

# AGENDA

TORRES STRAIT ISLAND REGIONAL COUNCIL

NOVEMBER 2021

Monday 15<sup>th</sup> November, 11:10am – 5:00pm

Tuesday 16<sup>th</sup> November, 9:00am – 5:00pm

Cairns

## **COUNCIL ORDINARY MEETING**

**Monday 15<sup>th</sup> November 2021**

### **Agenda Items:**

- |    |                          |                                                                                                                                                                     |
|----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <u>11:10am – 11:20am</u> | <u>Welcome and Opening Remarks</u>                                                                                                                                  |
| 2. | <u>11:20am – 11:30am</u> | <u>Apologies</u>                                                                                                                                                    |
| 3. | <u>11:30am – 11:45am</u> | <u>Declaration of Conflict of Interest (COI) (Prescribed and Declarable)</u>                                                                                        |
| 4. | <u>11:45am – 12:00pm</u> | <u>Confirmation of Previous Council Ordinary Meeting Minutes</u> <ul style="list-style-type: none"><li>• 19<sup>th</sup> and 20<sup>th</sup> October 2021</li></ul> |
| 5. | <u>12:00pm – 12:10pm</u> | <u>Confirmation of Previous Council Special Meeting Minutes</u> <ul style="list-style-type: none"><li>• 15<sup>th</sup> October 2021</li></ul>                      |
| 6. | <u>12:10pm – 12:20pm</u> | <u>Confirmation of Previous SARG Meeting Minutes</u> <ul style="list-style-type: none"><li>• 02<sup>nd</sup> November 2021</li></ul>                                |
| 7. | <u>12:20pm – 12:30pm</u> | <u>Confirmation of Previous Climate Adaptation and Environment Meeting Minutes</u> <ul style="list-style-type: none"><li>• 03<sup>rd</sup> November 2021</li></ul>  |

### **LUNCH 12:30pm – 1:30pm**

- |     |                        |                                                                                                                                                                    |
|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | <u>1:30pm – 1:50pm</u> | <u>Outstanding Council Ordinary Meeting Action Items</u>                                                                                                           |
| 9.  | <u>1:50pm – 2:00pm</u> | <u>Standing Agenda Items:</u> <ul style="list-style-type: none"><li>• Executive Director, Communities and Building Services - Housing Authority (verbal)</li></ul> |
| 10. | <u>2:00pm – 2:40pm</u> | <u>CORPORATE – Community Grant Program – November 2021</u>                                                                                                         |
| 11. | <u>2:40pm – 3:00pm</u> | <u>CORPORATE – Funding Acquisition Report – November 2021</u>                                                                                                      |

### **AFTERNOON TEA 3:00pm – 3:20pm**

- |     |                        |                                                                                                                                                                                       |
|-----|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | <u>3:20pm – 3:45pm</u> | <u>CORPORATE – Indigenous Councils Funding Program Allocation for 2021</u>                                                                                                            |
| 13. | <u>3:45pm – 4:20pm</u> | <u>CORPORATE – Operational Plan – Q1 Update</u>                                                                                                                                       |
| 14. | <u>4:20pm – 4:55pm</u> | <u>Deputation 1   Queensland Indigenous Family Violence Legal Service (QIFVLS)</u><br><u>Ms Wynetta Dewis – Chief Executive Officer and Thelma Schwartz - Principal Legal Officer</u> |
| 15. | <u>4:55pm – 5:00pm</u> | <u>Closing Remarks and Prayer</u>                                                                                                                                                     |

## **COUNCIL ORDINARY MEETING**

**Tuesday 16<sup>th</sup> November 2021**

### **Agenda Items:**

16. 9:00am – 9:05am Welcome and opening prayer.
17. 9:05am – 9:35am Deputation 2 | Black Star Wide Area Network - CAAMA Radio  
Mr Jim Remedio – Chief Executive Officer
18. 9:35am – 10:05am Deputation 3 | Namok Family

### **MORNING TEA – 10:10am – 10:30am**

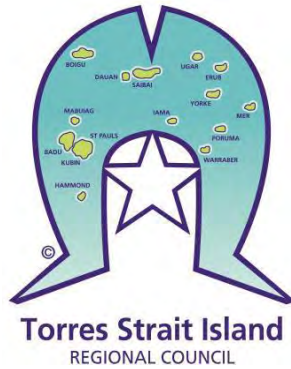
19. 10:30am – 11:30am Deputation 3 | TSRA  
Chairperson Mr Napau Pedro Stephen and Chief Executive Officer, Ms  
Leilani Bin Juda
20. 11:30am – 11:50am CORPORATE – Standing Committee Terms of Reference
21. 11:50am – 12:20pm CORPORATE – Deputation Priorities

### **LUNCH 12:20pm – 1:20pm**

22. 1:20pm – 1:40pm CORPORATE – Recording of Council Meetings
23. 1:40pm – 2:10pm ENGINEERING – Award Tender No TSIRC2020-324  
ICCIP Project #71 Ugar Desalination Plant
24. 2:10pm – 2:10pm COUNCIL MOVES INTO CLOSED BUSINESS
25. 2:10pm – 2:50pm BUILDING – CB – BSU Monthly Update

### **AFTERNOON TEA 2:50pm – 3:10pm**

26. 3:10pm – 3:40pm FINANCE – CB – Financial Dashboard Report – October 2021
27. 3:40pm – 3:40pm COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES IN  
OPEN COUNCIL
28. 3:40pm – 4:00pm FINANCE – 2020/2021 Financial Statements
29. 4:00pm – 4:10pm FINANCE – Auditor-General's Observation Report on the audit of the  
2020/2021 Torres Strait Island Regional Council Financial Statements
30. 4:10pm – 4:25pm Business Arising from Information Reports
31. 4:25pm – 4:30pm Next Council Meeting dates – 7<sup>th</sup> and 8<sup>th</sup> December 2021 –  
Arkai (Kubin) Community, Moa
32. 4:30pm – 4:50pm Strategic Matters
33. 4:50pm – 5:00pm Closing Remarks and Prayer



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

OCTOBER 2021

Tuesday 19<sup>th</sup> October 2021, 9:57am – 3:40pm

Wednesday 20<sup>th</sup> October 2021, 9:13am – 12:04pm

Video Conference



**PRESENT:**

Cr Phillemon Mosby, Mayor  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Lama Trinkoon, Division 6 – Arkai (Kubin), Mua  
Cr John Levi, Division 7 – Wug (St Pauls), Mua  
Cr Seriako Dorante, Division 8 – Kirriri (Hammond)  
Cr Getano Lui Jnr, Division 9 – Iama (Yam)  
Cr Kabay Tamu, Division 10 – Warraber (Sue)  
Cr Francis Pearson, Division 11 – Poruma (Coconut)  
Cr Hilda Mosby, Division 12 – Masig (Yorke)  
Cr Rocky Stephen, Division 13 – Ugar (Stephen)  
Cr Jimmy Gela, Division 14 – Erub (Darnley)  
Cr Aven Noah, Division 15 – Mer (Murray)

Mr David Baldwin, Acting Chief Executive Officer (ACEO) - Cairns  
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS) - Cairns  
Mr Dawson Sailor, Acting Executive Director, Community & Building Services (AEDCBS) - Cairns  
Mr Adeah Kabai, Acting Executive Director, Engineering Services (AEDES) - Saibai  
Mr Peter Krebs, Senior Legal Counsel (SLC) – Cairns  
Mrs Ursula Nai, Senior Executive Assistant (SEA) – Thursday Island  
Ms Kathy Cochran, Secretariat Officer (SO) - Cairns

**APOLOGY:**

Cr Conwell Tabuai, Division 3 – Saibai

**COUNCIL ORDINARY MEETING**  
**Tuesday 19<sup>th</sup> October 2021**

1. **10:00am – 10:04am** **Welcome and Opening Remarks**

Mayor Mosby completed a roll call of Councillors, established a quorum and acknowledged and paid respects to:

- Our Heavenly Father
- Traditional Owners on the lands we meet on today in the Cairns Region and across Zenadth Kes
- All Elders past, present and emerging

Mayor Mosby invited Cr Keith Fell to open the meeting in prayer.

10:02am – Cr Dimas Toby joined the meeting.

2. **10:04am – 10:05am** **Apologies**

- Cr Conwell Tabuai – Division 2 – Saibai

**RESOLUTION:**

*Moved:* Cr Keith Fell, *Second:* Cr Jimmy Gela

**That Council accepts the apology of Cr Conwell Tabuai for the October 2021 Ordinary meeting.**

**MOTION CARRIED**

3. **10:05am – 10:06am** **Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**

No declaration was made by Councillors. Mayor Mosby encouraged Councillors and staff to make a declaration at any time during the meeting.

4. **10:06am – 10:24am** **ENGINEERING – Award Tender No. TSIRC2021-345 – ICCIP Project#14, 45, 49 & 69 Mabuiag, Iama, Kubin & St Pauls Reservoir Upgrades**

Acting Chief Executive Officer, Mr David Baldwin spoke to this report on behalf of the Acting Executive Director, Engineering Services.

**RESOLUTION:**

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

**That Council resolves to delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to:**

- Subject to confirmation of a funding timeline extension granted, Award Tender No. TSIRC2021-345 ICCIP Project #41, 45, 49 & 69 – Mabuiag, Iama, Kubin & St Pauls Reservoir Upgrades Project to M&J Arthur Pty Ltd for the amount of \$2,907,200.00 excl. GST;
- Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's Procurement and Ethical Sourcing policy.

**MOTION CARRIED**

5. **10:24am – 10:35am** **ENGINEERING – Award Tender No. TSIRC2021-351 – ICCIP Project #45 & 69 – RFQ Kubin and St Pauls Wells Renewal**

Acting Executive Director, Engineering Services, Mr Adeah Kabai spoke to this report.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Jimmy Gela

**That Council resolves to delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to:**

- **Award Tender No. TSIRC2021-351 ICCIP Project #45 & #69 – Kubin & St Pauls Wells Renewal Project to Northern Water Pty Ltd for the amount of \$713,156.90 excl. GST;**
- **Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.**

**MOTION CARRIED**

10:29am – Cr Dimas Toby advised Mayor Mosby he was travelling to Cairns from Horn Island and left the meeting and would dial in once landed.

10:31am – Cr Torenzo Elisala joined the meeting.

6. **10:35am – 10:56am** **CORPORATE – Community Grants Program Allocation – October 2021**

Executive Director, Financial Services, Ms Hollie Faithfull spoke to this report on behalf of Corporate Services.

Community Grant Applications:

- **All Saints Anglican Church**

**RESOLUTION:**

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

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

- **All Saints Anglican Church for the eligible amount of \$1000.00 exclusive of GST, as per the submitted application.**

**MOTION CARRIED**

Regional Grant Applications:

- **Malu Kiwai**

**RESOLUTION:**

*Moved:* Cr Torenzo Elisala, *Second:* Cr Francis Pearson

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

- **Malu Kiwai for the eligible amount of \$2500.00 exclusive of GST, as per the submitted application, noting that Malu Kiwai previously applied for \$10,000 financial assistance under Council's Community Grants Program, with Council resolving to allocate \$2500.00.**

**MOTION CARRIED**

- **MGK TSI Corporation Regional Grant Program**

**RESOLUTION:**

*Moved:* Cr Keith Fell, *Second:* Cr Jimmy Gela

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

- **MGK TSI Corporation for the eligible amount of \$2404.00 exclusive of GST, as per the submitted application.**

**MOTION CARRIED**

7. **10:56am – 11:03am** **CORPORATE – Policy Matter – Meeting Policies**

Senior Legal Counsel, Mr Peter Krebs spoke to this report on behalf of Corporate Services.

**ACTION:** Executive Director, Corporate Services to present this report at the next SARG meeting on 2<sup>nd</sup> November 2021 and confirm if Ailan Kastom was considered in the writing of these Policies.

**THIS MATTER BE LEFT LYING ON THE TABLE**

8. **11:03am – 11:15am** **OCEO – Change to Council Meeting Dates**

Acting Chief Executive Officer, Mr David Baldwin spoke to this report.

**RESOLUTION:**

*Moved:* Cr Francis Pearson; *Second:* Cr Hilda Mosby

1. That Council resolve to change the dates for Council's December Ordinary Meeting to Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> December 2021 and set Arkai/Kubin at Moa Island as the location for the meeting.
2. That Council resolve to hold the November Ordinary Meeting (15<sup>th</sup> and 16<sup>th</sup> November 2021) at Nintiringanyi Indigenous Corporation, 16-18 McCormack Street, Mooroolbool.

**MOTION CARRIED**

Cr Hilda Mosby declared a Declarable Conflict of Interest in Council Meeting Agenda Item 11 – Mayor – Chief Executive Officer Recruitment Update as a person involved in the process is a distant relative and therefore a related party under s150EP. Cr Hilda Mosby declared an interest under s150EQ(4).

Cr Hilda Mosby advised she would leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

9. **11:15am – 3:30pm** **COUNCIL MOVES INTO 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:

- (a) the appointment, discipline, or dismissal of the chief executive officer.  
(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.

**MOTION CARRIED**

- LEGAL – Appointment of Acting Chief Executive Officer
- MAYOR – Chief Executive Officer Recruitment Update
- BUILDING SERVICES – BSU Update
- BUSINESS SERVICES – Monthly Financial Report
- ENGINEERING SERVICES – CB - Award of Contract No. TSIRC 2021-350 – Mer Island Aerodrome Fencing Replacement Works

**LUNCH BREAK - 11:51am – 1:07pm**

10. **3:30pm – 3:30pm** **COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES IN OPEN BUSINESS**

**RESOLUTION:**

*Moved:* Cr Laurie Nona, *Second:* Cr Torenzo Elisala

That Council moves out of Closed Business and resumes in open business.

**MOTION CARRIED**

11. **3:30pm – 3:31pm** **MAYOR – Chief Executive Officer Recruitment Update**

**RESOLUTION:**

*Moved:* Cr Keith Fell, *Second:* Cr Rocky Stephen

*Against:* Cr Seriako Dorante

**That Council resolves, pursuant to section 257(1)(a) of the Local Government Act 2009, to delegate to the Mayor the power to:**

- (a) Appoint the recommended candidate to the role of Chief Executive Officer for a term of three (3) years.**
- (b) Negotiate, finalise, and execute a contract of employment with the recommended candidate on behalf of Council.**

**MOTION CARRIED**

12. **3:31pm – 3:32pm** **LEGAL – Appointment of Acting Chief Executive Officer**

**RESOLUTION:**

*Moved:* Cr Francis Pearson, *Second:* Cr Rocky Stephen

**That under Section 195 of the Local Government Act 2009, Council appoints Hollie Faithfull Executive Director, Financial Services to act as the Chief Executive Officer from Saturday 23<sup>rd</sup> October 2021 until Sunday 7<sup>th</sup> November 2021 while David Baldwin is on leave and confirms that David Baldwin will resume his appointment as Acting Chief Executive Officer on and from his return from leave.**

**MOTION CARRIED**

13. **3:32pm – 3:33pm** **BUILDING SERVICES – BSU Update**

**RESOLUTION:**

*Moved:* Cr Torenzo Elisala, *Second:* Cr Francis Pearson

**Council resolves to note the information in this report.**

**MOTION CARRIED**

**ACTION:** Acting Executive Director, Community and Building Services to ensure Councillors are informed of all Building Services Unit's projects/works being done in their respective Division.

14. **3:33pm – 3:34pm** **BUILDING SERVICES – Asbestos**

**RESOLUTION:**

*Moved:* Cr Laurie Nona, *Second:* Cr Jimmy Gela

**Council resolves to note the information in this report.**

**MOTION CARRIED**

**ACTION:** Acting Executive Director, Community and Building Services to provide a list of all Asbestos properties on each island to the respective Councillor.

15. **3:34pm – 3:35pm** **FINANCE – Monthly Financial Report**

**RESOLUTION:**

*Moved:* Jimmy Gela, *Second:* Cr Lama Trinkoon

**That Council receive and endorse the monthly financial statements attached to the officer's report for the 2021-22 year to date, for the period ended 30 September 2021, as required under Section 204 Local Government Regulation 2012.**

**MOTION CARRIED**

16. **3:35pm – 3:36pm**

**ENGINEERING – Award of Contract No. TSIRC 2021-350 –  
Mer Island Aerodrome Fencing Replacement Works**

**RESOLUTION:**

*Moved:* Cr Laurie Nona, *Second:* Cr Francis Pearson

**That Council resolves to delegate to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to:**

- **Award of Contract No. TSIRC 2021-350 – Mer Island Aerodrome Fencing Replacement Works to Paul Ware Constructions up to the amount of \$242,300 (ex GST).**
- **Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and /or variations as per Council's procurement and Ethical Sourcing Policy.**

**MOTION CARRIED**

17. **3:36pm – 3:40pm**

**Closing Remarks and Prayer**

Mayor Mosby raised that Minister Fentiman, Ministerial Champion for the Torres Strait would be meeting with himself on Wednesday 20<sup>th</sup> October 2021 and they would travel and meet on Hammond Island. Mayor Mosby thanked the Councillors, Acting Chief Executive Officer and the team for their attendance and contribution to the meeting. On behalf of the Council, Mayor Mosby relayed condolences to Cr John Levi and to the families in his Division currently in sorry business. Cr Getano Lui closed the meeting in prayer.

**MEETING CLOSED – 3:40pm**

**COUNCIL ORDINARY MEETING**  
**Wednesday 20<sup>th</sup> October 2021**

**PRESENT:**

Cr Phillemon Mosby, Mayor  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Lama Trinkoon, Division 6 – Arkai (Kubin), Mua  
Cr John Levi, Division 7 – Wug (St Pauls), Mua  
Cr Seriako Dorante, Division 8 – Kirriri (Hammond)  
Cr Getano Lui Jnr, Division 9 – Iama (Yam)  
Cr Kabay Tamu, Division 10 – Warraber (Sue)  
Cr Francis Pearson, Division 11 – Poruma (Coconut)  
Cr Hilda Mosby, Division 12 – Masig (Yorke)  
Cr Rocky Stephen, Division 13 – Ugar (Stephen)  
Cr Jimmy Gela, Division 14 – Erub (Darnley)  
Cr Aven Noah, Division 15 – Mer (Murray)

Mr David Baldwin, Acting Chief Executive Officer (ACEO) - Cairns  
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS) - Cairns  
Mr Dawson Sailor, Acting Executive Director, Community & Building Services (AEDCBS) - Cairns  
Mr Adeah Kabai, Acting Executive Director, Engineering Services (AEDES) - Saibai  
Mr Peter Krebs, Senior Legal Counsel (SLC) - Cairns  
Mrs Ursula Nai, Senior Executive Assistant (SEA) – Thursday Island  
Ms Kathy Cochran, Secretariat Officer (SO) - Cairns

**APOLOGY:**

Cr Conwell Tabuai, Division 3 – Saibai

**COUNCIL ORDINARY MEETING**  
**Wednesday 20<sup>th</sup> October 2021**  
**Agenda Items:**

**18.      9:130am – 9:16am                      Welcome and opening prayer**

Mayor Mosby completed a roll call of Councillors, established a quorum and acknowledged and paid respects to:

- Our Heavenly Father
- Traditional Owners on the lands we meet on today in the Cairns Region and across Zenadth Kes
- All Elders past, present and emerging

Mayor Mosby advised Councillors and Executives that he will be leaving the meeting at approximately 11:30am to accompany Minister Fentiman to Hammond Island for their meeting.

Mayor Mosby invited Cr Francis Pearson to open the meeting in prayer.

**19.      9:16am – 9:28am                      Confirmation of Previous Council Ordinary Meeting Minutes**

- 21<sup>st</sup> and 22<sup>nd</sup> September 2021

**RESOLUTION:**

*Moved:* Cr Torenzo Elisala, *Second:* Cr Jimmy Gela

**That Council resolves to accept the minutes of the Ordinary Meeting held on the 21<sup>st</sup> and 22<sup>nd</sup> September 2021 at Hammond Island to be a true and accurate account of that meeting.**

**MOTION CARRIED**

9:17am – Cr Rocky Stephen and Cr Kabay Tamu joined the meeting

9:21am – Cr Laurie Nona joined the meeting

**20.      9:28am – 9:29am                      Confirmation of Previous SARG Meeting Minutes**

- 08<sup>th</sup> October 2021

**RESOLUTION:**

*Moved:* Cr Aven Noah, *Second:* Cr Francis Pearson

**That Council resolves to accept the minutes of the Strategic Advisory Reference Group Meeting held on the 8<sup>th</sup> October 2021 to be a true and accurate account of that meeting.**

**MOTION CARRIED**

**21.      9:29am – 9:33am                      Confirmation of Previous Culture, Arts, Land and Heritage Committee Meeting Minutes**

- 12<sup>th</sup> February 2021

**RESOLUTION:**

*Moved:* Cr Francis Pearson, *Second:* Cr Laurie Nona

**That Council resolves to accept the minutes of the Culture, Arts, Land and Heritage Committee Meeting held on the 12<sup>th</sup> February 2021 to be a true and accurate account of that meeting.**

**MOTION CARRIED**

- 27<sup>th</sup> August 2021

**RESOLUTION:**

*Moved:* Cr Laurie Nona, *Second:* Cr Aven Noah

**That Council resolves to accept the minutes of the Culture, Arts, Land and Heritage Committee Meeting held on the 27<sup>th</sup> August 2021 to be a true and accurate account of that meeting.**

**MOTION CARRIED**



22. **9:33am – 9:34am** **Confirmation of Previous Economic Growth Committee Meeting Minutes**
- 26<sup>th</sup> August 2021
- RESOLUTION:**  
*Moved:* Cr Jimmy Gela, *Second:* Cr Hilda Mosby  
**That Council resolves to accept the minutes of the Economic Growth Committee Meeting held on the 26<sup>th</sup> August 2021 to be a true and accurate account of that meeting.**  
**MOTION CARRIED**
23. **9:34am – 9:54am** **Outstanding Council Ordinary Meeting Action Items**
- Acting Chief Executive Officer, Mr David Baldwin provided Council with an update on all outstanding action items.
- ACTION:** Acting Chief Executive Officer to have an offline discussion with Cr Stephen, Cr Elisala and Torres Strait Regional Authority regarding the helicopter subsidy and provide a report to Council.
- ACTION:** Interim Executive Director, Corporate Services to write to TSRA to request to extend the helicopter subsidy for Ugar and Dauan for an additional 12months.
24. **9:54am – 9:59am** **Standing Agenda Items:**
- Executive Director, Communities and Building Services - Housing Authority (verbal)
- Acting Executive Director, Community and Building Services, Mr Dawson Sailor provided Council with a brief update.
- Cr Lui raised GBK involvement in the Housing Authority and Mayor Mosby advised the matter is currently before the Office of Independent Assessor for investigation, no further action can be taken at this stage.
- ACTION:** Acting Executive Director, Community and Building Services to follow up offline with Cr Lui regarding his question on an independent Housing Authority.
25. **9:59am – 10:00am** **Next Council Meeting dates – 15<sup>th</sup> and 16<sup>th</sup> November 2021 – Nintiringanyi Indigenous Corporation – Cairns**
- Mayor Mosby confirmed the meeting date and the venue of the November 2021 Ordinary meeting.
26. **10:00am – 10:43am** **Business Arising from Information Reports**
- Cr Noah raised BSU demolition of lot 70 on Mer and other derelict properties.
- ACTION:** Acting Executive Director, Community and Building Services to talk to Cr Aven Noah offline and provide him with a list of derelict properties on Mer.
- Cr Lui wanted more information to be included in Information Reports, so they are more reflective of what is happening on ground in the communities.
- Cr Dorante raised concerns regarding TSIRC operations in Division 8.

**ACTION:** Council requested that the Funding Acquisition Information Report be amended the following:

- Change from Information Report to Agenda Report for noting to present to all Ordinary Meetings
- include a graph on the breakup of funding within each department
- add another heading for current status report with 2 Columns, one being Successful Funding Applications and the other Unsuccessful Applications.
- All Unsuccessful Applications are to include reasons why the application was declined.

**ACTION:** Interim Executive Director, Corporate Services to add the Councillor Top 5 Priorities to the November Workshop Agenda drilling down to each division.

**ACTION:** Interim Executive Director, Corporate Services to include agenda item "Belcarra Changes - Separation of Powers" to Mayor Mosby's community information sessions.

Cr Keith Fell raised connectivity issues with Acting Chief Executive Officer and acting Executive Director, Community and Building Services.

10:24am – Secretariat officer left the room.

10:27am – Secretariat officer re-joined the meeting.

Cr Rocky Stephen raised the acting CEO letter to TSRA on TSIRC Regional Infrastructure top 5 priorities presented at RIAC.

**ACTION:** Acting Chief Executive Officer to add TSIRC's Regional Infrastructure top 5 priorities to the November 2021 workshop agenda.

27. **10:43am – 11:03am** **Strategic Matters**

Cr Keith Fell spoke on the following:

- NQ Sports Foundation – meeting in Charters Towers at the end of October 2021.
- Safe Communities – Domestic Violence and Child Safety Champion
- Funding to develop a Domestic Violence Action Plan (together with Mura Kosker)

10:53am – Acting Chief Executive Officer left the meeting.

10:55am – Acting Chief Executive Officer re-joined the meeting.

Cr Rocky Stephen and Cr Getano Lui raised the Premier's roadmap to reopening Queensland borders and an in-depth discussion was held on this topic.

**ACTION:** Acting Chief Executive Officer to invite Torres and Cape Hospital and Health Service to provide Council with an update the Border Opening and process and procedures for the Torres Strait Region.

11:03am - Cr Seriako Dorante declared a Declarable Conflict of Interest in Council Meeting Agenda Item 29 – Legal – Operational Risk. The declarable conflict of interest arises because Cr Seriako Dorante is an employee of Seaswift Pty Ltd.

Cr Seriako Dorante advised he will leave and stay away from the place where the meeting is being held while this matter is discussed.

Cr Seriako Dorante advised that he will excuse himself from the meeting at 11:45am for official business in relation to Mayor Mosby and Minister Fentiman visit to Hammond Island.

11:49am – Cr Seriako Dorante re-joined the meeting and informed the Deputy Mayor that he will be departing the meeting early due to official business in relation to Minister Fentiman and Mayor Mosby's visit. Cr Seriako Dorante left the meeting.

