



## NOTICE OF COUNCIL MEETING

In accordance with Section 254C of the *Local Government Regulation 2012* this notice is to advise that the Trustee Council and Ordinary Council Meetings for the month of July 2024 will be held on **Erub (Darnley Island), Torres Strait**, as follows:

**Wednesday, 24 July 2024**  
(Trustee Meeting – 9.00am to 10.30am)  
(Ordinary Meeting – 10.30am to 5.00pm)

The attendance of each Councillor is requested.

**The meeting will be held at the TSRA Ranger's Facility on Erub.**

All agenda papers for both meetings (excluding Closed Business papers) will shortly be available on Council's website and can be accessed by clicking on the link below:

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

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

18 July 2024



# ORDINARY MEETING 24 JULY 2024

# AGENDA

**Time:** 10.30am to 5.00pm

**Venue:** TSRA Ranger's Facility, Erub (Torres Strait)

## ORDER OF BUSINESS

10.30am	<p>A. WELCOME &amp; QUORUM CONFIRMATION   ACKNOWLEDGEMENTS   OPENING PRAYER   OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p>D. LIVE STREAM</p> <p><b>1. CONFIRMATION OF MINUTES (25 JUNE 2024)</b></p> <p>1.1. Update on Action Items from Previous Meetings</p> <p><b>2. MAYORAL REPORT</b></p> <p><b>3. CHIEF EXECUTIVE OFFICER REPORTS</b></p> <p>3.1. CEO Monthly Report (July 2024)</p> <p>3.2. Masig Statement Taskforce – Terms of Reference</p> <p><b>OFFICER REPORTS FOR DECISION</b></p> <p><b>4. BUILDING SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>5. COMMUNITY SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>6. CORPORATE SERVICES DIRECTORATE</b></p> <p>6.1 Community Grants Program Allocation (June 2024)</p> <p>6.2 Funding Acquisition Report (June 2024)</p> <p>6.3 TSIRC Standing Committee &amp; Advisory Committees</p> <p>6.4 Policy Review: Standing Orders Policy; Meeting Procedures Policy; Advertising Spending Policy; Acceptable Requests and Communication Protocol Policy</p> <p>6.5 2025-2030 TSIRC Corporate Plan – Community Consultation</p> <p>6.6 2024-25 TSIRC Operational Plan</p> <p><b>7. ENGINEERING SERVICES DIRECTORATE</b></p> <p>Nil.</p>
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## **8. FINANCIAL SERVICES DIRECTORATE**

- 8.1 Financial Dashboard Report (June 2024)**
- 8.2 Contractual Matter – QBuild Approvals Under Delegation**
- 8.3 Auditor-General's Observation Report on the Interim Audit for the Year Ending 30 June 2024**
- 8.4 2024-25 Original Budget**
- 8.5 2024-25 Waste Management Utility Charges**
- 8.6 2024-25 Sewerage Utility Charges**
- 8.7 2024-25 Water Utility Charges**
- 8.8 2023-24 Estimated Statement of Financial Position**

## **9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

## **10. BUILDING SERVICES DIRECTORATE**

- 10.1. Forward Remote Capital Program – Approval of Funds to Commence Construction on Two Modern Methods of Construction Dwellings**  
*[Reason for closed discussion: This report relates to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.]*

## **11. COMMUNITY SERVICES DIRECTORATE**

Nil.

## **12. CORPORATE SERVICES DIRECTORATE**

- 12.1. Loban Marine Pty Ltd: Extension of Provision of Ferry Service Subsidy for Transportation Between Hammond Island and Thursday Island**  
*[Reason for closed discussion: This report is presented in the closed meeting of the Council under section 254J of the Local Government Regulation 2012, to discuss matters of the following nature:*  
*(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.]*

## **13. ENGINEERING SERVICES DIRECTORATE**

- 13.1. Award Tender No.TSIRC 2023-604 Badu Island Reservoir Main Construction**  
*[Reason for closed discussion: This report relates to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.]*
- 13.2. Information Report - Capital Works (July 2024)**  
*[Reason for closed discussion: This report relates to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.]*

	<p><b>14. CHIEF EXECUTIVE OFFICER</b></p> <p><b>14.1. Grafton Street (Cairns) Lease</b></p> <p><i>[Reason for closed discussion: This report is presented in the closed meeting of the Council to discuss matters of the following nature:</i></p> <p><i>(f) matters that may directly affect the health and safety of an individual or a group of individuals.</i></p> <p><i>(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.]</i></p> <p><b>15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION</b></p> <p><b>16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION</b></p> <p><b>17. MATTERS ARISING</b></p>
	<p><b>18. INFORMATION REPORTS</b></p> <p><b>18.1. BUILDING SERVICES – Building Services Update (June 2024)</b></p> <p><b>18.2. COMMUNITY SERVICES – Community Services (June 2024)</b></p> <p><b>18.3. CORPORATE SERVICES – Corporate Services (June 2024)</b></p> <p><b>18.4. ENGINEERING SERVICES – Water &amp; Wastewater (July 2024)</b></p> <p><b>18.5. ENGINEERING SERVICES – Engineering Operations (July 2024)</b></p>
5.00pm	<p><b>19. NEXT MEETING – 21 AUGUST 2024 (Microsoft Teams)</b></p> <p><b>20. CLOSE OF MEETING &amp; PRAYER</b></p>



## ORDINARY MEETING

24 JULY 2024

Agenda Item

1

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### CONFIRMATION OF MINUTES / ORDINARY COUNCIL MEETING (25 JUNE 2024)

#### **OFFICER RECOMMENDATION:**

Council confirms the Minutes of the Ordinary Meeting held on 25 June 2024.

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#### **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 Council Consideration:**

The previous monthly Ordinary Council meeting was held on 25 June 2024.

Section 254F(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 Council, the confirmed Minutes will replace the draft Minutes on the Council website.

**COMPLIANCE / CONSIDERATIONS:**

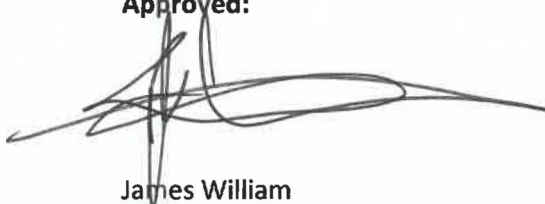
<b>Statutory:</b>	Section 254F(4) of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> ) Delivery 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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting

**Other Comments:**

Nil.

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Draft Minutes of the Ordinary Council Meeting on 25 June 2024.



ORDINARY MEETING  
25 JUNE 2024

# MINUTES

**Time:** 9.42am

**Venue:** Microsoft TEAMS Meeting ID: 480 741 570 963  
Passcode: CUCYFW

**PRESENT:**

Division 2 – Dauan	Cr Torenzo Elisala
Division 4 – Mabuiag	Cr Keith Fell
Division 5 – Badu / <b>Deputy Mayor</b> / Chairperson	Cr Ranetta Wosomo
Division 6 – Arkai (Kubin), Mua Island	Cr Iona Manas
Division 7 – Wug (St. Pauls Community), Mua Island	Cr John Levi
Division 8 – Kirirri (Hammond)	Cr Seriaiko Dorante
Division 9 – Iama	Cr Aggie Hankin
Division 10 – Warraber	Cr Kabay Tamu
Division 11 – Poruma	Cr Francis Pearson
Division 12 – Masig	Cr Ted Mosby
Division 14 – Erub	Cr Nixon Mye

**APOLOGIES:**

<b>Mayor</b>	Cr Phillemos Mosby
Division 1 – Boigu	Cr Dimas Toby
Division 3 – Saibai	Cr Chelsea Aniba
Division 13 – Ugar	Cr Rocky Stephen
Division 15 – Mer	Cr Bob Kaigey

**OFFICERS:**

<b>Chief Executive Officer</b>	Mr James William
Executive Director Community Services	Mr Dawson Sailor
Executive Director Corporate Services	Ms Susanne Andres
Executive Director Engineering Services	Mr David Baldwin
Executive Director Financial Services	Ms Hollie Faithfull
Executive Support Coordinator	Ms Sharon Russell
TSIRC Secretariat	Mr Darryl Brooks

➤ *The Deputy Mayor (Cr Ranetta Wosomo) chaired the Council Meeting in the absence of the Mayor who had another commitment.*

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

The Deputy Mayor (Cr Ranetta Wosomo) welcomed Councillors to the Ordinary Council meeting for the month of June 2024, noting that a quorum of members were present.

**B. NOTING OF APOLOGIES**

The following apologies were noted by Council:

Mayor	Cr Phillemon Mosby – <i>prior commitment</i>
Division 1 – Boigu	Cr Dimas Toby – <i>TSRA commitment</i>
Division 3 – Saibai	Cr Chelsea Aniba – <i>TSRA commitment</i>
Division 13 – Ugar	Cr Rocky Stephen – <i>TSRA commitment</i>
Division 15 – Mer	Cr Bob Kaigey – <i>TSRA commitment</i>

Resolution

#C24-28/2024-06/B:1

CR MANAS / CR HANKIN

**Council accepts the apology of the Mayor for the June 2024 Ordinary Council Meeting.**

**CARRIED UNANIMOUSLY**

Resolution

#C24-28/2024-06/B:2

CR FELL / CR ELISALA

**Council accepts the apology of Cr Dimas Toby for the June 2024 Ordinary Council Meeting and approves the payment of the Councillor's Monthly Meeting Allowance.**

**CARRIED UNANIMOUSLY**

Resolution

#C24-28/2024-06/B:3

CR TAMU / CR PEARSON

**Council accepts the apology of Cr Chelsea Aniba for the June 2024 Ordinary Council Meeting and approves the payment of the Councillor's Monthly Meeting Allowance.**

**CARRIED UNANIMOUSLY**

Resolution

#C24-28/2024-06/B:4

CR MYE / CR ELISALA

**Council accepts the apology of Cr Rocky Stephen for the June 2024 Ordinary Council Meeting and approves the payment of the Councillor's Monthly Meeting Allowance.**

**CARRIED UNANIMOUSLY**

Resolution

#C24-28/2024-06/B:5

CR FELL / CR MYE

**Council accepts the apology of Cr Bob Kaigey for the June 2024 Ordinary Council Meeting and approves the payment of the Councillor's Monthly Meeting Allowance.**

**CARRIED UNANIMOUSLY**

**C. CONFLICT OF INTEREST DECLARATIONS**

Nil.

**D. LIVE STREAM**

The Deputy Mayor advised Council that the LIVE STREAM of this particular meeting would not proceed.

**1. CONFIRMATION OF MINUTES (30-31 May 2024)**

#C24-28/2024-06/1

CR PEARSON / CR MANAS

**Council confirms the Minutes of the Ordinary Meeting held on 30-31 May 2024.**

**CARRIED UNANIMOUSLY**

**1.1. ACTION ITEMS UPDATE**

The Chief Executive Officer (Mr James William) spoke to this item. Items noted as 'completed' during this update will be deleted from future reports. The update was noted by Council.

**2. MAYORAL REPORT**

Nil.

**3. CHIEF EXECUTIVE OFFICER REPORT**

The Chief Executive Officer (Mr James William) spoke to his report. The report was noted by Council.

**4. DEPUTATION**

Council noted the deputation from the Australian National University (ANU) lead by Ms Jacinta Baragud (Research Officer at the Centre for Heritage and Museum Studies) and Dr Julie Lahn (Fellow at the Centre for Heritage and Museum Studies) in relation to the : [Japan Zenadth Kes Project](#).

Council extended its best wishes to the Project Team for this important work and requested the Project Team provide updates on progress to the Council secretariat.

**5. BUILDING SERVICES DIRECTORATE**

Nil

**6. COMMUNITY SERVICES DIRECTORATE**

Nil

**7. CORPORATE SERVICES DIRECTORATE****7.1 Community Grants Program Allocation (June 2024)**

#C24-28/2024-06/7.1

CR FELL / CR MANAS

The Council resolves to allocate Community Grants Program funding to the following applicants in accordance with the Community Grants Policy:

- (a) For the month of June, Community Grants applications received for the eligible amounts requested for:
  - No Community Grants applications received for the month of June 2024.
- (b) For the month of June, Community Grants applications received and supported by the Divisional Councillors, however, due to insufficient funds of the Divisional Community funding, Council resolves to allocate and consider support from the other Division funds to support these applications:
  - No Community Grants applications received for the month of June 2024.
- (c) During the reporting period no conflict of interests were declared by Councillors.
- (d) Note the grant applications processed Out-of-Cycle, Funeral donations and Funeral Travel Assistance provided in May 2024 in accordance with the Community Grants policy.

***CARRIED UNANIMOUSLY*****7.2 Funding Acquisition Report (May 2024)**

Noted by Council.

**7.3 TSIRC Special Holidays 2025**

#C24-28/2024-06/7.3

CR HANKIN / CR MYE

**Council:**

- (a) Resolves that local Special Holidays which fall on a weekend will not be allocated an additional week-day holiday;
- (b) Resolves that region-wide Special Holidays which fall on a weekend will continue to be allocated an additional week-day holiday;
- (c) Resolves that the Special Holiday declared for the biennial Winds of Zenadth Cultural Festival will apply to Torres Strait-based staff only (not Cairns);
- (d) Endorses the nominated 2025 Special Holidays outlined in the attachment to this report; and



- (e) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to submit the final list for 2025 Special Holidays to the Queensland Government Office of Industrial Relations.

**CARRIED UNANIMOUSLY**

#### 7.4 Works for Queensland (W4Q) Project Recommendations

#C24-28/2024-06/7.4

CR MYE / CR PEARSON

The Council resolves to endorse:

1. the proposed project scope for the Works for Queensland (W4Q) 24-27 funding round; and
2. delegate power to the Chief Executive Officer, pursuant to Section 257 of the *Local Government Act 2009* to submit, approve, finalise and execute any and all matters in relation to this funding application.

**CARRIED UNANIMOUSLY**

#### 7.5 Councillor Remuneration, Reimbursement and Facilities Provision Policy

#C24-28/2024-06/7.5

CR FELL / CR DORANTE

The Council resolves to:

1. Amend and adopt the Torres Strait Island Regional Council's Councillor Remuneration, Expenses Reimbursement and Resources Policy previously adopted by Council, in the terms presented to Council at today's Ordinary Meeting; and
2. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise.

**CARRIED UNANIMOUSLY**

➤ Council meeting suspended from 11.15am to 11.30am to allow Councillors a short break.

#### 8. ENGINEERING SERVICES DIRECTORATE

Nil

#### 9. FINANCIAL SERVICES DIRECTORATE

##### 9.1. Financial Dashboard Report (May 2024)

#C24-28/2024-06/9.1

CR LEVI / CR MYE

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2023-24 year to date, for the period ended 31 May 2024, as required under Section 204 of the *Local Government Regulation 2012*.

**CARRIED UNANIMOUSLY**

➤ In relation to Agenda Item 9.1, the Chief Executive Officer advised that the November 2024 Council Workshop will have a focus on financials.

## 9.2. 2023-2024 Asset Desktop Indexation Results

#C24-28/2024-06/9.2

CR FELL / CR HANKIN

Council resolves to:

- (a) note the percentage increase movements from the asset desktop indexation review conducted by Jones Lang Lasalle; and
- (b) delegate the authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to finalise the 2023/2024 asset desktop indexation review including but not limited to applying the indexation percentages identified in the Jones Lang Lasalle Report in TSIRC's financial records to the various asset classes.

**CARRIED UNANIMOUSLY**

## 9.3. Revenue Policy

#C24-28/2024-06/9.3

CR FELL / CR MYE

That Council resolves:

- i. to amend and adopt the Torres Strait Island Regional Council's Revenue Policy previously adopted by Council, in the terms presented to Council at today's Ordinary Meeting; and
- ii. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise.

**CARRIED UNANIMOUSLY**

## 9.4. Review of Procurement and Ethical Sourcing Policy

#C24-28/2024-06/9.4

CR FELL / CR PEARSON

That Council resolves:

1. To endorse the amended Procurement and Ethical Sourcing Policy appended to this report as Attachment 3.
2. Pursuant to sections 236, 257 and 262 of the *Local Government Act 2009*, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:
  - (a) up to a value of \$500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy;
  - (b) up to an unlimited value for recurring operational expenditure; and

- (c) up to \$1,000,000 excluding GST for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild.
3. The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed \$500,000 excluding GST.
  4. To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2 and 3 above and valued at or above \$200,000 excluding GST.

**CARRIED UNANIMOUSLY**

#### 9.5. Policy Matter – Financial Policies Review

#C24-28/2024-06/9.5

CR FELL / CR LEVI

Council resolves to:

1. amend and adopt the Torres Strait Island Regional Council's:
  - Investment Policy;
  - Debt Policy;
  - Fiscal Governance Policy;
 previously adopted by Council, in the terms presented to Council at today's Ordinary Meeting; and
2. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policies as they arise.

**CARRIED UNANIMOUSLY**

➤ *Council meeting suspended from 12.45pm to 1.40pm for lunch break.*

#### 10. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2024-06/10

CR MYE / CR FELL

The Council 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**

#### 11. ENGINEERING SERVICES DIRECTORATE

##### 11.1 FUNDING MATTER – 2024/25 ATSI TIDS IAMA AERODROME SAFETY IMPROVEMENTS

*[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 covers "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."]*

#C24-28/2024-06/11.1

CR FELL / CR MANAS

That Council resolves:

1. Upon formally receiving the funding agreement, enter into the proposed funding agreement with the Department of Transport and Main Roads (TMR) to the amount of up to \$1,483,000 (excl. GST), administered through the ATSI TIDS Program for the Iama Island Airport, safety improvements project, subject to formalising a funding agreement; and
2. Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
  - power to make, amend or discharge the Funding Agreement for TMR ATSI TIDS 2024/2025; and
  - power to negotiate, finalise and execute any and all matters associated with or in relation to this project and agreement including without limitation any options and/or variations.

**CARRIED UNANIMOUSLY****11.2 FUNDING MATTER – TSIRC.0031.2223G.REC – DRFA REPA BETTERMENT**

*[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 “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.”]*

#C24-28/2024-06/11.2

CR FELL / CR PEARSON

That Council resolves:

1. To enter into the proposed funding agreement, TSIRC.0031.2223J.REC for Disaster Recovery Funding Arrangement (DRFA) & Reconstruction of Essential Public Assets (REPA) AND Category D Betterment, administered by Queensland Reconstruction Authority (QRA) in relation to Council’s submission of TSIRC.0031.2223J.REC for grant sum of up to \$1,136,482.58 (excl. GST); and
2. Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
  - power to make, amend or discharge the agreement, and,
  - power to negotiate, finalise and execute any and all matters associated with or in relation to this funding agreement including without limitation any options and/or variations.

**CARRIED UNANIMOUSLY****11.3 FUNDING MATTER – TSIRC.0032.2223G.REC – DRFA REPA BETTERMENT**

*[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 “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.”]*

#C24-28/2024-06/11.3

CR MANAS / CR FELL

**That Council resolves:**

1. To enter into the proposed funding agreement, TSIRC.0032.2223J.REC for Disaster Recovery Funding Arrangement (DRFA) & Reconstruction of Essential Public Assets (REPA) AND Category D Betterment, administered by Queensland Reconstruction Authority (QRA) in relation to Council’s submission of TSIRC.0032.2223J.REC for grant sum of up to \$5,658,030.47 (excl. GST); and
2. Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
  - power to make, amend or discharge the agreement, and,
  - power to negotiate, finalise and execute any and all matters associated with or in relation to this funding agreement including without limitation any options and/or variations.

**CARRIED UNANIMOUSLY**

#### 11.4 INFORMATION REPORT – Capital Works

*[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 “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.”]*

The report was noted by Council.

#### 12. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2024-06/12

CR FELL / CR PEARSON

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

**CARRIED UNANIMOUSLY**

#### 13. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

Council formally resolved the decisions taken in relation to Agenda Item 11 above.

#### 14. MATTERS ARISING

##### (a) Request for Update on Delivery of Garbage Trucks (Cr Keith Fell)

The Executive Director Corporate Services (**Ms Susanne Andres**) made the following comments:

- 2 x small vehicles ready for transport to Iama and Dauan. Seaswift currently has a backlog and a July 2024 delivery is expected;
- 2 x large vehicles (brought at auction) are going to Erub and Badu are currently in transit by Seaswift (left Cairns on 17 June 2024) with delivery expected in the w/e 28 June 2024;
- training for on-ground staff on the operation of those vehicles is currently being organised;
- release dates for the remaining vehicles from the Gold Coast City Council remain unclear, however, several vehicles are anticipated to be released to TSIRC over the next two months;
- one of those vehicles will be released to Division 4 (Mabuiag).

Cr Fell reminded Council that the impact of non-working garbage trucks is stretching workforce capacity (and safety is an issue) on-ground as more workers are required to provide a manual handling service.

(b) Fuel Bowser Matter (Cr Francis Pearson)

Urgent protection of bowzers during harsh weather periods (*Kuki*) is required. In relation to Poruma, a permanent cover is preferred, however a slide-over cover will suffice in the interim.

The Executive Director Corporate Services (**Ms Susanne Andres**) advised that the Council's Fuel and Fleet Manager (Mr Brenden Hall) will be on Poruma in the w/b 1/7/24 and recommended that Cr Pearson raise these concerns with him during that time.

**15. INFORMATION REPORTS**

- 15.1. BUILDING SERVICES: Building Services Update (May 2024)**
- 15.2. COMMUNITY SERVICES: Community Services (May 2024)**
- 15.3. CORPORATE SERVICES: Corporate Services Information Report (May 2024)**
- 15.4. ENGINEERING SERVICES: Monthly Water & Wastewater Report (June 2024)**
- 15.5. ENGINEERING SERVICES: Engineering Operations**

#C24-28/2024-06/15

CR ELISALA / CR FELL

**Council notes the Information Reports.**

***CARRIED UNANIMOUSLY***

**Cr Keith Fell** requested improvements in the regularity of HF Radio testing across the Divisions.

**Cr Seriako Dorante** sought clarification in relation to Hammond Island Child Care Centre and whether Queensland Health has a formal agreement to use the Centre space. The **Executive Director Community Services** confirmed that an agreement is in place and will provide relevant information to Cr Dorante out of session.

**16. NEXT MEETING – 24 JULY 2024 (Erub)**

Noted by Council.

# 17. CLOSE OF MEETING & PRAYER

The Chief Executive Officer (**James William**) made an observation that for the first time in the Council’s history the June 2024 Trustee and Ordinary Council Meetings were conducted by a female Chairperson and he congratulated the Deputy Mayor on this historic achievement.

This statement was acknowledged with applause and congratulations by Councillors and staff.

The Chief Executive Officer further congratulated all TSIRC Councillors for making this historic achievement possible through their leadership by electing Cr Wosomo as the Deputy Mayor.

The Deputy Mayor thanked the Chief Executive Officer, Executives and staff for their support in the lead-up to the meeting.

The Deputy Mayor formally closed the June 2024 Ordinary Council Meeting at 2.35pm. Cr Levi delivered the closing prayer.

MINUTES CONFIRMED – 24 July 2024

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 24 July 2024

.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 24 July 2024




## ORDINARY MEETING ACTION ITEMS

*[as at 18 July 2024]*

Agenda Item	Action	Action Area	Current Status
May 2024 Mtg AI 16 Items Arising	<p>1. <u>Strategic Briefing for the 10 x TSIRC Priorities &amp; Investment Plan in Council Assets</u></p> <p>Chief Executive Officer to coordinate the preparation of a briefing paper to be presented to the August 2024 Council Meeting on the 10 x TSIRC Priorities and Investment Plan in relation to Council assets to prepare Council for strategic lobbying during the upcoming Queensland State Government election campaign.</p>	Chief Executive Officer	<p>In progress.</p> <p>Asset Investment Plan currently being developed and should be finalized by end-2024.</p> <p>Budget process is being changed as well as looking at advocacy priorities.</p>
May 2024 Mtg AI 5.3 2024/25 Fees and Charges	Council to explore opportunities internal to purchase gas with rental credits etc; and AfterPay facility ( <i>ED Community Services to follow-up</i> ).	ED Community Services	<p>ED Community Services.</p> <p>Ongoing.</p>
May 2024 Mtg AI 3 Mayoral Report	Executive Director Community Services to prepare letter for Chief Executive Officer signature to DSDSATSIP (John Conroy) indicating a timeline for the provision of updated master plans for Hammond Island, Poruma and Iama as these are under an older format.	ED Community Services	In progress. CEO has been in contact with John Conroy around rewording.
Apr 2024 Mtg AI 2.1 Community Grants Program Allocation (Apr 2024)	1. Council's Community Grants Policy to be reviewed as part of the May 2024 Council Workshop agenda.	ED Corporate Services	<p>1. Updated policy to be submitted for Council approval following establishment of SARG.</p> <p>16/07/2024 in progress as above</p>



Agenda Item	Action	Action Area	Current Status
Jan 2024 Mtg  AI 21  Fuel & Fleet Update	1. Executive Director Corporate Services to brief Council on contingency fuel supplies across the TSIRC footprint.	ED Corporate Services	1. TBA, strategy development in 2024/25 with Community Services Directorate. <b>16/07/2024: in progress as above</b>
Oct 2023 Mtg  AI 31 (c)  Business Arising (from Information Reports)	<u>Ugar Dredging Matters (Cr Rocky Stephen)</u>  November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.	ED Engineering Services	Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors. Final report being finalised and likely by end August 2024.  No funding available and likelihood of funds being available is an Advocacy action – subject to Council determined priorities. Likely requirement is \$40m-\$60m.
Sept 2023 Mtg  AI 7 Mayor Report	ED Corporate Services to explore social media options for Councillors to promote TSIRC News.	ED Corporate Services	In progress. <b>Discussed at May Council workshop</b> Requires further development.
July 23 Mtg  AI 34 General Matters	Fuel Depot upgrade/repair for the ageing fuel infrastructure on Arkai (Kubin pods)  <b>Additional action arising from 25 June 2024 Council Meeting:</b>  ➤ Cr Keith Fell reminded Council that contingency plans for fuel supplies at times when there are machine/technology failures needs to be set in place as a matter of urgency, as some communities can at times be without access to any fuel for almost a fortnight. – <b>see above item AI21</b>	ED Corporate Services	<b>Closed.</b> <b>16/07/2024: Pods have been installed</b> 



## MAYORAL REPORT (JULY 2024)

### RECOMMENDATION:

That the Mayoral Report be noted.

### EXECUTIVE SUMMARY:

The Mayoral Report is presented at each Ordinary Meeting of Council and provides highlights of key operational activities undertaken by the Mayor of the Torres Strait Island Regional Council.

### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	N/A
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	N/A
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting

### Other Comments:

This report covers the period June/July 2024.

Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council



**Torres Strait Island**  
REGIONAL COUNCIL

**MAYORAL MONTHLY  
REPORT  
JULY ORDINARY  
MEETING.**

**PERIOD: JUNE | JULY  
2024.**



# MAYOR ENGAGEMENTS

## VERBAL UPDATE

### May/June 2024

- 20 May – 1 June | Council Workshop | Cairns.
- 12 June | community Engagement – Cr. Hankin | Iama.
- 14 June | TS&NPA Climate Resilience Centre – Steering Committee Meeting | Thursday Island.
- 20 June | Masig Statement – GBK Board Meet8ng | Cairns.
- 24 - 25 June | LGAQ Indigenous Leaders Form | Cairns/Yarrabah.
- 26 June | QPS Firxt Nations Division Visit | Cairns.

### July 2024

- 1 – 5 July | NGA & ALGA | Canberra
- 10 July | Torres Shire | Mayor received Award | Thursday Island
- 11 July | Regional Leaders forum on Regional Governance – TSRA & GBK | Thursday Island.
- 15 July | First Nations Digital Inclusion Advisory Group | Thursday Island.
- 18 July | TCICA | Cairns.
- 22 July Together Union - Masig Statement | Cairns
- 24 July | Council/ Trustee Meeting | Erub













*Congratulations*  
**PHILLEMOS MOSBY**  
**TORRES STRAIT**  
**NAIDOC**  
PERSON OF THE YEAR



**KEEP THE FIRE BURNING!**  
**BLAK, LOUD AND PROUD**  
7-14 JULY 2024





*Office of the Chief Executive Officer*

*AUTHOR: Chief Executive Officer*

## **CHIEF EXECUTIVE OFFICER REPORT**

### **OFFICER RECOMMENDATION:**

**That Council notes the Chief Executive Officer Report for July 2024.**

---

### **Executive Summary:**

The Chief Executive Officer's monthly report summarises key operational activities undertaken since the previous Council meeting, including any key media activities.

### **1. Highlights**

- ALGA National General Assembly in Canberra – successful meetings held with multiple Ministers & Senators.
- Additional funding for Badu Childcare facility, advocated through ED Community Services.

### **2. Media Coverage**

- Illegal Fishing

### **3. Building Services**

#### **Highlights**

- BSU Total Revenue for 23/24:
  - Tier 1 - approx. \$14.5 m (\$3.5M increase 22/23 FY)
  - Tier 2 - approx. \$13.7m (\$5M increase 22/23 FY)
- Attended Community and PBC meeting in Mabuiag 04 July to discuss new builds - meeting was successful with a briefing note supported to move forward
- Currently working with QFleet to supply 9 new dual cab Utes and a tipper for the delivery of maintenance services within the Torres Strait – fit for purpose vehicles that will be fitted out

#### **Key focus areas for the month ahead:**

- Working with Tech One to further streamline data entry process's that will be automated and will free up Admin and Supervisors time – ongoing.
- Priority on Finalising the Healthy Homes Program stage 1 - 200-300 tasks remaining – This has been a 19month program that should have been delivered within 12months. However, due a number of challenges throughout the program we are wanting to close out as a priority.
- Further PBC meetings to negotiate ILUA's to allow a transitional delivery for new homes, proposing Iama, Erub, Warraber and Saibai.
- Meet with funding partners to discuss improvements to the delivery of this year's upgrades and Homeownership program (bulk tenders, package tenders, accurate scoping, forward planning - Roof replacements etc).



## 4. Community Services

### Highlights:

#### Childcare

- Successful Grant applications 3.5M for Childcare Centres consists of the following:
  - 2.8M Capital – upgrade Aragon (Badu) Childcare
  - 153k Capital (Aircon) Aragon (Badu) Childcare
  - 330k Capital – Roof Replacement Aragon Childcare
  - 330k Capital – Roof Replacement Hammond Afterschool Care
- Lease Agreement meeting didn't proceed (PBC unavailable). A temporary license communication sent to PBC Directors

#### Housing

- Clara resumed Manager Housing role and revisiting rental payment plans and unpaid rents. Report to Management by end of July 2024.

#### Divisional Admin

- Concerns from Community members on prices of Gas. Matters are dealt with at Managers level as they were provided with supporting communications from Corporate and Finance
- Internal Audit preparation for 3 Divisions.
- End of financial year finalization and prep for the new financial year

### Key focus areas for the month ahead:

- Housing Rental Debt recovery
- Health & Environment – Asbestos
- Structure and Workforce focus to meet operational requirements
- Gather + Grow – commence project on food security across the region
- Digital Inclusion – Audit of infrastructure and resources; survey (continued)

## 5. Corporate Services

### Highlights:

- Planning commenced for the Alternative and Improved Transport Feasibility study for Dauan and Ugar
- Completed land assessments for AACAP projects for Poruma, Warraber and Erub
- Formal commencement of negotiations for the Certified Agreement
- Starlink equipment received and shipped to each divisional office
- Fiscal year capitalisation and 15-year fleet forecast
- Finalised 2024-25 Communications Plan
- Corporate Services team visit to Hammond, Warraber, Kubin and St Pauls

### Key focus areas for the month ahead:

- Finalise Telstra assignment of leases over the Amplitel
- Deliver Health and Safety Representation (HSR) training
- Installation of Starlink equipment
- Continuous delivery of replacement vehicles, update branding of vehicles with current and larger logo
- Finalise community engagement plan for Corporate Plan preparation

## 6. Engineering Services

### Highlights:

- Saibai road design works complete and tendered out to market.
- \$40M Commonwealth Marine Funding Agreement being entered into.
- Manager Engineering Operations Travelled with new Manager Fuel/Fleet to a number of divisions assist familiarization with fleet and fuel on-island status and option.
- Erub and Mabuiag Road Funding agreements being entered into.
- Lama Airport Safety/Infrastructure Funding agreement entered into.
- Project Management Support Engaged to assist with the \$40M Marine Project.
- Masig seawalls construction – altered methodology, addition staff input on project (2 operators from Poruma and Badu).

### Key focus areas for the month ahead:

- Accelerated start/Kick-off of the \$40M marine project, noting project size and ambitious time frames.
- Review, monitoring and support for the Masig seawalls project.
- Warraber Sand harvesting and other project related works (finalise design, planning, In-house bid) for seawalls project.
- Tenderers site inspection and receiving tenders for the Saibai Road project.
- Design works to be urgently undertaken for the newly recently secured funding of approx. \$10M for Mabuiag Road/culvert, Erub Road, Poruma and Lama aerodrome safety improvements.
- Badu Water – reactivate project on the assumption the \$500K own sourced funds is approved in council's budget – noting TSIRC now has an extension for the current Building Our Regions State \$500K funding for that project. Tenders being reviewed and possible inclusion in July Council meeting.
- Badu Wharf – review repairs/part replacement works and assess possible approach for other communities if deemed applicable.

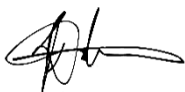
## 7. Financial Services

### Highlights:

- Engagement of ADO & CO Pty Ltd to undertake Organisational practices and financial review
- T1 system rollover for EOFY
- EOFY processing before collating financial statements
- Implemented new procurement delegation levels & request for quote threshold
- Development of Capital Investment Plan in conjunction with JLL

### Key focus areas for the month ahead:

- 23/24 Financial Statements Preparation
- Go-live for payroll in CiA
- Finalisation of 24/25 budget – adopted July Ordinary Meeting
- Commence drafting new Procurement Procedures
- Commencement of Phase 1 of the Organisational practices and financial review



James William  
Chief Executive Officer



**DIRECTORATE:** Office of the CEO

**AUTHOR:** Executive Director Corporate Services

## **MASIG STATEMENT TASKFORCE – TERMS OF REFERENCE**

### **OFFICER RECOMMENDATION:**

That Council:

1. Endorses the recommended Terms of Reference for the Masig Statement Divisional Taskforce;
2. Request the Chief Executive Officer to develop and implement an Action Plan outlining the support from Council to this group;
3. Encourage all Councillors to use the Masig Statement as the starting point for engagement and dialogue with local, regional, government and non-government stakeholders.

---

### **EXECUTIVE SUMMARY:**

Council is asked to consider the adoption of the recommended Terms of Reference for the Masig Statement Divisional Taskforce.

The Divisional Taskforces are independent of Council and not funded by Council. As such, the Terms of Reference presented are a recommendation to the Taskforce.

### **INTERESTED PARTIES/CONSULTATION:**

Mayor  
Councillors  
Chief Executive Officer

### **BACKGROUND:**

Council has been working since 2022 on advancing the Masig Statement which was endorsed in August 2022. Several Council workshops on the topic were held between November 2022 and May 2024.

The previous Strategic Advisory Reference Group discussed progress at meetings in 2023. At the July 2023 ordinary meeting, Council agreed on establishing a taskforce which consists of community members to represent communities and spearhead the Masig Statement and ensure the three LGAs (TSIRC, Torres Shire Council and Northern Peninsula Regional Area Council) continue the advocacy on achieving objectives of the Masig Statement. Council also submitted a motion to the Local Government Association of Queensland for consideration at its 2023 Annual Conference, however, the LGAQ Agenda Committee rejected the proposed motion.

In addition, at its ordinary meeting in January 2024 Council resolved the following:

**16. CORPORATE SERVICES: Advancing the Masig Statement**

**RESOLUTION**

Moved: Cr Ranetta Wosomo

Second: Cr Kabay Tamu

**Council:**

1. Adopts the report entitled "Advancing the Masig Statement - a 100 year journey to Ailan governance" and expresses appreciation to the report's author Ms Sandy Killick of Democracy Matters;
2. Requests the Chief Executive Officer to strengthen the report by describing the process of drafting, agreeing and endorsing the Masig Statement which would allow regional stakeholders to identify with the document;
3. Adopts the Masig Statement Action Plan;
4. Requests the Chief Executive Officer to allocate action responsibilities to relevant officers for further development of the actions, outcomes and timing;
5. Requests the Chief Executive Officer to incorporate the report findings into relevant strategic Council documents including the next version of Council's Corporate Plan;
6. Requests the Chief Executive Officer to prepare and submit to Council, a three-year Advocacy Strategy with a clear focus on the Commonwealth Government's next election to secure support/commitment to meaningfully advance the attainment of Masig Statement objectives no later than the end of May 2024;
7. Requests the Chief Executive Officer to prepare and submit to Council, a three-year Community Engagement Strategy (including activation of the regional Taskforce) to engender community awareness and enduring commitment to meaningfully influence relevant Commonwealth and State Government policy and financial settings no later than the end of May 2024;

**MINUTES: Ordinary Council Meeting – January 2024**

*[Confirmed @ February 2024 Ordinary Council Meeting]*

- 
8. Requests the Chief Executive Officer to change Council's website to include a dedicated page called "The journey to Ailan sovereignty by 2037" no later than the end of May 2024, with the web page to include promotion of the Action Plan, the Advocacy Strategy and the Community Engagement Strategy and that the case study 'Delivering climate suitable, healthy and affordable housing the Ailan way' be published as an example of a 'look, listen, adapt approach' and that other case studies using the Ailan Way be added over time;
  9. Requests the Chief Executive Officer to include adequate provision in the draft 2024/25 operational budget to facilitate the implementation of relevant stages of the Action Plan and the implementation of the Advocacy Plan and the Community Engagement Plan;
  10. Requests the Chief Executive Officer to report to Council post-election on the merit of establishing a role for one of Council's Standing Committees to monitor progress on advancing the Masig Statement.

**CARRIED UNANIMOUSLY**

Council also adopted the *Advancing the Masig Statement Action Plan* at the January 2024 meeting, *Attachment 1*. The report mentioned in item 1 above was updated at the Council workshop in May 2024 in collaboration with Democracy Matters who facilitated the workshop session. The updated report can be found in *Attachment 2*. This report and its previous iterations record the current and recent phase of the journey and is a sound reference document to guide Council and community for the future.

Most of the Council Divisions have completed their signing of the Masig Statement and appointed their community representatives for their respective Masig Statement taskforces. Council now wants to consider the Terms of Reference (ToR) for the taskforces. A Draft ToR has been prepared for Council consideration and approval, see *Attachment 3*. These ToRs are recommendations, but not enforceable by Council as the Taskforce is not a Committee of Council, but an independent community body. It is also not funded through Council.

## COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	Not a statutory requirement.
<b>Budgetary:</b>	No budget allocation has been made to support the Masig Statement Taskforces.
<b>Policy:</b>	Advocacy
<b>Legal:</b>	Not a legislative requirement.
<b>Risk:</b>	There is a distinct risk that communities will expect Council to lead the progress of the Masig Statement. However, this is not a Council responsibility. Mitigation strategies: It will be critical that clear communication outlines Council's involvement and restrictions. In addition, consideration must be given to community and stakeholder education and sourcing of external funding to establish capacity within community.
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 (Bisnis Plan) This policy strategically aligns to specific delivery objectives: Pillar: Bisnis – Pipol Outcome 4: We are a transparent, open and engaging Council Objectives: Ensure community advocacy and engagement at all levels of government
<b>Masig Statement:</b>	The divisional taskforces have been set up to progress the Masig Statement at a community level
<b>Standing Committee Consultation:</b>	Council Committees not yet established
<b>Timelines:</b>	N/A

## OTHER COMMENTS:

Council has the following options:

1. Endorse the Terms of Reference for the Masig Statement Taskforces; or
2. Not endorse the Terms of Reference for the Masig Statement Taskforces.

### Prepared/Recommended:

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

### Approved:



James William  
Chief Executive Officer

## ATTACHMENTS:

- Attachment 1: *TSIRC's Masig Statement Action Plan priorities (2024-2028) (Version 1.0)*  
Attachment 2: *Democracy Matters – Advancing the Masig Statement – A one hundred year journey to Ailan governance May 2024*  
Attachment 3: *Draft Terms of Reference Masig Statement Divisional Taskforce*

## TSIRC's Masig Statement Action Plan priorities (2024 - 2028) (Version 1.0)

### Purpose

To identify the priorities that need to be actioned on a monthly basis to steadily increase Council's capacity for self governance and strengthen regional autonomy. Over time, the collective impact of these strategies will deliver self determination and regional sovereignty.

### Recommendations adopted by TSIRC at January 2024 meeting

1. TSIRC endorses the priorities in this document at the January 2024 meeting.
2. The groups identified, eg Governance and Leadership Committee, then complete this action plan by adding the actions that must be taken, the timeline for the actions and reporting mechanisms.
3. Reporting must be to Elders, Intergenerational Taskforce and community to ensure accountability to the people of the Torres Strait.

Current state	Comments made at TSIRC workshops in May and November 2023
Where are we now?	<p>Patchy awareness of Masig Statement in TS communities.</p> <p>The Masig Statement must be community centred. Each TSI community must connect meaningfully with the Masig Statement.</p> <p>The Masig Statement is not part of TSIRC's planning and budget processes.</p> <p>Some key stakeholders are in the boat, some are out of the boat.</p> <p>Key stakeholders do not have the same level of information and understanding about the Masig Statement.</p> <p>Sovereignty is misunderstood and is a block for some stakeholders, eg Queensland government.</p>

Priorities	Rationale	Responsibility & core actions
1. The Masig Statement is an everyday business for TSIRC.	The Masig Statement outcomes can only be realised if they become part of the day to day business of community and Council.	<a href="#">Governance and Leadership Committee</a> identifies the most appropriate processes, budgets, events and discussions where the Masig Statement

		should be on the agenda for regular discussion, action and review.
2. Council always has one or two 'Ailan Way - Look, listen & adapt' pilot projects occurring at any time, to help participants 'feel their way forward' towards	Pilot projects involving external stakeholders are the best way to understand how self governance and regional autonomy can work. Pilot projects are powerful because they shift stakeholder's focus from the problem to the solution. A pilot project makes it possible to 'see the future', makes it possible for new forms of agreement making to emerge and helps all stakeholders see how community centred decision-making works and the benefits it offers. Reporting to elders and community members increases accountability.	<a href="#">SARG with CEO and Executive Directors</a> identify pilot projects that can address core and significant issues facing TS people, eg the housing pilot project.  Working on the key challenges facing TS people will deliver the greatest shift towards self determination and regional sovereignty.
3. There is intergenerational understanding and ownership of the Masig Statement.	Intergenerational Task Force members are elected in each community for a set term. They agree on a meeting schedule for listening to the community. They have direct and regular dialogue with Council and external stakeholders to provide feedback, communicate issues, concerns, successes and impact. They are a strong link between community, council and partner agencies.	<a href="#">Governance and Leadership Committee</a> ensures that the Intergenerational Task Forces are operating, understand their purpose and processes are in place to ensure direct and regular dialogue with Council and external stakeholders.
4. Regional dialogue with Torres Shire Council, NPARC, GBK and TSRA identifies existing processes or projects where an 'Ailan Way - Look, listen & adapt' approach can be incorporated.	<i>'Starting something new is appealing, however the important work is fixing existing but broken or underperforming initiatives and organisations.'</i> (Radical Collaboration Guidebook)  Choosing existing processes/projects where a 'Ailan Way - Look, listen & adapt' approach is the most straightforward way of incorporating the Masig Statement goals at regional level.  Piloting a 'Look, listen & adapt' approach allows regional partners to 'feel their way forward' to understand how power needs to be distributed differently and the types of collaboration required for regional autonomy.  Each stakeholder will need to reflect on their own assumptions and actions - are they enabling or disabling progress towards regional autonomy? Reporting to elders and community members helps to reality check solutions and increases accountability to the community.	<a href="#">ROC? TSRA? Regional assembly?</a> <a href="#">To be confirmed</a> To build upon the drafting and signing of the Masig Statement, a dialogue focused on identifying which existing processes or projects are most appropriate for a 'Look, listen & adapt' approach is recommended.  There is a danger of staying at a discussion level for too long and not making any impact. To generate momentum towards 2037, it is suggested to combine regular dialogue with partners plus trialing a 'Look, listen & adapt' approach.



<p>5. 'Communicating the journey towards 2037' is a core priority.</p>	<p>Communication is a simple yet powerful strategy in the journey towards 2037. The importance of communication is often overlooked and insufficient time is given to it. However, when it is a key priority, it can strengthen people's connection to the Masig Statement and bring new people 'into the boat'.</p> <p>It is strongly recommended that the TSIRC website has a new section called the 'Journey to Ailan Sovereignty by 2037' dedicated to communicating any actions taken to achieve Masig Statement outcomes. For example, celebrations involving the Masig Statement, stories about Ailan Way pilot projects, historical timeline of actions since 1937, stories of ancestral connection to the 100 year journey, existing videos by elders/councilors about the Masig Statement can be consolidated into one place on the council's website.</p> <p><i>"It's like a story - invite everyone to be part of it. Be open, be transparent, don't leave the community out." Wayne Green, TSIRC Executive Director, Building Services housing pilot case study</i></p>	<p><a href="#">Governance and Leadership Committee, Community Services Executive Director, CEO and Council media team</a> work together to identify the most appropriate channels for sharing stories that TSIRC allies can understand and want to be part of. Share stories of small successes or insights frequently. Share stories of hope to keep people engaged and strong until 2037.</p> <p>Engage creative people to share the stories - musicians, story tellers (traditional and digital), artists, social media creatives - of the new system of self governance and regional autonomy growing in the Torres Strait.</p>
<p>6. Stakeholders are curious about, and committed to, collaborating for impact</p>	<p>If the people leading the strategies outlined above aren't willing to open up to the views and challenges of others and to incorporate some of these into what they're doing, then there's not going to be any success. If collaborators accept different perspectives, opportunities, constraints and powers, then conflict and insights will come out in a constructive way.</p> <p><i>"What really helped is a sense of mutuality, equality, and win-win - and an absence of dictating. The biggest lesson for me was how to dissolve boundaries of power relationships when we're working in collaboration, because if the organisations we work with had felt that we were trying to teach them something, then nothing would have worked. I've come to see that impactful shifts often start with a change in mindset - from an "us vs them" mentality to a more collaborative "all of us" approach." (Radical Collaboration Guidebook)</i></p>	<p><a href="#">Governance and Leadership Committee</a> tracks collaboration processes. What enables deep collaboration? What disables it? How can collaborators get the assistance they need to build their capacity for collaboration that will produce long lasting outcomes?</p>



	<p>Achieving the Masig Statement outcomes of self determination and regions sovereignty will feel like radical change for some stakeholders. Working towards 2037 will require deep collaboration and honest reflection. Differences between stakeholders will produce disagreements and discomfort. People will enter a collaboration convinced that they are right and others are wrong. You can't erase these differences and you don't have to: usually it is possible and necessary to advance together in spite of, even because of, such continued differences. If you insist on complete agreement and alignment, you will not be able to advance.</p>	
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*“The way forward to self determination and regional sovereignty will rarely be clear or straightforward. It is not a highway: you can't clear away the obstacles and make a straight road before you start. The only way to advance with speed, scale, and justice is through rapid, disciplined, iterative experimentation.*

*The August 2037 timeline creates pressure for decisive and definitive action, but advances will not always be linear or predictable. Take small steps quickly to learn through trial and error what works, and to build your confidence, capacity, and momentum.”* Adapted from the Radical Collaboration Guidebook (<https://radicalclimatecollaboration.reospartners.com>)

This draft framework was prepared by Sandy Killick, Democracy Matters for TSIRC following the May 2023 workshop.



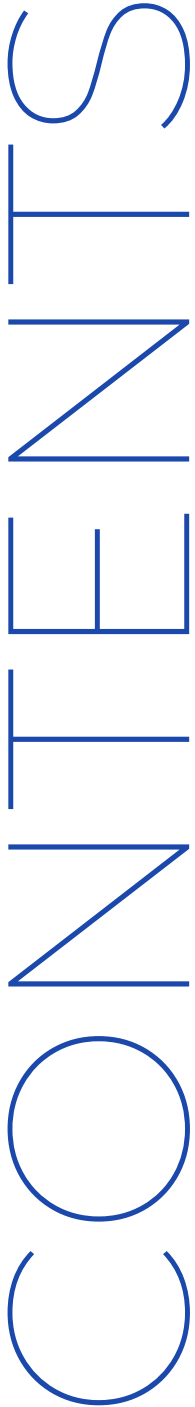
DEMOCRACY  
MATTERS

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# Advancing the Masig Statement

A one hundred year journey to  
Ailan governance

May 2024



01.

Report purpose p 3

02.

Challenges p 4

03.

The 100 year campaign p 7

A key moment - Mabo decision & sovereignty p 7

Case study - A New Deal for Torres Strait

Islander People - HoR report p 8

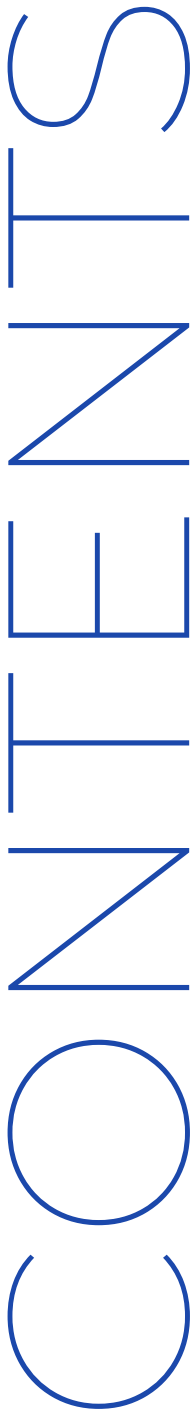
04.

The Masig Statement - Malungu Yangu

Wakay, The Voice from the Deep p 12

05.

The meaning of self determination,  
regional autonomy & sovereign rights p 14



How do Torres Strait Island councillors feel about the Voice from the Deep? p 17

Councillor concerns about realising the Masig Statement p 18

06.

The Ailan Way - Look, listen & adapt p 19

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Next steps to regional autonomy p 20

08.

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09.

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# EXECUTIVE SUMMARY

Pre 1872, the people of the Torres Strait were self-governing with a system of island leaders known as mammooses. The separate island communities were autonomous and independent - they determined their own future - before being annexed by the British Colony of Queensland in 1872 and 1879.

This report documents the determination of past and present Torres Strait Islanders to strike a balance between island-based self-governance and external state/federal governance.

The first call for Ailan Government within a federated Australia was in 1937, at the inaugural Torres Strait Island Councillors Conference on Masig Island. Eighty-five years later, Torres Strait people face the same health, housing, and economic problems raised in 1937. Community discussions and action during the 85th anniversary produced Malungu Yangu Wakay, the Voice from the Deep - the Masig Statement of 2022.

The Masig Statement is a fresh call for self-determination and regional autonomy. Torres Strait peoples have a deep sense of responsibility to future generations, to give them an inheritance of economic, social, and cultural stability.

To appreciate the significance and promise of the Masig Statement, it is necessary to understand Torres Strait Islander history, especially since 1937. Please read the timeline of key interactions between Ailan and western governance (Section 3).

The Masig Statement is a living message from Torres Strait people to all partners - local, state, federal representatives, public servants, private sector allies, and future collaborators. It asks you to follow the Ailan Way - to look, listen, and adapt. This pathway is already delivering housing solutions for Torres Strait communities in 2024.

‘Next steps’ (Section 7) invites each of us to consider the actions that can realize the vision the Masig Statement holds. We must act together to ensure thriving generations from 2037 and beyond.

# 02. CHALLENGES

## OVERGOVERNED

**Torres Strait people are overburdened with federal & state bureaucracy which doesn't meet local needs. Funding goes to bureaucratic overheads & external providers rather than meeting community needs.**

### INADEQUATE ESSENTIAL SERVICES

**Service provision by external agencies leads to service inefficiencies, duplication, gaps, declining well being & further dilution of autonomy.**

### LIMITED EMPLOYMENT & TRAINING OPPORTUNITIES

**Job opportunities are lost when external contractors & businesses provide services. Public sector roles do not offer career development.**

### SIGNIFICANT HEALTH PROBLEMS

**Poor outcomes caused by very limited access to GPs + specialists + diagnostics, limited fresh food supply. Non TSI professionals recommend culturally inappropriate solutions.**

### UNMET HOUSING & INFRASTRUCTURE DEMANDS

**High cost of contractor built housing & equipment maintenance. Limited housing & office supply. Port & airport infrastructure maintenance costly & inadequate. Telecommunications connectivity inconsistent across the islands.**

# 02. CHALLENGES

## **LOSS OF ECONOMIC SELF RELIANCE**

**Commercial fishing profits go out of the region. Few Torres Strait Islanders are employed in this industry. Strong reliance on federal & state funding. Economic independence is a building block for regional autonomy.**

## **TRANSPORT SAFETY CONCERNS**

**Inconsistent aviation regulation on aircraft maintenance creates unsafe air transport for community + visiting specialists. Airstrip runways are not safe enough to meet new regulations, eg Mer, Erub & Mabuyag.**

## **LOSS OF REGIONAL AUTONOMY**

**Repeal of Community Services (Torres Strait) Act 1984 (Qld) undermined cultural practices & decimated community driven services**

## **AILAN KASTOM MARGINALISED**

**Wide dispersion of small TSI populations limits recognition & representation. External fishing & tourism services do not reflect traditional practices & customs.**

### 03. THE 100 YEAR CAMPAIGN

The Torres Strait Islands were annexed by Queensland in two stages in 1872 and 1879, making it part of the British colony of Queensland, despite some islands being positioned closer to the New Guinea coast. Federation in 1901 made the Islands part of the State of Queensland.

The 1936 Maritime Strike by Torres Strait Islander workers against the Protector system imposed by the Queensland government was a turning point. It triggered the 1937 Councillors Conference and started a century of persistent and significant action towards self determination.

- August 23, 1937 the inaugural Torres Strait Inter-Islander Councillors Conference on Masig Island makes first formal call for Ailan Government.
- 1939 The second Inter-Islander Councillors Conference lays the ground work for the *Torres Strait Islanders Act 1939*, passed by Queensland parliament. For the first time Islanders are legally recognised as a separate people. Many restrictions from the Protector era still remain.
- 1962 Torres Strait Islanders obtain the right to vote in Federal elections and State elections in 1964.
- 1965 The *Torres Strait Islander Act, 1939* is repealed and replaced by the *Aborigines and Torres Strait Islander Affairs Act*. Almost all the restrictive clauses under the 1939 Act were removed, including the old restrictions on the right to travel to the mainland.
- 1984 Queensland parliament passes the *Community Services (Torres Strait) Act 1984* based on a strong self governance framework.
- 1988 Thursday Island Leaders forum reaffirms self determination.
- Late 1980s TSI cultural leaders reclaim the name of the region with the acronym 'Zenadth Kes' describing the region's winds & geography.
- June 1992 Mabo case: the High Court of Australia finds Meriam people hold traditional ownership of the Mer lands, proving *terra nullius* is false.
- 1994 the Torres Strait Island Regional Authority (TSRA) is established. It is an Australian Public Service agency to support TSI programs.



# 03. THE 100 YEAR CAMPAIGN

## A key moment: 1992 Mabo decision establishes sovereign rights

The Mabo case was heard by the High Court of Australia. It was a ten year legal undertaking led by Torres Strait Islanders Eddie Koiki Mabo, Celuia Mapoo Salee, Sam Passi, James Rice and Father David Passi on behalf of the Meriam people of Dauer, Waier and Mer islands.

*'On 3 June 1992, six of the seven High Court judges upheld the claim and ruled that the lands of this continent were not terra nullius or 'land belonging to no-one' when European settlement occurred, and that the Meriam people were 'entitled as against the whole world to possession, occupation, use and enjoyment of (most of) the lands of the Murray Islands'.*

*'The case presented by Eddie Mabo and the people of Mer successfully proved that Meriam custom and laws are fundamental to their traditional system of ownership and underpin their traditional rights and obligations in relation to land.'* AIATSIS, 'The Mabo Case'

The High Court decision in the Mabo case established:

- that Indigenous Australians have land rights capable of surviving the sovereignty of the Crown;
- a principle of native title rights in Australian common law, and
- led to the development of the *Commonwealth Native Title Act* 1993.

The High Court recognised that Indigenous Australians had lived in Australia for thousands of years and enjoyed rights to their land according to their own lores and customs. In Torres Strait and Aboriginal lore, it is not possible to separate land rights from cultural, economic and social development rights. The UN Declaration on the Rights of Indigenous People confirms the inseparable connection between each type of sovereign right.

The Mabo decision led to Senator John Herron, then Federal Minister for Aboriginal & Torres Strait Islander Affairs, calling for a House of Representatives Standing Committee inquiry into Torres Strait Islanders autonomy in August 1996. The **New Deal for Torres Strait Island People** report was tabled in federal parliament in 1997.

\*Sources: aigi.org.au,

<https://www.abs.gov.au/Ausstats/abs@.nsf/Previousproducts/1301.0Feature%20Article21995>

# CASE STUDY: A NEW DEAL FOR TORRES STRAIT ISLANDER PEOPLE

## 1997 HOUSE OF REPRESENTATIVES INQUIRY REPORT

From 1996 - 1997 the Federal House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs examined the long term social, economic and political problems undermining the well being of the Zenadth Kes communities.

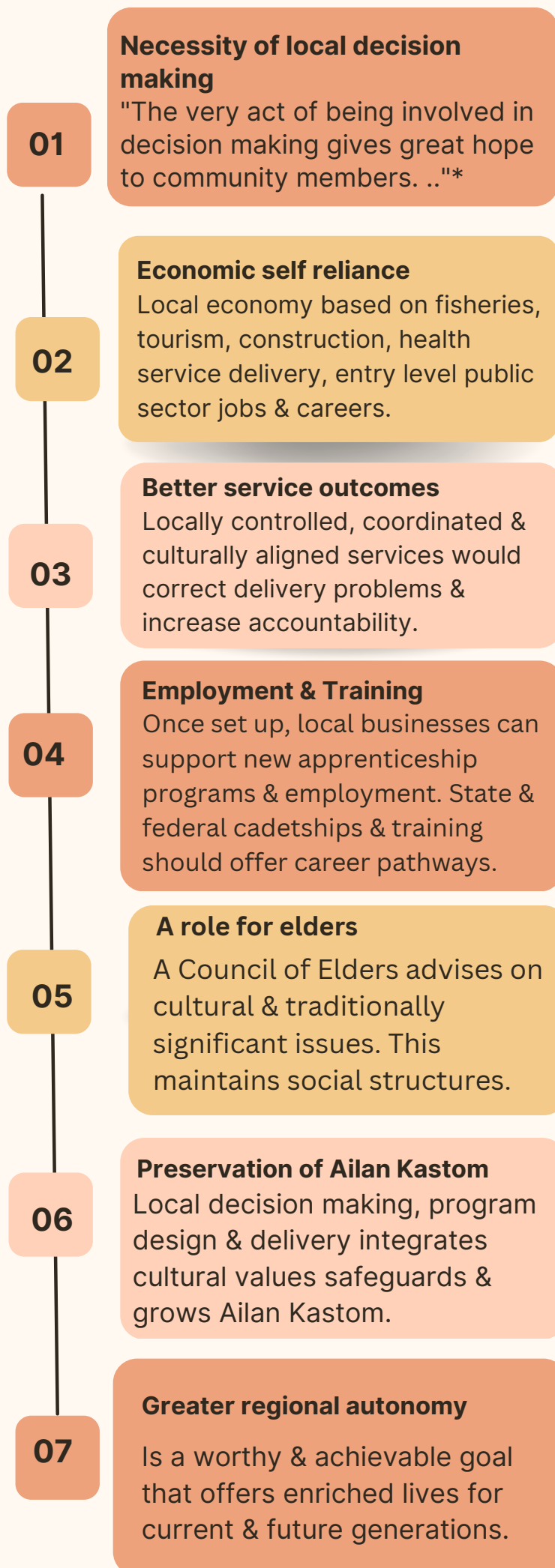
Many of the issues reviewed in 1997 were raised at the 1937 Torres Strait Island Councillors' Conference.

The bipartisan Standing Committee found ethical grounds exist for addressing the problems and that realistic solutions are available.

