

**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 15<sup>th</sup> June 2021

Time: 1:05pm to 5:20pm

Venue: Video Conference

## **Agenda**

### **1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting and invited Cr Stephen to open the meeting in prayer.

### **2. Opening Prayer**

Cr Stephen open the meeting in prayer and a minute silence was observed.

### **3. Apologies**

- Cr Hilda Mosby – sorry business

#### **Resolution:**

*Moved:* Cr Noah, *Second:* Cr Noah

That SARG accepts the apology of Cr Hilda Mosby for this meeting.

#### **All in favour**

Acting Chief Executive Officer also informed the Mayor the Chief Engineer will be in attendance shortly.

### **4. Conflict of Interest (COI)/ Declarable / Prescribed**

No declaration made and Mayor encouraged everyone to make a declaration at any time.

### **5. Confirmation of Minutes - SARG Meeting – 6<sup>th</sup> April 2021 – VC**

#### **Resolution:**

*Moved:* Cr Noah, *Second:* Cr Stephen

That the minutes of the April 2021 SARG Meeting be adopted as true and accurate account of that meeting.

#### **All in favour**

## 6. Strategic Action Items Review

Acting Chief Executive Officer, Mr David Baldwin spoke to the report and provided an update on the action items listed.

- Mualgal Holding – MLS to bring back to SARG when Legal has a response from Chris McLaughlin and Council should be guided by Cr Trinkoon and Cr Levi.
- Dr Chris Sara – SEA to again make contact with Dr Sara and reinvoke him to attend Ordinary Meeting (November)
- Update Cr Fell action – old water pumps that were taken out of houses. Cr Fell would like to know what happened to them.
- Update Lead officer from HOCAE to Legal Services

**New Action** – MLS - Provide SARG with an update on where the Name Change process. Cr Lui commented we had already had a deputation with the State.

- DOGIT transfer – Wait until we know what the position of the State is.

**New Action** – Cr Lui - ACEO to ensure when a matter /paper comes to the table for a resolution then it should be endorsed as per the proper process by Council.

- MOU with TSRA – incorporate elected arm of both parties into the document. Cr Lui asked why we can't have an MOU driven from a cultural perspective (elected leaders and how they interact). How this can be done. Need to have an overarching MOU around the different committees. Legal needs to sit with the TSRA heads.

**1:26pm** - Acting Chief Engineer join the meeting.

- DOGIT – Peter Krebs currently working with Allen Cunneen.
- Disaster Management Plan – currently having informal discussion with parties.

**1:53pm** – Chief Financial Officer leaves meeting.

TSRA Board to work with Councillors on ground. TSIRC top 5 priorities need to go to TSRA. We need to make formal request to TSRA regarding MIP7.

**ACTION:** ACEO to send TSRIC 5 top priorities for each Division to TSRA.

**7. Chief Financial Officer**

1. Risk Update – Acting CEO spoke and provided SARG with an update.

**RECOMMENDATION:**

*Moved:* Cr Stephen; *Second:* Mayor Mosby

That the Manager Risk and Ethics update the Risk Management Policy to include the role of SARG.

**ALL IN FAVOUR**

**2:18pm** – Acting Head of People and Wellbeing joined the meeting.

2. Workplace Health and Safety Update – Acting Head of People and Wellbeing, Ms Tracey Barrel spoke to the report and provide SARG with an update. SARG notes the report
3. People and Wellbeing Policy update – Acting Head of People and Wellbeing, Ms Tracey Burrell spoke to the report and briefed SARG on the 3 policies as presented;
  - Code of Conduct Policy
  - Equal Employment Opportunity Policy and
  - Recruitment Policy

**ACTION:** ACEO to ensure staff read and acknowledge the Policies.

Cr Lui asked why councillors were not included in the Policy. Acting Head of People and Wellbeing took on notice.

**RECOMMENDATION:**

*Moved:* Cr Noah; *Second:* Cr Stephen

That the Equal Employment Opportunity Policy be amended to include the Councillors.

**ALL IN FAVOUR**

**2:47pm** – Acting Head of People and Wellbeing leaves the meeting.

4. Community Grant Policies – verbal update

Acting Chief Executive Officer provided SARG with an update. SARG raised a few concerns and noted we don't have a set standard and there needs to be a change to the legislation to incorporate Ailan Kastom.

**ACTION:** ACEO to draft a letter to be send to the Minister requesting special dispensation be granted to TSIRC.

5. Funding since April 2020 Status Report – Late

Acting Chief Executive provided SARG with an update on behalf of the Chief Financial Officer.

Cr Fell raised the issue of the unsuccessful funding application and ask for them to be included in the report and the reasoning why they weren't successful. SARG notes the report.

6. Annual Update of Financial Policies

Chief Executive Officer speaks to this report on behalf of the chief Financial Officer.

**RECOMMENDATION:**

*Moved:* Cr Lui, *Second:* Cr Noah

That SARG supports, recommend and refer the following financial policies;

- Investment Policy;
  - Debt Policy;
  - Revenue Policy;
  - Fiscal Governance Policy;
  - Entertainment and Hospitality Policy;
  - Information Technology Policy; and
  - Procurement and Ethical Sourcing Policy,
- to the full Council for further discussion and endorsement at the June Ordinary Meeting.

**ALL IN FAVOUR**

7. Strategic External Grant Funding Policy

Acting Chief Executive Officer spoke to this report.

**RECOMMENDATION:**

*Moved:* Cr Stephen; *Second:* Cr Noah

That SARG supports and recommend this report go to the full council at the June Ordinary meeting for further discussion and endorsement.

**ALL IN FAVOUR**

## 8. Works for Queensland Projects Report

Acting Chief Engineer spoke to the report and provided SARG with an update on all the Works for Queensland Project and their status. SARG notes the report.

**ACTION:** Send a letter to the funding body and elevate to the elected arm. Send letter also to

- Member for Cook – Cynthia Lui
- Minister for State Development, Infrastructure, Local Government and Planning – Minister Steven Miles
- Government Champion – Minister Shannon Fentiman
- Minister for Aboriginal and Torres Strait Islander Partnerships – Minister Craig Crawford

## 8. Chief Engineer

### 1. Local Disaster Management Group Membership

Acting Chief Engineer spoke to this report and updated SARG on the status of the membership. A meeting was held with Torres Shire Council's CEO and senior staff regarding the separation and they objected to the separation plan and provided us with their position paper.

In the interim Torres Strait Local Disaster Management Group will be business as usual.

TSIRC will meet with Torres Shire for further discussion.

**ACTION:** Acting Chief Executive Officer to look into TSIRC having their own local disaster management group. There are 77 local government areas in Queensland and only 76 local disaster management groups.

**ACTION:** ACEO to submit a late report to Council at the June OM for a recommendation for the separate and a letter to the Minister requesting the separation.

## 9. Chief Executive Officer

### 1. May Councillor Strategic Development Workshop Feedback

Acting Chief Executive Officer provided a verbal feedback.

### 2. MOA TSRA – Legal

Senior Legal Counsel spoke to the report and provided an update. Terms of Reference – see section 142 ATSIC Act.

**ACTION:** Legal to capture in the MOU the Strategic direction. MOU to go to the Governance and Leadership committee for review and input.

3. MOA – Legal – ML, GBK, MNGN – verbal

Verbal update provided by Senior Legal Counsel.

4. Church use of Council Facilities – Legal

Senior legal counsel spoke to this report. Matter left lying on the table.

**ACTION:** Submit this report to the June OM for discussion by the full Council

**10. Chief Operating Officer**

1. Housing Policies

Chief Operating Officer spoke to this report

**RECOMMENDATION:**

*Moved:* Cr Fell; *Second:* Cr Noah

That SARG supports and recommend the Policy paper be put to the full Council at the June Ordinary Meeting for their consideration and or endorsement.

**ALL IN FAVOUR**

2. Capital Funding

Chief Operating officer spoke to this report. Discussion had around how the Housing funding will be divided.

**RECOMMENDATION:**

That SARG supports and recommend for this report go to the June 2021 Ordinary meeting for the full Council's consideration and or endorsement.

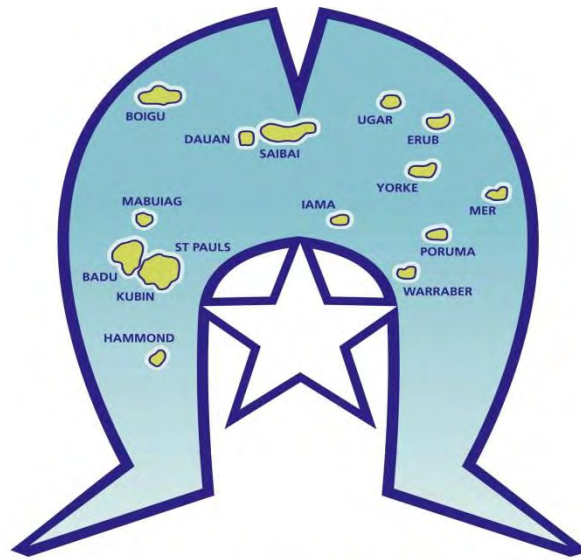
**ALL IN FAVOUR**

**11.** Next meeting date – proposed Tuesday 13<sup>th</sup> July 2021

**12.** Closing Remarks and Prayer

Mayor Mosby thanked everyone for their contribution and closed the meeting in prayer.

**MEETING CLOSED – 5:20pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# AGENDA

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Thursday 12<sup>th</sup> August 2021  
Time: 1:00pm to 4:00pm  
Venue: Video Conference



## **Agenda**

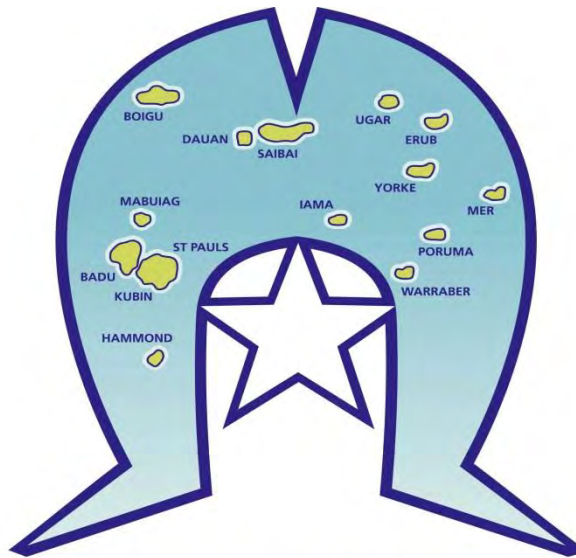
1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Declarable / Prescribed
5. Confirmation of Minutes - SARG Meeting –
  - 15 June 2021 - VC
  - 13<sup>th</sup> July 2021 – VC
6. Strategic Action Items Review
7. **Mayor**
  1. TAP – Badu feasibility study
  2. Regional Assembly – TSIRC Position to TSRA, TSC & NPARC
8. **Chief Financial Officer**
  1. Standing Agenda item – Project Plan
  2. Fit for Work Policy
  3. Diversity & Inclusion Policy
9. **Chief Engineer**
  1. Standing Agenda item - Fuel Update
10. **Chief Operating Officer**
  1. Standing Agenda Item – Housing Authority Update
  2. Standing Agenda Item - BSU Update
  3. Special Holidays
  4. Housing Investment Plan
11. **CLOSED BUSINESS**
  1. Elphinstone and Grafton St Office Review – CB – ACEO (verbal)
  2. Sea Swift tender – CB – ACEO (verbal)

**12. General/ Other Business (on notice)**

- Tender Process – Cr Lui
- Local Holidays – Cr Lui
- Torres Strait Flag – Cr Lui
- Entry onto Trust land – review process – Cr Noah
- Pilot Outboard Mechanic visit to island – Cr Noah
- Councillors Business Cards – Cr Fell
- Prepare for Disaster / Cyclone – Cr Fell
- Sea Rescue – Fuel / Support – Cr Fell

**13. Next meeting date – proposed for Tuesday 7<sup>th</sup> September 2021**

**14. Closing Remarks and Prayer**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 13<sup>th</sup> July 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

## **Attendees**

Mayor Phillemon Mosby – Chair  
Cr Getano Lui  
Cr Keith Fell  
Cr Hilda Mosby  
Cr Rocky Stephen  
Cr Aven Noah

David Baldwin – Acting Chief Executive Officer  
Hollie Faithfull – Chief Finance Officer  
Peter Krebs- Senior Legal Counsel  
Adeah Kabai – Acting Chief Engineer  
Dawson Sailor – Acting Chief Operating Officer  
Naila Nomoa – Acting Secretariat

# **MINUTES**

## **1. Welcome (Chair)**

Mayor Mosby welcomed everyone, thanked them for their time and acknowledged Father God and paid respects to the traditional owners of the lands we meet on.

