



# NOTICE OF **POST-ELECTION** COUNCIL MEETING AND NOTICE OF MONTHLY COUNCIL MEETING

## **PART A**

In accordance with Section 175 of the *Local Government Act 2009* this notice is to advise that the Post-Election Meeting of the Torres Strait Island Regional Council (TSIRC) will be held in Cairns at the **Bulmba-Ja Arts Centre** (96 Abbott Street, Cairns) on **Tuesday, 16 April 2024**, starting at 9.00am. The attendance of each Councillor is requested.

All duly elected Councillors (including the Mayor) are required to make a formal declaration to fulfil their duties as an elected Councillor before they can officially start in their role. This declaration is then formally authorised by the Chief Executive Officer of TSIRC.

An agenda for this meeting is attached. Agenda papers will soon be available on Council's website at the following address:

[Ordinary Meetings | Torres Strait Island Regional Council \(tsirc.qld.gov.au\)](https://www.tsirc.qld.gov.au/ordinary-meetings)

## **PART B**

In accordance with Section 254C of the *Local Government Regulation 2012* (**and subject to endorsement at the Post-Election Meeting**), the Trustee and Ordinary Meetings of Council for the month of April 2024 will then be held immediately after the Post-Election Meeting as follows:

Tuesday, 16 April 2024 – 1.00pm (Trustee Meeting)  
Tuesday, 16 April 2024 – 2.00pm (Ordinary Meeting)

An agenda for each of these meetings is attached. Agenda papers will be available on Council's website at the following address:

[Ordinary Meetings | Torres Strait Island Regional Council \(tsirc.qld.gov.au\)](https://www.tsirc.qld.gov.au/ordinary-meetings)

Please note that an audio recording is made of each Council meeting. This recording is authorised by the *Public Records Act 2002* and is used to assist with preparing meeting minutes.

James William  
Chief Executive Officer

12 April 2024



**Date:** 16 April 2024 (Tuesday)

**Time:** 9.00am

**Venue:** **PART A** – Declaration of Office (Mayor & Councillors)

Bulmba-Ja Arts Centre

96 Abbott Street, Cairns

**PART B** – Post-Election Meeting

TSIRC Cairns Office, Level 3, 111 Grafton Street, Cairns

## ORDER OF PROCEEDINGS

- *The Chief Executive Officer will Chair the meeting for Part A*
- *The Mayor will Chair the meeting for Part B*

	<b>PART A – DECLARATION OF OFFICE (MAYOR &amp; COUNCILLORS)</b>
9.00am	1. WELCOME   ACKNOWLEDGEMENTS   OPENING PRAYER
	2. ATTENDANCE / APOLOGIES
	3. OVERVIEW OF PROCEEDINGS
	4. OVERVIEW OF COUNCIL’S DUAL ROLE AS A TRUSTEE COUNCIL
	5. DECLARATION OF OFFICE – MAYOR & COUNCILLORS
	<b>PART B – POST-ELECTION MEETING</b>
10.00am	6. ELECTION OF DEPUTY MAYOR
	7. DAY & TIME OF COUNCIL MEETINGS (TRUSTEE AND ORDINARY COUNCIL)
	8. COUNCILLOR APPOINTMENT TO THE LOCAL DISASTER MANAGEMENT GROUP
	9. COUNCILLOR APPOINTMENT TO THE AUDIT COMMITTEE
	10. COUNCIL STANDING COMMITTEES
12.00nn	11. CLOSE OF MEETING



## **ELECTION OF DEPUTY MAYOR**

### **OFFICER RECOMMENDATION:**

#### **Part A:**

##### **That Council:**

- 1. Adopt a formal selection process for the election of Deputy Mayor; and**
- 2. Adopt [Option 1 / Option 2 / Option 3 / Other] as provided in the brief to Council as the formal selection process for the election of Deputy Mayor.**

#### **Part B:**

**That Council resolves that Cr [name to be inserted] is elected to the position of Deputy Mayor of the Torres Strait Island Regional Council in accordance with Section 175(2) of the *Local Government Act 2009*.**

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### **EXECUTIVE SUMMARY:**

In accordance with Section 175 of the *Local Government Act 2009* a local government must hold a meeting within 14 days after the conclusion of each quadrennial election and at that meeting Council must, by resolution, appoint a Deputy Mayor from its Councillors.

The Deputy Mayor acts for the Mayor during the absence or temporary incapacity of the Mayor or a vacancy in the office of the Mayor (refer section 165 of the *Local Government Act 2009*). The Deputy Mayor acts as mayor if the Mayor is ill or otherwise absent and unable to perform the duties. It is considered that 'absence' refers to an inability to perform a function or responsibility but is not necessarily something which occurs merely because the Mayor is physically absent from the Council's office, from the local government area or even from Australia. An acting mayor acts only until the Mayor is again available.

There is no prescribed method to selecting the Deputy Mayor, except that they are appointed by the Council (by resolution) at its post-election meeting, however, with any public sector appointment, the generally accepted rule is 'appointment by merit'.