Their report '***Torres Strait Islanders: A new deal. A report on greater autonomy for Torres Strait Islanders***' highlighted multiple key findings including the fact Australia's federal system does not serve the people of the Torres Strait well:

*"While the distinct levels – Commonwealth, state and local government – provide a satisfactory means of delivering services and allowing democratic representation to most Australians, this has not been so for Torres Strait Islanders. The result for a small, contained and geographically isolated population has been inefficiency, duplication, a lack of services and a dilution of real autonomy." (Page ix)*

## 03. NEW DEAL - KEY FINDINGS



## 03. 100 YEAR CAMPAIGN CONTINUED

- Despite the Standing Committee's strong support for regional autonomy and practical recommendations in the '**Torres Strait Islanders: A new deal. A report on greater autonomy for Torres Strait Islanders**' report, the then Commonwealth Government did not endorse this direction and little impact results from the promising inquiry.
- 2001 Bamaga Accord proposes a new regional governance framework for the Torres Strait, developed by the Greater Autonomy Task Force, initiated by the TSRA.
- 2008 the Queensland Government imposes amalgamation on fifteen TSI councils. Torres Strait Island Regional Council & NPARC are created.
- 2009 TSRA, TSIRC, TSC and NPARC collaborate to develop the Torres Strait and Northern Peninsula Regional Plan Regional Plan: 2009 - 2029.
- October 2011 Queensland Premier Bligh writes to Prime Minister Gillard requesting support for greater regional autonomy for the Torres Strait and to initiate a reform process.
- 2013/2014 discussions about governance reforms are held with Federal Minister Nigel Scullion, Warren Entsch MP, Warren Mundine Chair of Indigenous Advisory Council, plus various Torres Strait and Northern Peninsula stakeholders.
- 2014 Joint Leaders' Forum (Thursday Island) develops a 'One boat' Zenadth Kes Regional Assembly model.
- 2015, the '*One boat' Zenadth Kes Regional Assembly Model for Torres Strait* presented to Prime Minister Abbott. This meeting explores a self governed territory model, similar to Norfolk Island (pre 2016) plus options from New Zealand Government, Fijian Government, ACT/Northern Territory arrangements.

### 03. 100 YEAR CAMPAIGN CONTINUED

- 2015 Federal Minister for Indigenous Affairs, the Hon Nigel Scullion, publicly supports Torres Strait Islanders' aspirations to improve governance arrangements, confirmed by letter December 2nd, 2015.
- July 2016 TSIRC deputation to Queensland Government proposes regional government enacted via legislation.
- 2020 Queensland parliament passes the *Meriba Omasker Kaziw Kazipa (Torres Strait Islander Traditional Child Rearing Practice) Act*.
- 2021 the Zenadth Kes Secretariat Torres Strait Islander Corporation (ZKS) is incorporated under the CATSI Act as Torres Strait Islander Corporation.
- As the 85th anniversary of the 1937 call for 'Ailan Government' approaches, a new statement - the **Masig Statement** - is drafted.
- August 2022 - Torres Strait Islander community elders & members endorse the **Masig Statement**. Northern Peninsula Area Regional Council, Torres Shire Council & the Torres Strait Island Regional Council elected representatives also endorse the statement.
- The **Masig Statement** aligns with Article 3 of the 2007 United Nations Declaration on the Rights of Indigenous Peoples (ratified by the Australian government in 2009). It calls for regional autonomy via self government as well as economic, social and cultural development.
- The Masig Statement requires State and Federal governments to work in partnership by stepping back and adopting a 'look, listen and adapt' approach to enable the community based decision making that sits at the heart of Indigenous governance.

**The Masig Statement offers a culturally united path  
to regional governance by 2037.  
It represents the culmination of a 100 year campaign.**



# THE MASIG STATEMENT

## MALUNGU YANGU WAKAY

### The Voice from the Deep

### 23 August 2022

#### Purpose

To establish principles and parameters on behalf of the peoples of the Torres Strait Island & Northern Peninsula Area to act together in unity, in order to pursue and achieve self-determination and regional autonomy and, in doing so, preserve our distinctive and diverse spiritual, material and economic relations with the lands, territories, waters, coastal seas and other resources with which we have a connection under Ailan Kastom and Aboriginal tradition.

#### Aims

1. In accordance with Article 3 of the United Nations Declaration on the Rights of Indigenous Peoples adopted by the United Nations General Assembly on September 13th 2007 and supported by the Australian Government on 3rd April 2009 and the Preamble of the Human Rights Act 2019 (Qld), we seek to achieve our right to self determination as the people of the Torres Strait and Northern Peninsula Area.
2. By virtue of our sovereign right, we have the right to freely determine our political status and to freely pursue our economic, social and cultural development.



3. In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self determination, we have the right to autonomy or self government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.

4. Therefore, we will create partnerships with Key Regional Stakeholders, the Queensland and Australian governments together with other relevant organisations; to better equip us to work together to achieve our regional goals and aspirations; and in working together as representatives of the peoples of the Torres Strait and Northern Peninsula Area obtain and safeguard our human rights enshrined in international, national and Queensland law.

PAST: 23 August 1937 was the beginning of regional autonomy - the Torres Strait Island Councillors Conference.

PRESENT: 23 August 2022 is the beginning of a new beginning, a culturally united path to regional autonomy - the MASIG Statement.

FUTURE: 23 August 2037 will be the beginning of regional autonomy.

Torres Strait Islander community members started endorsing the statement on August 23, 2022. It has also been endorsed by elected representatives on the Northern Peninsula Area Regional Council, Torres Shire Council & the Torres Strait Island Regional Council. Endorsing the Masig Statement is an ongoing process - community members and partners are invited to sign the statement.



## 05. THE MEANING OF SELF DETERMINATION, REGIONAL AUTONOMY & SOVEREIGN RIGHTS

The Masig Statement uses specific terms - self determination, regional autonomy, self governance, sovereign rights and Ailan Kastom - to paint a picture of the life Torres Strait Islanders want for current and future generations. Acting on these terms will keep Torres Strait culture strong.

**Self determination** is the fundamental right of people to shape their own lives. It means Torres Strait Islanders:

- Have a choice in determining how their lives will be governed.
- Participate in decisions affecting their lives, including a right to formal recognition of group identities, values and beliefs.
- Have control over their lives and future, including their economic, social and cultural development. (1)

**Self governance** is a vital part of self determination. Self governance means having genuine power to make decisions about internal and local affairs. It means taking responsibility for what happens on Torres Strait land and sea. It requires external partners to seek consent from, and be directly accountable to Torres Strait elders and community.

Colonisation, annexation in the late 1800s and state/federal government interactions over many decades delivered top down governance structures and habitual ways of working that don't align with Torres Strait values, beliefs and customs. It will take incremental, positive actions to reestablish self governance between now and 2037.

Incremental steps towards self governance includes:

- entering into agreements or contracts that steadily increase financial independence;
- building strong mechanisms for local control of decision-making or dispute resolution; and
- designing culturally-legitimate governance solutions. (2)

Self governance works for Torres Strait people because they were self governing before 1872. They have practised clan and community based democracy continuously.



## 05. THE MEANING OF SELF DETERMINATION, REGIONAL AUTONOMY & SOVEREIGN RIGHTS

Current examples of self governance include managing the Torres Strait Protected Zone treaty agreement between the border of mainland Australia and Papua New Guinea (PNG), delivering housing services, meeting the needs of fifteen separate communities spread across 42,000 square kilometres of water, maintaining national maritime infrastructure, roads and airports as well as holding community courts and making community by-laws. TSIRC is a non rateable council and finances its work through government funding and fee for service agreements with partners.

**Regional autonomy** means a power sharing arrangement between local decision makers and state/federal authorities. It implies a continuing degree of economic, political and cultural connection with constitutionally recognised authorities. At its strongest level, it can be described as 'internal self-government' within a state. (3) Regional autonomy has cultural, political and economic elements.

The people of the Torres Strait have high levels of cultural autonomy. Ailan Kustom has been recognised by Australian judicial and legal systems. Examples include the Mabo decision which extinguished terra nullius and established native title law and the Meriba Omasker Kaziw Kazipa (Torres Strait Islander Traditional Child Rearing Practice) Act (2020).

Political autonomy is high as well. The Torres Strait is treated as a discrete administrative region by the Queensland Government and the Commonwealth Government(4). Three local authorities govern the region - Torres Shire Council, Northern Peninsula Area Regional Council and the Torres Strait Island Regional Council. They are supported by the Torres Strait Regional Authority (TSRA), an Australian Government statutory authority.

Economic autonomy is being strengthened by trying new structures, processes, enterprises and agreements. Regional autonomy offers Torres Strait communities stability against the flux in government policy and commitment following state and federal elections. Pilot programs can be set up to explore financing autonomous functions.

## 05. THE MEANING OF SELF DETERMINATION, REGIONAL AUTONOMY & SOVEREIGN RIGHTS

Regional autonomy is a formal goal of the Masig Statement and TSRA's Regional Assembly Transition Plan (2018). Establishing a Regional Assembly model of government would enable a greater autonomy to discharge local, state and commonwealth powers in one governing entity, formally recognising the principles of Ailan Kustom and traditional governance systems. (5) The first Inter-Island meeting of Councillors on Masig in August 1937 was the beginning of regional autonomy. It was the beginning of the one hundred year journey to regional autonomy.

The final term to clarify is **sovereign rights**. The Masig Statement declares 23 August 2037 will be the beginning of 'regional sovereignty.' This means Torres Strait Islander communities will be able to exercise the political, economic, cultural and social rights derived from their spiritual and historical connections to land.

The sovereign rights of Torres Strait people are strengthened by the Mabo decision and the Commonwealth Native Title Act (1993). In lore, it is established through continuous connection to country and passing Ailan Kustom from one generation to the next.

Transitioning to self determination and regional autonomy requires relationship building, respect and transparency. This will build community trust in local, state and federal governments.

With imagination and open minds, it will be possible to create ways for law and lore to walk forward together. With commitment, it will be possible to create and administer a mutually acceptable framework of sovereign rights. Working in true partnership will deliver value that cannot be achieved alone.

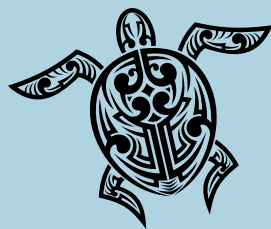
Using a 'look, listen & adapt' approach will put community at the centre of decision making. If all stakeholders commit to an Ailan Way approach (Section 6), self determination, regional autonomy and nation building can become the norm.

# HOW DO TSIRC COUNCILLORS FEEL ABOUT THE VOICE FROM THE DEEP?



*The past and the present are coming together to create our future.*

***Ancestors are awakening.***



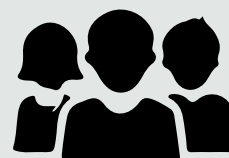
***It's a cry from our region - we have been talking about the same issues for 85 years. .***

*We were at the front of the boat with a bow but no arrow. Now we have the arrow.*



***Sovereignty needs to be realised to overcome poverty, bring resources to communities and give young people a future.***

**It's a voice for the community. A statement of unity. We are working together.**



Insights from  
the Masig  
Statement  
Workshop in  
November  
2022 -  
Figure 1.

# COUNCILLORS CONCERNS ABOUT REALISING THE MASIG STATEMENT



*How might we involve  
younger generations?*

***What can we do when  
stakeholders are not  
listening?***



*How might we hold the  
attention of TSI people  
for 15 years?*

**How can we make the  
Masig statement practical  
in the regions?**



**What is the best way  
to maintain  
resources for this  
work?**

**How do we sing  
with one voice?**



Figure 2 TSI  
Councillor  
concerns,  
November  
2022  
workshop

## 06. THE AILAN WAY - LOOK, LISTEN & ADAPT

The Ailan Way means that all of the parties working on a challenge begin the process by visiting community to **look** at the situation, **listen deeply** to Elders and community members about what is working and what is not, and **adapting** their thinking to find the best solutions to the problem identified from what they have seen and heard.

Elders and community are involved in the process from the beginning to the end, having the wisdom that comes from living with a challenge and making observations throughout the process .



The Ailan Way means our partners will  
**'look, listen and adapt'**  
by visiting community, building  
relationships, being curious about  
what does or doesn't work, and  
designing solutions with us.

*"It's like a story - invite everyone to be  
part of it. Be open, be transparent,  
don't leave the community out."*

Wayne Green, TSIRC Executive Director,  
Building Services



Ailan Way offers housing solutions  
Since July 2022 TSIRC, QBuild and the  
Office of Queensland Government  
Architect have been using a 'look,  
listen, adapt' approach based on three  
principles - community visits to build  
relationships and see properties,  
meeting with tenants and community  
to listen to them, and weekly  
communication to build trust and  
transparency. See the **Journey to  
Regional Autonomy by 2037** section of  
the TSIRC website to track results

*"The principles for Torres Strait... renewal are simple: we need to be able to  
make decisions about social, cultural, economic and environmental  
matters in our region, not just the right to attend advisory meetings which  
may or may not pass our ideas up the line."*

Councillor Getano Lui Junior, 1993 ABC Boyer Lecture,

*"This self determination & regional autonomy campaign must be  
anchored in the community - elders, young people,  
people with different experiences involved."*

Advancing the Masig Statement TSIRC workshop, May 2023

## 07. NEXT STEPS TO REGIONAL AUTONOMY

Taking action is the only way to secure regional autonomy. Collaborate, 'look, listen & adapt' and make the habits below, your own.

- **Act & reflect constantly:** Take action in each term of council. Run experiments, observe what emerges and learn through reflection. Avoid staying in discussion mode.
- **Challenge assumptions & old ways:** Ask questions constantly. What if the current approach was disrupted? Why do we do it this way?
- **Collaborate** to shift from an 'us vs them' mentality to an 'all of us' approach. Build trust and understanding through dialogue to discover key insights that can lead to new possibilities and ways of working.
- **Look, listen & adapt** each day to build your skills for working the Ailan Way.
- **Communicate openly and constantly** - everyone must know weekly what is happening on the ground, within a community, what has emerged.
- **Work across generations** - active, Intergenerational Taskforces in each community enable learning together and deepen leadership skills. They must speak directly and regularly to Council and external partners.
- **Look for chances to build strong relationships with the Masig Statement** Ensure Islanders have regular opportunities to sign the statement, share stories of their ancestor's involvement in the 100 year campaign, communicate what a satisfying future means to them and those they care about, encourage all to choose a part they can play in the journey to 2037.
- **Keep calling people into** the journey to 2037, invite them to help 'write' the story of how regional autonomy in the Torres Strait was achieved. Artists, musicians, story tellers deepen the emotional connection to the journey.
- **Put the Masig Statement on the agenda** whenever Islanders meet - at community forums, Council meetings and stakeholder meetings.
- **Be accountable to elders and community** - look for chances to directly answer questions from community members and provide updates.
- **Focus on taking the next step**, rather than revisiting the problem.
- **Share successes, big and small** so people can see the new system of self determination and regional governance growing around them.



## 08. REFERENCES

- GBK Symposium on Regional Autonomy and Independence Gur A Baradharaw Kod (GBK) Torres Strait Sea and Land Council Torres Strait Islander Corporation, Address by June Oscar AO, Aboriginal and Torres Strait Islander Social Justice Commissioner, May 2019 (1)
- ‘Self determination’, Australian Indigenous Governance Institute, <https://aigi.org.au/toolkit/self-determination-for-aboriginal-and-torres-strait-islander-peoples>, accessed January 2024. (2)
- ‘Indigenous autonomy in Australia: Some concepts, issues and examples’, W.S. Arthur, Centre for Aboriginal Economic Policy Research, The Australian National University, No. 220/2001. (3)
- As above. (4)
- Priority Area Six - Regional Governance, TSIRC website <https://www.tsirc.qld.gov.au/deputations/regional-governance>. (5)
- ‘Sovereignty’, Dr Michael Dodson, Chairperson of the Australian Institute of Aboriginal and Torres Strait Island Studies in ‘Balayi: Culture, Law and Colonialism’, Volume 4, 2002. (6)
- ‘Treaty and sovereignty in Australia’, Dr Lisa Strelein and Dr Belinda Burbidge, AIATSIS, Native Title Newsletter 2019, Issue 2. (7)
- ‘Self determination’, Getano Lui Junior, ABC Radio National Boyer Lecture - <https://www.abc.net.au/listen/programs/bigideas/2022-boyer-lecture-one-noel-pearson-1993-boyer-getano-lui/102093404>. (8)

# ACKNOWLEDGEMENTS

I wish to acknowledge the traditional owners and native title holders of the Kemer Kemer Meriam Nation, the Kulkalgal Nation, the Maluligal Nation, the Kaiwalagal Kaurareg Aboriginal National and the Gadaw Maluligal Nations of the Torres Strait.

I pay my respects to the elders - past and present - of the lands, waters and winds of the Torres Strait Island community.

I express my gratitude to the Torres Strait Island Regional Council members for the opportunity to journey with you to 2037.

Sandy Killick, CEO, Democracy Matters

To amend or update this report, please email  
[sandy@democracymatters.com.au](mailto:sandy@democracymatters.com.au)  
or call +61 409 204 100





## TORRES STRAIT ISLAND REGIONAL COUNCIL

### MASIG STATEMENT DIVISIONAL TASKFORCE

#### RECOMMENDED TERMS OF REFERENCE

##### **Background**

In July 2023 Torres Strait Island Regional Council agreed on establishing a Taskforce of community members to represent communities and spearhead the Masig Statement and ensure the three LGAs (TSIRC, Torres Shire Council and Northern Peninsula Regional Area Council) continue the advocacy on achieving objectives of the Masig Statement.

##### **Purpose**

The Divisional Taskforce (Taskforce) shall represent their community in the progression of the Masig Statement. The Taskforce shall provide a community voice to and advise and support other stakeholder bodies, including, but not limited to the Interim Masig Statement Working Group and the Regional Assembly.

The Taskforce shall establish a local Action List and progress matters as advised by the Interim Masig Statement Working Group.

The Taskforce shall organise community events such as anniversary celebrations.

##### **Authorising Head of Power**

The Taskforce represents the community and is entirely independent from Council. It is not a Committee of Council.

These Terms of Reference are recommended, however, they are not binding on the Taskforce.

##### **Guiding Principles**

**MAYOR TO INSERT**

##### **Membership**

Each Taskforce shall be made up of

- Two Elders elected by the community, and
- Two your leaders elected by the community.

The Taskforce shall appoint a chairperson from among its elected members.

No other members shall be appointed to the Taskforce, however, should a Taskforce member resign, the community shall elect a new representative.

##### **Meetings and Quorum**

Meetings of the Taskforce shall be held as required to achieve the goals as outlined in the Purpose.

The Chairperson calls the meetings and gives appropriate notice to the taskforce members and the community

There must be at least three (3) members of the Taskforce present at a meeting to form a quorum. Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chairperson shall postpone the meeting to a later date.

#### **Notice of Meetings**

The meetings shall be announced by 7 clear days' notice.

#### **Meeting Location**

Meetings will be held at a location suitable for the participants. If required, Council offices are authorised to be utilised at no cost.

#### **Public Access to Meetings**

All Taskforce meetings shall be open to the public.

#### **Meeting Records**

The Taskforce shall keep a record of their meetings and matters discussed.

#### **Taskforce Recommendations**

The Taskforce may make recommendations to other stakeholders.

#### **Attendance at Meetings by Other Parties**

From time-to-time other parties with specific expertise might be asked to attend Taskforce meetings to present information, answer questions, provide advice etc. Invitations to other parties are at the discretion of the Chairperson.

#### **No Delegated Authority**

1. In accordance with the constraints of the Local Government Act 2009, Council cannot delegate authority to the Taskforce.

#### **Remuneration**

Unless determined otherwise by an applicable funding body, no remuneration is payable to Taskforce members.

#### **Budget**

Budgetary matters are based entirely on local community funding such as *Thriving Community Funding*. The Taskforce shall abide by all conditions of funding allocated to the Taskforce.

Torres Strait Island Regional Council shall not provide any financial assistance to the Taskforce.

#### **Conflict of Interest**

Taskforce members are required to disclose any prescribed or declarable conflict of interest.

#### **Reviews of Terms of Reference**

These terms of reference will be reviewed periodically by the Mayor as deemed necessary provided that they must be reviewed at least once every twelve (12) months.



## ORDINARY MEETING

24 JULY 2024

Agenda Item

# 6.1

**DIRECTORATE:** Corporate Services

**AUTHOR:** A/Community Grants Officer

### COMMUNITY GRANTS PROGRAM ALLOCATION – JUNE 2024

#### **OFFICER RECOMMENDATION:**

That Council resolves to allocate Community Grants Program funding to the following applicants in accordance with the *Community Grants Policy*:

1. For the month of June, Community Grants applications received for the **eligible amounts** requested for:
    - a) **CG2024-099 - URAPUN THAYAK FOOTBALL TEAM** for the amount of \$1,000.00, exclusive of GST;
      - Application for \$5,000, Cr. Ranetta Wosomo supports this application for \$1,000.00 only;
    - b) **CG2024-107 – ARAGUN WARRIORS RUGBY LEAGUE** for the amount of \$1,000.00, exclusive of GST;
      - Application for amount of \$10,000, Cr. Ranetta Wosomo supports this application for \$1,000.00 only;
    - c) **CG2024-132 – ANAKIN FELL** for the amount of \$2,500.00, exclusive of GST;
      - Cr. Keith Fell declares COI;
      - CEO supports this application to be submitted to Council, 24/06/2024;
    - d) **CG2024-134 - MER GEDKEM LE TORRES STRAIT ISLANDERS RNTBC CORPORATION** for the amount of \$9,830.00, exclusive of GST;
      - Cr. Bob Kaigey declares COI;
      - CEO supports this application to be submitted to Council, 24/06/2024;
  2. Note that no applications were received where insufficient funds exist;
  3. Note the two (2) conflict of interests declared by Councillors.
    - a) **CG2024-132 – ANAKIN FELL** – Cr. Keith Fell declares COI as applicant is his grandson/son;
    - b) **CG2024-134 - MER GEDKEM LE TORRES STRAIT ISLANDERS RNTBC CORPORATION** - Cr. Bob Kaigey declares COI as he is a participant and member of group.
  4. Note the grant applications processed Out-of-Cycle, Funeral donations and Funeral Travel Assistance provided in June 2024 in accordance with the Community Grants Policy.
-

## EXECUTIVE SUMMARY:

Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting. The following applications were received before the monthly deadline of 5pm, 28/06/2024.

In accordance with Council's *Community Grants Policy*, four (4) Community Grant applications meeting eligibility requirements were received during the reporting period that require Council resolution.

In accordance with Council's *Community Grants Policy*, no Community Grants application were considered *ineligible* for Community Grants funding. No council resolution is required.

Applicant	Amount Requested	Project/Event	Amount Supported by Councillor	Applications submitted within the last 3 years	Location
CG2024-099 - URAPUN THAYAK FOOTBALL TEAM	\$5,000.00	GORDONVALE INDIGENOUS RUGBY LEAGUE CARNIVAL IN CAIRNS, 18-10/2024.	\$1,000.00 Cr. Ranetta Wosomo	YES	BADU
CG2024-107 – ARAGUN WARRIORS RUGBY LEAGUE	\$10,000.00	GORDONVALE INDIGENOUS RUGBY LEAGUE CARNIVAL IN CAIRNS, 18-10/2024.	\$1,000.00 Cr. Ranetta Wosomo	YES	BADU
CG2024-132 – ANAKIN FELL	\$2,500.00	NYC (NATIONAL YOUTH CHAMPIONSHIP) U18 TOUCH IN COFFS HARBOUR, 24-28/09/2024.	\$2,500.00 CEO	NO	MABUIAG
CG2024-134 - MER GEDKEM LE TORRES STRAIT ISLANDERS RNTBC CORPORATION	\$9,830.00	MER ISLAND CORAL REPATRIATION CELEBRATION IN TOWNSVILLE, 31/07-05/08/2024.	\$9,830.00 CEO	YES	MER

<b>Statutory:</b>	<i>Local Government Act 2009</i>
<b>Budgetary:</b>	Approved allocation of funds for Community Grants as per TSIRC 2023-24 budget.
<b>Policy:</b>	Community Grants Policy
<b>Legal:</b>	N/A
<b>Risk:</b>	No financial risk identified as the allocation is within existing Community Grants budget.
<b>Links to Strategic Plans:</b>	These projects strategically align to specific delivery objectives under the People and Prosperity pillar of Council's Corporate Plan.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting.

**Prepared/Recommended:**

Lisa-Mae Meara  
A/Community Grants Officer

**Endorsed:**

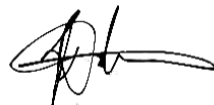
Emily Reid  
Manager Administration and Communication

**Endorsed:**

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS**

1. *Fund Balances*
2. *Applications Processed During the Reporting Period*
3. *Reconciliation - Approved Funding Table*



Attachment 1: Fund Balances June 23/24

Division	Councillor - elect	Budget	Less Approved & Committed Funding	Closing Balance
Boigu	Cr. Toby	\$25,000.00	\$25,000.00	\$0.00
Hammond	Cr. Dorante	\$25,000.00	\$8,667.39	\$14,670.61
St Pauls	Cr. Levi	\$25,000.00	\$25,000.00	\$0.00
Ugar	Cr. Stephen	\$25,000.00	\$21,701.48	\$3,298.52
Badu	Cr. Wosomo	\$25,000.00	\$24,999.71	\$0.29
Dauan	Cr. Elisala	\$25,000.00	\$24,964.52	\$35.48
Erub	Cr. Mye	\$25,000.00	\$21,529.51	\$3,470.49
Iama	Cr. Hankin	\$25,000.00	\$23,991.00	\$1,009.00
Kubin	Cr. Manas	\$25,000.00	\$21,711.22	\$3,288.78
Mabuiag	Cr. Fell	\$25,000.00	\$25,000.00	\$0.00
Mer	Cr. Kaigey	\$25,000.00	\$24,353.92	\$646.08
Poruma	Cr. Pearson	\$25,000.00	\$24,320.60	\$679.40
Saibai	Cr. Aniba	\$25,000.00	\$25,000.00	\$0.00
Warraber	Cr. Tamu	\$25,000.00	\$24,090.36	\$909.64
Yorke	Cr. Ted Mosby	\$25,000.00	\$22,500.10	\$2,499.90
Mayor	Mayor Mosby	\$15,000.00	\$12,413.24	\$2,586.76
Community Gifts	CEO	\$25,000.00	\$16,928.92	\$8,071.08
		<b>\$415,000.00</b>	<b>\$373,833.67</b>	<b>\$41,166.33</b>

**Attachment 2: Applications Processed During the Reporting Period for Noting**

<b>Application Type</b>	<b>Community Entity Applicants</b>	<b>Amount Requested</b>	<b>Project/Event</b>	<b>Amount Approved</b>	<b>Location</b>
<b>Out-of-Cycle Applications</b>	Helena David	\$1,000.00	Travel Assistance to Cairns to be with sick family member, 18/06/2024.	\$1,000.00	Warraber
	Brancis Baragud	\$1,000.00	St. John the Divine Church Day	\$1,000.00	Yam/Iama
<b>Funeral Donation/Travel Assistance</b>	Marcella Babia	\$2,343.06	Funeral Donation financial assistance being for the funeral expenses for the Late Ms. Annie Kris on Mabuiag Island.	\$2,343.06	Mabuiag
	Nazareth Thaiday	\$1,841.53	Funeral Travel Assistance seeking financial assistance being for travel to attend the Funeral for the Late Miss Mathilda Thaiday in Cairns, 12/06/2024.	\$1,841.53	Erub
	Serai Yoelu	\$1,838.0	Funeral Travel Assistance for the funeral of the Late George Kawiri on Saibai Island, 27/06/2024.	\$1,838.40	Saibai
	Tigi Bani	\$2,944.00	Funeral Donation for the funeral of the Late Ms. Annie Kris on Mabuiag Island, 28/06/2024.	\$2,944.00	Mabuiag
	Fred Joe	\$5,000.00	Funeral Travel Assistance for the funeral of the Late Mr. Alua Neliman on Thursday Island, 29/06/2024.	\$5,000.00	Kubin

**Attachment 3: Reconciliation - Approved Funding Table**

This table refers to the divisional funds that have been approved and committed for this reporting period.

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
<b>Boigu</b>	Saint Saviour Church – August 7 <sup>th</sup> Festival	\$4,538.50		\$25,000.00
	Church of The Rock – Church Dedication Celebration	\$1,858.50		
	Aron Tom – Funeral Travel Assistance	\$512.00		
	Aron Tom – Funeral Travel Assistance (Return Travel)	\$388.99		
	Gerari Peter – Funeral Donation	\$4,044.92		
	Malu Kiwai – Dan Ropeyarn Cup catering expenses	\$5,000.00		
	Malu Kiwai – Dan Ropeyarn Cup travel expenses	5,000.00		
	Wallen Ingui – Funeral Donation	\$3,000.00		
	Stanley Marama – Funeral Donation	\$657.09		
<b>Hammond</b>	Gabriel Pearson – Funeral Travel Assistance	\$1,440.00		\$8,667.39
	Rita Dorante – Funeral Donation	\$4,168.00		
	Tomisina Ahwang – St Joseph's Day celebration		\$1,143.40	
	*Financial donation to Cr.Dimas request for financial support for sorry business on Boigu Island	\$915.99		
	*Financial donation to Cr. Levi's request for financial support towards Funeral Travel assistance application for St Pauls, Moa Island.	\$1,000.00		
	*Funeral Donation financial support to sorry business on Saibai Island.		\$1,662.00	
	*Funeral Donation financial support to sorry business on Mabuiag Island.	\$2,444.00		
<b>St Pauls</b>	Lalita-Ann Kris - Inaugural Under 17's NQ Sistas Rugby League Trials	\$723.00		\$25,000.00
	Toshina Sailor - Inaugural Under 17's NQ Sistas Rugby League Trials	\$723.00		
	Lalita-Ann Kris - Inaugural Under 17's NQ Sistas Rugby League Trials	\$606.54		
	Toshina Sailor - Inaugural Under 17's NQ Sistas Rugby League Trials	\$606.54		
	Kozan Outreach Fellowship Ministry	\$4,525.81		
	Samantha Kris – Year 6 Graduation	\$2,191.57		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Alice Namok - Make, Paint, and Sip Workshop	\$1,877.86		
	Abigail Lui – Funeral Travel	\$4,537.06		
	Toshina Sailor – Funeral Travel	\$3,926.00		
	Eunice Hosea – Funeral Travel	\$5,000.00		
	Petrine Saunders – Funeral Travel	\$282.62		
Ugar	Bob Modee – Ark of Transfiguration's Church Day	\$2,282.79		\$21,701.48
	Ugar P&C Association – 2023 Ugar Graduation	\$1,997.66		
	*Funeral donation towards the funeral expenses of the Late Mrs Sana Stephen in Cairns, 12/12/2023	\$499.99		
	Joseph Pau – Funeral Donation	\$5,000.00		
	*Financial donation to Cr.Kabay's request for financial support to host the Zenadh Kes Volleyball carnival on Warraber Island, 04-06/04/2024	1000.00		
	Belphine Stephen – 2024 Zenadh Kes Vollyball	\$921.04		
	Cr. Rocky Stephen – Funeral Donation	\$7,288.11	\$2,711.89	
Badu	Brenda Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		\$24,999.71
	Anaclita Ahmat - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Denna Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Jesaray Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Mulga Football Team – QLD Murri Rugby League Carnival	\$5,000.00		
	Aragun Warriors – Gordonvale All Blacks Rugby League Carnival	\$3,000.00		
	Louisa Ahmat – Daughter's Air Force Graduation	\$930.00		
	Geiza Stow/Josephine Ahmat – Funeral Donation Assistance	\$2,500.00		
	Kayin Koasals – Dan Ropeyarn Cup	\$998.40		
	Aragun Warriors – Mackay All Blacks Rugby League Carnival	\$1,000.00		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Courtney Morseu – Tagai Secondary Graduation	\$500.00		
	Elsie Nona - U12's Girls Rugby League State Championship	\$1,215.35		
	Brenda Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Anaclita Ahmat - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Denna Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Jesaray Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Josephine Ahmat – Funeral Donation Application	\$1,245.44		
	Naizel Enosa – Funeral Donation Application	\$1,221.25		
	May Ahmat – Badu Year 6 Graduation	\$545.11		
	Kulpiyam Youth & Spors Inc	\$644.00		
	Dhahdin Geai Warriors	\$882.00		
Dauan	Roxin Eagles – Roxin Eagles Gala Night	\$4,999.13		\$24,964.52
	Wrench Mau – Funeral Travel Assistance	\$5,000.00		
	Anai Bigie – Funeral Travel Assistance	\$2,978.47		
	Charles Bigie – Funeral Travel Assistance (Return Travel)	\$2,000.00		
	*Funeral Donation financial support to Badu community	\$499.99		
	Dengham Elisala - 2024 National Junior Championships in Adelaide	\$2,500.00		
	*Financial donation to Cr.Kabay's request for financial support to host the Zenadh Kes Volleyball carnival on Warraber Island, 04-06/04/2024	\$1,000.00		
	*Funeral Donation Assistance to Boigu community	\$2,500.00		
	Wasada Whap – Funeral Travel Assistance	\$1,344.96		
	Maleta Elisala – Funeral Travel Assistance	\$1,572.00		



Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Dauan Youths - Easter Games	\$569.97		
Erub	Maryanne Tamwoy – Funeral Travel Assistance	\$833.33		\$21,529.21
	Meo Sailor – Funeral Travel Assistance	\$833.33		
	Pensio Gela – Funeral Travel Assistance	\$335.61		
	Sarah Gela – Funeral Travel Assistance	\$686.81		
	Tabane Bustard – Funeral Travel Assistance	\$1,888.74		
	*Funeral Donation financial support to Badu community	\$799.47		
	Nazareth Thaiday – Funeral Travel Assistance	\$3,742.89		
	Georgina Thaiday – Funeral Donation	\$2,271.02		
	*Financial donation to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$1,000.00		
	John Armitage – ANZAC DAY celebrations	\$1,497.89		
	John Armitage – Funeral Donation to sorry business on Ugar Island.	\$3,694.89		
	*Funeral Donation financial support to Boigu community	\$1,000.00		
	John Armitage – “COMING OF THE LIGHT” celebrations	\$1,499	\$1,500.00	
	Nazareth Thaiday – Funeral Donation	\$1,445.53	\$396.00	
lama	Rene Baluz – Funeral Travel Assistance	\$5,000.00		\$23,291.00
	Getano Lui – Funeral Donation Application	\$5,000.00		
	Milleon Tamu/Josephine David – Funeral Travel Assistance	\$4,422.00		
	Nellie Lui – Funeral Travel Assistance.	\$5,000.00		
	Jimmy Mareko	\$1,869.00		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$1,000.00		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
Kubin	Louise Manas – Funeral Travel Assistance	\$4,474.95		\$16,711.22
	Jeanon Bosun – Funeral Donation Application	\$2,498.26		
	Jean Tamwoy – Funeral Travel Assistance	\$700.00		
	*Funeral Donation financial support to Badu community	\$999.99		
	*Funeral Donation financial support to Saibai community	\$500.00		
	*Funeral Donation financial support to Boigu community	\$1,000.00		
	*Financial donation to Cr. Levi's request for support towards Funeral Travel assistance application for St Pauls, Moa Island	\$1,000.00		
	Arkai Sisters Football Team – 2024 Island of Origin on Badu Island	\$4,890.02		
Mabuiag	Larissa Bani – Funeral Travel Assistance	\$3,624.00		\$25,000.00
	Goemu Bau Raiders – Dan Ropeyarn Cup	\$5,993.46		
	Mabuygiw Garkaziw Kupay TSI Corporation - Dabangay Cultural Heritage Management Plan		\$1,000.00	
	Bau Au Stingers – Dan Ropeyarn Cup	\$4,890.00		
	Diane Sabatino – Funeral Donation Assistance	\$299.48		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$500.00		
	Mabuiag Junior Rugby League Committee – Junior Rugby League Development Camp	\$3,500.00		
	*Funeral Donation financial support to sorry business on Boigu Island.	\$500.00		
	*Financial Donation to the Poruma Mui Kuzi Touch Football Team	\$500.00		
	Mabuygiw Garkaziw Kupay TSI Corporation – Mabuyag Community Bus & Mowing Service		\$1,850.00	
	Marcella Babia – Funeral Donation		\$2,343.06	

<b>Mer</b>	St James Anglican Church – Church Day Celebration	\$1,999.61		\$24,353.92
	Rottannah Passi – Funeral Travel Assistance	\$1,000.00		
	Leila Passi – Funeral Donation Application	\$5,000.00		
	Andrew Passi – Local Volley and touch competition.	\$2,486.20		
	James Zaro – Funeral Donation Assistance	\$1,796.43	\$703.57	
	Ndoro Kaigey – Funeral Donation Assistance	\$4,995.90		
	Leah Mosby – Funeral Travel Assistance	\$599.31		
	*Financial support to sorry business on Boigu Island.	300.00		
	Mer Island Community SYSC – ANZAC Day Celebrations	\$1,000.00		
	Mer Island Community SYSC – MABO Day Celebrations	\$998.41		
	Vera Ses – Funeral Travel Assistance	\$978.00		
	Sainty Kaigey – Funeral Donation	\$2,496.49		
<b>Poruma</b>				\$24,320.60
	Kerriann Noack – Track & Field Trials	\$2,272.30		
	Joseph Pearson – Funeral Travel Assistance	\$867.30		
	Anthony Faud – Funeral Travel Assistance	\$1,487.00		
	Freddie David – Community Grants Assistance	\$2,500.00		
	Gertie Lowatta – Zenadh Kes Volleyball Carnival	\$7,594.00		
	Diane Sabatino – Funeral Donation Assistance	\$500.00		
	Renee Pearson – Funeral Donation Assistance	\$5,000.00		
	Poruma Community – Funeral Donation to sorry business on Warraber Island community	\$600.00		
	Poruma Campus Dance Team		\$2,500.00	
	Porum Mui Kuzi Touch Football Team – Battle of the Islands Touch Football Carnival	\$1,000.00		

Saibai	Alimah Dai - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		\$25,000.00
	Alison Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Bethel Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Kaithalinah Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	White Dove Ministry – Church Musical Instruments	\$5,000.00		
	Alimah Dai - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Alison Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Bethel Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Kaithalinah Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Mary Enosa – Funeral Travel Assistance	\$5,000.00		
	Evelyn Dau – Funeral Donation Assistance	\$2,498.99		
	Waiben Wosomo – Funeral Travel Assistance	\$1,734.76		
	Mekei Wosomo	\$444.00		
	Yakopeta Akiba-Bowie		\$2,000.00	
	Norah Tabuai – Out-of-Cycle Community Grants Assistance`	\$1,300.00		
	Jack Matthew – Out-of-Cycle Community Grants Assistance	\$1,399.64		
	Serai Yoelu – Funeral Donation		\$338.40	

<b>Warraber</b>	Louise Mari – Tikisha Mari World Challenge in New Zealand	\$2,500.00		\$24,906.48
	Catharine Enosa – Community Sorry Business (Travel)	\$1,602.00		
	Nancy Mari - Kenya Mari World Challenge in New Zealand	\$2,000.00		
	Romiyah Tamu – James Cook UniLodge	\$2,000.00		
	Florence Lui – Funeral Travel Assistance	\$396.00		
	Patricia Harry – Funeral Donation Application	\$5,000.00		
	Daniel Billy – Funeral Travel Assistance	\$384.48		
	Diane Sabatino – Funeral Donation Assistance	\$500.00		
	Donald Billy – Funeral Donation Assistance	\$5,000.00		
	Aken Baragud – Funeral Travel Assistance	\$1,524.00		
	Annie Mari – Funeral Travel Assistance	\$2,000.00		
	Warraber Sporting Association - 2024 TSYRSA Zenadh Kes Volleyball Carnival.	\$183.88	\$816.12	
<b>Yorke</b>	Helena David – Community Grants		\$1,000.00	\$22,500.10
	Church of The Living God – Spring Church Conference	\$872.56		
	Masig Thurud Wap – Dan Ropeyarn Cup	\$3,000.00		
	Dalassa Billy – Funeral Travel Assistance	\$4,325.43		
	Pensio Gela (Snr) – Funeral Travel Assistance	\$1,501.05		
	Elma Mosby – Funeral Travel Assistance	\$3,860.00		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$500.00		
	Ruth Naawi – Funeral Travel Assistance	\$1,803.80		
	Virginia Billy – Funeral Travel Assistance	\$517.00		
	Gavin Mosby – Funeral Travel Assistance	\$632.66		
	*Funeral Donation to sorry business on Ugar Island. Payment to	\$1,500.00		



	Waibene Indigenous Funeral Service's			
	Ned Mosby – Funeral Travel Assistance	\$2,241.60	\$1,305.00	
	*Funeral Donation financial support to sorry business on Saibai Island.		\$500.00	
<b>Mayor</b>	Rowena Johnson – Funeral Donation Application	\$500.00		\$12,413.24
	Dhahdin Geai Warriors Badu Island – 2024 Island of Origin	\$8,916.00		
	Margaret Warusam – Funeral Donation Application	\$1,997.24		
	Saibai Ladies Volleyball Team – Zenadh Kes Volleyball Carnival	\$1,000.00		
<b>CEO – Community Gifts</b>	Rowena Johnson – Funeral Donation Application	\$1,751.61		\$16,928.92
	Rowena Johnson – Funeral Travel Assistance	\$1,758.89		
	Tagai State College – OOC-Bursary Awards Night	\$1,000.00		
	Diane Sabatino – Funeral Donation Assistance	\$898.42		
	Muyngu Koekaper Dance Group	\$5,000.00		
	Roxin Eagles RLFC – Community Grants		\$6,520.00	



## ORDINARY MEETING

25 JULY 2024

Agenda Item

# 6.2

**DIRECTORATE:** Corporate Services

**AUTHOR:** Interim Grants Revenue Officer

## FUNDING ACQUISITION REPORT (JUNE 2024)

### **OFFICER RECOMMENDATION:**

That Council notes this report and its content.

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### **EXECUTIVE SUMMARY:**

The Funding Acquisition Report provides an update and summary of Council's current grant application and acquisition outcomes for the June 2024 reporting period.

Within the previous financial year, Council secured \$56 Million of funding through successful applications. Much of this funding was advocated by Engineering Services.

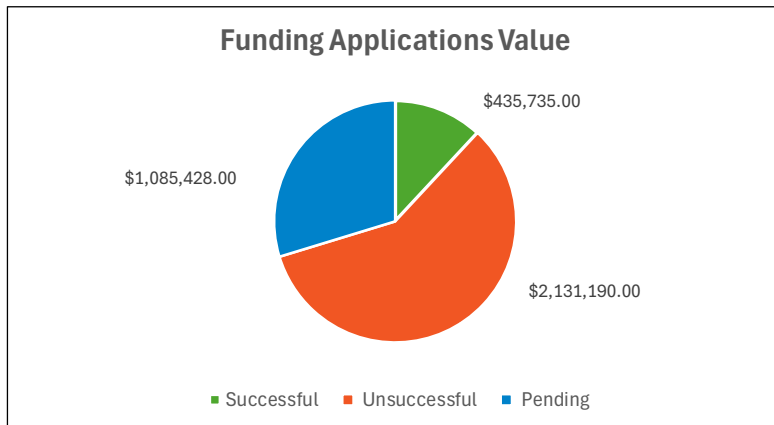
### **Application Status Report:**

The included tables highlight all current and pending funding applications, including details on outcome and status. Applications are separated into Operational Funding and Capital Project Funding for the financial year 2023-24.

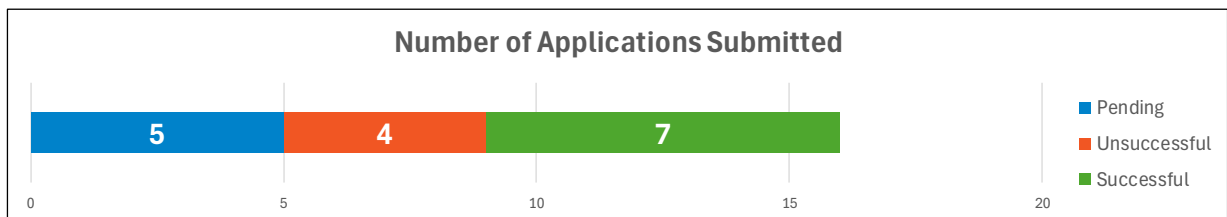
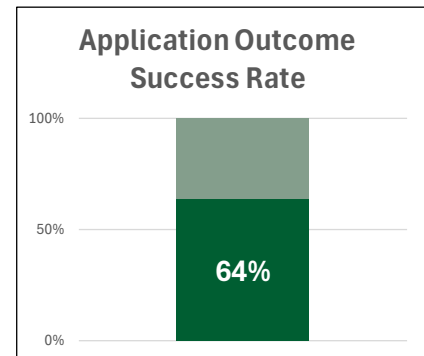
Note: There will be a discrepancy between the figures listed on this report against actuals in financial reports. This is largely due to the carry-over of project underspends from operational funding, as well as capital projects that receive progress payments spanning over multiple financial years combined with revenue recognition requirements per Accounting Standards.

## 23-24 Financial Year Summary

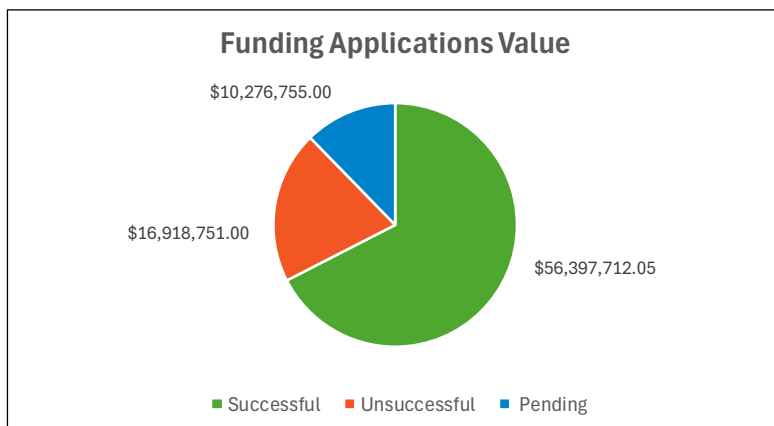
### Operational Project Funding



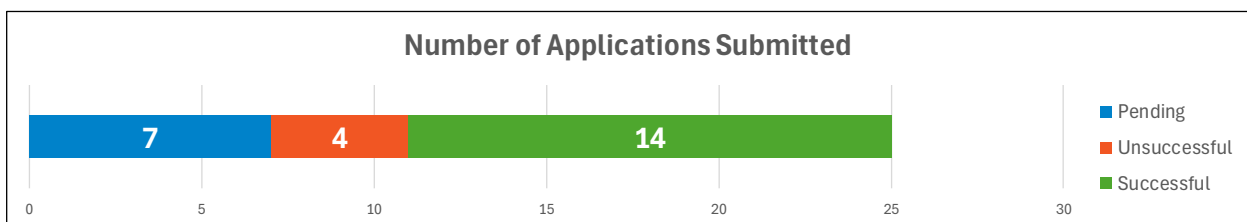
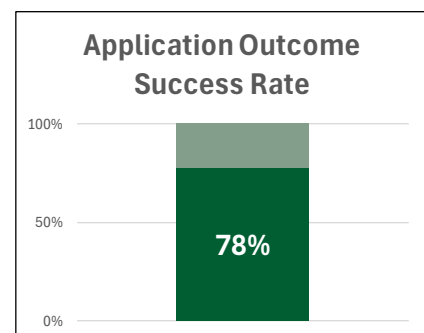
Total funding \$ 3,652,353.00



### Capital Project Funding



Total funding \$ 83,593,218.05



## Operational Funding 2023-2024

Funding Stream	Total	Project Details	Date of	Outcome	Comment
Torres Strait Regional Authority	\$ 137,428.00	Increase in funding and extension of time for the Economic Development Strategy. Note: \$47,000 already secured from previous funding.	11-May-24	Pending	
Community Childcare Fund – Sustainability Support	\$ 378,000.00	Hammond Island Outside School Hours Care - support to increase sustainability of service and increase enrolments	8-Mar-24	Pending	Expected outcome Q2 2024
Community Childcare Fund – Sustainability Support	\$ 355,000.00	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	8-Mar-24	Pending	Expected outcome Q2 2024
Torres Strait Regional Authority	\$ 85,000.00	Feasibility Study into Hammond Island Ferry Service.	7-Feb-24	Pending	
Torres Strait Regional Authority	\$ 130,000.00	Requested Subsidy for Ferry Service between Hammond Island and Thursday Island.	10-Nov-23	Pending	TSRA advised that funding is unlikely. Also flagged that require additional \$130K for 24-25 financial year
IKC Refurbishment Fund	\$ 29,920.00	Musique IKC soft and hard furnishings	8-May-24	Successful	Application on \$30,000, funding successful \$29,920
Health & Wellbeing Queensland	\$ 75,315.00	Discrete Communities Funding	21-May-24	Successful	
Health & Wellbeing Queensland	\$ 208,000.00	Gather & Grow	3-Apr-24	Successful	
National Indigenous Australians Agency	\$ 17,500.00	NAIDOC event – Keeping the embers of the fires of our ancestors burning	6-Mar-24	Successful	Reduced amount approved
Reconciliation Week	\$ 10,000.00	TS Flag Day and Mabo Day Activities	31-Jan-24	Successful	
Department of Seniors, Disability Services, and Aboriginal and Torres Strait Islander Partnerships	\$ 10,000.00	Mepla Voice Project – Capture traditional island dance, songs, and hymns in each of the 3 language groups for preservation	23-Jun-24	Successful	
Torres Strait Regional Authority	\$ 85,000.00	Funding for a Business Case to develop travel options for Dauan & Ugar.	31-May-24	Successful	
Housing Support Program	\$ 2,075,000.00	Planning Initiatives to an increase social housing, including reviews of Master Plans, Town Planning expansion zones, social housing planning and contaminated land management and advice on Native Title and land tenure.	29-Apr-24	Unsuccessful	Expected outcome Q3 2024
Active Women and Girls	\$ 25,000.00	Provide funding to sport and active recreation industry to ensure a quality inclusive opportunity for women and girls	6-Mar-24	Unsuccessful	Expected outcome Q2 2024
Torres Strait Regional Authority	\$ 23,690.00	Increase to existing grant Business Case Development for alternative transport options for Dauan and Ugar. Note: \$85,000 already secured from previous funding.	8-Feb-24	Unsuccessful	No funds available in TSRA 23-24 budget
Department of Seniors, Disability Services, and Aboriginal and Torres Strait Islander Partnerships	\$ 7,500.00	Reconciliation Week - Queensland Rugby League Program	13-Jan-24	Unsuccessful	
	<b>\$ 3,652,353.00</b>				

## Capital Project Funding 2023-2024

Funding Stream	Total	Project Details	Date of application	Outcome	Comment
Community Childcare Fund – Sustainability Support	\$ 2,882,880.00	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	29-May-24	Pending	Expected Outcome Q3 2024
Disaster Ready Fund	\$ 135,269.00	Backup generators for Poruma, Dauan, Erub, Boigu and Baubiag Islands	20-Mar-24	Pending	Includes \$6500 co-contribution. Expected outcome mid 2024
Disaster Ready Fund	\$ 110,462.00	Badu Island Generator	20-Mar-24	Pending	Includes \$4500 co-contribution. Expected outcome mid 2024
Disaster Ready Fund	\$ 958,627.00	Boigu Council Office roof and ceiling upgrade	20-Mar-24	Pending	Including \$5000 co-contribution. Expected outcome mid 2024
QuickStart Housing EOI	\$ 4,826,780.00	Council is proposing to construct six (6) social housing Plug-In extensions, consisting of two (2) bedrooms and one (1) Bathroom. 2 Plug-ins have been requested for each of Masig Island, St Pauls island and Warraber Island.	12-Mar-23	Pending	Full application required Q3 2024
QRRRF	\$ 162,737.00	Mabuiag Dump Road Upgrade	11-Jan-24	Pending	Expected Outcome Q1 2024
Torres Strait Regional Authority	\$ 1,200,000.00	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	8-Nov-23	Pending	
Queensland Reconstruction Authority	\$ 1,136,482.58	Disaster Recovery - Erub Roads	Applied in 2023	Successful	
Queensland Reconstruction Authority	\$ 5,658,030.47	Disaster Recovery - Mabuiag Roads	Applied in 2023	Successful	
Department of Infrastructure, Transport, Regional Development, Communications, and the Arts	\$ 40,000,000.00	Torres Strait Islands Marine Infrastructure Upgrades project	Applied in 2023	Successful	
Department of Transport and Main Roads	\$ 1,580,000.00	Poruma Aerodrome Safety Improvements	Applied in 2023	Successful	
Department of Transport and Main Roads	\$ 1,483,000.00	Iama Aerodrome Safety Improvements	Applied in 2023	Successful	
Community Childcare Fund – Capital Support	\$ 300,000.00	Aragun Childcare Centre Roof Replacement	8-Mar-24	Successful	Waiting on SFA signature
Community Childcare Fund – Capital Support	\$ 300,000.00	Hammond Island Outside School Hours Care capital funding -upgrades	8-Mar-24	Successful	Waiting on SFA signature
Local Government Association Queensland RAPID LEO Project	\$ 143,000.00	Low Earth Satellite Technology supply & install priority Starlink services at each division office *To be negotiated on approval	15-Mar-24	Successful	
Department of Sport & Recreation	\$ 391,229.00	MIFF – Kubin Sports Courts Upgrade	16-Nov-23	Successful	
Department of Sport & Recreation	\$ 577,256.00	MIFF – Masig Island Sports Court Amenities	16-Nov-23	Successful	
Department of Infrastructure, Transport, Regional Development, Communications, and the Arts	\$ 306,357.00	Badu Park Bridge Replacement & Ahmat Yabu Roads and Drainage Improvements.	1-Jul-23	Successful	
Torres Strait Regional Authority	\$ 1,530,000.00	Funding for the Erub Reservoir Refurbishment.	1-Jun-23	Successful	
Torres Strait Regional Authority	\$ 2,980,000.00	Funding for the Mabuiag Sewer Treatment Plant Replacement.	1-Jun-23	Successful	
Gambling Community Benefit Fund	\$ 12,357.00	Funding requested for minor capital works to be carried out on the Iama Basketball Courts to support the Iama Youth Group	1-Feb-23	Successful	
Queensland Fire and Emergency Services	\$ 83,592.00	SES Support Grant – Hammon, Masig and Kubin restoration project	24-Jan-24	Unsuccessful	
Gambling Community Benefit Fund	\$ 100,000.00	Funding for playground and/or outdoor exercise equipment on	30-Apr-24	Unsuccessful	
TRDI Innovation	\$ 1,735,159.00	Satellite Tech supply & install 15 Starlink (Telstra is the lead applicant)	17-Nov-24	Unsuccessful	
Department of Infrastructure, Transport, Regional Development, Communications, and the Arts	\$ 15,000,000.00	Growing Regions Round One – Expressions of Interest	2-Aug-23	Unsuccessful	
	<b>\$ 83,593,218.05</b>				



## **Annual Local Government Funding**

The table below highlights all Annual Local Government Funding, that Council was allocated for 2023/24. No application is required for this type of funding. Council officers note that the below figures will not reconcile to budget documents or financial statements as per AASB 1058, Council is required to recognise revenue on receipt of funds.

<b>Annual Local Government Funding</b>				
<b>Funding Stream</b>	<b>23/24 Total Allocation</b>	<b>Project Details</b>	<b>Date of Application</b>	<b>Comments</b>
<i>Queensland Fire and Emergency Services</i>	<i>\$53,043</i>	<i>This payment was an additional one-off payment, increasing the Annual Subsidy to \$79,564</i>	<i>Annual Allocation</i>	<i>100% paid upfront for current financial year 23/24</i>
<i>Queensland Fire and Emergency Services</i>	<i>\$26,521</i>	<i>This payment recognises the costs incurred by Local Government in providing support to their SES Groups and Units.</i>	<i>Annual Allocation</i>	<i>100% paid upfront for current financial year 23/24</i>
<i>Financial Assistance – Indigenous Councils Funding Program</i>	<i>\$15,886,108</i>	<i>The ICFP replaces the SGFA &amp; RRP and represents a significant investment in Queensland’s Indigenous communities, increasing the Queensland Government’s support for Indigenous councils by \$25.8 million for 2023-24.</i>	<i>Annual Allocation</i>	<i>100% paid upfront for current financial year 23/24</i>
<i>Financial Assistance – General Purpose</i>	<i>\$15,118,824</i>	<i>Financial Assistance General Purpose is an annual allocation-based program for local government bodies based on the principal of horizontal fiscal equalisation, enabling them to function by reasonable effort to an average standard.</i>	<i>Annual Allocation</i>	<i>100% paid upfront for current financial year 23/24</i>
<i>Financial Assistance – Local Roads</i>	<i>\$239,119</i>	<i>Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets.</i>	<i>Annual Allocation</i>	<i>100% paid upfront for current financial year 23/24</i>
<b>Total Allocation for 23/24</b>	<b>\$31,323,615</b>			

## INTERESTED PARTIES/CONSULTATION:

Executive Leadership Team and various Directorate staff/managers

## BACKGROUND:

New funding opportunities are channelled to both the Executive Leadership Team and the Administration and Communication team for thorough evaluation. Should a funding opportunity be deemed viable, the application process is managed either internally within the relevant directorate or in collaboration with Peak Services. Once secured, successful funding contracts are overseen by the Enterprise Development team internally.

## COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Operational and capital budget is adjusted upon successful funding application
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	<p>Council relies on external grant funding to ensure financial stability and liquidity. Council will continue to advocate for increased funding opportunities aligned with Core Plan strategic priorities and Operational Plan deliverables.</p> <p>All successful funded projects will need to be completed by the timeframes set out in the respective funding agreements. Enterprise Development alongside identified Project Manager/s will ensure reporting and monitoring mechanisms are established to guarantee project milestones, acquittals, reporting and contract completion are finalised within the contractual parameters.</p>
<b>Links to Strategic Plans:</b>	<p>Corporate Plan 2020-2025 (Bisnis Plan)</p> <p>People - Outcome 4: We are a transparent, open, and engaging Council.</p> <p>Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.</p>
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

**OTHER COMMENTS:**

That Council notes and provides any necessary feedback to this report.

**Prepared:**

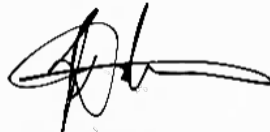
Bronwyn Wills  
Interim Grants Revenue Officer

**Recommended:**

Emily Reid  
Manager Administration and Communication

**Endorsed:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



## ORDINARY MEETING

24 JULY 2024

Agenda Item

# 6.3

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### TSIRC STANDING COMMITTEE & ADVISORY COMMITTEES

#### OFFICER RECOMMENDATION:

Council:

- (a) Resolves to note the Minutes of the Interim Special Committee to Review Council's Standing Committees meeting held on 10 June 2024 (Attachment 1) and accepts the recommendations contained in those Minutes;
- (b) Resolves, in accordance with section 264 of the *Local Government Regulation 2012*, to abolish the following existing Standing Committees:
  - (i) Climate Change Adaptation and Environment Committee (established in July 2020), including the Committee's current Terms of Reference
  - (ii) Strategic Advisory Reference Group Committee (established in July 2020), including the Committee's current Terms of Reference
  - (iii) Safe and Healthy Communities Committee (established in July 2020), including the Committee's current Terms of Reference
  - (iv) Economic Growth Committee (established in July 2020), including the Committee's current Terms of Reference
  - (v) Cultural Arts and Heritage Committee (established in July 2020 and renamed as the Culture, Arts, Land and Heritage Committee in October 2020), including the Committee's current Terms of Reference
  - (vi) Governance and Leadership Committee (established in July 2020), including the Committee's current Terms of Reference;
- (c) Resolves, in accordance with section 264(1)(a) of the *Local Government Regulation 2012*, to establish the Strategic Action Reference Group as a Standing Committee and to adopt the Terms of Reference at Attachment 2;
- (d) Resolves, in accordance with section 264(1)(b) of the *Local Government Regulation 2012*, to establish the following Advisory Committees:
  - (i) Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee and to adopt the Terms of Reference at Attachment 3 and appoints the following Chairperson and Members to the Committee:
    - Cr **INSERT** (Chairperson)
    - Cr **INSERT** (Member)
    - Cr **INSERT** (Member)
  - (ii) Governance and Leadership Advisory Committee and to adopt the Terms of Reference at Attachment 4 and appoints the following Chairperson and Members to the Committee:
    - Cr **INSERT** (Chairperson)
    - Cr **INSERT** (Member)
    - Cr **INSERT** (Member)

- (iii) Economic Growth (EG) Advisory Committee and to adopt the Terms of Reference at Attachment 5 and appoints the following Chairperson and Members to the Committee:
- Cr **INSERT** (Chairperson)
  - Cr **INSERT** (Member)
  - Cr **INSERT** (Member)
- (iv) Culture, Arts, Land & Heritage (CALH) Advisory Committee and to adopt the Terms of Reference at Attachment 6 and appoints the following Chairperson and Members to the Committee:
- Cr **INSERT** (Chairperson)
  - Cr **INSERT** (Member)
  - Cr **INSERT** (Member)
- (v) Environment & Climate Adaptation (ECA) Advisory Committee and to adopt the Terms of Reference at Attachment 7 and appoints the following Chairperson and Members to the Committee:
- Cr **INSERT** (Chairperson)
  - Cr **INSERT** (Member)
  - Cr **INSERT** (Member)
- (e) Resolves, in accordance with section 264 of the *Local Government Regulation 2012*, to abolish the Interim Special Committee to Review Council's Standing Committees (established in April 2024), including the Committee's current Terms of Reference;
- (f) Resolves that Advisory Committee meeting dates for 2024 will be determined by each Committee Chairperson in consultation with the lead Executive Officer; and
- (g) Resolves that the next meeting of the Strategic Action Reference Group be held on **[DATE]** and that the Committee determine its remaining schedule of meetings for 2024.
- 

## EXECUTIVE SUMMARY:

This paper seeks Council endorsement to abolish the existing Council Standing Committees (including associated Terms of Reference for each of those Committees) inherited from the previous term of Council, as well as the Interim Special Committee to Review Council's Standing Committees which was established by the current Council, and endorse a new structure of Committees (including new Terms of Reference for each Committee) for the current term of Council.

