Action Required: Chief Executive Officer to develop budget allocations for Council's Advisory Committees as part of the budget review process to support community engagement and advocacy work | CEO | |

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|---|---|--|---|
| <p>Mar 2025 Mtg</p> <p>AI 7.6</p> <p>Advisory Committee Annual Plan & Annual Performance Review</p> | <p>Action Required:</p> <p>Advisory Committee Chairs and Executives to update their Committee Workplan prior to August 2025.</p> | <p>Advisory Committee Chairs & EDs</p> | |
| <p>Mar 2025 Mtg</p> <p>AI 11.2</p> <p>Councillor Remuneration, Expenses Reimbursement and Resources Policy <i>(Councillors' Meeting Attendance)</i></p> | <p>Councillor Meeting Attendance – May 2025 Council Workshop Agenda</p> <p>Action Required:</p> <p>Executive Director Corporate Services to organise LGAQ presentation at the May 2025 Council Workshop regarding Councillors responsibilities as elected representatives, including responsibilities regarding attendance and engagement by Councillors at Council meetings.</p> | <p>ED Corporate Services</p> | <p>Department of Local Government will present instead. Scheduled for 22 May 2025.</p> <p>Close action item.</p> |
| <p>Mar 2025 Mtg</p> <p>AI 11.3</p> <p>Corporate Plan 2025-30 Concept</p> | <p>Action Required:</p> <p>Executive Director Corporate Services to circulate to all Councillors the Corporate Plan 2025-30 Concept for comment and feedback.</p> | <p>ED Corporate Services</p> | |
| <p>Aug 2024 Mtg</p> <p>AI 1.1</p> <p>Action Items Update</p> | <p>Chief Executive Officer to review/update the Action Items from the former Strategic Advisory Reference Group (SARG).</p> | <p>CEO</p> | <p>CEO committed to have the action items list for the former SARG Committee updated for the December 2024 Committee meeting.</p> |

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|--|--|------------|--|
| <p>Aug 2024 Mtg Consideration of Matters Discussed in Closed Session</p> | <p>1. Superannuation for TSIRC Councillors</p> <p>Action Required:</p> <p>Chief Executive Officer to provide a report to the March 2025 Ordinary Council Meeting in relation to Superannuation arrangements for TSIRC Councillors, including any previous TSIRC decisions in relation to the matter.</p> <p>2. Mabuiag Sewerage Treatment Plant</p> <p>Action Required:</p> <p>Chief Executive Officer to urgently raise this matter during his meeting with the TSRA CEO (and possibly the TSRA Chairperson) on 6 March 2025.</p> | <p>CEO</p> | |
|--|--|------------|--|



SARG COMMITTEE ACTION ITEMS

[Last Updated: 6 May 2025]

| Agenda Item | Action | Action Area | Current Status |
|---|---|---|--|
| Jan 2024 Mtg AI 8 Corporate Services: Elphinstone Matters | <ol style="list-style-type: none">Executive Director Corporate Services to prepare a brief for the upcoming Economic Growth Committee Meeting which includes the original business case for Elphinstone.Executive Director Corporate Services to prepare a brief for the February 2024 Ordinary Council Meeting providing Council with an update on the Elphinstone asset. | CEO | <ol style="list-style-type: none">Ongoing development of future options with the asset pending the planning around TAP progress.It is anticipated that a clear briefing can be provided to Council within the next 12 months. |
| Jan 2024 Mtg AI 13 Corporate Services: Enterprise Divestment | Executive Director Corporate Services (in consultation with the Economic Growth Committee) to prepare a brief for the February 2024 Ordinary Council Meeting in relation to Council's Enterprise Divestment Policy. | ED Corporate Services | This matter cannot progress without Council endorsement of an updated Trustee Policy. |
| Jan 2024 Mtg AI 19 Treaty Management Issues | Chief Executive Officer to prepare communication with DFAT's Treaty Liaison Office to formalise TSIRC concerns in relation to Treaty issues, specifically the current situation on Saibai Island and other matters. | CEO <i>Cr Aniba will assist if required.</i> | To be completed by 31 March 2025. In conjunction with AI 8 of 2/3/23 Meeting (below). |

SARG Action Items

| | | | |
|---|---|--|--|
| <p>7 Mar 2023 Mtg</p> <p>AI 8</p> <p>General/Other Business</p> | <p>(1) Write to the Department of Foreign Affairs and Trade regarding the following matters:</p> <ul style="list-style-type: none"> • Movement under the treaty • Unauthorised visits. • Overstayers • Policy and Border Force concerns. <p>(2) Write to the Torres Strait Regional Authority regarding</p> <ul style="list-style-type: none"> • Follow-up to Major Infrastructure Program MIP 7 list that was provided approximately 18 months ago. | <p>CEO / ED Corporate Services</p> | <p>Refer to action above.</p> <p>CEO will meet with TSRA CEO on 6/3/25 (possibly also the TSRA Chair) and will provide an update at the next SARG meeting.</p> |
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STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE MEETING

9 MAY 2025

Agenda Item

2

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.

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 Committee Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

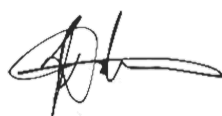
| | |
|---|--|
| Statutory: | Section 254J of the <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | <i>TSIRC Standing Orders (Meeting Procedures) Policy – August 2024</i> |
| Legal: | N/A |
| Risk: | Council breach of its Statutory requirements above. |
| Links to Strategic Plans: | 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. |
| Masig Statement: | N/A |
| Standing Committee Consultation: | N/A |
| Timelines: | Standard Procedure at all Council and Standing Committee Meeting |

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.



STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE MEETING

9 MAY 2025

Agenda Item

4

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 committee has resolved that the meeting is to be closed.

Interested Parties/Consultation:

N/A

Background / Previous Committee Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

| | |
|---|--|
| Statutory: | Section 254I of the <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | TSIRC Standing Orders (Meeting Procedures) Policy – August 2024 |
| Legal: | N/A |
| Risk: | Council breach of its Statutory requirements above. |
| Links to Strategic Plans: | 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. |
| Masig Statement: | N/A |
| Standing Committee Consultation: | N/A |
| Timelines: | Standard Procedure at each Standing Committee Meeting |

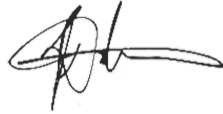
Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

A handwritten signature in black ink, appearing to be 'J. William', with a long horizontal stroke extending to the right.

James William
Chief Executive Officer

ATTACHMENTS:

Nil.



STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE MEETING

9 MAY 2025

Agenda Item

5

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

OFFICER RECOMMENDATION:

For the Standing 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:

| | |
|---|--|
| Statutory: | Section 254J(6) of the <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | <i>TSIRC Standing Orders (Meeting Procedures) Policy – August 2024</i> |
| Legal: | N/A |
| Risk: | Council breach of its Statutory requirements above. |
| Links to Strategic Plans: | 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. |
| Masig Statement: | N/A |
| Standing Committee Consultation: | N/A |
| Timelines: | Standard Procedure at each Standing Committee Meeting |

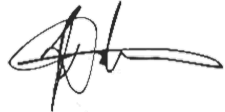
Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

A handwritten signature in black ink, appearing to be 'J. William', with a long horizontal stroke extending to the right.

