

**Torres Strait Island**  
REGIONAL COUNCIL

# AGENDA

## STRATEGIC ADVISORY REFERENCE GROUP

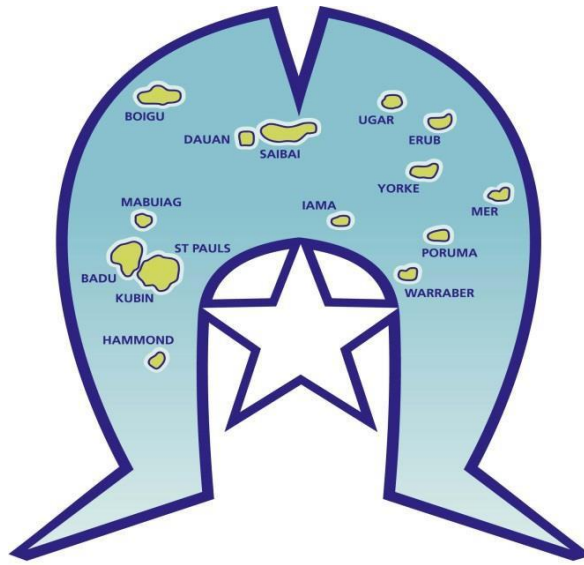
Date: Tuesday 2<sup>nd</sup> November 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

## **Agenda**

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI) / Declarable / Prescribed
5. Confirmation of Minutes - SARG Meeting –
  - 8<sup>th</sup> October 2021 - VC
6. Strategic Action Items Review
7. **Mayor**
  1. Draft Agenda - Councillor Strategic Workshop - November 2021
  2. Leadership Workshop Policy - Verbal
  3. Professional Development Policy for Elected Members - Verbal
  4. TSIRC Annual Recognition Awards Policy - Verbal
  5. TSIRC Newsletter draft (Strait Talk) - Verbal
8. **Chief Executive Officer**
  1. Executive Director Recruitment Update – Verbal
  2. Corporate Plan Refresh update - Verbal
9. **CLOSED BUSINESS**
  1. BSU – BSU Monthly update – **Late**
  2. ENGINEERING – Fuel Update - **Late**
  3. MAYOR - Transitional Action Plan Policy Framework - Verbal
10. General/ Other Business (on notice)
11. Next meeting date – proposed for Tuesday 30<sup>th</sup> November 2021
12. Closing Remarks and Prayer



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Friday 8<sup>th</sup> October 2021

Time: 1:00pm to 4:39pm

Venue: Video Conference

**PRESENT:**

Cr Phillemon Mosby, Mayor – attending via VC from Cairns  
Cr Getano Lui – attending via VC from Cairns  
Cr Hilda Mosby – attending via VC from Masig  
Cr Rocky Stephen – attending via VC from Ugar  
Cr Aven Noah – attending via VC from Mer

David Baldwin, Acting Chief Executive Officer – attending via VC from Cairns  
Hollie Faithfull, Executive Director Financial Services – attending via VC from Cairns  
Adeah Kabai, Acting Executive Director Engineering Services – attending via VC from Cairns  
Dawson Sailor, Acting Executive Director Community and Building Services – attending via VC from Cairns  
Julia Maurus, Manager Legal Services - Cairns – attending via VC from Cairns  
Ursula Nai, Senior Executive Assistant – attending via VC from Cairns  
Kathy Cochran, Secretariat Officer – attending via VC from Cairns

**APOLOGY:**

Cr Keith Fell, Member

## **Agenda**

### **1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting and thanked them for their time.

Mayor Mosby acknowledged the following;

- Father God
- Traditional owners on the land we meet in Cairns and across Zenadth Kes

### **2. Opening Prayer**

Mayor Mosby invited Cr Rocky Stephen to open the meeting in prayer.

### **3. Apologies**

- Cr Keith Fell

#### **RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Phillemon Mosby

That the Strategic Advisory Reference Group Committee accepts the apology of Cr Keith Fell for his absence at this meeting.

**CARRIED**

Committee noted – In the event of a Member giving an apology there should be arrangements made to have a proxy attend the meeting and for Secretariat to be advised.

- Cr Mosby advised Secretariat via text she will be 15 minutes late.

Committee noted - Cr Mosby will be 15 minutes late.

### **4. Conflict of Interest (COI) / Declarable / Prescribed**

No declaration made. Mayor Mosby encouraged Councillors and staff to make a declaration at any time.