A formal selection process for the election of the Deputy Mayor should be adopted for this election.

### **Interested Parties/Consultation:**

- Mayor-elect Cr Phillemon Mosby

### **Background / Previous Council Consideration:**

A list of four options proposed by the Chief Executive Officer for Council consideration for the election of a Deputy Mayor this term is attached.

Option 2 (*preferred*) is partially based on a process used by the previous Council for the selection of its Deputy Mayor when only two candidates nominated for the role. This updated option now covers contingencies for several nominees.

Council may also like to consider its own alternative selection process.

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"> <li>• Section 175 of the <i>Local Government Act 2009</i>.</li> <li>• Section 165 of the <i>Local Government Act 2009</i>.</li> </ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	
<b>Risk:</b>	Council breach of its Statutory requirements above
<b>Links to Strategic Plans:</b>	N/A
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Council decision required at Post-Election Meeting on 16 April 2024.

**Other Comments:**

It is recommended that Council adopt Option 2 for this term.

Council will need to formally adopt a selection process, requiring a mover and seconder.

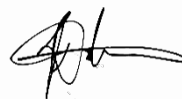
Subject to the adoption of Option 2 (*preferred*), it is recommended that the scrutineers for the counting of ballots be the Chief Executive Officer and the Executive Director Corporate Services.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**Action Officer Contact Details:**

**ATTACHMENTS:**

Proposed options to formalise the process for the election of a Deputy Mayor.

## **ATTACHMENT - SELECTION PROCESS FOR THE ELECTION OF DEPUTY MAYOR**

### **Option 1 – Full Preferential voting (FPV) / Optional preferential voting (OPV)**

- FPV: number all boxes in order of your preference
- OPV: you have the choice to vote for one, some or all candidates on the ballot paper

### **Option 2 – Ordinary (Secret) Ballot - *(similar to process undertaken by the previous Council)***

1. The Mayor calls for nominations for the position of Deputy Mayor under section 175 of the *Local Government Act 2009*.
2. A Councillor can self-nominate as a candidate or be nominated by another Councillor. Each nomination must be seconded by another Councillor. The nominated candidate(s) accepts/declines the nomination.
3. If only one Councillor is nominated, that Councillor is elected.
4. If more than one candidate is nominated, those candidates are asked to vacate the meeting as each candidate is provided an opportunity to address Council on their credentials/suitability for the Deputy Mayor role.
5. After all candidates have addressed Council, all candidates are then invited to rejoin the meeting for the voting process.
6. Voting will be undertaken by **SECRET BALLOT**. Scrutineers will be the Chief Executive Officer and the Executive Director Corporate Services (as appointed by resolution).
7. Voting may involve two or more rounds.
8. Councillors then vote for their preferred nominee in secret, the votes collected and counted by the scrutineers.
9. If one nominee has a majority of votes (9 or more), the Mayor will announce that nominee as the successful candidate.
10. In the scenario of only two nominees being in contention for the position and the first round of voting results in an 8/8 vote (as may be the case with TSIRC), then Rule 12 below will apply.
11. Otherwise, the CEO will announce the Councillor(s) with the least votes (*no vote numbers will be cited*) and those Councillors will be withdrawn as candidates in the next round of voting.
12. Steps 7 to 11 are repeated until two nominees remain. In the event of a tie in the final round of voting (i.e. 8/8), the Mayor shall abstain from the next - and deciding - round of voting. The nominee with the majority of votes (8 or more) shall then be the successful candidate.

*Subject to Council endorsement of the above option, the following wording will be incorporated into the formal resolution:*

#### **3. That scrutineers for the counting of ballots be appointed as follows:**

- (a) Chief Executive Officer; and***
- (b) Executive Director Corporate Services.***

### **Option 3 – First-past-the-post (FPTP) voting**

- mark the box next to the required number of candidates of your choice. For example, if four candidates are to be elected to council, voters must mark four boxes on the ballot paper.

### **Option 4 – Council to decide on other Options**



## **DAY & TIME OF COUNCIL MEETINGS (TRUSTEE COUNCIL & ORDINARY COUNCIL)**

### **OFFICER RECOMMENDATION:**

That Council:

1. Note that TSIRC is also a Trustee Council for all deed of grant in trust (DOGIT) lands under the *Land Act 1994* within its footprint and must hold meetings for trustee business separate from meetings for other local government business;
2. Agree that the Order of Proceedings for the monthly Council meetings will be as follows:
  - (i) Council (as Trustee) business (as a separate meeting); *immediately followed by*
  - (ii) Ordinary Council business (as a separate meeting); and
3. Agree that (wherever practicable) the monthly Council Meetings be held in the 3<sup>rd</sup> week of each month, commencing at 9.00am;
4. Agree that the monthly Council Meetings be held as follows:
  - *(virtual meetings – one day only)* – Wednesdays
  - *(face-to-face meetings – two days)* – Tuesday-Wednesday
5. Agree that Council's first trustee and ordinary meetings for the 2024-28 term be held in Cairns on Tuesday, 16 April 2024 commencing at 1.00pm; and
6. Endorse the following meeting schedule for the remainder of 2024:
  - 13-24 May 2024 (f2f Cairns – workshop – monthly Council meeting to be held on **23-24 May 2024**)
  - 19 June 2024 (f2f – venue TBA) – *one day only*
  - 17 July 2024 (virtual meeting)
  - 21 August 2024 (virtual meeting)
  - 17-18 September 2024 (f2f – venue TBA)
  - 16 October 2024 (virtual meeting)
  - 11-15 November 2024 (f2f Cairns – workshop – monthly Council meeting to be held on **15 November 2024**)
  - 11 December 2024 (virtual meeting)