## **2. Opening Prayer**

Mayor Mosby invited Cr Fell to open the meeting in prayer and observed a minute silence for the loss of loved ones.

## **3. Apologies**

Adeah Kabai - Acting Head of Engineering currently in transit to Coconut Island.

## **4. Conflict of Interest (COI)/ Declarable / Prescribed**

No declaration made; Mayor encouraged members to declare at any time.

## **5. Confirmation of Minutes - SARG Meeting – 6th April 2021 – VC**

This item postponed to next SARG meeting.

## **6. Strategic Action Items Review**

Acting Chief Executive Officer provided update on the action items.

Mayor Mosby

- Name change TSIRC
- TSIMA interviewed Mr Patrick Whap
- Continue with our name change process

**ACTION:** COO to follow up why letter re: Name Change TSIRC was sent to Deputy Premier

**ACTION:** Develop a process for when official correspondence are sent to Minister's office.

Cr Fell

- Mr Gabriel Ban will need to talk to Mr Patrick Whop

## **7. Chief Financial Officer**

### **1. Community Survey – Preliminary Results**

Head of Corporate Services spoke to report.

- Survey sent to each division
- 107 responses
- Delivery methods were no suitable
- No survey results from Stephen Island
- Youpla Tok is used as everyday communication
- Why people move or return to our region
- More regular session on assets classes

### **2. Deputation Priority Areas – Head of Corporate services**

- 3- 4 priority
- Feedback LGAQ Policy platform given by Mayor Mosby to incorporate into document
- Feedback
- Acting CEO did state and federal deputation
- Minister were receptive
- Tell us exactly what you want “Feedback”
- Mayor and Acting CEO met with member for Cook Ms Cynthia Lui
  - Clear message
  - Priority

### **3. Investigation Report – discuss with Manager of Legal services**

- Went to council and left lying on the table to go back to SARG
- No change to policy
- Subject for legal review
- Cr Lui - report to be lay on the table for policy to have a touch of ‘Ailan Kastom’ and delegate to the mayor.
- Manager of Legal services suggests reviewing and put to July meeting.
- Complaint made against Mayor Mosby will go to full council

### **MATTER LEFT LYING ON THE TABLE**

### **4. Regional Waste Management Strategy**

Acting Chief executive Officer spoke to report.

- Moving most materials on islands that can’t be turned into compost
- Work closely with state, commonwealth, and Bio-security

Acting chief executive reads resolution to be presented in July.

#### **RESOLUTION:**

*Moved: Cr Mosby Second; Cr Stephen*

**Strategic Advisory Reference Group (SARG) resolves to:**

- **Note this report; and**
- **Endorse this report to be presented to full Council at the July 2021 Council Ordinary Meeting**

### **MOTION CARRIED**

### **8. Chief Executive Officer**

#### **1. Fuel Update – verbal**

- Funding \$400,000 each (Mabuiag, Boigu and Saibai)
- Fuel Improvement – Snapshot report
- Safe operating
- Acting Chief Executive Officer has taken over from Mario Sabatino.
- Saibai “do they pay on Eftpos
- Come up with strategy and different stages.
- Community charge with prices we cannot control
- Divest fuel out
- Acting Chief Engineering and Senior Legal Counsel to work together.

- Saibai was not happy with temporary fuel shed.
- Mabuiag on notice.

Mayor Mosby

- Handover freely
- Bring up to standard
- Flag with minister Crawford
- Member for Cook advised that write letter to her and Minister Shannon Fentamen.

**Action Item:** Acting Chief Executive Officer improve and enhance workplace hazard.

**Action Item:** Acting Chief Executive Officer to come up Action Plan and different stages to determine costing priorities and commitments.

**RESOLUTION:**

*Moved; Cr Aven Noah Seconds; Cr Hilda Mosby.*

**That the Strategic Advisory Reference Group (SARG) notes the report.**

**MOTION CARRIED**

**9. Chief Operating Officer**

**1. Standing Agenda Item – Housing Authority Update**

- No current update
- Ilario Sabatino has included \$50,000 for 2021/2021 budget.

Cr Noah

- Badu Island and Murray Island housing
- Future what may or can happen.

**Action Item:** Follow-up with Councillors for Badu Island and Murray Island suitable time for a meeting

**Action Item:** Murray Island Tenure, get back to Cr Noah if Mer Guest house divestment has an agreement.



## 2. BSU Update

Manager of building services spoke to report.

Cr Fell wanted update of plug-in on report.

- Business service accountant is currently working on actuals of how much is outstanding.
- Meeting with Regional Director on the 14<sup>th</sup> of July 2021 and will have an update in the next council meeting.

### **RESOLUTION:**

*Moved; Cr Aven Noah Second; Cr Keith Fell*

**That Strategic Advisory and Reference Group Committee endorse the referral of this report to the July ordinary meeting of Council.**

**MOTION CARRIED**

## 3. Local Law Enforcement Policy Report

Acting Chief Operating Officer spoke to report.

- 3 minor changes attached to reports
- Enforcement of illegal dumping
- Refer unpaid fines too collection agency
- Continue dealing with spur for fines that a 6months over.
- Roll-out surveillance camera for illegal dumping of dugong and turtle waste.
- Refer debt to spur charges of \$80
- Reputational risk to council

### **RESOLUTION:**

*Moved; Cr Fell Second; Cr Mosby*

**Council resolves to;**

- **Endorse the updated Enforcement policy, as presented**

**And**

- **Support the review of the Enforcement Procedure and support the proposed approach.**

**MOTION CARRIED**

## 10. CLOSED BUSINESS

### **RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Keith Fell

That in accordance with section 254J of the *Local Government Regulation 2012 (Qld)* it is resolved for the meeting to go into closed session to discuss matters of the following nature:

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

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

1. CEO – Dauan Ponton – Verbal Update
2. CEO – TSIRC Proposed Local Disaster Management Group – Update
3. CEO – Sea Swift 1 – Verbal Update
4. CEO – Sea Swift 2 – Verbal Update
5. CEO - Elphinstone Close – Verbal Update

### **RESOLUTION:**

*Moved;* Cr Aven Noah *Second;* Cr Rocky Stephen

That SARG move out of closed business.

**ALL IN FAVOUR**

### **1. Dauan Ponton – Verbal Update**

### **RESOLUTION:**

*Moved:* Cr Aven Noah *Second:* Cr Hilda Mosby

Strategic Advisory Reference Group (SARG) resolves to:

- Note this report

**ALL IN FAVOUR**

## **2. TSIRC Proposed Local Disaster Management Group – Update**

### **RESOLUTION:**

*Moved:* Cr Getano Lui *Second:* Cr Aven Noah

**That the Strategic Advisory Reference Group (SARG) resolves to note this report and for it to be as a Closed Business Report to full Council at July 2021 OM.**

**ALL IN FAVOUR**

**11. Next meeting date – proposed for Tuesday 3<sup>rd</sup> August 2021**

**12. Closing Remarks and Prayer**

Mayor Mosby thanked councillors, SARG Members, Acting Chief Executive Officer, and administration.

Mayor Mosby closed the meeting with a word of prayer.

**Meeting Closed 5:33pm**

### ACTION ITEM FROM SARG MEETING – 13 July 2021

Date	Month	Year	Meeting	Face to face / VC	Agenda item	Action item	Comments	Due Date
13	July	2021	SARG	VC	Mayor Mosby update	Acting Chief Executive Officer improve and enhance workplace hazard.		
13	July	2021	SARG	VC	Mayor Mosby update	Acting Chief Executive Officer to come up Action Plan and different stages to determine costing priorities and commitments.		
13	July	2021	SARG	VC	COO – Housing Authority update	Follow-up with Councillors for Badu Island and Murray Island.		
13	July	2021	SARG	VC	COO – Housing Authority update	Murray Island Tenure, provide update to Cr Noah the divestments and whether there are agreements in place.		
13	July	2021	SARG	VC	Strategic Action Items	COO to follow up why letter re: Name Change TSIRC was sent to Deputy Premier		
13	July	2021	SARG	VC	Strategic Action Items	Develop a process for when official correspondence are sent to Minister's office.		



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## SARG REPORT

<b>SARG MEETING:</b>	August 2021
<b>DATE:</b>	5 August 2021
<b>ITEM:</b>	Agenda Item for Strategic Advisory Reference Group
<b>SUBJECT:</b>	Fitness for Work Policy
<b>AUTHOR:</b>	Tracey Burrell, Acting Head of People & Wellbeing

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### Recommendation

That the Strategic Advisory Reference Group note the Fitness for Work Policy and recommend this for inclusion on the agenda at the August Ordinary Meeting.

### Executive Summary:

In order to meet obligations as defined by the *Work Health and Safety Act 2011* Council is required to demonstrate its approach and commitment to the management of employees and their ability to undertake work. The proposed Fitness for Work Policy and its associated procedure set out the minimum requirements to meet mandatory health and safety obligations to ensure all employees are in a condition to safely carry out work.

### Background:

Council has a right to check that employees are fit to perform their roles. This is a critical part for an employer to meet safety obligations.

The concept of fitness for work is broad and deals with the relationship between an employee and their ability to carry out the duties of their role safely and competently. This goes beyond qualifications and experience, fitness for work deals with 'individual' factors such as the effect of:

- Fatigue;
- Alcohol and/or other drug use;
- Medical fitness; and
- Mental health and wellbeing.

Council and employees have responsibilities in regard to fitness for work. For an employee, there is a responsibility to:

- ensure their own safety and health at work (e.g. not turning up to work impaired by the consumption of alcohol); and
- avoid negatively affecting the health and safety of others (e.g. poor decision making while under the influence of alcohol may put work colleagues at risk).