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

From: Cr. Phillemon Mosby
Sent: Monday, 5 May 2025 7:08 PM
To: Cr. Ranetta Wosomo; Cr. Chelsea Aniba; Cr. Dimas Toby; Cr. Keith Fell; Cr. Rocky Stephen; Cr. Kabay Tamu
Cc: CEO; James William; Secretariat; Trudy Lui; Sandy Killick; Scott Mason; Martine Care
Subject: TSIRC Advisory Committee | Masig Statement Report Card.

Kapu Kubil TSIRC SARG Members (Colleagues),

In preparation for our upcoming May workshop, I wanted to ensure that we as SARG members can demonstrate to our collective councillors that we are strategically progress our vision and aspiration for our Council and region.

As indicated and recommended by Cr Tamu Advisory Committee Chair for Climate Change and Adaptation that there is growing interest and demand to demonstrate what the Masig Statement is including what we have achieve and how do we collectively achieve the aims and objective of the Masig Statement since the launch and endorsement of the Masig Statement since August 23rd 2022.

Whilst Cr Toby has been tasked with the responsibility as the Advisory Committee Chair (ACC) of Governance and Leadership to design the framework I am hoping that each ACC could provide an update report at our May Workshop on what is the current status of the identified "Look, Listen & Adapt" project for each advisory committee.

As are part of your Advisory Committee report on the Masig Statement I would highly recommend that each Advisory Committee ensure that they cover the following topics.

What is the current status of the identified Masig Statement Project in relations to "Look, Listen and Adapt'?

What are the current challenges and lesson learn?

How your advisory committee intend to address the issues/challenges?

What and how is the recommendation to better improve the effectiveness of your advisory committee?

Ideally it would be great to have this information prior to our workshop session so we can present are report to our wider regional leadership forum for there benefits.

I am happy to discuss this further at our SARG meeting this week. If you require further information please do not hesitate to contact me. Once again I value and thank you for your valuable time and leadership.

Koeyma Eso,

MM

TSIRC Office Closure Notice

Please be advised that all Torres Strait Island Regional Council offices will be closed on 05/05/2025.



Cr. Phillemon Mosby

Mayor

Phone: 07 4083 2702 Mobile: 0474 954 497

Email: Cr.Phillemon.Mosby@tsirc.qld.gov.au

Address: [TSIRC, Poruma \(Coconut\) Island, QLD 4875](#)

The Torres Strait Island Regional Council acknowledges our Native Title Holders, our Elders past and present, and all members of the communities we serve within the five clusters of Zenadth Kes. We recognise their continuing connection to land and sea, and the strength of a cultural heritage and their belief system that spans past, present and future generations.

This email and any attachments are confidential and are only to be read by the addressee as it may contain legally privileged information. If you are not the addressee indicated in this message (or responsible for delivery of such message to the addressee), you should destroy it immediately and kindly notify the sender by return email.



DRAFT

REQUEST FOR QUOTATION

Support of operations and building capacity and governance of the
TS&NPAROC Leaders Forum

Contract No.: TS&NPAROC1

| | |
|---|---|
| PART 1 – PREAMBLE | |
| Torres Strait Island Regional Council invites Quotations from suitably qualified respondents for Support of operations and building capacity and governance of the TS&NPAROC Leaders Forum as described in more detail in Part 5 – Scope. | |
| PART 2 – GENERAL INFORMATION | |
| 1. Contract details | TS&NPAROC1 - Support of operations and building capacity and governance of the TS&NPAROC Leaders Forum |
| 2. Communications by Respondents: | Communications regarding the Procurement Process must be submitted through Vendorpanel (as extended if at all, pursuant to the Procurement Process Conditions) |
| 3. Submission of Quotation: | Responses must be submitted through Vendorpanel by no later than [TIME] on [DATE] <i>Note// Adequate time must be allowed for the Quotation and all supporting documents) to be uploaded or received by this time.</i> |
| 4. Quotation to be valid for: | 90 calendar days after the time stated in Item 3 (as extended if at all, pursuant to the Procurement Process Conditions) |
| 5. Complaints: | Complaints regarding Procurement Process to be directed to: Manager, Procurement & Contracts at procurement@tsirc.qld.gov.au |
| PART 3 – PROCUREMENT PROCESS CONDITIONS | |
| The Procurement Process is governed by, and this Request for Quotation is to be read in conjunction with, the Procurement Process Conditions: | |
| <input type="checkbox"/> attached to or provided with this Request for Quotation; <input checked="" type="checkbox"/> available for viewing or download from https://tsirc.qld.gov.au/documents/procurement-process-conditions/ | |
| PART 4 – CONTRACT | |
| <input type="checkbox"/> The contract with the successful Respondent shall substantially be in the form attached to or provided with this Request for Quotations and identified as [INSERT FILE NAME OF CONTRACT. CAN ATTACH ANY CONTRACT E.G. CONSTRUCT ONLY - MINOR WORKS, CONTRACT - GOODS AND SERVICES, DESIGN AND CONSTRUCT - STANDARD RISK] <input checked="" type="checkbox"/> The contract with the successful Respondent shall comprise the documents identified as forming the contract in clause 4 of the Principal's standard terms and conditions – goods and services, which can be found at https://tsirc.qld.gov.au/about-us/financial-information/procurement/ ; <input type="checkbox"/> The contract with the successful Respondent shall be made pursuant to and on the terms and conditions of Local Buy contract [INSERT LOCAL BUY CONTRACT NAME AND NO.] <input type="checkbox"/> The Respondent must request a copy of the form of contract from the Principal. | |
| PART 5 – SCOPE | |
| <input checked="" type="checkbox"/> The Scope is described in the document(s) attached to or provided with this Request for Quotation and identified as Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts documents named: <ol style="list-style-type: none"> FUNDING SCHEDULE: LDMB01_TSI, and Variation Agreement <input type="checkbox"/> The Scope is as follows: [DETAIL THE REQUIRED SCOPE] | |
| PART 6 – RESPONSE SCHEDULES | |
| <input type="checkbox"/> | The Quotation must be submitted in the form provided in the Response Schedules attached to or provided with this Request for Quotation and identified as INSERT THE FILE NAME(S) OF THE DOCUMENTS COMPRISING THE RESPONSE SCHEDULES] |
| <input type="checkbox"/> | The Respondent must provide the following information: [DETAIL THE INFORMATION REQUIRED FROM RESPONDENT] |
| <input checked="" type="checkbox"/> | The Respondent must submit a Response in the form of the Response Schedules attached below: |

The Respondent submits a Quotation for contract TS&NPAROC1 in accordance with the Request for Quotation and these response forms. By submitting the Quotation, the Respondent acknowledges that the Quotation will remain valid and open for acceptance for the period stated in Part 2 – General Information of the Request for Quotation and that the Respondent has read and understood the terms of the contract referenced in Part 4 of the Request for Quotation.

Signature of authorised representative of Respondent:

Name of authorised representative of Respondent:

Date:

Response Form 1 - General details

Respondent's company or other legal entity name:

Trading name:

ABN:

ACN

Leave blank if the Respondent is not a company

Address:

Contact Person (if different):

Telephone:

Email:

Full name of each director:

Leave blank if Respondent is not a company

Full name of each partner

Leave blank if Respondent is not a partnership

Bank account into which payments are to be made:

Bank:

Name of Account:

BSB:

Account number:

Response Form 2 - Pricing

I/we hereby submit this quotation for contract TS&NPAROC1 to provide the services specified in the Scope for the total lump sum Price of:

AUD\$ _____ (excluding GST)

Response Form 3 - Proposed methodology

The respondent must attach a proposal detailing the specific skills, attributes, methodology, etc. to be employed in the delivery of the scoped services. This proposal will form part of the contract.