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### **EXECUTIVE SUMMARY:**

Sections 256 and 257 of the *Local Government Regulation 2012* require Council to set a day and time for holding other meetings and those meetings must be held at least once in each month.

As an Indigenous local government, TSIRC also has dual responsibilities as a trustee council for land described in the deed of grant in trust (DOGIT) lands that were issued under the *Land Act 1994*. This means that Council (as the land trustee) - like any trustee - has responsibilities, functions and powers under the law that it must follow and is accountable for. These are outlined under the *Land Act 1994*, the *Torres Strait Islander Land Act 1991* and the *Aboriginal Land Act 1991*.

The monthly meetings of Council therefore require that separate meetings are to be held (i.e. a separate meeting for Trustee Council business and a separate meeting for other local government business).

For this term, it is proposed that monthly meetings be held for 1 day only, except for face-to-face meetings on Island which should be for at least 2-days.

**Interested Parties/Consultation:**

N/A

**Background / Previous Council Consideration:**

The previous Council held 2-day meetings each month on a Tuesday and Wednesday for both virtual meetings and face-to-face meetings. During Council Workshops, the monthly meetings were held for 1 day only on the last Friday of the Workshop.

The previous Council held Trustee Council Meetings from 9.00am to 10.30am. These meetings were then immediately followed by the Ordinary Council Meetings. It is recommended that this format be retained for the current Council.

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"> <li>• Section 256 of the <i>Local Government Regulation 2012</i>.</li> <li>• Sections 256 and 257 of the <i>Local Government Regulation 2012</i> require Council to set a day and time for holding other meetings and those meetings must be held at least once in each month.</li> <li>• As an Indigenous local government, DOGIT responsibilities under the <i>Land Act 1994</i>, the <i>Torres Strait Islander Land Act 1991</i> and the <i>Aboriginal Land Act 1991</i>.</li> </ul>
<b>Budgetary:</b>	Meeting schedule noted by Executive Director Financial Services
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of the Statutory requirements outlined above.
<b>Links to Strategic Plans:</b>	
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Council decision required at Post-Election Meeting on 16 April 2024.

**Other Comments:**

It is proposed for this term that virtual meetings of Council be restricted to 1 day only and that these meetings are held mid-week (Wednesday), starting with Trustee Council Meeting business at 9.00am and Ordinary Council Meeting business commencing immediately afterwards. It is also proposed that meetings be held, wherever possible, on the 3<sup>rd</sup> week of each month to allow for the preparation of financial reports and other monthly reporting requirements.

Meetings held in the Torres Strait should be held over a 2-day period and that these meetings be held on Tuesday-Wednesday, starting at 9am. Where possible, all formal business should be dealt with on the first day and the second day be reserved for community information sessions with all Councillors required to be present.

The following schedule for 2024 is proposed:

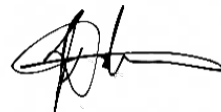
- 13-24 May 2024 (f2f Cairns – workshop – monthly Council meeting to be held on **23-24 May 2024**)
- 19 June 2024 (f2f – venue TBA) – *one day only*
- 17 July 2024 (virtual meeting)
- 21 August 2024 (virtual meeting)
- 17-18 September 2024 (f2f – venue TBA)
- 16 October 2024 (virtual meeting)
- 11-15 November 2024 (f2f Cairns – workshop – monthly Council meeting to be held on **15 November 2024**)
- 11 December 2024 (virtual meeting)

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

Action Officer Contact Details:





## **COUNCILLOR APPOINTMENT TO THE LOCAL DISASTER MANAGEMENT GROUP (LDMG)**

### **OFFICER RECOMMENDATION:**

That Council appoints the TSIRC Mayor to the Torres Strait Local Disaster Management Group Executive to fulfil the role of chairperson or deputy chairperson depending on the bi-annual rotation set forward in the Torres Strait Local Disaster Management Plan and prepared in accordance with the *Disaster Management Act 2003*.

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### **EXECUTIVE SUMMARY:**

The Torres Strait Local Disaster Management Group (TSLDMG) is established to support and coordinate disaster management activities within the Torres Strait region.

Membership of the TSLDMG is outlined in the *Disaster Management Regulation 2014*. Local group members are appointed under Section 33 of the *Disaster Management Act 2003*.

Section 10 of the *Disaster Management Regulation 2014* states the chairperson must be a councillor of a local government.