11:03am – All staff except the Acting Chief Executive Officer requested to leave the meeting for the Closed Business session.

28. **11:03am – 11:03am** **COUNCIL MOVE INTO CLOSED BUSINESS**

**RESOLUTION:**

Moved: Cr Laurie Nona, Second: Cr Aven Noah

**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.**

**MOTION CARRIED**

29. **11:03am – 11:35am** **Legal Matter – Operational Risk**

30. **11:35am – 11:35am** **COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUME THE MEETING IN OPEN BUSINESS**

**RESOLUTION:**

Moved: Cr Rocky Stephen, Second: Cr Francis Pearson

**That Council moves out of Closed Business and resume the meeting in open business.**

**MOTION CARRIED**

11:35am – Mayor Mosby excused himself from the meeting and Deputy Mayor chaired the meeting

31. **11:35am – 12:02pm** **Strategic Matters**

**11:38am** – All Staff re-joined the meeting

Cr Aven Noah spoke on the following:

- Possibility for Council Dongas on Mer be used as COVID isolation accommodation if the need arises.
- Internet Recruitment email for the Fleet Manager

**ACTION:** Acting Executive Director, Community and Building Services to liaise with Head of Building Services to investigate the Council Dongas on Mer to check they are fit for purpose and at a standard to accommodate residents who may need to self-isolate if the need arises and discuss this option with Mer PBC.

Cr Lama Trinkoon and Cr Rocky Stephen spoke on the Visitor Request to Community Process and requested if TSIRC can request evidence of vaccination from visitors as a requirement to enter community.

**ACTION:** Acting Executive Director, Community and Building Services to liaise with Legal Services and investigate if TSIRC is able to request COVID vaccination evidence from visitors prior to Councillors approving their entry to divisions and to have offline conversation with Cr Lama Trinkoon and Cr Rocky Stephen

Cr Francis Pearson spoke on the following:

- Office space for advertised position – Executive Assistant to the Mayor
- LDI Dongas (with 10 rooms)

**ACTION:** Executive Director, Community and Building Services to investigate office space for the Executive Assistant to the Mayor and provide this information to the acting CEO and Cr Pearson

Cr Getano Lui requested an update on the Corporate Plan refresh which was provided by acting Chief Executive Officer.

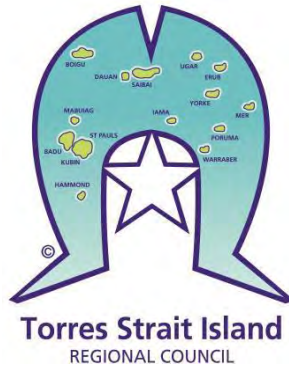
32. **12:00pm – 12:02pm** **Closing Remarks and Prayer**

Cr Getano Lui, thanked Councillors and staff for their time and contribution over the last two days and closed the meeting in prayer.

**MEETING CLOSED – 12:02pm**

.....  
Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
15<sup>th</sup> November 2021

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
15<sup>th</sup> November 2021



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

SPECIAL MEETING

OCTOBER 2021

Friday 15<sup>th</sup> October 2021, 2:12pm – 3:08pm

Video Conference

## **PRESENT:**

Cr Phillemon Mosby, Mayor  
Cr Dimas Toby, Division 1 – Boigu  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Seriako Dorante, Division 8 – Kirriri  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Francis Pearson, Division 11 – Poruma  
Cr Rocky Stephen, Division 13 – Ugar  
Cr Jimmy Gela, Division 14 – Erub  
Cr Aven Noah, Division 15 – Mer

Mr David Baldwin, Acting Chief Executive Officer (ACEO) - Cairns  
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS) - Cairns  
Mr Dawson Sailor, Acting Executive Director, Community & Building Services (AEDBS) - Cairns  
Ms Megan Barrett, Interim Executive Director, Corporate Services (IEDCS) - Cairns  
Ms Kathy Cochran, Secretariat Officer (SO) - Cairns

## **APOLOGY:**

Cr Torenzo Elisala, Division 2 – Dauan  
Cr Conwell Tabuai, Division 3 – Saibai  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Hilda Mosby, Division 12 – Masig

Mr Adeah Kabai, Acting Executive Director, Engineering Services (AEDES)

## **COUNCIL SPECIAL ORDINARY MEETING**

**Friday 15<sup>th</sup> October 2021**

### **Agenda Items:**

**1. 2:12pm – 2:15pm Welcome and Opening Remarks**

Mayor Mosby welcomed everyone to the meeting and thanked them for their time. Mayor Mosby paid respects to and acknowledged;

- Father God
- Traditional owners of the land we meet in Cairns and across Zenadh Kes and
- Elders' past, present and emerging

Mayor Mosby invited Cr Keith Fell to open the meeting in prayer. Mayor Mosby acknowledge our new interim Executive Director Corporate Services, Ms Megan Barrett and together the Councillors and staff welcomed Megan with an applause.

**2. 2:15pm – 2:50pm CORPORATE – Annual Report (2021) Endorsement**

**RESOLUTION:**

*Moved:* Cr Francis Pearson; *Second:* Cr Lama Trinkoon

Council resolves to:

1. Adopt the Annual Report for the period of 1 July 2020 to 30 June 2021 for the Torres Strait Island Regional Council in accordance with the requirements of the *Local Government Act 2009* and associated regulation.

2. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to make minor administrative amendments and finalise all matters associated with publishing this report.

**CARRIED**

**3. 2:50pm – 3:07pm Apology**

- Cr Hilda Mosby – Division 12 (sorry business in her community)

**RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr Jimmy Gela

That Council accepts the apology of Cr Hilda Mosby for not attending this Special meeting.

**MOTION CARRIED**

- Cr Kabay Tamu – Division 10 (participating in the Torres Strait Cup football carnival on Thursday Island)

**RESOLUTION:**

*Moved:* Cr Francis Pearson; *Second:* Cr Getano Lui

That Council accepts the apology of Cr Kabay Tamu for not attending this Special meeting.

**MOTION CARRIED**

- Cr Torenzo Elisala – Division 2 (other commitments)
- Cr Conwell Tabuai – Division 3 (other commitments)

**RESOLUTION:**

*Moved:* Cr Aven Noah; *Second:* Cr John Levi

That Council accepts the apology of Cr Torenzo Elisala and Cr Conwell Tabuai for not attending this Special meeting.

**MOTION CARRIED**

4. **3:07pm – 3:08pm**

**Closing Remarks and Prayer**

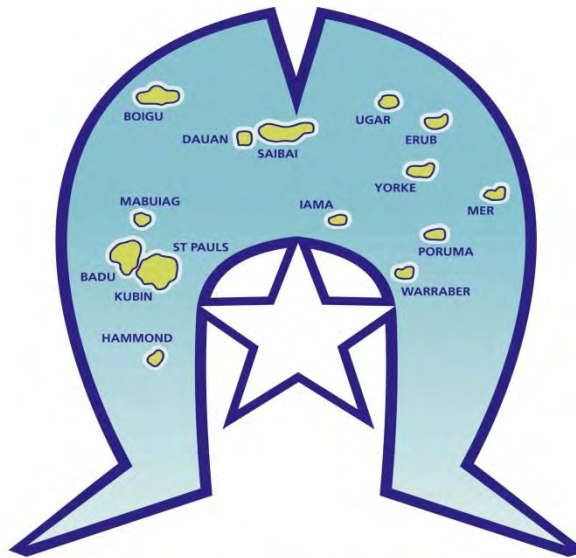
Mayor Mosby thanked everyone for their attendance and contribution and closed the meeting in prayer.

**MEETING CLOSED – 3:08pm**

.....  
Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
20<sup>th</sup> October 2021

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
20<sup>th</sup> October 2021





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 2<sup>nd</sup> November 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

**PRESENT:**

Cr Phillemon Mosby, Mayor – Poruma  
Cr Getano Lui - Iama  
Cr Hilda Mosby - Masig  
Cr Aven Noah – Mer  
Cr Keith Fell – Mabuiag

Hollie Faithfull, Acting Chief Executive Officer  
Adeah Kabai, Acting Executive Director Engineering Services  
Dawson Sailor, Acting Executive Director Community and Building Services  
Julia Maurus, Manager Legal Services - Cairns  
Ursula Nai, Senior Executive Assistant and Secretariat  
May Mosby, Recruitment Officer - Cairns

**APOLOGY:**

Cr Rocky Stephen

## **Agenda**

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

Mayor Mosby welcomed everyone to the meeting and thanked them for their time and welcomed May Mosby to role of Secretariat Officer while Kathy Cochran is on secondment.

Mayor Mosby acknowledged and paid respects to:

- Father God
- Traditional owners on the land we meet in Cairns and across Zenadth Kes

### **2. Opening Prayer**

Mayor Mosby invited Cr. Keith Fell to open the meeting in prayer.

### **3. Apologies**

Mayor Mosby advised SARG that Cr. Aven Noah will be attending the meeting at a later time due to another appointment at 1:30pm.

SARG Committee noted that Cr. Rocky Stephen did not give a formal apology for this meeting and did not attend.

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

No declaration made. Mayor Mosby encouraged Councillors and staff to make a declaration at any time.

### **5. Review of Minutes - SARG Meeting**

- 8<sup>th</sup> October 2021 – VC

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

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to this item and updated the Committee on the outstanding action items.

## 7. **Mayor**

### **a. Draft Agenda – Councillor Strategic Workshop – November 2021**

Senior Executive Assistant spoke to this agenda topic and advised SARG on the status of the procurement process undertaken for external presenters.

Cr. Getano Lui and Cr. Keith Fell raised various questions on the Agenda which were answered during the meeting.

1:43pm – Cr. Aven Noah joined the meeting.

Cr. Aven Noah advised SARG members that he will returning to Mer on Tuesday 16<sup>th</sup> November 2021 and gives his apologies for the final days of the workshop.

**ACTION:** Senior Executive Assistant to email the May Workshop spreadsheet to all Councillors.

**ACTION:** Acting Chief Executive Officer to confirm if there is a possibility to include the Reconciliation Action Plan into the workshop topic on Indigenous Procurement Policy so they can dovetail into one another.

### **b. Leadership Workshop Policy**

Mayor Mosby spoke to this Agenda Topic and an in-depth discussion was held on this topic.

SARG recommends that Mayor Mosby raises any issues with Councillors attending the workshop directly with them during the workshop with the full support of SARG.

### **c. Professional Development Policy for Elected Members**

Mayor Mosby spoke to this Agenda Topic. A discussion was held whether the Professional Development for Councillors should be increased for the whole term or financial value per year. Acting Chief Executive Officer advised that consideration at the budget review would need to be undertaken considering Council's current operating deficit and past history of Councillor's utilising this funding.

**ACTION:** Acting Chief Executive Officer to ensure discussions to be held during the budget review to increase the amount of funding available for the Professional Development allowance and corresponding policy amendments if required noting a possible change of name to the funding.

**d. TSIRC Annual Recognition Awards Policy**

Mayor Mosby spoke to this agenda topic. Mayor Mosby advised that a previous acting Chief Executive Officer had drafted a policy on this topic. Current acting Chief Executive Officer is only aware of a framework created by Corporate Affairs.

**ACTION:** Interim Executive Director of Corporate Services to review the framework on the TSIRC annual Recognition Award and present a paper to SARG for review and endorsement. Once endorsed the document will be filtered to all staff for their information and understanding.

**e. TSIRC Newsletter draft (Strait Talk)**

Mayor Mosby spoke to this agenda topic.

**ACTION:** Interim Executive Director, Corporate Services to draft a one - two page newsletter to be sent to Communities with Christmas Message from Mayor and acting Chief Executive Officer along with other relevant topics.

**ACTION:** Interim Executive Director, Corporate Services to investigate if TSIRC can utilise the digital platforms with CEQ to promote TSIRC and services within our divisions.

**f. Standing Committee Review**

Mayor Mosby spoke to this agenda topic. Information received by Councillors will be collated and forwarded to appropriate staff for discussion at the November Workshop.

**ACTION:** Senior Executive Assistant to collate all feedback received from Councillors on the Standing Committee Review and email this information to the Interim Executive Director, Corporate Services for review during the appropriate timeslot in the November Workshop.

**8. Chief Executive Officer**

**a. Executive Director Recruitment Update**

Acting Chief Executive Officer spoke to this agenda topic and provided a verbal update on the status of the recruitment.

## **b. Corporate Plan Refresh Update**

Acting Chief Executive Officer spoke to this agenda topic and provided an update on the digital refresh of the Corporate Plan.

Acting Chief Executive Officer advised that stage one was for digital refresh only.

**ACTION:** Acting Chief Executive Officer to discuss with Interim Executive Director, Corporate Services if a budget is available for printed documents for State and Federal Deputations.

## **9. SARG COMMITTEE MOVED INTO CLOSED BUSINESS**

### **RESOLUTION:**

Moved: Cr. Aven Noah, Second: Cr. Hilda Mosby

**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:**

- (f) matters that may directly affect the health and safety of an individual or group of individuals;**
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.**

**MOTION CARRIED**

- BSU | BSU Monthly Update – Late Report
- ENGINEERING | TSIRC Fuel Improvement Program Status Update Report – Late Report
- MAYOR | Transitional Action Plan Policy Framework - Verbal

## **10. SARG COMMITTEE MOVED OUT OF CLOSED BUSINESS AND RESUME IN OPEN BUSINESS**

### **RESOLUTION:**

Moved: Cr. Hilda Mosby, Second: Cr. Keith Fell

**That the Strategic Advisory Reference Group Committee move out of closed business and resume in open business.**

**MOTION CARRIED**

**9.1 BSU | BSU Monthly Update – Late Report**

**RESOLUTION:**

Moved: Cr. Hilda Mosby, Second: Cr. Aven Noah

**That the Strategic Advisory Reference Group (SARG) resolves to note the information on this report and submission to Council Ordinary Meeting.**

**MOTION CARRIED**

**9.2 ENGINEERING | TSIRC Fuel Improvement Program Status Update Report – Late Report**

**RESOLUTION:**

Moved: Cr Keith Fell, Second: Cr Hilda Mosby

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

**MOTION CARRIED**

**10 General/ Other Business (on notice)**

Cr. Keith Fell raised possible accommodation issues for December Ordinary Meeting at Kubin. Senior Executive Assistant advised this should be finalised later this week or early next week.

Cr. Getano Lui raised the COVID-19 Vaccination Rollout within TSIRC Local Government Area. Acting Executive Director, Engineering Services Mr Adeah Kabai provided an update on the rollout.

**ACTION:** Acting Executive Director, Engineering Services to send the September COVID Rollout Update to Mayor for distribution to Councillors.

**ACTION:** Senior Executive Assistant to liaise with TCHHS and Border Force to confirm an alternative date for attendance at the November Workshop.

Mayor Mosby raised Regional Governance during his meeting with Minister Shannon Fentiman and Cr. Seriako Dorante on Hammond Island on Wednesday 20<sup>th</sup> October 2021 in which Minister Fentiman confirmed the commitments of the government.

**ACTION:** Senior Executive Assistant to invite Minister Shannon Fentiman, Minister Craig Crawford and Member for Cook Cynthia Lui MP to address Councillors during the November Workshop.

Mayor Mosby briefly discussed TSRA's Regional Governance Committee Terms of Reference and the Regional Infrastructure Advisory Committee Terms of Reference.

**ACTION:** Senior Executive Assistant to follow up with TSRA on their response to TSIRC feedback on the Regional Governance Committee Terms of Reference and the Regional Infrastructure Advisory Committee Terms of Reference.

Cr. Getano Lui requested information on the Indigenous Local Leaders Forum. Mayor Mosby provided response along with other updates from the LGAQ Annual Conference and discussed the motion that LGAQ put to the floor regarding funding for Depreciation of Assets.

**11 Next meeting date – proposed for Tuesday 30<sup>th</sup> November 2021**

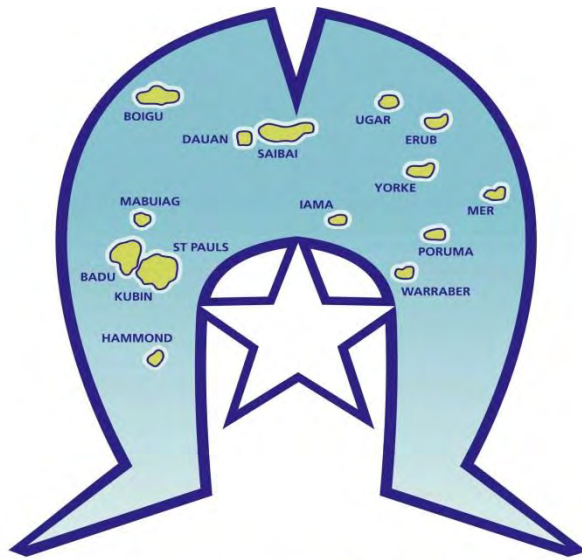
Next meeting date confirmed by committee.

**12 Closing Remarks and Prayer**

Mayor Mosby and Cr. Getano Lui thanked Ms Hollie Faithfull for acting as Chief Executive Officer while Mr David Baldwin is on leave and acknowledge and thanked staff for their valuable input into the meeting. Mayor Mosby closed the meeting in prayer.

**MEETING CLOSED - 4:00pm**





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## CLIMATE ADAPTATION AND ENVIRONMENT COMMITTEE

Date: Wednesday 03<sup>rd</sup> November 2021

Time: 10:15am – 12:25pm

Venue: VMR #8 02 9916 5402

### **Attendees**

Cr Hilda Mosby – Chair

Cr Seriako Dorante – Committee member

Adeah Kabai – Acting Executive Director, Engineering Services

Jarrah Doran-Smith – Waste and Sustainability Engineer

Ursula Nai – Senior Executive Assistant and acting Secretariat Officer

### **Apologies**

Cr. Kabay Tamu (joined meeting at 10:30am)

DRAFT

## 1. Welcome (Chair)

Cr Hilda Mosby welcomed everyone to the meeting today and acknowledged the Traditional Landowners of the land we meet today.

## 2. Opening Prayer

Cr Seriako Dorante opened with a word of prayer.

## 3. Apologies

- Cr Kabay Tamu
- Ewan Gunn
- Dawson Sailor

## 4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration

Cr Hilda Mosby advised the meeting that she holds the following positions:

- Board member for Torres Strait Regional Authority
- Portfolio Member for Environment with Torres Strait Regional Authority
- Climate Change National Group CSIRO

Cr Hilda Mosby did not declare a conflict of interest as there are no matters involving Torres Strait Regional Authority or CSIRO on the agenda.

Cr Seriako Dorante advised the meeting that he holds the following position:

- Board member for Torres Strait Regional Authority

Cr Seriako Dorante did not declare a conflict of interest as there are no matters involving Torres Strait Regional Authority on the agenda.

## 5. Noting of previous minutes – 25<sup>th</sup> August 2021

### **RESOLUTION:**

Moved: Cr Hilda Mosby, Second: Cr Seriako Dorante

**That the committee note the Minutes from 25<sup>th</sup> August 2021 previously ratified at the September Ordinary Meeting 2021**

**MOTIONED CARRIED**

## 6. Action Items List

Action Items to be discussed offline and updated before next meeting

A discussion was held on Boigu and Saibai Seawalls concept design.

10:30am – Cr Kabay Tamu joined the meeting.

Cr. Tamu declared a Declarable Conflict of Interest as he is involved in legal proceedings against the Australian Government in relation to climate change.

## **7. Engineering Services Projects/ Works update**

Acting Chief Engineer, Mr Adeah Kabai spoke to this agenda topic and provided an update on projects being undertaken by Council's Engineering Services Department being:

- Coastal Defence Works/Projects
- Metal Waste legacy Clean-up Projects
- Coastal Hazards and Adaptation Study (CHAS)
- Rain

## **8. Metal Waste – Verbal**

Waste and Sustainability Engineer, Mr Jarrah Doran-Smith spoke to this agenda topic and presented a Waste and Sustainability presentation.

Cr Kabay Tamu queried if this project is long term and if TSIRC staff will be involved in the Biosecurity part of transporting the waste to Badu. Mr Jarrah Doran-Smith advised this is a one-off project and the Contractors will complete the majority of works however there is IEOP in place and the Contractors will also be engaging with TSIRC Engineering staff and Environmental Health Officers for assistance if and where required.

Cr Seriako Dorante queried if part costs would be forwarded onto Contractors and Community Members.

**ACTION:** acting Executive Director, Engineering Services to call an out of session workshop on Metal Waste with the Committee during the first quarter of 2022.

## **9. CHAS Update – Verbal**

Waste and Sustainability Engineer, Mr Jarrah Doran-Smith spoke to this agenda topic and presented a CHAS presentation.

Mr Jarrah Doran-Smith discussed CHAS Communication Material and discussed a proposal for a workshop with the Committee on CHAS along with Committee Member interviews and photos.

**ACTION:** Waste and Sustainability Engineer to call an out of session workshop, interviews and communication materials on CHAS with the Committee during the first quarter of 2022.

#### **10. Environmental Health Update – Verbal**

This topic will be discussed at the next meeting.

**ACTION:** Manager Environmental Health to provide a briefing paper on Environmental Health to the next Committee meeting.

#### **11. General/ Other Business (on notice)**

Nil topics raised.

#### **12. Next meeting date**

To be discussed offline during the November Workshop

#### **13. Closing Prayer**

Cr Seriako Dorante closed the meeting with a word of prayer.

# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15-16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Community Grants Program Allocation – November 2021
<b>AUTHOR:</b>	Kim Kelly, Team Leader – Service Delivery

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### Recommendation:

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

#### Community Grant Applications:

- Tilona Ahmat for the eligible amount of \$500.00 exclusive of GST, as per the submitted application.
- Poruma Beach Volleyball for the eligible amount of \$1,950.00 exclusive of GST, as per the submitted application
- Poruma Dart/Kayin Urab Touch for the eligible amount of \$8,060.00 exclusive of GST, as per the submitted application
- Erubam Le Traditional Land and Sea Owners for the eligible amount of \$1,000.00 exclusive of GST, as per the submitted application
- The Ark of Transfiguration Church for the eligible amount of \$10,000.00 exclusive of GST, as per the submitted application
- Erub Community for the eligible amount of \$5,000.00 exclusive of GST, as per the submitted application
- Mer Community for the eligible amount of \$7,960.00 exclusive of GST, as per the submitted application
- Mer Community for the eligible amount of \$2,000.00 exclusive of GST, as per the submitted application
- Masig Community for the eligible amount of \$5,000.00 exclusive of GST, as per the submitted application
- MGK TSI Corporation for the eligible amount of \$2,000.00 exclusive of GST, as per the submitted application, noting that MGK TSI Corporation previously applied for \$2,404.00 financial assistance under Council's Regional Grants, with Council resolving to allocate the full amount.

## Executive Summary:

In line with Council's Community Grants Policy, endorsed by Council at the July 2020 Ordinary Meeting, and further advice provided by MacDonnells Law, Community Grant applications must be decided upon, on one occasion at any time during the month.

## Background:

For the month of October 2021, 10 Community Grant applications meeting the eligibility requirements were received.

An assessment based on eligibility criteria was conducted by Council officers in accordance with the Community Grant Policy. An acknowledgement of each application being received and assessed as compliant was issued to each applicant.

The 10 applications which meet eligibility requirements are:

<b>Applicant</b>	<b>Project</b>	<b>Location</b>
Tilona Ahmat	Contribution towards costs associated with enrolment in further education in Rockhampton	Badu
Poruma Beach Volleyball	Contribution towards purchasing of Volleyball Equipment	Poruma
Poruma Dart/Kayin Urab Touch	Contribution towards costs associated with participating in the Badu Kuki Competition	Poruma
Erubam Le Traditional Land and Sea Owners	Contribution towards catering costs associated with celebrating 2021 Native Title Determination Event	Erub
The Ark of Transfiguration Church	Contribution towards costs associated with community member's priest ordination	Ugar
Erub Community	Contribution towards costs associated with attending Ugar community member's priest ordination	Erub
Mer Community	Contribution towards costs associated with Carols by Candlelight Event, 10/12/2021	Mer
Mer Community	Contribution towards costs associated with attending Ugar community member's priest ordination	Mer
Masig Community	Contribution towards costs associated with attending Ugar community member's priest ordination	Yorke
MGK TSI Corporation	Contribution towards costs associated with hosting Annual Men's Gathering	Mabuiag

**Links to Strategic Plans:**

These projects strategically align to specific delivery objectives under the People and Prosperity pillar of Council's Corporate Plan.

**Finance & Risk:**

No financial risk identified as the allocation is within existing Community Grants budget.

**Sustainability:**

N/A

**Statutory Requirements:**

*Local Government Act 2009*

**Conclusion:**

That Council resolves to provide Community Grant support to the eligible applicants in accordance with the Community Grants policy.

**Endorsed:**

Mette Nordling  
Acting Head of Corporate Affairs

**Recommended:**

Megan Barrett  
Interim Executive Director, Corporate Services

**Approved:**

Hollie Faithfull  
Acting Chief Executive Officer

**Attachment:** Fund balances



**Attachment: Fund Balances (after payment of applications endorsed at October 2021 OM)**

<b>Division</b>	<b>Councillor</b>	<b>Budget</b>	<b>Less approved funding</b>	<b>Closing Balance</b>
Boigu	Cr. Toby	\$25,000.00	\$14,199.80	\$10,800.20
Hammond	Cr. Dorante	\$25,000.00	\$7,000.00	\$18,000.00
St Pauls	Cr. Levi	\$25,000.00	\$13,500.00	\$11,500.00
Ugar	Cr. Stephen	\$25,000.00	\$0.00	\$25,000.00
Badu	Cr. Nona	\$25,000.00	\$14,080.00	\$10,920.00
Dauan	Cr. Elisala	\$25,000.00	\$0.00	\$25,000.00
Erub	Cr. Gela	\$25,000.00	\$1,000.00	\$24,000.00
Iama	Cr. Lui	\$25,000.00	\$10,000.00	\$15,000.00
Kubin	Cr. Trinkoon	\$25,000.00	\$0.00	\$25,000.00
Mabuiag	Cr. Fell	\$25,000.00	\$0.00	\$25,000.00
Mer	Cr. Noah	\$25,000.00	\$1,955.00	\$23,045.00
Poruma	Cr. Pearson	\$25,000.00	\$0.00	\$25,000.00
Saibai	Cr. Tabuai	\$25,000.00	\$8,997.53	\$16,002.47
Warraber	Cr. Tamu	\$25,000.00	\$17,000.00	\$8,000.00
Yorke	Cr. Mosby	\$25,000.00	\$9,694.93	\$15,305.07
Mayor	Cr. Mosby	\$30,000.00	\$0.00	\$30,000.00
Regional Grant		\$50,000.00	\$4,904.00	\$45,096.00
		<b>\$455,000.00</b>	<b>\$88,378.46</b>	<b>\$366,621.54</b>

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15 & 16 November 2021
<b>ITEM:</b>	Agenda Report
<b>SUBJECT:</b>	Funding Acquisition Report November 2021
<b>AUTHOR:</b>	Kylie Sturges - Manager Enterprise Development & Delivery

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### Recommendation:

That Council resolves to note this report and its content.