MEDIA RELEASE – UNITED TO ADVANCE OUR REGION

6th March 2023

On this truly historic occasion, Torres Strait Island Regional Council, Torres Shire Council and the Northern Peninsula Area Regional Council have today come together to formally launch the establishment of the Torres Strait and Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC). Collectively the TS&NPAROC represents the interests of residents of all 24 communities across the Torres Strait and Northern Peninsula Area. Leading up to the launch, 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.

Torres Strait Island Regional Council's Mayor Phillemon Mosby said today, 'I'm excited that following years of discussions, we supported the development of the Masig Statement, Malungu Yangu Wakay, signed on the 23rd August 2022 commemorating the 85th Anniversary of the First Torres Strait Island Councillors Conference and now have our own ROC with the opportunities that provides for our region.'

Torres Shire Council Mayor Yen Loban observed, 'This is exactly what the region needs, recognition of our geographically and demographically unique location being the most remote region of Australia and the only to share an International Border. Our region faces challenges delivering services to 24 discrete communities.'

Northern Peninsula Area Regional Council Mayor Patricia Yusia noted, 'We know that this will provide an opportunity and an avenue for us to be more effective in serving our communities and in advancing the aspirations of all people in the Torres Strait and NPA region, in controlling our own affairs and in growing the wealth of our economies and strengthening Ailan Kastom and Aboriginal Traditions of the region.'

In officially signing the Charter of the TS&NPAROC, the respective Mayors expressed 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 Mayors and Councillors have been calling for over many years on behalf of our people to support our communities.

End Release

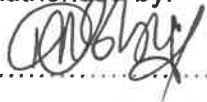
For further details please contact

Noeleen Selke
Noelene.selke@tsirc.qld.gov.au
0476 766 310

Dalassa Yorkston
Dalassa.yorkston@torres.qld.gov.au
0429 691 333

Kate Galloway
ceo@nparc.qld.gov.au
0437 030 980

Authorised by:


.....

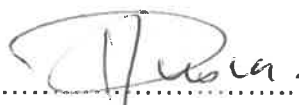
Cr Phillemon Mosby

Mayor, Torres Strait Island Regional Council


.....

Cr Yen Loban

Mayor, Torres Shire Council


.....

Cr Patricia Yusia

Mayor, Northern Peninsula Area Regional Council

Torres Strait & Northern Peninsula Area

Regional Organisation of Councils

(TS&NPAROC)

CHARTER



TS&NPAROC is a Regional Organisation of Councils representing the Torres Strait Island Region LGA, the Torres Shire LGA and the Northern Peninsula Area LGA.

The Regional Organisation of Councils represents the following communities & islands:

| NPARC COMMUNITIES | TSIRC ISLANDS | |
|---------------------|-------------------------------|-------------------------|
| Injinoo | Badu Island | Mer (Murray) Island |
| Umagico | Boigu Island | Poruma (Coconut) Island |
| Bamaga | Dauan Island | Saibai Island |
| New Mapoon | Erub (Darnley) Island | Ugar (Stephen) Island |
| Seisia | Kirriri (Hammond) Island | Warraber (Sue) Island |
| TSC ISLANDS | Kubin Community – Moa Is. | Iama (Yam) Island |
| Horn Island | St Paul's Community - Moa Is. | |
| Thursday Island | Mabuiag Island | |
| Prince of Wales Is. | Masig (Yorke) Island | |

1. NAME

The name of the Organisation shall be the *Torres Strait & Northern Peninsula Area Regional Organisation of Councils* ("TS&NPAROC").

2. MISSION STATEMENT

To work cooperatively on a regional basis to achieve enhanced regional resource sharing between councils together with advancing our coordinated advocacy for our agreed regional priorities.

3. VISION

To lead and facilitate regional autonomy through collaborative planning and advocacy.

4. 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 functions;
- d. Responsivity to the needs of the communities in our region;
- e. Accountability and transparency to the member councils, constituents and other tiers
- f. of government;
- g. Commitment to working in collaboration and partnership with stakeholders operating within the region
- h. Equity; and
- i. Respect for cultural, individual rights and differences between councils.

Note – align to point 4 of the Masig Statement; Comparability – share benefit & shared value

5. OBJECTIVES

- 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.

6. PRINCIPLES

In the pursuit of these objectives the members of TS&NPAROC will observe the following principles:

- a. Liaison - establish and maintain close liaison with the Local Government Association of Queensland and other Local Government networks to ensure as far as possible the pursuit of common objectives and strengthening of Local Government representation.
- b. Decisions - positions adopted and decisions taken shall acknowledge minority or dissenting viewpoints at a member's request. Resolution of regional matters shall promote the collective interest of the members in association without adversely affecting the interest of any member Council.
- c. Operations: -
 - Facilitating the sharing of resources and information between the Councils to achieve economies of scale and to improve the region.
 - Identifying, planning, prioritising, lobbying for and investing in regionally significant infrastructure and projects.
 - Providing a forum for the Councils to meet regularly in an atmosphere of goodwill and trust.
 - Developing effective networks and alliances with the key stakeholders.
 - Dealing with other issues of significance as determined from time to time by the participating Councils.
- d. Regional Coordination and Co-operation in relation to but not limited to our objectives as governed and enunciation and implementation of our 15-Point Plan.

Facilitating the sharing of resources and information between the councils to achieve economies of scale and to improve the region.

Providing a forum for the Councils to meet regularly in an atmosphere of goodwill and trust.

7. MEMBERSHIP

- a. Membership of TS&NPAROC shall be open to the following Councils:
 - Torres Strait Island Regional Council
 - Torres Shire Council
 - Northern Peninsula Area Regional Council
- b. Additional Councils may be admitted as members by majority vote of the existing members.
- c. A member may resign at any time by notice in writing.
- d. Members may agree by majority vote for other neighbouring Councils to be granted observer status on the TS&NPAROC.

8. CHAIRPERSON AND ALTERNATIVE CHAIRPERSON

The Chairperson of TS&NPAROC shall rotate between the three councils. The Chairperson shall preside at all meetings of the TS&NPAROC between general meetings of the TS&NPAROC. In the absence of the Chairperson, they will appoint another elected member from their respective member council to preside over the meeting.

9. POWERS

TS&NPAROC shall have the power to:

- a. Make and levy an annual subscription for membership in such amount or amounts as may be determined at an Annual General Meeting or at any other meeting on a notice of motion given at least fourteen days prior to the other meeting;
- b. Expect members to financially commit to the subscription fee unless written resignation is received prior to the Annual General Meeting or any other meeting on a notice of motion given at least fourteen (14) days prior to that other meeting;
- c. Make and levy a special levy for any or all of its objects in such amount as may be determined at an Annual General Meeting or at any other meeting on a notice of motion given at least fourteen (14) days prior to an Annual General Meeting or any other meeting but in any case any such resolution shall have no force or effect unless the vote is unanimous;
- d. Each member Council will contribute equally to the operation of TS&NPAROC, subject to unanimous decisions on differential contributions as may be agreed by TS&NPAROC.
- e. Any additional requests for funds for projects and / or matters not included in the annual budget, but are considered to be of an urgent and important regional nature, shall be referred to the member Councils for approval.
- f. All member Councils must approve the request for additional funds before the project is undertaken.
- g. Determine and make payments from its funds for any or all of the purposes of its objectives.