LDMG members must have the necessary expertise or experience and delegated authority to assist with a comprehensive, all hazards, all agencies approach to disaster management.

This report seeks Council's endorsement for representation by the TSIRC Mayor on the TSLDMG.

### **Interested Parties/Consultation:**

Executive Director Engineering Services has been consulted.

### **Background / Previous Council Consideration:**

The former Council appointed the TSIRC Mayor to be the TSIRC representative member of the TSLDMG and it is proposed that the new Council retain this level of representation.

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Disaster Management Regulation 2014.</i></li><li>• Section 33 of the <i>Disaster Management Act 2003.</i></li></ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Lack of elected TSIRC representation on LDMG
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Sustainability ( <i>Bisnis – Mekem las long</i> )  Outcome 6: Our communities remain resilient to the effects of climate change and natural disasters.  8.2 We continuously develop and evolve our enterprise risk management and business continuity planning.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Reaffirmation of TSIRC representation during the 2024-2028 Council term.

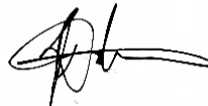
**Other Comments:**

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

Action Officer Contact Details:

**ATTACHMENTS:**

Nil



## COUNCILLOR APPOINTMENT TO THE AUDIT COMMITTEE

### OFFICER RECOMMENDATION:

That Council call for nominations to be appointed to the Torres Strait Island Regional Council Audit Committee.

1. Council resolves to appoint Cr **INSERT** as a Councillor member of the TSIRC Audit Committee; and
2. Council resolves to appoint Cr **INSERT** as a Councillor member of the TSIRC Audit Committee; and
3. Council resolves to appoint Cr **INSERT** as a Proxy Councillor member of the TSIRC Audit Committee; and
4. Council resolves to appoint Cr **INSERT** as a Proxy Councillor member of the TSIRC Audit Committee.

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### **EXECUTIVE SUMMARY:**

In accordance with Section 210 of the *Local Government Regulation 2012*, the Audit Committee of a local government must consist of at least 3 members, but no more than 6 members. The membership of the committee will comprise of up to two Councillors nominated by Council. In accordance with section 210 of the *Local Government Regulation 2012*, at least one member of the committee will have skills in financial matters.

The Audit Committee under the former Council comprised a total of 4 members (2 x external members and 2 x Councillor members) with two additional Councillors nominated to be Proxy Members in absences of the Councillor members. Councils cannot have more than two Councillors at any one time as members on an Audit Committee [Section 210(1)(b)(i)].

The terms of appointment for Councillors appointed to the Audit Committee by the former Council were valid only for the term of the former Council. As a result, Council is required to call for nominations for the Audit Committee from committed Councillors to serve on the Committee for this term.

Councillors are eligible for reappointment by Council upon being re-elected.

Attendance at the Audit Committee meetings is essential, and the committee must meet at least twice each financial year, but generally meets 4-5 times.

Once appointed, the Councillors' membership will automatically end at their current term of council.

### **Interested Parties/Consultation:**

- Executive Team

**Background / Previous Council Consideration:**

At the September 2023 Ordinary Meeting, Council endorsed the following membership of the Committee as follows:

Chairperson: Cam Charlton – Kleinhardt Pty Ltd  
Deputy Chair: Darryl Bell – DRB Consulting  
Elected Members Mayor Phillemon Mosby and Councillor Keith Fell

The Elected Members then requested that Council recall for nominations for the Elected Membership on the Committee and proxy members from committed Councillors.

At the October 2023 Ordinary Meeting, Council endorsed the following Council members to the Audit Committee for the remainder of their term on Council:

- Cr Keith Fell (Member)
- Cr Rocky Stephen (Member)
- Cr Lama Trinkoon (Proxy Member)
- Cr Kabay Tamu (Proxy Member)

**COMPLIANCE / CONSIDERATIONS:**

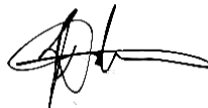
<b>Statutory:</b>	<i>Local Government Act 2009 &amp; Local Government Regulation 2012.</i>
<b>Budgetary:</b>	This report relates to the continuation of Councillors representation on the committee and therefore there are no new budget implications in adopting the recommendation.
<b>Policy:</b>	Audit Policy
<b>Legal:</b>	N/A
<b>Risk:</b>	Non-compliance
<b>Links to Strategic Plans:</b>	This report is consistent with Council’s Corporate Plan.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

**Recommended:**



Hollie Faithfull  
Executive Director Financial Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

NIL



## **COUNCIL STANDING COMMITTEES**

### **OFFICER RECOMMENDATION:**

#### **That Council:**

- (a) authorises the Chief Executive Officer to develop Terms of Reference for the establishment of an interim Special Committee under section 264 of the Local Government Regulation 2012 to determine the structure and processes for its existing Standing Committees for the 2024-2028 Council term;**
- (b) agrees that membership of the interim Special Committee comprise the following Councillors:**
  - the Mayor (Chair)
  - the Deputy Mayor
  - Cr [NAME]
  - Cr [NAME]
  - Cr [NAME]
  - Cr [NAME]
  - Cr [NAME]
  - Cr [NAME]
- (c) requests that a briefing paper with relevant Terms of Reference for the interim Special Committee be presented for endorsement at Council's next Ordinary Council Meeting.**

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### **EXECUTIVE SUMMARY:**

Section 264 of the *Local Government Regulation 2012* enables a local government to appoint, from its councillors, standing committees or special committees.