Council has a responsibility to maintain a working environment in which, as far as is practicable, employees are not exposed to hazards (e.g. work arrangements are appropriate to manage fatigue).

The implementation of a Fitness for Work Policy and Procedure will provide guidance to address fitness-for-work issues in the workplace.

**Comment:**

This is a common policy document required to demonstrate Council's commitment to providing a safe workplace and promoting safe work practices by ensuring employees are in a fit condition to perform their work.

**Consultation:**

- Safety and Wellbeing Coordinator
- Manager, Governance and Compliance
- Council's Executive Team

**Links to Strategic Plans:**

- People
- Sustainability

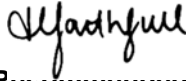
**Conclusion:**

That SARG Committee notes and recommends the attached policy for inclusion on the agenda at the August Ordinary Meeting.

**Endorsed:**

Tracey Burrell

**Acting Head of People and Wellbeing**

**Recommended:**

Hollie Faithfull

**Chief Financial Officer**

**Approved:**

David Baldwin

**Acting Chief Executive Officer**

# Fitness for Work Policy

<b>Responsible Manager</b>	Head of People and Wellbeing
<b>Head of power</b>	<i>Work Health &amp; Safety Act 2011 (Qld)</i> <i>Work Health &amp; Safety Regulation 2011 (Qld)</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	TBC 2021
<b>Implemented from</b>	TBC 2021
<b>Last reviewed</b>	June 2021
<b>Review history</b>	2021
<b>To be reviewed on</b>	Month 2024
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## **1. Purpose**

This policy and its associated procedure outlines Torres Strait Island Regional Council's (Council) approach and commitment to the management of staff and their ability to undertake their work, as defined by the Work Health & Safety Act 2011 (Qld).

This policy and the Fitness for Work procedure should be read and implemented in conjunction with Council's Work Health & Safety Policy. Combined they set out the minimum requirements to meet mandatory work health and safety obligations.

The policy and procedure are intended to ensure all employees are in a condition to safely carry out work.

All employees are responsible for reading and understanding the policy and procedure. This policy provides the framework for management of general employee fitness for work, including non-work-related illness and injury. Council has an expectation that all employees are able to undertake the inherent requirements of their role.

This policy and its associated procedure aim to assist employee with their general fitness for work through education, counselling and referral to healthcare practitioners where appropriate. The objective is to ensure that the expectation for employee fitness for work is clearly defined and that Managers have the information required to manage the issues outlined in this Fitness for Work Policy and the associated procedure.

## **2. Application**

This policy applies to Council Officers, including contingent employees, volunteers, and Elected Members.

Council regards it essential that all persons engaged in its operations, are aware of and fully comply with, all legislative and organisational requirements.

## **3. Legislation/Policies**

This policy is established with reference to obligations specified in the Work Health & Safety Act 2011 (Qld), Work Health & Safety Regulation 2011 (Qld) and the Work Health and Safety Policy.

## **4. Provisions**

It is Council's intention to ensure a safe workplace and safe work practices by ensuring that all employees are in a fit condition to perform their work without compromising their own safety, the safety of fellow employees or members of the public. Council is required to comply with Legislative and other work health and safety obligations and must take steps to ensure it meets its obligations to employees and conducts its operations in a safe and responsible manner.

Council is committed to providing a workplace where workers are not exposed to hazards arising from insufficiency of fitness for work.

Whilst the misuse of alcohol and other drugs (AOD) may have an impact on an individual's fitness for work, there are inevitable trade-offs which must be made between individual lifestyle choice and the obligations individuals have to themselves and others with whom they work. Council believes it has established fair and accountable parameters which meet all obligations. The management of the risks associated with the use of AOD at work is essential to ensuring a safe and healthy work environment. Any individual present in the workplace, who has consumed AOD could; endanger lives, present a potential risk to safety, and potentially cause damage to property and equipment which Council seeks to prevent.



This policy is intended to ensure all employees are in a condition to safely carry out work. The unauthorised use of AOD by employees is strictly prohibited. Any employee identified as contravening this policy may be subject to Council's disciplinary procedures, which may include termination of an employee's employment or a contractor's engagement.

TSIRC will enforce this policy by:

- Creating a healthy and safe work environment for all workers, free from the hazards associated with alcohol, drugs, fatigue and work-related mental stress in the workplace.
- Promoting a mentally healthy workplace culture.
- Providing education and awareness training to employees to overcome the inappropriate use of alcohol and drugs, fatigue issues and individual stress levels.
- Ensuring a rehabilitation process is provided for employees with alcohol, drug or fatigue problems.
- Fostering a workplace culture amongst all workers that it is not acceptable to come to work in a condition that will prevent performance of duties in a safe manner.
- Ensuring Council meets its legal obligations by providing a healthy and safe working environment for all workers and other persons.

In meeting this commitment Council will:

- Take measures to help workers maintain alertness while working.
- Increase awareness in their workplaces through support & wellbeing programs, about fitness for work, and alcohol and drug consumption.
- Identify signs of fatigue or other factors which could influence fitness for work.
- Devise realistic time schedules and rosters to minimise fatigue.
- Provide support for effective management of fitness for work.
- Not purchase, supply or serve any alcohol at any Council workplace functions.



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## SARG REPORT

<b>SARG MEETING:</b>	August 2021
<b>DATE:</b>	5 August 2021
<b>ITEM:</b>	Agenda Item for Strategic Advisory Reference Group
<b>SUBJECT:</b>	Diversity and Inclusion Policy
<b>AUTHOR:</b>	Tracey Burrell, Acting Head of People & Wellbeing

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### Recommendation

That the Strategic Advisory Reference Group note the Diversity and Inclusion Policy and recommend this for inclusion on the agenda at the August Ordinary Meeting.

### Executive Summary:

A need has been identified for a Diversity and Inclusion Policy to be implemented that reflects Council's commitment to build a workforce that is equal and inclusive, where diversity is encouraged and everyone is respected, welcomed, supported and treated equitably. A Policy has been developed for consideration by Council.

### Background:

To meet the Corporate Plan 202-2025 objective "Develop council as an employer of choice within the region and nationally" an identified key deliverable is to develop a diversity and inclusion policy.

Diversity and inclusion in the workplace are considered a business imperative for organisations globally and important for Council as it contributes to the establishment of a positive workplace environment.

The concept of creating a diverse and inclusive workplace has gained traction across various industries, including local governments, as its benefits have become increasingly clear as many employees now make it a deciding factor for choosing their employer.

Promoting a diverse and inclusive workplace can bring benefits such as higher employee engagement, improved performance, greater innovation, retention of talent, improved employee wellbeing and lower levels of unlawful behaviour such as harassment and discrimination.

### Comment:

The Diversity and Inclusion Policy sets Council's commitment to creating a workplace where diversity is valued, people are included, feel comfortable and supported.

Organisations that create diverse and inclusive work environments are more adaptable, creative, and attract top talent.

**Consultation:**

- Manager, Governance and Compliance
- Council's Executive Team

**Links to Strategic Plans:**

- People
- Sustainability

**Conclusion:**

That SARG Committee notes and recommends the attached policy for inclusion on the agenda at the August Ordinary Meeting.



**Endorsed:**

Tracey Burrell

**Acting Head of People and Wellbeing**



Hollie Faithfull

**Chief Financial Officer**



**Approved:**

David Baldwin

**Acting Chief Executive Officer**

# Diversity and Inclusion Policy

<b>Responsible Manager</b>	Head of People & Wellbeing
<b>Head of power</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Public Service Act 2008</i> <i>Industrial Relations Act 1999</i> <i>Anti-Discrimination Act 1991</i> <i>Sex Discrimination Act 1984</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Human Rights and Equal Opportunity Act 1986 (Cth)</i> <i>Public Sector Ethics Act 1994</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	TBC 2021
<b>Implemented from</b>	TBC 2021
<b>Last reviewed</b>	June 2021
<b>Review history</b>	2021
<b>To be reviewed</b>	June 2024
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## **1. Purpose**

Torres Strait Island Regional Council (Council) is strongly committed to creating a workplace where diversity is valued, people are included, feel comfortable and supported.

Council recognises and respects diversity, individual needs, experiences, and strengths, through the creation of an environment that enables our people to thrive and achieve their aspirations.

This policy will guide decisions on how Council will shape and support our workplace and will also inform Council's various policies, procedures and strategies that align with diversity inclusion and belonging.

## **2. Application**

This policy applies to all Council Officers, including contingent employees, volunteers, and Elected Members.

## **3. Legislation/Policies**

This policy is established with reference to obligations specified in the *Anti-Discrimination Act 1991* and Council's People and Wellbeing Policy.

## **4. Provisions**

Council is committed to fostering, cultivating, and preserving a workplace culture of diversity, equity and inclusion.

Our people are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of Council's purpose and how we deliver for our communities.

We embrace and encourage our employees' difference in gender, gender identity, age, ethnicity, cultural background, religious belief, sexual orientation, marital or family status, disability, socio economic background, perspective or experience and other characteristics that make our employees unique.

Council's diversity and inclusion initiatives are applicable, but not limited, to our practices and policies on recruitment and selection, compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; terminations and the ongoing development of a workplace environment built on the premise that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work arrangements to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater

understanding and respect for their diversity.

All employees of Council, including contingent employees:

- have a responsibility to always treat others with dignity and respect.
- are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Council organised events.
- are encouraged and have a responsibility to respectfully address behaviours that conflict with this policy and Council's values.
- will be required to participate in annual diversity and inclusion awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behaviour that contradicts this policy, may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy, should seek assistance from their line manager, supervisor or People & Wellbeing.

# TORRES STRAIT ISLAND REGIONAL COUNCIL

## SARG AGENDA REPORT

<b>SARG MEETING:</b>	August 2021
<b>DATE:</b>	5 August 2021
<b>ITEM:</b>	Agenda Item for Strategic Advisory Reference Group
<b>SUBJECT:</b>	TSIRC Fuel Improvement Program Status Update Report
<b>AUTHOR:</b>	David Lennie, Strategic Sourcing Manager

### Recommendation

That the Strategic Advisory Reference Group (SARG) notes the report.

### Purpose

The purpose of this report is to provide SARG with an update in relation to TSIRC's Fuel Improvement Program and upgrade projects.

### Background:

TSIRC is the primary provider of fuel (ULP & Diesel) to most of the 15 communities delivering to customers (community, businesses and other local government agencies and service providers) approximately 850,000L of fuel per year.

Figure 1 below is a map outlining the fuel type provided by TSIRC on each of its 15 communities. Table 1 details TSIRC supplied fuel sites, as well as third party supplied community fuel sites.