- h. Take any gift or property whether or not subject to any special trust for any or all of the objects of the organisation, provided that the organisation shall deal only in such manner as provided in any trust.
- i. Receive any grant or subsidy and apply monies for the purposes of such grant or subsidy.

10. MEETINGS

Meetings of TS&NPAROC will be held generally in accordance with the following guidelines:

- a. Meetings shall be held with at least fourteen (14) days written notice as follows:
 - generally quarterly (face-to-face) and monthly (teleconference);
 - as determined at a previous meeting(s);
 - when called by the Chairperson;
 - at the written request of any member with agreeance of the other two members.
- b. Meetings may be conducted by teleconference or individual members may participate in a meeting by teleconference.
- c. Minutes of the meetings shall be circulated within fourteen (14) days to representatives and confirmed at the following meeting.
- d. Resolutions may be made between meetings by way of flying minutes at the discretion of the Chairperson. Such resolutions may be signed in counterparts and delivered by post, in person, email or facsimile.
- e. A quorum shall consist of a representative from each member council.
- f. The Chairperson shall be responsible for the conduct of the meetings and although informal, meetings shall be consistent with the QLD Local Government Model Meeting Procedures.
- g. An Annual General Meeting (AGM) shall be held within three (3) months from the end of each financial year:
 - To receive audited annual financial statements and reports;
 - To establish and determine a forward annual budget and the amounts of annual subscriptions; and
 - To transact any other business.
- g. The quorum for an AGM shall be all of the member Councils.

11. APPOINTMENT AND REMOVAL OF REPRESENTATIVES

Each member Council shall appoint two elected representatives, being preferably the Mayor and Deputy Mayor, for the full term of the member Councils except as this might be varied by notice given by a member Council.

A proxy may attend meetings and will vote if the appointed representative has not given written instructions for voting direction.

Representatives and office holders may be removed from a position with the TS&NPAROC by the vote of at least a 75% majority of the member Councils.

12. ATTENDANCE

TS&NPAROC meetings shall be attended by:

- a. Two representatives from each member Council;
- b. CEOs from each member Council;
- c. TS&NPAROC Executive Officer, and
- d. Staff of the member Councils for presentation of reports etc.

TS&NPAROC meetings are open to Councillors of the member Councils as observers and other persons on invitation.

13. OBLIGATIONS OF MEMBERS

As the purpose of TS&NPAROC is to facilitate regional cooperation, it is expected that representatives will consider all issues from a regional perspective and decide the merits of an issue in the interests of the communities of the region..

14. VOTING

- a. Every question, matter or motion shall be decided by a majority of votes of the members represented at a meeting unless otherwise specified in this Charter.
- b. Every full member shall be entitled one (1) vote.
- c. In the event of an equality of votes the Chairperson shall have a second or casting vote.
- d. A member may vote through its representative or authorise, in writing, any other person to be its proxy in accordance with its directions.
- e. Any member may request the recording of and have recorded any dissent from or qualification of a majority decision.

15. CONFIDENTIALITY OF MEETINGS

In order that TS&NPAROC members may discuss items or issues in a manner that is without fear or favour, meetings will generally be closed to the public. Meeting Agenda and Minutes will form the public record.

16. MEDIA RELATIONS

TS&NPAROC members have equal rights as the spokesperson(s) for TS&NPAROC. The members may elect to delegate to the Executive Officer or another person. All media inquiries are, in the first instance, to be directed to the Mayor of each member council. Media Statements are to be agreed by the member councils prior to release.

17. PROCEEDINGS AT LAW

Upon a resolution of the TS&NPAROC to initiate proceedings at law, the Mayors of Member Councils, Executive Officer or other representative appointed for that purpose by resolution may undertake proceedings in his/her name as a representative of TS&NPAROC and shall have the right of indemnity, from TS&NPAROC funds, against any claim arising from such representation or in respect to costs properly incurred or any award made against him/her as a representative of the TS&NPAROC.

18. POLICIES

TS&NPAROC may from time to time at any meeting make, amend or repeal policies consistent with its objectives and principles.

19. ALTERATION OF CHARTER AND THE 15-POINT PLAN

These rules may be rescinded, amended or added by resolution passed by all member councils at an Annual General Meeting or Special General Meeting called for that purpose.

The 15-Point Plan may only be amended by consensus at the Annual General Meeting or Special Meeting called for this purpose.

A notice of motion to this effect shall be submitted to the member councils for distribution to members at least 30 days before the meeting at which the proposal shall be considered.

20. FUNDS AND ACCOUNTS

Invoices of TS&NPAROC shall be paid equally by the three member councils unless a prior agreement has been made by the councils. No funds shall be expended without the agreement of the three member councils.

Books and accounts shall be kept. The Executive Officer shall make all necessary arrangements for the keeping of books and accounts and for the preparation of financial statements and reports.


Such financial statements and reports shall be prepared for the Annual General Meeting and at such other intervals as determined at a meeting of the TS&NPAROC.


The income and property of the TS&NPAROC shall be used and applied solely in promotion of its objectives and in the exercise of its powers and other provisions of this Charter.

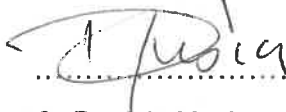
EXECUTION

We the undersigned, agree to be bound by the Charter of the Torres Strait & Northern Peninsula Area Regional Organisation of Councils.

Signed for and on behalf of the member Councils


..... 06 / 03 / 2023
Cr Phillemon Mosby Mayor, Torres Strait Island Regional Council


..... 06 / 03 / 2023
Cr Yen Lobar Mayor, Torres Shire Council


..... 06 / 03 / 2023
Cr Patricia Yusia Mayor, Northern Peninsula Area Regional Council

Note: This Charter was originally adopted on 6th March 2023.



Variation Agreement

The Parties

STATE OF QUEENSLAND, through the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
ABN 25 791 185 155

and

| | |
|----------------------------|---|
| Funded organisation | Torres Strait Regional Council on behalf of the Torres Strait and Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC) |
| ABN/ACN | 15 292 645 165 |

Background

- A. The parties entered into the Service Agreement.
- B. The parties wish to vary the Service Agreement on the terms set out in this Variation Agreement.

1. Definitions

- 1.1 In this Variation Agreement, unless otherwise stated or a contrary intention appears:
- “**Variation Agreement**” means this document;
- “**Effective Date**” means 30/09/2024; and
- “**Service Agreement**” means the Service Agreement number **CtGPM2024_003_TSI** between the parties and with an Agreement Commencement Date of 23/09/2024, as amended from time to time.
- 1.2 Subject to clause 1.1, capitalised terms used in this Variation Agreement have the meanings given in the Service Agreement.

2. Variation

- 2.1 The parties agree that, from the Effective Date, the Service Agreement is varied as follows:
- Funding Schedule LDMB01_TSI amended to reflect 1st instalment of \$300,000 paid upon execution of Service Agreement and an additional \$50,000 to released upon execution of this Variation Agreement.

3. General

- 3.1 Nothing in this Variation Agreement affects:
- (a) the enforceability of the Service Agreement and, except as amended by this Variation Agreement, the parties agree that the Service Agreement continues in full force and effect in accordance with its terms; or
 - (b) any right of action or remedy that has accrued as at the Effective Date.