5. **Confirmation of Minutes - SARG Meeting –**

- 7<sup>th</sup> September 2021 – VC

**RESOLUTION:**

*Moved:* Cr Getano Lui; *Second:* Cr Rocky Stephen

That the minutes for the SARG meeting held on the 7<sup>th</sup> September 2021 be adopted as a true and accurate account of the meeting.

**CARRIED**

6. **Strategic Action Items Review**

Acting Chief Executive Officer, Mr David Baldwin spoke to this item and updated the Committee on the outstanding action items.

**New Action:** Manager Legal Services to make contact with Mrs Namok and the family and allow them the opportunity to present/ deputise their position on the Torres Strait flag to the full Council at the November 2021 Ordinary meeting in Cairns. MLS to respond to copyright revenue to advise of outcome after deputation.

**New Action:** Acting Executive Director Engineering Services to work with the Economic Growth committee on exploring opportunities regarding outboard mechanic.

**New Action:** Acting Chief Executive Officer to speak with interim Executive Director Corporate Services on progressing the Boundary realignment process. Team to work with the Governance and Leadership Committee to engage with the Minister's office.

Cr Getano Lui wants to confirm the team was working on the right boundary realignment (the sea boundary including the smaller uninhabited island and not the political local government jurisdiction boundary to the Cape). Team to look at the boundary under the Community Services Act.

7. **SARG COMMITTEE MOVE INTO CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Rocky Stephen

That in accordance with section 254J of the *Local Government Regulation 2012* (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:

(a) the appointment, discipline or dismissal of the chief executive officer.

**CARRIED**

1:35pm – All staff left the meeting and Ms Danielle Turner from Preston Law joined the meeting.

**8. COMMITTEE MOVE OUT OF CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee move out of closed business and resume open business.

**CARRIED**

2:05pm – Danielle from Preston Law left the meeting.

2:12pm – All staff back in the meeting.

**9. Mayor**

1. Deputation Priorities
  - Review and confirm top 10 priorities
  - Review booklet format and content
  - Schedule for 2021 – 2022

Acting Chief Executive Officer, Mr David Baldwin and Executive Director Financial Services spoke to this report.

Chair requested these items be referred to the Governance and Leadership Committee then to November Workshop before going to the Ordinary meeting.

**RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee notes the content of this report and endorses its expedience to Council for resolution.

**CARRIED**

2. Draft Agenda - Councillor Strategic Workshop - November 2021

Acting Chief Executive Officer, Mr David Baldwin spoke to this item.

## 10. **Executive Director Corporate Services**

### 1. **Community Grants Program Workshop outcomes**

Acting Chief Executive Officer and Executive Director Financial Services spoke to this report.

**ACTION:** This paper to go to the November 2021 Ordinary meeting for Council endorsement.

#### **RESOLUTION:**

*Moved:* Cr Rocky Stephen; *Second:* Cr Aven Noah

That the Strategic Advisory Reference Group Committee notes the content of this report and recommend the paper go to the November 2021 Ordinary meeting for Council endorsement.

**CARRIED**

### 2. **Indigenous Procurement Policy**

Acting Chief Executive Officer, Mr David Baldwin spoke to this report.

#### **RESOLUTION:**

*Moved:* Cr Rocky Stephen; *Second:* Cr Aven Noah

That the Strategic Advisory Reference Group Committee note the update on the TSIRC Indigenous Procurement Policy.

**CARRIED**

**ACTION:** Committee would like the same process carried out for the Community Grants be applied for this Policy. Draft principles to be workshopped with Council in November 2021. Then draft Policy to the Economic Growth Committee for review.

### 3. **Corporate Plan revised update**

Acting Chief Executive Officer spoke to the report and provided two options to the committee to recommend;

- Do changes then seek council endorsement
- A complete refresh – timeframe - 4 months and \$5k budget.

**ACTION:** Acting Chief Executive Officer to proceed with the refresh of the Corporate Plan as per the presented report.



**RESOLUTION:**

*Moved:* Cr Getano Lui; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee note the update on the revision to the Corporate Plan.

**CARRIED**

**11. Chief Executive Officer**

**1. LDMG Separation – Verbal**

Acting Chief Executive Officer provided the Committee with an update on the status of the proposed TSLDMG Separation.

