



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 October 2024 will be held by Microsoft (TEAMS) as follows:

Tuesday, 15 October 2024

(Trustee Meeting – 9.00am to 10.30am)
(Ordinary Meeting – 10.30am to 5.00pm)

Day 1 - Microsoft (TEAMS) Meeting ID: 433 662 951 480 | Passcode: RZTTwY

Wednesday, 16 October 2024

(Ordinary Meeting – 9.00am to 5.00pm)

Day 2 - Microsoft (TEAMS) Meeting ID: 477 902 027 100 | Passcode: SMVCAZ

The attendance of each Councillor is requested.

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://www.tsirc.qld.gov.au/OrdinaryMeetings)

Please note that this meeting is live streamed on Council's YouTube Channel.

James William
Chief Executive Officer

11 October 2024



ORDINARY MEETING 15-16 OCTOBER 2024

AGENDA

Time: 10.30am to 5.00pm (Day 1 – 15 October 2024)

9.00am to 5.00pm (Day 2 – 16 October 2024)

Venue: Microsoft TEAMS Meeting

Day 1 - Microsoft (TEAMS) Meeting ID: 433 662 951 480 | Passcode: RZTTwY

Day 2 - Microsoft (TEAMS) Meeting ID: 477 902 027 100 | Passcode: SMVCAZ

ORDER OF BUSINESS

10.30am	<p>A. WELCOME & QUORUM CONFIRMATION ACKNOWLEDGEMENTS OPENING PRAYER OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p>D. LIVE STREAM. <i>This meeting is live streamed on Council's YouTube Channel.</i></p> <p>1. CONFIRMATION OF MINUTES (18 SEPTEMBER 2024)</p> <p>1.1. Action Items Update</p> <p>2. MAYORAL REPORT</p> <p>3. CHIEF EXECUTIVE OFFICER REPORTS</p> <p>3.1. CEO Monthly Report (October 2024)</p> <p>3.2. Policy Review: External Grant Funding Policy & Advocacy Policy</p>
11.30am	<p>3.3. TAP Update – <i>verbal update by Mr Scott Mason (CEO LG Services Group)</i></p>
	OFFICER REPORTS FOR DECISION
	<p>4. BUILDING SERVICES DIRECTORATE</p> <p>Nil</p> <p>5. COMMUNITY SERVICES DIRECTORATE</p> <p>5.1. Torres Strait Treaty – Suspension of Traditional Visits Over Christmas/New Year Period 2024-25</p> <p>6. CORPORATE SERVICES DIRECTORATE</p> <p>6.1 Community Grants Program Allocation (September 2024)</p> <p>6.2 Funding Acquisition Report (September 2024)</p> <p>6.3 TSIRC Meeting Schedule for 2025</p> <p>7. ENGINEERING SERVICES DIRECTORATE</p> <p>Nil</p>

8. FINANCIAL SERVICES DIRECTORATE

8.1 Financial Dashboard Report (September 2024)

8.2 Contractual Matter – Large Procurement Contracts Awarded Under Delegation)

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

10. BUILDING SERVICES DIRECTORATE

Nil

11. COMMUNITY SERVICES DIRECTORATE

Nil

12. CORPORATE SERVICES DIRECTORATE

Nil

13. ENGINEERING SERVICES DIRECTORATE

13.1. Rescind Resolution for Contract TSIRC 2023-602 Saibai School Road DRFA Works

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

13.2. Information Report – Capital Works

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

13.3. Funding Matter – TSIRC.0034.2324P.REC Disaster Recovery Funding Arrangement (DRFA)

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

13.4. Variation to Contract TSIRC 2021-357 Various Islands DRFA Works

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

14. FINANCIAL SERVICES DIRECTORATE

Nil

15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

17. ITEMS ARISING

	<p>18. INFORMATION REPORTS</p> <p>18.1. BUILDING SERVICES – Building Services Report (September 2024)</p> <p>18.2. COMMUNITY SERVICES - Community Services (September 2024)</p> <p>18.3. CORPORATE SERVICES - Corporate Services Information Report (September 2024)</p> <p>18.4. ENGINEERING SERVICES – Engineering Operations</p> <p>18.5. ENGINEERING SERVICES – Water and Wastewater</p>
5.00pm	<p>19. NEXT MEETING – 15 NOVEMBER 2024 (Cairns)</p> <p>➤ <i>Council Workshop (4-14 November 2024)</i></p> <p>20. CLOSE OF MEETING & PRAYER</p>



ORDINARY MEETING
18 SEPTEMBER 2024

MINUTES

Time: 10.30am
Venue: (Microsoft TEAMS)
Meeting ID: 450 516 418 607
Passcode: St9vxc

PRESENT:

Mayor

Division 2 – Dauan
Division 3 – Saibai
Division 5 – Badu / **Deputy Mayor**
Division 7 – Wug (St. Pauls Community), Mua Island
Division 8 – Kirirri (Hammond Island)
Division 12 – Masig
Division 13 – Ugar
Division 14 – Erub
Division 15 – Mer

Cr Phillemon Mosby
Cr Torenzo Elisala
Cr Chelsea Aniba
Cr Ranetta Wosomo
Cr John Levi
Cr Seriako Dorante
Cr Ted Mosby
Cr Rocky Stephen
Cr Nixon Mye
Cr Bob Kaigey

APOLOGIES:

Division 1 – Boigu
Division 4 – Mabuiag
Division 9 – Iama
Division 10 – Warraber
Division 11 – Poruma

Cr Dimas Toby
Cr Keith Fell
Cr Aggie Hankin
Cr Kabay Tamu
Cr Francis Pearson

Executive Director Financial Services
Executive Director Engineering Services

Ms Hollie Faithfull
Mr David Baldwin

ABSENT:

Division 6 – Arkai (Kubin), Mua Island

Cr Iona Manas

OFFICERS:

Chief Executive Officer

Executive Director Building Services
Executive Director Community Services
Executive Director Corporate Services
Head of Engineering Services
Head of Financial Services
Interim Executive Advisor to the CEO
Executive Support Coordinator
Executive Assistant to the Mayor
TSIRC Secretariat

Mr James William
Mr Wayne Green
Mr Dawson Sailor
Ms Susanne Andres
Mr Adeah Kabai – *for AI 13 only*
Ms Nicola Daniels – *for AI 8.1 only*
Ms Jessica Buxton – *for AI 3.1 only*
Ms Sharon Russell
Ms Trudy Lui
Mr Darryl Brooks

GUESTS:

Ms Nicole Carroll, Regional Development &
Engagement Manager FNQ, nbn Local

Deputation (Proposed nbn
Telecommunications Upgrades &
Australian Government's School
Student Broadband Initiative)

Mr Anthony Ottaway

Agenda Item 3.3 (CEO Report)

DRAFT

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

At 10.40am, the Mayor welcomed Councillors to the Ordinary Council meeting for the month of September 2024, noting that a quorum of members were present.

B. NOTING OF APOLOGIES

The following apologies were noted by Council:

Division 1 – Boigu	Cr Dimas Toby
Division 4 – Mabuiag	Cr Keith Fell
Division 9 – Iama	Cr Aggie Hankin
Division 10 – Warraber	Cr Kabay Tamu
Division 11 – Poruma	Cr Francis Pearson

Resolution

#C24-28/2024-09/B

CR ANIBA / CR LEVI

Council accepts the apologies of Cr Dimas Toby, Cr Keith Fell, Cr Aggie Hankin, Cr Kabay Tamu and Cr Francis Pearson for the September 2024 Ordinary Council Meeting.

CARRIED UNANIMOUSLY

C. CONFLICT OF INTEREST DECLARATIONS

The Mayor called for Councillors to declare any COI matters. No declarations were made. The Mayor also requested that if there are any legal matters involving Councillors, then Councillors should advise the Mayor as soon as possible.

D. LIVE STREAM

Nil.

1. CONFIRMATION OF MINUTES (21 August 2024)

#C24-28/2024-09/1

CR WOSOMO / CR MOSBY

Council confirms the Minutes of the Ordinary Meeting held on 21 August 2024.

CARRIED UNANIMOUSLY

1.1. Confirmation of Draft Minutes of Special Council Meeting (4 September 2024)

#C24-28/2024-09/1.1

CR LEVI / CR WOSOMO

Council confirms the Minutes of the Special Council Meeting held on 4 September 2024.

CARRIED UNANIMOUSLY

1.2. 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

The Mayor spoke to his report. The report was noted by Council.

➤ *The Mayor left the meeting at 11.30am and returned at 11.40am. Cr Ranetta Wosomo (Deputy Mayor) chaired the meeting during this absence.*

3. CHIEF EXECUTIVE OFFICER REPORT

3.1. TSIRC Advocacy Action Plan 2024-25

#C24-28/2024-09/3.1

CR WOSOMO / CR MYE

Council resolves to:

1. agree that Water Security will now form an additional priority (Advocacy Priority 11) for Council;
2. accept the draft Advocacy Action Plan (with Water Security added as Advocacy Priority 11) and for this to be finalised for publication; and
3. accept the aspirational statement "Advancing our unique region to be Sustainable, Prosperous and Liveable for all of our Communities."

CARRIED UNANIMOUSLY

The Mayor also confirmed that he has had full consultation and input into the Advocacy Plan and fully supports the document. The Mayor also expressed his appreciation to the CEO and his Executives for expediting this to completion in such a tight timeline.

Cr Rocky Stephen strongly recommended that the outstanding issue of Ugar dredging requirements and the transportation options for Ugar and Dauan be included. The Mayor stated that Advocacy Priority 1 (Safe, Accessible and Affordable Transport Infrastructure) is the TSIRC overall framework for the region and the Chief Executive Officer advised that priorities specific to Ugar and Dauan can be referenced to Advocacy Priority 1, but will need to be pursued as separate projects.

➤ *The Mayor adjourned the meeting from 12.00nn to 1.00pm for lunch.*

3.2. Memorandum of Understanding (MOU) – TSIRC and Torres Strait Regional Authority (TSRA)

#C24-28/2024-09/3.2

CR KAIGEY / CR WOSOMO

Council resolves to enter into the Memorandum of Understanding 2024-2027 between TSRA and TSIRC.

CARRIED UNANIMOUSLY

Action:

Chief Executive Officer to ensure that the Masig Statement is formally incorporated into the MOU between TSRA and TSIRC.

- *Mr Anthony Ottaway (ADO & Co Consultancy Pty Ltd, Chartered Accountants) joined the meeting.*

3.3. CEO Monthly Report (September 2024)

The Chief Executive Officer (Mr James William) spoke to his report.

Mr Anthony Ottaway (ADO & Co Consultancy Pty Ltd, Chartered Accountants) joined the meeting to speak to the 'Organisational practices and financial review' aspects mentioned in the CEO's Monthly Report.

#C24-28/2024-09/3.3

CR MYE / CR ANIBA

Council notes the Chief Executive Officer Report for September 2024.

CARRIED UNANIMOUSLY

DEPUTATION: nbn Presentation on Regional Connectivity

Council noted the deputation from Ms Nicole Carroll (Regional Development and Engagement Manager FNQ, nbn Local) on the proposed nbn Telecommunications Upgrades and her role within the Far North to lift the digital capability of regional and remote communities.

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

Nil.

6. CORPORATE SERVICES DIRECTORATE

- *Prior to briefing Council on AI 6.1, the Executive Director Corporate Services (Ms Susanne Andres) advised Council of the following applications which have been withdrawn for Council consideration at this meeting:*
- *Item 3 (CG2025-018 – Stanley Marama of Boigu) – ineligible. If supporting documentation is received, the application can be internally assessed/decided out of cycle and will require endorsement by Cr Toby; and*

- *Item 4 (CG2025-024 – Malu Kiwai RLC Boigu) – ineligible. Should acquittals and evidence of spending of previous grant funding by Council be provided, the current application can be internally assessed/decided out of cycle and will require endorsement by Cr Toby.*
- *The Mayor recommended that the application by Josephine David of Iama (CG2025-026) not be considered by Council in the absence of Cr Aggie Hankin (no indication in the paperwork that Cr Hankin supports the application). A recommendation from Cr Hankin is first required and the application can then be decided out of cycle.*
- *Cr Rocky Stephen declared a COI in relation to the application by the P&C Association of Ugar (CG2025-027) as he is a member of the Association. Cr Stephen also advised Council that he supports the application only for a total of \$2,500, exclusive of GST.*

6.1. Community Grants Program Allocation (August 2024)

#C24-28/2024-09/6.1

CR STEPHEN / CR ANIBA

- (a) Council resolves to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*.
- (b) For the reporting period, three (3) Community Grants applications were received for eligible amounts that require Council resolution:
 1. CG2025-015 – RESTORATION REVIVAL AUSTRALIA, SAIBAI for the amount of \$1,000.00, exclusive of GST;
 2. CG2025-016 – GAWATHAW KAAGUL RLFT, BADU for the amount of \$500.00, exclusive of GST;
 3. CG2025-027 – P&C ASSOCIATION of UGAR for the amount of \$2,500.00, exclusive of GST;
- (c) The Council notes the following:
 - zero (0) Community Grants applications were declined due to unavailable funds
 - two (2) Community Grants applications were deemed ineligible for funding
 - one (1) conflict of interest (COI) were declared
 - the grant applications processed out-of-cycle and funeral donations provided in August 2025.

CARRIED UNANIMOUSLY

- *The Deputy Mayor (Cr Ranetta Wosomo) advised Council that she has set a cap on her annual Community Grants budget to a total amount of \$2,000 per month. Therefore, if a total of four (4) applications are received for that month, those applications will be supported to a total of \$500 each (i.e. 4 x \$500 = \$2,000).*

6.2. Funding Acquisition Report (August 2024)

#C24-28/2024-09/6.2

CR LEVI / CR MOSBY

Council notes the report and its content.

CARRIED UNANIMOUSLY

6.3. TSIRC Annual Closedown 2024-25

#C24-28/2024-09/6.3

CR DORANTE / CR ANIBA

Council endorses that the annual Christmas/New Year closedown of operations commence from 12noon on Tuesday 24 December 2024 and reopen on Thursday 2 January 2025.

CARRIED UNANIMOUSLY

6.4. Council Insurance Renewal 2024-25

#C24-28/2024-09/6.4

CR WOSOMO / CR MOSBY

Council notes the Council Insurance Renewal Report 2024-2025.

CARRIED UNANIMOUSLY

7. ENGINEERING SERVICES DIRECTORATE

Nil.

8. FINANCIAL SERVICES DIRECTORATE

8.1. Financial Dashboard Report (August 2024)

#C24-28/2024-09/8.1

CR ELISALA / CR MYE

Council receives and endorses the monthly financial statements attached to the officer's report for the 2024-25 year to date, for the period ended 31 August 2024, as required under Section 204 of the *Local Government Regulation 2012*.

CARRIED UNANIMOUSLY

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2024-09/9

CR ELISALA / CR STEPHEN

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

10. BUILDING SERVICES DIRECTORATE

Nil.

11. COMMUNITY SERVICES DIRECTORATE

Nil.

12. CORPORATE SERVICES DIRECTORATE

Nil.

13. ENGINEERING SERVICES DIRECTORATE**13.1. TSIRC 2024-788 Marine Infrastructure Procurement – Expression of Interest**

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

#C24-28/2024-09/13.1

CR STEPHEN / CR WOSOMO

Council resolves to:

- Invite an expression of interest (EOI) procurement process in accordance with Section 228 of the *Local Government Regulation 2012* for the Torres Strait Islands Marine Infrastructure Project TSIRC 2024-788 comprising proposed jetty replacement works at Dauan, Saibai and Boigu Islands; and
- That an EOI is the preferred approach on the basis that it would be in the public interest to invite expressions of interest before inviting written tenders due to the nature of the proposed project work that requires specialist equipment and capabilities that are not readily available in the region, and that will generate maximum interest, transparency and competition; and
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this Procurement Process in accordance with section 288 of the *Local Government Regulation 2012* and as per Council's procurement and ethical sourcing policy.

CARRIED UNANIMOUSLY

13.2. Information Report – Capital Works

[Reason for this matter to be discussed in Closed Business: This matter contains information on 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".]

#C24-28/2024-09/13.2

CR STEPHEN / CR WOSOMO

Council resolves to note this report.

CARRIED UNANIMOUSLY

Action:

Inundation of Homes on Mer as a result of Coastal Erosion (Cr Kaigey)

Chief Executive Officer to organise a meeting of the Community Services and the Engineering Services Teams to do a Rapid Assessment of the impacted area and pursue urgent action from the Queensland and Australian Governments around these emergent issues. [The Head of Engineering Services advises that a Seawalls specialist coastal engineer has been engaged to do an assessment on the coastal

erosion to inform how best to address the matter at an operational level to inform when seeking an appropriate level of funding to address the situation].

14. FINANCIAL SERVICES DIRECTORATE

Nil.

15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2024-09/15

CR STEPHEN / CR ANIBA

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

CARRIED UNANIMOUSLY

16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

Council formally resolved on the decisions taken in relation to Agenda Items 10-14 above.

➤ *Cr Stephen left the meeting at 3.10pm.*

17. MATTERS ARISING

(a) Border Closure Dates for Torres Strait Treaty Traditional Visits over the Christmas/New Year Period 2024/2025

Cr Aniba requested that Council discuss this matter at the October 2024 Ordinary Council meeting. The Mayor agreed and advised Council that SARG will be discussing these matters and the Mayor will be meeting with newly appointed Treaty Liaison Officer.

The Mayor also advised Councillors that under no circumstances should the level of approved traditional visitors outnumber the population on Island as this imposes health and safety and security risks to our communities as well as serious border security issues.

Cr Elisala advised the Mayor that he would send through contact details of a Professor from New South Wales who recently addressed a GBK meeting on Boigu to give a new perspective communications between the two Traditional Inhabitant peoples under the Treaty.

(b) MOU between TSIRC and GBK

Cr Elisala (in his capacity as a member of GBK) advised Council that the TSIRC members on GBK have been tasked to push for a joint meeting between the two bodies. The Mayor responded by indicating that such a development is in the best interest of Council and the community for this to happen because there has been inconsistency with conversations/messages to community from both sides. The Mayor added that this matter will need to be progressed through the Culture, Arts, Land and Heritage (CALH) Advisory Committee in the first instance.

The Chief Executive Officer (Mr James William) addressed the Council (and more directly those Councillors who hold dual positions on TSIRC and GBK in relation to this matter) stressing quite clearly that the proper process moving forward would be for GBK to formally write to Council with a proposal. The Chief Executive Officer further stressed

that if GBK has tasked GBK members who are also TSIRC members to progress GBK business whilst in attendance at TSIRC meetings, then those Councillors immediately have a Conflict of Interest. It is in the best interest of community that all major stakeholders in the region have a good, effective working relationship that has been properly formalised. When Councillors sit in TSIRC meetings, it is the Councillors' sole responsibility to deliberate on Council's best interest and the best interest of community because that is an elected Councillor's public mandate.

The Chief Executive Officer further stressed that this same principle applies to all Councillors who hold dual positions on any other bodies.

The Chief Executive Officer concluded, therefore, that it would be prudent for GBK to formally write to TSIRC seeking to explore partnership on what terms.

Action:

Mayor to forward to the CALH Advisory Committee Chair (Cr Aniba) information regarding aspirations to be captured in a MOU between TSIRC and GBK.

(c) Mandatory Training for Councillors

The Mayor stressed and requested that all Councillors ensure that they complete their mandatory training as Local Government elected members, advising that there are legislative deadlines for this training to be completed and failure to meet those deadlines will result in penalties such as suspension from Office. The Chief Executive Officer further advised that this compliance requirement is singularly the most urgent matter individually for Councillors to attend to.

Action:

ALL COUNCILLORS – to prioritise completion of the mandatory training as Local Government elected members.

(d) Masig Statement Taskforce for Each Division

The Mayor requested that Councillors prioritise the establishment of the Masig Statement Taskforce on each Division as impetus continues to build around the region and on the mainland to strategically progress the Masig Statement aspirations.

18. INFORMATION REPORTS

18.1. BUILDING SERVICES – Building Services Report (August 2024)

#C24-28/2024-09/18.1

CR ANIBA / CR MOSBY

Council resolves to note the Building Services Report for August 2024.

CARRIED UNANIMOUSLY

18.2. BUILDING SERVICES/COMMUNITY SERVICES – Information Report – Housing Register Update

#C24-28/2024-09/18.2

CR LEVI / CR MOSBY

Council resolves to note the Information Report for the Housing Register Update.

CARRIED UNANIMOUSLY

Action:

Executive Director Community Services to follow up out-of-session a matter raised by Cr Aniba in relation to options available to a family living in a home on Saibai that Qbuild have advised is unfit for occupation.

18.3. COMMUNITY SERVICES - Community Services (August 2024)

#C24-28/2024-09/18.3

CR LEVI / CR WOSOMO

Council resolves to note the Community Services Report for August 2024.

CARRIED UNANIMOUSLY

Action:

Executive Director Building Services to follow up a matter out-of-session raised by Cr Kaigey in relation to lengthy delays with work orders on Mer.

18.4. CORPORATE SERVICES - Corporate Services Information Report (August 2024)

#C24-28/2024-09/18.4

CR ANIBA / CR MOSBY

Council notes the Corporate Services Report for the month of August 2024.

CARRIED UNANIMOUSLY

18.5. ENGINEERING SERVICES – Engineering Operations

18.6. ENGINEERING SERVICES – Water and Wastewater

Council noted the Engineering Services reports (AI 18.5 and AI 18.6) above. The Mayor encouraged Councillors to follow-up directly with Executive Directors if they required clarification on any matters contained in the Information Reports.

19. NEXT MEETING – 15-16 OCTOBER 2024 (Dauan)

Noted by Council.

20. CLOSE OF MEETING & PRAYER

The Mayor thanked Councillors and staff for their contributions to this monthly meeting of Council.

The Mayor formally closed the meeting at 4.10pm and the Deputy Mayor (Cr Wosomo) delivered the closing prayer.

MINUTES CONFIRMED – 15 October 2024

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Cr Phillemon Mosby
Mayor
Torres Strait Island Regional Council
Date: 15 October 2024

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 15 October 2024

DRAFT

AGENDA ITEM 1.1



ORDINARY MEETING ACTION ITEMS

[Updated as at 8 October 2024]

Agenda Item	Action	Action Area	Current Status
September 2024 Mtg AI 3.2 MOU – TSIRC & TSRA	Chief Executive Officer to ensure that the Masig Statement is formally incorporated into the MOU between TSRA and TSIRC.	CEO	
September 2024 Mtg AI 13.2 Info Report – Capital Works	<u>Inundation of Homes on Mer as a result of Coastal Erosion (Cr Kaigey)</u> Chief Executive Officer to organise a meeting of the Community Services and the Engineering Services Teams to do a Rapid Assessment of the impacted area and pursue urgent action from the Queensland and Australian Governments around these emergent issues. [The Head of Engineering Services advises that a Seawalls specialist coastal engineer has been engaged to do an assessment on the coastal erosion to inform how best to address the matter at an operational level to inform when seeking an appropriate level of funding to address the situation].	CEO / ED Community Services / ED Engineering Services	Occupancy relocation is being discussed with PBC and Housing formally. Also, BSU Executive leading conversation with Dept of Housing re Building, post-State Election advocacy is required for financial support demolition of 4x impacted properties
September 2024 Mtg AI 17 Matters Arising	MOU between TSIRC and GBK Mayor to forward to the CALH Advisory Committee Chair (Cr Aniba) information regarding aspirations to be captured in a MOU between TSIRC and GBK.	Mayor	

Agenda Item	Action	Action Area	Current Status
September 2024 Mtg AI 17 Matters Arising	Mandatory Training for Councillors ALL COUNCILLORS – to prioritise completion of the mandatory training as Local Government elected members.	All Councillors	
September 2024 Mtg AI 18.2 Info Report – Housing Register Update	Executive Director Community Services to follow up out-of-session a matter raised by Cr Aniba in relation to options available to a family living in a home on Saibai that Qbuild have advised is unfit for occupation.	ED Community Services	Completed. Options from Housing were considered by Cr Aniba. Cr Aniba to liaise with Saibai PBC and advise of outcome so allocation process can proceed. Family in question is aware of the status.
September 2024 Mtg AI 18.3 Info Report - Community Services	Executive Director Building Services to follow up a matter out-of-session raised by Cr Kaigey in relation to lengthy delays with work orders on Mer.	ED Building Services	
August 2024 Mtg AI 6.2 Funding Acquisition Report (July 2024)	Cr Keith Fell requested an update on the Operational Project Funding 2024-2025 for the Mabuiag Dump Road Upgrade. The Chief Executive Officer advised that the Executive Director Engineering Services will provide Cr Fell with an update out of session.	ED Engineering Services	Funding is confirmed. Works are being designed and will then go out to tender. Contractor to be award and works forecasted to be progress in 2025.
July 2024 Mtg AI 13.2 Information Report – Capital Works	Cr Toby requested an update in relation to the Boigu Road. The Executive Director Engineering Services to follow-up and advise out of session.	Executive Director Engineering Services	Work was done as part of the Top Western 'QRA Scope of Works'. Most recent wet season events currently being picked up/scoped by QRA and will form part of the likely Jasper Funding Round outcome.
July 2024 Mtg AI 17(a)	Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit.	Executive Director Community Services	In progress. TCHHS CEO Mr Rex O'Rourke on leave, however his office is sending information to TSIRC CEO and

Agenda Item	Action	Action Area	Current Status
Funding for Dialysis Unit on Badu	➤ <i>Mayor strongly requests that consideration be given to financial costs to Council for this project (and other projects across the TSIRC footprint) to be implemented on-ground (i.e. water and infrastructure, etc).</i>		ED Community Services (no info received as at 21/8/24). Early advice is that TSIRC will be formally approached in writing on this matter after a consultation process by TCHHS in October 2024. Cr Wosomo to advise outcome of the community consultation
Mer Housing July 2024 Mtg AI 17(c)	Executive Director Community Services to provide advice on options for families effected by upcoming demolition (alternatives to demolition due to shortage of housing).	Executive Director Community Services	Remains in progress. Both properties are not occupied, occupants staying with relatives. Housing will liaise with Cr Kaigey and PBC to address overcrowding and vacant homes. Demolition of asset is not expected for a while. Ongoing. Housing is organizing with PBC on options considering land sensitivity.
May 2024 Mtg AI 16 Items Arising	<u>Strategic Briefing for the 10 x TSIRC Priorities & Investment Plan in Council Assets</u>	Chief Executive Officer	In progress. CEO has viewed a final draft of the Asset Investment Plan and further refinements are still required. Similarly, work is currently underway in relation to Council's Operational Plan as to what the budget forecasting should look like. It is expected that these two items should be completed for presentation to Council in November 2024 for implementation by end-2024.
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	Ongoing. Option will be explored once other priority matters including Rental Debt Management approach is proposed for CEOs approval. No further updates.