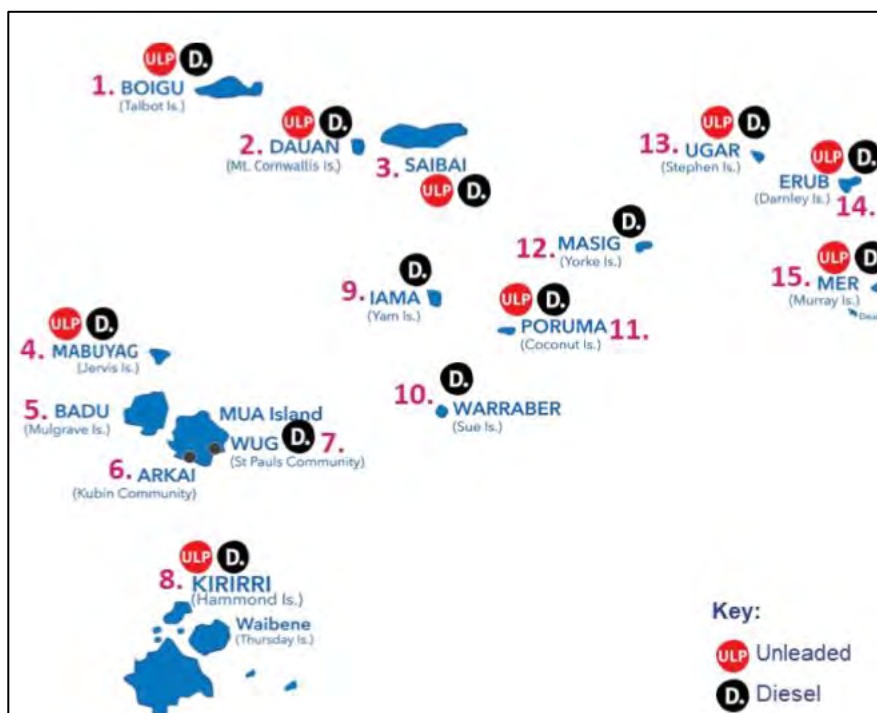


Figure 1- Fuel type provided by TSIRC

### Table 1 - Fuel Improvement Program – Funding Status Snapshot 28/7/2021

[illegible]



**Table 2 – Fuel expenditure, small capital and interim measures**

#	Community	Spill Kit	First Aid Kit	Eyewash Cabinet	Fire Extinguisher	Safety Signs	Staff Training Ongoing	Current Status	Forecast Completion Date
1.	Boigu	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution* – EFTPOS Bowzers by 30/3/22
2.	Dauan	✓	✓	✓	✓	✓	✓	• Bowzers are operational – need service visit to replace bowser displays	• In Operation
3.	Saibai	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution • Contract awarded to build new facility with EFTPOS	• 30/9/21 interim solution while new facility is being built* – EFTPOS bowzers by 30/11/21
4.	Mabuyag	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution* – EFTPOS Bowzers by 30/3/22
5.	Badu	Fuel fulfilment provided by Island & Cape							
6.	Arkai	ULP fulfilment provided by IBIS, Diesel provided from Wug							
7.	Wug	✓	✓	✓	✓	✓	✓	• Diesel solar powered fuel tank with bowser operational	• In Operation
8.	Kirirri	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution*
9.	Iama	✓	✓	✓	✓	✓	✓	• Solar powered fuel tanks with bowzers can be moved here once other islands are operational	• 30/4/22
10.	Warraber	✓	✓	✓	✓	✓	✓	• Solar powered fuel tanks with bowzers can be moved here once other islands are operational	• 30/4/22
11.	Poruma	✓	✓	✓	✓	✓	✓	• Bowzers are operational	• In Operation
12.	Masig	✓	✓	✓	✓	✓	✓	• Diesel solar powered fuel tank with bowser operational	• In Operation
13.	Ugar	✓	✓	✓	✓	✓	✓	• In design phase for new fuel facility with EFTPOS	• 31/12/21 EFTPOS Bowzers
14.	Erub	✓	✓	✓	✓	✓	✓	• Bowzers are operational – end of life and will be replaced	• In Operation - 30/3/22 New EFTPOS Bowzers installed
15.	Mer	✓	✓	✓	✓	✓	✓	• In project planning, location assessment and design phase for new fuel facility with EFTPOS	• 31/12/21- EFTPOS Bowzers

Most of the TSIRC fuel infrastructure needs a replacement or upgrade as it has reached end of useful life and in some cases, no suitable infrastructure existed at the outset of amalgamation.

Following on from internal Safety Audits and Reports completed in October 2020 and May 2021, significant fuel safety improvement actions have been scoped, planned and delivered and others in progress. Most recent May 2021 internal safety audit is attached as appendix 1.

These fuel improvement measures include (but not limited to):

- All 13 community fuel sites that TSIRC supply fuel have received relevant PPE and safety equipment's including spill kits, first aid kits, emergency eyewash cabinets, new or replacement fire extinguishers and safety signage.
- Initial fuel safety training has been delivered to all sites by Special Project & Logistics staff to 65 Engineering Staff in divisions on safe fuel and gas operations. Further Take 5 online training is under development by Learning & Development for ongoing training needs. This training should be delivered in August and September 2021. This will then be available for ongoing training needs for new staff handling fuel and gas.
- All sites utilising 200L drum fuel have been provided with a paste to test daily for water contamination prior to dispensing fuel. Contaminated fuel has been a key issue for divisions dispensing fuel from 200L drums. Engineering operations have also been proactive in organising safe water-resistant drum covers for additional water contamination measures.
- Eight new solar powered fuel tanks with bowzers are being fitted out as interim solutions for Boigu, Mabuyag, Saibai and Kirirri to replace dispensing of fuel via 200L drums – forecast completion date 30/9/2021. Please see appendix 2 for project schedule timelines. Note Erub was in scope but has working fuel bowzers, operational decision made to prioritise Kirirri for interim solution as bowzers non-functional. State funding of \$400,000 has been granted to upgrade Erub by 30/3/2021. Interim fuel tanks with bowzers to be installed at Saibai until new community fuel site is commissioned in late November 2021. The Saibai interim fuel tanks with bowzers can be relocated to Erub or another fuel site as needed. Each of the four interim solutions will be fitted with new 2.1m high stainless steel wire mesh fencing with barbed wire three strand above fence line and solar powered/battery motion sensitive spotlights to deter unauthorised access.
- Contract awarded to build new Saibai facility with EFTPOS – forecast completion date 30/11/2021.
- Total of \$1.2M grant funding has been endorsed by Council for future Works for Queensland to replace fuel facilities at Boigu, Mabuyag and Erub – forecast completion date 30/3/2022.

## Fuel Improvement Reports

Please see table 1 and 2 for two-page snapshot and funding status report. Please see Plates 1 and 2 for photographs of existing examples of end of life fuel sites in appendix 1, hand fuel pumping and interim measures using new fuel tanks and bowser, which are safe and compliant for our communities.

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### Mabuyag

Note the proposed interim fuel dispensing area at Mabuyag will be relocated away from the existing shed to within the existing boundary of the original fuel dispensing and tank storage area. Relocating the bowser to the ramp area has been investigated and is not value for money and unfunded in the short to medium term. See appendix 3 for location of fuel tanks and bowser, a new gate will be installed to facilitate fuel dispensing outside the new tanks and bowser.

### Saibai

Tender for the Saibai Fuel Bowser upgrade has been awarded at the July 2021 Council Ordinary Meeting. The successful contractor is scheduled to mobilise in late October 2021 to commence works on site. The forecasted project completion is scheduled for late November 2021.

Note, the initially proposed temporary fuel bowser location at Saibai has been deemed not feasible due to the site conditions. The associated costs to improve the site conditions to enable safe fuel operations for TSIRC staff and customers is estimated to exceed allocated project budget and not value for money due to short term use.

Kerbside delivery from outside the existing temporary fuel shed has been investigated and is not compliant with relevant safe fuel operating standards for both ULP and Diesel. A revised Council owned site has been identified and is shown in appendix 3. This site will be compliant and can be re-purposed as a secure storage area for TSIRC plant, vehicles and equipment post commissioning of new community fuel site as will be fully fenced and have security lighting.

### Mer

TSIRC have allocated \$572,000 of its own funds for the new fuel bowser at Mer. Council is also seeking external funding to fund the entirety of the upgrade. This project is currently at the project planning, location assessment and design phase for a new fuel facility with EFTPOS.

The proposed new location for the new fuel bowser has been assessed by TSIRC BSU and Engineering team along with the Divisional Councillor and representatives of the St James Church. The proposed new site is deemed fit for purpose and will undertake necessary approvals, planning and scoping.

### **Conclusion:**

That the SARG notes the report as attached.



### **Author:**

David Lennie  
Strategic Sourcing Manager



**Recommended**  
Adeah Kabai  
Acting Chief Engineer



**Approved:**  
David Baldwin  
Acting Chief Executive Officer

Attachments –

Appendix 1 – May 2021 Internal Safety Audit

Appendix 2 - Fuel Improvement Program schedule (Interim Measures Projects)

Plates 1 and 2 for photographs of existing examples of end of life fuel sites, hand fuel pumping and interim measures using new fuel tanks and bowsers

Appendix 3 - Location of fuel tanks and bowsers (Interim measures / projects)