### Executive Summary:

This report provides an update on and summary of Council's recent grant acquisition activities.

### New Agreements:

The following is a list of all new agreements executed during the month of October 2021 within the Chief Executive Officer's financial delegation limit of \$1,000,000 as per Council's Strategic External Grant Funding Policy:

- Department of Agriculture, Water and the Environment  
Waste and Material Biosecurity Management Plan  
Value – \$312,475
- Department of Infrastructure, Transport, Regional Development and Communications  
Remote Airstrip Upgrade Program  
Change of Scope Variation
- Department of Communities, Housing & Digital Economy  
Interim Remote Capital Program  
Change of Scope Variation
- Department of State Development, Infrastructure, Local Government and Planning  
Works for QLD Covid  
Extension of Time Variation - Mer Ablution Block Project

### Summary:

The following table highlights all funding submissions applied for during this calendar year, including details on their outcomes and a status report on all unsuccessful and long-term pending applications.

## Current Application Status Report:

Funding Stream	Value	Project Details	Date of Application	Outcome	Current Status Report
<b>Reporting period - 1 January 2021 – 29 October 2021</b>					
<i>Indigenous Language Grants</i>	<i>\$20,000</i>	<i>Development of Environmental Health Material and other Community Messages using Torres Strait Language. The media will include posters, prints, and videography.</i>	<i>15<sup>th</sup> October 21</i>	<i>Pending</i>	<i>The outcome of this funding will be announced January 2022.</i>
<i>Queensland Reconstruction Authority</i>	<i>\$67,554</i>	<i>Design of Dauan Island Western Reservoir Road.</i>	<i>August 21</i>	<i>Successful</i>	
<i>State Library of Qld</i>	<i>\$17,000</i>	<i>Extension of funding for a further one-year period.</i>	<i>5<sup>th</sup> July 21</i>	<i>Successful</i>	
<i>Dept. Sport &amp; Rec</i>	<i>\$225,000</i>	<i>Funding to increase HLO's hours to deliver a fitness program under the direction of a qualified Personal Trainer</i>	<i>July 21</i>	<i>Successful</i>	
<i>DSDSATSIP – Local Thriving Communities</i>	<i>\$10,000</i>	<i>Funding to support local leadership and Council capacity building</i>	<i>June 21</i>	<i>Successful</i>	
<i>TSRA – Safe Communities Programme</i>	<i>\$180,000</i>	<i>Dauan Helicopter Subsidy</i>	<i>June 21</i>	<i>Successful</i>	
<i>TSRA – Safe Communities Programme (Infrastructure)</i>	<i>\$3,720,000</i>	<i>Marine Infrastructure Projects</i>	<i>June 21</i>	<i>Successful</i>	
<i>DATSIP – Domestic and Family Violence Action Plan</i>	<i>\$175,000</i>	<i>Development of a domestic and family violence action plan</i>	<i>4<sup>th</sup> June 21</i>	<i>Successful</i>	
<i>COTA – Seniors Month 2021 Subsidy</i>	<i>\$7,500</i>	<i>Celebrating our Elders – Presentation of Elders badges during Seniors week in October</i>	<i>31<sup>st</sup> May 21</i>	<i>Successful</i>	
<i>DSDSATSIP – NAIDOC Events</i>	<i>\$1,800</i>	<i>Subsidy of \$500 to host NAIDOC events</i>	<i>28<sup>th</sup> May 21</i>	<i>Successful</i>	
<i>TSRA – Request for additional funding</i>	<i>\$300,000</i>	<i>Additional funding to complete the Dauan Multipurpose Court Project</i>	<i>27<sup>th</sup> May 21</i>	<i>Pending</i>	<i>Both Council and the Dept. Sport &amp; Rec have followed up on the status of this application on multiple occasions and are yet to receive a response.</i>
<i>TSRA – Request for funding</i>	<i>\$205,053</i>	<i>Refurbishment of Windsock Accommodation in preparation for Coming of the Light</i>	<i>26<sup>th</sup> May 21</i>	<i>Unsuccessful</i>	<i>Ad-hoc request for funding. Declined due to unavailability of funding.</i>

Funding Stream	Value	Project Details	Date of Application	Outcome	Current Status Report
<b>Reporting period - 1 January 2021 – 29 October 2021</b>					
DOH – Public Health & Chronic Disease Program	\$2,272,301	Early Childhood Nutrition Program	21 <sup>st</sup> May 21	Pending	Status update requested by email 29/10
SLIC Sydney University	\$42,000	Operational Plan development	20 <sup>th</sup> May 21	Successful	
TSRA – Request for additional funding	\$287,500	Tourism & Events Coordinator Positions – Tourism Strategy Development	19 <sup>th</sup> May 21	Successful	
State Library QLD – Strategic Priorities Grant	\$5,000	IKC – Coming of the Light Project	5 <sup>th</sup> May 21	Unsuccessful	No Feedback available
ATSI TIDS - 21/22 TMR Contribution  TSRA Contribution	\$1,015,000  \$500,000	<ul style="list-style-type: none"> <li>➤ Boigu Island airport apron upgrade</li> <li>➤ Mer Island aerodrome safety improvement</li> <li>➤ TS Region marine infrastructure assessment</li> <li>➤ Poruma Island William St upgrade</li> <li>➤ Dauan Island pontoon and gangway design</li> <li>➤ TS region airstrip condition assessment</li> <li>➤ Saibai Island hospital drive and school upgrade design</li> </ul>	April 21	Successful	
Biosecurity Business Grants	\$312,475	➤ Waste and Material Biosecurity Management Project	13 <sup>th</sup> April 21	Successful	
QCRC – GBR Islands Decarbonisation Projects	\$125,000	Funding to complete some of the projects nominated in the Pilot Program	12 <sup>th</sup> April 21	Successful	
QCRC – Climate Risk Management Strategy	\$120,000	Development of a Regional Climate Risk Management Strategy	12 <sup>th</sup> April 21	Unsuccessful	Feedback sought from LGAQ was positive, with Council being advised this application was shortlisted as a very strong application but was unfortunately not successful in this instance.

Funding Stream	Value	Project Details	Date of Application	Outcome	Current Status Report
<b>Reporting period - 1 January 2021 – 29 October 2021</b>					
Works for QLD 2021-24	\$3,050,000	<ul style="list-style-type: none"> <li>➤ Boigu Motel security fencing</li> <li>➤ Warraber Resort upgrade</li> <li>➤ Badu Sports oval gazebos</li> <li>➤ St Pauls Community Hall Airconditioning upgrade</li> <li>➤ Ugar Water Shed</li> <li>➤ Dauan Water Shed</li> <li>➤ St Pauls Creek Weir</li> <li>➤ Mabuiag Fuel Infrastructure</li> <li>➤ Boigu Fuel Infrastructure</li> <li>➤ Erub Fuel Infrastructure</li> </ul>	7 <sup>th</sup> April 21	Successful	
TSRA Healthy Communities Programme	\$190,000	➤ Mabuiag Island Sewerage Treatment Plant Repairs	14 <sup>th</sup> April 21	Successful	
LRCI Phase 2	\$263,693	Repairs to Kubin and St Pauls Jetty Structures	25 <sup>th</sup> March 21	Successful	
NIAA – NAIDOC 21	\$15,000	Subsidy of \$1000 per organisation to host NAIDOC Events	15 <sup>th</sup> March 21	Partially successful - \$5,000	This funding was for \$1000 per organisation. The department decided to approve \$5,000 due to TSIRC having 15 Communities
BBRF – Infrastructure Stream Rnd 5	\$4,694,002	Elphinstone Close Project	12 <sup>th</sup> March 21	Unsuccessful	A feedback session has been scheduled with the Department for Tuesday 9 <sup>th</sup> November.  Both applications submitted under the Community Investment Stream were deemed ineligible, even though confirmation of their eligibility was received prior to submitting applications.
BBRF – Community Investment Stream Rnd 5	\$567,000	IT Transformation Strategy	12 <sup>th</sup> March 21	Unsuccessful – Did not meet eligibility criteria	
BBRF – Community Investment Stream Rnd 5	\$480,000	Community Asset Management Strategy	12 <sup>th</sup> March 21	Unsuccessful – Did not meet eligibility criteria	
Regional Airports Program	\$630,693	Saibai Island Airport Apron Upgrade	20 January 21	Unsuccessful - Did not meet eligibility criteria	Council does not fall into the category of Regional and is instead considered Very Remote. Therefore, Council is

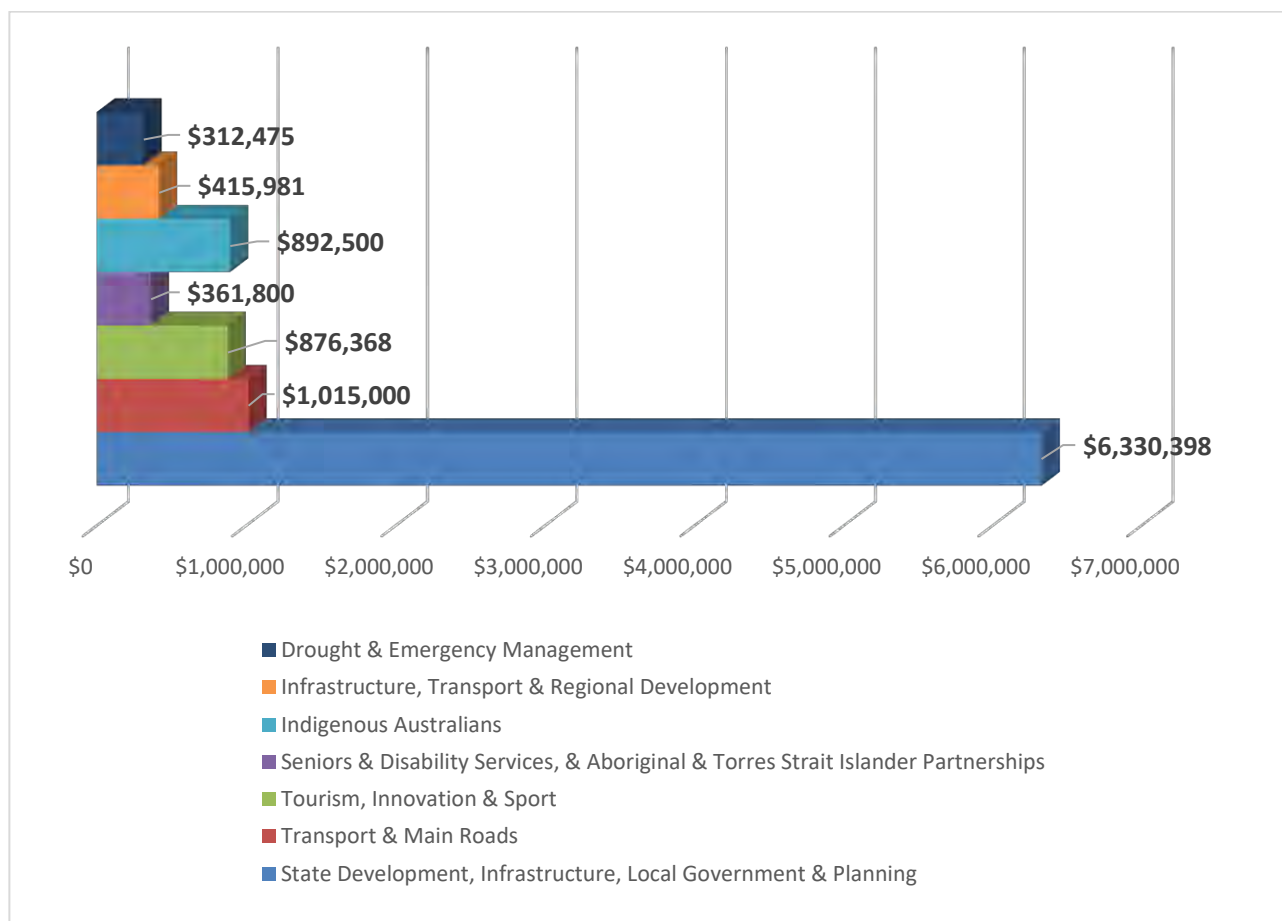
					<i>only eligible to apply for funding under the Remote Airport Upgrade Program (RAUP).</i>
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<b>Total Amount Applied for between 1 January 2021 and 29 October 2021</b>
<b>\$19,498,571</b>

<b>Total Amount Successful between 1 January 2021 and 29 October 2021</b>	
Building Services	\$2,660,000
Engineering	\$6,458,722
Community Services	\$1,033,800
Executive	\$52,000
<b>Combined Total</b>	<b>\$10,204,522</b>

### Breakup of Funding Per Portfolio:

The following graph is a breakdown of successful funding received to date per ministerial portfolio.



### Links to Strategic Plans:

- Corporate Plan 2020-2025:
  - People - Outcome 4: We are a transparent, open and engaging Council.
  - Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
- Operational Plan 2022-2022:
  - Objective 11: Further develop a good governance and risk culture across Council.

**Statutory Requirements:**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

**Conclusion:**

That Council resolves to note and provide any necessary feedback to this report.

**Attachments:**

- Funding Acquisition Tool Status Report.
- Councillor Top 5 Priorities Table.

**Endorsed:**

Mette Nordling  
Acting Head of Corporate Services

**Recommended:**

Megan Barrett  
Interim Executive Director Corporate Services

**Approved:**

David Baldwin  
Acting Chief Executive Officer

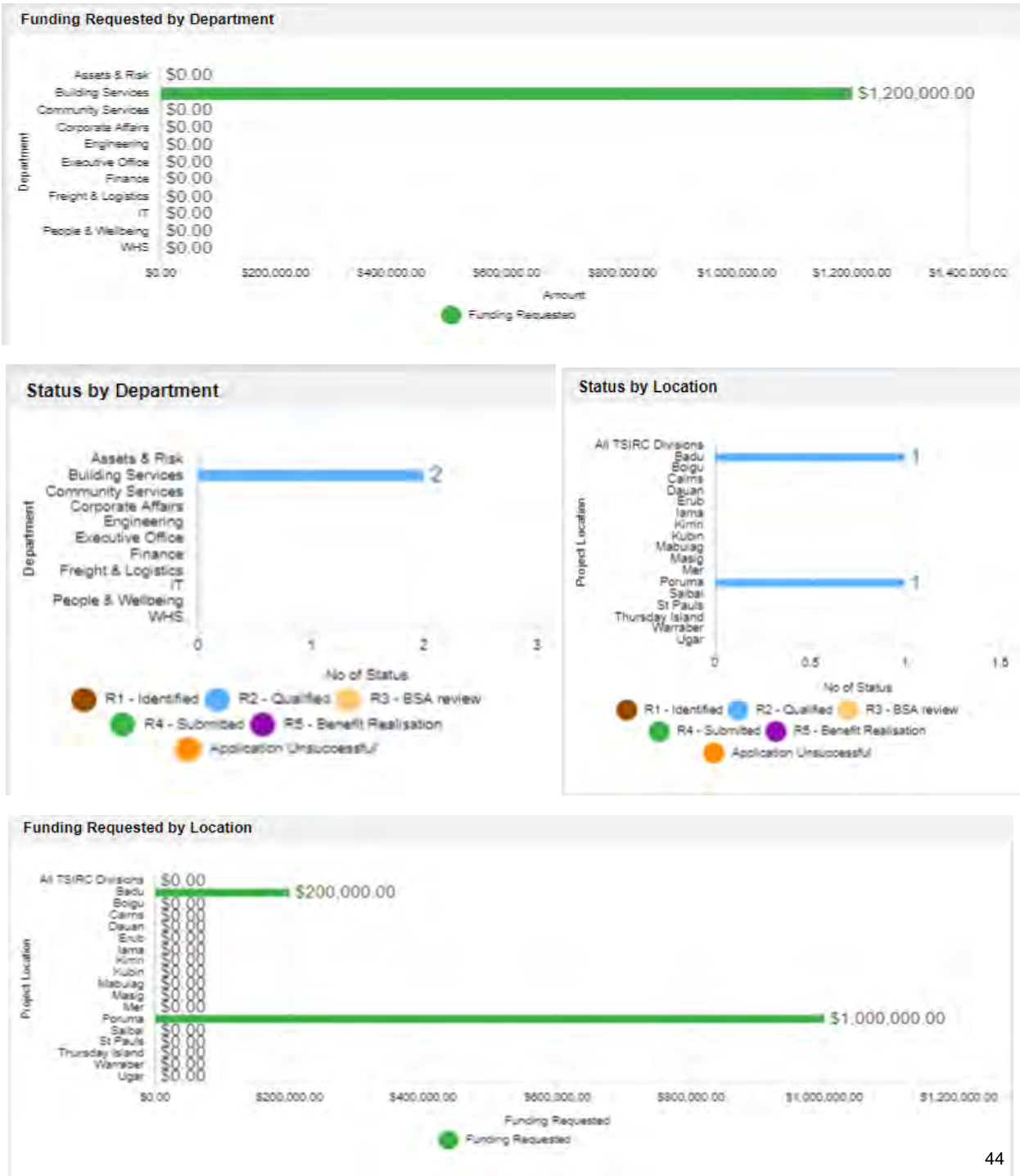
# Councillor's Top 5 Priorities Status

The following table provides an update on the current status of Councillor Top 5 Priority projects. Out of 75 identified projects there are currently 14 projects that have either been completed or are in the process of being completed. All remaining projects will continue to be matched against potential funding opportunities as they arise.

Priority List	Number of Initiatives	Total Value	%Total	R1 - Identified	R2 - Qualified	R3 - BSA Review	R4 - Submitted	R5 - Benefit Realisation
Priority 1	15	\$22,393,800.00	28%	8	3	0	0	4
Priority 2	15	\$23,071,857.00	28%	10	2	0	0	3
Priority 3	15	\$12,658,857.00	16%	8	3	0	0	4
Priority 4	15	\$11,622,000.00	14%	11	2	0	0	0
Priority 5	15	\$11,467,718.00	14%	10	1	0	0	3
Total	75	\$81,214,232.00	100%	47	11	0	0	14

## Project Funding Internal Requests

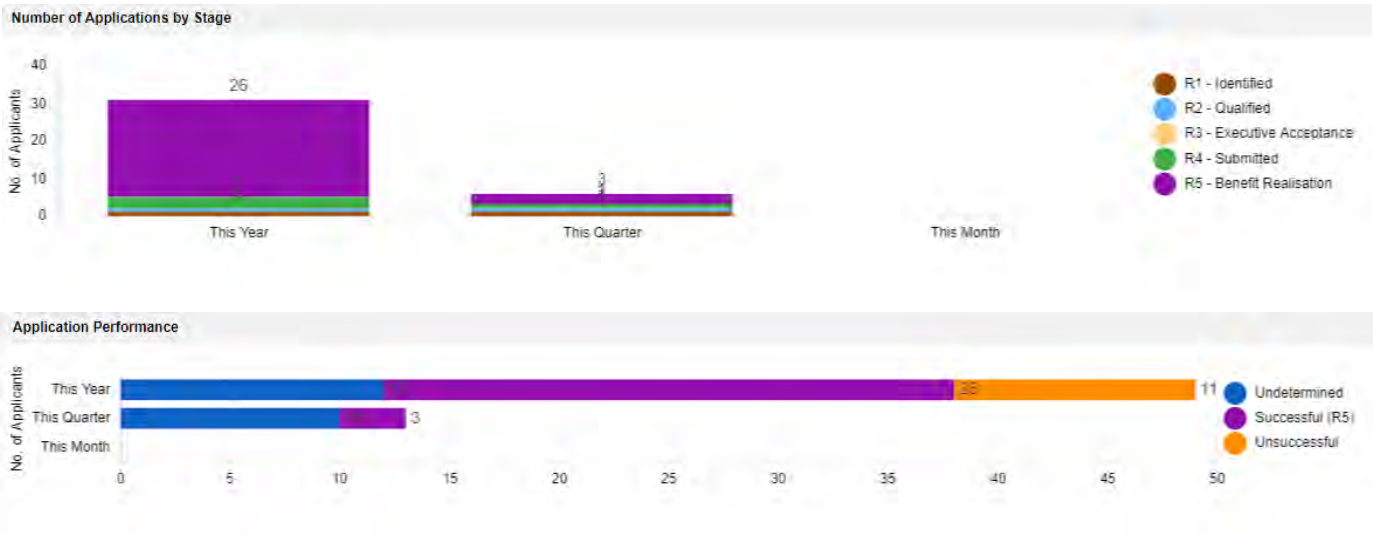
The following graphs represent internal requests for funding shown per requesting department, application status, and project location. Like the Cr. Top 5 Priority projects, all internal requests for funding will be matched against potential funding opportunities as they become available.





## Grant application status

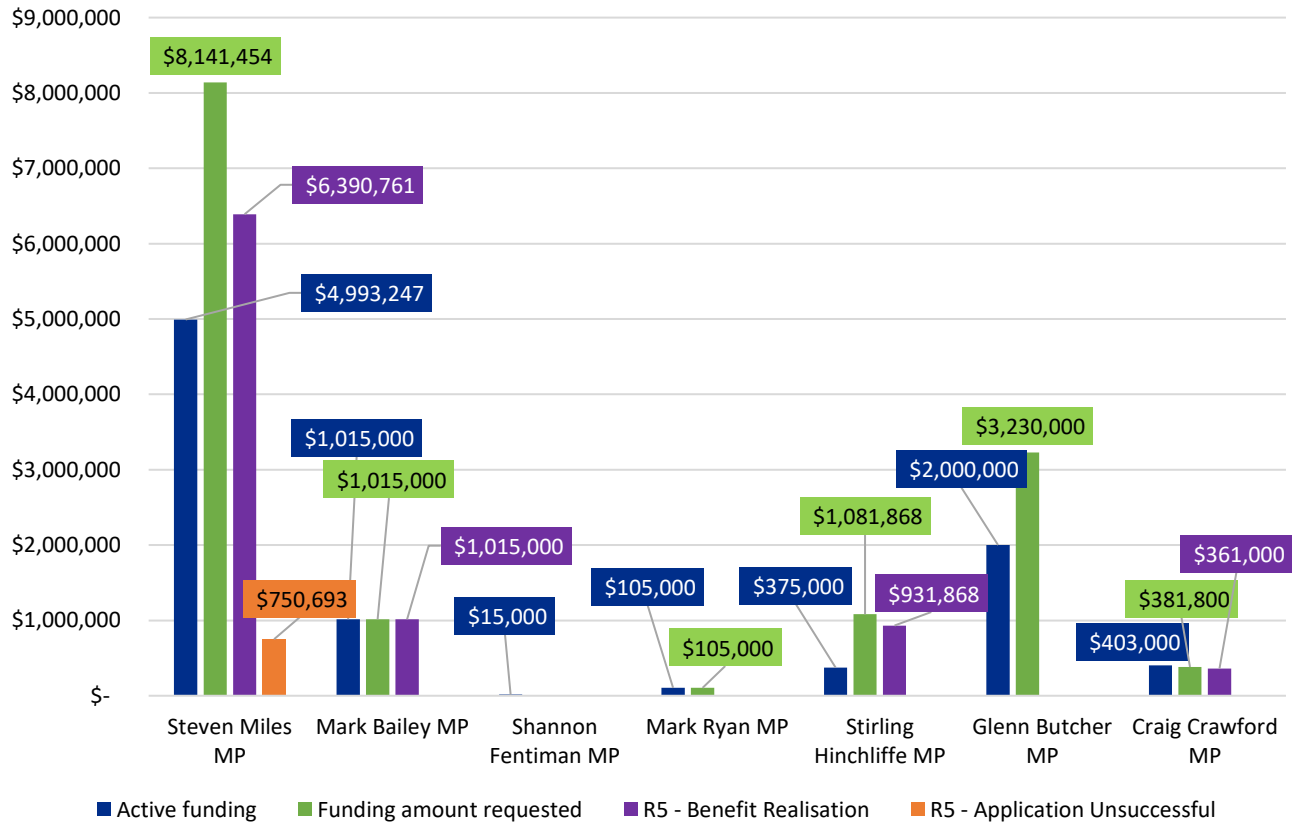
The following graphs depict the status and performance of funding applications. The Number of Applications by Stage graph shows the amount of applications in each qualification stage between R1 Identified to R5 Benefit Realisation. The Application Performance graph outlines the total number of grants that have been successful, unsuccessful, or are yet to be determined.