**2. Recruitment Update – Verbal**

Acting Chief Executive Officer provided the Committee with a verbal update on these recruitments and their status.

**12. COMMITTEE MOVE INTO CLOSED BUSINESS.**

**RESOLUTION:**

*Moved:* Cr Rocky Stephen; *Second:* Cr Aven Noah

That in accordance with section 254J of the *Local Government Regulation 2012* (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (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;
- (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.

**CARRIED**

- 1. BSU – BSU Monthly update**
- 2. BSU – Asbestos Update**
- 3. ENGINEERING – Fuel Improvement Projects Update**
- 4. OCEO – Cairns Lease – Verbal**
- 5. OCEO – Elphinstone Close and ILSC Update**
- 6. MAYOR – Acting CEO Update – verbal**

4:04pm - Acting Chief Executive Officer left the room.

7. **ENGINEERING – Joint publication with Griffith University**
8. **OCEO – SeaSwift Tender Update - Verbal**
9. **OCEO – Legal Matter - Verbal**
10. **MAYOR - Transitional Action Plan - Verbal**

### **13. COMMITTEE MOVE OUT OF CLOSED BUSINESS**

#### **RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Rocky Stephen

That the Strategic Advisory Reference Group Committee move out of closed business and resume open business.

**CARRIED**

### **RESOLUTION MADE IN OPEN BUSINESS**

#### **12.1 BSU – Monthly Update**

#### **RESOLUTION:**

*Moved:* Cr Getano Lui; *Second:* Cr Phillemon Mosby

That the Strategic Advisory Reference Group resolves to note the information on this report and submission to Council Ordinary Meeting.

**CARRIED**

#### **12.2 BSU – Asbestos Update**

#### **RESOLUTION:**

*Moved:* Cr Phillemon Mosby; *Second:* Cr Aven Noah

That the Strategic Advisory Reference Group resolves to note the information on this report.

**CARRIED**

**ACTION:** Report be tabled at the October 2021 Council Ordinary meeting on Asbestos.

#### **12.3 ENGINEERING- Fuel Improvement Projects Update**

#### **RESOLUTION:**

*Moved:* Cr Phillemon Mosby; *Second:* Cr Rocky Stephen

That the Strategic Advisory Reference Group notes the report.

**CARRIED**

#### **12.4 OCEO – Cairns Lease – verbal**

Acting Chief Executive Officer, Mr David Baldwin provided the Committee with an update on the Grafton Street lease and the discussions to date.

#### **12.5 OCEO – Elphinstone Close and ILSC Update**

Acting Chief Executive Officer, Mr David Baldwin provided the Committee with an update on the discussions and status to date. Suggested to hold another meeting to discuss the two property and leases.

#### **12.6 MAYOR – Acting Chief Executive Officer Update**

Acting Chief Executive Officer, Mr David Baldwin advised that he will be on annual leave from the last week of October to the end of the first week of November. Acting arrangements will be tabled at the October 2021 Ordinary meeting for Council resolution.

#### **12.7 ENGINEERING – Joint publication with Griffith University,**

##### **RESOLUTION:**

Moved: Cr Rocky Stephen; Second: Cr Hilda Mosby

That the Strategic Advisory Reference Group (SARG) resolves to:

- Endorse the request from Griffith University to include TSIRC Logo on the “Aunty Mati the Water Saving Superhero” children’s story book about water efficiency in the Torres Straits.

**CARRIED**

#### **12.8 OCEO – SeaSwift Tender Update – verbal**

Executive Director Financial Services updated this item on behalf of the Acting Chief Executive Officer. The project is still ongoing and is expected to be tabled at the November 2021 Ordinary meeting.

#### **12.9 MAYOR – Transitional Action Plan – verbal**

**ACTION:** Senior Executive Assistant to add the Transitional Action Plan to the agenda for the November 2021 workshop.

**13 General/ Other Business (on notice)**

No general business.

**14 Next meeting date – proposed for Tuesday 2<sup>nd</sup> November 2021**

Next meeting date confirmed by committee.

Mayor Mosby flagged with the committee we may need to change the date of the December Ordinary meeting to either the week before or change the venue to video conference and have the next face to face meeting early in the new year at Kubin.

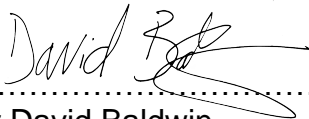
**ACTION:** Acting Chief Executive Officer to table a report at the next Ordinary meeting with options for the Council’s consideration and or endorsement.