Agenda Item	Action	Action Area	Current Status
Apr 2024 Mtg AI 2.1 Community Grants Program Allocation (Apr 2024)	Council's Community Grants Policy to be reviewed as part of the May 2024 Council Workshop agenda.	ED Corporate Services	In progress. SARG has agreed that the updated policy to be submitted to Council's November 2024 Workshop for further discussion. 06/10/24 – to be scheduled for November Workshop
Jan 2024 Mtg AI 21 Fuel & Fleet Update	Executive Director Corporate Services to brief Council on contingency fuel supplies across the TSIRC footprint.	ED Corporate Services	The generators are on route from Townsville. The supplier will not 'guarantee' the generators unless they are housed in an enclosed area (shed). Currently sourcing sheds/covered area for each location. ED Corporate Services has stipulated that the installation must occur before the Wet Season arrives. 06/10/24 – project progressing
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. Offshore disposal report has been issued to Engineering Services and is to be communicated to Cr Stephen once further reviewed.
Sept 2023 Mtg	ED Corporate Services to explore social media options	ED Corporate Services	In progress. Discussed at May Council workshop.

Agenda Item	Action	Action Area	Current Status
AI 7 Mayor Report	for Councillors to promote TSIRC News.		Requires further development. Will be discussed at the November 2024 Council Workshop. 06/10/24 – to be scheduled for November Workshop



Torres Strait Island
REGIONAL COUNCIL

MAYORAL MONTHLY REPORT

**PERIOD: SEPTEMBER |
OCTOBER 2024.**

MAYOR ENGAGEMENTS

VERBAL UPDATE

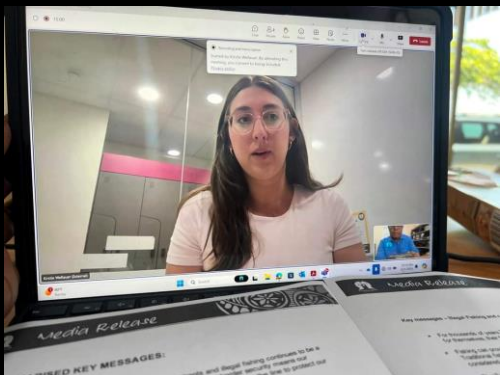
September 2024

- 9 September | QPS | Community Safety Meeting.
- 16 September | Truth telling and Healing inquiry | Brisbane.
- 16 September | Meeting with Minister Leanne Enoch | Brisbane.
- 19 September | DSDLGAP ICCOE Project | Arun Pratap | Cairns.
- 19 September | NITV Interview | Qld Truth Telling.
- 24 September | Bilateral Shane Geddes | DCCEEW | Cairns.
- 26 September | Climate Adaption Resilience Centre TS & NPA | TI
- 27 September | Blessing of redevelopment Health Centre | TI
- 27 September | Torres Strait Coalition Meeting with Minister Leanne Enoch | TI

October 2024

- 1 October | AFP | Federal Agent Stefan Noble, Stacey Ward | TI
- 1 October | ABC Interview Border Security | TI
- 1 October | DFAT | TJ Oberleuter, Ugarie Mene | TI
- 2 October | Aaron Fa'Aoso | TI
- 2-3 October | RIAC | TI
- 3 October | ABF | Cheryl Chalpin | Treaty operational | TI
- 4 October | Tagai Campus Cultural Day | TI
- 4 October | Mayor Seriat, Kailu Luffman | TI
- 4 October | OIC Major Mike Kitting | 51st Battalion Charlie Company | TI
- 9 October | Sandy Killick, Democracy Matters | MS Teams
- 10 October | IKC Poruma Elders | Poruma
- 10 October | LGAQ Showcase run through | MS Teams
- 10 October | LGAQ & ILF Mayor catch-up | MS Teams







ORDINARY MEETING

15-16 OCTOBER 2024

Agenda Item

3.1

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 September 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

- Working on finalising 23/24 Financial Statements and Audit process.
- Progressed the Starlink and network equipment project for installation in early October.
- Commence rollout of multiple programs across the region - Gather + Grow project around food security. This will compliment the development of Local Health Plans; Deadly Diabetes; Quit Smoking Program.

2. Media Coverage

- Nil

3. Building Services

Highlights

- Schedule of rates contracts have been called and closed – great response from contractors.
- Met with Dept of Housing to progress with the 10-year Housing plan to address Housing needs over the next 10 years – Community Services also involved.
- Continued increased delivery of all Tiers across all Divisions for this FY – increased Rev.
 - Sept 2023 - \$ 5.1m
 - Sept 2024 - \$9.8m
- In 2021/2022 financial year TSIRC delivered \$6m in maintenance for the F/Y currently 3 months into 24/25 FY TSIRC has billed \$5.5m – great work by the team!!

Key focus areas for the month ahead:

- Upgrade of Tools / Resources to improve delivery of services for our front-line staff – further increase revenue for Council – this will further increase revenue.
- Progress with the delivery of the Housing Investment Program and firmer dates for delivery of Mabuiag Houses through the MMC. Build relationships with PBC and Community.
- Evaluating the Schedule of Rates (SoR) tenders which closed first week of October – Meeting to be held with all contractors.
- Address the 800 invoices yet to be billed to our funding partners – approx \$2m extra in revenue.
- Meet with funding partners to discuss taking on extra responsibilities regarding Annual Property Inspection for Dept of Housing – additional revenue stream for TSIRC.

4. Community Services

Highlights:

Health & Wellbeing

- Commence rollout of multiple programs across the region - Gather + Grow project around food security. This will compliment the development of Local Health Plans; Deadly Diabetes; Quit Smoking Program.
- Digital Inclusion: Funding agreement executed by TSIRC and now with SLQ for execution prior to rollout of program. This will see the existing 10x IKCs fitted with new digital equipments with programs which will increase attendance and involvement with our IKCs.

Housing

- Develop Rental debt recovery plan with Moray & Agnew
- Ongoing debt management matters – addressing the low level debts quickly and actioning non-rental payment with QCAT.
- One QCAT matter for Warrant of Possession is being appealed with QCAT. Housing is working closely with Lawyers.
- Working with BSU, presenting draft 10yr Housing Capital Strategy to Dept of Housing Officers. Draft included prioritization of housing builds based on needs.
- Housing Manager and Tenancy Support Officer attending annual Indigenous Housing Conference in Brisbane. This proved a good opportunity for building networks.

Environment & Health

- Successful appointments to 4x Senior Environment & Health Worker positions.
- Increased complaints for dog attacks investigated and in progress.
- Streamline pest management administrative process with BSU for efficient revenue flow.

Key focus areas for the month ahead:

- Environment & Health annual workshop
- Ongoing support for Lonestar (Aaron Fa'aoso) community consultation of Strait to the Plate
- Logistical support on ground for State Govt Elections & TSRA Elections; Asset Valuation with TSIRC Finance; and TSIRC Corporate Plan consultation.
- Planning for 25/26 Operational Plan and identifying funding.

5. Corporate Services

Highlights:

- Progressed the Starlink and network equipment project for installation in early October.
- Stakeholder consultations for Alternative Transport Feasibility Study completed.
- Commenced review of meeting management software options.
- Inaugural Strait From The Top internal staff e-newsletter issued.
- Further four (4) garbage trucks arrived from the Gold Coast.
- Successful community meetings Dauan and Masig on the Trustee Policy and home ownership options.
- Iama DOGIT transfer Court Proceedings, the court ruled in favour of Council.
- Successful visits to division for WHS and P&W teams.

Key focus areas for the month ahead:

- Starlink and network equipment installations.
- IT security testing.
- Rounds 2, 3 and 4 of community consultations Corporate Plan scheduled during October.
- Preparation of November Councillor workshop.
- Backup generators for fuel supply facilities.
- Continuing community consultation on the Trustee Policy, Warraber and Poruma in October.
- CA negotiation meetings with unions and union employee representatives.
- Review ERP system capabilities.

6. Engineering Services

Highlights:

- Additional funding offer from TMR of \$1.5M – Eng Dept assessing project option and capacity to deliver within timeframe, likely project is Boigu Rd if go-ahead.
- Emergency back-up water source connected and operational – at Saibai due to fire at lagoon elect transformer.
- Fires at Mabuaig, Saibai, Mer – eng dept assisted with control etc.
- Saibai Rd project commenced on-island.
- First report issued to C'th for the Marine Project, progress on-track.
- Tenders for Warraber sewage pumpstations received.
- Measures put in place or underway to address serious water security issues at Saibai, Boigu, Mabuaig, Kubin, St Pauls, Erub.
- Erub reservoir major renewal works progressing well.

Key focus areas for the month ahead:

- Ergon transformer fix at Saibai water lagoon, to alleviate emergency situation.
- Water security across multiple communities.
- Masig seawalls – improvement in productivity, but concerns to be addressed about damaged bag frames.
- Saibai Road progress – major project.
- EoI to be released for Marine Project.
- TMR additional funds – confirm viability to enter into agreement.
- Badu rising main/disinfection works commencement.

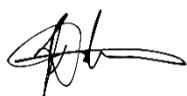
7. Financial Services

Highlights:

- Working on finalising 23/24 Financial Statements and Audit process.
- CiA implementation – remediation works before go-live
- Workshop with Mayor and JLL to walk through Draft 5-year Capital Investment Plan
- Organisation and preparation for Valuation Team (JLL & TSIRC representatives) to visit all islands in mid to late October.
- Executive and CEO sign off of Corporate Overhead Model.
- Sustainability and Service Review Workshops with ADO and individual department Executive Directors and Managers completed.
- Proposed amendments to Budget Review Process discussed with ELT.

Key focus areas for the month ahead:

- Updating Council's Asset Management Plans and Strategic Asset Management Plan.
- Commencement of Comprehensive Valuation.
- Valuation Team (JLL & TSIRC representatives) to visit all islands in mid to late October to complete asset inspections.
- Implementation of Corporate Overheads.
- Recruitment of vacancies.
- Updating Council's Asset Management Plans and Strategic Asset Management Plan
- Finalisation of 5-year Capital Investment Plan.
- Prioritising the sustainability initiatives for implementation with ELT.
- Workshopping draft charter and membership for the Sustainability and Organisational Improvement Committee (SOIC) with ELT.



James William
Chief Executive Officer



Office of the Chief Executive Officer

AUTHOR: Interim Executive Advisor to the CEO

POLICY REVIEW: EXTERNAL GRANT FUNDING POLICY & ADVOCACY POLICY

OFFICER RECOMMENDATION:

The Council resolves to:

1. amend and adopt the External Grant Funding Policy previously adopted by Council, in the terms presented to Council at today's Ordinary Meeting;
2. adopt the new Advocacy Policy; 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.

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, Council can enact additional policies over and above the legislative requirements to further strengthen governance and the strategic capability of council.

The listed policies have been drafted to provide principle based enabling governance structure to support these critical and strategic functions of Council and to provide an overview to Councillors, Council officers, and the community of the particulars regarding the two listed policies.

INTERESTED PARTIES/CONSULTATION:

- Chief Executive Officer
- Executive Director Corporate Services
- Manager Administration and Communication

BACKGROUND:

Policy	Changes
<p>External Grant Funding Policy</p> <p>The policy applies to any external grant funding sought by Council.</p> <p>This existing policy was previously endorsed in 2021, with an annual review date of June 2024.</p>	<p>Significant rewrite of existing policy to provide an external grant funding policy that is strategic and enabling for council given the criticality of councils revenue position and the challenges that this presents.</p> <p>The policy has been drafted to maximise Council's ability to source external grant funding and minimise the potential for missed opportunities.</p> <p>The policy has been drafted to reflect the corporate structure and role of Councillors in decision making to ensure Council is agile and responsive to grant funding announcements.</p> <p>The policy has been drafted to ensure that council seeks funds that directly tie to Council's integrated planning and reporting framework, such as the five-year Corporate Plan.</p>
<p>Advocacy Policy</p> <p>During the SARG committee meeting held on 14 August 2024 it was determined that Council needed an Advocacy Policy.</p>	<p>New policy drafted.</p> <p>The policy has been drafted to be a 'principle based' policy that is broad and strategic in nature to ensure Council is not constrained when undertaking its advocacy activities.</p> <p>The policy defines the role of advocacy and its purpose and incorporates three core principles in terms of councils approach to advocacy - evidence based, transparent and pro-active.</p> <p>The policy will be supported by a comprehensive Advocacy Framework, currently being drafted.</p>

COMPLIANCE/CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012 Public Service Act 2008</i>• <i>Public Sector Ethics Act 1994</i>• <i>Statutory Bodies Financial Arrangements Act 1982</i>• <i>Statutory Bodies Financial Arrangements Regulation 2007</i>
Budgetary:	N/A
Policy:	External Grant Funding Policy Advocacy Policy
Legal:	Requirement under the Local Government Act 2009 and the Local Government Regulation 2012
Risk:	
Links to Strategic Plans:	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.
Masig Statement:	N/A
Standing Committee Consultation:	Initial policy drafts were tabled with SARG, where it was determined they would be rewritten.
Timelines:	Reviewed as required

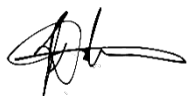
OTHER COMMENTS:

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

Prepared/Recommended:

Jessica Buxton
Interim Executive Advisor to the CEO

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Attachment 1: External Grant Funding Policy
Attachment 2: Advocacy Policy

External Grant Funding Policy (draft)

1. PURPOSE

The purpose of this policy is to establish the criteria and decision making to be applied when considering external grant funding opportunities.

2. SCOPE

This policy applies to all external grant funding opportunities whether in cash or in-kind and applies if Council proposes to be a sole or joint funding applicant.

3. LINK TO CORPORATE PLAN

- People *Bisnis* - *Pipol*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

4. POLICY STATEMENT

Torres Strait Island Regional Council (TSIRC) is heavily reliant on external grant funding as a source of revenue due to the largely unrateable nature of its local government area.

Much of the funding available to local governments is competitive and tied to specific projects and outcomes. Funding opportunities are provided by the Federal and State Governments, as well as other private and public sector organisations to support and enable infrastructure development and other activities.

Whilst grants are a critical source of funding for Council projects and activities, they need to be considered in the context of Council's priorities, planning framework, extent of responsibility, capacity to deliver projects and/or services and ability to afford any contribution and/or ongoing associated costs.

This policy sets out the key policy principles and guidelines at what level of the organisation decision making will be made.

Policy Principles

- 4.1. Council will seek external grant funding for projects and activities that align with Council's key strategic priorities and plans.
- 4.2. Council Officers as identified in Council's Delegation Register, are authorised to lodge external grant funding applications for projects that meet one or more of the following criteria:
 - a) Projects which have been approved in Council's Capital and Operational Budget Cycle

- b) Projects that are included in Council's strategic objectives and Integrated Planning and Reporting Framework and/or Asset Management Plans and the funding generally aligns with the priority for delivery of the projects
 - c) Projects that have been identified to be funded from Council's recurrent funding programs and prioritised for delivery in the relevant recurrent funding period
 - d) Minor projects where it has been determined that the value of the external grant is greater than the value of the resources required to apply, report and acquit the external funding or where the community need is determined to be of greater importance
 - e) Disaster recovery works where the State and Federal Governments have made funding available for recovery following a disaster or emergency event.
- 4.3. Council recognises that Councillors are elected to represent the views of the community and therefore Councillors will be the decision makers in relation to any grant application that falls outside of Section 4.2.
- 4.4. Council will consider the following factors in its decision making:
- Alignment with strategic and operational plans and the priority of the project
 - Emerging needs in the community demonstrated through evidence-based data and information
 - Council's ability to provide co-contribution (whether that be matched funding or in-kind) where required
 - Council's capacity to deliver the project within the constraints of Council resourcing and other budget commitments
 - Whether the funding stream is the only funding source and/or most appropriate funding stream for the proposed project
 - The readiness of a project and any associated risks
 - Collaboration and opportunities with other stakeholders/partners
 - The potential for Council to be competing against other business or community organisations for the funding
 - Any reputational issues that may arise from making a decision to apply for, or not to apply for external grant funding opportunities
 - The benefits the community will obtain from the project.
- 4.5. The CEO may also decide that any external grant funding application, including those identified for Council Officer level decision making, be referred to Council for decision making where it is determined that the proposal would benefit from Councillor consideration.
- 4.6. In the event external grant funding opportunities are received at short notice preventing them from being tabled for decision as part of Council's normal meeting cycle and where they fall outside of the scope of Section 4.2, the CEO as soon as practical, will:

- a) Inform all Councillors of the external grant funding opportunity, the scope and eligibility requirements; and
- b) Advise Councillors of any potential projects applicable to the funding opportunity.

In these circumstances the CEO is authorised to approve the submission of external grant funding applications.

- 4.7. A monthly report detailing all external grant funding applications, progress and outcomes will be presented to Council, ensuring elected representatives are kept updated and informed.

5. CONFLICT OF INTEREST

Council's Elected Members must be committed to make decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

6. RECOGNITION TREATMENT

Grant revenue recognition will comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

7. MANAGEMENT

The Grants Management Procedure outlines the responsibilities of the various officers and stakeholders.

8. DEFINITIONS

Eligibility	Council's ability to meet the required application conditions, as stipulated by the funding body.
CEO	Chief Executive Officer of Torres Strait Island Regional Council who holds an appointment under Section 194 of the <i>Local Government Act 2009</i> and includes a person acting in this position
Council	Torres Strait Island Regional Council
Councillor	An elected representative of Torres Strait Island Regional Council as defined under the <i>Local Government Act 2009</i> and includes the Mayor
External Grant	Means any assistance by way of a sum of money or other resource provided to Council on the condition that the assistance is used for a specified purpose/s
Integrated Planning & Reporting	Council's 5-year corporate and annual operational plans, and other related legislative documents such as the annual budget, long-term financial forecast and asset management plans.

In-kind	Means co-contribution that can be made up of council resources tied to the project (generally people and/or equipment)
Minor Project	Project values up to and including \$20,000
Recurrent Grant Funding	Grant funding that is generally provided to Council on an annual or otherwise basis subject to Council meeting the ongoing eligibility, acquittal or submission requirements

9. RELATED DOCUMENTS AND REFERENCES

This policy is established with reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as the following Council policies and key documents:

- Acceptable Request Guidelines Policy
- Grants Management Procedure
- 5-Year Corporate Plan
- Annual Operational Plan
- Annual Budget (incl. Long Term Financial Plan)
- Asset Management Plans

10. REVIEW

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:	July 2027
Review history:	2021

Advocacy Policy (draft)

1. PURPOSE

Council's advocacy policy provides the overarching principles on how Council will advocate on behalf of residents to persuade decision-makers and leaders in government to act in the best interests of our community. In principle, Councillors are elected to advocate on behalf of community to ensure our residents have their voices heard. Council provides a pathway to policy reform, advocating for resources and educating policy makers on issues relevant to our community.

2. SCOPE

This policy applies to all advocacy efforts and activities undertaken by Council representatives.

3. LINK TO CORPORATE PLAN

- *People Bisnis - Pipol*
- *Sustainability Bisnis - Mekem las long*
- *Prosperity Bisnis – Pruitpul*

4. POLICY STATEMENT

Advocacy is the intentional undertaking of activities with the goal to influence policy making and effect change. In the context of Local Government, advocacy is undertaken to benefit our residents and the wider community.

Council-led advocacy works on behalf of residents to access and secure government funding – state and federal – to deliver infrastructure, facilities and services that are beyond our responsibility and ability to fund.

We seek to take action to influence stakeholders and decision makers with political and/or funding power to implement public projects and policies that benefit our communities, enabling change and transformation.

Our Council will advocate strategically to address the issues that matter to our community. Our advocacy efforts will be aligned to Council's 5 Year Corporate Plan, Advocacy Action Plan and related strategies and is needed to;

- a) Seek and foster strategic partnerships
- b) Raise awareness of any local issues and obtain support from State and Federal Governments and other stakeholders

- c) Increase funding for infrastructure and services aimed at driving economic, environmental and social outcomes
- d) Influence governance frameworks to drive economic, environmental and social outcomes
- e) Clarify and inform the community on roles and responsibilities of all tiers of Government.

4.1 Policy principles

Council's advocacy policy is based on the following principles:

- a) Evidence-based - Council will only discuss and agree to advocacy priorities following extensive research and analysis of the issue.
- b) Transparency - Council will inform the community on agreed advocacy priorities to raise awareness of local issues.
- c) Pro-active - Council is taking a pro-active approach to influence policy making on behalf of the community.

4.2 Measuring our success

Council recognises that advocacy efforts are undertaken in a dynamic policy environment, and that legislative changes or government priorities can take many years to realise. We will measure our success through the following;

- a) Confirmed support from key organisations and stakeholders
- b) Advocacy priority included in election campaigns
- c) Changes made to policies and strategies
- d) External grants and funding received
- e) Engagement from the community.

5. DEFINITIONS

Advocacy Action Plan	Annual plan outlining Council's top advocacy priorities
Council	Torres Strait Island Regional Council
Councillor	An elected representative of Torres Strait Island Regional Council as defined under the <i>Local Government Act 2009</i> and includes the Mayor
Election Campaign	State and Federal election campaigns where issues affecting the Torres Strait are used as election commitments

External Grant	Means any assistance by way of a sum of money or other resource provided to Council on the condition that the assistance is used for a specified purpose/s
Economic	Improved economic capacity creating better conditions for economic growth and job creation
Environmental	Regulations, laws, and other tools used to deal with environmental issues such as the management of land, freshwater, oceans, forests, air, natural resources, and wildlife.
Social	Initiatives, public policies, planning, and regulations supporting social issues and community wellbeing

6. RELATED DOCUMENTS AND REFERENCES

This policy is established with reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as the following Council policies and key documents:

- 5-Year Corporate Plan
- Annual Advocacy Action Plan
- Annual Operational Plan
- Annual Budget (incl. Long Term Financial Plan)

7. REVIEW

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	
Responsible Officer	
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	July 2027
Review history:	NA



ORDINARY MEETING

15-16 October 2024

Agenda Item

5.1

DIRECTORATE: Community Services

AUTHOR: Executive Director Community Services

TORRES STRAIT TREATY – SUSPENSION OF TRADITIONAL VISITS OVER CHRISTMAS/NEW YEAR PERIOD 2024-25

OFFICER RECOMMENDATION:

Council:

- (a)** Resolves that traditional inhabitant visits between Papua New Guinea and Australia under the *Torres Strait Treaty* will be suspended from close of business on Friday 20 December 2024 and will resume on Monday 3 February 2025; and
- (b)** Agrees that Councillors (as authorising officers) will strictly adhere to the suspension dates and to ensure that this suspension period is clearly communicated throughout the community.

EXECUTIVE SUMMARY:

A special provision of the *Torres Strait Treaty* allows free movement (without passports or visas) between Australia and Papua New Guinea for traditional activities. This is only for Torres Strait Islanders and for coastal people from Papua New Guinea who live in and keep the traditions of the region.

The TSIRC Mayor met recently with relevant Australian and Queensland Government officials to discuss the suspension of traditional inhabitant visits during the upcoming Christmas and New Year period. It was agreed that traditional inhabitant visits will be suspended from close of business on Friday 20 December 2024 and will resume on Monday 3 February 2025.

Following endorsement of the proposed suspension period, the Executive Director Community Services will distribute a notice to all Divisions advising of the suspension dates.

INTERESTED PARTIES/CONSULTATION:

- TSIRC Mayor
- Department of Foreign Affairs and Trade

BACKGROUND:

The Torres Strait Treaty was signed in December 1978 and entered into force in February 1985. It defines the border between Australia and Papua New Guinea and provides a framework for the management of the common border area. Both Australia and Papua New Guinea have liaison officers, based respectively at Thursday Island and Daru, who consult regularly on the implementation of the Treaty at the local level.

Council agreed at its meeting in November 2023 to the following guiding principles for Councillors to observe as authorising officers during this suspension period:

- No new traditional visits into the Torres Strait should be approved to occur between the entire closure period. For example, this year if an event involving traditional visitors is scheduled for 20 January 2025 on Boigu, then those traditional visitors must arrive on Boigu prior to close of business on 20 December 2024 and if their Prior Approval Notice period expires on 27 January 2025, then they must return to Papua New Guinea on 27 January 2025. *Visitors must remain only for the stated time on their Prior Approval Notice, then they must return.*
- Councillors are the only 'authorising officer' for Prior Approval Notices. (On previous occasions, some native title holders have asserted that they have the same authority. Council has noted that 'native title' only has domestic jurisdiction, whereas the Torres Strait Treaty has international jurisdiction (i.e. Australia/Papua New Guinea). The Australian Government has already determined who is the authorizing officer in Australia for the Prior Approval Notices and the Government of Papua New Guinea has already determined who is the authorizing officer in Papua New Guinea for the Prior Approval Notices on that side. No other parties can do so.)

Additional compliance requirements for traditional inhabitant visits can be found on the TSIRC website by following this link: [Torres Strait Treaty & Border Movements | Torres Strait Island Regional Council \(tsirc.qld.gov.au\)](https://tsirc.qld.gov.au).

COMPLIANCE / CONSIDERATIONS:

Statutory:	Torres Strait Treaty
Budgetary:	N/A. Note that visitors who overstay their Prior Approval Notice period impose on resources available to the local community.
Policy:	DFAT 'Guidelines for Traditional Visitors Travelling under the Torres Strait Treaty'
Legal:	N/A
Risk:	Council breach of the Statutory requirements outlined above.
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) People - Outcome 4: We are a transparent, open, and engaging Council. Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Suspension period: cob 20/12/24. Re-open on 3 February 2025.

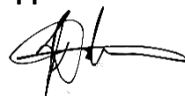
OTHER COMMENTS: Nil

Recommended:



Dawson Sailor
Executive Director Community Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS: Nil



DIRECTORATE: Corporate Services

AUTHOR: A/Community Grants Officer

COMMUNITY GRANTS PROGRAM ALLOCATION – SEPTEMBER 2024

OFFICER RECOMMENDATIONS:

That Council:

1. **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
 - a) **CG2025-028 – TRUDY LUI, WARRABER ISLAND** for \$2,500.00, exclusive of GST;
 - b) **CG2025-041 – LAURIE NONA & LOUIS AHMAT, BADU ISLAND** for \$2,000.00, exclusive of GST.
2. **notes** the following:
 - a) zero (0) Community Grants applications were declined due to unavailable funds
 - b) thirteen (13) Community Grants applications were deemed ineligible for funding
 - c) two (2) conflict of interests (COI) were declared
 - d) the grant applications processed out-of-cycle and funeral donations provided in September

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 5 pm, 30/09/2024.

In accordance with Council's *Community Grants Policy*, two (2) Community Grants applications meeting eligibility requirements were received during the reporting period that require Council resolution.

Applicant	Amount Requested	Project/Event	Support by Councillor	Division
CG2025-028 – Trudy Lui	\$2,500.00	Year 6 Graduation Celebration on Warraber Island, 22/11/2024.	Fully supported \$2,500.00 Cr. Kabay Tamu	Warraber
CG2025-041 – Laurie Nona & Louisa Ahmat	\$2,500.00	Daughter's graduation from the Australian Air Force in Sydney, 09-14/11/2024.	Partially supported \$2,000.00 Cr. Ranetta Wosomo	Badu

In accordance with Council's *Community Grants Policy*, zero (0) Community Grants received by the Divisional Councillor but unable to allocate funds this month for support.

Applicant	Amount Requested	Project/Event	Support by Councillor	Division
		NIL TO REPORT		

In accordance with Council's *Community Grants Policy*, thirteen (13) Community Grants applications were considered *ineligible* for Community Grants funding. No council resolution is required.

