



ORDINARY MEETING 25 JUNE 2024

AGENDA

Time: 10.30am to 5.00pm

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

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 to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast. Torres Strait Island Regional Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be live streamed.</i></p> <p>1. CONFIRMATION OF MINUTES (30-31 May 2024)</p> <p>1.1 ACTION ITEMS UPDATE</p> <p>2. MAYORAL REPORT – <i>Nil</i></p> <p>3. CHIEF EXECUTIVE OFFICER REPORT</p>
11.30am	<p>4. DEPUTATION: Australian National University (ANU)</p> <ul style="list-style-type: none">Discussion Topic: Japan Zenadth Kes ProjectDeputation Lead Speaker: Ms Jacinta Baragud Research Officer Centre for Heritage and Museum StudiesOther Deputation Attendees: Dr Julie Lahn Fellow Centre for Heritage and Museum Studies, ANUTSIRC Executive Responsible for Deputation (Chief Executive Officer) <p>OFFICER REPORTS FOR DECISION</p> <p>5. BUILDING SERVICES DIRECTORATE</p> <p>Nil</p> <p>6. COMMUNITY SERVICES DIRECTORATE</p> <p>Nil</p> <p>7. CORPORATE SERVICES DIRECTORATE</p> <p>7.1 Community Grants Program Allocation (May 2024)</p> <p>7.2 Funding Acquisition Report (May 2024)</p> <p>7.3 TSIRC Special Holidays 2025</p> <p>7.4 Works for Queensland (W4Q) Project Recommendations</p> <p>7.5 Councillor Remuneration, Reimbursement and Facilities Provision Policy (<i>late paper</i>)</p>

8. ENGINEERING SERVICES DIRECTORATE

Nil

9. FINANCIAL SERVICES DIRECTORATE

- 9.1 Financial Dashboard Report (May 2024)**
- 9.2 2023-2024 Asset Desktop Indexation Results**
- 9.3 Revenue Policy**
- 9.4 Review of Procurement and Ethical Sourcing Policy**
- 9.5 Policy Matter – Financial Policies Review**

10. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

11. ENGINEERING SERVICES DIRECTORATE

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

[Reason for this matter to be discussed in Closed Business:

In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it covers “negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.”]

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

[Reason for this matter to be discussed in Closed Business:

In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it “negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.”]

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

[Reason for this matter to be discussed in Closed Business:

In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it “negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.”]

11.4 INFORMATION REPORT – Capital Works

[Reason for this matter to be discussed in Closed Business:

In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it “negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.”]

12. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

13. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

14. MATTERS ARISING

15. INFORMATION REPORTS

- 15.1 BUILDING SERVICES: Building Services Update (May 2024)**
- 15.2 COMMUNITY SERVICES: Community Services (May 2024)**
- 15.3 CORPORATE SERVICES: Corporate Services Information Report (May 2024)**

5.00pm

- 15.4 ENGINEERING SERVICES: Monthly Water & Wastewater Report (June 2024)
 - 15.5 ENGINEERING SERVICES: Engineering Operations
 - 16. NEXT MEETING – **24 JULY 2024** (Erub)
 - 17. CLOSE OF MEETING & PRAYER
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ORDINARY MEETING

25 JUNE 2024

Agenda Item

1

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONFIRMATION OF MINUTES / ORDINARY COUNCIL MEETING (30-31 MAY 2024)

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Section 254F(4) of the *Local Government Regulations 2012* requires that at each local government meeting, the minutes of the previous meeting must be confirmed by the councillors or committee members present.

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

The previous monthly Ordinary Council meeting was held on 30-31 May 2024.

Section 254F(6) of the *Local Government Regulation 2012* requires that a copy of the minutes of each local government must be made publicly available by 5pm on the tenth day after the meeting is held. To meet these compliance requirements, a copy of the draft Minutes from the last meeting were circulated to the Executive Leadership Team for input prior to being posted on the Council website.

Following confirmation of the Minutes by Council, the confirmed Minutes will replace the draft Minutes on the Council website.

COMPLIANCE / CONSIDERATIONS:

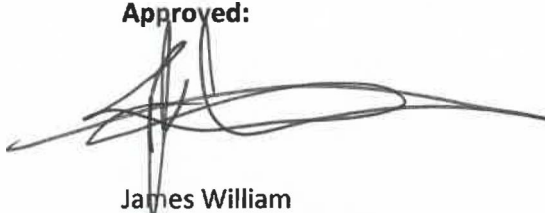
Statutory:	Section 254F(4) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) 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:

Draft Minutes of the Ordinary Council Meeting on 30-31 May 2024.



ORDINARY MEETING
30-31 MAY 2024

MINUTES

Time: 9.55am

Venue: The Benson Hotel | Sudbury Conference Room, Level 3 | 50 Grafton Street, Cairns

PRESENT:

Mayor / Chairperson

Division 1 – Boigu

Division 2 – Dauan

Division 3 – Saibai

Division 4 – Mabuiag

Division 5 – Badu / **Deputy Mayor**

Division 6 – Arkai

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

Division 8 – Kirirri (Hammond)

Division 9 – Iama

Division 10 – Warraber

Division 11 – Poruma

Division 12 – Masig

Division 13 – Ugar

Division 14 – Erub

Cr Phillemon Mosby

Cr Dimas Toby

Cr Torenzo Elisala

Cr Chelsea Aniba

Cr Keith Fell

Cr Ranetta Wosomo

Cr Iona Manas

Cr John Levi

Cr Seriako Dorante

Cr Aggie Hankin

Cr Kabay Tamu

Cr Francis Pearson

Cr Ted Mosby

Cr Rocky Stephen

Cr Nixon Mye

APOLOGIES: Division 15 – Mer

Cr Bob Kaigey – *Sorry Business*

OFFICERS:

Chief Executive Officer

Executive Director Building Services

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

Manager Legal Services

Executive Assistant to the Mayor

Corporate Planning & Performance Lead

TSIRC Secretariat

Mr James William

Mr Wayne Green

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin

Ms Hollie Faithfull

Mr Mark Pollock

Ms Trudy Lui

Mr Robert Black (*1hour*)

Mr Darryl Brooks

PUBLIC:

Ms Alice Tippet

Ms Jacinta Baragud

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

The Mayor welcomed Councillors to the Ordinary Council meeting for the month of May 2024.

The Mayor also welcomed Ms Jacinta Baragud and Ms Alice Tippet who were each observing the meeting as a member of the public.

B. NOTING OF APOLOGIES

An apology for Cr Bob Kaigey (Division 15 – Mer) who was absent for Sorry Business was tabled verbally by the Mayor and Council resolved as follows:

Resolution

#C24-28/2024-05/B

CR PEARSON / CR TAMU

Council accepts the apology for Cr Bob Kaigey (Division 15 – Mer) for the May 2024 Ordinary Council Meeting and approves the payment of the Councillor's Monthly Meeting Allowance.

CARRIED UNANIMOUSLY

C. CONFLICT OF INTEREST DECLARATIONS

Nil.

1. CONFIRMATION OF MINUTES

1.1. Post Election Council Meeting (16 April 2024)

#C24-28/2024-05/1.1

CR HANKIN / CR FELL

Council confirms the Minutes of the Post-Election Meeting held on 16 April 2024.

CARRIED UNANIMOUSLY

1.2. Ordinary Council Meeting (16 April 2024)

#C24-28/2024-05/1.2

CR PEARSON / CR FELL

Council confirms the Minutes of the Ordinary Meeting held on 16 April 2024.

CARRIED UNANIMOUSLY

2. UPDATE ON ACTION ITEMS FROM PREVIOUS MEETINGS

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.

3. MAYORAL REPORT

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

Action:

Executive Director Community Services to prepare letter for Chief Executive Officer signature to DSDSATSIP (John Conroy) indicating a timeline for the provision of updated master plans for Hammond Island, Poruma and Iama as these are under an older format.

4. CHIEF EXECUTIVE OFFICER**4.1. Chief Executive Officer Report**

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

4.2. Acting Chief Executive Officer

#C24-28/2024-05/4.2

CR FELL / CR WOSOMO

Council resolves, in accordance with Section 195(b) of the *Local Government Act 2009*, to appoint Susanne Andres to act as the Chief Executive Officer from Friday 31 May 2024 until Friday 31 May 2024 while James William is unable to perform the chief executive officer's responsibilities at the monthly meeting of Council.

CARRIED UNANIMOUSLY

5. FINANCIAL SERVICES DIRECTORATE**5.1. Financial Dashboard Report (April 2024)**

#C24-28/2024-05/5.1

CR TAMU / CR MANAS

Council receives and endorses the monthly financial statements attached to the officer's report for the 2023-24 year to date, for the period ended 30 April 2024, as required under section 204 of the *Local Government Regulation 2012*.

CARRIED UNANIMOUSLY

- *Prior to consideration of Agenda Item 5.2 below, Cr Levi indicated that he may have a potential conflict of interest in the matter, as one of the businesses listed on the Sole Suppliers Register (St Pauls Lodge) is owned/operated by a close family member (Susan Sailor).*
- *The Chief Executive Officer noted that there is no direct conflict as the matter listed is Council endorsement from a process that has already been undertaken independently.*

5.2. Contractual Matter – Sole Suppliers

#C24-28/2024-05/5.2

CR ELISALA / MYE

Council resolves:

1. **In accordance with Regulations 235(a) and 235(b) of the *Local Government Regulation 2012*, that no quotes or tenders need to be sought prior to procuring goods and services from the suppliers listed in Attachment A because Council is satisfied that either:**
 - a. **those suppliers are the only suppliers reasonably available; or**

- b. it would be impracticable or disadvantageous for Council to invite quotes or tenders because of the specialised or confidential nature of the services offered by those suppliers.
2. To adopt the Sole Supplier Register appended as Attachment A.
3. To delegate power to the Chief Executive Officer pursuant to Sections 236 and 257 of the *Local Government Act 2009* to enter into, negotiate, make, sign, amend or discharge contracts with suppliers on the Sole Supplier Register without seeking quotes or tenders or sub-delegate such powers, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy.
4. To note the expenditure against sole suppliers detailed in Attachment B and the reasons for amendments to the register detailed in Attachment C.

CARRIED UNANIMOUSLY

5.3. 2024/25 Fees and Charges

#C24-28/2024-05/5.3

CR PEARSON / CR ANIBA

[AGAINST – CR TOBY]

That Council resolves to:

- (i) pursuant to Section 97(1) of the *Local Government Act 2009*, fix the cost-recovery fees set out in the attached 2024/25 Fees and Charges Schedule;
- (ii) fix all other fees and charges set out in the attached 2024/25 Fees and Charges Schedule;
- (iii) adopt the 2024/25 Fees and Charges Schedule.

CARRIED

Action:

1. Council to explore education to community members on alternative ways of cooking to reduce reliance on gas appliances (ED Community Services).
2. Further clarification to be provided in the Fees and Charges 2024 for reasons stated by Council for allowing Wet Hire only of Plant Hire (ED Corporate Services).

➤ *Council meeting suspended for lunch break from 12.40pm to 1.00pm.*

6. COMMUNITY SERVICES DIRECTORATE

6.1. INFORMATION REPORT – Community Services (April 2024)

#C24-28/2024-05/6.1

CR FELL / CR WOSOMO

Council notes the report.

CARRIED UNANIMOUSLY

7. CORPORATE SERVICES DIRECTORATE

7.1. Community Grants Program Allocation (May 2024)

#C24-28/2024-05/7.1

CR HANKIN / CR MYE

1. Council notes that during the reporting period no conflict of interests were declared by Councillors in relation applications submitted for funding under the Community Grants Program;

2. Council resolves, in accordance with the Community Grants Policy, to allocate Community Grants Program funding for the month of May 2024 to the following applicants:
 - (a) MABUYGIW GARKAZIW KUPAY (MGK) TSI CORPORATION for the *eligible amount* of \$1,850.00 (exclusive of GST) from Mabuig Community Funds;
 - (b) JOHN ARMITAGE on behalf of the Erub Community for the *eligible amount* of \$1,500.00 (exclusive of GST) from Erub Community Funds;
3. Council resolves, in accordance with the Community Grants Policy, to allocate Community Grants Program funding for the month of May 2024 to the following applicant:
 - (a) PORUMA CAMPUS DANCE TEAM of Poruma Island, for the total amount of \$2,500 (exclusive of GST) from Poruma Community Funds;
4. Council notes that the application by the SAGUCI TIGERS FOOTBALL TEAM of Badu Island for the amount of \$1,475.00 (exclusive of GST) was withdrawn at the Council meeting at the request of the Division 5 Councillor for Badu (Cr Ranetta Wosomo);
5. Council notes the grant applications processed Out-of-Cycle, Funeral donations and Funeral Travel Assistance provided in May 2024 in accordance with the Community Grants policy.

CARRIED UNANIMOUSLY

7.2. Funding Acquisition Report (April 2024)

#C24-28/2024-05/7.2

CR ELISALA / CR ANIBA

Council notes the Funding Acquisition Report (April 2024).

CARRIED UNANIMOUSLY

7.3. Interim Special Committee to Review Council's Standing Committees – Terms of Reference (TOR) & Meeting Date

#C24-28/2024-05/7.3

CR FELL / CR MANAS

That Council:

- (a) note that the Interim Special Committee is established as an advisory committee only;
- (b) note that Cr Chelsea Aniba will replace Cr Iona Manas as a member on the Interim Special Committee;
- (c) endorse the Terms of Reference for the Interim Special Committee to Review Council's Standing Committees; and
- (d) agree that the first meeting of the Interim Special Committee be held on 10 June 2024 (10.00am and by Microsoft TEAMS) and that subsequent meetings thereafter be determined by the Interim Special Committee.

CARRIED UNANIMOUSLY

7.4. Change of Council Meeting Date & Venue Confirmation (July 2024)

#C24-28/2024-05/7.4

CR ANIBA / CR HANKIN

Council resolves that the July 2024 Council Meeting be held on Erub on Wednesday, 24 July 2024.

CARRIED UNANIMOUSLY

8. ENGINEERING SERVICES DIRECTORATE

8.1. INFORMATION REPORT – Monthly Water & Wastewater Report (May 2024)

#C24-28/2024-05/8.1

CR MANAS / CR WOSOMO

That Council notes this report.

CARRIED UNANIMOUSLY

8.2. INFORMATION REPORT – Engineering Operations

#C24-28/2024-05/8.2

CR PEARSON / CR STEPHEN

That Council notes this report.

CARRIED UNANIMOUSLY

8.3. INFORMATION REPORT – Zenadth Kes Coastal Hazard Adaptation Strategy

#C24-28/2024-05/8.3

CR HANKIN / CR ANIBA

That Council notes the progress of the Zenadth Kes Coastal Hazard Adaptation Strategy.

CARRIED UNANIMOUSLY

9. BUILDING SERVICES DIRECTORATE

9.1. Building Services Report (April 2024)

#C24-28/2024-05/9.1

CR ANIBA / CR MYE

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

CARRIED UNANIMOUSLY

10. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2024-05/10

CR TAMU / CR ELISALA

The Council resolves to close the meeting to the public pursuant to section 254J of the *Local Government Regulation 2012* to allow the Council to discuss items listed on the agenda for closed discussion and for the reasons outlined under those items.

CARRIED UNANIMOUSLY

11. CORPORATE SERVICES DIRECTORATE

- *Prior to commencement of discussion by Council on Agenda Item 11.1, all staff were requested to leave the meeting. The Chief Executive Officer, the Executive Director Corporate Services and the Manager Legal Services remained present.*

11.1. (Restricted Discussion **) Repeal of Council Resolution**

[Reason for closed discussion:

This report is presented in the closed meeting of the Council under section 254J of the Local Government Regulation 2012, to discuss matters of the following nature:

“(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

(f) matters that may directly affect the health and safety of an individual or a group of individuals.”]

#C24-28/2024-05/11.1

CR ELISALA / CR MYE

That Council:

1. **Repeal the Council resolution made on 25 October 2023 regarding the request for reimbursement of the sum of \$6,543.76 for travel allowances received by the relevant Councillor;**
2. **Resolve that no costs will be pursued from the relevant Councillor; and**
3. **Instructs the Chief Executive Officer to inform the relevant Councillor.**

CARRIED UNANIMOUSLY

- *At the conclusion of discussions on Agenda Item 11.1, all staff originally excused from discussions were invited to return to the meeting.*

11.2. Mirabou Energy – Renewable Energy Project, Site Inspection and Engineering Design Project Cost Update

[Reason for closed discussion: This report is presented in the closed meeting of the Council under section 254J of the Local Government Regulation 2012 as it contains 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.]

#C24-28/2024-05/11.2

CR ANIBA / CR HANKIN

[AGAINST – CR LEVI. Cr Levi considers that this matter presents a long-term financial risk to Council].

That Council:

1. **Approve the updated Site Inspection and Engineering Design project scope and cost proposed by Mirabou Energy Pty Ltd;**
2. **Approve the project be undertaken at a maximum cost of \$75,000;**

3. Resolves that the Site Inspection and Engineering Design project will be undertaken on Masig Island;
4. Resolves in accordance with section 235(b) of the *Local Government Regulation 2012* that it is satisfied that because of the specialised nature of the services, it would be impractical within the required timeframe to invite quotes;
5. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this project subject to Council's normal procurement policies and practices.

CARRIED

11.3. Information Report – People & Wellbeing

[Reason for closed discussion: In accordance with section 254J(3)(f) of the Local Government Regulation 2012, this report involves matters that may directly affect the health and safety of an individual or a group of individuals].

#C24-28/2024-05/11.3

CR MANAS / CR MYE

That Council notes the Information Report (People & Wellbeing) for the period 1-30 April 2024.

CARRIED UNANIMOUSLY

12. ENGINEERING SERVICES DIRECTORATE

12.1. Funding Matter – 2024/25 ATSI TIDS Funding

[Reason for closed discussion: These matters involve discussion 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]

#C24-28/2024-05/12.1

CR WOSOMO / CR DORANTE

Council resolves:

- To enter into the proposed funding agreement with the Department of Transport and Main Road (TMR) to the amount of up to \$1,580,000 (excl. GST), administered through the ATSI TIDS Program for the Poruma Island Airport, safety improvements project, subject to formalising a funding agreement; and
- Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
 - power to make, amend or discharge the Funding Agreement; and
 - power to negotiate, finalise and execute any and all matters associated with or in relation to this project and agreement including without limitation any options and/or variations.

CARRIED UNANIMOUSLY

12.2. Marine Infrastructure Project Bids

[Reason for closed discussion: These matters involve discussion 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]

#C24-28/2024-05/12.2

CR ELISALA / CR PEARSON

Council resolves:

- To enter into the proposed ‘*Torres Strait Islands Marine Infrastructure Upgrades*’ (Priority Community Infrastructure Program PCIP0084 – Torres Strait Island Regional Council) Funding Agreement with the Commonwealth represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts to the amount of up to \$40,000,000.00 (excl. GST); and
- Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
 - power to make, amend or discharge the Funding Agreement; and
 - power to negotiate, finalise and execute any and all matters associated with or in relation to this project and agreement including without limitation any options and/or variations.

CARRIED UNANIMOUSLY

12.3. INFORMATION REPORT – Capital Works

[Reason for closed discussion: These matters involve discussion 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]

#C24-28/2024-05/12.3

CR PEARSON / CR FELL

That Council notes this report.

CARRIED UNANIMOUSLY

13. COMMUNITY SERVICES DIRECTORATE**13.1. Award Dauan & Ugar Helicopter Services Tender**

[Reason for closed discussion: These matters involve discussion 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]

#C24-28/2024-05/13.1

CR STEPHEN / CR ELISALA

That pursuant to the *Local Government Act 2009 (Qld)*, *Local Government Regulation 2012 (Qld)* and Section 228 Tender Process, Council resolves to:

1. Accept all conforming responses to the Tender 2023_641 - Dauan, Ugar - Delivery of Helicopter Services for a period of (3) years (1yr + 2x1yr options).
 - a. Suppliers will be entitled to review and submit adjusted pricing for the second and third 12-month periods of the Contract.

2. **Approve the release of Tender Acceptance documents to inform the successful Tenderers; and**
3. **Delegate the CEO pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute all outstanding matters associated with or in relation to these new arrangements including without limitation any options and/or variations as per Council's Procurement and Ethical Sourcing Policy.**

CARRIED UNANIMOUSLY

14. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2024-05/14

CR FELL / CR ANIBA

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

CARRIED UNANIMOUSLY

15. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

Council formally resolved the decisions taken in relation to Agenda Items 11-13 above.

16. ITEMS ARISING

(a) Operational Matters

The **Mayor** requested that Councillors wishing to raise concerns in relation to operational matters within their Division should do so directly with the **Chief Executive Officer**.

(b) Advocacy Policies Going Forward

Cr Dimas Toby sought clarification on how Council will move forward with its advocacy work. **The Mayor** responded by stating that the Council's advocacy policy is being finalised by the Corporate Services Directorate and will be filtered through to Council's Standing/Advisory Committee structure, once that structure is determined by the Special Interim Committee and the findings of the Special Interim Committee are endorsed by Council.

(c) iOR Petroleum Pty Ltd Update

Cr Keith Fell enquired if Council had any further progress to note in relation to iOR Petroleum Pty Ltd matters. The **Chief Executive Officer** advised that there is no further update at this stage for Council.

(d) Treaty Matters

Cr Dimas Toby seeking clarification/discussion on who should be the lead Councillor in relation to the Treaty matters.

The Mayor responded by advising Council that, historically, the TSIRC Mayor has automatically held that responsibility and that it is his intention to do so. The Mayor did note that the former Deputy Mayor - Cr Getano Lui (Jnr) AM - undertook the leadership role for TSIRC on Treaty matters owing to his vast/historic leadership in that area.

(e) Local Government Association of Queensland (LGAQ) Annual Conference

- *The 2024 LGAQ Annual Conference will be on 21-23 October 2024 at the Brisbane Convention and Exhibition Centre.*

Cr Kabay Tamu asked if all Councillors could utilise their Personal Development Fund (PDF) to attend the LGAQ Annual Conference, as well as set up a Masig Statement

information booth/stall. The **Chief Executive Officer** indicated that he currently has no issue with Councillors utilising their PDF for that purpose.

(f) Regional Organisation of Councils (ROC)

Cr Rocky Stephen requested an update on the status of the Torres Strait Island Regional Council, Torres Shire Council and the Northern Peninsula Regional Council ROC. **The Mayor** responded by indicating that he is looking at kick-starting the proposal through a meeting with the newly-elected Mayors of the NPA Regional and Torres Shire Councils sometime in December 2024, but the priority in the coming months is to ensure that TSIRC's own newly-elected Councillors are fully prepared for that event.

(g) Progressing Support for the Masig Statement

The **Mayor** advised that Council will need to clearly embed its priorities and strategies in relation to the Masig Statement the first instance, Council will be in a much better position to engage with advocacy bodies such as the LGAQ to realise the Masig Statement.

(h) Strategic Briefing for the 10 x TSIRC Priorities & Investment Plan in Council Assets

The Mayor requested a briefing to be presented to Council on these matters as soon as possible in order for the Council to lobby during the upcoming Queensland State Government election campaign. The **Chief Executive Officer** advised that the briefing will be prepared for Council consideration at the August 2024 Council Meeting.

Action:

Chief Executive Officer to coordinate the preparation of a briefing paper to be presented to the August 2024 Council Meeting on the 10 x TSIRC Priorities and Investment Plan in relation to Council assets to prepare Council for strategic lobbying during the upcoming Queensland State Government election campaign.

17. NEXT MEETING – 25 JUNE 2024 (Microsoft TEAMS)

Noted by Council.

18. CLOSE OF MEETING & PRAYER

The Mayor formally closed the May 2024 Ordinary Council Meeting at 5.30pm on Thursday, 30 May 2024. Cr Levi delivered the closing prayer.

MINUTES CONFIRMED – 25 June 2024

.....
Cr Phillemon Mosby
Mayor
Torres Strait Island Regional Council
Date: 25 June 2024

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 25 June 2024



ORDINARY MEETING ACTION ITEMS

[as at 20 June 2024]

Agenda Item	Action	Action Area	Current Status
May 2024 Mtg AI 16 Items Arising	<ol style="list-style-type: none">1. <u>Strategic Briefing for the 10 x TSIRC Priorities & Investment Plan in Council Assets</u> Chief Executive Officer to coordinate the preparation of a briefing paper to be presented to the August 2024 Council Meeting on the 10 x TSIRC Priorities and Investment Plan in relation to Council assets to prepare Council for strategic lobbying during the upcoming Queensland State Government election campaign.	Chief Executive Officer	
May 2024 Mtg AI 5.3 2024/25 Fees and Charges	<ol style="list-style-type: none">2. Council to explore education to community members on alternative ways of cooking to reduce reliance on gas appliances.3. Further clarification to be provided in the Fees and Charges 2024 for reasons stated by Council for allowing Wet Hire only of Plant Hire.	ED Financial Services	
May 2024 Mtg AI 3 Mayoral Report	Executive Director Community Services to prepare letter for Chief Executive Officer signature to DSDSATSIP (John Conroy) indicating a timeline for the provision of updated master plans for Hammond Island, Poruma and Iama as these are under an older format.	ED Community Services	
Apr 2024 Mtg AI 2.1 Community Grants Program Allocation (Apr 2024)	<ol style="list-style-type: none">1. Consideration be given to the attendance of all Regional and Divisional Managers to the May 2024 Council Workshop.	ED Corporate Services	<ol style="list-style-type: none">1. Regional and Divisional Managers to attend Nov 2024 Council Workshop subject to budget availability.

Agenda Item	Action	Action Area	Current Status
	<p>2. Future briefs to Council to provide clear indication whether a Councillor has declared any real, actual, or perceived conflict of interest or any prescribed or declarable conflict of interest relating to an application <u>before</u> these are put before the Council for determination.</p> <p>3. Council's Community Grants Policy to be reviewed as part of the May 2024 Council Workshop agenda.</p>		<p>2. Closed. Now being incorporated into Council report.</p> <p>3. Updated policy to be submitted for Council approval.</p>
<p>Jan 2024 Mtg</p> <p>AI 21</p> <p>Fuel & Fleet Update</p>	<p>1. Executive Director Corporate Services to follow up on a request from Cr Keith Fell for the Manager Fuel and Fleet to visit Mabuiag (and all Divisions preferably) for on-ground briefing in relation to local requirements.</p> <p>2. Executive Director Corporate Services to brief Council on contingency fuel supplies across the TSIRC footprint.</p>	ED Corporate Services	<p>1. Closed.</p> <p>2. TBA, strategy development in 2024/25 with Community Services Directorate.</p>
<p>Oct 2023 Mtg</p> <p>AI 31 (c)</p> <p>Business Arising (from Information Reports)</p>	<p><u>Ugar Dredging Matters (Cr Rocky Stephen)</u></p> <p>November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.</p>	ED Engineering Services	Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors.
<p>Sept 2023 Mtg</p> <p>AI 7</p>	ED Corporate Services to explore social media options for Councillors to promote TSIRC News.	ED Corporate Services	In progress.

Agenda Item	Action	Action Area	Current Status
Mayor Report			Initial media training May 2024 workshop Policy to be developed
September 2023 Mtg AI 16 Auditor-General Observation Report on the Interim Audit for the Y/E 30 June 2023	ED Corporate Services to oversee the review and update of the TSIRC Recruitment Policy to include the requirement for criminal history checks for positions that warrant a higher level of vetting as part of the recruitment process.	ED Corporate Services	In progress. Criminal history checks are being carried out for relevant positions. Policy yet to be formally updated.
Aug 2023 Mtg AI 8 Action Items from Previous Meetings	<p><u>(Refer also AI 34 of July 2023 Meeting – Garbage/Waste Collection Vehicle for Moa):</u></p> <ol style="list-style-type: none"> Chief Executive Officer will obtain an update via Executive Director Engineering, regarding “Safety – Manual Handling” training. Executive Director Engineering and Acting Executive Director Corporate Services, in conjunction with the TSIRC Workplace Health and Safety Coordinator, to expedite interim safety procedures until a long-term solution can be arranged. <p>CURRENT STATUS:</p> <p>In progress. Priority being made for an interim replacement vehicle for Moa. Moa staff provided with refresher training on use of bins on trailers.</p> <p>Awaiting delivery of donated fleet from the Gold Coast Regional Council (this has been delayed due to non-arrival of Gold Coast R/C replacement fleet).</p> <p>Garbage truck delivery: 1 x complete / 2 x scheduled for July 2024</p>	ED Engineering Services / ED Corporate Services (WHS Coordinator)	
July 23 Mtg AI 34	(6) Fuel Depot upgrade/repair for the ageing fuel infrastructure on Arkai (Kubin pods)	Now being led by ED Corporate Services	Pod installation scheduled for July 2024

Agenda Item	Action	Action Area	Current Status
General Matters	<p>(7) Asset Condition Report</p> <p>Acting Executive Director Corporate Services to prepare relevant correspondence to the TSRA around costings before the November 2023 TSRA Board Meeting (discuss with Cr Rocky Stephen prior to submission).</p>	ED Corporate Services/ED Engineering Services	Closed.



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 June 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

- The Royal Australian Mint have confirmed the production of a commemorative coin to celebrate the 30th Anniversary of the Torres Strait Island Flag.
- \$40M Funding Agreement signed for Marine Infrastructure upgrades

2. Media Coverage

- Nil

3. Building Services

Highlights

- R&M Billing to achieve just under \$15m this F/Y (50% increase to last year).
- PPE Kits issued to all front line BSU staff this will improve safety across all Divisions.
- Approval received to trial fit for purpose vehicles for our frontline trades.

Key focus areas for the month ahead:

- Meetings with PBC's at Warraber & Mabuiag to advance with ILUA's for new buildings (follow up meetings to be carried out over the coming weeks to seek a way forward)
- Healthy Homes Program (Badu) – This program has been a challenge, and we are working closely with funding partners (Health & Housing) to ensure we can try and finalise the Stage 1 of this project. We have received on going challenges with trade shortages, accommodation, delays in freight, tenants refusing access or not being able to access due to tenants not in Division.
- Meetings with QFleet (vehicle leasing) regarding delivery and timeframes for the fit for purpose vehicles – Wednesday 19 June.
- Meetings with TechOne to develop stages to help with delivery – this will enable TSIRC BSU to remove Procore saving Council \$100k in license and excessive admin hours for data inputting.

4. Community Services

Highlights:

Childcare

- Lease Agreement meeting didn't proceed (PBC unavailable). A temporary licence communication sent to PBC Directors
- Options to relocate being considered, also determination for continued use of building.
- Successful sustainability funding for minor works i.e. Aircon replacements and break-even overhead costs at end of financial year
- Funding application for major works at Aragon being considered by Dept of Education

Housing

- Rental collection high priority with payment plans put in place and closer monitoring
- Successful options implemented on softer approaches with tenants particularly on Badu

Environment and Health

- Dengue outbreak Mer resolved.
- Dengue outbreak Warraber – spraying and awareness completed successfully.
- Consultation with Horse Owners on Moa completed. Funding to address issues being negotiated with TSRA.

Saibai Church

- Final report of stage 1 (inspect and scope of concept) provided to Cr Aniba

Key focus areas for the month ahead:

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

5. Corporate Services

Highlights:

- Recruitment Manager Fuel & Fleet
- Iama DOGIT progression
- Delivery of first garbage truck to St. Pauls
- Server and storage move from Telstra Datacentre to Microsoft Azure
- Draft Communications Plan 2024-25
- Number of meetings with TSRA regarding funding applications

Key focus areas for the month ahead:

- Machinery operator training
- Divisional visits
- Trustee Policy consultation
- Continuing roll out of garbage trucks
- Moving forward with the Starlink installations
- Project Plan for website refresh
- Mirabou special projects

6. Engineering Services

Highlights:

- Mer Desal replacement and upgrade works complete and successful. Great outcome and long hours by Mer Staff and other staff that travelled to Mer.
- \$40M Commonwealth Marine Funding Agreement negotiations settled and agreement being signed.
- 16 Engineering Staff undertook training in Backhoe, Skid steer and Excavator during month of June/July. Staff from Iama, Badu, Mabuig, Boigu, Warraber, Kubin, St Pauls, Saibai, Masig, Poruma, Kubin, Hammond.
- Additional Funding under TIDS 24/25 offered, to enable Iama Aerodrome Safety Upgrades now (in addition to the Poruma aerodrome)
- Workshop in Cairns re Masig Seawalls project and problem solving - good engagement with external stakeholders and Divisional/Civil Crew staff.

Key focus areas for the month ahead:

- Accelerated start of the \$40M marine project, noting project size and ambitious time frames
- Review and monitoring and support for the Masig seawalls project.
- Sand harvesting and other project related works (finalise design, planning, In-house bid) for Warraber seawalls project.
- Tender out the circa \$6.5M Saibai Road project.
- Design works to be urgently undertaken for the newly recently secured funding of approx. \$10M for Mabuig Road/culvert, Erub Road, Poruma and Iama aerodrome safety improvements.
- Badu Water – reactivate project on the assumption the \$500K own sourced funds is approved in council's budget – noting TSIRC now has an extension for the current Building Our Regions State \$500K funding for that project.

7. Financial Services

Highlights:

- 24/25 Original Budget Presentation to Councillors at May Workshop
- Asset Management Training to Councillors at May Workshop
- Finalisation and payment of backpay to staff relating to State Wage increase
- 23/24 Desktop Valuation cleared by Audit Committee
- Review of financial delegation to create efficiencies

Key focus areas for the month ahead:

- End of Financial Year Processes
- HRP Transition - TechOne
- Finalisation of Liquidity Review with Department Local Government & KPMG
- Corporate Overhead Implementation to commence 1 July 2024
- Recruitment of vacant positions
- Grafton Street Lease negotiations
- Adoption of 24/25 Original Budget at July OM
- Comprehensive valuation tender
- Capital Investment Plan in conjunction with JLL

James William
Chief Executive Officer



DIRECTORATE: Corporate Services

AUTHOR: A/Community Grants Officer

COMMUNITY GRANTS PROGRAM ALLOCATION – JUNE 2024

OFFICER RECOMMENDATION:

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

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

EXECUTIVE SUMMARY:

Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting. The following applications were received before the monthly deadline of 5pm, 26/04/2024.

In accordance with Council's *Community Grants Policy*, No Community Grant applications meeting eligibility requirements were received during the reporting period that require Council resolution.

Applicant	Amount Requested	Project/Event	Amount Supported by Councillor	Applications submitted within the last 3 years	Location
		NIL			

In accordance with Council's *Community Grants Policy*, No Community Grant applications meeting eligibility requirements but due to insufficient division community funding balance require Council resolution.

Applicant	Amount Requested	Project/Event	Amount Supported by Councillor/CEO	Applications submitted within the last 3 years	Location
		NIL			

In accordance with Council's *Community Grants Policy*, Two (2) Community Grants application was considered *ineligible* for Community Grants funding. No council resolution is required.

(a) For the months of June, Community Grants applications assessed and considered *ineligible* for Community Grants funding:

- LALA GUTCHEN of Erub Island, for \$2,769.00, exclusive of GST for Dance Team travel assistance to perform in Cairns, 20-24/06/2024.
 - Cr. Nixon Mye declines application due to nil balance for Community funds.
- GOSHEN MINISTRY INTERNATIONAL OUTREACH of Erub Island, for the amount of \$2,449.00, exclusive of GST being for the purchase of a new portable generator, 30/06/2024;

Applicant	Amount Requested	Project/Event	Reason for being Ineligible	Location
Lala Gutchen	\$2,769.00	Financial assistance being for travel assistance for the dance team to travel to Cairns to perform, 20-24/06/2024.	Cr. Nixon Mye declined application due to Nil balance for Community funding.	Erub
Goshen Ministry Int. Outreach	\$2,449.00	Financial assistance being for the purchase of a new portable generator, 30/06/2024.	Cr. Nixon Mye declined application due to Nil balance for Community funding.	Erub

COMPLIANCE/CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i>
Budgetary:	Approved allocation of funds for Community Grants as per TSIRC 23-24 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:	Applications are due last Friday of the month for consideration for the following month.