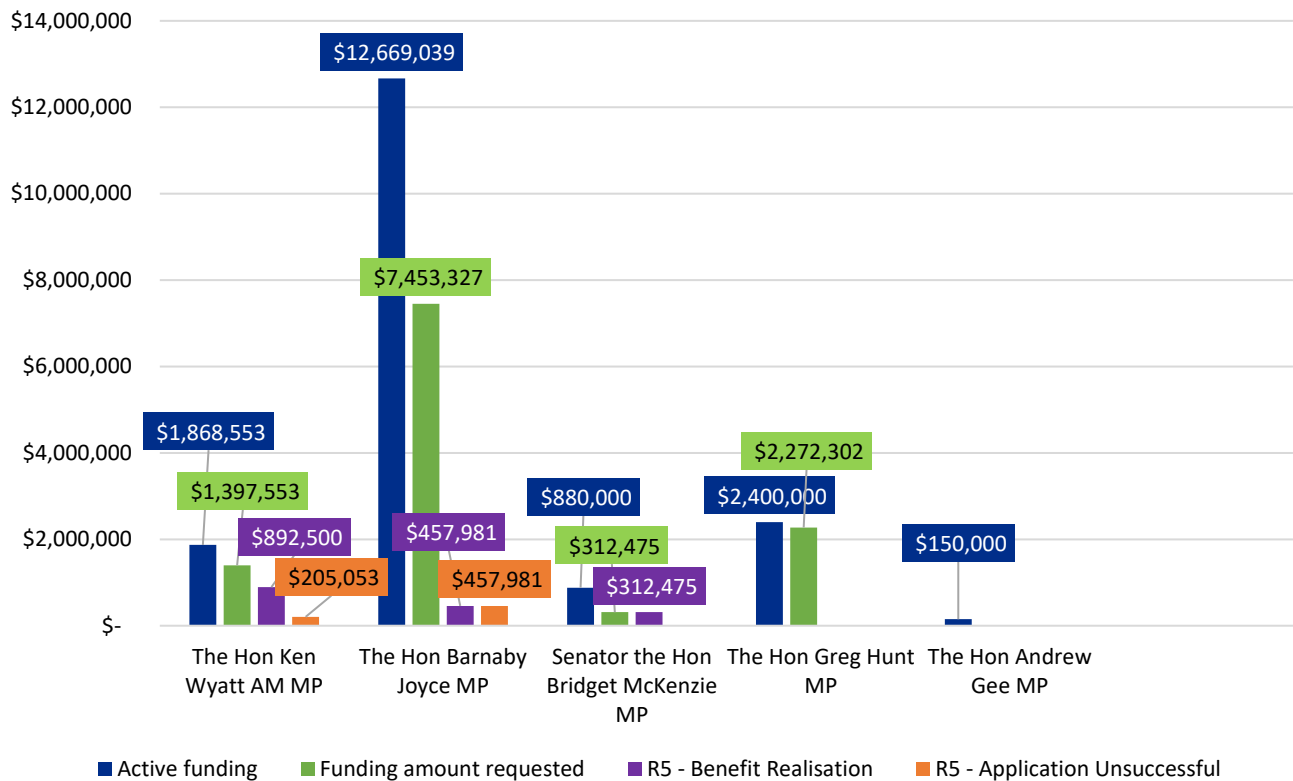
## Donor Portfolio Breakdown

The Donor Portfolio breakdowns show the total value of active funding, requested funding, and successful and unsuccessful applications per State (below) and Federal (overleaf) Ministerial.

### Donor portfolio (active funding only) by State



## Donor portfolio (active funding only) by Federal



## Value of Applications by Stage

The two pie charts displayed below outline the total amount of successful funding broken down into State and Federal Portfolios (Graph 1) and the total value of funding applications submitted versus the total value of successful applications.

**Graph 1**



**Graph 2**



# Councillors Top 5 Priority Projects

Division	Councillor	P1	Priority 1 Tasks	Estimated Cost	Potential Funding Source	Council Officers Update	Status (P1)	P2	Priority 2 Tasks	Estimated Cost (P2)	Potential Funding Source (P2)	Council Officers Update (P2)	Status (P2)	P3	Priority 3 Tasks	Estimated Cost (P3)	Potential Funding Source (P3)	Council Officers Update (P3)	Status (P3)	P4	Priority 4 Tasks	Estimated Cost (P4)	Potential Funding Source (P4)	Council Officers Update (P4)	Status (P4)	P5	Priority 5 Tasks	Estimated Cost (P5)	Potential Funding Source (P5)	Council Officers Update (P5)	Status (P5)
Boigu	Cr Dimas Toby	Priority 1	Filling in the old decommissioned water lagoon near the airstrip		\$0 TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Fencing for all houses	\$1,000,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Upgrade and replacement of current finger wharf to steel materials	\$5,700,000	TMR	Capital works are intending to submit a funding application to TMR for All existing TSRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 4	Installation of tanks and water pressure pumps for social housing (cost is per house)	\$22,000	DHPW	Our records show a WT Program was completed in 2019 for 80 Houses. (Though not sure how many tanks and if pumps supplied) No current program from Qbaiti would need to identify amount of houses and if total program or part of program needed)	R2- Qualified	Priority 5	Fencing for TSIRC Accommodation/Motel	\$85,000	W4Q	21/06/2021 - Approved funding W4Q 2021-2024.	R5- Benefit Realisation
Dauan	Cr Toranzo Elisala		Dauan ferry and wharf upgrade	\$7,000,000	ATSI TDS TMR	Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding (\$6m), insurance and ATSI TDS.	R2- Qualified		Guest house upgrade	\$1,090,000	TBC W4Q	* Completed 30/5/2019 under W4QLDR2 & My Pathway Funding. * Further conversations with Councillor Elisala outlined that the current guest house is not suitable and a new project should be added to the 2019/2021 - Additional works to those completed in 2019 under W4QLDR2 Cr Elisala would like further works to be completed something like Mer accommodation.	R5- Benefit Realisation		Community oval and recreational areas upgraded		Department of Sport and Rec TSRA	Community Hall Upgrade T41425 / W4QLDR3 \$360,000 RFT documents with scope ready completion - Beneficial. Council - redesign due to funders specific requirements. During the process I then to QS to check funding acceptable T4149 \$570,000 grandstand removed due to not enough funding) 21/06/2021 - Additional \$300K required to complete works.	R5- Benefit Realisation		Sealing roads and creating driveways into allotments		TMR	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified		Major upgrade of Logan homes	\$650,000 per house	DHPW	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Saibai	Cr Cornwell Tabuai	Priority 1	Plug ins/extensions granny flat for overcrowding	Funding secured with DHPW. Tenders are finalised and going before Council in July 2021.	DHPW	Waiting on construction drawings so the projects can go out to tender, anticipate the drawings will be done this week. 21/06/2021 - Construction drawings currently underway.	R5- Benefit Realisation	Priority 2	Inundation program & concrete slabs under high set houses	\$15,000,000	DHPW	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Fencing for all property boundaries	\$1,000,000	TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Driveways into allotments	\$30,000 per Driveway	TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Upgrade all roads		Queensland Reconstruction Authority		R1- Identified
Mabuag	Cr Keith Fell	Priority 1	Air strip extension		RAUP TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Fencing for all houses	\$1,090,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Wharf construction at Panai		TSRA	21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 4	Oval Upgrade		Department of Sport and Recreation	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Establish cultural village and art/craft centre		QLD Arts and Culture	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Badu	Cr Laurie Nona	Priority 1	Construct new Sporting precinct	\$3,000,000	Department of Sport and Recreation	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Waste Management Site		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Wharf construction		TMR	Capital works are looking in to urgent fixes. Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 4	Road upgrades		Queensland Reconstruction Authority		R1- Identified	TBA			Empty		
Kubin	Cr Lama Tinkoon	Priority 1	Construct a new Multi Purpose Sports stadium	\$2,100,000	Department of Sport and Recreation	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Community infrastructure and lighting		Department of Sport and Recreation	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Aerodrome waiting facility upgrade and extension		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Building services unit hub		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Ramp and jetty upgrades	\$9,500,000	TMR	Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified
St Pauls	Cr John Levi	Priority 1	Community hall Air-conditioning		W4Q	Approved funding W4Q 21-24	R5- Benefit Realisation	Priority 2	Stadium lighting	\$150,000	Department of Sport and Recreation	Council is seeking funding support to complete project scoping to become shovel ready.	R2- Qualified	Priority 3	Undercover council facilities for fuel and fleet		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Finger wharf/jetty upgrade	\$5,700,000	TMR	Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 5	Builders shed	\$450,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Koriri	Cr Seriato Dorante	Priority 1	Community health centre	\$2,200,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Water and sewerage treatment plant		Building Our Regions	No feedback	R1- Identified	Priority 3	Childcare and youth centre recommencement of services	\$4,000,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Local community transport service		TMR	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Security camera installation and compliance signs		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Iama	Cr Getano Lui	Priority 1	Upgrades to existing roads		Queensland Reconstruction Authority TMR	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Housing	\$961,857	DHPW	Funding secured from Remote Housing Capital Delivery - HPW under Housing Investment Plan	R5- Benefit Realisation	Priority 3	Drainage solution for houses above office	\$547,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Fencing for all houses	\$1,000,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Recreational facilities	\$70,000		21/06/2021 - Funding for the covered area is W4Q Cr Lui has requested the whole area needs upgrades.	R5- Benefit Realisation
Waraber	Cr Kabay Tamu	Priority 1	Guest house and resort upgrade	\$1,093,800	W4Q	21/06/2021 - Approved funding W4Q 2021.	R5- Benefit Realisation	Priority 2	Fencing for all houses	\$1,780,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Sea wall repair		TSRA	Federal funding has been secured. Design near completion.	R5- Benefit Realisation	Priority 4	Road upgrades		Queensland Reconstruction Authority	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Community hall floor upgrade	\$340,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Ponuma	Cr Francis Pearson	Priority 1	Paving of Back St, Opeta and Murray Streets		TMR	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 2	Construction of 5 houses	\$4,805,000.00	DHPW	Funding secured from Remote Housing Capital Delivery - HPW under Housing Investment Plan	R5- Benefit Realisation	Priority 3	Upgrade to Council social house	\$961,857	DHPW	Funding secured from Remote Housing Capital Delivery - HPW under Housing Investment Plan	R5- Benefit Realisation	Priority 4	Construction of roof over basketball court	\$900,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Improved lighting to Maka Esplanade		TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Masig	Cr Hilda Mosby	Priority 1	Jetty/ramp upgrade	\$7,000,000	TMR	Capital works are looking in to urgent fixes. Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 2	Road upgrade and additional roads constructed		TBC	No feedback	R1- Identified	Priority 3	Waste management strategy to be developed to provide a long term solution.		TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Stadium upgrades	\$2,000,000	TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	BRACS Training and program development		TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Ugar	Cr Rocky Stephen	Priority 1	Ugar Helicopter Subsidy		TSRA	21/06/2021 - TSRA funding being utilised for business case for Helicopter & Ferry Service to present to State & Federal Govt.	R5- Benefit Realisation	Priority 2	Ugar Ferry Service			21/06/2021 - TSRA funding being utilised for business case for Helicopter & Ferry Service to present to State & Federal Govt.	R2- Qualified	Priority 3	Extension of Council Office	\$450,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 4	Stadium upgrades	\$2,000,000	TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 5	Construction of multi purpose storage shed	\$450,000	TBC	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Erub	Cr Jimmy Gela	Priority 1	Kemus Road upgrade		Queensland Reconstruction Authority	No feedback	R1- Identified	Priority 2	Community hall upgrade	\$2,000,000	TSRA	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Home extension and construction of new homes		DHPW	Funding secured from Remote Housing Capital Delivery - HPW under Housing Investment Plan	R5- Benefit Realisation	Priority 4	Sewerage treatment plant upgrade		TBC	This has now been completed, with minor training and defects still being resolved. 21/06/2021 - Funded & completed	R5- Completed	Priority 5	Defence force memorabile board		DVA Saluting their service grant closing 8/2/22	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified
Mer	Cr Aven Noah	Priority 1	Finger jetty/ramp upgrade		TSRA	Capital works are intending to submit a funding application to TMR for All existing TSIRC Marine Infrastructure - scoping, condition assessment, asset prioritisation and pre-feasibility study. This funding is not yet secured. 21/06/2021 - Currently being scoped at regional level utilising existing TSRA funding.	R2- Qualified	Priority 2	Water management - tank/water pump project		Building Our Regions	Council is seeking funding support to complete project scoping to become shovel ready.	R1- Identified	Priority 3	Sealing of roads		Queensland Reconstruction Authority	No feedback	R1- Identified	Priority 4	Excavator works at waste management site		TBC	21/06/2021 - Some minor works undertaken	R5- Completed	Priority 5	Fuel bowser replacement	\$572,718	TSRA	TSRA funding secured for an amount of \$572,718. Project due inspection to be completed then issued to QS and tender.	R5- Benefit Realisation



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15/16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Indigenous Councils Funding Program allocations for 2021-22
<b>AUTHOR:</b>	Kylie Sturges, Manager, Enterprise Development and Delivery

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### **Recommendation:**

That Council resolves to:

- Execute the agreements from the Department of State Development, Infrastructure, Local Government and Planning for the State Government Financial Aid (SGFA) and Revenue Replacement Program (RRP)

and

- Delegate power to the Chief Executive Officer, pursuant to the *Local Government Act 2009* to approve, finalise and execute any and all matters in relation to these funding agreements.

### **Executive summary:**

Council will receive \$7,393,000 for SGFA and \$546,200.00 for RRP as part of the Indigenous Councils Funding Program allocations for 2021-22. Council receives this funding annually.

### **Background:**

This funding is an allocation-based program under which the recipient receives an annual allocation to assist and meet the costs of providing essential Local Government services in their communities. This funding does not require an application process.

### **Links to Strategic Plans:**

This funding is a key component in Council's ability to deliver objectives under the pillars of Council's Corporate Plan, being *People, Sustainability* and *Prosperity*.

### **Finance & Risk:**

The Department of State Development, Infrastructure, Local Government and Planning has no obligation to provide this funding until the agreement is executed by all parties.

This funding has been included in Council's adopted budget for the 2021/22 financial year.

### **Statutory Requirements:**

*Local Government Act 2009*

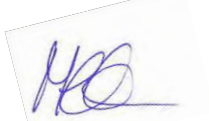
**Conclusion:**

That Council resolves to:

- Execute the agreements form the Department of State Development, Infrastructure, Local Government and Planning for the State Government Financial Aid (SGFA) and Revenue Replacement Program (RRP)

and

- Delegate power to the Chief Executive Officer, pursuant to the *Local Government Act 2009* to approve, finalise and execute any and all matters in relation to these funding agreements.

**Endorsed:**

Mette Nordling  
Acting Head of Corporate Services

**Recommended:**

Megan Barrett  
Interim Executive Director Corporate Services

**Approved:**

Hollie Faithfull  
Acting Chief Executive Officer

**Attachment:**

Letter from Department of State Development, Infrastructure, Local Government and Planning regarding the Indigenous Councils Funding Programs; State Government Financial Aid and Revenue Replacement Program for 2021-22.



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Our ref: MBN21/1284

12 October, 2021

Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
[ceo@tsirc.qld.gov.au](mailto:ceo@tsirc.qld.gov.au) [davidbaldwin@tsirc.qld.gov.au](mailto:davidbaldwin@tsirc.qld.gov.au)

Dear David

I refer to recent correspondence from the Director-General, Department of State Development, Infrastructure, Local Government and Planning (the department) advising the Minister for State Development, Infrastructure, Local Government and Planning approved the council's 2021-22 Indigenous Councils Funding Programs allocations, specifically:

- State Government Financial Aid (SGFA)
- Revenue Replacement Program (RRP)

Delivery of these programs will be governed by the Head Funding Agreement between council and the State and the relevant Program Funding Schedules, to be executed by both council and the department.

Please find enclosed the Project Funding Schedules for execution. Please sign the enclosed Schedule and return it to the department to email address [DSDILGPnorthern@dsdilgp.qld.gov.au](mailto:DSDILGPnorthern@dsdilgp.qld.gov.au).

Once the department receives and signs the Project Funding Schedules, a copy will be returned to council for its records and councils payment processed.

If you require any further information, please contact Debbie Fixter, Senior Advisor, Northern Region on 4037 3409, or at [debbie.fixter@dsdilgp.qld.gov.au](mailto:debbie.fixter@dsdilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely

Darryl Jones  
**Regional Director  
Northern Region  
Local Government Division**

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Cairns Queensland 4870 Australia  
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**Telephone 07 4037 3400**  
**Website** [www.dsdilgp.qld.gov.au](http://www.dsdilgp.qld.gov.au)  
**ABN** 29 230 178 530



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15/16 November 2021
<b>ITEM:</b>	Agenda Item for Noting by Council
<b>SUBJECT:</b>	Operational Plan 2021-22 Q1 Update
<b>AUTHOR:</b>	Mette Nordling, Manager of Governance and Compliance

### Recommendation:

Council resolves to note the Operational Plan 2021-22 Quarter 1 Update.

### Background:

Pursuant to Section 174 of the *Local Government Regulation 2012*, Council adopted its Operational Plan for the 2021/22 period, during its Ordinary Meeting on 20 July 2021.

The Operational Plan is structured around Council's corporate structure as at 20 July 2021, which was updated and endorsed to that shown below in the same meeting:


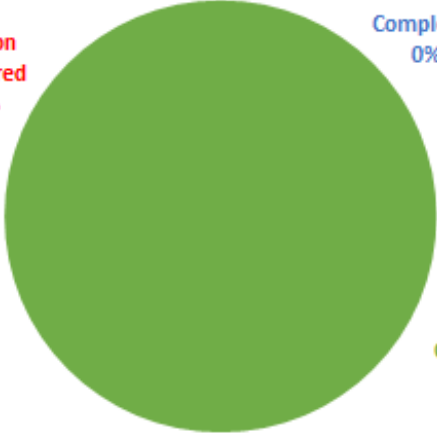

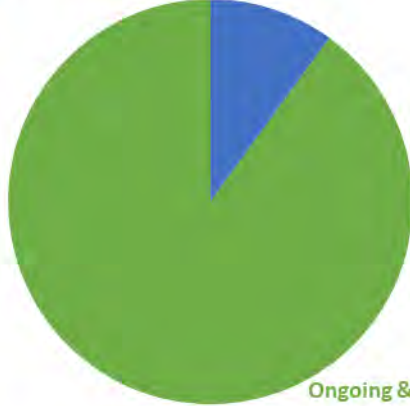

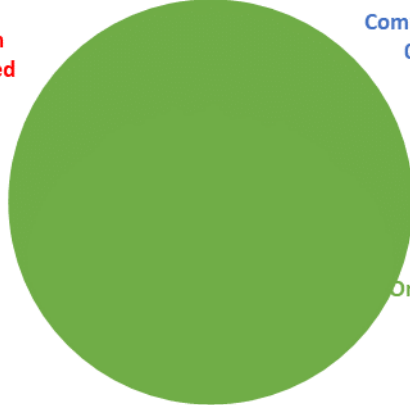


Each of the 60 objectives listed in the Operational Plan, link back to a relevant *Strategic Delivery Pillar* of Council's current Corporate Plan 2020-25; these pillars are as follows:


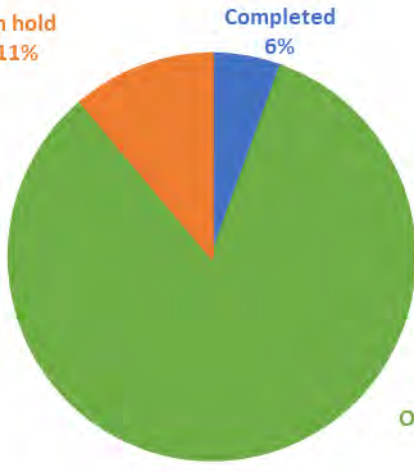

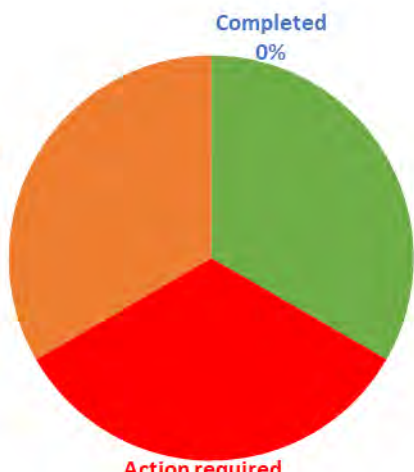

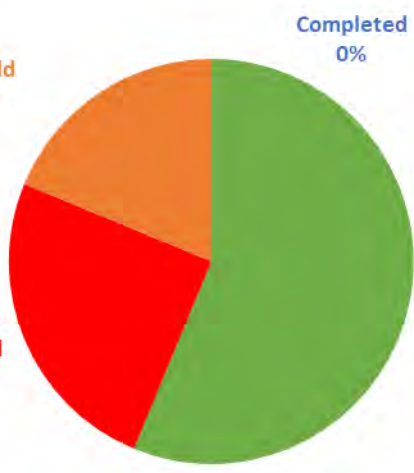
	People	<p>Outcome 1: We preserve cultural heritage, history and place.</p> <p>Outcome 2: Our communities are safe, healthy and active.</p> <p>Outcome 3: We ensure accessibility to community support services.</p> <p>Outcome 4: We are a transparent, open and engaging council.</p>
	Sustainability	<p>Outcome 5: We plan effectively for the future of our individual communities and region.</p> <p>Outcome 6: Our communities remain resilient to the effects of climate change and natural disasters.</p> <p>Outcome 7: Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability.</p> <p>Outcome 8: We manage council affairs responsibly to the benefit of our communities.</p> <p>Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.</p>
	Prosperity	<p>Outcome 10: We advocate and foster regional prosperity through enterprise development.</p> <p>Outcome 11: We invest in the retention of key skills within our region.</p> <p>Outcome 12: We bring opportunity to our region and put our culture on the world stage.</p>

## Operational Plan Progress:

Council's Operational Plan 2020-21 Q1 Dashboard is as follows:

Department:	Total Objectives:	Progress
 Business Services	5	 <p>On hold 0%</p> <p>Completed 0%</p> <p>Action required 0%</p> <p>Ongoing &amp; On track 100%</p>
 Engineering Services	10	 <p>Action required 0%</p> <p>Completed 10%</p> <p>On hold 0%</p> <p>Ongoing &amp; On track 90%</p>
 Building Services	5	 <p>On hold 0%</p> <p>Completed 0%</p> <p>Action required 0%</p> <p>Ongoing &amp; On track 100%</p>



<div><p>Community Services</p></div>	18	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>Ongoing &amp; On track</td><td>83%</td></tr><tr><td>On hold</td><td>11%</td></tr><tr><td>Completed</td><td>6%</td></tr><tr><td>Action required</td><td>0%</td></tr></table></div>	Status	Percentage	Ongoing & On track	83%	On hold	11%	Completed	6%	Action required	0%
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<div><p>Corporate Affairs</p></div>	6	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>Ongoing &amp; On track</td><td>34%</td></tr><tr><td>On hold</td><td>33%</td></tr><tr><td>Action required</td><td>33%</td></tr><tr><td>Completed</td><td>0%</td></tr></table></div>	Status	Percentage	Ongoing & On track	34%	On hold	33%	Action required	33%	Completed	0%
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<div><p>Corporate Services</p></div>	16	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>Ongoing &amp; On track</td><td>56%</td></tr><tr><td>On hold</td><td>19%</td></tr><tr><td>Action required</td><td>25%</td></tr><tr><td>Completed</td><td>0%</td></tr></table></div>	Status	Percentage	Ongoing & On track	56%	On hold	19%	Action required	25%	Completed	0%
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On hold	19%											
Action required	25%											
Completed	0%											

**Statutory Requirements:**

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

**Conclusion:**

That Council notes the Operational Plan 2021-22 Quarter 1 Update.

**Endorsed:**

Mette Nordling

Acting Head of Corporate Affairs

**Recommended:**

Megan Barrett

Interim Executive Director Corporate Services

**Approved:**

Hollie Faithfull

Acting Chief Executive Officer

**Attachments:**

- Table providing breakdown of objectives, process, and comments
- Operational Plan 2021-22

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q1 update	Q1 notes
	<b>TSIRC Operational Plan 201/22</b>						
	<b>Business Services</b>						
1	Automation of fees & charges platform.	Successful implementation of platform in time for FY23 budget	Financial Services	1	2	Ongoing and on track	Platform has been purchased. Data is currently being collated for input into system. Data expected to be ready for import by December, with testing and completion expected by January.
2	Streamline Council's budget and financial statement process aligned to legislated time frames.	Successfully meet Budget Review 21/22 - December 2021 Successfully meet Original Budget 22/23 - June 2022 Statements should be adopted prior to mandated date and be free from material error or misstatement.	Financial Services	2	4	Ongoing and on track	21/22 Budget Review process is currently underway and anticipated to be finalised by due date.
3	Migration of all business units to CI Anywhere and implementation of financial performance dashboard capability.	Development of implementation plan and gain roll-out approval. • Successful scoping of CI Anywhere dashboard capabilities and implementation roadmap identified.	Financial Services	1	4	Ongoing and on track	Initial meetings held with T1 to discuss plan. System "health check" to take place before end of 2021.
4	Deliver end of month continuous improvement program to further drive Council's financial maturity.	All monthly reports to Council submitted by due date. • Implementation of standard checklist for end of month processes which are routinely completed in a timely manner.	Financial Services	1	4	Ongoing and on track	Monthly checklist has been created. Continuous improvement and identification of issues / efficiencies to be focus for remainder of year.
5	Deliver asset management enhancement strategy and system upgrade delivery roadmap.	Strategy complete & roadmap identified.	Asset Management	1	3	Ongoing and on track	ICCIP funding has been allocated for asset management system. Currently working with T1 on options to optimise system for use.
	<b>Engineering Services</b>						
6	Streetlight defect audit completed, and fee proposal obtained from Ergon to undertake rectification works.	Audit completed.	Engineering	1	4	Complete	Fee proposal have been obtained from Ergon to undertake rectification of streetlights. Funding opportunities are being explored to fund the rectifications works.
7	Coastal inundation mitigation: Coastal Hazard Adaptation Strategy (CHAS). • Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships Master planning. • Seawalls Program works for Boigu, Poruma, Iama, Warraber & Masig Communities.	CHAS Stage 4. Seawalls program on schedule.	Engineering	1	4	Ongoing and on track	CHAS Phase 4 & 5 now completed and accepted by LGAQ. TSIRC will seek to perform later phases under additional funding opportunities.  The Seawall Program is progressing well, with Boigu Seawall near completion, and Poruma Seawall recently starting construction. Masig, Iama, and Warraber are currently in the design phase.
8	Access projects delivery: • Dauan helipad road upgrade. • Saibai airport road upgrade - design. • Poruma airport access road - design. • Dauan western reservoir - design. • Badu wells access road culvert reconstruction.	All capital works completed prior to end of financial year.	Engineering	1	4	Ongoing and on track	Road design projects are underway, with completed designs expected prior to June 2022.  Road reconstruction project funding opportunities are currently being reviewed, with Value for Money opportunities sought for construction.
9	Water and waste water: • Saibai STP upgrade. • Badu & Iama SPS upgrades • SCADA Upgrade for Sewer Pump Stations at Masig, Poruma, Warraber & Mabuiaig.	All capital works completed prior to end of financial year.	Engineering	1	4	Ongoing and on track	Saibai STP is nearing completion, with Badu & Iama SPS Upgrades works awarded to external contractor and works currently underway. SCADA projects are ongoing
10	Ugar channel dredging study & scoping.	Study and scoping works delivered.	Engineering	1	4	Ongoing and on track	An alignment for the dredge channel has been endorsed. Environmental assessment of varying dredge channel depth options have been completed to enable dredge depth to be selected. Concept design has been received Council. This project is on track for completion by June 2022.
11	Access projects scoping: • Marine infrastructure scoping and condition assessment. • Regional airstrip condition assessment. • Dauan pontoon upgrade - design. • Mer airport fencing upgrade. • Boigu airport apron upgrade - Design. • Badu, Kubin, St. Pauls and Masig finger jetty repairs. • Airport/helipad mangrove clearing - Mabuiaig & Iama.	Studies and design work complete.	Engineering	1	4	Ongoing and on track	Marine Asset and Airstrip Condition Assessments will be ongoing, and feasibility assessments performed for Dauan Pontoon. All other studies and design works are on track to be completed by June 2022.
12	Climate Risk Management Strategy.	Strategy drafted.	Engineering	1	4	Ongoing and on track	Climate Risk Strategy is being developed and on track for completion by June 2022.
13	Disaster management program: • Separation of Torres Strait Local Disaster Management Group (LDMG). • Annual update of Community Disaster Management Plans. • Set up and coordination of Local Disaster Management Group (LDMG).	New Local Disaster Management Group (LDMG) model established and operational readiness achieved.	Engineering	1	4	Ongoing and on track	Annual update of the Community Disaster Management Plans have been completed. Council have prepared an Implementation Plan for the separation of the TS LDMG to re-establishment of the TSIRC LDMG, with a plan for this to come into effect by June 2021, subject to relevant Ministerial approval.
14	Waste management: • Local Government Association Queensland Regional Waste Strategy. • Metal Waste Legacy Stockpile Clean-up Project.	Regional Waste Strategy completed. Initial clean up completed.	Engineering	1	4	Ongoing and on track	TSIRC's Waste Strategy is currently under review, and the Metal Waste Legacy Stockpile Clean-up project currently underway.
15	Water projects: • Dauan rising main and well refurbishment. • Indigenous Councils Critical Infrastructure Program (ICCIP) – water project - critical infrastructure/legislative compliance upgrades. • De-sludge lagoons - Badu, Kubin, St Pauls. • Lagoon cover replacement - Boigu, Warraber, Masig. • Rising main and reservoir upgrade - Iama, Kubin, Mabuiaig, St Pauls.	All capital works completed prior to end of financial year.	Engineering	1	4	Ongoing and on track	Lagoon cover replacement and lagoon desludging works are being progressively rolled out across the region. Rising main and reservoir upgrades are being performed progressively.
	<b>Building Services</b>						
16	Delivery of fuel bowser program.	Program scope identified and commencement of works.		1	4	Ongoing and on track	Mer project on hold due to land availability, negotiations and alternative options are currently being considered.