As the existing Standing Committees were formally established under legislation, they will need to be formally abolished. The new Committees will likewise need to be formally established and new Terms of Reference for each Committee endorsed.

## Interested Parties/Consultation:

- Interim Special Committee Members
- Chief Executive Officer



## Background / Previous Council Consideration:

This proposal is recommended to Council following a meeting of the Interim Special Committee on 10 June 2024 and is in accordance with Council Resolution No.s #PEC24-28/2024-04/10 and #C24-28/2024-05/7.3 regarding the Interim Special Committee to Review Council's Standing Committees.

The Interim Special Committee met informally on Poruma in May 2024 and discussion on aspects of the Council's committee structure were also discussed at the May 2024 Council Workshop.

A one-off formal meeting of the Interim Special Committee was held on 10 June 2024. Minutes from that meeting are at [Attachment 1](#).

Terms of Reference for the proposed Strategic Action Reference Group (SARG) Standing Committee and the proposed Advisory Committees are at [Attachments 2-7](#).

## COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	Travel and Accommodation as needed included in proposed 2024-25 budget.
<b>Policy:</b>	N/A
<b>Legal:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Risk:</b>	N/A
<b>Links to Strategic Plans:</b>	All Committees will drive particular aspects of the Three Pillars of Council's Corporate Plan <i>Bisnis Plan</i> 2020-25.
<b>Masig Statement:</b>	The work of the Committees will assist towards advancing the aspirations of the Masig Statement.
<b>Standing Committee Consultation:</b>	This report is based on the recommendations arising from the one-off meeting of the Interim Special Committee to Review Council's Standing Committees.
<b>Timelines:</b>	Committees are effective from 1 July 2024 until terminated by Council.

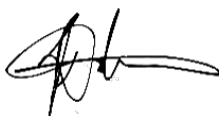
## Other Comments:

Nil.

## Recommended:

Susanne Andres  
Executive Director Corporate Services

## Approved:



James William  
Chief Executive Officer

## ATTACHMENTS:

1. Minutes of Interim Special Committee meeting held on 10 June 2024.
2. TOR – Strategic Action Reference Group (SARG) Standing Committee.
3. TOR – Housing, Families and Safe and Health Communities (HFSHC) Advisory Committee.
4. TOR – Governance and Leadership Advisory Committee.
5. TOR – Economic Growth (EG) Advisory Committee.
6. TOR – Culture, Arts, Land & Heritage (CALH) Advisory Committee.
7. TOR – Environment & Climate Adaptation (ECA) Advisory Committee.

**ATTACHMENTS:**

1. Minutes of Interim Special Committee meeting held on 10 June 2024.
2. TOR – Strategic Action Reference Group (SARG) Standing Committee.
3. TOR – Housing, Families and Safe and Health Communities (HFSHC) Advisory Committee.
4. TOR – Governance and Leadership Advisory Committee.
5. TOR – Economic Growth (EG) Advisory Committee.
6. TOR – Culture, Arts, Land & Heritage (CALH) Advisory Committee.
7. TOR – Environment & Climate Adaptation (ECA) Advisory Committee.



INTERIM SPECIAL COMMITTEE  
TO REVIEW COUNCIL'S  
STANDING COMMITTEES  
MEETING  
10 JUNE 2024

# MINUTES

**Time:** 10.00am to 1.00pm  
**Venue:** Meeting Room, Level 3, 111 Grafton Street, Cairns  
TEAMS Meeting ID: 410 297 112 020  
Passcode: LqVfU9

**PRESENT:**

<b>Mayor</b> / Chairperson	Cr Phillemon Mosby
Division 3 – Saibai	Cr Chelsea Aniba
Division 4 – Mabuiag	Cr Keith Fell
Division 5 – Badu / <b>Deputy Mayor</b>	Cr Ranetta Wosomo
Division 9 – Iama	Cr Aggie Hankin
Division 10 – Warraber	Cr Kabay Tamu
Division 13 – Ugar	Cr Rocky Stephen
Division 15 – Mer	Cr Bob Kaigey – <i>unable to connect into TEAMS meeting</i>

**APOLOGIES:** Nil

**OFFICERS:**

<b>Chief Executive Officer</b>	Mr James William – <i>dial in</i>
Executive Director Building Services	Mr Wayne Green
Executive Director Community Services	Mr Dawson Sailor – <i>dial in</i>
Executive Director Corporate Services	Ms Susanne Andres – <i>dial in</i>
Executive Director Engineering Services	Mr David Baldwin – <i>dial in</i>
Executive Director Financial Services	Ms Hollie Faithfull
TSIRC Secretariat	Mr Darryl Brooks

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

At 10.20am the Mayor welcomed Councillors and staff to the meeting.

The Mayor commenced by acknowledging the Heavenly Father, all Traditional Custodians throughout the length and breadth of Zenadth Kes and throughout the TSIRC footprint.

**B. NOTING OF APOLOGIES**

Nil.

**C. CONFLICT OF INTEREST DECLARATIONS**

Nil.

**1. 2024-28 Standing Committees & Advisory Committees**

The Mayor provided a brief overview of the role of the Interim Special Committee. This should be the first and last meeting of this Committee as it is in place primarily to consider and submit a recommended position to the full Council for endorsement.

This meeting is to formalise the discussions which occurred when members of the Interim Special Committee met informally on Poruma recently, as well as discussions undertaken with all Councillors during the May 2024 Council Workshop.

The current Committee framework with the existing five (5) Standing Committees of Council are to be retained, however those Standing Committees will need to be formally abolished by Council and then re-established as advisory committees.

The five (5) advisory committees will require the preparation of new terms of reference and these will be presented as part of a paper for consideration and endorsement to the full Council.

The advisory committees will determine their own meeting schedule, but will be required to provide Council with quarterly reports.

The Strategic Advisory Reference Group (SARG) will be retained with basically the same terms of reference and the membership of SARG will comprise the chairpersons of the five (5) advisory committees.

The SARG will meet bi-monthly (every two months).

The Mayor then invited further comments/suggestions from members.

**Cr Rocky Stephen** suggested that consideration should also be given to renaming the advisory committees to better reflect the business portfolio of the committee.

**Cr Ranetta Wosomo** agreed that there should be no real issue around any renaming. The Mayor suggested that 'Women's Issues' should be placed within the portfolio of the Safe and Healthy Communities advisory committee.

**Cr Kabay Tamu** commented that there will be overlap with the committees as matters pertaining to 'youth' (particularly in relation to leadership matters) will also be covered by the 'Governance and Leadership' advisory committee. The terms of reference will need to reflect the parameters around specific portfolio considerations.

**Cr Keith Fell** agreed, suggesting for example that Treaty issues (specifically pertaining to safety and health matters) could also be within the portfolio of the Safe and Healthy Communities advisory committee.

**Cr Wosomo** commented that the portfolio for the Safe and Healthy Communities advisory committee will also need to include men, elders, women and youth to be

incorporated, as these were discussed at the informal meeting recently on Poruma. **Cr Chelsea Aniba** suggested that one of the portfolio responsibilities for the Safe and Healthy Communities advisory committee could be simply listed as ‘families’ with youth, women, men, elders, etc. to be listed under ‘families’.

**The Executive Director Corporate Services (Ms Susanne Andres)** recommended that it was also important that the reviewed terms of reference for each of the committees reflect the 10 priorities endorsed at the May 2024 Council Workshop. **The Chief Executive Officer** agreed, adding that any final term of reference should allow flexibility and not constrain or each committee. The Chief Executive Officer suggested that a draft of the proposed terms of reference can be circulated out to members (out of session) to review and provide comment prior to a paper being finalised for the upcoming Council meeting.

**Cr Fell** also requested that ‘Sport and Recreation’ be incorporated into the Safe and Healthy Communities advisory committee’s portfolio.

## **2. Recommendations to Council**

The Committee agreed that the brief to Council incorporate the suggestions made above.

## **6. NEXT MEETING – N/A**

As indicated by the Mayor in agenda item 1 above, this will be a once-only meeting of the Interim Special Committee.

## **7. CLOSE OF MEETING**

The Mayor thanked members and staff for their attendance and contributions and formally closed the meeting at 10.50am. Cr Wosomo delivered the closing prayer.

MINUTES CONFIRMED – 24 July 2024

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 24 July 2024

.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 24 July 2024





# Strategic Action Reference Group (SARG) Standing Committee– Terms of Reference (TOR)

## 1. Purpose

- 1.1. The main purpose of the Strategic Action Reference Group (SARG) Standing Committee (the Committee) is to set the overall strategic direction for Council, as well as advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025.
- 1.2. The Committee reviews policies and strategies to be considered by Council.
- 1.3. The Committee will also identify and advise on emerging issues and opportunities on major matters affecting Council.

## 2. Authority

- 2.1 The Committee is established as a standing committee under section 264(1)(a) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
  - cannot require Council to adopt a policy or recommendation approved by the Committee; and
  - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## 3. Portfolio Area

- 3.1 The Committee's portfolio area covers:
  - Indigenous Land Use Agreements (ILUAs)
  - Partnerships/MOUs
  - Regional Service Level Agreements (SLAs)
  - Strategic funding
  - Major infrastructure funding
  - Regional Infrastructure Advisory Committee
  - Internal/External Audit
  - National and International Relationships
  - Oversight of Council Advisory Committees

## 4. Term

- 4.1 The Standing Committee is effective from 1 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

## 5. Membership

5.1 Members shall be:

- the Mayor
- the Deputy Mayor
- the Chairpersons of Council's Advisory Committees – as resolved by Council

5.2 The respective chair of Council's Advisory Committees may nominate another member of the specific committee to act as a proxy to attend a meeting of the Committee if the committee chair is unable to attend. It is the responsibility of the respective chair to organise his/her proxy.

5.3 The Mayor will be the chair of the Standing Committee.

## 6. Standing Orders and Meeting Procedures

6.1 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, including Code of Conduct and Conflict of Interest requirements.

6.2 Where a member misses two (2) consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

## 7. Meetings

7.1 The Committee will meet bi-monthly unless otherwise scheduled. These meetings will be open to the public unless the Committee resolves to close the meeting to the public. Council will set the first meeting of the Committee, with the Committee to then determine an annual schedule of meetings.

7.2 An annual schedule of meetings for the Committee will be published on the Council website.

7.3 Meeting quorum shall be the Mayor plus three members. The Mayor must be present for all meetings of the Standing Committee.

7.4 The Standing Committee meeting schedule will be as follows:

- 3 x virtual meetings per annum;
- 3 x face-to-face meetings per annum (subject to budget availability and to include the Committee meeting immediately in the lead-up to each Council Workshop).

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

7.6 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

7.7 Written minutes are required to be published within ten (10) days of the conclusion of the meeting and then endorsed at the following Committee meeting. Confirmed minutes will then be submitted to the full Council for noting.

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

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

## **9. Executive Officer Support**

9.1 The Executive Officer responsible for leading the Committee will be the **Chief Executive Officer**.

9.2 All Executive Directors and the Manager Legal Services are expected to attend each SARG meeting.

## **10. Administrative Support**

10.1 Administrative support will be provided by the Secretariat.

DRAFT



# Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 2:** Our communities are safe, healthy and active.
- **Outcome 3:** We ensure accessibility to community support services.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio including:

- Strategic planning and development of initiatives related to community safety and crime reduction, including Community Justice Group initiatives
- Contributing to health policy and grant delivery in the region, including:
  - Monitoring the rollout of funding to the delivery of essential services to support healthy communities
  - Supporting preventative health and wellbeing initiatives including sport and recreation activities
  - Supporting healthy and affordable food for communities
  - how best to improve health and wellness in our region, including how best to engage health consumers and communities to have a say
- Contributing to strong family initiatives such as:
  - Parenting support and education
  - Support with family relationships
  - Preventing social isolation
  - Assistance with economic difficulties (i.e. link to financial counselling)
  - Support with emotional and health issues
  - Assistance with education and employment
  - Referrals to other services

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the

- Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

### 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Housing
- Water and Wastewater Planning
- Asset Management Strategy
- Health (including related transportation issues)
- General Community Safety Concerns & Treaty movements
- Local Disaster Management
- Family Wellbeing (Elders, Youth, Young people, Men, Women, Cultural Groups and Other Minority Groups)
- Disability Support Initiatives
- Sport (including sporting facilities) and Recreation
- Animal management initiatives
- Connectivity and Telecommunications

### 4. Term

4.1 The Advisory Committee is effective from 1 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

### 5. Membership

5.1 Members shall be:

- the Chairperson – as resolved by Council
- two other Councillors – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

### 6. Standing Orders and Meeting Procedures

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

## 7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director** XXXXXXXXXXXX.

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the XXXXXXXX Services Directorate.





# Governance and Leadership Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Governance & Leadership Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 4:** We are a transparent, open and engaging Council.
- **Outcome 8:** We manage Council affairs responsibly to the benefit of our communities.
- **Outcome 12:** We bring opportunity to our region ...

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:

- (i) inform the development, implementation and review of strategies and plans that set and supports the direction of Council and ensures strong governance in terms of responsibility, self-regulation, prudent management of funds, best practice, and community services consistent with the culture and values of the Torres Strait Islander community.
- (ii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's governance ambitions.
- (iii) Supporting effective regional media and communication initiatives, including capacity building in communities.
- (iv) identify and prepare Leaders of the Future throughout the region.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Regional Assembly / Masig Statement / Regional Partnerships
- Transition Action Plan (TAP)
- Torres Strait Treaty
- Local Government Boundaries
- Reconciliation Action Plan (RAP)
- Media and Broadcasting
- Leadership Capacity Building
- Policy oversight and Corporate Documents (such as Corporate Plans, Operational Plans, Annual Reports, etc.)

#### **4. Term**

- 4.1 The Governance and Leadership Advisory Committee is effective from 1 July 2024 until terminated by Council.
- 4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### **5. Membership**

- 5.1 Members shall be:
  - the Chairperson – as resolved by Council
  - two other Councillors – as resolved by Council
- 5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

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

- 6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.
- 6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.
- 6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

#### **7. Meetings**

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).

- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## **8. Quarterly Reporting**

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

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

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

## **10. Executive Officer Support**

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director** [REDACTED]

## **11. Administrative Support**

- 11.1 Secretariat and administrative support will be provided by the [REDACTED] Services Directorate.



# Economic Growth (EG) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Economic Growth (EG) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 10:** We advocate and foster regional prosperity through enterprise development.
- **Outcome 11:** We invest in the retention of key skills within our region.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:

- (i) develop and deliver strategic sustainable economic development planning, design, implementation and improvement.
- (ii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's increasing economic challenges.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute or other law, or in any other capacity.

## 3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Divestment Policy
- Industry/Small Business Development
- Renewable Energy Project
- Economic Development Strategy
- Fuel Options
- Employment Opportunities
- Transport

#### **4. Term**

4.1 The Advisory Committee is effective from 1 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### **5. Membership**

5.1 Members shall be:

- the Chairperson – as resolved by Council
- two other Councillors – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

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

6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.

6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.

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

#### **7. Meetings**

7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.

7.2 Meeting quorum shall be two members.

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

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

7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

#### **8. Quarterly Reporting**

8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:



1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director** XXXXXXXXXXXX

## 11. Administrative Support

11.1 Secretariat and administrative support will be provided by the XXXXXXXXXXXX Services Directorate.



# Culture, Arts, Land & Heritage (CALH) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

- 1.1. The main purpose of the Culture, Arts, Land & Heritage (CALH) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:
  - **Outcome 1:** We preserve cultural heritage, history and place.
  - **Outcome 12:** We bring opportunity to our region and put our culture on the world stage.
- 1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio to enable Council to:
  - (i) embed the language and cultural (Ailan Kastom) lens into all operational and strategic policy and decision making;
  - (ii) encourage the participation and optimum service delivery throughout the TSIRC footprint and communities in arts, cultural and heritage programs, projects and activities;
  - (iii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate the region's arts, culture, history, languages and heritage communities.

## 2. Authority

- 2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.
- 2.2 The Committee:
  - cannot require Council to adopt a policy or recommendation approved by the Committee; and
  - has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## 3. Portfolio Area

- 3.1 The Committee's portfolio area covers:
  - Ailan Kastom
  - Language Revitalisation
  - Repatriation of Sacred Artefacts and Human Remains
  - Cultural Villages

- Torres Strait Islander Flag (including copyright)
- Native Title
- Deeds of Grant in Trust
- Land transfer
- Master Planning

#### **4. Term**

- 4.1 The CALH Advisory Committee is effective from 1 July 2024 until terminated by Council.
- 4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### **5. Membership**

- 5.1 Members shall be:
- the Chairperson – as resolved by Council
  - two other Councillors – as resolved by Council
- 5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

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

- 6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.
- 6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.
- 6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

#### **7. Meetings**

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days

prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 <sup>rd</sup> QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director** [REDACTED].

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the [REDACTED] Services Directorate.



# Environment & Climate Adaptation (ECA) Advisory Committee – Terms of Reference (TOR)

## 1. Purpose

1.1. The main purpose of the Environment & Climate Adaptation (ECA) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 5:** We plan effectively for the future of our individual communities and region.
- **Outcome 6:** Our communities remain resilient to the effects of climate change and natural disasters.
- **Outcome 7:** Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability.
- **Outcome 9:** We actively reduce our environmental footprint and manage our resources sustainably.

1.2. The Committee will also identify and advise on emerging issues and opportunities in climate change adaptation to enable Council to:

- (i) embed the climate change lens into all operational and strategic policy and decision making;
- (ii) increase the resilience of Council's infrastructure and service delivery by building internal capacity to absorb, adapt and adjust to the expected shocks of climate change;
- (iii) promote cooperative partnerships with neighbouring Councils and agencies to facilitate adaptation.

## 2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

## 3. Portfolio Area

3.1 The Committee's portfolio area covers:



- Torres Strait Climate Change and Adaptation Strategy
- Torres Strait Sea Wall Program
- Torres Strait and North Peninsula Area Biosecurity Plan
- Renewable Energy
- Waste Management (including Wastewater)
- Water Management
- Land & Sea Management
- Zenadth Kes Coastal Hazard Adaptation Strategy (and Implementation Action Plan)
- Asbestos Removal

#### 4. Term

- 4.1 The Climate Change Adaptation and Environment Advisory Committee is effective from 1 July 2024 until terminated by Council.
- 4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

#### 5. Membership

- 5.1 Members shall be:
  - the Chairperson – as resolved by Council
  - two other Councillors – as resolved by Council
- 5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

#### 6. Standing Orders and Meeting Procedures

- 6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.
- 6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.
- 6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

#### 7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at

least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.

- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

## 8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 <sup>st</sup> QTR Report	to each October Council Meeting (covering July-Sept period)
2 <sup>nd</sup> QTR Report	to each January Council Meeting (covering Oct-Dec period)
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4 <sup>th</sup> QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

## 9. Amendment, Modification or Variation

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

## 10. Executive Officer Support

- 10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director** [REDACTED]

## 11. Administrative Support

- 11.1 Secretariat and administrative support will be provided by the [REDACTED] Services Directorate.



**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Manager Administration and Communication*

**POLICY REVIEW: STANDING ORDERS POLICY; MEETING PROCEDURES POLICY; ADVERTISING SPENDING POLICY; ACCEPTABLE REQUESTS AND COMMUNICATION PROTOCOL POLICY**

**OFFICER RECOMMENDATION:**

The Council resolves to:

1. adopt the following updated and amended policies in the terms presented to Council:
  - Advertising Spending Policy
  - Acceptable Request Guidelines Policy (previously Acceptable Request and Communication Protocol Policy)
  - Standing Orders Policy
2. repeal the Meeting Procedures Policy previously adopted by Council in June 2022; and
3. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise.

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**EXECUTIVE SUMMARY:**

In accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and good governance requirements Council is required to have a number of written policies and procedures and to review the statutory policies as required by the legislation.

In addition, regular monitoring and review of these are necessary to reflect legislative changes and to continuously improve Council governance.

The listed policies have been drafted to include all legislative requirements and to provide an overview to Councillors, Council officers, and the community of the particulars regarding the three listed policies.

**INTERESTED PARTIES/CONSULTATION:**

- Executive Director Financial Services
- Executive Director Corporate Services
- Manager Administration and Communication
- Corporate Planning and Performance Lead

## BACKGROUND:

Policy	Changes
<p><b>Advertising Spending Policy</b></p> <p>The policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.</p> <p>This statutory policy was previously endorsed in 2021, with an annual review date of June 2024.</p>	<p>Minor adjustments to provisions, grammatical and formatting edits.</p>
<p><b>Acceptable Request Guidelines Policy</b></p> <p>The Act (s170) requires that Councils adopt Acceptable Request Guidelines Policy about the way in which Councillors may ask local government employees for advice to help them carry out their responsibilities under the Act.</p> <p>This statutory policy was previously endorsed in 2022, with an annual review date of June 2024.</p>	<p>Updated to meet current statutory guidelines.</p>
<p><b>Standing Orders Policy</b></p> <p>The Policy provides written rules for the orderly conduct of local government meetings. These standing orders incorporate the model meeting procedures that deal with matters during council meetings that must be adhered to under the <i>Local Government Act 2009</i> (LGA) and the <i>Local Government Regulation 2012</i> (LGA).</p> <p>This statutory policy was previously endorsed, with an annual review date of June 2024.</p>	<p>The Meeting Procedures Policy has been incorporated in the Standing Orders Policy, as set out by the Department.</p> <p>The policy has been adapted from the Department's Model Meeting procedures as they are published incorporating minor alterations.</p>

## COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• Local Government Act 2009</li><li>• Local Government Regulation 2012 Public Service Act 2008</li><li>• Public Sector Ethics Act 1994</li><li>• Statutory Bodies Financial Arrangements Act 1982</li><li>• Statutory Bodies Financial Arrangements Regulation 2007</li></ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	Standing Orders Policy Advertising Spending Policy Acceptable Request Guidelines Policy
<b>Legal:</b>	Requirement under the Local Government Act 2009 and the Local Government Regulation 2012
<b>Risk:</b>	Legislative requirement
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 (Bisnis Plan) These policies strategically aligns to specific delivery objectives under all 3 pillars of Council's current Corporate Plan, being People, Sustainability and Prosperity.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	Standing Committees not yet determined
<b>Timelines:</b>	Reviewed as required

## OTHER COMMENTS:

That Council resolves to adopt the listed policies and delegates authority to the Chief Executive Officer to make further minor administrative amendments as they arise.

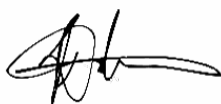
### Prepared/Recommended:

Emily Reid  
Manager Administration and Communication



### Endorsed:

Susanne Andres  
Executive Director Corporate Services



### Approved:

James William  
Chief Executive Officer

## ATTACHMENTS:

Attachment 1: Standing Orders Policy  
Attachment 2: Advertising Spending Policy  
Attachment 3: Acceptable Request Guidelines Policy



## **Advertising Spending Policy (DRAFT)**

### **1. PURPOSE**

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Torres Strait Island Regional Council (Council) recognises that part of its role is to promote Council activity at a local, national and international level to further the economic, social and cultural development of the Torres Strait.

### **2. SCOPE**

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The policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.

The policy does not apply to advertising for:

- recruitment of staff; or
- acquisition or disposal of property, plant or equipment; or
- tenders or expression of interests as part of Council's procurement activities.

### **3. LINK TO CORPORATE PLAN**

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People *Bisnis* - *Pipol*

Sustainability *Bisnis* - *Mekem las long*

Prosperity *Bisnis* – *Pruitpul*

### **4. POLICY STATEMENT**

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Council may spend money on Advertising only if:

- The advertising is to provide information or education to the public; and
- The information or education is provided in the public interest.

The following types of promotion will generally be considered appropriate for Council provided the information or education being disseminated is in the public interest:

- To advise the public of a new or continuing service or facility provided by the Council;
- To advise the public about changes or updates to an existing service or facility provided by the Council;
- To increase the use of a service or facility provided by the Council;
- To change the behaviour of people in the Council's area for the benefit of all or some of the community or to achieve the objectives of the Council

where there is a link with Council's Corporate Planning Outcomes;

- To advise on Council sponsored events relating to Community activities, including cultural events and sport and recreation activities;
- To advise the community on enterprise and economic development initiatives;
- To advise the public of the time, place and content of scheduled meetings of the Council;
- To advise the public of the decisions made by the Council at its meetings;
- To request comment on proposed policies or activities of the Council;
- To advertise matters required by legislation to be advertised; and
- To advise the public of significant regional governance expenditure.

Advertising (and expenditure on advertising) should not be used (or incurred):

- to promote the achievements or plans of Councillors or groups of Councillors;
- to influence the voters in an election;
- during the three (3) month period immediately before an election for the local government, unless the expenditure relates to items or events already adopted by Council minute.

All advertising must be approved by either the:

- Chief Executive Officer; or
- Executive Director Corporate Services (Director).

The Director will monitor expenditure and effectiveness of advertising undertaken. and will keep records which demonstrate that:

1. Advertising expenditure is in accordance with this policy and the *Local Government Regulation 2012*;
2. There is an appropriate cost benefit relationship between the advertising and the desired outcome; and
3. The expenditure has been budgeted for.

## 5. REPORTING

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The success and effectiveness of the policy will be measured by ensuring all advertising expenditure complies with the relevant legislation and benefits the community.

## 6. DEFINITIONS

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**Advertising** means promoting, for the payment of a fee, an idea, goods or services through commonly used medium such as magazines, newspapers, radio, and television.

## 7. RELATED DOCUMENTS AND REFERENCES

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*Local Government Act 2009*

*Local Government Regulation 2012*

## 8. REVIEW

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This policy is to be reviewed if legislation changes, or every three (3) years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	June 2027
Review history:	2021, 2024

## **Acceptable Request Guidelines Policy (DRAFT)**

### **1. PURPOSE**

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This policy sets out the guidelines for requests for advice or information by Councillors to local government employees to assist Councillors to carry out their responsibilities under the *Local Government Act 2009* (the Act).

### **2. SCOPE**

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The Act (s170) requires that Councils adopt an Acceptable Request Guidelines about the way in which Councillors may ask local government employees for advice to help them carry out their responsibilities under the Act.

This policy is applicable to all Councillors and Council employees, including contractors and volunteers of Torres Strait Island Regional Council (Council).

This policy does not deal specifically with issues regarding attempts to influence Council employees. Under section 150EZ of the Act, it is an offence for a Councillor who has a prescribed or declarable interest in a matter, to direct, influence, attempt to influence, or discuss the matter with, another person who is participating in a decision of the local government relating to the matter.

This policy does not cover administrative support to the Mayor and Councillors. This is covered in the Administrative Support Guidelines.

### **3. LINK TO CORPORATE PLAN**

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People *Bisnis* – *Pipol*

### **4. POLICY STATEMENT**

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All Councillors have the right to seek advice from employees or information from the Chief Executive Officer (CEO) to help them carry out their official duties. Employees must respect the governance role of elected officials and provide them with advice and information in accordance with these guidelines.

#### **4.1. Cultural Protocols to be observed**

This policy recognises the unique nature of our region and its culture and history. It is important this unique history and culture is recognised and incorporated as part of Council's official protocol to facilitate better relationships between our communities, our Elected Members and Council employees.

There are certain Indigenous protocols that must be observed in Council communication:

- The practice of not mentioning the name of a deceased Torres Strait Islander person, or displaying photographic images of a deceased person unless agreed to by the relevant family;
- Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business').
- Appropriate acknowledgement of guest artists that are either from or supported by the local community. In most cases, members of the community will advise staff of intrusive behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status or because staff do not belong to their clan or tribal group. If staff are in doubt, assistance should be sought in the first instance from the Council's CEO.

#### **4.2. Guidelines for Councillors**

Pursuant to s170(1) of the *Local Government Act 2009*, the Mayor may give direction to the CEO. A direction must not be inconsistent with a Council resolution, or a document adopted by resolution, of the local government.

Pursuant to s170(3) of the *Local Government Act 2009*, no Councillor, including the Mayor, may give a direction to any other local government employee. Contravention of this is misconduct that could result in disciplinary action being taken against a Councillor as per s150L(1)(c)(iv), 150 AQ and 150 AR of the *Local Government Act 2009*.

Where a Councillor including the Mayor, attempts to give direction to an employee, the employee is not required to act on those directions and must inform the CEO of this direction, either directly or through the employee's manager.

In accordance with s170A (6) of the *Local Government Act 2009*, the Mayor is not required to comply with the acceptable requests guidelines when seeking advice from employees or information from the CEO.

##### **4.2.1. Manner in which a Councillor can request information from a Council employee**

A Councillor may only request information from a Council employee if all the following criteria are satisfied:



- a. the request is made to:
  - i. the CEO; or
  - ii. an employee acting in a position identified in column 1 in the table in Appendix 1, if the request is made in relation to a subject area identified as appropriate for that position in column 2 of the table.
- b. the request is made in writing, unless:
  - i. the request involves information which is generally accessible to the public;
  - ii. in the case of a request made to the CEO or Executive Directors, the officer agrees that a verbal request is sufficient in the circumstances and the officer records the details of a request in a file note;
  - iii. in the case of any other employee identified in Column 1 in the table in Appendix 2, the Executive Director to whom that employee reports to agrees that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note;  
or
  - iv. in the case of an emergency; and
- c. the request is made in good faith; and
  - i. the request would not involve an unreasonable use of a Council employee's time having regard to the resources available to Council;
  - ii. be made in a professional manner with respect, in line with the Councillor's Code of Conduct;
  - iii. not direct or pressure Council employees in relation to their work or recommendations they should make.

A Councillor may not request information that is:

- not compliant with these guidelines;
- information which is a public interest disclosure under the *Public Interest Disclosure Act 2010 (Qld)*;
- personal information under the Information Privacy Act 2009 (Qld);
- the employment records of a Council employee;

- a record of the Office of the Independent Assessor or Councillor Conduct Tribunal to the extent it is not publicly available information;
- subject to legal professional privilege;
- Confidential information under the *Crime and Corruption Act 2001 (Qld)*.

#### **4.3. Guidelines for Employees**

Communication by employees with Councillors must be conducted in a respectful, reasonable and professional manner, in accordance with the law and Local Government Principles, and in compliance with Council's Code of Conduct.

Employees must reasonably ensure that any information that is provided is accurate and correct, and provided in a timely manner.

If an employee is of the opinion that the information requested is unreasonably complex or onerous to fulfil and will significantly divert them from their regular duties, the employee shall seek advice from their Manager, Director and/or CEO as soon as possible.

No employee, other than the CEO is entitled to distribute commercial in confidence information or data to a Councillor.

Employees shall inform the CEO if they believe a Councillor has behaved in a manner contrary to this policy.

#### **4.4. Other types of requests:**

4.4.1. Access to or use of a council resource: Should a Councillor request access to or use of a council resource (not specifically covered by other policies) for the benefit of a community group, such must be authorised by resolution of Council or made as a request in writing to the relevant Director or the CEO.

4.4.2. Access to Council properties, administration buildings or facilities: Access to Council facilities where staff offices are located, and those properties that are not typically accessible to unauthorised employees or members of the public, such as depots, construction areas/sites, confined areas etc., access must be authorised by resolution of Council or via an approval from the CEO or relevant Director. In obtaining access, the Councillor will comply with all site specific worksite health and safety requirements, including but not limited to, the use of any necessary personal protective equipment, inductions and any lawful directions given.

4.4.3. Suppliers and contractors: Councillors do not have the authority to

directly engage with suppliers or contractors to Council, including the incurring of expenditure.

4.4.4. Administrative assistance: Requests for administrative assistance must be in line with the Administrative Support Staff Guidelines.

#### **4.5. Response times to requests for advice or information**

The CEO must comply with a request made under s170A (1) & (2) of the Act:

- a) made within 10 business days after receiving the request; or
- b) if the CEO reasonably believes it is not practicable to comply with the request within 10 business days – within 20 business days after receiving the request.

#### **4.6. Handling of information**

A Councillor must only use information or advice obtained from a Council employee for a proper purpose and must not use the information or advice in contravention of section s171A of the Act.

#### **4.7. Complaints and non-compliance**

A complaint by an employee about a Councillor failing to comply with these guidelines should be referred to the Office of the Independent Assessor and dealt with in accordance with legislation.

A complaint by a Councillor about an officer/employee failing to comply with these guidelines should be referred to the person to whom the officer reports. The Councillor may also notify the Mayor.

Where a Councillor repeatedly operates outside of these guidelines, the CEO retains the right to require that all future requests for advice or information, by that Councillor be made in writing to the CEO or relevant Director.

## **5. REPORTING**

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No additional reporting required.

## **6. DEFINITIONS**

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<b>Term</b>	<b>Meaning</b>
CEO	The Chief Executive Officer of Council appointed pursuant to section 194 of the LGA.
Council	Torres Strait Island Regional Council
Councillor	An elected member of Council, including the Mayor.
Employee	An individual employed by Torres Strait Island Regional Council

<b>Term</b>	<b>Meaning</b>
Director	Executive Director of a Department
Policy	This document, which is Council's 'acceptable requests guidelines' under section 170A(7) of the LGA.
Publicly Available Information	Information in a register or other instrument required to be kept by Council under a relevant Act or Regulation, including under the LGA, the <i>Planning Act 2016</i> (Qld) or the Environmental Protection Act 1994 (Qld), that is accessible by a member of the public either free of charge or on payment of a fee.
Requests	Request by a Councillor for advice or information.

## 7. RELATED DOCUMENTS AND REFERENCES

*Local Government Act 2009*

*Public Sector Ethics Act 1994 (Qld)*

*Code of Conduct for Councillors in Queensland*

*Council's Code of Conduct*

*Administrative Support Staff Guidelines*

*Expenses Reimbursement and Support for Elected Representatives Policy*

*Privacy Policy*

## 8. REVIEW

This policy is to be reviewed if legislation changes, or every three (3) years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	June 2027
Review history:	2020, 2022, 2024

DRAFT

## Appendix 1

Position name (column 1)	Subject area (column 2)
<b>Office of the CEO</b>	
Executive Assistant to the Mayor Executive Support Coordinator	Information regarding meetings, booking of flights to attend Council business
<b>Financial Services</b>	
Executive Director Financial Services	Any matters pertaining to Directorate
Head of Financial Services	Financial reporting and performance, budget, treasury, asset management, payroll, procurement and creditors.
<b>Engineering Services</b>	
Executive Director Engineering Services	Any matters pertaining to Directorate
Head of Engineering Services	Engineering operations, capital works, water and wastewater
Manager Engineering Operations	Engineering services, disaster management
Manager Water and Wastewater	Water and wastewater services
Manager Capital Works	Capital works projects, waste services, biosecurity
<b>Building Services</b>	
Executive Director Building Services	Any matters pertaining to Directorate
<b>Community Services</b>	
Executive Director Community Services	Any matters pertaining to Directorate
Head of Community Services	Health and wellbeing, housing, community events, environment and health
Regional Managers	Divisional customer service administration and communication between community, stakeholders, Council and the Executive Team of Council
Divisional Managers	Divisional customer service administration and communication between community, stakeholders, Council and the Executive Team of Council
<b>Corporate Services</b>	
Executive Director Corporate Services	Any matters pertaining to Directorate
Manager Information Technology Services	Technology services, records



Position name (column 1)	Subject area (column 2)
Manager Fuel and Fleet	Fuel and fleet services
Manager Administration and Communications	Media and communications, corporate planning, community grants, grants revenue, customer service
Manager People and Wellbeing	People and Wellbeing matters, noting confidentiality and privacy provisions
Manager Legal and Risk	All legal matters managed by legal services unit, noting confidentiality and privacy provisions

## Standing Orders (Meeting Procedures) Policy **(DRAFT)**

### 1. PURPOSE

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Provides written rules for the orderly conduct of local government meetings. These standing orders incorporate the model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) and the *Local Government Regulation 2012* (LGA).

### 2. SCOPE

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This policy applies to the Mayor and all Councillors of the Torres Strait Island Regional Council (Council).

### 3. LINK TO CORPORATE PLAN

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People *Bisnis - Pipol*

Sustainability *Bisnis - Mekem las long*

Prosperity *Bisnis – Pruitpul*

### 4. PROVISIONS

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Under section 150F of the LGA, the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning must make model procedures for local government and committee meetings. This policy is adapted from the Department's Model Meeting procedures as they are published with minor alterations. Council must conduct its meetings in a manner that is consistent with these model meeting procedures.

### 5. RELATED DOCUMENTS AND REFERENCES

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*Local Government Act 2009*

*Local Government Regulation 2012*

*Code of Conduct for Councillors in Queensland 2024*

### 6. REVIEW

---

This policy is to be reviewed if legislation changes, or every three (3) years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	June 2027
Review history:	2021, 2024

DRAFT

# Standing Orders and Model Meeting Procedures

## Intent

These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the Local Government Act 2009 (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in the Local Government Regulation 2012 (LGR). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

### 1. Standing orders

- 1.1 These standing orders apply to Torres Strait Island Regional Council (Council) meetings (Council meetings) including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the Council except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the Council meeting that is not provided for in these standing orders, the matter will be determined by resolution of the Council upon a motion which may be put without notice, but otherwise conforming with these standing orders.

## Procedures for meetings of Council

### 2. Presiding officer

- 2.1 The mayor will preside at a meeting of Council
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 Council will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.

- 2.5 If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillors present will preside over the committee meeting.
- 2.6 Before proceeding with the business of the meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

### 3. Order of business

- 3.1 The order of business will be determined by resolution of the Council from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
  - welcome
  - attendance
  - acknowledgements
  - opening prayer
  - apologies and granting of leaves of absence
  - confirmation of previous minutes
  - business arising out of previous meetings
  - officers' reports
  - next meeting
  - close of meeting and prayer

**Note:** *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.*

## 4. Agendas

### 4.1 The agenda may contain:

- notice of meeting
- amendments correcting the minutes of the previous meeting
- adoption of the minutes of the previous meeting
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- councillor conduct breach investigation reports provided by the investigator
- deputations and delegations from the community that are approved to attend
- any other business the Council determines by resolution be included in the agenda.

### 4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the Council at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

### 4.3 The notice of the meeting and the agenda must be given to each councillor at least four days before the meeting, unless it is impracticable to give the notice before that time.

### 4.4 The agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the Council meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public



as soon as practicable after it is made available to the councillors or committee members.

- 4.5 Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

## **5. Quorum**

- 5.1 A quorum at a Council meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

## **6. Petitions**

- 6.1 Any petition presented to a meeting of the Council will:
- be in legible writing or typewritten and contain a minimum of 10 signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the Council, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
  - received and referred to a committee or officer for consideration and a report to the Council, or
  - not be received because it is deemed invalid.
- 6.3 The Council will respond to the principal petitioner in relation to all petitions deemed valid.

## **7. Deputations**

- 7.1 A deputation wishing to attend and address a meeting of the Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed.
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## **8. Public participation at meetings**

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 Time may be required to permit members of the public to address Council on matters of public interest related to Council. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of the chairperson.

- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the Council may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5 Any person addressing the Council shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6 Any person who is considered by the Council or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## **9. Prescribed conflict of interest**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or committee meeting

When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:

- the name of the entity, other than the councillor, that has an interest in the matter
- the nature of the councillor's relationship with the entity
- details of the councillor's, and any other entity's, interest in the matter.

9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

***Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

9.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

## **10. Declarable conflict of interest**

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under section 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the

councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - the name of the related party to the councillor; and\
    - the nature of the relationship of the related party to the councillor; and
    - the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - the name of the other person; and
    - the nature of the relationship of the other person to the councillor or related party and
    - the nature of the other person's interest in the matter; and

- the value of the gift or loan and the date the gift or loan was made.
  - 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
  - 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.
- Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA.*
- 10.6 The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
  - 10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
  - 10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible



councillors should consider the particular circumstances of the matter including, but not limited to:

- how does the inclusion of the councillor in the deliberation affect the public trust
- how close or remote is the councillor's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
- how the benefit or detriment the subject councillor stands to receive compares to others in the community
- how this compares with similar matters that the Council has decided and have other councillors with the same or similar interests decided to leave the meeting
- whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

10.9 If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA.

10.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. workshops.

10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

- 10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV.

## **11. Reporting a suspected conflict of interest**

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1 The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes

occurring outside of a Council meeting about the same matter e.g. workshops.

- 11.5 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

**Note:** The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA):

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
- *any decision then made by the eligible councillors*
- *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
- *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*

- 11.6 The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

**Note:** The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter). If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.

- 11.7 Where a decision has been made under section 150ES of the LGA, the minutes must include the:

- decision and reasons for the decision
- name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of quorum

12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the Council
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the Council must decide the matter.

12.2 The Council may by resolution delegate a power under section 257 of the LGA to:

- the mayor or CEO
- a standing committee, or joint committee of Council
- the chairperson of a standing committee or joint standing committee of the Council
- another Council for a joint government activity

12.3 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4 The Council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- the mayor
- a standing committee

12.5 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the Council and cannot be withdrawn without the consent of the Council meeting.
- 13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the Council in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

### 14. Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the Council at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting
  - deferred to the next meeting.

## **15. Motion to be seconded**

- 15.1 A motion or an amendment to a motion will not be debated at a meeting of the Council unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

## **16. Amendment of motion**

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## **17. Speaking to motions and amendments**

- 17.1 The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.



- 17.7 In accordance with section 254H of the LGR if a decision made at the Council meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

**Note:** *If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## **18. Method of taking vote**

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## **19. Withdrawing a motion**

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.

## **20. Repealing or amending resolutions**

- 20.1 A resolution of the Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

## 21. Procedural motions

- 21.1 A councillor at a meeting of the Council may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- 21.4 Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the Council on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may

be concluded at the meeting. Where such a procedural motion is passed, the Council will proceed with the next matter on the agenda.

- 21.6 A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of the Council meeting.

**Note:** Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

- 21.8 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made.
- 21.10 The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the

agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## **22. Questions**

- 22.1 At a Council meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the Council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## **Meeting Conduct**

### **23. Process for dealing with Unsuitable Meeting Conduct**

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following process for how the chairperson of a Council meeting may deal with unsuitable meeting conduct by a councillor must occur.
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable

meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.

- 23.3 If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

**Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government's CEO is

*advised to ensure details of any order made is updated in the local government's councillor conduct register.*

- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

## **24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson**

- 24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.



- 24.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.*

*If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

## **25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor**

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the Council by giving a referral notice.

**Note:** A conduct breach is conduct that:

- *contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

- 25.1 In relation to matters referred by the Assessor to the local government, the Council may decide not to start or discontinue an investigation if:

- the complainant withdraws the complaint

- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.

*Note: The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.*

25.2 The Council must decide in a Council meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), Under the LGA, decisions about a conduct breach can only be delegated to the mayor or a standing committee.

25.3 When dealing with an instance of a suspected conduct breach which has been referred to a Council by the Assessor:

- the Council must be act in a manner consistent with the Council principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate the Council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR.
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where the Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.

- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

**Note:** After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.

25.4 If the Council has lost quorum due to the number of conflicted councillors or another reason, the Council must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- decide, by resolution, to defer the matter to a later meeting, or

- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the Council must decide the matter.

**Note:** A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

*If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.*

*The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.*

- 25.5 If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 25.6 The Council may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
  - an order reprimanding the councillor for the conduct
  - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - an order that the councillor be excluded from a stated Council meeting
  - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor

- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the Council for all or some of the costs arising from the councillor's conduct breach.

25.7 Council may not make an order in relation to a person who has vacated their office as a councillor.

25.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the Council and if relevant any orders made by resolution.

*Note: The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

## **26. General conduct during meetings**

26.1 After a meeting of the Council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2 Councillors will speak to each other or about each other during the Council meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## **27. Disorder**

27.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

27.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting

closed, and any outstanding matters will be deferred to a future meeting.

## Attendance and non-attendance

### **28. Attendance of public and the media at a Council meeting**

- 28.1 An area shall be made available at the place where any meeting of the Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2 When the Council is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### **29. Closed session**

- 29.1 Council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR:
- appointment, dismissal, or discipline of the CEO
  - industrial matters affecting employees
  - the local government's budget (which does not include the monthly financial statements)
  - rating concessions
  - legal advice obtained by the Council or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - matters that may directly affect the health and safety of an individual or a group of individuals
  - negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the local government
  - negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967



- a matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- a matter relating to the consideration of an investigation report for a conduct breach matter given to the Council by the Assessor under the LGA chapter 5A, part 3, division 5.

29.2 A Council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

29.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The Council must instead:

- delegate consideration and decision on the matter, under section 257 of the LGA, unless the matter cannot be delegated
- decide by resolution to defer the matter to a later meeting when a quorum may be available
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the Council must decide the matter.

29.4 None of the above will be considered, discussed, voted on or made during a closed session.

29.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

29.6 To take a matter into a closed session the Council must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered

- if it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated
- no resolution can be made while in a closed meeting (other than a procedural resolution).

### 30. Teleconferencing of meetings

- 30.1 If a councillor wishes to be absent from a Council meeting place during a meeting, the councillor must apply to the Council to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The Council may allow a councillor to participate in a Council or committee meeting by teleconference.

**Note:** *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 30.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

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**DIRECTORATE:** Corporate Services

**AUTHOR:** Corporate Planning and Performance Lead

## 2025-2030 TSIRC CORPORATE PLAN - COMMUNITY CONSULTATION

### OFFICER RECOMMENDATION:

That Council notes this report.

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### EXECUTIVE SUMMARY:

Under Section 199 of the *Local Government Regulation 2012*, it is mandatory for a Council to prepare and adopt a Corporate Plan for a period of five years, ensuring it is done in a timely manner to facilitate budget preparation and adoption consistent with the plan.

The current Corporate Plan (2020-2025) will expire on 30 June 2025. Development of the new Corporate Plan (2025-2030) has started, and community engagement will play an important part in the process.

### Interested Parties/Consultation:

- Elected Council
- Chief Executive Officer
- Executive Director Corporate Services
- Manager Administration and Communications
- Corporate Planning and Performance Lead

### Background:

Community engagement is an important initiative to ensure the Council's Corporate Plan is aligned with the community's needs and expectations. By actively involving community in the planning process, Council demonstrates its commitment to its people, transparency and good governance.

A draft consultation program has been developed. A key aspect of the public consultation process is holding face-to-face community meetings with all 15 communities. This will allow community to provide feedback on various issues concerning Council's services and key delivery areas which will inform the direction of the Corporate Plan.

An engagement survey will also be available for members of the public to provide feedback.

### Proposed schedule:

The dates for consultation are proposed, noting approval from each of the divisional Councillors is required and may be subject to change due to various circumstances such as Councillor availability, significant cultural events, travel and weather conditions.

Ahead of delivering this consultation program, it is proposed that Council writes to all prescribed bodies corporate (PBC), GBK and Torres Strait Regional Authority to advise that consultation is being carried out.

Date	Island	Divisional Councillor	Time
<b>Tuesday 13 August</b>	Mabuiag (Jervis Island)	Cr. Keith Fell, Div 4	Morning
	Badu (Mulgrave Island)	Cr. Ranetta Wosomo, Div 5	Evening
<b>Monday 30 September</b>	Kiririri (Hammond Island)	Cr. Seriako Dorante, Div 8	Afternoon
<b>Tuesday 1 October</b>	Arkai (Kubin)	Cr. Iona Manus, Div 6	Morning
	Wug (St Pauls)	Cr. John Levi, Div 7	Evening
<b>Wednesday 2 October</b>	Dauan (Mt Cornwallis Island)	Cr. Torenzo Elisala, Div 2	Morning
	Ugar (Stephen Island)	Cr. Rocky Stephen, Div 13	Evening
<b>Thursday 3 October</b>	Masig (Yorke Island)	Cr. Ted Mosby, Div 12	Morning
	Poruma (Coconut Island)	Cr. Francis Pearson, Div 11	Evening
<b>Monday 21 October</b>	Warraber (Sue Island)	Cr. Kabay Tamu, Div 10	Afternoon
<b>Tuesday 22 October</b>	Iama (Yam Island)	Cr. Aggie Hankin, Div 9	Morning
	Mer (Murray Island)	Cr. Bob Kaigey, Div 15	Evening
<b>Wednesday 23 October</b>	Boigu (Talbot Island)	Cr. Dimas Toby, Div 1	Morning
	Saibai (Saibai Island)	Cr. Chelsea Aniba, Div 3	Evening
<b>Thursday 24 October</b>	Erub (Darnley Island)	Cr. Nixon Mye, Div 14	Morning

#### **COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Regulation 2012</i></li> </ul>
<b>Budgetary:</b>	Costs associated with the consultation have been allocated in the draft 2024/2025 budget.
<b>Policy:</b>	N/A
<b>Legal:</b>	It is a statutory requirement that Council adopts a Corporate Plan.
<b>Risk:</b>	
<b>Links to Strategic Plans:</b>	
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	The 2025-2030 Corporate Plan will be adopted in July 2025

**Other Comments:**

Nil.

**Recommended:**

Robert Blake  
Corporate Planning and Performance Lead

**Endorsed:**

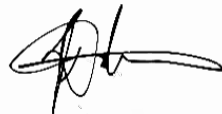
Emily Reid  
Manager Administration and Communications

**Endorsed:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



## ORDINARY MEETING

24 July 2024

Agenda Item

# 6.6

**DIRECTORATE:** Corporate Services

**AUTHOR:** Corporate Planning and Performance Lead

## 2024-2025 TSIRC OPERATIONAL PLAN

### OFFICER RECOMMENDATION:

That Council resolve to:

1. endorse the Operational Plan for the 2024-2025 financial year, in accordance with Section 174 of the *Local Government Regulation 2012*; and
2. delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to make any further minor administrative amendments to the Operational Plan as they arise.

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### EXECUTIVE SUMMARY:

Pursuant to both the *Local Government Act 2009*, and the *Local Government Regulation 2012*, Council has prepared an annual Operational Plan in alignment with the Corporate Plan 2020-2025.

The annual Operational Plan outlines how Council plans to progress the implementation of the 5-year Corporate Plan during the financial year 2024-25. Performance and progress against the objectives set forth in the Operational Plan will be reported quarterly by the relevant Department of Council.

Council may, by resolution, amend its annual Operational Plan at any time before the end of the financial year.

### Interested Parties/Consultation:

- Elected Council
- Chief Executive Officer
- Executive Directors
- All Council Departments

### Background:

Council adopted its Corporate Plan 2020-2025 in 2019 with Council's first Operational Plan developed from this being the 2019-20 Operational Plan. The current year's plan is the fifth Operational Plan, the last remaining from the current Corporate Plan.

Preparation of the Operational Plan started in February 2024 with Executive Directors and Managers. The draft Plan was presented to a Council workshop in May 2024 for consideration.

The Operational Plan is structured around Council's corporate structure as of 1 July 2024, which was endorsed by Council on 27-28 June 2023.

Council customarily adopts its annual Operational Plan at the same time it adopts the annual budget.



**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li></ul>
<b>Budgetary:</b>	The Operational Plan has been developed in conjunction with the development of the annual budget to ensure activities recorded in the plan have been appropriately funded where required.
<b>Policy:</b>	N/A
<b>Legal:</b>	It is a statutory requirement that Council adopts an annual Operational Plan.
<b>Risk:</b>	Financial
<b>Links to Strategic Plans:</b>	Aligns with the Corporate Plan 2020-2025
<b>Masig Statement:</b>	Objective 1 (Office of the CEO)
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Quarterly report

**Other Comments:**

Nil.

**Recommended:**

Susanne Andres  
Executive Director, Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Operational Plan 2024-2025.

DRAFT

# Operational Plan

2024/25



Torres Strait Island  
REGIONAL COUNCIL



# Acknowledgement

The Torres Strait Island Regional Council acknowledges our Native Title Holder, our Elders past and present, and all members of the Communities we service within the five Nations of Zenadth Kes: the Gudaw Maluligal Nation of the Top Western Islands, the Maluligal Nation of the Western Islands, the Kemer Kemer Meriam Nation of the Eastern Islands, the Kulkalgal Nation of the Central Islands, and the Kaiwalagal Kaurareg Aboriginal Nation of the Inner Islands.

We recognise all Torres Strait Islander and Aboriginal Peoples and their continuing connection to land and sea, and the strength of a cultural heritage and belief system that spans past, present and future generations.







## Message from the CEO

I acknowledge our Community Members throughout Zenadth Kes and the region we serve, and celebrate their enduring connection to our shared history, culture, land, and sea. I acknowledge our Traditional Owners and pay respect to our Elders past and present who have provided continuous guidance every day to support the delivery of important services for the benefit of our people in the region.

This Plan outlines our objectives and targets for the 2024/2025 financial year. Our work in the 15 communities impacts the well-being and quality of life of those we serve. We will focus on financial sustainability, advocate for funding, enhance corporate governance, and evolve our organisational culture to better respond to our customers' needs.

Key initiatives of this Plan include advancing the MASIG Statement, participating in the Biosecurity Program, delivering environmental health and animal management programs, and undertaking major infrastructure projects. We will also implement outreach programs for early childhood education, improve in-home safety for the elderly and all abilities.

Collaboration, communication, and a shared commitment to excellence are essential. With our dedicated team, I am confident we will make a significant impact in our communities.

James William  
Chief Executive Officer  
July 2024

## Youmpla Values



### ONE

We are one team who achieves together.



### RESPECT

We have respect for each other and the communities we serve.



### ACCOUNTABILITY

We are accountable and responsive to our communities.



### COURAGE

We are courageous leaders, who think innovatively.



### RESILIENCE

We are builders of a sustainable and resilient region.

## Youmpla Vision

*"For our communities and Council to be Autonomous, Prosperous and Sustainable"*

### Autonomous:

We achieve autonomy when we empower our people and community through rigorous engagement, consultation and participation. An autonomous Council fuels both local and regional self-sufficiency.

### Prosperous:

We are prosperous when we are flourishing, thriving, or have success; This can be in our faith, culture, traditions, happiness, fortune or health and wellbeing.

### Sustainable:

We are sustainable when we deliver social, economic or environmental solutions that enhance current community needs and long term aspirations.

## Youmpla Mission

*"To improve our communities' liveability in all we do"*

### Liveability:

Liveability is the sum of the factors that add up to a community's quality of life - including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreational possibilities.

# strategic Planning

Council develops strategic plans to set priorities for core business operations and guide our budgetary management.