Applicant	Amount Requested	Project/Event	Reason for being Ineligible	Division
CG2025-039 – Tagai State College, Badu campus	\$1,000.00	Year 6 Graduation celebration catering & cake on Badu Island, 29/11/2024.	No supporting documents provided for assessment requirements.	Badu
CG2025-040 – Nazareth Warria	\$2,000.00	Spring Church Conference on Yorke Island, 17-21/09/2024.	Late submission for Council determination.	Masig
CG2025-044 – All Saints Church	\$1,000.00	Anglican Church Day celebration on Erub Island, 01/11/2024.	No supporting documents provided for assessment requirements.	Erub
Boigu Community Donation	\$1,500.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Boigu
Hammond Community Donation	\$2,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Hammond
St Pauls Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	St Pauls
Dauan Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Dauan
Erub Community Donation	\$1,500.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Erub
Iama Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Iama

Mabuiag Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Mabuiag
Poruma Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Poruma
Warraber Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Warraber
Yorke Community Donation	\$1,000.00	Financial donation towards application CG2025-013 – THE AOT CHURCH for the Priest Ordination Ceremony on Ugar Island, 14-20/10/2024.	Community Grants Funding maximum application threshold exceeded.	Yorke

In accordance with Council's *Community Grants Policy*, two (2) conflict of interests (COI) were declared:

- a) Cr. Dorante declared COI for Funeral Donation application – FD2025-025 – ANNIE DORANTE as the applicant is his wife. Therefore, CEO supported and approved for funding.
- b) Cr. Dorante declared COI for Funeral Travel Assistance application – FD2025-031 – LOUIS DORANTE as the deceased is his uncle and share the same surname. Therefore, CEO supported and approved for funding.

INTERESTED PARTIES/CONSULTATION:

Council, Chief Executive Officer, Executive Directors, Divisional Managers and Community Grants Officer.

BACKGROUND:

Community Grants applicants are received directly to Community Grants or via Division staff or Council. Applicants are assessed against eligibility criteria as per the *Community Grants Policy*.

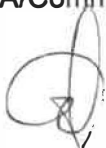
Statutory:	<i>Local Government Act 2009</i>
Budgetary:	Approved allocation of funds for Community Grants as per TSIRC 2024-25 budget.
Policy:	Community Grants Policy
Legal:	N/A
Risk:	No financial risk identified as the allocation is within existing Community Grants budget.
Links to Strategic Plans:	These projects strategically align to specific delivery objectives under the People and Prosperity pillar of Council's Corporate Plan.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting.

CONCLUSION:

Council resolves the two (2) applications meeting eligibility requirements and notes the grant applications processed out-of-cycle and funeral donations provided in September 2024 in accordance with the *Community Grants policy*.

Prepared:

Lisa-Mae Meara
A/Community Grants Officer

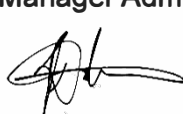


Endorsed:

Susanne Andres
Executive Director Corporate Services

Recommended:

Emily Reid
Manager Administration and Communication



Approved:

James William
Chief Executive Officer

ATTACHMENTS

1. *Fund Balances*
2. *Applications Processed During the Reporting Period*

Attachment 1: Fund Balances

Division	Councillor	Budget	Less Approved Funding	Closing Balance
Boigu	Cr. Toby	\$25,000.00	\$17,137.35	\$7,862.65
Hammond	Cr. Dorante	\$25,000.00	\$10,132.00	\$14,868.00
St Pauls	Cr. Levi	\$25,000.00	\$15,477.00	\$9,523.00
Ugar	Cr. Stephen	\$25,000.00	\$14,796.00	\$10,204.00
Badu	Cr. Wosomo	\$25,000.00	\$9,000.00	\$16,000.00
Dauan	Cr. Elisala	\$25,000.00	\$0.00	\$25,000.00
Erub	Cr. Mye	\$25,000.00	\$2,018.00	\$22,982.00
Iama	Cr. Hankin	\$25,000.00	\$2,500.00	\$22,500.00
Kubin	Cr. Manas	\$25,000.00	\$12,000.00	\$13,000.00
Mabuiag	Cr. Fell	\$25,000.00	\$7,829.00	\$17,171.00
Mer	Cr. Kaigey	\$25,000.00	\$9,980.11	\$15,019.89
Poruma	Cr. Pearson	\$25,000.00	\$13,956.20	\$11,043.80
Saibai	Cr. Aniba	\$25,000.00	\$8,328.00	\$16,672.00
Warraber	Cr. Tamu	\$25,000.00	\$14,751.30	\$10,248.70
Yorke	Cr. Ted Mosby	\$25,000.00	\$14,455.98	\$10,544.02
Mayor	Mayor Mosby	\$15,000.00	\$0.00	\$15,000.00
Community Gifts	CEO	\$25,000.00	\$0.00	\$25,000.00
		\$415,000.00	\$152,360.94	\$262,639.06

Attachment 2: Applications Processed During the Reporting Period for Noting

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Division
Out-of-Cycle Applications	Alison Wosomo	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$1,000.00	Saibai
	Ana Ahmat	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$500.00	Badu
	Fiona Gagai	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$500.00	Badu
	Jusaray Maka Nona	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$500.00	Badu
	Rotannah Joe-Gela	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,000.00	Kubin
	Kailang Ware	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,000.00	St Pauls
	Lykira Nona	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,000.00	St Pauls
	Mairesha Ronsen-Tomsana	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,000.00	St Pauls
	Tenapau Naawi	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,000.00	St Pauls
	Pele Lui	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,500.00	Warraber
	Zaleah Mosby-Nona	\$2,500.00	2024 NQ SISTAS Sydney trip, 13-21/09/2024.	\$2,500.00	Masig
Funeral Donation/Travel Assistance	Annie Dorante	\$5,132.00	Funeral Travel Assistance – Funeral of the Late Mr. Warren Steven in Cairns, 03/09/2024.	\$5,132.00	Hammond
	Malama Hankin	\$939.00	Funeral Travel Assistance – Funeral of the Late Akara Rosie Gizu in Cairns, 05/09/2024.	\$939.00	Mabuiag
	Kay Noah	\$5,000.00	Funeral Donation – Funeral of the Late Mr. Jimmy Noah on Mer Island, 13/09/2024.	\$5,000.00	Mer
	Catherine Enosa	\$5,000.00	Funeral Travel Assistance – Funeral of the Late Fr. Tristan Enosa on Saibai Island, 30/08/2024.	\$5,000.00	Warraber
	Louis Dorante	\$5,000.00	Funeral Travel Assistance – Funeral of the Late Vincent Paul Dorante in Mackay, 24/09/2024.	\$5,000.00	Hammond
	Fallen Passi	\$4,980.11	Funeral Donation – Funeral of the Late Mr. Robert Akee on Mer Island, 12/10/2024.	\$4,980.11	Mer



DIRECTORATE: Corporate Services

AUTHOR: Interim Grants Revenue Officer

FUNDING ACQUISITION REPORT (SEPTEMBER 2024)

OFFICER RECOMMENDATION:

That Council notes this report and its content.

EXECUTIVE SUMMARY:

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

The included tables highlight all current funding applications, including pending, successful and unsuccessful.

Applications are separated into Operational Funding and Capital Project Funding for the financial year 2024-25.

In September 2024:

- 6 x applications were successful at a combined value of \$6,031,206.46.
 - Department of Environment, Science and Innovation - Erub Island Landfill Closure and template development - \$150,000
 - Queensland Regional Authority - Emergent Works BRACS Rd Erub - \$32,800
 - Queensland Regional Authority - Ugar Landslip - \$3,648,007.46
 - Get Ready Queensland Grant Program – community awareness activity – \$10,660
 - Roads to Recovery 2024-2029 – planning and maintenance of roads – \$1,709,739
 - State Library Queensland – Growing IKC Centres Digital Inclusion Project – \$480,000.
- 1 x application was submitted at a potential value of \$54,059.40.
 - Queensland Remembers Grants Program Round 4 – Badu memorial – \$54,059.40

In September 2023 (12 x months prior for comparison):

- 2 x applications were successful at a combined value of \$2,301,580.98
- 0 x funding applications were submitted

Note: There may 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.

Operational Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of Application	Outcome	Comment
Queensland Remembers Grants Program Round 4	\$ 54,059.40	Queensland Remembers Memorial Badu Project	23-Sep-24	Pending	
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	
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
State Library Queensland	\$ 480,000.00	Growing IKC Centres Project - Digital Inclusion	27-Sep-24	Successful	
Department of Environment, Science and Innovation	\$ 150,000.00	Erub Island Landfill closure and template development	18-Jun-24	Successful	
Queensland Regional Authority	\$ 32,800.00	Emergent Works BRACS Rd Erub	17-Sep-24	Successful	
Queensland Regional Authority	\$ 3,648,007.46	Ugar Landslip	20-Aug-24	Successful	
Queensland Regional Authority	\$ 10,660.00	Get Ready Queensland Grant Program	4-Sep-24	Successful	
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	Unsuccessful	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	Unsuccessful	Expected outcome Q2 2024
	\$ 5,406,895.46				

Capital Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of application	Outcome	Comment
Housing Support Program - Community Enabling Infrastructure Stream	\$ 31,895,000.00	Reclaimed residential (asbestos removal)	16-Aug-24	Pending	Expected outcome TBC
Housing Support Program - Community Enabling Infrastructure	\$ 21,376,567.00	Warraber residential development	16-Aug-24	Pending	Expected outcome TBC
Works for Queensland - Round 5	\$ 4,580,000.00	4 x mechanic sheds + fitouts	4-Jul-24	Pending	Expected outcome TBC
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 - NOTE: Dawson advised this grant has been secured. Awaiting official notification & Agreement
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
Torres Strait Regional Authority	\$ 1,200,000.00	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	8-Nov-23	Pending	
Dept of Infrastructure, Transport, Regional Development, Communities and the Arts	\$ 1,709,739.00	Roads to Recovery 2024-2029 - Long-term planning for the safer maintenance and upgrade of local roads.	5-Sep-24	Successful	
National Emergency Management Agency - Disaster Ready Fund	\$ 135,269.00	Backup generators for Poruma, Dauan, Erub, Boigu and Baubiag Islands	20-Mar-24	Successful	Includes \$6500 co-contribution. Executed Contract Pending
National Emergency Management Agency - Disaster Ready Fund	\$ 110,462.00	Badu Island Generator	20-Mar-24	Successful	Includes \$4500 co-contribution. Executed Contract Pending
National Emergency Management Agency - Disaster Ready Fund	\$ 958,627.00	Boigu Council Office roof and ceiling upgrade	20-Mar-24	Successful	Including \$5000 co-contribution. Executed Contract Pending
QRRRF	\$ 162,737.00	Mabuiag Dump Road Upgrade	11-Jan-24	Unsuccessful	
	\$ 69,838,061.00				

Annual Local Government Funding 2024-2025

The table below highlights all Annual Local Government Funding, that Council was allocated for 2024/25. 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.

ANNUAL LOCAL GOVERNMENT FUNDING				
Funding Stream	24/25 Total Allocation	Project Details	Date of Application	Comments
Queensland Fire and Emergency Services	Due May 2025	This payment is an additional one-off payment, increasing the Annual Subsidy to \$TBC	Annual Allocation	100% paid upfront for current financial year 24/25
Queensland Fire and Emergency Services	Due October 2024	This payment recognises the costs incurred by Local government in providing support to their SES Groups and Units	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Indigenous Councils Funding Program	Due August 2024	The ICFP replaces the SGFA & RRP and represents a significant investment in Queensland's Indigenous communities, increasing the Queensland Government's support for Indigenous councils by \$TBC for 2024-25	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – General Purpose	\$15,571,673.00	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.	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Local Roads	\$209,993.00	Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets	Annual Allocation	100% paid upfront for current financial year 24/25
Total Allocation for 24/25	\$ 15,781,666.00			

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:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational and capital budget is adjusted upon successful funding application
Policy:	N/A
Legal:	N/A
Risk:	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. 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.
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) People - Outcome 4: We are a transparent, open, and engaging Council. Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

OTHER COMMENTS:

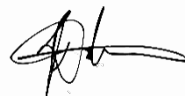
That Council notes and provides any necessary feedback to this report.

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.



DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

TSIRC MEETING SCHEDULE FOR 2025

OFFICER RECOMMENDATION:

That Council endorse the following meeting schedule for 2025:

- 29 January 2025 (virtual meeting)
- 19 February 2025 (virtual meeting)
- 18-19 March 2025 (f2f – venue TBA)
- 23 April 2025 (virtual meeting)
- 23 May 2025 (f2f Cairns) - *one day only* (Council Workshop to be held 12-22 May 2025)
- 18 June 2025 (virtual)
- 22-23 July 2025 (f2f – venue TBA)
- 20 August 2025 (virtual meeting)
- 17 September 2025 (virtual meeting)
- 21-22 October 2025 (f2f – venue TBA)
- 21 November 2025 (f2f Cairns) – *one day only* (Council Workshop to be held 10-20 November 2025)
- 17 December 2025 (virtual meeting)

EXECUTIVE SUMMARY:

Section 254B of the *Local Government Regulation 2012* requires that Council and Standing Committee meetings be published at least once a year and again when there are any changes made to the meeting dates. The annual schedule of meetings is normally advertised on the local government's website.

This paper proposes a schedule of meetings for Council for 2025 and Council is requested to nominate venues for the face-to-face meetings on Island.

INTERESTED PARTIES/CONSULTATION:

- N/A

BACKGROUND:

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

Where possible for face-to-face meetings, all formal business should be dealt with on the first day and the second day be reserved for community information sessions (i.e. advisory committee information sessions) with all Councillors required to be present.

The following Council meeting schedule for 2025 is proposed:

- 29 January 2025 (virtual meeting)
- 19 February 2025 (virtual meeting)
- 18-19 March 2025 (f2f – venue TBA)
- 23 April 2025 (virtual meeting) – *noting Easter Monday (21 April) and ANZAC Day (25 April)*
- 23 May 2025 (f2f Cairns) – *one day only* (Council Workshop to be held 12-22 May 2025)
- 18 June 2025 (virtual)
- 22-23 July 2025 (f2f – venue TBA)
- 20 August 2025 (virtual meeting)
- 17 September 2025 (virtual meeting) – *noting that this is the Winds of Zenadth Cultural Festival Week*
- 21-22 October 2025 (f2f – venue TBA)
- 21 November 2025 (f2f Cairns) – *one day only* (Council Workshop to be held 10-20 November 2025)
- 17 December 2025 (virtual meeting)

A historical list of TSIRC Divisions which have hosted previous Council meetings is at [Attachment 1](#). TSIRC Divisions yet to host a Council meeting are:

- Division 6 – Arkai
- Division 13 - Ugar

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254B of the <i>Local Government Regulation 2012</i> requires that Council and Standing Committee meetings be published on the local government's website.
Budgetary:	Meeting schedule noted by Executive Director Financial Services
Policy:	N/A
Legal:	N/A
Risk:	Council breach of the Statutory requirements outlined above.
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) People - Outcome 4: We are a transparent, open, and engaging Council. Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	<ul style="list-style-type: none"> • 2025 Annual Schedule of Meetings to be adopted as soon as practicable. • SARG Standing Committee and Council Advisory Committee meeting dates can then be set for quarterly reporting purposes.

OTHER COMMENTS:

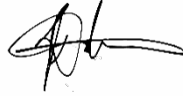
Nil.

Recommended:



Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

1. List of TSIRC Divisions to have hosted a Council Meeting



DIVISIONS HOSTING COUNCIL MEETINGS

Division 1 – Boigu

[Aug 2019 / Dec 2022](#)

Division 2 – Dauan

[Oct 2024](#)

Division 3 – Saibai

[Sep 2023](#)

Division 4 – Mabuiag

[Oct 2018 / Mar 2021](#)

Division 5 – Badu

[Dec 2020](#)

Division 6 – Arkai

Division 7 – Wug (St. Pauls), Mua Island

[Aug 2018 / Jul 2023](#)

Division 8 – Kirirri (Hammond)

[Mar 2017 / Dec 2017 / Jun 2018 / Jun 2019 / Sep 2021](#)

Division 9 – Iama

[Jul 2021 / Mar 2024](#)

Division 10 – Warraber

[Jul 2019 / Mar 2023](#)

Division 11 – Poruma

[Dec 2018 / Jul 2020 / Sep 2022](#)

Division 12 – Masig

[Aug 2017 / Aug 2022](#)

Division 13 – Ugar

Division 14 – Erub

[Dec 2019 / Jul 2024](#)

Division 15 – Mer

[Oct 2020](#)



ORDINARY MEETING

18 October 2024

Agenda Item

8.1

DIRECTORATE: *Financial Services*

AUTHOR: *Head of Financial Services*

FINANCE DASHBOARD REPORT – September 2024

OFFICER RECOMMENDATION:

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2024-25 year to date, for the period ended 30 September 2024, as required under Section 204 *Local Government Regulation 2012*.

EXECUTIVE SUMMARY:

This report seeks Council endorse the monthly financial statements for the 2024-25 year to date, for the period ended 30 September 2024.

Background:

The 2024-25 budget was adopted in July 2024 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 for 2024-25. (See Appendix A for Summary Financial Statements by Department and Appendix B Detailed Capital Report).

Resource implications:

The actual operating result (before depreciation) for the year-to-date as of September 2024 reflects a surplus of \$11.6M, significantly exceeding the forecasted surplus of \$5.8M. This positive variance is primarily driven by higher-than-anticipated revenue from contracts and recoverable works recorded to date.

Additionally, higher vacancy rates have resulted in lower-than-budgeted staff costs and salaries. This staffing shortfall has also impacted the delivery of some projects and services, causing delays due to the reduced capacity to execute them as planned.

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

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	67,767,162	24,734,267	28,414,474	3,680,207	14.9%	●
Other income	5,455,590	1,456,515	1,631,703	175,188	12.0%	●
Recurrent expenditure (excl. depreciation)	(78,201,757)	(20,390,045)	(18,412,093)	1,977,952	9.7%	●
Operating result (excl. depreciation)	(4,979,006)	5,800,737	11,634,084	5,833,347	100.6%	●
Capital revenue	42,547,828	10,636,957	4,741,258	(5,895,699)	(55.4%)	●
Capital expenses	(3,500,000)	(875,000)	2,107	877,107	100.2%	●
Net result (excl. depreciation)	34,068,822	15,562,694	16,377,449	814,755	5.2%	●
Depreciation expense	(58,483,681)	(14,620,920)	(144,602)	14,476,318	99.0%	●
Net result	(24,414,859)	941,774	16,232,847	15,291,073	1623.6%	●

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 – Favourable \$5.8M variance attributed to:

Revenue \$3.9M favourable variance:

- The Building Services Unit recorded a \$4.1M favourable variance against the budget for contract and recoverable works. Favourable result is due to: the higher volume of priority works - which are higher in dollar value compared to usual R&M jobs, capital works revenue that has not been allocated to capital revenue year to date, and accounting adjustments relating to the prior financial year still to be reversed.
- Commercial property rental income \$595k unfavourable variance due to rent not invoiced due to the renegotiation of licenses which have not been finalised by Corporate Services.

Expenditure \$2M favourable variance:

- Reduction in employee benefits due to a significant number of vacancies, which has led to an increased reliance on temporary staff.
- Lower materials and services costs across a majority of the departments (excluding Building Services Unit) are attributed to the high vacancy rate, which has impacted project and service delivery and subsequently reduced expenditure.

Net Result to Date \$15.3M favourable variance:

- Depreciation relating to September 2024 has not been recorded in the 25GLACT due to the assets module in TechOne being unable to be rolled forward onto the 24/25 year until QAO signs off the 2023-2024 accounts. This has been a significant driver for the favourable variance. Sign off is expected mid October and depreciation will be appropriately reported from October month end.

STATEMENT OF FINANCIAL PERFORMANCE

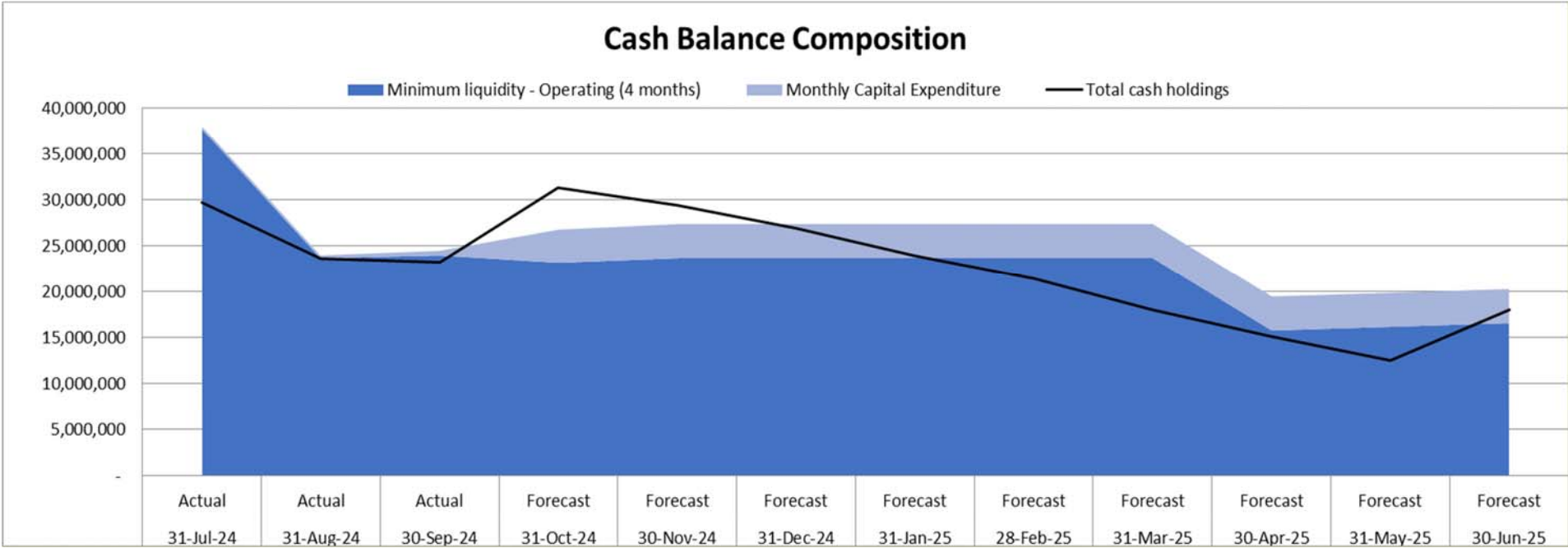
	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,969,374	0	69,383	69,383	100.0%
Fees and charges	5,350,640	2,911,257	2,372,331	(538,926)	(18.5%)
Sales revenue	22,188,300	6,127,075	10,274,457	4,147,382	67.7%
Grants, subsidies, contributions and donations	38,258,848	15,695,935	15,698,303	2,368	0.0%
	67,767,162	24,734,267	28,414,474	3,680,207	14.9%
Capital revenue					
Grants, subsidies, contributions and donations	42,547,828	10,636,957	4,741,258	(5,895,699)	(55.4%)
	42,547,828	10,636,957	4,741,258	(5,895,699)	(55.4%)
Interest received	679,995	171,396	271,301	99,905	58.3%
Other income	66,114	17,182	128,719	111,538	649.2%
Rental income	4,709,481	1,267,937	1,231,683	(36,255)	(2.9%)
Total income	115,770,579	36,827,739	34,787,436	(2,040,303)	(5.5%)
Expenses					
Recurrent expenses					
Employee benefits	33,214,853	8,223,995	7,098,881	1,125,114	13.7%
Materials and services	44,276,206	11,978,413	11,137,553	840,860	7.0%
Finance costs	710,699	187,637	175,660	11,977	6.4%
Depreciation and amortisation	58,483,681	14,620,920	144,602	14,476,318	99.0%
	136,685,438	35,010,965	18,556,696	16,454,270	47.0%
Capital expenses	3,500,000	875,000	(2,107)	(877,107)	(100.2%)
Total expenses	140,185,438	35,885,965	18,554,589	(17,331,376)	(48.3%)
Net result	(24,414,859)	941,774	16,232,847	15,291,073	1623.6%

STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
Current assets				
Cash and cash equivalents	22,699,370	22,631,604	67,766	0.3%
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	18,125,914	18,427,367	(301,453)	(1.6%)
Inventories	415,117	415,117	0	0.0%
Contract assets	7,491,114	8,195,810	(704,696)	(8.6%)
Lease receivables	-	500,482	(500,482)	(100.0%)
Total current assets	48,801,235	50,240,100	(1,438,865)	(2.9%)
Non-current assets				
Lease receivables	11,220,749	11,220,749	0	0.0%
Property, plant and equipment	1,119,601,993	1,118,602,331	999,662	0.1%
Right of use assets	433,807	482,007	(48,200)	(10.0%)
Total non-current assets	1,131,256,549	1,130,867,520	389,029	0.0%
Total assets	1,180,057,784	1,181,107,620	(1,049,836)	0.1%
Current liabilities				
Trade and other payables	4,529,380	6,825,395	2,296,015	33.6%
Borrowings	-	-	0	
Provisions	1,354,915	1,325,576	(29,339)	(2.2%)
Contract liabilities	13,635,431	13,635,431	0	0.0%
Lease liabilities	414,723	570,851	156,128	27.4%
Total current liabilities	19,934,449	22,357,253	2,422,804	10.8%
Non-current liabilities				
Provisions	11,109,249	11,105,772	(3,477)	(0.0%)
Lease liabilities	-	0	0	
Total non-current liabilities	11,109,248	11,105,772	(3,477)	(0.0%)
Net community assets	1,149,014,086	1,147,644,594	1,369,491	0.1%
Community Equity				
Asset revaluation surplus	825,699,266	825,699,266	0	0.0%
Retained surplus/(deficiency)	307,081,976	307,082,999	(1,023)	(0.0%)
Current Year Surplus/(Deficit)	16,232,846	14,862,330	1,370,517	9.2%
	1,149,014,088	1,147,644,594	1,369,494	0.1%

Cash Forecasting

The Department of State Development, Infrastructure, Local Government, and Planning sustainability ratios require that the Council maintain a minimum liquidity of four months' operating cashflows. The council has based the monthly cashflow projections on the 24/25 Original Budget projections. Grant revenue has been forecasted based on the expected timing of funds receipt as per funding agreements. July to September figures reflect actual cash balances.