OTHER COMMENTS:

Nil.



Prepared/Recommended:

Lisa-Mae Meara

A/Community Grants Officer

Endorsed:

Emily Reid

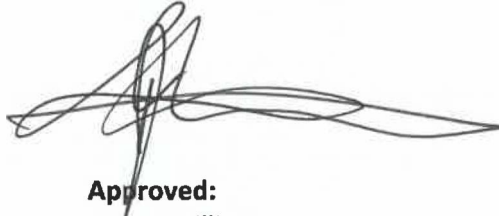
Manager Administration and Communication



Endorsed:

Susanne Andres

Executive Director Corporate Services



Approved:

James William

Chief Executive Officer

ATTACHMENTS

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

Attachment 1: Fund Balances

Division	Councillor - elect	Budget	Less Approved & Committed Funding	Closing Balance
Boigu	Cr. Toby	\$25,000.00	\$25,000.00	\$0.00
Hammond	Cr. Dorante	\$25,000.00	\$8,667.39	\$16,332.61
St Pauls	Cr. Levi	\$25,000.00	\$25,000.00	\$0.00
Ugar	Cr. Stephen	\$25,000.00	\$21,701.48	\$3,298.52
Badu	Cr. Wosomo	\$25,000.00	\$24,999.71	\$0.29
Dauan	Cr. Elisala	\$25,000.00	\$24,964.52	\$35.48
Erub	Cr. Mye	\$25,000.00	\$25,000.00	\$0.00
Iama	Cr. Hankin	\$25,000.00	\$22,291.00	\$2,709.00
Kubin	Cr. Manas	\$25,000.00	\$16,711.22	\$8,288.78
Mabuiag	Cr. Fell	\$25,000.00	\$25,000.00	\$0.00
Mer	Cr. Kaigey	\$25,000.00	\$24,359.02	\$640.98
Poruma	Cr. Pearson	\$25,000.00	\$22,460.60	\$2,539.40
Saibai	Cr. Aniba	\$25,000.00	\$24,661.60	\$338.40
Warraber	Cr. Tamu	\$25,000.00	\$23,906.48	\$1,909.64
Yorke	Cr. Ted Mosby	\$25,000.00	\$22,000.10	\$2,999.90
Mayor	Mayor Mosby	\$15,000.00	\$12,912.79	\$2,087.21
Community Gifts	CEO	\$25,000.00	\$22,076.58	\$2,923.42
		\$415,000.00	\$335,469.05	\$44,103.63

Attachment 2: Applications Processed During the Reporting Period for Noting

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Location
Out-of-Cycle Applications	Roxin Eagles RLFC	\$6,520.00	Financial assistance being for the purchase of flights for players and officials for the 2024 Island of Origin on Badu Island, 14-16/06/2024.	\$6,520.00	Dauan
Funeral Donation/Travel Assistance	Vera Ses	\$978.00	Funeral Travel Assistance seeking financial assistance being for travel to attend the Funeral for the Late Mrs Danna Bann on Yam Island, 31/05/2024.	\$978.00	Mer
	Sainty Kaigey	\$2,500.00	Funeral Donation seeking financial assistance being for funeral expenses for the Late Elder Mrs G. Kaigey on Mer Island, 31/05/2024.	\$2,500.00	Mer
	Marcella Babia	\$2,343.06	Funeral Donation financial assistance being for the funeral expenses for the Late Ms. Annie Kris on Mabuiag Island.	\$2,343.06	Mabuiag
	Nazareth Thaiday	\$1,841.53	Funeral Travel Assistance seeking financial assistance being for travel to attend the Funeral for the Late Miss Mathilda Thaiday in Cairns, 12/06/2024.	\$1,841.53	Erub

Attachment 3: Reconciliation - Approved Funding Table

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

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
Boigu	Saint Saviour Church – August 7 th Festival	\$4,538.50		\$25,000.00
	Church of The Rock – Church Dedication Celebration	\$1,858.50		
	Aron Tom – Funeral Travel Assistance	\$512.00		
	Aron Tom – Funeral Travel Assistance (Return Travel)	\$388.99		
	Gerari Peter – Funeral Donation	\$4,044.92		
	Malu Kiwai – Dan Ropeyarn Cup catering expenses	\$5,000.00		
	Malu Kiwai – Dan Ropeyarn Cup travel expenses	5,000.00		
	Wallen Ingui – Funeral Donation	\$3,000.00		
	Stanley Marama – Funeral Donation	\$657.09		
Hammond	Gabriel Pearson – Funeral Travel Assistance	\$1,440.00		\$8,667.39
	Rita Dorante – Funeral Donation	\$4,168.00		
	Tomisina Ahwang – St Joseph's Day celebration		\$1,143.40	
	*Financial donation to Cr.Dimas request for financial support for sorry business on Boigu Island	\$915.99		
	*Financial donation to Cr. Levi's request for financial support towards Funeral Travel assistance application for St Pauls, Moa Island.	\$1,000.00		
St Pauls	Lalita-Ann Kris - Inaugural Under 17's NQ Sistas Rugby League Trials	\$723.00		\$25,000.00
	Toshina Sailor - Inaugural Under 17's NQ Sistas Rugby League Trials	\$723.00		
	Lalita-Ann Kris - Inaugural Under 17's NQ Sistas Rugby League Trials	\$606.54		
	Toshina Sailor - Inaugural Under 17's NQ Sistas Rugby League Trials	\$606.54		
	Kozan Outreach Fellowship Ministry	\$4,525.81		
	Samantha Kris – Year 6 Graduation	\$2,191.57		
	Alice Namok - Make, Paint, and Sip Workshop	\$1,877.86		
	Abigail Lui – Funeral Travel	\$4,537.06		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Toshina Sailor – Funeral Travel	\$3,926.00		
	Eunice Hosea – Funeral Travel	\$5,000.00		
	Petrine Saunders – Funeral Travel	\$282.62		
Ugar	Bob Modee – Ark of Transfiguration's Church Day	\$2,282.79		\$21,701.48
	Ugar P&C Association – 2023 Ugar Graduation	\$1,997.66		
	*Funeral donation towards the funeral expenses of the Late Mrs Sana Stephen in Cairns, 12/12/2023	\$499.99		
	Joseph Pau – Funeral Donation	\$5,000.00		
	*Financial donation to Cr.Kabay's request for financial support to host the Zenadh Kes Volleyball carnival on Warraber Island, 04-06/04/2024	1000.00		
	Belphine Stephen – 2024 Zenadh Kes Vollyball	\$921.04		
	Cr. Rocky Stephen – Funeral Donation	\$7,288.11	\$2,711.89	
Badu	Brenda Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		\$24,999.71
	Anaclita Ahmat - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Denna Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Jesaray Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Mulga Football Team – QLD Murri Rugby League Carnival	\$5,000.00		
	Aragun Warriors – Gordonvale All Blacks Rugby League Carnival	\$3,000.00		
	Louisa Ahmat – Daughter's Air Force Graduation	\$930.00		
	Geiza Stow/Josephine Ahmat – Funeral Donation Assistance	\$2,500.00		
	Kayin Koasals – Dan Ropeyarn Cup	\$998.40		
	Aragun Warriors – Mackay All Blacks Rugby League Carnival	\$1,000.00		
	Courtney Morseu – Tagai Secondary Graduation	\$500.00		
	Elsie Nona - U12's Girls Rugby League State Championship	\$1,215.35		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Brenda Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Anaclita Ahmat - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Denna Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Jesaray Nona - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Josephine Ahmat – Funeral Donation Application	\$1,245.44		
	Naizel Enosa – Funeral Donation Application	\$1,221.25		
	May Ahmat – Badu Year 6 Graduation	\$545.11		
	Kulpiyam Youth & Spors Inc	\$644.00		
	Dhahdin Geai Warriors	\$882.00		
Dauan	Roxin Eagles – Roxin Eagles Gala Night	\$4,999.13		\$24,964.52
	Wrench Mau – Funeral Travel Assistance	\$5,000.00		
	Anai Bigie – Funeral Travel Assistance	\$2,978.47		
	Charles Bigie – Funeral Travel Assistance (Return Travel)	\$2,000.00		
	*Funeral Donation financial support to Badu community	\$499.99		
	Dengham Elisala - 2024 National Junior Championships in Adelaide	\$2,500.00		
	*Financial donation to Cr.Kabay's request for financial support to host the Zenadh Kes Volleyball carnival on Warraber Island, 04-06/04/2024	\$1,000.00		
	*Funeral Donation Assistance to Boigu community	\$2,500.00		
	Wasada Whap – Funeral Travel Assistance	\$1,344.96		
	Maleta Elisala – Funeral Travel Assistance	\$1,572.00		
	Dauan Youths - Easter Games	\$569.97		
	Maryanne Tamwoy – Funeral Travel Assistance	\$833.33		\$25,000.00

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
Erub	Meo Sailor – Funeral Travel Assistance	\$833.33		
	Pensio Gela – Funeral Travel Assistance	\$335.61		
	Sarah Gela – Funeral Travel Assistance	\$686.81		
	Tabane Bustard – Funeral Travel Assistance	\$1,888.74		
	*Funeral Donation financial support to Badu community	\$799.47		
	Nazareth Thaiday – Funeral Travel Assistance	\$3,742.89		
	Georgina Thaiday – Funeral Donation	\$2,271.02		
	*Financial donation to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$1,000.00		
	John Armitage – ANZAC DAY celebrations	\$1,497.89		
	Cr Jimmy Gela – ANZAC Plaque project at Erub War Memorial		\$3,074.49	
	John Armitage – Funeral Donation to sorry business on Ugar Island.	\$3,694.89		
	*Funeral Donation financial support to Boigu community	\$1,000.00		
	John Armitage – “COMING OF THE LIGHT” celebrations		\$1,500.00	
	Nazareth Thaiday – Funeral Donation	\$1,445.53	\$396.00	
Iama	Rene Baluz – Funeral Travel Assistance	\$5,000.00		\$22,291.00
	Getano Lui – Funeral Donation Application	\$5,000.00		
	Milleon Tamu/Josephine David – Funeral Travel Assistance	\$4,422.00		
	Nellie Lui – Funeral Travel Assistance.	\$5,000.00		
	Jimmy Mareko	\$1,869.00		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$1,000.00		
Kubin	Louise Manas – Funeral Travel Assistance	\$4,474.95		\$16,711.22

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Jeanon Bosun – Funeral Donation Application	\$2,498.26		
	Jean Tamwoy – Funeral Travel Assistance	\$700.00		
	*Funeral Donation financial support to Badu community	\$999.99		
Kubin	*Funeral Donation financial support to Saibai community	\$500.00		
	*Funeral Donation financial support to Boigu community	\$1,000.00		
	*Financial donation to Cr. Levi's request for support towards Funeral Travel assistance application for St Pauls, Moa Island	\$1,000.00		
	Arkai Sisters Football Team – 2024 Island of Origin on Badu Island	\$4,890.02		
Mabuiag	Larissa Bani – Funeral Travel Assistance	\$3,624.00		\$25,000.00
	Goemu Bau Raiders – Dan Ropeyarn Cup	\$5,993.46		
	Mabuygiw Garkaziw Kupay TSI Corporation - Dabangay Cultural Heritage Management Plan		\$1,000.00	
	Bau Au Stingers – Dan Ropeyarn Cup	\$4,890.00		
	Diane Sabatino – Funeral Donation Assistance	\$299.48		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$500.00		
	Mabuiag Junior Rugby League Committee – Junior Rugby League Development Camp	\$3,500.00		
	*Funeral Donation financial support to sorry business on Boigu Island.	\$500.00		
	*Financial Donation to the Poruma Mui Kuzi Touch Football Team	\$500.00		
	Mabuygiw Garkaziw Kupay TSI Corporation – Mabuyag Community Bus & Mowing Service		\$1,850.00	
	Marcella Babia – Funeral Donation		\$2,343.06	
Mer	St James Anglican Church – Church Day Celebration	\$1,999.61		\$24,359.02
	Rottannah Passi – Funeral Travel Assistance	\$1,000.00		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Leila Passi – Funeral Donation Application	\$5,000.00		
	Andrew Passi – Local Volley and touch competition.	\$2,486.20		
	James Zaro – Funeral Donation Assistance	\$1,796.43	\$703.57	
	Ndoro Kaigey – Funeral Donation Assistance	\$4,995.90		
	Leah Mosby – Funeral Travel Assistance	\$338.31	\$261.00	
	*Financial support to sorry business on Boigu Island.	300.00		
	Mer Island Community SYSC – ANZAC Day Celebrations	\$1,000.00		
	Mer Island Community SYSC – MABO Day Celebrations		\$1,000.00	
	Vera Ses – Funeral Travel Assistance		\$978.00	
	Sainty Kaigey – Funeral Donation		\$2,500.00	
Poruma	Mokathani Lui – Annual Christmas Competition		\$640.00	\$22,460.60
	Kerriann Noack – Track & Field Trials	\$2,272.30		
	Joseph Pearson – Funeral Travel Assistance	\$867.30		
	Anthony Faud – Funeral Travel Assistance	\$1,487.00		
	Freddie David – Community Grants Assistance	\$2,500.00		
	Gertie Lowatta – Zenadh Kes Volleyball Carnival	\$7,602.00		
	Diane Sabatino – Funeral Donation Assistance	\$500.00		
	Renee Pearson – Funeral Donation Assistance	\$5,000.00		
	Poruma Community – Funeral Donation to sorry business on Warraber Island community	\$600.00		
	Porum Mui Kuzi Touch Football Team – Battle of the Islands Touch Football Carnival	\$1,000.00		
Saibai	Alimah Dai - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		\$24,661.60

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Alison Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Bethel Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	Kaithalinah Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Travel)	\$723.00		
	White Dove Ministry – Church Musical Instruments	\$5,000.00		
	Alimah Dai - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Alison Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Bethel Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Kaithalinah Wosomo - Inaugural Under 17's NQ Sistas Rugby League Trials (Accomm)	\$606.54		
	Mary Enosa – Funeral Travel Assistance	\$5,000.00		
	Evelyn Dau – Funeral Donation Assistance	\$2,498.99		
	Waiben Wosomo – Funeral Travel Assistance	\$1,734.76		
	Mekei Wosomo	\$444.00		
	Yakopeta Akiba-Bowie		\$2,000.00	
	Norah Tabuai – Out-of-Cycle Community Grants Assistance`	\$1,300.00		
	Jack Matthew – Out-of-Cycle Community Grants Assistance	\$1,399.64		
Warraber	Louise Mari – Tikisha Mari World Challenge in New Zealand	\$2,500.00		\$23,906.48
	Catharine Enosa – Community Sorry Business (Travel)	\$1,602.00		
	Nancy Mari - Kenya Mari World Challenge in New Zealand	\$2,000.00		
	Romiyah Tamu – James Cook UniLodge	\$2,000.00		
	Florence Lui – Funeral Travel Assistance	\$396.00		

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Patricia Harry – Funeral Donation Application	\$5,000.00		
	Daniel Billy – Funeral Travel Assistance	\$384.48		
	Diane Sabatino – Funeral Donation Assistance	\$500.00		
	Donald Billy – Funeral Donation Assistance	\$5,000.00		
	Aken Baragud – Funeral Travel Assistance	\$1,524.00		
	Annie Mari – Funeral Travel Assistance	\$2,000.00		
	Warraber Sporting Association - 2024 TSYRSA Zenadh Kes Volleyball Carnival.	\$183.88	\$816.12	
Yorke	Church of The Living God – Spring Church Conference	\$872.56		\$22,000.10
	Masig Thurud Wap – Dan Ropeyarn Cup	\$3,000.00		
	Dalassa Billy – Funeral Travel Assistance	\$4,325.43		
	Pensio Gela (Snr) – Funeral Travel Assistance	\$1,501.05		
	Elma Mosby – Funeral Travel Assistance	\$3,860.00		
	*Financial support to Cr Kabay Tamu for the hosting of the Zenadh Kes Volleyball on Warraber Island, 04-06/04/2024.	\$500.00		
	Ruth Naawi – Funeral Travel Assistance	\$1,803.80		
	Virginia Billy – Funeral Travel Assistance	\$517.00		
	Gavin Mosby – Funeral Travel Assistance	\$632.66		
	*Funeral Donation to sorry business on Ugar Island. Payment to Waibene Indigenous Funeral Service's	\$1,500.00		
	Ned Mosby – Funeral Travel Assistance	\$2,241.60	\$1,305.00	
Mayor	Rowena Johnson – Funeral Donation Application	\$499.55		\$12,912.79
	Rowena Johnson – Funeral Travel Assistance		\$500.00	

Division	Applicant	Completed Payments	Committed Funds	Approved Funding Total
	Dhahdin Geai Warriors Badu Island – 2024 Island of Origin	\$8,916.00		
	Margaret Warusam – Funeral Donation Application	\$1,997.24		
	Saibai Ladies Volleyball Team – Zenadh Kes Volleyball Carnival	\$1,000.00		
CEO – Community Gifts	Rowena Johnson – Funeral Donation Application	\$1,899.27		\$22,076.58
	Rowena Johnson – Funeral Travel Assistance	\$1,758.89		
	Tagai State College – OOC-Bursary Awards Night	\$1,000.00		
	Diane Sabatino – Funeral Donation Assistance	\$898.42		
	Gidina Waia – Funeral Travel Assistance *Community donation from the CEO - for the Sept 2023 OCM on Saibai Island	\$5,000.00		
	Roxin Eagles RLFC – Community Grants		\$6,520.00	
	Iama Community P&C *Community donation from the CEO - for the May 2024 OCM on Iama Island		\$5,000.00	



DIRECTORATE: Corporate Services

AUTHOR: Interim Grants Revenue Officer

FUNDING ACQUISITION REPORT

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 May 2024 reporting period.

Within the current financial year, Council has secured \$6.3 Million of funding through successful applications. Much of this funding was advocated by Engineering Services.

In comparison to the same period, last year, see the table below:

	1 July 2023 to 31 May 2024	1 July 2022 to 31 May 2023
Applied for in period	32,646,654	29,627,863
Unsuccessful in period	(16,926,251)	2,922,150
Successful (applied in current period)	1,728,657	2,583,334
Successful (applied for in prior period)	4,617,357	3,350,000
Total succesful in period	6,346,014	5,933,334

Current Application Status Report:

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

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

Operational Funding					
Funding Stream	Total	Project Details	Date of Application	Outcome	Current Status Report
Torres Strait Regional Authority	\$137,428	Increase in funding and extension of time for the Economic Development Strategy. Note: \$47,000 already secured from previous funding.	11 May 2024	Pending	
Housing Support Program	\$2,075,000	Planning Initiatives to an increase social housing, including reviews of Master Plans, Town Planning expansion zones, social housing planning and contaminated land management and advice on Native Title and land tenure.	29th April 2024	Pending	Expected outcome Q3 2024
Community Childcare Fund – Sustainability Support	\$378,000	Hammond Island Outside School Hours Care - support to increase sustainability of service and increase enrolments	8 March 2024	Pending	Expected outcome Q2 2024
Community Childcare Fund – Sustainability Support	\$355,000	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	8 March 2024	Pending	Expected outcome Q2 2024
Active Women and Girls	25,000	Provide funding to sport and active recreation industry to ensure a quality inclusive opportunity for women and girls	6th March 2024	Pending	Expected outcome Q3 2024
Torres Strait Regional Authority	\$85,000	Feasibility Study into Hammond Island Ferry Service.	07 February 2024	Pending	
Torres Strait Regional Authority	\$130,000	Requested Subsidy for Ferry Service between Hammond Island and Thursday Island.	10 November 2023	Pending	Also flagged that require additional \$130K for 24-25 financial year
Torres Strait Regional Authority	\$23,690	Increase to existing grant Business Case Development for alternative transport options for Dauan and Ugar. Note: \$85,000 already secured from previous funding.	08 February 2024	Unsuccessful	No funds available in TSRA 23-24 budget
Department of Seniors, Disability Services, and Aboriginal and Torres Strait Islander Partnerships	\$7,500	Reconciliation Week - Queensland Rugby League Program	31 st January 2024	Unsuccessful	
Health & Wellbeing Qld	\$75,315	Discrete Communities Funding	21 May 2024	Successful	
Health & Wellbeing QLD	\$208,000	Gather & Grow	3 April 2024	Successful	

National Indigenous Australians Agency	\$20,000 \$17,500	NAIDOC event – Keeping the embers of the fires of our ancestors burning	6 March 2024	Successful	Reduced amount approved
Reconciliation Week	\$10,000	TS Flag Day and Mabo Day Activities	31st January 2024	Successful	
Department of Seniors, Disability Services, and Aboriginal and Torres Strait Islander Partnerships	\$10,000	Mepla Voice Project – Capture traditional island dance, songs, and hymns in each of the 3 language groups for preservation.	23 rd June 2023	Successful	
Torres Strait Regional Authority	\$85,000	Funding for a Business Case to develop travel options for Dauan & Ugar.	31 st May 2023	Successful	
Total of Funding Applied *Noting funding can span over numerous financial years	\$3,622,433				
Total of Funding Successful	\$405,815				
Total of Funding Unsuccessful	\$31,190				
Total of Funding Pending	\$3,185,428				

Capital Project Funding					
Funding Stream	Total	Project Details	Date of Application	Outcome	Current Status Report
Community Childcare Fund – Sustainability Support	\$2,882,880	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	29 May 2024	Pending	Expected Outcome Q3 2024
IKC Refurbishment Fund	\$30,000	Musique IKC soft and hard furnishings	8 May 2024	Pending	Expected Outcome Q3 2024
Disaster Ready Fund	\$135,269 (includes \$6500 co-contribution)	Backup generators for Poruma, Dauan, Erub, Boigu and Baubiag Islands	20 March 2024	Pending	Expected outcome mid 2024
Disaster Ready Fund	\$110,462 (includes \$4500 co-contribution)	Badu Island Generator	20 March 2024	Pending	Expected outcome mid 2024
Disaster Ready Fund	\$958, 627 (including \$5000 co-contribution)	Boigu Council Office roof and ceiling upgrade	20 March 2024	Pending	Expected outcome mid 2024
QuickStart Housing EOI	\$4,826,780	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 March 2023	Pending	Full application required Q3 2024
Community Childcare Fund – Capital Support	\$300,000	Aragun Childcare Centre Roof Replacement	8 March 2024	Pending	Expected outcome Q2 2024
Community Childcare Fund – Capital Support	\$300,000	Hammond Island Outside School Hours Care capital funding - upgrades	8 March 2024	Pending	Expected outcome Q2 2024
QRRRF	\$162,737	Mabuiag Dump Road Upgrade	11 th January 2024	Pending	Expected Outcome Q1 2024
Torres Strait Regional Authority	\$1,200,000	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	08 November 2023	Pending	
Queensland Fire and Emergency Services	\$83,592	SES Support Grant – Hammon, Masig and Kubin restoration project	January 2024	Unsuccessful	
Gambling Community Benefit Fund	\$100,000	Funding for playground and/or outdoor exercise equipment on	30th April 2024	Unsuccessful	
TRDI Innovation	\$1,735,159	Satellite Tech supply & install 15 Starlink (Telstra is the lead applicant)	17th November 2023	Unsuccessful	

<i>Department of Infrastructure, Transport, Regional Development, Communications, and the Arts</i>	<i>\$15,000,000</i>	<i>Growing Regions Round One – Expressions of Interest</i>	<i>2nd August 2023</i>	<i>Unsuccessful</i>	
<i>Local Government Association Queensland RAPID LEO Project</i>	<i>\$975,000</i> <i>\$143,000</i>	<i>Low Earth Satellite Technology supply & install priority Starlink services at each division office *To be negotiated on approval</i>	<i>15th March 2024</i>	<i>Successful</i>	<i>Reduced Amount Approved</i>
<i>Department of Sport & Recreation</i>	<i>\$391,229</i>	<i>MIIFF – Kubin Sports Courts Upgrade</i>	<i>16th November 2023</i>	<i>Successful</i>	
<i>Department of Sport & Recreation</i>	<i>\$577,256</i>	<i>MIIFF – Masig Island Sports Court Amenities</i>	<i>16th November 2023</i>	<i>Successful</i>	
<i>Department of Infrastructure, Transport, Regional Development, Communications, and the Arts</i>	<i>\$306,357</i>	<i>Badu Park Bridge Replacement & Ahmat Yabu Roads and Drainage Improvements</i>	<i>July 2023</i>	<i>Successful</i>	
<i>Torres Strait Regional Authority</i>	<i>\$1,530,000</i>	<i>Funding for the Erub Reservoir Refurbishment.</i>	<i>June 2023</i>	<i>Successful</i>	
<i>Torres Strait Regional Authority</i>	<i>\$2,980,000</i>	<i>Funding for the Mabuiag Sewer Treatment Plant Replacement.</i>	<i>June 2023</i>	<i>Successful</i>	
<i>Gambling Community Benefit Fund</i>	<i>\$12,357</i>	<i>Funding requested for minor capital works to be carried out on the Iama Basketball Courts to support the Iama Youth Group.</i>	<i>February 2023</i>	<i>Successful</i>	<i>Waiting on funding agreement and documentation</i>
<i>Total of Funding Applied</i> <i>*Noting funding can span over numerous financial years</i>	<i>\$33,765,705</i>				
<i>Total of Funding Successful</i>	<i>\$5,940,199</i>				
<i>Total of Funding Unsuccessful</i>	<i>\$16,918,751</i>				
<i>Total of Funding Pending</i>	<i>\$10,906,755</i>				

Annual Local Government Funding

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

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

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 provide 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 SPECIAL HOLIDAYS 2025

OFFICER RECOMMENDATION:

Council:

- (a) Resolves that local Special Holidays which fall on a weekend will not be allocated an additional week-day holiday;
 - (b) Resolves that region-wide Special Holidays which fall on a weekend will continue to be allocated an additional week-day holiday;
 - (c) Resolves that the Special Holiday declared for the biennial Winds of Zenadth Cultural Festival will apply to Torres Strait-based staff only (not Cairns);
 - (d) Endorses the nominated 2025 Special Holidays outlined in the attachment to this report; and
 - (e) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to submit the final list for 2025 Special Holidays to the Queensland Government Office of Industrial Relations.
-

EXECUTIVE SUMMARY:

This paper seeks Council endorsement of the nominated 2025 Special Holidays to be submitted to the Queensland Government Office of Industrial Relations.

Special Holidays for **Hammond** (2 May and 15 September) are once again included as it appears that these have been omitted in error since October 2022.

Division 11 (**Poruma**) has submitted two (2) new holidays:

- 8 January – Zaranguai Day; and
- 18 July – Indigenous Protected Area (IPA) Celebration.

Division 10 (**Warraber**) has submitted a new holiday:

- 8 January – Zaranguai Day

For 2025, Council is requested to add an additional special holiday for the Winds of Zenadth Cultural Festival. The Torres Shire Council has nominated **Friday 19 September 2025** as its Show Day and this local public holiday usually coincides with the dates for the biennial Winds of Zenadth Cultural Festival.

It is further proposed that Council agree that this special holiday for the Winds of Zenadth Cultural Festival apply only to Council's Divisional Offices and not to the Cairns Office, as the Cairns Office has a local public holiday of its own for the Cairns Show Day.

In accordance with the Council decision taken at the September 2023 meeting on Saibai, Special Holidays that fall on a weekend will not have a week-day public holiday in lieu.

Region-wide Special Holidays that fall on a weekend, will continue to have a week-day public holiday in lieu.

Interested Parties/Consultation:

- Mayor & Councillors
- Executive Director Community Services
- Torres Shire Council in relation to their nominated Show Day (which will coincide with the Winds of Zenadth Cultural Festival).

Background / Previous Council Consideration:

In accordance with the *Holidays Act 1983*, each year Queensland Local Government entities are invited to request special holidays to be observed during the following year for districts in respected areas.

Special Holidays are subject to approval of the Minister for Industrial Relations. The closing date for the 2025 nominations is Friday, 12 July 2024.

The TSIRC Special Holidays nominated for 2025 mirror those holidays endorsed by Council for 2024.

COMPLIANCE / CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>• <i>Holidays Act 1983</i>
Budgetary:	Special public holidays are paid days for TSIRC staff.
Policy:	N/A
Legal:	N/A
Risk:	<i>Risk Management:</i> TSIRC employees are paid at standard rates for gazetted holidays.
Links to Strategic Plans:	Corporate Plan
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Closing Date for submissions to the Queensland Government Office of Industrial Regionals is Friday, 12 July 2024 .

Other Comments:

All Councillors were provided a copy of the 2025 listed holidays for comment/feedback.

Recommended:



Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Proposed TSIRC Special Holidays for 2025

Torres Strait Island Regional Council Special holidays for 2025 calendar year

Attachment 1

Region Wide

Region	Description/Historical Date	2024 date	Proposed date for 2025	Comments
All TSIRC	Torres Strait Flag Day <i>(29 May)</i>	29-May-24	Thu, 29-May-25	
TSIRC Divisions only	Winds of Zenadth Cultural Festival <i>(Biennial Event)</i>	N/A - next 2025	Fri, 19-Sep-25	Confirmed by Torres Shire Council 19/6/24
All TSIRC	Mabo Day <i>(3 June)</i>	3-Jun-24	Tue, 3-Jun-25	
All TSIRC	Coming of the Light <i>(1 July)</i>	1-Jul-24	Tue, 1-Jul-25	
All TSIRC	First Councillors' Meeting Anniversary <i>(23 August 1937)</i>	23-Aug-24	Sat, 23-Aug-25	

Specific Division Holidays

Region	Description	2024 date	Proposed date for 2025	Comments
Badu	St. Marks Church Day <i>(25 April)</i>	25-Apr-24	Fri, 25-Apr-25	National Holiday for ANZAC Day
Badu	Coming of the Light to Badu <i>(30 October)</i>	30-Oct-24	Thu, 30-Oct-25	
Badu	Native Title Determination Day <i>(14 December)</i>	14-Dec-24	Sun, 14-Dec-25	
Boigu	United Pentecostal Church Day (Church of Rock) <i>(28 February)</i>	28-Feb-24	Fri, 28-Feb-25	
Boigu	St Saviour Church Day - Torres Strait Church <i>(19 June)</i>	19-Jun-24	Thu, 19-Jun-25	
Boigu	Coming of the Light <i>(8 July)</i>	8-Jul-24	Tue, 8-Jul-25	
Boigu	August Festival <i>(7 August)</i>	7-Aug-24	Thu, 7-Aug-25	
Boigu	Blood Covenant Church Dedication Day <i>(26 September)</i>	26-Sep-24	Fri, 26-Sep-25	
Boigu	Native Title Determination Day <i>(10 December)</i>	10-Dec-24	Wed, 10-Dec-25	

Torres Strait Island Regional Council Special holidays for 2025 calendar year

Attachment 1

Region	Description	2024 date	Proposed date for 2025	Comments
Dauan	Ascension Day (Church Day of Parish of Ascension) <i>(8 May)</i>	8-May-24	Thu, 8-May-25	
Dauan	Coming of the Light and Native Title Determination Day <i>(6 July)</i>	6-Jul-24	Sun, 6-Jul-25	
Dauan	Church of the Holy Cross Day <i>(14 September)</i>	14-Sep-24	Sun, 14-Sep-25	
Erub	Coming of the Light <i>(2 July)</i>	2-Jul-24	Wed, 2-Jul-25	
Erub	The Ark of Transfiguration <i>(6 August)</i>	6-Aug-24	Wed, 6-Aug-25	
Erub	All Saints Church Day <i>(1 November)</i>	1-Nov-24	Sat, 1-Nov-25	
Erub	Native Title Determination Day <i>(8 December)</i>	8-Dec-24	Mon, 8-Dec-25	
Hammond	Patron St Joseph Day <i>(2 May)</i>	N/A	Fri, 2-May-25	Nominated by Cr Dorante 10/6/24. Originally listed as annual holidays, however, dropped off listing as of Oct 2022.
Hammond	Hammond Church Opening Day <i>(15 September)</i>	N/A	Mon, 15-Sep-25	Nominated by Cr Dorante 10/6/24. Originally listed as annual holidays, however, dropped off listing as of Oct 2022.
Iama	St John Divine Church Day <i>(19 June)</i>	19-Jun-24	Thu, 19-Jun-25	
Iama	Turan Tabernacle Church Day Iama <i>(14 September)</i>	14-Sep-24	Sun, 14-Sep-25	
Iama	Native Title Determination Day <i>(13 December)</i>	13-Dec-24	Sat, 13-Dec-25	
Kubin	Mualgal Native Title Determination Day <i>(12 February)</i>	12-Feb-24	Wed, 12-Feb-25	
Kubin	St Peter's Church Day <i>(29 June)</i>	29-Jun-24	Sun, 29-Jun-25	
Mabuaig	Wagadagam Tribal Chief Initiation Day <i>(29 June)</i>	29-Jun-24	Sun, 29-Jun-25	

Torres Strait Island Regional Council Special holidays for 2025 calendar year

Attachment 1

Region	Description	2024 date	Proposed date for 2025	Comments
Mabuiag	St. Mary's Church Day <i>(2 February)</i>	2-Feb-24	Sun, 2-Feb-25	
Mabuiag	Native Title Determination Day <i>(6 July)</i>	6-Jul-24	Sun, 6-Jul-25	
Mabuiag	St. Mary's Church Dedication Day <i>(1 August)</i>	1-Aug-24	Fri, 1-Aug-25	
Mabuiag	Coming of the Light <i>(3 September)</i>	3-Sep-24	Wed, 3-Sep-25	
Masig	Coming of the Light <i>(3 September)</i>	3-Jul-24	Thu, 3-Jul-25	
Masig	Masig Native Title Determination Day <i>(7 July)</i>	7-Jul-24	Mon, 7-Jul-25	
Masig	St John the Evangelist Church Day <i>(27 December)</i>	27-Dec-24	Sat, 27-Dec-25	
Mer	Dauar Waier Observation Festival <i>(14 June)</i>	14-Jun-24	Sat, 14-Jun-25	
Mer	Coming of the Light <i>(2 July)</i>	2-Jul-24	Wed, 2-Jul-25	
Mer	St. James Anglican Church Day <i>(25 July)</i>	25-Jul-24	Fri, 25-Jul-25	
Mer	Cease Fire Day <i>(15 August)</i>	15-Aug-24	Fri, 15-Aug-25	
Poruma	Zaranguai Day <i>(8 January)</i>	New	Wed, 8-Jan-25	Nominated by Cr Pearson 7/6/24
Poruma	Native Title Determination <i>(7 July)</i>	7-Jul-24	Mon, 7-Jul-25	
Poruma	Indigenous Protected Area (IPA) Celebration <i>(18 July)</i>	New	Fri, 18-Jul-25	Nominated by Cr Pearson 7/6/24
Poruma	St Andrews Church Day <i>(30 November)</i>	30-Nov-24	Sat, 30-Nov-25	
Saibai	Native Title Determination Day <i>(12 February)</i>	12-Feb-24	Wed, 12-Feb-25	
Saibai	Holy Trinity Church Day <i>(5 June)</i>	5-Jun-24	Thu, 5-Jun-25	
Saibai	Annexure Day <i>(1 August)</i>	1-Aug-24	Fri, 1-Aug-25	
Saibai	Church Dedication Day <i>(4 December)</i>	4-Dec-24	Thu, 4-Dec-25	

Torres Strait Island Regional Council Special holidays for 2025 calendar year

Attachment 1

Region	Description	2024 date	Proposed date for 2025	Comments
St Pauls	Florence Buchanan Day (Coming of the Light) <i>(19 May)</i>	19-May-24	Mon, 19-May-25	
St Pauls	St Pauls Anglican Church Day <i>(25 January)</i>	25-Jan-24	Sat, 25-Jan-25	
St Pauls	Mualgal Native Title Determination Day <i>(12 February)</i>	12-Feb-24	Wed, 12-Feb-25	
St Pauls	Kozan Outreach Church Day <i>(18 April)</i>	18-Apr-24	Fri, 18-Apr-25	18/4/24 is a national public holiday for Good Friday.
Ugar	Coming of the Light Celebrations <i>(2 July)</i>	2-Jul-24	Wed, 2-Jul-25	
Ugar	The Ark of Transfiguration Church Day <i>(6 August)</i>	6-Aug-24	Wed, 6-Aug-25	
Ugar	The Ark of Transfiguration Church Dedication Day <i>(17 October)</i>	17-Oct-24	Fri, 17-Oct-25	
Ugar	All Saints Church Day <i>(1 November)</i>	1-Nov-24	Sat, 1-Nov-25	
Ugar	Native Title Determination Day <i>(9 December)</i>	9-Dec-24	Tue, 9-Dec-25	
Warraber	Zaranguai Day <i>(8 January)</i>	New	Wed, 8-Jan-25	Nominated by Cr Tamu 18/6/24
Warraber	St Peter's Church Day <i>(29 June)</i>	29-Jun-24	Mon, 30-Jun-25	
Warraber	Coming of the Light <i>(10 July)</i>	10-Jul-24	Thu, 10-Jul-25	
Warraber	Indigenous Protected Area Celebration <i>(18 July)</i>	18-Jul-24	Fri, 18-Jul-25	
Warraber	Native Title Determination <i>(24 July)</i>	24-Jul-24	Thu, 24-Jul-25	
Warraber	Native Title Determination Day - Aureed Island Claim Day <i>(7 December)</i>	7-Dec-24	Sun, 7-Dec-25	



DIRECTORATE: Corporate Services

AUTHOR: Manager Administration and Communication

WORKS FOR QUEENSLAND (W4Q) 24-27 PROJECT RECOMMENDATIONS

OFFICER RECOMMENDATION:

The Council resolves to endorse:

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

EXECUTIVE SUMMARY:

The 'Works for Queensland' (W4Q) is a State funded program administered by *StateDevelopment, Infrastructure, Local Government and Planning*, which supports regional Councils to undertake job-creating maintenance and minor infrastructure projects throughout Queensland.