#	Site	Overview	WHS Rating		Recommendations	Actions Taken	Revised WHS Rating		Comments
		Dispensing / Storage	Dispensing Area	Storage Area			Dispensing Area	Storage Area	
1	Boigu	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•The general area is kept neat &amp; tidy.</li><li>•Pallets are positioned in a way that can be easily moved or maneuvered.</li><li>•The area is secure with adequate signage.</li><li>•Fire fighting equipment available and withing testing date.</li><li>•No spill kit / First aid kit / Eye Wash available in the immediate area</li><li>•ULP Bowser is operational with storage tank (2000lt)</li><li>•Diesel bowser is not in operational with an attached storage tank - approximately 1900lts of old diesel.</li></ul> <p><b>Storage:</b></p> <p>Empty drums are located within the landfill in a cordoned off section. This is segregated from the fuel dispensing area by approximately 250m. General house keeping is urgently required within the designated area.</p>	High 21	High 18	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•Spill kit / First Aid kit / Eye Wash - To be located within the immediate area</li><li>•Removal of excess 20 ULP drums as storage tank is in operation - Why is there 20 drums (4400lt) of full ULP, when we have a working bowser &amp; storage tank? If the drums can't be removed / offloaded, can they be pumped into the tank?</li><li>•Diesel tank is not operational - Tank has approximately 1920lts sitting stagnant for 8months</li><li>•Bunding pallets used during dispensing operations</li><li>•Weeds along the fence line to be sprayed to stop overgrowth</li></ul> <p><b>Storage:</b></p> <ul style="list-style-type: none"><li>•Removal of ignition sources as matter of priority (Dead grass on pallets / drums and surrounding area)</li><li>•Rubbish / clutter removed from the designated area</li><li>•Drums to be stored on pallets only (drums stored upright)</li><li>•Fixing of the "Fencing" needs to be done as a matter of priority – Temp Fencing would be a better solution (Lockable with Signage)</li><li>•Single stacked pallets (If possible)</li><li>•Grass to be mowed and dead grass removed from area</li><li>•Small spill kit - Incase of accidental leakage (lying on ground – Deteriorated drums)</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul> <p><b>Following Items ordered: Due 28/6 - 16/8</b></p> <ul style="list-style-type: none"><li>• 1 Bloc Tank - ULP 4500lt</li><li>• 1 Bloc Tank - Diesel 2500lt</li></ul>	High 21	High 21	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Bunding Pallet</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• QTY of Full drums 43 (24 ULP / 19 Diesel)</li><li>• QTY of Empty Drums 82 (80 ULP / 2 Diesel)</li><li>• Shelter for dispensing activies</li><li>• Ignition Sources</li><li>• Housekeeping - Grass overgrown</li></ul>
2	Dauan	Not Assessed	Not Assessed		Not Assessed	NIL	High 17		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required :</b></p> <ul style="list-style-type: none"><li>• First Aid Kit</li><li>• Eye Wash</li></ul>
3	Saibai	<p><b>Dispensing / Storage - ULP:</b></p> <ul style="list-style-type: none"><li>•Area is secure but there signage is faded and needs replacing.</li><li>•Poor Lighting and no ventilation when dispensing fuel (Employees Feeling dizzy when dispensing)</li><li>•No Extinguishers</li><li>•No spill kit / First aid kit available</li><li>•No PPE available (eg: Glasses, Gloves)</li><li>•Some drums are palletized, other thrown in the grass (potential ignition sources)</li><li>•QTY of empty drums</li><li>•The dispensing / storage area is in close proximity to Council accommodation (across the road 10-15m) &amp; IBIS (30-50m).</li></ul> <p><b>Dispensing / Storage - Diesel:</b></p> <ul style="list-style-type: none"><li>•Diesel dispensed out of white bowser</li><li>•ULP (Green bowser) not working – Dispensing out of the shed (as per above)</li><li>•Fire extinguisher (1) near tank – Unsure if within testing date</li><li>•No spill kit sighted</li><li>•Area seems secure – No signage</li><li>•The diesel dispensing / storage area approximately 1km from unleaded storage / dispensing.</li></ul>	Extreme 24	High 21	<p><b>Dispensing / Storage - ULP:</b></p> <ul style="list-style-type: none"><li>•Ventilation must be created (as matter of priority)</li><li>•Spill kit, First Aid, Eye Wash &amp; Fire Fighting equipment (2 x Extinguishers) must be supplied (as matter of priority)</li><li>•Clean up of surrounding area - Drums to be palletised and strapped</li><li>•Housekeeping (Mowing, weeds sprayed)</li><li>•Removal of empty drums from the Island – (as a matter of priority)</li><li>•Empty drums that are ready for transportation should be located behind the shed within its own fenced off area (temp fencing) with signage.</li><li>•Dispensing of fuel to be done outside (not in the shed) - Shade to be provided during the dispensing – (as a matter of priority).</li><li>•Drum being dispensed be placed on bunded pallet</li></ul> <p><b>Dispensing / Storage - Diesel</b></p> <ul style="list-style-type: none"><li>•Additional signage required (Gate / Bowser – No Entry, No smoking)</li><li>•Spill kits / First Aid kits / Eye Wash must be supplied (as a matter of urgency)</li><li>•Fire Extinguisher (1)</li><li>•ULP bowser to be fixed so all dispensing can be done from one location</li><li>•Housekeeping - Grass mowed, fixing of fence &amp; moving temp fence from bowser</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 2 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 2 x Eye Wash (2 x Bottle)</li><li>• 2 x Fire Extinguisher</li></ul> <p><b>Following Items ordered: Due 28/6 - 16/8</b></p> <ul style="list-style-type: none"><li>• 1 Bloc Tank - ULP 4500lt</li><li>• 1 Bloc Tank - Diesel 2500lt</li></ul>	High 22	High 18	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Sheleter during dispensing</li><li>• Bunding Pallet</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Ventilation for dispensing activies (Ignition source)</li><li>• No power or running water</li><li>• QTY of Empty Drums 56 ULP</li><li>• Location of ULP storage / Dispensing</li></ul>

4	Mabuiag	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•The general area is need of housekeeping (Lawns mowed – in the compound and around the outside, rubbish &amp; clutter removed, weeds along the fencing be sprayed).</li><li>•Spill Kits are not easily accessible in case of an emergency</li><li>•No First Aid Kit / Eye Wash Station</li><li>•Pallets are positioned in a way that can be easily moved.</li><li>•The area is secure with adequate signage.</li><li>•Firefighting equipment available and within testing date.</li><li>•Empty Drums are located outside of the compound (to the right)</li><li>•The Dispensing area is located approximately 10m to the Mechanic’s shed, 15m to the Builders shed, 40m to the Water treatment plant, 95m to the nearest residential building and 150m to the school.</li></ul> <p><b>Storage:</b></p> <ul style="list-style-type: none"><li>•Empty drums are located to the right (outside of the dispensing area).</li><li>•Drums are stacked on pallets but not strapped.</li><li>•Builders black film has been placed on the ground under the pallets to prevent possible spillage onto the ground.</li></ul>	High 17	High 21	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•General house keeping to be conducted immediately - Grass, Weeds, Rubbish removed</li><li>•Grass to be mowed around perimeter of dispensing area (up to 2m from the fence)</li><li>•Spill kit - To be moved to a location where it is easily accessible (in case of a spill)</li><li>•No First Aid Kit / Eye Wash must be supplied (as a matter of urgency)</li><li>•Drums being used to dispense fuel be placed on a bunded pallet</li><li>•Empty drums to be relocated to a different area (Not stored near the dispensing area).</li></ul> <p><b>Storage:</b></p> <ul style="list-style-type: none"><li>•Separation of Drums - Crossfield has identified a location for where the empty drums can be stored. There is a large concrete pad located approximately 30m away (Approx. 12m wide &amp; 25m long) between the mechanic’s shed and the water treatment plant office. Signage, temp fencing with lockable gate will be required. This will create the separation between the full drums and reduce the risk.</li><li>•Removal of empty drums (at regular intervals)</li><li>•Ensure grass area around the are (up to 2m from the temp fence) is mowed</li><li>•Weeds along the fence line are sprayed (poisoned) to ensure no overgrowth</li><li>•Additional pallets stacked to one side - If all pallets are used, a pallet is taken and placed in waiting area. Empty drums are placed on the pallet until it is full, then strapped straight away.</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul> <p><b>Following Items ordered: Due 28/6 - 16/8</b></p> <ul style="list-style-type: none"><li>• 1 Bloc Tank - ULP 4500lt</li><li>• 1 Bloc Tank - Diesel 2500lt</li></ul>	High 17	High 18	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>•Use of Eye Wash</li><li>•Use of Fire Extinguishers</li><li>•Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Bunding Pallet</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Housekeeping</li><li>• Ignition sources - Dead / Long grass</li></ul>
5	Badu	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Island &amp; Cape dispenses ULP/Diesel</li><li>•Area is secure - No Signage</li><li>•Drums stored in sealed container - Container in poor condition</li><li>•No ventilation (Rusted areas on roof - exposing weather)</li><li>•No spill kits / First Aid kit</li><li>•Fire Extinguishers x 2 – Not at dispensing area and obstructed</li><li>•Dispensing done inside of shed</li><li>•Old oil drums located at side of container</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Removal of container and stopping of dispensing activities (As this is provided by Island &amp; Cape), If not (due to ongoing theft) a new container with appropriate ventilation to be purchased.</li><li>•Additional signage (No unauthorized access, No smoking, Flammable liquid ect.)</li><li>•Spill kit, First Aid, Eyewash required as matter priority</li><li>•Fire Extinguishers to be placed in dispensing area</li><li>•Old oil drums / fuel drums to be removed.</li></ul>	NIL	High 17	<p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>•Spill kit</li><li>•First Aid</li><li>• Fire Extinguishers</li><li>• Eyewash</li><li>• PPE</li><li>• Signage</li></ul> <p><b>Outstanding - Training in :</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>•Use of Eye Wash</li><li>•Use of Fire Extinguishers</li><li>•Fuel Dispensing activities</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>•Container is not fit for purpose - Poor ventilation</li><li>•Old oil drums to be removed</li><li>•Hand pumps in poor condition - leaking</li><li>• I&amp;C dispence ULP &amp; Diesel - Why have our own supply?</li></ul>	
6	Kubin	ULP FULFILMENT PROVIDED BY IBIS - DIESEL PROVIDED BY ST PAULS							
7	St Pauls	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>• Diesel is stored in a 3000lt tank</li><li>•Old storage tank on site</li><li>•No empty drums</li><li>•Area is secure - additional signage required</li><li>•Housekeeping is good</li><li>•Fuel dispensing / storage are approximate 40-50m to council building, 100m from the IBIS</li><li>•No Fire Extinguishers, Eye Wash or Spillkit</li><li>•First aid kit available</li><li>•Fuel dispensing close to gas storage</li></ul>	High 17	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•2 x 9kg Extinguishers, Eye wash &amp; Spill kit required (as a matter of Priority)</li><li>•Additional signage (No unauthorized access, No smoking, Flammable liquid ect.)</li><li>•Gas storage to be moved (create bigger distance between fuel &amp; gas)</li><li>•Removal of Old fuel storage tank - This has been requested my Mathew B &amp; Amanda P</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li><li>• 1 x Fire Extinguisher</li></ul>	NO UPDATE RECEIVED	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>•Use of Eye Wash</li><li>•Use of Fire Extinguishers</li><li>•Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li></ul>		