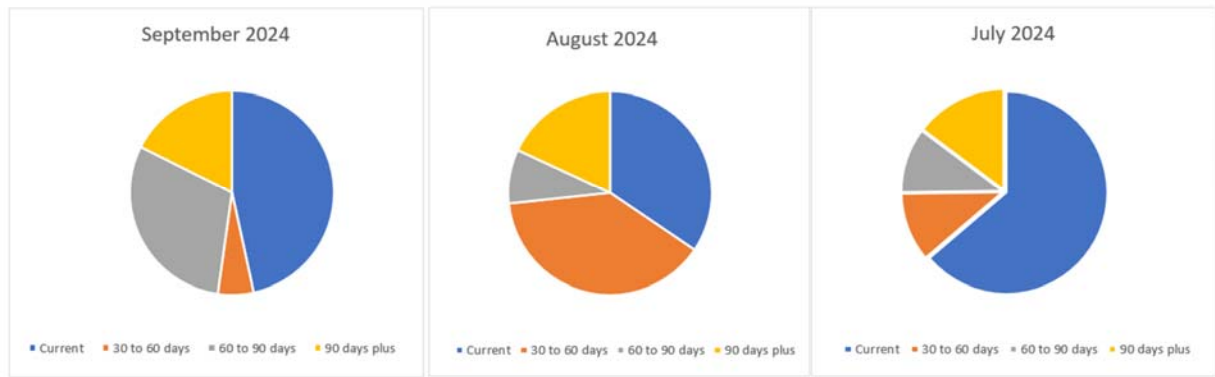


Current forecast \$17.9M (Budget \$17.1M)

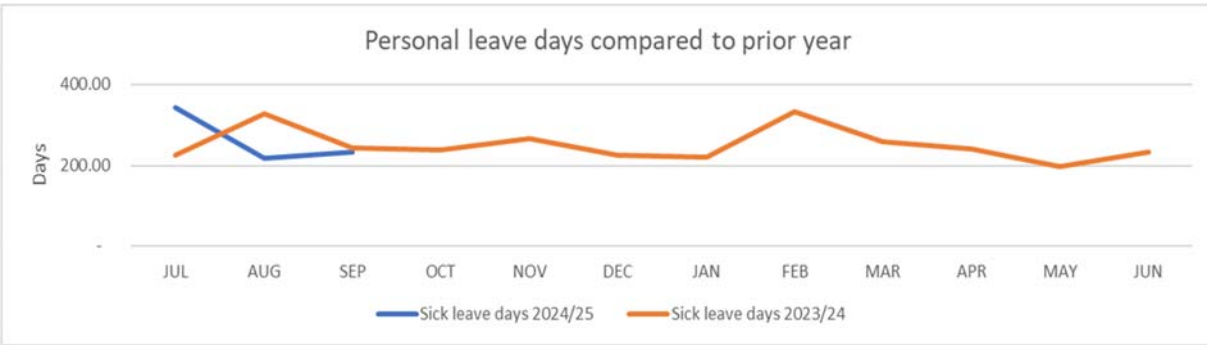
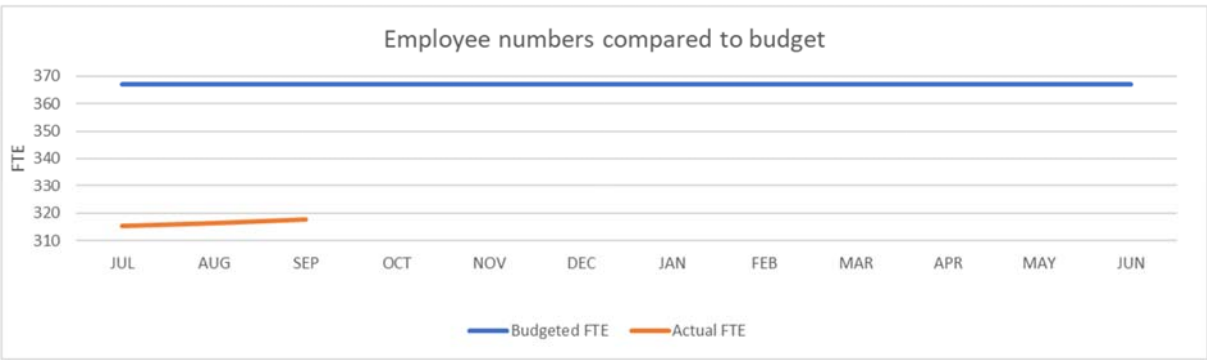
- Council's cash flow continues to decline as costs of service delivery inflate faster than revenue growth. To address these challenges, management has engaged an external consultant to conduct a comprehensive review of organisational practices and financial management. The findings and recommendations from this review will be presented to Council at a later date.
- Liquidity requirement average of \$23M based on 4-month average of budgeted annual operational outflows. In July, Council was below 4-month liquidity requirements.
- The Financial Assistance Grant was budgeted to be received in June, but payment was made in July which means that the funding will now align with the appropriate financial year.
- Due to most grant funding being received in arrears, Council must outlay cash for major infrastructure projects, which is reimbursed after submitting milestone payments.

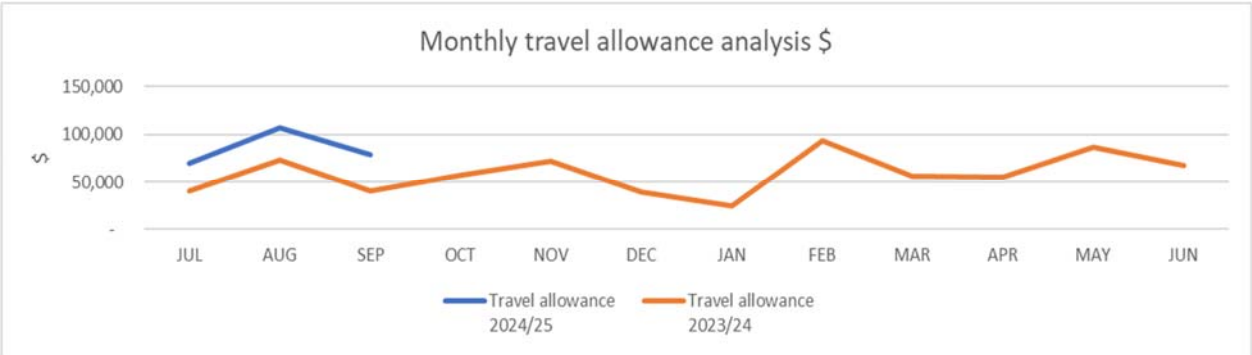
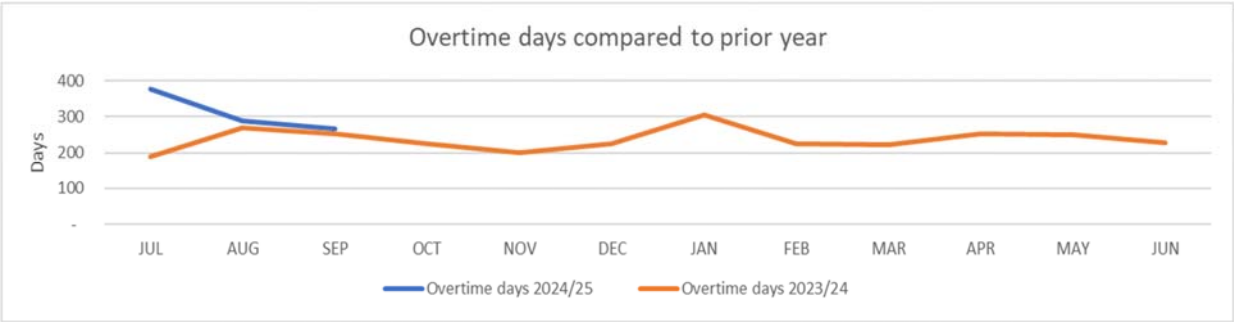
Debtor Analysis

	As at 30 September 2024		As at 31 August 2024		As at 31 July 2024	
	\$	%	\$	%	\$	%
Current	4,930,065	47%	2,836,196	27%	4,499,649	55%
30 to 60 days	596,563	6%	3,197,775	30%	776,345	1%
60 to 90 days	3,194,943	30%	711,415	7%	740,985	9%
90 days plus	1,860,341	18%	1,485,583	14%	1,038,836	35%
Total aged debtors	10,581,912	100%	5,101,606	100%	5,869,090	100%
Housing debtors (Note 1)	12,657,589		12,604,495		12,571,753	
Total Provision	- 13,343,667		- 13,300,497		- 13,257,326	
Net debtors (exc. Unapplied credits)	9,895,834		4,665,053		5,478,774	
Unapplied Credits	- 810,734		- 150,619		- 452,160	



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:

Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>				
Budgetary:	There are no direct financial implications that arise from this recommendation.				
Policy:	N/A				
Legal:	N/A				
Risk:	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.				
	Significant Risks:				
	Risk	Likelihood	Consequence	Treatment	Financial Impact
	Increase in	High	Increased cost to deliver contract and	Consider revising service	Negative impact to gross

	material prices		recoverable works	agreements with funding partners to account for material increases	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
Links to Strategic Plans:	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities				
Masig Statement:	N/A				
Standing Committee Consultation:	N/A				
Timelines:	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 while also considering what those outcomes indicate for the future, particularly the requirement to deliver within budget. This forward-looking approach is expected to 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:

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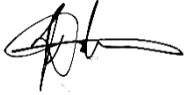
Nicola Daniels
Head of Financial Services

Endorsed

A handwritten signature in black ink, appearing to read 'Hollie Faithfull'.

Hollie Faithfull
Executive Director, Financial Services

Approved:

A handwritten signature in black ink, appearing to read 'James William'.

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	0	0	0	0	0.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(3,520,425)	(876,897)	(1,084,092)	(207,195)	-23.6%	●
Operating surplus (exc. Depreciation)	(3,520,425)	(876,897)	(1,084,092)	(207,195)	-23.6%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(3,520,425)	(876,897)	(1,084,092)	(207,195)	-23.6%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(3,520,425)	(876,897)	(1,084,092)	(207,195)	-23.6%	●

Comments:

Unfavourable Operating result:

Recurrent Expenditure: Higher travel, consulting, and membership costs due to timing

Building Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	18,920,000	5,310,000	9,486,053	4,176,053	78.6%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(15,137,624)	(3,777,769)	(5,270,568)	(1,492,799)	-39.5%	●
Operating surplus (exc. Depreciation)	3,782,376	1,532,231	4,215,485	2,683,254	175.1%	●
Capital revenue	1,972,200	493,050	0	(493,050)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	5,754,576	2,025,281	4,215,485	2,190,204	108.1%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	5,754,576	2,025,281	4,215,485	2,190,204	108.1%	●

Comments:

Favourable Operating Result:

Recurrent Revenue -favourable result due to; higher volume of priority works - which are higher in dollar value compared to usual R&M job, capital works revenue that has not been allocated to capital revenue year to date, and accounting adjustments relating to the prior financial year still to be reversed.

Recurrent Expenditure - the expenditure is higher due to the higher number of priority works which has been partly offset by accounting adjustments relating to the prior financial still to be reversed.

Favourable Net result:

Capital Revenue - timing of capitalisations , not yet processed year to date.

Corporate Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	14,768	0	70,022	70,022	0.0%	●
Other income	0	3,692	9,868	6,176	167.3%	●
Recurrent expenditure (excl. depreciation)	(7,196,425)	(1,822,845)	(1,663,424)	159,421	8.7%	●
Operating surplus (exc. Depreciation)	(7,181,657)	(1,819,153)	(1,583,534)	235,619	13.0%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(7,181,657)	(1,819,153)	(1,583,534)	235,619	13.0%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(7,181,657)	(1,819,153)	(1,583,534)	235,619	13.0%	●

Comments:

Favourable Operating/Net Result

Recurrent Expenditure - favourable result impacted by a reduction in employee benefits costs due to vacancies, along with the timing of IT license payments.

Health and Community Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	14,295,277	5,320,196	4,498,277	(821,920)	-15.4%	●
Other income	531,114	133,432	122,285	(11,146)	-8.4%	●
Recurrent expenditure (excl. depreciation)	(18,138,064)	(4,715,802)	(3,552,025)	1,163,777	24.7%	●
Operating surplus (exc. Depreciation)	(3,311,673)	737,827	1,068,538	330,711	44.8%	●
Capital revenue	9,650,593	2,412,648	201,101	(2,211,547)	-91.7%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	6,338,920	3,150,475	1,269,639	(1,880,836)	-59.7%	●
Depreciation Expense	(31,166,140)	(7,791,535)	0	7,791,535	100.0%	●
Net result	(24,827,220)	(4,641,060)	1,269,639	5,910,699	127.4%	●

Comments:

Unfavourable Operating Result:

Recurrent Revenue - Commercial Property Rent to be invoiced - \$658K under budget YTD: State Grant Revenue under budget \$152K YTD

Recurrent Expenditure - salaries 15% underbudget due to high level of vacancies across department; Materials & Services underbudget impacted by timing of grant delivery

Favourable Net result:

Capital Revenue - Timing of Building Capitalisations.

Depreciation Expense - not processed YTD due to assets module in TechOne being unable to be rolled onto the 24/25 year until QAO sign off the 2023-2024 accounts

Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	27,651,836	12,808,227	13,786,054	977,827	7.6%	●
Other income	179,995	115,501	399,565	284,064	245.9%	●
Recurrent expenditure (excl. depreciation)	(5,745,097)	(1,224,341)	(1,359,823)	(135,482)	-11.1%	●
Operating surplus (exc. Depreciation)	22,086,734	11,699,387	12,825,796	1,126,409	9.6%	●
Capital revenue	2,033,906	508,476	584,000	75,524	14.9%	●
Capital expenses	(3,500,000)	(875,000)	0	875,000	100.0%	●
Net result (excl. depreciation)	20,620,640	11,332,863	13,409,796	2,076,933	18.3%	●
Depreciation Expense	(1,039,700)	(259,925)	(144,602)	115,323	44.4%	●
Net result	19,580,940	11,072,938	13,265,194	2,192,256	19.8%	●

Comments:

Favourable Operating result:

Recurrent / Other Revenue - favourable due to financial assistance grant payment forecast to be received in June 2024 being received in July 2024.

Recurrent expenditure - unfavourable due to timing of internal R & M which should be offset by the reversal of a prior year accrual and a high vacancy rates which has affected the ability for the timely delivery of projects.

Favourable Net result:

Capital Revenue - favourable due to accounting adjustments for contract assets / liabilities not processed year to date.

Capital expenses - depreciation not able to be processed until the 2023/24 audit is signed off by QAO and TechOne is rolled to the 2024/25 financial year.

Depreciation Expense - depreciation not able to be processed until the 2023/24 audit is signed off by QAO and TechOne is rolled to the 2024/25 financial year.

Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	9,864,762	2,058,484	1,267,073	(791,411)	-38.4%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(25,993,927)	(7,351,305)	(5,199,104)	2,152,201	29.3%	●
Operating surplus (exc. Depreciation)	(16,129,165)	(5,292,821)	(3,932,031)	1,360,790	25.7%	●
Capital revenue	27,338,013	6,834,503	3,476,157	(3,358,346)	-49.1%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	11,208,847	1,541,682	(455,874)	(1,997,556)	-129.6%	●
Depreciation Expense	(25,833,074)	(6,458,269)	0	6,458,269	100.0%	●
Net result	(14,624,227)	(4,916,587)	(455,874)	4,460,713	90.7%	●

Comments:

Favourable Operating result:

Recurrent / Other Revenue - impacted by project delays due to high vacancy rates decreasing delivery capacity and accounting adjustments for contract asset / liabilities not processed year to date.

Recurrent expenditure - lower expenditure due to the project delays.

Favourable Net result:

Is a combination of:

Delays in projects due to high vacancies and accounting adjustments for contract assets / liabilities not processed year to date.

Depreciation Expense - depreciation not able to be processed until the 2023/24 audit is signed off by QAO and TechOne is rolled to the 2024/25 financial year.

Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,740,000	435,000	403,783	(31,217)	-7.2%	●
Other income	25,000	6,250	1,811	(4,439)	-71.0%	●
Recurrent expenditure (excl. depreciation)	(2,470,197)	(621,087)	(283,058)	338,029	54.4%	●
Operating surplus (exc. Depreciation)	(705,197)	(179,837)	122,536	302,373	168.1%	●
Capital revenue	1,553,116	388,279	480,000	91,721	23.6%	●
Capital expenses	0	0	2,364	2,364	0.0%	●
Net result (excl. depreciation)	847,919	208,442	604,900	396,458	190.2%	●
Depreciation Expense	(444,767)	(111,192)	0	111,192	100.0%	●
Net result	403,152	97,250	604,900	507,650	522.0%	●

Comments:

Favourable Operating Result

Recurrent revenue - Sale of Fuel & Gas in line with budget

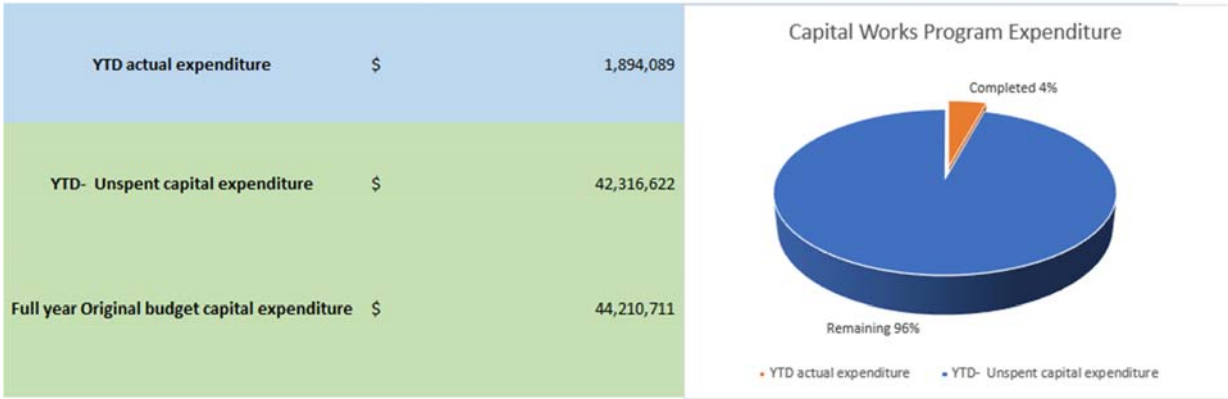
Favourable Net Result

Capital Revenue - Contract Implementation received in lump sum payment

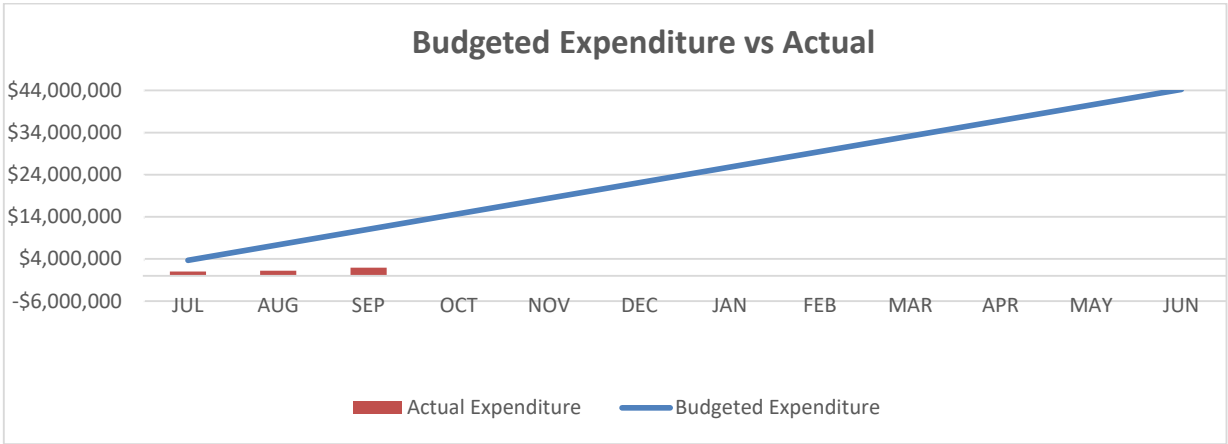
Depreciation Expense - depreciation not able to be processed until the 2023/24 audit is signed off by QAO and TechOne is rolled to the 2024/25 financial year.

Appendix B

Capital Works Program



MONTHLY PROGRESS – CAPITAL EXPENDITURE





ORDINARY MEETING

15-16 October 2024

Agenda Item

8.2

DIRECTORATE: *Financial Services*

AUTHOR: *Manager Procurement and Contracts*

CONTRACTUAL MATTER – LARGE PROCUREMENT CONTRACTS AWARDED UNDER DELEGATION

OFFICER RECOMMENDATION:

That Council notes this report and retrospectively approves the issue of purchase order number PEN0007840 to QMAC Machinery as detailed in Attachment A.

EXECUTIVE SUMMARY:

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

- increasing the financial delegations of the Executive Leadership Team in relation to general contracts,
- confirming all other existing financial delegations, 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.

This quarterly report relates to the period from July to September 2024. Attachment A lists contracts valued at or above \$200K that were entered into under delegation during that period.

There was one instance where a financial delegation was exceeded and a process has now been implemented to prevent this from recurring.

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 (via the Technology One finance system records).

Background / Previous Council Consideration:

At its meeting on 24 and 25 June 2024 Council resolved to endorse the amended Procurement and Ethical Sourcing Policy and adopt a broader reporting regime for contracts awarded under delegation. In summary:

1. the CEO's financial delegation for approvals relating to general contracts was increased to \$500K,
2. The financial delegations of the CEO and Executive Director Building Services in relation to QBuild contracts remained unchanged at \$1M and \$500K respectively,
3. The financial delegation of the CEO in relation to recurring operational expenditure within the adopted budget remained unlimited, and
4. The CEO was directed to present a quarterly report to Council on all TSIRC contracts that were approved under delegation and valued at or above \$200K.

This quarterly report relates to contracts awarded and purchase order contracts issued in the period from 1

July 2024 to 30 September 2024. Attachment A lists contracts valued at or above \$200K that were entered into under delegation during that period. All dollar amounts in this report and the attachment exclude GST.

COMPLIANCE / CONSIDERATIONS:

Statutory:	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).
Budgetary:	There are no direct financial implications that arise from this recommendation.
Policy:	The exercise of delegated financial authority is in accordance with the Council's endorsed Procurement and Ethical Sourcing Policy.
Legal:	N/A
Risk:	Independent reporting by Manager, Procurement and Contracts to the Council re the exercise of financial authority by Delegates mitigates associated risks.
Links to Strategic Plans:	Procurement activity strategically aligns to specific delivery objectives under the Sustainability pillar of Council's Corporate Plan.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	The next quarterly report is due to be presented to the first Council meeting in 2025.

Other Comments:

The evidence reviewed and presented indicates that in all but one case, the CEO and Executive Director, Building Services have exercised their powers of delegated financial authority with respect to contracts in accordance with the limits stated in Council's endorsed Procurement and Ethical Sourcing Policy.

The one exception was purchase order number PEN0007840 to QMAC Machinery in the sum of \$568,636 for the purchase of 21 various mowers and tractors. That order total exceeds the CEO's general financial delegation of \$500K. Enquiries confirm this was an inadvertent oversight as the procurement:

- occurred upon Council approval of the capital budget,
- was in line with the Fleet long-term investment plan, and
- was undertaken via a LocalBuy contract arrangement established via public tender.

A new process has since been implemented to refer all purchase orders over \$500K for review by Manager Procurement & Contracts prior to being submitted to the CEO for approval. This will help ensure full compliance with delegated financial authorities.

Recommended:



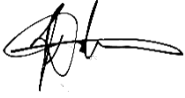
Nicola Daniels
Head of Financial Services

Endorsed



Hollie Faithfull
Executive Director, Financial Services

Approved:

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

James William
Chief Executive Officer

ATTACHMENTS:

List of contracts at or above \$200K entered into under delegation - Attachment A



ORDINARY MEETING

15-16 October 2024

Agenda Item

8.2

DIRECTORATE: Financial Services

AUTHOR: Manager Procurement and Contracts

Attachment A - List of contracts at or above \$200K entered into under delegation

Reference No.	Description	Awarded to:	Amount:	Awarded on:	Awarded by:	Relevant Delegated limit
PGS0022873	Insurance - Industrial Special Risks	JLT Risk Solutions	\$5,240,278	1/08/2024	CEO	Unlimited (Budgeted Opex)
PGS0022893	Insurance - Industrial Special Risks	Qld Local Government Mutual	\$5,240,278	6/08/2024	CEO	Unlimited (Budgeted Opex)
2024-709	Lot 26 Army & Lot 86 Airport Road, Boigu - Home ownership works	TI Concrete Works	\$755,678	18/09/2024	CEO	\$1M (Qbuild)
PEN0007840	Kubota Mowers and Tractors (21 various items)	QMAC Machinery	\$568,636	26/07/2024	CEO	\$500K (General)
2024-697	Lot 26A Main Road, Saibai - Home Ownership	Paul Ware Constructions	\$492,681	28/08/2024	EDBS	\$500K (Qbuild)
2024-706	Lot 53 Depot Road, Saibai - External Cladding	TI Concrete Works	\$475,160	5/08/2024	EDBS	\$500K (Qbuild)
2024-699	Lot 69 Main Road, Saibai - Home Ownership	Paul Ware Constructions	\$424,029	28/08/2024	EDBS	\$500K (Qbuild)
PEN0007793	TSIRC Marine Infrastructure Project Support	Black & More	\$383,900	4/07/2024	CEO	\$500K (General)
2024-705	Lot 53 Main Street, St Pauls - Home Ownership	Paul Ware Constructions	\$325,280	28/08/2024	EDBS	\$500K (Qbuild)
PEN0007959	Principal Consulting (Coastal Engineering) services	Haskoning Australia	\$290,045	29/08/2024	CEO	\$500K (General)
2024-698	Lot 26 Main Road, Saibai - Refurbishment Works	GJR Constructions	\$268,820	6/08/2024	EDBS	\$500K (Qbuild)
PCS0000802	Insurance - Workers Compensation	JLT Risk Solutions	\$255,869	10/09/2024	CEO	Unlimited (Budgeted Opex)
PGS0023102	Insurance - Workers Compensation	Local Government Workcare	\$255,869	20/09/2024	CEO	Unlimited (Budgeted Opex)
PBD0010783	LGM Liability Membership 2024/25	LGM Queensland	\$240,735	11/07/2024	CEO	Unlimited (Budgeted Opex)
2024-731	Hammond Fuel Infrastructure Upgrade	SHAS Projects	\$226,538	26/07/2024	CEO	\$500K (General)
2024-720	Lot 33A Dabus Street, Warraber - Various Upgrades	Robert Clarke Builders	\$225,070	19/09/2024	EDBS	\$500K (Qbuild)



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:

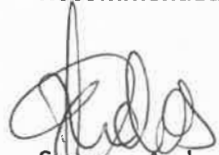
N/A

COMPLIANCE / CONSIDERATIONS:

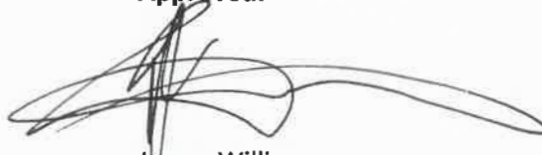
Statutory:	Section 254J of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Council meetings State Development and Infrastructure
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) Outcome 4: We are a transparent, open and engaging council. ➤ 4.2 Evolve Council's communication channels and community's access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each 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:

Statutory:	Section 254J(6) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Council meetings State Development and Infrastructure
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) Outcome 4: We are a transparent, open and engaging council. 4.2 Evolve Council’s communication channels and community’s access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:



Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Nil.



ORDINARY MEETING

15-16 OCTOBER 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:

Statutory:	Section 74(6) of the <i>Local Government (Operations) Regulation 2010</i>
Budgetary:	N/A
Policy:	Council meetings State Development and Infrastructure
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	<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>
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	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

BUILDING SERVICES REPORT (SEPTEMBER 2024)

OFFICER RECOMMENDATION:

Council resolves to note the Building Services Report for September 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 September 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 October 2024)

Upgrade and HO Program - Revenue Comparison Sep				
2023/2024		2024/2025		Variance
\$	2,754,705.60	\$	4,421,833.74	\$ 1,667,128.14
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 and decreased delivery timeframes.