Our Operational Plan (2024-2025) sets out Council's key annual objectives in alignment with the annual budget and the three strategic delivery pillars of our Corporate Plan (2020-2025):



*Pipol*  
People



*Mekem las long*  
Sustainability



*Pruitpul*  
Prosperity

Delivery objectives and outcomes within this plan are aligned to the following operating model:



For more information on Council's strategic planning process, please visit: <http://www.tsirc.qld.gov.au/your-council/publications/plans>













## Office of the CEO

No.	Objective	Corp. Plan	Function	Delivery/Target
1.	Advancing the MASIG statement		Office of the CEO	<ul style="list-style-type: none"><li>Action Plan established</li><li>Advocacy Plan finalised</li><li>Successful Community Engagement</li></ul>
2.	Establish Strategic Asset Management Framework		Office of the CEO	<ul style="list-style-type: none"><li>Council approval</li><li>Accurate 10-year financial forecast</li></ul>
3.	Transition Action Plan (TAP)		Office of the CEO	<ul style="list-style-type: none"><li>Council approves strategy, actions and time frames</li></ul>
4.	Renegotiation Grafton Street lease		Office of the CEO	<ul style="list-style-type: none"><li>Lease renegotiated and approved by Council</li></ul>



## Financial Services

No.	Objective	Corp. Plan	Function	Delivery/Target
5.	Enhancement of Human Resources and Payroll (HRP) modules to maximise the benefit from the use of Technology One including the automation of repetitive tasks to create more capability to focus on value added tasks		Financial Services	<ul style="list-style-type: none"> <li>Phase 2 of HRP enhancement project which focuses on the roll-out of employee self services including time-sheet entry and updating personal data</li> <li>External review of HRP module to provide recommendations on process improvements including removal of redundant tasks and automation of repetitive tasks</li> </ul>
6.	Refresh of transition to CiA Technology One roadmap & Technology One Access Management Review		Financial Services	<ul style="list-style-type: none"> <li>Update road map based on implementation status at 30 June 2024</li> <li>Review of all TechOne profile to ensure appropriate system access</li> </ul>
7.	Review and assurance sign off for upgraded Enterprise Asset Management module in Technology One to maximise the benefits of its use		Financial Services	<ul style="list-style-type: none"> <li>Assurance sign off by internal audit</li> <li>Implementation strategy finalised</li> </ul>
8.	Update Asset Management Plans with current data. These plans will serve as a strategic guide for maintaining, upgrading, and managing assets effectively		Financial Services	<ul style="list-style-type: none"> <li>SAMP &amp; AMP's to be refreshed with current asset data</li> </ul>
9.	Conduct comprehensive asset valuation for all asset classes required under Australian Accounting Standards		Financial Services	<ul style="list-style-type: none"> <li>External Audit sign-off of comprehensive valuation</li> </ul>
10.	Develop a Financial Sustainability Strategy that prioritises responsible fiscal management		Financial Services	<ul style="list-style-type: none"> <li>Adoption of Strategy by Council</li> </ul>



# Engineering Services





No.	Objective	Corp. Plan	Function	Delivery/Target
11.	<b>Marine Infrastructure Upgrades:</b> <ul style="list-style-type: none"> <li>Jetties replacements (Dauan, Saibai &amp; Boigu)</li> <li>Badu jetty repairs</li> <li>Ugar barge access dredge channel design and feasibility study</li> <li>St Pauls and Kubin jetties repairs/reconstruction</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>Jetty replacements works underway (Tender awarded etc) and Ugar Dredge Channel design completed and marine disposal confirmed</li> <li>Projects extend over multiple financial years</li> </ul>
12.	<b>Seawalls Projects:</b> <ul style="list-style-type: none"> <li>Masig seawalls</li> <li>Iama Seawalls</li> <li>Warraber Seawalls</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>Iama and Masig Seawalls completed</li> <li>Warraber Seawalls preliminary works commence</li> <li>Warraber and Masig seawalls extend over two financial years</li> </ul>
13.	<b>Water Infrastructure Projects:</b> <ul style="list-style-type: none"> <li>Badu and Mabuiag Island Water Network Management Program (Valve Replacement)</li> <li>Erub water reservoir refurbishment works</li> <li>Badu rising main upgrade</li> <li>Poruma water tank - backup in place</li> <li>Poruma water tank - tank replacement</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>All water infrastructure works successfully completed within the financial year</li> <li>Funding secured to enable Poruma tank replacement</li> </ul>
14.	<b>Wastewater Infrastructure Projects:</b> <ul style="list-style-type: none"> <li>Warraber sewer pump station 1 replacement</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>Project successfully completed</li> </ul>
15.	<b>Waste Management Services:</b> <ul style="list-style-type: none"> <li>Landfill Closure Planning - Erub Landfill</li> <li>New Landfill/Waste Development Planning - Erub</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>Plans developed</li> </ul>



# Engineering Services

No.	Objective	Corp. Plan	Function	Delivery/Target
16.	<b>Transportation Works:</b> <ul style="list-style-type: none"> <li>• Poruma Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS)</li> <li>• Aerodromes - obstacle clearance and lighting works</li> <li>• Saibai Airport Road and School Road pavement upgrade project</li> <li>• Road reconstruction and rectification works (QRA funded) - Misc islands</li> <li>• lama Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS)</li> <li>• Mabuiag Road/Culvert Works - QRA Betterment Funded</li> <li>• Erub Kemus Road Works - QRA Betterment Funded</li> <li>• Badu park bridge replacement (LRCI funded)</li> <li>• Badu Ahmat Rd and drainage improvements (LRCI funded)</li> <li>• Erub (and/or other - tbc) - airport to community section of road repair/reconstruct works. (R2R Program funds)</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>• Poruma and lama Aerodrome Safety Improvements completed, Saibai School Road and Hospital Drive Upgrade Completed, Erub and Mabuiag Road Works Completed, Aerodrome obstacle and lighting improvements undertaken</li> <li>• Badu pedestrian bridge and Ahmat Rd/drainage works complete</li> <li>• Design and tendering complete, construction in FY 25/26</li> </ul>
17.	<b>Sustainability:</b> <ul style="list-style-type: none"> <li>• Coastal Hazard Adaptation Strategy - Encompass into policies and planning decisions. Implementation of strategy</li> <li>• Ghost net and marine debris project</li> <li>• ARC Warraber sustainability project - Griffith University</li> <li>• Tidal gauge R&amp;M (TSRA funded)</li> </ul>		Engineering	<ul style="list-style-type: none"> <li>• CHAS - Strategy document completed</li> <li>• Ghost Net - Completed</li> <li>• Strategy actions commenced</li> </ul>

# Building Services

No.	Objective	Corp. Plan	Function	Delivery/Target
18.	Integrate and improve service delivery across Maintenance, Upgrades and Home Ownerships		Building Services	<ul style="list-style-type: none"> <li>Reduction in aged works</li> </ul>
19.	Partner with Stakeholders (Communities/State) to deliver well designed housing solutions through planning and building		Building Services	<ul style="list-style-type: none"> <li>New households delivered to create sustainability and ease of living in a risk adverse geographical remote location</li> </ul>
20.	Improve WPH&S standards through empowering employees		Building Services	<ul style="list-style-type: none"> <li>Services delivered in a healthy and safe Manner</li> </ul>
21.	Improve project reporting and integrate into one IT system		Building Services	<ul style="list-style-type: none"> <li>Improved project margins and streamlining of project delivery</li> </ul>










# community services

No.	Objective	Corp. Plan	Function	Delivery/Target
22.	Active involvement with Biosecurity program, Sustainability and Waste Management Strategy   Healthy Housing Working Group to represent and advocate environment and health matters of our Region		Environment and Health	<ul style="list-style-type: none"> <li>Employment and training of 3x0.5 staff, delivery of biosecurity services</li> </ul>
23.	Delivery of Environmental Health and Animal Management Program		Environment and Health	<ul style="list-style-type: none"> <li>Meet service agreement deliverables</li> </ul>
24.	Development and implementation of compliance and enforcement program (Local Laws - Authorised Persons)		Environment and Health	<ul style="list-style-type: none"> <li>Authorised Person trained and authorised by CEO, compliance and policies and procedures</li> </ul>
25.	Implement outreach IKC First 5 Forever in four communities without IKC		Health and Wellbeing (IKC)	<ul style="list-style-type: none"> <li>Implement four mobile library boxes in four communities</li> </ul>
26.	Retention of workforce and reducing barriers to participation in physical activities		Health and Wellbeing (IKC)	<ul style="list-style-type: none"> <li>No of FTE</li> <li>No of participation</li> </ul>
27.	Support communities to use existing or create new alternatives for community garden		Health and Wellbeing (IKC)	<ul style="list-style-type: none"> <li>Number of Successful alternative gardens implemented</li> </ul>
28.	Plan develop and Implement Digital Inclusion		Health and Wellbeing (IKC)	<ul style="list-style-type: none"> <li>Implement 10 connectivity sites</li> </ul>










# community services






No.	Objective	Corp. Plan	Function	Delivery/Target
29.	Improve the Visitor Management System		Community Services (Events)	<ul style="list-style-type: none"> <li>Council endorsement</li> </ul>
30.	Community Consultations to inform Local Housing Plan		Housing	<ul style="list-style-type: none"> <li>Implementation of system</li> </ul>
31.	Implementation of New Tenancy Management System		Housing	<ul style="list-style-type: none"> <li>Implementation of Plan</li> </ul>
32.	<ul style="list-style-type: none"> <li>Continuous improvement and efficient operational service delivery.</li> <li>Increase staff capacity, productivity and performance outcome</li> </ul>		Community Services (Divisional Admin)	<ul style="list-style-type: none"> <li>Timely completion of compliance obligations and improved services both internal and external</li> </ul>
33.	<ul style="list-style-type: none"> <li>Enhance management of Council's accommodation booking</li> </ul>		Community Services (Divisional Admin)	<ul style="list-style-type: none"> <li>Implement accommodation software</li> <li>Training for users</li> </ul>
34.	Investigate digital options for aged care and disability recipients and their circle of care, which can be delivered in an increasingly cost-effective manner		Age Care	<ul style="list-style-type: none"> <li>Reduced hospital admissions. Updated care plans and client care goals. Improved communication and connect with family. Improved mental, physical and emotional wellbeing within the elderly and disability cohort.</li> <li>Provision of supportive equipment through digital assessments</li> </ul>
35.	Work in partnership with TCCHS and TSIRC Housing to enhance in-home safety for elderly and disabled community members to support their activities of daily living		Age Care	<ul style="list-style-type: none"> <li>Reduced hospital admissions. Consumer increased mobility. Sign off of disability modification. Reduction in service hours delivered for activities of daily living</li> </ul>










# community services

No.	Objective	Corp. Plan	Function	Delivery/Target
36.	Procure an approved Aged Care management system to support the delivery and management of Home Care Packages for elderly community members		Age Care	<ul style="list-style-type: none"> <li>Implementation of streamlined and automated processes.</li> </ul>
37.	Investigate funding options for appropriate early childhood services to improve access to, flexible, inclusive and culturally-safe education and care for young children and families, aligned with community needs		Childcare	<ul style="list-style-type: none"> <li>Secure funding</li> </ul>
38.	Seek funding to support childcare services to remain financially viable and address safety barriers for continued access to early childhood and care		Childcare	<ul style="list-style-type: none"> <li>Secure funding. Balanced budget and operating surplus. Completion of planned maintenance</li> </ul>
39.	Work in partnership with finance and families to recover unpaid Child Care fees		Childcare	<ul style="list-style-type: none"> <li>Reduction of childcare debt. Signed suitable payment plans</li> </ul>
40.	Secure funding for an audit of asbestos buildings across the region and development of plan for removal		Environment and Health	<ul style="list-style-type: none"> <li>Inspection completed and deliver report to inform Council on status per Community</li> </ul>








# corporate services

No.	Objective	Corp. Plan	Function	Delivery/Target
41.	Complete Trustee Policy consultations		Legal & Risk	<ul style="list-style-type: none"> <li>Consultation in each TSIRC DOGIT community followed by Trustee adoption of new Trustee Policy</li> </ul>
42.	Land tenure advocacy: advocate with the State for appropriate land tenure structure for each TSIRC Deed of Grant in Trust (DOGIT) community (including Mer social housing transition)		Legal & Risk	<ul style="list-style-type: none"> <li>Formal deputations to State; settlement of judicial review application for lama Island land transfer; agreement on the nature of or process for any future land tenure changes in other DOGIT communities</li> </ul>
43.	DOGIT accounting review		Financial Services	<ul style="list-style-type: none"> <li>Deliver Council Workshop to consider separately accounting for DOGIT expenses and assets. Trustee review of Reserve Policy and General Reserve Procedure to reflect Council's desired process for the expenditure of DOGIT funds. Council to consider seeking Ministerial consent to expand what is permissible expenditure of DOGIT funds</li> </ul>
44.	Renew and implement organisational risk framework		Legal & Risk	<ul style="list-style-type: none"> <li>Risk appetite established with Council</li> <li>Business impact statements completed</li> <li>Risks registers up-to-date</li> <li>Control evaluations completed</li> <li>Routine reporting established</li> </ul>
45.	Provide high-speed Internet access via Low Earth Orbit (LEO) satellite connectivity for all IKC's		IT Services	<ul style="list-style-type: none"> <li>Connectivity speed testing and engagement with community members</li> </ul>

# corporate services

No.	Objective	Corp. Plan	Function	Delivery/Target
46.	Develop Council's Economic Development Strategy/Master plan		Economic Development	<ul style="list-style-type: none"> <li>Council approval</li> </ul>
47.	Review, update and implement Council's Divestment Strategy		Economic Development	<ul style="list-style-type: none"> <li>Council approval</li> </ul>
48.	Rebuild Council website and update content		Administration & Comms (Comms)	<ul style="list-style-type: none"> <li>Website is live by 31 December 2024</li> <li>User survey by 31 May 2025</li> </ul>
49.	Community Grant Program review and process improvement, policy update		Administration & Comms (Community Grants)	<ul style="list-style-type: none"> <li>Council approval</li> </ul>
50.	Implement an electronic meetings management system, update processes in accordance with the Local Government Act 2009		Administration & Comms (Secretariat)	<ul style="list-style-type: none"> <li>Meetings system is live and used from 1 January 2025</li> <li>All Councillors and officers have been trained and understand their responsibilities</li> </ul>
51.	Establish the Corporate Plan 2025-2030		Administration & Comms (Corporate Planning)	<ul style="list-style-type: none"> <li>Council approval</li> </ul>
52.	Revision of Policy Framework, update of critical policies		Administration & Comms	<ul style="list-style-type: none"> <li>Policy Framework established</li> </ul>

# corporate services

No.	Objective	Corp. Plan	Function	Delivery/Target
53.	Establish Service Level Agreements (SLA) between the Fuel & Fleet department and user departments		Fuel & Fleet	<ul style="list-style-type: none"> <li>Service Level Agreements are in place between Fuel &amp; Fleet and all internal stakeholders</li> </ul>
54.	Fuel sites and bowsers operational and compliant		Fuel & Fleet	<ul style="list-style-type: none"> <li>All fuel dispensed via bowsers</li> <li>Fuel sites upgraded in line with funding arrangements</li> </ul>
55.	Improve Fleet replacement program management and forecasting		Fuel & Fleet	<ul style="list-style-type: none"> <li>Fleet AMP approved and implementation plan in place</li> <li>Council endorsement</li> </ul>
56.	Review and update all People & Wellbeing policies to ensure they recognise and allow for the diversity and unique geographical challenges faced by TSIRC		People & Wellbeing	<ul style="list-style-type: none"> <li>Policies reviewed and approved by management and/or Council</li> </ul>
57.	Negotiate and deliver the Certified Agreement		People & Wellbeing	<ul style="list-style-type: none"> <li>Employees, Union and Council endorsement</li> </ul>
58.	Review and update Council's remuneration and classification strategy to align with better practice, good governance and transparency		People & Wellbeing	<ul style="list-style-type: none"> <li>Strategy adopted</li> </ul>
59.	Strengthen Council employment within local communities		People & Wellbeing	<ul style="list-style-type: none"> <li>Recruitment and ongoing employment</li> </ul>

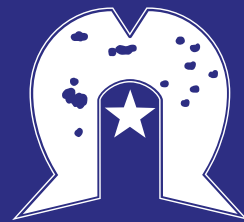
# How we manage our Operational Risk

Our Risk Management Policy and the related Enterprise Risk Management Guidelines, ensure a uniform and consistent approach to the management of risk across Council. Our Guidelines outline our approach in alignment with AS/NZS ISO 31000:2018 and assist our employees to achieve an appropriate level of risk management in our strategic planning and objective delivery.

Our enterprise risk management informs:







**Torres Strait Island**  
REGIONAL COUNCIL

[www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)



## ORDINARY MEETING

24 July 2024

Agenda Item

8.1

**DIRECTORATE:** Financial Services

**AUTHOR:** Head of Financial Services

### FINANCE DASHBOARD REPORT – JUNE 2024

#### **OFFICER RECOMMENDATION:**

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2023-24 year to date, for the period ended 30 June 2024, as required under Section 204 *Local Government Regulation 2012*.

---

#### **EXECUTIVE SUMMARY:**

This report seeks Council endorse the monthly financial statements for the 2023-24 year to date, for the period ended 30 June 2024.

***Disclaimer: The final 2023-24 financial statements will differ from the report presented to Council due to end-of-year and audit adjustments. Significant changes will include reclassification of revenue and expenses from operational to capital, additional expenditure accruals, revaluation adjustments, final depreciation expense, and other balance sheet adjustments.***

#### **Background:**

The 2023-24 budget review was adopted in December 2023 and has taken into consideration the expected impacts of the year ahead including but not limited to high inflation, persistent labour shortages due to shifting workforce dynamics, shortages in contractors due to remote operations and material shortages. Our strategic approach to budget planning demonstrates management's dedication to proactively confronting potential financial challenges and positioning the organisation for resilient financial performance, all while ensuring the continued delivery of essential services to the community.

The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Each month, year-to-date financial statements are prepared to monitor actual performance against budget.

Below is a summary of the financial performance for the period ended stated above. Actual amounts are compared against the year-to-date budget review for 2023-24. (See Appendix A for Summary Financial Statements by Department and Appendix A Detailed Capital Report).

#### **Resource implications:**

The actual operating result (before depreciation) for June 2024 YTD is a \$9.18M deficit, compared to the YTD forecast operating deficit of \$5.01M.

## FINANCIAL PERFORMANCE AT A GLANCE – Year to Date (YTD) 30 JUNE 2024

Key financial results	Annual budget review	YTD budget review	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	69,147,199	69,147,199	67,500,155	(1,647,044)	(2.4%)	●
Other income	5,636,324	5,636,324	6,393,109	756,784	13.4%	●
Recurrent expenditure (excl. depreciation)	(79,800,540)	(79,800,540)	(83,073,166)	(3,272,626)	(4.1%)	●
<b>Operating result (excl. depreciation)</b>	<b>(5,017,017)</b>	<b>(5,017,017)</b>	<b>(9,179,903)</b>	<b>(4,162,886)</b>	<b>(83.0%)</b>	●
Capital revenue	36,828,288	36,828,288	20,446,974	(16,381,314)	(44.5%)	●
Capital expenses	(3,500,000)	(3,500,000)	(858,871)	2,641,129	75.5%	●
<b>Net result (excl. depreciation)</b>	<b>28,311,271</b>	<b>28,311,271</b>	<b>10,408,200</b>	<b>(17,903,072)</b>	<b>(63.2%)</b>	●
Depreciation expense	(59,570,010)	(59,570,010)	(60,440,045)	(870,036)	(1.5%)	●
<b>Net result</b>	<b>(31,258,738)</b>	<b>(31,258,738)</b>	<b>(50,031,846)</b>	<b>(18,773,108)</b>	<b>(60.1%)</b>	●

### Key:

Act Vs Bud Var % is <= -10%

Act Vs Bud Var % is > -10% and <= -5%

Act Vs Bud Var % is > -5%



### Operating Result to Date – Unfavourable \$4.16M variance attributed to:

Revenue \$890K unfavourable variance.

- 50% of the 24/25 Financial Assistance Grant (\$8.1M) was budgeted to be received late June (\$8.1M). Payment of 85% of the Financial Assistance Grant was not paid until July 2024.
- Predominately offset by an overstatement of contract and recoverable works revenue due to capital works yet to be moved in line with accounting standards and recorded as capital income and expenses to be capitalised in asset register or recorded as work in progress (WIP) (estimate of \$8M).

Expenditure \$3.3M unfavourable variance.

- Increases in:
  - o expenses relating to Council assets that need to be moved to WIP and capitalised in line with accounting standards (as noted above) (estimate of \$6M)
  - o Temporary staff utilised to backfill ongoing vacancies
- Partly offset by:
  - o lower employee benefits as a result of a large number of vacancies (causing an increase in materials and services through temporary staff and consultants), combined with the state wage increase only being applied to award staff (all staff included in budget)

### Net Result to Date \$18.7M unfavourable variance.

- The variance is attributed to less capital grants received, stemming from a reduction in the anticipated progress of capital projects due to several factors (vacancy, ability to procure contractors and cost of resources), and

## STATEMENT OF FINANCIAL PERFORMANCE

	Annual Budget Review	YTD Budget Review	YTD actual	YTD variance \$	YTD variance %
<b>Income</b>					
<b>Recurrent revenue</b>					
Community levies, rates and charges	1,891,244	1,891,244	1,655,354	(235,890)	0.0%
Fees and charges	4,881,316	4,881,316	5,495,763	614,447	12.6%
Sales revenue	20,995,399	20,995,399	32,163,978	11,168,579	53.2%
Grants, subsidies, contributions and donations	41,379,241	41,379,241	28,185,060	(13,194,181)	(31.9%)
	69,147,199	69,147,199	67,500,155	(1,647,044)	(2.4%)
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	36,828,288	36,828,288	20,446,974	(16,381,314)	(44.5%)
	36,828,288	36,828,288	20,446,974	(16,381,314)	(44.5%)
Interest received	634,106	634,106	1,039,232	405,126	63.9%
Other income	195,962	195,962	680,263	484,302	247.1%
Rental income	4,806,257	4,806,257	4,673,613	(132,644)	(2.8%)
<b>Total income</b>	111,611,812	111,611,812	94,340,237	(17,271,575)	(15.5%)
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	31,002,631	31,002,631	28,804,658	2,197,973	7.1%
Materials and services	48,078,751	48,078,751	53,544,784	(5,466,033)	(11.4%)
Finance costs	719,158	719,158	723,724	(4,566)	(0.6%)
Depreciation and amortisation	59,570,010	59,570,010	60,440,045	(870,036)	(1.5%)
	139,370,550	139,370,550	143,513,212	(4,142,662)	(3.0%)
<b>Capital expenses</b>	3,500,000	3,500,000	858,871	(2,641,129)	(75.5%)
<b>Total expenses</b>	142,870,550	142,870,550	144,372,083	1,501,533	1.1%
<b>Net result</b>	(31,258,738)	(31,258,738)	(50,031,846)	(18,773,108)	60.1%

*Disclaimer: The final 2023-24 financial statements will differ from the report presented to Council due to end-of-year and audit adjustments. Significant changes will include reclassification of revenue and expenses from operational to capital, additional expenditure accruals, revaluation adjustments, final depreciation expense, and other balance sheet adjustments.*

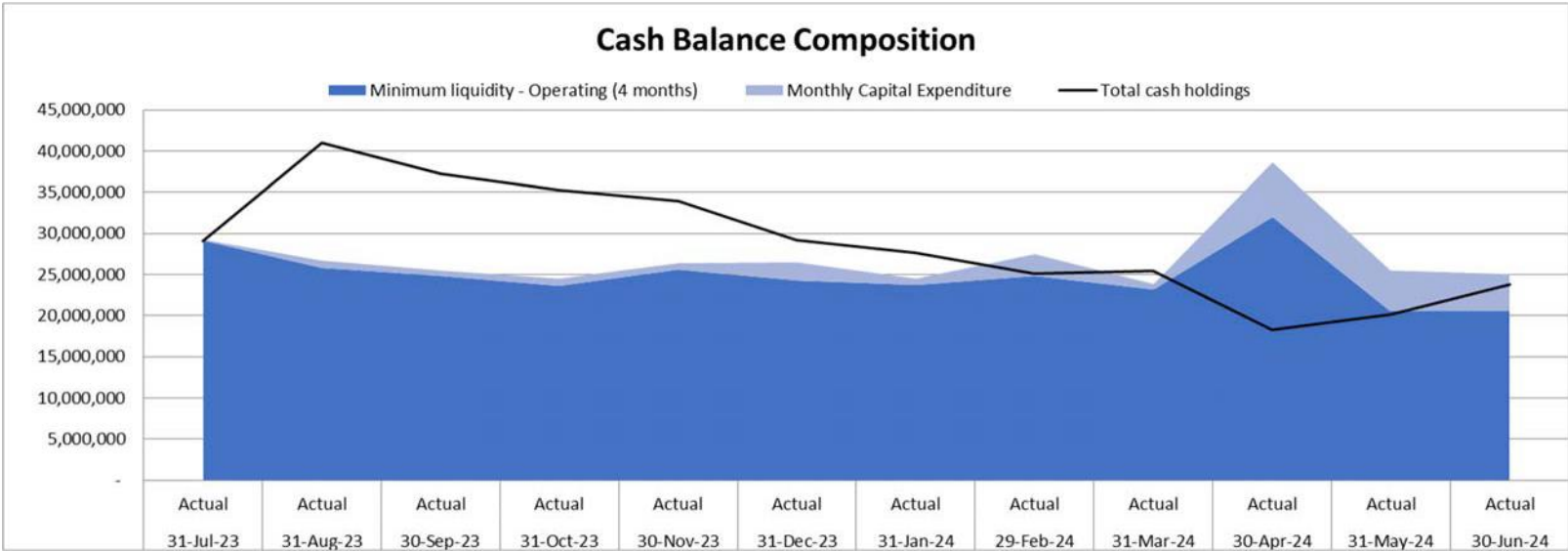
# STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
<b>Current assets</b>				
Cash and cash equivalents	23,642,949	16,836,991	6,805,958	40.4%
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	7,207,621	10,404,462	(3,196,841)	(30.7%)
Inventories	411,753	411,753	0	0.0%
Contract assets	6,188,973	7,470,911	(1,281,938)	(17.2%)
Lease receivables	-	-	0	
<b>Total current assets</b>	<b>37,521,016</b>	<b>35,193,837</b>	<b>2,327,179</b>	<b>6.6%</b>
<b>Non-current assets</b>				
Lease receivables	11,233,246	11,233,246	0	0.0%
Property, plant and equipment	1,024,990,460	1,027,342,833	(2,352,373)	(0.2%)
Right of use assets	578,409	626,609	(48,200)	(7.7%)
<b>Total non-current assets</b>	<b>1,036,802,115</b>	<b>1,039,202,688</b>	<b>(2,400,573)</b>	<b>(0.2%)</b>
<b>Total assets</b>	<b>1,074,323,131</b>	<b>1,074,396,525</b>	<b>(73,394)</b>	<b>0.1%</b>
<b>Current liabilities</b>				
Trade and other payables	5,752,484	7,000,149	1,247,665	17.8%
Borrowings	-	-	0	
Provisions	1,498,668	1,507,891	9,223	0.6%
Contract liabilities	16,532,919	13,287,277	(3,245,642)	(24.4%)
Lease liabilities	58,856	57,770	(1,086)	(1.9%)
<b>Total current liabilities</b>	<b>23,842,927</b>	<b>21,853,087</b>	<b>(1,989,840)</b>	<b>(9.1%)</b>
<b>Non-current liabilities</b>				
Provisions	10,852,339	10,901,187	48,849	0.4%
Lease liabilities	621,246	621,246	(0)	
<b>Total non-current liabilities</b>	<b>11,473,585</b>	<b>11,522,433</b>	<b>48,848</b>	<b>0.4%</b>
<b>Net community assets</b>	<b>1,039,006,618</b>	<b>1,041,021,004</b>	<b>(2,014,386)</b>	<b>(0.2%)</b>
<b>Community Equity</b>				
Asset revaluation surplus	735,386,498	735,386,498	0	0.0%
Retained surplus/(deficiency)	353,651,967	353,677,329	(25,362)	(0.0%)
Current Year Surplus/(Deficit)	- 50,031,846	- 48,042,820	(1,989,025)	4.1%
	<b>1,039,006,619</b>	<b>1,041,021,006</b>	<b>(2,014,387)</b>	<b>(0.2%)</b>

**Disclaimer:** The final 2023-24 financial statements will differ from the report presented to Council due to end-of-year and audit adjustments. Significant changes will include reclassification of revenue and expenses from operational to capital, additional expenditure accruals, revaluation adjustments, final depreciation expense, and other balance sheet adjustments.

Cash Forecasting

The Department of State Development, Infrastructure, Local Government and Planning sustainability ratios recommends that Council maintain a minimum liquidity of four months operating cashflows. Council has based the monthly cashflow projections on the 23/24 Budget Review projections. Grant revenue has been forecasted on expected timing of receipt of funds as per funding agreements. July to June figures reflect actual cash balances.



FY June 2024 – Current forecast \$23.8M (Budget \$26M)

- Liquidity requirement of \$20M based on a 4-month average of budgeted annual operational outflows
- Cash holdings have exceeded the recommended 4-month liquidity requirement due to receiving capital funding in advance.
- While cash levels are higher than the liquidity requirement, approximately \$17M is committed cash, meaning it must be used for specific purposes, leaving \$7M available for other general council operations.
- The Financial Assistance Grant was budgeted to be received in June, but payment was made in July, so the funding will align with the appropriate financial year.
- Due to most grant funding being received in arrears, Council must outlay cash for major infrastructure projects, reimbursed after submitting milestone payments. The period between when funds are spent and subsequently reimbursed can be quite extensive and can result in the cash holdings dipping below the minimum liquidity requirement. Therefore, Council needs to maintain a buffer to ensure it can meet payments when they fall due.

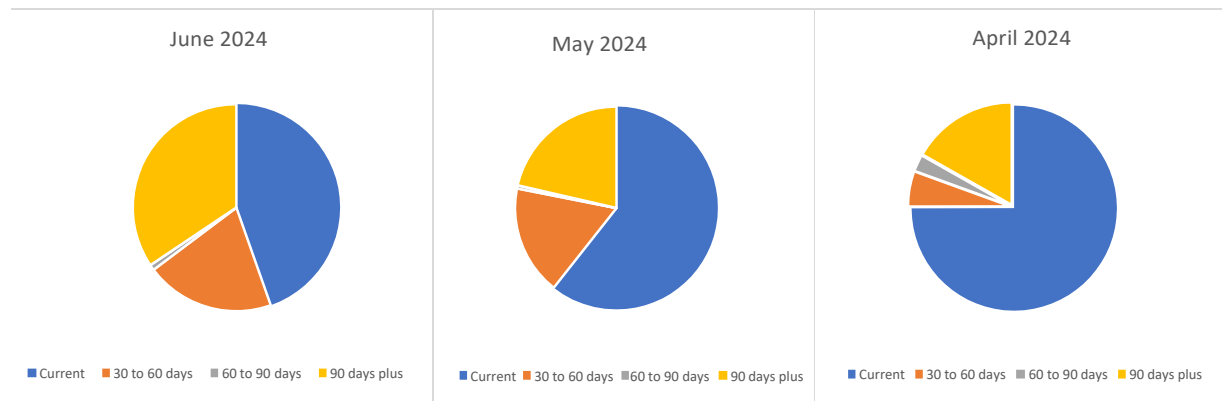


## Debtor Analysis

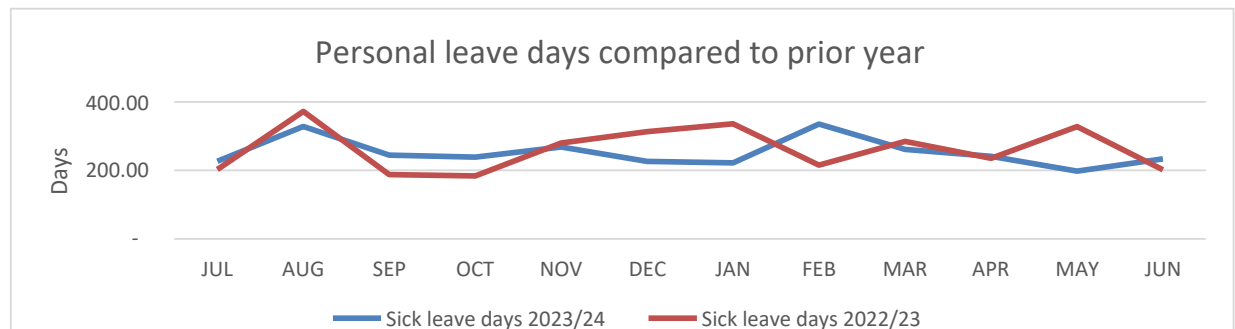
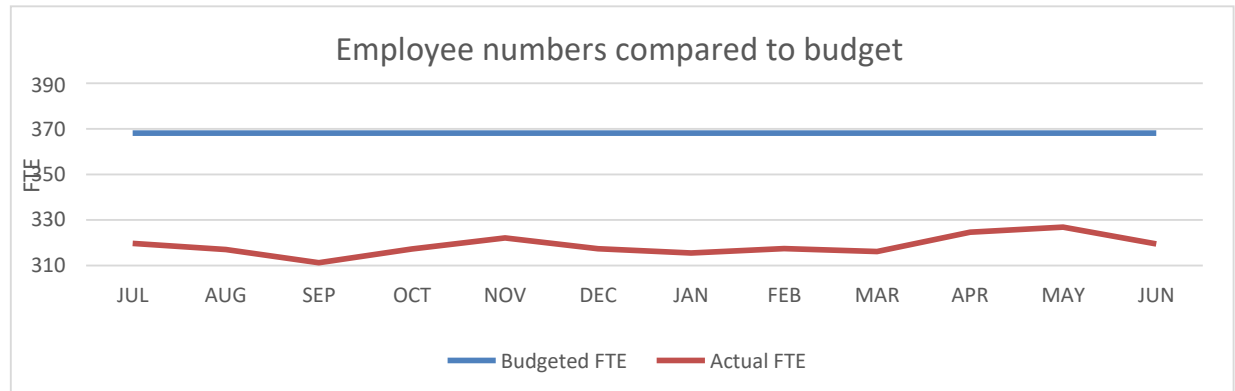
	As at 30 June 2024		As at 31 May 2024		As at 30 April	
	\$	%	\$	%	\$	%
Current	2,188,100	45%	5,238,478	107%	8,710,870	55%
30 to 60 days	988,572	20%	1,509,456	31%	649,230	1%
60 to 90 days	41,332	1%	43,883	1%	308,121	9%
90 days plus	1,687,362	34%	1,849,044	38%	1,951,533	35%
Total aged debtors	4,905,365	100%	5,101,606	100%	5,869,090	100%
Housing debtors (Note 1)	12,764,556		12,764,556		12,724,863	
Total Provision	- 13,500,803		- 13,500,803		- 13,474,004	
Net debtors (exc. Unapplied credits)	4,169,118		4,665,053		5,478,774	
Unapplied Credits	- 1,181,621		- 276,919		- 210,774	

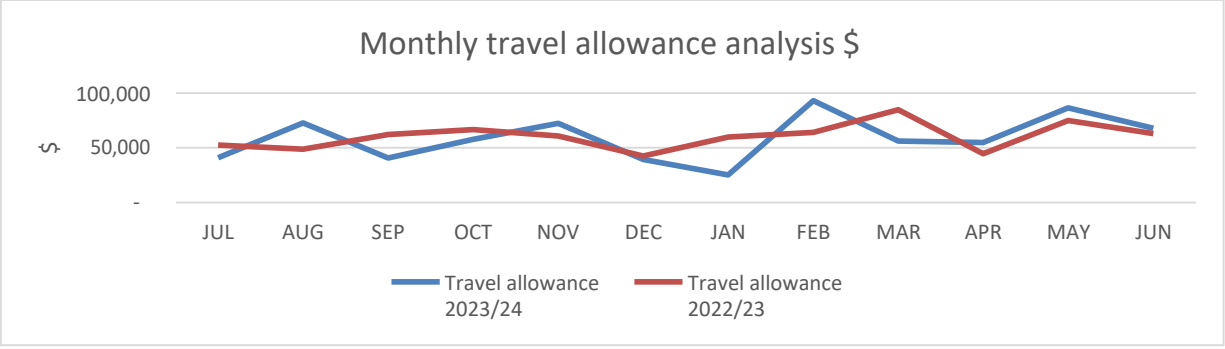
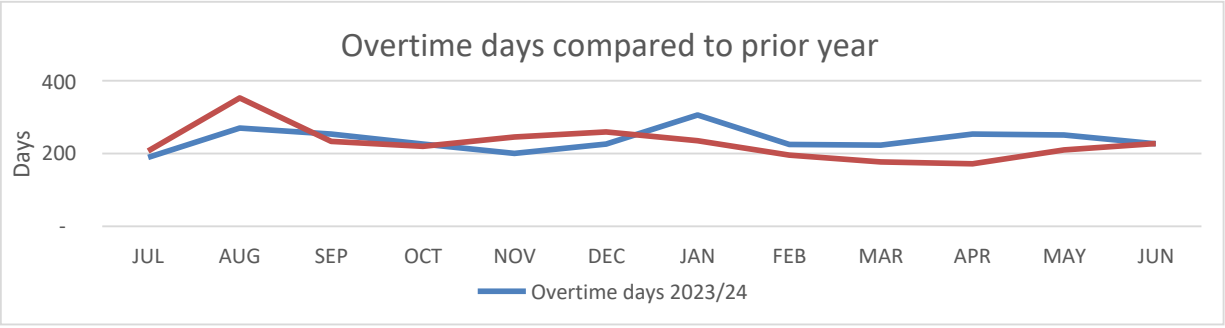
Note 1: Analysis of housing debtors and their collection rates are considered in detail

Note 2: The substantial increase in unapplied credits is due to timing - funding was received just before 30 June 2024 and the finance system was rolled over to the next financial year before the corresponding invoices could be raised.



## Payroll Analysis





**Grant Analysis:**  
Refer to the 'Funding Acquisition Report' by Corporate Services.

**Consultation and communication:**  
Senior Executive Team  
Department Heads / Managers  
Finance Department

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>				
<b>Budgetary:</b>	There are no direct financial implications that arise from this recommendation.				
<b>Policy:</b>	N/A				
<b>Legal:</b>	N/A				
<b>Risk:</b>	Risk Management emerges from Council's intent to effectively and efficiently manage risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in the Corporate and Operational Plans.  <b>Significant Risks:</b>				
	<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Treatment</b>	<b>Financial Impact</b>
	Increase in material prices	High	Increased cost to deliver contract and recoverable works	Consider revising service agreements with funding partners to account for material increases	Negative impact to gross margins and ultimately net profits
	Poor weather conditions	Low	Delay in operational and capital works resulting in reduced community service delivery	Consider works schedule	Negative impact to net profits and service delivery
	Lack of available resources	High	Delays and inability to complete contract and recoverable works and capital programs	Consider methods for engaging skilled resources	Negative impact on gross margins and risk of returning grant funds if not able to deliver works
<b>Links to Strategic Plans:</b>	Corporate plan 2020-5 Sustainability : Outcome 8 – We manage Council affairs responsibly to the benefit of our communities				
<b>Masig Statement:</b>	N/A				
<b>Standing Committee Consultation:</b>	N/A				
<b>Timelines:</b>	At a meeting of the local government once a month.				

**Other Comments:**

In terms of financial performance and risk, the approach taken sees the Finance Team working with the various business departments to understand and report on financial outcomes whilst also considering what those outcomes indicate for the future, particularly the requirement to deliver within budget. It is expected this forward-looking approach will allow the management team to implement timely rectification actions to emerging trends.

Numerous drivers have affected Council operations during the financial year. Inflationary pressures (rising energy prices, global supply chain disruptions, and labour shortages) are impacting not only Council but the whole of Australia, sending the cost of goods and services higher. Along with the spate of natural disasters, there has been a sharp rise in cash rates and high state wage increases.


While inflation now appears to be stabilising, it remains to be seen what the cumulative effect will be on Council operations in the next couple of months to year end, and years beyond based on the unpredictability of domestic and global events. Management will continue to progressively adapt, monitor, and plan into the future as the situation and its impact evolves. Continuing uncertainty in the economic climate and changes in market factors make future forecasting challenging.

**Recommended:**

Nicola Daniels  
Head of Financial Services

**Endorsed**

Hollie Faithfull  
Executive Director, Financial Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

- Appendix A – Key Financial Results by Department
- Appendix B – Capital Works Program

## APPENDIX A

### KEY FINANCIAL RESULTS BY DEPARTMENT

#### Executive Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	123	123	0	(123)	-100.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(3,645,255)	(3,645,255)	(3,949,855)	(304,601)	-8.4%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(3,645,131)</b>	<b>(3,645,131)</b>	<b>(3,949,855)</b>	<b>(304,724)</b>	<b>8.4%</b>	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(3,645,131)</b>	<b>(3,645,131)</b>	<b>(3,949,855)</b>	<b>(304,724)</b>	<b>8.4%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>(3,645,131)</b>	<b>(3,645,131)</b>	<b>(3,949,855)</b>	<b>(304,724)</b>	<b>8.4%</b>	●

##### Comments:

##### Unfavourable Operating result:

Expenditure - employee entitlements above budget due to budget being moved to another department

#### Building Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	18,000,000	18,000,000	28,834,337	10,834,337	60.2%	●
Other income	100,000	100,000	111,476	11,476	11.5%	●
Recurrent expenditure (excl. depreciation)	(14,184,021)	(14,184,021)	(23,020,773)	(8,836,753)	-62.3%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>3,915,980</b>	<b>3,915,980</b>	<b>5,925,039</b>	<b>2,009,060</b>	<b>51.3%</b>	●
Capital revenue	1,800,000	1,800,000	0	(1,800,000)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>5,715,980</b>	<b>5,715,980</b>	<b>5,925,039</b>	<b>209,060</b>	<b>3.7%</b>	●
Depreciation Expense	(20,697)	(20,697)	(20,697)	(0)	0.0%	●
<b>Net result</b>	<b>5,695,283</b>	<b>5,695,283</b>	<b>5,904,342</b>	<b>209,059</b>	<b>3.7%</b>	●

##### Comments:

##### Favourable Operating result:

Contract and recoverable works and operating expenditure are overstated due to capital works yet to be moved to capital revenue and the asset register respectively.

##### Favourable Net result:

same as above - includes variance resulting from contract and recoverable works in operating which is still to be moved to capital.

#### Corporate Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	22,108	22,108	52,993	30,885	139.7%	●
Other income	39,000	39,000	24,318	(14,682)	-37.6%	●
Recurrent expenditure (excl. depreciation)	(6,135,526)	(6,135,526)	(5,782,911)	352,614	5.7%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(6,074,417)</b>	<b>(6,074,417)</b>	<b>(5,705,600)</b>	<b>368,817</b>	<b>-6.1%</b>	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(6,074,417)</b>	<b>(6,074,417)</b>	<b>(5,705,600)</b>	<b>368,817</b>	<b>-6.1%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>(6,074,417)</b>	<b>(6,074,417)</b>	<b>(5,705,600)</b>	<b>368,817</b>	<b>-6.1%</b>	●

##### Comments:

##### Favourable Operating/Net Result

Recurring Revenue - Other income lower than expected and admin fees not yet received.

Recurrent Expenditure - The key driver for favourable operating expenses are employee benefits due to a number of vacancies as well as lower total travel expenses.

#### Health and Community Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	13,666,013	13,666,013	12,395,266	(1,270,747)	-9.3%	●
Other income	531,961	531,961	521,996	(9,965)	-1.9%	●
Recurrent expenditure (excl. depreciation)	(16,434,522)	(16,434,522)	(16,242,961)	191,561	1.2%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(2,236,548)</b>	<b>(2,236,548)</b>	<b>(3,325,699)</b>	<b>(1,089,151)</b>	<b>-48.7%</b>	●
Capital revenue	17,425,000	17,425,000	598,666	(16,826,334)	-96.6%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>15,188,452</b>	<b>15,188,452</b>	<b>(2,727,033)</b>	<b>(17,915,485)</b>	<b>-118.0%</b>	●
Depreciation Expense	(31,560,097)	(31,560,097)	(31,814,489)	(254,391)	-0.8%	●
<b>Net result</b>	<b>(16,371,645)</b>	<b>(16,371,645)</b>	<b>(34,541,521)</b>	<b>(18,169,876)</b>	<b>-111.0%</b>	●

##### Comments:

##### Unfavourable Operating Result:

Recurrent Revenue - delay in recognition of grant revenue due to delivery of some programs running behind; Housing revenue \$132K below budget YTD.

Recurrent Expenditure - Internal recoveries for accommodation \$317K underbudget, partly due to late commencement of Engineering projects.

##### Unfavourable Net result:

Capital Revenue - Budgeted \$7.2M for BSU Capitalisations not yet processed. Housing grants underbudget due to timing of works and recognition of revenue - \$9.2M Forward Remote Capital and \$366K Community Housing (YTD).

## Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	24,543,745	24,543,745	16,756,071	(7,787,674)	-31.7%	●
Other income	134,106	134,106	1,042,359	908,252	677.3%	●
Recurrent expenditure (excl. depreciation)	(6,284,998)	(6,284,998)	(4,967,017)	1,317,981	21.0%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>18,392,854</b>	<b>18,392,854</b>	<b>12,831,413</b>	<b>(5,561,441)</b>	<b>-30.2%</b>	●
Capital revenue	1,235,474	1,235,474	309,768	(925,706)	-74.9%	●
Capital expenses	(3,500,000)	(3,500,000)	(378,899)	3,121,101	89.2%	●
<b>Net result (excl. depreciation)</b>	<b>16,128,327</b>	<b>16,128,327</b>	<b>12,762,282</b>	<b>(3,366,046)</b>	<b>-20.9%</b>	●
Depreciation Expense	(1,040,325)	(1,040,325)	(1,039,807)	518	0.0%	●
<b>Net result</b>	<b>15,088,003</b>	<b>15,088,003</b>	<b>11,722,474</b>	<b>(3,365,528)</b>	<b>-22.3%</b>	●

### Comments:

#### Unfavourable Operating result:

Recurrent / Other Revenue - due to financial assistance grant budgeted in current financial year but not paid until 24/25 financial year

Recurrent expenditure - overall expenditure is lower then budget due to a high vacancy rate which has affected delivery of projects resulting in decreased further expenditure.

#### Unfavourable Net result:

Capital Revenue - unfavourable as milestones for receipt of funding are pushed out based on lack of available resources and other external factors.

Capital expenses - favourable variance due to timing of disposals

## Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	16,146,465	16,146,465	12,365,677	(3,780,788)	-23.4%	●
Other income	0	0	5,178	5,178	0.0%	●
Recurrent expenditure (excl. depreciation)	(31,033,965)	(31,033,965)	(27,028,137)	4,005,827	12.9%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(14,887,499)</b>	<b>(14,887,499)</b>	<b>(14,657,282)</b>	<b>230,218</b>	<b>1.5%</b>	●
Capital revenue	14,151,687	14,151,687	17,632,426	3,480,739	24.6%	●
Capital expenses	0	0	(521,086)	(521,086)	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(735,813)</b>	<b>(735,813)</b>	<b>2,454,058</b>	<b>3,189,871</b>	<b>433.5%</b>	●
Depreciation Expense	(26,351,867)	(26,351,867)	(27,100,350)	(748,483)	-2.8%	●
<b>Net result</b>	<b>(27,087,680)</b>	<b>(27,087,680)</b>	<b>(24,646,292)</b>	<b>2,441,388</b>	<b>9.0%</b>	●

### Comments:

#### Unfavourable Operating result:

Recurrent Revenue - unfavourable result is due to delay in works associated with recurrent grants funded projects, mainly QRA works.

Recurrent Expenditure - favourable result is combination of unfilled employee positions and work delays associated with QRA works.

#### Favourable Net result:

In addition to the small favourable operating surplus, capital grant recognition is greater than budget forecast.

## Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,575,001	1,575,001	1,769,424	194,423	12.3%	●
Other income	25,000	25,000	14,168	(10,832)	-43.3%	●
Recurrent expenditure (excl. depreciation)	(2,082,004)	(2,082,004)	(2,081,512)	492	0.0%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(482,003)</b>	<b>(482,003)</b>	<b>(297,920)</b>	<b>184,084</b>	<b>38.2%</b>	●
Capital revenue	2,216,128	2,216,128	1,906,114	(310,014)	-14.0%	●
Capital expenses	0	0	41,114	41,114	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>1,734,125</b>	<b>1,734,125</b>	<b>1,649,308</b>	<b>(84,817)</b>	<b>-4.9%</b>	●
Depreciation Expense	(597,024)	(597,024)	(464,702)	132,322	22.2%	●
<b>Net result</b>	<b>1,137,101</b>	<b>1,137,101</b>	<b>1,184,606</b>	<b>47,505</b>	<b>4.2%</b>	●

#### Favourable Operating Result

Recurrent revenue - Higher sale of fuel and gas.

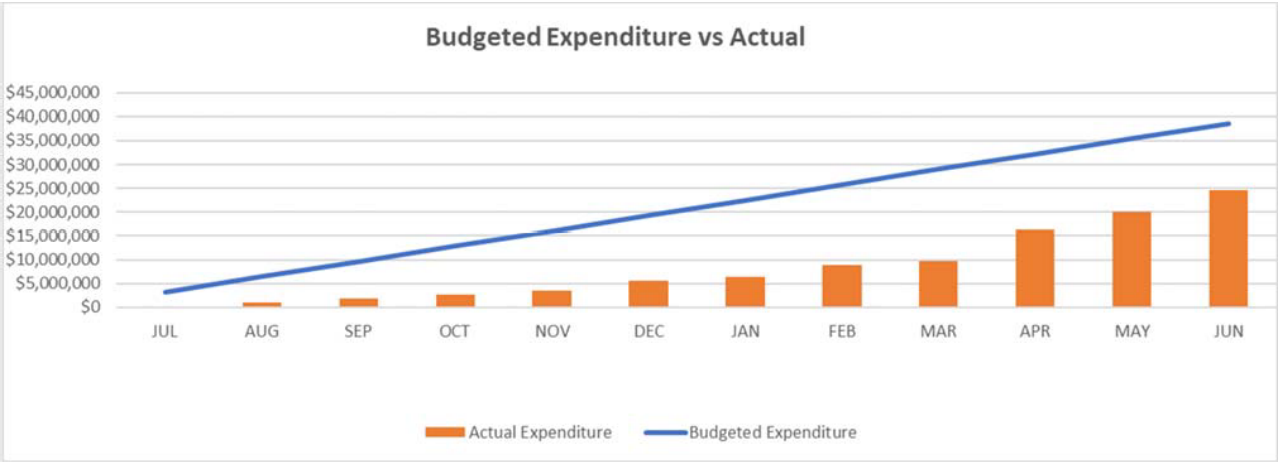
#### Favourable Net Result

Capital Revenue - Contract Implementation Delayed



Appendix B

Capital Works Program





## ORDINARY MEETING

24 JULY 2024

Agenda Item

# 8.2

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Manager Procurement and Contracts*

### CONTRACTUAL MATTER – QBUILD APPROVALS UNDER DELEGATION

#### OFFICER RECOMMENDATION:

**That Council notes this report and its content.**

---

#### **EXECUTIVE SUMMARY:**

At its meeting in November 2023, Council resolved to adopt amendments to the Procurement & Ethical Sourcing Policy which had the effect of:

- increasing the financial delegations in relation to QBuild contracts, and
- directing the CEO to provide a **biannual** report to Council on QBuild contracts entered into under those extended delegations.

This is the first such biannual report and Attachment A details the QBuild contracts entered into under delegation from the date of the resolution to 30 June 2024.

At its meeting in June 2024, Council resolved to adopt further amendments to the Procurement & Ethical Sourcing Policy which had the effect of:

- increasing the financial delegations in relation to general contracts and re-affirming all other unchanged financial delegations (including those relating to QBuild contracts as stated above), and
- directing the CEO to provide a **quarterly** report to Council on all contracts valued at or above \$200K that were entered into under delegation.

The first of these broadened quarterly reports will be presented to the Council meeting scheduled for 16 October 2024.

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

Consultation was undertaken with:

- Executive Director, Building Services who provided the list of QBuild contracts to be reported, and
- Financial Services Department to verify the contract data supplied.

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

At its meeting on 16 & 17 November 2023, Council resolved:

1. To adopt the Procurement & Ethical Sourcing Policy in the form attached;
2. Pursuant to sections 236, 257 and 262 of the Local Government Act 2009 (Qld) and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer (CEO) the power to enter into, negotiate, make, sign, amend or discharge contracts for materials, goods and services required in order for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild, provided such contract for materials, goods or services does not exceed, \$1,000,000 excluding GST.

3. The CEO may not sub-delegate its delegated powers under resolution 2 above where such sub-delegation would exceed \$500,000 excluding GST.
4. To direct the CEO to provide a biannual report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2.

This is the first biannual report presented in accordance with resolution number 4 above. Refer to Attachment A for a list of QBuild contracts entered into under delegation by the Chief Executive Officer and Executive Director, Building Services between the resolution date and 30 June 2024.

Resolution number 4 above was superseded when, at its meeting on 24 and 25 June 2024, Council resolved:

1. To endorse the amended Procurement and Ethical Sourcing Policy appended to this report as Attachment 3.
2. Pursuant to sections 236, 257 and 262 of the Local Government Act 2009, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:
  - (a) up to a value of \$500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy;
  - (b) up to an unlimited value for recurring operational expenditure; and
  - (c) up to \$1,000,000 excluding GST for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild.
3. The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed \$500,000 excluding GST.
4. To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2 and 3 above and valued at or above \$200,000 excluding GST.

In essence, the biannual reporting obligation in relation to QBuild contracts has now been replaced by a quarterly reporting obligation and broadened to include QBuild contracts and all other TSIRC contracts approved under delegation and valued at or above \$200K.

#### **COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	The reporting obligation is not a statutory requirement but is consistent with section 4(d) of the Local Government Act 2009 (the local government principle of good governance).
<b>Budgetary:</b>	There are no direct financial implications that arise from this recommendation.
<b>Policy:</b>	The exercise of delegated financial authority is in accordance with the Council's endorsed Procurement and Ethical Sourcing Policy.
<b>Legal:</b>	N/A
<b>Risk:</b>	Independent reporting by Manager, Procurement and Contracts to the Council re the exercise of financial authority by Delegates mitigates associated risks.
<b>Links to Strategic Plans:</b>	Procurement activity strategically aligns to specific delivery objectives under the Sustainability pillar of Council's Corporate Plan.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	The next quarterly report is due to be presented to the Council meeting schedule for 16 October 2024.

**Other Comments:**

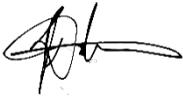
All evidence reviewed and presented indicates that the CEO and Executive Director, Building Services have exercised their powers of delegated financial authority with respect to QBuild contracts in a responsible manner and in accordance with the Council's endorsed Procurement and Ethical Sourcing Policy.

**Recommended:**

Nicola Daniels  
Head of Financial Services

**Endorsed**

Hollie Faithfull  
Executive Director Financial Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

List of QBuild contracts entered into under delegation - **Attachment A.**

**Attachment A - List of QBuild contracts entered into under delegation**

TSIRC contract number	QBuild works	Location	Island	Price	Date Approved	Approving Delegate
2023-613	Floor Coverings	Lot 103 School Road	Saibai	\$51,463	21/02/2024	Wayne Green
2024-630	Bathroom Upgrade	Lot 72A Francis Road	Hammond	\$53,750	7/03/2024	Wayne Green
2023-616	Floor Coverings	Lot 76 Main Street	St Pauls	\$54,088	23/01/2024	Wayne Green
2023-610	Floor Coverings	Lot 214 Chapman Street	Badu	\$54,125	25/01/2024	Wayne Green
2023-614	Floor Coverings-Vinyl	Lot 420 Airstrip Road	Erub	\$55,275	25/01/2024	Wayne Green
2024-645	External Works & External Painting	Lot 55C Warria Street	Mabuiag	\$59,450	19/03/2024	Wayne Green
2024-642	Int/ Ext Works, Int/Ext Paint	Lot 145 Mairu Street	Badu	\$59,523	11/03/2024	Wayne Green
2023-578	Laundry Upgrade	Lot 26 Mosby Street	Iama	\$60,763	11/03/2024	Wayne Green
2023-607	Floor Coverings	Lot 220 Chapman Street	Badu	\$61,550	25/01/2024	Wayne Green
2023-611	Kitchen Upgrade	Lot 29 Army Street	Boigu	\$71,173	22/02/2024	Wayne Green
2024-667	Bathroom Upgrade	Lot 205 Futura Street	St Pauls	\$72,460	6/06/2024	Wayne Green
2024-633	DISMOD	Lot 57 Italgau Yabu	Kubin	\$73,922	7/03/2024	Wayne Green
2024-663	Bathroom Upgrade	Lot 168C Access Road	St Pauls	\$74,563	14/05/2024	Wayne Green
2024-655	Roofing Upgrade	Lot 36 Murray Street	Poruma	\$76,875	19/04/2024	Wayne Green
2024-633	DISMOD	Lot 26 Italgau Yabu	Kubin	\$77,542	7/03/2024	Wayne Green
2024-650	Water Tank & Pump	Lot 24 Toby Street	Boigu	\$80,938	25/03/2024	Wayne Green
2024-644	Flooring Upgrade	Lot 240 Chapman Street	Badu	\$82,125	13/03/2024	Wayne Green
2024-648	Laundry and Stairs	Lot 138 Marou Road	Mer	\$85,031	19/03/2024	Wayne Green
2024-628	Bathroom Upgrade	Lot 70 New Village Street	Mabuiag	\$86,476	27/02/2024	Wayne Green
2023-618	Repairs to external Flooring	Lot 107 Ngurpai Yabu	Badu	\$87,375	23/01/2024	Wayne Green
2024-627	Bathroom Upgrade	Lot 237 Main Street	St Pauls	\$89,081	27/02/2024	Wayne Green
2023-593	DISMOD DM-2681	Lot 24 Williams Road	Yorke	\$91,875	16/01/2024	Wayne Green
2024-664	Additional Covered Outdoor Space	Lot 72A Francis Road	Hammond	\$93,506	15/05/2024	Wayne Green
2024-643	Roofing Upgrade	Lot 313 School Road	Saibai	\$94,375	11/03/2024	Wayne Green
2024-646	Roofing Upgrade	Lot 112 Newilgau Yabu	Kubin	\$94,375	12/03/2024	Wayne Green

TSIRC contract number	QBuild works	Location	Island	Price	Date Approved	Approving Delegate
N/A	Roof Upgrade *URGENT*	Lot 52 Douglas Street	Poruma	\$94,375	13/03/2024	Wayne Green
2024-632	DISMOD	Lot 217 Main Street	St Pauls	\$95,537	7/03/2024	Wayne Green
2023-582	Paint Package #1	Various Residences	Yorke	\$97,000	23/02/2024	Wayne Green
2023-585	Slab Under House	Lot 85 Airport Drive	Saibai	\$97,040	19/12/2023	Wayne Green
2023-623	Bathroom Upgrade	Lot 57 Main Road	Saibai	\$98,059	21/02/2024	Wayne Green
2024-661	DISMOD	Lot 125A Chapman Street	Badu	\$102,270	26/04/2024	Wayne Green
2023-592	DISMOD DM-2677	Lot 67 New Village Street	Mabuiag	\$105,662	18/01/2024	Wayne Green
2023-591	DISMOD DM-2676	Lot 66B New Village Street	Mabuiag	\$112,500	20/12/2023	Wayne Green
2024-634	Healthy Homes Pkg 2- Water Tanks	Various Residences	Badu	\$118,818	7/03/2024	Wayne Green
2024-653	Bathroom & DISMOD	Lot 215 Chapman Street	Badu	\$121,000	23/04/2024	Wayne Green
2024-657	Ext Works/ Roof Screws/ SHWS & Gutters	Lot 57A Main Road	Dauan	\$121,664	24/05/2024	Wayne Green
2024-639	Kitchen, Bathroom & Laundry Upgrade	Lot 104 Tamwoy Street	Badu	\$122,641	12/03/2024	Wayne Green
2024-622	Kitchen Upgrades	Various Residences (2)	Badu	\$124,311	21/02/2024	Wayne Green
2024-651	Roofing Upgrade	Lot 271 Chapman Street	Badu	\$124,776	8/04/2024	Wayne Green
2024-664	Driveway/ Paths & Additional Outdoor Space	Lot 35 Louis Road	Hammond	\$125,006	15/05/2024	Wayne Green
2023-583	Slab Under House	Lot 32A Main Road	Saibai	\$131,453	19/12/2023	Wayne Green
2024-640	Kitchen & Bathroom Upgrade	Lot 255 Damascus Street	St Pauls	\$132,182	12/03/2024	Wayne Green
2024-641	Int/ Ext Works, Int/Ext Paint	Lot 136 Chapman Street	Badu	\$140,099	19/03/2024	Wayne Green
2024-656	Roofing Upgrade	Lot 73 School Street	Mabuiag	\$143,011	19/04/2024	Wayne Green
2023-586	Slab Under House	Lot 102 Depot Road	Saibai	\$146,074	19/12/2023	Wayne Green
2023-587	Slab Under House	Lot 100 Depot Road	Saibai	\$154,415	19/12/2023	Wayne Green
2024-659	Roofing Upgrade	Lot 59 Main Road	Saibai	\$155,436	17/05/2024	Wayne Green
2023-597	Roofing	Lot 31 Dabus Street	Warraber	\$156,875	10/01/2024	Wayne Green
2023-588	DISMOD DM-2671	Lot 91 Marou Road	Mer	\$160,875	10/01/2024	Wayne Green
2023-595	Concrete Slab	Lot 59 Main Road	Saibai	\$169,938	20/12/2023	Wayne Green



TSIRC contract number	QBuild works	Location	Island	Price	Date Approved	Approving Delegate
2023-584	Slab Under House	Lot 25A School Road	Saibai	\$172,488	19/12/2023	Wayne Green
2023-577	Upgrade Works	Lot 145 Marou Road	Mer	\$173,271	11/03/2024	Wayne Green
2023-596	Various Upgrade Works	Lot 36 Wagalgau Yabu	Kubin	\$174,451	10/01/2024	Wayne Green
2023-574	DISMOD	Lot 17 Naigar Road	Ugar	\$178,164	21/11/2023	Wayne Green
2023-571	Roofing Package (2 Properties)	Various Residences	Mer	\$181,625	20/12/2023	Wayne Green
2024-625	DISMOD- Driveway Paths	Lot 76 Gej Street	Yam	\$206,125	27/02/2024	Wayne Green
2023-576	Paint Package #1	Various Residences	Badu	\$213,694	12/12/2023	Wayne Green
2023-615	Package #1- Various Works	Various Residences	Badu	\$215,207	22/02/2024	Wayne Green
2023-487	Driveway & Carport	Lot 209 Airstrip Road	Iama	\$215,448	14/03/2024	Wayne Green
2023-564	Paint Package #1	Various Residences	Badu	\$219,656	17/05/2024	Wayne Green
2024-635	Various Works	Various Residences	Badu	\$230,875	13/03/2024	Wayne Green
2024-637	Bathroom Package	Various Residences	Iama	\$245,000	7/03/2024	Wayne Green
2023-579	Upgrade Works	Lot 157 Lowatta Road	Yorke	\$253,250	19/04/2024	Wayne Green
2023-527	Kitchen, Bathroom Vinyl Upgrade	Lot 55 Main Road	Dauan	\$285,700	28/02/2024	Wayne Green
2023-590	Slab & Driveway Upgrade	Lot 217 Depot Road	Saibai	\$286,880	19/12/2023	Wayne Green
2023-624	Bathroom Upgrade	Various on Warraber	Warraber	\$303,714	27/02/2024	Wayne Green
2024-635	Various Works 2	Various Residences	Badu	\$310,121	13/03/2024	Wayne Green
2024-662	Home Ownership Works	Lot 90 Lawrences Road	Yorke	\$349,890	17/05/2024	Wayne Green
2024-662	Home Ownership Works	Lot 12 Dans Road	Yorke	\$359,733	17/05/2024	Wayne Green
2024-654	Lawn Lockers Package #1	Various Residences	Badu	\$365,630	11/06/2024	Wayne Green
2023-599	Home Ownership	Lot 92 Kanaian Yabu	Kubin	\$462,490	17/01/2024	Wayne Green
2024-665	Home Ownership Works	Lot 53 Yessie Street	Warraber	\$611,883	16/05/2024	James William
2024-638	Flood Package #1	Various Residences	Hammond	\$858,824	14/05/2024	James William



## ORDINARY MEETING 24 JULY 2024

Agenda Item

# 8.3

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Executive Director Financial Services*

### **AUDITOR GENERAL'S OBSERVATION REPORT ON THE INTERIM AUDIT FOR THE YEAR ENDING 30 JUNE 2024**

#### **OFFICER RECOMMENDATION:**

That Council notes the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2024.

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#### **EXECUTIVE SUMMARY:**

The Auditor-General's observation report is a report regarding Council's audit that includes observations and suggestions made by the Auditor-General about anything arising from the audit. As per the Local Government Regulation 2012, the Mayor must present a copy of the report at the Ordinary meeting following its receipt from QAO. The Audit Committee has considered this report at its June 2024 meeting.

QAO identified one significant matter while completing their audit procedures during the interim visit, with only one financial reporting issue. Council still has several unresolved issues reported from prior years. Management has provided formal responses to QAO on the issues raised, which have been presented to and supported by the Council's Audit Committee. QAO has accepted Management's responses.

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

Each financial year Council's financial statements must be audited per section 212 of the *Local Government Regulation 2012*. The purpose of the audit is to express opinions on the financial statements and the current year financial sustainability statement.

Section 54 of the *Auditor-General Act 2009* enables the Queensland Audit Office (QAO) to prepare an audit report containing observations and suggestions about anything arising from the audit. Per section 213 of the *Local Government Regulation 2012* this report must be presented at the next ordinary meeting of the Council after its receipt from QAO.