Standing Committees enable complex or strategic issues to be discussed at length without the time constraints normally imposed at an Ordinary Meeting of Council.

Committees conduct much of the investigative and detailed work leading towards a recommendation to Council to enable an informed decision to be made.

The former Council recommend that the incoming Council:

- a) take note of Council term 2020-2024 committee priorities and challenges; and
- b) determine the structure and processes for its committees for the 2024-2028 Council term.

The Standing Committees of the former Council remain in place until they are formally abolished by the Council. However, it should be noted by Council that the membership on those Committees technically ceased at the end of term of the former Council.

The 2024-2028 Council will now need to consider the way forward for its Standing Committees.

## Interested Parties/Consultation:

Mayor-elect Cr Phillemon Mosby

## Background / Previous Council Consideration:

At its last meeting in March 2024, the previous Council considered a paper which reviewed the performance of its existing Standing Committees on the following matters:

- What has worked/not worked for the individual committees and their members in terms of progressing strategic matters assigned to the committees;
- Suggested improvements to committee processes for incoming Council consideration;
- Current and future priority projects, status, and next steps for incoming Council consideration; and
- Challenges.

A copy of that paper is attached.

TSIRC currently has six Standing Committees:

1. Strategic Advisory Reference Group
2. Climate Change Adaptation & Environment Committee
3. Culture, Arts, Land and Heritage Committee
4. Economic Growth Committee
5. Governance and Leadership Committee
6. Housing and Safe and Healthy Communities Committee

The following options are proposed for Council to consider in relation to the existing Standing Committees:

Option 1	Abolish the current Council Standing Committees.
Option 2	Retain the current Council Standing Committees, pending consideration of the former Council's recommendation that this Council determine the structure and processes for its committees for the 2024-2028 Council term.
Option 3	<p>Establish an interim Special Committee to determine the structure and processes for its committees for the 2024-2028 Council term. The interim Special Committee membership could comprise of the Mayor (Chair), the Deputy Mayor, those re-elected Councillors who were the Chairs of the Standing Committees during the previous Council term (or members of those Standing Committees). Membership on the Special Committee should, however, be limited.</p> <p>This interim Special Committee will be supported by the administration's Executive Leadership Team.</p> <p>Nominations from Council of membership can be considered at this meeting and a briefing paper with relevant Terms of Reference for the interim Special Committee can be prepared for Council to consider at its May 2024 Workshop and then endorsed at Council's Ordinary Council Meeting.</p>

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	Section 264 of the <i>Local Government Regulation 2012</i> enables a local government to appoint, from its councillors, standing committees or special committees.
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of the Statutory requirements outlined above
<b>Links to Strategic Plans:</b>	N/A
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

**Other Comments:**

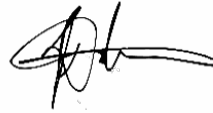
Option 3 above is recommended to Council as a strategic way forward.

**Recommended:**



Susannie Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**Action Officer Contact Details:**

**ATTACHMENTS:**

Briefing paper presented to March 2023 Council Meeting titled "Committees Review"



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## MEETING

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<b>ORDINARY MEETING:</b>	March 2024
<b>DATE:</b>	5-6 March 2024
<b>ITEM:</b>	Agenda Report
<b>SUBJECT:</b>	Committees Review
<b>AUTHOR:</b>	Susanne Andres – Executive Director Corporate Services

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### **Recommendation:**

That the Council recommend the incoming Council:

- take note of Council term 2020-2024 committee priorities and challenges;
- note the SARG performance review for the 2020/24 Council term;
- determine the structure and processes for its committees for the 2024-2028 Council term.

### **Executive Summary:**

The SARG Committee endorsed this report and attachments at its meeting on 29 February 2024 to progress its self-assessment and to provide committee priorities to Council for recommendation to the incoming Council.

### **Background:**

At the January SARG meeting, the Mayor requested feedback from all Council committees on the following matters:

- What has worked/not worked for the individual committees and their members in terms of progressing strategic matters assigned to the committees;
- Suggested improvements to committee processes for incoming Council consideration;
- Current and future priority projects, status, and next steps for incoming Council consideration;
- Challenges.

The Mayor further requested that SARG carry out a performance review of its work over the current Council term and provide key recommendations for the next term.

During the January SARG meeting and the days following, the Committee Chairs submitted information collated in *Attachment 1*. The Mayor collated the SARG committee self-assessment comments following the January SARG meeting (*Attachment 2*).

### **Officer's comment:**

Council to review the submissions and progress its performance review with a view to providing the incoming Council with recommendations.

*Attachments 3 – 8* (Committees Terms of Reference) are provided for background information.