- 3.2 This Variation Agreement will be governed by and construed in accordance with the laws of Queensland and the parties submit to the non-exclusive jurisdiction of the courts of Queensland.
- 3.3 This Variation Agreement may be executed in counterparts, each of which, taken together, will constitute one instrument. The parties may communicate their execution by posting the executed document, providing a copy of the executed document by facsimile or scanning and sending a copy of the executed document by electronic mail.

EXECUTED as an Agreement

SIGNED for and on behalf of **STATE OF QUEENSLAND**,
acting through the Department of Treaty, Aboriginal and
Torres Strait Islander Partnerships, Communities and the
Arts by:

**Rhiannon Minniecon, A/Executive Director, Closing the Gap
Program Management**

a duly authorised person, in the presence of:

(signature of witness)

(name of witness)

(signature)

(date)

SIGNED by **James William, Chief Executive Officer** for
and on behalf of **Torres Strait Island Regional Council**
as its duly authorised officer, in the presence of:

(signature of witness)

(name of witness)

(signature)

(date)

ATTACHMENT A

- Funding Schedule LDMB01_TSI

FUNDING SCHEDULE: LDMB01_TSI

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

1 RELEVANT SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number **CtGPM2024_003_TSI**

2 IMPORTANT DATES

| | |
|----------------------------|----------------|
| Schedule Start Date | 23/09/2024 |
| Schedule End Date | 23/09/2026 |
| Establishment Date | Not applicable |

3 SERVICE OUTLETS

- (a) Your service outlet details for delivery of the Services, as they appear on our Online Reporting System, are set out below.

| Service outlet number | Service outlet | Departmental region/area where service outlet is located |
|------------------------------|---|---|
| Not Applicable | Torres Strait and Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC) | Torres Strait and Northern Peninsula Area |

- (b) You must not change Your service outlet address or name without Our prior written approval.
- (c) Our approval may be granted on conditions, which may include, but are not limited to, requiring You to enter into a deed of variation or new Funding Schedule in respect of the changes.
- (d) If You change any other contact details You must update Your details in the Online Reporting System within 14 days of the change.

Note: These are Your service outlet details in relation to delivery of the Services under this Funding Schedule. Address and contact details for the Service Agreement generally, including giving and receiving notices, are specified in clause 2 of the Funding and Service Details.

4 FUNDING UNDER FUNDING SCHEDULE

The Funding We will provide to You under this Funding Schedule is GST exclusive and comprises per-annum and one-off Funding amounts set out in more detail in item 5 and to be paid in accordance with item 8.

5 FUNDING DETAILS

| Funding Type | Quantity | GST | Total Funding Amount |
|---------------------|-----------------|------------|---|
| Grant (one-off) | \$50,000 | 0 | \$50,000 |
| Grant (one-off) | \$300,000 | 0 | \$300,000 - Paid in full. Funds released on 25 September 2024 |

* Note: GST does not apply to this funding. The Funding will be paid in accordance with item 8

6 DETAILS ABOUT SERVICES

6.1 Services

The Services You must deliver are specified below.

| | |
|---|--|
| Service Types & Service Users | Torres Strait Islands and NPARC community members and community organisations |
| Service particulars | To support the operations and build capacity and governance of the regional Interim Local Decision Making Body (LDMB), known as the TS&NPAROC Leaders Forum. |
| Geographic Catchment Area | Torres Shire Council LGA, Torres Strait Island Region LGA and the Northern Peninsula Area LGA |
| Operating hours | Not Applicable |
| After hours and closure arrangements | Not Applicable |

6.2 Deliverables

The required Deliverables for the Services are specified below.

| |
|---|
| <p>The Closing the Gap Program grant is provided to Torres Strait Island Regional Council on behalf of Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC) to operate and build governance, capacity and capability of the TS&NAPROC.</p> <p>The TS&NPAROC will use this funding to undertake relevant activities to support the objectives outlined in the TS&NPAROC Charter including:</p> <ul style="list-style-type: none"> • Support the development and implementation of the TS&NPROC 15 Point Plan (TBC). This includes development of the 15 point plan including short; medium & long-term goals. • Support the incorporation journey of the leadership body by working through the constitution and structure of TS&NPROC. • Develop an engagement framework with Stakeholders. • Consistent with the Masig Statement, foster economic development and empowerment within the region by working in partnership with State and Federal governments, community, business and academic organisations; and Provide for a coordinated regional voice to advocate to the Queensland and Commonwealth governments and other authorities on issues of mutual concern to influence decision makers within these governments and their authorities. • Facilitate and coordinate regular meetings in accordance with Clause 10 of the Charter. • Facilitate and coordinate regular teleconferences with representatives from Closing the Gap Program Team. • Engage a Local Coordinator/administrative support to: <ul style="list-style-type: none"> ○ support the operations and governance of the TS&NPAROC ; ○ strengthen interagency coordination; ○ engage with service providers; ○ work alongside the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) regional staff; ○ strengthen and develop capacity for the TS&NPAROC to move towards establishing a formal Local Decision Making Body; and • Skills development to support and strengthen governance and operations of the including engagement with community leaders and non-government organisations to establish and progress community priorities and aspirations. |
|---|

- Community and stakeholder engagement including interagency coordination, engaging with service providers and working alongside DTATSIPCA's regional staff.
- Enhance accountability, coordination, and leadership development which may include the mapping of community priorities and aspirations, service coordination, family and community mediation, community engagement and support for community champions.
- Maintain ongoing engagement with the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts on implementation and engagement of outcomes.

6.3 Service Delivery Requirements

It is a Service Delivery Requirement that, in delivering the Services, You must comply with all requirements (including, where stated, giving due consideration to specified matters) in the sections of the document(s) specified below.

Not applicable

7 REPORTING REQUIREMENTS

The Reporting Requirements for the Funding and the Services contained in this item 7 must be met to Our satisfaction.

7.1 Performance measures

You must collect and report on the following performance measurement data in relation to the Services. The table in item 7.2 contains the requirements for reporting on this performance measurement data.

| Performance Measure | Milestone to be delivered | Timeframe |
|--|--|--|
| Coordinator/s recruitment and selection (if applicable) | Brief report on recruitment. Highlighting: <ul style="list-style-type: none"> - recruitment process - any challenges experienced - outcome - strategies to minimise recruitment difficulties. | To be included in first monthly reporting (up to 28 February 2025) |
| Support the TS&NPAROC to operate and build its governance, capacity and capability | Provide information that demonstrates achievements against the Deliverables at Clause 6.2. including regular telephone meetings with representatives from Closing the Gap Program on implementation progress. | 6 monthly starting from 1 March 2025 |

7.2 Data, statements and reports you are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

| | Reporting period and due date | Details and standard of reporting |
|--|-------------------------------|-----------------------------------|
|--|-------------------------------|-----------------------------------|

| | | |
|-------------------------------|--|-----------------|
| Performance Report | <ol style="list-style-type: none"> 1 October 2024 - 31 March 2025 1 April 2025 - 31 September 2025 1 October 2025 - 31 March 2026 1 April 2026 31 - October 2026 <p>Due: 1 month after the end of each Reporting period</p> | See 6.2 and 7.1 |
| Income and Expenditure Report | <p>Reporting periods:</p> <ol style="list-style-type: none"> 1 October 2024 - 31 October 2025 1 October 2025 - 31 October 2026 <p>Due: 1 month after the end of each Reporting period</p> | |