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

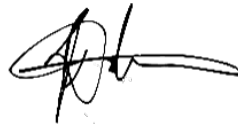
- External Audit
- Internal Audit Committee Members
- Executive Team

**COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	NA
<b>Policy:</b>	Audit policy
<b>Legal:</b>	NA
<b>Risk / Risk Mitigation:</b>	<u>Reputational:</u> potential reputational risk if reported issues are not actioned within a timely manner.
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities
<b>Masig Statement:</b>	NA
<b>Standing Committee Consultation:</b>	Council Committees have not yet been established.
<b>Timelines:</b>	As indicated in the Interim Management Report

**Recommended:**

Hollie Faithfull  
Executive Director Financial Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Auditor-General's Observation Report – 2024 Interim Report



## 2024 INTERIM REPORT

# Torres Strait Island Regional Council

28 May 2024

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Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council

Dear Cr Mosby

**2024 Interim report**

We present our interim report for Torres Strait Island Regional Council for the financial year ending 30 June 2024. This report details the results of our interim work performed to 31 March 2024. Under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your Council's next ordinary meeting.

**Results of our interim audit**

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

**Significant deficiencies:**

- 1 raised in the current year relating to user access to IT applications.
- 1 unresolved from prior years.

**Deficiencies:**

- 11 unresolved from prior years.

**Financial reporting matters:**

- 1 raised in the current year, relating to estimation uncertainty with the landfill provisions.
- 2 unresolved from prior years.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to section 1 *Status of Issues* for further details.

If you have any questions or would like to discuss the audit report, please contact me on 4046 0051.

Yours sincerely



Margaret Dewhurst  
Partner

Enc.

cc. Mr James William, CEO  
Mr Cam Charlton, Chair of the Audit Committee

# 1. Status of issues

## Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	1	-	-
Prior year issues – unresolved	1	11	1
<b>Total issues</b>	<b>2</b>	<b>11</b>	<b>1</b>

Note: \*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at the date of this letter. It includes a response from management.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.qao.qld.gov.au/information-internal-controls](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



### Significant deficiency

#### 24IR-1 IT user control environment

##### Observation

During our review of the IT general controls, we noted that there has been several instances of employees and contractor accounts remaining active and failing to be terminated in a timely manner.

We noted that a key control (review of the TechOne User Access report each month) to identify these types of accounts has not been performed consistently throughout the year. As at our review, there were 165 active accounts that had not logged into TechOne in over 6 months.

The risk is partially mitigated by these users requiring an active Windows AD account to access their account. In the sample tested, all users had the Windows AD account disabled in a timely manner.

It was noted from discussions with staff that although it is a part of the HR process to notify IT of the termination of individuals, there is no formally documented process which prompts this, such as the completion of a form. This has led to numerous instances of employees and contractors not having their access disabled for several weeks or even months after they have left the organisation.

##### Implication

A dormant, yet enabled, user account constitutes a security risk. A malicious user(s) can exploit such accounts, masquerading as the account holder. This allows them to infiltrate financial or other sensitive systems undetected, appearing as authorised users. They can gain access to, and potentially exfiltrate, confidential information based on the account's privileges. This situation poses a threat to the Council's digital security.



### QAO recommendation

We recommend implementing a formal process whereby IT is notified by management when employees and contractors are leaving the organisation to ensure that all accounts, not just their Windows AD account, are disabled in a timely manner.

For contractors and temporary employees with a fixed term, Council could consider setting up cessation dates that will automatically rescind access at the end of the contract period, unless extended.

Further, we recommend a regular review of user accounts in TechOne and Windows AD to ensure that exiting employees and contractors have their accounts disabled in a timely manner.

### Management response

IT and People & Wellbeing will review this concern as part of a larger review into the onboarding and offboarding of employees and contractors due for completion July 2024. The review will include requests for access to TSIRC software and sites, requirements, limitations and cessation of access in addition to delineation of the roles and responsibilities of managers, IT and People and Wellbeing. It is noted that in the interim, employees and contractors are unable to access software due to removal of single sign on access in a timely manner.

Responsible officer: Manager IT and Manager P&W

Status: Work in progress

Action date: 31 July 2024

## Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Medium risk	Low risk
Current year issues	-	1	-
Prior year issues – unresolved	-	1	1
<b>Total</b>	<b>-</b>	<b>2</b>	<b>1</b>

The following section details financial reporting issues identified as at the date of this letter. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.qao.qld.gov.au/information-internal-controls](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



### **M** Medium risk

#### **24IR-4 Landfill provision cost estimate**

##### Observation

We note that Council has not had an independent comprehensive review of the estimated landfill capping costs since 2018. These costs are used to support the calculation of the landfill restoration provision recognised in the financial statements. Based on information provided, it appears that some of the landfill facilities are already at capacity and have not yet been capped due to funding constraints.

##### Implication

There is uncertainty around the cost and timing of capping and monitoring activities which increases the risk of material misstatement.

##### QAO recommendation

We note that management have engaged an expert to review the landfill provisions, however, updated calculations and a comprehensive report are not expected until June 2025. We have requested a position paper to support the calculation for the year ended 30 June 2024 and have suggested additional disclosures on the nature of the estimation uncertainty are added to the financial statements. In addition, management should consider any contingent liabilities that may require disclosure if landfill facilities have reached their capacity.

##### Management response

Management will draft a position paper to support the calculation for the year ended 30 June 2024 for audit review. Also, additional disclosures in the financial statements will be included on the nature of the estimation uncertainty for landfills.




Responsible officer: Executive Director Financial Services

Status: Work in progress






Action date: 31 August 2024






## 2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.


Ref.	Rating	Issue	Status
23IR-1		<b>Receipts not retained for credit card transactions</b> One credit card holder has failed to produce receipts or invoices for over half of transactions paid by credit card. A significant number and value of purchases from restaurants, cafes and other food providers has also been made with corporate credit cards.	<b>Work in progress</b> Management have commenced a comprehensive review of outstanding receipts and obtained additional information for the 2022-23FY transactions on the CEO's credit card. During this review, unsupported PayPal transactions were identified on the CEO's credit card. While the card was cancelled and replaced, there was no action taken to investigate, report or recover the funds. We recommend that these transactions are investigated, and any losses are reported as required by the LGR. Current year transactions include additional information as recommended, however reconciliations are still not timely. The value of purchases from restaurants, cafes and other food providers is still significant. Responsible officer: Executive Director Financial Services Original action date: 31 October 2023 Revised action date: 30 June 2024
21CR-2		<b>No formal policy for information technology (IT) change requests</b> Council does not have a documented policy for managing IT change requests.	<b>Resolved</b> Policy endorsed at August 2023 Council meeting and noted as including all appropriate processes around IT change requests.
21IR-4		<b>Not all material balances reconciled during the year</b> AASB 15/1058 grant accounting not updated throughout the financial year; they are only updated at balance date. <i>Update: Grants and contract balances were reconciled and adjusted in March 2024 but had not been adjusted since 30 June 2023.</i>	<b>Work in progress</b> Monthly reconciliations of material balances are being completed for some balances. Management is still unable to reconcile grants and contract balances regularly due to a lack of resources. Responsible officer: Executive Director Financial Services Original action date: 30 November 2021 Revised action date: 31 December 2024

Ref.	Rating	Issue	Status
22CR-1	<b>D</b>	<p><b>Non-compliance with procurement policy and local government regulations</b></p> <p>Various examples of non-compliance with Council's own procurement policies which are based on the requirements in the Local Government Regulation, paragraphs 224 to 237, were identified.</p> <p><i>Update: Process has been implemented to review purchase orders raised after a supplier invoice. Not all contractual arrangements worth \$200,000 or more have been published on the website. However, due to issues with the report this has not been completed throughout the year.</i></p>	<p><b>Work in progress</b></p> <p>Management is investigating alternative reports to complete the process at year end and re-implement a suitable monthly control.</p> <p>Responsible officer: Executive Director Financial Services</p> <p>Original action date: 31 December 2022</p> <p>Revised action date: 31 December 2024</p>
22CR-3	<b>D</b>	<p><b>Employee certified agreement</b></p> <p>Implementation of the agreement into payroll processing was not yet completed, even though it was ratified in July 2021 with an effective date of September 2021.</p>	<p><b>Work in progress</b></p> <p>Pay rates have been identified and aligned off-system, and workings are underway to update in the payroll level descriptions in the system.</p> <p>Responsible officer: Executive Director Corporate Services</p> <p>Action date: 31 July 2024</p>
22CR-6	<b>D</b>	<p><b>Register of interest declarations for executives not obtained in a timely manner</b></p> <p>Declarations not being completed in a timely manner for newly employed executives or employees acting in executive roles for a temporary period.</p> <p><i>Update: Noted an instance where a register was not provided for an executive who has since left the Council. Discussed, ensuring exit interview procedure includes consideration whether all required disclosures have been made.</i></p>	<p><b>Work in progress</b></p> <p>Management working on a suitable control for exit procedures to include a review of any necessary declarations.</p> <p>Responsible officer: Executive Director Corporate Services</p> <p>Original action date: 31 December 2022</p> <p>Revised action date: 31 December 2024</p>
23IR-2	<b>D</b>	<p><b>Criminal history checks for new employees</b></p> <p>Council policy does not stipulate for which positions a criminal history check should be carried out prior to issuing an offer of employment.</p> <p><i>Update: Criminal history checks are completed for positions that warrant a higher level of vetting as part of the recruitment process.</i></p>	<p><b>Work in progress</b></p> <p>The recruitment policy is still silent on which positions should be subject to these checks.</p> <p>Responsible officer: Executive Director Corporate Services</p> <p>Original action date: 31 October 2023</p> <p>Revised action date: 30 June 2024</p>
23IR-3	<b>D</b>	<p><b>Council meeting agendas and minutes not made publicly available within specified timeframe</b></p> <p>Council meeting minutes were not made available to the public within the timeframe required after the meeting as per the Local Government Regulation. Council meeting agendas were not made available to the public within the timeframe required prior to the meeting.</p> <p><i>Update: We noted an instance where the Council meeting agendas provided to Councillors on the day before a meeting. The Local Government Regulations state that Indigenous Regional Councils are required to provide agenda papers to Councillors at least 4 days before a Council meeting.</i></p>	<p><b>Work in progress</b></p> <p>Council meeting minutes and agendas are being made public within the appropriate timeframe, but there were instances during the year where this did not occur.</p> <p>Responsible officer: Executive Director Corporate Services</p> <p>Original action date: 31 October 2023</p> <p>Revised action date: 31 October 2024</p>

Ref.	Rating	Issue	Status
23IR-4		<b>Excessive leave balances</b> There were 32 staff members with over 300 hours of unused annual leave, including five staff with over 500 hours.	<b>Work in progress</b> Staff with excessive leave have only increased from those previously identified. Steps are being taken to implement leave management plans with these employees. Responsible officer: Executive Director Corporate Services Original action date: 31 October 2023 Revised action date: 31 October 2024
23CR-1		<b>Business services unit capitalisations – Capital upgrades community buildings</b> Capital work performed on Council community buildings identified as being incorrectly expensed rather than capitalised for varying reasons. <i>Update: No capitalisations have been completed for the year to date. Council has engaged support from a consultant due to vacancies.</i>	<b>Work in progress</b> New process whereby all capital works will be capitalised at year-end. Responsible officer: Executive Director Financial Services Original action date: 30 November 2023 Revised action date: 30 June 2024
23CR-2		<b>Bank signatory not removed after employment finalisation</b> A manager whose employment finalised in February 2023 remained as a bank account signatory after this resignation. <i>Update 2024: Inappropriate bank signatory has since been removed; however deficiency will remain open until the confirmation is obtained.</i>	<b>Resolved pending audit clearance</b> We will review bank signatories against the bank confirmation obtained as at 30 June 2024. Responsible officer: Executive Director Financial Services Original action date: 30 October 2023
23CR-3		<b>Independence declarations not completed by evaluation panel members</b> Identified an instance where evaluation assessors have not completed a 'Conduct, Confidentiality and Conflict' declaration.	<b>Work in progress</b> Council has added resources to the procurement team who are reviewing and refreshing the processes. Responsible officer: Executive Director Financial Services Original action date: 30 November 2023 Revised action date: 31 December 2024
23CR-4		<b>Councillor interest registers not updated</b> Up-to-date register of interest forms not completed by Councillors and provided to the Chief Executive Officer within the appropriate time frame as required under Section 201C of the <i>Local Government Act</i> .	<b>Work in progress</b> At date of audit review, EDCS is in the process of obtaining declarations and updating registers of interests for new Councillors. Responsible officer: Executive Director Corporate Services Action date: 30 June 2024

Ref.	Rating	Issue	Status
23CR-5		<b>Conflict of interest regarding community grants</b> Identified an out-of-cycle application which was approved by a Councillor for a related person. A conflict was not declared in this instance.	<b>Resolved pending audit clearance</b> Step included in rolling community grant program allocation agenda item to note the report of grant applications processed out-of-cycle. Importance of declaring conflicts reinforced with Councillors. We will test a sample of community grants at our next audit visit to ensure applications are appropriately approved. Responsible officer: Executive Director Corporate Services Action date: 30 November 2023
23CR-6		<b>Community grants outcome reporting requirements</b> Requirement under the community grants policy that outcome reports be submitted by grant recipients within four weeks after an event was identified as not being enforced.	<b>Work in progress</b> Required outcome reporting still not being enforced as a requirement internally to staff involved in the process, or externally to recipients of the grants. Responsible officer: Executive Director Corporate Services Original action date: 30 November 2023 Revised action date: 30 November 2024
23CR-7		<b>Outdated policies on Council website</b> A number of policies on the website appeared to be out of date and passed their date of review. These included the Employee Code of Conduct, Fitness for Work Policy, and People and Wellbeing Policy. <i>Update: A draft register is being developed internally to track all existing policies and their review dates in order to facilitate timely completion of reviews.</i>	<b>Work in progress</b> Based on a review of the Council website, these policies have not been updated as reviewed, or alternatively been removed from the website. Responsible officer: Executive Director Corporate Services Original action date: 31 December 2023 Revised action date: 31 December 2024
23CR-8		<b>Grant revenue assessment</b> Inconsistencies with recognition between grants was identified as a result of the accounting standard requirements not being consistently applied across grant funding. This resulted in several immaterial errors.	<b>Work in progress</b> Management will provide a position paper as part of this year's audit to justify the assessment and recognition of revenue. Responsible officer: Executive Director Financial Services Original action date: 31 March 2024 Revised action date: 30 June 2024
23CR-9		<b>Key management personnel compensation</b> The key management personnel compensation disclosure was overstated in the previous year due to the inappropriate inclusion of travel allowances.	<b>Resolved</b> Proposed adjustment in the previous year taken up by management to remove travel allowances from the disclosed figure in the financial statements.



Ref.	Rating	Issue	Status
23CR-10		<b>Recognition of maintenance revenue</b> A change in the process and timing of recognising revenue for QBuild repair works outsourced to sub-contractors was identified. This change was not consistent with requirements under the applicable accounting standard, resulting in a revenue cut-off issue at year-end.	<b>Work in progress</b> Process has changed to ensure jobs are closed in a timely basis. Year-end review is planned to identify works that are completed as at balance date to allow timely capitalisation and recognition of revenue in the correct period. Responsible officer: Executive Director Financial Services Original action date: 30 November 2023 Revised action date: 30 June 2024



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## ORDINARY MEETING

24 July 2024

Agenda Item

# 8.4

**DIRECTORATE:** Financial Services

**AUTHOR:** Manager Management Accounting

## 2024/25 ORIGINAL BUDGET

### OFFICER RECOMMENDATIONS

1. *That Council adopts in accordance with s169 and s170 of the Local Government Regulation 2012, Council's Original Budget for the 2024-2025 Financial Year as presented, incorporating:*
    - (i) *The statements of financial position;*
    - (ii) *The statements of cashflow;*
    - (iii) *The statements of income and expenditure;*
    - (iv) *The statements of changes in equity;*
    - (v) *The long-term financial forecast;*
    - (vi) *The revenue statement;*
    - (vii) *The revenue policy (adopted by Council resolution on 25 June 2024)*
    - (viii) *The relevant measures of financial sustainability; and*
    - (ix) *The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget; and*
    - (x) *Capital budget.*
-

## **EXECUTIVE SUMMARY**

The Council's Annual Budget for 2024/2025 is presented for adoption. This budget has been developed in accordance with the Local Government Act 2009 (LGA) and the Local Government Regulation 2012 (LGR).

For the 2024/2025 financial year, an operating deficit of \$4.98 million is forecast before depreciation, alongside a capital works program amounting to \$44.2 million. The budget as presented for adoption reflects the budget presented to Council at its May workshop.

Some key discussions were held at the May workshop regarding the size of the forecast operating deficit before depreciation for 2024/25 and the impacts on Council's ongoing financial sustainability. We note that:

- Council acknowledged the size of the deficit and has decided not to reduce costs or service levels at this point and time
- Council cannot sustain ongoing operating deficits before depreciation indefinitely, and
- immediate steps must be taken to better understand the impact on Council's working capital requirements with balances forecast to fall below the recommended 4-month sustainability threshold.

Management has engaged an external consultant to assist it in understanding these matters further. An organisational practices and financial review has commenced with the outcomes to be presented to council at a subsequent meeting.

## **BACKGROUND**

### **Budget Financial Statements**

Section 170 of the *Local Government Regulation 2012* requires Council to adopt, by resolution, a budget for each financial year. Section 169 of the *Local Government Regulation 2012* requires that the budget include the following:

- Financial statements for the financial year for which the budget is prepared and the next two financial years; and
- A long-term financial forecast, revenue statement and revenue policy; and
- Measures of financial sustainability for the financial year for which the budget is prepared and the next nine financial years; and
- The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.

Section 169 of the *Local Government Regulation 2012* stipulates that the budget be consistent with the following Council documents:

- Five Year Corporate Plan
- Annual Operational Plan

## **COMMENT**

The budget has been formulated by analysing current operating activities and incorporating new grant funding agreements, while also considering any known changes to Council's service delivery. This budget is presented during a time of rising costs, reduced revenue, high inflation, and supply chain challenges. Although the budget aims to minimise the financial burden, the Council acknowledges its core obligations to deliver essential services and support our communities.

Maintaining financial sustainability is crucial to the Council. Council members and executives must collaborate to ensure long-term viability and continue to provide essential services to the community, which will ultimately bear the consequences of inadequate funding. In the short term, this includes:

- Increased advocacy and liaison with State and Federal Agencies.
- Sourcing additional grants and funding with dedicated staff.
- Reviewing profit-generating activities.
- Evaluating responsibilities outside of Council's core services.

The councillors and executive team need to prioritise strengthening the Council's financial position.

For long-term sustainability, the Council must refine its investment strategy and strategically develop business cases for grant-funded services to increase revenue and ensure continued or improved levels of service. By focusing on both immediate actions and long-term strategies, the Council aims to secure a stable financial future and uphold its commitment to the community.

During the workshop, the draft 24-25 Operational Plan was presented. Council was given the option to remove non funded and non-core local government projects to reduce Council's operating deficit. Council elected for all projects listed in the 24-25 Operational Plan to remain.

To address this deficit and enhance financial sustainability, management has proactively engaged an external consultant to review organisational practices

and the financial position. This comprehensive review will be conducted in three phases with the outcomes presented to council.

By implementing these measures, the Council reaffirms its commitment to overcoming current financial challenges and ensuring the continued delivery of essential services to our community.

## **2024/2025 ORIGINAL BUDGET AT A GLANCE**

Statement of Income and Expenditure	
Operating Revenue	73,222,751
Operating Expenses(Excl Depn)	78,201,759
Net Operating Result(exc Depn)	(4,979,008)
Depreciation	58,483,682
Capital Revenue	42,547,828
Capital Expenses	3,500,000
Net Result	(24,414,862)
Capital Expenditure (\$'000)	
Capital Works Program	44,210,711

No changes have been made to the budget since the May Council Workshop. Any assumption amendments will be updated at Budget Review which will be workshopped with Council in November 2024 and planned for adoption in December 2024.

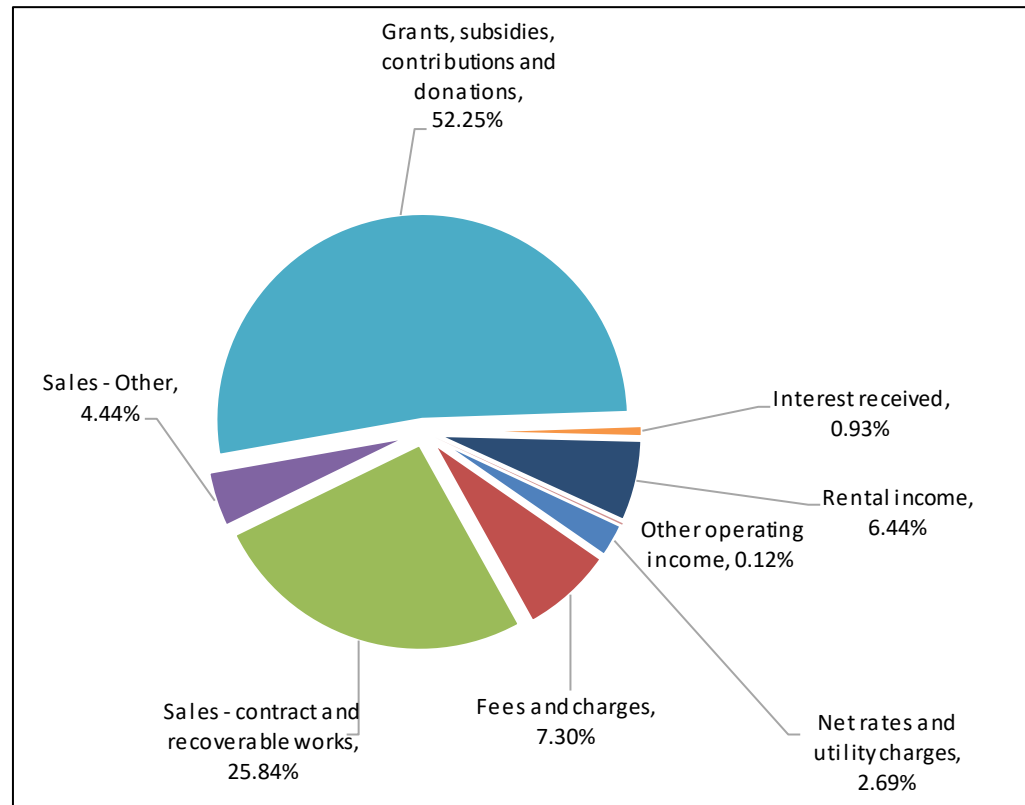


## CONSOLIDATED PERFORMANCE

### Operating Revenue

**OPERATING REVENUE CATEGORIES 2024/25 Original Budget**

Category	Budget \$'000
Net rates and utility charges	1,969
Fees and charges	5,347
Sales - contract & recoverable works	18,920
Sales - Other	3,248
Grants, subsidies, contributions and donations	38,259
Interest received	680
Rental income	4,714
Other operating income	86
<b>Total Operating Revenue</b>	<b>73,223</b>

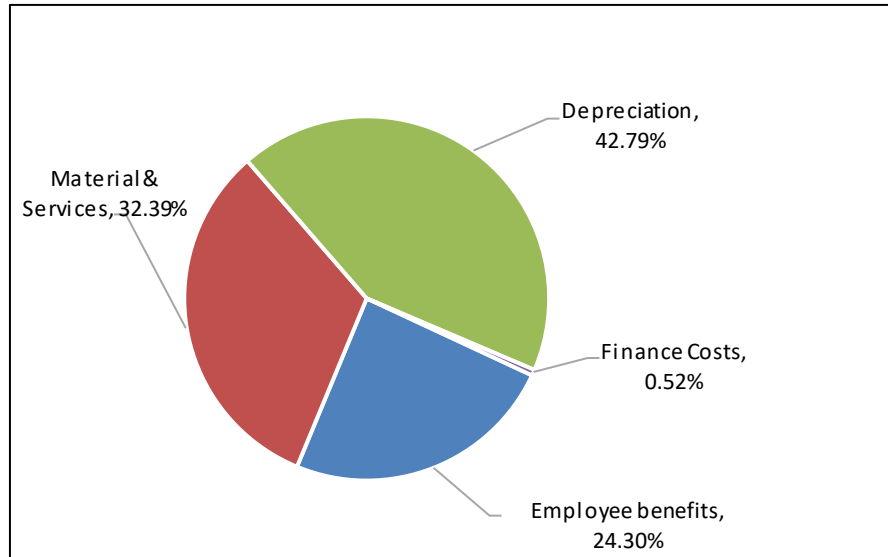


Contracts and recoverable works along with grants, subsidies, contributions, and donations continue to be the major source of income for Council at 25.84% and 52.25% of total operating revenue respectively.

## Operating Expenditure

### OPERATING EXPENSES CATEGORIES 2024/25 Original Budget

Category	Budget \$'000
Employee benefits	33,215
Material & Services	44,276
Depreciation	58,484
Finance Costs	711
<b>Total Operating Expenses</b>	<b>136,685</b>



Materials, services, and employee benefits together constitute 56.69% of the Council's projected total operating expenditure. The Council is responsible for providing water and waste services maintenance, as well as community, sport, and cultural services and infrastructure for the community.

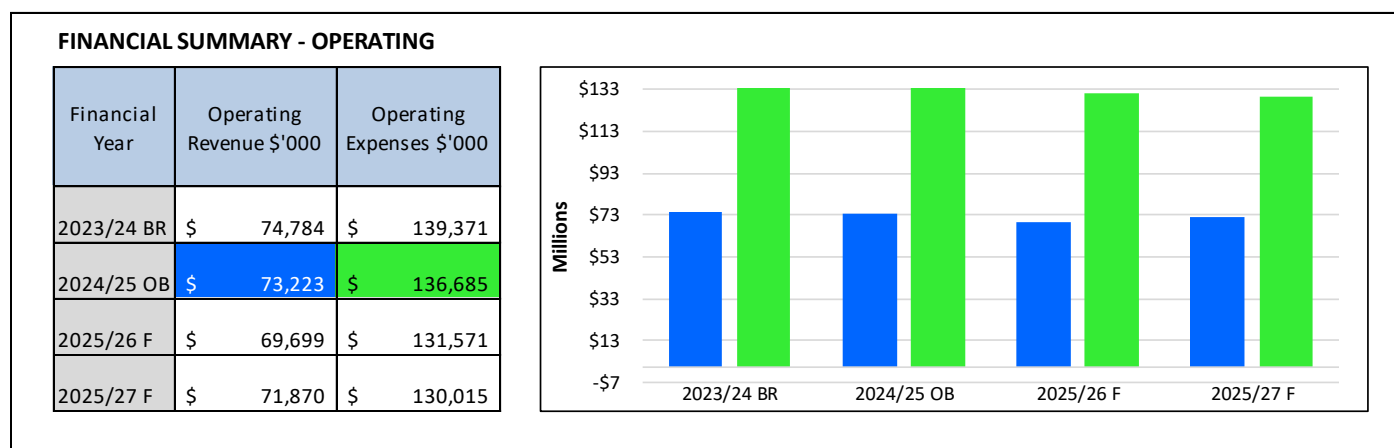
Additionally, depreciation accounts for 42.79% of the Council's planned expenditure. Depreciation reflects the allocation of an asset's usage or wear and tear over its expected useful life. It is influenced by factors such as the age, condition, usage patterns, and disposal of existing assets, as well as the acquisition and construction of new assets.

## Operating Capability

Council's budgeted Operating Capability (before depreciation) is budgeted as a deficit of \$4,979,008 for 2024-2025 financial year.

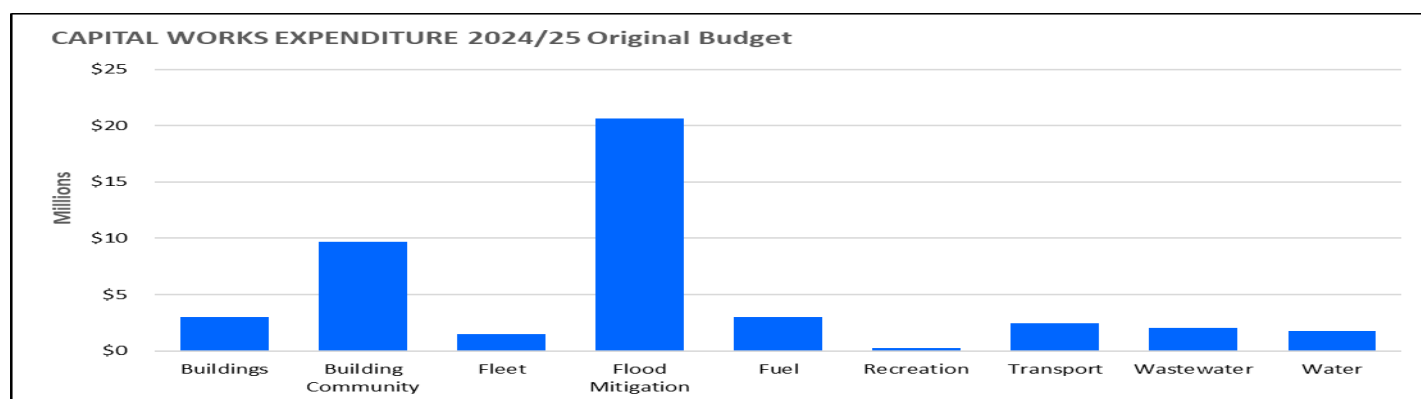
Total budgeted depreciation expense for 2024-2025 Original Budget is forecast to be \$58,483,682. The Operating Capability (after depreciation and before capital items) is a consolidated budgeted deficit position of \$63,462,690.

The graph below summarises the estimated operating revenue and expenditure (including depreciation) for the previous financial year and the next three years.



## Capital Budget

The Capital Expenditure Budget for 2024-2025 Original Budget totals \$44,210,712. Council will utilise a combination of revenue, capital grants and capital contributions to fund Council's capital budget. The following table provides a breakdown of the proposed capital works for the 2024-2025 year by asset category.



Council capital revenue for 2024-2025 Original Budget is budgeted to be \$42,547,828.

## **LINKS WITH STRATEGIC PLANS**

The budget review has been developed in accordance with Council's Operational and Corporate Plans.

## **STATUTORY REQUIREMENTS**

The ***Local Government Regulation 2012*** requires:

### **S. 169 *Preparation and content of budget***

- (1) *A local government's budget for each financial year must—*
  - (a) *be prepared on an accrual basis; and*
  - (b) *include statements of the following for the financial year for which it is prepared and the next 2 financial years—*
    - (i) *financial position;*
    - (ii) *cash flow;*
    - (iii) *income and expenditure;*
    - (iv) *changes in equity.*
- (2) *The budget must also include—*
  - (a) *a long-term financial forecast; and*
  - (b) *a revenue statement; and*
  - (c) *a revenue policy.*
- (3) *The statement of income and expenditure must state each of the following—*
  - (a) *rates and utility charges excluding discounts and rebates;*
  - (b) *contributions from developers;*
  - (c) *fees and charges;*
  - (d) *interest;*
  - (e) *grants and subsidies;*
  - (f) *depreciation;*
  - (g) *finance costs;*
  - (h) *net result;*
  - (i) *the estimated costs of—*
    - (i) *the local government's significant business activities carried on using a full cost pricing basis; and*
    - (ii) *the activities of the local government's commercial business units; and*
    - (iii) *the local government's significant business activities.*

- (4) *The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years.*
- (5) *The **relevant measures of financial sustainability** are the following measures as described in the financial management (sustainability) guideline—*
  - (a) *council controlled revenue ratio;*
  - (b) *Population growth ratio;*
  - (c) *operating surplus ratio;*
  - (d) *operating cash ratio;*
  - (e) *unrestricted cash expense cover ratio;*
  - (f) *asset sustainability ratio;*
  - (g) *asset consumption ratio;*
  - (h) *asset renewal funding ratio;*
  - (i) *leverage ratio;*
- (6) *The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.*
- (7) *For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.*
- (8) *The budget must be consistent with the following documents of the local government—*
  - (a) *its 5-year corporate plan;*
  - (b) *its annual operational plan.*
- (9) *In this section—**financial management (sustainability) guideline** means the document called ‘Financial Management (Sustainability) Guideline 2024’, version 1, made by the department.*

#### **S.170 Adoption and amendment of budget**

- (1) *A local government must adopt its budget for a financial year—*
  - (a) *after 31 May in the year before the financial year; but*
  - (b) *before—*
    - (i) *1 August in the financial year; or*
    - (ii) *a later day decided by the Minister.*
- (2) *If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.*

- (3) *The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.*
- (4) *If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect—*
  - (a) *section 169;*
  - (b) *the local government's decision about the rates and charges to be levied for the financial year made at the budget meeting for the financial year.*

## **CONSULTATION**

There has been significant consultation on the framing of the 2024-2025 Original Budget including internal meetings/workshops with Executives and Managers coupled with liaisons with external funding agencies and lobbying government departments to secure funding commitments. Additionally, workshops were held with Councillors and Executive Officers throughout the budget process.

## **CONCLUSION**

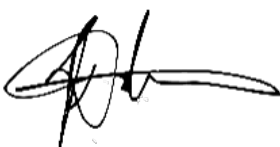
The Original Budget has been prepared in accordance with the aforementioned legislative requirements and recommended for adoption.

Recommended



**Hollie Faithfull**  
**Executive Director, Financial Services**

Approved



**James William**  
**Chief Executive Officer**

## **ATTACHMENTS:**

Attached for Council endorsement:

### **Model – Same Service Level– Confirmed sources of capital funding only.**

- *Statement of Financial Position;*
- *Statement of Cash Flow;*
- *Statement of Income and Expenditure;*
- *Statement of Changes in Equity;*
- *Long Term Financial Forecast;*
- *Revenue Statement*
- *Revenue Policy (adopted by Council resolution on 25 June 2024);*
- *The relevant measures of financial sustainability;*
- *The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget;*
- *Capital Budget.*



# Torres Strait Island Regional Council

## Statement of Financial Position

For the period July 2024 to June 2027

**Model - Same Service Level - Confirmed sources of capital funding.**  
**Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.**

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000
<b>Current assets</b>				
Cash assets and cash equivalents	23,707	17,159	12,441	9,289
Inventories	412	412	412	412
Receivables	555	601	618	638
Prepayments	362	362	362	362
Other current assets	5,921	5,921	5,921	5,921
<b>Total current assets</b>	<b>30,958</b>	<b>24,455</b>	<b>19,754</b>	<b>16,621</b>
<b>Non-current assets</b>				
Property, plant and equipment	1,037,649	1,019,876	967,426	918,497
Intangible assets	-	-	-	-
Capital works in progress	-	-	-	-
Other non-current assets	12,414	12,414	12,414	12,414
<b>Total non-current assets</b>	<b>1,050,063</b>	<b>1,032,290</b>	<b>979,840</b>	<b>930,911</b>
<b>Total assets</b>	<b>1,081,021</b>	<b>1,056,745</b>	<b>999,594</b>	<b>947,533</b>
<b>Current liabilities</b>				
Overdraft	-	-	-	-
Trade and other payables	2,344	2,483	1,300	1,332
Borrowings	-	-	-	-
Other current liabilities	11,029	11,029	11,029	11,029
Provisions	-	-	-	-
<b>Total current liabilities</b>	<b>13,373</b>	<b>13,513</b>	<b>12,329</b>	<b>12,362</b>
<b>Non-current liabilities</b>				
Loans	-	-	-	-
Other non-current liabilities	621	621	621	621
Provisions	11,928	11,928	11,928	11,928
<b>Total non-current liabilities</b>	<b>12,549</b>	<b>12,549</b>	<b>12,549</b>	<b>12,549</b>
<b>Total liabilities</b>	<b>25,922</b>	<b>26,062</b>	<b>24,878</b>	<b>24,911</b>
<b>Net community assets</b>	<b>1,055,098</b>	<b>1,030,684</b>	<b>974,716</b>	<b>922,622</b>
<b>Community equity</b>				
Asset revaluation reserve	732,656	732,656	732,656	732,656
Retained surplus (deficiency)	322,442	298,027	242,059	189,966
<b>Total community equity</b>	<b>1,055,098</b>	<b>1,030,684</b>	<b>974,716</b>	<b>922,622</b>

# Torres Strait Island Regional Council

## Statement of Cashflow

For the period July 2024 to June 2027

**Model - Same Service Level - Confirmed sources of capital funding.**  
**Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.**

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000
Cash flows from operating activities:				
Receipts from customers	28,893	29,524	30,449	31,770
Receipt from rental income	4,811	4,714	4,832	4,952
Payment to suppliers and employees	(82,189)	(77,374)	(74,816)	(75,428)
	(48,485)	(43,136)	(39,535)	(38,705)
Interest received	634	680	505	383
Non-capital grants and contributions	41,379	38,259	33,897	34,744
Finance costs	-	-	-	-
Net cash inflow (outflow) from operating activities	(6,472)	(4,196)	(5,134)	(3,578)
Cash flows from investing activities:				
Payments for property, plant and equipment	(38,646)	(44,211)	(4,782)	(4,902)
Payments for intangible assets	-	-	-	-
Proceeds from sale of property, plant and equipment	-	-	-	-
Subsidies, donations and contributions for new capital expenditure	33,242	42,548	5,904	6,052
Other	-	-	-	-
Net cash inflow (outflow) from investing activities	(5,404)	(1,663)	1,122	1,150
Cash flows from financing activities				
Repayment of borrowings	-	-	-	-
Repayments made on leases	(672)	(689)	(706)	(724)
Net cash inflow (outflow) from financing activities	(672)	(689)	(706)	(724)
Net increase (decrease) in cash held	(12,547)	(6,548)	(4,718)	(3,152)
Cash at beginning of reporting period	36,255	23,707	17,159	12,441
Cash at end of reporting period *	23,707	17,159	12,441	9,289
Current QTC recommended working capital (4 months)	26,600	26,067	24,780	25,395
Variance **	(2,893)	(8,908)	(12,339)	(16,106)

\* Forecast 2024 Cash Balance is based on expected revenue and expenditure to 30 June.

\*\* Constrained Cash included in figure

# Torres Strait Island Regional Council

## Statement of Income and Expenditure

For the period July 2024 to June 2027

Model - Same Service Level - Confirmed sources of capital funding.  
Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000
Revenue				
Recurrent revenue:				
Net rates and utility charges	1,891	1,969	2,068	2,171
Fees and charges	4,877	5,347	5,452	5,587
Sales - contract and recoverable works	18,000	18,920	19,516	20,004
Sales - other	2,975	3,248	3,329	3,412
Grants, subsidies, contributions and donations	41,379	38,259	33,897	34,744
Interest received	634	680	505	383
Rental income	4,811	4,714	4,832	4,952
Other recurrent income	216	86	101	616
Total recurrent revenue	74,784	73,223	69,699	71,870
Capital revenue:				
Government subsidies and grants	36,828	42,308	5,904	6,052
Capital contribution	-	240	-	-
Developer contributions	-	-	-	-
Total capital revenue	36,828	42,548	5,904	6,052
Total income	111,612	115,771	75,603	77,921
Expenses				
Recurrent expenses:				
Employee benefits	31,003	33,215	33,892	34,740
Materials and services	48,079	44,276	39,732	40,725
Depreciation and amortisation	59,570	58,484	57,232	53,831
Finance costs	719	711	715	720
Total recurrent expenses	139,371	136,685	131,571	130,015
Capital expenses:				
Other capital expenses	3,500	3,500	-	-
Total capital expenses	3,500	3,500	-	-
Total expenses	142,871	140,185	131,571	130,015
Net operating surplus/(deficit) exc capital and depreciation	(5,017)	(4,979)	(4,640)	(4,315)
Net operating surplus/(deficit) inc depreciation	(64,587)	(63,463)	(61,872)	(58,145)
Net result attributable to Council	(31,259)	(24,415)	(55,968)	(52,094)

# Torres Strait Island Regional Council

## Statement of Changes in Equity

For the period July 2024 to June 2027

**Model - Same Service Level - Confirmed sources of capital funding.**  
**Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.**

	Total \$'000	Retained surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000
Balance at 30 Jun 2024 Budget Review	1,055,098	322,442	732,656	-
Net result for the period	(24,415)	(24,415)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2025 Original Budget	1,030,684	298,027	732,656	-
Net result for the period	(55,968)	(55,968)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2026 Forecast	974,716	242,059	732,656	-
Net result for the period	(52,094)	(52,094)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2027 Forecast	922,622	189,966	732,656	-

Torres Strait Island Regional Council

Statement of Financial Position

For the period July 2024 to June 2034

Model - Same Service Level - Confirmed sources of capital funding.  
Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000	Forecast 30 June 2033 \$'000	Forecast 30 June 2034 \$'000
Current assets											
Cash assets and cash equivalents	23,707	17,159	12,441	9,289	5,984	2,372	-	-	-	-	-
Inventories	412	412	412	412	412	412	412	412	412	412	412
Receivables	555	601	618	638	656	679	701	723	744	770	795
Prepayments	362	362	362	362	362	362	362	362	362	362	362
Other current assets	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921
Total current assets	30,958	24,455	19,754	16,621	13,335	9,746	7,395	7,418	7,439	7,465	7,490
Non-current assets											
Property, plant and equipment	1,037,649	1,019,876	967,426	918,497	872,222	829,469	793,098	756,991	723,527	692,964	663,819
Intangible assets	-	-	-	-	-	-	-	-	-	-	-
Capital works in progress	-	-	-	-	-	-	-	-	-	-	-
Other non-current assets	12,414	12,414	12,414	12,414	12,414	12,414	12,414	12,414	12,414	12,414	12,414
Total non-current assets	1,050,063	1,032,290	979,840	930,911	884,636	841,883	805,512	769,405	735,941	705,378	676,233
Total assets	1,081,021	1,056,745	999,594	947,533	897,971	851,629	812,908	776,823	743,380	712,843	683,724
Current liabilities											
Overdraft	-	-	-	-	-	-	1,232	5,032	9,142	13,348	17,976
Trade and other payables	2,344	2,483	1,300	1,332	1,362	1,400	1,435	1,471	1,503	1,545	1,584
Borrowings	-	-	-	-	-	-	-	-	-	-	-
Other current liabilities	11,029	11,029	11,029	11,029	11,029	11,029	11,029	11,029	11,029	11,029	11,029
Provisions	-	-	-	-	-	-	-	-	-	-	-
Total current liabilities	13,373	13,513	12,329	12,362	12,391	12,429	13,696	17,533	21,675	25,923	30,589
Non-current liabilities											
Loans	-	-	-	-	-	-	-	-	-	-	-
Other non-current liabilities	621	621	621	621	621	621	621	621	621	621	621
Provisions	11,928	11,928	11,928	11,928	11,928	11,928	11,928	11,928	11,928	11,928	11,928
Total non-current liabilities	12,549	12,549	12,549	12,549	12,549	12,549	12,549	12,549	12,549	12,549	12,549
Total liabilities	25,922	26,062	24,878	24,911	24,940	24,978	26,245	30,082	34,224	38,472	43,138
Net community assets	1,055,098	1,030,684	974,716	922,622	873,031	826,650	786,662	746,741	709,156	674,371	640,585
Community equity											
Asset revaluation reserve	732,656	732,656	732,656	732,656	732,656	732,656	735,445	735,445	735,445	735,445	735,445
Retained surplus (deficiency)	322,442	298,027	242,059	189,966	140,375	93,994	51,217	11,296 -	26,289 -	61,074 -	94,860
Total community equity	1,055,098	1,030,684	974,716	922,622	873,031	826,650	786,662	746,741	709,156	674,371	640,585

Torres Strait Island Regional Council

Statement of Cashflow

For the period July 2024 to June 2034

Model - Same Service Level - Confirmed sources of capital funding.  
Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000	Forecast 30 June 2033 \$'000	Forecast 30 June 2034 \$'000
Cash flows from operating activities:											
Receipts from customers	28,893	29,524	30,449	31,770	32,619	33,485	34,381	35,301	36,249	37,218	38,220
Receipt from rental income	4,811	4,714	4,832	4,952	5,076	5,203	5,333	5,467	5,603	5,743	5,887
Payment to suppliers and employees	(82,189)	(77,374)	(74,816)	(75,428)	(77,304)	(79,366)	(81,190)	(83,360)	(85,584)	(87,553)	(89,886)
	(48,485)	(43,136)	(39,535)	(38,705)	(39,609)	(40,678)	(41,475)	(42,592)	(43,732)	(44,592)	(45,780)
Interest received	634	680	505	383	255	115	(3)	(29)	(169)	(401)	(654)
Non-capital grants and contributions	41,379	38,259	33,897	34,744	35,613	36,503	37,415	38,351	39,310	40,292	41,300
Finance costs	-	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from operating activities	(6,472)	(4,196)	(5,134)	(3,578)	(3,741)	(4,060)	(4,063)	(4,271)	(4,592)	(4,700)	(5,134)
Cash flows from investing activities:											
Payments for property, plant and equipment	(38,646)	(44,211)	(4,782)	(4,902)	(5,024)	(5,150)	(5,279)	(5,411)	(5,546)	(5,685)	(5,827)
Payments for intangible assets	-	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	-	-	-	-	-	-	-	-	-	-	-
Subsidies, donations and contributions for new capital expenditure	33,242	42,548	5,904	6,052	6,203	6,358	6,517	6,680	6,847	7,018	7,193
Other	-	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from investing activities	(5,404)	(1,663)	1,122	1,150	1,179	1,208	1,238	1,269	1,301	1,333	1,367
Cash flows from financing activities											
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-	-
Repayments made on leases	(672)	(689)	(706)	(724)	(742)	(760)	(779)	(799)	(819)	(839)	(860)
Net cash inflow (outflow) from financing activities	(672)	(689)	(706)	(724)	(742)	(760)	(779)	(799)	(819)	(839)	(860)
Net increase (decrease) in cash held	(12,547)	(6,548)	(4,718)	(3,152)	(3,305)	(3,612)	(3,604)	(3,800)	(4,110)	(4,206)	(4,628)
Cash at beginning of reporting period	36,255	23,707	17,159	12,441	9,289	5,984	2,372	(1,232)	(5,032)	(9,142)	(13,348)
Cash at end of reporting period *	23,707	17,159	12,441	9,289	5,984	2,372	(1,232)	(5,032)	(9,142)	(13,348)	(17,976)
Current QTC recommended working capital (4 months)	26,600	26,067	24,780	25,395	26,025	26,721	27,336	28,075	28,868	29,612	30,480
Variance **	(2,893)	(8,908)	(12,339)	(16,106)	(20,041)	(24,349)	(28,568)	(33,107)	(38,010)	(42,960)	(48,456)

\* Forecast 2024 Cash Balance is based on expected revenue and expenditure to 30 June.  
\*\* Constrained Cash included in figure

Torres Strait Island Regional Council

Statement of Income and Expenditure

For the period July 2024 to June 2034

Model - Same Service Level - Confirmed sources of capital funding.  
Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000	Forecast 30 June 2033 \$'000	Forecast 30 June 2034 \$'000
Revenue											
Recurrent revenue:											
Net rates and utility charges	1,891	1,969	2,068	2,171	2,195	2,305	2,420	2,541	2,668	2,801	2,941
Fees and charges	4,877	5,347	5,452	5,587	5,809	5,955	6,103	6,256	6,412	6,573	6,737
Sales - contract and recoverable works	18,000	18,920	19,516	20,004	20,504	21,017	21,542	22,081	22,633	23,198	23,778
Sales - other	2,975	3,248	3,329	3,412	3,498	3,585	3,675	3,767	3,861	3,957	4,056
Grants, subsidies, contributions and donations	41,379	38,259	33,897	34,744	35,613	36,503	37,415	38,351	39,310	40,292	41,300
Interest received	634	680	505	383	255	115	-	-	-	-	-
Rental income	4,811	4,714	4,832	4,952	5,076	5,203	5,333	5,467	5,603	5,743	5,887
Other recurrent income	216	86	101	616	631	647	663	680	697	714	732
Total recurrent revenue	74,784	73,223	69,699	71,870	73,581	75,329	77,152	79,141	81,183	83,279	85,431
Capital revenue:											
Government subsidies and grants	36,828	42,308	5,904	6,052	6,203	6,358	6,517	6,680	6,847	7,018	7,193
Capital contribution	-	240	-	-	-	-	-	-	-	-	-
Developer contributions	-	-	-	-	-	-	-	-	-	-	-
Total capital revenue	36,828	42,548	5,904	6,052	6,203	6,358	6,517	6,680	6,847	7,018	7,193
Total income	111,612	115,771	75,603	77,921	79,784	81,687	83,669	85,821	88,030	90,297	92,625
Expenses											
Recurrent expenses:											
Employee benefits	31,003	33,215	33,892	34,740	35,608	36,498	37,411	38,346	39,305	40,287	41,294
Materials and services	48,079	44,276	39,732	40,725	41,743	42,936	43,859	45,109	46,387	47,397	48,736
Depreciation and amortisation	59,570	58,484	57,232	53,831	51,299	47,904	44,438	41,518	39,010	36,248	34,971
Finance costs	719	711	715	720	725	729	737	769	914	1,151	1,409
Total recurrent expenses	139,371	136,685	131,571	130,015	129,375	128,068	126,445	125,742	125,615	125,083	126,411
Capital expenses:											
Other capital expenses	3,500	3,500	-	-	-	-	-	-	-	-	-
Total capital expenses	3,500	3,500	-	-	-	-	-	-	-	-	-
Total expenses	142,871	140,185	131,571	130,015	129,375	128,068	126,445	125,742	125,615	125,083	126,411
Net operating surplus/(deficit) exc capital and depreciation	(5,017)	(4,979)	(4,640)	(4,315)	(4,494)	(4,835)	(4,856)	(5,083)	(5,422)	(5,555)	(6,008)
Net operating surplus/(deficit) inc depreciation	(64,587)	(63,463)	(61,872)	(58,145)	(55,794)	(52,739)	(49,293)	(46,601)	(44,432)	(41,803)	(40,979)
Net result attributable to Council	(31,259)	(24,415)	(55,968)	(52,094)	(49,591)	(46,381)	(42,776)	(39,921)	(37,585)	(34,785)	(33,786)



Statement of Changes in Equity

For the period July 2024 to June 2034

Model - Same Service Level - Confirmed sources of capital funding.

Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

	Total \$'000	Retained surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000
Balance at 30 Jun 2024 Budget Review	1,055,098	322,442	732,656	-
Net result for the period	(24,415)	(24,415)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2025 Original Budget	1,030,684	298,027	732,656	-
Net result for the period	(55,968)	(55,968)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2026 Forecast	974,716	242,059	732,656	-
Net result for the period	(52,094)	(52,094)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2027 Forecast	922,622	189,966	732,656	-
Net result for the period	(49,591)	(49,591)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2028 Forecast	873,031	140,375	732,656	-
Net result for the period	(46,381)	(46,381)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2029 Forecast	826,650	93,994	732,656	-
Net result for the period	(42,776)	(42,776)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	2,788	-	-	2,788
Balance at 30 Jun 2030 Forecast	786,662	51,217	732,656	2,788
Net result for the period	(39,921)	(39,921)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2031 Forecast	746,741	11,296	732,656	2,788
Net result for the period	(37,585)	(37,585)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2032 Forecast	709,156	(26,289)	732,656	2,788
Net result for the period	(34,785)	(34,785)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2033 Forecast	674,371	(61,074)	732,656	2,788
Net result for the period	(33,786)	(33,786)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2034 Forecast	640,585	(94,860)	732,656	2,788



# Revenue Statement for the 2024/2025 Financial Year

**Responsible Manager**

Executive Director, Financial Services

**Head of power**

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

**Authorised by**

Torres Strait Island Regional Council

**Authorised on**

TBC

**Implemented from**

1 July 2024

**Corporate Plan**

Sustainability

## **Introduction**

This revenue statement is prepared in accordance with section 104 of the *Local Government Act 2009* and sections 169(2)(b) and 172 of the *Local Government Regulation 2012* (**LGR**).

## **Differential General Rates – Section 172(1)(a) of the LGR**

Council does not levy differential general rates.

## **Special rates or charges for joint government activity – Section 172(1)(b) of the LGR**

Council does not levy special rates or charges for a joint government activity.

Council has leased the properties listed below to the Queensland State Government for a period of 40 years for the operation of State Government facilities. Council receives a set annual contractual payment for each dwelling or site subject to the lease arrangements in lieu of charging special rates or charges.

- 51 properties on Moa Island (Kubin)
- 9 properties on Saibai Island
- 7 properties on Mabuiag Island
- 10 properties on Boigu Island
- 8 properties on Warraber Island
- 5 properties on Poruma Island
- 21 properties on Hammond Island
- 10 properties on Mer Island
- 19 properties on Badu Island
- 25 properties on Moa Island (St Paul's)
- 7 properties on Erub Island
- 10 properties on Masig Island
- 6 properties on Iama Island
- 2 properties on Ugar Island
- 3 properties on Dauan Island

## **Cost-recovery fees – Section 172(1)(c) of the LGR**

Cost-recovery fees are fixed to cover the costs, including allocated administrative costs, of each cost-recovery process. These fees will not be set at more than the cost to Council for providing the service or taking the action for which, the fee is charged.

The user-pays principle is to be applied in setting the fees unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals of Council. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

All cost-recovery fees set by Council are included in the Fees and Charges Register which is open for inspection at Council offices or on its website.

## **Council business activities – Section 172(1)(d) of the LGR**

Council conducts business activities and charges business activity fees for services and facilities it provides on this basis. Business activity fees are charged where Council provides a service and the party receiving the service can elect whether or not to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are usually subject to the Commonwealth's Goods and Services Tax. The criteria Council uses to determine business activity fees is a combination of Council's costs to provide the service, what Council considers to be an appropriate mark up where appropriate, and the market for these types of services generally.

Business activity fees include but are not limited to rents, plant hire, private works and hire of facilities as contained in Council's Register of Fees & Charges.

Council may decide to provide subsidised services in certain instances to various disadvantaged groups and may relax or reduce user fees in those cases. Decisions to subsidise these community groups will be explicit both in terms of the groups to be subsidised and the level of subsidy to be provided.

## **Outline and explanation of measures adopted by Council for raising revenue – Section 172(2)(a)(i) of the LGR**

### ***Utility Charges – Overview***

Section 94(b)(ii) of the *Local Government Act 2009* provides the power for Council to levy utility charges. Utility charges are service charges relating to the provision of water, sewerage and waste management services. For avoidance of doubt utility charges are not levied on vacant land. The service charges for water, sewerage and waste as detailed below are differentiated having regard to whether they fall under the service charge category of either residential, mixed-use or commercial. Those terms are further defined in the following table:

<b>SERVICE CHARGE CATEGORY</b>	<b>DESCRIPTION</b>
<b>Residential</b>	Land that is occupied and used solely for residential purposes (excluding residential land the subject of a 40-year lease to the State Government).
<b>Mixed-Use</b>	Land that is used, in part, for residential purposes and used, in part, for commercial/industrial purposes, including, but not limited to: guest houses, motels, home-run businesses and tourist facilities.  This category includes residential properties that: <ul style="list-style-type: none"><li>a) are owned by Council where the tenant is running a business from home; or</li><li>b) are owned by the occupant as a private property, a Katter Lease and includes private property where the owner/lessee is operating a business.</li></ul>
<b>Commercial</b>	Land that is occupied and used for commercial/industrial purposes, including, but not limited to:

SERVICE CHARGE CATEGORY	DESCRIPTION
	<ul style="list-style-type: none"> <li>• guest houses, hotels, motels;</li> <li>• shops, tourist facilities, arts and culture activities;</li> <li>• land used by government or utility (telecommunications, electricity);</li> <li>• providers to aid in the delivery of commercial and/or government services. i.e., Education, Health, Customs, etc.</li> </ul> <p>This category also includes all other land that does not fall within the Service Charge Categories of "Residential" or "Mixed-Use".</p>

#### Exemptions

Churches are exempt from utility charges. There are no other exemptions from utility charges.

#### **Water Charges**

All properties receiving water from a reticulated Council supplied water scheme shall be levied the following charges:

- A Water Access Charge per building (noting there may be more than one Building on each property), to be levied in equal half-yearly instalments.
- A Volumetric Water Charge for water usage received by the property to be levied annually and worked out on the basis of the water used as measured by a water meter.

Water Charges	Service	Water Access Charge per year	Basis of Water Access Charge	Volumetric Water Charge	Basis of Volumetric Water Charge
<b>Residential</b>		\$240.50	Per Building (noting there may be more than one Building on each property)	\$0.00KI	Per Property as measured by a water meter
<b>Mixed-Use</b>		\$1,202.50	Per Building (noting there may be more than one Building on each property)	\$1.66KI	Per Property as measured by a water meter
<b>Commercial</b>		\$2,405.00	Per Building (noting there may be more than one Building on each property)	\$3.32KI	Per Property as measured by a water meter

#### **Sewerage Charges**

All properties receiving sewerage services from a Council supplied network shall be levied a Sewerage Access Charge to be levied in equal half-yearly instalments as set out below.

Sewerage Service Charges	Sewerage Access Charge per year	Basis of Charge
<b>Residential</b>	\$287.70	Per Building (noting there may be more than one Building on each property)
<b>Mixed-Use</b>	\$1,439.00	Per Water Closet (WC). WC is equivalent to: <ul style="list-style-type: none"> <li>• A single pedestal; or</li> <li>• 1.3 meters of urinal (or part thereof); or</li> <li>• One (1) to Three (3) wall hung urinals</li> </ul>
<b>Commercial</b>	\$2,877.50	Per Water Closet (WC). One WC is equivalent to: <ul style="list-style-type: none"> <li>• A single pedestal; or</li> <li>• 1.3 meters of urinal (or part thereof); or</li> <li>• One (1) to Three (3) wall hung urinals</li> </ul>

#### ***Waste Management Charges***

All properties receiving waste management services from Council shall be levied a Waste Management Service Charge per property to be levied in equal half-yearly instalments as set out below.

Waste Management Service Charges	Waste Management Service Charge per year	Basis of Charge
<b>Residential</b>	\$160.00	Per Building (noting there may be more than one Building on each property)
<b>Mixed-Use</b>	\$799.50	Per Building (noting there may be more than one Building on each property)
<b>Commercial</b>	\$1,598.50	Per Building (noting there may be more than one Building on each property)

#### **Concessions – Section 172(2)(a)(ii) of the LGR**

Chapter 4, Part 10 of the *Local Government Regulation 2012* enables Council to grant concessions for rates or charges. Whether Council elects to grant a concession in respect of an application for a concession for rates or charges will be at Council's discretion and an application may be made to Council on one or more of the following grounds:

1. the land is owned or occupied by a pensioner;
2. the land is owned by:
  - a. an entity whose objects do not include making a profit; or
  - b. an entity that provides assistance or encouragement for arts or cultural development;
3. the payment of the rates or charges will cause hardship to the land owner;
4. the concession will encourage the economic development of all or part of the local government area;
5. the concession will encourage land that is of cultural, environmental, historic, heritage or scientific significance to the local government area to be preserved, restored or maintained;
6. the land is used exclusively for the purpose of a single dwelling house or farming and could be used for another purpose, including, for example, a commercial or industrial purpose;
7. the land is subject to a GHG tenure, mining tenement or petroleum tenure; or
8. the land is part of a parcel of land (a parcel) that has been subdivided and:
  - a. the person who subdivided the parcel is the owner of the land; and
  - b. the land is not developed land.

To be considered for a concession, eligible individuals/organisations are required to submit an Application for Concession form which can be found on Council's website. All relevant supporting documentation should be included with the application.

Concessions will be at the discretion of Council and granted by way of Council resolution upon Council being satisfied of the individual's/organisation's eligibility. Any concession granted by Council may be subject to conditions imposed by Council at its discretion.

### ***Pensioners***

Eligible pensioners may be able to receive from the Queensland State Government a subsidy of 20 per cent (up to a maximum amount of \$200 each year) of the gross rates and charges levied by Council.

Further information may be obtained from the Queensland State Government website at <https://www.qld.gov.au/community/cost-of-living-support/rates-subsidy>.

Where the State Government subsidy applies, the Council will, upon proof of eligibility, deduct the appropriate amount off the rate notice and claim re-imbursement from the State Government.

### **Limitation on Increases in Service Charges – Section 172(2)(b) of the LGR**

Council has not made a resolution limiting an increase of rates and charges for the 2024/2025 financial year.



## **Other Matters**

### ***Issue of rate notices***

Council intends to issue rate notices as follows:

- Rate notices relating to Water Access, Sewerage Access and Waste Management Service Charges will be issued in equal half-yearly instalments in the 2<sup>nd</sup> and 4<sup>th</sup> quarter of the financial year; and
- Rate notices relating to Water Usage Notices will be issued annually in the 3<sup>rd</sup> quarter of the financial year.

Note that the timeframes for issuing rate notices are indicative only and may be subject to change without notice in line with Council's operational requirements.

The due date for payment is thirty-one (31) days from the date of issue of the rate notice.