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q1 update	Q1 notes
17	Delivery of capital works program.	Building Services Unit engaged internally to undertake.		1	4	Ongoing and on track	Overall, works are progressing planned, BSU experienced minor setbacks most which are out of TSIRC's control such as production of materials and delays, price increases; delayed delivery of materials and trade skills shortage..
18	Partnering with agencies to look at alternative materials that are more sustainable such as replacing laminex benchtops with stainless steel.	Alternative materials identified.		1	4	Ongoing and on track	Implementing changes as required
19	Build new tropical house design on St Pauls.	House completed within specified time frames.		1	4	Ongoing and on track	Ongoing and part of planned works.
20	Procure system along with Pro Est fully integrated and all Building Services Unit staff trained.	All staff trained and Procure running by December 2022.		1	4	Ongoing and on track	On track to achieve outcome before Qtr 4. BSU admin training on Procure in November..
	 Community Services						
21	Tenancy management program: • Develop and deliver programs to clients in support of sustaining long term tenancy. • Provide awareness of general tenancy agreement for clients to strengthen relationships between TSIRC and communities.	Successfully deliver Awareness of Landlord and Tenants Responsibility Program to all communities.	Housing Services	1	4	Ongoing and on track	Draft of materials for presentation in draft form and consultation. Rollout and visit to each Division planned for early 2022 calendar year (after budget review process).
22	Complete housing needs assessment with relevant stakeholders ensuring appropriate housing modifications are completed.	Successful assessments completed in all communities.	Housing Services	1	4	Ongoing and on track	Working closely with QH and Occupational Therapist from Housing along with other key stakeholders. Engagement with TSIRC age care have commenced and developing a standardised process with reports for all disability modifications needs to be reviewed and delivered to clients.
23	Develop a Community focus group to address complex housing situations, provide appropriate recommendations, including future housing design and construction quality in conjunction with Building Services Unit.	Successfully conducted focus groups, recommendations drafted.	Housing Services	1	4	Ongoing and on track	Discussion with relevant stakeholders have already commenced. Currently speaking of revisiting current housing bodies and its intent or creating a different group. Further discussions to be held. Better clarity of having a focus group will assessed after all divisional consultations have been held.
24	Increase rental collection rates.	Achieve a reduction in debt from 20/21 to 21/22.	Housing Services	1	4	Ongoing and on track	Housing team continuing to improve on a monthly bases. Will continue tracking progress to financial year.
25	Undertake regional tenancy management study.	Delivery of study and recommendations.	Housing Services	1	4	On hold	HoC and Exec. of Communities and Building services advice objective to be tabled at OM to ensure council is still wanting to conduct TM study. Awaiting further advice from management.
26	Advocate for the establishment of localised small businesses in communities to provide support services for consumers with a disability.	NDIS representation in region.	Community Services	1	4	Ongoing and on track	A meeting was held with NDIS team on Thursday Island to discuss the potential of engagement of local small businesses to support NDIS clients, the CSM will work with the NDIS team to meet and advocate with RTO's and funding providers to support the establishment of small businesses in the TSI region.
27	Review and streamline referral process for respite care in partnership with QLD Health and regional residential care providers.	Completion of review, recommendations presented.	Community Services	1	4	Ongoing and on track	A meeting was held with TCHHS Allied Health Team to discuss the arrangements for respite care for clients in the TSI region. It was highlighted in the meeting that further discussions were required to develop a procedure and to further investigate and identify residential care facilities that cater for ATSI clients with cultural safety as the focal point to ensure clients cultural safety when they away from home and community.
28	Work collaboratively with Council's Housing Department, Department of Communities, Housing and Digital Economy and Qld Health occupational therapists to streamline the process for undertaking home modifications to enhance in-home safety and address accessibility.	Process streamlined and implemented.	Community Services	1	4	Complete	A documented process has been developed stepping out the home modification process providing clarity on each Department's roles, the documented process aims to reduce delays in the approval process to support the timely installation of disability modifications.
29	Improve the delivery of and access to childcare services.	Meeting KPIs of funding agreements. Increased enrolment.	Community Services	1	4	Ongoing and on track	The Child Care Director for Badu Child Care Centre and the Coordinator for Hammond OSHC and the Child Care Teams have been busy conducting enrolment drives to increase Child Care attendances at both services. Both services have received several new enrolments and have responded to enrolment enquiries and continually work to prompt the services to entice families to utilise their local services, to support them to work, study and seek employment.
30	Advocate the Queensland Government to identify childcare options for the region.	Queensland Government Commence process of identifying childcare options.	Community Services	1	4	Ongoing and on track	Meetings were held with the Office of Early Childhood Education & Care to discuss funding opportunities for alternative Child Care Service models. It was noted that there were existing Child Care Service models currently being operated in the TSI by NGO's and TSIRC and that further clarity was required on the service model and location of the services run by local NGO's.
31	Development and implementation of compliance and enforcement program (Local Laws - Authorised Officers).	Successful implementation and delivery and 100% compliance.	Environmental Health	1	4	Ongoing and on track	All current Environmental Health Workers (18) have been trained and appointed as Authorised Persons under the local government act for the purposes of exercising powers under the local laws.
32	Delivery of Environmental Health and Animal Management Program.	Program delivered on time and within budget.	Environmental Health	1	4	Ongoing and on track	Working with Management and Committee to enhance the program going forward.
33	Develop and implement 12 weeks Keriba Way co-design program.	Signed Service agreement.	Health & Wellbeing	1	4	Ongoing and on track	Program implemented and successful rollout in numerous Divisions.

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q1 update	Q1 notes
34	Health and wellbeing program: • Secure funding for employment and delivery of Health and wellbeing program. • Delivery of KPIs identified in signed service agreement.	Signed service agreement. Meeting set in signed service agreement KPIs.	Health & Wellbeing	1	4	Ongoing and on track	- funding advocacy currently on hold due to absence of leave for Manager Health and Wellbeing. Item will be revisited in Qtr 2. - KPIs included in Performance Appraisals and implemented in reporting period. Stronger focus on reporting requirements on ground and soft skills training for HLOs.
35	Develop and implement annual events planner to increase engagement and visibility of Council at divisional level through partnering with stakeholders.	Facilitation of events in accordance with annual plan.	Visitor Operations & Events	1	4	Ongoing and on track	Events Coordinator collated information and draft form escalated to management. Calendar to be finalised by Qtr 2.
36	Indigenous Knowledge Centres (IKC): • Develop and implement 2021-22 IKC strategy. • Delivery of core IKC programs: - First 5 Forever program. - Public/Community Library program.	Strategy developed and implemented. Successful delivery of IKC core programs.	Health & Wellbeing	1	4	On hold	On hold in the reporting period, pending return of Manager Health and Wellbeing.
37	Implement standard admin processes including guides and templates across 15 Divisions in line with audit requirement.	All divisional admin staff and offices utilising same processes.	Divisional Administration	1	4	Ongoing and on track	At beginning of new financial year, new finance templates implemented for uniformity across all offices. Other processes and templates require more work and further consultation. Delays mostly due to impact of turnover of staff and acting roles.
38	Lead implementation of the Visitor Management Strategy, including visitor entry and exit, accommodation, and travel.	Successful implementation of process and roadmap.	Visitor Operations & Events	1	4	Ongoing and on track	Still ongoing - in progress and under review. Community consultations postponed due to COVID-19. Workshop re-scheduled to finalise Visitors Management Strategy and Roadmap - still to be confirmed.
<b>Corporate Affairs</b>							
39	Develop Council's first Reconciliation Action Plan.	Scoping and research. Reconciliation Action Plan developed.	Governance and Risk	1	4	Action required	Scoping and research to be commenced and consultant engaged
40	Scoping of formal name change proposal and delivery of implementation road map.	Undertake risk and cost analysis. Collect and analyse data from community consultation/ surveys.	Governance and Risk	1	4	Action required	Additional resources required to undertake the work required
41	Evolve Council's community information & engagement channels.	Obtain project funding & commence digital noticeboard project. Community feedback/training sessions delivered.	Enterprise Development & Delivery	1	4	On hold	Funding required for noticeboards and travel. This project will re commence early 2022 if travel funds are available.
42	Further develop a good governance and risk culture across Council.	Delivery of Corporate Governance Framework incl. Governance, Risk, Fraud & Ethics awareness programs. Incident reporting implemented. Full implementation of LocalBuy NextGen & reporting suite. Further evolve Council's procurement procedures & policies. Evolve Council's Business Continuity Plan model, awareness, core team training & tools. Website phase 2 implementation successfully delivered.	Governance and Risk	1	4	Ongoing and on track	•Framework under research and draft •An e-learning Fraud Awareness module was trialed by a selection of employees. •Incident reporting happens via Mango, pending funding for other options ( additional module for Tech One or RiskWare). •Training materials for the next BCP mock scenario have been finalized – awaiting a suitable training date from the Executive . •Website wireframe being built
43	Delivery of Council's Enterprise Development Strategy, identifying key sector opportunities.	Successful delivery of strategy. Community consultation completed.	Enterprise Development & Delivery	1	2	Ongoing and on track	The EDS Community Consultation will be conducted in Jan/Feb 22. This will provide the data to finalise the strategy.
44	Evolve employee information & engagement channels.	Successful implementation of internal digital noticeboards. Implementation and further development of Council's employee Intranet - phase 2 and 3.	Creative Services	1	4	On hold	This project has been placed on hold due to competing priorities. The project will recommence when there is capacity to deliver the project along with further funding required.
<b>Corporate Services</b>							
45	Support for the development of regional governance framework.	Support provided as required.	Legal Services	1	4	Action required	TSIRC name and boundary change: Corporate Services to prepare a map of proposed boundary change, contact NPARC as they are currently going through the same process as TSIRC on the Boundary Realignment, contact Tony Goode from LGAQ as he facilitated the Indigenous Leaders Forum to get the minutes on the Boundary Realignment discussion, and send information on the Boundary Realignment to councillors for consultation. No current Legal Services tasks.
46	Assist in the effective management of DOGIT Land as a Trustee.	Trustee requirements delivered accordingly.	Legal Services	1	4	Ongoing and on track	Proposed updated Trustee Policy to be presented to Trustee for formal adoption this financial year. Undocumented commercial land occupation project ongoing - current priorities are CEQ, AMSA and Tagai. November Workshop to include discussions of visitor protocol and laydown areas.
47	Change to Local Government Area boundary review.	Undertake risk and cost analysis. Collect and analyse data from community consultation/ surveys.	Legal Services	1	4	Action required	TSIRC name and boundary change: Corporate Services to prepare a map of proposed boundary change, contact NPARC as they are currently going through the same process as TSIRC on the Boundary Realignment, contact Tony Goode from LGAQ as he facilitated the Indigenous Leaders Forum to get the minutes on the Boundary Realignment discussion, and send information on the Boundary Realignment to councillors for consultation. No current Legal Services tasks.

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q1 update	Q1 notes
48	Saibai land transfer & Ugar Land Transfer: To facilitate the progression of transfer of Deeds of Grant in Trust from Council to community-based entity that has been fully endorsed by the community to be the trustee.	Progress of Ugar land transfer and Saibai land transfer with stakeholders.	Legal Services	1	4	Ongoing and on track	Land transfers are picking up momentum: TSRA onboard, NTO involved, community consultations scheduled for Saibai and Ugar and lessons learned sessions scheduled relating to previous Mer and Badu land transfers. Council has submitted land interests information to Department of Resources. Handover goal for Ugar and Saibai transfers is July 2022. State has advised it wants to add lama as another land transfer project. Dept of Resources to be invited to November Workshop discussion of land transfers.
49	Landing Holding Act (LHA) Katter Lease Resolution (OP).	Reduction in number of outstanding LHA lease entitlements.	Legal Services	1	4	Ongoing and on track	Department of Resources unilaterally changed the trustee confirmation process: instead of waiting for a trustee resolution confirming support for the grant of a specific LHA lease, the Department now gives the trustee 10 business days to advise if there are any practical obstacles to the grant of a particular lease. The trustee wrote to the Department objecting to the Department imposing this new process without consultation. Under this new process, Legal Services is continuing to liaise with key contacts at the Department for this project. Legal Services is ensuring each Councillor is notified of the Department's intention to grant an LHA lease and is aware of the deadline to respond in each case.
50	Template execution for (Regional) Infrastructure & Housing Indigenous Land Use Agreement (ILUA): To develop an ILUA for each division of the electorate to cover all frequently used Future Acts under the Native Title Act 1993 (Cth) and maximise expediency in Native Title validation.	Remaining communities completed.	Legal Services	1	4	Ongoing and on track	Boigu ILUA awaiting Ministerial execution and then registration. Dauan ILUA is also at execution stage. Mer and Poruma ILUAs are the only proposed ILUAs still in the PBC consultation stage (TSIRC awaiting outcome). No proposed ILUA for Hammond Island due to ongoing native title claim. Saibai ILUA registered in 2018. Badu and Ugar ILUAs registered in 2019. Masig, Moa, lama, Mabuia, Erub and Warraber ILUAs registered in 2020.
51	Create working group to develop collateral in collaboration with Torres Strait Regional Authority, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships and NAB - for home ownership options.	Information delivered to communities about home ownership options. Trustee Policy updated. Existing applications for home-ownership leases progressed.	Legal Services	1	4	On hold	Proposed updated Trustee Policy to be presented to Trustee for formal adoption this financial year. Home-ownership project on hold pending outcome of Ahwang Supreme Court appeal: this was the subject of a special trustee resolution in July 2021. Manager Legal Services is in discussions with DSDSATSIP about the support services that the Department can provide to Council's home-ownership project.
52	Refresh Council's Transitional Action Plan (TAP).	Consultant brief developed and consultant engaged. Refresh of TAP commenced.	People & Wellbeing	1	4	Action required	
53	Work, Health and Safety (WHS): • Increase WHS support & representative footprint within region. • Health and Safety Representative elections to be conducted.	Health and Safety Representative elected for each community, trained and WHS Committee established and operational.	People & Wellbeing	1	4	Ongoing and on track	HSR elections conducted. HSRs appointed and training scheduled for November 2021
54	Conduct workshops in region to raise awareness of recruitment processes and other People and Wellbeing operations.	Workshops conducted in all communities by end of financial year.	People & Wellbeing	1	4	Ongoing and on track	Workshops held on Warraber, Poruma and lama
55	Implementation of Council's Diversity & Inclusion Policy.	Diversity and Inclusion Policy implemented across Council.	People & Wellbeing	1	4	Ongoing and on track	Policy presented to September OM of Council and was endorsed
56	Roll-out and Implementation of certified agreement.	CA rolled out, position descriptions fully reviewed and reclassified.	People & Wellbeing	1	4	Ongoing and on track	Agreement certified by Queensland Industrial Relations Commission on 1 September 2021. Relevant salary increases implemented.
57	Review and evaluate learning & development strategy.	Learning and Development strategy reviewed, and evaluation conducted by June 2022.	People & Wellbeing	1	4	Action required	Review to be commenced
58	Grow Council's existing apprenticeship program.	Increase in number of trainees employed.	People & Wellbeing	1	4	On hold	No funds budgeted to increase the number of apprentices.
59	Develop regional disaster and alternative communication capabilities.	Deliver scope and pilot implementation roadmap.	Information Technology Services	1	4	Ongoing and on track	Investigation into implementation of an Adapt S1 SDWAN solution incorporating satellite and 4G services. Such a solution will increase bandwidth speed to a maximum of 30/5Mb from existing 1/1 and 2/2Mb connections. Combining both technologies also provides failover redundancy should either one fail. Further development of Whispir extended to community members could also be explored for communication in disaster scenarios. An increase in current licensing to reach more people would need approval and additional funding
60	Develop strategic IT program focusing on regional frontline capability and security.	Successful engagement of consultant and delivery of regionally appropriate strategy. Strategy endorsed by key stakeholder groups.	Information Technology Services	1	4	On hold	





Torres Strait Island  
REGIONAL COUNCIL

# *Operational Plan* 2021/22



# Acknowledgement

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

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







## Message from the CEO

I acknowledge our Traditional Owners, Leaders and Community Members throughout the length and breadth of Zenadth Kes, and celebrate their enduring connection to culture, land and sea. I pay my respects to Elders and Ancestors who watch over and guide us in our important work of delivering for our region.

Queensland's recovery from COVID-19 is well underway and as our region emerges from this unprecedented period, we must reflect on our success in keeping our Communities virus-free, providing security to our workforce, and maintaining essential service provision.

Our Operational Plan 2021-22 will see the realisation of several large, multi-year infrastructure programs, and the continued delivery of critical capital works, focusing in particular on waste management, accessibility and coastal defences. We will have an organisation-wide commitment to the evolution of our financial and governance maturity, through the further development of internal and local capability, and systems innovation.

Together, we remain resilient and dedicated in the delivery of our vision of autonomous, prosperous and sustainable Communities and Council.

A handwritten signature in black ink, appearing to read 'David Baldwin', with a stylized flourish at the end.

David Baldwin  
Acting Chief Executive Officer  
June 2021

## Youmpla Values



### RESPECT

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



### COURAGE

We are courageous leaders, who think innovatively.



### ACCOUNTABILITY

We are accountable and responsive to our communities.



### RESILIENCE

We are builders of a sustainable and resilient region.



### ONE

We are one team who achieves together.

## Youmpla Vision

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

### Autonomous:

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

### Prosperous:

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

### Sustainable:

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

## Youmpla Mission

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

### Liveability:

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

# strategic Planning

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

Our Operational Plan (2021-2022) sets out Council's key annual objectives in alignment with the annual budget and the three strategic delivery pillars of our Corporate Plan (2020-2025):



*Pipol*  
People

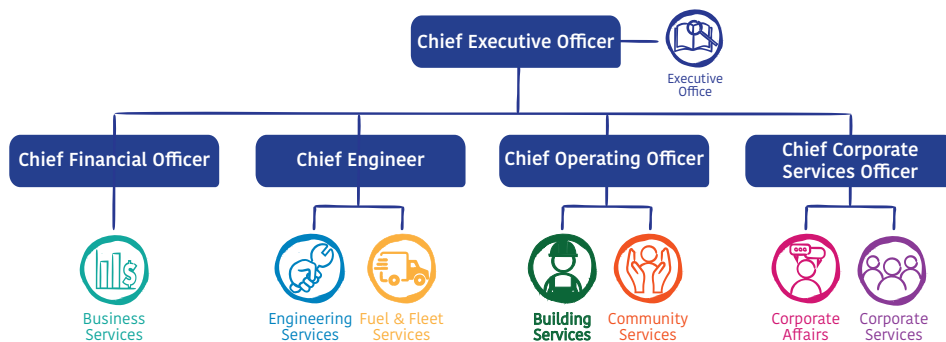


*Mekem las long*  
Sustainability



*Pruiitpul*  
Prosperity






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








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







# Business Services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
1.	Automation of fees & charges platform.		Financial Services	Q1-Q2	<ul style="list-style-type: none"> <li>Successful implementation of platform in time for FY23 budget.</li> </ul>
2.	Streamline Council's budget and financial statement process aligned to legislated time frames.		Financial Services	Q2-Q4	<ul style="list-style-type: none"> <li>Successfully meet Budget Review 21/22 - December 2021.</li> <li>Successfully meet Original Budget 22/23 - June 2022.</li> <li>Statements should be adopted prior to mandated date and be free from material error or misstatement.</li> </ul>
3.	Migration of all business units to CI Anywhere and implementation of financial performance dashboard capability.		Financial Services	Q1-Q4	<ul style="list-style-type: none"> <li>Development of implementation plan and gain roll-out approval.</li> <li>Successful scoping of CI Anywhere dashboard capabilities and implementation roadmap identified.</li> </ul>
4.	Deliver end of month continuous improvement program to further drive Council's financial maturity.		Financial Services	Q1-Q4	<ul style="list-style-type: none"> <li>All monthly reports to Council submitted by due date.</li> <li>Implementation of standard checklist for end of month processes which are routinely completed in a timely manner.</li> </ul>
5.	Deliver asset management enhancement strategy and system upgrade delivery roadmap.		Asset Management	Q1-Q3	<ul style="list-style-type: none"> <li>Strategy complete &amp; roadmap identified.</li> </ul>

# Engineering Services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
6.	Streetlight defect audit completed, and fee proposal obtained from Ergon to undertake rectification works.		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>Audit completed.</li> </ul>
7.	Coastal inundation mitigation: <ul style="list-style-type: none"> <li>Coastal Hazard Adaptation Strategy (CHAS).</li> <li>Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships Master planning.</li> <li>Seawalls Program works for Boigu, Poruma, Iama, Warraber &amp; Masig Communities.</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>CHAS Stage 4.</li> <li>Seawalls program on schedule.</li> </ul>
8.	Access projects delivery: <ul style="list-style-type: none"> <li>Dauan helipad road upgrade.</li> <li>Saibai airport road upgrade - design.</li> <li>Poruma airport access road - design.</li> <li>Dauan western reservoir - design.</li> <li>Badu wells access road culvert reconstruction.</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>All capital works completed prior to end of financial year.</li> </ul>
9.	Water and waste water: <ul style="list-style-type: none"> <li>Saibai STP upgrade.</li> <li>Badu &amp; Iama SPS upgrades</li> <li>SCADA Upgrade for Sewer Pump Stations at Masig, Poruma, Warraber &amp; Mabuig.</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>All capital works completed prior to end of financial year.</li> </ul>
10.	Ugar channel dredging study & scoping.		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>Study and scoping works delivered.</li> </ul>

# Engineering Services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
11.	Access projects scoping: <ul style="list-style-type: none"> <li>Marine infrastructure scoping and condition assessment.</li> <li>Regional airstrip condition assessment.</li> <li>Dauan pontoon upgrade - design.</li> <li>Mer airport fencing upgrade.</li> <li>Boigu airport apron upgrade -Design.</li> <li>Badu, Kubin, St. Pauls and Masig finger jetty repairs.</li> <li>Airport/helipad mangrove clearing - Mabuiag &amp; Iama.</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>Studies and design work complete.</li> </ul>
12.	Climate Risk Management Strategy.		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>Strategy drafted.</li> </ul>
13.	Disaster management program: <ul style="list-style-type: none"> <li>Separation of Torres Strait Local Disaster Management Group (LDMG).</li> <li>Annual update of Community Disaster Management Plans.</li> <li>Set up and coordination of Local Disaster Management Group (LDMG).</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>New Local Disaster Management Group (LDMG) model established and operational readiness achieved.</li> </ul>
14.	Waste management: <ul style="list-style-type: none"> <li>Local Government Association Queensland Regional Waste Strategy.</li> <li>Metal Waste Legacy Stockpile Clean-up Project.</li> </ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"> <li>Regional Waste Strategy completed.</li> <li>Initial clean up completed.</li> </ul>