Income and Expenditure Report signed by an authorised officer, stating that funding has been received (amount) and used for the purposes of this Funding Schedule

8 TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as follows

| Installment amount | Requirements |
|--------------------|--|
| \$300,000 | Paid in full. Funds released on 25 September 2024 |
| \$50,000 | To be paid in full of execution of CtGPM2024_003_TSI Variation Agreement |

9 SPECIAL CONDITIONS

The following Special Conditions apply:

Not Applicable

10 ATTACHMENTS

Not Applicable



OFFICE OF THE CHIEF EXECUTIVE OFFICER

AUTHOR: *Chief Executive Officer*

GOVERNANCE & LEADERSHIP (G&L) ADVISORY COMMITTEE – 1st, 2nd and 3rd QUARTER REPORTS

OFFICER RECOMMENDATION:

The Strategic Action Reference Group (SARG) Standing Committee:

1. notes the Quarterly Report submitted by the Governance & Leadership (G&L) Advisory Committee which covers the 1st, 2nd and 3rd Quarter reporting periods for 2024-25; and
2. recommends that the report be submitted to Council.

EXECUTIVE SUMMARY:

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

The G&L Advisory Committee held its inaugural meeting on 20 February 2025 and has since met again on 30 April 2025. This report to SARG is to cover the 1st, 2nd and 3rd Quarter reporting requirements of the Committee.

BACKGROUND:

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

The G&L Advisory Committee held its inaugural meeting on 20 February 2025 and a copy of the Minutes from that meeting are at Attachment 1. As part of its deliberations, the Committee reviewed the Advancing the Masig Statement TSIRC Action Plan (2024–28) (Version 4.0), made several updates and agreed that Ms Sandy Killick (Democracy Matters) be extended a standing invitation to attend future meetings of the Advisory Committee.

The Committee met again on 30 April 2025.

The Committee also prepared its workplan for this term of Council (Attachment 2) and will review and update the workplan for each quarterly report.

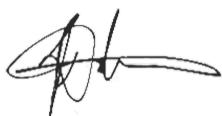
The Committee has endorsed a schedule of meetings for the remainder of 2025 for the purpose of meeting future quarterly reporting timelines.

COMPLIANCE / CONSIDERATIONS:

| | |
|---|---|
| Statutory: | <ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | Various policies pertain to the Committee's portfolio. |
| Legal: | N/A |
| Risk / Risk Mitigation: | Quarterly Meetings & Quarterly Reporting required. |
| Links to Strategic Plans: | Corporate Plan 2020-2025 <ul style="list-style-type: none">• People• Sustainability• Prosperity Outcome 2: Our communities are safe, healthy and active. Outcome 3: We ensure accessibility to community support services. |
| Masig Statement: | N/A |
| Advisory Committee Consultation: | N/A |
| Timelines: | The Advisory Committee is required to report quarterly to Council (via SARG). The 4 th Quarter Report will be submitted to the July 2025 SARG Meeting. |

Other Comments:

N/A

Recommended and Approved:

James William
Chief Executive Officer

ATTACHMENTS:

1. Minutes of G&L Advisory Committee Meeting (20 February 2025)
2. G&L Workplan (2024-28)



**GOVERNANCE & LEADERSHIP
(G&L) ADVISORY COMMITTEE
MEETING**
20 FEBRUARY 2025

MINUTES

Time: 2.30pm to 4.30pm

Venue: Committee Room (Level 3), 111 Grafton Street, Cairns

[Microsoft TEAMS] - Meeting ID: 429 026 199 389 | Passcode: tJ2vp96r

PRESENT:

Chair

Cr Dimas Toby

Member

Cr Ranetta Wosomo

Member

OFFICERS:

Chief Executive Officer/Lead Executive

Mr James William – *external commitment from meeting 3.00pm to 3.45pm*

Executive Assistant to the CEO/Committee Secretariat
Council Secretariat

Ms Marie Haines
Mr Darryl Brooks

GUESTS:

Mayor

Cr Phillemon Mosby – *joined meeting at 4.05pm*

APOLOGIES:

Member

Cr Nixon Mye

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

At 2.32pm, the Committee Chairperson (Cr Dimas Toby) formally opened the inaugural meeting of the Governance and Leadership (G&L) Advisory Committee, noting that a quorum of members was present.

The Chairperson welcomed attendees and made the following acknowledgements:

- The Traditional Custodians (past and present) throughout the length and breadth of Zenadth Kes and the communities and constituents that Council serves;
- The Traditional Custodians (past and present) of Kaurareg and in Cairns (Gimuy Walubara Yidinji) who host elements of the TSIRC footprint.

Cr Ranetta Wosomo delivered the opening prayer and the Committee observed a minute of silence as a gesture of respect and reflection to honour the memory of deceased loved ones.

B. NOTING OF APOLOGIES

N/A

C. CONFLICT OF INTEREST (COI) DECLARATIONS

No COI declarations were made.

1. CONFIRMATION OF MINUTES (N/A)

1.1. Ratified Minutes of former Governance & Leadership Standing Committee Meeting (18 October 2023) – *for information/reference*

The Committee noted the ratified Minutes of the former Governance & Leadership Standing Committee Meeting held on 18 October 2023.

1.2. Action Items from Previous Meetings of the former Governance & Leadership Standing Committee – *Nil*

The Committee noted that there were no outstanding actions items from previous meetings of the former G&L Standing Committee. The Committee agreed that a new Action Items list is to be created for the term of this G&L Advisory Committee.

2. G&L Advisory Committee – Terms of Reference (TOR) *(items 2.1 to 2.4 below for verbal discussion)*

2.1. Self-Review of G&L Advisory Committee TOR

The Committee noted that this will be an on-going matter throughout the term of the current Council.

2.2. Quarterly Reporting Timelines to Council (via SARG)

Noted by the Committee, with a schedule of meetings for the purpose of quarterly reporting to be confirmed out of session.

2.3. Consideration/Endorsement of Processes for Out-of-Session Approvals/Sign-off for Committee Business

The Committee agreed that out-of-session approvals/sign-off for urgent Committee business can be undertaken by email consensus of members. The Committee also noted that additional meetings can be called at the discretion of the Committee Chairperson (in consultation with the Chief Executive Officer).

2.4. Alignment with Strategic Frameworks (i.e. Masig Statement, Corporate/Bisnis Plan)

The Committee noted that this will be an on-going matter throughout the term of the current Council, as well as the focus/priorities identified through the community consultations undertaken for the TSIRC Corporate Plan 2025-30.

Action Required:

Chief Executive Officer to organise for the Manager Governance and Risk to attend all future Committee Meetings.

3. G&L Advisory Committee – Priorities for 2024-28 Council Term *(items 3.1 to 3.4 below for verbal discussion)*

3.1. Develop Draft Workplan *(standing agenda item for updating at each meeting)*

The Committee noted that its priorities for the term of the current Council were identified at the Strategic Action Reference Group (SARG) Standing Committee workshop held in Cairns on 28, 30-31 January 2025. Councillor Wosomo will provide a copy for input into the Committee's Workplan.

The Committee's Workplan template to clearly nominate who has responsibility for each action.

Action Required:

1. Councillor Wosomo to provide a copy to Secretariat for input into the Committee's Workplan.
2. Committee Workplan to identify who has responsibility for each action.