**Consultation:**

Mayor  
SARG Committee Chairs  
Chief Executive Officer

**Links to Strategic Plans:**

TSIRC Corporate Plan 2020-2025:

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

**Statutory Requirements:**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

**Conclusion:**

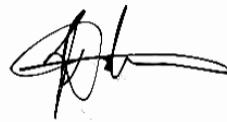
It is recommended that Council endorse the committee priorities and processes to the incoming Council.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENT 1** – Information provided by Committee Chairs following the January 2024 SARG meeting

**ATTACHMENT 2** – SARG committee self-assessment questionnaire

**ATTACHMENT 3** – Terms of Reference for the Climate Change Adaptation and Environment Committee - November 2021

**ATTACHMENT 4** – Terms of Reference for the Culture Arts Land and Heritage Committee - October 2023

**ATTACHMENT 5** – Terms of Reference for the Economic Growth Committee - November 2021

**ATTACHMENT 6** – Terms of Reference for the Governance and Leadership Committee - November 2021

**ATTACHMENT 7** – Terms of Reference for the Housing, and Safe and Healthy Communities Committee - November 2021

**ATTACHMENT 8** – Terms of Reference for the Strategic Advisory Reference Group Committee - November 2021

**ATTACHMENT 1 – TSIRC Committee Review January 2024**

Committee	Priority/Project	Current Status/Next Steps	Challenges
<p><b>Housing and Safe Communities</b></p> <p>Chair – Cr Fell                      Exec Support – Executive Director                      Engineering Services and Executive                      Director Community &amp; Building                      Services</p>	<p>Housing</p> <ul style="list-style-type: none"> <li>▪ Katter Lease.</li> <li>▪ Home Ownership.</li> <li>▪ Abandon Homes.</li> <li>▪ Repairs &amp; Maintenance.</li> <li>▪ Plugins</li> <li>▪ Paying for works to be done on your own.</li> <li>▪ Transfer of Tenancy.</li> <li>▪ Someone to look after house while away (Caretaker).</li> <li>▪ Housing into the future?</li> <li>▪ Housing Authority (pie in the sky)</li> <li>▪ GBK housing conversation.</li> <li>▪ Lessons learn - Mer and Badu (PBC's).</li> <li>▪ Rental payments to pay off your home.</li> </ul>	<p>Plans for moving forward:</p> <ul style="list-style-type: none"> <li>▪ Visit Schools, Communities where possible.</li> <li>▪ Engage with key stakeholders on ground.</li> <li>▪ Develop Road Maps (Way Forward) where we can.</li> <li>▪ Strengthen what is working already within.</li> <li>▪ Stay Positive and have faith.</li> <li>▪ Reports needs actions &amp; Feedback.</li> </ul>	<ul style="list-style-type: none"> <li>▪ UGAR no housing officer.</li> <li>▪ Badu - Families give home for others to live while studying However, not being able to come back.</li> <li>▪ St Paul's Major housing concerns.</li> <li>▪ Housing is a Regional Concern.</li> <li>▪ Abandon Homes.</li> </ul>
	<p>Sport and Recreation</p> <ul style="list-style-type: none"> <li>▪ Green Fields.</li> <li>▪ Local Sporting Activities.</li> <li>▪ Cultural Activities.</li> <li>▪ Movie Nights.</li> <li>▪ Building Unity within Communities.</li> <li>▪ Safe and available Facilities.</li> <li>▪ Holiday Programs.</li> <li>▪ Clean our Cemeteries once a quarter.</li> <li>▪ Playgrounds.</li> <li>▪ Community Gardens.</li> <li>▪ Community "Clean up Days".</li> </ul>		<ul style="list-style-type: none"> <li>▪ Safe and available Facilities.</li> <li>▪ Sporting facilities not safe for community usage.</li> </ul>

Committee	Priority/Project	Current Status/Next Steps	Challenges
			Health Challengers: <ul style="list-style-type: none"> <li>▪ Hammond Island Health Centre? (Safe)</li> <li>▪ RN needed on UGAR?(Safe)</li> <li>▪ HLO's Funding/Hours – Healthy communities?</li> <li>▪ HLO review?</li> <li>▪ Age Care/HACC – Concerns?</li> <li>▪ Asbestos concerns within Communities (Badu major concern).</li> </ul>
			Animal Management Challengers (Horses, Dogs and Cats): <ul style="list-style-type: none"> <li>▪ Major concern in St Pauls (Safe)</li> <li>▪ Concern within Badu (Safe)</li> <li>▪ Mabuia (Dogs)</li> </ul>
	Safe Communities <ul style="list-style-type: none"> <li>▪ Lighting in Community.</li> <li>▪ Keeping Communities safe in general.</li> <li>▪ COVID19 safe places (Quintin) within Communities.</li> <li>▪ Asbestos within Communities.</li> <li>▪ Dogs, Cats &amp; Horses etc.</li> <li>▪ Clean Beaches.</li> <li>▪ Safe walkways &amp; Paths.</li> <li>▪ Public Safety (drinking/fighting) etc.</li> <li>▪ Waste</li> </ul>		<ul style="list-style-type: none"> <li>▪ Lighting in St Pauls Community major concern.</li> <li>▪ Horses on Moa?</li> </ul>
Committee	Priority/Project	Current Status/Next Steps	Challenges
<b>Economic Growth Committee</b>  Chair – Cr Stephen	A. Economic Development Strategy	- Scope of work to be completed - Engage consultant to do the work	* Funding is required to support Community Consultation and develop Economic Development Strategy.