8	Hammond	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•The general area is kept neat &amp; tidy.</li><li>•Pallets are positioned in a way that can be easily moved or maneuvered.</li><li>•The area is secure with adequate signage.</li><li>•Fire fighting equipment available and withing testing date.</li><li>•There is also additional bunding at the front of the area.</li></ul> <p><b>Storage:</b></p> <ul style="list-style-type: none"><li>•Drums located within the storage area are mostly strapped and wrapped to pallets. Several newly placed empty drums not placed on pallets.</li><li>•1 full pallet of ULP (4 drums) and 1 Drum of Diesel have just arrived to Hammond and was placed in front of the empty drums.</li></ul>	Medium 13	High 17	<p><b>Dispensing:</b></p> <ul style="list-style-type: none"><li>•Spill Kit &amp; Eye wash required (as matter of priority)</li></ul> <p><b>Storage:</b></p> <ul style="list-style-type: none"><li>•Ensure grass area outside the fence (up to 2m from the fence) is mowed</li><li>•Grass within the compound is mowed</li><li>•Weeds along the fence line are sprayed (poisoned) to ensure no overgrowth</li><li>•Additional pallets stacked at wall of shed (closest to gate) – If all pallets are used, a pallet is taken and placed in waiting area. Empty drums are placed on the pallet until it is full, then strapped straight away</li><li>•Full drums of ULP &amp; Diesel to be stored under the awning of the shed until able to be moved to dispensing area.</li><li>•Ensure ULP pallets are positioned along the backside of the fence – Where possible try to single stack</li><li>•Diesel pallets positioned along side fence (facing the Hill)</li><li>•Spill Kit &amp; Eye wash required (as matter of priority)</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul> <p><b>Following Items ordered: Due 28/6 - 16/8</b></p> <ul style="list-style-type: none"><li>• 1 Bloc Tank - ULP 4500lt</li><li>• 1 Bloc Tank - Diesel 2500lt</li></ul>	Medium 13	High 22	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Shelter for dispensing activies</li><li>• Ignitions sources present - Storage</li><li>• Poor house keeping - Storage</li><li>• Grass over grown in compound and surrounds (fire break now non existiant) - Storage</li><li>• Ignitions sources present - Storage</li><li>• Fuel dispensing activites (during wet &amp; hot conditions ) relocate to and dispensing is conducted out of the Storage area</li></ul>
9	Iama	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•BIS dispenses ULP</li><li>•Area is secure - additional signage required</li><li>•Ventilation / Lighting ok</li><li>•Housekeeping (inside) is good, outside required - Dead leaves</li><li>•Insure of location in proximity to other assets</li><li>•Fire Extinguishers / First aid kit available</li><li>•Spill kit / Eye wash not available.</li><li>•Dispensing down outside (out of shed)</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Additional signage (No unauthorized access, No smoking, Flammable liquid ect.) - Priority</li><li>•Spill kit / Eye was required (as matter of priority)</li><li>•Bunded pallet to be used for when dispensing fuel</li><li>•Awning at front to stop rain / sun when dispensing fuel</li><li>•Housekeeping - Dead leaves to be removed</li><li>•Empty drums to be placed on a pallet (then strapped when full)</li><li>•It would be preferred to move the Fuel storage as this is a workshop (Potential for ignition sources)</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul>	High 17		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Shelter for dispensing activies</li><li>• Ignitions sources present (Other chemicals stored)</li></ul>
10	Warraber	<p><b>Dispensing / Storage :</b></p> <ul style="list-style-type: none"><li>•Area is secure – additional signage required</li><li>•Adequate lighting and ventilation when dispensing fuel (Windows to be opened when dispensing)</li><li>•Fire Extinguishers available and within testing date</li><li>•PPE, Spill kit / First aid kit available</li><li>•No Eye wash facilities</li><li>•Empty drums are palletized and strapped awaiting shipment</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Drum being dispensed be placed on bunded pallet</li><li>•Extinguishers must be clear of obstructions, blue hose to be removed</li><li>•While dispensing fuel, Back windows to be open</li><li>•Additional signage (No unauthorized access, No smoking)</li><li>•Awning at front to stop rain / sun when dispensing fuel</li><li>• Eye wash facilites</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Eye Wash (2 x Bottle)</li></ul>	High 17		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Spill kit</li><li>• First Aid kit</li></ul>
11	Poruma	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•ULP / Diesel is stored in a tank - Bowser in working order</li><li>•Full drums stored in compound</li><li>•Area is secure - Signage is adequate (for compound)</li><li>•Housekeeping is good</li><li>•Fuel dispensing / storage is approximate 40-60m to council building, council accommodation &amp; IBIS.</li><li>•Spill kits, Fire Extinguishers &amp; First aid kits available</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Removal of excess drums (Why are drums here if we have a tank?)</li><li>•Large Spill kit still wrapped in plastic – This to be unwrapped and made available</li><li>•Eye Wash Facilities</li><li>•Signage (to be added to bowser Door)</li><li>•Obstructions Infront of extinguishers to be removed</li><li>•Shade from the elements while dispensing</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul>	NO UPDATE RECEIVED		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul>

12	Masig	<p><b>Dispensing / Storage - Unleaded:</b></p> <ul style="list-style-type: none"><li>•IBIS has the ULP fuel dispensing facility.</li><li>•The area in which the ULP drums TSIRC own, is secure but there is no signage to advise of the potential danger (Eg: Flammable Liquid, No Unauthorized persons)</li><li>•Empty drums located in same room</li><li>•Door Lighting and Ventilation</li><li>•1 x Extinguisher is out of testing date (2004).</li><li>•No spill kit, Eye wash / First aid kit available</li><li>•No PPE available (eg: Glasses, Gloves)</li><li>•No process explained on how drums are to be removed</li></ul> <p><b>Dispensing / Storage - Diesel:</b></p> <ul style="list-style-type: none"><li>•2000lt diesel tank with electric motor &amp; nozzle.</li><li>•The tank is within a locked compound (with other machinery) and the area is secure.</li><li>•Some signage, but additional signage is required (Eg: No Unauthorized persons). The sign on the gate advises that there is flammable gases.</li><li>•The compound is located close to residential buildings and approximately 150m away from the IBIS.</li><li>•The tank seems to in a section of the compound where it can be collided with by machinery.</li><li>•The area seems to be free from clutter and rubbish, with reasonable housekeeping.</li><li>•No Firefighting equipment, spill kit, first aid kit, Eye wash or PPE are available.</li><li>•9 full drums of diesel are located behind a manitou and tractor. The drums look to be in a terrible condition. This poses a serious environmental risk along with a safety risk to the community and employees if these where to leak or cause an explosion. It is advised that these drums have been located here for an extended period of</li></ul>	High 21	High 21	<p><b>Dispensing / Storage - Unleaded:</b></p> <ul style="list-style-type: none"><li>•Removal of all ULP drums – No reason for TSIRC to hold any quantities of ULP (as this is dispensed from IBIS)</li><li>•Area should not to be used as a fuel dispensing / storage</li></ul> <p><b>Dispensing / Storage - Diesel:</b></p> <ul style="list-style-type: none"><li>•Move the location of the fuel tank to an area within the compound that reduces the risk of possible collision with plant or equipment.</li><li>•If gas is stored in the compound, this should be segregated from the fuel (opposite side of compound - at a minimum).</li><li>•9 full drums of diesel to be removed as matter of priority</li><li>•2 x 9kg Fire Extinguishers, Spill kit, First aid kit, Eye Wash and appropriate PPE are required as a matter of Priority</li><li>•No Unauthorised Entry” sign to be added to the compound gate.</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li><li>• 1 x Fire Extinguisher</li></ul>	High 21	High 21	<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• Signage</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• LRP stored in TSIRC shed is unsafe due to no signage, First Aid, Eye wash, spill kit and build up of old materials in the general area</li><li>• Diesel tank location to be moved to ensure machinery cannot be collided with</li><li>• 9 full drums of diesel are located behind a manitou and tractor. The drums look to be in a terrible condition. This poses a serious environmental risk along with a safety risk to the community</li><li>• Gas stored in same compound</li></ul>
13	Ugar	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Area is secure with adequate signage</li><li>•Ventilation ok - Lighting is only natural</li><li>•Housekeeping kept in good condition</li><li>•Fire Extinguishers are present (unsure if within testing date)</li><li>•Spill kit, First aid kits, Eye Wash and PPE not available.</li><li>•Empty drums stored at front &amp; side</li><li>•Unsure of exact proximity to near by assets (extremely close to a homes)</li><li>•Condition of housing needs to be reviewed</li></ul>	High 18		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Spill kit, First aid kit, Eye Wash &amp; PPE required (as matter of Priority)</li><li>•Bunded pallet to be used for when dispensing fuel</li><li>•Drums to be removed from front of building - Can this be put down the side?</li><li>•Condition of the building to be reviewed to see if it is adequate to store fuel. The building looks to be in poor condition.</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li><li>• 1 x Fire Extinguisher</li></ul>	High 18		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Bunding Pallet</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Location is dilapidated with no power</li><li>• Hand pump - Cannot read meter to accurately dispense fuel</li></ul>
14	Erub	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Area has recently been fenced - Now a compound</li><li>•No Signage has been erected - Unsure if signage is adequate</li><li>•Gate to bowser area rusty and damaged</li><li>•Sign on bowser area, Unsure if sufficient</li><li>•Housekeeping kept in good condition</li><li>•Fire Extinguishers are present (unsure if within testing date) – Obstructed access</li><li>•Spill kit, First aid kit, Eye wash or PPE not available.</li><li>•No shelter from the elements when dispensing</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Spill kit, First aid, Eye Wash &amp; PPE required (as matter of Priority)</li><li>•Ensure unobstructed access to Fire Extinguishers</li><li>•Shelter to be erected for dispensing activities</li><li>•Signage (Diesel Fuel, Petrol Sign, Hazchem, Danger Sign &amp; no smoking)</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li></ul>	High 17		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li><li>• Shelter for dispensing activities</li></ul> <p><b>Outstanding Items:</b></p> <ul style="list-style-type: none"><li>• Fence wall requires repair - Poor state</li><li>• Electrical cables falling away from cable tray and on ground / exposed - Seaswift threatening to not fill due to safety concerns</li><li>• Fire Extinguishers still obstructed</li><li>• House keeping</li><li>• Slip &amp; Trip Hazards</li></ul>
15	Mer	<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Storage area is secure</li><li>•Some signage</li><li>•No Bunding</li><li>•No spill kits, First Aid, Eye Wash or PPE</li><li>•Fire Extinguishers x 1</li><li>•Dispensing occurs outside (no protection from the elements)</li><li>• Location of Fuel dispensing is directly behind offices (Police / Rangers)</li></ul>	High 17		<p><b>Dispensing / Storage:</b></p> <ul style="list-style-type: none"><li>•Additional Signage required (eg: No entry, Flammable liquids)</li><li>•Spill kits, First Aid, Eyewash &amp; PPE required (as matter of priority)</li><li>•Additional Fire Extinguisher x 1</li><li>•Bunding required (Both areas)</li><li>•Adequate shade / protection required for dispensing</li></ul>	<p><b>Following Items ordered: Due Mon 24/5/21</b></p> <ul style="list-style-type: none"><li>• 1 x Spill Kit (240lt Fuel &amp; Oil)</li><li>• 1 x First Aid Kit (Outdoor &amp; Remote bag)</li><li>• 1 x Eye Wash (2 x Bottle)</li><li>• 1 x Fire Extinguisher</li></ul>	NO UPDATE RECEIVED		<p><b>Outstanding - Training in: (Including Procedures)</b></p> <ul style="list-style-type: none"><li>• Use of Spill Kits</li><li>• Use of Eye Wash</li><li>• Use of Fire Extinguishers</li><li>• Fuel Dispensing activities</li></ul> <p><b>Items Required:</b></p> <ul style="list-style-type: none"><li>• PPE</li><li>• Signage</li></ul>



## Appendix 2 - Fuel Improvement Program Schedule - Interim Fuel Tanks for Saibai, Mabuyag, Boigu & Kirirri

TSIRC

David Lennie

Project Start:

Wed, 4/28/2021

Display Week:

15

[illegible]