3.2. Advancing the Masig Statement TSIRC Action Plan (2024 - 2028) (Version 4.0)

The Committee reviewed the Advancing the Masig Statement TSIRC Action Plan (2024–28) (Version 4.0) and made several updates.

The Committee agreed that the Advancing the Masig Statement TSIRC Action Plan (2024–28) be a standing agenda item for future Committee meetings. The Committee also requested that Ms Sandy Killick (Democracy Matters) be extended a standing invitation to participate at each Committee meeting to contribute to the Committee's deliberations on the Advancing the Masig Statement TSIRC Action Plan.

The Committee also recommended that the TSIRC website promote the Masig Statement and that a Masig Statement Frequently Asked Questions (FAQ) Sheet be prepared for Councillors and also made available on the TSIRC website.

Actions Required:

1. Advancing the Masig Statement TSIRC Action Plan (2024–28) to be a standing agenda item for future Committee meetings.
2. Ms Sandy Killick (Democracy Matters) be extended a standing invitation to participate at each Committee meeting.
3. TSIRC Website to promote the Masig Statement.
4. Masig Statement FAQ Sheet be prepared for Councillors and uploaded onto the TSIRC website.

3.3. Identify Outreach Priorities/Networks with Regional Service Providers

Noted by the Committee as a priority to be completed by 30 June 2025. Further discussions will need to occur with the newly-elected Torres Strait Regional Authority (TSRA) Board. The Committee also noted that the Mayor will take responsibility for engagement with the Torres Shire Council and the Northern Peninsula Area Regional Council on all Masig Statement matters through the Torres Strait and Northern Peninsula Area Regional Organisation of Councils (TS&NPA ROC) structure.

3.4. Confirmed Minutes – SARG Standing Committee Meeting (14 Aug 2024)

Noted by the Committee.

4. MATTERS ARISING

Nil.

5. NEXT MEETING – 30 April 2025 (Microsoft TEAMS)

The Committee agreed that a schedule of meetings for the remainder of 2025 be drafted and circulated to members for endorsement out of session. The Committee also agreed that Committee Members only will meet informally ('scrum') as required. The Chairperson will also follow-up with the Chief Executive Officer to clarify the Committee's budget for face-to-face meetings.

The Committee also agreed that the Chairperson (in consultation with the Chief Executive Officer) may need to call additional meetings of the Committee. The Chief Executive Officer also advised and encouraged Committee Members to meet informally as often as possible to advance the Committee's workplan.

The Mayor requested that the next meeting of the Committee consider TSIRC's arrangements for the 88th anniversary on 23 August 2025 of the First Councillors' Meeting.

Actions Required:

1. Schedule of Committee Meetings for 2025 to be drafted and circulated to members for out of session approval.
2. Chairperson to clarify with CEO the Committee's budget for face-to-face meetings.
3. TSIRC's arrangements for the 88th anniversary on 23 August 2025 of the First Councillors' Meeting to be considered at next meeting of the Committee.

6. CLOSE OF MEETING & PRAYER

The Chairperson thanked participants for their attendance and contributions throughout the meeting and formally closed the meeting at 4.32pm. The Mayor delivered the closing prayer.

MINUTES CONFIRMED – 30 April 2025

.....
Cr Dimas Toby
Chairperson – G&L Advisory Committee
Torres Strait Island Regional Council
Date: 30 April 2025

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 30 April 2025

G&L Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 1 (2024-25)

| Year 1: 2024-25 | Priority | Timeline | Project/Objective | Responsible Action Officer / Current Status Update |
|----------------------|--|--|---|--|
| 1st QTR (Jul-Sep) | 1. Review Committee TOR | Ongoing. TOR to be a ‘living document’ and reviewed annually, as well as updated in conjunction with Council’s emerging priorities. | <ul style="list-style-type: none">Align with TSIRC 11 PrioritiesAlign with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate.Align with the Masig Statement | Reviewed by Committee on 20/2/25. |
| | 2. Prepare draft 4-year strategic action/priorities plan | Standing Agenda Item for discussions at each G&L AC Meeting. | To be updated for each quarterly report to Council. | <i>Completed. Now part of 4-year workplan with timelines for milestones to be made by the Committee.</i> |
| | 3. 1 st QTR Report to October Ordinary Council meeting | <i>N/A (Committee did not meet)</i> | | |
| 2nd QTR (Oct-Dec) | 1. Discuss/Update status of actions in the Committee Workplan | To be updated and attached to each quarterly report to Council. | | |
| | 2. 2 nd QTR Report to be tabled at January Ordinary Council meeting | <i>N/A (Committee did not meet)</i> | | |
| 3rd QTR (Jan-Mar) | 1. Masig Statement Advancing the Masig Statement TSIRC Action Plan (2024–28) | <ul style="list-style-type: none">Ongoing.G&L AC to update prior to each Council Workshop. | <ul style="list-style-type: none">TSIRC Website to promote the Masig Statement.Masig Statement FAQ Sheet be prepared for Councillors and uploaded onto the TSIRC website. | <i>Item 1 for CEO action.</i> <i>Item 2 being developed by Ms Sandy Killick for presentation at SARG meeting on 9 May 2025.</i> |
| | 2. TS Coalition Independent Coronial Health Investigation | Remove??? Not proceeding with enquiry by current Qld Govt. | | |
| | 3. TS Coalition Streamline Regional Services | Remove from this Committee. Should be on the ROC radar | | |
| | 4. TS Coalition Government Service Audit | Remove from this Committee. Should be on the ROC radar | | |
| | 5. Transition Action Plan (TAP) | Remove from this Committee. Should be just on the SARG forward plan. | CEO JW and Consultant MS presented the finding from May 2024 Workshop. Regional Workforce & Training Strategy. | Chief Executive Officer <i>Consultant (Scott Mason) to provide SARG with regular updates.</i> |
| | 6. Hub (Centre) Regional & Cluster | Remove from this Committee. Should be just on the SARG forward plan as part of Scott Mason’s TAP work. | | Cr Dimas Toby (Chair) <i>Mayor Mosby have been working with Cr Manas to engage and flag the regional hub concept with the community.</i> |
| | 7. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | To be presented to SARG and Ord Council meetings for May 2025. |
| | 8. 3rd QTR Report to be tabled at May SARG and Ordinary Council meetings <i>(via May SARG Mtg)</i> | Relevant SARG Mtg is 9/5/25. <i>3rd QTR Report for SARG due to Secretariat 1/4/25.</i> Relevant Council Mtg is 23/5/25. <i>3rd QTR Report for Council due to Secretariat 15/4/25.</i> | | Chief Executive Officer 1 st , 2 nd and 3 rd QTR Report to be submitted to SARG Meeting on 9/5/25. |

| | | | | |
|----------------------|---|--|---|---|
| | | | | Currently being prepared by CEO's Office. |
| 4th QTR (Apr-Jun) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. Provide input/comment on Draft 2025-30 Corporate Plan. | | | |
| | 3. 4 th QTR Report to be tabled at July SARG and Ordinary Council meetings <i>(via July SARG Mtg)</i> | Committee to meet before SARG Mtg on 9/7/25 Relevant SARG Mtg is 9/7/25. <i>4th QTR Report for SARG due to Secretariat 30/6/25.</i> Relevant Council Mtg is 22-23/7/25. <i>4th QTR Report for Council due to Secretariat 8/10/24.</i> | | Next Committee meeting set for 6 Aug 25 |