As of 01 October 2024, there is a backlog of maintenance work comprising 1122 tasks with a total value of approximately \$2.8 million that has been pending for over 30 days.

R&M Program - Revenue Comparison Sep			
2023/2024		2024/2025	Variance
\$	2,339,452.38	\$ 5,468,117.98	\$ 3,128,665.60
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, Mabuiag, Saibai and Warraber have been identified as priority 1.

24JAA notice for Lot 66 & Lot 89 issued to PBC and GBK on 02 September. PBC has until 11 November to advise if they would like consultation in regards to the project – response received 04 October 2024.

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:

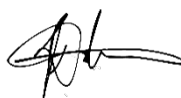
Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>• <i>National Construction Code Building Act 1975</i>• <i>Building Regulation 2006</i>• <i>Queensland Building and Construction Commission Act 1991</i>• <i>Queensland Building and Construction Commission Regulation 2018</i>
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	<p>Risk Management</p> <ul style="list-style-type: none">• Continued review of scheduled works for this financial year to clarify projects and their financial impact.• Ongoing review of departmental structure, resourcing, and processes to enhance service delivery across all levels.• Regular monitoring of performance to manage revenue, expenses, service delivery, and community outcomes
Links to Strategic Plans:	<p>Corporate Plan 2020-2025</p> <ul style="list-style-type: none">• Delivery of Capital Works program
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

Nil.

Recommended:

Wayne Green
Executive Director Building Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil



ORDINARY MEETING

15 - 16 OCTOBER 2024

Agenda Item

18.2

DIRECTORATE: Community Services

AUTHOR: Dawson Sailor , Executive Director Community Services

ORDINARY MEETING: October 2024

DATE: 15 – 16 October 2024

ITEM: Information Report for Noting by Council

SUBJECT: Information Report – Community Services

AUTHOR: Dawson Sailor, Executive Director Community Services

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

To provide Council an update on the functional areas within the Community Services department for activities undertaken in the month of August 2024.

Some of the key initiatives rolled out or significant works within the reporting period includes:

- Various key priorities at Executive Level which includes Investment Plan discussions; Capital Housing Priority 24/25; 10yr Capital Housing Strategy development; 1st HFSHC Advisory committee meeting; Remuneration Policy; Advocacy framework
- Deadly Diabetes (Health & Wellbeing)
- Community Consultation “Strait to the Plate” with Aaron Fa’aoso (Exec / Events)
- Gather + Grow (Health & Wellbeing)
- Coordination of logistics for State & TSRA Elections across the region
- Digital Inclusion sign-off on Agreement

Interested Parties/Consultation:

Community Services Managers

Background:

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

Officers Comment:

A summary of each of the functional areas (excluding Childcare & Aged Care; Eastern/Central Divisional Admin due to availability of staff at time of reporting) are provided are attached to this report.

COMPLIANCE / CONSIDERATIONS:

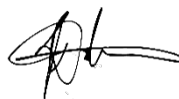
Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.
Budgetary:	Ongoing monitoring and process improvement to achieve financial 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.
Policy:	
Legal:	N/A
Risk:	Day-to-day risk is considered low however closely monitored and mitigated by the application of adherence to policy and procedures.
Links to Strategic Plans:	<i>TSIRC Corporate Plan 2020–2025 (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.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

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

Requesting the Health and Wellbeing and IKC submit quarterly report.

July – September – 1 st Quarter	due October 2024	Completed
October – December- 2 nd Quarter	due January 2025	
January -March – 3 rd Quarter	due April 2025	
April – June 4 th Quarter	due July 2025	

Quarterly reports are also requested by funding agents.

Health and Wellbeing

Employment and Activities

Funded by NIAA and DTIS

1. Badu No HLO until 23/09/2024 unable to report activities. HLO attended Peacekeeper Course on Mabuia and Tackling Indigenous Smoking on TI.
2. St Pauls HLO Casual until 23/09/2024 changed to Fixed term
3. Mabuia No HLO – vacant
4. Kubin No HLO. HLO to commence when Blue Card is obtained
5. Hammond NO HLO – vacant
6. Iama HLO Fixed Term – no report submitted
7. Warraber No HLO until 23/09/2024 unable to report activities. HLO Tackling Indigenous Smoking on TI
8. Poruma HLO on leave from 07/07/2024 – 30/09/2024 unable to report activities
9. Erub HLO Fixed Term – 48 activities with 386 participants. Awareness travel with Too Deadly For Diabetes, Creative Writers Program TI.
10. Mer HLO Fixed Term – no report submitted
11. Ugar No HLO. R&S completed waiting commencement
12. Masig No HLO - Vacant
13. Saibai No HLO – Vacant
14. Boigu HLO on leave from 23/07/2024 – 30/09/2024 unable to report activities
15. Dauan No HLO until 23/09/2024 unable to report activities

No report submitted due to no reporting template set up. HLO reporting template now implemented and waiting IT to put onto H Drive

Gather + Grow - Developing Community Action Plan.

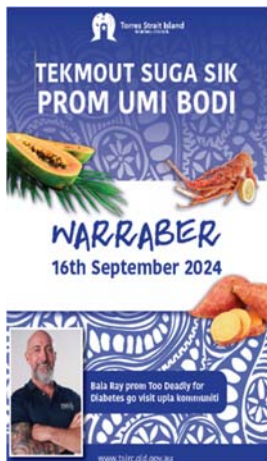
Funded by Health and Wellbeing Queensland



Project Office employment 24/06/2024 – 30/12/2024

Badu	Schedule for 09/10/2024
St Pauls	Schedule for 11/10/20214
Mabuia	postponed sorry business in community
Kubin	Schedule for 10/10/2024
Iama	First Engagement 30/09/2024 draft to follow
Warraber	First Engagement 01//10/2024 draft to follow
Poruma	Completed.
Erub	postponed sorry business in community
Mer	postponed sorry business in community
Ugar	Completed.
Masig	First Engagement 03/10/2024 draft to follow
Saibai	No Dates scheduled.
Boigu	No Dates scheduled.
Dauan	No Dates scheduled.
Hammond	schedule for 08/10/2024

Too Deadly for Diabetes (Ray Kelly) Funded by TSIRC.



Ray Kelly visited the communities of Warraber (17/09/2024), Poruma (18/09/2024) and Erub (19/09/2024)

The program was launched on the 23/09/2024. Communities visited Poruma, Warraber and Erub

Poruma – 28 community members showed interest in participating.

Warraber –18 community members showed interest in participating.

Erub – No participant

Recent visit to Warraber, interviewed a participant, commenced (18/09/2024) program day after Ray Kelly visited Warraber, already on the program lost 300g in two weeks

“I too deadly for gad Diabetes” water bottles and t-shirts arrived to give to participants.

Family and Domestic Violence Funded by DSDSATSIP

In March 2023 an Empowered Women Empower Women” workshop was held on Warraber. Women attended the workshop identified short-, medium- and long-term goals for women on the outer island. Short Term- make available self-help tools for women in remote communities.

Outcome Action – Journal for women with Self Help Tools and training around having difficult conversation.

Action completed – Journal Printed and Peacekeeper Course delivered

Peacekeeper workshop with Journal presented

Mer 16/09/2024 – 20/09/2024 – Ladies from Erub and Mer – 15 ladies attended the Peacekeeper course.

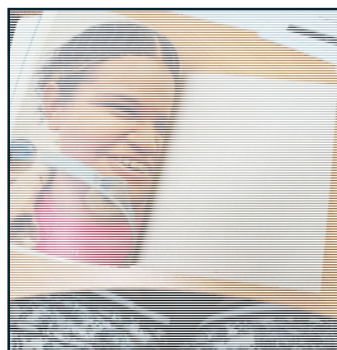
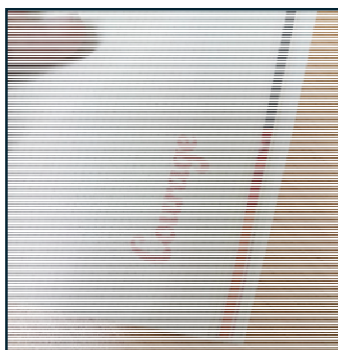
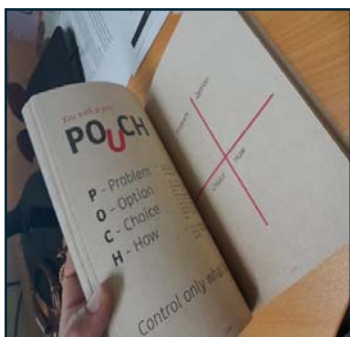
Creative movement session held for women to break up workshop tensions around topic discussion.

Different session held for men – 10 men attended a night session

Mabuiag 24/09/2024 – 27/09/2024 – ladies from Hammond, Kubin, St Paul, Mabuiag, Badu, - 20 ladies plus 1 male attended the Peacekeeper course. Creative movement session held for women to break up workshop tensions around topic discussion

Central and Top Western to be conducted if funding is available.

Images from pages in the Journal

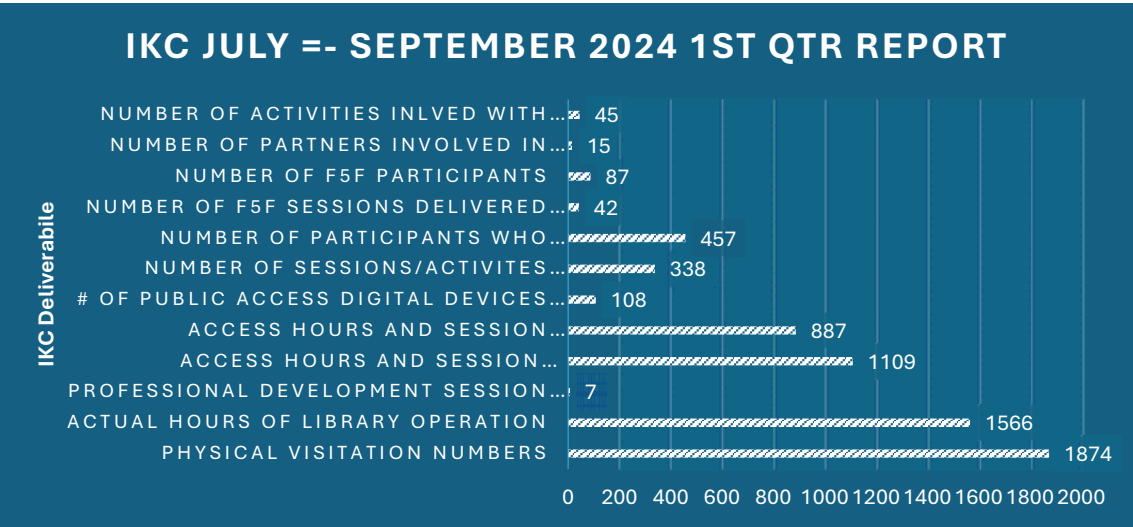


Indigenous Knowledge Centers
Employment and Activities including F5F
Funded by State Library of Queensland/TSIRC

Staffing

- | | |
|-------------|----------------------------------------------------------------------------|
| 1. Badu | Fixed Term |
| 2. Mabuiag | No IKCC – vacant |
| 3. Kubin | Fixed Term |
| 4. Hammond | Fixed Term |
| 5. Iama | Fixed Term |
| 6. Warraber | Fixed Term |
| 7. Poruma | Fixed Term, however on leave from July to September 2024. Reported to SLQ. |
| 8. Erub | Fixed Term |
| 9. Boigu | Fixed Term, however on leave from July to September 2024. Reported to SLQ |
| 10. Dauan | Fixed Term – on Maternity Leave Backfill by HLO |
| 11. | |

Note:2024-2026 IKC Action Plan submitted



Mobile Library set up at

St Pauls to be managed by HLO and volunteer
Mer to be managed by HLO and volunteer



Digital Inclusion - Funded by State Library of Queensland

Digital Inclusion Catalogue budget and plan submitted to SLQ. Waiting roll out of StarLink and IKC workshop in Cairns in November before roll out of program.



Growing IKCs Digital Ideas Catalogue Calculator - 2024/25	
Calculated Costings	
Item	
1	Interactive Screen
2	Laptop Kit
3	Tablet Kit
4	Podcasting Kit
5	Interview Audio Kit
6	Digital Camera Kit
7	Video Camera Kit
8	Lighting Kit
9	Micro-Drone Kit
10	eSports Kit
11	Document/Photo Scanner
12	Sublimation Printing Kit
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MONTHLY OM REPORTS – HOUSING SEPTEMBER 2024

Housing Collection Rates

Badu	89% September Rental Collection	Mabuiag	89% September Rental Collection	Warraber
	\$73,761 Invoiced for Rent		\$19,051 Invoiced for Rent	99% September Rental Collection Rate
	\$65,757 Paid and Allocated for Rent		\$16,987 Paid and Allocated for Rent	\$20,051 Invoiced for Rent
				\$19,813 Paid and Allocated for Rent
Boigu	72% September Rental Collection	Mer	77% September Rental Collection	Masig
	\$13,513 Invoiced for Rent		\$32,283 Invoiced for Rent	67% September Rental Collection
	\$9,671 Paid and Allocated for rent		\$24,924 Paid and Allocated for Rent	
Dauan	79% September Rental Collection	Poruma	100% September Rental Collection	\$22,143 Invoiced for Rent
	\$17,067 Invoiced for Rent		\$15,052 Invoiced for Rent	\$14,768 Paid and Allocated for Rent
	\$13,502 Paid and Allocated for Rent		\$15,052 Paid and Allocated for Rent	
Erub	94% September Rental Collection	Saibai	80% September Rental Collection	
	\$16,174 Invoiced for Rent		\$32,924 Invoiced for Rent	
	\$15,144 Paid and allocated for Rent		\$26,422 Paid and Allocated for Rent	
Hammond	93% September Rental Collection	St Pauls	89% September Rental Collection	
	\$24,518 Invoiced for Rent		\$21,334 Invoiced for Rent	
	\$22,803 Paid and Allocated for Rent		\$18,974 Paid and Allocated for Rent	
Iama	89% September Rental Collection	Ugar	100% September Rental Collection	
	\$29,179 Invoiced for Rent		\$4,856 Invoice for Rent	
	\$26,112 Paid and Allocated for Rent		\$4,865 Paid and Allocated for Rent	

OVERALL COLLECTION RATE

86% September Rental Collection

\$350,358 Invoiced for Rent

\$302,643 Paid and Allocated for Rent

[illegible]



TSIRC Housing Register of Needs

2023 MONTHLY OM REPORT Register of Needs	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024
Category One Applicants	51	50	50	50	51	51	51	52	53	54	54	55	55
Category Two Applicants	121	122	122	122	123	123	123	130	133	138	141	146	147
Category Three Applicants	42	45	45	45	45	45	45	46	46	47	48	49	49
Category Four Applicants	6	5	5	5	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	16	26	6	1	49
BOIGU	2	13	1	0	16
DAUAN	3	8	9	2	22
ERUB	4	11	0	0	15
HAMMOND	6	9	7	0	22
IAMA	8	16	5	0	29
MABUIAG	2	3	1	0	6
MASIG	2	7	1	0	10
MER	1	17	1	0	19
PORUMA	0	4	1	2	7
SAIBAI	4	7	6	0	17
ST PAULS	3	15	8	0	26
UGAR	1	2	1	0	4
WARRABER	3	9	2	0	14
Category total:	55	147	49	5	256



community services



Additional information – Proposed/External Housing Applications status:

<u>DIVISION</u>	<u>CATEGORY 1</u>	<u>CATEGORY 2</u>	<u>CATEGORY 3</u>	<u>Total applicants</u>
BADU	2	49	1	52
BOIGU	0	1	3	4
DAUAN	0	5	0	5
ERUB	1	10	4	15
HAMMOND	1	14	9	24
IAMA	1	17	3	21
MABUIAG	0	4	3	7
MASIG	5	8	1	14
MER	4	6	4	14
PORUMA	1	15	0	16
SAIBAI	0	8	0	8
ST PAULS	0	7	9	16
UGAR	1	5	4	10
WARRABER	3	22	2	27
Category total:	19	171	43	233

Total Current Housing Application: 256

Total Proposed/External Housing application: 233

Total Housing Applications: 489



community services



Housing Register Information – GTA, Succession of Tenancy, Disputes, Vacant Maintenance, LHA Upgrade & Katter Lease

Count of Division	Allocation Status <input type="button" value="v"/>									
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	GTA - pending	Grand Total
BADU ISLAND	156	1	1			5		1	1	165
BOIGU ISLAND	21		10	1			4			36
DAUAN ISLAND	36					1		2	2	41
IAMA ISLAND	57							3	1	61
MABUIAG ISLAND	35		1							36
MURRAY ISLANDS	64	6	6	5	4			3	2	90
PORUMA ISLAND	29						1			30
SAIBAI ISLAND	67	1	2		2		1		1	74
ST PAULS	46		1						1	48
WARRABER ISLAND	38		1			1				40
ERUB ISLAND	59	1	2			1			2	65
YORKE ISLAND	43	1	2			2	3		2	53
HAMMOND ISLAND	33	1								34
UGAR ISLAND	9			2	2			2		15
Grand Total	693	11	26	8	18	9	11	11	1	788



community services



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
DAUAN	CLI 42	MAIN ROAD	3	Vacant maintenance in progress	In progress	22/10/2024
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
MER	CLI 20	MAROU Road	5	Vacant maintenance in progress	In progress	TBA
MER	CLI 312	NAROR Village	4	Vacant maintenance in progress	In progress	TBA
UGAR	CLI 33	DRANKIE Street	3	Vacant maintenance in progress	In progress	TBA
UGAR	CLI 47	NAIGAR Road	3	Vanant maintenance in progress	In progress	TBA
WARRABER	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 – September 2024

Division	Badu/Kubin/St Pauls/Iama/Warraber – Peli Ware
Reporting Period:	1 st September 2024 to 30 th September 2024
Prepared by:	Regional Manager Peli Ware

General

- OP Plan Objective – SOP – 7 Procedures – re-scheduled catch ups 1:30pm – 3:30pm required to progress and finalise – Draft SOP to be sent to Robert Blake and Emily Reid to review and add template before progressing to EDCS to review
- St Pauls – Still have issues with the digital signage/screen. **OUTSTANDING – Email sent 27th Sept Fixed first wk in Oct.**
- Cleaner PA not yet finalised and rolled out to DMs
- A/RM Saintie Joe delegated to DSR process and Events Coordinator delegated Accommodation Reconciliation/Register

HR/PWB

Performance Appraisals still outstanding due to other work commitments and staff on leave this month.

Vacant Position		Regional Manager Comments
Divisional Manager – Kubin	<input type="checkbox"/>	Vacant – Recruitment Finalised – Follow up Rec Memo
MSAO – Kubin	<input type="checkbox"/>	FT MSAO Position – To be advertised – VAF TBC
Cleaner – Kubin PT	<input type="checkbox"/>	Recruitment in Progress – Interview Scheduled for 30/09 – Application Withdrawn – Readvertise as EOI
MSAO – Badu FT		VAF – Direct Appointment PT MSAO yet to finalise
Cleaner – Warraber PT		Recruitment in progress – Rec Memo finalised 27.09.24
Higher Duties -		
MSAO – Warraber PT		Warraber – Additional Hours 16.09.24 to DGNWQ



REGIONAL MANAGER MONTHLY REPORT – September 2024

General

EXTERNAL REPORTING

		Regional Managers Comment
Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests. 1. Mis-match identified -	<input type="checkbox"/>	All LFS Reports submitted.
Services Australia – Monthly Customer Traffic data submitted via online portal including additional requests ie Training; Request for Information in line with contract. 1. New Pre-Engagement Pack pending – St Pauls pending 2. 23/24 Host Online Training – 3. 23/24 Agent Specified Personnel Online Training completed – Boigu, Erub, Kubin, Mer, Saibai, St Pauls, Warraber, Iama, Masig 4. Contracted hours amendment – no change 5. Site hours amendment – no change	<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 remains Outstanding – MSAO has been encouraged to apply for relevant IDs. DM St Pauls to submit for Kubin – retrieving user access to submit – 04.10.24



REGIONAL MANAGER MONTHLY REPORT – September 2024

<p>6. Access Point Site – Stephen (Ugar)</p> <p>7. Agent Site – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan</p> <p>8. Service Australia EOI – Mer</p>		<p>Cluster Mandatory online training 24/25 Agent specified personnel training completed 27//09/24</p> <p>Recommend service to be contracted from Council through Services Australia EOI process. Create employment opportunity in divisions. 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 – September 2024

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – CDMP is current and accurate 1. Contact List Update 2.	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)	<input type="checkbox"/>	
CDMP Meeting with Eunice 1. Divisional visit – Upcoming Visit – Iama 2. Teams Meeting – Nil		LCDC to visit divisions to deliver CDMP refresher and review of meeting sessions – CDMG Meeting – Iama 5/9 CDMG Meeting – St Pauls CDMG Meeting for Kubin – updated scheduled for 7 th Oct 2024 CDMG Meeting – Badu TBC CDMG Meeting – Warraber TBC
SAT Phone – tested and in working order	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and working. – Inconsistent Testing Some Divisions completed 1 or 2 out of 4 testing task for September.
HF Radio – tested and in working order	<input checked="" type="checkbox"/>	Future division visit for HF Radio testing - TBC
Situation Report (if any) – provided to Disaster Coordinator	<input checked="" type="checkbox"/>	No SITREP for September



REGIONAL MANAGER MONTHLY REPORT – September 2024

FINANCE

Daily Stock Reconciliation – updated to end of month; signed and filed. <i>(discrepancy to be noted below in comments)</i>	<input type="checkbox"/>	Streamline Daily Receipting/Stock Reconciliation Procedure – Daily Receipting/Stock Policy and Procedure to be finalised, endorsed DSR not consistent with signing off , Ergon Wallet Photo not uploaded and no confirmation with date/time upload to ECM identified in Reports
EFTPOS Operation – tested and in working order	<input checked="" type="checkbox"/>	All POS machines are operational and can provide MOTO service if required. Div 7 replacement POS Div 6 not operational, replacement in transit.
Accommodation Reconciliation – updated to end of month; signed and filed. <i>(discrepancy to be noted below in comments)</i>	<input checked="" type="checkbox"/>	Div 9 lama – Outstanding Task - Accommodation Reconciliation Register for all divisions. Continue to work closely with DMs going forward Div 6 Kubin – Follow up with IRFs
Purchase Orders – IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced <i>Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team</i>	<input checked="" type="checkbox"/>	Procurement Training still required for Staff. Emailed Purchasing Process sent to Staff Members – Ongoing training is needed
DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register	<input checked="" type="checkbox"/>	Connectivity Issues within divisions.



REGIONAL MANAGER MONTHLY REPORT – September 2024

		<p>IT to continue to monitor and resolve accordingly.</p> <p>Hardcopy filing in division still encouraged in divisional offices.</p> <p>Collation Order of Doc Files Information be streamlined within divisions</p> <ul style="list-style-type: none"> Doc File with EFT Summary attached with two digital signatures to be uploaded. <p>Procedure finalised 13.05.24 for review and endorsement – NOT ACTIONED</p>
Gas Register – <i>updated to end of month accurately and reconciles with Stock Rec</i>	☑	<p>Manual record by divisions. To be implemented across all divisions Fleet Team to progress Register with RMs/HOC</p>
Fuel Operation/Reporting – Recommendation: Fuel Information to be shared with all 3 RMs collectively going forward	☑	<p>Badu – Stand Alone Pod (Internal Use Only) not operational – no taskcode as yet. Badu to use Kubin Taskcode. Kubin – Stand Alone Pod (Internal Use Only – on Site – Not in use in Sept St Pauls – No confirmation of change of Fuel Compartment (Compac Service)</p>
Divisional Engagement Fund Acquittal – <i>acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation</i>	☑	Refer Events Coordinator Report



REGIONAL MANAGER MONTHLY REPORT – September 2024

Accommodation Register – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.	<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. <i>Recommend to encourage credit card payment for all guest account.</i>
Helicopter Subsidy – 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
Helicopter Subsidy – 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
Helicopter Subsidy Acquittal – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	N/A

HUMAN RESOURCE:



REGIONAL MANAGER MONTHLY REPORT – September 2024

Timesheets – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	<input checked="" type="checkbox"/>	Staff awareness of leave types and submission timeframe needs to be improved. Recommend council certified agreement 2021 document used to raise awareness/ educate staff. <i>Late submission of timesheet is still an issue</i>
LAF – submitted		Excessive Leave taken by staff to reduce hrs
HR Forms (Higher Duties; LAFs; VAFs) – <i>completed and sent to Regional Manager</i>	<input checked="" type="checkbox"/>	St Pauls – Nil Kubin – DM Role Vacant – Advertised EOI Kubin – PT MSAO Badu – PT MSAO does additional hrs until further advise from HR/HOC Warraber PT MSAO additional hrs due to staff resignation
Investigation / Complaints – <i>Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.</i>	<input checked="" type="checkbox"/>	Complaints against DM St Pauls to be yet to be investigated and actioned – RM Saintie Joe to action with DM St Pauls/HR. -
Tribal Habits – <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 – Discussion with Training Department on future online courses via Tribal Habits
MANGO – Online training/ report submission	<input checked="" type="checkbox"/>	Staff Consistency to report Near Miss Incidents in Mango and all other hazards/incidents Recommend online refresher training for DM/DEO for reporting.
First Aid Kit – <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 – New DM to liaise with Safety for supply



REGIONAL MANAGER MONTHLY REPORT – September 2024

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU	<input checked="" type="checkbox"/>	All Cluster reporting R&Ms accordingly. Turnaround time for some jobs can delay due to resources on ground and contractor availability (FIFO) Recommend DMs receive monthly update of completed R&M by BSU – TBC
Hazard Reports – submitted and filed. Necessary follow up undertaken.	<input checked="" type="checkbox"/>	St Pauls – Hazards identified – not in report Follow up with DMs Warraber – No DM Report rec'd – DM on Leave Iama – Asbestos Issue to be addressed with Safety Team on 9 th September 2024

MEETINGS

Community Meeting Dates:

Div 5 Badu – Community Meeting – Corporate Consultation – Corporate Team
 Div 5 Badu – Community Meeting – CIS for September.
 Div 6 Kubin – No Meetings Held other than Trustee Policy Consultation – Legal Team
 Div 7 St Pauls – No Meeting Held –A23 Masig Statement and Trustee Policy Meeting – Mayor Visit and Legal Team
 Div 9 Iama – No Meeting
 Div 10 Warraber – No Meeting



REGIONAL MANAGER MONTHLY REPORT – September 2024

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 – Yet to progress with Assets
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
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. Cr Levi not available to confirm the additional names. Seaswift Quote secured at HOCs request. Yet to liaise with a Supplier for a quote for additional change



REGIONAL MANAGER MONTHLY REPORT – September 2024

	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 – Follow Up Required.
	Community Sports Oval	Follow up with Tony Wynen on progress of proposed fencing
Div 9 Iama	TBC	
Div 10 Warraber	TBC	
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 – September 2024

2024 COUNCIL GENERAL MEETING DATES:

Dates of OM Meeting Dates as per Notification

GENERAL COMMENT

- **Division 5 Badu**
- RM Proposed Support Visit to Badu – Wk 14th – 18th October 2024 – Face to Face Support with DM/MSAO team.
- Div 4 Badu – Ongoing Community Awareness – Boil Water Alert – DM/DEO to ensure actioned with Communication Team
- Div 4 Badu – Badu Art Centre Mural Project with TSIRC – Location: Airport Wall, TSIRC Council Building Fence and Badu Art Centre
- High Number of R&Ms identified for Badu – Airport Lights, Garden Hoses installed to priority buildings
- Follow up with RM Moka & Anita re: New Community Hall Chiller Order
- **Division 6 Kubin**
- No Handover Received from Kubin from Acting DM – re:pending. DM Position Vacant – 2 x MSAO current
- Assets: Lease Spaces for GBK St Pauls Proposed Office and Kubin NDIS Office Space not finalised – require urgent action – delayed work.
- Recruitment for DM Kubin in progress – Advertised as Internal EOI
- **Division 7 St Pauls**
- St Pauls Admin Vehicle – High Fuel Usage with Wex Card – DM to investigate Vehicle Log Book matches Bookings Sheet
- Cleaner Performance Appraisal in progress Due: 17.05.24 – RM to review and escalate for HOC Review and Support;
- **Division 9 Iama – refer Divisional All Staff Meeting Minutes attached**
- Accommodation Linens purchased. Lounge, TV and 10kg Washing Machine yet to be ordered for Accommodation
- Cleaning Supplies and Cleaning Equipment purchased for Cleaners
- Forward other department requests from respective staff to dept management follow up. E.g EOs requesting a tipper to assist with green waste removal.