The initial \$600 million Works for Queensland (W4Q) program supports regional councils to undertake job-creating maintenance and minor infrastructure projects relating to assets owned or controlled by the Council. This funding was allocated to 65 Councils outside of South-East Queensland over 3 separate rounds.

Details of the 24-27 funding round is per below:

- Round 5 - 2024 -2027: \$300 million

The aim of 24-27 W4Q funding round is to provide funding to eligible councils to deliver infrastructure, planning, maintenance and capability development projects which:

- support essential services, or
- contribute to community economic development or council sustainability.

These projects enable councils to further drive local employment opportunities and provide livable communities where Queenslanders want to work, live and play.

INTERESTED PARTIES/CONSULTATION:

This paper endorsed by Executive Leadership Team.

BACKGROUND:

Proposed project scope

The Executive Leadership Team approved the proposed projects to be put forward for deliberation and endorsement by Council. To ensure value for money is achieved the funding allocation is spread across a number of divisions/communities.

The projects selected are as follows:

• Saibai Mechanic's Shed	\$1,000,000
• Erub Mechanic's Shed	\$1,000,000
• St Pauls Mechanic's Shed	\$1,000,000
• Kubin Mechanic's Shed	\$1,000,000
• Contingency/Shed Fit Outs	\$580,000

The mechanic's sheds play a vital role in guaranteeing the provision of essential services to the island communities. The identified sheds slated for replacement are nearing the end of their operational lifespan, posing significant Work, Health, and Safety risks. Implementing replacement projects across multiple sites not only ensures value for money but also offers scalability in addressing these concerns.

COMPLIANCE/CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>
Budgetary:	Capital budget as approved by Council Potentially \$125K expenditure not covered by funding allocation
Policy:	N/A
Legal:	W4Q is a long-standing funding initiative of the Queensland Government and as such the program parameters are well known to Council
Risk:	<p>The Department of State Development, Infrastructure, Local Government & Planning has no obligation to provide funding until the project listing has been endorsed by the Department.</p> <p>Council has been allocated a total funding amount of \$4.58m and will need to finance any amount in excess of this allocation and expenses ineligible for funding.</p> <p>According to preliminary cost estimates, the Council may need to allocate around \$125,000 of its own funds to carry out these projects. This amount encompasses expenses related to application preparation and Native Title compensation, which are not covered by the funding agreement. TSIRC will however endeavour to advocate for the inclusion of these costs in the eligibility criteria or explore alternative funding avenues to bridge the gap.</p> <p>All projects will need to be completed by the timeframes set out in the funding agreement. Enterprise Development alongside identified Project Manager/s will ensure reporting and monitoring mechanisms are established to ensure project milestones, acquittals and practical completion are finalised within the contractual parameters.</p>

Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) This project 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:	N/A
Timelines:	Funding application due 5 July 2024

OTHER COMMENTS:

That Council resolves to endorse the proposed project scope recommendations for the Works for QLD 2024-27 funding program.

TSIRC 2024-2027 W4Q Funding Allocation and Submission

The funding round opened 13 May 2024 and Council will submit the proposed projects (following Council endorsement) for the W4Q – 2024-27 round:

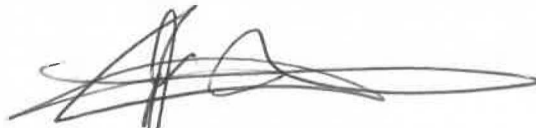
Funding Program	Funding Allocation	Duration of Program	Application Due Date	Managing Department
W4Q – 2024 - 27	\$ 4,580,000.00	2024 – 2027 (3 Years)	5 July 2024	Various Departments

Prepared/Recommended:

Emily Reid
Manager Administration and Communication



Endorsed:
Susanne Andres
Executive Director Corporate Services



Approved:
James William
Chief Executive Officer

ATTACHMENTS:

2024-2027-works-for-queensland-w4q-program-guidelines

2024-27 Works for Queensland Program guidelines

The Department of Housing, Local Government, Planning and Public Works connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

Contact us

☎ +61 7 3328 4811 or 13 QGOV (13 74 68)

🌐 <https://www.localgovernment.qld.gov.au>

✉ Department of Housing, Local Government, Planning and Public Works

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BRISBANE QLD 4001

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Source number D24/4903

Key information

Eligible councils advised of their approved 2024-27 Works for Queensland program funding	8 May 2024
Funding program guidelines released	8 May 2024
eGrant opens to accept project proposals	13 May 2024
Closing date for submission of project proposals	5 July 2024
Funding period	1 July 2024 – 30 June 2027
Policy agency	Department of Housing, Local Government, Planning and Public Works
Administering agency	Department of Housing, Local Government, Planning and Public Works
Program budget	\$300 million
Program type	Targeted, non-competitive (allocation with application based)
Eligible applicants	65 local governments outside of South-East Queensland (see Appendix 1)
Enquiries	<p>Northern region: Townsville office - 07 4758 3425 Cairns office – 07 4037 3223</p> <p>Southern region: 07 4122 0411</p> <p>Email: lgdgrants@dsdilgp.qld.gov.au</p> <p>Website: https://www.localgovernment.qld.gov.au</p>

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2024-27 Works for Queensland – Executive summary

Queensland's 65 non-South-East Queensland (SEQ) councils play a critical role in creating local communities across regional Queensland that are great places to live, work and play.

Our regional councils are very diverse, covering a large geographic area and comprising many cultures, social factors, and economic drivers. However, these councils face many similar and growing challenges, including aging assets and infrastructure, escalating infrastructure and service delivery costs, housing and skilled worker shortages, population change, and supporting local communities respond to the changes and harness the opportunities of Queensland's renewable energy transition.

Through the 2024-27 round of Works for Queensland (W4Q) the Queensland Government is supporting Queensland's regional councils to meet these challenges. The 2024-27 W4Q provides \$300 million in funding for: infrastructure maintenance, upgrades, and replacement; essential planning projects; capability development and improvement initiatives within councils.

This funding builds on the \$800 million provided by the Queensland Government since 2016 through four previous rounds of W4Q and continues the state's partnership with regional councils to support economic development and job creation in regional communities across Queensland.

The 2024-27 W4Q complements other Queensland Government initiatives focused on growing our regions and supporting sustainable councils, including the *Queensland Energy and Jobs Plan*, *Regional Growth Framework* and new *Local Government Sustainability Framework*.

The 2024-27 W4Q program prioritises investment in projects that enhance essential council services, contributes to community and regional economic development, and supports the long-term sustainability of Queensland councils.

To support councils achieve these outcomes, key changes to 2024-27 W4Q include:

- funding round increased to \$300 million.
- allocation calculations based on a \$1.5 million base – up from \$1 million, which means more funding for small, remote and Indigenous councils.
- projects should be supported by council approved documents demonstrating the need for the proposed project.
- councils can allocate up to twenty percent (20%) of their W4Q program funding towards planning projects (non-infrastructure projects) and up to five percent (5%) towards capability development projects.
- greater emphasis on project descriptions. A guide is provided to help with appropriate project descriptions.

W4Q is a great example of what can be achieved when two levels of government work together. The 2024-27 W4Q program will build on this by better supporting councils deliver projects that help local communities thrive and building a more sustainable local government sector for the long-term.

1. Introduction

- (a) The Department of Housing, Local Government, Planning and Public Works (the department) is responsible for administering the 2024-27 Works for Queensland funding round (2024-27 W4Q - the 'grant program').
- (b) The \$300 million 2024-27 W4Q funding round will support the 65 councils outside of SEQ to deliver local projects that create good jobs, deliver better services, and improve the lives of Queenslanders now and into the future. **Appendix 1** lists the 65 eligible councils.
- (c) This document sets out the guidelines for the 2024-27 round of the grant program.

2. Overview

2.1 Program description

- (a) The grant program is a non-competitive, allocation-based funding program. The budget for the round is \$300 million.
- (b) Each eligible council will receive an approved funding allocation (program funding) under the grant program. Allocations have been determined using a base allocation of **\$1.5 million** plus an additional amount calculated based on weighted population and unemployment figures in its local government area.
- (c) Eligible councils are to submit project proposals providing details of the project(s) which the council intends to deliver using its 2024-27 W4Q program funding. Eligible councils will be required to submit project proposals using the department's eGrant system.
- (d) All projects must be completed by 30 June 2027, with any unspent funds to be returned to the department.

2.2 Program aim

- (a) The aim of 2024-27 W4Q is to support councils to deliver local infrastructure and maintenance, planning and capability development projects which:
 - support essential services, contribute to community economic development and improve council sustainability.
 - create and/or support jobs and deliver liveable communities where Queenslanders want to work, live and play.

2.3 Applicant eligibility criteria

- (a) The 65 councils outside of SEQ listed in **Appendix 1** are eligible to receive funding under the 2024-27 W4Q.

2.4 Project eligibility

(a) Overview

- (1) Recipient councils are to use their 2024-27 W4Q program funding towards **infrastructure / maintenance** projects, **planning** projects or **capability development** projects.
- (2) Councils are to prioritise projects that address local critical infrastructure and maintenance needs, such as water and wastewater infrastructure, staff housing, housing trunk infrastructure, transition to renewable energy, and regional economic development. A non-exhaustive list of project types and examples is included in sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7).
- (3) Councils can choose to use:
 - (i) up to twenty percent (20%) of their 2024-27 W4Q program allocation for planning projects.
 - (ii) up to five percent (5%) of their 2024-27 W4Q program allocation for capability development projects.
- (4) Proposed projects should focus on supporting councils to manage their long-term sustainability and must demonstrate alignment with their long-term and strategic planning. Examples of long-term and strategic planning documents include (but are not limited to):
 - a council corporate plan or asset management plan
 - a council operational plan
 - local government planning documents
 - critical infrastructure condition reports, including non-compliance directives or notifications from regulators or other State agencies
 - council 10-year financial forecasting.

Project proposals can also reference strategic State and regional planning documents, including (but not limited to):

 - the *State Infrastructure Strategy*
 - the *Regional Growth Framework*
 - *Regional Plans* and *Regional Transport Plan*
- (5) Supporting documents are to be included with the project proposals and are to be referenced. For example to demonstrate:
 - a project's link to long-term or strategic planning
 - project planning and need through a condition assessment report or project scoping, planning and design documents.
- (6) Councils are encouraged to include supporting documents that demonstrate the community support/need for a project. For example, demonstrations of project support from local community groups, economic/regional development authorities.
- (7) To be considered as an eligible project for program funding, infrastructure/maintenance, planning and capability development projects **must**:
 - (i) align with the funding program aim; and
 - (ii) be able to be completed by **30 June 2027**.
- (8) Any questions about the eligibility of proposed projects should be addressed to the council's Departmental Regional Advisor.

(b) Infrastructure / maintenance projects

- (1) To be eligible for program funding, each nominated infrastructure or maintenance project **must** meet all requirements of Sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7) and:
 - (i) be undertaken within the council's prescribed local government area;
 - (ii) be undertaken on land owned or controlled by the council at the time the project application is submitted;
 - (iii) have all required land tenure and / or Native Title approvals secured at the time the project application is submitted;
 - (iv) be a project that is:
 - A. an **essential services project**, including a:
 - critical infrastructure project - water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems, asset management data collection;
 - a disaster resilience and preparedness project (that protect existing essential public infrastructure and/or builds resilience to future natural disasters);
 - a housing supply project – provision of council staff housing, enabling works for future residential housing development;
 - a community safety and wellbeing project – CCTV, active transport infrastructure, sport and recreation facilities (including swimming pools, skate and bicycle parks).
 - B. an **economic development or council sustainability project**, including a:
 - renewable energy transition project or local economic infrastructure project (saleyards, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots)
 - a tourism infrastructure project – town centre works (including beautification works).
 - a community buildings and facilities project – library/knowledge centre, playgrounds and parks.
- (v) Maintenance or repair of existing infrastructure must improve the condition, quality, or lifespan of an existing council-owned capital asset.

(c) Planning projects

- (1) Recipient councils can choose to direct up to twenty percent (20%) of their 2024-27 W4Q program funding to planning projects, including preliminary work for a funded project under another program.
- (2) To be eligible for program funding, each nominated planning project **must**:
 - (i) meet all requirements of Sections 2.4 (a) (4), 2.4 (a) (5) and 2.4 (a) (7).

- (ii) be a project that is a:
 - **strategic planning for infrastructure projects** – funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costings, options analysis); or
 - **business case and/or detailed design projects** – the development of local government infrastructure proposals and designs to provide better clarity on investment decisions; or
 - **asset condition assessment reports** – studies or investigations to determine current condition of assets and their remaining useful life.

(d) Capability development projects

- (1) Recipient councils can choose to direct up to five percent (5%) of their 2024-27 W4Q program funding to a capability development project.
- (2) Capability development projects should support the long-term sustainability of the council by improving capability and capacity across one or more of the Local Government Sustainability Framework elements – finances, governance, asset management, compliance, or operating environment.
- (3) To be eligible for program funding, each nominated capability development project must:
 - (i) meet all requirements of Section 2.4 (a) (7)
 - (ii) be a project that:
 - supports training of council staff in operating essential council assets, such as water treatment or sewerage plants; or
 - provides for competency attainment, such as certificates; or
 - improves council systems, such as finance and asset management systems.
- (4) Only the direct project cost (for example, cost of an attainment course) is eligible to be funded under 2024-27 W4Q. Other costs, such as travel and accommodation are not eligible to be funded through the 2024-27 W4Q.

(e) Ineligible projects

- (1) The following projects and activities are ineligible under 2024-27 W4Q:
 - (i) projects not able to be delivered within the funding program's timeframes.
 - (ii) projects (including pre-construction activities) that have already commenced or are intended to commence prior to official notification of funding approval.
 - (iii) projects undertaken not within the council's prescribed local government area.
 - (iv) projects undertaken on land not owned or controlled by the council at the time the project application is submitted.
 - (v) purchase of an asset or works to an asset that is not or will not be owned and/or controlled by the council or which will not benefit the council's area.

- (vi) land purchases and / or costs associated with land purchases; land buy-back scheme costs; house raising and relocation schemes; purchase of existing buildings.
 - (vii) projects dedicated towards purchase, lease or hire of core business capital equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment.
 - (viii) temporary works.
 - (ix) projects already fully funded from another source (examples: State Government funding programs, Commonwealth Government funding programs etc).
 - (x) projects that will primarily benefit a single private sector commercial operator.
 - (xi) state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies.
- (f) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

2.5 Eligible and ineligible project costs

(a) Eligible project costs

- (1) Program funding may only be used for 'eligible project costs', which includes **direct costs only**.

(b) Ineligible project costs

- (1) Costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure.
- (2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
- (3) Legal expenses.
- (4) Temporary works, other than those required to enable completion of the proposed project.
- (5) Core business (business as usual) costs, including:
 - (i) ongoing costs for local government administration, operation, maintenance or engineering.
 - (ii) corporate overheads and on-costs, including travel and accommodation
 - (iii) remuneration costs of council employees except for the remuneration costs of a project manager and outdoor workforce resources allocated to the direct delivery of the project.
- (6) Vehicle purchasing.
- (7) Vehicle leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators.
- (8) Land purchases and/or costs associated with land purchases (including any land purchases that may be part of an eligible project; and land buy-back scheme costs).

- (9) Movable/portable furnishings, supplies and related items, such as portable and attractive items, computers, tables and chairs, cutlery, crockery, appliances (refrigerators, microwave ovens, bench top appliances).
- (10) Costs associated with preparing the project proposal (excluding planning projects).
- (11) Official opening expenses.
- (12) Any other costs as determined by the department to be ineligible.
- (c) The above list identifies common examples of ineligible costs and is not intended to be definitive. If there is any doubt about ineligible projects or costs, please contact the council's departmental Regional Advisor.
- (d) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

2.6 Goods and Services Tax (GST)

- (a) Provision of grant funding to councils is not considered a taxable supply and therefore Goods and Services Tax (GST) is not applicable. All costs associated with the projects must be **excluding** GST.

2.7 Project assessment criteria

- (a) Project proposals will **not** be individually scored. Project proposals will be assessed as either being 'eligible' or 'ineligible'. Councils will be advised of any ineligible projects and provided opportunity to submit replacement or refined project proposals.
- (b) To be assessed as eligible, project proposals must:
 - (1) include a project title and description.
 - (2) explain how the project meets the aim of the program guidelines
 - (3) demonstrate eligibility in accordance with Section 2.4 of the program guidelines
 - (4) include relevant supporting documents.
- (c) Project proposals are to be supported by a statement from the council's Chief Executive Officer that whole-of-life costs have been identified and are affordable.
- (a) Refer **Appendix 2** of these guidelines for further information on preferred project titles and project descriptions.
- (b) The department reserves the right to return project proposals for amendment should the project title, description or supporting information be inadequate.

2.8 Other requirements

- (a) Council's 2024-27 W4Q funding is not to be used by the council as their contribution towards other State or Commonwealth Government funding programs.
- (b) Councils may use their 2024-27 W4Q program funding (or a part thereof) towards the cost of a project which is receiving funding from another source (e.g. another State or Commonwealth Government funding program). The component(s) funded from the 2024-27 W4Q program funding must be clearly identified. For example:

- *W4Q funds the cost of a building construction, while a Commonwealth Government funding program funds the landscaping and car park.*
 - *W4Q funds the cost of a planning project, that then receives further funding under another program for constructions and implementation.*
- (c) Projects can be a stage of a larger project, where delivery of the identified project stage can be achieved within program period and meets the project eligibility requirements. The staged component must be identifiable as a discrete component/project within the larger project.
- (d) Recipient councils may use their entire 2024-27 W4Q program funding towards a single project. If the allocation is a 'contribution' towards a larger project, the council must:
- (1) be able to clearly identify the component of the larger project to which the 2024-27 W4Q funding will be directed; and
 - (2) be able to complete this identified component prior to 30 June 2027.
- (e) Councils will be required to estimate, and report on, the number of jobs each project will create or sustain.

2.9 Funding arrangements

- (a) Councils will be required to execute a Project Funding Schedule under their Head Funding Agreement with the State.
- (b) Once executed, the Program Guidelines, the Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with council.
- (c) Payment of program funding to councils will be made in accordance with the provisions of the Project Funding Agreement and in accordance with the Milestone Schedule set out in the Project Funding Schedule.
- (d) The State has no obligation to provide program funding to a council until the Project Funding Schedule is fully executed. Councils should not make any financial commitments until all necessary documents have been finalised and executed.
- (e) **Note:** After project endorsement, the department may request councils to provide additional information to demonstrate on-time delivery of projects. Documents may include Project Management Plan, Gantt Chart and other supporting documentation.

2.10 How to access funding

Funding under the 2024-27 W4Q is provided through an allocation / application / assessment process.

- (a) To access the funding, councils must:
- (1) complete the online application form on the eGrant Portal at <https://egrants.powerappsportals.com/>
 - (2) provide all the information requested;
 - (3) submit your application/s to the department by the closing date and time.

- (b) The department's eGrant portal will close on 5 July 2024. Councils will not be able to submit project proposals after this date.

2.11 Assessment and approval process

- (a) Project eligibility will be assessed by the department and recommendations made to the Director-General, Department of Housing, Local Government, Planning and Public Works. The Director-General has discretion in all funding decisions.
- (b) Councils will be notified in writing following endorsement of projects by the Director-General.
- (c) Nothing in this section limits the State's discretions under section 5.1 of these guidelines.

2.12 Allocation payments

- (a) The department will make payments according to the following schedule:

Payment schedule	Milestone
First payment (50% of project funding)	<ul style="list-style-type: none"> The department will make the first payment as soon as practicable after 1 July 2024, subject to the Project Funding Schedule being executed by both parties.
Second payment (40% of project funding)	<ul style="list-style-type: none"> Council has expended 50% or more of its total program funding, and Either a periodic or ad-hoc progress report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal.
Final payment (10% of project funding)	<ul style="list-style-type: none"> All endorsed projects have been completed, and Evidence of signage erected at the project sites, where required, has been provided to the department, and A Project Completion Report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal. The Project Completion Report is to be supported (where practical) by photographs and proof of expenditure for all projects. See below (b) 'Project photograph requirements' and (c) Proof of expenditure.

- (b) Project photograph requirements:
- (1) At least two (2) of the project area/site prior to works commencing; and
 - (2) At least two (2) photos of the completed works funded by 2024-27 W4Q.
- (c) Proof of expenditure must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project.
- (d) Once the Project Completion Report has been submitted, and final payment has been made, the council will not be able to make any further claims for expenditure incurred on the endorsed project(s).

- (e) The Project Completion Report will be required to demonstrate the completed endorsed projects created/supported jobs and realised at least one of the following outcomes in their local community (supporting Section 2.2 of these Guidelines):

- enhanced delivery of essential services
- contributed to greater economic development and/or council sustainability.

2.13 Program monitoring, acquittal and evaluation

- (a) All projects (including replacement projects) will be monitored by the department to ensure the aim of the 2024-27 W4Q is being achieved.
- (b) Councils must comply with all reporting, record keeping and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the department's on-line eGrant portal. Departmental regional staff will conduct regular follow up of project progress outside of specified reporting periods.
- (c) The department may call for additional information and/or updates on the status of funded projects at any time, including the requirement for more frequent project reporting. As such, councils are to ensure expenditure records and construction photographs are to be kept current and up to date.
- (d) For infrastructure/maintenance projects - once a project has commenced, councils are to provide photos of the site/work area in their next progress report.
- (e) The Project Completion Report and any supporting documents must be provided to the department before the date specified in Section 16 of the Project Funding Schedule (30 September 2027).
- (f) The department reserves the right to require a council, through Clause 20 of the Project Funding Schedule, to establish a dedicated bank account for the purposes of managing its program funding allocation. This may also include the requirement to provide quarterly, or if requested more regular, bank statements or other reports for the account.

2.14 Extensions of time and withdrawn projects

- (a) All projects funded under the 2024-27 W4Q **must** be completed by 30 June 2027.
- (b) Extensions of time to complete works will not be considered. All expenditure must be acquitted by 30 September 2027. No extensions to acquit funds will be granted.
- (c) Where a council determines that a project cannot be delivered, the council may apply to the department to withdraw the project and (i) replace it a new eligible project(s); or (ii) amend the scope of an existing endorsed project(s).
- (d) Approval to withdraw a project and/or replace an alternative project will be at the discretion of the Director-General. The reallocation of budget from a withdrawn project to address cost overruns on existing approved project(s) will only be considered in exceptional circumstances.

3. Funding acknowledgement and communications

3.1 Acknowledgement and Communications

- (a) Grant recipients are required to acknowledge the funding provided by the Queensland Government.
- (b) Any reference to Queensland Government funding in communication materials requires approval from the department. Funding recipients must provide copies of any planned project-related communication materials to the department **before** the intended release date so approval can be arranged.
- (c) Information about funding acknowledgement requirements can be found at:

[Funding acknowledgement requirements | State Development, Infrastructure, Local Government and Planning](#)

3.2 Confidentiality, privacy and use of information

- (a) The State will maintain controls in relation to the management of confidential information provided by councils. Councils should specifically mark any information the applicant considers to be confidential.
- (b) During the submission, review, assessment and endorsement process, councils must keep confidential its project proposals and its dealings with the State about its project proposals but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.
- (c) Councils must also keep confidential any information designated by the State as confidential.
- (d) The State may disclose information, including confidential information, of or provided by councils:
 - (1) to its representatives and advisors for any purpose
 - (2) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
 - (3) to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
 - (4) if required to be disclosed by law.
- (e) The State intends to publicly disclose the names of councils, information about projects, the amount of funding granted to each council and details about the anticipated economic outcomes and benefits of successful projects.
- (f) Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without a council's consent, unless required by law or in accordance with the Information Privacy Act 2009.
- (g) For audit purposes, the State is required to retain project proposals and other supplied supporting material for a period of seven years.
- (h) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

3.3 Complaints

- (a) The decision in relation to endorsement of a council's submitted project proposals is final and may not be appealed. If, however, a council has any concerns in relation to the submission or assessment process, a council may raise their concerns in writing by contacting: lgdgrants@dsdilgp.qld.gov.au
- (b) All questions about decisions on applications for the grant program are to be lodged in writing to: lgdgrants@dsdilgp.qld.gov.au

4. Enquiries and contact details

- (a) Councils should contact their designated Departmental Regional Advisor in relation to general questions, requests for clarification, requests for further information and questions on how to apply.
- (b) The contact telephone numbers for the Regional Offices are:

Northern region: Townsville office - 07 4758 3425
 Cairns office – 07 4037 3223

Southern region: 07 4122 0411

Email: lgdgrants@dsdilgp.qld.gov.au

Website: www.localgovernment.qld.gov.au

- (c) The department is not able to assist in preparing council's project submissions.

5. Terms and conditions

5.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the State reserves the right to administer the grant program and conduct the process for the assessment and approval of applications to the grant program in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:
 - (1) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall grant program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
 - (2) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect;
 - (3) vary or amend the eligibility or assessment criteria;

- (4) take into account any information from its own and other sources (including other government agencies and other advisors);
 - (5) accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the grant program;
 - (6) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
 - (7) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
 - (8) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
 - (9) terminate the further participation of any applicant in the application process;
 - (10) terminate or reinstate the grant program or any process in the grant program;
 - (11) not proceed with the grant program in the manner outlined in these guidelines, or at all;
 - (12) amend the nature, scope or timing of the grant program;
 - (13) allow the withdrawal of an applicant;
 - (14) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged;
 - (15) publish the names of applicants to the grant program; and
 - (16) take such other action as it considers in its absolute discretion appropriate in relation to the grant program processes.
- (c) Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

5.2 No relationship

- (a) The State's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- (b) No contractual or legal relationship exists between the State and an applicant in connection with the grant program, these guidelines or the application process or any stage of the grant program.
- (c) An applicant, or its representatives:
 - (1) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State
 - (2) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State

- (3) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

5.3 No action

- (a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - (1) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the grant program
 - (2) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the grant program
 - (3) any of the matters or things relevant to its application or the grant program in respect of which the applicant must satisfy itself under these guidelines,
- (b) Without limiting paragraph (a), if the State cancels or varies the grant program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 0 of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the grant program.
- (c) For the avoidance of doubt, each applicant:
 - (1) participates in the grant program at its own risk; and
 - (2) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant program.

5.4 Non-exhaustive

- (a) These guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
- (b) Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.

5.5 Disclaimer

- (a) The State makes no warranty or representation express or implied, and does not assume any duty of care to the applicants that the information in these guidelines, or supplied in connection with the grant program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.

- (b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

5.6 Intellectual property

- (a) Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.
- (b) The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the grant program.

5.7 Law

- (a) These guidelines are governed by the laws applicable in Queensland.

Appendix 1 – Eligible councils

Eligible councils receiving funding under the 2024-27 W4Q funding program are listed below.

Northern region	Southern region
Aurukun Shire Council Burdekin Shire Council Burke Shire Council Cairns Regional Council Carpentaria Shire Council Cassowary Coast Regional Council Charters Towers Regional Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Isaac Regional Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Mackay Regional Council Mapoon Aboriginal Shire Council Mareeba Shire Council McKinlay Shire Council Mornington Shire Council Mount Isa City Council Napranum Aboriginal Shire Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Pormpuraaw Aboriginal Shire Council Richmond Shire Council Tablelands Regional Council Torres Shire Council Torres Strait Island Regional Council Townsville City Council Whitsunday Regional Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council	Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Bundaberg Regional Council Central Highlands Regional Council Cherbourg Aboriginal Shire Council Diamantina Shire Council Fraser Coast Regional Council Gladstone Regional Council Goondiwindi Regional Council Gympie Regional Council Livingstone Shire Council Longreach Regional Council Maranoa Regional Council Murweh Shire Council North Burnett Regional Council Paroo Shire Council Quilpie Shire Council Rockhampton Regional Council South Burnett Regional Council Southern Downs Regional Council Western Downs Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council

Appendix 2 – Project titles and descriptions

Project name

The project title should be short, descriptive, and accurately sum up the proposed project.

Examples:

- *Construction of a new 25 metre swimming pool, wading pool and change rooms.*
- *Replace water valves in the (town name) water reticulation system.*
- *Stage 1 of (town name) Street beautification works – town entry statement, footpath improvements, seating and shade structures.*

Project description

The project description should accurately illustrate the works for which funding is being sought. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The council proposes to construct a new 25 metre swimming pool, toddler's wading pool and change rooms. The project will be constructed on a new council owned 'green field' site. The swimming pool will be eight lanes wide, will have a ramp to allow access by mobility impaired people and be heated to allow use all year round. The wading pool will be approximately 12 metres x 10 metres in size, will be heated and will have shade structures. The change rooms will feature a kiosk, showers, change rooms and facilities for mobility impaired people. The proposed cost will include fencing, landscaping, and filtration systems. Note: the facilities' car park will be funded through council's own revenue.

Council proposes to replace the water valves in the (town name's) water reticulation system. There are 250 valves requiring replacement. Council has received quotes indicating 120 can be replaced for the \$X council wishes to allocate to the project – the final number will depend on market prices at the time of project commencement. The project is supported by the Queensland Department of Natural Resources and Water (see attached report – Section X).

The council proposes to commence Stage 1 of (town name) street beautification works. Stage 1 works will include: a new entry statement sign welcoming visitors to the town; replacing the current footpaths with 'heritage look' pavers along X and Y streets (between A and B streets); seating and shade structures for pedestrians (the exact number of seats and shade structures will depend on budget – currently the council is looking to install eight such structures in Stage 1 works).

Project descriptions should be free of ambiguous language. Some examples:

Project description examples		
Word	Example of Use	A better way to write this...
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber. The items will be located on the foreshore at (location)
Works	The funding is required for works in the council-owned playground	Purchase and installation of 'spider web' climbing structure and surrounding 'soft fall' area in the

		council owned playgrounds at the following locations
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air conditioning system and replace it with a new air conditioning system, replace old 'not working' sliding windows and install a shade awning over the entrance
Anacronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical connection works
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to: remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering, remove and replace old wooden steps with low maintenance concrete steps
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor



TORRES STRAIT ISLAND REGIONAL COUNCIL

COUNCIL REPORT

ORDINARY MEETING:	June 2024
DATE:	25 June 2024
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Financial Dashboard Report – May 2024
AUTHOR:	Nicola Daniels, Head of Financial Services

Recommendation:

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

Purpose:

This report seeks Council endorse the monthly financial statements for the 2023-24 year to date, for the period ended 31 May 2024.

Background:

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

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

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

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

Resource implications:

The actual operating result (before depreciation) for May 2024 YTD is a \$9.1M deficit, compared to the YTD forecast operating deficit of \$10.9M.

FINANCIAL PERFORMANCE AT A GLANCE – Year to Date (YTD) 31 MAY 2024

Key financial results	Annual budget review	YTD budget review	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	69,147,199	56,989,284	60,326,420	3,337,136	5.9%	●
Other income	5,636,324	5,632,783	5,939,059	306,276	5.4%	●
Recurrent expenditure (excl. depreciation)	(79,800,540)	(73,539,561)	(75,408,633)	(1,869,072)	2.5%	●
Operating result (excl. depreciation)	(5,017,017)	(10,917,494)	(9,143,153)	1,774,340	16.3%	●
Capital revenue	36,828,288	32,491,196	16,426,705	(16,064,490)	(49.4%)	●
Capital expenses	(3,500,000)	(3,208,333)	(131,098)	3,077,235	95.9%	●
Net result (excl. depreciation)	28,311,271	18,365,369	7,152,454	(11,212,915)	(61.1%)	●
Depreciation expense	(59,570,010)	(54,591,476)	(55,153,766)	(562,290)	(1.0%)	●
Net result	(31,258,738)	(36,226,107)	(48,001,312)	(11,775,205)	(32.5%)	●

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 \$1.8M variance attributed to:

Revenue \$3.6M favourable variance.

- Predominately due to an overstatement of contract and recoverable works revenue due to capital works yet to be moved in line with accounting standards and recorded as capital income and expenses to be capitalised in asset register or recorded as work in progress (WIP).

Expenditure \$1.03M favourable variance.

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

Net Result to Date \$11.8M unfavourable variance.