Manager Responsible for Review:

Hollie Faithfull  
Executive Director, Financial Services

James William  
Chief Executive Officer

**Adoption:** \_\_\_\_\_ 2024

# Revenue Policy

<b>Responsible Manager</b>	Executive Director, Financial Services
<b>Head of power</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	25 June 2024
<b>Implemented from</b>	1 July 2024
<b>Last reviewed</b>	April 2024
<b>Review history</b>	2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024
<b>To be reviewed in</b>	June 2025
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## **1. Purpose**

The purpose of this policy is to provide details of the principles applied by Torres Strait Island Regional Council when:

- a) Making and levying rates and charges; and
- b) Granting concessions for rates and charges; and
- c) The purpose of concessions; and
- d) Recovering overdue rates and charges; and
- e) Cost recovery methods; and
- f) Infrastructure charges for a new development

## **2. Application**

This policy applies to Council and associated enterprises (if any).

## **3. Legislation/Policies**

This policy is established with reference to obligations specified in the *Local Government Act 2009* and the *Local Government Regulation 2012 (LGR)*, including Section 193 of the LGR.

## **4. Provisions**

### **Making and Levying rates and charges – Section 193(1)(a)(i) of the LGR**

In levying rates and charges the following principles will be applied:

- Consider the level of revenue that can be achieved from direct user charges, grants and subsidies, contributions and other sources;
- Consider the cost of maintaining existing facilities and necessary services and the need for additional facilities and services;
- Make clear what is the Council's and each ratepayer's responsibility;
- Timing of any rates and charges to ensure a sustainable cash flow for the operation of Council and to spread the burden to the ratepayer over the financial year;
- Equity through flexible payment arrangements for ratepayers with a lower capacity to pay;
- Transparency in the making of rates and charges;
- Making the system for paying rates and charges simple and inexpensive to administer;
- Equity by taking account of the different levels of capacity to pay within the local community;
- Flexibility to take account of changes to the local economy;
- Council will consider National Competition Policy when considering utility charges;
- Council may consider levying special and separate rates and charges where appropriate, to recover the cost associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayers.

### **Granting Concessions for rates and charges – Section 193(1)(a)(ii) of the LGR**

In considering the application of concessions, Council will comply with Chapter 4, Part 10 of the LGR and be guided by the principles of:

- Equity by having regard to the different levels of capacity to pay within the local community;
- The same treatment of ratepayers with similar circumstances;
- Transparency by making clear the requirements necessary to receive concessions;
- Flexibility to allow Council to respond to local economic issues.

### **The purpose of concessions – Section 193(1)(b) of the LGR**

Council will support community objectives through the application of concessions to:

- Reduce the financial burden of rates and charges payable by pensioners;
- Support the community activities of not-for-profit organisations and support their economic development;
- Provide assistance to ratepayers suffering genuine financial hardship;
- Encourage the economic development of all or part of the local government area.

### **Recovering overdue rates and charges – Section 193(1)(a)(iii) of the LGR**

Council will exercise its recovery powers in order to reduce the overall burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations;
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- Capacity to pay in determining appropriate arrangements for different sectors of the community;
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances;
- Flexibility by responding where necessary to changes in the local economy;
- Council may charge interest on overdue rates and charges;
- Council's Debt Recovery Procedure PR-PO4-7 sets out the detail of the processes used to recover outstanding rates and charges.

### **Cost recovery methods – Section 193(1)(a)(iv) of the LGR**

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees. Cost-recovery fees are fixed to cover the costs, including allocated administrative costs of each cost-recovery regime. These fees will not be set at more than the cost to Council for providing the service or taking the action for which the fee is charged. The user-pays principle is applied in setting the fees unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals.

This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

All cost-recovery fees set by Council are included in the Fees and Charges Register which is open for inspection at Council offices or on its website.

### **Infrastructure charges for a new development – Section 193(1)(c) of the LGR**

Council does not presently impose charges for a new development. If charges for developments are imposed, it is expected that developers will contribute significantly to the physical and social infrastructure costs relating to the new development by payment of infrastructure charges.

Manager Responsible for Review:

Executive Director, Financial Services

**Adoption**  
**Due for Revision:**

25 June 2024  
30 June 2025

James William  
Chief Executive Officer

Torres Strait Island Regional Council

Measures of Financial Sustainability

For the period July 2024 to June 2034

Model - Same Service Level - Confirmed sources of capital funding.  
Salary Increase 3.5% Yr 1 for Award Staff only. Salary Increase 2.5% Yr 2 - 10, CPI Increase - 2.5% Yr 2-10.

Type	Measure	Rational	Target	Budget Review 30 June 2024 \$'000	Original Budget 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000	Forecast 30 June 2033 \$'000	Forecast 30 June 2034 \$'000
Financial Capacity	Council controlled revenue ratio	Capacity to generate revenue internally	Contextual	9.1%	10.0%	10.8%	10.8%	10.9%	11.0%	11.0%	11.1%	11.2%	11.3%	11.3%
	Population growth ratio *	Population growth/decline pressures	Contextual	-0.2%	-0.4%									
Operating Performance	Operating surplus ratio	Holistic overview of operating performance	Contextual	-86%	-87%	-89%	-81%	-76%	-70%	-64%	-59%	-55%	-50%	-48%
	Operating cash ratio	Cash operating performance (less depreciation and other non-cash items)	Greater than 0%	-5.7%	-5.8%	-5.6%	-5.0%	-5.1%	-5.5%	-5.3%	-5.5%	-5.6%	-5.3%	-5.4%
Liquidity	Unrestricted cash expense cover ratio ***	Unconstrained liquidity available to council	Greater than 4 months	2	2	N/A for long-term sustainability statement								
Asset Management	Asset sustainability ratio	Capital renewals program performance	Greater than 90%	8.0%	9.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Asset consumption ratio	Extent to which assets are being consumed	Greater than 60%	47.7%	45.9%	43.4%	41.0%	38.8%	36.7%	34.9%	33.2%	31.6%	30.1%	28.7%
	Asset renewal funding ratio **	Asset replacement program performance	Contextual	N/A	The transistion period for TSIRC to commence reporting on this ratio is 2027-28.									
Debt Servicing Capacity	Leverage Ratio	Ability to repay existing debt	0 - 3 times	Not Required - TSIRC does not currently have any external debt										

TSIRC is classified as a Tier 8 Group and relevant targets will apply.  
Measures 1,2, 3 and 8 are contextual measures and not subject to audit  
\* Council has used the compound Annual Growth Rate method for calculating this ratio. This method calculates the average annual growth rate for over a 10 year period based on the Queensland Government Statistician's Office population projections for the Torres Strait Island area for the period 2026 to 2036.  
\*\* The transistion period for TSIRC to commence reporting on this ratio is 2027-28. TSIRC will continue to review and refine it's asset management plans and long term capital plans to meet this timeframe.  
\*\*\* Estimated cash balance at budget. Figures values will change with actual end of financial year balance.

# Torres Strait Island Regional Council

## Rates and Utility charges

For the period July 2024 to June 2027

Model - Same Service Level - Confirmed sources of capital funding.

	Budget Review	Original Budget	Forecast	Forecast
	30 June 2024	30 June 2025	30 June 2026	30 June 2027
	\$'000	\$'000	\$'000	\$'000
Rates and utility charges				
General rates	-	-	-	-
Separate rates	-	-	-	-
Levies	66	73	77	81
Water	488	513	538	565
Sewerage	1,095	1,129	1,186	1,245
Waste management	242	254	267	280
Other rates and utilities revenue	-			
Total rates and utility charge revenue	1,891	1,969	2,068	2,171

	Budget Review	Original Budget	Variance	Variance
	30 June 2024	30 June 2025		
	\$'000	\$'000	\$'000	%
Rates and utility charges - value of change				
Gross rates and utility charges	1,891	1,969	78	4%



CAPITAL Budget 24/25 OB		Council Own Funds - Internal Funded		Capital Revenue - External Funded		Capital Budget - Expenditure	
Department	TaskDescription	23/24	24/25	23/24	24/25	23-24 TOTAL	24-25 TOTAL
Asset	Masig Office - WIP -- BLD Corp 22/23	\$ 161,361.59	\$ 101,155.34	\$ -		\$ 161,361.59	\$ 101,155.34
Asset	W4Q.R3 Saibai Airport Waiting Shed	\$ -		\$ -	\$ 356,629.23	\$ -	\$ 356,629.23
Asset	Badu S. Oval lighting- L 194 Chapman St	\$ 21,999.95		\$ -	\$ -	\$ 21,999.95	\$ -
Asset	Dauan Basketball Court and Grandstand	\$ -		\$ 121,473.50	\$ 246,983.13	\$ 121,473.50	\$ 246,983.13
Asset	Mabuiag Point Road Houses for Divestment	\$ -		\$ -	\$ 380,000.00	\$ -	\$ 380,000.00
Asset	TSIRC-W4Q4-004 Warraber Resort Upgrade	\$ -		\$ 1,054,000.00	\$ 1,050,293.60	\$ 1,054,000.00	\$ 1,050,293.60
Asset	Dauan Mechanics Workshop	\$ 20,659.36		\$ -	\$ -	\$ 20,659.36	\$ -
Asset	Boigu Council Bldg Ceiling Rplc	\$ -		\$ -	\$ -	\$ -	\$ -
Asset	Poruma Community Hall and Gazebos Roofs	\$ 20,000.00		\$ -	\$ -	\$ 20,000.00	\$ -
Asset	Poruma Community Hall roof replacement	\$ 6,000.00		\$ -	\$ -	\$ 6,000.00	\$ -
Asset	Boigu Stadium Community Hall Lot37 SP273	\$ -		\$ -	\$ -	\$ -	\$ -
Asset	W4Q.R3 Dauan Community Hall - Stage 2	\$ -		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -
Asset	W4Q.R3 Hammond Undercover - Stage 2	\$ -		\$ 30,000.00	\$ -	\$ 30,000.00	\$ -
Asset	W4Q.R3 lama Covered Facility - Stage 2	\$ -		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -
Asset	Building Corporate General WHF 23/24 WIP	\$ 300,000.00	\$ 300,000.00	\$ -		\$ 300,000.00	\$ 300,000.00
Asset	Building Corporate Leased & Licensed 23/	\$ 200,000.00	\$ 200,000.00	\$ -		\$ 200,000.00	\$ 200,000.00
BSU	Community Building Grant Funded Stage 1	\$ -		\$ 400,000.00	\$ 1,242,793.03	\$ 400,000.00	\$ 1,242,793.03
BSU	Forward Remote Capital Program- DCHDE	\$ -		\$ 9,825,000.00	\$ -	\$ 9,825,000.00	\$ -
BSU	BSU Capitalisations Jul23- Jun24	\$ -		\$ 7,200,000.00	\$ -	\$ 7,200,000.00	\$ -
BSU	BSU Capitalisations Jul24- Jun25	\$ -		\$ -	\$ 10,380,000.00	\$ -	\$ 8,407,800.00
Engineering	Boigu Island Seawalls Phase 2.	\$ -		\$ 467,291.83	\$ 632,585.71	\$ 467,291.83	\$ 632,585.71
Engineering	Warraber Seawall and Flood Prevention	\$ -		\$ 354,526.32	\$ 6,857,876.38	\$ 354,526.32	\$ 6,857,876.38
Engineering	Masig Island Seawall coastal Defence	\$ -		\$ 3,032,264.14	\$ 4,989,041.14	\$ 3,032,264.14	\$ 4,989,041.14
Engineering	lama (Yam) seawall coastal defence	\$ -		\$ 6,010,344.62	\$ 4,704,664.61	\$ 6,010,344.62	\$ 4,704,664.61
Engineering	Poruma Seawall Construction Stage 2.	\$ -		\$ 108,044.60	\$ -	\$ 108,044.60	\$ -
Engineering	Marine Infrastructure Audit & scoping	\$ -		\$ 381,532.08	\$ 395,000.00	\$ 381,532.08	\$ 395,000.00
Engineering	Marine Infrastructure Initiative Upgrade	\$ -		\$ 1,148,665.04	\$ 3,036,461.97	\$ 1,148,665.04	\$ 3,036,461.97
Engineering	TSIRC-W4Q4-005 Ugar Water Shed	\$ -		\$ 29,500.00	\$ 7,226.66	\$ 29,500.00	\$ 7,226.66
Engineering	TSIRC-W4Q4-006 Dauan Water Shed Project	\$ -		\$ 21,000.00	\$ 2,455.79	\$ 21,000.00	\$ 2,455.79
Engineering	TIDS - Dauan Pontoon & Gangway Design	\$ -		\$ 38,000.00	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00
Engineering	Dauan Reservoir Rd Pavement Upgrade	\$ -		\$ 450,000.00	\$ 649,188.04	\$ 450,000.00	\$ 649,188.04
Engineering	TSIRC-W4Q4-007 Repairs to St Pauls Weir	\$ -		\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00
Engineering	Fuel Facility Upgrade - Hammond	\$ 60,000.00		\$ 986,559.00	\$ 1,123,858.84	\$ 1,046,559.00	\$ 1,123,858.84
Engineering	Badu Water reservoir Main	\$ -		\$ 48,027.91	\$ 79,170.28	\$ 48,027.91	\$ 79,170.28
Engineering	Warraber SPS 1	\$ -		\$ 93,750.00	\$ 1,727,204.54	\$ 93,750.00	\$ 1,727,204.54
Engineering	Warraber Desal Repairs	\$ 10,000.00		\$ -		\$ 10,000.00	\$ -
Engineering	Emergent Wastewater (250k Water & WW)	\$ 306,300.00	\$ 180,226.80	\$ -		\$ 306,300.00	\$ 180,226.80
Engineering	Emergent Water	\$ 193,000.00	\$ 90,895.92	\$ -		\$ 193,000.00	\$ 90,895.92
Engineering	Badu & Mabuiag Water Networ	\$ -		\$ 49,050.00	\$ 326,038.45	\$ 49,050.00	\$ 326,038.45
Engineering	Masig Aerodrome Fence	\$ -		\$ 605,049.52	\$ 563,117.25	\$ 605,049.52	\$ 563,117.25
Engineering	Masig aerodrome/Helipad upgrade	\$ -		\$ 165,741.20	\$ 1,663,448.32	\$ 165,741.20	\$ 1,663,448.32
Engineering	Eng Emg Wks Transport 23-24 WIP	\$ 165,000.00		\$ -	\$ -	\$ 165,000.00	\$ -
Engineering	Poruma - Water tanks	\$ -		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
Engineering	SES Buildings	\$ -		\$ 71,675.00	\$ 71,675.00	\$ 71,675.00	\$ 71,675.00
Engineering	Mer Desal Overhaul	\$ 500,000.00	\$ 483,805.52	\$ -		\$ 500,000.00	\$ 483,805.52
Engineering	Emergent Transport 24/25	\$ -			\$ 100,000.00		\$ 100,000.00

Engineering	Emergent Wastewater 24/25	\$	-		\$	100,000.00		\$	100,000.00				
Engineering	Emergent Water 24/25	\$	-		\$	100,000.00		\$	100,000.00				
Engineering	Badu Reservoir Rising Water main - COF			\$	500,000.00	\$	-		\$	500,000.00			
Fleet	Ugar Fuel Bowser	\$	-		\$	464,519.52	\$	461,769.52	\$	464,519.52			
Fleet	Mer Fuel Facility COF	\$	531,500.00	\$	531,500.00	\$	-	\$	531,500.00	\$	531,500.00		
Fleet	TSIRC-W4Q4-009 Boigu Fuel Infrasructure	\$	-		\$	157,091.88	\$	180,874.56	\$	157,091.88	\$	180,874.56	
Fleet	TSIRC-W4Q4-010 Erub Fuel Infrastructure	\$	-		\$	89,061.23	\$	219,993.18	\$	89,061.23	\$	219,993.18	
Fleet	TSIRC-W4Q4-008 Mabuiai Fuel Infrastruc	\$	-		\$	158,897.65	\$	450,478.80	\$	158,897.65	\$	450,478.80	
Fleet	Fleet 2021/2022 WIP	\$	94,991.82		\$	-	\$	-	\$	94,991.82	\$	-	
Fleet	Sureweld Trailer SW4100ER - UGAR	\$	19,000.00		\$	-	\$	-	\$	19,000.00	\$	-	
Fleet	23/24 Fleet - Pooled	\$	1,000,000.00		\$	-	\$	-	\$	1,000,000.00	\$	-	
Fleet	Garbage Trucks(Contributed)	\$	-		\$	-	\$	240,000.00	\$	-	\$	240,000.00	
Fleet	Garbage Trucks(AASB116 - Costs attributable)			\$	240,000.00		\$	-		\$	240,000.00		
IT	Satellite Services Network Upgrade	\$	7,500.00	\$	7,500.00	\$	-	\$	7,500.00	\$	7,500.00		
Fleet	24/25 Fleet - Pooled			\$	1,000,000.00		\$	-		\$	1,000,000.00		
		\$	3,617,312.72	\$	3,635,083.58	\$	33,762,065.04	\$	42,547,828.03	\$	37,379,377.76	\$	44,210,711.61



## ORDINARY MEETING

24 July 2024

Agenda Item

# 8.5

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Manager Management Accounting*

### 2024/25 WASTE MANAGEMENT UTILITY CHARGES

#### OFFICER RECOMMENDATION:

That Council resolves to:

1. pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* (Qld), Council make and levy waste management utility charges, for the supply of waste management services by the Council for the 2024/2025 financial year as follows, by reference to the following Service Category Definitions:

#### Service Category Definitions

SERVICE CHARGE CATEGORY	DESCRIPTION
<b>Residential</b>	Land that is occupied and used solely for residential purposes (excluding residential land the subject of a 40-year lease to the State Government).
<b>Mixed-Use</b>	<p>Land that is used, in part, for residential purposes and used, in part, for commercial/industrial purposes, including, but not limited to: guest houses, motels, home-run businesses and tourist facilities.</p> <p>This category includes residential properties that:</p> <ul style="list-style-type: none"><li>a) are owned by Council where the tenant is running a business from home; or</li><li>b) are owned by the occupant as a private property, a Katter Lease and includes private property where the owner/lessee is operating a business.</li></ul>
<b>Commercial</b>	<p>Land that is occupied and used for commercial/industrial purposes, including, but not limited to:</p> <ul style="list-style-type: none"><li>• guest houses, hotels, motels;</li><li>• shops, tourist facilities, arts and culture activities;</li><li>• land used by government or utility (telecommunications, electricity);</li><li>• providers to aid in the delivery of commercial and/or government services. i.e., Education, Health, Customs, etc.</li></ul> <p>This category also includes all other land that does not fall within the Service Charge Categories of “Residential” or “Mixed-Use”.</p>

Residential:

- (a) An annual access charge of \$160.00 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Residential”).

Mixed-Use:

- (b) An access charge of \$799.50 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Mixed-Use”.

Commercial:

- (c) An access charge of \$1,598.50 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Commercial”.

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**Executive Summary:**

This report provides the details of the waste management utility charges that will be levied for the 2024/25 financial year. A 5% increase (rounded to the nearest 50 cents) has been applied, as part of the formulation of the 2024/25 original budget.

**Comment:**

- Each year, as part of the adoption of the Annual Budget, Council is required to adopt the waste management utility charges with the differential rating categories under which rates and charges will be levied for the financial year.

**Consultation:**

Key personnel from internal functions and external organisations:

- Financial Services
- Engineering Services
- Preston Law

**Risk Management:**

There are no specific risk management issues to consider when adopting the waste management utility charges.

**Council Finances**

The 2024-2025 budget, rating resolutions and related policies provide financial resources for Council for the coming financial year.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

Adoption of waste management utility charges are in accordance with sections 94 of the *Local Government Act 2009* and chapter 4, part 7 of the *Local Government Regulation 2012*.



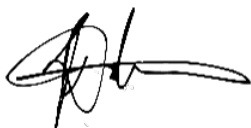
**Recommended:**

Nicola Daniels  
Head of Financial Services



**Endorsed:**

Hollie Faithfull  
Executive Director Financial Services



**Approved:**

James William  
Chief Executive Officer



## ORDINARY MEETING

24 July 2024

Agenda Item

# 8.6

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Manager Management Accounting*

### 2024/25 SEWERAGE UTILITY CHARGES

#### **OFFICER RECOMMENDATION:**

That Council resolves to:

1. pursuant to Section 94 of the Local Government Act 2009 and *Section 99 of the Local Government Regulation 2012* (Qld), Council make and levy sewerage utility charges, for the supply of sewerage services by the Council for the 2024/2025 financial year as follows, by reference to the following Service Category Definitions:

#### **Service Category Definitions**

SERVICE CHARGE CATEGORY	DESCRIPTION
<b>Residential</b>	Land that is occupied and used solely for residential purposes (excluding residential land the subject of a 40-year lease to the State Government).
<b>Mixed-Use</b>	<p>Land that is used, in part, for residential purposes and used, in part, for commercial/industrial purposes, including, but not limited to: guest houses, motels, home-run businesses and tourist facilities.</p> <p>This category includes residential properties that:</p> <ol style="list-style-type: none"><li>a) are owned by Council where the tenant is running a business from home; or</li><li>b) are owned by the occupant as a private property, a Katter Lease and includes private property where the owner/lessee is operating a business.</li></ol>
<b>Commercial</b>	<p>Land that is occupied and used for commercial/industrial purposes, including, but not limited to:</p> <ul style="list-style-type: none"><li>• guest houses, hotels, motels;</li><li>• shops, tourist facilities, arts and culture activities;</li><li>• land used by government or utility (telecommunications, electricity);</li><li>• providers to aid in the delivery of commercial and/or government services. i.e., Education, Health, Customs, etc.</li></ul>

This category also includes all other land that does not fall within the Service Charge Categories of “Residential” or “Mixed-Use”.

Residential:

- (a) An annual access charge of \$287.70 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Residential”.

Mixed-Use:

- (b) An annual access charge of \$1,439.00 per water closet (being a single pedestal, 1.3 meters of urinal (or part thereof) or 1-3 wall hung urinals) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Mixed-Use”

Commercial:

- (c) An annual access charge of \$2,877.50 per water closet (being a single pedestal, 1.3 meters of urinal (or part thereof) or 1-3 wall hung urinals) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Commercial”.

---

**Executive Summary:**

This report provides the details of the sewerage utility charges that will be levied for the 2024/25 financial year. A 5% increase has been applied, as part of the formulation of the 2024/25 original budget.

**Comment:**

- Each year, as part of the adoption of the Annual Budget, Council is required to adopt the sewerage utility charges with the differential rating categories under which rates and charges will be levied for the financial year.

**Consultation:**

Key personnel from internal functions and external organisations:

- Financial Services
- Engineering Services
- Preston Law

**Risk Management:**

There are no specific risk management issues to consider when adopting the sewerage utility charges.

**Council Finances**

The 2024-2025 budget, rating resolutions and related policies provide financial resources for Council for the coming financial year.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*



**Conclusion:**

Adoption of utility charges are in accordance with sections 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*.



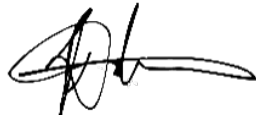
**Recommended:**

Nicola Daniels  
Head of Financial Services



**Endorsed:**

Hollie Faithfull  
Executive Director Financial Services



**Approved:**

James William  
Chief Executive Officer



## ORDINARY MEETING

24 July 2024

Agenda Item

# 8.7

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Manager Management Accounting*

### 2024/25 WATER UTILITY CHARGES

#### **OFFICER RECOMMENDATION:**

That Council resolves to:

1. pursuant to Section 94 of the Local Government Act 2009 and Section 99 of the Local Government Regulation 2012 (Qld), Council make and levy water utility charges for the supply of water services by Council for the 2024/2025 financial year as follows, by reference to the following Service Category Definitions:

#### **Service Category Definitions**

SERVICE CHARGE CATEGORY	DESCRIPTION
<b>Residential</b>	Land that is occupied and used solely for residential purposes (excluding residential land the subject of a 40-year lease to the State Government).
<b>Mixed-Use</b>	<p>Land that is used, in part, for residential purposes and used, in part, for commercial/industrial purposes, including, but not limited to: guest houses, motels, home-run businesses and tourist facilities.</p> <p>This category includes residential properties that:</p> <ol style="list-style-type: none"><li>a) are owned by Council where the tenant is running a business from home; or</li><li>b) are owned by the occupant as a private property, a Katter Lease and includes private property where the owner/lessee is operating a business.</li></ol>
<b>Commercial</b>	<p>Land that is occupied and used for commercial/industrial purposes, including, but not limited to:</p> <ul style="list-style-type: none"><li>• guest houses, hotels, motels;</li><li>• shops, tourist facilities, arts and culture activities;</li><li>• land used by government or utility (telecommunications, electricity);</li><li>• providers to aid in the delivery of commercial and/or government services. i.e., Education, Health, Customs, etc.</li></ul>

This category also includes all other land that does not fall within the Service Charge Categories of “Residential” or “Mixed-Use”.

Residential:

- (a) An annual access charge of \$240.50 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Residential”.

Mixed Use:

- (b) An annual access charge of \$1,202.50 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Mixed-Use”.
- (c) In respect of all such properties and/or premises that fall within the Service Charge Category of “Mixed-Use” at which a water meter is installed on the water service connection to such property and/or premises, water use shall be charged at the rate of \$1.66 per kilolitre for all water passing through the water meter

Commercial:

- (d) An annual access charge of \$2,405.00 per building (noting there may be more than one building on each property) shall be applied and levied in equal half-yearly instalments to land that falls within the Service Charge Category of “Commercial”.
- (e) In respect of all such properties and/or premises that fall within the Service Charge Category of “Commercial”. at which a water meter is installed on the water service connection to such property and/or premises, water use shall be charged at the rate of \$3.32 per kilolitre for all water passing through the water meter.

And

2. Council resolves, pursuant to Section 102 of the *Local Government Regulation 2012* (Qld) that a water meter will be taken to be read on a particular day (nominated day) if the water meter is read at anytime within 2 weeks before the nominated day or 2 weeks after the nominated day.

---

**Executive Summary:**

This report provides the details of the water utility access and usage charges for the 2024/25 financial year which have both increased 5% (rounded to the nearest 50 cents) respectively, as part of the formulation of the 2024/25 original budget.

**Comment:**

- Each year, as part of the adoption of the Annual Budget, Council is required to adopt the water utility charges with the differential rating categories under which rates and charges will be levied for the financial year.

**Consultation:**

Key personnel from internal functions and external organisations:

- Financial Services
- Engineering Services
- Preston Law

**Risk Management:**

There are no specific risk management issues to consider when adopting the water utility charges.

**Council Finances**

The 2024-2025 budget, rating resolutions and related policies provide financial resources for Council for the coming financial year.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

Adoption of utility charges are in accordance with sections 94 of the *Local Government Act 2009* and chapter 4, part 7 of the *Local Government Regulation 2012*.

**Recommended:**

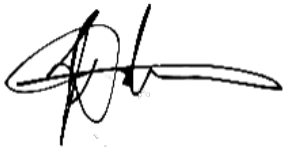
Nicola Daniels

Head of Financial Services

**Endorsed:**

Hollie Faithfull

Executive Director Financial Services

**Approved:**

James William

Chief Executive Officer



## ORDINARY MEETING

24 July 2024

Agenda Item

# 8.8

**DIRECTORATE:** *Financial Services*

**AUTHOR:** *Head of Financial Services*

### 2023/24 ESTIMATED STATEMENT OF FINANCIAL POSITION

#### OFFICER RECOMMENDATION:

**That Council note the Estimated Statement of Financial Position in accordance with section 205 of the *Local Government Regulation 2012*.**

---

#### **Executive Summary:**

This report provides a comparison of the Statement of Financial Operations and Financial Position between the 2023/24 budget adopted December 2023 and the 2023/24 forecast.

#### **Background:**

Pursuant to section 205 of the *Local Government Regulation 2012*;

- (1) The chief executive officer must present the local government's annual budget meeting with a statement of estimated financial position.
- (2) A statement of estimated financial position is a document stating the financial operations, and financial position, of the local government for the previous financial year.

#### **Officer Comment:**

The Estimated Statement of Financial Position is based on Council's actual results for the period from 1 July 2023 to 30 June 2024. It has been adjusted for estimated end-of-year transactions and adjustments expected to be processed before the finalisation of the accounts and submission for audit.

The net operating result forecast for 2023/24 is a deficit of \$46.1 million, compared to a budgeted deficit of \$31.3 million. The two main reasons for this variance are:

1. The Financial Assistance Grant payment, initially expected in June 2024, was delayed to July 2024 due to a change in the department's payment schedule.
2. Capital works have been postponed to future financial years, causing a delay in the expected receipt of funding.

Numerous factors have impacted Council operations during the financial year. Inflationary pressures, including rising energy prices, global supply chain disruptions, and labour shortages, have increased the cost of goods and services beyond expectations.

A financial report, including a comparison of budget to actual results year-to-date at both consolidated and departmental levels, is provided monthly at the ordinary council meeting. This report includes comments on material variances.

**Consultation:**

Financial Services Department

**Links to Strategic Plans:**

Corporate Plan 2020-2025

- Sustainability
- Prosperity

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Recommendation:**

That Council note the Estimated Statement of Financial Position in accordance with section 205 of the *Local Government Regulation 2012*.

**Recommended:**

Nicola Daniels  
Head of Financial Services

**Endorsed:**

Hollie Faithfull  
Executive Director, Financial Services

**Approved:**

James William  
Chief Executive Officer

**Attachments:**

1. Estimated Statement of Financial Position



**Torres Strait Island Regional Council**  
**Estimated Statement of Financial Position**  
For the year ended 30 June 2024



Torres Strait Island Regional Council  
Statement of Financial Operations

For the period July 2023 to June 2024

	Budget 30 June 2024 \$'000	Estimated 30 June 2024 \$'000	Variance \$'000	Variance %
Revenue				
Recurrent revenue:				
Net rates and utility charges	1,891	1,655	(236)	-12.47%
Fees and charges	4,881	5,467	585	11.99%
Sales - contract and recoverable works	18,000	20,834	2,834	15.75%
Sales - other	2,995	3,330	334	11.16%
Grants, subsidies, contributions and donations	41,379	28,352	(13,027)	-31.48%
Interest received	634	1,042	408	64.28%
Rental income	4,806	4,674	(133)	-2.76%
Other recurrent income	196	180	(16)	-8.01%
Total recurrent revenue	74,784	65,534	(9,250)	-12.37%
Capital revenue:				
Government subsidies and grants	36,828	28,447	(8,381)	-22.76%
Total capital revenue	36,828	28,447 -	8,381	-22.76%
Total income	111,612	93,981 -	17,631	-15.80%
Expenses				
Recurrent expenses:				
Employee benefits	31,003	28,859	2,143	6.91%
Materials and services	48,079	47,064	1,015	2.11%
Depreciation and amortisation	59,570	59,964	(394)	-0.66%
Finance costs	719	724	(5)	-0.64%
Total recurrent expenses	139,371	136,611	2,760	1.98%
Capital expenses:				
Other capital expenses	3,500	3,464	36	1.03%
Total capital expenses	3,500	3,464	36	1.03%
Total expenses	142,871	140,075	2,796	1.96%
Net operating surplus/(deficit) exc capital and depreciation	(5,017)	(11,113)	(6,096)	121.50%
Net operating surplus/(deficit) inc depreciation	(64,587)	(71,077)	(6,490)	10.05%
Net result attributable to Council	(31,259)	(46,094)	(14,835)	47.46%

Torres Strait Island Regional Council  
Statement of Financial Position

For the period July 2023 to June 2024

	Budget 30 June 2024 \$'000	Estimated 30 June 2024 \$'000	Variance \$'000	Variance %
Current assets				
Cash assets and cash equivalents	26,438	23,117	(3,321)	-12.56%
Inventories	412	412	(0)	-0.06%
Receivables	1,083	7,991	6,908	638.01%
Prepayments	362	314	(48)	-13.26%
Other current assets	5,393	6,189	796	14.76%
Total current assets	33,688	38,022	4,335	12.87%
Non-current assets				
Property, plant and equipment	1,037,649	1,119,560	81,911	7.89%
Other non-current assets	12,414	11,283	(1,132)	-9.11%
Total non-current assets	1,050,063	1,130,842	80,779	-1.22%
Total assets	1,083,751	1,168,865	85,114	11.65%
Current liabilities				
Trade and other payables	846	5,638	4,792	566.51%
Other current liabilities	11,029	16,592	5,562	50.43%
Provisions	1,498	1,499	1	0.00%
Total current liabilities	13,373	23,728	10,355	616.94%
Non-current liabilities				
Other non-current liabilities	621	621	0	0.04%
Provisions	11,928	10,852	(1,075)	-9.02%
Total non-current liabilities	12,549	11,474	(1,075)	-9.02%
Total liabilities	25,922	35,202	9,280	607.92%
Net community assets	1,057,829	1,133,663	75,834	-596.28%
Community equity				
Asset revaluation reserve	735,386	821,411	86,024	11.70%
Retained surplus (deficiency)	322,442	312,252	(10,190)	-3.16%
Total community equity	1,057,828	1,133,663	75,835	8.54%



**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## **RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

### **OFFICER RECOMMENDATION:**

The Council 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.

---

### **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 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 Council Consideration:**

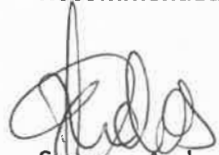
N/A

**COMPLIANCE / CONSIDERATIONS:**

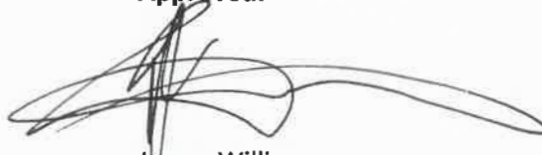
<b>Statutory:</b>	Section 254J of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings</a>   <a href="#">State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting

**Other Comments:**

Nil.

**Recommended:**

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



## ORDINARY MEETING

24 JULY 2024

Agenda Item

# 15

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#### OFFICER RECOMMENDATION:

The Council 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 Council Consideration:

N/A

#### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	Section 254I of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings   State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting

**Other Comments:**

Nil.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

### OFFICER RECOMMENDATION:

*For the Council 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 Council Consideration:

N/A

### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	Section 254J(6) of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings   State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting



**Other Comments:**

Nil.

**Recommended:**



Susanne Andres  
Executive Director Corporate Services

**Approved:**



James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



## ORDINARY MEETING

24 JULY 2024

Agenda Item

17

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### MATTERS ARISING

#### OFFICER RECOMMENDATION:

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

---

#### EXECUTIVE SUMMARY:

Section 74(6) of the *Local Government (Operations) Regulation 2010* 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.

Business not on the 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: Queensland Government 'Best practice example standing orders for local government and standing committee meetings - March 2024'](#)).

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

#### Interested Parties/Consultation:

N/A

#### Background / Previous Council Consideration:

N/A

**COMPLIANCE / CONSIDERATIONS:**


<b>Statutory:</b>	Section 74(6) of the <i>Local Government (Operations) Regulation 2010</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">Council meetings   State Development and Infrastructure</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	<p>TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>)</p> <p>Delivery Pillar One – People (<i>Bisnis – Pipol</i>)</p> <p>Outcome 4: We are a transparent, open and engaging council.</p> <p>➤ 4.2 Evolve Council's communication channels and community's access to information.</p>
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting

**Other Comments:**

Nil.

**Recommended:**


Susanne Andres  
Executive Director Corporate Services

**Approved:**


James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.



**DIRECTORATE:** Building Services

**AUTHOR:** Executive Director Building Services

## **INFORMATION REPORT - BUILDING SERVICES REPORT (JUNE 2024)**

### **OFFICER RECOMMENDATION:**

**Council resolves to note the Building Services Report for June 2024.**

---

### **EXECUTIVE SUMMARY:**

This report provides an overview of the ongoing activities carried out by the Building Services Unit (BSU) during the reporting period of June 2024.

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

- Building Services Executive Director
- Building Services Management
- Business Services Accountant
- Building Services Construction Software

### **Upgrade & HO Program:**

BSU continues to initiate the delivery process for this financial year, Upgrade Works & Home Ownerships. Regular meetings with funding partners are being held to address challenges related to high delivery costs, extended timeframes for project completion, and tender awarding.

#### Current Status (as of 01 July 2024)

Tenders Awaiting Approvals - 69

Upgrades – 57 projects (approx \$6.7m)

Home Ownership – 12 projects (approx \$6.1m)

#### **Upgrade and HO Program - Revenue Comparison July to June**

<b>2022/2023</b>	<b>2023/2024</b>	<b>Variance</b>
\$ 8,729,592.46	\$ 13,786,143.58	\$ 5,056,551.12

The above figures are based upon actual invoices and do not include accruals.

Priority Upgrade works, in the Vacant and Dis-Mod (OT) work types, has been initiated for enhanced visibility and priority actions.

Strategies are continuing the implementation of planning for the delivery of the NAHA Upgrade program and Home Ownerships. These strategies encompass:

- Reviewing contractors' existing workloads
- Prioritising essential works
- Conducting bulk tendering for all upgrades in each community
- Holding contractors accountable through liquidated damages
- Reviewing and modifying contracts to mitigate risk to TSIRC (e.g., material, freight, flights, etc.)

#### **R&M Program:**

The realignment of the Tier 1 stream has continually improved service delivery to our customers and most importantly our communities. This reshape has also led to increased revenue for TSIRC.

As of 01 July 2024, there is a backlog of maintenance work comprising 1509 tasks with a total value of approximately \$2.4 million that has been pending for over 30 days.

R&M Program - Revenue Comparison July to June				
2022/2023		2023/2024		Variance
\$	11,036,784.92	\$	14,575,118.23	\$ 3,538,333.31
The above figures are based upon actual invoices and do not include accruals.				

#### **Housing Investment Plan (Capital Housing Program) - \$14.4M:**

Stage 1 funding was released on September 27, 2022. In October 2023 Council resolved to deliver the program through a staged approach and in partnership with QBuild. Working closely with Community Services and identifying the priorities for deliveries (domestic violence, disability services and overcrowding) the Communities of Erub, Iama, Mabuig, Saibai and Warraber have been identified as priority 1.

Continuing to work in partnership with PBC's to address ILUA's. Meeting with Mabuig Community PBC's was undertaken July 4 and both PBC and Community were supportive. Council paper to be submitted at August Council Ordinary Meeting.

100% Design Documentation received and currently being reviewed.

#### **Business Relationships:**

Meetings are continuing on a weekly basis between BSU and key stakeholders.

TSIRC BSU and Communities are working together in partnership to improve the delivery of service to our communities to ensure we are improving the liveability within each Division.

#### **Logistics:**

TSIRC Contract documentation has been updated to establish contractor accountability for the projects they undertake. Timely project delivery is a priority for TSIRC.

Reviewing current reporting processes to streamline and further reduce risk to TSIRC.

**COMPLIANCE / CONSIDERATIONS:**

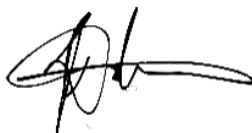
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li><li>• <i>National Construction Code Building Act 1975</i></li><li>• <i>Building Regulation 2006</i></li><li>• <i>Queensland Building and Construction Commission Act 1991</i></li><li>• <i>Queensland Building and Construction Commission Regulation 2018</i></li></ul>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	<p>Risk Management</p> <ul style="list-style-type: none"><li>• Continued review of scheduled works for this financial year to clarify projects and their financial impact.</li><li>• Ongoing review of departmental structure, resourcing, and processes to enhance service delivery across all levels.</li><li>• Regular monitoring of performance to manage revenue, expenses, service delivery, and community outcomes</li></ul>
<b>Links to Strategic Plans:</b>	<p>Corporate Plan 2020-2025</p> <ul style="list-style-type: none"><li>• Delivery of Capital Works program</li></ul>
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

**Other Comments:**

Nil.

**Recommended:**

Wayne Green  
Executive Director Building Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil



## ORDINARY MEETING

24 JULY 2024

Agenda Item

# 18.2

**DIRECTORATE:** Community Services

**AUTHOR:** Mokathani Lui, Acting Head of Community Services

### INFORMATION REPORT – COMMUNITY SERVICES (JUNE 2024)

#### OFFICER RECOMMENDATION:

That Council notes this report.

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#### **EXECUTIVE SUMMARY:**

To provide Council an update on the functional areas within the Community Services department for activities undertaken in the month of June 2024.

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

Community Services Managers

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

Utilising a mix of own-source and external-source funding, the Community Services department delivers a diverse range of programs including:

- Community Care (child, aged and disability)
- Environmental Health
- Health and Wellbeing /Indigenous Knowledge Centre
- Housing Services
- Operation of Divisional Offices
- Events coordination and Visitor Management

#### **REPORT:**

##### Officers Comment:

Summary of each of the functional areas are provided below in addition to dashboards attached to this report.

##### Events

Events, Visitors Management details are outlined in attached dashboard report.

Minor system updates with ownership to Executive Director to have oversight of users including management of responses from applicants.



### Health and Wellbeing/IKC

Healthy Lifestyle Officers reporting against KPI

Recruitment – Masig HLO position will be advertised 24/25 financial year.

Indigenous Knowledge Centre reporting against KPI

First Five Forever professional development opportunities for Warraber & Erub with Good Start Early Learning at Horn Island.

Mobile library boxes program is now active at Mer, Ugar, Masig & St Pauls.

### Childcare/Age Care

Childcare/Aged Care - Dashboard Report attached.

Childcare service is active and operational on Hammond & Badu. Badu Childcare building air-conditioning program will be managed by asset team.

### Environmental Health

Environmental Health –Dashboard Report attached.

Recruitment Update – Vacancies to be filled for Hammond, Ugar and Poruma. EHW position has been filled at Mer employee will commence role in July.

Dengue Fever outbreak at Mer, Warraber and suspected case at Dauan. EHW work in partnership with DART team from Public Health Unit.

Animal Management issue at Saibai, Mabuiag, Hammond, Kubin, St Pauls, Mer, Badu, Masig and Erub.

### Housing Services

Current Tenancy - Dashboard Report attached

Rental collection rate for June is currently at 62%. Total housing application is 493 inclusive of 244 current housing application and 249 proposed/External housing application. Housing register information inclusive of total GTA, Secession of Tenancy, Disputes, Vacant Maintenance, LHA Upgrade & Katter Lease is currently at 785.

Staff Movements - Housing Manager is scheduled to return to work in July.

Recruitment of Housing Officers; Tenancy Coordinator; Project Support and Snr Housing Officers due to contract end dates at 28<sup>th</sup> June 2024.

### Divisional Administration

Recruitment Update – Divisional Manager positions on three divisions (Hammond/ Badu/Kubin) have been advertised and recruitment process for Badu/ Kubin DM positions will be finalised in mid-July at the latest. Appointment of Hammond DM position completed. Ugar MSAO position for Ugar is pending recruitment process completion in mid- July. Higher Duties appointment for Mabuiag and Ugar Divisional Manager.

Staff Movements – Head of Communities will be on leave in July. Higher Duties arrangements have been organised for this approved leave period.

Policies and procedures for divisional administration are still in progress pending draft approval.

Starlink Wi-Fi Service – equipment has been received in divisions and pending IT co-ordination of installation rollout. This service is currently active and operational at Warraber and has improved operational services.

#### Helicopter Subsidy

Helicopter service is active and operational at Ugar and Dauan division. Quarterly grant acquittal has been completed and submitted to TSRA.

#### COMPAQ Online System

Fuel bowser online service is active and operational on six divisions (Saibai, Dauan, Boigu, Mabuiag, Poruma & Erub) Scheduled operational maintenance is planned for six months for these divisions.

#### COMPLIANCE / CONSIDERATIONS:

<b>Statutory:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.
<b>Budgetary:</b>	Ongoing monitoring and process improvement to achieve financial governance, including austerity measures, is being implemented to strengthen budget management within each functional area of Community Services. The department continues to consider opportunities to increase revenue through the supply of services and submission for external-source funds.
<b>Policy:</b>	
<b>Legal:</b>	N/A
<b>Risk:</b>	Day-to-day risk is considered low however closely monitored and mitigated by the application of adherence to policy and procedures.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Outcome 1: We preserve cultural heritage, history, and place. Outcome 3: We ensure accessibility to community support services. Outcome 4: We are a transparent open and engaging council. Outcome 10: We advocate and foster regional prosperity through enterprise development.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Council resolution required at May 2024 meeting.

**Other Comments:**

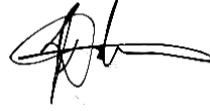
That Council resolves to note the Community Services Information Report.

**Recommended:**



Dawson Sailor  
Executive Director Community Services

**Approved:**



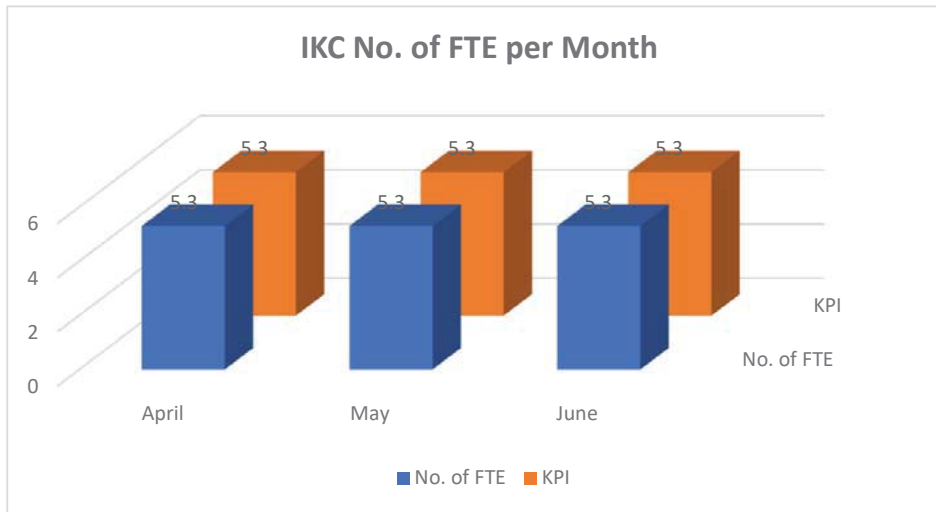
James William  
Chief Executive Officer

**ATTACHMENTS:**

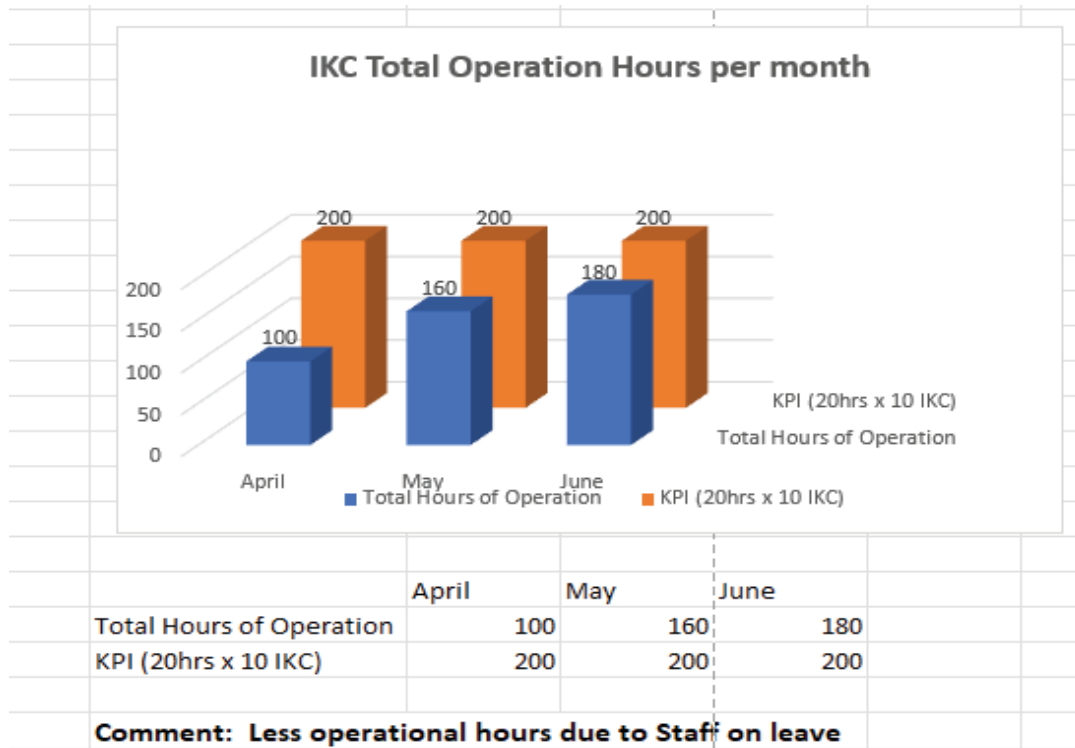
Community Services Reports



## HEALTH AND WELLBEING - IKC & HLO REPORT



	April	May	June
No. of FTE	5.3	5.3	5.3
KPI	5.3	5.3	5.3



### Good News Stories

IKC/HLO Coordinators together with Divisional Admin hosted Reconciliation

Week activities 27 May - 03 June

Professional Development opportunities - Warraber & Erub IKCC F5F programs

with Goodstart Early Learning Horn Island May & June

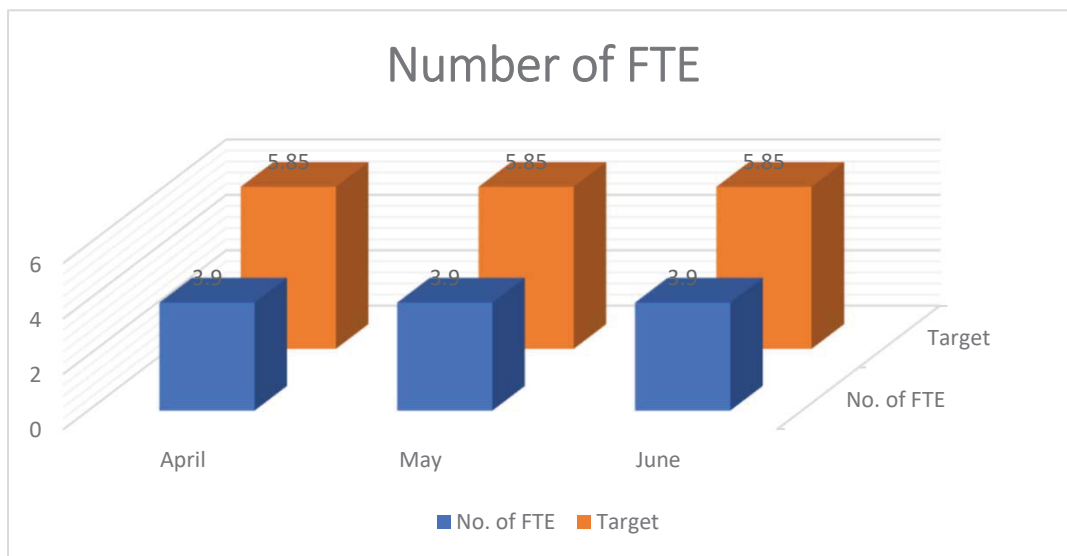
April 08-13 - Junior RugbyLeague Development Camps held on St.Pauls 08-10th ; and Masig 11-13th

### F5F Deliverables / Mobile Libraries

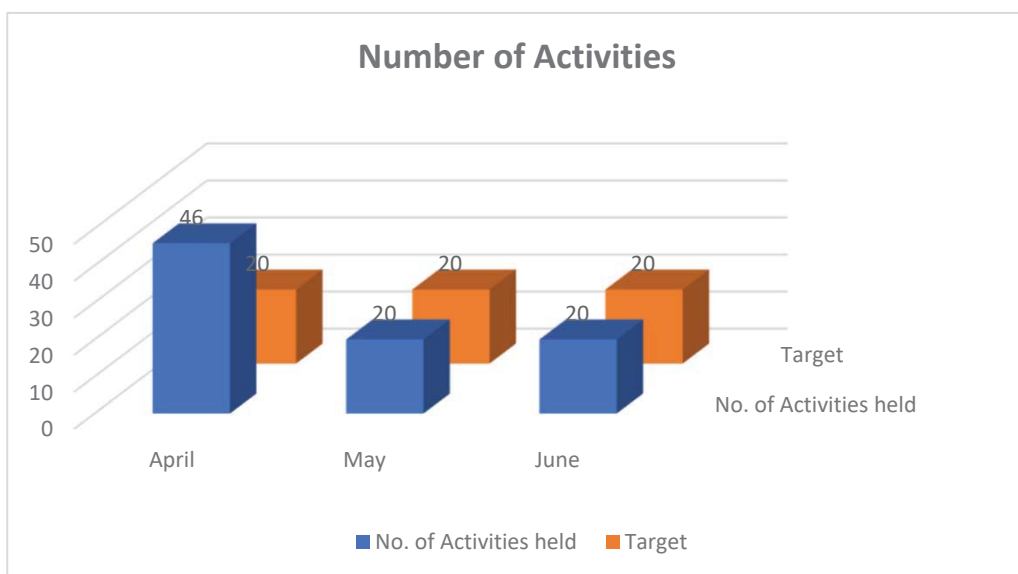
Mobile Library boxes are now on Mer, Ugar, Masig & St.Pauls. Still WIP to fill with resources.

Handfull of activities run on Masig. St Pauls, Ugar & Mer are just starting and reaching out to

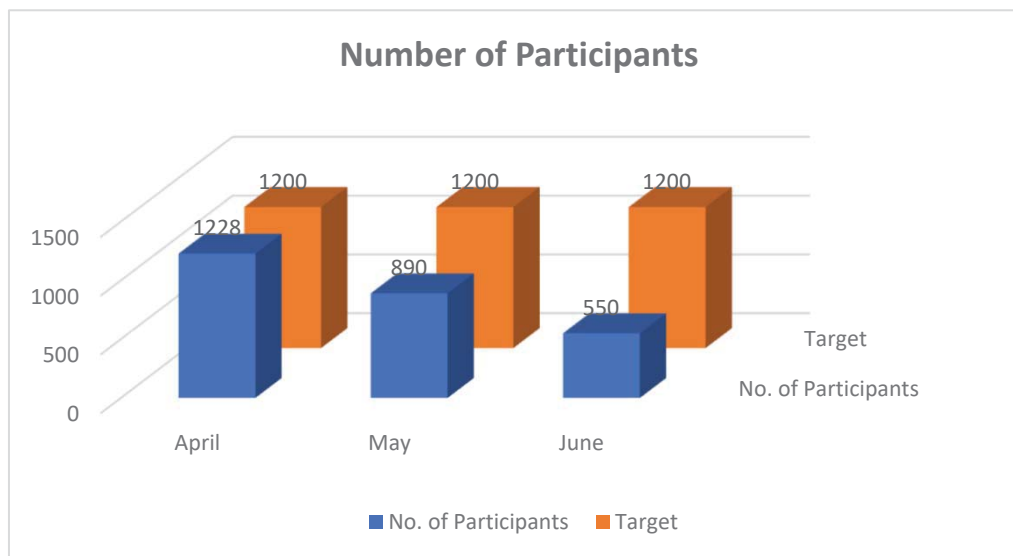
Community members to run programs 18-21 June, St Pauls mobile library up and running.



	April	May	June
No. of FTE	3.9	3.9	3.9
Target	5.85	5.85	5.85



	April	May	June
No. of Activities held	46	20	20
Target	20	20	20



	April	May	June
No. of Participants	1228	890	550
Target	1200	1200	1200

## HR/PWB

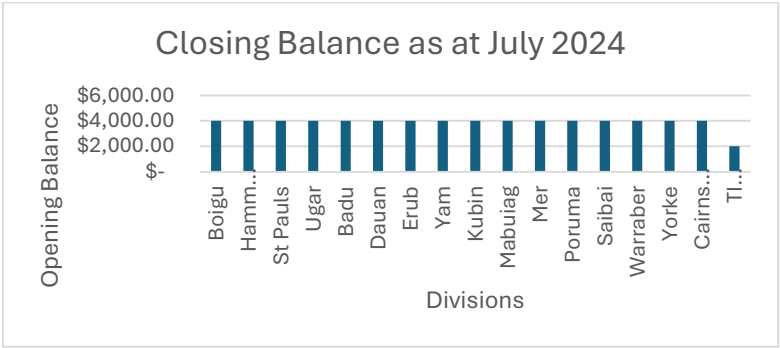
15th April Masig HLO resigned. Position to be advertised in 24/25 FY (WIP)  
 Struggled with recruiting in 23/24 FY. Will advertise again in 24/25 FY



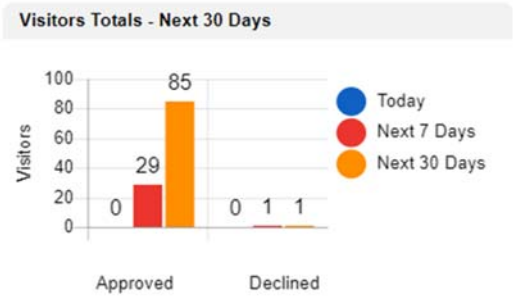
Events

The Events Coordinator position is currently under review. The position is currently vacant and will follow recruitment and selection process as Events Manager after council endorsement of budget, July 2024 Ordinary Meeting.

Divisional Grants - no Divisional Grant application received for July 2024

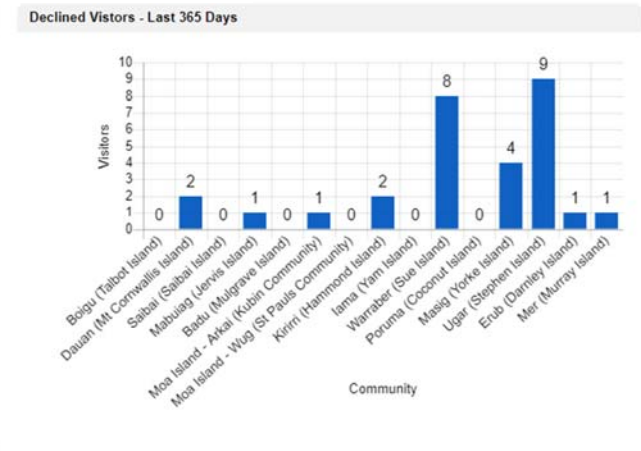
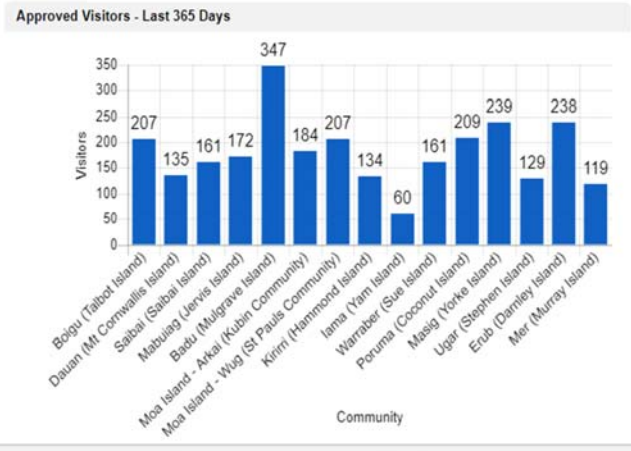


Visitors Dashboard - note these reports were generated on the 15/07/2024



Please note the count of visitors is inclusive and incremental.

i.e. Next 30 Days, also includes the same people counted in the Next 7 days.