## Engineering Services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
15.	<p>Water projects:</p> <ul style="list-style-type: none"><li>• Dauan rising main and well refurbishment.</li><li>• Indigenous Councils Critical Infrastructure Program (ICCIP) – water project - critical infrastructure/legislative compliance upgrades.</li><li>• De-sludge lagoons - Badu, Kubin, St Pauls.</li><li>• Lagoon cover replacement - Boigu, Warraber, Masig.</li><li>• Rising main and reservoir upgrade - Iama, Kubin, Mabuiag, St Pauls.</li></ul>		Engineering	Q1-Q4	<ul style="list-style-type: none"><li>• All capital works completed prior to end of financial year.</li></ul>








# Building Services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
16.	Delivery of fuel bowser program.		Building Services	Q1-Q4	<ul style="list-style-type: none"> <li>Program scope identified and commencement of works.</li> </ul>
17.	Delivery of capital works program.		Building Services	Q1-Q4	<ul style="list-style-type: none"> <li>Building Services Unit engaged internally to undertake.</li> </ul>
18.	Partnering with agencies to look at alternative materials that are more sustainable such as replacing laminex benchtops with stainless steel.		Building Services	Q1-Q4	<ul style="list-style-type: none"> <li>Alternative materials identified.</li> </ul>
19.	Build new tropical house design on St Pauls.		Building Services	Q1-Q4	<ul style="list-style-type: none"> <li>House completed within specified time frames.</li> </ul>
20.	Procore system along with Pro Est fully integrated and all Building Services Unit staff trained.		Building Services	Q1-Q4	<ul style="list-style-type: none"> <li>All staff trained and Procore running by December 2022.</li> </ul>










# community services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
21.	<p>Tenancy management program:</p> <ul style="list-style-type: none"> <li>Develop and deliver programs to clients in support of sustaining long term tenancy.</li> <li>Provide awareness of general tenancy agreement for clients to strengthen relationships between TSIRC and communities.</li> </ul>		Housing	Q1-Q4	<ul style="list-style-type: none"> <li>Successfully deliver Awareness of Landlord and Tenants Responsibility Program to all communities.</li> </ul>
22.	Complete housing needs assessment with relevant stakeholders ensuring appropriate housing modifications are completed.		Housing	Q1-Q4	<ul style="list-style-type: none"> <li>Successful assessments completed in all communities.</li> </ul>
23.	Develop a Community focus group to address complex housing situations, provide appropriate recommendations, including future housing design and construction quality in conjunction with Building Services Unit.		Housing	Q1-Q4	<ul style="list-style-type: none"> <li>Successfully conducted focus groups, recommendations drafted.</li> </ul>
24.	Increase rental collection rates.		Housing	Q1-Q4	<ul style="list-style-type: none"> <li>Achieve a reduction in debt from 20/21 to 21/22.</li> </ul>
25.	Undertake regional tenancy management study.		Housing	Q1-Q4	<ul style="list-style-type: none"> <li>Delivery of study and recommendations.</li> </ul>








# community services

No.	Objective	Corp. Plan	Function	Q1	Delivery/Target
26.	Advocate for the establishment of localised small businesses in communities to provide support services for consumers with a disability.		Community Services	Q1-Q4	<ul style="list-style-type: none"> <li>• NDIS representation in region.</li> </ul>
27.	Review and streamline referral process for respite care in partnership with QLD Health and regional residential care providers.		Community Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Completion of review, recommendations presented.</li> </ul>
28.	Work collaboratively with Council's Housing Department, Department of Communities, Housing and Digital Economy and Qld Health occupational therapists to streamline the process for undertaking home modifications to enhance in-home safety and address accessibility.		Community Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Process streamlined and implemented.</li> </ul>
29.	Improve the delivery of and access to childcare services.		Community Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Meeting KPIs of funding agreements.</li> <li>• Increased enrolment.</li> </ul>
30.	Advocate the Queensland Government to identify childcare options for the region.		Community Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Queensland Government Commence process of identifying childcare options.</li> </ul>







# community services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
31.	Development and implementation of compliance and enforcement program (Local Laws - Authorised Officers).		Environmental Health	Q1-Q4	<ul style="list-style-type: none"> <li>Successful implementation and delivery and 100% compliance.</li> </ul>
32.	Delivery of Environmental Health and Animal Management Program.		Environmental Health	Q1-Q4	<ul style="list-style-type: none"> <li>Program delivered on time and within budget.</li> </ul>
33.	Develop and implement 12 weeks Keriba Way co-design program.		Health and Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Signed Service agreement.</li> </ul>
34.	Health and wellbeing program: <ul style="list-style-type: none"> <li>Secure funding for employment and delivery of Health and wellbeing program.</li> <li>Delivery of KPIs identified in signed service agreement.</li> </ul>		Health and Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Signed service agreement.</li> <li>Meeting set in signed service agreement KPIs.</li> </ul>
35.	Develop and implement annual events planner to increase engagement and visibility of Council at divisional level through partnering with stakeholders.		Visitor Operations & Events	Q1-Q4	<ul style="list-style-type: none"> <li>Facilitation of events in accordance with annual plan.</li> </ul>

# community services



No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
36.	Indigenous Knowledge Centres (IKC): <ul style="list-style-type: none"> <li>Develop and implement 2021-22 IKC strategy.</li> <li>Delivery of core IKC programs:                             <ul style="list-style-type: none"> <li>- First 5 Forever program.</li> <li>- Public/Community Library program.</li> </ul> </li> </ul>		Health and Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Strategy developed and implemented.</li> <li>Successful delivery of IKC core programs.</li> </ul>
37.	Implement standard admin processes including guides and templates across 15 Divisions in line with audit requirement.		Divisional Administration	Q1-Q4	<ul style="list-style-type: none"> <li>All divisional admin staff and offices utilising same processes.</li> </ul>
38.	Lead implementation of the Visitor Management Strategy, including visitor entry and exit, accommodation, and travel.		Visitor Operations & Events	Q1-Q4	<ul style="list-style-type: none"> <li>Successful implementation of process and roadmap.</li> </ul>

# corporate Affairs






No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
39.	Develop Council's first Reconciliation Action Plan.		Governance & Risk	Q1-Q4	<ul style="list-style-type: none"> <li>Scoping and research.</li> <li>Reconciliation Action Plan developed.</li> </ul>
40.	Scoping of formal name change proposal and delivery of implementation road map.		Governance & Risks	Q1-Q4	<ul style="list-style-type: none"> <li>Undertake risk and cost analysis.</li> <li>Collect and analyse data from community consultation/surveys.</li> </ul>
41.	Evolve Council's community information & engagement channels.		Enterprise Development & Delivery	Q1-Q4	<ul style="list-style-type: none"> <li>Obtain project funding &amp; commence digital noticeboard project.</li> <li>Community feedback/training sessions delivered.</li> </ul>
42.	Further develop a good governance and risk culture across Council.		Governance & Risk	Q1-Q4	<ul style="list-style-type: none"> <li>Delivery of Corporate Governance Framework incl. Governance, Risk, Fraud &amp; Ethics awareness programs.</li> <li>Incident reporting implemented.</li> <li>Full implementation of LocalBuy NextGen &amp; reporting suite.</li> <li>Further evolve Council's procurement procedures &amp; policies.</li> <li>Evolve Council's Business Continuity Plan model, awareness, core team training &amp; tools.</li> <li>Website phase 2 implementation successfully delivered.</li> </ul>








# Corporate Affairs

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
43.	Delivery of Council's Enterprise Development Strategy, identifying key sector opportunities.		Enterprise Development	Q1-Q2	<ul style="list-style-type: none"> <li>• Successful delivery of strategy.</li> <li>• Community consultation completed.</li> </ul>
44.	Evolve employee information & engagement channels.		Creative Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Successful implementation of internal digital noticeboards.</li> <li>• Implementation and further development of Council's employee Intranet - phase 2 and 3.</li> </ul>

# corporate services






No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
45.	Support for the development of regional governance framework.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Support provided as required.</li> </ul>
46.	Assist in the effective management of DOGIT Land as a Trustee.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Trustee requirements delivered accordingly.</li> </ul>
47.	Change to Local Government Area boundary review.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Undertake risk and cost analysis.</li> <li>Collect and analyse data from community consultation/ surveys.</li> </ul>
48.	Saibai land transfer & Ugar Land Transfer: To facilitate the progression of transfer of Deeds of Grant in Trust from Council to community-based entity that has been fully endorsed by the community to be the trustee.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Progress of Ugar land transfer and Saibai land transfer with stakeholders.</li> </ul>
49.	Landing Holding Act (LHA) Katter Lease Resolution (OP).		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Reduction in number of outstanding LHA lease entitlements.</li> </ul>

# corporate services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
50.	Template execution for (Regional) Infrastructure & Housing Indigenous Land Use Agreement (ILUA): To develop an ILUA for each division of the electorate to cover all frequently used Future Acts under the Native Title Act 1993 (Cth) and maximise expediency in Native Title validation.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Remaining communities completed.</li> </ul>
51.	Create working group to develop collateral in collaboration with Torres Strait Regional Authority, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships and NAB - for home ownership options.		Legal Services	Q1-Q4	<ul style="list-style-type: none"> <li>Information delivered to communities about home ownership options. Trustee Policy updated. Existing applications for home-ownership leases progressed.</li> </ul>
52.	Refresh Council's Transitional Action Plan (TAP).		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Consultant brief developed and consultant engaged.</li> <li>Refresh of TAP commenced.</li> </ul>
53.	Work, Health and Safety (WHS): <ul style="list-style-type: none"> <li>Increase WHS support &amp; representative footprint within region.</li> <li>Health and Safety Representative elections to be conducted.</li> </ul>		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Health and Safety Representative elected for each community, trained and WHS Committee established and operational.</li> </ul>
54.	Conduct workshops in region to raise awareness of recruitment processes and other People and Wellbeing operations.		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Workshops conducted in all communities by end of financial year.</li> </ul>




# corporate services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
55.	Implementation of Council's Diversity & Inclusion Policy.		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Diversity and Inclusion Policy implemented across Council.</li> </ul>
56.	Roll-out and Implementation of certified agreement.		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>CA rolled out, position descriptions fully reviewed and reclassified.</li> </ul>
57.	Review and evaluate learning & development strategy.		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Learning and Development strategy reviewed, and evaluation conducted by June 2022.</li> </ul>
58.	Grow Council's existing apprenticeship program.		People & Wellbeing	Q1-Q4	<ul style="list-style-type: none"> <li>Increase in number of trainees employed.</li> </ul>
59.	Develop regional disaster and alternative communication capabilities.		Information Technology Services	Q1-Q4	<ul style="list-style-type: none"> <li>Deliver scope and pilot implementation roadmap.</li> </ul>



# corporate services

No.	Objective	Corp. Plan	Function	Timeline	Delivery/Target
60.	Develop strategic IT program focusing on regional frontline capability and security.		Information Technology Services	Q1-Q4	<ul style="list-style-type: none"> <li>• Successful engagement of consultant and delivery of regionally appropriate strategy.</li> <li>• Strategy endorsed by key stakeholder groups.</li> </ul>

# How we manage our Operational Risk

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

Our enterprise risk management informs:





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

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15-16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Standing Committee Terms of Reference
<b>AUTHOR:</b>	Mette Nordling, Manager Governance and Compliance

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### Recommendation:

That Council resolves to:

- Amend and endorse the Terms of Reference for Council's
    - Strategic Advisory Reference Group Committee
    - Climate Change Adaptation and Environment Committee
    - Culture, Arts, Land and Heritage Committee
    - Economic Growth Committee
    - Governance and Leadership Committee
    - Housing, and Safe and Healthy Communities Committee;
- and
- Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to make any further minor administrative amendments to the Terms of Reference as they arise.

### Executive Summary:

Following the organisation re-structure endorsed as part of Council's budget process in July 2021, the Executive Team was re-established with new titles the role of Executive Director, Corporate Services was introduced. Each standing committee terms of reference has been updated to reflect the changes to the Executive Team appropriate to each Committee

### Background:

The standing committees were established in July 2020, with Councillors elected for each committee and a chair elected from the members.

### Comment:

In July 2021 Council adopted a new organisational structure as part of the budget process. This new structure has four executive positions as well as the Chief Executive Officer. The executive positions were renamed from 'Chief' to Executive Director.

The terms of reference for each committee have been updated to reflect these changes.

**Links to Strategic Plans:**

These Committees provide support for Council to deliver objectives under the People, Sustainability, and Prosperity pillars of Council's Corporate Plan.

**Finance & Risk:**

N/A

**Sustainability:**

N/A

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That Council resolves to endorse the amended terms for reference for each standing committee.

**Endorsed:**

Mette Nordling  
Acting Head of Corporate Affairs

**Recommended:**

Megan Barrett  
Interim Executive Director, Corporate Services

**Approved:**

Hollie Faithfull  
Acting Chief Executive Officer

**Attachment:**

- Draft Terms of Reference for the Strategic Advisory Reference Group Committee
- Draft Terms of Reference for the Climate Change Adaptation and Environment Committee
- Draft Terms of Reference for the Culture, Arts, Land and Heritage Committee
- Draft Terms of Reference for the Economic Growth Committee
- Draft Terms of Reference for the Governance and Leadership Committee
- Draft Terms of Reference for the Housing, and Safe and Healthy Communities Committee.

## Terms of Reference for the Strategic Advisory Reference Group

### 1. Objective

The Strategic Advisory Reference Group Committee (SARG) is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The objective of the committee is to provide leadership on the strategic position and direction of Council arising from all external and internal influencers and their impacts resulting from various sources including:

- International developments
- Governmental Reforms
- Council vision and strategic direction
- Internal review of organisational structure
- Budgetary and/or financial funding changes
- Audit findings and recommendations

Scope may include:

- Strategic direction
- Council strategic plans and policies
- Long Term Financial Forecasts
- Council Performance Management, Measurement, Benchmarking
- Strategic Staffing Initiatives
- Strategic Asset Management
- Facilities including office and residential accommodations

### 2. Term

The Strategic Advisory Reference Group Committee is effective from 1 August 2020 until terminated by Council.

### 3. Membership

Members shall be:

- The Mayor – **Cr P Mosby**
- The Chairs of Council's other standing committees
  - Culture, Arts, Land and Heritage Committee – **Cr Noah**
  - Governance and Leadership Committee – **Cr Lui**
  - Economic Growth Committee – **Cr Stephen**
  - Housing, and Safe and Healthy Communities Committee – **Cr Fell**
  - Climate Change Adaption and Environment Committee – **Cr H Mosby**

The respective chair of the five other standing committees may appoint another member of the specific committee to act as a proxy and attend meetings of the SARG Committee, if the committee chair is unavailable to attend a meeting of the SARG Committee.

The Mayor will be the chair of the Strategic Advisory Reference Group Committee.

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

#### **5. Meetings**

The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

The Committee may nominate one (1) Councillor to be an alternate member in the case of absence of one or more Councillor members from a Committee meeting. The alternate member must be endorsed by Council resolution. The alternate member is the only permissible proxy for the Councillor members.

Meeting quorum shall be the chair plus three members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

#### **7. Executive Support**

**Executive Officer assigned to Committee:** Chief Executive Officer

The Chief Executive Officer; Executive Director, Financial Services; Executive Director, Community and Building Services; Executive Director, Engineering Services; and Executive Director, Corporate Services will attend meetings of the Strategic Advisory Reference Group Committee.

Other officers will be invited to attend as required.

#### **8. Administrative Support**

Administrative support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



## **Terms of Reference for the Climate Change Adaptation and Environment Committee**

### **1. Objective**

The Climate Change Adaptation and Environment Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### **2. Portfolio Area**

The Committee's portfolio area covers:

- Torres Strait Climate Change Strategy
- Torres Strait Sea Wall Program/Project
- Torres Strait and North Peninsula Area Biosecurity Plan
- Renewable Energy Productions
- Waste Management
- Land & Sea Management

### **3. Term**

The Climate Change Adaptation and Environment Committee is effective from 1 August 2020 until terminated by Council.

### **4. Membership**

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

#### **Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr H Mosby - **Chair**
- Cr Tamu
- Cr Dorante

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Engineering Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*

## **Terms of Reference for the Culture, Arts, Land and Heritage Committee**

### **1. Objective**

The Culture, Arts, Land and Heritage Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### **2. Portfolio Area**

The Committee's portfolio area covers:

- Alian Kastom
- Cultural Heritage Advisory Committee
- Language & Arts Advisory Committee
- Regional Events
- Reconciliation Action Plan (RAP)
- Native Title
- Deeds of Grant in Trust
- Land transfer

### **3. Term**

The Culture, Arts, Land and Heritage Committee is effective from 1 August 2020 until terminated by Council.

### **4. Membership**

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

**Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Noah - **Chair**
- Cr Elisala
- Cr Nona

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Community and Building Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*

## Terms of Reference for the Economic Growth Committee

### 1. Objective

The Economic Growth Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### 2. Portfolio Area

The Committee's portfolio area covers:

- Divestment of Enterprises
- Regional Stimulus Projects
- Industry Development
- Torres Strait Procurement Policy
- Connectivity & Tele-communication

### 3. Term

The Economic Growth Committee is effective from 1 August 2020 until terminated by Council.

### 4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

#### **Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Stephen - **Chair**
- Cr Tabuai
- Cr Gela – elected by Council at Council's February 2021 Ordinary Meeting

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Financial Services

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



## Terms of Reference for the Governance and Leadership Committee

### 1. Objective

The Governance and Leadership Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### 2. Portfolio Area

The Committee's portfolio area covers:

- Regional Assembly
- Transition Action Plan (TAP)
- Torres Strait Treaty
- Local Government Boundaries

### 3. Term

The Governance and Leadership Committee is effective from 1 August 2020 until terminated by Council.

### 4. Membership

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

**Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Lui - **Chair**
- Cr Trinkoon
- Cr Toby

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Community and Building Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



## **Terms of Reference for the Housing and Safe and Healthy Communities Committee**

### **1. Objective**

The Housing and Safe and Healthy Communities Committee is established as a standing committee under section 264 of the *Local Government Regulation 2012*.

The Committee members should:

- Be proactively involved in the portfolio area
- Review and shape Council's policy position of portfolio area
- Develop desktop management system for the portfolio area
- Develop, advocate and lead community engagement process/program with key stakeholders and departments in the portfolio area
- Represent the Mayor/Deputy at conferences/workshops/meetings in the absence of the Mayor/Deputy
- Address Council on strategic matters in relations to the portfolio areas
- Provide cultural advice and assistance

### **2. Portfolio Area**

The Committee's portfolio area covers:

- Housing
- Water and Wastewater
- Access and transport
- Health
- Master Planning

### **3. Term**

The Housing and Safe and Healthy Communities Committee is effective from 1 August 2020 until terminated by Council.

### **4. Membership**

Members shall be:

- The Mayor
- Three Councillors – as nominated by Council

The Council will determine who will be the chair.

**Councillor members elected by Council at Council's June 2020 Ordinary Meeting:**

- Cr Fell - **Chair**
- Cr Levi
- Cr Pearson

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

Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee.

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

## **6. Meetings**

The Committee will meet quarterly unless otherwise scheduled. The Committee will meet monthly unless otherwise scheduled. These meeting will be open to the public unless the Committee resolve to close the meeting under section 275 of the *Local Government Regulation 2012*.

Meeting quorum shall be two members.

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

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

Agenda items and papers will be distributed via email to members at least five (5) working days prior to the meeting date.

Written minutes are required to be published within ten days of the meeting and endorsed at the following Ordinary meeting.

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

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

## **8. Executive Support**

An Executive Officer will be assigned to the Committee to provide support to the committee members and be liaison between the elected members and the administration.

**Executive Officer assigned to Committee:** Executive Director, Engineering Services and Executive Director, Community and Building Services.

## **9. Administrative Support**

Secretariat support will be provided by the Secretariat Office.

*Terms of Reference endorsed by Council resolution at November 2021 Ordinary Meeting.*



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>COUNCIL MEETING:</b>	November 2021
<b>DATE:</b>	15/16 November 2021
<b>ITEM:</b>	Agenda Item
<b>SUBJECT:</b>	Deputations – Top 10 priorities
<b>AUTHOR:</b>	Megan Barrett – Interim Executive Director Corporate Services

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### Recommendation:

That Council resolves to:

- Endorse the identified Top 10 Priorities for Deputations 2021 – 2022  
and
- Endorse the order of priority for the Top 10 Deputations 2021-2022 topics  
and
- Endorse the concept layout of the Deputations 2021 - 2022 document, noting that the content remains the subject of approval  
and
- Delegate authority to the Mayor to approve the finalising of the deputation material content.

### Executive Summary:

It has recently been confirmed that Deputations consultations are being scheduled for late November 2021. In the interests of ensuring delegates are familiar with the priorities of Council, it is customary to circulate a Deputations publication to Ministers in advance of face-to-face meetings. Accordingly, the Deputations publication is an important document and requires approval of Council prior to publication and circulation.

### Background

The Governance and Leadership Committee considered a report from the Interim Executive Director (Corporate Services) regarding Deputations at its 10 November 2021 meeting. Cognisant of time restrictions, the Committee recommended all resolutions to Council.

Council is responsible for final endorsement of priorities to be represented to Ministers at State and Federal levels, noting that Deputations are an opportunity to draw attention to the specific needs of our community. The order of appearance of a deputation can impact on the level of attention it attracts, hence the need to carefully prioritise the Top 10 Deputations in our published materials.

The Deputations documents should:

- Provide core information at a glance
- Provide enough information to generate further questions
- Enable a rapid understanding of the challenge and what is required to address it
- Be professional, free of emotive language and cite facts.

A concept draft of the revised Deputations format is provided for review and endorsement at Attachment 1. The revised format uses headings to direct the reader to “bites” of information which inform initial decision-making and warrant further questions.

For ease of reading and for targeting to different audiences, it is proposed that the Deputations 2021 – 2022 document be divided into two sections – Funding and Advocacy. Each section will then have five (5) prioritised items under it.

The proposed Top 10 priorities for TSIRC Deputations 2021 – 2022 have been presented previously to SARG and are, in proposed order of priority and by section:

<b>FUNDING</b>		
<b>Priority</b>	<b>Request</b>	<b>Details</b>
<b>1 Marine infrastructure &amp; equitable access</b>	\$128 million to complete Council’s Marine Infrastructure and Equitable Access program	Phase 1a: \$30.055m FY 22/23 Phase 1b: \$28.202m FY 22/23 Phase 2: \$24.760m FY 23/24 Phase 3: \$36.365m FY 24/25 Phase 4: \$8.254m FY 25/26
<b>2 Local waste &amp; circular economies</b>	Investment for Council’s proposed Waste Management Plan, over FY 22-27 <ul style="list-style-type: none"> <li>• Waste sorting and transfer station at Warraber, including a bio-treatment system for organic waste as a test program for wider application.</li> <li>• Establishment of transfer stations/bins across all Divisions to enable sorting of hard waste and recyclables v. general non-organic/non-putrescible off islands</li> </ul>	Warraber prototype @\$2.6 m @\$44 m to roll out to other Divisions <i>NB the above figures remain subject to finalisation prior to Deputations meetings/publication of booklet</i>
<b>3 Regional social housing</b>	Support, partnership and investment for innovative solutions to alleviate Council’s Register of Need for housing.	Category 1 Housing: \$55-70m Asbestos eradication program: \$19.25 m
<b>4 Coastal protection &amp; climate resilience</b>	Funding commitment to enable the engaging/employment of “Resilience Champions” to run community based adaptation and resilience programs. These roles were highlighted as a recommendation in	1. \$500 000 for Resilience champions  2. @\$20M to do critical work of known problem areas

	<p>the Torres Strait Regional Adaptation and Resilience Plan 2016-2021</p> <p>Funding to undertake road pavement and drainage works to make transport safe and reliable, especially in response to weather and climate change related impacts.</p> <p>Funding to undertake immediate coastal protection works of communities not currently addressed in the current 6 seawalls projects. Mer, Erub, possibly others</p>	<p>and likely areas that will become worse due to climate change.</p> <p>3. @ \$15M</p> <p><i>NB the above figures remain subject to finalisation prior to Deputations meetings/publication of booklet</i></p>
<b>5 Repair local government funding</b>	<p>Restore the Financial Assistance Grant to at least 1% of Commonwealth tax revenue. Address concerns re poor fit between allocation methodology and Council's unique circumstances. Additional funds would be used:</p> <ul style="list-style-type: none"> <li>significantly to meet increasing demands on local infrastructure and services</li> <li>offset the current operating deficiency (prior depreciation) to ensure Council is sustainable for the long term</li> <li>rectify aging and deteriorating infrastructure</li> </ul>	<p>Financial Assistance Grants remain at 0.6% of the Commonwealth's estimated taxation revenue, although historically it has been at 1% (mid 1990s).</p> <p>Current funding is \$12,332,746 for 21-22</p> <p>Increase funding would equal approx. \$20,554,577</p>
<b>ADVOCACY</b>		
<b>1 Regional Governance</b>	<p>Advocacy and support for name change to Zenadth Kes and for establishment of Regional Assembly.</p>	<p>Council name change; LGA name change; place name change; adjustment of existing local government boundaries.</p> <p>Regional assembly Secretariat function, Special Policy Zone.</p>
<b>2 Digital connectivity</b>	<p>Support for expedient upgrade of telephony and data access to all outer island communities</p>	<p>Establish a Digital Local Government and Rural/Regional Telecommunications program to improve technology, connectivity and inform innovation.</p>
<b>3 Healthcare &amp; wellbeing services</b>	<p>Support Regional Health Symposium to identify preventative needs of outer island communities</p>	<p>Connectivity and smart tech to enable better access to health services</p> <p>Funding arrangements to ensure programs and services relevant to needs, without downstream costs or responsibilities</p>

<b>4 Local prosperity &amp; Enterprise development</b>	Support to stimulate and encourage private sector investment by incentivising sector development.  Support deregulation initiatives to foster the introduction of aquaculture and farming opportunities	Renewable energy and emission reduction strategies; Digital development and smart tech pilot programs; key tourism industry development
<b>5 International border protection</b>	Formal bipartisan State and Federal commitment to ensure the increased border presence (per COVID-19) remains until the PNG outbreak is controlled	Investment in operational hubs to enhance reach, vessel service provisioning and response times

**Comment:**

Noting the short timeframe to produce printed materials, earliest possible advice regarding the proposed resolutions would be welcomed.