**Plate 1 - End of life fuel facilities & hand pumping of fuel (Saibai, Kirirri, Mer & Ugar)**









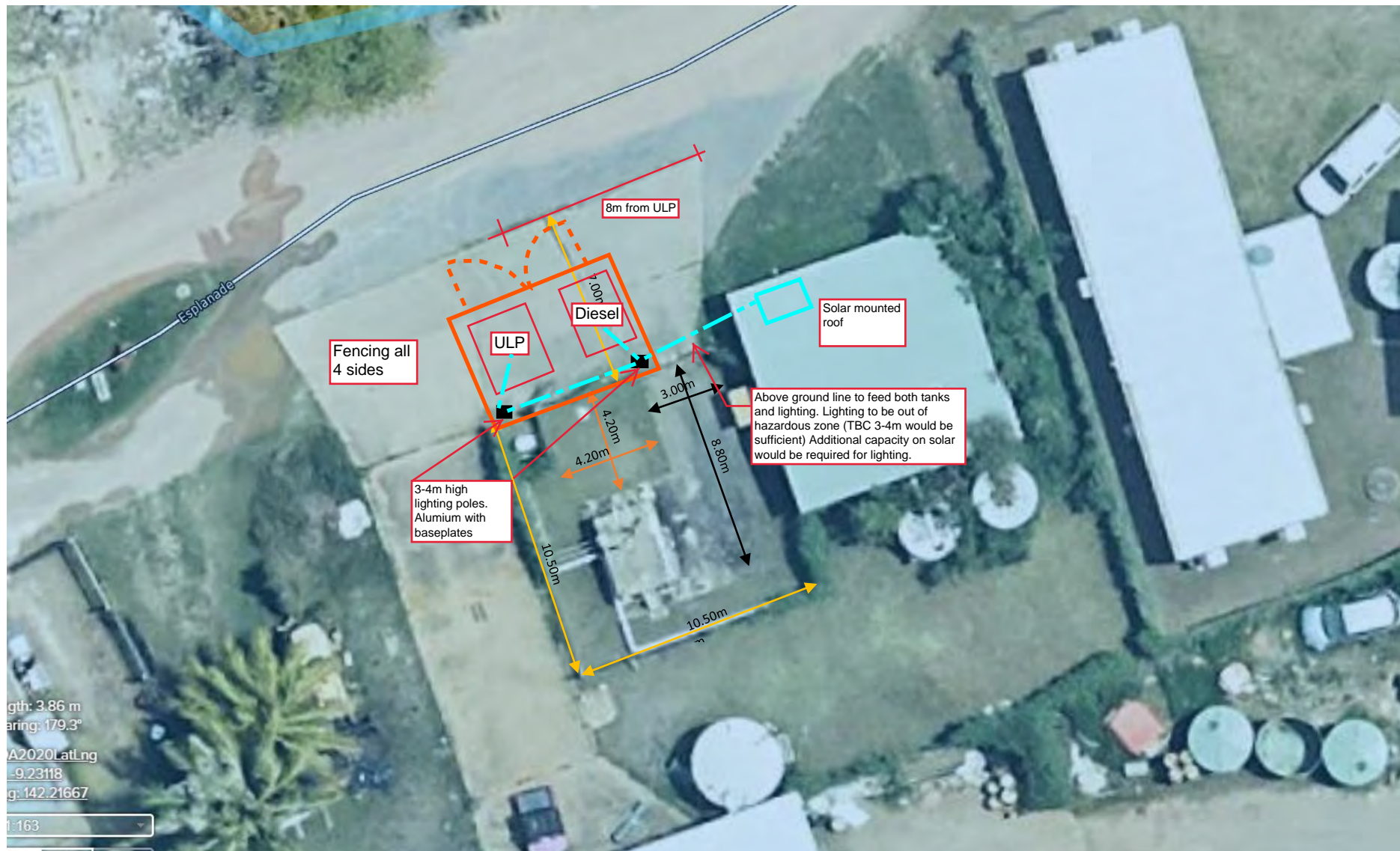
Plate 1 – Hand pumping fuel on Saibai and Mer



h – Fuel interim measures using temporary solar powered fuel tanks









SAIBAI



Mabuyag – Site 1





Kirirri





# TORRES STRAIT ISLAND REGIONAL COUNCIL

## SARG COMMITTEE REPORT

<b>COMMITTEE MEETING:</b>	August 2021
<b>DATE:</b>	4/8/2021
<b>ITEM:</b>	Agenda Item for SARG Committee
<b>SUBJECT:</b>	BSU Update
<b>AUTHOR:</b>	Peter Jacques Head of Building services

### Recommendation:

That the Strategic Advisory Reference Group Committee note the information contained in this advice and endorse its submission to the August Ordinary Meeting of Council.

### Purpose:

This report outlines the current business activities of the BSU.

### Staffing:

All apprentices currently employed by TSIRC have now reverted to the BSU who will ensure their training meets the needs of the Individual.

3 TSIRC staff carpenters have been promoted to Assistant Supervisors being Ivan Lui, Ishmael Baira and Billy Bourne.

All BSU Island staff were collected on Poruma for a 3 Day Training Session all staff successfully complete training in Asbestos Awareness, Working at Heights, Confined Spaces and First Aid.

### Partnerships: Qbuild Program

#### Unplanned Maintenance R & M Jobs

**BSU to have all responsive w/o over 180 days completed and invoiced by 30 September 2021**

**BSU to have all responsive w/o over 120 days completed and invoiced by 30 December 2021**

**BSU to have all responsive w/o over 90 days completed and invoiced by 30 March 2022**

BSU had Grand Total of 1636 jobs at the beginning of the program we now have a total of 837 down 799 since beginning of program. 31/5/21.

Of the 615 jobs over 100 days outstanding at 31/5/21 BSU have completed 433. BSU will have all jobs over 100 Days completed by 30 September meeting all expectations.

#### NAHA UPGRADES

**BSU to have 25% of all projects (54Projects) completed by 30 September 2021**

**BSU to have 60% of all projects (130) completed by 30 September 2021**

**BSU to have 80% of all projects (174) completed by 30 September 2021**

- BSU will have 154 75% of all projects completed by 30 September 2021 and the remaining 203 by December 2021, not including new work.
- BSU will complete all Home Ownerships by 30 September along with al DOE/Hips which are include in the 174 projects.

### Invoicing for the Month of July

Unplanned Maintenance \$ 564,579.00

Up Grades \$1,200,659.00

Outstanding Invoices \$429,797.83 this amount was held up by certificates that would have seen the works financially complete.

### Capital Works

W4Q.R3 Ugar Guesthouse Upgrade	ALL MATERIALS ON SITE DUE FOR COMPLETION 16/8/16
Erub Staircase Refurbishment	COMPLETED.
Erub 5 Star Accom Upgrade	COMPLETED
Lot 162 St Pauls - House Rebuild	Under Construction
Masig Mechanic Shed Repairs Insurance	Ordering Materials
W4Q.R3 Poruma Airport Waiting Shed	Been delays with Sea SWIFT START OF CONSTRUCTION IS IMMENANT
W4Q.R3 Saibai Airport Waiting Shed	Materials Ordered
W4Q.R3 Masig Builder/Mechanics Workshop	Materials Ordered
W4Q.R3 Dauan Comm Hall (Only Comm Hall Now Scope Change)	Tender Awarded
W4Q.R3 Iama Covered Sporting Facility	Tender Awarded
Saibai Fuel	Tender Awarded
Ugar Fuel	Awaiting final liaison Councillor
Mer Fuel	Ready for Tender
Mer Offices & Workshop - WIP	Under Construction

## **Open Purchase orders**

BSU is awaiting payment of \$1,279,393.94 on top of this month's Invoices

<b>100% completed projects by island 20/21 financial year excluding R &amp; M's</b>			
Island	Jobs	Value	
Badu	48	\$1,660,288.10	
Boigu	18	\$ 856,852.00	
Dauan	14	\$ 448,752.42	
Erub	43	\$ 464,481.06	
Hammond	14	\$ 399,531.90	
Iama	48	\$ 692,197.70	
Kubin	12	\$ 296,427.53	
Mabuiag	18	\$1,433,852.27	
Mer	20	\$ 592,910.50	
Poruma	15	\$ 754,582.97	
Saibai	21	\$1,392,928.28	
St Pauls	14	\$ 588,151.29	
Ugar	14	\$1,010,151.29	
Warrabar	44	\$1,468,933.12	
Yorke	90	\$1,800,989.03	

## **Capital Purchase**

BSU hope to purchase a Telehandler shortly, instead of hiring one from contractors at a rate of up to \$22k a day. This will necessitate the hiring of a full time and Part time Plant operator from the Islands and train them in the operation and management of the equipment.

DNC plumbing have advised TSIRC that they are purchasing a Barge to move their equipment through out the Islands and would welcome the opportunity to Tender for transportation of BSU equipment and the removal of Builders waste from the Island.

## **Recommendation:**

That the Strategic Advisory Reference Group Committee note the information contained in this advice and endorse its submission to the August Ordinary Meeting of Council.

**ESO**

*Peter Jacques*

**Endorsed:**

Peter Jacques  
Position – Head of Building

*Ilario Sabatino*

**Recommended:**

Ilario Sabatino  
Position – Chief Operations Officer

*David Baldwin*

David Baldwin  
Position: Acting Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## SARG REPORT

<b>SARG MEETING:</b>	August 2021
<b>DATE:</b>	5 August 2021
<b>ITEM:</b>	Agenda Item for recommendation by SARG Committee
<b>SUBJECT:</b>	Policy Matter – Policy Review, SPECIAL HOLIDAYS
<b>AUTHOR:</b>	Dawson Sailor, Acting Head of Community Services

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### Recommendation:

That the Strategic Advisory Reference Group Committee, note the information contained in this report and recommend the following for Council endorsement:

- Endorse the list of 2022 special holidays outlined in Attachment A to this report and
- delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to submit the list of 2022 special holidays to the Minister for Employment and Minister for Education and Minister for Industrial Relations, for approval.

### Executive Summary:

The purpose of this report is to seek SARG's endorsement of the 2022 nominated special holidays.

### Background:

Each year Council submits special holidays for the TSIRC Local Government area to the Minister for Employment and Minister for Education and Minister for Industrial Relations, for approval. The special holidays for 2022 are listed in Attachment A.

### Comment:

Divisional Managers collaborated with respective Divisional Councillors to confirm the special holidays for 2022.

### Considerations

#### Risk Management

TSIRC employees are paid at standard rates for gazetted holidays.

#### Sustainability

Prior to nominating the special holidays for 2022, Council may consider undertaking a cost-benefit analysis of gazetting each date, on a case-by-case basis.

**Consultation:**

- Divisional Councillors
- Divisional Managers, Community Services
- Regional Managers, Community Services
- Mette Nordling, Manager Governance
- Dawson Sailor, Acting Head of Community Services

**Links to Strategic Plans:**

Corporate Plan 21/22  
Operational Plan 21/22

**Statutory Requirements:**

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Holidays Act 1983*

**Conclusion:**

That the Strategic Advisory Reference Group Committee note the information contained in this report and recommends that Council resolves to endorse the list of special holidays for 2022.