## MONTHLY OM REPORTS – HOUSING

### JUNE 2024

#### Housing Collection Rates

<b>Badu</b>	<b>64% June Collection</b>  \$73,451 Invoiced for Rent \$47,329 Paid and Allocated for Rent	<b>Mabuiag</b>	<b>66% June Rental Collection</b>  \$19,565 Invoiced for Rent \$12,825 Paid and Allocated for Rent	<b>Warraber</b> <b>74% June Rental Collection Rate</b>  \$20,956 Invoiced for Rent \$15,602 Paid and Allocated for Rent
<b>Boigu</b>	<b>51% June Rental Collection</b>  \$13,513 Invoiced for Rent \$6,904 Paid and Allocated for rent	<b>Mer</b>	<b>61% June Rental Collection</b>  \$32,913 Invoiced for Rent \$19,941 Paid and Allocated for Rent	<b>Masig</b> <b>45% June Rental Collection</b>  \$22,962 Invoiced for Rent \$10,293 Paid and Allocated for Rent
<b>Dauan</b>	<b>47% June Rental Collection</b>  \$17,067 Invoiced for Rent \$7,951 Paid and Allocated for Rent	<b>Poruma</b>	<b>69% June Rental Collection</b>  \$15,052 Invoiced for Rent \$10,343 Paid and Allocated for Rent	
<b>Erub</b>	<b>66% June Rental Collection</b>  \$32,363 Invoiced for Rent \$21,501 Paid and allocated for Rent	<b>Saibai</b>	<b>58% June Rental Collection</b>  \$33,241 Invoiced for Rent \$19,344 Paid and Allocated for Rent	
<b>Hammond</b>	<b>69% June Rental Collection</b>  \$16,174 Invoiced for Rent \$11,096 Paid and Allocated for Rent	<b>St Pauls</b>	<b>63% June Rental Collection</b>  \$21,763 Invoiced for Rent \$13,759 Paid and Allocated for Rent	
<b>Iama</b>	<b>65% June Rental Collection</b>  \$28,289 Invoiced for Rent \$18,454 Paid and Allocated for Rent	<b>Ugar</b>	<b>62% June Rental Collection</b>  \$4,205 Invoice for Rent \$2,627 Paid and Allocated for Rent	

#### OVERALL COLLECTION RATE

62% June Rental Collection

**\$351,813** Invoiced for Rent  
**\$218,269** Paid and Allocated for Rent

[illegible]



## TSIRC Housing Register of Needs

2023 MONTHLY OM REPORT Register of Needs	June 2023	July 2023	August 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024
Category One Applicants	51	51	51	51	50	50	50	51	51	51	52	53	54
Category Two Applicants	121	121	121	121	122	122	122	123	123	123	130	133	138
Category Three Applicants	42	42	42	42	45	45	45	45	45	45	46	46	47
Category Four Applicants	6	6	6	6	5	5	5	5	5	5	5	5	5

## Additional information – Current Housing Applications status:

DIVISION	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	Total applicants
BADU	15	27	6	1	44
BOIGU	2	12	1	0	15
DAUAN	3	8	9	2	22
ERUB	4	8	0	0	12
HAMMOND	6	9	6	0	20
IAMA	8	16	5	0	29
MABUIAG	2	2	0	0	4
MASIG	2	7	1	0	10
MER	1	17	1	0	19
PORUMA	0	4	1	2	7
SAIBAI	4	6	6	0	16
ST PAULS	3	12	8	0	23
UGAR	1	2	1	0	3
WARRABER	3	8	2	0	13
<b>Category total:</b>	<b>54</b>	<b>138</b>	<b>47</b>	<b>5</b>	<b>244</b>



community services



**Additional information – Proposed/External Housing Applications status:**

<b>DIVISION</b>	<b>CATEGORY 1</b>	<b>CATEGORY 2</b>	<b>CATEGORY 3</b>	<b>Total applicants</b>
BADU	2	50	1	53
BOIGU	0	1	3	4
DAUAN	0	9	0	9
ERUB	1	11	4	16
HAMMOND	1	14	10	25
IAMA	2	19	3	24
MABUIAG	0	4	3	7
MASIG	5	8	1	14
MER	4	6	4	14
PORUMA	1	17	0	18
SAIBAI	0	8	0	8
ST PAULS	0	10	9	19
UGAR	1	5	4	10
WARRABER	3	23	2	32
<b>Category total:</b>	<b>20</b>	<b>185</b>	<b>44</b>	<b>249</b>

**Total Current Housing Application: 244**

**Total Proposed/External Housing application: 249**

**Total Housing Applications: 493**



## Housing Register Information – GTA, Succession of Tenancy, Disputes, Vacant Maintenance, LHA Upgrade & Katter Lease

Count of Division	Allocation Status <input type="text" value="Y"/>								
Division	GTA - executed	GTA - pending	Occupied - Succession of tenancy in progress	Vacant - suspected abandonment	Vacant - maintenance in progress	Vacant - pending LHA upgrade	Occupied - allocation disputed	Vacant - limited life dwelling	Grand Total
BADU ISLAND	156		1		5		1		163
BOIGU ISLAND	23		8	1			4		36
DAUAN ISLAND	37							2	41
IAMA ISLAND	55		2				3	1	61
MABUIAG ISLAND	36								36
MURRAY ISLANDS	65	5	5	5	4		3	2	89
PORUMA ISLAND	29						1		30
SAIBAI ISLAND	68		2			2	1	1	74
ST PAULS	47							1	48
WARRABER ISLAND	38		1			1			40
ERUB ISLAND	60		2			1		2	65
YORKE ISLAND	44	1	1			2	3	2	53
HAMMOND ISLAND	33	1							34
UGAR ISLAND	9			2	2			2	15
<b>Grand Total</b>	<b>700</b>	<b>7</b>	<b>22</b>	<b>8</b>	<b>17</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>785</b>





## Vacant Maintenance Properties

DIVISION	CLI	STREET	BED#	Status on Register	COMMENTS - QBuild/BSU	SCHEDULED COMPLETION DATE
BADU	CLI 134	CHAPMAN Street	4	Vacant maintenance in progress	In progress	08/01/2024
BADU	CLI 43A	PHILLIP Street	2	Vacant maintenance in progress	In progress	25/01/2024
BADU	CLI 234A	CHAPMAN Street	1	Vacant maintenance in progress	In progress	TBA
BADU	CLI 216	SCHOOL Street	3	Vacant maintenance in progress	In progress	13/03/2024
BADU	CLI 47	SCHOOL Street	3	Vacant maintenance in progress	In progress	25/01/2024
ERUB	CLI 158	GREENHILL Village	3	Vacant maintenance in progress	In progress	TBA
SAIBAI	CLI 78	AIRPORT Drive	3	Vacant maintenance in progress	In progress	21/10/2023
SAIBAI	CLI 34	MAIN Road	2	Vacant maintenance in progress	Still in progress	TBA
MASIG	CLI 5B	WILLIAMS Road	3	Vacant maintenance in progress – HCV	Tender Submitted to QBuild in January 2022. QBuild have not issued a PO for these works to date.	TBA
MASIG	CLI 56B	LOWATTA Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in April 2021. TSIRC never received a PO to commence these works.	TBA
MER	CLI 52	MAROU Road	3	Vacant maintenance in progress	In progress	25/12/2023
MER	CLI 705	MAROU Road	4	Vacant maintenance in progress	Still in progress	TBA



<b>MER</b>	CLI 20	MAROU Road	5	Vacant maintenance in progress	In progress	TBA
<b>MER</b>	CLI 312	NAROR Village	4	Vacant maintenance in progress	In progress	TBA
<b>UGAR</b>	CLI 33	DRANKIE Street	3	Vacant maintenance in progress	In progress	TBA
<b>UGAR</b>	CLI 47	NAIGAR Road	3	Vanant maintenance in progress	In progress	TBA
<b>WARRABER</b>	CLI 22	AIKURU Street	5	Vacant maintenance in progress	In progress	25/07/2024

**\*\*Please note that all the vacant properties will be discussed at the JOM (Joint Operational Meeting) with QBuild and Housing\*\***



## REGIONAL MANAGER MONTHLY REPORT – June 2024

<b>Division</b>	Mabiuag/Badu/Kubin/St Pauls/Iama/Warraber – Peli Ware
<b>Reporting Period:</b>	1 <sup>st</sup> June 2024 to 30 <sup>th</sup> June 2024
<b>Prepared by:</b>	Regional Manager Peli Ware

### General

- OP Plan Objective – SOP – 7 Procedures – re-scheduled catch ups 1:30pm – 3:30pm required to progress and finalise
- St Pauls – Still have issues with the digital signage/screen. **OUTSTANDING**
- Cleaner PA not yet finalised and rolled out to DMs
- A/RM Saintie Joe delegated to DSR process and Events Coordinator delegated Accomodation Reconciliation/Register

### HR/PWB

**\*\*Kubin MSAO FT – Vacant – Raina Tomsana HD Extension accepted to 30<sup>th</sup> August 2024**

<b>Vacant Position</b>		<b>Regional Manager Comments</b>
Divisional Manager – Badu	<input type="checkbox"/>	R&S in progress – Advertised 14/07/24
MSAO – Kubin	<input type="checkbox"/>	FT MSAO Position – Vacant
MSAO – Badu PT	<input type="checkbox"/>	Position Filled
MSAO – Badu FT		Position on Hold
MSAO – Mabiuag PT		Position Filled
<b>Higher Duties -</b>		
MSAO – Kubin FT		Kubin – A/DM position effective 22/03/24 to 30/06/24
MSAO – Mabiuag PT		Mabiuag – FT MSAO effective 29.04.24 to 28.06.24
MSAO – Mabuiag FT		Mabiuag – A/DM position effective 29.04.24 to 28.06.24
Divisional Manager – Mabiuag		Mabiuag – A/RM position effective 29.04.24 to 28.06.24



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### General

### EXTERNAL REPORTING

		Regional Managers Comment
<b>Local Fares Scheme</b> – accurate and submitted to <a href="mailto:localfarescheme@translink.qld.gov.au">localfarescheme@translink.qld.gov.au</a> for reporting period. Including corrective actions or submission of audit requests. 1. <b>Mis-match identified</b> -	<input type="checkbox"/>	All LFS Reports submitted.  Mis-match x 2 Badu to be resolved (no DM in place; RM to resolve)
<b>Services Australia</b> – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.  1. <b>New Pre-Engagement Pack pending</b> – St Pauls pending  2. <b>23/24 Host Online Training</b> –  3. <b>23/24 Agent Specified Personnel Online Training completed</b> – Boigu, Erub, Kubin, Mer, Saibai, St Pauls, Warraber, Iama, Masig  4. <b>Contracted hours amendment</b> – no change 5. <b>Site hours amendment</b> – no change 6. <b>Access Point Site – Stephen (Ugar)</b>	<input type="checkbox"/>   <input checked="" type="checkbox"/>  <input type="checkbox"/> <input checked="" type="checkbox"/>	Streamline divisional access to all MSAOs/DM to ensure operational reporting continuity.  New Pre-engagement forms issued 30/01/24 and to be completed by new staff in division – Followed up with DM - St Pauls Outstanding Only  Mandatory online training 23/24 Agent specified personnel training completed 31/01/24 except Boigu



## REGIONAL MANAGER MONTHLY REPORT – June 2024

<p>7. <b>Agent Site</b> – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan</p> <p>8. <b>Service Australia EOI</b> – Mer</p>		<p>Recommend service to be contracted from Council through Services Australia EOI process. Create employment opportunity in divisions.</p> <p>Customer service time exceed contracted hours of two hours per day therefore maintaining a consistent backlog of council tasks.</p>
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## REGIONAL MANAGER MONTHLY REPORT – June 2024

### **COMMUNITY DISASTER MANAGEMENT**

<b>Community Disaster Management Plan – <i>CDMP is current and accurate</i></b>  1. Contact List Update 2.	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
<b>CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)</b>	<input type="checkbox"/>	
<b>CDMP Meeting with Eunice</b>  1. Divisional visit – 2. Teams Meeting –		Recommended regular communication session per quarter with Eunice for CDMP refresher and review of meeting sessions – not actioned in June
<b>SAT Phone – <i>tested and in working order</i></b>	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and working.
<b>HF Radio – <i>tested and in working order</i></b>	<input checked="" type="checkbox"/>	Future division visit for HF Radio testing - TBC
<b>Situation Report (if any) – <i>provided to Disaster Coordinator</i></b>	<input checked="" type="checkbox"/>	No SITREP for January



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### FINANCE

<b>Daily Stock Reconciliation</b> – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i>	<input checked="" type="checkbox"/>	<p>Saintie Joe appointed A/RM to monitor Daily Stock Reconciliation and Fuel/Gas until 28<sup>th</sup> August 2024</p> <p><b>Streamline Daily Receipting/Stock Reconciliation Procedure – Daily Receipting/Stock Policy and Procedure to be finalised, endorsed</b></p> <p>DSR Report to be submitted by Saintie</p>
<b>EFTPOS Operation</b> – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	<p>All eftpos machines are operational and can provide MOTO service if required. No issues for June across Clusters.</p>
<b>Accommodation Reconciliation</b> – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i>	<input checked="" type="checkbox"/>	<p>Georgina Thaiday to report on Accommodation reconciliation register for all divisions</p>
<b>Purchase Orders</b> – <i>IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</i>  <i>Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team</i>	<input checked="" type="checkbox"/>	<p>IPO/ PO are currently updated pending stock delivery to site. POs still need to GR to complete payment on supplier accounts</p>





## REGIONAL MANAGER MONTHLY REPORT – June 2024

<p><b>DocFiles</b> – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</p>	<input checked="" type="checkbox"/>	<p>Connectivity Issues within divisions. <b>IT to continue to monitor and resolve accordingly.</b></p> <p>Hardcopy filing in division still encouraged in divisional offices.</p> <p><b>Collation Order of Doc Files Information be streamlined within divisions</b></p> <ul style="list-style-type: none"> <li>• Doc File with EFT Summary attached with two digital signatures to be uploaded.</li> </ul> <p><b>Procedure finalised 13.05.24 for review and endorsement – NOT ACTIONED</b></p>
<p><b>Gas Register</b> – updated to end of month accurately and reconciles with Stock Rec</p>	<input checked="" type="checkbox"/>	<p>Manual record by divisions. To be implemented across all divisions <b>Fleet Team to progress Register with RMs/HOC</b></p>
<p><b>Fuel Operation/Reporting</b> –</p> <p>Saintie Joe (A/RM) working with individual divisional team to train staff to familiarise With Fuel System in place per division.</p>	<input checked="" type="checkbox"/>	<p><b>Badu</b> – Stand Alone Pod (Internal Use Only) not on site – TBC <b>Kubin</b> – Stand Alone Pod (Internal Use Only – on Site – TBC Installation and Operational Date.</p>





## REGIONAL MANAGER MONTHLY REPORT – June 2024

		<b>St Pauls</b> – No confirmation of change of Fuel Compartment (Compac Service)
<b>Divisional Engagement Fund Acquittal</b> – <i>acquittal submitted to <a href="mailto:Events@tsirc.qld.gov.au">Events@tsirc.qld.gov.au</a> with supporting documentation</i>	<input checked="" type="checkbox"/>	Refer Events Coordinator Report
<b>Accommodation Register</b> – <i>All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.</i>	<input checked="" type="checkbox"/>	DMs need to maintain and monitor revenue forecast to actual received. Accommodation register and reconciliation register not matching. Staff not updating and completing process in some divisions; Monitor Divisions in future months Staff to encourage creditcard payment to minimise additional IRF paperwork. IRF process – Delay still exists in completing process – DMs to be monitored for future months. <b><i>Recommend to encourage creditcard payment for all guest account.</i></b>
<b>Helicopter Subsidy</b> – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Ugar Div 13 calendar.	<input checked="" type="checkbox"/>	N/A
<b>Helicopter Subsidy</b> – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Dauan Div 02 calendar.	<input checked="" type="checkbox"/>	N/A
<b>Helicopter Subsidy Acquittal</b> – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	N/A



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### HUMAN RESOURCE:

<b>Timesheets</b> – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	☑	Staff awareness of leave types and submission timeframe needs to be improved. <b><i>Recommend council certified agreement 2021 document used to raise awareness/ educate staff.</i></b>
<b>LAF – submitted</b>		
<b>HR Forms (Higher Duties; LAFs; VAFs)</b> – <i>completed and sent to Regional Manager</i> <ul style="list-style-type: none"> <li>Mabiuag – Extension to MSAO, DM and A/RM role until 28 Aug completed by HOC</li> </ul>	☑	St Pauls – Nil Kubin – HD extension for DM role – Aug 30 Kubin – FT MSAO Vacant Kubin – PT MSAO does additional hrs where required. Badu – R&S in progress for DM role – advertised 14/06/24 Badu – MSAO remains Vacant until advised – Temp Backfill Staff extended to 5 <sup>th</sup> July 2024 – will not recommend further extension due to poor work attendance and outstanding duties. Badu – MSAO PT filled – additional hours applied where required
<b>Investigation / Complaints</b> – <i>Matter is finalised and file notes sent to People &amp; Wellbeing or Regional Manager.</i>	☑	Complaints against DM St Pauls to be yet to be investigated and actioned.



## REGIONAL MANAGER MONTHLY REPORT – June 2024

<b>Tribal Habits</b> – <i>Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.</i>	<input checked="" type="checkbox"/>	eLearning – online session to be completed – Outstanding for lama and kubin Staff – email follow up sent for the month.
<b>MANGO – Online training/ report submission</b>	<input checked="" type="checkbox"/>	Staff Awareness to report Near Miss Incidents in Mango. <b><i>Recommend online refresher training for DM/DEO for reporting.</i></b>
<b>First Aid Kit</b> – <i>Stock replenished, and register is updated to reflect use.</i>	<input type="checkbox"/>	Divisional Kits need to be assessed and restocked – Restock Supply for Badu in progress.



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### REPAIRS & MAINTENANCE (R&Ms)

<p><b>R&amp;Ms</b> – all R&amp;Ms for the month are reported on TechOne. Outstanding R&amp;Ms are followed up with BSU</p>	<input checked="" type="checkbox"/>	<p>R&amp;Ms for essential and emergency for the month of June due to EOFY. It should be noted that Brent's Support has been fantastic to Divisional Staff. Communication reporting <b>Recommend DMs receive monthly update of completed R&amp;M by BSU</b></p>
<p><b>Hazard Reports</b> – submitted and filed. Necessary follow up undertaken.</p>	<input checked="" type="checkbox"/>	<p><b>Mabiuag</b> – R&amp;M replacement of Airport Seating in the new Fin Year <b>Badu</b> – High Number of R&amp;Ms required for Badu – Work with BSU on ground to identify Off-Site Facilities R&amp;M progress <b>Kubin</b> – Follow up with DM. Hazards identified not in report <b>St Pauls</b> – Hazards identified – not in report Follow up with DMs <b>Warraber</b> – No DM Report rec'd – DM on Leave <b>Iama</b> – No DM Report rec'd – DM on leave</p>



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### **MEETINGS**

#### **Community Meeting Dates:**

Div 4 Mab – Stakeholders Meeting 02.04.24  
Div 5 Badu – Community Meeting  
Div 5 Badu – Community Meeting & Church Day Meeting 12.04.24  
Div 6 Kubin – No Meetings Held  
Div 7 St Pauls – No Meeting Held  
Div 9 Iama – No Meeting Held  
Div 10 Warraber - Community Information Session 24.04.24

### **COMMUNITY PROJECT**

Division	Project	Update
Div 4 Mabiug	ANZAC Memorial Site	Access to Financial Support through Trustee Funds – Executive Director to advise on way forward with Divisional Manager. – Monitor for progress and assist DM
Div 5 Badu	Anzac Memorial	Follow Up Discussion with DM on progress of project – Grant Opportunity
Div 6 Kubin	Anzac Memorial	Follow Up Discussion with DM on progress of completion of Memorial Project Outdoor Basketball Court Upgrade – Follow Up with Assets Team
Div 7 St Pauls	ANZAC Memorial Stadium	Follow Up Discussion with DM to establish progress of Project; DM to arrange to send Plaque back to supplier to amend incorrect spelt surname and add additional veteran names; Community Resolution and Stakeholder Engagement required for way forward





## REGIONAL MANAGER MONTHLY REPORT – June 2024

Div 7 St Pauls	ANZAC Memorial Site	Incomplete – Memorial Plaque to be sent back to supplier to fix spelling errors and add two more names – Community Resolution to be passed at a CIS for additional names.
	Waterfront Gazebo x 3	Replace Roofing Iron Sheets and Installation of In-ground Benches – Project to be in partnership with Mualgal Rangers – Not Actioned – DM to advise progress
	Community Sports Oval	Follow up with Tony Wynen on progress of proposed fencing
Div 9 Iama	NII	
Div 10 Warraber		
Kubin	Outdoor Basketball Court Upgrade	Follow up with Assets Team progress/timeframe of upgrade
	GBK Office	Follow up with Assets Team progress of Collapsed Ceiling in GBK Lease Office Space – Outstanding Works. RM to discuss issue with Assets on progress with this
	Airport Toilets	Public Amenities Works is outstanding – 12+ months



## REGIONAL MANAGER MONTHLY REPORT – June 2024

### **2024 COUNCIL GENERAL MEETING DATES:**

Dates of OM Meeting Dates as per Notification

### **GENERAL COMMENT**

- RM Visit to Badu – 10<sup>th</sup> June to 21<sup>st</sup> June (DM resignation on 07<sup>th</sup> June 2024)
- Div 4 Badu – Ongoing Community Awareness – Boil Water Alert.
- High Number of R&Ms identified for Badu – Community Hall Toilet Walkway to make safe
- Recruitment for DM in progress – Advertised 14<sup>th</sup> June 2024
- Cleaner Performance Appraisal in progress Due: 17.05.24 – RM to review and escalate for HOC Review and Support;
- Water Fountain Supply for Divisions – Follow up on progress with Management to address drinking water for staff and visitors in Divisional Offices – Follow up required
- Divisions where Peak Services Discussion around Playground and Gym Equipment meeting were not captured in DM Reports
- All divisions are available to provide remote support for cluster if required
- Revisit Policy and Procedures with HOC and RM
- Dengue Notices distributed across divisions for Community Awareness – EHW proactively working on this
- Recruitment – Assist with Interviews for EHW Senior Officer;
- New Staff Awareness – Exclusion of Lavender Products in the Organisation when doing orders for cleaning supplies
- R&S Kubin DM – Unsuccessful Candidate x 1 – Job to be re-advertised
- Pre-Stock Take Counts in Clusters in preparation for Stocktake Day i.e. powercards, gas, fuel etc
- Badu Office replace B&W Printer with Coloured Printer

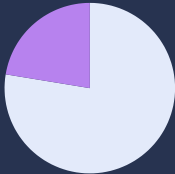


# MONTHLY REPORT

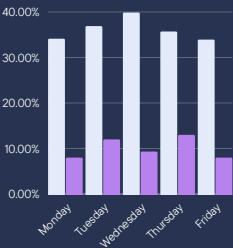
## JUNE 2024

### Attendances

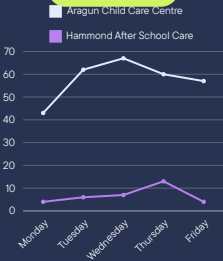
A breakdown of monthly average attendances by centres.



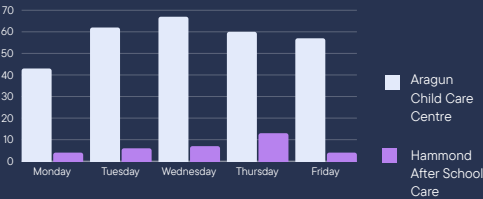
### Weekly Attendance Synopsis



### Utilisation Trends

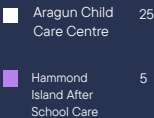


### Utilisation



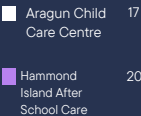
### Enrolments

Breakdown of enrolments by centre



### Vacancies

Vacancies by centre



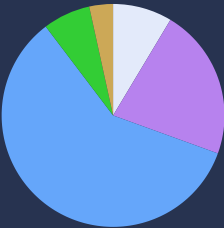
# MONTHLY REPORT

## JUNE 2024

### Community Home Support Program (CHSP)

Monthly breakdown of services delivered by funded outputs.

- Flexible Respite
- Domestic Assistance
- Social Support
- Allied Health
- Other Food Services

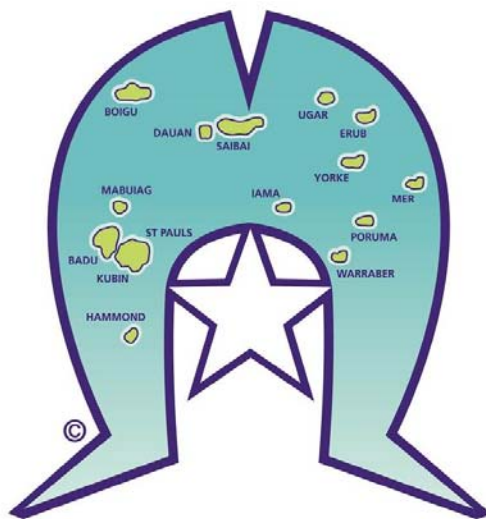


### Queensland Community Support Scheme (QCSS)

Monthly breakdown of services delivered by funded outputs.

- In-home Supports
- Community Connections





**Torres Strait Island**  
REGIONAL COUNCIL





<b>Month</b>	June 2024
<b>Date submitted</b>	12 June 2024
<b>Team</b>	Environment and Health
<b>Manager</b>	Ewan Gunn

## Corporate, Operational and Community Services Business Plan alignment

Corporate plan objective	Issue	Recommendation
Outcome 2: Our communities are safe, healthy and active.		
2.2 Advocate for greater solutions to unregistered or unsolicited community visits, border movements and intruders.	<ul style="list-style-type: none"> <li>• Work with key agencies and partners to investigate key community security and surveillance opportunities.</li> </ul>	SOP
2.3 Facilitate community-led strategy for public social behaviour concerns.	<ul style="list-style-type: none"> <li>• Work with each community to understand applicable public social behaviour concerns and facilitate recommendations with key agencies.</li> <li>• Work with key partners to investigate and advocate for programs that facilitate safe places and/or houses.</li> <li>• Partner with key agencies to develop more culturally aligned community education programs.</li> </ul>	Develop policy and stakeholder relationship
2.6 Enable a positive nutritional culture and sustainable food sourcing.	<ul style="list-style-type: none"> <li>• Facilitate access and assistance to Community Gardens.</li> <li>• Facilitate access and support program for home produce production.</li> <li>• Facilitate delivery of food safety and healthy eating educational materials.</li> </ul>	<p>Masig garden project in progress. Community awareness</p> <p>Online ongoing</p>
Outcome 4: We are a transparent, open and engaging council.		
4.3 Ensure community advocacy and engagement at all levels of government.	<ul style="list-style-type: none"> <li>• Work with Community to provide a regional legal framework which addresses both State and Traditional Lore requirements.</li> </ul>	Community meetings and strategic engagement Moa horse program (TSRA&TSIRC) community engagement.
Outcome 8: We manage council affairs responsibly to the benefit of our communities.		
8.3 Develop a service delivery excellence model.	<ul style="list-style-type: none"> <li>• Define departmental customer and general service level metrics.</li> <li>• Investigate community expectations on service levels and fee for service appetite.</li> </ul>	Develop community service request policy and procedures
Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.		





9.2 Evolve waste management through recycling and reuse strategies.	<ul style="list-style-type: none"> <li>• Coordinate waste management activities through landfill, transfer station and recycling opportunities.</li> <li>• Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods.</li> <li>• Investigate sewer bio-solids and grey water reuse opportunities.</li> </ul>	<p>Participate in Great Northern Clean up</p> <p>Reconvene waste management working group to draft strategy</p> <p>Illegal Dumping hotspot program</p> <p>Combined workshop</p>
9.3 Ensure a safe and sustainable drinking water program.	<ul style="list-style-type: none"> <li>• Active management of the water delivery system including on-line meter reading.</li> </ul>	<p>Water management plans and structured auditing</p> <p>EHW water testing training</p>
9.4 Ensure effective environmental health management practices.	<ul style="list-style-type: none"> <li>• Development and execution of pest management plans.</li> <li>• Work with key partners and agencies to further implement Biosecurity Plan and controls.</li> <li>• Work with individual communities to identify areas for cultural cutting and cleaning places.</li> <li>• Facilitation of domestic animal health checks.</li> <li>• Develop coordinated warning systems associated with health outbreaks.</li> </ul>	<p>Ongoing, (biosecurity plans)</p> <p>TSRA and PBC, TO collaboration</p> <p>On going</p> <p>Qld health &amp; TSIRC collaboration with Healthy Housing</p>
Outcome 10: We advocate and foster regional prosperity through enterprise development.		
10.3 Develop a visitor management strategy.	<ul style="list-style-type: none"> <li>• Investigate and refresh council's existing visitor management process and implementation roadmap.</li> </ul>	<p>Consultation, education, and awareness</p>
Outcome 11: We invest in the retention of key skills within our region.		
11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities. implement council's Indigenous Procurement Policy	<ul style="list-style-type: none"> <li>• Facilitate study into key skill opportunities and development models.</li> <li>• Grow council's existing apprenticeship and traineeship program.</li> <li>• Work with relevant partners to ensure employment models exist post apprenticeship or traineeship.</li> </ul>	<p>Establish professional development plan for EHW.</p> <p>Support and promote trainee and shadowing</p>
11.2 Refresh council's procurement policies.	<ul style="list-style-type: none"> <li>• Develop and implement council's Indigenous Procurement Policy.</li> </ul>	<p>Include Biosecurity requirements in policy and tenders</p>





Outcome 12: We bring opportunity to our region and put our culture on the world stage.		
12.1 Develop a world class model for festivals and event delivery	<ul style="list-style-type: none"> <li>•Facilitate the development of an international cultural festival, hosted within region.</li> <li>• Work with key partners to deliver sporting and recreational festivals within region.</li> <li>• Work with applicable stakeholders and agencies to facilitate the development of key industry &amp; career market day events within region.</li> </ul>	Develop Policy, local laws , procedures and fact sheets.
<b>Operational Plan Objective</b>		<b>Recommendation</b>
23. Food Safety: - Community Education & Awareness - Licensing Program Stage 1 – Commercial premises - Licensing Program Stage 2 – Community licences	Waiting on changes to legislation that will close loop holes and provide equity.	Online food safety training on going
24. Education and Awareness on Water Sanitation, Waste Management and Sewerage	Waste Management : Landfills Construction and commercial waste Great Northern Clean up	On going Promote Blue and brown card training
25. Mosquito Management: - Inspection, Albopictus Survey - Education, Awareness, Control Activities - Assist the Dengue Action Response Team (DART) - Implement Mosquito Management Plan	Mosquito Management Plan developed and implemented	On going
26. Implement Biosecurity Plan & Strategy	Biosecurity control plan Consultation	On going Development of draft control plan
27. Animal Management: - Domestic Animal Compliance - Veterinary Services - Compliance & Enforcement Program	Schedule Vet visit Moa Horse program? Parasitic efficacy trial (AMRRIC)	Vet visit scheduled for April 2023 March 2023
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	<p><del>EHW-workshop June 2023</del> <del>scheduled</del></p> <p>Biosecurity Training October <del>PMT</del> <del>training(March);</del> <del>Authorised Person</del> <del>Training</del></p> <p>Certificate 4 Animal Control Regulation 10 EHW until June 30 2024 Illegal Dumping Training Badu October</p>
<b>Community Services Business Plan</b>		TBA





## Finance

Budget	YTD Budget	YTD Actuals	Issue	Recommendation
TSIRC Service Agreement with Qld Health	\$1.906m		EOFY	Performance and financial reporting completed
Other sources Pest treatments Infringements	TBA	TBA		Invoices to be prepared Expand and promote service Review workflow 22/23 outstanding
Biosecurity grant ELGB	\$90K	\$0		Drafting agreement changed to 1 FTE instead of 4 x0.25
DES waste grant	\$170K	\$0	Recruitment	2 recruited, VAF for approval for 0.5 FTE
DAF fee for service	\$238K	\$		Employ 4 EHW to assist with operational delivery
Austerity measures	Issue		Recommendation	
Cost saving opportunities	Limit services provided		Not recommended	
Transport alternatives	Limited vehicle availability		Bicycles and carts costings	
Revenue raising opportunities	Expand pest management services to include timber pests Promote pest management services Fee for service		Fit for purpose vehicle required.	

## Human Resources

Incumbent name	Position title	Position number	Issue	Recommendation

## Training and Development

Training	Location	Participants	Dates	Comments

## Physical resources

Property description	Issue	Recommendation





**Public relations**

Division	Issue	Recommendation

**Coordinator EHW – Overview:**

- EHW vehicle provision still an issue on several Divisions – Vehicle not suitable for Erub (single cab), Boigu (2WD), Badu (aged vehicle).
- Animal Management issues on Saibai (dogs), Mabuyag (dogs), Hammond (dogs), Arkai (horses), Wug (horses), Mer (dogs), Badu (dogs), Masig (dogs), Erub (dogs)
- Financial delegation delays for Seniors
- Vacancies – there are still vacancies in the following communities that need to be filled – Kiriri, Ugar, Poruma. We have recently filled the EHW position at Mer with the successful candidate (Nodoro Kaigey) commencing on 22 of July 2024.
- Dengue Fever outbreak on Mer, Warraber and a suspected case on Dauan – EHWs on these islands worked with DART Team from Public Health Unit. A Dengue Factsheet was produced and EHWs dispersed these throughout the communities along with TSIRCs Mozzie Management message. Badu took a proactive approach and conducted Barrier Spraying as a precaution due to the Island of Origin being held there.





### **Program Management Support Officer update:**

#### **Pest Management Update:**

The team have been working collaboratively with the BSU team to streamline our administration processes for better efficiency. Our team on the ground have been actively treating premises as the jobs arise. The team completed twelve (12) pest treatments this month. Currently we have two jobs pending and this is due staff vacancy in that Division.

Majority of the pest treatment requests which came out of the Healthy Housing Program has been completed and the team on Badu should be commended for their efforts.

#### **Infringement Update:**

TSIRC Authorised officers' best practice is to issue an infringement notice as a last resort. This is done after they have exhausted all avenues to engage with pet owners about their obligation as responsible pet owners, conduct community education and awareness and giving every opportunity for people to comply with our local laws.

For the month of September 2023, our team have issued the following:

- Verbal warnings - 13
- Warning letters - 15
- Infringement notice – 4
- Warnings for overgrown allotments – 20
- Warnings to have animals desex – 45
- Warnings to households with more than 2 dogs - 14



## ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – June 2024

### Dawson Mau – A/SEHW

	DAUAN	SAIBAI	ERUB	UGAR
<b>DOG</b>				
TOTAL NUMBER OF DOGS	40	0	50	0
NEW REGISTRATIONS	0	0	8	0
<b>CATS</b>				
TOTAL NUMBER OF CATS	5	0	25	0
NEW REGISTRATIONS	0	0	2	0
<b>HORSES</b>				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
<b>CHOOKS</b>				
TOTAL NUMBER OF HENS & CHICKS	0	0	0	0
TOTAL NUMBER OF ROOSTERS	0	0	0	0
TOTAL NUMBER OF DUCKS	0	0	0	0
<b>COMPLIANCE</b>				
NON-COMPLIANCE FOR DESEXING	10	0	26	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	1	0	1	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	0
NUMBER OF VERBAL WARNINGS ISSUED	3	0	0	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	21	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0
INTER-ISALND ANIMAL TRANSFER	0	0	1	0
<b>ANIMAL MANAGEMENT AWARENESS</b>				
MEETINGS	0	0	1	0
ONE-ON-ONE	0	0	10	0
FLYERS/POSTERS	0	0	4	0
VET VISIT	1	0	1	0
ANIMAL COMPLAINTS/ATTACKS	0	0	2	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	4	0
TICK TREATMENTS	0	0	0	0
EUTHANISE	0	0	1	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0
<b>FOOD SAFETY</b>				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	10	0
PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	0	0
FOOD SHOP INSPECTIONS	0	0	0	0
COMPLAINTS	0	0	0	0
FOOD RECALLS/ISSUES	0	0	0	0
<b>FOOD SAFETY AWARENES</b>				
MEETINGS	0	0	1	0

ONE-ON-ONE	0	0	4	0
FLYER/POSTER	0	0	0	0
FOOD SAFETY AWARENESS	0	0	0	0
IM ALERT FOOD SAFETY COURSE	0	0	2	0
<b>BIOSECURITY</b>				
SURVEILLANCE	3	0	0	0
BARGE DELIVERY INSPECTION	3	0	0	0
EDUCATION AND AWARENESS	3	0	0	0
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>				
WATER RESERVIOR – SAMS/BORE WELLS/ETC	1	0	0	0
WATER TESTING – CHLORINE & PH	0	0	0	0
WASTEWATER SYSTEMS	0	0	2	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	3	0	0	0
LANDFILL	2	0	0	0
ILLEGAL DUMPING	1	0	0	0
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>				
ONE-ON-ONE	0	0	0	0
MEETING	0	0	0	0
POSTER/FLYER	0	0	0	0
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	0
<b>PEST MANAGEMENT</b>				
INSPECTIONS	0	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	0	0
AWARENESS	0	0	0	0
CLEAN UP	0	0	0	0
FEE FOR SERVICE TREATMENTS	0	0	0	0
VACANT HOUSES	0	0	0	0
GERNERAL HOUSE	0	0	0	0
OTHER	0	0	0	0
<b>HOUSING</b>				
INSPECTIONS	0	0	10	0
EDUCATION AND AWARENESS	0	0	10	0
RAINWATER TANK INSPECTION	0	0	0	0
YARD INSPECTION	0	0	10	0
OTHER	0	0	0	0
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT &amp; TRAINING</b>				
HYGIENE	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	1	0
MEETINGS ATTENDED	1	0	0	0
<b>HEALTH CENTER VISIT</b>				
NUMBER OF VISITS PER MONTH	3	0	3	0
HEALTH CENTRE CONCERNS	3	0	1	0



GENERAL COMMUNITY OUTCOMES	
DAUAN	• Bin truck operational – bin picks up on time/day
	• EHW vehicle not operating until August
	• Verbal Warnings – Roaming dogs in community
SAIBAI	• JACOB ON LEAVE
	• JACOB ON LEAVE
ERUB	• 6x registration renewal
	• Conducted census, rego, and consent form leading up to vet visit.
	• Dogs treated for mange during vet visit
	• Vet Visit at Ugar
	• 2x pers completed ImAlert Food Safety Online training
	• Worked with the DART team from Cairns and collected samples for recent case of dengue.
	• 1x dog from ugar. dog owner advised EHW about it.
	• Due to poer outage on Erub recently ERUB had 2x sewage pump station getting overflowed into creeks. Signs were up for no swimming or fishing on the beach
UGAR	• NIL
	• NIL



## ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – June 2024

### MD - SEHW

	BOIGU	MABUIAG	WARRABER	
<b>DOG</b>				
TOTAL NUMBER OF DOGS	0	0	0	
NEW REGISTRATIONS	0	0	0	
<b>CATS</b>				
TOTAL NUMBER OF CATS	0	0	0	
NEW REGISTRATIONS	0	0	0	
<b>HORSES</b>				
TOTAL NUMBER OF HORSES	0	0	0	
NEW REGISTRATIONS	0	0	0	
<b>CHOOKS</b>				
TOTAL NUMBER OF HENS & CHICKS	0	0	0	
TOTAL NUMBER OF ROOSTERS	0	0	0	
TOTAL NUMBER OF DUCKS	0	0	0	
<b>COMPLIANCE</b>				
NON-COMPLIANCE FOR DESEXING	0	0	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	0	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	
NUMBER OF VERBAL WARNINGS ISSUED	0	0	0	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	
NUMBER OF WARNING LETTERS ISSUED	0	0	0	
INTER-ISALND ANIMAL TRANSFER	0	0	0	
<b>ANIMAL MANAGEMENT AWARENESS</b>				
MEETINGS	0	0	0	
ONE-ON-ONE	0	0	0	
FLYERS/POSTERS	0	0	0	
VET VISIT	0	0	0	
ANIMAL COMPLAINTS/ATTACKS	0	0	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	
TICK TREATMENTS	0	0	0	
EUTHANISE	0	0	0	
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	
<b>FOOD SAFETY</b>				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	0	
PERMITS ISSUED	0	0	0	
FOOD ACT LICENCES	0	0	0	
FOOD SHOP INSPECTIONS	0	0	0	
COMPLAINTS	0	0	0	
FOOD RECALLS/ISSUES	0	0	0	
<b>FOOD SAFETY AWARENES</b>				
MEETINGS	0	0	0	



ONE-ON-ONE	0	0	0	
FLYER/POSTER	0	0	0	
FOOD SAFETY AWARENESS	0	0	0	
IM ALERT FOOD SAFETY COURSE	0	0	0	
<b>BIOSECURITY</b>				
SURVEILLANCE	0	0	0	
BARGE DELIVERY INSPECTION	0	0	0	
EDUCATION AND AWARENESS	0	0	0	
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>				
WATER RESERVIOR – SAMS/BORE WELLS/ETC	0	0	0	
WATER TESTING – CHLORINE & PH	0	0	0	
WASTEWATER SYSTEMS	0	0	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	0	
LANDFILL	0	0	0	
ILLEGAL DUMPING	0	0	0	
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>				
ONE-ON-ONE	0	0	0	
MEETING	0	0	0	
POSTER/FLYER	0	0	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	
<b>PEST MANAGEMENT</b>				
INSPECTIONS	0	0	0	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	0	
AWARENESS	0	0	0	
CLEAN UP	0	0	0	
FEE FOR SERVICE TREATMENTS	0	0	0	
VACANT HOUSES	0	0	0	
GERNERAL HOUSE	0	0	0	
OTHER	0	0	0	
<b>HOUSING</b>				
INSPECTIONS	0	0	0	
EDUCATION AND AWARENESS	0	0	0	
RAINWATER TANK INSPECTION	0	0	0	
YARD INSPECTION	0	0	0	
OTHER	0	0	0	
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT &amp; TRAINING</b>				
HYGIENE	0	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	
MEETINGS ATTENDED	0	0	0	
<b>HEALTH CENTER VISIT</b>				
NUMBER OF VISITS PER MONTH	0	0	0	
HEALTH CENTRE CONCERNS	0	0	0	





GENERAL COMMUNITY OUTCOMES	
BOIGU	• EHW CURRENTLY ON LEAVE
	•
MABUAIG	• EHW ATTENDING HSR TRAINING IN CAIRNS
	•
WARRABER	•
	•
	•
	•





## ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – June 2024

### Moses Kudub - A/SEHW

	HAMMOND	IAMA	PORUMA	MASIG	MURRAY
<b>DOG</b>					
TOTAL NUMBER OF DOGS	0	55	0	0	0
NEW REGISTRATIONS	0	10	0	0	0
<b>CATS</b>					
TOTAL NUMBER OF CATS	0	20	0	0	0
NEW REGISTRATIONS	0	5	0	0	0
<b>HORSES</b>					
TOTAL NUMBER OF HORSES	0	0	0	0	0
NEW REGISTRATIONS	0	0	0	0	0
<b>CHOOKS</b>					
TOTAL NUMBER OF HENS & CHICKS	0	0	0	0	0
TOTAL NUMBER OF ROOSTERS	0	0	0	0	0
TOTAL NUMBER OF DUCKS	0	0	0	0	0
<b>COMPLIANCE</b>					
NON-COMPLIANCE FOR DESEXING	0	10	0	0	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	5	0	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	6	0	0	0
NUMBER OF VERBAL WARNINGS ISSUED	0	15	0	0	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	15	0	0	0
INTER-ISALND ANIMAL TRANSFER	0	7	0	0	0
<b>FOOD SAFETY</b>					
MEETINGS	0	2	0	0	0
ONE-ON-ONE	0	1	0	0	0
FLYERS/POSTERS	0	1	0	0	0
VET VISIT	0	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	3	0	0	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0	0
TICK TREATMENTS	0	0	0	0	0
EUTHANISE	0	0	0	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0	0
<b>FOOD SAFETY AWARENES</b>					
MEETINGS	0	2	0	0	0

ONE-ON-ONE	0	4	0	0	0
FLYER/POSTER	0	1	0	0	0
FOOD SAFETY AWARENESS	0	1	0	0	0
IM ALERT FOOD SAFETY COURSE	0	10	0	0	0
<b>BIOSECURITY</b>					
SURVEILLANCE	0	0	0	0	0
BARGE DELIVERY INSPECTION	0	1	0	0	0
EDUCATION AND AWARENESS	0	0	0	0	0
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>					
WATER RESERVIOR – SAMS/BORE WELLS/ETC	0	1	0	0	0
WATER TESTING – CHLORINE & PH	0	1	0	0	0
WASTEWATER SYSTEMS	0	0	0	0	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	0	0	0
LANDFILL	0	1	0	0	0
ILLEGAL DUMPING	0	0	0	0	0
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>					
ONE-ON-ONE	0	0	0	0	0
MEETING	0	0	0	0	0
POSTER/FLYER	0	0	0	0	0
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	0	0
<b>PEST MANAGEMENT</b>					
INSPECTIONS	0	0	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	1	0	0	0
AWARENESS	0	0	0	0	0
CLEAN UP	0	0	0	0	0
FEE FOR SERVICE TREATMENTS	0	0	0	0	0
VACANT HOUSES	0	0	0	0	0
GERNERAL HOUSE	0	0	0	0	0
OTHER	0	0	0	0	0
<b>HOUSING</b>					
INSPECTIONS	0	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0	0
RAINWATER TANK INSPECTION	0	0	0	0	0
YARD INSPECTION	0	0	0	0	0
OTHER	0	0	0	0	0
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT &amp; TRAINING</b>					
HYGIENE	0	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0	0
MEETINGS ATTENDED	0	4	0	0	0
<b>HEALTH CENTER VISIT</b>					
NUMBER OF VISITS PER MONTH	0	3	0	0	0
HEALTH CENTRE CONCERNS	0	2	0	0	0



GENERAL COMMUNITY OUTCOMES	
HAMMOND	• VACANT POSITION
	•
IAMA	• Mangrove Festival and July 1 – Coming of the Light celebrations
	• No concerns
PORUMA	• VACANT POSITION
	•
MASIG	• EHW CURRENTLY ON LEAVE
	•
MURRAY	• NO REPORT SUBMITTED
	•





## ENVIRONMENTAL HEALTH CLUSTER REPORT – June 2024

Rowena Johnson EH COORDINATOR

	BADU	KUBIN	ST PAULS
<b>DOG</b>			
TOTAL NUMBER OF DOGS	110	37	82
NEW REGISTRATIONS	0	0	1
<b>CATS</b>			
TOTAL NUMBER OF CATS	15	0	5
NEW REGISTRATIONS	0	0	0
<b>HORSES</b>			
TOTAL NUMBER OF HORSES	5	6	47
NEW REGISTRATIONS	0	0	0
<b>CHOOKS</b>			
TOTAL NUMBER OF HENS & CHICKS	30	0	10
TOTAL NUMBER OF ROOSTERS	15	0	3
TOTAL NUMBER OF DUCKS	0	0	0
<b>COMPLIANCE</b>			
NON-COMPLIANCE FOR DESEXING	3	0	20
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	8	0	6
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	2	0	0
NUMBER OF VERBAL WARNINGS ISSUED	9	0	2
NUMBER OF INFRINGEMENT NOTICES ISSUED	3	0	20
NUMBER OF WARNING LETTERS ISSUED	0	0	0
INTER-ISALND ANIMAL TRANSFER	0	0	0
<b>ANIMAL MANAGEMENT AWARENESS</b>			
MEETINGS	7	1	3
ONE-ON-ONE	40	0	2
FLYERS/POSTERS	2	0	0
VET VISIT	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	1
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0
TICK TREATMENTS	40	0	0
EUTHANISE	10	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	2
<b>FOOD SAFETY</b>			
NUMBER OF FOOD SALES FOR THE MONTH	9	0	2





PERMITS ISSUED	0	0	2
FOOD ACT LICENCES	0	0	1
FOOD SHOP INSPECTIONS	1	0	0
COMPLAINTS	0	0	0
FOOD RECALLS/ISSUES	0	0	0
<b>FOOD SAFETY AWARENES</b>			
MEETINGS	3	0	0
ONE-ON-ONE	3	0	2
FLYER/POSTER	0	0	0
FOOD SAFETY AWARENESS	3	0	0
IM ALERT FOOD SAFETY COURSE	0	0	0
<b>BIOSECURITY</b>			
SURVEILLANCE	10	0	3
BARGE DELIVERY INSPECTION	3	0	2
EDUCATION AND AWARENESS	3	0	0
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>			
WATER RESERVOR – SAMS/BORE WELLS/ETC	20	0	2
WATER TESTING – CHLORINE & PH	0	0	0
WASTE WATER SYSTEMS	20	0	2
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	2	0	2
LANDFILL	20	0	2
ILLEGAL DUMPING	2	0	0
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>			
ONE-ON-ONE	172	0	1
MEETING	0	0	2
POSTER/FLYER	4	0	0
WATER EDUCATION/AWARENESS & PROMOTION	1	0	0
<b>PEST MANAGEMENT</b>			
INSPECTIONS	1	0	4
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	1	1	0
AWARENESS	172	0	0
CLEAN UP	0	0	0
FEE FOR SERVICE TREATMENTS	0	0	0
VACANT HOUSES	0	0	0
GERNERAL HOUSE	0	0	0
OTHER	1	0	0
<b>HOUSING</b>			
INSPECTIONS	0	0	0
EDUCATION AND AWARENESS	0	0	0
RAINWATER TANK INSPECTION	0	0	2
YARD INSPECTION	0	0	0





OTHER	0	0	0
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT &amp; TRAINING</b>			
HYGIENE	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	1	0	0
MEETINGS ATTENDED	1	0	1
<b>HEALTH CENTER VISIT</b>			
NUMBER OF VISITS PER MONTH	1	0	0
HEALTH CENTRE CONCERNS	1	0	0

<b>GENERAL COMMUNITY OUTCOMES</b>	
<b>BADU</b>	<b>(ISSUES &amp; CONCERNS)</b> <ul style="list-style-type: none"> <li>COVID back in the community</li> </ul>
	<b>(POSITIVE NEWS)</b> <ul style="list-style-type: none"> <li>EHW vehicle back up and running again</li> <li>Barrier Spraying done</li> <li>Engaged with DEO and Engineering Team to start removing big rubbish items (white goods/tyres/greenwaste, etc) it has been successful so far, tenants have been leaving the items curb-side in a clear place to make it easier for Engineering Team to collect</li> </ul>
<b>KUBIN</b>	<b>(ISSUES &amp; CONCERNS)</b> <ul style="list-style-type: none"> <li>No EHW</li> </ul>
	<b>(POSITIVE NEWS)</b> <ul style="list-style-type: none"> <li>No EHW</li> </ul>
<b>ST PAULS</b>	<b>(ISSUES &amp; CONCERNS)</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>
	<b>(POSITIVE NEWS)</b> <ul style="list-style-type: none"> <li>Horse meeting with owners, riders with input from Katherin Vet Services</li> </ul>







**DIRECTORATE:** *Corporate Services*

**AUTHOR:** *Executive Director Corporate Services*

## **CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF JUNE 2024**

### **OFFICER RECOMMENDATION:**

**That Council note the Corporate Services Information Report for the month of June 2024.**

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### **EXECUTIVE SUMMARY:**

To provide Council with an update on the functional areas within the Corporate Services directorate and updates on projects progress for the month of June 2024

### **INTERESTED PARTIES/CONSULTATION:**

Managers and SMEs Corporate Services

### **REPORT:**

The Corporate Services directorate delivers a diverse range of internal and external services. A snapshot of work undertaken as well as operational highlights is provided below and in the attachments.

#### **Administration and Communication**

During the month the 2024-25 Fees and Charges communication was activated to internal and external stakeholders including; social media announcements, Divisional and Regional Managers emails, an all staff notice and website update.

The team finalised the 2024-25 Communication Plan and commenced the website refresh project. The communication plan for the upcoming community engagement activity linked to Corporate Plan development has been finalised.

The updating of policies and procedures continues. At end of June, Council achieved 58% compliance for legislative policies, in other words, 58% of Council policies are published and up to date. The remaining policies will be updated over the next few months with a number of policies being presented at the July Council meeting.

TSIRC issued 18 posts across Facebook and LinkedIn. The most popular Facebook post was *Patricia Harry, IKC Coordinator Launches Elders and Women's Program* (74 Likes and Reactions and 3.6K reach). The least performing Facebook post was *Step Up to Clean up! Badu* (1 Likes and Reaction and 2 reach).

The most popular LinkedIn post was *Patricia Harry, IKC Coordinator Launches Elders and Women's Program* (72 Likes and Reactions and 1.4K impressions). The least performing LinkedIn post was *Major upgrades at Mer Desalination Plant* (40 Likes and Reactions and 871 impressions).

Two (2) press releases were issued during June which resulted in three (3) interviews by the CEO and five (5) press media coverages.

An overview of media activity can be found in *Attachment 1*.

## Legal, Land Tenure and Native Title

The Army Aboriginal Community Assistance Programme (AACAP) 2025 proposed infrastructure projects for Poruma, Warraber and Erub to build and/or upgrade community infrastructure such as community halls, sporting complexes, outbuildings, roads and BBQ shelters. The Department of Defence submitted work scopes earlier in the year and project planning is now underway. It is noted that these infrastructure projects come at no cost to Council except for ongoing maintenance costs once the infrastructure is handed over to Council. During the month Council officers undertook land assessments for the projects and discussed next steps for Council (Trustee) approval.

Tenure negotiations for Ergon and Telstra occupied sites at multiple locations were progressed and conditional lease agreements sent to occupiers to commence payment of interim occupation fees whilst lease agreements are under negotiation. This will increase Council's lease income.

## Complaints

At the beginning of June 22 complaints remained open. During the month 3 new complaints were received and 12 complaints were closed. 2 action items remain open.

Complaint assigned	Beginning of June	New	Closed	End of June
Building Services	0	0	0	0
Community Services	19	2	11	10
Corporate Services	1	0	0	1
Engineering Services	2	1	1	2
<b>Total</b>	<b>22</b>	<b>3</b>	<b>12</b>	<b>13</b>

Table 1 – Complaints by directorate

Complaint type	Beginning of June	New	Closed	End of June
Staff	11	1	5	7
Local Laws (dogs)	4	1	2	3
Housing	3	0	3	0
Other	4	1	2	3
<b>Total</b>	<b>22</b>	<b>3</b>	<b>12</b>	<b>13</b>

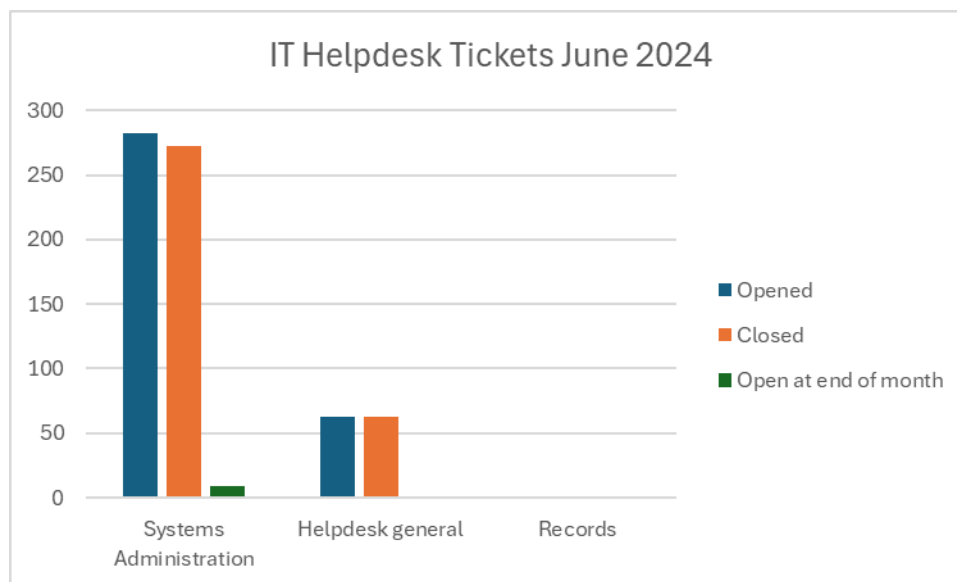
Table 2 – Complaints by type

## Information Technology Services

All Starlink equipment has been delivered to the Divisional offices except for two divisions where the equipment will be delivered in mid-July. Unfortunately, the the proposed contractor to carry out the installations advised they were unavailable and Council officers are now looking to engage another contractor to carry out the works.

Audio visual equipment for the live streaming of Council meetings has been sourced and tested. It is anticipated that the first meeting being live streamed will be the July meeting.

In June 346 IT Helpdesk tickets were lodged. Of these, 336 have been closed during the month. It is noted that while the majority of requests for assistance are lodged through the helpdesk, there are some jobs that are resolved immediately over the phone and the total number of requests is higher than the reported number.



Graph 1 – IT Helpdesk Tickets June 2024

## Fuel and Fleet

The cost of freighting equipment to divisions continues to escalate with a number of matters referred to SeaSwift for review and, where applicable, refunds.

The roll-out of the new garbage trucks continues slowly due to supply chain, supplier availability and freight issues. At this stage, 5 garbage trucks have been delivered to island or have left Cairns with a further two expected to be shipped from the Gold Coast to Cairns for final fit-out in July.

The manager Fuel & Fleet completed inspections of all divisional workshops and fleet and planning is now underway to address repairs and maintenance needs.

Council officers are currently in negotiation with QFleet (fleet manager for the Queensland Government) to establish a more viable fleet replacement program for the white fleet (works and administration vehicles and tipper trucks). Council's current aged fleet requires excessive maintenance and has resulted in serious WHS issues and cost overruns. However, Council is not in a financial position to replace the fleet in a timely manner to address safety and cost concerns but continues to utilize plant and equipment to the point where they are no longer fit for purpose or fail entirely. An alternative delivery model is now being considered to address these concerns, including long-term strategic planning challenges and service delivery impacts. A pilot will commence shortly through Council's BSU unit.

Project updates can be found in *Attachments 2 to 4*.

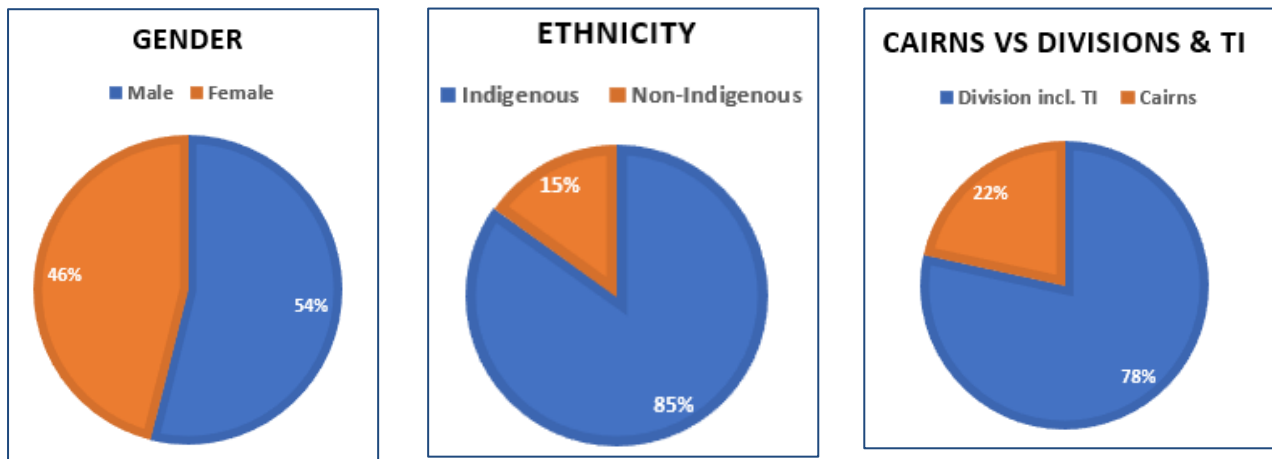
## Economic Development

The Economic Development Lead joined members of the Corporate Services team on visits to Kirirri, Mua and Warraber to meet with staff and learn about the broad issues and concerns of these communities as well as meet with key stakeholders.

Emver Partners commenced the planning and research for the Alternative and Improved Transport Feasibility Study for the Islands of Dauan and Ugar. Community engagement is planned for mid-August.

## People and Wellbeing

As of 30 June 2024, Council had **343** employees, of which **291** are Indigenous employees accounting for 84% of the workforce. The below graph gives a further overview of key Employee Statistics within Council.



Graph 2 – TSIRC Employee Statistics – June 2024

Other employment statistics can be found in the Recruitment and Safety Report in *Attachment 5*.

Training of machinery operators commenced in June for certificates in Backhoe, Skid Steer and Excavator operation.

A legislative change resulted in staff now being able to elect reducing their personal superannuation contributions which previously were set at a compulsory rate of 6% with Council continuing to contribute 12%. Due to the legislative increase for employer superannuation contributions, Council's contribution is now only 0.5% higher than the general rate. Education material has been provided to all staff around the legislative change.

Negotiations for the Certified Agreement formally commenced during the month. Consultation with staff will occur in coming weeks.

#### COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	Local Government Act 2009 Local Government Regulation 2012
<b>Budgetary:</b>	Operational budget as approved by Council
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	N/A
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-2025 (Bisnis Plan) Outcome 8 – we manage Council affairs responsibly to the benefit of our communities Objective 8.1 – delivery of strategic plans, operational plans, budget and associated performance management
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

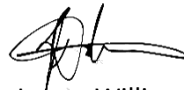
**OTHER COMMENTS:**

This report is for noting by Council.