**Links to Strategic Plans:**

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

**Risk:**

The primary risk to Council is not being able to adequately represent priorities to Ministers during Deputations. The more time available to adequately research and publish Deputations materials, the less significant is that risk.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That Council resolves to:

- Endorse the identified Top 10 Priorities for Deputations 2021 – 2022
- and
- Endorse the order of priority for the Top 10 Deputations 2021-2022 topics
- and
- Endorse the concept layout of the Deputations 2021 - 2022 document, noting that the content remains the subject of approval
- and
- Delegate authority to the Mayor to approve the finalising of the deputation material content.

**Recommended:**

Megan Barrett

Interim Director Corporate Services



**Approved:**

David Baldwin

A/Chief Executive Officer



**Attachments:**

Attachment 1: Concept draft Deputations 2021 – 2022





## Priority Area Three Regional Social Housing

Access to safe and secure housing is a social determinant of health and is a critical foundation for Closing the Gap and building resilient, strong communities. Council has a portfolio of 900 social houses, making it the largest housing provider in the North Queensland region, however inadequate funding informs a constant waiting list for housing. Many residents awaiting housing are faced with overcrowding, homelessness, domestic safety or medical concerns. Some existing Council houses require removal of asbestos in order to be habitable.

### What we are seeking:

Support, partnership and investment at State and Federal levels for innovative solutions to address Council's housing crisis

- \$55-70 million to address Category 1 housing priorities (homeless, child safety priority, disability or medical requirements)
- \$19.25 million to enable rectification works to existing homes affected by asbestos (including scoping of asbestos eradication program)

### At a glance:

Current applications for social housing = 300

55 TSIRC homes are affected by asbestos and cannot be inhabited until asbestos is removed properly 8 properties deemed "High Risk" are being reviewed by the Department of Communities, Housing and Digital Economy (DCHDE).

Private home ownership is particularly challenging in TSIRC communities, due largely to financial challenges. The RACGP has outlined the risks of overcrowding in its publication The National Guide to a Preventive Health Assessment for Aboriginal and Torres Strait Islander People. The absence of suitable and available housing is an obstacle to Council establishing positions within communities and building community capacity and capability.

The first instance of home ownership in the Torres Strait Local Government Area was recorded in 2019. Home ownership is a relatively new concept and remains out of reach for most residents.

### More information:

Visit: <http://tsirc.qld.gov.au/deputations-2020>

Reliance on community housing remains relatively constant, however the cost of building (or renovating) continues to rise with the passage of time.

Building in the Torres Strait region is particularly expensive. A 4 bedroom, 2 bathroom new build is estimated to cost @\$800 000.

### Readiness:

**Category 1 applicants on the TSIRC Register of Needs:** There may be some land negotiations required for new builds/upgrades/extensions. Some administrative checks required but these would not cause major delays. Likely to undertake tender process and outsource to contractor. Request for Tender can be published at short notice.

**Asbestos eradication:** properties were identified and prioritised through audits undertaken by QBuild, Department of Housing and TSIRC. The project to address urgent works stalled due to COVID-19. TSIRC is addressing some of the works through planned maintenance/upgrades. Scoping of additional works can commence immediately subject to a brief revision of data for currency.



## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15–16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Recording of Council Meetings
<b>AUTHOR:</b>	Megan Barrett, Interim Executive Director, Corporate Services

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### Recommendation

1. That Council resolve that open meetings of Council be recorded only for the purpose of ensuring accuracy of the minutes.
2. That Council resolve that recordings of open meetings of Council are not to be made publicly available.
3. That Council resolve that subject to compliance with all legislative requirements that the recordings of open meetings of Council are not to be disposed of until the relevant Council minutes have been confirmed at a meeting of Council

### Purpose

The purpose of this report is to:

- Inform Council about its rights and obligations in relation to recording meetings and destruction of records
- To seek Council resolutions as to the practice to be continued/adopted by Council

### Background:

Council presently records the open meetings of Council to prepare the minutes and then destroys them. Council does not record any closed meetings or part of a meeting that is closed.

It is the practice across a number of other Councils to record and/or stream online Meetings of Council.

Council does not make the recording of the Meetings of Council available to the public.

At the working group on 21 October 2021 the minutes recorded:

*Members were asked to note that in order to continue recording meetings, the Mayor should, at the next Ordinary Meeting of Council, put the motion that Council meetings are recorded and that all recordings are destroyed after the minutes have been confirmed. Subject to that motion being carried and recorded, the Chair need only mention the recording process at the commencement of each subsequent meeting. Destruction of the recording remains compliant with the Public Records Act, as the record is the minutes report generated out of the recording and proceedings.*

Council wishes to continue recording open meetings of Council only and then seeks to destroy those recordings after the minutes have been confirmed provided they comply with their obligations of record keeping.




## Comment

There is no requirement or obligation on Council to record meetings of Council.

If a recording is made of a Council meeting, Council will need to comply with its record keeping obligations under the Public Records Act and the policies or guidelines established by the state archivist.

Relevantly, the current Queensland State Archives retention and disposal authorisation provides:

1. Recordings of Council meetings that are **made publicly available** must be retained for 7 years after the confirmation of Council minutes (Schedule 13.6.5 – extracted in full below); and
2. Recordings of Council meetings that are **not made publicly available** are to be retained until Council minutes are confirmed at the next meeting and are thereafter authorised to be disposed of (Schedule 13.6.6 – extracted in full below).

 <b>Queensland State Archives</b> Queensland Government				<b>Local Government Sector Retention and Disposal Schedule : QDAN 480v.4</b>			
Reference	Description of records			Status	Disposal Action		
13.6.5	<b>Proceedings – recordings made publicly available</b> Recordings of Council meetings that are made publicly available. Records may include, but are not limited to, unconfirmed transcripts and audio visual recordings of Council meetings.			Temporary	Retain for 7 years after Council minutes confirmed.		
13.6.6	<b>Proceedings – recordings not made publicly available</b> Recordings of Council meeting that are not made publicly available. Records may include, but are not limited to, audio visual recordings of Council meetings. <i>Master copies of confirmed minutes should be sentenced under reference number 13.6.4.</i>			Temporary	Retain until Council minutes confirmed at next meeting.		

## Considerations

Risk Management

Statutory compliance

Council Finance

Not Applicable

## Consultation

- Office of the CEO
- Mayor
- CEO
- Legal Services

## Links to Strategic Plans

TSIRC Corporate Plan 2020–2025

Delivery Pillar: People

Outcome 4: We are a transparent, open and engaging council.

Delivery Pillar: Sustainability

Outcome 8: We manage council affairs responsibly for the benefit of our communities

## **Statutory Requirements**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Records Act 2002*

*Local Government Sector Retention and Disposal Schedule: QDAN 480v.4*

## **Conclusion**

It is recommended that Council officers prepare a policy dealing with the recordings of Council meetings and that Council make the following resolutions:

1. That Council resolve that open meetings of Council maybe recorded only for the purpose of ensuring accuracy of the minutes.
2. That Council resolve that recordings of open meetings of Council are not made publicly available.
3. That Council resolve that subject to compliance with all legislative requirements that the recordings of open meeting of Council be disposed of until he relevant Council minutes have been confirmed at a meeting of Council.



**Recommended:**

Peter Krebs

Manager Legal Services



**Approved:**

David Baldwin

Acting Chief Executive Officer



**Endorsed:**

Megan Barrett

Interim Executive Director, Corporate Services

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15 & 16 November 2021
<b>ITEM:</b>	Agenda Item for <u>Resolution</u> by Council
<b>SUBJECT:</b>	Award Tender No. TSIRC 2020-324 - ICCIP Project #71 – Ugar Desalination Plant
<b>AUTHOR:</b>	Daniel Harrington – Senior Project Engineer

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### Recommendation:

That;

Council resolves to:

- Award the Tender No. TSIRC 2020-324 – ICCIP Project #71 – Ugar Desalination Plant to Northern Water Pty Ltd for an amount of up to \$945,647.40 excl. GST;
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise, and execute any and all matters associated with or in relation to this project including without limitation any options and/or variations as per Council's procurement and ethical sourcing policy.

### Purpose:

The purpose of this Agenda Report is to provide Council with a recommendation to award the Tender No. TSIRC 2020-324 – ICCIP Project #71 – Ugar Desalination Plant to Northern Water Pty Ltd for an amount of up to \$945,647.40 excl. GST.

### Background:

ICCIP is a one-off funding program, administered by the Queensland Government Department of State Development, Infrastructure, Local Government and Planning (DSDLIGP), previously known as Department of Local Government, Racing and Multicultural Affairs (DLGRMA). The Grantee for the Ugar Desalination Plant is the Torres Strait Island Regional Council (TSIRC).

Projects #71 involve the supply and installation of a new 70kL/day desalination plant with shelter and a rising main. The desalination plant shall be located at the lagoon compound. Ugar has relied on a temporary desalination plant to meet shortfalls in water demand. This permanent system will provide a more robust long-term solution.

### Works Scope:

The general scope of works will be undertaken in the following order:

1. Construct the desalination plant offsite and then freight to site
2. Mobilisation to site
3. Construct a new shelter for the desalination unit and replace the existing rising main from desal inlet to the water storage lagoon
4. Install new desalination plant on the new shelter
5. Quality Assurance testing
6. Commissioning
7. As constructed drawings
8. Disposal of all redundant equipment and material offsite
9. Demobilisation from site

## Funding

The ICCIP funding deadline is 30<sup>th</sup> June 2022. Northern Water's program has a 120-day construction period from the Letter of Award date to commissioning. Pending Council Resolution in November 2021 it is anticipated that the project will be completed by May 2022, which will be in time for the funding deadline.

Based on Northern Water's price there is a sufficient budget allocated through ICCIP for this project. It is to be noted that the anticipated project schedule is not inclusive of any unknown delays associated with impacts due to COVID-19. Potential impacts could be the supply of equipment, as well as site access to complete the scope of works. Any delays will be communicated to the funding body and managed by TSIRC accordingly.

## Procurement Process:

In accordance with Council's procurement policy and the Local Government Regulations 2012, an open tender process was initiated for Tender No. TSIRC 2020-324. No Tenderers attended the non-mandatory site inspection.

The table below outlines the Tendering process undertaken for Tender No. TSIRC 2020-324.

Description	Details
Advertising	Open public tenders (via LG Tender Box)
Advertised Date	Tuesday 27 <sup>th</sup> October 2020
Tenders Due	Wednesday 2 <sup>nd</sup> December 2020
Tender Period	5 weeks
Tenders received	Four (4) Conforming Tenders were received by TSIRC.

*Table 1: Tendering Details*

At the close of the public tender process on 2<sup>nd</sup> December 2020, Council received submissions from the following companies:

- Aqualyng ICES
- CRS Water Pty Ltd
- Membrane Systems Australia Pty Ltd
- Northern Water Pty Ltd

Due to concerns around coastal erosion impacting the proposed site for the desalination plant, the scope of the project was revised after the tender submission date. The revised scope included the relocation of the desalination plant from the waterfront to the lagoon compound, and the construction of a new rising main between these two sites. The tender validity period was extended while additional planning and redesign were completed

The four (4) Tenderers were then invited to retender based on this new scope. Revised tenders were due on 18<sup>th</sup> October 2021, Council received submissions from the following companies:

- Northern Water Pty Ltd

A value-based assessment was undertaken for the tender by:

- Daniel Harrington – Senior Project Engineer (TSIRC)
- Michael Lancini – Senior Engineer (MAL Engineers Pty Ltd)

The tender assessment was completed in accordance with the predefined tender evaluation criteria weighting as per the table below.

Criteria	Weighting
Value for Money	40%
Relevant Experience/Technical Skills	15%
Health, Safety and Environment	10%
Project Experience in the Torres Strait	15%
Quality Management	10%
Demonstrated Understanding	10%

*Table 2: Tender Evaluation Criteria*

Due to only one (1) tender being received, a detailed tender assessment against each criterion was not undertaken as the criteria is used to score perspective tenderers against each other.

Instead, the tender submission by Northern Water was reviewed for completeness, compliance with the project scope of works and their compliance with the Local Employment and Training Opportunities requirements.

From the assessment, it was determined that the revised tender received from Northern Water was adequate and compliant with the requirements of the project scope and documentation.

At the completion of the assessment, the evaluation panel considered the offer from Northern Water a value for money submission. Northern Water's extensive experience on desalination projects in the Torres Strait region favourably addressed the requirements of the project.

Northern Water are proposing to utilise local employment for the installation works at Ugar. Due to most of the project works being undertaken in Cairns and being specialised (construction of the desalination plant) the training opportunities through the IEOP could not achieve the full targets, which are calculated from a total project budget. A breakdown of the IEOP has been provided in the Tender Evaluation Report.

### **Considerations**

#### Risk Management

Schedule risk - delaying Council Resolution at the at the 2021 November Council Ordinary Meeting will directly impact the commissioning schedule.

#### Council Finance

The project is fully funded by ICCIP.

### **Consultation:**

- Divisional Councillor
- Ugar RNTBC
- Native Title Office - TSRA
- TSIRC Legal Management
- TSIRC Engineering Management
- Funding body

### **Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

## Conclusion

Based on the Tender Assessment, it is recommendation that Council:

- Award the Works for Tender No. TSIRC 2020-324 – ICCIP Project #71 – Ugar Desalination Plant to Northern Water Pty Ltd for an amount of up to \$945,647.40 excl. GST;
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement and ethical sourcing policy.



**Author:**

Daniel Harrington  
Senior Project Engineer



**Reviewed:**

David Stevens  
Acting Manager Capital Works



**Recommended:**

Adeah Kabai  
Acting Executive Director – Engineering  
Services



**Approved**

Hollie Faithfull  
Acting Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15 -16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	2020/2021 Financial Statements
<b>AUTHOR:</b>	Hollie Faithfull, Acting Chief Executive Officer

---

### **RESOLUTION**

That Annual Financial Statements for the year ended 30 June 2021 be received and adopted.

### **PURPOSE**

The purpose of this report is to present to Council the Annual Financial Statements for the year ended 30 June 2020.

### **BACKGROUND**

Each financial year Council's financial statements must be audited per section 212 of the *Local Government Regulation 2012*. The purpose of the audit is to express opinions on the financial statements and the current year financial sustainability statement.

### **OFFICER COMMENT**

The financial statements for the year ended 30 June 2020 have been finalised, the following points are worthy of note:

- The final net result is a deficit of \$25,720,055. Included in the final audited position is other comprehensive income of \$32,259,079 relating to the increase in asset revaluation surplus. Taking this into account the total comprehensive income for the year totals a surplus of \$6,539,023;
- In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the reporting period:
- Clearance of the Financial Statements has been received by BDO (as contract auditors for the Queensland Audit Office (QAO)) who have issued an unmodified audit opinion; and
- Audit Committee have reviewed the statements and provided their endorsement.

## **CONSULTATION**

- External Audit
- Audit Committee
- Executive Team
- Finance Team

## **LINKS WITH STRATEGIC PLANS**

Corporate Plan 2020-2025

- Accountability: We are reliable, honest and ethical in all that we do.
- Sustainability: We manage council affairs responsibly to the benefit of our communities.

## **STATUTORY REQUIREMENTS**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **CONCLUSION**

Recommended that Council receives and adopted the Annual Financial Statements for the year ended 30 June 2021.

### **Recommended:**

Hollie Faithfull

Acting Chief Financial Officer



## **ATTACHMENTS:**

1. *Annual Financial Statements for the period Ended 30 June 2021*



**Torres Strait Island Regional Council**  
**Financial Statements**  
For the year ended 30 June 2021

# Torres Strait Island Regional Council

## Financial statements

For the year ended 30 June 2021

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**Torres Strait Island Regional Council**  
**Statement of Comprehensive Income**  
**For the year ended 30 June 2021**

	<b>Note</b>	<b>2021</b> <b>\$</b>	<b>Restated</b> <b>2020</b> <b>\$</b>
<b>Income</b>			
<b>Recurrent revenue</b>			
Community levies, rates and charges	3(a)	1,408,588	1,625,173
Fees and charges	3(b)	4,456,201	4,230,793
Sales revenue	3(c)	16,061,240	19,665,040
Grants, subsidies, contributions and donations	3(d)	23,534,368	25,003,587
<b>Total recurrent revenue</b>		<u>45,460,397</u>	<u>50,524,594</u>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	3(d)	38,526,936	33,101,161
<b>Total capital revenue</b>		<u>38,526,936</u>	<u>33,101,161</u>
Interest received	4(a)	343,374	669,228
Other income	4(b)	(251,913)	1,474,214
Rental income	4(c)	4,855,144	4,846,879
<b>Total income</b>		<u>88,933,937</u>	<u>90,616,075</u>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	6	(26,202,353)	(25,663,299)
Materials and services	7	(32,030,242)	(33,432,091)
Finance costs	8	(1,384,231)	(844,004)
Depreciation and amortisation			
Property, plant and equipment	11	(46,381,515)	(46,905,038)
Intangible assets		(6,822)	(26,900)
Right of use assets	13	(634,424)	(684,654)
<b>Total recurrent expenses</b>		<u>(106,639,586)</u>	<u>(107,555,986)</u>
<b>Capital expenses</b>	5	(8,014,407)	(12,749,832)
<b>Total expenses</b>		<u>(114,653,993)</u>	<u>(120,305,818)</u>
<b>Net result</b>		<u>(25,720,055)</u>	<u>(29,689,743)</u>
<b>Other comprehensive income</b>			
Increase in asset revaluation surplus	11	32,259,079	52,456,783
<b>Total other comprehensive income for the year</b>		<u>32,259,079</u>	<u>52,456,783</u>
<b>Total comprehensive income for the year</b>		<u>6,539,023</u>	<u>22,767,040</u>

**Torres Strait Island Regional Council**  
**Statement of Financial Position**  
**As at 30 June 2021**

	Note	2021 \$	Restated 2020 \$
<b>Current assets</b>			
Cash and cash equivalents	9	45,179,212	52,763,075
Short term deposit		66,077	65,374
Receivables	10	9,681,523	3,665,123
Inventories		257,825	249,500
Contract assets	12	7,787,466	4,647,861
Lease receivable	13	376,956	370,578
<b>Total current assets</b>		<b>63,349,059</b>	<b>61,761,511</b>
<b>Non-current assets</b>			
Lease receivable	13	13,143,290	14,715,268
Property, plant and equipment	11	902,394,258	887,086,625
Right of use assets	13	698,349	1,330,000
Intangible assets		-	6,822
<b>Total non-current assets</b>		<b>916,235,897</b>	<b>903,138,715</b>
<b>Total assets</b>		<b>979,584,956</b>	<b>964,900,226</b>
<b>Current liabilities</b>			
Payables	14	10,202,651	7,339,207
Borrowings		36,210	68,648
Provisions	15	6,954,834	5,578,386
Contract liabilities	12	21,304,105	17,844,335
Lease liabilities	13	649,789	651,775
<b>Total current liabilities</b>		<b>39,147,589</b>	<b>31,482,351</b>
<b>Non-current liabilities</b>			
Borrowings		-	36,100
Provisions	15	4,706,798	3,562,288
Lease liabilities	13	60,985	688,927
<b>Total non-current liabilities</b>		<b>4,767,783</b>	<b>4,287,315</b>
<b>Total liabilities</b>		<b>43,915,372</b>	<b>35,769,665</b>
<b>Net community assets</b>		<b>935,669,584</b>	<b>929,130,560</b>
<b>Community equity</b>			
Asset revaluation surplus	11	514,581,023	482,321,944
Retained surplus		421,088,561	446,808,616
<b>Total community equity</b>		<b>935,669,584</b>	<b>929,130,560</b>

*The above statement should be read in conjunction with the accompanying notes.*

**Torres Strait Island Regional Council**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2021**

	<b>Asset revaluation surplus</b>	<b>Retained surplus</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Balance as at 1 July 2020</b>	482,321,944	446,808,616	929,130,560
Net result	-	(25,720,055)	(25,720,055)
Other comprehensive income for the year	-	-	-
Increase in asset revaluation surplus	32,259,079	-	32,259,079
<b>Total comprehensive income for the year</b>	<b>32,259,079</b>	<b>(25,720,055)</b>	<b>6,539,023</b>
<b>Balance as at 30 June 2021</b>	<b>514,581,023</b>	<b>421,088,561</b>	<b>935,669,584</b>
<b>Balance as at 1 July 2019</b>	429,865,161	496,169,492	926,034,653
Adjustment on initial application of AASB 15 / AASB 1058	-	(17,426,892)	(17,426,892)
Correction of prior year error		(2,244,241)	(2,244,241)
Restated balance as at 1 July 2019	429,865,161	476,498,359	906,363,520
Net result	-	(29,689,743)	(29,689,743)
Other comprehensive income for the year	-	-	-
Increase in asset revaluation surplus	52,456,783	-	52,456,783
<b>Total comprehensive income for the year</b>	<b>52,456,783</b>	<b>(29,689,743)</b>	<b>22,767,040</b>
<b>Balance as at 30 June 2020 - restated</b>	<b>482,321,944</b>	<b>446,808,616</b>	<b>929,130,560</b>

*The above statement should be read in conjunction with the accompanying notes.*

**Torres Strait Island Regional Council**  
**Statement of Cash Flows**  
**For the year ended 30 June 2021**

	Note	2021 \$	2020 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		22,778,944	41,382,601
Payments to suppliers and employees		(55,206,959)	(59,949,659)
		(32,428,015)	(18,567,058)
Interest received		343,374	669,228
Recurrent grants and contributions		23,534,368	25,003,587
Borrowing costs		(104,851)	(44,058)
<b>Net cash inflow (outflow) from operating activities</b>	19	(8,655,123)	7,061,699
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(32,870,961)	(22,394,040)
Proceeds from sale of property plant and equipment		1,559	1,136
Proceeds from insurance claims		7,596	162,032
Finance lease receipts		370,578	361,787
Capital grants, subsidies, contributions and donations		34,263,728	17,549,831
<b>Net cash inflow (outflow) from investing activities</b>		1,772,500	(4,319,254)
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(68,539)	(63,673)
Repayments made on leases (principal only)		(632,701)	(672,583)
<b>Net cash inflow (outflow) from financing activities</b>		(701,240)	(736,256)
<b>Net increase (decrease) in cash and cash equivalents held</b>		(7,583,863)	2,006,189
<b>Cash and cash equivalents at the beginning of the financial year</b>		52,763,075	50,756,886
<b>Cash and cash equivalents at the end of the financial year</b>	9	45,179,212	52,763,075

*The above statement should be read in conjunction with the accompanying notes.*

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 1 Information about the financial statements

#### 1.A Basis of preparation

The Torres Strait Island Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2020 to 30 June 2021 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements have been prepared under the historical cost convention except as stated. The Council uses the Australian dollar as its functional currency, its presentation currency and rounds to the nearest dollar.

The income of local government and public authorities is exempt from income tax. However Council is subject to Fringe Benefits Tax, Goods and Services Tax ("GST"). The net amount of GST recoverable from the Australian Taxation Office (ATO) or payable to the ATO is shown as an asset or liability respectively.

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

Comparative information is prepared on the same basis as the prior financial year.

#### 1.B Date of authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

#### 1.C New and revised Accounting Standards adopted during the year

Council has adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2020. The standards did not have a material impact on reported position, performance and cash flows of Council.

#### 1.D Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2021. These standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a material impact for council then further information has been provided in this note.

No standard issued by the AASB which is not yet effective is expected to have a material impact for Council.

#### 1.E Critical accounting judgements and key sources of estimation uncertainty

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

- Revenue recognition - Note 3
- Valuation and depreciation of property, plant and equipment - Note 11
- Leases - Note 13
- Provisions - Note 15
- Contingent liabilities - Note 17
- Financial instruments and financial risk management - Note 23

#### 1.F Impact of COVID-19 on the financial statements as at 30 June 2021

Council has performed an assessment of the impact of COVID-19 on its operations and results for the financial year and assessed that it has not had a material impact. The impacts identified are considered limited to some additional cleaning costs and some minor delays in completion of capital and maintenance works due to the impact of lockdowns and travel restrictions in place at different points during the financial year however the cumulative impact is not considered material to the financial statements. Council has some anecdotal evidence that the cost of various materials and services has increased as a result of the pandemic however it is not considered possible to quantify this impact.

Given the evolving circumstances of the pandemic within Australia, the ongoing impact on Council cannot be reliably estimated for future financial periods.

# Torres Strait Island Regional Council

## Notes to the financial statements

### For the year ended 30 June 2021

#### 2 Analysis of results by function

##### (a) Components of Council functions

The activities relating to the Council's components reported in Note 2(b) are as follows :

##### Executive Services

The objective of the Executive function is to seek to maximise corporate performance, comply with laws, regulations, standards, community expectations and support staff to carry out their responsibilities.

Implementation of major policy and management decisions is delivered from the Office of the CEO. Ultimately the CEO is responsible for services to Councillors and the Community. The Office of the CEO consists of the following areas:

- Mayor and Councillors
- Committees
- Governance
- Legal services
- Organisational development services
- Strategic Projects & Logistics

##### Engineering Services

The Engineering Services function is headed by the Chief Engineer (CE). The objective is to provide a high level of service in integrated infrastructure management which ensures environmental protection and meets community expectations.

The outcomes achieved by Engineering Services are linked with Council's commitment to public health, transport, water and wastewater infrastructure.

Key components of the Engineering Services function include:

- Water services
- Wastewater services
- Civil works services
- Waste services

##### Operations

The Operations division is headed by the Chief Operating Officer (COO) who is responsible for the following areas:

##### **Health and Community Services**

The objective of the Health and Community Services function is to develop, manage and deliver community and public health services that meet the needs of all sectors of the community.

The Health and Community Services function delivers the following services:

- Community services
- Housing services
- Environmental health services
- Health and wellbeing services
- Divisional administrative services

##### **Building Services**

The objective of the Building Services function is to provide repairs and maintenance on social housing and new construction on behalf of the State and Federal Government.

##### Business Services

The Business Services division is headed by the Chief Financial Officer (CFO). The objective of this division is to provide efficient and effective support services to Council functions. The Business Services function is multi-disciplinary and consists of:

- Financial management services
- Strategic (financial) planning
- Information services
- Asset management services

##### **Corporate Affairs**

Corporate Affairs is headed by the CFO. The objective of this function is to provide efficient and effective delivery of services to Council functions through innovative, practical and responsible solutions.