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

STATEMENT OF FINANCIAL PERFORMANCE

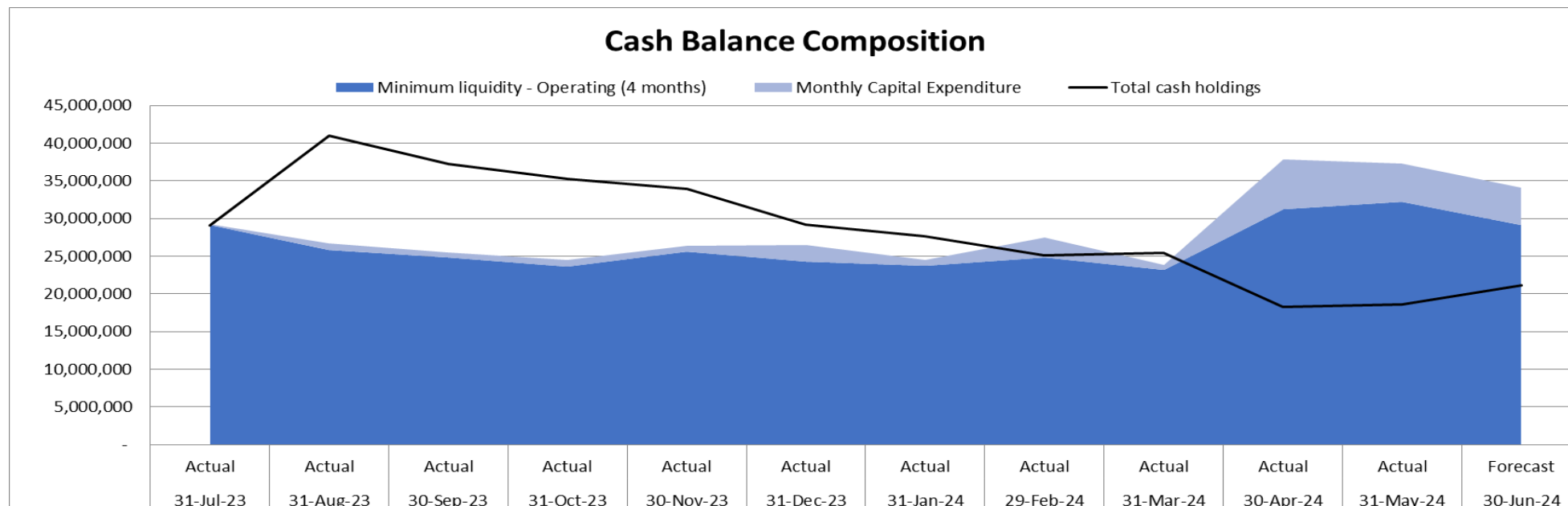
	Annual Budget Review	YTD Budget Review	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,891,244	64,674	(174,982)	(239,656)	0.0%
Fees and charges	4,881,316	4,481,200	5,192,718	711,517	15.9%
Sales revenue	20,995,399	19,366,364	28,506,242	9,139,878	47.2%
Grants, subsidies, contributions and donations	41,379,241	33,077,046	26,802,442	(6,274,604)	(19.0%)
	69,147,199	56,989,284	60,326,420	3,337,136	5.9%
Capital revenue					
Grants, subsidies, contributions and donations	36,828,288	32,491,196	16,426,705	(16,064,490)	(49.4%)
	36,828,288	32,491,196	16,426,705	(16,064,490)	(49.4%)
Interest received	634,106	585,342	1,003,535	418,193	71.4%
Other income	195,962	641,705	617,135	(24,571)	(3.8%)
Rental income	4,806,257	4,405,735	4,318,389	(87,346)	(2.0%)
Total income	111,611,812	95,113,263	82,692,185	(12,421,078)	(13.1%)
Expenses					
Recurrent expenses					
Employee benefits	31,002,631	28,255,895	26,572,391	1,683,504	6.0%
Materials and services	48,078,751	44,624,013	48,172,281	(3,548,268)	(8.0%)
Finance costs	719,158	659,653	663,961	(4,308)	(0.7%)
Depreciation and amortisation	59,570,010	54,591,476	55,153,766	(562,290)	(1.0%)
	139,370,550	128,131,037	130,562,399	(2,431,362)	(1.9%)
Capital expenses	3,500,000	3,208,333	131,098	(3,077,235)	(95.9%)
Total expenses	142,870,550	131,339,370	130,693,497	(645,873)	(0.5%)
Net result	(31,258,738)	(36,226,107)	(48,001,312)	(11,775,205)	32.5%

STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
Current assets				
Cash and cash equivalents	16,843,105	17,756,850	(913,745)	(5.1%)
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	10,404,462	13,494,321	(3,089,859)	(22.9%)
Inventories	411,753	411,753	0	0.0%
Contract assets	7,470,911	7,588,781	(117,870)	(1.6%)
Lease receivables	-	-	0	
Total current assets	35,199,951	39,321,425	(4,121,474)	(10.5%)
Non-current assets				
Lease receivables	11,233,246	11,233,246	0	0.0%
Property, plant and equipment	1,027,342,098	1,028,587,511	(1,245,413)	(0.1%)
Right of use assets	626,609	674,810	(48,201)	(7.1%)
Total non-current assets	1,039,201,953	1,041,953,253	(2,751,300)	(0.3%)
Total assets	1,074,401,904	1,081,274,678	(6,872,774)	0.1%
Current liabilities				
Trade and other payables	6,964,019	6,477,092	(486,927)	(7.5%)
Borrowings	-	-	0	
Provisions	1,507,891	1,472,215	(35,676)	(2.4%)
Contract liabilities	13,287,277	13,828,336	541,059	3.9%
Lease liabilities	57,770	56,603	(1,167)	(2.1%)
Total current liabilities	21,816,957	21,834,246	17,289	0.1%
Non-current liabilities				
Provisions	10,901,187	10,794,124	(107,063)	(1.0%)
Lease liabilities	621,246	621,246	0	
Total non-current liabilities	11,522,433	11,415,370	(107,063)	(0.9%)
Net community assets	1,041,062,513	1,048,025,061	(6,962,548)	(0.7%)
Community Equity				
Asset revaluation surplus	735,386,498	735,386,498	0	0.0%
Retained surplus/(deficiency)	353,677,329	353,678,403	(1,074)	(0.0%)
Current Year Surplus/(Deficit)	- 48,001,312	- 41,039,839	(6,961,472)	17.0%
	1,041,062,515	1,048,025,061	(6,962,546)	(0.7%)

Cash Forecasting

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



Cashflow Comments

YTD May 2024 – Actual \$18.6M

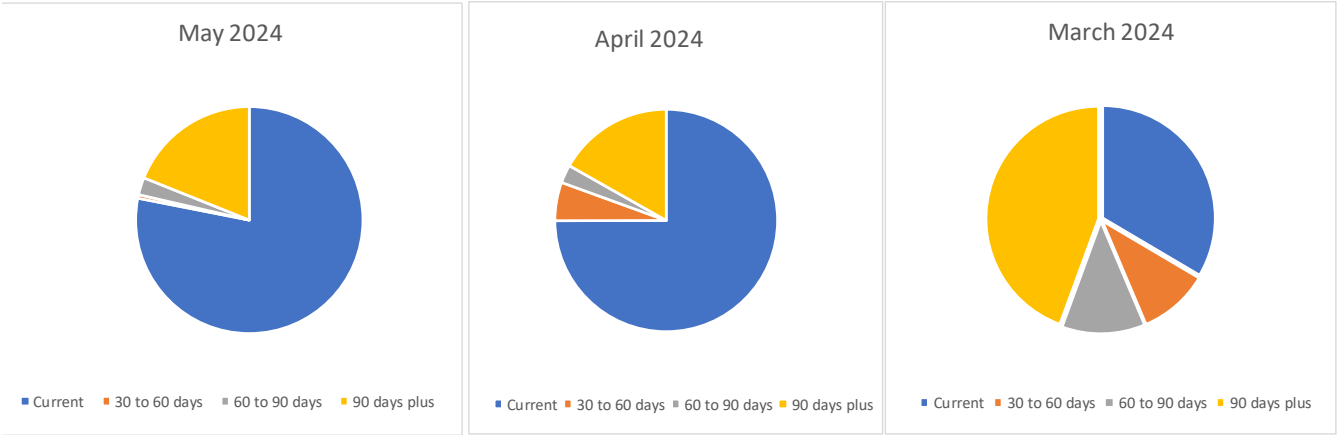
- Grant payments are initially concentrated at the start of the financial year. As the end of the financial year approaches, the budget deficit is causing a reduction in cash at the bank, resulting in current liquidity falling below the recommended 4-month level. The 4-month liquidity requirement will be met again in August when the Financial Assistance grant is received however the balance will slowly decline over the year as the funds are utilised.

FY June 2024 – Current forecast \$21.2M (Budget \$26M)

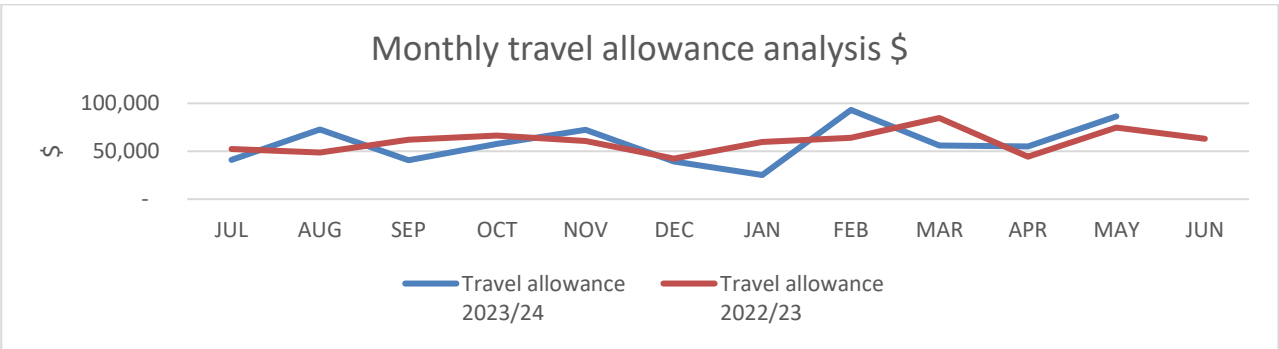
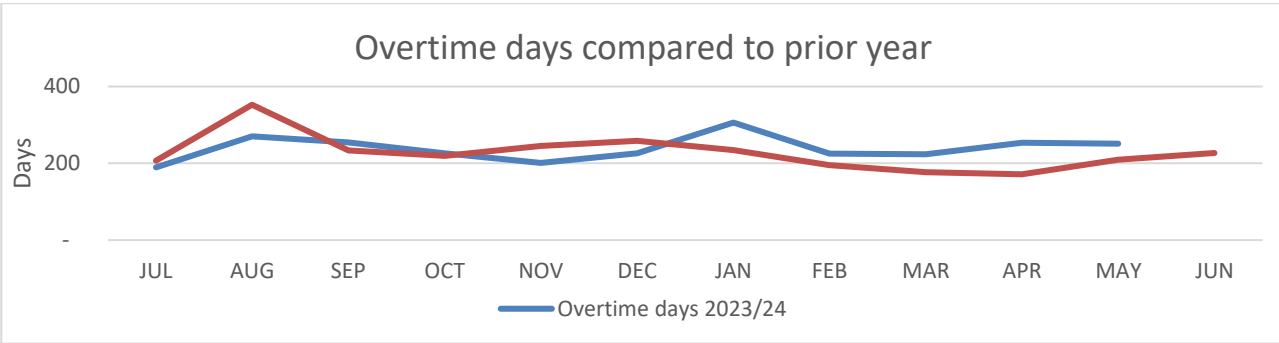
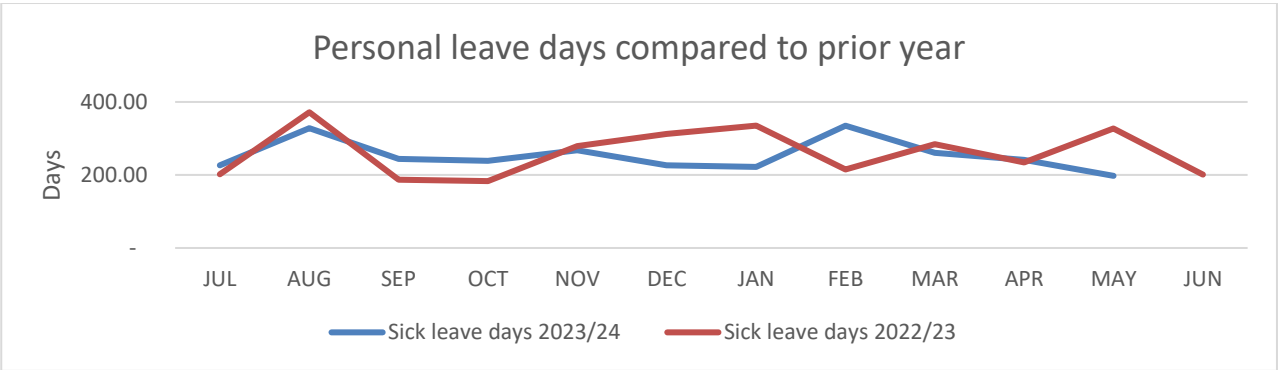
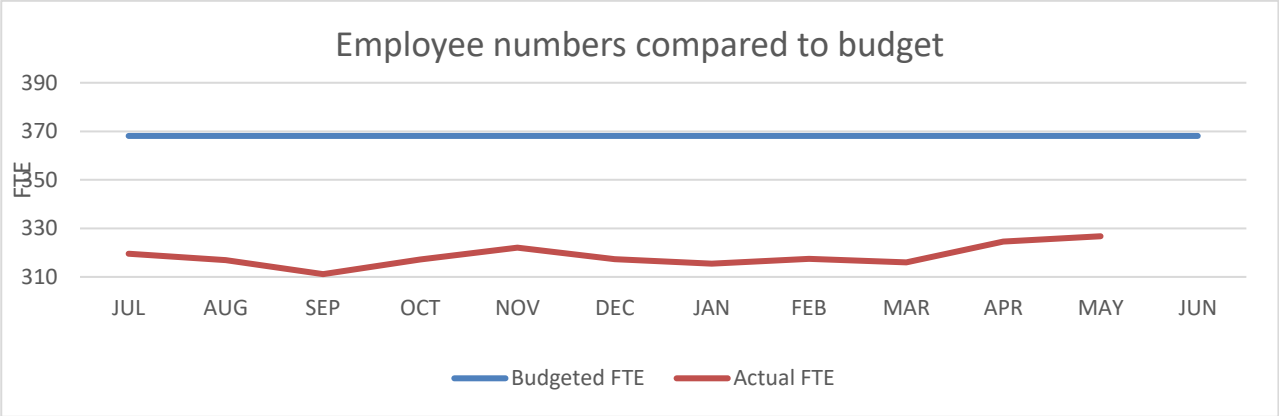
- Cash holdings have fallen below the recommended 4-month liquidity requirement, a situation that has been anticipated since July 2023.
- Higher liquidity requirements towards end of financial due to upfront Insurance payment in July of over \$6M. 4 Month liquidity requirements for this period will significantly reduce if there is an option to repay periodic payments over 12mths.
- An advance payment of half of the 24/25 Financial Assistance Grant is budgeted to be received in June 2024, however federal budget data has forecasted payment to be made in July, therefore it has been removed from the cash flow.
- Due to grant funding being received in arrears, the Council must outlay cash for major infrastructure projects, often waiting months to receive reimbursement after submitting milestone payments. Therefore, the Council needs to maintain a buffer to ensure it can meet these payments when they are due.

Debtor Analysis

	As at 31 May 2024		As at 30 April 2024		As at 31 March 2024	
	\$	%	\$	%	\$	%
Current	6,747,934	78%	8,710,870	55%	1,355,715	52%
30 to 60 days	43,883	1%	649,230	1%	410,327	11%
60 to 90 days	214,012	2%	308,121	9%	483,740	4%
90 days plus	1,635,032	19%	1,951,533	35%	1,797,640	34%
Total aged debtors	8,640,862	100%	5,101,606	100%	5,869,090	100%
Housing debtors (Note 1)	12,764,556		12,724,863		12,706,248	
Total Provision	- 13,500,803		- 13,474,004		- 13,385,889	
Net debtors (exc. Unapplied credits)	7,904,614		4,665,053		5,478,774	
Unapplied Credits	- 189,492		- 276,919		- 210,774	



Payroll Analysis



Grant Analysis:

Refer to the 'Funding Acquisition Report' by Corporate Services.

Corporate Plan Linkage:

Outcome: We manage Council affairs responsibly to the benefit of our communities: evolve Council's cost management and analysis reporting.

Consultation and communication:

Senior Executive Team
Department Heads / Managers
Finance Department

Risk Management Implications:

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 material prices	High	Increased cost to deliver contract and recoverable works	Consider revising service agreements with funding partners to account for material increases	Negative impact to gross margins and ultimately net profits
Poor weather conditions	Low	Delay in operational and capital works resulting in reduced community service delivery	Consider works schedule	Negative impact to net profits and service delivery
Lack of available resources	High	Delays and inability to complete contract and recoverable works and capital programs	Consider methods for engaging skilled resources	Negative impact on gross margins and risk of returning grant funds if not able to deliver works

Final Considerations:

Risk Management

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

There are numerous drivers which have affected Council operations during the financial year. Inflationary pressures are impacting not only Council but the whole of Australia (rising energy prices, global supply chain disruptions and labour shortages) sending the cost of goods and services higher. Along with the spate of natural disasters, 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. With continuing uncertainty in the economic climate and changes in market factors, it makes future forecasting challenging.

Recommended:



Nicola Daniels
Head of Financial Services

Endorsed:



Hollie Faithfull
Executive Director Financial Services

Approved:



James William
Chief Executive Officer

Appendix A

Executive Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	123	123	0	(123)	-100.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(3,645,255)	(3,400,178)	(3,637,046)	(236,868)	-7.0%	●
Operating surplus (exc. Depreciation)	(3,645,131)	(3,400,055)	(3,637,046)	(236,991)	7.0%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(3,645,131)	(3,400,055)	(3,637,046)	(236,991)	7.0%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(3,645,131)	(3,400,055)	(3,637,046)	(236,991)	7.0%	●

Comments:

Unfavourable Operating result:

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

Building Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	18,000,000	16,616,663	25,464,632	8,847,969	53.2%	●
Other income	100,000	95,700	98,551	2,851	3.0%	●
Recurrent expenditure (excl. depreciation)	(14,184,021)	(12,955,086)	(20,507,083)	(7,551,997)	-58.3%	●
Operating surplus (exc. Depreciation)	3,915,980	3,757,277	5,056,100	1,298,822	34.6%	●
Capital revenue	1,800,000	1,500,000	0	(1,500,000)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	5,715,980	5,257,277	5,056,100	(201,178)	-3.8%	●
Depreciation Expense	(20,697)	(19,084)	(20,697)	(1,613)	-8.5%	●
Net result	5,695,283	5,238,193	5,035,402	(202,791)	-3.9%	●

Comments:

Favourable Operating result:

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

Unfavourable Net result:

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

Corporate Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	22,108	20,350	5,734	(14,616)	-71.8%	●
Other income	39,000	35,756	23,320	(12,436)	-34.8%	●
Recurrent expenditure (excl. depreciation)	(6,135,526)	(5,601,183)	(5,197,802)	403,380	7.2%	●
Operating surplus (exc. Depreciation)	(6,074,417)	(5,545,077)	(5,168,748)	376,328	-6.8%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(6,074,417)	(5,545,077)	(5,168,748)	376,328	-6.8%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(6,074,417)	(5,545,077)	(5,168,748)	376,328	-6.8%	●

Comments:

Favourable Operating/Net Result

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

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

Health and Community Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	13,666,013	12,812,020	10,937,980	(1,874,041)	-14.6%	●
Other income	531,961	487,522	479,042	(8,479)	-1.7%	●
Recurrent expenditure (excl. depreciation)	(16,434,522)	(15,116,117)	(14,885,534)	230,583	1.5%	●
Operating surplus (exc. Depreciation)	(2,236,548)	(1,816,574)	(3,468,511)	(1,651,937)	-90.9%	●
Capital revenue	17,425,000	16,006,250	540,103	(15,466,147)	-96.6%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	15,188,452	14,189,676	(2,928,408)	(17,118,084)	-120.6%	●
Depreciation Expense	(31,560,097)	(28,935,028)	(29,081,700)	(146,672)	-0.5%	●
Net result	(16,371,645)	(14,745,353)	(32,010,108)	(17,264,755)	-117.1%	●

Comments:

Unfavourable Operating Result:

Recurrent Revenue - delivery of a number of grant funded programs is behind, delaying recognition of revenue. Housing revenue \$87K below budget YTD.

Recurrent Expenditure - Internal recoveries for accommodation \$301K underbudget, partly due to late commencement of Engineering projects.

Unfavourable Net result:

Capital Revenue - Budgeted \$6.6M YTD for BSU Capitalisations not yet processed. Housing grants underbudget due to timing of recognition of revenue - \$8.4M Forward Remote Capital and \$368K Community Housing (YTD).

Appendix A

Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	24,543,745	16,528,776	16,733,036	204,260	1.2%	●
Other income	134,106	585,342	1,006,662	421,320	72.0%	●
Recurrent expenditure (excl. depreciation)	(6,284,998)	(5,836,624)	(4,726,689)	1,109,934	19.0%	●
Operating surplus (exc. Depreciation)	18,392,854	11,277,495	13,013,009	1,735,514	15.4%	●
Capital revenue	1,235,474	1,098,193	229,408	(868,785)	-79.1%	●
Capital expenses	(3,500,000)	(3,208,333)	(136,098)	3,072,235	95.8%	●
Net result (excl. depreciation)	16,128,327	9,167,355	13,106,319	3,938,965	43.0%	●
Depreciation Expense	(1,040,325)	(953,684)	(953,688)	(4)	0.0%	●
Net result	15,088,003	8,213,671	12,152,632	3,938,961	48.0%	●

Comments:

Favourable Operating result:

Recurrent / Other Revenue - Increasing interest rates has resulted in increased interest revenue, rental of Thursday Island (TI) properties including TI office space (previously occupied by Council staff and contractors).

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

Favourable Net result:

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

Capital expenses - favourable variance due to timing of disposals

Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	16,146,465	13,970,776	9,855,021	(4,115,755)	-29.5%	●
Other income	0	0	633	633	0.0%	●
Recurrent expenditure (excl. depreciation)	(31,033,965)	(28,730,882)	(24,529,557)	4,201,324	14.6%	●
Operating surplus (exc. Depreciation)	(14,887,499)	(14,760,106)	(14,673,904)	86,202	-0.6%	●
Capital revenue	14,151,687	11,916,863	14,597,455	2,680,592	22.5%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(735,813)	(2,843,243)	(76,449)	2,766,794	-97.3%	●
Depreciation Expense	(26,351,867)	(24,137,185)	(24,669,462)	(532,278)	-2.2%	●
Net result	(27,087,680)	(26,980,428)	(24,745,912)	2,234,516	8.3%	●

Comments:

Unfavourable Operating result:

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

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

Favourable Net result:

In addition to the small unfavourable operating deficit, capital grant recognition greater than budget forecast.

Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,575,001	1,446,311	1,648,407	202,096	14.0%	●
Other income	25,000	22,727	12,462	(10,265)	-45.2%	●
Recurrent expenditure (excl. depreciation)	(2,082,004)	(1,899,241)	(1,924,922)	(25,680)	-1.4%	●
Operating surplus (exc. Depreciation)	(482,003)	(430,203)	(264,053)	166,151	-38.6%	●
Capital revenue	2,216,128	1,969,890	1,059,739	(910,151)	-46.2%	●
Capital expenses	0	0	5,000	5,000	0.0%	●
Net result (excl. depreciation)	1,734,125	1,539,687	800,686	(739,000)	-48.0%	●
Depreciation Expense	(597,024)	(546,495)	(428,219)	118,276	21.6%	●
Net result	1,137,101	993,192	372,468	(620,724)	-62.5%	●

Favourable Operating Result

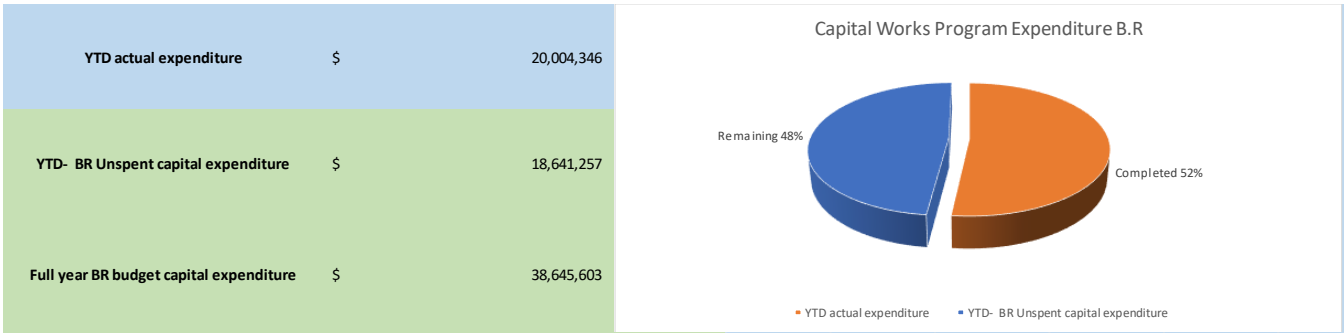
Recurrent revenue - Higher sale of fuel and gas.

Recurrent expenditure - Employee benefits underbudget due to vacancies.

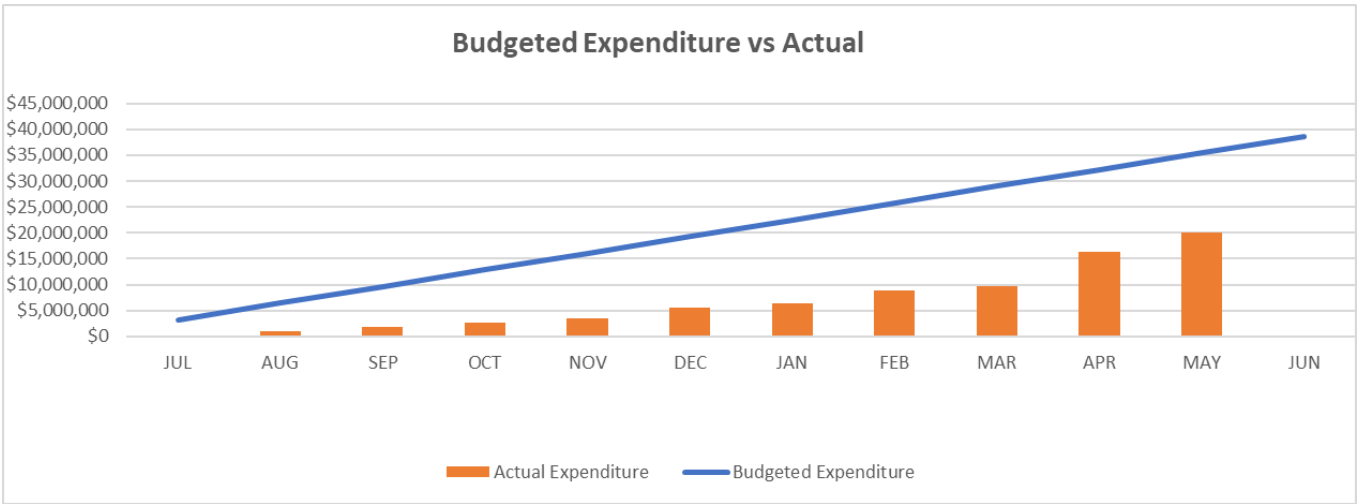
Unfavourable Net Result

Capital Revenue - Contract Implementation Delayed

CAPITAL WORKS PROGRAM



MONTHLY PROGRESS – CAPITAL EXPENDITURE





DIRECTORATE: Financial Services

AUTHOR: Executive Director Financial Services

2023/2024 ASSET DESKTOP INDEXATION RESULTS

OFFICER RECOMMENDATION:

Council resolves to:

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

EXECUTIVE SUMMARY:

Council has undertaken a full review of the valuation of its property, plant and equipment carried at fair value as at 30 June 2024. This comprises the following asset classes:

- Buildings (community)
- Buildings (corporate)
- Recreational facilities
- Road/transport network
- Stormwater/drainage network
- Flood mitigation network
- Water supply network
- Sewerage network
- Wharves, piers, jetties and pontoons
- Waste and landfill
- Land

No consideration has been given to the valuation of plant and equipment and capital work in progress as these classes are carried at cost.

Council has again appointed JLL to assist with the 2024 valuation process. JLL has been appointed in the current year to perform a desktop indexation review and provide suitable indexation rates to estimate the price movement from 1 July 2023 to 30 June 2024.

The following table summarises the indexation rates provided by JLL and an estimate of the likely impact of the valuation based on the 31 May 2024 asset class balances. This will be processed in Council's ledger for the 30 June 2024 year in July 2024 following the finalisation of additions and disposals for the 2024 financial year.

Asset class	Indexation rate	31 May 2024 WDV	Estimated valuation movement for the 2024 financial year *
	(%)	(\$)	(\$)
Buildings (community)	10.00%	327,927,499	32,792,750
Buildings (corporate)	10.00%	56,272,783	5,627,278
Recreational facilities	10.00%	13,626,154	1,362,615
Road/transport network	8.10%	194,268,738	15,735,768
Stormwater/drainage network	8.10%	9,591,894	776,943
Flood mitigation network	6.80%	59,257,553	4,029,514
Water supply network	7.00%	148,932,230	10,425,256
Sewerage network	7.00%	172,356,170	12,064,932
Wharves, piers, jetties and pontoons	8.10%	33,317,228	2,698,695
Waste and landfill	10.00%	1,385,548	138,555
Land – Cairns	15.00%	2,221,387	333,208
Land – Thursday Island	6.00%	649,418	38,965
Total		1,019,806,602	86,024,480

* based on May 2024 written down values

Interested Parties/Consultation:

- Jones Lang LaSalle
- Executive Management
- Asset Class Managers
- Finance and Asset Team
- Grant Thornton
- Audit Committee

Background / Previous Council Consideration:

Valuation history

Since amalgamation there have been four comprehensive asset valuations with the last being as at 30 June 2020. The first full comprehensive valuation was completed in 2009 and then was repeated five years later in 2014. From this point Council policy was to transition to a three-year comprehensive valuation cycle with valuations being performed in 2017 and 2020. During the 30 June 2022 year Council amended its valuation policy to return to a five-year cycle for comprehensive valuations. The table below shows recent movements in asset valuations up to 30 June 2024:

Asset class	Full valuation 2019/20	Desktop valuation 2020/21	Desktop valuation 2021/22	Desktop valuation 2022/23	Desktop valuation 2023/24
Buildings (Community)	F.V	4.00%	20.00%	15.00%	10.00%
Buildings (Corporate)	F.V	4.00%	20.00%	15.00%	10.00%
Recreational facilities	F.V	4.00%	20.00%	15.00%	10.00%
Roads/transport network	F.V	3.75%	8.50%	8.50%	8.10%
Stormwater/drainage network	F.V	3.75%	8.50%	8.50%	8.10%
Flood mitigation network	F.V	3.75%	8.50%	13.50%	6.80%
Water supply network	F.V	4.00%	10.00%	12.30%	7.00%
Sewerage network	F.V	4.00%	10.00%	12.30%	7.00%
Wharves, piers, jetties and pontoons	F.V	3.75%	8.50%	8.50%	8.10%
Waste/landfill	F.V	4.00%	20.0%	15.00%	8.10%
Land - Cairns	F.V	2.50%	2.50%	10.00%	15.00%
Land – Thursday Island	F.V	2.50%	2.50%	7.50%	6.00%

The above indexation rates were applied in TSIRC's financial records to the various asset classes in the financial year of assessment.

This is in line with section 4 part C of Council's Asset Valuation – Non-current Assets Procedure

Any movement will be recognized in the financial year in which it is recorded. This ensures Council takes a conservative and prudent approach to the indexed valuation movement in that applicable period. This removes the greater fluctuations that may be required to be applied if only the movement between full valuations were to be recorded.

Officer comments:

Financial Services undertook extensive review and integrity testing of JLL's valuation report in consultation with numerous stakeholders including but not limited to JLL, Asset Class Managers and Executive Managers. Management is comfortable with the contents of the valuation report and the proposed indexation rates for each asset class.

In an out-of-session meeting on 12 June 2024, the Audit Committee reviewed the 2024 valuers reports and management briefing paper and held discussions with key staff and consultants. The following TSIRC staff and consultants attended the above meeting:

- James William, Chief Executive Officer - TSIRC
- Hollie Faithfull, Executive Director Financial Services – TSIRC
- David Baldwin, Executive Director Engineering Services – TSIRC
- Dawson Sailor, Executive Director Community Services - TSIRC
- Todd Svanberg, Senior Director – JLL
- Margaret Dewhurst – Partner – BDO
- Luke Cecolini – Manager – BDO

The audit committee accepts the revaluation amounts based on the valuers' analysis, TSIRC management's reasonableness testing, and explanations provided by the valuer and TSIRC management.

Audit Committee resolves:

- a) to note the 23/24 Desktop Valuation Results conducted by Jones Lang Lasalle; and*
- b) recommend Council applies the percentage increase movements for each asset class in Council's asset register based the asset desktop indexation review conducted by Jones Lang Lasalle;*

Moved: Cr Chelsea Aniba

Seconded: Cam Charlton

MOTION CARRIED UNANIMOUS

. * Draft resolution, minutes of out of session Audit Committee Meeting held on 12 June 2024 is yet to be endorsed.

Given the indexation rates proposed by JLL are considered more than insignificant and in line with Council's policies and procedures relating to Asset Valuation for Non-current assets, management will process the revaluation using the rates proposed by JLL and reflect the result of the valuation assessment in Council's ledger as at 30 June 2024.

Management will liaise with JLL after 30 June 2024 to ensure there have been no material movements in indices since the date the valuation report was issued.

COMPLIANCE / CONSIDERATIONS:

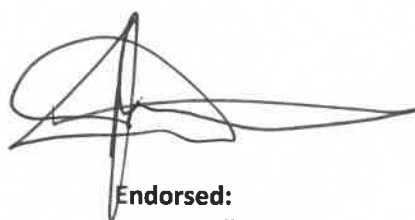
Statutory:	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	<p>Applying the results of the desktop indexation review will have the following effect to Council's Financial Statements:</p> <ul style="list-style-type: none"> • Increase in Property Plant and Equipment (Asset) • Increase in Asset Revaluation Reserve (Equity) • Increase in annual depreciation (Expense)
Links to Strategic Plans:	<p>Corporate Plan 2020-2025</p> <ul style="list-style-type: none"> ➤ Accountability: We are reliable, honest and ethical in all that we do ➤ Sustainability: 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:

Nil.



Recommended:
Hollie Faithfull
Executive Director Financial Services



Endorsed:
James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: *Financial Services*

AUTHOR: *Manager Management Accounting*

POLICY MATTER – REVENUE POLICY

OFFICER RECOMMENDATION:

That Council resolves:

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

EXECUTIVE SUMMARY:

In accordance with the *Local Government Act 2009*, *Local Government Regulation 2012*, and best practice governance, Council is required to adopt written policies and procedures and have statutory policies under legislation reviewed.

In addition, regular monitoring, and review of these are necessary to reflect legislative changes and ensure continuous improvement of Council governance.

Interested Parties/Consultation:

- Financial Services
- MacDonnell Law

Background / Previous Council Consideration:

The current Revenue Policy was endorsed in June 2023, with a review date of June 2024.

COMPLIANCE / CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Under the <i>Local Government Regulation 2012</i> , a local government must review its Revenue Policy annually.
Legal:	N/A
Risk:	As this policy must be updated annually under legislation, there is a risk to Council if the updated policy is not endorsed.
Links to Strategic Plans:	This policy strategically aligns to specific delivery objectives under all three pillars of Council's Corporate Plan, being People, Sustainability and Prosperity.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	June 2024

Other Comments:

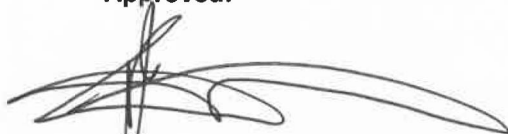
Nil.

Recommended:

Nicola Daniels
Head of Financial Services

Endorsed

Hollie Faithfull
Executive Director, Financial Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

1. Revenue Policy



Revenue Policy

Responsible Manager	Executive Director, Financial Services
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	TEC
Implemented from	1 July 2022 2024
Last reviewed	2024 32
Review history	2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 , 2023 , 2024
To be reviewed in	June 2025 June 2023
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

The purpose of this policy is to provide details of the principles applied by Torres Strait Island Regional Council when:

- a) Making and levying rates and charges; and
- b) Granting concessions for rates and charges; and
- c) The purpose of concessions; and
- d) Recovering overdue rates and charges; and
- e) Cost recovery methods; and
- f) Infrastructure charges for a new development

2. Application

This policy applies to Council and associated enterprises (if any).

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* and the *Local Government Regulation 2012 (LGR)*, including Section 193 of the LGR.

4. Provisions

Making and Levying rates and charges – Section 193(1)(a)(i) of the LGR

In levying rates and charges the following principles will be applied:

- Consider the level of revenue that can be achieved from direct user charges, grants and subsidies, contributions and other sources;
- Consider the cost of maintaining existing facilities and necessary services and the need for additional facilities and services;
- Make clear what is the Council's and each ratepayer's responsibility;
- Timing of any rates and charges to ensure a sustainable cash flow for the operation of Council and to spread the burden to the ratepayer over the financial year;
- Equity through flexible payment arrangements for ratepayers with a lower capacity to pay;
- Transparency in the making of rates and charges;
- Making the system for paying rates and charges simple and inexpensive to administer;
- Equity by taking account of the different levels of capacity to pay within the local community;
- Flexibility to take account of changes to the local economy;
- Council will consider National Competition Policy when considering utility charges;
- Council may consider levying special and separate rates and charges where appropriate, to recover the cost associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayers.