REGIONAL MANAGER MONTHLY REPORT – September 2024

- **Division 10 Warraber**
- Recruitment – Caroline Bowie is a casual cleaner from GBK for approximately 4 year. Caroline was unsuccessful with Interview. EDCS to advise what was the end date for her role;
- FT MSAO resignation. New VAF Form sent for approval to advertise position. GBK backfill organised for the duration of recruitment.
- **Regional Action Items**
- 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 – **Follow up still required**
- All divisions are available to provide remote support for cluster if required
- Revisit Policy and Procedures with HOC and RM – Australia Post Draft completed in August. Ready for Review
- Recruitment – PT Cleaners for Kubin and Warraber advertised
- Additional Information needed regarding Fuel – Further discussion with RMs at Catchups and also DSR.
- Streamline General Community Notice Template across Divisions – Refer Template attached
- IT assist with BYOD Mobilestar device options for HOC review – see attached – pending IT to confirm App is working
- Email sent to Kim @ Australia Post re: backlog of Mail at Horn Island Depot. Swift response from Aust Post confirming staff on leave hence the reason for the backlog. Backlog was across most divisions..
- Tribal Habit Training ongoing – Tribal Library discussion with Training Department



REGIONAL MANAGER MONTHLY REPORT – September 2024

Division	Mabuiag and Dauan (Saibai & Hammond did not submit Monthly Reports. No DM on Boigu)
Reporting Period:	1 st to 30 th September 2024
Prepared by:	Saintie Joe - Acting Regional Manager

HR/PWB

Vacant Position		Regional Manager Comments
MSAO – PT Mabuiag	<input type="checkbox"/>	Position filled. Commenced employment 8 th Oct
MSAO – PT Dauan	<input type="checkbox"/>	Position filled. Commenced employment 8 th Oct
MSAO – PT Mabuiag	<input type="checkbox"/>	VAF submitted and approved

General

EXTERNAL REPORTING

		Regional Managers Comment
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<p>Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests.</p> <p>1. Mis-match identified -</p>	<input checked="" type="checkbox"/>	All LFS Reports submitted.
<p>Services Australia – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.</p> <p>1. New Pre-Engagement Pack pending – BOIGU Gainau and Barbara to submit</p> <p>2. Agent Specified Personnel Online Training completed. All except Tina Tabuai on Saibai</p> <p>3. Contracted hours amendment – no change</p> <p>4. Site hours amendment – no change</p> <p>5. Agent Site – Saibai, Boigu, Mabuiag, Dauan</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	All but BOIGU.



REGIONAL MANAGER MONTHLY REPORT – September 2024

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – <i>CDMP is current and accurate</i> 1. Contact List Update	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)	<input type="checkbox"/>	
CDMP Meeting with Eunice 1. Divisional visit – 2. Teams Meeting –		
SAT Phone – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and working.
HF Radio – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	Future division visit for HF Radio testing - TBC
Situation Report (if any) – <i>provided to Disaster Coordinator</i>	<input checked="" type="checkbox"/>	No SITREP for January



REGIONAL MANAGER MONTHLY REPORT – September 2024

FINANCE

EFTPOS Operation – tested and in working order	<input checked="" type="checkbox"/>	
Accommodation Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments)	<input checked="" type="checkbox"/>	
Purchase Orders – IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team	<input checked="" type="checkbox"/>	
DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register	<input checked="" type="checkbox"/>	
Gas Register – updated to end of month accurately and reconciles with Stock Rec	<input checked="" type="checkbox"/>	Manual record by divisions. To be implemented across all divisions
Fuel Operation/Reporting – divisional operations Compac online billing process to be discussed with Nicola and Brenden Hall	<input checked="" type="checkbox"/>	
Divisional Engagement Fund Acquittal – acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation	<input checked="" type="checkbox"/>	1. Refer Events Coordinator Report
Accommodation Register – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.	<input checked="" type="checkbox"/>	
Helicopter Subsidy – Ugar	<input type="checkbox"/>	N/A
Helicopter Subsidy – 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
Helicopter Subsidy Acquittal – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	N/A



REGIONAL MANAGER MONTHLY REPORT – September 2024

HUMAN RESOURCE:

Timesheets – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	<input checked="" type="checkbox"/>	Staff awareness of leave types and submission timeframe needs to be improved. Recommend council certified agreement 2021 document used to raise awareness/ educate staff.
LAF – submitted		
HR Forms (Higher Duties; LAFs; VAFs) – <i>completed and sent to Regional Manager</i>	<input checked="" type="checkbox"/>	
Investigation / Complaints – <i>Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.</i>	<input checked="" type="checkbox"/>	
Tribal Habits – <i>Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.</i>	<input checked="" type="checkbox"/>	eLearning – Boigu – Barbara to complete
MANGO – Online training/ report submission	<input checked="" type="checkbox"/>	
First Aid Kit – <i>Stock replenished, and register is updated to reflect use.</i>	<input type="checkbox"/>	Divisional Kits need to be assessed and restocked

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – <i>all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU</i>	<input checked="" type="checkbox"/>	
Hazard Reports – <i>submitted and filed. Necessary follow up undertaken.</i>	<input checked="" type="checkbox"/>	



REGIONAL MANAGER MONTHLY REPORT – September 2024

MEETINGS

Community Meeting Dates:

Div 4 Mab – Stakeholders Meeting 02.04.24

Div 5 Dauan – Community Info session 26/09/24

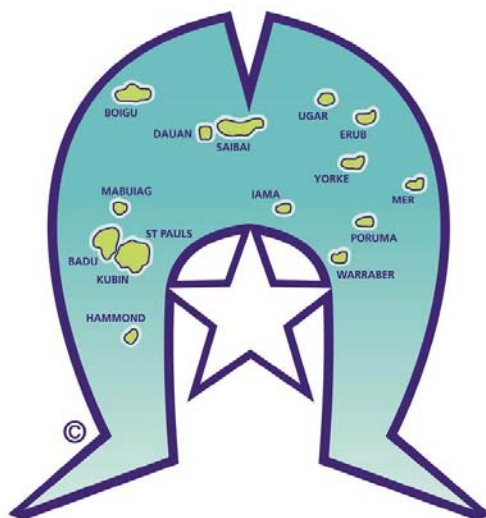
COMMUNITY PROJECT

Division	Project	Update
Div 4 Mabiug	Community NAIDOC	16-20 th September 2024. All TSIRC staff engaged with all other stakeholders
Div 2 Dauan	Holy Cross church day	14 th September. Community Event

2024 COUNCIL GENERAL MEETING DATES:

GENERAL COMMENT

- Div 1 Boigu – Ongoing Community Awareness – Level 4 water restrictions
- Starlink installed – Boigu, Dauan, Mabiug



Torres Strait Island
REGIONAL COUNCIL





Month	September 2024
Date submitted	4 October 2024
Team	Environment and Health
Manager	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"> • Work with key agencies and partners to investigate key community security and surveillance opportunities. 	SOP
2.3 Facilitate community-led strategy for public social behaviour concerns.	<ul style="list-style-type: none"> • Work with each community to understand applicable public social behaviour concerns and facilitate recommendations with key agencies. • Work with key partners to investigate and advocate for programs that facilitate safe places and/or houses. • Partner with key agencies to develop more culturally aligned community education programs. 	Develop policy and stakeholder relationship
2.6 Enable a positive nutritional culture and sustainable food sourcing.	<ul style="list-style-type: none"> • Facilitate access and assistance to Community Gardens. • Facilitate access and support program for home produce production. • Facilitate delivery of food safety and healthy eating educational materials. 	
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"> • Work with Community to provide a regional legal framework which addresses both State and Traditional Lore requirements. 	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"> • Define departmental customer and general service level metrics. • Investigate community expectations on service levels and fee for service appetite. 	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"> • Coordinate waste management activities through landfill, transfer station and recycling opportunities. • Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods. • Investigate sewer bio-solids and grey water reuse opportunities. 	Participate in Great Northern Clean up Reconvene waste management working group to draft strategy Illegal Dumping hotspot program Combined workshop.



9.3 Ensure a safe and sustainable drinking water program.	<ul style="list-style-type: none"> • Active management of the water delivery system including on-line meter reading. 	<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"> • Development and execution of pest management plans. • Work with key partners and agencies to further implement Biosecurity Plan and controls. • Work with individual communities to identify areas for cultural cutting and cleaning places. • Facilitation of domestic animal health checks. • Develop coordinated warning systems associated with health outbreaks. 	<p>Ongoing, (biosecurity plans)</p> <p>TSRA and PBC, TO collaboration</p> <p>On going</p> <p>Qld health & 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"> • Investigate and refresh council's existing visitor management process and implementation roadmap. 	<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"> • Facilitate study into key skill opportunities and development models. • Grow council's existing apprenticeship and traineeship program. • Work with relevant partners to ensure employment models exist post apprenticeship or traineeship. 	<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"> • Develop and implement council's Indigenous Procurement Policy. 	<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"> • Facilitate the development of an international cultural festival, hosted within region. • Work with key partners to deliver sporting and recreational festivals within region. • Work with applicable stakeholders and agencies to facilitate the development of key industry & career market day events within region. 	<p>Develop Policy, local laws, procedures and fact sheets.</p>
Operational Plan Objective		Recommendation
23. Food Safety: - Community Education & Awareness - Licensing Program Stage 1 – Commercial premises - Licensing Program Stage 2 – Community licences	<p>Waiting on changes to legislation that will close loop holes and provide equity.</p>	<p>Online food safety training on going</p>
24. Education and Awareness on Water Sanitation, Waste Management and Sewerage	<p>Waste Management : Landfills</p> <p>Construction and commercial waste</p> <p>Great Northern Clean up</p>	<p>On going</p> <p>Promote Blue and brown card training</p>
25. Mosquito Management: - Inspection, Albopictus Survey - Education, Awareness, Control Activities - Assist the Dengue Action Response Team (DART) - Implement Mosquito Management Plan	<p>Mosquito Management Plan developed and implemented</p>	<p>On going</p>





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 November
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	Workshop scheduled for October cert4 animal management
Community Services Business Plan		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
Biosecurity grant submission	\$90K	\$0		VAF and PD completed
DES waste grant	\$170K	\$0	Recruitment	3 0.5fte
DAF fee for service	\$238K	tba		Employ 40.5 fte EHW to assist with operational delivery To be invoiced
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	Recommendation
Tameka Stephens	Environmental Health Worker: Ugar		Appointed to 30/06/2027
Nodoro Kaigi	Environmental Health Worker:Mer		Appointed to 30/06/2027
Stephanie Pabai	Ehw st pauls resigned		
Ezra Kris	Ehw st pauls resigned		
Brian Pearson	Environmental Health Worker: Poruma		Appointed to 30/06/2027
Dawson Mau	Senior Environmental Health Worker		Appointed to 30/06/2027
Moses Kudub	Senior Environmental Health Worker		Appointed to 30/06/2027
Cassandra Saylor	Senior Environmental Health Worker		Appointed to 30/06/2027
Geary Bann	Senior Environmental Health Worker		Appointed to 30/06/2025

Training and Development

Training	Location	Participapants	Dates	Comments
Certificate IV Animal Control and Regulations	Online	Cassandra Saylor, Adria Faud, Jacob Akiba, David, Geary Bann, Ezra Kris, Moses Kudub,	ongoing	

Physical Resources

Property description	Issue	Recommendation
Chemical storage across all divisions	Non compliance	Establish strategic plan to construct fit for purpose infrastructure across all Divisions
Vehicle	Availability	

Public Relations

Division	Issue	Recommendation
Risks	Update of website required, SPER process	Reporting as per process
Opportunities	Promotion of EHW, establish service request process	Seek support from engagement
Saibai/Boigu	Malaria outbreak , EHW response assistance	





Coordinator EHW – Overview:

- EHW vehicle provision still an issue on several Divisions – Vehicle not suitable for:
 - Erub (single cab, issues with the vehicle – engine & smoke light on, vehicle will run on flat roads but going up hills its almost idle speed),
 - Boigu (vehicle is currently tagged out)
 - Saibai (2WD not suitable for some muddy/boggy areas where surveillance is done),
 - Badu (aged vehicle, still leaks when it rains).
- Animal Management issues on Besi (dogs), Arkai (horses), Wug (horses & dogs), Masig (dogs), Erub (dogs), Boigu (dogs).
- Financial delegation delays for Seniors
- Vacancies – there are still vacancies in the following communities that need to be filled – Badu, St Pauls, Masig and Warraber, we have received several applicants for each position and will be organizing interviews as soon as possible. We are finalizing the EHW position for Kiriri and have Stephen Amber commencing in the role as of the 09.10.2024. We have filled the positions for Senior EHWs they along with their clusters are listed below:
 - Dawson Mau – Dauan, Saibai, Boigu & Warraber
 - Moses Kudub – Mer, Arkai, Wug & Kiriri
 - Cassandra Saylor – Erub, Masig, Ugar, Besi
 - Geary Bann – Iama, Badu & Poruma
- Ewan, Dawson Mau and I travelled to Ugar to mentor, train and go through EHW roles and responsibilities with Tamyka Stephen. Moses Kudub travelled to Poruma to do the same with Brian Pearson.
- Ewan and I have been meeting with Biosecurity Qld regarding the increase of exotic fruit flies within our region and how TSIRC EHWs can assist with fruit fly eradication program – fruit fly blocking (this would be a fee for service activity).
- Ewan, Kathy and I also met with Brendan John and the communications team to discuss how we can look at QR codes to assist the community to put in complaints to TSIRC (solution for putting complaints through to council), we also spoke about the new website and what we would like to see on the website from a EHW point of view.





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.

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.

ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – SEPTEMBER 2024

SEHW - DAWSON MAU

	DAUAN	SAIBAI	BOIGU	WARRABER
DOG				
TOTAL NUMBER OF DOGS	46	0	31	0
NEW REGISTRATIONS	0	0	1	0
CATS				
TOTAL NUMBER OF CATS	4	0	4	0
NEW REGISTRATIONS	0	0	0	0
HORSES				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
CHOOKS				
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
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	6	0	0	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	1	0	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	2	0
NUMBER OF VERBAL WARNINGS ISSUED	7	0	2	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0
INTER-ISALND ANIMAL TRANSFER	1	0	0	0
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	1	1	0	0
ONE-ON-ONE	0	0	3	0
FLYERS/POSTERS	0	0	3	0
VET VISIT	1	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	3	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0
TICK TREATMENTS	0	0	0	0
EUTHANISE	1	1	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	3	0
PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	0	0
FOOD SHOP INSPECTIONS	0	0	1	0
COMPLAINTS	0	0	1	0
FOOD RECALLS/ISSUES	0	0	0	0
FOOD SAFETY AWARENES				

MEETINGS	1	0	0	0
ONE-ON-ONE	0	0	3	0
FLYER/POSTER	1	0	1	0
FOOD SAFETY AWARENESS	0	0	3	0
IM ALERT FOOD SAFETY COURSE	0	0	1	0
BIOSECURITY				
SURVEILLANCE	3	0	2	0
BARGE DELIVERY INSPECTION	3	1	2	0
EDUCATION AND AWARENESS	0	0	0	0
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVIOR – SAMS/BORE WELLS/ETC	0	0	3	0
WATER TESTING – CHLORINE & PH	0	0	0	0
WASTEWATER SYSTEMS	0	0	0	0
OEVERGROWN ALLOTMENTS/DISUSED MATERIALS	1	0	1	0
LANDFILL	3	4	3	0
ILLEGAL DUMPING	1	0	0	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION				
ONE-ON-ONE	0	0	0	0
MEETING	0	0	0	0
POSTER/FLYER	0	0	0	0
WATER EDUCATION/AWARENESS & PROMOTION	0	0	3	0
PEST MANAGEMENT				
INSPECTIONS	1	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	1	0	0
AWARENESS	1	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	47	0	0	0
OTHER	0	0	0	0
HOUSING				
INSPECTIONS	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0
RAINWATER TANK INSPECTION	0	0	0	0
YARD INSPECTION	0	0	0	0
OTHER	0	0	0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING				
HYGIENE	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0
MEETINGS ATTENDED	1	1	1	0
HEALTH CENTER VISIT				
NUMBER OF VISITS PER MONTH	2	0	1	0
HEALTH CENTRE CONCERNS	0	1	0	0



GENERAL COMMUNITY OUTCOMES	
DAUAN	<p>25/09 went to LOT 52 and investigated a rat trying to drink water from the garden tub. The house tenant caught the rat freeze it and took photos of it and send it to Michael Zitha Biosecurity for examine.</p> <p>No dogs wandering around community – especially IBIS but will continue monitor/inspect</p> <p>Workshop fencing is secured and gates are up- thanks to the engineering team</p> <p>Conducted sea swift inspections</p> <p>Monitor toad trap set on seaswift unloading area – no sign of toads in cage which is good</p> <p>Rubbish being dumped outside landfill – illegal dumping</p> <p>Landfill post is down and rubbish playing away to the trees from strong SE winds</p> <p>Nil food sale this month</p>
SAIBAI	<p>Pest treatment on 3x houses – LOT 27,29 & 29A</p> <p>Euthanise 1x nuisance dog – Paul Kabai dog</p> <p>Assisted Doc Dunston TB Awareness for the community</p> <p>Landfill clean and tidy thanks to the engineering team</p> <p>Digging a trench for sewage sludge</p> <p>Seaswift Inspections</p> <p>Attended TSRA turtle and dugong management meeting – discuss the illegal dumping of turtle and dugong waste on land.</p> <p>Large number of dogs wandering the community</p> <p>Dog attacks happen multiple times</p>
BOIGU	<p>I'm alert food safety course completed 11/09/24</p> <p>TB community awareness</p> <p>Dog registered 30/09/24</p> <p>Water Wise awareness</p> <p>2x dogs transferred to PNG</p> <p>Warning letter for large number of dogs not under effective control</p> <p>Dog attack – Investigation is in progress</p> <p>Dog not under effective control</p>
WARRABER	<p>N/A</p> <p>N/A</p>



ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – SEPTEMBER 2024

SEHW – CASSANDRA SAYLOR

	ERUB	BESI	MASIG	UGAR	
DOG					
TOTAL NUMBER OF DOGS	66	46	27	24	0
NEW REGISTRATIONS	8	1	0	19	0
CATS					
TOTAL NUMBER OF CATS	19	8	10	13	0
NEW REGISTRATIONS	0	0	0	5	0
HORSES					
TOTAL NUMBER OF HORSES	0	0	0	0	0
NEW REGISTRATIONS	0	0	0	0	0
CHOOKS					
TOTAL NUMBER OF HENS & CHICKS	1	0	0	3	0
TOTAL NUMBER OF ROOSTERS	0	0	0	8	0
TOTAL NUMBER OF DUCKS	0	0	0	0	0
COMPLIANCE					
NON-COMPLIANCE FOR DESEXING	0	4	0	2	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	3	5	0	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	5	1	3	0	0
NUMBER OF VERBAL WARNINGS ISSUED	8	0	3	2	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	3	0	0	0
NUMBER OF WARNING LETTERS ISSUED	4	14	0	0	0
INTER-ISLAND ANIMAL TRANSFER	8	1	0	4	0
ANIMAL MANAGEMENT AWARENESS					
MEETINGS	0	0	1	0	0
ONE-ON-ONE	15	6	3	1	0
FLYERS/POSTERS	5	0	1	3	0
VET VISIT	0	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	1	1	0	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0	0
TICK TREATMENTS	1	0	0	7	0
EUTHANISE	1	0	0	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	3	0	0	0
FOOD SAFETY					
NUMBER OF FOOD SALES FOR THE MONTH	10	0	0	0	0

PERMITS ISSUED	0	0	0	0	0
FOOD ACT LICENCES	0	0	0	0	0
FOOD SHOP INSPECTIONS	0	2	1	2	0
COMPLAINTS	0	0	0	0	0
FOOD RECALLS/ISSUES	0	0	0	0	0
FOOD SAFETY AWARENES					
MEETINGS	0	0	0	0	0
ONE-ON-ONE	4	0	0	0	0
FLYER/POSTER	1	0	0	0	0
FOOD SAFETY AWARENESS	0	0	0	0	0
IM ALERT FOOD SAFETY COURSE	0	0	0	0	0
BIOSECURITY					
SURVEILLANCE	4	1	1	2	0
BARGE DELIVERY INSPECTION	4	1	0	1	0
EDUCATION AND AWARENESS	0	0	0	0	0
WASTE/WATER & LANDFILL SURVEILLANCE					
WATER RESERVOR – SAMS/BORE WELLS/ETC	1		2	0	0
WATER TESTING – CHLORINE & PH	1		2	2	0
WASTE WATER SYSTEMS	1		0	0	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0		4	2	0
LANDFILL	1	1	1	4	0
ILLEGAL DUMPING	1	1	0	0	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION					
ONE-ON-ONE	4	0	0	0	0
MEETING	0	0	0	0	0
POSTER/FLYER	1	0	0	0	0
WATER EDUCATION/AWARENESS & PROMOTION	1	0	0	0	0
PEST MANAGEMENT					
INSPECTIONS	10	3	0	2	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	7	6	0	0	0
AWARENESS	0	0	0	0	0
CLEAN UP	0	3	0	0	0
FEE FOR SERVICE TREATMENTS	0	0	0	0	0
VACANT HOUSES	1	2	0	6	0
GERNERAL HOUSE	0	0	0	11	0
OTHER	0	0	0	0	0
HOUSING					
INSPECTIONS	0	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0	0
RAINWATER TANK INSPECTION	0	0	2	0	0
YARD INSPECTION	0	0	0	0	0
OTHER	0	0	0	0	0



ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION46, ENGAGEMENT & TRAINING					
HYGIENE	0	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0	0
MEETINGS ATTENDED	2	0	3	1	0
HEALTH CENTER VISIT					
NUMBER OF VISITS PER MONTH	3	6	0	2	0
HEALTH CENTRE CONCERNS	0	0	0	0	0

GENERAL COMMUNITY OUTCOMES	
ERUB	(ISSUES & CONCERNS) Families inter-island exchange should get warning letter/infringement notice. They don't report or notify the local EHW officers.
	(POSITIVE NEWS) Dog owners complying after being issued with warning letters
BESI	(ISSUES & CONCERNS)
	(POSITIVE NEWS) No report submitted
MASIG	(ISSUES & CONCERNS)
	(POSITIVE NEWS)
UGAR	(ISSUES & CONCERNS) No report submitted
	(POSITIVE NEWS) No report submitted





ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – SEPTEMBER 2024

SEHW – MOSES KUDUB

	ARKAI	KIRIRI	MER	WUG
DOG				
TOTAL NUMBER OF DOGS	0	0	86	0
NEW REGISTRATIONS	0	0	2	0
CATS				
TOTAL NUMBER OF CATS	0	0	2	0
NEW REGISTRATIONS	0	0	0	0
HORSES				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	0	0	2	0
TOTAL NUMBER OF ROOSTERS	0	0	2	0
TOTAL NUMBER OF DUCKS	0	0	0	0
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	0	0	19	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	10	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0		0
NUMBER OF VERBAL WARNINGS ISSUED	0	0	7	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0
INTER-ISLAND ANIMAL TRANSFER	0	0	0	0
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	0	0	0
ONE-ON-ONE	0	0	2	0
FLYERS/POSTERS	0	0	1	0
VET VISIT	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	0	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0
TICK TREATMENTS	0	0	2	0
EUTHANISE	0	0	1	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	4	0

PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	0	0
FOOD SHOP INSPECTIONS	0	0	3	0
COMPLAINTS	0	0	0	0
FOOD RECALLS/ISSUES	0	0	0	0
FOOD SAFETY AWARENES				
MEETINGS	0	0	0	0
ONE-ON-ONE	0	0	0	0
FLYER/POSTER	0	0	0	0
FOOD SAFETY AWARENESS	0	0	0	0
IM ALERT FOOD SAFETY COURSE	0	0	2	0
BIOSECURITY				
SURVEILLANCE	0	0	0	0
BARGE DELIVERY INSPECTION	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVOR – SAMS/BORE WELLS/ETC	0	0	2	0
WATER TESTING – CHLORINE & PH	0	0	13	0
WASTE WATER SYSTEMS	0	0	2	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	2	0
LANDFILL	0	0	3	0
ILLEGAL DUMPING	0	0	10	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION				
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
PEST MANAGEMENT				
INSPECTIONS	0	0	1	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	4	0
AWARENESS	0	0	0	0
CLEAN UP	0	0	2	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
HOUSING				
INSPECTIONS	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0
RAINWATER TANK INSPECTION	0	0	0	0
YARD INSPECTION	0	0	0	0
OTHER	0	0	0	0



ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION46, ENGAGEMENT & TRAINING				
HYGIENE	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0
MEETINGS ATTENDED	0	0	0	0
HEALTH CENTER VISIT				
NUMBER OF VISITS PER MONTH	0	0	0	0
HEALTH CENTRE CONCERNS	0	0	0	0

GENERAL COMMUNITY OUTCOMES	
ARKAI	(ISSUES & CONCERNS) N/A EHW absent
	(POSITIVE NEWS) N/A EHW
KIRIRI	(ISSUES & CONCERNS) N/A
	(POSITIVE NEWS) N/A
MER	(ISSUES & CONCERNS) Dogs Wandering At Large tipping bins at night Pet owners not complying to animal local law Landfill burning is still an issue
	(POSITIVE NEWS) We have formed a new work group called Mer Combine Work Force (MCWF) This group was created by TSIRC EHW's, Engineering team, TSRA Ranger's and GBK/MGNM. We've formed this group just to come together on the last week of each Month to have a monthly clean - up day, Wednesday, Thursday and Friday we have BBQ during lunch break and discuss/plan for the next Month. Our clean-up day and BBQ was Sponsored by CEQ
WUG	(ISSUES & CONCERNS) N/A
	(POSITIVE NEWS) N/A





ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – SEPTEMBER 2024

SEHW – GEARY BANN

	BADU	IAMA	PORUMA
DOG			
TOTAL NUMBER OF DOGS	120	40	
NEW REGISTRATIONS	0	0	
CATS			
TOTAL NUMBER OF CATS	15	20	
NEW REGISTRATIONS	0	00	
HORSES			
TOTAL NUMBER OF HORSES	4	0	
NEW REGISTRATIONS	0	0	
CHOOKS			
TOTAL NUMBER OF HENS & CHICKS	30	0	
TOTAL NUMBER OF ROOSTERS	15	0	
TOTAL NUMBER OF DUCKS	0	0	
COMPLIANCE			
NON-COMPLIANCE FOR DESEXING	18	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	12	0	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	
NUMBER OF VERBAL WARNINGS ISSUED	4	0	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	
NUMBER OF WARNING LETTERS ISSUED	0	0	
INTER-ISALND ANIMAL TRANSFER	0	0	
ANIMAL MANAGEMENT AWARENESS			
MEETINGS	2	1	
ONE-ON-ONE	8	1	
FLYERS/POSTERS	2	1	
VET VISIT	0	0	
ANIMAL COMPLAINTS/ATTACKS	2	4	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	
TICK TREATMENTS	2	0	
EUTHANISE	0	1	
FERAL/PEST ANIMAL MANAGEMENT	0	0	
FOOD SAFETY			



NUMBER OF FOOD SALES FOR THE MONTH	2	0	
PERMITS ISSUED	0	0	
FOOD ACT LICENCES	0	0	
FOOD SHOP INSPECTIONS	0	2	
COMPLAINTS	0	0	
FOOD RECALLS/ISSUES	0	1	
FOOD SAFETY AWARENES			
MEETINGS	0	0	
ONE-ON-ONE	2	0	
FLYER/POSTER	0	0	
FOOD SAFETY AWARENESS	1	0	
IM ALERT FOOD SAFETY COURSE	0	0	
BIOSECURITY			
SURVEILLANCE	10	1	
BARGE DELIVERY INSPECTION	1	12	
EDUCATION AND AWARENESS	3	0	
WASTE/WATER & LANDFILL SURVEILLANCE			
WATER RESERVIOR – SAMS/BORE WELLS/ETC	10	0	
WATER TESTING – CHLORINE & PH	0	0	
WASTE WATER SYSTEMS	10	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	
LANDFILL	10	2	
ILLEGAL DUMPING	10	0	
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION			
ONE-ON-ONE	0	0	
MEETING	1	0	
POSTER/FLYER	0	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	0	
PEST MANAGEMENT			
INSPECTIONS	0	0	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	
AWARENESS	0	0	
CLEAN UP	0	0	
FEE FOR SERVICE TREATMENTS	0	0	
VACANT HOUSES	0	0	
GERNERAL HOUSE	0	0	
OTHER	0	0	
HOUSING			
INSPECTIONS	0	0	
EDUCATION AND AWARENESS	1	0	
RAINWATER TANK INSPECTION	0	6	
YARD INSPECTION	0	6	

OTHER	0	0	
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING			
HYGIENE	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	
MEETINGS ATTENDED	11	0	
HEALTH CENTER VISIT			
NUMBER OF VISITS PER MONTH	0	0	
HEALTH CENTRE CONCERNS	0	0	

GENERAL COMMUNITY OUTCOMES	
BADU	(ISSUES & CONCERNS) Trying to work closely with all stakeholders on ground and visiting Pets following kids to school
	(POSITIVE NEWS) Organise with IKC worker to see if we can hold education/awareness session at IKC once week engage with kids regarding looking after animals, animal local laws and pets following kids to school
IAMA	(ISSUES & CONCERNS) Yes Dogs number increase 1 complaint spoken to dogs owner SEHW have been euthanise dog and buried out at the tura site.
	(POSITIVE NEWS) This months will work hard on Food awareness try to encourage all food sale to be register at the council office and 10 step of food safety.
PORUMA	(ISSUES & CONCERNS)
	(POSITIVE NEWS)



Badu Safe and Healthy Housing Program Update June to September 2024



Data Snapshot:

Number of properties completed First Inspection	51/51
Number of properties completed review inspection	47/51
Number of People (tenants) engaged with the program (Based on numbers of people living at the home at first inspection)	220
Contact time of program team with program participants	243 hours (avg 4.7 hours per home)
Number of maintenance items raised	4903
Number of maintenance items completed by billing data or physical check	4600 (>90%) #
Number of work orders raised	1129
Number of work orders completed	790 (70%) #
Properties where a pest control work order was raised and completed	51 (100%)
Properties where a follow up pest treatment is required and will be provided	18/47 (38%)
Properties where animal management support was raised and completed	18 (100%)
Properties where a follow up animal management support is required and will be provided	8/18 (44%)

Completion rates for maintenance items and work orders based on TSIRC billing data and some on-site check audits. Actual completion levels may vary.

Program Progress

The community advisory group was established in late 2022, consisting of representatives from:

- Torres Strait Island Regional Council
- Torres & Cape Hospital and Health Service
- QBuild
- Department of Housing
- Tropical Public Health Services (Queensland Health)

The advisory group continues to meet on a regular basis to monitor delivery and adapt the program delivery based on identified needs and information from inspections, including the delivery of healthy living practice supports and messaging. A monthly operational meeting is also conducted to monitor program progress and discuss challenges as they arise and provide support where required.





This year has seen the TSIRC Environmental Health Team working with a Badu clinic health worker and Public Health program team to revisit properties to undertake a Healthy Living Practice review visit. These visits are scheduled once most of the maintenance work identified at the initial inspections has been completed and key maintenance required for healthy living practices in bathrooms, laundries, kitchens, and toilets is completed.

The purpose of these visits is to draw the focus of the program participants to the nine Healthy Living Practices beneficial to maintaining health and importance of treating skin sores, sore throats, or skin injuries in a timely manner to prevent acute infections. The team have been working well together and to date 47/51 review visits have been completed, with the remaining visits outstanding due to tenants not being on the island for an extended period.

Feedback from tenants on the progress of the program is also being collected and overwhelmingly participants have been happy with the processes the team have been following. Furthermore, tenants have been understanding of the delays in completion of maintenance work and are generally happy that the work is being monitored and completed quicker than previously experienced.

Interim findings include:

- 29/47 participants reported they have found the pest treatments effective with 18/47 requiring additional follow up treatments.
- 45/47 participants reported having an increased awareness of the importance of treating skin sores and sore throats early to prevent disease and illness.
- 15/18 participants reported seeing an improvement in their dog's health following treatments by animal management workers.
- 46/47 participants reported feeling more involved in the home inspection process then with usual property inspections.

In addition to the above findings, feedback from tenants on the impacts of the program include examples such as:

- Changes to the bathroom have made showing children easier.
- Changes to air conditioners and windows has improved ventilation in the home.
- Improvements to living conditions have reduced stress in the home.
- Even the small things being done are making a big difference.

Areas for improvement identified by the group directly reflect challenges identified relating to transport and storage of materials to Badu and the impact this has had on delivery times for maintenance and co-ordination of materials and tradespeople. As a group this is an area that the team have been aware of and are currently working through potential solutions short and long term.

The program also welcomed an opportunity for external evaluation of the program which was funded by the Office of First Nations Health and undertaken by consultancy firm KPMG. The evaluation included consultation

with program stakeholders on Badu Island, Thursday Island and Cairns, along with community feedback sessions with program participants and community members on Badu Island. Initial feedback from the evaluation has been





positive with a summary provided to program stakeholders by KPMG in August. A final report for the Badu Community and Stakeholders is expected to be finished and available for sharing in early October.

September has seen the team conducting Low-Cost Cleaning Product workshops with program participants. In total five workshops were held across three days in which over twenty-five program participants and their families attended to learn about alternative options for making cleaning products. The workshops were well received and the team plan to deliver additional workshops in October to ensure all participants have the opportunity to attend.

Over the remaining months of 2024 the focus is on undertaking the final home visit and property inspection to ensure all identified works have been completed and to enable the team to bring together the connection of the functioning home with the important healthy living practices known to be beneficial to health.

In addition, a number of videos produced in partnership with TSIRC have been filmed to promote the importance of home maintenance on health. To date three videos have been distributed through the TSIRC Facebook page, including Safe and Healthy Hot Water, Rainwater Tanks and Stoves. So far, the videos have been very well received, with sound numbers of people sharing and viewing the videos. The remaining two videos on skin health and home hygiene will be released over the next couple of months.





ORDINARY MEETING

15-16 October 2024

Agenda Item

18.3

Corporate Services Directorate

AUTHOR: Executive Director Corporate Services

CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF SEPTEMBER 2024

OFFICER RECOMMENDATION:

That Council note the Corporate Services Information Report for the month of September 2024.

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 September 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 September one (1) grant application was submitted for the Queensland Remembers Grant funding round for a war memorial on Badu equating to \$54K in potential funding.

The updating of policies and procedures continues including finalising the draft Media Policy. The draft was issued to ELT for review and feedback. Work is progressing on reviewing and updating the Grants Management procedure. At the end of September, Council remains at 83% compliance for legislative policies. Two (2) policies are outstanding.

The inaugural edition of *Strait From The Top* (TSIRC's internal e-newsletter) was issued to staff in September.

Work continued on the 2023-2024 Annual Report with the aim for publishing and printing in November but will be dependent on finance information and audit sign off.

The website refresh project is progressing to schedule, with content review and content writing underway in September.

TSIRC issued 30 posts across Facebook and LinkedIn. The most popular Facebook post was Dauan and Ugar transport solutions (47 likes and reactions, 636 engaged users and 9 shares). The least performing Facebook post was affordable cleaning products video (5 Likes and Reactions, 7 engaged users and 1 share).

The most popular LinkedIn post was Dauan and Ugar transport solutions (27 Reactions, 31% engagement rate and 2 shares). The least performing LinkedIn post was R U OK Day (7 reactions, 4% engagement rate and 0 shares).

TSIRC did not issue any media releases in September. Two (2) media releases were drafted (response to TORCH and response to illicit drug bust) but neither were issued due to missing information and/or waiting on approvals.

TSIRC responded to three (3) media enquiries resulting in three (3) interviews and corresponding news articles (Truth Telling and Healing Inquiry, Health in the Torres Strait and Opening of the Thursday Island hospital re-development)

An overview of media activity can be found in Attachment 1.

Economic Development

External stakeholder consultations undertaken for the TSRA funded *Alternative and Improved Transport Feasibility Study*. Initial analysis provided to Divisional Councillors and Economic Growth Advisory Committee.

The first meeting of the Economic Growth Advisory Committee was held towards the end of the month. Committee discussions around Transport, Economic Development Strategy and Funding challenges.

Legal, Land Tenure and Native Title

Trustee Policy consultation meetings held for Dauan and Masig were successful in that each community agreed to a decision-making process to be added to the Trustee Policy. There was excellent attendance and feedback for both communities. Once consultation has been rolled out for all communities, the Policy will be amended to reflect the decision-making processes for each community. It is anticipated that the amended draft may be published online for further consultation prior to seeking a Trustee resolution to adopt it. The State Home Ownership Team from the Department of Housing also attended the meetings to provide the community with information about home ownership pathways and costs.

The Iama DOGIT transfer Court ruling in favour of Council means that the Minister cannot proceed with making a decision about the transfer until such time as consideration has been given to Council's view on the matter. Council's views being that further consultation with the community should be undertaken by the department and the Minister should consider not transferring land subject to Council community infrastructure, including social housing. The Court proceedings continue with a full hearing proposed for November.

Complaints

At the beginning of September 17 complaints remained open. During the month 2 new complaints were received and 3 complaints were closed. 2 action items remain open.

Complaint assigned	Beginning of September	New	Closed	End of September
Building Services	0	0	0	0
Community Services	14	2	1	15
Corporate Services	1	0	0	1
Engineering Services	2	0	2	0
Total	17	2	3	16

Table 1 – Complaints by directorate

Complaint type	Beginning of September	New	Closed	End of September
Staff	8	2	1	9
Local Laws (dogs)	3	0	0	3
Housing	3	0	0	3
Other	3	0	2	1
Total	17	2	3	16

Table 2 – Complaints by type

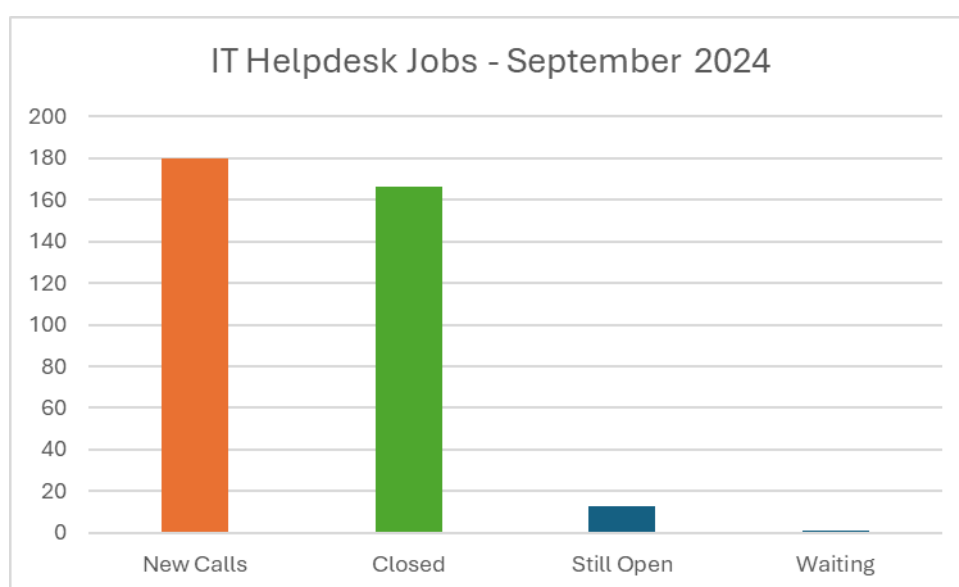
Information Technology Services

Council officers in collaboration with a third-party organisation carried out extensive security checks within TSIRC's network, including a simulated real-world cyber attack utilizing publicly available data to expose any areas where security can be strengthened. The test will consist of three (3) phases:

- Open-source intelligence and information gathering of client's public IPs/domains and employee emails;
- Using the data to choose a list of 30 IPs for penetration testing which consists of automated scans and manual testing;
- Sending of phishing emails to chosen targets to test employee awareness on phishing scams

The replacement of leased printers throughout all offices will commence in October with delivery and implementation logistics being finalised.

In September, 180 new IT Helpdesk tickets were lodged. Of these, 166 were closed during the month, one on the waiting list and 13 remaining open at the end of the month.



Graph 1 – IT Helpdesk Tickets September 2024

Fuel and Fleet

Council continues to experience challenges with the reliability of Seaswift in managing the transportation of assets to and from the islands, including issues with communication, booking inconsistencies and cost escalations.

Current Status of Fleet and Deliveries:

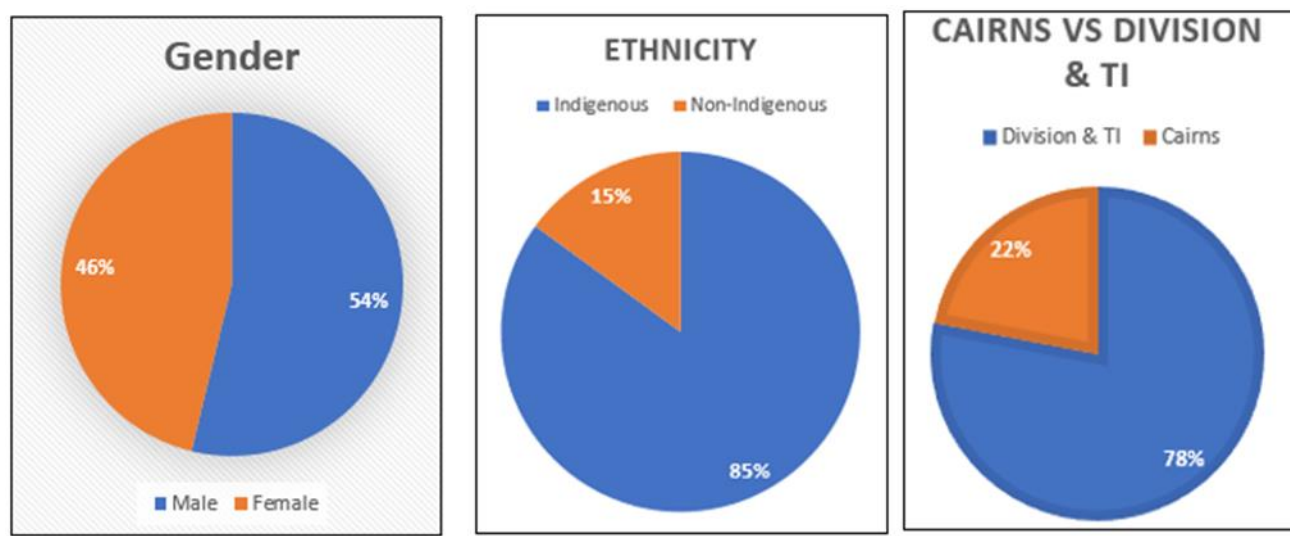
- Garbage Trucks:
 - Six (6) trucks successfully delivered to divisions (Badu / St Pauls / Yam / Dauan / Kubin / Saibai)
 - One (1) truck delivered to Seaswift on route to Erub with ETA mid October
 - Four (4) new trucks arrived in Cairns, currently undergoing repairs. These trucks are scheduled for deployment to Mer / Mabuiag / Hammond / Warraber in late October / early November
 - Five (5) trucks nearing completion on the Gold Coast are expected to be dispatched to Cairns in the coming weeks
 - Waiting delivery for Ugar / Masig / Poruma / Boigu
- Green Fleet Order:
 - Twenty-one (21) items ordered for the upgrade of the green fleet. The first Kubota 72" Ride on was delivered to Erub in late September. Another three (3) due into Cairns in mid-October. Kubota Australia are organising media and presentation to TSIRC in late October

- Fleet Replacement Program:
 - Council is currently negotiating the establishment of a more effective fleet replacement program for the white fleet, including works and administration vehicles and tipper trucks. A detailed recommendation paper, including a cost-benefit analysis, will be presented to the CEO, currently in final stages awaiting financial review expected to be completed by mid October

Project updates can be found in *Attachments 2 to 4*.

People and Wellbeing

As of 30 September 2024, Council had 357 employees, of which 305 are Indigenous employees accounting for 85% of the workforce. The below graph gives a further overview of key Employee Statistics within Council.



Graphs 2-4 – TSIRC Employee Statistics – September 2024

Other employment statistics can be found in the Recruitment and Safety Report in *Attachment 5*.

COMPLIANCE/CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational budget as approved by Council
Policy:	N/A
Legal:	N/A
Risk:	N/A
Links to Strategic Plans:	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
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

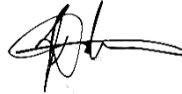
OTHER COMMENTS:

This report is for noting by Council.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:





James William
Chief Executive Officer


ATTACHMENTS:



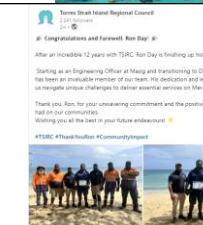
- Attachment 1: Media Report
- Attachment 2: Fuel Infrastructure Capital Project Review
- Attachment 3: Fuel Pod Status
- Attachment 4: Garbage Truck Status
- Attachment 5: Recruitment and Safety Report

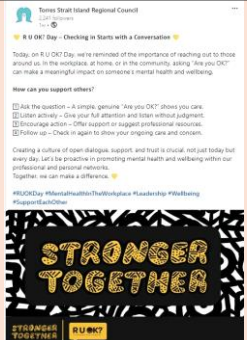
Communications Media Report - September 2024



SOCIAL MEDIA REPORT			
	Facebook	LinkedIn	Total posts issued:
Number of posts issued:	21	9	30

	Facebook Posts	Reach	Engagement	Likes & Reaction	Shares	Preview	Date Posted
Most Successful Post	<p>Dauan and Ugar Communities Take Charge of Transport Solutions</p> <p>Recently, our Economic Development Lead, David Brown, alongside John Palmer from Emver Partners, engaged with the Dauan and Ugar communities to explore safer, more affordable, and accessible transport options. These insightful discussions are part of a Torres Strait Regional Authority-funded Alternative Transport Study, highlighting the real challenges of island travel and the communities' resilience in seeking better solutions. Together, we're driving change for a more connected and sustainable future.</p>	5,794	636	47	9		4 September 2024
	<p>Congratulations and Farewell, Ron Day!</p> <p>After an incredible 12 years with TSIRC, Ron Day is finishing up his journey with us. Starting as an Engineering Officer at Masig and transitioning to DEO at Mer, Ron has been an invaluable member of our team. His dedication and leadership helped us navigate unique challenges to deliver essential services on Mer. Thank you, Ron, for your unwavering commitment and the positive impact you've had on our communities. Wishing you all the best in your future endeavours!</p>	3,455	649	56	6		5 September 2024
	<p>Building Services Team Meeting Success!</p> <p>Our dedicated Building Services team recently gathered in Cairns with internal and external stakeholders to discuss challenges and brainstorm service improvement opportunities for delivering building services across our communities. Representatives from TSIRC's Finance, People & Wellbeing, and Housing teams joined forces with the Qld Department of Housing, QBuild, and Cairns Hardware to explore new ways to enhance liveability for our communities. A special highlight of the event was the recognition of our hardworking staff, with Long Service Awards presented for 10, 15, and 20 years of service! A massive congratulations to Badu Island Plumber, Ishmael Baira, for an incredible 33 years of service! Your commitment to our communities is inspiring! Thank you to everyone for your dedication to making a difference.</p>	3,126	1,254	53	8		25 September 2024

Least Successful Post	<p>Welcome to another video in our series, Affordable Cleaning Products!</p> <p>Clean homes are healthy homes! Maintaining a clean home is essential for keeping our families safe. While local stores stock the basic cleaning supplies, high prices and limited choices make it harder for some.</p> <p>Dauan and Ugar Communities Take Charge of Transport Solutions!</p> <p>Recently, our Economic Development Lead, David Brown, alongside John Palmer from Emver Partners Pty Ltd, engaged with the Dauan and Ugar communities to explore safer, more affordable, and accessible transport options.</p> <p>These insightful discussions are part of a Torres Strait Regional Authority-funded Alternative Transport Study, highlighting the real challenges of island travel and the communities' resilience in seeking better solutions.</p> <p>Together, we're driving change for a more connected and sustainable future.</p>	229	7	5	1		16 September 2024
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in	LinkedIn Posts	Impressions	engagement rate	Reactions	Shares	Preview	Date Posted
Most Successful Post	<p>Dauan and Ugar Communities Take Charge of Transport Solutions!</p> <p>Recently, our Economic Development Lead, David Brown, alongside John Palmer from Emver Partners Pty Ltd, engaged with the Dauan and Ugar communities to explore safer, more affordable, and accessible transport options.</p> <p>These insightful discussions are part of a Torres Strait Regional Authority-funded Alternative Transport Study, highlighting the real challenges of island travel and the communities' resilience in seeking better solutions.</p> <p>Together, we're driving change for a more connected and sustainable future.</p>	1,092	31%	27	2		5 September 2024
	<p>Strengthening Our Future: Queensland Reconstruction Authority Visits the Torres Strait!</p> <p>We were pleased to host Major General (Ret.) Jake Ellwood, CEO of the Queensland Reconstruction Authority, Tom Hart, Regional Liaison Officer, and Les Pitt, Divisional Engineering Officer, Erub (Darnley Island), as they visited Erub, Saibai, and Mabuiag. Alongside our own Executive Director of Engineering, David Baldwin, they got a firsthand look at some of the impressive QRA-funded projects already underway and previewed what's next!</p> <p>We would like to acknowledge QRA for their partnership and support in rebuilding our infrastructure after natural weather events. Together, we're making our communities stronger!</p>	899	9%	35	0		1 September 2024
	<p>Congratulations and Farewell, Ron Day!</p> <p>After an incredible 12 years with TSIRC, Ron Day is finishing up his journey with us. Starting as an Engineering Officer at Masig and transitioning to CEO at Mer, Ron has been an invaluable member of our team. His dedication and leadership helped us navigate unique challenges to deliver essential services on Mer.</p> <p>Thank you, Ron, for your unwavering commitment and the positive impact you've had on our communities.</p> <p>Wishing you all the best in your future endeavours!</p>	794	17%	31	1		5 September 2024

Least Successful Post	RU OK? Day - Checking in starts with a conversation Today, on R U OK? Day, we're reminded of the importance of reaching out to those around us. In the workplace, at home, or in the community, asking "Are you OK?" can make a meaningful impact on someone's mental health and wellbeing. How can you support others? Ask the question – A simple, genuine "Are you OK?" shows you care. Listen actively – Give your full attention and listen without judgment. Encourage action – Offer support or suggest professional resources. Follow up – Check in again to show your ongoing care and concern. Creating a culture of open dialogue, support, and trust is crucial, not just today but every day. Let's be proactive in promoting mental health and wellbeing within our professional and personal networks. Together, we can make a difference.	217	4%	7	0		12 September 2024

TRADITIONAL MEDIA						
Media Engagement Type	Story	TSIRC Media Release / TSIRC Key Messages / Article description	Channel	Date	Preview	Result/Coverage
Media Enquiry	Illicit drugs	Combined councils reponse to recent illicit drug bust	N/A	September	N/A	Media release drafted but not finalised or issued – no approval to proceed was received from Torres Shire Mayor
Media Release	TORCH	TSIRC response to TORCH was drafted but not finalised or issued – no additional information was received from TSIRC Mayor	N/A	September	N/A	Not Finalised - Awaiting more information/context from Mayor
Media Tracking	Thursday Island Hospital Redevelopment Opening	Mayor Phillemon Mosby discusses opening of the redevelopment of Thursday Island Hospital	TSIMA Radio	27 September	N/A	2pm interview with TSIMA radio Mayor Mosby – response to Thursday Island hospital de-development opening
Media Tracking	Health in the Torres Strait	Mayor Phillemon Mosby discusses inadequacies of health system	ABC ONLINE	2pm, 27 September		Failing health system in Torres Strait prompts call to return to old model - ABC News
Media Tracking	Truth Telling and Healing Inquiry	Mayor Phillemon Mosby talks about importance of Truth Telling and Healing Inquiry. He urges the inquiry to serve as a platform for healing and reconciliation.	NITV Radio	30 September		https://www.sbs.com.au/language/nitv-radio/en/podcast-episode/phillemon-mosby-reflects-on-the-importance-of-queenslands-truth-telling-inquiry-for-torres-strait-islanders/isklz745

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							Delivered and installed trans tanks for both Diesel and ULP for TSIRC use only
Arkai (Kubin)	N/A							Delivered and installed trans tanks for both Diesel and ULP for TSIRC use only
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 1 only Stage 2 contract issues	\$145,000.00	Awarded, October commencement with November completion
Iama	N/A							ULP External Card, Diesel from drums, portable tank to be installed, on route from Ugar
Warraber	N/A							ULP External Card, Diesel from drums, portable tank to be installed, pending Mer approval to re utilize this Diesel trans tank
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