**Endorsed:**  
Dawson Sailor  
Acting Head of Community Services



**Recommended:**  
Ilario Sabatino  
Chief Operations Officer



**Approved:**  
David Baldwin  
Acting Chief Executive Officer



## SPECIAL HOLIDAY NOMINATION FOR 2022

		2021	12-Jul	2022
			Actual Date of Event	Proposed nominated dates for 2022
<b><i>Council Wide Holidays</i></b>				
All TSIRC	TSIRC Amalgamation Day	15/03/2021	14-Mar	14/03/2022
ALL TSIRC	Torres Strait Flag Day	28/05/2021	29-May	30/05/2022
All TSIRC	Community Services (Act) Day	31/05/2021	31-May	31/05/2022
All TSIRC	Mabo Day	3/06/2021	3-Jun	3/06/2022
All TSIRC	Coming of the Light	1/07/2021	1-Jul	1/07/2022
Cairns Office	Cairns Show Day	19/07/2021	19-Jul	(Cairns Based Staff only)
All TSIRC	First Councillors Conference	23/08/2021	23-Aug	23/08/2022
All Divisional Offices	Torres Shire Council Cultural Festival Holiday	17/09/2021		Date to be confirmed with TSC
<b><i>Specific Division Holidays</i></b>				
Division	Description	Date		
Badu	Deed of Grant in Trust Hand Over Day	1/02/2021	1-Feb	1/02/2022
Badu	St Marks Church Day	23/04/2021	25-Apr	25/04/2022
Badu	Coming of the Light to Badu		30-Oct	31/10/2022 (holiday falls on Sunday, day taken is Monday)
Badu	Native Title Determination Day	14/12/2021	14-Dec	14/12/2022
Boigu	United Pentecostal Church Day (Church of Rock)	1/03/2021	28-Feb	28/02/2022
Boigu	St Saviour Church Day - Torres Strait Church	21/06/2021	19-Jun	20/06/2022 (holiday falls on Sunday, day taken is Monday 20 june)
Boigu	Coming of the Light	8/07/2021	8-Jul	8/07/2022
Boigu	August Festival	9/08/2021	7-Aug	8/08/2022 (holiday falls on Sunday, day taken is Monday 08 Aug)
Boigu	Blood Covenant Church Dedication Day	27/09/2021	26-Sep	26/09/2022
Boigu	Native Title Determination Day	10/12/2021	10-Dec	12/12/2022 (holiday falls on Saturday, day taken is Monday 12 Dec)
Dauan	Ascension Day (Church Day of Parish of Ascension)	13/05/2021	8-May	9/05/2022 (dates fluctuate in the Christian calendar year)
Dauan	Coming of the Light and Native Title Determination Day	6/07/2021	6-Jul	6/07/2022
Dauan	Church of the Holy Cross Day	14/09/2021	14-Sep	14/09/2022
Erub	Coming of the Light Celebrations (Service and Re-enactment at Dabad)	2/07/2021	2-Jul	4/07/2022 (holiday falls on Saturday, day taken is Monday)
Erub	The Ark of Transfiguration ( <b>Ugar</b> Church Day)	6/08/2021	6-Aug	8/08/2022 holiday falls on Saturday, day taken is Monday
Erub	Annual Daisy Mye Sports Carnival	24/09/2021	24-Sep	26/09/2022 (holiday falls on Saturday, day taken is Monday)
Erub	All Saints Church Day	1/11/2021	1-Nov	1/11/2022
Erub	Native Title Determination Day	8/12/2021	8-Dec	8/12/2022 (PBC Advised change of date 2 years ago)
Hammond	Patron St Joseph Day	3/05/2021	2-May	2/05/2022
Hammond	Church Opening Day	15/09/2021	15-Sep	15/09/2022
Iama	St John Divine Church Day	19/06/2021	19-Jun	20/06/2022 (holiday falls on Sunday, day taken is Monday)
Iama	Turan Tabernacle Church Day Iama UPC	14/09/2021	14-Sep	14/09/2022
Iama	Native Title Determination Day	13/12/2021	13-Dec	13/12/2022
Kubin	Mualgal Native Title Determination Day	12/02/2021	12-Feb	14/02/2022 (holiday falls on Saturday, day taken is Monday 14 Feb)
Kubin	St Peter's Church Day	29/06/2021	29-Jun	29/06/2022
Mabuiag	St Mary's Church Day	2/02/2021	2-Feb	2/02/2022
Mabuiag	Wagadagam Tribal Chief Initiation Day	29/06/2021	29-Jun	29/06/2022
Mabuiag	Native Title Determination Day	6/07/2021	6-Jul	6/07/2022
Mabuiag	St.Mary's Church Dedication Day		1-Aug	1/08/2022

Mabuiag	Coming of the Light to Mabuiag	3/09/2021	3-Sep 5/09/2022	(Holiday falls on Saturday, day taken is Monday 09 September)
Masig	Halfway Island Native Title Determination Day	21/06/2021	19-Jun 20/06/2022	(Holiday falls on Sunday, day taken is Monday 20 June)
Masig	Parish of Ioane - Independent Church of Torres Strait	24/06/2021	24-Jun 24/06/2022	
Masig	Coming of the Light	5/07/2021	3-Jul 4/07/2022	(Holiday falls on Sunday, day taken is Monday 04 July)
Masig	Native Title Determination	7/07/2021	7-Jul 7/07/2022	
Masig	Aureed Island Native Title Determination Day	7/12/2021	7-Dec 7/12/2022	
Masig	St John the Evangelist Church Day	27/12/2021	27-Dec 27/12/2022	
Mer	Dauar Waier Observance Festival	14/06/2021	14-Jun 14/06/2022	
Mer	Coming of the Light Celebrations	2/07/2021	2-Jul 4/07/2022	(holiday falls on Saturday, day taken is Monday 04 July)
Mer	St. James Anglican Church Day	26/07/2021	25-Jul 25/07/2022	(holiday falls on Sunday, day taken is Monday 26 July) Formerly "Yam Festival". Cr. Advised to change to correct name
Mer	Cease Fire Day	16/08/2021	15-Aug 15/08/2022	"Cease Fire Day/Celebration)
Poruma	Zaranguai Day		8-Jan 8/01/2022	Did not apply in previous years
Poruma	Coming of the Light		1-Jul 1/07/2022	
Poruma	Native Title Determination Day	7/07/2021	7-Jul 7/07/2022	
Poruma	Indigenous Protected Area Celebration		18-Jul 18/07/2022	
Poruma	St Andrews Church Day	30/11/2021	30-Nov 30/11/2022	
Saibai	Saibai Native Title Determination Day	15/02/2021	12-Feb 14/02/2022	Actual Registered date: (12/02/1999). Holiday falls on a Saturday, day taken is Monday 14th
Saibai	Holy Trinity Church Day	7/06/2021	5-Jun 6/06/2022	(dates fluctuate in the Christian calendar year)
Saibai	Annexure Day	2/08/2021	1-Aug 1/08/2022	
Saibai	Church Dedication Day	6/12/2021	4-Dec 5/12/2022	(Holiday falls on Sunday, day taken is Monday 05 December)
St Pauls	St Pauls Anglican Church Day	25/01/2021	25-Jan 25/01/2022	
St Pauls	Mualgal Native Title Determination Day	12/02/2021	12-Feb 14/02/2022	holiday falls on Saturday, day taken is Monday
St Pauls	Kozan Outreach Church Day	19/04/2021	18-Apr 18/04/2022	
St Pauls	Florence Buchanan Day (Coming of the Light)	19/05/2021	19-May 19/05/2022	
Ugar	Coming of the Light Celebrations (service and re-enactment at Dabad)	2/07/2021	2-Jul 4/07/2022	(holiday falls on Saturday, day taken is Monday)
Ugar	The Ark of Transfiguration (Church Day)	6/08/2021	6-Aug 8/08/2022	(holiday falls on Saturday, day taken is Monday)
Ugar	All Saints Church Day	1/11/2021	1-Nov 1/11/2022	
Ugar	Native Title Determination Day	9/12/2021	9-Dec 9/12/2022	
Warraber	Zaranguai Day		8-Jan 8/01/2022	Did not apply in previous years
Warraber	Church Day	29/06/2021	29-Jun 29/06/2022	
Warraber	Native Title Determination - Aureed Island Claim Day	7/07/2021	7-Dec 7/12/2022	
Warraber	Coming of the Light		10-Jul 11/07/2022	Holiday falls on Sunday, day taken is Monday 11th July
Warraber	Indigenous Protected Area Celebration	19/07/2021	18-Jul 18/07/2022	
Warraber	Native Title Determination Day	24/08/2021	24-Aug 24/08/2022	





# TORRES STRAIT ISLAND REGIONAL SARG REPORT

<b>SARG MEETING:</b>	August 2021
<b>DATE:</b>	4 August 2021
<b>ITEM:</b>	Agenda Item for Discussion and Noting
<b>SUBJECT:</b>	Housing Investment Plan (Capital Works Program)
<b>AUTHOR:</b>	Harrison Sabatino, Manager, Housing

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## Recommendation:

The Strategic Advisory and Reference Group (SARG) committee note this report as a draft planning schedule for council consultation of \$14.428m Housing Capital Works Program.

## Executive Summary:

The approved funding committed by the Australian Government is intended to be utilised to increase the supply of housing which includes new construction, extensions to existing houses, or land lot development. There are options available to what is best needed in each division as per councillor advise and data administrated from housing and building services unit.

Conversation with councillors have already commenced and all aware current travel is to collated information as evidence to released funding of \$14.428m to address community housing needs and concerns.

## Background:

The Australian Government committed \$105M to address overcrowding in remote and discrete communities. At this time, a Mayors Workshop was held in February 2020 to discuss the allocation methodology for these funds.

In the workshop the Mayors agreed to a methodology for distribution of the funds with weightings given for population 60%, overcrowding 30% and homelessness 10% and applying a Building Price Indices using Rawlinson's Construction Cost Guide.

Further to above, there is a three-stage tiered funding methodology utilised, with 30% payable for stage one, 60% stage two and 10% for stage three. TSIRC is currently on stage one, which is Planning and Preparation. This includes gathering evidence and providing to state prior to funding being released.

The table below illustrates the discussion points and draft travel schedule.

Consultation Plan	
Allocation Per Division	\$961,866
Contingency funds (10% of total)	96k
Targeted completion date	21 September 2021
Consultation with	Councillors and identified tenants
Options Available	Plug ins New Builds

	Build Under's
Travel Team	Ilario Sabatino (Chief Operating Officer) Peter Jacques (Head of Building Services) Robert Yorkston (Building Supervisor) Dawson Sailor (A/Head of Community Services) Harry Sabatino (Housing Manager)
<b>Travel Schedule</b>	
Dates	Island
02/08/2021	Murray Island
03/08/2021	Poruma Island / Mabuiag Island
04/08/2021	Badu Island
05/08/2021	Moa Island (Kubin / St Pauls Community)
09/08/2021	Saibai Island
10/08/2021	Boigu Island
11/08/2021	Darnley Island
12/08/2021	Hammond Island
16/08/2021	Masig Island
19/08/2021	Warraber Island
23/08/2021	Ugar Island (Chopper)
24/08/2021	Dauan Island (Chopper)
25/08/2021	Yam Island
Note: The above is subject to change considering the availability of Councillors and transport on proposed dates	

### Key Considerations:

- Native Title
- Indigenous Land Use Agreements (ILUAs)
- Rent Increases
- Freight and other on costs

### Risk

- Loss of funding and delayed construction if experience delays in submitting Housing Investment Plan to Depart of Housing and Public Works.

### Links to Strategic Plans:

### Outcome 2: Our communities are safe, healthy, and active.

2.3 Facilitate community-led strategy for public social behaviour concerns.

2.4 Lead a strategic approach to healthy and active lifestyles.

### Outcome 7: Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability.

7.1 Facilitate improvement to community housing awareness and information.

7.2 Advocate for the development of more environmentally and culturally appropriate housing designs

7.3 Advocate for the increase

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That the Strategic Advisory Reference Group committee notes the report.

**Endorsed:**

Dawson Sailor

Acting Head of Community Services

**Recommended:**

Ilario Sabatino

Chief Operating Officer



David Baldwin

Acting Chief Executive Officer