Granting Concessions for rates and charges – Section 193(1)(a)(ii) of the LGR

In considering the application of concessions, Council will comply with Chapter 4, Part 10 of the LGR and be guided by the principles of:

- Equity by having regard to the different levels of capacity to pay within the local community;
- The same treatment of ratepayers with similar circumstances;
- Transparency by making clear the requirements necessary to receive concessions;
- Flexibility to allow Council to respond to local economic issues.

The purpose of concessions – Section 193(1)(b) of the LGR

Council will support community objectives through the application of concessions to:

- Reduce the financial burden of rates and charges payable by pensioners;
- Support the community activities of not-for-profit organisations and support their economic development;
- Provide assistance to ratepayers suffering genuine financial hardship;
- Encourage the economic development of all or part of the local government area.

Recovering overdue rates and charges – Section 193(1)(a)(iii) of the LGR

Council will exercise its recovery powers in order to reduce the overall burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations;
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- Capacity to pay in determining appropriate arrangements for different sectors of the community;
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances;
- Flexibility by responding where necessary to changes in the local economy;
- Council may charge interest on overdue rates and charges;
- Council's Debt Recovery Procedure PR-PO4-7 sets out the detail of the processes used to recover outstanding rates and charges.

Cost recovery methods – Section 193(1)(a)(iv) of the LGR

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees. Cost-recovery fees are fixed to cover the costs, including allocated administrative costs of each cost-recovery regime. These fees will not be set at more than the cost to Council for providing the service or taking the action for which the fee is charged. The user-pays principle is applied in setting the fees unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals.

This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

All cost-recovery fees set by Council are included in the Fees and Charges Register which is open for inspection at Council offices or on its website.

Commented [EH1]: We recommend confirming that this is still the relevant code for the procedure.

Commented [FB2R1]: I asked Nikki D & Lesley C - No updates to Policy number have been made.

Commented [BT3]: Please note that under section 98 of the LGA, the register must include the following:

1. For a cost-recovery fee for an application for the issue or renewal of a licence, permit, registration or other approval - reference to the provision of the LGA which that licence, permit, registration or other approval is issued or renewed;
2. For a cost-recovery fee for giving information - reference to the provision of the LGA under which the information is kept;
3. For a cost-recovery fee for seizing property or animals - reference to the provision of the LGA under which those animals or property are seized;
4. For a cost-recovery fee for the performance of another responsibility imposed on TSIRC - reference to the provision of the Building Act or the Plumbing and Drainage Act under which that responsibility is imposed.

Commented [FB4R3]: Checked Fees & Charges register. Has column with relevant legislation that applies to the specific Fees & Charge.

Infrastructure charges for a new development – Section 193(1)(c) of the LGR

Council does not presently impose charges for a new development. If charges for developments are imposed, it is expected that developers will contribute significantly to the physical and social infrastructure costs of relating to the new development by payment of infrastructure charges.

Manager Responsible for Review:
Executive Director, Financial Services

Adoption	:	<u>XX/May/</u>
<u>2023</u>		<u>2</u>
<u>428 June 202</u>		James William
Due for Revision:	30 June 2024	Chief Executive Officer

Commented [BT5]: The LGR requires that the TSIRC's Revenue Policy stipulates the extent to which TSIRC's charges for new developments (if any) will contribute to the physical and social infrastructure costs associated with that development.

We have amended this slightly for clarity that the developers themselves are not directly paying the physical and infrastructure costs, but that the contributions to the physical and infrastructure costs are made by the charges imposed by TSIRC (if any).

Commented [FB6R5]: For Development Assessments, TSIRC only charge for material change of use, Reconfiguration or Operational works.



TORRES STRAIT ISLAND REGIONAL COUNCIL

COUNCIL REPORT

ORDINARY MEETING:	June 2024
DATE:	24 June 2024
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Review of Procurement and Ethical Sourcing Policy
AUTHOR:	Tom Masters - Manager, Procurement and Contracts

Recommendation:

That Council resolves:

1. To endorse the amended Procurement and Ethical Sourcing Policy appended to this report as Attachment 3.
2. Pursuant to sections 236, 257 and 262 of the Local Government Act 2009, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:
 - (a) up to a value of \$500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy;
 - (b) up to an unlimited value for recurring operational expenditure; and
 - (c) up to \$1,000,000 excluding GST for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild.
3. The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed \$500,000 excluding GST.
4. To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2 and 3 above and valued at or above \$200,000 excluding GST.

Executive Summary:

Council has a statutory obligation under Section 198 of Local Government Regulation 2012 to review its procurement policy annually. The review has been conducted by Manager, Procurement and Contracts following consultation with Staff.

A range of minor amendments are proposed to more concisely convey Council's intention. Two more notable amendments are proposed:

1. simplified quotation requirements for purchases under \$5,000 to increase efficiency, and
2. revised financial delegations for Executive Directors and CEO to streamline approvals.

Financial impact of the changes is expected to be an overall positive as a result of moderately improved efficiencies outweighing any potential minor lost savings.

The proposed policy amendments will not have any notable adverse effect on existing financial controls including:

- weekly, fortnightly and monthly Financial Services management reports,
- reporting to Council of contract related approvals valued above \$200,000 (frequency to be increased from biannually to quarterly),
- internal audits, and external audits conducted by the Queensland Audit Office, and
- monitoring of a robust procurement framework overseen by Manager, Procurement & Contracts.

The increased frequency of reporting in relation to award of QBuild contracts (i.e. quarterly as opposed to biannually) improves Council oversight of TSIRC's highest value spend.

Background:

Local Government Regulation 2012 (Qld) section 198 states:

Procurement policy

- (1) *A local government must prepare and adopt a policy about procurement (a procurement policy).*
- (2) *The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.*
- (3) *A local government must review its procurement policy annually.*

The most recent version of Council's procurement policy, titled "*Procurement and Ethical Sourcing Policy*", was adopted on 27 June 2023. A copy of that document is appended as Attachment 1.

Comment:

In line with the legislative requirement, a review of the procurement policy was conducted in June 2024 and numerous amendments are proposed. A marked-up copy of the amended procurement policy which clearly details all proposed material changes is appended as Attachment 2.

A clean version of the amended policy proposed for adoption is appended as Attachment 3. Note that some inconsequential formatting changes have been made for aesthetic purposes that are not noted in the marked-up copy.

Relatively minor amendments have been made throughout the policy to more concisely convey intention, add clarity and remove ambiguity. More notably, the proposed amendments also include:

1. simplified quotation requirements for purchases under \$5,000 to increase efficiency, and
2. revised financial delegations for Executive Directors and CEO to streamline approvals.

Quotes under \$5,000

The existing requirement for two quotes for purchases valued from \$2,000 to under \$15,000 imposes a substantial administrative burden for relatively minor potential savings. The administrative cost often outweighs any achievable saving (particularly for lower value purchases under \$5,000). Even at the upper end of this range, savings often need to be in the order of 10% to justify the additional administration.

The cost to suppliers for providing unsuccessful quotes adds up and quickly sours their impression of the buyer, particularly where potential profits of those purchases are modest. In this way, lower value competitive quotation processes de-incentivise the market over time. The negative impact of this is accentuated in rural, remote areas where the market size is restricted.

In the de-centralised procurement environment at TSIRC, for purchases under \$5,000 Council will realise more financial benefit from simplified process than from increased competition. It is therefore proposed to lift the lower threshold for two quotes from \$2,000 to \$5,000.

Revised delegations

Another opportunity for streamlining the procurement process without financial impact on TSIRC is the further devolution of powers to financial delegates. This must be balanced against the risks associated with reduced oversight by the Council.

Present financial controls and the limited capacity for centralised monitoring by TSIRC's procurement function do not support changes to the delegations of non-Executive staff. However, the more comprehensively managed procurement processes for high value expenditure mean financial approvals at Executive level present little risk and offer significant potential efficiency benefits.

A review of procurement related approval reports valued over \$200K and presented to Council from June 2022 to May 2024 revealed:

- One third of those reports were for contracts valued under **\$300K**
- Half of those reports were for contracts valued under **\$400K**
- Two thirds of those reports were for contracts valued under **\$500K**

This indicates the Council meeting agenda can be somewhat alleviated with minimal risk by raising the CEO's delegation, along with that of the Executive Directors to help spread the workload.

Research was conducted into CEO delegation levels at other Far North Queensland Regional Councils and Shires (with a particular focus on those that represent indigenous communities). This information was obtained from their most recent procurement policies published online:

Council	CEO's financial delegation limit
• Cairns Regional Council	\$1,000,000
• Cook Shire Council	\$1,000,000
• Torres Shire Council	\$500,000
• Doomadgee Aboriginal Shire Council	\$500,000
• Torres Strait Island Regional Council	\$200,000
• Arukun Shire Council	\$200,000
• Mapoon Aboriginal Shire Council	\$200,000
• Napranum Aboriginal Shire Council	\$200,000
• Northern Peninsula Area Regional Council	\$200,000
• Yarrabah Aboriginal Shire Council	\$200,000

This data indicates an emerging trend amongst some indigenous Councils moving towards authorised financial delegations that enable more efficient governance.

To reduce Council meeting agenda load, streamline approval processes and ensure delegated authorities are appropriate to meet current and future governance requirements, it is proposed that two of the general financial delegations at TSIRC are adjusted as follows:

- Chief Executive Officer: from \$200K to \$500K
- Executive Directors: from \$50K to \$100K

The existing delegations of the CEO (\$1M) and Executive Director Building Services (\$500K) for approvals relating to QBuild contracts are still considered sufficient, so no change is recommended to those limits at this time.

Reporting enhancement

At present, QBuild contract related approvals made by the CEO and Executive Director Building Services are reported to Council biannually. The adjustment of the CEO's delegation to \$500K necessitates similar reporting arrangements to ensure adequate Council oversight of all procurement contracts valued above \$200K.

It is proposed that details of the exercise of delegated authority in relation to any procurement valued above \$200K (including QBuild contracts) will be reported to the Council on a quarterly basis (as opposed to biannually).

Considerations:

Risk Management

The risk of non-compliance with procurement process and financial controls is mitigated by:

- a suite of weekly, fortnightly and monthly reports generated and reviewed routinely by managerial and Executive officers in Financial Services,
- quarterly reporting to Council of contract related approvals valued above \$200,000,
- internal audits, and external audits conducted by the Queensland Audit Office (QAO), and
- implementation and monitoring of a robust procurement framework overseen by Manager, Procurement & Contracts.

The proposed policy amendments will not have any notable adverse effect on those controls. The increased frequency of reporting in relation to award of QBuild contracts (i.e. quarterly as opposed to biannually) improves Council oversight of TSIRC's highest value spend.

Council Finance

Financial impact of the changes is expected to be an overall positive as a result of moderately improved efficiencies outweighing any potential minor lost savings.

Consultation:

- Managers and Executives
- Financial Services
- Corporate Services

Links to Strategic Plans:

The Procurement and Ethical Sourcing Policy directly supports many objectives and key deliverables outlined in the Corporate Plan, particularly those under the pillar of *Sustainability (Bisnis – Mekem las long)* -

- Outcome 8: We manage council affairs responsibly to the benefit of our communities.
- Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

The proposed amendments described in this report and detailed in the attachments will result in:

- a more concise procurement policy that is easier for staff to read and understand,
- greater efficiency in lower value procurement processes that enable more effective use of staff resources, and
- more appropriate delegations that further streamline procurement related approval processes without adverse impact on financial controls.

It is therefore recommended that Council resolves:

1. To endorse the amended Procurement and Ethical Sourcing Policy appended to this report as Attachment 3.
2. Pursuant to sections 236, 257 and 262 of the Local Government Act 2009, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:
 - (a) up to a value of \$500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy; and
 - (b) up to an unlimited value for recurring operational expenditure; and
 - (c) up to \$1,000,000 excluding GST for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild.
3. The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed \$500,000 excluding GST.
4. To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2 and 3 above and valued at or above \$200,000 excluding GST.



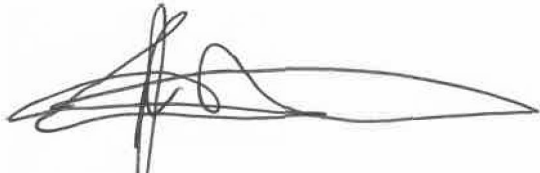
Endorsed:

Nicola Daniels
Head of Financial Services



Recommended:

Hollie Faithfull
Executive Director, Financial Services

A handwritten signature in black ink, appearing to be 'James William', written over a horizontal line.

Approved:
James William
Chief Executive Officer

Attachments:

1. Procurement and Ethical Sourcing Policy 23-24
2. Procurement and Ethical Sourcing Policy 24-25 (Marked up)
3. Procurement and Ethical Sourcing Policy 24-25 (clean)

Procurement and Ethical Sourcing Policy

Responsible Manager:	Executive Director Financial Services
Head of power:	<i>Local Government Act 2009 Local Government Regulation 2012</i>
Authorised by:	Council
Authorised on:	27 June 2023
Implemented from:	1 July 2023
Last reviewed:	October 2022
Review history:	2012, 2013, 2014, 2017, 2018, 2019, 2020, 2021,2022
To be reviewed:	June 2024
Corporate Plan:	People, Sustainability and Prosperity

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1. Purpose

This Policy provides Torres Strait Island Regional Council (Council) with a procurement framework in compliance with Section 198 of the *Local Government Regulation 2012*, which is open and transparent, provides value for money and supports the advancement of Council priorities and strategic objectives.

Council is committed to achieving value for money through procurement, ensuring local Indigenous and Torres Strait Islander businesses have equitable access to procurement opportunities within Council, and delivering improved economic, environmental and social outcomes for Council's Local Government Area (LGA) and Torres Strait region.

This Policy will ensure integrity, probity and accountability - ensuring procurement is undertaken with integrity, that probity is appropriately managed and that accountability for outcomes is maintained through the procurement process.

1.1 Objectives

Council's procurement activities aim to achieve beneficial outcomes for Council's LGA and Torres Strait region by:

- Providing opportunities for local Indigenous and Torres Strait Islander businesses to supply to Council;
- Buying local wherever possible;
- Promoting non-local businesses to foster and build local capacity or develop new local businesses to provide goods and services, to create employment and reduce supply chain costs;
- Encouraging non-local businesses to buy locally wherever possible;
- Promoting value for money whilst ensuring probity and accountability;
- Advancing Council's economic, social and environmental policies;
- Promoting compliance with relevant legislation; and
- Promoting continuous improvement and best practice.

1.2 Key Requisite

Council's key requisite for procurement is to provide opportunities and encourage engagement with indigenous and local suppliers that further strengthens the region and aligns with Council's three corporate pillars.

In defining value for money, Council recognises that value for money should not be limited to price alone. As a result, all procurement, where an evaluation is required to be used, will take into consideration a Local Benefits Test, where an evaluation weighting of 15% must be applied.

The purpose of the Local Benefits Test is to evaluate the benefits that any supplier would bring to the local area. Other elements such as capability, quality and price remain important – however, factors such as stimulating local employment, increasing socioeconomic development in the region (including employment and training) and supporting social objectives will be considered amongst the evaluation criteria.

2. Application

This Policy applies to all Council procurement activities.

2.1 Procurement

Procurement means to purchase, hire, lease, rent, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment, services, carrying out of works or construction.

3. Legislation

All Council procurement must be carried out in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

4. Sound Contracting Principles

Council officers must have regard to the sound contracting principles set out in Section 104(3) of the *Local Government Act 2009*:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

4.1 Value for money

The objective of the value for money principle is to ensure that all procurement represents the best return and performance for money spent from a whole-of-life cost perspective to assist Council to use public money effectively and efficiently.

Value for money should not be limited to price alone. In assessing value for money, officers must consider:

- The contribution to the advancement of Council priorities and vision, including the Local Benefits Test defined in this Policy, buying from local, Indigenous and Torres Strait Island businesses and organisations as first preference, community and social benefits, and suitability considerations consistent with and supporting the strategic direction of the Corporate Plan and within allocated Council budget;
- Factors such as fit for purpose, innovation, maintenance and support, relevant experience and performance, availability and suitability of staff, plant and equipment, application of relevant and sound systems of operational management, risk, legal and reputation exposure and business continuity; and
- Cost related factors including whole-of-life costs, transactional costs and risk exposure associated with the acquisition, use, administration, holding, maintenance and disposal of the goods and/or services.

As the application of the value for money principle may not necessarily favour the lowest price, procurement decisions must substantiate how application of the principles ensures Council is receiving the most advantageous outcome for Council's LGA and Torres Strait region.

4.2 Open and effective competition

Procurement processes must be open and transparent to suppliers and the public and result in effective competition in the provision of all goods and services. Council must give fair and equitable opportunity and consideration to all prospective suppliers.

4.3 Development of competitive local business and industry

Council will proactively support local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to provide jobs within Council's LGA and the greater Torres Strait region, in recognition of the economic and social benefits that this brings.

When applying these principles Council will:

- Buy from local Indigenous and Torres Strait Islander businesses and organisations as preference; subject to allocated Council budget;
- Reserve the right to invite only local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to quote for appropriate contracts;
- Apply the Local Benefits Test to all procurement activities where evaluation criteria will be used, in accordance with section 5.1; and
- Engage with suppliers to foster opportunities to develop local, Indigenous/Torres Strait Islander economic opportunities, talents and skills via training, internships, work experience, apprenticeships and jobs.

4.4 Environmental protection

The objective of the principle of environmental protection is to maintain commitment to long-term ecological sustainability through procurement activities that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking procurement activities, Council will:

- Promote the procurement and use of environmentally friendly goods and services; to set an example to other businesses and the community at large;
- Encourage the development of products and processes of low environmental impact;
- Ensure suppliers clean up construction sites and remove all plant and equipment from islands; and
- Encourage environmentally responsible activities.

4.4.1 Waste removal from Island

It is mandatory for contractors to remove all waste and debris from island.

4.5 Ethical behaviour and fair dealing

Council officers must behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

It is the responsibility of Council officers to report any actual, potential or perceived conflict of interest to their manager, prior to and during any business dealings.

5. Procurement Requisites

5.1 Local Benefits Test

The Local Benefits Test is an integral component and mechanism to promote, enhance and achieve Council's objectives and in particular the delivery of improved economic, environmental and social outcomes for Council's LGA and the Torres Strait region.

For all procurement activities where evaluation criteria apply, a minimum of 15% of the evaluation criteria (out of the 100%) must be allocated to the Local Benefits Test criteria.

Figure 1 following provides the Local Benefits Test scoring model and scoring for each criterion, which must be used when scoring the Local Benefits Test.

Figure 1 - Local Benefits Test scoring model and scores

Locality of supplier (2.5% Weighting)	TSIRC LGA (2.5 Score)	Torres Shire (2.5 Score)	Far North Qld (1.5 Score)	Qld (1 Score)	Interstate (0.5 Score)	Overseas (0 Score)
Indigenous/Torres Strait Islander ownership (2.5% Weighting)	Indigenous/Torres Strait Islander Owned Business (2.5 Score)			Non-Indigenous/Torres Strait Islander (0 score)		
Local employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Indigenous/Torres Strait Islander employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Local, Indigenous/Torres Strait Islander Apprentices & Trainees (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Use of local supply chain (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Criteria (specifically related to the Procurement activity)	<div><div>←</div><div>High Preference</div><div>Low Preference →</div></div>					

Refer to the Procurement Procedure for details on how to apply the Local Benefits Test.

Federal and State Government Requirements

In some cases, projects that are funded by the Federal or State Government may have specific Indigenous Economic Opportunities Plan (IEOP) requirements that as a minimum need to be considered and adhered to. These requirements do not supersede Council's Local Benefits Test and will need to be dealt with in conjunction with Council's Local Benefits Test.

5.2 Social Procurement

Council is committed to social procurement, a strategic approach to meeting social objectives through procurement, and facilitating employment opportunities to communities within Council's LGA and the Torres Strait region.

Social procurement delivers benefits to Council and community including:

- Developing and attracting Indigenous/Torres Strait Islander businesses and social enterprises;
- Encouraging all businesses to include Indigenous/Torres Strait Islander, social or community objectives into daily business practices;

- Promoting employment opportunities and inclusive and accessible work environments for young people or older persons who are unemployed and people with disabilities; and
- Building the skills, knowledge and ability of not-for-profit community groups to enable them to access funds and expand services.

5.3 Sustainable Procurement

Council is committed to protecting the environment and doing business with ethical and socially responsible suppliers and procuring goods and services that achieve sustainability outcomes such as those that have a reduced negative impact on the environment and/or an improved social outcome. When procuring goods and services, Council will consider:

- Strategies to avoid unnecessary consumption and manage demand;
- Minimising environmental impacts over the whole-of-life of the goods and /or services;
 - Products that are durable and long lasting e.g. avoiding or reducing disposable products and single use plastics;
 - Products that consume less energy, fuel or water in their operation;
- Supplier's socially responsible practices; and
- Value for money over the whole-of-life of the goods and/or services, rather than just initial cost.

Indigenous/Torres Strait Islander, social and sustainable procurement must be conducted in line with consideration to the sound contracting principles and other legislative requirements.

6. Procurement Procedure

Council's Procurement Procedure is a supporting document to the Procurement and Ethical Sourcing Policy. The Procurement Procedure must be read in conjunction with this Policy. The Procurement Procedure provides further guidance on how this policy is to be applied in the acquisition of all goods and services.

7. Budgetary Provisions

Procurement must be in accordance with the adopted Annual Budget, or a Council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

8. Procurement Thresholds

Value threshold (GST excl.)	Required Documentation
Under \$2,000	1 written quote
\$2,000 to under \$15,000	2 written quotes
\$15,000 to under \$200,000	3 written quotes
≥ \$200,000	Public tender

When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above in a financial year. If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought. All thresholds are cumulative thresholds. If the value of goods or services of a similar nature procured from the same supplier is anticipated to exceed \$200,000 in a financial year or over the proposed term of the contractual arrangement, then a public tender is required.

It is recommended that if initial estimates are above \$150,000 (but below \$200,000) then a public tender process should be utilised in the first instance rather than seeking three written quotes. As estimates are often found to be significantly lower than quotes which are returned, this would mitigate the requirement to re-advertise the procurement as a tender, delaying the process and requiring re-work (unless the RFQ is via an exception).

For large scale procurement it is recommended that the use of a probity advisor is considered.

Purchase of goods and services must not be broken down into smaller components or reduced order quantities to avoid the necessity to comply with the dollar limit requirements under this Policy.

9. Exceptions to Procurement Thresholds

The policy requirements must be followed unless one of the exceptions outlined in Sections 229-235 of the *Local Government Regulation 2012* are utilised:

- A quote or tender consideration plan;
- A contractor on an approved contractor list;
- A supplier on a register of pre-qualified suppliers;
- A supplier on a preferred supplier arrangement; or
- A supplier on an LGA (Local Government Association) arrangement or associated company (LocalBuy/PeakServices) where LGAQ Ltd is it's only shareholder.

Further exceptions exist if:

- Council resolves (Council resolution obtained) it is satisfied that there is only one supplier who is reasonably available (sole supplier); or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tender; or
- A genuine emergency exists; or
- The contract is for the purchase of goods and is made by public auction; or
- The contract is for the purchase of second-hand goods; or
- The contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

Even where an exemption is available, market testing should occasionally be undertaken to ensure that the sound contracting principles are being followed, by sourcing additional quotes where feasible.

9.1 Register of Prequalified Suppliers (ROPS)

Council may establish a ROPS by inviting public tenders. Suppliers must submit a tender response and if successful following the evaluation process, suppliers are appointed to the ROPS for a term of up to three years. Once the ROPS is established, the quoting process should be used periodically to test the market on a regular basis and ensure value for money.

9.2 Preferred Supplier Arrangement (PSA)

Council can establish a PSA where better value for money can be obtained by aggregating the demand for goods and services. Council must invite public tenders and evaluate submissions from tenderers, for suppliers to be successfully appointed to the PSA. Prices or a schedule of rates are usually fixed for the duration of the arrangement.

9.3 Sole Suppliers

Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier with relative ease of accessibility to Council, the supply of those goods and/or services can be applied for under a sole supplier arrangement via Council resolution.

Procurement provides a report on an annual basis listing all proposed sole supplier arrangements for the financial year, for adoption by Council. A report is also presented to Council biannually listing expenditure on sole suppliers.

9.4 Emergencies

In recognition that full compliance with Council's Procurement and Ethical Sourcing Policy and Procurement Procedure may not support Council's needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Any emergency procurement must be authorised by the Chief Executive Officer or relevant Executive Director, once a critical or emergency incident has been declared. Such incidents are:

- A state of disaster declared under the *Disaster Management Act 2003*, or any other emergency declaration made by the State's Premier under an enactment;
- Any incident declared by the Chief Executive Officer or relevant Executive Director where the safety or security of any person or property associated with the Council is threatened; and
- An external incident to which the Chief Executive Officer or relevant Executive Director has authorised the provision of urgent support.

Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances. Purchase Order terms and Conditions available are available in Council's website.

As soon as practical upon cessation of the emergency, a report must be presented to Council to authorise the unapproved expenditure, where this expenditure exceeds delegation, and the methodology by which it was incurred. The Council Resolution must define the genuine emergency (such as natural disaster), as well as delegate authority.

Refer to Sections 230-235 of the *Local Government Regulation 2012* for further details on the above exceptions.

10. Financial Delegation

The Chief Executive Officer has procurement authority of \$200,000. Any amount greater than this requires Council approval.

The Chief Executive Officer further has delegation to issue requests for quotes and tenders for any project up to any amount.

Other officers may only incur expenditure on behalf of Council if:

- The officer has been granted the financial delegation by the Chief Executive Officer and this delegation has been recorded in the Register of Financial Delegations; and
- The expenditure is provided for in Council's budget; and
- The officer has received training in Council's procurement systems and Procurement Policies and Procedures; or
- There is a disaster/genuine emergency.

The Chief Executive Officer must approve all financial delegations by recording them in a register of financial delegations to enable procurement activities to occur.

Appendix 1 lists the financial delegations for all management positions.

11. Variations to Purchases

For the purposes of this Policy, variation refers solely to a financial deviation from the original contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation. Other variations such as non-financial scope changes, extension of time etc are to be managed by delegated Council officers.


Each variation can only be approved by an officer up to their authorised contractual and financial delegation. In order for a variation to be approved, the authorising officer must have a delegation level greater than the sum of the value of the variation and value of the original contract.

All variations are to be approved in writing.

Each variation requires an additional line item on the original purchase order stating the scope and cost.

Manager Responsible for Review:

Executive Director Financial Services

A handwritten signature in black ink, appearing to be 'J. William', with a stylized flourish extending to the right.

Adopted: 27 June 2023
Due for Revision: June 2024

James William
Chief Executive Officer

Appendix 1 – Financial and Contractual Delegations

Officers may incur expenditure on behalf of Council if:

- the expenditure is provided for in Council's budget; and
- the officer's position has been delegated the power to enter into contracts up to an amount not less than the amount of the expenditure proposed to be incurred.

Each delegation to an officer of the power to enter into a contract must be delegated by the Chief Executive Officer.

The delegation is a positional delegation and remains in force unless revoked by the Chief Executive Officer.

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or the Chief Executive Officer.

Council delegations are as follows.

Position	Delegation (ex GST)
Chief Executive Officer relating to QBuild contracts for upgrades and homeownership works only	\$1,000,000
Chief Executive Officer	\$200,000
Executive Director	\$50,000
Executive Director Building Services relating to QBuild contracts for upgrades and homeownership works only	\$500,000
Chief Engineer	\$50,000
Head of Department and Functional Manager	\$35,000
Regional Manager	\$25,000
Regional Building Supervisor	\$25,000
Senior Executive Assistant to CEO Executive Assistant to Mayor	\$25,000
Divisional Manager	\$10,000
Other officers where financial delegation is considered an operational requirement (CEO discretion)	\$10,000

Council further delegates to the Chief Executive Officer the authority to negotiate, finalise and execute recurring operational expenditure, which is within the adopted budget. This expenditure includes rent on leased Council premises, Council rates, electricity, telephone, freight, fuel, vehicle registration and other costs, regardless of whether the value of the expenditure is greater than \$200,000.

Procurement and Ethical Sourcing Policy

Responsible Manager:	Executive Director Financial Services
Head of power:	<i>Local Government Act 2009 Local Government Regulation 2012</i>
Authorised by:	Council
Authorised on:	27 June 2003 <u>24 June 2024</u>
Implemented from:	1 July 2023 <u>2024</u>
Last reviewed:	October 2022 <u>June 2024</u>
Review history:	2012, 2013, 2014, 2017, 2018, 2019, 2020, 2021, 2022, <u>2024</u>
To be reviewed:	June 2024 <u>2025</u>
Corporate Plan:	People, Sustainability and Prosperity

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1. Purpose

This Policy provides Torres Strait Island Regional Council (Council) with a procurement framework in compliance with Section 198 of the *Local Government Regulation 2012*, which is open and transparent, provides value for money and supports the advancement of Council priorities and strategic objectives.

Council is committed to achieving value for money through procurement, ensuring local Indigenous and Torres Strait Islander businesses have equitable access to procurement opportunities within Council, and delivering improved economic, environmental and social outcomes for Council's Local Government Area (LGA) and Torres Strait region.

This Policy will ensure ~~integrity, probity and accountability – ensuring~~ procurement is undertaken with integrity, that probity is appropriately managed and that accountability for outcomes is maintained through the procurement process.

1.1 Objectives

Council's procurement activities aim to achieve beneficial outcomes for Council's LGA and Torres Strait region by:

- Providing opportunities for local Indigenous and Torres Strait Islander businesses to supply to Council;
- Buying local wherever possible;
- Promoting non-local businesses to foster and build local capacity or develop new local businesses to provide goods and services, to create employment and reduce supply chain costs;
- Encouraging non-local businesses to buy locally wherever possible;
- Promoting value for money whilst ensuring probity and accountability;
- Advancing Council's economic, social and environmental policies;
- Promoting compliance with relevant legislation; and
- Promoting continuous improvement and best practice.

1.2 Key Requisite

Council's key requisite for procurement is to provide opportunities and encourage engagement with indigenous and local suppliers that further strengthens the region and aligns with Council's three corporate pillars.

~~In defining value for money, Council recognises that value for money should not be limited to is not based on price alone. As a result, all procurement, where an evaluation is required to be used, Scored evaluation of competing offers~~ will take into consideration a Local Benefits Test, where an evaluation weighting of 15% must be applied.

The purpose of the Local Benefits Test is to evaluate the benefits that any supplier would bring to the local area. Other elements such as capability, quality and price remain important – however, factors such as stimulating local employment, increasing socioeconomic development in the region (including employment and training) and supporting social objectives will also be considered ~~amongst the evaluation criteria~~.

2. Application

This Policy applies to all Council procurement activities.

2.1 Procurement

Procurement means ~~to purchase, hire, lease, rent, exchange or any other a~~ commercial transaction involving the outlay of funds in return for the provision of goods, equipment, services, carrying out of works or construction in which Council acquires works, goods or services from a supplier, service provider or contractor.

3. Legislation

All Council procurement must be carried out in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

4. Sound Contracting Principles

Council officers must have regard to the sound contracting principles set out in Section 104(3) of the *Local Government Act 2009*:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

4.1 Value for money

~~The objective of the~~In procurement, value for money ~~principle is to ensure that all procurement represents~~means ~~the best return and performance~~most appropriate and advantageous offer that meets Council's needs ~~for money spent from at the lowest overall whole-of-life cost perspective to assist Council to use public money effectively and efficiently.~~

Value for money ~~should not be limited to~~is not determined on price alone. In assessing value for money, officers must consider:

- The contribution to the advancement of Council priorities and vision, including the Local Benefits Test defined in this Policy, buying from local, Indigenous and Torres Strait Island businesses and organisations as first preference, community and social benefits, and suitability considerations consistent with and supporting the strategic direction of the Corporate Plan and within allocated Council budget;
- Factors such as fit for purpose, innovation, maintenance and support, relevant experience and performance, availability and suitability of staff, plant and equipment, application of relevant and sound systems of operational management, risk, legal and reputation exposure and business continuity; and
- Cost-related factors including whole-of-life costs, transactional costs and risk exposure associated with the acquisition, use, administration, holding, maintenance and disposal of the goods and/or services.

As the application of the value for money principle may not necessarily favour the lowest price, procurement decisions must substantiate how application of the principles ensures Council is receiving the most advantageous outcome for Council's LGA and Torres Strait region.

4.2 Open and effective competition

Procurement processes must be open and transparent to suppliers and the public and result in effective competition in the provision of all goods and services. Council must give fair and equitable opportunity and consideration to all prospective suppliers.

4.3 Development of competitive local business and industry

Council will proactively support local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to provide jobs within Council's LGA and the greater Torres Strait region, in recognition of the economic and social benefits that this brings.

When applying these principles Council will:

- Buy from local Indigenous and Torres Strait Islander businesses and organisations as [a](#) preference; subject to allocated Council budget;
- Reserve the right to invite only local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to quote for appropriate contracts;
- Apply the Local Benefits Test to all procurement activities where evaluation criteria will be used, in accordance with section 5.1; and
- Engage with suppliers to foster opportunities to develop local, Indigenous/Torres Strait Islander economic opportunities, talents and skills via training, internships, work experience, apprenticeships and jobs.

4.4 Environmental protection

The objective of the principle of environmental protection is to maintain commitment to long-term ecological sustainability through procurement activities that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking procurement activities, Council will:

- Promote the procurement and use of environmentally friendly goods and services; to set an example to other businesses and the community at large;
- Encourage the development of products and processes of low environmental impact;
- Ensure suppliers clean up construction sites and remove all plant and equipment from islands; and
- Encourage environmentally responsible activities.

4.4.1 Waste removal from Island

It is mandatory for contractors to remove all waste and debris from islands [and Council officers must ensure this is specified in all relevant procurement contracts.](#)

4.5 Ethical behaviour and fair dealing

Council officers must behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

It is the responsibility of Council officers to report any actual, potential or perceived conflict of interest to their manager, prior to and during any business dealings.

5. Procurement Requisites

5.1 Local Benefits Test

The Local Benefits Test is an integral component and mechanism to promote, enhance and

achieve Council's objectives ~~and in particular, particularly~~ the delivery of improved economic, environmental and social outcomes for Council's LGA and the Torres Strait region. For all procurement activities where scored evaluations criteria apply, a minimum weighting of 15% ~~of the evaluation criteria (out of the 100%)~~ must be allocated to the Local Benefits Test criteria which is scored as follows:-

~~Figure 1 following provides the Local Benefits Test scoring model and scoring for each criterion, which must be used when scoring the Local Benefits Test.~~

Figure 1 – Local Benefits Test scoring model and scores

Locality of supplier (2.5% Weighting)	TSIRC LGA (2.5 Score)	Torres Shire (2.5 Score)	Far North Qld (1.5 Score)	Qld (1 Score)	Interstate (0.5 Score)	Overseas (0 Score)
Indigenous/Torres Strait Islander ownership (2.5% Weighting)	Indigenous/Torres Strait Islander Owned Business (2.5 Score)			Non-Indigenous/Torres Strait Islander (0 score)		
Local employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Indigenous/Torres Strait Islander employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Local, Indigenous/Torres Strait Islander Apprentices & Trainees (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Use of local supply chain (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Criteria (specifically related to the Procurement activity)	<div><div></div><div>High Preference</div><div>Low Preference</div></div>					

Refer to the Procurement Procedure for details on how to apply the Local Benefits Test.

Federal and State Government Requirements

In some cases, projects that are funded by the Federal or State Government may have specific Indigenous Economic Opportunities Plan (IEOP) requirements that as a minimum need to be considered and adhered to. These requirements do not supersede Council's Local Benefits Test and will need to be dealt with in conjunction with Council's Local Benefits Test.

5.2 Social Procurement

Council is committed to social procurement, a strategic approach to meeting social objectives through procurement, and facilitating employment opportunities to communities within Council's LGA and the Torres Strait region.