G&L Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 2 (2025-26)

| Year 2: 2025-26 | Priority | Timeline | Project/Objective | Current Status |
|----------------------|--|---|---|--|
| 1st QTR (Jul-Sep) | 1. Review Committee TOR | Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities. | <ul style="list-style-type: none"> Align with TSIRC 11 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. Align with the Masig Statement | |
| | 2. Review Committee's 4-year strategic action/priorities plan | Annual review. | To be updated for each quarterly report to Council. | |
| | 3. TSRA Regional Autonomy 18 x month ready plan | | | Cr Dimas Toby (Chair) G&L Chair Cr Toby to get a copy of the plan from Mayor and circulate to Committee members. |
| | 4. 1st QTR Report to October Ordinary Council meeting (via October SARG Mtg) | <p>Committee to meet before SARG Mtg on 8/10/25</p> <p>Relevant SARG Mtg is 8/10/25. <i>1st QTR Report for SARG due to Secretariat 30/9/25.</i></p> <p>Relevant Council Mtg is 21-22/10/25. <i>1st QTR Report for Council due to Secretariat 13/10/25</i></p> | | |
| 2nd QTR (Oct-Dec) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 2 nd QTR Report to be tabled at January Ordinary Council meeting (<i>via January SARG Mtg</i>) | <p>Committee to meet before SARG Mtg on 7/11/25.</p> <p>Relevant SARG Mtg is 7/11/25. <i>2nd QTR Report for SARG due to Secretariat 29/9/25.</i></p> | | |
| 3rd QTR (Jan-Mar) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. | | | |
| | 3. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (<i>via April SARG Mtg</i>) | <p>Committee to meet before SARG Mtg on TBA</p> <p>Relevant SARG Mtg is TBA.</p> | | |
| 4th QTR (Apr-Jun) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. GBK Memorandum of Understanding (MoU) [should this be allocated to Cr Aniba's Committee??? | To be undertaken following completion of MOU process between TSIRC and individual PBCs. | Better coordination of improved service delivery to community. Greater understanding by PBCs on TSIRC's local government responsibilities in the context of native title. | Cr Dimas Toby (Chair) <ul style="list-style-type: none"> Responsibility for development of MOU lies with CALH AC. The CALH AC has advised Council that its first priority is to establish MOUs with individual PBCs and then with GBK. |

| | | | | |
|--|--|--|--|---|
| | | | | <ul style="list-style-type: none"> MOUs with Ugar and Saibai PBCs to be developed first. |
| | 3. 4 th QTR Report to be tabled at July SARG and Ordinary Council meetings <i>(via July SARG Mtg)</i> | <p>Committee to meet before SARG Mtg on TBA</p> <p>Relevant SARG Mtg is TBA.</p> | | |

G&L Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 3 (2026-27)

| Year 3: 2026-27 | Priority | Timeline | Project/Objective | Current Status |
|----------------------|--|---|---|---|
| 1st QTR (Jul-Sep) | 1. Review Committee TOR | Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities. | <ul style="list-style-type: none"> Align with TSIRC 11 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. | |
| | 2. Review Committee's 4-year strategic action/priorities plan | Annual review. | To be updated for each quarterly report to Council. | |
| | 3. Change of Council Name / Review of Electoral Boundary Regionalisation | TBA | Change Name of TSIRC to Zenadth Kes Regional Council. | Manager Governance & Risk preparing advice in relation to timelines required, etc. Feedback to be provided to next Committee meeting on 6 Aug 2025. |
| | 4. 1 st QTR Report to October Ordinary Council meeting <i>(via October SARG Mtg)</i> | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| 2nd QTR (Oct-Dec) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 2 nd QTR Report to be tabled at January Ordinary Council meeting <i>(via January SARG Mtg)</i> | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| 3rd QTR (Jan-Mar) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings <i>(via April SARG Mtg)</i> | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| 4th QTR (Apr-Jun) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 4 th QTR Report to be tabled at July SARG and Ordinary Council meetings <i>(via July SARG Mtg)</i> | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |

G&L Advisory Committee Action Plan for the 2024-28 Council Term

YEAR 4 (2027-28)

| Year 4: 2027-28 | Priority | Timeline | Project/Objective | Current Status |
|--|---|---|---|----------------|
| 1st QTR (Jul-Sep) | 1. Review Committee TOR | Ongoing. TOR to be a 'living document' and updated in conjunction with Council's emerging priorities. | <ul style="list-style-type: none"> Align with TSIRC 11 Priorities Align with Strategic Pillars of current TSIRC Corporate Plan (2020-25) where appropriate. | |
| | 2. Review Committee's 4-year strategic action/priorities plan (in preparation of Council end-of-term) / or prepare a summary report for incoming Council. | Draft to be populated and then circulated to members out-of-session for comment/input and endorsement for submission as part of the Committee's quarterly report. | To be updated for each quarterly report to Council. | |
| | 3. 1 st QTR Report to October Ordinary Council meeting (via October SARG Mtg) | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| 2nd QTR (Oct-Dec) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 2 nd QTR Report to be tabled at January Ordinary Council meeting (via January SARG Mtg) | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| LIKELY THAT "CARETAKER" CONVENTIONS COME INTO PLAY AHEAD OF 2028 LOCAL GOVT ELECTIONS ON 25 MARCH 2028 | | | | |
| 3rd QTR (Jan-Mar) | 1. Discuss/Update status of actions in the Committee Workplan. | | To be updated and attached to each quarterly report to Council. | |
| | 2. 3rd QTR Report to be tabled at April SARG and Ordinary Council meetings (via April SARG Mtg) | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |
| 4th QTR (Apr-Jun) | Discuss/Update status of actions in the Committee Workplan. | | | |
| | 4 th QTR Report to be tabled at July SARG and Ordinary Council meetings (via July SARG Mtg) | Committee to meet before SARG Mtg on TBA Relevant SARG Mtg is TBA. | | |



STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE MEETING

9 MAY 2025

Agenda Item

14

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

ITEMS ARISING

OFFICER RECOMMENDATION:

For the Standing Committee to formally resolve to consider items arising after the agenda or the meeting is made public.

EXECUTIVE SUMMARY:

Section 254D(4) of the *Local Government Regulation 2012* allows for a local government or a committee of local government to discuss or deal with (at any meeting) items arising after the agenda for the meeting is made available to Councillors.

Standard practice is that business not on the published agenda, or not fairly arising from the agenda, should not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting ([Source: TSIRC Standing Orders \(Meeting Procedures\) Policy – August 2024](#)).

The Standing Committee will need to make a formal resolution to consider/discuss any items nominated for this agenda item.

Interested Parties/Consultation:

N/A

Background / Previous Committee Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

| | |
|---|--|
| Statutory: | Section 254D(4) of the <i>Local Government Regulation 2012</i> |
| Budgetary: | N/A |
| Policy: | TSIRC Standing Orders (Meeting Procedures) Policy – August 2024. |
| Legal: | N/A |
| Risk: | Council breach of its Statutory requirements above. |
| Links to Strategic Plans: | 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. |
| Masig Statement: | N/A |
| Standing Committee Consultation: | N/A |
| Timelines: | Standard Procedure at each Standing Committee Council Meeting |

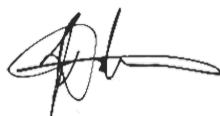
Other Comments:

Nil.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.