**ACTION:** Secretariat to check with Councillors for their availability on the 15<sup>th</sup> December 2021 and propose the 7<sup>th</sup> and 8<sup>th</sup> December 2021 as an alternative date.

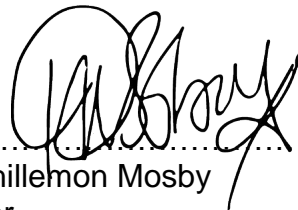
**15 Closing Remarks and Prayer**

Mayor Mosby thanked everyone for their attendance and contribution to the meeting and invited Cr Getano Lui to close the meeting in prayer.

**MEETING CLOSED - 4:39pm**



.....  
Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
20<sup>th</sup> October 2021



.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
20<sup>th</sup> October 2021

**ACTION ITEM FROM SARG MEETING –8<sup>th</sup> October 2021**

<b>Date</b>	<b>Month</b>	<b>Agenda item</b>	<b>Action item</b>	<b>Comments</b>	<b>Due Date</b>
8	October	6. Action Item – Torres Strait flag	Manager Legal Service to make contact with Mrs Namok and the family and allow them the opportunity to present their position on the Torres Strait flag to the full Council at the November 2021 Ordinary meeting in Cairns	Manager Legal Service to make contact with Mrs Namok and the family and allow them the opportunity to present their position on the Torres Strait flag to the full Council at the November 2021 Ordinary meeting in Cairns	ongoing
8	October	6. Action Item – Mechanic and Outboard mechanic services	Acting Executive Director Engineering Services to work with the Economic Growth committee on exploring opportunities regarding outboard mechanic.	In progress	ongoing
8	October	6. Action Item - Boundary realignment	Acting Chief Executive Officer to speak with interim Executive Director Corporate Affairs on progressing the Boundary realignment process. Team to work with the Governance and Leadership Committee to engage with the Minister's office.	On the agenda for Governance and Leadership meeting scheduled for Wednesday 10 <sup>th</sup> November 2021	Nov 21
8	October	10.1 Community Grants Program Workshop outcomes	This paper on Community Grants outcome to go to the November 2021 Ordinary meeting for Council endorsement.	Paper will be presented at the November Workshop	Nov 21
8	October	10.2 Indigenous Procurement Policy	Committee would like the same process carried out for the Community Grants be applied for this Policy. Then obtain legal advice. Once a draft is finalised to go to	Committee would like the same process carried out for the Community Grants be applied for this Policy. Councillor feedback to be obtained and then discussed with	Nov 21

			Economic Growth Committee to review and then to November 2021 Workshop and then to next Ordinary meeting for endorsement.	Legal. Workshop with Councillors to occur at November Workshop. Once a draft is finalised to go to Economic Growth Committee to review and then to next Ordinary meeting for endorsement.	
8	October	10.3 Corporate Plan revised update	Acting Chief Executive Officer to proceed with the refresh motion of the Corporate Plan.	Currently in progress	ongoing
8	October	12.2 BSU – Asbestos Update	This report (BSU – Asbestos update) to be tabled at the October 2021 Council Ordinary meeting.	Completed	Closed
8	October	12.7 OCEO – SeaSwift Tender Update – verbal	The project is still ongoing and is due to be finalised and a report prepared to be tabled at the November 2021 Ordinary meeting.	In progress	ongoing
8	October	12.9 MAYOR – Transitional Action Plan	Senior Executive Assistant to add the Transitional Action Plan to the agenda for the November 2021 workshop and the outcome be tabled in a report at the November 2021 Ordinary meeting.	TAP added to workshop agenda. Agenda report will be added as Late Report for November OM	Nov 21
8	October	Next meeting date – December 2021 OM	Acting Chief Executive Officer to table a report at the next Ordinary meeting with options for the Council’s consideration and or endorsement.	Completed	Closed
8	October	Next meeting date – December 2021 OM	Secretariat to check with each Councillors for their availability on the 15 <sup>th</sup> December and propose the 7 <sup>th</sup> and 8 <sup>th</sup> December as an alternate date.	Completed	Closed

**TSIRC Councillor Workshop Draft Agenda**  
**Monday 8<sup>th</sup> November 2021 – Friday 12<sup>th</sup> November 2021**  
**Nintiringanyi Cultural Training Centre | 16 – 18 McCormack Street, Cairns**

