

1. FUNCTION

The function of the steering group is to enable an informal process of liaison between the QAC Board and the QLDC Councillors to workshop expectations and intentions in QAC's development of the QAC Statement of Intent commencing 1 July 2020 (hereafter referred to as the 'SOI').

2. ROLE

The role of the steering group is to guide the development of the SOI through its key milestones and will convene at the following stages:

- a. In advance of the preparation of a statement of expectations (to be prepared by the QLDC Chief Executive) to workshop key issues of focus for the SOI.
- b. On receipt of the draft SOI from QAC before it is workshopped with the full Council to ensure alignment with the statement of expectations and any outcomes from the social impact assessment, economic impact assessment and the spatial plan work.
- c. If required, on receipt of the final SOI, ahead of it being reported to Council for its agreement.

The steering group will not have any authority to bind the Council or the QAC Board. Rather, its purpose will be to represent the views of the broader Council and the QAC Board to ensure that there is an open, collaborative and transparent approach to the preparation of the SOI.

The steering group may meet at the request of the Chair to address issues or resolve differences during the preparation of the SOI, noting that each party has distinct legal obligations and that full agreement may not be possible and no binding decisions can be made.

Steering group members will be entitled to participate in decision-making processes in relation to the SOI for their respective organisations.

3. ROLE OF MEMBERS IS:

To represent to the best of their ability the views and expectations of Council and the QAC Board respectively.

4. GENERAL

MEMBERSHIP

The steering group will consist of four elected Council members and three QAC Board members (including the Mayor and Chair) and the two Chief Executive Officers.

Meetings will also be attended by executive staff in support and as required, including the QLDC and QAC General Managers Finance and the QLDC and QAC General Managers Corporate Affairs.

CHAIR

The Chair will be the Mayor and the Deputy Chair will be the QAC Chair.

SCHEDULE OF WORK

Along with support from staff, the steering group will ensure that the SOI reflects the new provisions in the Local Government Act 2002 both in respect of process and the content.

Ensure the SOI meets the purpose of an SOI in the Local Government Act 2002 which is to:

- a. State publicly the activities and intentions of the CCO for the year and the objectives to which those activities will contribute;
- b. Provide an opportunity for shareholders to influence the direction of the organisation and;
- c. Provide a basis for the accountability for the directors to their shareholders for the performance of the organisation.

Consider whether Council should require QAC to prepare additional plans as set out in section 64A.

Consider the potential agreement points and potential content of a statement of expectations (prepared in accordance with section 64B. Consider and agree an appropriate format for the 2021-2023 SOI to ensure it will address all of the issues that are important to the shareholders

Notably the steering group must ensure appropriate consideration in relation to environmental sustainability/climate change and agree how this topic will be covered in the SOI.

As already noted, the steering group cannot make decisions. The workshops will be informal to enable free and frank discussion. Staff will lead a schedule of discussion points but the meetings will not be subject to any agenda or minutes.

FREQUENCY OF MEETING

Meetings will align with key milestone deliverables as outlined.

PROXIES TO MEETINGS

Members of the steering group can nominate a proxy (to be agreed with the Chair or in the case of the Chair being unavailable, the Deputy Chair). Note there are no voting rights associated with members and a proxy would simply replace another member in discussions.

TENURE

If the steering group proves a successful liaison group, the Chair and Deputy Chair may recommend to the Council and the QAC Board that the steering group should continue to meet quarterly or at a determined alternative frequency.