Committee	Priority/Project	Current Status/Next Steps	Challenges
Exec Support – Executive Director Financial Services		<ul style="list-style-type: none"> <li>- Develop a community consultation timetable</li> <li>- Consultation with Community</li> <li>- Develop Economic Development Strategy</li> </ul>	
	B. Enterprise Divestment Policy/Procedure	<ul style="list-style-type: none"> <li>- Priorities the current policy and present a position to Council for endorsement</li> <li>- Seek Council Endorsement</li> </ul>	* Funding is required to engage a consultant to do analyst on assets if work can't be done within Council.
	C. CDP Submission	<ul style="list-style-type: none"> <li>- Council endorsement to engage My Pathways</li> <li>- My Pathways to develop a CDP proposal to submit to Council for consideration</li> <li>- My Pathways to do Community Consultation</li> </ul>	* Funding is required to engage My Pathways to develop a CDP proposal submission
	D. Ugar and Dauan Feasibility Studies	<ul style="list-style-type: none"> <li>- Engaged a consultant to do the project</li> <li>- Consultant to develop feasibility as agreed to the scope of work</li> </ul>	* Funding has been sorted for the project through TSRA.
	E. Mirabou Energy	<ul style="list-style-type: none"> <li>- Develop next stage of the project.</li> </ul>	* Funding is required to do next steps
	F. Fuel Bowser	<ul style="list-style-type: none"> <li>- Work with IOR on options to present to Council for consideration.</li> </ul>	* Funding is required to progress the project once supported by Council.
	G. Elphinstone Close	<ul style="list-style-type: none"> <li>- Develop options for Council to consider</li> </ul>	* Funding is required to progress the development.

Committee	Priority/Project	Current Status/Next Steps	Challenges
	H. Asset Condition Report	- Engage a consultant to do analysis on assets if can't be done within Council.	* Funding is required to do the work
	I. Age Care Funding (HACC)	- Put information together about the funding	* Develop a policy for the program
	J. Building Service Unit	- Implement plan to create revenue	* Develop a plan for the project
Committee	Priority/Project	Current Status/Next Steps	Challenges
<b>Culture Arts Land and Heritage Committee</b>  Chair – Cr Wosomo Exec Support – Executive Director Corporate Services	Torres Strait Flag policy		
	Community Radio (Remote Island Broadcast Service)		
	Transfer of DOGIT		
	Cultural Development Strategy/Policy		
	Cultural Festival for Outer Islands		
Committee	Priority/Project	Current Status/Next Steps	Challenges
<b>Governance Committee</b>  Chair – Cr Lui Exec Support – Executive Director Community and Building Services	Advancing the Masig Statement		
	Treaty		
Committee	Priority/Project	Current Status/Next Steps	Challenges
<b>Climate Change and Environment Committee</b>	1. Torres Strait & NPA Biosecurity & Waste management strategy		

Committee	Priority/Project	Current Status/Next Steps	Challenges
Chair – Cr Mosby Exec Support – Executive Director Engineering Services	2. Coastal hazard and adaptation strategies		
	3. Community adaptation plans		
	4. Waste management		
	5. Seawall Project		
	6. Renewable energy (Mirabou Energy)		
	7. Environmental Health		
	8. Climate change impacts		
Committee	Priority/Project	Current Status/Next Steps	Challenges
<b>Strategic Advisory Reference Group</b>  Chair – Mayor Mosby Exec Support – Chief Executive Officer	<b>Report Card of Standing Committees with recommendations for next term – Thursday</b>		
	Clear roadmap		
	Advocacy Policy and Plan		
	Transitional Action Plan		

## **Terms of Reference for the Climate Change Adaptation and Environment Committee**

### **1. Objective**

The Climate Change Adaptation and Environment Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### **2. Portfolio Area**

The Committee's portfolio area covers:

- Torres Strait Climate Change Strategy
- Torres Strait Sea Wall Program/Project
- Torres Strait and North Peninsula Area Biosecurity Plan
- Renewable Energy Productions
- Waste Management
- Land & Sea Management

### **3. Term**

The Climate Change Adaptation and Environment Committee is effective from 1 August 2020 until terminated by Council.

### **4. Membership**

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

**Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr H Mosby - **Chair**
- Cr Tamu
- Cr Dorante

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Engineering Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



## Terms of Reference for the Culture, Arts, Land & Heritage (CALH) Committee

### 1. Objective

The Culture, Arts, Land and Heritage Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### 2. Portfolio Area

The Committee's portfolio area covers:

- Alian Kastom
- Cultural Heritage Advisory Committee
- Language & Arts Advisory Committee
- Regional Events
- Reconciliation Action Plan (RAP)
- Torres Strait Islander Flag
- Native Title
- Deeds of Grant in Trust
- Land transfer

### 3. Term

The Culture, Arts, Land and Heritage Committee is effective from 1 August 2020 until terminated by Council.