Social procurement delivers benefits to Council and community including:

- Developing and attracting Indigenous/Torres Strait Islander businesses and social enterprises;
- Encouraging all businesses to include Indigenous/Torres Strait Islander, social or community objectives into daily business practices;
- Promoting employment opportunities and inclusive and accessible work environments for young people or older persons who are unemployed and people

- with disabilities; and
- Building the skills, knowledge and ability of not-for-profit community groups to enable them to access funds and expand services.

5.3 Sustainable Procurement

Council is committed to protecting the environment and doing business with ethical and socially responsible suppliers and procuring goods and services that achieve sustainability outcomes such as those that have a reduced negative impact on the environment and/or an improved social outcome. When procuring goods and services, Council will consider:

- Strategies to avoid unnecessary consumption and manage demand;
- Minimising environmental impacts over the whole-of-life of the goods and /or services;
 - Products that are durable and long lasting e.g. avoiding or reducing disposable products and single use plastics;
 - Products that consume less energy, fuel or water in their operation;
- Supplier's socially responsible practices; and
- Value for money over the whole-of-life of the goods and/or services, rather than just initial cost.

Indigenous/Torres Strait Islander, social and sustainable procurement must be conducted in line with consideration to the sound contracting principles and other legislative requirements.

6. Procurement Procedure

Council's Procurement Procedure is a supporting document to the Procurement and Ethical Sourcing Policy. The Procurement Procedure must be read in conjunction with this Policy. The Procurement Procedure provides further guidance on how this policy is to be applied in the acquisition of all goods and services.

7. Budgetary Provisions

Procurement must be in accordance with the adopted Annual Budget, or a Council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

8. Procurement Thresholds

Value threshold (GST excl.)	Required Documentation
Under \$25,000	1 written quote
\$25,000 to under \$15,000	2 written quotes
\$15,000 to under \$200,000	3 written quotes
≥ \$200,000	Public tender

When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above:

- -in a financial year (where separate but similar purchases are made), or
- over the potential term of the resultant contract.

If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought. All thresholds are cumulative thresholds. If the value of goods or services of a similar nature procured from the same supplier is anticipated to exceed \$200,000 in a financial year or over the proposed term of the contractual arrangement, then a public tender is required.

It is recommended that if initial estimates are above \$150,000 ~~(but below \$200,000.)~~ then a public tender process should be ~~utilised-undertaken~~ in the first instance rather than seeking three written quotes. As estimates are often found to be significantly lower than quotes which are returned, this would mitigate the requirement to re-advertise the procurement as a tender, delaying the process and requiring re-work (unless the RFQ is via an exception).

For large scale procurement it is recommended that the use of a probity advisor is considered.

Purchase of goods and services must not be broken down into smaller components or reduced order quantities to avoid the necessity to comply with the dollar limit requirements under this Policy.

9. Exceptions to Procurement Thresholds

The policy requirements must be followed unless one of the exceptions outlined in Sections 229-235 of the *Local Government Regulation 2012* ~~are utilised~~applies:

- A quote or tender consideration plan is prepared and adopted via Council resolution;
- A contractor is on an approved contractor list;
- A supplier is on a register of pre-qualified suppliers;
- A supplier is on a preferred supplier arrangement; or
- A supplier is on an LGA (Local Government Association) arrangement or associated company (LocalBuy/PeakServices) where LGAQ Ltd is its only shareholder.

Further exceptions exist if:

- Council resolves (Council resolution obtained) it is satisfied that there is only one supplier who is reasonably available (sole supplier); or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- A genuine emergency exists; or
- The contract is for the purchase of goods and is made by public auction; or
- The contract is for the purchase of second-hand goods; or
- The contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

Even where an exemption is available, market testing should occasionally be undertaken to ensure that the sound contracting principles are being followed, by sourcing additional quotes where feasible.

9.1 Register of Prequalified Suppliers (ROPS)

Council may establish a ROPS by inviting public tenders. Suppliers must submit a tender response and if successful following the evaluation process, suppliers are appointed to the ROPS for a term of up to three years. Once the ROPS is established, the quoting process should be used periodically to test the market on a regular basis and ensure value for money.

9.2 Preferred Supplier Arrangement (PSA)

Council can establish a PSA where better value for money can be obtained by aggregating the demand for goods and services. Council must invite public tenders and evaluate submissions from tenderers, for suppliers to be successfully appointed to the PSA. Prices or a schedule of rates are usually fixed for the duration of the arrangement.

9.3 Sole Suppliers

Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier with relative ease of accessibility to Council, the supply of those goods and/or services can be applied for under a sole supplier arrangement via Council resolution.

Procurement provides a report on an annual basis listing all proposed sole supplier arrangements for the financial year, for adoption by Council. A report is also presented to Council biannually listing expenditure on sole suppliers.

9.4 Emergencies

In recognition that full compliance with Council's Procurement and Ethical Sourcing Policy and Procurement Procedure may not support Council's needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Any emergency procurement must be authorised by the Chief Executive Officer or relevant Executive Director, once a critical or emergency incident has been declared. Such incidents are:

- A state of disaster declared under the *Disaster Management Act 2003*, or any other emergency declaration made by the State's Premier under an enactment;
- Any incident declared by the Chief Executive Officer or relevant Executive Director where the safety or security of any person or property associated with the Council is threatened; and
- An external incident to which the Chief Executive Officer or relevant Executive Director has authorised the provision of urgent support.

Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances. Purchase Order terms and Conditions available are available ~~in~~on Council's website.

As soon as practical upon cessation of the emergency, a report must be presented to Council to authorise the unapproved expenditure, where this expenditure exceeds delegation, and the methodology by which it was incurred. The Council Resolution must define the genuine emergency (such as natural disaster), as well as delegate authority.

Refer to Sections 230-235 of the *Local Government Regulation 2012* for further details on the above exceptions.

10. Financial Delegation

The Chief Executive Officer has procurement authority ~~of \$200,000~~as detailed in Appendix 1 (Financial and Contractual Delegations). Any amount greater than this requires Council approval.

The Chief Executive Officer ~~further~~ has ~~delegation~~delegated authority to issue requests for quotes and tenders for any project up to any amount.

Other officers may only incur expenditure on behalf of Council if:

- The officer has been granted the financial delegation by the Chief Executive Officer and this delegation has been recorded in the Register of Financial Delegations; and
- The expenditure is provided for in Council's budget; and
- The officer has received training in Council's procurement systems and Procurement Policies and Procedures; or
- There is a disaster/genuine emergency.

~~All financial delegations approved by The the~~ Chief Executive Officer must ~~be approve all financial delegations by recording them in a register~~Register of ~~financial~~Financial delegations ~~Delegationsto enable procurement activities to occur.~~

Appendix 1 lists the general financial delegations ~~for all management positions~~authorised by the Council.

11. Variations to Purchases

For the purposes of this Policy, financial variation refers solely to an increase to the financial deviation from the original previously approved contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation.

Other variations such as non-financial scope changes, extension of time etc. ~~are to be managed~~may be approved by any delegated Council officer who holds a financial delegation.

Each financial variation can only be approved by an officer up to their authorised contractual and financial delegation. ~~In order for a variation to be approved,~~ the authorising

officer must have a delegation level greater than the sum of the value of the proposed variation and the current value of the ~~original~~ contract.

All variations are to be approved in writing. ~~and e~~Each variation requires an additional line item on the original purchase order stating the scope and cost.

Manager Responsible for Review:

Executive Director Financial Services

Adopted: ~~27 June 2023~~ 24 June 2024
Due for Revision: June ~~2024~~ 2025

James William
Chief Executive Officer

Appendix 1 – Financial and Contractual Delegations

Officers may incur expenditure on behalf of Council if:

- the expenditure is provided for in Council's budget; and
- the officer's position has been delegated the power to enter into contracts up to an amount not less than the amount of the expenditure proposed to be incurred.

Each delegation to an officer of the power to enter into a contract must be delegated by the Chief Executive Officer.

The delegation is a positional delegation and remains in force unless revoked by the Chief Executive Officer.

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or the Chief Executive Officer.

Council delegations are as follows.

Position	Delegation (ex GST)
Chief Executive Officer relating to QBuild contracts for upgrades and homeownership works only	\$1,000,000
Chief Executive Officer	\$200 500,000
Executive Director	\$50 100,000
Executive Director Building Services relating to QBuild contracts for upgrades and homeownership works only	\$500,000
Chief Engineer	\$50,000
Head of Department and Functional Manager	\$35,000
Regional Manager	\$25,000
Regional Building Supervisor	\$25,000
Senior Executive Assistant to CEO	\$25,000
Executive Assistant to Mayor	\$25,000
Divisional Manager	\$10,000
Other officers where financial delegation is considered an operational requirement (CEO discretion)	\$10,000

Council further delegates to the Chief Executive Officer the authority to negotiate, finalise and execute recurring operational expenditure, which is within the adopted budget. This expenditure includes rent on leased Council premises, Council rates, electricity, telephone, freight, fuel, vehicle registration and other costs, regardless of whether the value of the expenditure is greater than ~~\$200~~500,000.

Procurement and Ethical Sourcing Policy

Responsible Manager:	Executive Director Financial Services
Head of power:	<i>Local Government Act 2009 Local Government Regulation 2012</i>
Authorised by:	Council
Authorised on:	24 June 2024
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1 Purpose

This Policy provides Torres Strait Island Regional Council (Council) with a procurement framework in compliance with Section 198 of the *Local Government Regulation 2012*, which is open and transparent, provides value for money and supports the advancement of Council priorities and strategic objectives.

Council is committed to achieving value for money through procurement, ensuring local Indigenous and Torres Strait Islander businesses have equitable access to procurement opportunities within Council, and delivering improved economic, environmental and social outcomes for Council's Local Government Area (LGA) and Torres Strait region.

This Policy will ensure procurement is undertaken with integrity, that probity is appropriately managed and that accountability for outcomes is maintained through the procurement process.

1.1 Objectives

Council's procurement activities aim to achieve beneficial outcomes for Council's LGA and Torres Strait region by:

- Providing opportunities for local Indigenous and Torres Strait Islander businesses to supply to Council;
- Buying local wherever possible;
- Promoting non-local businesses to foster and build local capacity or develop new local businesses to provide goods and services, to create employment and reduce supply chain costs;
- Encouraging non-local businesses to buy locally wherever possible;
- Promoting value for money whilst ensuring probity and accountability;
- Advancing Council's economic, social and environmental policies;
- Promoting compliance with relevant legislation; and
- Promoting continuous improvement and best practice.

1.2 Key Requisite

Council's key requisite for procurement is to provide opportunities and encourage engagement with indigenous and local suppliers that further strengthens the region and aligns with Council's three corporate pillars.

Council recognises that value for money is not based on price alone. Scored evaluation of competing offers will take into consideration a Local Benefits Test, where an evaluation weighting of 15% must be applied.

The purpose of the Local Benefits Test is to evaluate the benefits that any supplier would bring to the local area. Other elements such as capability, quality and price remain important – however, factors such as stimulating local employment, increasing socioeconomic development in the region (including employment and training) and supporting social objectives will also be considered.

2 Application

This Policy applies to all Council procurement activities.

2.1 Procurement

Procurement means a commercial transaction in which Council acquires works, goods or services from a supplier, service provider or contractor.

3 Legislation

All Council procurement must be carried out in compliance with the Local Government Act 2009 and the Local Government Regulation 2012.

4 Sound Contracting Principles

Council officers must have regard to the sound contracting principles set out in Section 104(3) of the Local Government Act 2009:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

4.1 Value for money

In procurement, value for money means the most appropriate and advantageous offer that meets Council's needs for the lowest overall cost.

Value for money is not determined on price alone. In assessing value for money, officers must consider:

- The contribution to the advancement of Council priorities and vision, including the Local Benefits Test defined in this Policy, buying from local, Indigenous and Torres Strait Island businesses and organisations as first preference, community and social benefits, and suitability considerations consistent with and supporting the strategic direction of the Corporate Plan and within allocated Council budget;
- Factors such as fit for purpose, innovation, maintenance and support, relevant experience and performance, availability and suitability of staff, plant and equipment, application of relevant and sound systems of operational management, risk, legal and reputation exposure and business continuity; and
- Cost-related factors including whole-of-life costs, transactional costs and risk exposure associated with the acquisition, use, administration, holding, maintenance and disposal of the goods and/or services.

As the application of the value for money principle may not necessarily favour the lowest price, procurement decisions must substantiate how application of the principle ensures Council is receiving the most advantageous outcome for Council's LGA and Torres Strait region.

4.2 Open and effective competition

Procurement processes must be open and transparent to suppliers and the public and result in effective competition in the provision of all goods and services. Council must give fair and equitable opportunity and consideration to all prospective suppliers.

4.3 Development of competitive local business and industry

Council will proactively support local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to provide jobs within Council's LGA and the greater Torres Strait region, in recognition of the economic and social benefits that this brings.

When applying these principles Council will:

- Buy from local Indigenous and Torres Strait Islander businesses and organisations as a preference; subject to allocated Council budget;
- Reserve the right to invite only local, Indigenous and Torres Strait Islander owned businesses, organisations and industry to quote for appropriate contracts;
- Apply the Local Benefits Test to all procurement activities where evaluation criteria will be used, in accordance with section 5.1; and
- Engage with suppliers to foster opportunities to develop local, Indigenous/Torres Strait Islander economic opportunities, talents and skills via training, internships, work experience, apprenticeships and jobs.

4.4 Environmental protection

The objective of the principle of environmental protection is to maintain commitment to long-term ecological sustainability through procurement activities that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking procurement activities, Council will:

- Promote the procurement and use of environmentally friendly goods and services; to set an example to other businesses and the community at large;
- Encourage the development of products and processes of low environmental impact;
- Ensure suppliers clean up construction sites and remove all plant and equipment from islands; and
- Encourage environmentally responsible activities.

It is mandatory for contractors to remove all waste and debris from islands and Council officers must ensure this is specified in all relevant procurement contracts.

4.5 Ethical behaviour and fair dealing

Council officers must behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

It is the responsibility of Council officers to report any actual, potential or perceived conflict of interest to their manager, prior to and during any business dealings.

5 Procurement Requisites

5.1 Local Benefits Test

The Local Benefits Test is an integral component and mechanism to promote, enhance and achieve Council's objectives, particularly the delivery of improved economic, environmental and social outcomes for Council's LGA and the Torres Strait region.

For all scored evaluations, a minimum weighting of 15% must be allocated to the Local Benefits Test criteria which is scored as follows:

Locality of supplier (2.5% Weighting)	TSIRC LGA (2.5 Score)	Torres Shire (2.5 Score)	Far North Qld (1.5 Score)	Qld (1 Score)	Interstate (0.5 Score)	Overseas (0 Score)
Indigenous/Torres Strait Islander ownership (2.5% Weighting)	Indigenous/Torres Strait Islander Owned Business (2.5 Score)			Non-Indigenous/Torres Strait Islander (0 score)		
Local employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Indigenous/Torres Strait Islander employment (2.5% Weighting)	75% to 100% (2.5 Score)	50% to 74% (2 Score)	25% to 49% (1.5 Score)	1% to 24% (0.5 Score)	Nil (0 Score)	
Local, Indigenous/Torres Strait Islander Apprentices & Trainees (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Use of local supply chain (2.5% Weighting)	High (2.5 Score)	Moderate (1.5 Score)	Low (1 Score)	Nil (0 Score)		
Criteria (specifically related to the Procurement activity)	<div><div>High Preference</div><div>Low Preference</div></div>					

In some cases, projects that are funded by the Federal or State Government may have specific Indigenous Economic Opportunities Plan (IEOP) requirements that as a minimum need to be considered and adhered to. These requirements do not supersede Council's Local Benefits Test and will need to be dealt with in conjunction with Council's Local Benefits Test.

5.2 Social Procurement

Council is committed to social procurement, a strategic approach to meeting social objectives through procurement, and facilitating employment opportunities to communities within Council's LGA and the Torres Strait region.

Social procurement delivers benefits to Council and community including:

- Developing and attracting Indigenous/Torres Strait Islander businesses and social enterprises;
- Encouraging all businesses to include Indigenous/Torres Strait Islander, social or community objectives into daily business practices;
- Promoting employment opportunities and inclusive and accessible work environments for young people or older persons who are unemployed and people with disabilities; and
- Building the skills, knowledge and ability of not-for-profit community groups to enable them to access funds and expand services.

5.3 Sustainable Procurement

Council is committed to protecting the environment and doing business with ethical and socially responsible suppliers and procuring goods and services that achieve sustainability outcomes such as those that have a reduced negative impact on the environment and/or an improved social outcome. When procuring goods and services, Council will consider:

- Strategies to avoid unnecessary consumption and manage demand;
- Minimising environmental impacts over the whole-of-life of the goods and /or services;
 - Products that are durable and long lasting e.g. avoiding or reducing disposable products and single use plastics;

- Products that consume less energy, fuel or water in their operation;
- Supplier's socially responsible practices; and
- Value for money over the whole-of-life of the goods and/or services, rather than just initial cost.

Indigenous/Torres Strait Islander, social and sustainable procurement must be conducted in line with consideration to the sound contracting principles and other legislative requirements.

6 Procurement Procedure

Council's Procurement Procedure is a supporting document to the Procurement and Ethical Sourcing Policy. The Procurement Procedure must be read in conjunction with this Policy. The Procurement Procedure provides further guidance on how this policy is to be applied in the acquisition of all goods and services.

7 Budgetary Provisions

Procurement must be in accordance with the adopted Annual Budget or a Council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

8 Procurement Thresholds

Value threshold (GST excl.)	Required Documentation
Under \$5,000	1 written quote
\$5,000 to under \$15,000	2 written quotes
\$15,000 to under \$200,000	3 written quotes
≥ \$200,000	Public tender

When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above:

- in a financial year (where separate but similar purchases are made), or
- over the potential term of the resultant contract.

If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought. All thresholds are cumulative thresholds. If the value of goods or services of a similar nature procured from the same supplier is anticipated to exceed \$200,000 in a financial year or over the proposed term of the contractual arrangement, then a public tender is required.

It is recommended that if initial estimates are above \$150,000 but below \$200,000, then a public tender process should be undertaken in the first instance rather than seeking three written quotes. As estimates are often found to be significantly lower than quotes which are returned, this would mitigate the requirement to re-advertise the procurement as a tender, delaying the process and requiring re-work (unless the RFQ is via an exception).

For large scale procurement it is recommended that the use of a probity advisor is considered.

Purchase of goods and services must not be broken down into smaller components or reduced order quantities to avoid the necessity to comply with the dollar limit requirements under this Policy.

9 Exceptions to Procurement Thresholds

The policy requirements must be followed unless one of the exceptions outlined in Sections 229-235 of the Local Government Regulation 2012 applies:

- A quote or tender consideration plan is prepared and adopted via Council resolution;
- A contractor is on an approved contractor list;
- A supplier is on a register of pre-qualified suppliers;
- A supplier is on a preferred supplier arrangement; or
- A supplier is on an LGA (Local Government Association) arrangement or associated company (LocalBuy/PeakServices) where LGAQ Ltd is its only shareholder.

Further exceptions exist if:

- Council resolves (Council resolution obtained) it is satisfied that there is only one supplier who is reasonably available (sole supplier); or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- A genuine emergency exists; or
- The contract is for the purchase of goods and is made by public auction; or
- The contract is for the purchase of second-hand goods; or
- The contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

Even where an exemption is available, market testing should occasionally be undertaken to ensure that the sound contracting principles are being followed, by sourcing additional quotes where feasible.

9.1 Register of Prequalified Suppliers (ROPS)

Council may establish a ROPS by inviting public tenders. Suppliers must submit a tender response and if successful following the evaluation process, suppliers are appointed to the ROPS for a term of up to three years. Once the ROPS is established, the quoting process should be used periodically to test the market on a regular basis and ensure value for money.

9.2 Preferred Supplier Arrangement (PSA)

Council can establish a PSA where better value for money can be obtained by aggregating the demand for goods and services. Council must invite public tenders and evaluate submissions from tenderers, for suppliers to be successfully appointed to the PSA. Prices or a schedule of rates are usually fixed for the duration of the arrangement.

9.3 Sole Suppliers

Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier with relative ease of accessibility to Council, the supply of those goods and/or services can be applied for under a sole supplier arrangement via Council resolution.

Procurement provides a report on an annual basis listing all proposed sole supplier arrangements for the financial year, for adoption by Council. A report is also presented to Council biannually listing expenditure on sole suppliers.

9.4 Emergencies

In recognition that full compliance with Council's Procurement and Ethical Sourcing Policy and Procurement Procedure may not support Council's needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Any emergency procurement must be authorised by the Chief Executive Officer or relevant Executive Director, once a critical or emergency incident has been declared. Such incidents are:

- A state of disaster declared under the *Disaster Management Act 2003*, or any other emergency declaration made by the State's Premier under an enactment;
- Any incident declared by the Chief Executive Officer or relevant Executive Director where the safety or security of any person or property associated with the Council is threatened; and
- An external incident to which the Chief Executive Officer or relevant Executive Director has authorised the provision of urgent support.

Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances. Purchase Order terms and Conditions available are available on Council's website.

As soon as practical upon cessation of the emergency, a report must be presented to Council to authorise the unapproved expenditure, where this expenditure exceeds delegation, and the methodology by which it was incurred. The Council Resolution must define the genuine emergency (such as natural disaster), as well as delegate authority.

Refer to Sections 230-235 of the Local Government Regulation 2012 for further details on the above exceptions.

10 Financial Delegation

The Chief Executive Officer has procurement authority as detailed in Appendix 1 (Financial and Contractual Delegations). Any amount greater than this requires Council approval.

The Chief Executive Officer has delegated authority to issue requests for quotes and tenders for any project up to any amount.

Other officers may only incur expenditure on behalf of Council if:

- The officer has been granted the financial delegation by the Chief Executive Officer and this delegation has been recorded in the Register of Financial Delegations; and
- The expenditure is provided for in Council's budget; and
- The officer has received training in Council's procurement systems and Procurement Policies and Procedures; or
- There is a disaster/genuine emergency.

All financial delegations approved by the Chief Executive Officer must be recorded in a Register of Financial Delegations. Appendix 1 lists the general financial delegations authorised by the Council.

11 Variations to Purchases

For the purposes of this Policy, financial variation refers solely to an increase to the previously approved contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation.

Other variations such as non-financial scope changes, extension of time etc. may be approved by any Council officer who holds a financial delegation.

Each financial variation can only be approved by an officer up to their authorised contractual and financial delegation. The authorising officer must have a delegation level greater than the sum of the value of the proposed variation and the current value of the contract.

All variations are to be approved in writing and each variation requires an additional line item on the original purchase order stating the scope and cost.

Manager Responsible for Review:

Executive Director Financial Services

Adopted: 24 June 2024
Due for Revision: June 2025

James William
Chief Executive Officer

Appendix 1 – Financial and Contractual Delegations

Officers may incur expenditure on behalf of Council if:

- the expenditure is provided for in Council's budget; and
- the officer's position has been delegated the power to enter into contracts up to an amount not less than the amount of the expenditure proposed to be incurred.

Each delegation to an officer of the power to enter into a contract must be delegated by the Chief Executive Officer.

The delegation is a positional delegation and remains in force unless revoked by the Chief Executive Officer.

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or the Chief Executive Officer.

Council delegations are as follows.

Position	Delegation (ex GST)
Chief Executive Officer relating to QBuild contracts for upgrades and homeownership works only	\$1,000,000
Chief Executive Officer	\$500,000
Executive Director	\$100,000
Executive Director Building Services relating to QBuild contracts for upgrades and homeownership works only	\$500,000
Chief Engineer	\$50,000
Head of Department and Functional Manager	\$35,000
Regional Manager	\$25,000
Regional Building Supervisor	\$25,000
Senior Executive Assistant to CEO Executive Assistant to Mayor	\$25,000
Divisional Manager	\$10,000
Other officers where financial delegation is considered an operational requirement (CEO discretion)	\$10,000

Council further delegates to the Chief Executive Officer the authority to negotiate, finalise and execute recurring operational expenditure, which is within the adopted budget. This expenditure includes rent on leased Council premises, Council rates, electricity, telephone, freight, fuel, vehicle registration and other costs, regardless of whether the value of the expenditure is greater than \$500,000.



TORRES STRAIT ISLAND REGIONAL COUNCIL COUNCIL REPORT

ORDINARY MEETING:	June 2024
DATE:	25 June 2024
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Policy Matter – Financial Policies Review
AUTHOR:	Frank Barbieri, Manager Management Accounting

Recommendation:

Council resolves to:

1. amend and adopt the Torres Strait Island Regional Council's:
 - Investment Policy;
 - Debt Policy;
 - Fiscal Governance Policy;

previously adopted by Council, in the terms presented to Council at today's Ordinary Meeting
2. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policies as they arise.

Executive Summary:

In accordance with the Local Government Act 2009, the Local Government Regulation 2012 and good governance requirements Council is required to have a number of written policies and procedures and to review the statutory policies as required by the legislation. In addition, regular monitoring and review of these are necessary to reflect legislative changes and to continuously improve Council governance.

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

Background:

There are a number of policies that are due for review, including statutory policies that are mandated under the *Local Government Regulation 2012*.

The statutory policies were all previously endorsed, with an annual review date of June 2024.

Comment:

Policies to be endorsed are listed in the table below, with a summary of changes.

Policy	Changes
Investment Policy	Minor grammatical / formatting changes and reporting requirements
Debt Policy	Minor grammatical changes and formatting changes
Fiscal Governance Policy	Minor grammatical changes.

Consultation:

Key personnel from internal functions:

- Financial Services
- MacDonnell Law

Links to Strategic Plans:

These policies strategically align to specific delivery objectives under all 3 pillars of Council's Corporate Plan, being *People, Sustainability and Prosperity*.

Risk:

As some of these policies must be updated annually, there is a risk to Council if the updated policies are not endorsed.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Public Service Act 2008

Public Sector Ethics Act 1994

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

Conclusion:

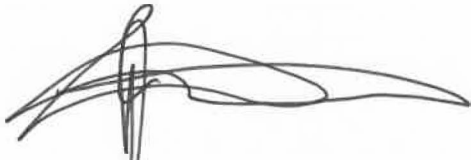
That Council resolves to adopt the listed policies and delegates to the Chief Executive Officer to make further minor administrative amendments as they arise.

**Endorsed:**

Nicola Daniels
Head of Financial Services

**Recommended:**

Hollie Faithfull
Executive Director Financial Service



Approved:
James William
Chief Executive Officer

Attachments:

The following policies have been attached. Only tracked changes that are significant or that Council officers would like the Council to pay specific attention to have been kept.

- ☐ Investment Policy
- ☐ Debt Policy
- ☐ Fiscal Governance Policy



Investment Policy

Responsible Manager	Executive Director, Financial Services
Head of power	<i>Local Government Act 2009 Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2019</i>
Authorised by	Council
Authorised on	xx28 June April 2024 32
Implemented from	1 July 2023 TBC
Last reviewed	June April 2024 June 2022
Review history	2012, 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 , 2023
To be reviewed on	June May 2023 2024 5
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

To provide Torres Strait Island Regional Council with guidelines for the investment of Council's surplus cash in compliance with the Local Government Act 2009 (**LGA**), section 191 of the *Local Government Regulation 2012* (**LGR**), the *Statutory Bodies Financial Arrangements Act 1982* (**SBFA**) and the *Statutory Bodies Financial Arrangements Regulation 2019* (**SBFR**). This policy supports Council's investment objectives and risk philosophy and the process for undertaking investment activities.

2. Application

This policy applies to the investment of Council's Surplus Cash Balances.

3. Definitions

Surplus Cash Balances are Council's cash holdings available for investment at any one time after consideration of the amount and timing of Council's cash flow needs. Surplus Cash Balances do not include Council's trust account balances.

4. Legislation/Policies

The following sets out the Investment Policy as required by section 104(5)(c) of the LGA and section 191 of the LGR.

Council has authority to exercise Category 1 investment power (see Part 6 of the SBFA and Section 6 and Schedule 3 of the SBFR).

All investments are to be made in accordance with:

- *Statutory Bodies Financial Arrangements Act 1982* ([SBFA](#))
- *Statutory Bodies Financial Arrangements Regulation 2007* ([SBFR](#))
- *Local Government Act 2009* ([LGA](#))
- *Local Government Regulation 2012* ([LGR](#))

5. Ethics and Conflicts of Interest

(a) Prudent Person Standard

The standard of prudence is to be used by investment officers when managing the overall portfolio. Investments will be managed with the care, diligence and skills that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are being reviewed and overseen regularly. The status and performance of Council's investments, if any, will be reported quarterly.

Investment officers are to manage the investment portfolios not for speculation, but for investment and in accordance with the spirit of this policy. Investment officers are to avoid any transaction that might harm confidence in Council. They will consider the safety of capital and income objectives when making an investment decision.

(b) Ethics and conflicts of interest

Investment officers and employees shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This includes activities that would impair the investment officer's or employee's ability to make impartial

Commented [ND1]: Does this need to be defined

decisions as outlined in Council's Code of Conduct. This policy requires that employees and investment officials disclose to the ~~Chief Financial Officer~~ Executive Director, Financial Services any conflict of interest or any investment positions that could be related to the investment portfolio.

(c) Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with section 257 of the *Local Government Act 2009*.

Authority for the day-to-day management of Council's Investment Portfolio is delegated by the Chief Executive Officer to the Executive Director Financial Services in accordance with section 259 of the *Local Government Act 2009* and is subject to regular reviews with the Chief Executive Officer.

6. Investment Objectives and risk philosophy

As the custodian of public monies, Council chooses to secure its capital base but takes the opportunity to produce revenue from cash assets ~~as far as to the extent~~ possible within established risk adverse constraints. ~~At a minimum, it is Council's investment objective that any financial investment should will, at a minimum,~~ offset the devaluing effects of inflation.

Investment Risk Philosophy

In order of priority, the objective of undertaking investment activities shall ~~be to preservation preserve of~~ capital, ~~maintainance of~~ liquidity and ~~receive a~~ return on investment ~~which at the very least, offset inflation.~~ Council maintains a conservative and risk adverse investment philosophy for investment of its Surplus Cash Balances.

Preservation of capital

Preservation of capital shall be the primary objective of the investment portfolio. This can be achieved by managing credit and interest rate risk with given risk management parameters and avoiding any transaction that would prejudice confidence in Council or its associated entities.

Credit Risk

Council will evaluate and assess credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issuer or guarantor. The investment officer will minimise credit risk in the investment portfolio by pre-qualifying all transactions including the brokers/securities dealers with which they do business, diversify the portfolio and limit transactions to secure investments.

Interest Rate Risk

Minimising the risk of a change in the market value ~~can be is to be~~ managed by maintaining Council's investment portfolio in line with cash flow requirements and limiting investments to shortterm investments.

Maintenance of Liquidity

The investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell an investment. Surplus funds can only be invested in authorised investments for a maximum period of twelve months.

Commented [EH2]: We have updated the wording slightly here to be consistent with the wording used in the LGR.

Commented [EH3]: Please consider whether any other assets in addition to the Surplus Cash Balance will be used for investment over the course of the next financial year and if so, we recommend adding them in here.

7. Investment Procedures

Authorised Investments

Authorised investments are as permitted in accordance with Category 1 Investment Powers applicable to Council under the SBFR.

New Investments

New investments are to be with either Queensland Investment Corporation or Queensland Treasury Corporation.

The available investment arrangements are as listed below:

- Queensland Investment Corporation Cash Fund
- Queensland Treasury Corporation Capital Guaranteed Cash Fund
- Queensland Treasury Corporation Fixed Rate Deposit (up to 12 months)
- Queensland Treasury Corporation Working Capital Facility

A new investment product requires a full risk assessment. It is permissible for working capital (non-surplus cash) to remain in the Council's nominated operating accounts.

Manager Responsible for Review:

Executive Director, Financial Services

Adopted: ~~XX28 June~~ 202~~43~~²
Due for revision: 30 ~~June~~ ~~April~~ 202~~5~~⁴³

James William
Chief Executive Officer

Debt Policy

Responsible Manager	Executive Director, Financial Services
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Statutory Bodies Financial Arrangements Act 1982</i> <i>Statutory Bodies Financial Arrangements Regulation 2019</i>
Authorised by	Council
Authorised on	XX 28 June 20232
Implemented from	1 July 2024 32
Last reviewed	June April 2025 3June 2022
Review history	2011, 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, <u>2022, 2023, 2024</u>
To be reviewed on	June June April 2025 4June 2023
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Torres Strait Island Regional Council is strongly committed to ensuring robust financial management of Council's existing and future debt.

This policy provides Council with a debt management strategy based on sound financial management principles and guidelines.

2. Application

This policy applies to all borrowings associated with Torres Strait Island Regional Council and associated enterprises.

3. Legislation/Policies

This policy is established with reference to obligations specified in: ~~the Local Government Act 2009, Local Government Regulation 2012, Statutory Bodies Financial Arrangements Act 1982 and Statutory Bodies Financial Arrangements Regulation 2019.~~

- [Statutory Bodies Financial Arrangements Act 1982](#)
- [Statutory Bodies Financial Arrangements Regulation 2007](#)
- [Local Government Act 2009](#)
- [Local Government Regulation 2012](#)

4. Principles

The following principles are accepted financial management principles associated with non-current liability management.

- Borrowings will not be utilised to fund recurrent operations;
- The term of any borrowings should not exceed the life of the asset being funded, unless a longer term is recommended by the Queensland Treasury Corporation;
- Borrowings for new assets should be linked with income producing assets that create wealth;
- Before any borrowings are undertaken a full risk evaluation and financial analysis on the asset or works is required to be undertaken to enable Council to make a fully informed decision and ensure it is receiving 'value for money';
- Borrowings will only be for capital expenditure which has been approved through the annual budget and/or other documentation of a strategic nature e.g. State/Federal Government Planning;
- Council will fund its capital works from revenue, grants and subsidies, contributions or specific reserves.
- All borrowings will be considered in line with Council's long-term financial forecast and asset management plans.

5. Existing and Planning Borrowings

Current Borrowings

Council has no current borrowings.

Borrowings planned for the next ten financial years

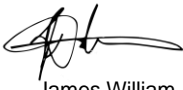
Council's current Long-Term Financial Plan does not identify any new borrowings planned for the next 10 financial years.

Commented [EH1]: Please confirm that TSIRC's position remains unchanged with respect to planned future borrowings.

Commented [FB2R1]: Some thought needs to go into this. We may require funding for larger capital projects to manage cashflow unless we improve payment terms or receive in advance payments

Manager Responsible for Review:

Executive Director, Financial Services



James William
Chief Executive Officer

Adopted: ~~XX28 June-April 2024~~³²
Due for revision: 30 ~~June-April 2024~~⁵³

Fiscal Governance Policy

Responsible Manager Executive Director, Financial Services

Head of power *Local Government Act 2009*
Local Government Regulation 2012
Public Sector Ethics Act 1994

Authorised by Council

Authorised on ~~xx June~~ 20222024

Implemented from ~~1 July~~ 20222024

Last reviewed ~~April~~ 20242

Review history 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, ~~2024~~

To be reviewed on June ~~2024~~2025

Corporate Plan People, Sustainability and Prosperity

1. Purpose

Torres Strait Island Regional Council (**Council**) is strongly committed to ensuring robust fiscal governance.

2. Application

This policy applies to all local government employees, Councillors, contractors and agents of Council.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* and the *Public Sector Ethics Act 1994*.

4. Principles

Council, local government employees, Councillors, contractors and agents of Council shall conduct itself/themselves strictly in accordance with:

- (a) The ~~Local~~ ~~Government~~ ~~Principles~~ set out in Section 4(2) of the *Local Government Act 2009*;
- transparent and effective processes, and decision-making in the public interest; and
 - sustainable development and management of assets and infrastructure, and delivery of effective services; and
 - democratic representation, social inclusion and meaningful community engagement; and
 - good governance of, and by, local government; and
 - ethical and legal behaviour of Councillors, local government employees and councillor advisors (where applicable).
- (b) The ethics principles set out in Section 4(2) of the *Public Sector Ethics Act 1994*:
- integrity and impartiality; and
 - promoting the public good; and
 - commitment to the system of government; and
 - accountability and transparency.