Date	Start	Finish	Agenda Items	Presenter
Monday 8 <sup>th</sup> November 2021	09:00am	09:15am	Opening Prayer, Housekeeping, Welcome & Introduction	Mayor Mosby
	09:15am	10:00am	Leadership Development	Gareth King
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Leadership Development	Gareth King
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Transitional Action Plan Review	A/CEO and EDCS
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Transitional Action Plan Review	A/CEO and EDCS
Tuesday 9 <sup>th</sup> November 2021	09:00am	10:00am	Visitor Protocols / Entry to Community (incl. COVID issues)	Legal
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Lay down areas on each island	Legal
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Land Transfers	Legal
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Land Transfers	Legal
Wednesday 10 <sup>th</sup> November 2021  Governance and Leadership Meeting	09:00am	10:00am	Audit Committee Meeting	Mr Eric Muir (Phone)
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Audit Committee Meeting	Mr Eric Muir (Phone)
	12:30pm	1:30pm	Lunch	
	1:30pm	2:30pm	Audit Committee Chair Presentation	Mr Eric Muir
	2:30pm	3:00pm	Procure Training	EDCBS
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Community Engagement	Mayor Mosby
Thursday 11 <sup>th</sup> November 2021	09:00am	10:00am	Leave of Absence from Council Meeting (other employment)	MLS, MG
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Indigenous Procurement Policy Workshop	EDFS and ACEO
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Local Thriving Communities	Dr Chris Sarra
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Qld Health and Border Force	Waiting on confirmation
Friday 12 <sup>th</sup> November 2021	09:00am	10:00am	Meeting Procedures	EDCS
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Standing Committee Update	EDCS
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	TSIRC Councillor Top 5 and TSIRC RIAC Top 5	EDCS and ACEO
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Councillor Presentations	Cr. Nona, Cr. Levi, Cr. Noah

**TSIRC Councillor Workshop Draft Agenda**  
**Monday 15<sup>th</sup> November 2021 – Friday 19<sup>th</sup> November 2021**  
**Nintiringanyi Cultural Training Centre | 16 – 18 McCormack Street, Cairns**

Date	Start	Finish	Agenda Items	Presenter
Monday 15 <sup>th</sup> November 2021	09:00am	10:00am	Council Meeting	Mayor Mosby
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Council Meeting	Mayor Mosby
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Council Meeting	Mayor Mosby
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Council Meeting	Mayor Mosby
Tuesday 16 <sup>th</sup> November 2021	09:00am	10:00am	Council Meeting	Mayor Mosby
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Council Meeting	Mayor Mosby
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Council Meeting	Mayor Mosby
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Council Meeting	Mayor Mosby
Wednesday 17 <sup>th</sup> November 2021	09:00am	10:00am	Op Plan and Budget Review	Executive Team
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Op Plan and Budget Review	Executive Team
	12:30pm	1:30pm	Lunch	
	1:30pm	2:30pm	Op Plan and Budget Review	Executive Team
	2:30pm	3:00pm	Op Plan and Budget Review	Executive Team
	3:00pm	3:20pm	Afternoon Tea	
Thursday 18 <sup>th</sup> November 2021	09:00am	10:00am	Op Plan and Budget Review	Executive Team
	10:00am	10:20am	Morning Tea	
	10:20am	11:30am	Op Plan and Budget Review	Executive Team
	11:30am	12:30pm	Op Plan and Budget Review	Executive Team
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Op Plan and Budget Review	Executive Team
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Councillor Presentations	Cr. Mosby, Cr. Tamu
Friday 19 <sup>th</sup> November 2021	09:00am	10:00am	Leadership Development	Francis Nona
	10:00am	10:20am	Morning Tea	
	10:20am	12:30pm	Leadership Development	Francis Nona
	12:30pm	1:30pm	Lunch	
	1:30pm	3:00pm	Leadership Development	Colin Doolah
	3:00pm	3:20pm	Afternoon Tea	
	3:20pm	5:00pm	Leadership Development	Colin Doolah

**EDCBS – Executive Director, Communities and Building Services**  
**EDES – Executive Director of Engineering Services**  
**Interim EDCS – Executive Director of Corporate Services**



**EDFS – Executive Director of Financial Services**

**MLS – Manager of Legal Services**

**MG – Manager of Governance**

DRAFT