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Ugar	TSRA-30/06/2023	\$572,718.00	\$89,974.16	\$482,743.84		Tender closed - 10/01/2023	\$890k - \$1.92m	still on drums, fuel pods on island and to be positioned in place. Compac system funding approved, pending land availability for install
Erub	W4Q 30/06/2024	\$400,000.00	\$341,717.63	\$0	98%	Contract 2 nd 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		Approved for installation. In design phase with SHAS and JSP

Attachment 3 - Fuel Pod Status

Pod	Location	Status	Comments
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Kubin	Operational – TSIRC	Both tanks delivered on site in May 2024, Connected and bulk fuel will be delivered for use W/E 16AUG24
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Badu	Operational – TSIRC	Both tanks delivered on site in May 2024, Connected and bulk fuel will be delivered for use W/E 16AUG24
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	Diesel pod to be removed and sent to Yam. Unleaded pod to be removed, sent to Cairns and sold Compac system to designed and installed
Unleaded 4500 Litre Diesel 2500 litre	Mer	Waiting on permission to install	Diesel pod to be removed and sent to Yam. Unleaded pod to be removed, sent to Cairns and sold Compac system to designed and installed

Attachment 4 - Garbage Truck Status

Division	Vehicle	Status	Comments
1 - Boigu	Mitsubishi Fuso	Operational	Still in GCCC – No ETA as of yet
2 - Dauan	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in July 2024
3 - Saibai	Mitsubishi Canter 4WD	Operational	New vehicle delivered to division September 2024
4 - Mabuiag	Hino Dutro 8500	Operational with defects	Replacement in Cairns, ETA division October 2024
5 – Badu	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division July 2024
6 – Arkai/Kubin	Hino 300 Compactor	Operational	New vehicle delivered to division September 2024
7 – Wug/St Pauls	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division September 2024
8 – Kirirri / Hammond	Hino 716 Russ	Operational	Replacement in Cairns, ETA division November 2024
9 -Iama	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in July 2024
10 - Warraber	Hino 716 Russ Compactor	Operational	Replacement in Cairns, ETA division November 2024
11 – Poruma	Isuzu 350 CITEC Garwood Compactor	Operational	Still in GCCC – No ETA as of yet
12 – Masig	Isuzu NPR 350	Operational	Still in GCCC – No ETA as of yet
13 – Ugar	IsuzuNQR series Russ Compactor	Operational with defects	Still in GCCC – No ETA as of yet
14 – Erub	Isuzu NQR Russ Compactor	Operational	Replacement departed Cairns 03OCT24
15 – Mer	Hino Series Russ Compactor	Operational with defects	Replacement in Cairns, ETA division October 2024



New garbage truck in action – Kubin community

RECRUITMENT – 1 to 30 September 2024

Transition Readiness Rating (TRR) Key:

TRR	Criteria
1	Certificate
2	Diploma
3	Bachelor
4	Post-Graduate/ Masters

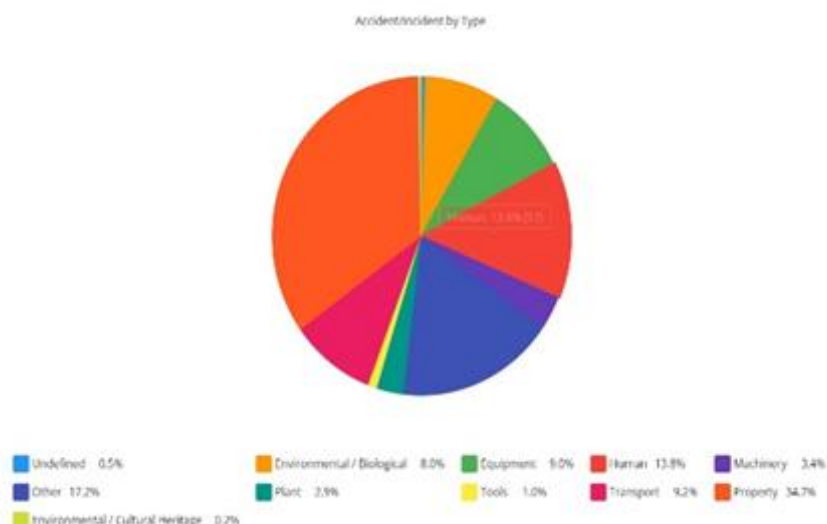
Successful Appointments in June: Total [5]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Engineering Officer	Division 13, Ugar	Successful appointment – 02/09/2024	External
1	Engineering Officer	Division 3, Saibai	Successful appointment – 02/09/2024	External
1	Engineering Officer (Casual)	Division 6, Kubin	Successful appointment – 04/09/2024	External
1	Engineering Officer (Casual)	Division 4, Mabuag	Successful appointment – 04/09/2024	External
1-2	Environmental Health Worker	Division 11, Poruma	Successful appointment – 04/09/2024	External
1-2	Communications Officer	Cairns	Successful appointment – 16/09/2024	External
1	Healthy Lifestyle Officer	Division 10, Warraber	Successful appointment – 24/09/2024	External
1	Healthy Lifestyle Officer	Division 5, Badu	Successful appointment – 24/09/2024	External
1	Housing Officer	Division 7, St Paul's	Successful appointment – 30/09/2024	External

TRR	Long term vacancies	Time to fill	Comments
2-3	Senior Project Engineer	12 months	Due to salary cap – Position Description to be reviewed
1-2	Grant Revenue Officer	6 months	Temp staff in role
3-4	Manager Governance & Risk	5 months	Re-advertised, all applicants withdrew
2	Insurance and Claims Administrator	7 months	No suitable candidates – skills set
1-2	Divisional Manager, Ugar	12 months	No skills set – Lack of long-term accommodation
3-4	Manager Financial Accountant and Assets	12 months	Position to be advertised externally
3	Legal Officer	4 months	No suitable candidates – skills set

SAFETY AND WELLBEING – 1 to 30 September 2024**Incident Management**

1 incident was reported during the month

Incident by type (for the last 12months)



Incident by Department (for the last 12months)



Safety & Wellbeing current action items

- WHS Management Plan 2024-2027 to be sent to Executive Leadership Team
- Brief note to be sent to audit committee meeting to acknowledge the closure of the high priority items in WHS Audit actioned in accordance with LGW Nat criteria.
- WHS committee was successful with meeting minutes to be posted to TSIRC portal for all staff review.
- 6 Remaining HSR to conduct a 5 full day HSR training at Masig.
- Safety team travelled to Divisions to conduct site specific inspections and displayed QR codes on work sites for staff to report risk or incidents on mango.

Workers Compensation

1x claim ongoing

1x claim pending

TRAINING & DEVELOPMENT – 1 to 30 September 2024

Planning

Audit of staff training levels on Division has commenced to identify current education levels.

Learning & Development Officer attended the Cairns Career Expo and commenced discussions with schools to engage Torres Strait Island student that are boarding in the Cairns region and promote TSIRC as a career pathway.

Discussions held with GBK and Torres Shire Council to look at opportunities for collaboration.

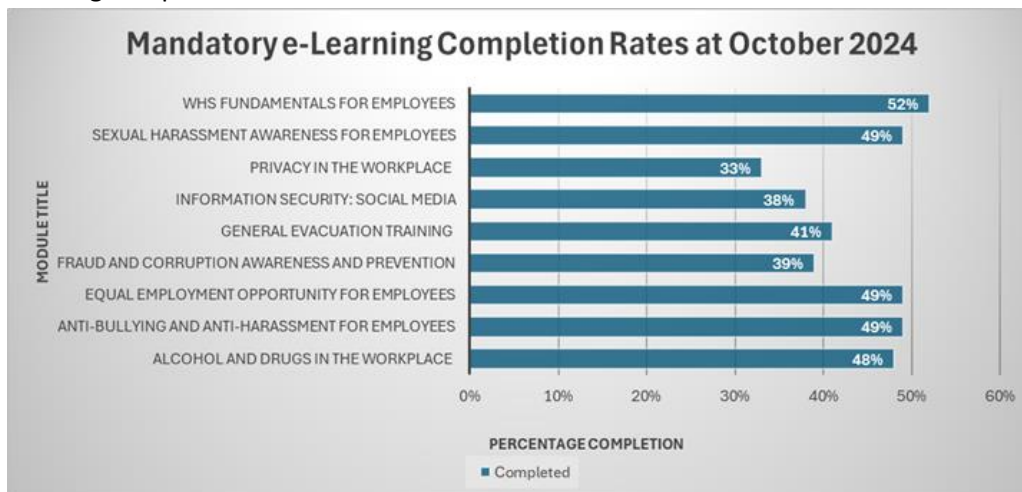
Training

Three staff have completed Aerodrome Reporting Officer training.

A tender process will be undertaken to train staff in Certificate III in Water Operations. Chainsaw, First Aid and Pest Management training is being organised. Liaison with TI Police has commenced to get correct licences for the garbage truck operators that require HR licences.

Reporting

Mandatory training completion rates remain low across all courses





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:

- Engineering Staff
- Councillors as appropriate
- Other key stakeholders in Divisions
- Regulators
- Funders as appropriate

Background:

Division 1: Boigu

Operations

- Road works- make safe works have been completed on severely damaged section of road between Army St from Airport intersection towards Ergon and fuel bowser completed,
- Pothole Infront of Hospital and intersection of Kada and Army Street completed.
- Repair major water leaks throughout community.
- Grass maintenance completed inside and outside of STP.
- RO Unit maintenance and manual operations continuing due to water restriction.
- Grass maintenance completed along runway, lights, cones, and apron area at aerodrome.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – Yes (No attendees)
- Local Community Disaster Coordinator visit – Yes

Division 2: Dauan

Operations

- Pressure clean boat ramp completed 22/09/2024.
- Install Kopper log car park barriers around TSIRC office.
- Install secure gates at mechanic shed.
- Roadside grass maintenance and pruning on overhanging trees.
- Grass maintenance and housekeeping around council office

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator Visit- No

Division 3: Saibai

Operations

- New Garbage Truck arrived; training done with Mechanics.
- 50% of vegetation around the emergency water storage lagoon maintained.
- Assist contractor undertaking the Saibai School Road and Hospital Drive road upgrade project by undertaking soil sampling.
- Clearing and cleaning Sea swift loading zone (Boat Ramp).
- Electrical transformer near covered lagoon burnt resulting in no power to the covered lagoon and parts of the community. Water is currently being sourced from emergency water lagoon until Ergon replace the transformer (no date confirmed).

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – Yes.
- Local Community Disaster Coordinator visit – Yes.

Division 4: Mabuiag

Operations

- Currently on Water restrictions.
- Service and Maintenance done on Desal Unit by Tech and Water Officer, Desal currently operating according to tide schedule.
- Manual Garbage collection completed twice a week.
- Repair few major leaks with assistance from Tech Officers.
- Grass/General Maintenance in and around the Mechanics shed and fuel bowser.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 5: Badu

Operations

- Clear litter along fence line inside and outside of landfill.
- Assist contractor for upcoming project for Reservoir Rising Main.
- General cleaning and housekeeping at water office, operational room, chemical room, and storage room.
- Sewer sample completed and sent to Cairns NATA Lab.
- General cleaning and maintenance completed at wharf road, jetty and barge ramp.

Disaster Management

- Satellite Phone: Completed Poor reception.
- HF Radio: No
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 6: Kubin

Operations

- Currently on Level 4 emergency water restrictions.
- Garbage truck transported over from St Pauls (Div 7) and garbage collection undertaken with the new truck.
- Roadside, Drains and Parks/Garden maintenance completed.
- Investigate/Repair water leaks in the community.
- Repair faulty airport RWY lights.

Disaster Management

- Satellite Phone: Operational Poor Reception
- HF Radio: No
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – Yes

Division 7: St Pauls

Operations

- Currently on Level 3 Water restrictions.
- Minor road works throughout community.
- Repair few water leaks in the community.
- Tech Officer and Manager assisted to rectify issue on Pump Station 1.
- Grass Maintenance and General Housekeeping around Yaddie Creek/Sea Swift loading zone clearance and pressure cleaned Boat Ramp.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Completed & Operational.
- Community Disaster Meeting Held – Yes
- Local Community Disaster Coordinator visit – NA (home division)

Division 8: Hammond

Operations

- Water sample in house testing completed.
- Grass maintenance along roadside to wharf completed and drains cleaned.
- Clear storm water drains, still in progress.
- Compact landfill and remove rubbish from fence line.
- Grass maintenance completed at cemetery.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 9: Iama

Operations

- Safety Inspections and tests conducted on eyewash/shower stations at water and sewer plant by Health and Safety representative.
- Cleaning and hosing down of sewer baskets at Sewer Pump Stations 1 & 2.
- In-house water sample testing completed.
- Grass maintenance and housekeeping completed at sport oval and basketball court.
- Roadside maintenance completed along Mosby, O'Leary, Church and Kebisu Road.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – Yes.
- Local Community Disaster Coordinator visit – Yes.

Division 10: Warraber

Operations

- Landfill burnt post replacement undertaken and clean-up of site completed.
- Aerodrome runway centre line marking completed, remainder areas still in progress.
- Cementing works at gazebos on esplanade completed.
- Grass maintenance around water lagoon and water treatment plant.
- Grass maintenance and housekeeping completed CBD and cemetery.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: No (unit in Cairns being repaired/reprogrammed)
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 11: Poruma

Operations

- Repair and maintenance on lagoon fence line.
- Water office, storage shed and desal plant housekeeping completed.
- Dig out ramp area from sand built up.
- Grass maintenance and housekeeping completed community gazebos and playground area.
- Housekeeping completed at fuel bowser.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 12: Masig

Operations

- Gurney Blasting boat ramp completed.
- Segregate sections of landfill and stack old fencing material in one pile at dump.
- Housekeeping completed inside water shed and desal plant completed.
- Secure and put barricade on broken lagoon fence- north side and remove weed off lagoon cover.
- Replace two damaged cones at aerodrome.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No

Division 13: Ugar

Operations

- Grass Maintenance around Council Facilities.
- Service/Maintenance works on Desal Unit, Desal currently not operational.
- In house water testing completed 13/09/2024.
- Assist Contractor to mobilise road base bulk bags for to Water Treatment plant for upcoming road work project.
- Manually pumping at fuel bowser.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 14: Erub

Operations

- Grass maintenance completed at apron area, runway strip, lights, and cones.
- Road maintenance at Kadawaris Road and School intersection completed patching of potholes.
- Address several leak repairs throughout community.
- Move, clean and clear old batteries and gas cylinders from landfill and send off island.
- Maintenance completed at landfill site and compact.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

Division 15: Mer

Operations

- Cemetery grass maintenance completed along with assistance from Rangers and Meriba Ged.
- Cleaned, AQIS cleared and shipped last remaining empty 200ltr drums off island.
- Grass maintenance completed at apron area, runway strip, lights, and cones.
- Grass maintenance and banana tree trimming completed at STP compound.
- Roadside maintenance throughout community in progress.

Disaster Management

- Satellite Phone: Test Completed & Operational.
- HF Radio: Test Completed & Operational.
- Community Disaster Meeting Held – No.
- Local Community Disaster Coordinator visit – No.

COMPLIANCE / CONSIDERATIONS:

Statutory:	Local Government Act 2009, Disaster Management Act 2003
Budgetary:	Operating Costs as per approved Budget.
Policy:	
Legal:	
Risk:	Our communities are safe, healthy, and active.
Links to Strategic Plans:	Corporate/Operational Plan TSIRC Community Plan (2009-2029)
Masig Statement:	
Standing Committee Consultation:	NIL
Timelines:	

Other Comments:

Disaster Management-

CDMG Meeting held for Division 9 (Iama) on September 4th, 2024. Excellent outcome CDMG were impressed together with the Councillor. They now have some understanding on Disaster Management and are planning on their next CDMG. LCDC currently organising an Emergency Starter Kit to be sent to Division 9 by mail.

CDMG Meeting was scheduled for Division 1 (Boigu) on September 10th, 2024, however meeting was cancelled due to lack attendance from stakeholders. LCDC met with EHW she will provide assistance where necessary to educate Division 1 CDMG on Disaster Management. There next meeting will be held when a new Divisional Manager is appointed. Emergency Starter Kit was given to the DEO.

CDMG Meeting held for Division 3 (Saibai) - September 11th Outcome was good. Saibai CDMG has requested for LCDC to re-visit again due to other stake holders having other commitments and were absence from the meeting. Emergency Starter Kit for Dauan was left with EO's for delivering to Division 3.

Wednesday 18th, LCDC attend TSMSP (Torres Strait Maritime Safety Program) in Cairns as part of the working group. - AMSA has recently launched the lifejacket safety campaign. Spreading the work and sharing the messaging. This campaign has been developed using an evidence-based approach, influenced with insights from industry to help refine the messaging and imagery to maximise the likelihood of its impact and effectiveness. Over the coming weeks and months, we will see a steady stream of lifejacket safety content on AMSA's digital channels, which we would also encourage us to share and engage with. LCDC put in a recommendation for all TSIRC Divisions to host the Dry-Bags due to TIPLO's at times away from the community. Each CDMG's Coordinators will be responsible for the Dry-Bags, CEO for the TSMSP agreed.

Warraber HF Radio Kit currently in Cairns for maintenance. Kubin HF Radio handset is missing DEO & EO's to investigate.



Authored:

Mathew Brobeck
Manager, Engineering Services



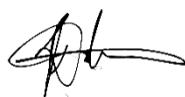
Recommended:

Adeah Kabai
Head of Engineering



Endorsed:

David Baldwin
Executive Director, Engineering Services



Approved:

James William
Chief Executive Officer

Action Officer Contact Details: *Mathew Brodbeck*
Manager Engineering Operations.
0437 342 629
Mathew.brodbeck@tsirc.qld.gov.au

ATTACHMENTS:

Attachment 1 – SATPHONE Serviceability Checks
Attachment 2 – HF Radio Serviceability Checks

2023				2024								
Island Community	October	November	December	January	February	March	April	May	June	July	August	September
Boigu	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓
Dauan	X	X	✓	✓	X	X	✓	✓	✓	✓	✓	✓
Saibai	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mabuiag	✓	✓	✓	✓	✓	U/S	✓	✓	✓	✓	✓	✓
Badu	X	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓
Kubin	✓	U/S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ST Paul's	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hammond	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Iama	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓
Warraber	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Poruma	✓	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓	✓	✓
Masig	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ugar	X	X	X	X	✓	X	✓	✓	✓	X	✓	✓
Erub	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mer	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓
TI Office	U/S	U/S	✓	✓	X	X	X	✓	✓	✓	✓	✓
TI Engineering	X	✓	X	X	X	X	X	✓	✓	✓	✓	✓
Cairns	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

✓	Indicates successful test
X	Indicates fail - test was not completed
U/S	Indicated Equipment requires servicing

Attachment 2
HF Radio Serviceability Checks

	2023			2024								
Island Community	October	November	December	January	February	March	April	May	June	July	August	September
Boigu	✓	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Dauan	✓	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓
Saibai	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Mabuiag	✓	X	✓	X	✓	✓	✓	X	✓	✓	✓	✓
Badu	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓	✓	✓	✓
Kubin	NA	NA	NA	NA	NA	NA	U/S	U/S	U/S	U/S	U/S	U/S
ST Paul's	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓
Hammond	✓	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Iama	✓	X	✓	X	✓	✓	✓	X	✓	✓	✓	✓
Warraber	✓	X	✓	X	X	✓	X	✓	U/S	U/S	U/S	U/S
Poruma	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓	✓	✓	✓
Masig	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓
Ugar	U/S	U/S	U/S	U/S	U/S	U/S	✓	X	✓	X	✓	✓
Erub	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	✓	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



Engineering Services

ENGINEERING SERVICES – WATER AND WASTEWATER

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:

Statutory:	<ul style="list-style-type: none">• Water Supply (Safety and Reliability) Act 2008• Public Health Act 2005• Environmental Protection Act 1994
Budgetary:	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.
Risk:	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.
Links to Strategic Plans:	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 September 2024.

Author:



Terrence Jeppesen
Manager, Water & Wastewater

Recommended:



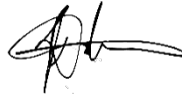
Adeah Kabai
Head of Engineering

Recommended:



David Baldwin
Executive Director, Engineering Services

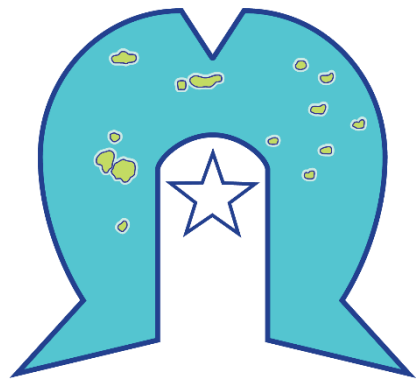
Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Monthly Water & Wastewater Report.



Torres Strait Island
REGIONAL COUNCIL

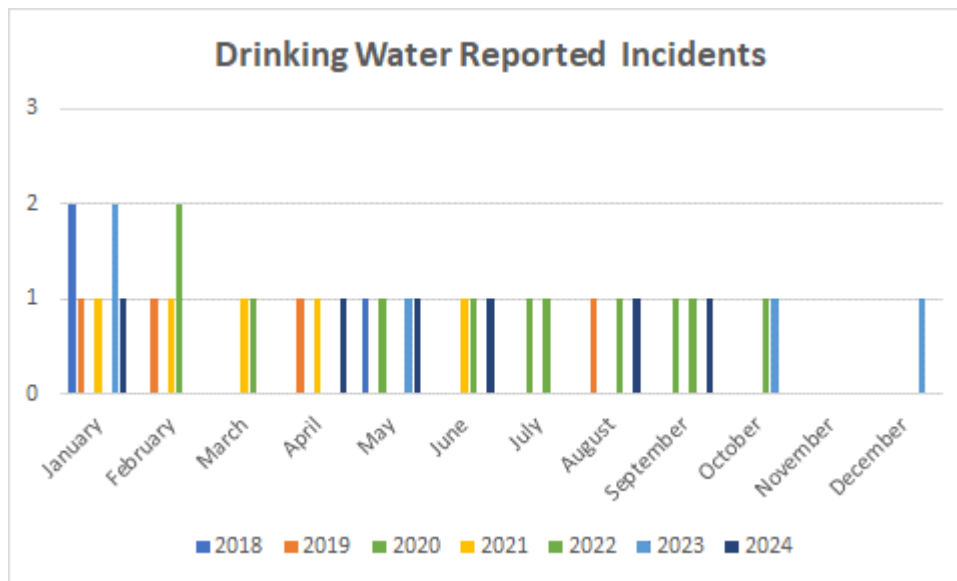
Engineering Services

MONTHLY WATER & WASTEWATER REPORT

September 2024

Author	Reviewer	Revision	Date
T. Jeppesen		1	03/10/2024

STATUS OF WATER ALERTS



Badu

This will be an ongoing issue until a dedicated reservoir outlet main can be installed. Council owned funds have been allocated to complete this critical project and works are expected to commence onsite in coming weeks.

Saibai

Boiled water alert was issued on 31st August 2024. In-house E. coli testing has been completed and this BWA will be lifted on the successful completion of Cairns NATA Laboratory E. coli testing.

Poruma

Boiled water alert was issued on 2nd September 2024 and subsequently lifted on 2nd October 2024.

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 27th September 2024 summarised below.

Community	Water remaining	Primary Issue	Work being done to address security
01 – Boigu	Less than 3 months' supply	Network/property leaks and high groundwater table	Level 4 Water Restrictions – No outdoor use. Water available between 08:00 and 09:30 only.
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	Less than 3 months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-10:00 and 17:00-21:00 only. Emergency desalination unit operational. Works on lagoon cover to be completed (note: a small section of the cover needs to be repaired following a fire in December 2023).
05 – Badu	Groundwater source (assume 6+ months' supply)	High consumption	Level 2 Water Restrictions – No outdoor use.
06 – Kubin	Less than 3 months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-08:30, 12:00-13:00 and 16:00-19:30 only.
07 – St Pauls	Less than 3 months' supply	Reservoir leaking	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-08:30, 12:00-13:00 and 16:00-19:30 only.
08 – Hammond	Chlorinated water sourced from TI	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 and 17:00-18:00 only
09 – Iama	Solely reliant on desalinated water.	Network/property leaks	Level 3 Water Restrictions – No outdoor use. Water available between 07:00 and 19:00 only.
10 – Warraber	6+ months' supply	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 and 17:00-18:00 only
11 – Poruma	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.
12 – Masig	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.
13 – Ugar	3 to 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. Emergency desalination unit operational.
15 – Mer	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use.

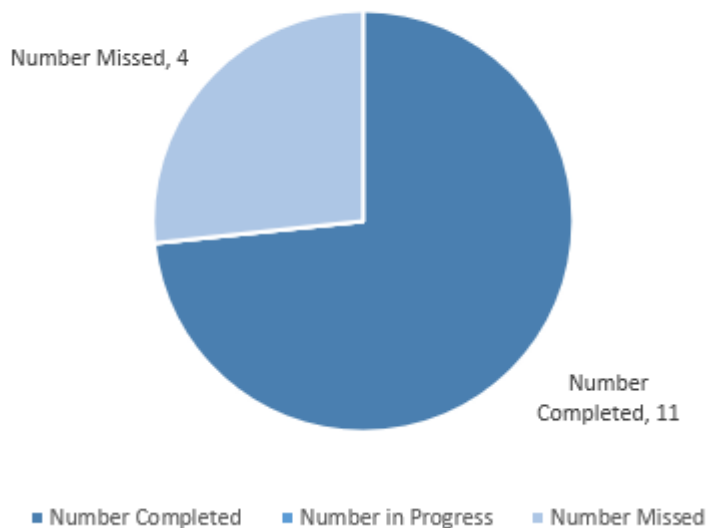
WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	<ul style="list-style-type: none"> Normal operation. Repairs required.
2	Dauan Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
3	Saibai Island	<ul style="list-style-type: none"> Normal operation. RBC1 bearings have failed – replace with spare motor onsite.
4	Mabuiag Island	<ul style="list-style-type: none"> Not operational. Repairs/full upgrade required.
5	Badu Island	<ul style="list-style-type: none"> Normal operation.
6	Kubin Community	<ul style="list-style-type: none"> Normal operation.
7	St Pauls Community	<ul style="list-style-type: none"> Normal operation.
8	Hammond Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
9	Iama Island	<ul style="list-style-type: none"> Normal operation. Repairs/full upgrade required.
10	Warraber Island	<ul style="list-style-type: none"> Normal operation. Repairs required.
11	Poruma Island	<ul style="list-style-type: none"> Not operational. Repairs/full upgrade required.
12	Masig Island	<ul style="list-style-type: none"> Normal operation. Repairs required.
13	Ugar Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
14	Erub Island	<ul style="list-style-type: none"> Normal operation.
15	Mer Island	<ul style="list-style-type: none"> Normal operation. Repairs required.

WATER AND WASTEWATER SAMPLING

Water

Current Water Samples



Monthly in-house water sampling was due in August – samples from 11 communities were completed and samples from 4 communities were missed due to a range of operational and logistical issues.

Sewer

Current Month Sewer Samples



Monthly wastewater samples were due in August – samples from 10 communities made it to the Cairns NATA laboratory and samples from 2 communities were missed due to a range of operational and logistical issues.