5. Write-off Delegations

- (a) The Chief Executive Officer has delegated authority to write-off amounts of up to \$1,000 for any one loss or series of losses arising out of one original source or cause, in respect of lost and stolen Council property. Amounts in excess of \$1,000 can only be written off by Council resolution.
- (b) The Chief Executive Officer has delegated authority to write-off amounts of up to \$1,000 for rates, charges and sundry debtors, including interest and legal costs, per account as a bad debt.
- (c) The Chief Executive Officer has delegated authority to write-off up to \$200,000 against a statute barred debtor or deceased debtor per account as a bad debt. Amounts in excess of \$200,000 can only be written off by Council resolution.

Commented [BT1]: Please ensure this is still in line with Council's current policy.

Commented [BT2]: Please ensure this is still in line with Council's current policy.

- (d) The Executive Director Financial Services has delegated authority to write-off debt amounts of up to \$500 for rates, charges and sundry debtors, including interest and legal costs, per account as a bad debt.

Commented [BT3]: Please ensure this is still in line with Council's current policy.

Debt is “**bad debt**” where the Chief Executive Officer or Executive Director, Financial Services is satisfied that:

- (a) the debtor is deceased and, as a matter of policy, Council should not seek to recover against the deceased estate; and/or
- (b) pursuant to the *Limitation of Actions Act 1974* (Qld), it is statute-barred debt and therefore cannot be legally enforced in a Court of competent jurisdiction; and/or
- (c) it would not be commercial to pursue debt recovery, taking into account the anticipated time and cost of debt recovery.

6. Reversals and Adjustments

The Head of Financial Services and Executive Director Financial Services are delegated authority to approve the reversal of a charge or an adjustment of a charge that is deemed an administrative error.

A charge is an “**administrative error**” where the delegated officer is satisfied that Council has incorrectly levied a charge, for one or more of the following reasons:

- (a) the wrong debtor account and or amount has been charged;
- (b) GST was charged incorrectly;
- (c) the charge involved a data keying error (typographical error), for example Council charged \$3,000 instead of \$300, or the narration (description of the charge) requires correction;
- (d) there is no source documentation or data to substantiate the charge;
- (e) a charge has been duplicated;
- (f) for a social housing–related charge where:
 - rent charges were increased without a rent increase notice being served properly;
 - rent charges continued after the termination of a tenancy;
 - change in rent charges was implemented after change date;
 - there is no tenancy documentation to substantiate the charge;
- (g) for local government charges, the debtor was not occupying the land or building and has no legal obligation to pay the charge confirmed by Council's Legal Services (or external legal advisors); or
- (h) there is no legal obligation for the debtor to pay the charge, as confirmed by Council's legal services team (or external legal advisors).

Manager Responsible for Review:

Executive Director, Financial Services

Adopted:

Due for revision: 30/06/2023 2025

Chief Executive Officer



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.



ORDINARY MEETING

25 JUNE 2024

Agenda Item

12

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Section 254I of the *Local Government Regulation 2012* stipulates that a local government meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed.

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254I 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

25 JUNE 2024

Agenda Item

14

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.



ORDINARY MEETING

25 JUNE 2024

Agenda Item

15.1

DIRECTORATE: Building Services

AUTHOR: Executive Director Building Services

BUILDING SERVICES REPORT (MAY 2024)

OFFICER RECOMMENDATION:

Council resolves to note the Building Services Report for May 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 May 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 June 2024)

Tenders Awaiting Approvals - 57

Upgrades – 45 projects (approx \$7.2m)

Home Ownership – 11 projects (approx \$5.4m)

Upgrade and HO Program - Revenue Comparison July to May

2022/2023	2023/2024	Variance
\$8,657,039.43	\$ 11,871,821.60	\$ 3,214,782.17

The above figures are based upon actual invoices and do not include accruals.

Currently working with funding partners to forecast achievable end of financial year delivery.

Priority Upgrade works, in the Vacant and Dis-Mod (OT) work types, has been initiated for enhanced visibility and priority actions.

Strategies are continuing the implementation of planning for the delivery of the NAHA Upgrade program and Home Ownerships. These strategies encompass:

- Reviewing contractors' existing workloads
- Prioritising essential works
- Conducting bulk tendering for all upgrades in each community
- Holding contractors accountable through liquidated damages
- Reviewing and modifying contracts to mitigate risk to TSIRC (e.g., material, freight, flights, etc.)

R&M Program:

The realignment of the Tier 1 stream has continually improved service delivery to our customers and most importantly our communities. This reshape has also led to increased revenue for TSIRC.

As of 01 June 2024, there is a backlog of maintenance work comprising 1719 tasks with a total value of approximately \$2.8 million that has been pending for over 30 days.

R&M Program - Revenue Comparison July to May			
2022/2023		2023/2024	Variance
\$	10,055,191.84	\$ 13,143,720.41	\$ 3,088,528.57
The above figures are based upon actual invoices and do not include accruals.			

Housing Investment Plan (Capital Housing Program) - \$14.4M:

Stage 1 funding was released on September 27, 2022. In October 2023 Council resolved to deliver the program through a staged approach and in partnership with QBuild. Working closely with Community Services and identifying the priorities for deliveries (domestic violence, disability services and overcrowding) the Communities of Erub, Iama, Mabuig, Saibai and Warraber have been identified as priority 1.

Continuing to work in partnership with PBC's to address ILUA's. Meetings with PBC's were undertaken June 12 and follow up meetings have been planned for coming weeks for Warraber and Mabuig.

Working closely with QBuild and the design team to progress through to Design Documentation, currently at 90% complete.

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

25 JUNE 2024

Agenda Item

15.2

DIRECTORATE: Community Services

AUTHOR: Head of Community Services

INFORMATION REPORT – COMMUNITY SERVICES (JUNE 2024)

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 June 2024.

Interested Parties/Consultation:

Community Services Managers

Background / Previous Council Consideration:

Utilising a mix of own-source and external-source funding, the Community Services department delivers a diverse range of programs including:

- Community Care (child, aged and disability)
- Environmental Health
- Health and Wellbeing /Indigenous Knowledge Centre
- Housing Services
- Operation of Divisional Offices
- Events coordination and Visitor Management

REPORT:

Officers Comment:

Summary of each of the functional areas are provided below in addition to dashboards attached to this report.

Events

Events Officer on bereavement leave at time of report.

Health and Wellbeing/IKC

Healthy Lifestyle Officers reporting against KPI

NIAA funding will continue for another 12 months (01/07/2024 – 30/06/2025). HLO positions will be advertised to allow for an open and transparent recruitment process.

FTE KPI 6.5 current FTE is 5.5. There is 1 FTE vacant.

Future Confirmed Program

- Gather and Grow – Health and Wellbeing Queensland – developing community health action plan with strong focus on Food Security.
- Discrete Community Planning Funding - Funding of \$75 315 (GST exclusive) is awarded to each of the 19 Queensland discrete community local government authorities to support the delivery of planning activities to increase physical activity and capacity for healthy eating in their communities.

Indigenous Knowledge Centre reporting against KPI

FTE KPI 5.3 FTE current FTE for June is 5.3

Future Program

- Digital Inclusion funding from SLQ. The First Nations Digital Inclusion Plan (2023-26) (the Plan) has been developed to prioritise solutions to some of the challenges that First Nations people face in participating in the digital environment. The Plan will support improvements in digital inclusion for First Nations people and better outcomes through key initiatives, including the National Agreement on Closing the Gap and the First Nations Digital Inclusion Advisory Group.
- Stronger focus on changing IKC Hubs into Language Hubs.

Childcare/Age Care

Childcare/Age Care Dashboard Report - attached.

Funding application to address defects at Aragon Childcare Centre have been submitted to Dept of Education (Federal). Executive Director Community Services have visited the site and discussion with staff occurred with Deputy Mayor Wosomo re potential relocation.

Environmental Health

Dashboard report not completed for the reporting period.

The Environment and Health teams worked closely with Qld Health to address outbreak of Dengue in Mer (6 confirmed cases) and Warraber (1 confirmed case) in June. Vector control and awareness undertaken on both Divisions.

Housing Services

Current Tenancy Dashboard Report attached.

Rental Arrears. Currently in the process of scoping and developing a Rental Debtor Recovery Plan.

TSIRC manages 791 properties. Of the 791 properties, 715 currently have tenancy agreements in place. There are 222 applications requesting houses (waiting list). Each month TSIRC issues invoices to tenants. The rental collection against the invoices issued each month demonstrates there is a discrepancy between what is issued and what becomes rental arrears.

TSIRC is in rental arrears of \$12.8M. We are currently looking at a debt recovery strategy plan for rental arrears collection. Executive and Head of Dept involved in monthly debt management meeting to monitor progress closely.

TSIRC as unapplied rental credits of \$135,736.83, We are currently reconciling all account to have refund completed.

Senior Housing; Tenancy Support and Housing Officer positions will be advertised for permanent positions, R&S to commence in June. Officers have been briefed and welcomed to reapply.

Funding application submitted for an electronic housing system. Note the team currently uses spreadsheet to collect information and Tech1 to record financial. The two system is not compatible.

Divisional Administration

Policies and Procedures are currently in draft waiting for confirmation from policy expert to review.

Review and audit of divisional inventory identified inventories that were not kept up to date. Strategies have been developed to ensure that the inventory is updated at 100% by the end of Financial Year.

Divisional Admin will be part of the Internal Audit plan for 2024.

Identified Community Projects that require grant funding:

- Mabuiag ANZAC Memorial Site
- Badu ANZAC Memorial
- Kubin ANZAC Memorial

Helicopter Subsidy – Dauan and Ugar

- Ugar services to be reinstated upon TSRA's approval.
- Dauan operating.

COMPLIANCE / CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i> <p>In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.</p>
Budgetary:	Improved 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:	N/A
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:	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:	Monthly report.

Other Comments:

Nil.

Recommended:



Dawson Sailor
Executive Director Community Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Community Services Reports



MONTHLY OM REPORTS – HOUSING

MAY 2024

Housing Collection Rates

Badu	82% May Collection \$74,578 Invoiced for Rent \$60,920 Paid and Allocated for Rent	Mabuiag	84% May Rental Collection \$19,439 Invoiced for Rent \$16,401 Paid and Allocated for Rent	Warraber	96% May Rental Collection Rate \$21,820 Invoiced for Rent \$21,044 Paid and Allocated for Rent
Boigu	71% May Rental Collection \$13,513 Invoiced for Rent \$9,584 Paid and Allocated for rent	Mer	78% May Rental Collection \$32,961 Invoiced for Rent \$25,861 Paid and Allocated for Rent	Masig	68% May Rental Collection \$22,642 Invoiced for Rent \$15,424 Paid and Allocated for Rent
Dauan	66% May Rental Collection \$17,427 Invoiced for Rent \$11,492 Paid and Allocated for Rent	Poruma	100% May Rental Collection \$15,376 Invoiced for Rent \$15,376 Paid and Allocated for Rent	<div><u>OVERALL COLLECTION RATE</u> 82% May Rental Collection \$360,605 Invoiced for Rent \$294,820 Paid and Allocated for Rent</div>	
Erub	91% May Rental Collection \$32,354 Invoiced for Rent \$29,439 Paid and allocated for Rent	Saibai	65% May Rental Collection \$39,563 Invoiced for Rent \$25,749 Paid and Allocated for Rent		
Hammond	90% May Rental Collection \$16,174 Invoiced for Rent \$14,554 Paid and Allocated for Rent	St Pauls	90% May Rental Collection \$22,195 Invoiced for Rent \$19,873 Paid and Allocated for Rent		
Iama	89% May Rental Collection \$28,359 Invoiced for Rent \$25,121 Paid and Allocated for Rent	Ugar	95% May Rental Collection \$4,205 Invoice for Rent \$3,982 Paid and Allocated for Rent		

[illegible]



TSIRC Housing Register of Needs

2023 MONTHLY OM REPORT Register of Needs	May 2023	June 2023	July 2023	August 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024
Category One Applicants	51	51	51	51	51	50	50	50	51	51	51	52	53
Category Two Applicants	121	121	121	121	121	122	122	122	123	123	123	130	133
Category Three Applicants	42	42	42	42	42	45	45	45	45	45	45	46	46
Category Four Applicants	6	6	6	6	6	5	5	5	5	5	5	5	5

Additional information – Current Housing Applications status:

DIVISION	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	Total applicants
BADU	15	22	6	1	44
BOIGU	2	12	1	0	15
DAUAN	3	8	9	2	22
ERUB	4	8	0	0	12
HAMMOND	6	9	5	0	20
IAMA	8	16	5	0	29
MABUIAG	2	2	0	0	4
MASIG	2	7	1	0	10
MER	1	17	1	0	19
PORUMA	0	4	1	2	7
SAIBAI	4	6	6	0	16
ST PAULS	3	12	8	0	23
UGAR	0	2	1	0	3
WARRABER	3	8	2	0	13
Category total:	53	133	46	5	237



community services



Additional information – Proposed/External Housing Applications status:

DIVISION	CATEGORY 1	CATEGORY 2	CATEGORY 3	Total applicants
BADU	2	50	1	53
BOIGU	0	1	3	4
DAUAN	0	9	0	9
ERUB	1	11	4	16
HAMMOND	1	14	10	25
IAMA	2	19	3	24
MABUIAG	0	4	3	7
MASIG	5	8	1	14
MER	4	6	4	14
PORUMA	1	17	0	18
SAIBAI	0	8	0	8
ST PAULS	0	10	9	19
UGAR	1	5	4	10
WARRABER	3	23	2	32
Category total:	20	185	44	249

Total Current Housing Application: 237

Total Proposed/External Housing application: 249

Total Housing Applications: 486



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

Count of Division	Allocation Status								
Division	GTA - executed	GTA - pending	Occupied - Succession of tenancy in progress	Vacant - suspected abandonment	Vacant - maintenance in progress	Vacant - pending LHA upgrade	Occupied - allocation disputed	Vacant - limited life dwelling	Grand Total
BADU ISLAND	156		1		5		1		163
BOIGU ISLAND	23		8	1			4		36
DAUAN ISLAND	37							2	41
IAMA ISLAND	55		2				3	1	61
MABUIAG ISLAND	36								36
MURRAY ISLANDS	65	5	5	5	4		3	2	89
PORUMA ISLAND	29						1		30
SAIBAI ISLAND	68		2			2	1	1	74
ST PAULS	47							1	48
WARRABER ISLAND	38		1			1			40
ERUB ISLAND	60		2			1		2	65
YORKE ISLAND	44	1	1			2	3	2	53
HAMMOND ISLAND	33	1							34
UGAR ISLAND	9			2	2			2	15
Grand Total	700	7	22	8	17	9	11	11	785



Vacant Maintenance Properties

DIVISION	CLI	STREET	BED#	Status on Register	COMMENTS - QBuild/BSU	SCHEDULED COMPLETION DATE
BADU	CLI 134	CHAPMAN Street	4	Vacant maintenance in progress	In progress	08/01/2024
BADU	CLI 43A	PHILLIP Street	2	Vacant maintenance in progress	In progress	25/01/2024
BADU	CLI 234A	CHAPMAN Street	1	Vacant maintenance in progress	In progress	TBA
BADU	CLI 216	SCHOOL Street	3	Vacant maintenance in progress	In progress	13/03/2024
BADU	CLI 47	SCHOOL Street	3	Vacant maintenance in progress	In progress	25/01/2024
ERUB	CLI 158	GREENHILL Village	3	Vacant maintenance in progress	In progress	TBA
SAIBAI	CLI 78	AIRPORT Drive	3	Vacant maintenance in progress	In progress	21/10/2023
SAIBAI	CLI 34	MAIN Road	2	Vacant maintenance in progress	Still in progress	TBA
MASIG	CLI 5B	WILLIAMS Road	3	Vacant maintenance in progress – HCV	Tender Submitted to QBuild in January 2022. QBuild have not issued a PO for these works to date.	TBA
MASIG	CLI 56B	LOWATTA Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in April 2021. TSIRC never received a PO to commence these works.	TBA
MER	CLI 52	MAROU Road	3	Vacant maintenance in progress	In progress	25/12/2023
MER	CLI 705	MAROU Road	4	Vacant maintenance in progress	Still in progress	TBA

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

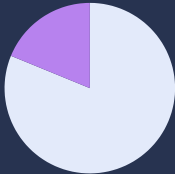
****Please note that all the vacant properties will be discussed at the JOM (Joint Operational Meeting) with QBuild and Housing****

MONTHLY REPORT

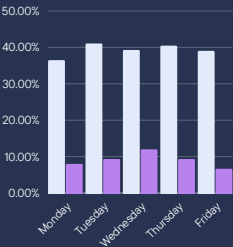
MAY 2024

Attendances

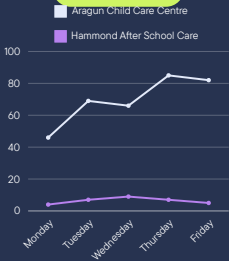
A breakdown of monthly average attendances by centres.



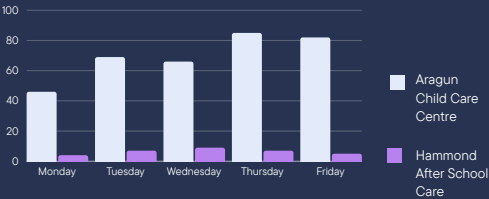
Weekly Attendance Synopsis



Utilisation Trends

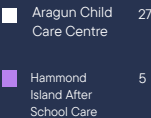


Utilisation



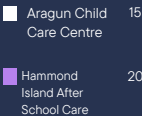
Enrolments

Breakdown of enrolments by centre



Vacancies

Vacancies by centre



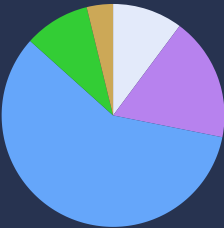
MONTHLY REPORT

MAY 2024

Community Home Support Program (CHSP)

Monthly breakdown of services delivered by funded outputs.

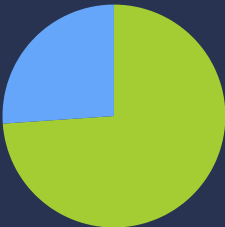
- Flexible Respite
- Domestic Assistance
- Social Support
- Allied Health
- Other Food Services



Queensland Community Support Scheme (QCSS)

Monthly breakdown of services delivered by funded outputs.

- In-home Supports
- Community Connections



REGIONAL MANAGER MONTHLY REPORT

Division	4 – Mabiug; 5 – Badu; 6- Kubin; 7-St Pauls; 9-lama; 10-Warraber
Reporting Period:	1 st May 2024 – 31 st May 2024
Prepared by:	Peli Ware

****Kubin MSAO FT – Vacant – Raina Tomsana to revert back to position 28th June 2024**

General

- OP Plan Objective – SOP – 7 Procedures – RMs have scheduled catch ups 1:30pm – 3:30pm to review P&P
- HOC together with RMs review and develop new format of DM Reporting Template and trial with DMs
- HOC together with RMs review and update new MSAO Performance Appraisal – Yet to distribute to DMs
- **St Pauls – Still have issues with the digital signage/screen. OUTSTANDING**
- Working with Naila Accommodation Suppliers – Outstanding
- Finance: Tyro Machine MOTO Purchase Limit of \$200 addressed and resolved by Christina.W (Debtors) 02/05
- External Agencies Meet with DMs: DFAT Andrew Berryman – Treaty Process & Services Union Tom Rivers
- DM Reporting Template rollout to DMs on 31.05.24

HR/PWB

- Division 7 St Pauls Formal Complaints x 2 – Divisional Manager registered with legal and on file with PWB
- Division 6 Kubin FT Divisional Manager Advertised Closing 4th June – Interview to follow
- Division 5 Badu PT MSAO Interview Completed and Appointment of Employee: Start Date: 20.05.24
- Division 5 Badu FT MSAO – Zabowie Nona Contract Extension to 14th June 2024 – VAF completed in the interim on 10/05

REGIONAL MANAGER MONTHLY REPORT



Grants/In-Kind Application

- Division 4 Mabiug – Community Grant – Flag Day Event Postponed

Divisional Engagement Funds

- Division 4 Mabiug – Mabo Day June 3rd Celebrations
- Division 4 Mabiug – Coming of the Light July 1 Celebrations
- Division 6 Kubin – Reconciliation Week/Mabo Day Approved – Event Cancelled due to Sorry Business
- No DM Report from Iama, Warraber, St Pauls, Bad to confirm

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.	<input checked="" type="checkbox"/>	➤ Cluster Group submitted LFS Reports. - Late Submission
Services Australia – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.	<input checked="" type="checkbox"/> Date submitted:	Services Australia report submitted. <ul style="list-style-type: none"> ✓ Mabiug ✓ Badu N/A ✓ Kubin ✓ St Pauls

REGIONAL MANAGER MONTHLY REPORT

<i>RM has temporary access to Dauan Centrelink Services to submit Customer Stats while recruitment for DM in process.</i>		✓ lama ✓ Warraber
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COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – <i>CDMP is current and accurate</i>	<input checked="" type="checkbox"/>	All Cluster CDMP updated.
SAT Phone – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	All Cluster SAT Phones tested and working
HF Radio – <i>tested and in working order</i>	<input type="checkbox"/>	Status Follow up with LCDC required

FINANCE

Daily Stock Reconciliation – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments) DMs have not addressed Daily Stock data entry signatures and reviewer in a timely manner to some months. Action required from Dauan and Kubin – No DM atm.</i>	<input checked="" type="checkbox"/>	Divisions to work closely with Saintie to reconcile EOM and address discrepancy – Refer DM Reports
Purchase Orders – <i>IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced Creditors to provide an updated listing of spreadsheet.</i>	<input checked="" type="checkbox"/>	Follow Up required. Training is recommended to ensure that IPOs IRFs and External POs are completed
DocFiles – <i>all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</i>	<input checked="" type="checkbox"/>	Ongoing monitoring and management of uploads is still required – improvement in this month

REGIONAL MANAGER MONTHLY REPORT

Gas Register – <i>updated to end of month accurately and reconciles with StockRec</i> RMs to follow up with Fleet and Fuel Team – Update of Gas Register	<input checked="" type="checkbox"/>	All Cluster Gas Register requires Returns Record Updated – Follow up required with Norm. Backlog of entries due to this. lama to update Return Registers requires update in some divisions
Divisional Engagement Fund Acquittal – <i>acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation</i>	<input checked="" type="checkbox"/>	Acquittal Report – refer Events Reporting
Accommodation Register – <i>All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec</i>	<input type="checkbox"/>	All Accom Registers Entries held in H Drive and updated – ongoing issue with connectivity this mth. Mabiug - Kubin – lama – Warraber
Accommodation Reconciliation	<input type="checkbox"/>	Accommodation Rec monitored by Events – refer Georgina's Report

REGIONAL MANAGER MONTHLY REPORT

HUMAN RESOURCE:

Timesheets – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	<input checked="" type="checkbox"/>	New Cut-Off Date – Friday. All Timesheets submitted are not consistently submitted before Cut-Off Date however accurate recording has been achieved
HR Forms (Higher Duties; LAFs; VAFs) – <i>completed and sent to Regional Manager</i>	<input type="checkbox"/>	Div 5 – DM > RM Higher Duties MSAO > A/DM Higher Duties PT MSAO > FT MSAO H/D
Investigation / Complaints – <i>Matter is in progress with People & Wellbeing and Regional Manager.</i>		Div 7 St Pauls – Cleaner G Kris – Gross Misconduct and Staff Bullying Complaints
Tribal Habits – <i>all Divisional Admin staff completed Tribal Habits Modules for the reporting period.</i>	<input checked="" type="checkbox"/>	All Cluster DMs to monitor and follow up with Staff to complete.
First Aid Kit – <i>Stock replenished, and register is updated to reflect use.</i>	<input checked="" type="checkbox"/>	

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"/>	R&M's raised for October – Refer DM Reports
R&M Communication progressed and works has improved and com		
Hazard Reports – <i>submitted and filed. Necessary follow up undertaken. No Hazard was reported to RM for October 2023</i>	<input type="checkbox"/>	

REGIONAL MANAGER MONTHLY REPORT

<p>Container of Stored Oils – Email send to Fuel and Fleet Manager to send IBC Containers to ship Stored Oil off the Island via Sea swift. No Containers received to date. 31.01.23 – Follow Up with Fleet and DEO required – Michelle Ware to work with DEO to action and complete.</p> <p>Division 6 – Check Council and RTC Buildings – Reports of Collapsed Roofing in Meriba Ged Leased Office Space. Assets Team to take lead and action accordingly. ONGOING – Assets Team to rectify and liaise with DM and Agency O/Standing</p>	<p>Deo has advised that no containers have been received to date. The wet season will be setting in shortly. Follow up required with Fuel and Fleet Management – NOT ACTIONED STILL OUTSTANDING – FUEL & FLEET FOLLOW UP & SAFETY</p>
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Division 6 KUBIN Hazard Report

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported
0008787	Flag Pole slightly bent need to be put back in place (Top Council Office)	31/10/2023

Division 7 ST PAULS Hazard Report

REGIONAL MANAGER MONTHLY REPORT

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported
8685	Broken Shower Head	06/10/23
8686	Broken <u>Powerbox</u> door- <u>Bracs</u> Building	06/10/23

Division 8 Hammond R&M

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported	Status Complete or incomplete
0008682	Replacement guttering – Hammond Community Hall	03/10/23	Incomplete

(Attach separate sheet / add more rows if required)

Division 9 IAMA R&M

REGIONAL MANAGER MONTHLY REPORT

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported	Status Complete or incomplete
00008734	Copper pipe from main to water pump is leaking & needs to be replaced	20/10/2023	Yes
00008735	Front glass door with keys needs to be replaced	20/10/2023	
00008739	Male & Female Toilets blocked & needs urgent fixing	21/10/2023	Yes

Division 10 WARRABER R&M

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported	Status Complete or incomplete
0008740	Office Replacement of water tabk	23/10/2023	Complete

Provide summary of R&M and Hazard Reports (for the reporting period only)

Attach separate sheet / add rows if require more rows

****Email follow up to Cluster BSU Team for Works – Jobs require constant follow-up and slow progression to complete****
Limited Communication from the BSU Team/Cluster Supervisor etc



REGIONAL MANAGER MONTHLY REPORT

Permit Application

Permit processed for May 2024 –

Cluster Team - Permit Process improvement in progress – No Permits for Mabiug, Kubin, St Pauls,

Division 5 Badu

Permit Number	Activity/Event	Date	Status
5/24/307	Church Service	12/05	Approved

Grants/In-Kind Application

Refer Start of Report.



REGIONAL MANAGER MONTHLY REPORT

MEETINGS

- No Meeting held at Div 6 Kubin for May 2024
- No Meeting held at Div 4 Mabiug
- No Meeting held at Div 9 Iama
- No Meeting held at Div 10 Warraber

Description	Date	Purpose of meeting
Division 5	07.05.24	Teams Operations Meeting
	09.05.24	Island of Origin Hosts
	28.05.24	Ministerial Visit
	30.05.24	Inter-Agency Meeting
Division 7		Admin Toolbox Meeting

REGIONAL MANAGER MONTHLY REPORT

GENERAL COMMENT

- Accommodation Reconciliation Report for May 2024 – BSA/Events
- Australia Post – Follow Up with Kim – Email sent to DMs to filter to MSAOs link and contact number for Customer Care Service if mail takes longer than expected.
- BYOD Scanner App – Limited Feedback.. Aust Post advised that it is not working. RMs to trial it but need to have access.
- MSAO and Cleaners Performance Appraisal to be sent to DMs to complete. Cleaner PA still outstanding.
- MSAO Kubin advertised. Closing 12 May 23. Successful Candidate declined position on second day of contact. PWB and Recruitment contacted. In progress of an outcome with this position
- **Achievements in Divisional Administration to date: Saintie has advised the team there is big improvements this month.**
- Address Staff Behaviour and Misconduct Issues in Division 7 – progressed to P&W (this is in progress to date) - ongoing
- Cluster DM Catch Up – 2ND May 2024: Div 6 Higher Duties not progressed – PT MSAO is not confident to do additional hours FT; Tyro Issue – Purchase Limited raised with Debtors team to resolve
- Late Timesheets:-lama/Badu 0305;
- Staff Shortage for lama 10/5 – Additional Hours Approved; St Pauls 10/5 & 13/05 Additional Hours Approved

REGIONAL MANAGER MONTHLY REPORT

- Tribal Habits Session with Cameron Jeffery and DMs 10/05
- Torres Strait Treaty Session with Andrew Berryman and DMs 13/05
- RM Catch Up 3 days a week to review, amend policy and procedures to send to HOC to review and escalated through the appropriate channel for endorsement.
- 14/05 – HOC RM Catch Up
- 16/05 – Union Rep Tom Rivers Teams Meet with Staff



DIRECTORATE: *Corporate Services*

AUTHOR: *Executive Director Corporate Services*

CORPORATE SERVICES INFORMATION REPORT (MAY 2024)

OFFICER RECOMMENDATION:

That Council note the Corporate Services Information Report for the month of May 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 May 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

Two remaining vacancies have been filled with start dates in June. Two grant applications were submitted totaling \$2.9M.

TSIRC issued 19 posts across Facebook and LinkedIn. The most popular Facebook posts were *Torres Strait Flag Day* (36.7k reach), *UN Permanent Forum on Indigenous Issues* (3.4k reach) and *Councillors visiting new QBuild facility in Cairns* (1.6k reach). The least performing Facebook post was a weather warning issued on 24 May.

The most popular LinkedIn posts were *Exciting update on the Iama Seawalls Coastal Defence Project!* (95 Likes and Reactions) and *Torres Strait Flag Day* (93 Likes and Reactions). The least performing LinkedIn post was the update on the defibrillator delivery to our communities.

Four (4) press releases were issued during May which resulted in three (3) interviews by the Mayor and CEO and 3 press media coverages.

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

Legal, Land Tenure and Native Title

Negotiations with the State Government regarding the DOGIT transfer on Iama are continuing. The draft consultation plan on the Trustee Policy was approved by the Trustee at its May meeting. Planning is now underway to commence the consultations in July with the first community to be Hammond Island. The 15 year lease proposal over the contractors camp on Badu has been approved and the views of the PBC are now being sought.

In June the Mer GedKem Le approved an extension to the social housing licence to 13 June 2026 to allow time for the transition plan to be put in place. Initial next steps agreed to include further meetings and sharing of information and well as MGL to seek financial support from the State.

Complaints

At the beginning of May 21 complaints remained open. During the month 5 new complaints were received and 4 complaints were closed. 4 action items were open at the beginning of May with one of these closed during the month.

Complaint assigned	Beginning of May	New	Closed	End of May
Building Services	1	0	1	0
Community Services	19	2	2	19
Corporate Services	0	1	0	1
Engineering Services	1	2	1	2
Total	21	5	4	22

Table 1 – Complaints by directorate

Complaint type	Beginning of May	New	Closed	End of May
Staff	11	3	3	11
Local Laws (dogs)	4	0	0	4
Housing	3	0	0	3
Other	3	2	1	4
Total	21	5	4	22

Table 2 – Complaints by type

Information Technology Services

LGAQ Rapid LEO Deployment: Following the success of the funding application, the CEO requested to add ten additional connections for the IKCs. This was investigated and deemed unfeasible with the amount of funding provided. To ensure IKCs can benefit from fast internet connectivity, a new network design will be implemented to cater to IKCs located within TSIRC divisional buildings. External contractors will undertake the installations.

TDRI Power and Resilience Grant Funding application: It was a major disappointment to be unsuccessful with this application and feedback was requested as to why it was rejected. Council was advised that the application was assessed as having some strong elements, but it was ultimately assessed as ineligible due to not meeting the co-contribution requirements. The assessment team noted the application represented a benefit to a remote First Nations community recently affected by natural disasters and that the application appeared generally comprehensive and considered. However, the application indicated that the applicant would not meet the 50% financial co-contribution requirement and a waiver of the 50% co-contribution was not granted, meaning the application was ineligible. The option to not co-contribute was chosen because TSIRC does not have the \$800k required to contribute to the application and it was believed we had a strong case to argue a waiver of the condition given there was an option to apply without making a contribution.

Replacement of Telstar Agile Satellite (TAS) with Sat One LEO: It has been decided with the approval from CEO not to proceed with this option due to the terms of the contract offered. TSIRC will continue using the TAS services until each can be replaced with Starlink at which point TAS will be used for redundancy until the end of the contract period for each division is reached.

Fuel and Fleet

SeaSwift increased the cost of freighting items for line haul and inter island freight. Some vessel inoperability has slowed the time of freight getting from Cairns to islands.

All surplus vehicles and plant were put to auction during the past two months with good results on the sold items. Several new (secondhand) vehicles have been sourced and will be shipped to island towards the end of June. The first replacement garbage truck was delivered to St Pauls at the end of May. Four (4) garbage trucks currently undergoing refit in Cairns will be shipped to Dauan, Yam, Badu and Erub over the coming weeks with four (4) further garbage compactors expected from Gold Coast City Council (GCCC) towards the end of June.

Fuel prices continue to fluctuate nationally. The input cost to TSIRC continues to shift with these movements and continues to necessitate a subsidy to the community to maintain a level of fuel affordability. This position has also been affected by recent equipment failures that necessitated the return to drum fuel while the equipment is being repaired causing the overall purchase cost to escalate. A fuel cost overview for the current financial year can be found in *Attachment 2*.

A status update on the fuel facilities capital upgrade projects is contained in *Attachment 3* and an update on fuel pod status in *Attachment 4*. Mabuiag and Erub upgrades are complete while Dauan and Poruma contracts have now been let with projects to progress in the coming months. Council currently has self-bunded fuel pods located at various locations which were procured to assist with removal of fuel drums across these locations.

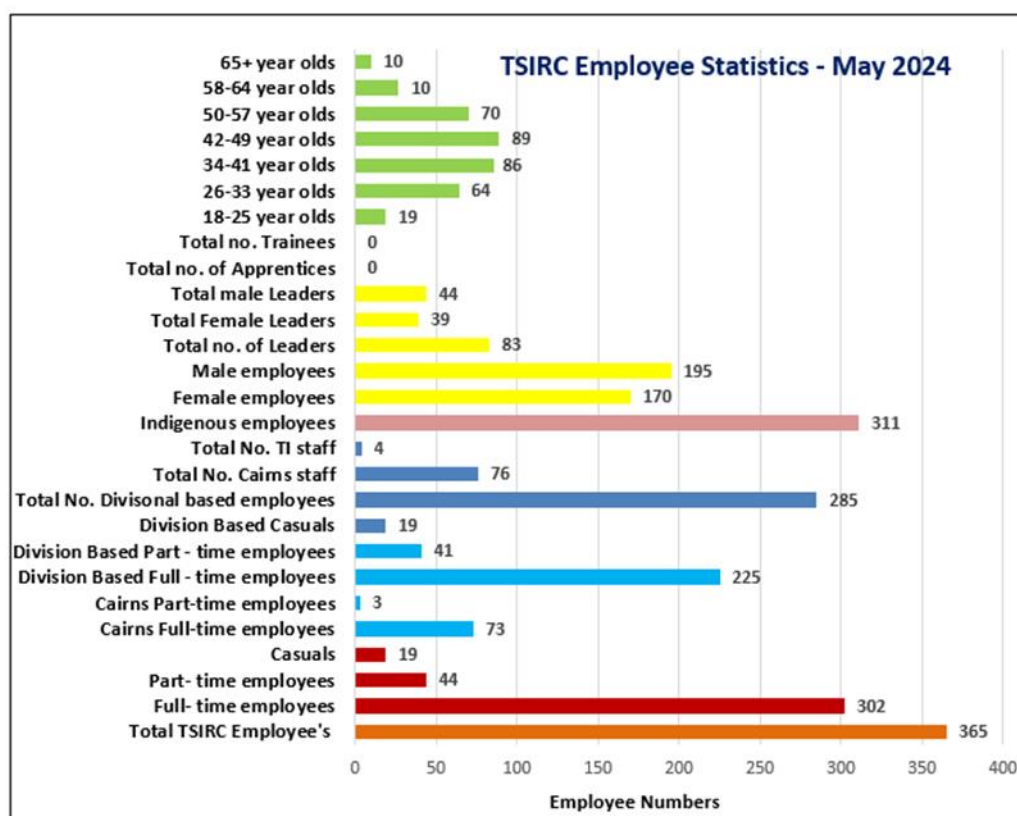
Economic Development

A number of meetings with funding stakeholders were held to ascertain the status of funding applications relating to feasibility studies, subsidies and strategy development. Emver Partners presented to Council workshop on the Alternative Transport Feasibility study and the planned community engagement on Economic Development.