#### 4. Membership

Members shall be:

The Mayor	Cr Phillemon Mosby
Member	Cr Ranetta Wosomo (Chairperson)
Member	Cr Torenzo Elisala

#### 5. Standing Orders and Meeting Procedures

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

#### 6. Meetings

The Committee will meet quarterly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

Attendance may be via videoconference or teleconference.

Agenda items and papers must be provided to the Secretariat at least five (5) prior to the meeting date. Late submissions will only be included with the written approval of the Chair.

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten (10) days of the meeting and endorsed at the following Ordinary meeting.

#### 7. Amendment, Modification or Variation

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

#### 8. Executive Support

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

***Executive Officer assigned to Committee:*** Executive Director, Corporate Services.

#### 9. Administrative Support

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at October 2023 Ordinary Meeting.*

## Terms of Reference for the Economic Growth Committee

### 1. Objective

The Economic Growth Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### 2. Portfolio Area

The Committee's portfolio area covers:

- Divestment of Enterprises
- Regional Stimulus Projects
- Industry Development
- Torres Strait Procurement Policy
- Connectivity & Tele-communication

### 3. Term

The Economic Growth Committee is effective from 1 August 2020 until terminated by Council.

### 4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

#### **Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Stephen - **Chair**
- Cr Tabuai
- Cr Gela – elected by Council at Council's February 2021 Ordinary Meeting

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Financial Services

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*

## Terms of Reference for the Governance and Leadership Committee

### 1. Objective

The Governance and Leadership Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### 2. Portfolio Area

The Committee's portfolio area covers:

- Regional Assembly
- Transition Action Plan (TAP)
- Torres Strait Treaty
- Local Government Boundaries

### 3. Term

The Governance and Leadership Committee is effective from 1 August 2020 until terminated by Council.

### 4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

#### **Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Lui - **Chair**
- Cr Trinkoon
- Cr Toby

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Community and Building Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*

## **Terms of Reference for the Housing and Safe and Healthy Communities Committee**

### **1. Objective**

The Housing and Safe and Healthy Communities Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### **2. Portfolio Area**

The Committee's portfolio area covers:

- Housing
- Water and Wastewater
- Access and transport
- Health
- Master Planning

### **3. Term**

The Housing and Safe and Healthy Communities Committee is effective from 1 August 2020 until terminated by Council.

### **4. Membership**

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

#### **Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Fell - **Chair**
- Cr Levi
- Cr Pearson

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Engineering Services and Executive Director, Community and Building Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



## Terms of Reference for the Strategic Advisory Reference Group

### 1. Objective

The Strategic Advisory Reference Group Committee (SARG) is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The objective of the committee is to provide leadership on the strategic position and direction of Council arising from all external and internal influencers and their impacts resulting from various sources including:

- International developments
- Governmental Reforms
- Council vision and strategic direction
- Internal review of organisational structure
- Budgetary and/or financial funding changes
- Audit findings and recommendations

Scope may include:

- Strategic direction
- Council strategic plans and policies
- Long Term Financial Forecasts
- Council Performance Management, Measurement, Benchmarking
- Strategic Staffing Initiatives
- Strategic Asset Management
- Facilities including office and residential accommodations

### 2. Term

The Strategic Advisory Reference Group Committee is effective from 1 August 2020 until terminated by Council.

### 3. Membership

Members shall be:

- The Mayor – **Cr P Mosby**
- The Chairs of Council's other standing committees
  - Culture, Arts, Land and Heritage Committee – **Cr Noah**
  - Governance and Leadership Committee – **Cr Lui**
  - Economic Growth Committee – **Cr Stephen**
  - Housing, and Safe and Healthy Communities Committee – **Cr Fell**
  - Climate Change Adaption and Environment Committee – **Cr H Mosby**

The respective chair of the five other standing committees may appoint another member of the specific committee to act as a proxy and attend meetings of the SARG Committee, if the committee chair is unavailable to attend a meeting of the SARG Committee.

The Mayor will be the chair of the Strategic Advisory Reference Group Committee.

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

#### **5. Meetings**

The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

The Committee may nominate one (1) Councillor to be an alternate member in the case of absence of one or more Councillor members from a Committee meeting. The alternate member must be endorsed by Council resolution. The alternate member is the only permissible proxy for the Councillor members.

Meeting quorum shall be the chair plus three members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

#### **7. Executive Support**

**Executive Officer assigned to Committee:** Chief Executive Officer

The Chief Executive Officer; Executive Director, Financial Services; Executive Director, Community and Building Services; Executive Director, Engineering Services; and Executive Director, Corporate Services will attend meetings of the Strategic Advisory Reference Group Committee.

Other officers will be invited to attend as required.

#### **8. Administrative Support**

Administrative support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*