**Recommended:**

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

- Attachment 1: Media Report
- Attachment 2: Fuel Infrastructure Capital Project Review
- Attachment 3: Fuel Pod Status
- Attachment 4: Garbage Truck Status
- Attachment 5: Recruitment and Safety Report

## MEDIA REPORT JUNE 2024

18 posts across Facebook and LinkedIn issued

### Facebook:

- Patricia Harry, Warraber Indigenous Knowledge Centres (IKCs) Coordinator launching the Elders' and Women's Programs – 74 likes and reactions and 3.6k reach
- Engineering Officers travelling to Cairns for machinery training – 33 likes and reactions and 5k reach
- 14th National Aboriginal and Torres Strait Islander Environmental Health Conference – 31 likes and reactions and 2.1k reach

### Top performing Facebook post



- ✓ Thursday 20 June
- ✓ 3.6k Reach
- ✓ 74 Likes and Reactions
- ✓ 1 Comment
- ✓ 13 Shares

### Least performing Facebook post



- ✓ Sunday 23 June
- ✓ 2 Reach
- ✓ 1 Likes and Reactions
- ✓ 0 Comments
- ✓ 1 Share

### LinkedIn:

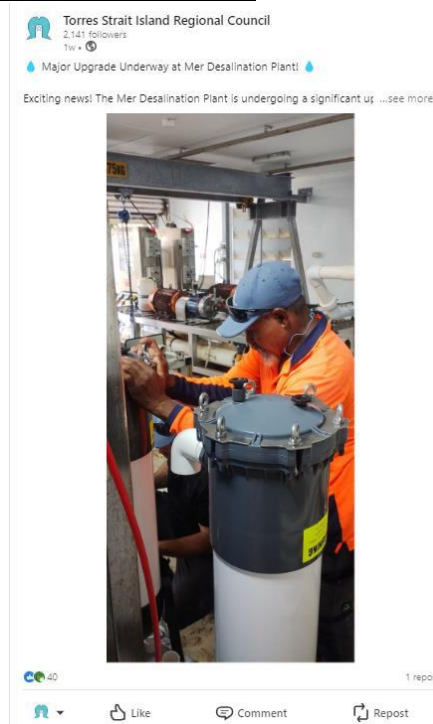
- Patricia Harry, Warraber Indigenous Knowledge Centres (IKCs) Coordinator launching the Elders' and Women's Programs – 72 likes and reactions and 1,412 organic impressions
- Exciting news from the Queensland Indigenous Local Government Drinking Water Symposium! – 48 likes and reactions and 906 impressions
- Mer Desalination Plant – 40 likes and reactions and 871 impressions

### Top performing LinkedIn post



- ✓ 72 Likes and Reactions
- ✓ 2 Comments
- ✓ 2 Reposts
- ✓ 1,412 Impressions

### Least performing LinkedIn post



- ✓ 40 Likes and Reactions
- ✓ 0 Comments
- ✓ 1 Reposts
- ✓ 871 Impressions

### Press Release/Media responses

Press Release:

Precautionary Boil Water Notice Issued for Mabuiag Community

Press Release:

Torres Strait Island Regional Council welcomes State Government cost of living move for island communities

Response to ABC enquiry about illegal fishers on Deliverance Island

Response to TSIMA enquiry about illegal fishers on Deliverance Island

### Date

Tuesday 18 June

Wednesday 19 June

Wednesday 26 June

Friday 28 June

### Results/coverage

Coverage on TSIMA Radio 4MW

Story aired Channel 7 News Cairns Wednesday 19 June featuring CEO.

Story featured in Torres News Thursday 27 June

Interview aired Thursday 27 June on ABC Far North Breakfast Show

Interview aired Friday 28 June



## Thursday June 27 – Torres News:



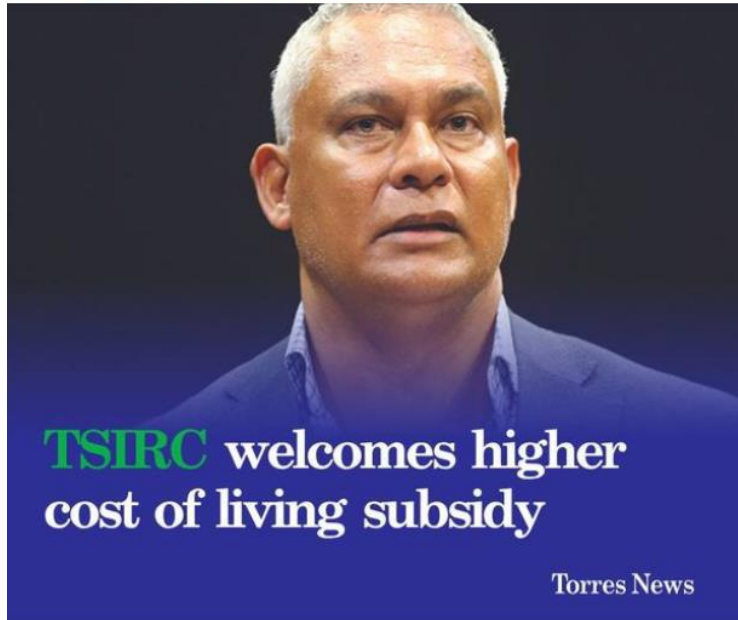
Torres News  
2 days ago · 🌐

...

The big 20 per cent discount on the cost of essential goods under the Remote Communities Freight Assistance Scheme has been welcomed by the Torres Strait Island Regional Council (TSIRC).

📖 Read the paper online now for just \$1.80: [https://issuu.com/.../24-06-27\\_torres\\_news\\_ed136\\_lo\\_res](https://issuu.com/.../24-06-27_torres_news_ed136_lo_res)

📖 Grab the annual subscription for just \$80: <https://issuu.com/store/publishers/tsimatorresnews/subscribe>



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**Attachment 2 – Fuel Infrastructure Capital Project Review**

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Boigu	W4Q - 30/06/2024	\$400,000.00	\$321,672.72	\$5,000	98%	Contract	\$294,236.10	PC 30 June 2024
Dauan	LGGSP - 30/09/2024	\$400,000.00	\$0	\$49,371.80	85%	Contract	\$322,773.20	scoping required to fit funding value
Saibai	BOR -	\$1,006,600.00	\$890,607.66	\$115,992.34	Works completed			CCTV damaged by vandals and awaiting repair
Mabuiag	W4Q - 30/06/2024	\$400,000.00	\$315,379.64	\$9,000	98%	Contract	\$294,356.15	PC 30 June 2024
Badu	N/A							Island & Cape Fuel
Arkai (Kubin)	N/A							IBIS ULP, Diesel tank to be installed
Wug (St Pauls)	N/A							IBIS ULP, Diesel from bulk tank
Hammond	LGGSP 30/09/2024	\$400,000.00	\$161,642.86	TBC	Stage 1 solar 100% Stage 2 RFT issued only	Stage 1 only Stage 2 RFT issued pending contract	\$145,000.00	Stage 1 only EoT requested Dec 2023
Iama	N/A							ULP External Card, Diesel from drums, portable tank to be installed
Warraber	N/A							ULP External Card, Diesel from drums, portable tank to be installed
Poruma	LGGSP 30/09/2024	\$400,000.00	\$0	\$65,555.39	85%	Contract TICW	\$309,573.20	scoping required to suit funding value
Masig	N/A							IBIS ULP, Diesel from bulk tank
Ugar	TSRA- 30/06/2023	\$572,718.00	\$89,974.16	\$482,743.84		Tender closed - 10/01/2023	\$890k - \$1.92m	portable tanks to be used to replace drums. Alternative locations being explored for permanent bowser option.

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Erub	W4Q 30/06/2024	\$400,000.00	\$341,717.63	\$0	98%	Contract 2 <sup>nd</sup> reduced scope  3rd reduced scope tender inquiry to preferred supplier	\$294,236.10 \$480k-\$770k	PC 30 June 2024 Re-tendered with priority items only, funding value still exceeded Tender review completed
Mer	Council Own	\$572,718.00	\$41,698.70	\$531,019.30		Contractor engaged for works		still on drums, fuel pods on island and to be positioned in place. Consultation if card system is required, budgetary constraints

### Attachment 3 - Fuel Pod Status

Pod	Location	Status	Comments
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Kubin	On site	Both tanks delivered on site in May 2024, contractor installed 10 July 2024
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Badu	On site	Both tanks delivered on site in May 2024, contractor installed 11 July 2024
Diesel 2000 litre	St Pauls	Operational – TSIRC and community use	No current plans to modify until unleaded pod from Mer refurbished and delivered
Diesel 2000 litre	Masig	Operational – TSIRC and community use	Requirement to relocate from existing location due to complaint from owner of site adjacent to the compound complaining of fuel smell. Currently working to have it relocated down to area adjacent to mechanics shed
Unleaded 4500 Litre Diesel 2500 litre	Ugar	Current plan is to be placed adjacent to storage shed where drums currently stored while decision on future of project is finalised. Pods are on island	Temporary solution while larger capital bowser project reconsidered re scope/budget/location. ETA – dependent of planning
Unleaded 4500 Litre Diesel 2500 litre	Mer	Waiting on permission to install	Tanks on site, consultation regarding installation and usability to internal and external stakeholders to re-classify if a 24/7 card system is required to be installed
Unleaded 2000L	Cairns	Old tank from Mer, sent back to Cairns	Obtaining quotes to rebrand and re coat to re-use to send to Yam for backup to reduce drum usage



Badu Fuel Pods installed

#### Attachment 4 - Garbage Truck Status

Division	Vehicle	Status	Comments
1 - Boigu	Mitsubishi Fuso	Operational	New vehicle departing Gold Coast w/e 19 July 2024
2 - Dauan	Isuzu NQR Russ Compactor	Old vehicle - operational with defects	New vehicle departed Cairns to division 12 July 2024
3 - Saibai	Isuzu 300 Series 2	Non-Operational	New vehicle departing Gold Coast w/e 19 July 2024
4 - Mabuiag	Hino Dutro 8500	Operational with defetcs	New vehicle yet to depart Gold Coast
5 – Badu/Mulgrave	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division July 2024
6 – Arkai/Kubin	Hino Series 300 Compactor	Operational	New vehicle yet to depart Gold Coast
7 – Wug/St Pauls	Hino 300 Garwood	Operational	New vehicle delivered to division May 2024
8 – Kirirri/Hammond	Hino 716 Russ	Operational	New vehicle yet to depart Gold Coast
9 -Iama/Yam	Isuzu NQR Russ Compactor	Old vehicle - non-Operational	New vehicle departed Cairns to division 12 July 2024
10 - Warraber	Hino 716 Russ Compactor	Operational with defetcs	
11 – Poruma/Coconut	Isuzu 350 CITEC Garwood Compactor	Operational with defetcs	
12 – Masig/Yorke	Isuzu NPR 350	Operational with defetcs	
13 – Ugar/Stephen	IsuzuNQR series Russ Compactor	Operational with defetcs	
14 – Erub/Darnley	Isuzu FVD Bucher Compactor	Operational	New, delivered to division June 2024
15 – Mer/Murray	Hino Series Russ Compactor	Operational with defetcs	Smashed windscreen difficulties getting new windscreen shipped



Erub Garbage Truck on island

**RECRUITMENT – 1 to 30 June 2024**

Transition Readiness Rating (TRR) Key:

TRR	Criteria
1	Certificate
2	Diploma
3	Bachelor
4	Post-Graduate/ Masters

Successful Appointments in June: Total [3]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
2	Communications Officer	TSIRC Cairns	Successful appointment – 10/06/2024	External
1-2-3	Multi Skilled Administration Officer	Division 4, Mabuiag	Successful appointment – 12/06/2024	External
2	Graphic Designer	TSIRC Cairns	Successful appointment – 25/06/2024	External

TRR	Long term vacancies	Time to fill	Comments
	Senior Project Engineer	4 months	Due to salary
	Water & Wastewater Technician	4 months	Due to salary
	Grant Revenue Officer	5 months	Secondment
	Legal Officer	2 months	No suitable candidates – skills set
	Insurance and Claims Administrator	5 months	No suitable candidates – skills set
	Environmental Health Worker, Hammond	3 months	No interest
	Fuel and Fleet Officer	2 months	On hold – change of position title
	Environmental Health Worker, Ugar	7 months	No interest
	Multi Skilled Administration Officer, Ugar	12 months	No skills set
	Divisional Manager, Ugar	12 months	No skills set
	Divisional Manager, Kubin	1 month	No skills set

**SAFETY AND WELLBEING – 1 to 30 June 2024****Incident Management**

3 incidents were reported in June. 1x injury reported and closed out

2 Outstanding Reports to be assessed. No injuries reported for outstanding reports

**Safety & Wellbeing current action items**

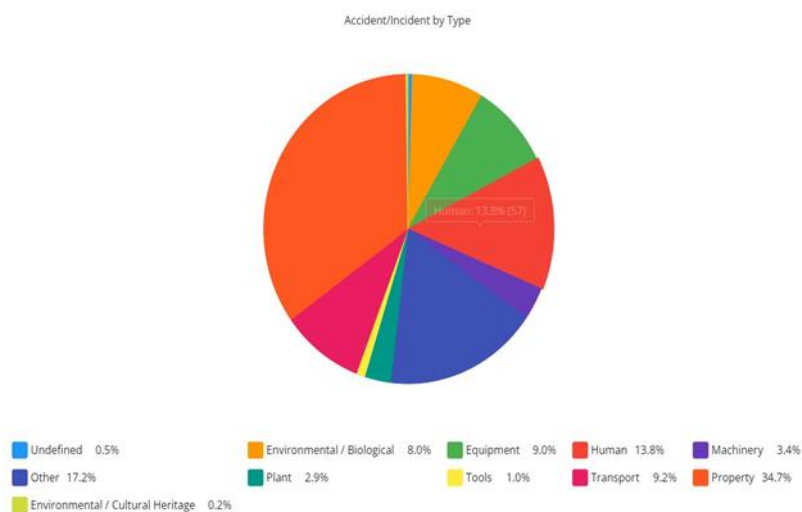
- 12 Successful HSR conducting a 5day HSR training in Cairns.
- WHS committee meeting scheduled for 17 July 2024.

## Workers Compensation

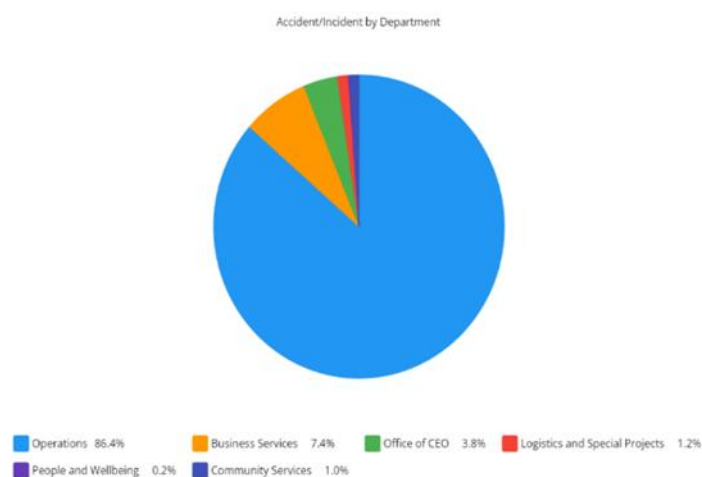
1x claim ongoing

1x claim pending

### Incident by type (for the last 12months)



### Incident by Department (for the last 12months)



## TRAINING & DEVELOPMENT –1 to 30 June 2024

### Training

- Twelve staff completed machinery training including Skid Steer/ Backhoe and Excavator. This was conducted by Queensland TAFE Queensland (Cairns) who shared the TSIRC Facebook post on the Engineering Officers who completed the machinery training in Cairns.
- Four engineering staff have completed the Certificate II in Infrastructure and Resources (RII20120) training delivered on Thursday Island by Affordable Industry Training.
- The Acting Manager Housing has successfully completed his Certificate IV in Accounting and Bookkeeping which he undertook through TAFE Queensland.
- Four EHW's travelled to Cairns to complete their final block in the Certificate IV in Animal Regulation and Control.
- Staff also attended the 2024 Queensland Indigenous LG Drinking Water Symposium, Thursday Island. Water Queensland posted a photo of TSIRC attendees on Facebook.

### Planning

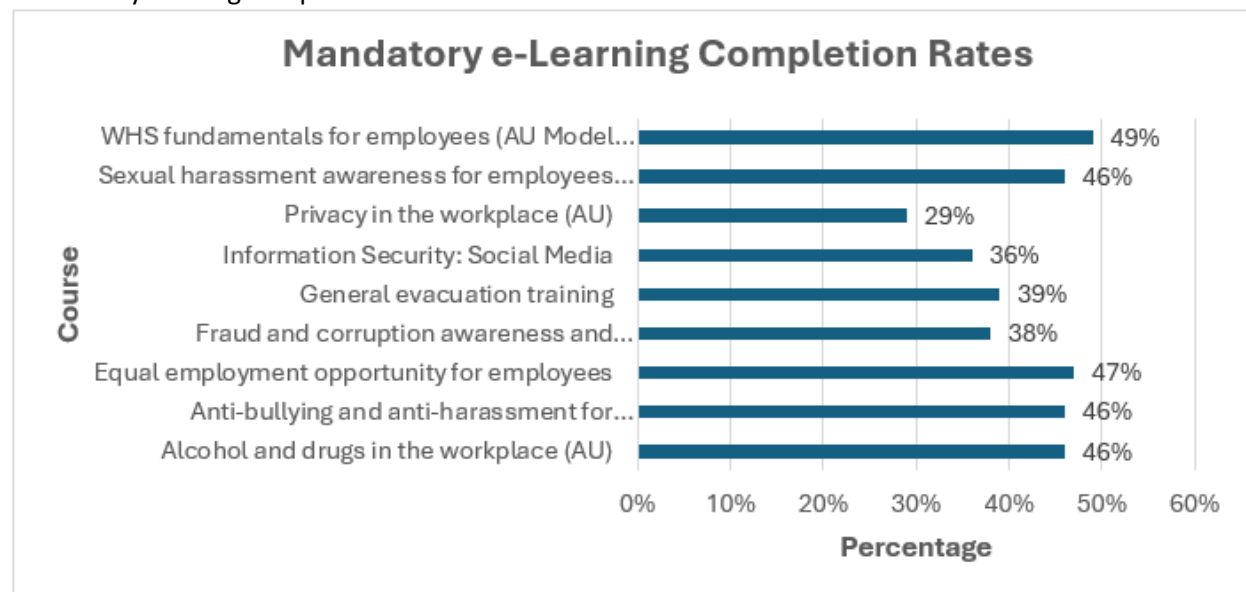
Funding opportunities are being explored for mandatory training including Asbestos Awareness, Certificate III in Water Operations and Fire Warden Training.



## Reporting

A review of users in the Learning Management System (LMS) has been undertaken with unused accounts deactivated. Currently there are 391 users consisting of 362 staff and 29 contractors.

### Mandatory training completion rates



Completion rates need improvement across all courses.



Engineering Services

## **INFORMATION REPORT - WATER AND WASTEWATER (JULY 2024)**

### **OFFICER RECOMMENDATION:**

That Council notes this report.

---

### **EXECUTIVE SUMMARY:**

To provide Council with a status update of the water and wastewater scheme operations, as well as current details of capital works projects for water and wastewater assets.

### **Background:**

Council is committed to undertake and deliver a range of maintenance, operations and planning activities associated with Council's water and wastewater schemes. This includes but is not limited to:

- Maintaining an adequate and safe potable water supply for the communities, which meets guidelines and regulatory requirements.
- Effective operation of the water treatment plants, water storage lagoons, reservoirs, water reticulation and associated plant and equipment.
- Effective operation of the wastewater treatment plant, pumping stations, sewerage reticulation and associated plant and equipment.
- Promoting the importance of water conservation to the community and promoting the importance of clean, safe water supply as an essential aspect of community wellbeing.
- Planning for and seeking future funding to ensure the security and reliability of water and wastewater services.
- Undertaking effective preventative and emergency repairs as required to ensure system reliability for both water and wastewater operations.

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

- Engineering Staff
- Councillors as appropriate
- Regulators
- Funders

### **COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• Water Supply (Safety and Reliability) Act 2008</li><li>• Public Health Act 2005</li><li>• Environmental Protection Act 1994</li></ul>
<b>Budgetary:</b>	If an asset is being proposed (expenditure >\$10,000) whether there are capital funds available. For Operating costs - If resources are required to be spent whether the operating funds are available.
<b>Risk:</b>	Detail risk management process planned to be undertaken, key identified risks and how these risks are proposed to be managed. Include financial risk, technical risk, reputational risk, legal risk, participation, and completion risk and or political risk.
<b>Links to Strategic Plans:</b>	Corporate Plan: People – Outcome 2: Our communities are safe, healthy, and active. Operational Plan: Objective No. 47 Sustainable Water and Wastewater Management Project.

**Other Comments:**

Please refer to the Monthly Water and Wastewater Report attached for June 2024.

**Author:**

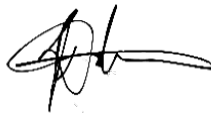
Terrence Jeppesen  
Manager, Water & Wastewater

**Endorsed:**

Adeah Kabai  
Head of Engineering

**Recommended:**

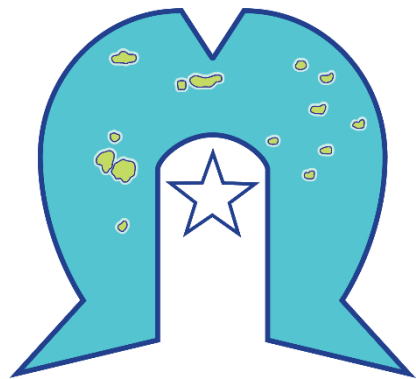
David Baldwin  
Executive Director, Engineering Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Monthly Water & Wastewater Report.



**Torres Strait Island**  
REGIONAL COUNCIL

**Engineering Services**

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# **MONTHLY WATER & WASTEWATER REPORT**

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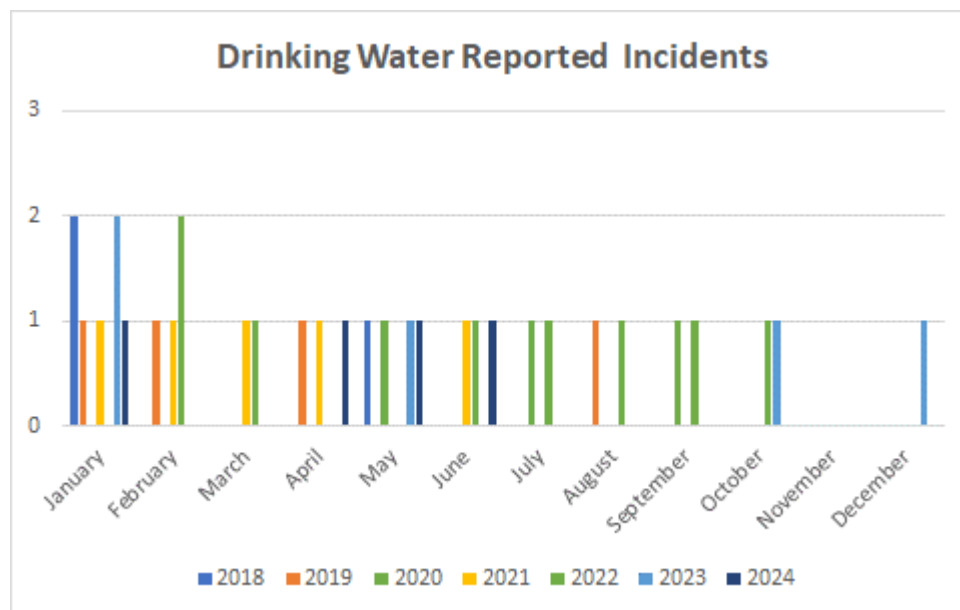
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**June 2024**

---

<b>Author</b>	<b>Reviewer</b>	<b>Revision</b>	<b>Date</b>
T. Jeppesen		1	09/07/2024

## STATUS OF WATER ALERTS

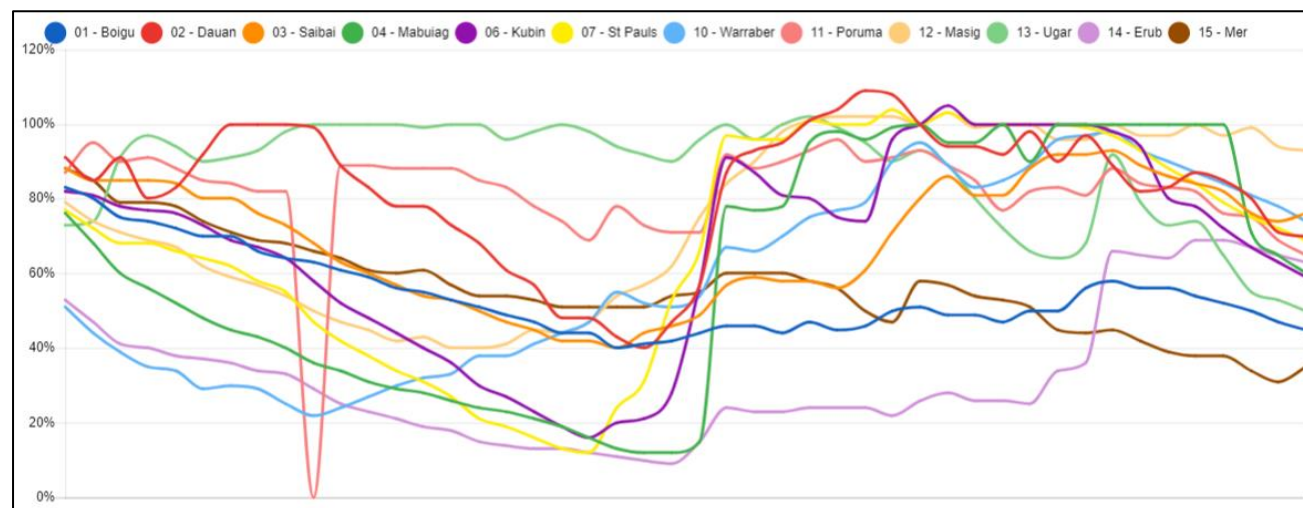


### Badu

This will be an ongoing issue until a dedicated reservoir outlet main can be installed. TSIRC is seeking additional funding to complete this critical project.

## WATER SECURITY UPDATE

Water restrictions have been implemented in several communities to safeguard the water supply. These restrictions do not impact household water usage but rather limit outdoor watering activities. This measure has resulted in a positive impact on water storage in each community, as depicted in the graph below:



Water security information for week ending Friday 5<sup>th</sup> July 2024 summarised below.

<b>Community</b>	<b>Water remaining</b>	<b>Primary Issue</b>	<b>Work being done to address security</b>
01 – Boigu	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
02 – Dauan	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
03 – Saibai	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
04 – Mabuiag	6+ months' supply	Burnt lagoon cover	Level 2 Water Restrictions – No outdoor use Installation of valves in the network to assist with network leak detection. Works on lagoon cover to be completed.
05 – Badu	6+ months' supply		
06 – Kubin	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
07 – St Pauls	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use
08 – Hammond	6+ months' supply	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 & 17:00-18:00 Only
09 – Iama	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
10 – Warraber	6+ months' supply	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 & 17:00-18:00 Only
11 – Poruma	6+ months' supply	Network/property leaks	Continue water wise practices and check weekly household leaks.
12 – Masig	6+ months' supply	Network/property leaks	Continue water wise practices and check weekly household leaks.
13 – Ugar	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
14 – Erub	6+ months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use
15 – Mer	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use

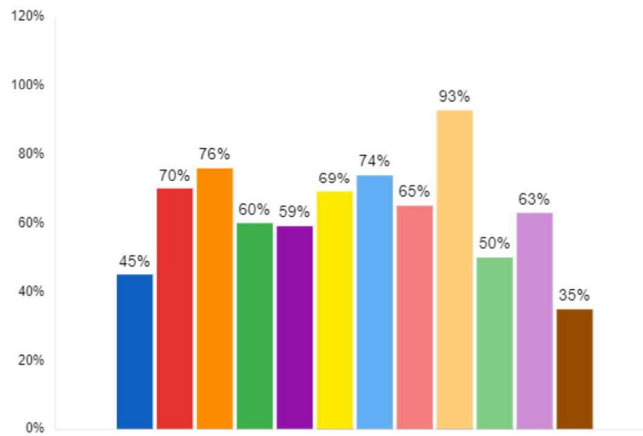
## WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	• Normal operation. <b>Repairs required.</b>
2	Dauan Island	• No Sewage Treatment Plant
3	Saibai Island	• Normal operation.
4	Mabuiag Island	• Not operational. <b>Repairs/full upgrade required.</b>
5	Badu Island	• Normal operation.
6	Kubin Community	• Normal operation.
7	St Pauls Community	• Normal operation.
8	Hammond Island	• No Sewage Treatment Plant
9	Iama Island	• Normal operation. <b>Repairs/full upgrade required.</b>
10	Warraber Island	• Normal operation. <b>Repairs required.</b>
11	Poruma Island	• Not operational. <b>Repairs/full upgrade required.</b>
12	Masig Island	• Normal operation. <b>Repairs required.</b>
13	Ugar Island	• No Sewage Treatment Plant
14	Erub Island	• Normal operation.
15	Mer Island	• Normal operation. <b>Repairs required.</b>

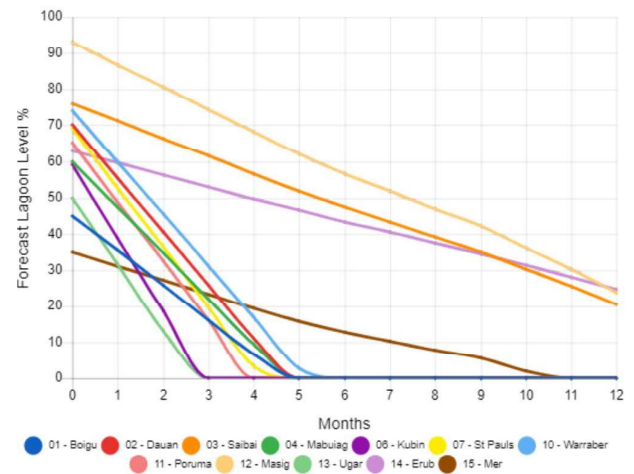


## Water Security

End of Previous Week Lagoon Levels - % Full



Forecast Lagoon Levels - % (12 Month Lookahead)



### Description

#### Current Lagoon Levels

This graph plots the current lagoon level for each island

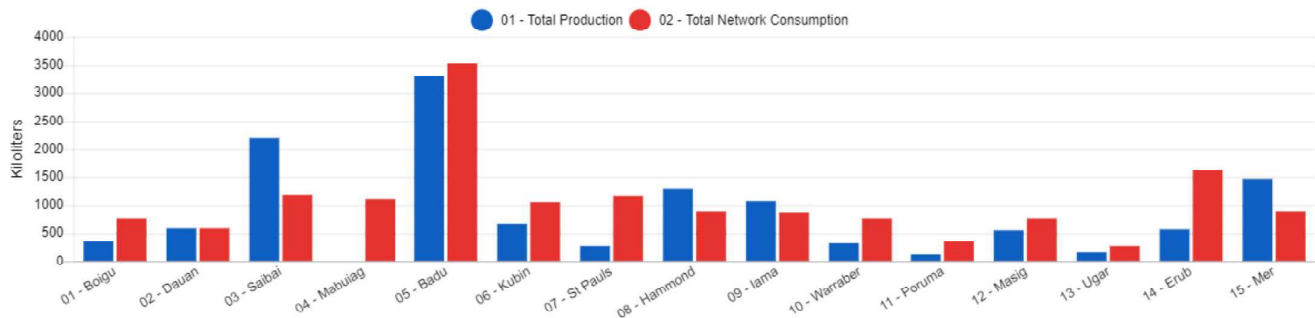
#### Forecast Lagoon Levels - % (12 Month Lookahead)

This graph plots the forecast lagoon level as a percentage for 12 months in advance

### Performance Targets

**Forecast Lagoon Levels - % (12 Month Lookahead)** - The forecast lagoon level should never fall to zero within 3 months of the current date

### Weekly Water Production vs Consumption



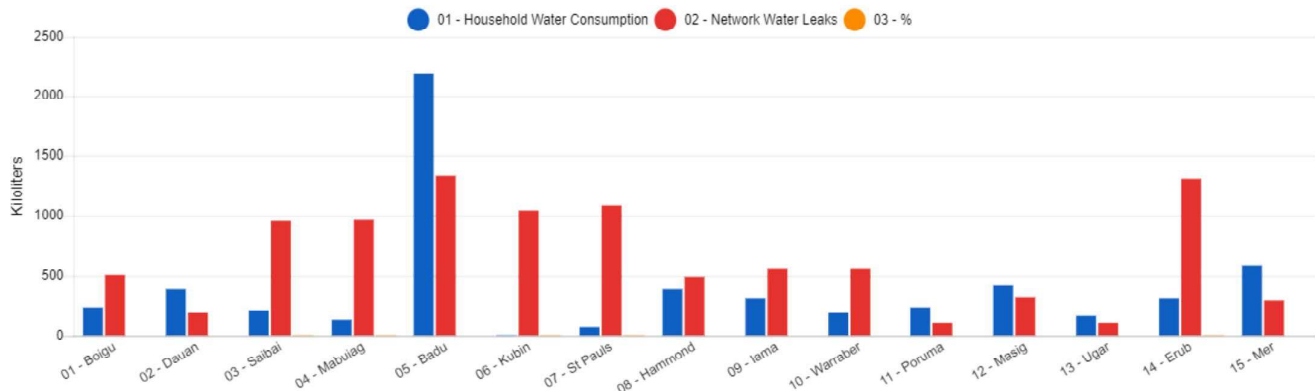
### Description

This graph plots the total water production vs total water consumption for each island

### Performance Targets

Total water production for each island should exceed total water consumption for each island

### Weekly Water Consumption



### Description

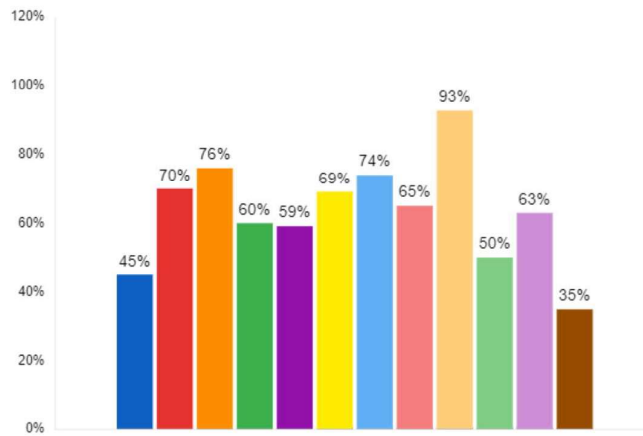
The graph plots the total water consumption for each community for the previous week and in red the estimated network losses.

### Performance Targets

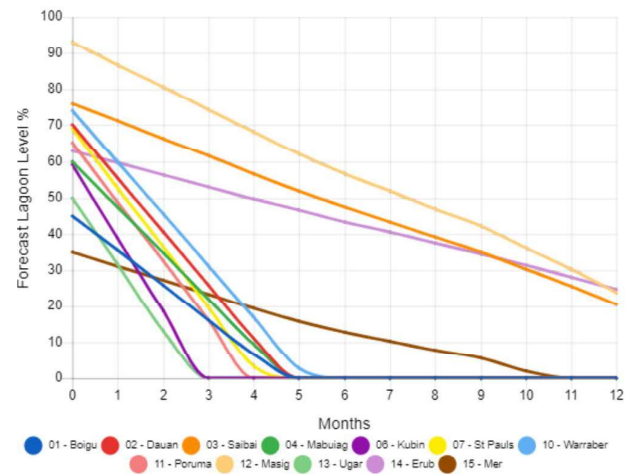
Network water leaks to be less than 20% of household water consumption

## Water Security

End of Previous Week Lagoon Levels - % Full



Forecast Lagoon Levels - % (12 Month Lookahead)



### Description

#### Current Lagoon Levels

This graph plots the current lagoon level for each island

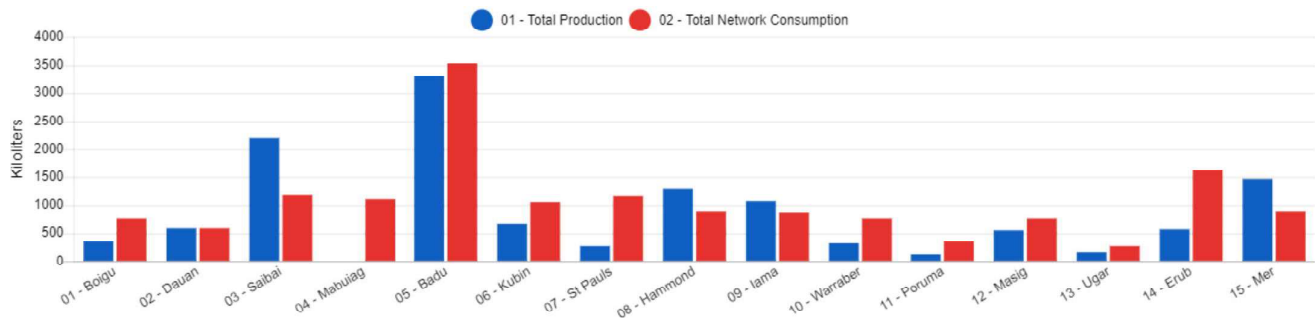
#### Forecast Lagoon Levels - % (12 Month Lookahead)

This graph plots the forecast lagoon level as a percentage for 12 months in advance

### Performance Targets

**Forecast Lagoon Levels - % (12 Month Lookahead)** - The forecast lagoon level should never fall to zero within 3 months of the current date

### Weekly Water Production vs Consumption



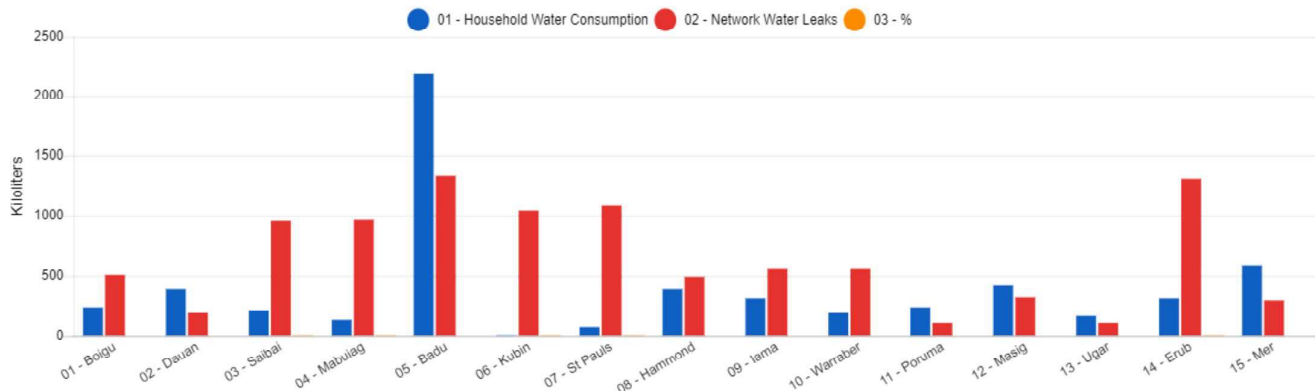
### Description

This graph plots the total water production vs total water consumption for each island

### Performance Targets

Total water production for each island should exceed total water consumption for each island

### Weekly Water Consumption



### Description

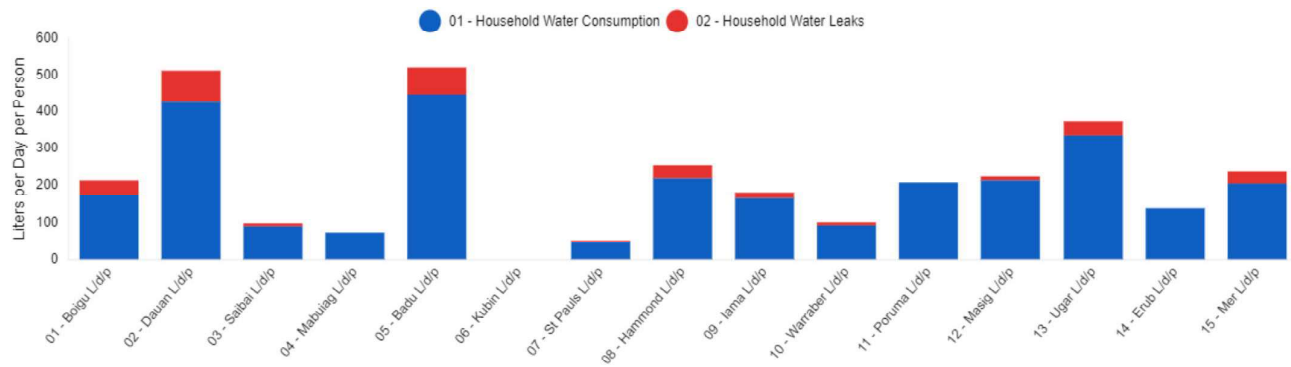
The graph plots the total water consumption for each community for the previous week and in red the estimated network losses.

### Performance Targets

Network water leaks to be less than 20% of household water consumption

## Water Security

### Household Water Usage



### Description

This bottom graphs show how much of household water consumption is estimated to be leaks vs actual usage.

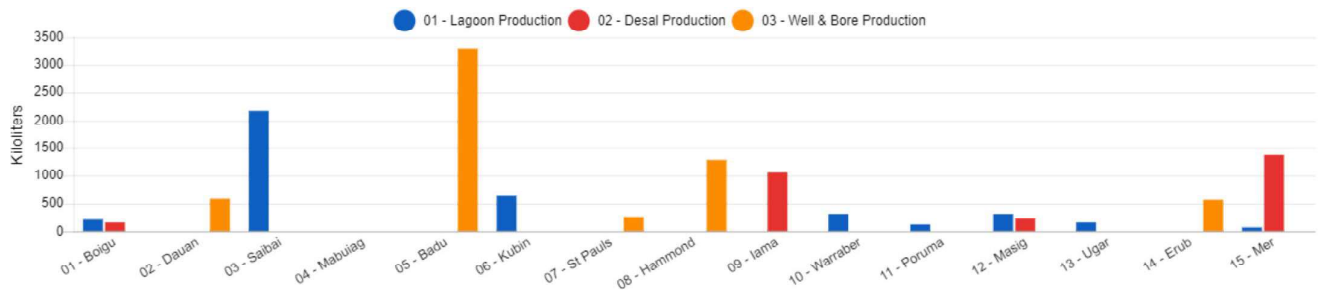
### Performance Targets

Water Consumption should be less than 350L/Day/Capita

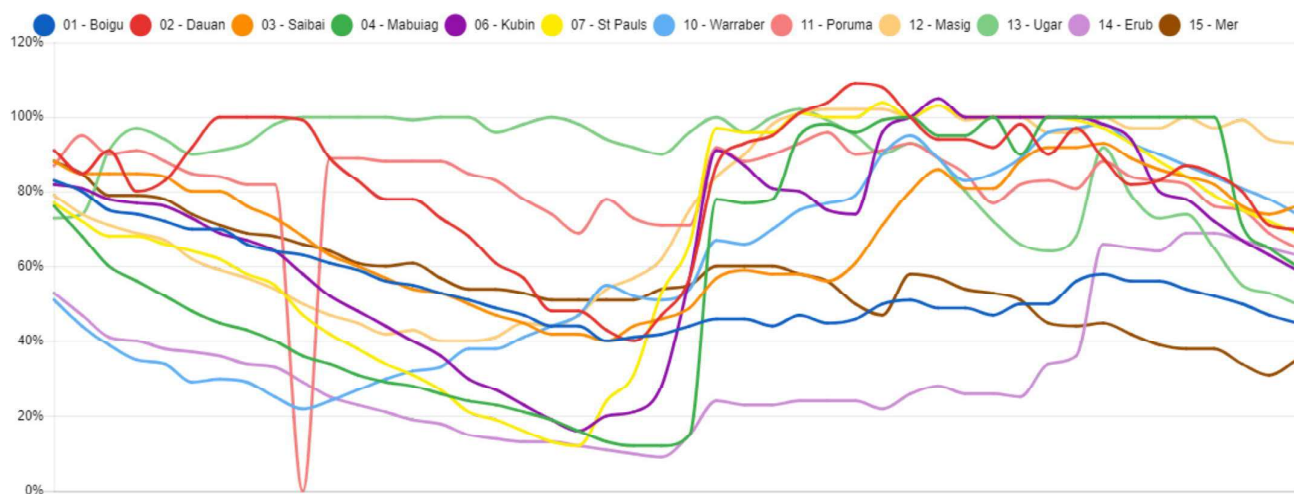
Water Leaks should be close to zero

## Water Operations

### Weekly Water Production (By Source)



### Historic Lagoon Levels



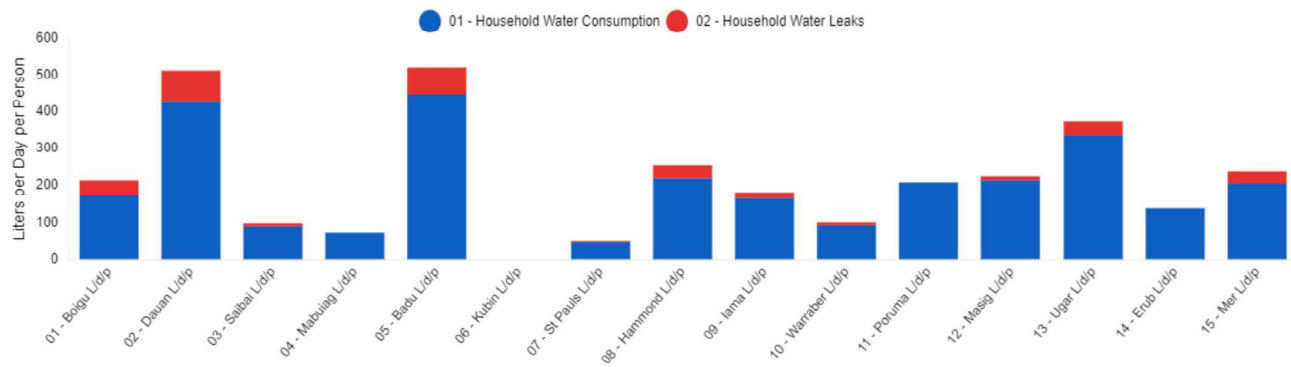
### Description

All values for lagoon capture are calculated values

This graph plots displays the total water consumption for each island by water source

## Water Security

### Household Water Usage



### Description

This bottom graphs show how much of household water consumption is estimated to be leaks vs actual usage.

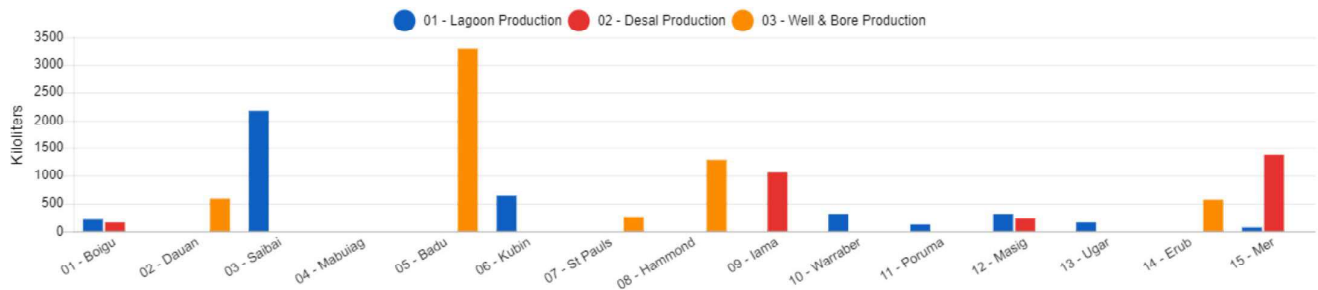
### Performance Targets

Water Consumption should be less than 350L/Day/Capita

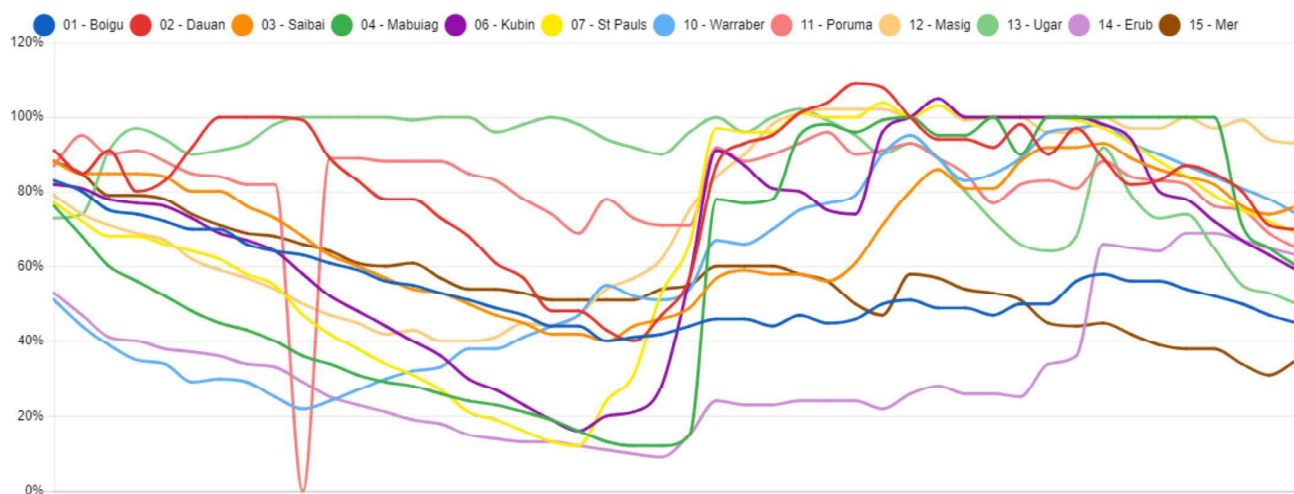
Water Leaks should be close to zero

## Water Operations

### Weekly Water Production (By Source)



### Historic Lagoon Levels



### Description

All values for lagoon capture are calculated values

This graph plots displays the total water consumption for each island by water source



Engineering Services

## **INFORMATION REPORT - ENGINEERING OPERATIONS**

### **OFFICER RECOMMENDATION:**

That Council notes this report.

---

### **EXECUTIVE SUMMARY:**

Council's Engineering Services is committed to undertake and deliver a range of operational and maintenance activities which provide high quality engineering services, public facilities, and amenities, including but not limited to.

- Roads, drainage, and ancillary works.
- Parks, gardens, and reserves
- Water and Wastewater (Sewerage) operations/schemes
- Collection and treatment of solid waste
- Airport facilities
- Marine facilities
- Preparedness and Preparation for disaster events.

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

Executive Director Engineering Services, Manager Engineering Operations, Manager Water & Wastewater, Manager Capital Works, Manager Fuel & Fleet, Divisional Engineering Officers

### **Background:**

#### **Division 1: Boigu**

##### **Operations**

- Meet barge on arrival and monitor.
- Grass maintenance completed around lights, cones and along airstrip.
- Replace failed lights at Aerodrome, more to be completed.
- Pressure Cleaning of Ramp undertaken.
- Road Maintenance undertaken.

##### **Disaster Management**

- Satellite Phone: Tested and Operational.
- HF Radio: Tested and Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 2: Dauan**

##### **Operations**

- Vegetation cleanup around workshop undertaken.
- Clean up at Landfill undertaken.
- Vegetation Maintenance around water assets undertaken.

- Vegetation Maintenance completed around Council buildings.
- Mechanic visit undertaken, Water vehicle has failed since visit and requires replacement.

#### Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Tested, invalid connection, unit will need checking
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

### **Division 3: Saibai**

#### Operations

- Manual Garbage Collection- Monday and Friday, Garbage truck currently tagged out.
- Vegetation Maintenance undertaken around Water Treatment Plant
- Grass Maintenance roadside from west end of community to office. School Road still to be finished.
- Apron Line Marking completed.
- Vegetation Maintenance around Cemetery undertaken.

#### Disaster Management

- Satellite Phone: Tested and Operational.
- HF Radio: Not Tested.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

### **Division 4: Mabuiag**

#### Operations

- Maintained airport apron area by cutting grass and removing of almond leaves from the fence line. Also slashing grass on the strip.
- picked up litter from the side of the roads and the park area.
- Decant fuel from fuel drums into Convault tank.
- Roadworks undertaken along road towards cemetery.

#### Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Tested, Not Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

### **Division 5: Badu**

#### Operations

- Garbage collection being completed manually twice a week.
- New Garbage Truck has arrive, training to be completed with staff
- Fix water leaks on Tamwoy St and Ahmat Street.
- General cleaning and maintenance completed along roadside, signs, jetty and ramp. Road maintenance and general cleaning at Tamwoy street, Mairu street, Ahmat street and Chapman Street.
- Grass Maintenance and general cleaning main park down off island & cape
- Grass maintenance and general cleaning inside and outside council office compound area and community hall area.
- Pressure Cleaning of Ramp completed.

#### Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested, no trained staff to complete, being test week commencing 8 July 2024.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

## **Division 6: Kubin**

### **Operations**

- Fuel pods moved to designated area. Contractor has been organised to commission the tanks.
- Clean up around SES/RFS shed undertaken.
- Barge Ramp pressure cleaned.
- Grass maintenance around sewer assets undertaken.
- Rubbish collection being completed Monday and Thursday.

### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: New unit installed, awaiting installation replacement speaker.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

## **Division 7: St Pauls**

### **Operations**

- Road maintenance in front of IBIS (YES) was Completed.
- Boat ramp works by EO'S completed Clean Gurney / Jetty Close
- Roadside grass maintenance to Kubin and maintain.
- Garbage collection completed twice a week.
- Grass maintenance all work areas and community.

### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Test and Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – NA

## **Division 8: Hammond**

### **Operations**

- Cemetery cleaned up in preparation for Tombstone Opening.
- Commence repairs along water front road.
- Manual handling garbage run as garbage truck tagged out. (action still in place)
- Cleaning and grass maintenance alongside of roads, and cleaning of drains commenced.
- Water daily check completed submit through SWIM/Daily check PH, Conductivity, Turbidity, Chlorine, and Water treatment plant. Water Officer trained other staff members in undertaking daily sampling and ecoli testing.

### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested and Operational, had to plug speaker back in.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

## **Division 9: Iama**

### **Operations**

- Manual handling of rubbish collection throughout community as garbage track tagged out. Commenced replacing broken bins.
- Housekeeping and grass maintenance completed at Sewer Treatment Plant
- Grass maintenance undertaken along runway at airport and including commencing removal of vegetation along fence line. Fenceline needs replacement.
- Maintenance around TSIRC office and sports oval undertaken.
- Complete in-house water sample testings received from other divisions.
- Repair water leaks around community.

### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested and Operational.



- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 10: Warraber**

##### **Operations**

- Compact landfill each week.
- Green waste and white goods collection throughout community undertaken.
- Road maintenance to be completed, waiting for repairs to backhoe to be completed.
- Grass maintenance undertaken around Sewerage Treatment Plant.
- Public areas around wharf maintained.

##### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested, call system disabled, unit needs reprogramming. Contractor engaged.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 11: Poruma**

##### **Operations**

- General waste area cleaned up at Landfill, providing more usable space.
- Continue to monitor freshwater pumps and chlorine system due to faults.
- Technical Officer trained staff on use of the jetting unit, to maintain sewer pump stations.
- Order new pumps and parts for the Sewerage Treatment Plant.
- Sand buildup at ramp cleaned up.
- Maintenance on wharf area platforms.

##### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested and Operational.
- Community Disaster Meeting Held – Yes
- Local Community Disaster Coordinator visit – Yes – 23 – 26 April 2024

#### **Division 12: Masig**

##### **Operations**

- Manual Garbage Collection due to garbage truck not being operational.
- Assist with preparations for NAIDOC week.
- Tidy up around community roads.
- Tidy up cargo laydown area
- Grass cutting around runway undertaken.

##### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested and Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 13: Ugar**

##### **Operations**

- Road maintenance to Native village, Heavy rain caused landslides and washouts.
- Grass Maintenance undertaken around all TSIRC facilities.
- Engineering Officer from Div5 Sent to assist in operation due to being short staffed.
- Meet Sea Swift barge and monitor.
- Tidy up roads that have washed out.

##### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested.

- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 14: Erub**

##### **Operations**

- Remove vegetation along water main between Esem Village and Banihun to allow access to repair water main.
- Fence installation repairs completed with contractor.
- Road patching completed from Treatment plant to intersection with Airport Rd.
- Major pavement failures reported to management along airport road.
- New garbage truck arrived, training of staff to be completed. Blessing of truck completed.

##### **Disaster Management**

- Satellite Phone: Tested and Operational.
- HF Radio: Tested, and Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 15: Mer**

##### **Operations**

- Meet Sea swift barge and monitor weekly.
- Vegetation Maintenance at Runway undertaken along edge of runway strip and around gable makers.
- Vegetation maintenance around Sewer Pump Stations undertaken.
- Water Desalination unit upgrade works undertaken; Desalination units are back online.
- Road works completed by contractor.

##### **Disaster Management**

- Satellite Phone: Tested and Operational
- HF Radio: Tested and Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	Local Government Act 2009, Disaster Management Act 2003
<b>Budgetary:</b>	Operating Costs as per approved Budget.
<b>Policy:</b>	
<b>Legal:</b>	
<b>Risk:</b>	Our communities are safe, healthy, and active.
<b>Links to Strategic Plans:</b>	Corporate/Operational Plan TSIRC Community Plan (2009-2029)
<b>Masig Statement:</b>	
<b>Standing Committee Consultation:</b>	NIL
<b>Timelines:</b>	

**Other Comments:**

MSQ Maritime Safety Queensland will be visiting Warraber Poruma and Iama from 25<sup>th</sup> to 27<sup>th</sup> June 2024. MSQ Workshops will provide Aboriginal and Torres Strait Island vessel owners and operators helpful information about safety management system requirements.

HF Radio repairs were completed in May 2024, this including the installation of a HF radio unit at Kubin. During recent testing it was found that the following units were suffering issues.

- Dauan – unit has no power.
- Mabuiag –
- Kubin – unit operational, however awaiting speaker this has been sent to the island, no one can locate it on the division, replacement speaker being arranged.
- Warraber – software issue with unit and needs to be sent back to manufacturer for repair.



**Authored:**

Mathew Brodbeck  
Manager, Engineering Services



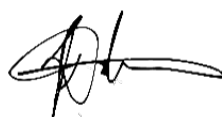
**Endorsed:**

David Baldwin  
Executive Director, Engineering Services



**Recommended:**

Adeah Kabai  
Head of Engineering



**Approved:**

James William  
Chief Executive Officer

Action Officer Contact Details: Mathew Brodbeck,  
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**ATTACHMENTS:**

Attachment 1 – SATPHONE Serviceability Checks  
Attachment 2 – HF Radio Serviceability Checks

		2023						2024					
Island Community	SAT Phone number	July	August	September	October	November	December	January	February	March	April	May	June
Boigu	0147 181 217	X	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Dauan	0147 181 228	✓	X	✓	X	X	✓	✓	X	X	✓	✓	✓
Saibai	0147 169 314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mabuiag	0147 169 325	X	X	✓	✓	✓	✓	✓	✓	U/S	✓	✓	✓
Badu	0147 181 778	✓	X	✓	X	✓	✓	✓	X	X	✓	✓	✓
Kubin	0147 181 178	✓	✓	✓	✓	U/S	✓	✓	✓	✓	✓	✓	✓
ST Paul's	0147 169 653	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hammond	0147 181 490	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Iama	0147 181 295	✓	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓
Warraber	0147 168 409	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Poruma	0147 180 275	X	✓	✓	✓	U/S	U/S	U/S	U/S	U/S	✓	✓	✓
Masig	0147 181 972	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ugar	0147 167 527	X	X	X	X	X	X	X	✓	X	✓	✓	✓
Erub	0147 168 918	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mer	0147 168 220	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
TI Office	0147 168 689	U/S	U/S	U/S	U/S	U/S	✓	✓	X	X	X	✓	✓
TI Engineering	0147 183 853	U/S	U/S	✓	X	✓	X	X	X	X	X	✓	✓
Cairns	0147 186 884	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

✓	Indicates succesful test
X	Indicates fail - test was not completed
U/S	Indicated Equipment requires servicing

Attachment 2  
HF Radio Serviceability Checks

	2023						2024					
Island Community	July	August	September	October	November	December	January	February	March	April	May	June
Boigu	✓	✓	X	✓	X	✓	✓	✓	✓	✓	X	✓
Dauan	✓	✓	X	✓	✓	✓	X	✓	✓	✓	X	U/S
Saibai	X	U/S	U/S	✓	✓	✓	✓	✓	✓	✓	X	✓
Mabuiag	U/S	U/S	U/S	✓	X	✓	X	✓	✓	✓	X	U/S
Badu	X	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓
Kubin	NA	NA	NA	NA	NA	NA	NA	NA	NA	U/S	U/S	U/S
ST Paul's	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓
Hammond	X	U/S	U/S	✓	X	✓	✓	✓	✓	✓	X	✓
Iama	✓	U/S	U/S	✓	X	✓	X	✓	✓	✓	X	✓
Warraber	✓	U/S	U/S	✓	X	✓	X	X	✓	X	✓	U/S
Poruma	✓	✓	X	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓
Masig	✓	✓	X	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	✓
Ugar	✓	✓	X	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓
Erub	✓	✓	X	U/S	U/S	U/S	U/S	U/S	U/S	✓	✓	✓
Mer	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓

✓	Indicates successful test
✓	Indicates test undertaken - no connection.
U/S	Indicated Equipment Issue
X	Indicates test was not completed
NA	Not HF Radio Available