TSRA advised that Council had been unsuccessful with the funding application to increase funding for the Alternative Transport Options for Dauan and Ugar project.

People and Wellbeing

As of 31 May 2024, Council had 365 employees, of which 311 are Indigenous employees accounting for 85.2% of the workforce. The below graph gives a further overview of key Employee Statistics within Council.



Graph 1 – TSIRC Employee Statistics – May 2024

Other employment statistics can be found in the Recruitment and Safety Report in Attachment 6.

A recent safety audit identified requirements for training in the use of plant machinery, i.e. backhoes, excavators and skidsteers. This includes theoretical and practical training in the safe use of machinery. Logistical difficulties prevented the training from being completed on division and consequently training was arranged through TAFE Qld in Cairns. The training is now booked for June 2024. It is hoped that further training sessions will be held later in the year in division.

Funded training has been secured under the *Certificate III Guarantee Government Funding Initiative* for three staff to undertake a Certificate II in Infrastructure and Resources with training being delivered on Thursday Island. The course runs for nine days during topics such as Communication in the Workplace, Conducting Local Risk Control, Conduct Civil Operations Excavator Operations and Work Safely at Heights will be covered.

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:



Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

- Attachment 1: Media Report
- Attachment 2: Fuel Comparison
- Attachment 3: Fuel Infrastructure Capital Project Review
- Attachment 4: Fuel Pod Status
- Attachment 5: Garbage Truck Status
- Attachment 6: Recruitment and Safety Report

MEDIA REPORT MAY 2024

19 posts across Facebook and LinkedIn issued

Facebook:

- Torres Strait Flag Day – 36.7k reach
- UN Permanent Forum on Indigenous Issues – 3.4k reach
- Councillors visiting new QBuild facility in Cairns – 1.6k reach
- Queensland Youth Week 2024 Digital Art Competition – 1.3k reach

Top performing Facebook post

- ✓ Wednesday 29 May
- ✓ 29.5k Reach
- ✓ 189 Likes and Reactions
- ✓ 5 comments
- ✓ 391 shares

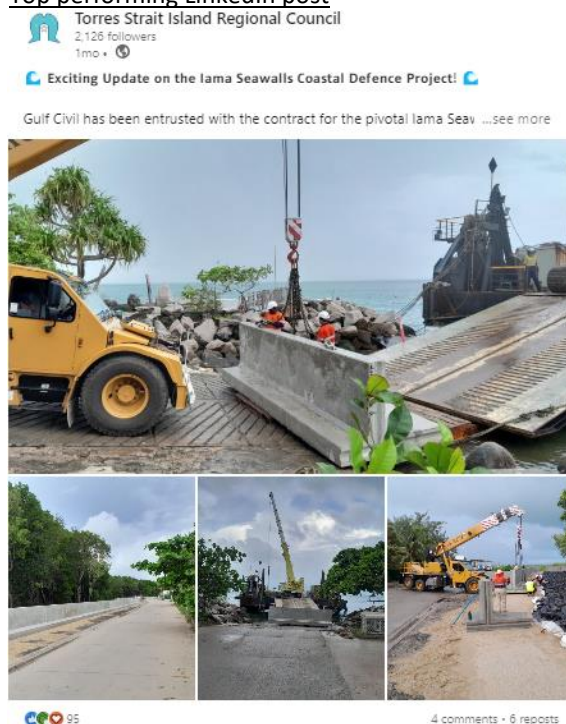
Least performing Facebook post

- ✓ Friday 24 May
- ✓ 295 Reach
- ✓ 0 Likes and Reactions
- ✓ 0 comments
- ✓ 1 share

LinkedIn:

- Exciting update on the Iama Seawalls Coastal Defence Project! (2) – 95 Likes and Reactions
- Torres Strait Flag Day – 93 Likes and Reactions

Top performing LinkedIn post



- ✓ 95 Likes and Reactions
- ✓ 4 Comments
- ✓ 6 Reposts

Least performing LinkedIn post



- ✓ 40 Likes and Reactions
- ✓ 1 Comments
- ✓ 2 Reposts

Press Releases/Media responses	Results/coverage
Response to Federal Budget	<ul style="list-style-type: none"> ✓ Picked up in Cape York Weekly digital paper 27/05 ✓ Interview with Seven 29/05 (Mayor and CEO) resulting in video coverage on seven news 29/05 ✓ Interview with Cairns Post 29/05 (Mayor and CEO) resulting in Cairns Post online story 30/05
Dengue Fever Outbreak	Picked up in Torres New (print, digital and socials) 21/05 and 23/05
Defibrillator story	Interview with CEO on ABC Far North breakfast show 3/06
TSIRC seat at the UN table	TBC
Answered one standalone quote request on W4Q funding	Quote from CEO provided to Torres News, quote then featured in W4Q funding story in Torres News 23/05



Drums and Manual Pump



Working Bowser

EXPENSES			
Average fuel costs delivered to Island last 46 weeks	\$3.68 / Ltr	Bulk fuel average last 10 months	\$2.44 /Ltr
Operating cost - pumping, manual handling, (compliance, reporting, insurance, fixed overheads not included).	\$1.22 /Ltr		\$1.22 /Ltr
Additional Cost - Salaries, repairs, travel & freight.	\$0.58 /Ltr		\$0.58 /Ltr
Return of empty drums - (cost converted to equivalent per litre).	\$2.66 /Ltr		NIL
TOTAL EXPENSES (per litre)	\$8.14 / Ltr		\$4.24 /Ltr
REVENUE			
Sale price	\$3.70 / Ltr		\$3.70 /Ltr
Difference (=subsidy)	\$4.44 / Ltr		\$0.54 /Ltr
Estimated vol/yr (last 43 weeks projected 12 months)	179,000 Ltr		490,000 Ltr
Subsidy = \$ x Vol	= 179,000 x 4.44		= 490,000 x 0.54
	= \$794,760.00		= \$264,600.00
Estimated total subsidy =	= \$794,760 Drums		
	+ \$264,600 Bowsers		
Approx	\$1,059,360 / year		

Attachment 3 – Fuel Infrastructure Capital Project Review

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Boigu	W4Q - 30/06/2024	\$400,000.00	\$321,672.72	\$5,000	98%	Contract	\$294,236.10	PC 30 June 2024
Dauan	LGGSP - 30/09/2024	\$400,000.00	\$0	\$49,371.80	85%	Contract	\$322,773.20	scoping required to fit funding value
Saibai	BOR -	\$1,006,600.00	\$890,607.66	\$115,992.34	Works completed			CCTV damaged by vandals and awaiting repair
Mabuiag	W4Q - 30/06/2024	\$400,000.00	\$315,379.64	\$9,000	98%	Contract	\$294,356.15	PC 30 June 2024
Badu	N/A							Island & Cape Fuel
Arkai (Kubin)	N/A							IBIS ULP, Diesel tank to be installed
Wug (St Pauls)	N/A							IBIS ULP, Diesel from bulk tank
Hammond	LGGSP 30/09/2024	\$400,000.00	\$161,642.86	TBC	Stage 1 solar 100% Stage 2 RFT issued only	Stage 1 only Stage 2 RFT issued pending contract	\$145,000.00	Stage 1 only EoT requested Dec 2023
Iama	N/A							ULP External Card, Diesel from drums, portable tank to be installed
Warraber	N/A							ULP External Card, Diesel from drums, portable tank to be installed
Poruma	LGGSP 30/09/2024	\$400,000.00	\$0	\$65,555.39	85%	Contract TICW	\$309,573.20	scoping required to suit funding value
Masig	N/A							IBIS ULP, Diesel from bulk tank
Ugar	TSRA- 30/06/2023	\$572,718.00	\$89,974.16	\$482,743.84		Tender closed - 10/01/2023	\$890k - \$1.92m	portable tanks to be used to replace drums. Alternative locations being explored for permanent bowser option.

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Erub	W4Q 30/06/2024	\$400,000.00	\$341,717.63	\$0	98%	Contract 2 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		still on drums, fuel pods on island and to be positioned in place. Consultation if card system is required, budgetary constraints

Attachment 4 - Fuel Pod Status

Pod	Location	Status	Comments
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Kubin	On site waiting placement and install	Both tanks have been delivered on site in May 2024, waiting for consultation regarding placement, when positioned into place contractor will complete install
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Badu	On site waiting placement and install	Both tanks have been delivered on site in May 2024, waiting for consultation regarding placement, when positioned into place contractor will complete install
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	Temp solution while larger capital bowser project reconsidered re scope/budget/location. ETA – dependant of planning
Unleaded 4500 Litre Diesel 2500 litre	Mer	Waiting on Install into Old SES Shed, pods on island	Tanks on site, consultation regarding installation and usability to internal and external stakeholders to re-classify if a 24/7 card system is required to be installed
Unleaded 2000L	Cairns	Old tank from Mer, sent back to Cairns	Obtaining quotes to rebrand and re coat to re-use

Attachment 5 - Garbage Truck Status

Division	Vehicle	Status	Comments
1 - Boigu	Mitsubishi Fuso	Operational	New one to depart Gold Coast mid July
2 - Dauan	Hino 300 Russ Compacor	Operational with defetcs	
3 - Saibai	Isuzu 300 Series 2	Non-Operational	New one to depart Gold Coast mid July
4 - Mabuiag	Hino Dutro 8500	Operational with defetcs	New one to depart Gold Coast mid July
5 – Badu/Mulgrave	Isuzu NPR Pantehcon Garbage	Operational	New one awaiting shipping from Cairns
6 – Arkai/Kubin	Hino Series 300 Compactor	Operational	New one to depart Gold Coast mid July
7 – Wug/St Pauls	Hino 300 Garwood	Operational	New, delivered to division in May 2024
8 – Kirirri/Hammond	Hino 716 Russ	Operational	It was sent to Badu and received smaller one to offset
9 -Iama/Yam	Isuzu NPR Garwood Compactor	Non-Operational	Unable to be repaired on island
10 - Warraber	Hino 716 Russ Compactor	Operational with defetcs	
11 – Poruma/Coconut	Isuzu 350 CITEC Garwood Compactor	Operational with defetcs	
12 – Masig/Yorke	Isuzu NPR 350	Operational with defetcs	
13 – Ugar/Stephen	IsuzuNQR series Russ Compactor	Operational with defetcs	
14 – Erub/Darnley	Hino 300 Series 716 Compactor	Operational	New one awaiting shipping from Cairns
15 – Mer/Murray	Hino Series Russ Compactor	Operational with defetcs	Smashed windscreen difficulties getting new windscreen shipped



RECRUITMENT – 1 to 31 May 2024

Transition Readiness Rating (TRR) Key:

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

Successful Appointments in May: Total [8]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Payroll Officer	TSIRC Cairns	Successful appointment – 07/05/2024	External
3-4	Manager Legal & Risk	TSIRC Cairns	Successful appointment – 07/05/2024	External
1	Cleaner	Division 1, Boigu	Successful appointment – 07/05/2024	External
2-3	Economic Development Lead	TSIRC Cairns	Successful appointment – 13/05/2024	External
2-3	Corporate Planning & Performance Lead	TSIRC Cairns	Successful appointment – 13/05/2024	External
1	Multi Skilled Administration Officer	Division 5, Badu	Successful appointment – 20/05/2024	External
1	Engineering Officer	Division 12, Masig	Successful appointment – 27/05/2024	External
1	Engineering Officer	Division 12, Masig	Successful appointment – 27/05/2024	External

Recruitment Agency Temporary Staff in May: TOTAL: [7]		
Position Title	Location	END OF CONTRACT
Temp – Admin Officer (Repair & Maintenance)	Cairns – Building Services Unit	Ongoing until position is filled
Payroll Officer	Cairns – Financial Services	Ongoing – maternity leave contract
Temp – Team Leader	Cairns – Building Services Unit	26.7.2024
Temp – Repairs & Maintenance Supervisor	Cairns – Building Services Unit	Ongoing until advertised position is filled
Temp – Admin Officer (Fuel & Fleet)	Cairns – Corporate Services	28.6.2024
Grants Revenue Officer	Cairns – Corporate Services	31.07.2024
Temp – Manager Fuel and Fleet	Cairns – Corporate Services	02.07.2024 – Successful Candidate

CESSATION OF EMPLOYMENT in May: TOTAL: 6		
TRR	Position Title	Location
1	Multi Skilled Administration Officer	Division 5, Badu
1	Healthy Lifestyle Officer	Division 13, Ugar
1-2	Learning & Development Officer	TSIRC Cairns
3	Business Services Accountant	TSIRC Cairns
1	Repairs & Maintenance Administration Officer	TSIRC Cairns
1	Engineering Officer Civil Crew	Division 12, Masig

SAFETY AND WELLBEING – 1 to 31 May 2024

Incident Management

2 incidents were reported in May

2 Outstanding reports to be assessed. No injuries reported for outstanding reports.

Safety & Wellbeing current action items

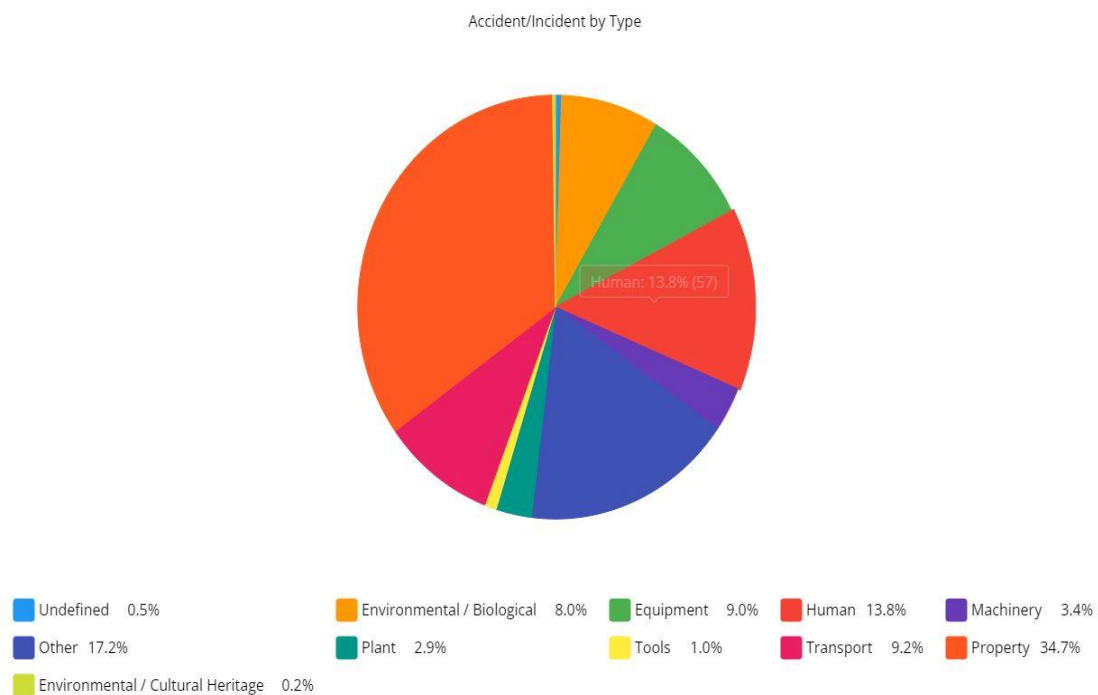
- Review of MROP Action Plan in accordance with Audit
- Successfully elected Health and Safety Representatives across the Divisions and Cairns with exception of Ugar still working on election
- Health and Safety Representative training to be conducted in Committee room 8 – 12 July 2024.
- Establishing a Safety and Wellbeing Committee and Safety and Wellbeing meeting, expected first meeting to held in July 2024.
- Providing access to Councillors to make incident reports in Councils WHS reporting system, Mango.

Workers Compensation

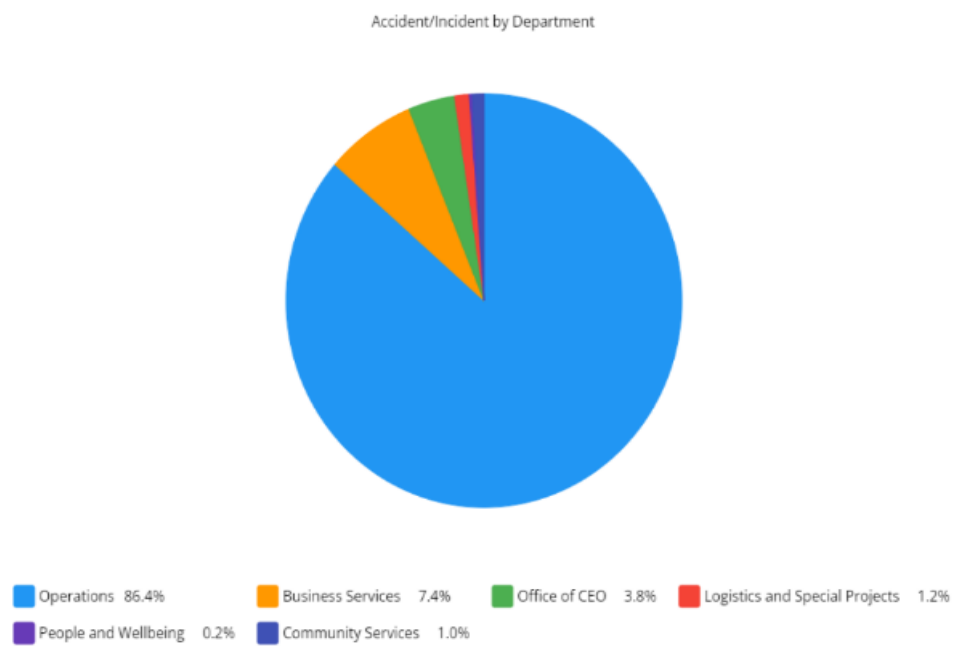
1x claim ongoing

1x claim pending

Incident by type (for the last 12months)



Incident by Department (for the last 12months)





MONTHLY WATER AND WASTEWATER REPORT (JUNE 2024)

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

To provide Council with a status update of the water and wastewater scheme operations, as well as current details of capital works projects for water and wastewater assets.

Background:

Council is committed to undertake and deliver a range of maintenance, operations and planning activities associated with Council's water and wastewater schemes. This includes but is not limited to:

- Maintaining an adequate and safe potable water supply for the communities, which meets guidelines and regulatory requirements.
- Effective operation of the water treatment plants, water storage lagoons, reservoirs, water reticulation and associated plant and equipment.
- Effective operation of the wastewater treatment plant, pumping stations, sewerage reticulation and associated plant and equipment.
- Promoting the importance of water conservation to the community and promoting the importance of clean, safe water supply as an essential aspect of community wellbeing.
- Planning for and seeking future funding to ensure the security and reliability of water and wastewater services.
- Undertaking effective preventative and emergency repairs as required to ensure system reliability for both water and wastewater operations.

Interested Parties/Consultation:

- Engineering Staff
- Councillors as appropriate
- Regulators
- Funders

COMPLIANCE / CONSIDERATIONS:

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.

Other Comments:

Please refer to the Monthly Water and Wastewater Report attached for May 2024.

Author:



Mark David
A/Manager, Water & Wastewater

Recommended:



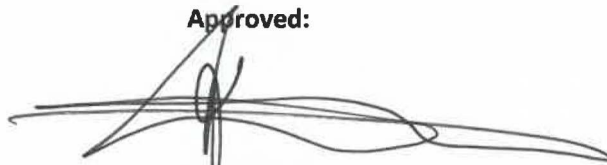
Adeah Kabai
Head of Engineering

Recommended:



David Baldwin
Executive Director, Engineering Services

Approved:

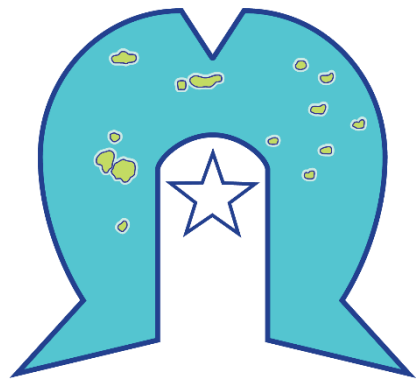


James William
Chief Executive Officer

Action Officer Contact Details: Mark David, Acting Manager Water & Wastewater.

ATTACHMENTS:

Monthly Water & Wastewater Report.



Torres Strait Island
REGIONAL COUNCIL

Engineering Services

MONTHLY WATER & WASTEWATER REPORT

June 2024

Author	Reviewer	Revision	Date
Emma Evans		1	11/6/2024

STATUS OF WATER ALERTS

Badu

This will be an ongoing issue until a dedicated reservoir outlet main can be installed. TSIRC is seeking additional funding to complete this critical project.

Saibai

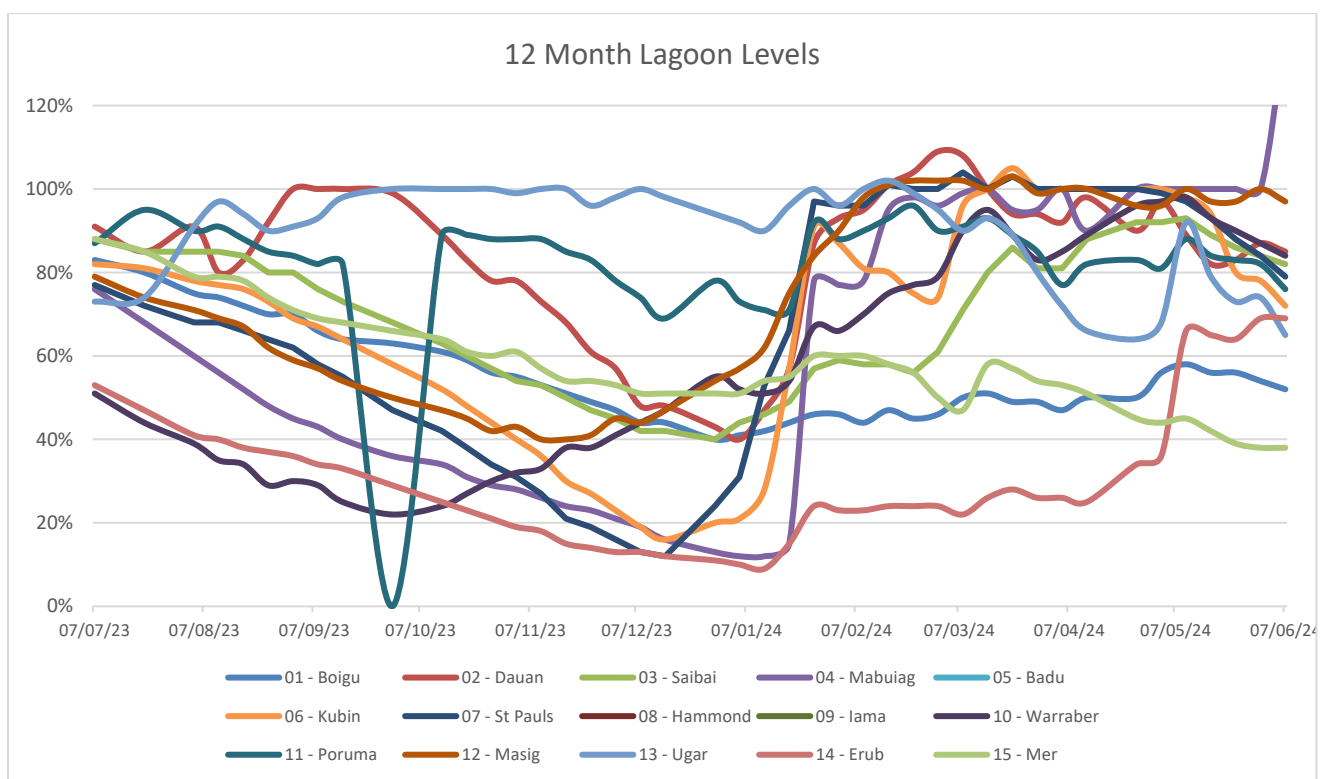
Boiled water alert was lifted on 27th May 2024.

Hammond

Boiled water alert was lifted on 27th May 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 10th May 2024 summarised below.

Community	Water remaining	Primary Issue	Work being done to address security
01 – Boigu	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
02 – Dauan	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
03 – Saibai	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
04 – Mabuiag	6+ months' supply	Burnt lagoon cover	Level 2 Water Restrictions – No outdoor use Installation of valves in the network to assist with network leak detection. Works on lagoon cover to be completed.
05 – Badu	6+ months' supply		
06 – Kubin	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
07 – St Pauls	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use
08 – Hammond	6+ months' supply	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 & 17:00-18:00 Only
09 – Iama	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
10 – Warraber	6+ months' supply	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 & 17:00-18:00 Only
11 – Poruma	6+ months' supply	Network/property leaks	Continue water wise practices and check weekly household leaks.
12 – Masig	6+ months' supply	Network/property leaks	Continue water wise practices and check weekly household leaks.
13 – Ugar	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
14 – Erub	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use
15 – Mer	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use Desalination unit overhaul occurring this month

WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	• Normal operation. Repairs required.
2	Dauan Island	• No Sewage Treatment Plant
3	Saibai Island	• Normal operation.
4	Mabuiag Island	• Not operational. Repairs/full upgrade required.
5	Badu Island	• Normal operation.
6	Kubin Community	• Normal operation.
7	St Pauls Community	• Normal operation.
8	Hammond Island	• No Sewage Treatment Plant
9	Iama Island	• Normal operation. Repairs/full upgrade required.
10	Warraber Island	• Normal operation. Repairs required.
11	Poruma Island	• Not operational. Repairs/full upgrade required.
12	Masig Island	• Normal operation. Repairs required.
13	Ugar Island	• No Sewage Treatment Plant
14	Erub Island	• Normal operation.
15	Mer Island	• Normal operation. Repairs required.



ENGINEERING OPERATIONS

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

Council's Engineering Services is committed to undertake and deliver a range of operational and maintenance activities which provide high quality engineering services, public facilities, and amenities, including but not limited to.

- Roads, drainage, and ancillary works.
- Parks, gardens, and reserves
- Water and Wastewater (Sewerage) operations/schemes
- Collection and treatment of solid waste
- Airport facilities
- Marine facilities
- Preparedness and Preparation for disaster events.

Interested Parties/Consultation:

Executive Director Engineering Services, Manager Engineering Operations, Manager Water & Wastewater, Manager Capital Works, Manager Fuel & Fleet, Divisional Engineering Officers

Background:

Division 1: Boigu

Operations

- Meet barge on arrival and monitor.
- Grass maintenance completed around lights, cones and along airstrip.
- Drainage maintenance still pending completion.
- Trees infringing RWY end of 27/09 Take off/Landing approach maintained with assistance from contractors.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 2: Dauan

Operations

- Water mains leak in front of PHC repaired along with a few water meter leaks being repaired.
- New Generator connected to the mechanic workshop 07/06/2024, Mechanic is scheduled for the 10/06/2024.

- Monthly gurney blast boat ramp, and grass maintenance boat ramp area and bowser area.
- Roadside Grass maintenance commenced from the Cemetery all the way through the community finishing off at oval.
- Grass maintenance/Weed spray around helipad fence line, re painting East side Helipad.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 3: Saibai

Operations

- Manual Garbage Collection- Monday and Friday, Garbage truck currently tagged out.
- Chlorine dosing pump hose repaired 04/06/2024 which was causing issues last few weeks, Boil water notice lifted 27/05/2024.
- Grass Maintenance roadside from west end of community to office.
- Re painting Holding Point, still in progress to Apron area.
- Followed instructions given to trouble shoot issue with the Fuel Bowser Camera, still not operational and awaiting further direction from supplier.

Disaster Management

- Satellite Phone: Tested and Operational.
- HF Radio: Not Tested.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 4: Mabuiag

Operations

- Replaced isolation valves along water main.
- Sewer Electricity had an earth leakage issue but has been rectified and back online 01/06/2024.
- Monthly Gurney Blast boat ramp undertaken.
- Repair few water leaks throughout the community.
- Garbage Truck back Operational, was using Utility trailer last few weeks due to issues arise on the truck.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not tested.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 5: Badu

Operations

- Manual handling of rubbish collection throughout community as garbage track tagged out.
- General cleaning and maintenance completed along roadside, signs, jetty and ramp. Road maintenance and general cleaning at Tamwoy street, Mairu street, Ahmat street and Chapman Street.
- Grass Maintenance and general cleaning main park down off island & cape
- Grass maintenance and general cleaning inside and outside council office compound area and community hall area.
- Grass maintenance/general cleaning sewer Depot/ SPS 1,2,3,4,5

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 6: Kubin

Operations

- Repair few minor potholes.
- Repair major water leak completed.
- Sewer pond pumps are currently operated manually.
- Grass maintenance through community and Council areas undertaken.
- New Garbage Truck has arrived and being used by Divisions 6 & 7.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: New unit installed, commissioning to be completed, awaiting replacement speaker.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 7: St Pauls

Operations

- Road maintenance in front of IBIS (YES) was Completed.
- Boat ramp works by EO'S completed Clean Gurney / Jetty Close
- Roadside grass maintenance to Kubin and maintain.
- New Garbage Truck arrived, EO's complete task twice a week and share truck between Div6.
- Grass maintenance all work areas and community.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Test and Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – NA

Division 8: Hammond

Operations

- Gurney blast boat ramp completed action completed.
- Perform duties completed daily prestart check vehicle in the morning.
- Manual handling garbage run as garbage truck tagged out. (action still in place)
- Cleaning and grass maintenance alongside of roads, firebreaks around fence lines and stormwater drains at along Dochert Drive. Cleaned storm water drains along Waterfront Rd.
- Water daily check completed submit through SWIM/Daily check PH, Conductivity, Turbidity, Chlorine, and Water treatment plant.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 9: Iama

Operations

- Manual handling of rubbish collection throughout community as garbage track tagged out.
- Housekeeping and grass maintenance completed at Sewer Treatment Plant
- Grass maintenance completed along runway at airport and including removals of vegetation along fence line.
- Roads and drainage clean completed
- Complete in-house water sample testings received from other divisions.
- Housekeeping and grass maintenance completed WTP/Reservoir

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 10: Warraber

Operations

- Compact landfill each week.
- Green waste and white goods collection throughout community partially completed as tipper truck now tagged out.
- Clean out sewer drying beds and dispose waste at designated site.
- Grass maintenance 100% completed around of water lagoon.
- Housekeeping completed at wharf, gazebos, playground area and community CBD.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Test, call type issue.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 11: Poruma

Operations

- Completed landfill push done by backhoe green / Rubbish Waste
- Desalination shed full washdown and scrub down and then complete rust prevention.
- Complete maintenance on cover pumps at water lagoon.
- Grease both pumps at sewer pump stations 1 & 2.
- Grass maintenance complete along airstrip, waiting shed, fuel up station, cones, lights, and gables and including housekeeping inside waiting shed and car park.
- Completed hydrants cleaning hydrants flushed around Community tech Officer & Water officer
Turbidity reading taken each hydrant

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested.
- Community Disaster Meeting Held – Yes
- Local Community Disaster Coordinator visit – Yes – 23 – 26 April 2024

Division 12: Masig

Operations

- Manual Garbage Collection due to defect on the Garbage Truck.
- Maintain over hanging branches on road.
- Landfill Maintenance with assistance from Civil Crew.
- Replaced faulty freshwater mono pump, Water sample esky sent to Yam Island 22/05/2024.
- Assisting the school with traffic control for their Cross-country Event.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Unserviceable, sent to Cairns for repairs.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 13: Ugar

Operations

- Road maintenance to Native village, Heavy rain causing landslides.
- Grass Maintenance undertaken around all TSIRC facilities.
- 75% of area covered by recent landslide completed, will continue this week to complete.

- Meet Sea Swift barge and monitor.
- Removing dirt from the jetty which was caused by the land slide.
- Water restriction increased to level 2, due to high usage and water leaks in the community.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 14: Erub

Operations

- Grass Cutting completed Roadside airport road.
- Cart water to new village and fill up residence water tanks. (On going twice, a week)
- Grass maintenance completed around water treatment plant compound area and reservoir area.
- Aerodrome clearing works in progress by contractor, both end of runway clearing competed.
- Complete Sewer duties Austek insulation flow meter SPS 1,2.

Disaster Management

- Satellite Phone: Tested and Operational.
- HF Radio: Tested, and Operational.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 15: Mer

Operations

- Roadworks from Edward Mabo's grave to main village completed by TSI homes.
- Roadside grass maintenance to airport and school road completed.
- Meet Sea swift barge and monitor weekly.
- Fuel tanks moved to designated area near the office for the new bowser upgrade.
- Water Desalination unit upgrade commences 10/06/2024.

Disaster Management

- Satellite Phone: Tested and Operational
- HF Radio: Not Tested.
- 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:

Engineering is currently working on delivering gravel to communities, such as Saibai and Boigu, with assistance from Sea Swift to focus on problematic areas such as the roads to the local IBIS store and Ergon depots to minimize the deep rutting and potholes. This will make it safer for the forklifts delivering goods to these sites, and make the roadways safer for all users.

MSQ Maritime Safety Queensland will be visiting Warraber Poruma and Iama from 25th to 27th June 2024. MSQ Workshops will provide Aboriginal and Torres Strait Island vessel owners and operators helpful information about safety management system requirements.

Monday 3 June 2024 marked the official transition of the State Emergency Services (SES) from Queensland Fire and Emergency Services (QFES) to the Queensland Police Service (QPS). The move to QPS is the beginning of an exciting new era of disaster and emergency management services in Queensland. Wide ranging reforms across Queensland's disaster and emergency response agencies including QPS, QFES and Queensland Reconstruction Authority will deliver a stronger, more streamlined focus on prevention, preparedness, resilience, and recovery.

The Marine Rescue Queensland (MRQ) was formally established on 03 June 2024, at an event at the Kedron Emergency Services Complex, following proclamation of the *Marine Rescue Queensland Act 2024*.




Authored:
Mathew Brodbeck
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

SATPHONE Serviceability
Attachment 1

		2023							2024				
Island Community	SAT Phone number	June	July	August	September	October	November	December	January	February	March	April	May
Boigu	0147 181 217	X	X	X	✓	✓	✓	✓	✓	X	✓	✓	✓
Dauan	0147 181 228	X	✓	X	✓	X	X	✓	✓	X	X	✓	✓
Saibai	0147 169 314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mabuiag	0147 169 325	✓	X	X	✓	✓	✓	✓	✓	✓	U/S	✓	✓
Badu	0147 181 778	✓	✓	X	✓	X	✓	✓	✓	X	X	✓	✓
Kubin	0147 181 178	X	✓	✓	✓	✓	U/S	✓	✓	✓	✓	✓	✓
ST Paul's	0147 169 653	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hammond	0147 181 490	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Iama	0147 181 295	X	✓	✓	✓	✓	✓	✓	✓	X	X	✓	✓
Warraber	0147 168 409	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Poruma	0147 180 275	✓	X	✓	✓	✓	U/S	U/S	U/S	U/S	U/S	✓	✓
Masig	0147 181 972	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ugar	0147 167 527	X	X	X	X	X	X	X	X	✓	X	✓	✓
Erub	0147 168 918	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mer	0147 168 220	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
TI Office	0147 168 689	X	U/S	U/S	U/S	U/S	U/S	✓	✓	X	X	X	✓
TI Engineering	0147 183 853	X	U/S	U/S	✓	X	✓	X	X	X	X	X	✓
Cairns	0147 186 884	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

Attachment 2
HF Radio Serviceability Checks

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