Key components of the Corporate Affairs function include:

- Media, events and communication
- Engagement and advocacy
- Procurement
- Policy and procedure review
- Strategic (corporate) planning services
- Enterprise development
- Governance
- Risk



# Torres Strait Island Regional Council

## Notes to the financial statements

### For the year ended 30 June 2021

#### 2 Analysis of results by function (continued)

##### (b) Income and expenses defined between recurring and capital are attributed to the following functions:

###### Year ended 30 June 2021

Functions	Gross program income				Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurrent operations	Net result	Assets
	Recurrent		Capital			Recurrent	Capital					
	Grants	Other	Grants	Other								
	\$	\$	\$	\$								
Executive Services	546,200	312,789	413,450	-	1,272,439	7,510,065	-	133,941	7,644,006	(6,651,076)	(6,371,567)	2,559,563
Health and Community Services	3,893,070	10,617,193	4,379,685	-	18,889,949	35,213,663	-	3,648,845	38,862,507	(20,703,399)	(19,972,559)	355,230,886
Engineering Services	895,545	3,223,404	25,531,621	-	29,650,570	37,499,934	-	764,242	38,264,176	(33,380,984)	(8,613,606)	524,872,497
Building Services	-	13,477,041	3,324,658	-	16,801,698	14,085,841	-	(925,806)	13,160,034	(608,800)	3,641,664	-
Corporate Affairs	200,647	6,000	47,006	-	253,653	1,332,236	-	7,639	1,339,875	(1,125,589)	(1,086,222)	-
Business Services	17,998,906	(763,793)	4,830,517	-	22,065,629	10,997,848	8,014,407	(3,628,860)	15,383,394	6,237,265	6,682,234	96,922,011
Total Council	23,534,368	26,872,634	38,526,936	-	88,933,937	106,639,586	8,014,407	-	114,653,992	(56,232,584)	(25,720,055)	979,584,956

Effective from 1 July 2020, Housing Services became a functional objective of Health and Community Services. Previously Housing Services was a stand alone function and thus reported separately in the year ended 30 June 2020 comparatives below.

###### Year ended 30 June 2020 - Restated

Functions	Gross program income				Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurrent operations	Net result	Assets
	Recurrent		Capital			Recurrent	Capital					
	Grants	Other	Grants	Other								
	\$	\$	\$	\$								
Executive Services	646,200	191,293	-	-	837,493	4,932,950	-	18,992	4,951,942	(4,095,457)	(4,114,449)	-
Health and Community Services	4,358,533	5,285,525	1,306	-	9,645,364	15,827,431	-	293,765	16,121,196	(6,183,373)	(6,475,832)	11,605,499
Engineering Services	990,442	3,367,310	8,649,721	-	13,007,473	36,567,388	-	109,208	36,676,596	(32,209,636)	(23,669,123)	501,457,798
Housing Services	-	4,894,819	641,711	-	5,536,530	20,605,616	-	2,011,597	22,617,213	(15,710,797)	(17,080,683)	302,315,931
Building Services	-	17,193,091	8,520,988	-	25,714,079	17,903,871	-	149,767	18,053,638	(710,780)	7,660,442	-
Corporate Affairs	223,846	-	-	-	223,846	1,363,004	-	2,080	1,365,084	(1,139,158)	(1,141,238)	-
Business Services	18,784,566	1,579,289	15,287,435	-	35,651,290	10,355,726	12,749,832	(2,585,409)	20,520,149	10,008,129	15,131,141	149,520,998
Total Council	25,003,587	32,511,327	33,101,161	-	90,616,075	107,555,986	12,749,832	-	120,305,818	(50,041,072)	(29,689,743)	964,900,222

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 3 Revenue

#### (a) Community levies, rates and charges

Community levies, rates and annual charges are recognised as revenue when Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

	2021 \$	2020 \$
Water charges commercial	327,581	447,453
Sewerage charges commercial	853,517	913,833
Garbage charges commercial	168,453	204,273
Rates from 40 year leases	59,037	59,614
	<u>1,408,588</u>	<u>1,625,173</u>

#### (b) Fees and charges

Council provides a range of goods and services to the community and other third parties for a fee. These fees are set in a fees and charges register adopted by Council at the annual budget meeting. Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods or services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival. There is no material obligation for Council in relation to refunds or returns.

	2021 \$	2020 \$
Airport landing fees	396,927	387,852
Commercial property rental	2,522,658	2,338,351
Maritime fees	1,350,855	1,326,828
Hire of Council buildings	88,840	53,098
Other fees and charges	96,921	124,664
	<u>4,456,201</u>	<u>4,230,793</u>

#### Timing of revenue recognition for fees and charges

	2021		2020	
	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time
Fees and charges	2,522,658	1,933,543	2,338,351	1,892,441
	<u>2,522,658</u>	<u>1,933,543</u>	<u>2,338,351</u>	<u>1,892,441</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 3 Revenue (continued)

#### (c) Sales revenue

Council provides a range of goods and services to the community and other third parties for a fee. These fees are set in a fees and charges register adopted by Council at the annual budget meeting. Revenue is recognised at a point in time when the customer obtains control of the goods or services, generally when the customer has taken undisputed delivery of the goods or provision of service.

Revenue from contract and recoverable works generally comprises a recoupment of material costs together with an hourly charge for the use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. There are no contracts in progress at the year end.

	2021 \$	2020 \$
Contract and recoverable works	13,477,040	17,136,449
Plant and equipment hire	68,897	56,381
Childcare services	141,084	106,090
Accommodation	787,527	689,611
Sale of fuel and gas	1,283,743	1,379,311
Sale of powercards	302,948	297,198
	<u>16,061,240</u>	<u>19,665,040</u>

#### Timing of revenue recognition for sales

	2021		2020	
	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time
Sales	14,474,548	1,586,692	17,988,531	1,676,509
	<u>14,474,548</u>	<u>1,586,692</u>	<u>17,988,531</u>	<u>1,676,509</u>

#### (d) Grants, subsidies, contributions and donations

##### *Grant income under AASB 15*

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied.

The performance obligations vary in each agreement but include salaried positions and specific travel in relation to those positions. Payment terms vary depending on the terms of the grant. Cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control. Within grant agreements there may be performance obligations where control transfers at a point in time and others where there is continuous transfer of control over the life of the contract.

Where control is transferred over time, revenue is recognised using either costs or time incurred.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 3 Revenue (continued)

#### (d) Grants, subsidies, contributions and donations (continued)

##### *Grant income under AASB 1058*

Assets arising from grants in the scope of AASB 1058 are recognised at the fair value when the assets are received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard. Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

##### *Capital grants*

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which are enforceable are recognised as revenue as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

Any unbilled grants (accrued income) are included as part of contract assets and any unspent grants (unearned income) are included as part of contract liabilities in the statement of financial position.

##### *Donations and contributions*

When assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

Donations and contributions are generally recognised on receipt of the assets since there are no performance obligations.

	2021 \$	2020 \$
<b>Operating</b>		
General purpose grants	11,030,037	12,030,841
State Government subsidies and grants	10,630,254	10,132,120
Commonwealth Government subsidies and grants	1,874,077	2,840,626
	<u>23,534,368</u>	<u>25,003,587</u>

##### **Capital**

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets.

State Government subsidies and grants	30,579,614	18,070,433
Commonwealth Government subsidies and grants	3,363,949	3,709,813
Contributed assets	4,583,373	11,320,915
	<u>38,526,936</u>	<u>33,101,161</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 3 Revenue (continued)

#### (d) Grants, subsidies, contributions and donations (continued)

##### Timing of revenue recognition for grants, subsidies, contributions and donations

	2021		2020	
	Revenue recognised over time \$	Revenue recognised at a point in time \$	Revenue recognised over time \$	Revenue recognised at a point in time \$
Grants and subsidies	35,317,719	22,160,214	22,693,618	24,090,217
Contributions	-	4,583,373	-	11,320,912
	<u>35,317,719</u>	<u>26,743,587</u>	<u>22,693,618</u>	<u>35,411,129</u>

### 4 Interest and other income

#### Note

2021  
\$

2020  
\$

#### (a) Interest received

Interest received from bank and term deposits is accrued over the term of the investment.

Interest received from financial institutions	343,374	669,228
	<u>343,374</u>	<u>669,228</u>

#### (b) Other income

Other income is recognised on receipt.

Insurance claims received		66,318	448
Gain/(loss) on revaluation of finance leases	13	(1,195,022)	785,376
Commission income		470,240	425,103
Other revenue		406,551	263,287
		<u>(251,913)</u>	<u>1,474,214</u>

#### (c) Rental income

Rental revenue from community housing is recognised as income as rent is received.

Residential property rental income	4,855,144	4,846,879
	<u>4,855,144</u>	<u>4,846,879</u>

Council currently holds a social welfare housing portfolio and these buildings are held to meet service delivery objectives, rather than to earn rental income or for capital appreciation purposes.

As the buildings held by Council do not meet the definition of investment property, these buildings are accounted for in accordance with AASB 16 *Property, Plant and Equipment*.

**Torres Strait Island Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2021**

<b>5 Capital expenses</b>	<b>Note</b>	<b>2021</b>	<b>2020</b>
		<b>\$</b>	<b>\$</b>
<b>Loss on disposal of non-current assets</b>			
Book value of property, plant and equipment disposed		3,509,132	7,169,530
Less: Proceeds from the sale of property, plant and equipment		(1,559)	(1,136)
Less: Proceeds from insurance claims		(7,596)	(162,032)
		<u>3,499,977</u>	<u>7,006,362</u>
<b>Loss on disposal of registered <i>Land Holding Act</i> leases</b>			
Book value of property, plant and equipment		4,514,430	5,744,839
Less: Proceeds from the transfer of registered <i>Land Holding Act</i> leases		-	-
		<u>4,514,430</u>	<u>5,744,839</u>
<b>Loss on derecognition of right of use assets</b>	13	-	-
		<u>-</u>	<u>-</u>
		<u>8,014,407</u>	<u>12,751,201</u>

**6 Employee benefits**

Employee benefit expenses are recorded when the service has been provided by the employee.

		<b>2021</b>	<b>Restated 2020</b>
		<b>\$</b>	<b>\$</b>
Staff wages and salaries		19,322,848	18,846,508
Councillors' remuneration		1,016,537	964,846
Annual, sick and long service leave entitlements		4,137,760	3,635,067
Superannuation	18	2,507,633	2,297,952
		<u>26,984,777</u>	<u>25,744,373</u>
Other employee related expenses		220,077	331,329
		<u>27,204,855</u>	<u>26,075,702</u>
Less: Capitalised employee expenses		(1,002,502)	(412,403)
		<u>26,202,353</u>	<u>25,663,299</u>

Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.

	<b>2021</b>	<b>2020</b>
Total Council employees at the reporting date:		
Elected members	16	16
Administration staff	335	326
Total full time equivalent employees	<u>351</u>	<u>342</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

<b>7 Materials and services</b>	<b>Note</b>	<b>2021</b>	<b>2020</b>
		<b>\$</b>	<b>\$</b>
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Advertising and marketing		50,785	32,277
Audit services		222,344	196,500
Communications and IT		1,723,207	1,801,176
Consultants		871,809	1,097,398
Contractors		9,717,528	7,628,943
Donations paid		274,415	357,789
Freight		798,556	1,503,352
Insurance		4,174,281	3,153,640
Legal fees		594,862	327,603
Materials - carpentry, plumbing, electrical		234,038	4,594,930
Motor vehicle expenses		986,982	204,465
Other materials and services		2,153,992	1,300,649
Power		1,406,172	1,305,148
Powercards, fuel and gas for resale		2,647,069	2,676,313
Rent paid		79,525	163,495
Repairs and maintenance		2,506,395	3,415,987
Subscriptions and registrations		175,988	137,852
Supplies and consumables		566,335	610,360
Temporary staff costs		444,276	531,535
Travel		2,527,145	2,523,258
Less: Expenses capitalised		(125,462)	(130,579)
		<u>32,030,242</u>	<u>33,432,091</u>

\* Total audit fees quoted by the Queensland Audit Office relating to the 2020-21 financial statements are \$194,500 (2019-20: \$196,500)

## 8 Finance costs

Finance costs charged by Queensland Treasury Corporation		6,286	10,700
Bank charges		113,156	106,240
Impairment of receivables / (reversal) of impairment		(722,042)	513,134
Refuse restoration		1,966,316	180,572
Interest on leases	13	20,514	33,358
		<u>1,384,231</u>	<u>844,004</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 9 Cash and cash equivalents

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Council's cash at bank and term deposits are held with National Australia Bank on normal terms. The bank currently has a short term credit rating of A-1+ and long term rating of AA-. Deposits at call are held with the Queensland Treasury Corporation.

	Note	2021 \$	2020 \$
Cash at bank		5,853,960	4,937,823
Deposits at call		39,325,252	47,825,252
Balance per Statement of Cash Flows		<u>45,179,212</u>	<u>52,763,075</u>

(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	21,476,396	18,749,103
Total externally imposed restrictions on cash assets	<u>21,476,396</u>	<u>18,749,103</u>

(ii) Internal allocations of cash at the reporting date

Funds set aside and held in reserves for DOGIT land	1,740,241	1,245,665
Total internally allocated cash assets	<u>1,740,241</u>	<u>1,245,665</u>

#### Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities:

Island funeral funds	254,003	257,373
Church funds	9,780	9,781
Other community funds	51,732	48,066
	<u>315,515</u>	<u>315,220</u>

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds relating to island funeral funds, church funds and other community funds. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

#### Funds held in trust by outside parties

DFK Kidsons holding funds for the Major Infrastructure and Other Program	33,588,348	30,965,583
	<u>33,588,348</u>	<u>30,965,583</u>

The Major Infrastructure and Other Program is jointly funded by the Australian and Queensland Governments to deliver and upgrade major infrastructure capital works in the Torres Strait. DFK Kidsons holds funds for multiple councils in regards to the Major Infrastructure and Other Program. The amount disclosed above relates to Torres Strait Island Regional Council's portion of the funds. Infrastructure assets are not recognised by the Council until they have reached completion.



# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 10 Receivables

Receivables are amounts owed to Council at year end. They are recognised at the amount due at the time of sale or service delivery. Settlement is required within 30 days after the invoice is issued.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. Council actively pursues outstanding housing debts from both current and former tenants as per its Rental Debt Policy. Recovery action is undertaken for tenants who are more than 14 days in arrears. Housing Officers review rent accounts fortnightly and make contact with tenants in person to negotiate affordable rent and arrears payment plans. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

	2021 \$	2020 \$
<b>Current</b>		
Receivable - Housing	13,350,660	13,393,630
Less impairment	(12,552,822)	(13,306,867)
Receivable - Rates	470,816	472,371
Less impairment	(235,408)	(187,672)
Receivable - Other	3,139,750	1,576,322
Less impairment	(213,415)	(199,849)
	<u>3,959,582</u>	<u>1,747,934</u>
Accrued revenue	5,095,702	1,561,916
Prepayments	225,303	119,415
GST receivable	400,936	235,857
	<u>9,681,523</u>	<u>3,665,123</u>

Movement in accumulated impairment losses is as follows.

Opening balance at 1 July	13,694,388	14,170,368
Less: Debts written off during the year	(107,351)	(989,114)
Reverse prior year debts offset against Receivables	136,652	
Additional impairments recognised	669,323	513,134
Less: Impairments reversed	(1,391,366)	-
Closing balance at 30 June	<u>13,001,646</u>	<u>13,694,388</u>

Council assesses credit risk before providing goods or services and applies normal business credit protection to minimise the risk.

Council does not require collateral in respect of trade and other receivables. Council does not have trade receivables for which no loss allowance is recognised because of collateral.

The exposure to credit risk for trade receivables by type of counterparty was as follows:

Housing charges	13,350,660	13,393,630
Government entities	2,329,891	1,077,831
Utility charges	470,816	472,371
Other	1,253,134	498,491
<b>Total</b>	<u>17,404,501</u>	<u>15,442,323</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 10 Receivables (continued)

#### Expected credit loss assessment

Council uses an allowance matrix to measure the expected credit losses of trade receivables from individual customers, which comprise a very large number of small balances. Loss rates are calculated using a 'roll rate' method based on the probability of a receivable progressing through successive stages of delinquency to write-off.

Loss rates are based on actual credit loss experience over the past ten years. These rates are multiplied by scalar factors to reflect differences between economic conditions during the period over which the historical data has been collected, current conditions and the Council's view of economic conditions over the expected lives of the receivables.

For housing receivables this rate ranges from 10% - 95% depending on the aging of the debt (2019/20: 20% - 99.99%). In relation to other receivables, this rate ranges from 0.31% - 80.20% depending on the aging of the debt (2019/20: 0.16% - 53.79%)

#### 2021

Aging	Closing Balance 30/6/2021 \$	Historical Probability of default	Loss given default	Lifetime Expected Credit Loss \$
Housing				
Current	153,300	10.00%	100%	15,330
1-30 days	60,348	95.00%	100%	57,330
31-60 days	71,614	95.00%	100%	68,034
61-90 days	13,065,397	95.00%	100%	12,412,128
	<u>13,350,660</u>			<u>12,552,822</u>
Other Debtors				
Current	2,144,609	0.31%	100%	6,728
1-30 days	333,816	1.83%	100%	6,117
31-60 days	16,298	80.20%	100%	13,072
61-90 days	1,115,843	37.90%	100%	422,907
	<u>3,610,566</u>			<u>448,823</u>

#### 2020

Aging	Closing Balance 30/6/2020 \$	Historical Probability of default	Loss given default	Lifetime Expected Credit Loss \$
Housing				
Current	105,988	20.00%	100%	21,198
1-30 days	46,666	99.00%	100%	46,200
31-60 days	85,558	99.00%	100%	84,703
61-90 days	13,155,418	99.99%	100%	13,154,768
	<u>13,393,630</u>			<u>13,306,867</u>
Other Debtors				
Current	1,173,312	0.16%	100%	1,885
1-30 days	110,681	3.47%	100%	3,837
31-60 days	61,457	5.71%	100%	3,512
61-90 days	703,243	53.79%	100%	378,287
	<u>2,048,693</u>			<u>387,521</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment

#### Council - 30 June 2021

Basis of measurement

#### Asset values

Opening gross value as at 1 July 2020

Additions

Capital contributions

Assets capitalised from work in progress

Impairment from work in progress

Disposals

Revaluation adjustment to asset revaluation surplus

Closing gross value as at 30 June 2021

Buildings (Communities)	Buildings (Corporate)	Recreational Facilities	Road / Transport Network	Stormwater Drainage Network	Flood Mitigation Network	Water Supply Network	Sewerage Network	Wharves, Piers, Jetties & Pontoons	Waste Landfill	Land Assets	Plant & Equipment	Work in progress	Total
Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost	Cost	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
566,467,014	107,077,405	26,337,950	277,703,800	13,784,500	36,284,654	235,768,784	258,369,240	49,022,070	2,664,300	2,497,135	8,747,774	14,242,014	1,598,966,640
-	-	-	-	-	-	-	-	-	-	-	-	32,870,109	32,870,109
-	-	-	-	-	-	3,668,441	914,932	-	-	-	-	-	4,583,373
4,675,294	542,065	-	1,195,944	-	-	3,493,611	296,642	-	-	-	478,424	(10,681,980)	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
(12,538,451)	(467,559)	-	(781,230)	-	-	(5,095,911)	(1,947,743)	-	-	-	(277,706)	-	(21,108,600)
22,230,187	4,235,335	1,033,270	10,302,064	516,919	1,360,675	9,061,692	9,868,522	1,838,328	97,452	62,428	-	-	60,606,870
580,834,044	111,387,246	27,371,220	288,420,578	14,301,419	37,645,329	246,896,617	267,501,593	50,860,398	2,761,752	2,559,563	8,948,492	36,430,143	1,675,918,394

#### Accumulated depreciation and impairment

Opening balance as at 1 July 2020

Depreciation provided in period

Revaluation adjustment to asset revaluation surplus

Impairment adjustment to asset revaluation surplus

Reversal of impairment previously recorded

Depreciation/impairment on disposals

Accumulated depreciation as at 30 June 2021

264,151,082	54,636,440	14,732,450	109,817,883	5,298,780	7,933,205	116,310,329	112,008,699	19,538,617	1,232,037	-	6,220,496	-	711,880,016
18,557,384	4,156,475	961,661	5,005,352	278,375	875,851	7,473,017	7,123,778	1,071,968	159,197	-	718,457	-	46,381,515
11,022,502	2,302,757	607,516	4,187,498	209,143	330,340	4,569,579	4,299,029	772,897	46,529	-	-	-	28,347,791
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
(6,507,138)	(259,505)	-	(714,131)	-	-	(3,391,081)	(1,937,763)	-	-	-	(275,569)	-	(13,085,188)
287,223,830	60,836,167	16,301,627	118,296,602	5,786,298	9,139,396	124,961,844	121,493,743	21,383,482	1,437,763	-	6,663,384	-	773,524,136

#### Book value as at 30 June 2021

Range of estimated useful life in years

293,610,214	50,551,079	11,069,593	170,123,976	8,515,121	28,505,933	121,934,773	146,007,850	29,476,916	1,323,989	2,559,563	2,285,108	36,430,143	902,394,258
15-50	10-50	5-50	10-100	47-53	10-50	3-60	5-100	10-50	15-25	Land: Not Depreciated	1-25	WIP: Not Depreciated	

Additions comprise:

Renewals

Other additions

Total additions

\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3,578,705	514,005	-	781,230	-	-	6,790,539	1,211,574	-	-	-	280,355	-	13,156,408
1,096,589	28,060	-	414,714	-	-	371,513	-	-	-	-	198,069	-	2,108,945
4,675,294	542,065	-	1,195,944	-	-	7,162,052	1,211,574	-	-	-	478,424	-	15,265,353

#### Asset revaluation surplus

Opening balance as at 1 July 2020

Movements - Revaluation

Movements - Impairments

Closing balance as at 30 June 2021

144,258,411	22,384,045	6,686,607	126,971,212	3,584,832	2,023,208	65,604,684	95,482,678	15,079,220	192,046	55,000	-	-	482,321,944
11,207,685	1,932,578	425,754	6,114,565	307,775	1,030,335	4,492,113	5,569,492	1,065,431	50,923	62,428	-	-	32,259,079
-	-	-	-	-	-	-	-	-	-	-	-	-	-
155,466,097	24,316,623	7,112,361	133,085,777	3,892,607	3,053,543	70,096,797	101,052,170	16,144,651	242,968	117,428	-	-	514,581,023

## Torres Strait Island Regional Council

### Notes to the financial statements

For the year ended 30 June 2021

#### 11 Property, plant and equipment (continued)

##### Council - 30 June 2020

Basis of measurement

##### Asset values

Opening gross value as at 1 July 2019

Additions

Capital contributions

Assets capitalised from work in progress

Projects written off from work in progress

Disposals

'Revaluation adjustment to asset revaluation surplus

**Closing gross value as at 30 June 2020**

Buildings (Communities)	Buildings (Corporate)	Recreational Facilities	Road / Transport Network	Stormwater Drainage Network	Flood Mitigation Network	Water Supply Network	Sewerage Network	Wharves, Piers, Jetties & Pontoons	Waste	Landfill	Land Assets	Plant & Equipment	Work in progress	Total
Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost	Cost	\$
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
570,369,340	108,247,372	25,800,682	280,990,386	13,244,263	33,864,732	231,565,979	252,228,399	45,126,249	2,647,471		520,000	7,888,245	19,800,600	1,592,293,718
													22,428,299	
-	-	-	-	-	-	2,947,414	8,373,498	-	-	-	-	-	-	11,320,912
2,998,075	2,735,412	159,440	1,224,720	-	764,654	1,965,654	154,548	2,218,207	-	1,922,135	1,922,135	1,125,443	(15,268,288)	(0)
-	-	-	-	-	-	-	-	-	-	-	-	-	(12,718,597)	(12,718,597)
(14,523,326)	(1,024,801)	(146,177)	(1,711,487)	-	-	(7,600,590)	(6,309,672)	(1,283,639)				(265,914)	-	(32,865,607)
7,622,924	(2,880,577)	524,004	(2,799,818)	540,237	1,655,268	6,890,327	3,922,467	2,961,254		16,829	55,000	-	-	18,507,916
566,467,014	107,077,405	26,337,950	277,703,800	13,784,500	36,284,654	235,768,784	258,369,240	49,022,070	2,664,300	2,497,135	8,747,774	8,747,774	14,242,014	1,598,966,641

##### Accumulated depreciation and impairment

Opening balance as at 1 July 2019

Depreciation provided in period

Revaluation adjustment to asset revaluation surplus

Impairment adjustment to asset revaluation surplus

Reversal of impairment previously recorded

Depreciation/impairment on disposals

**Accumulated depreciation as at 30 June 2020**

276,307,512	63,010,262	17,616,426	115,970,747	4,949,375	5,382,585	111,835,345	111,737,318	17,625,786	1,292,924	-	5,782,416	-	731,510,695
19,132,694	3,848,243	985,362	5,461,216	255,269	1,107,155	6,802,642	7,465,332	1,044,107	106,640	-	696,378	-	46,905,038
(23,518,019)	(11,467,491)	(3,659,495)	(6,005,634)	161,780	1,443,465	3,550,070	(3,237,675)	1,131,360	(167,527)	-	-	-	(41,769,166)
-	(143,207)	(100,573)	8,064,078	-	-	-	-	-	-	-	-	-	7,820,298
-	-	-	(12,502,012)	(67,644)	-	-	(65,955)	-	-	-	-	-	(12,635,613)
(7,771,105)	(611,367)	(109,270)	(1,170,512)	-	-	(5,877,728)	(3,890,321)	(262,636)	-	-	(258,299)	-	(19,951,239)
264,151,082	54,636,440	14,732,450	109,817,883	5,298,780	7,933,205	116,310,329	112,008,699	19,538,617	1,232,037	-	6,220,496	-	711,880,016

##### Book value as at 30 June 2020

Range of estimated useful life in years

302,315,932	52,440,965	11,605,500	167,885,918	8,485,720	28,351,449	119,458,456	146,360,541	29,483,453	1,432,263	2,497,135	2,527,278	14,242,014	887,086,625
15 - 50	10 - 50	5 - 50	10 - 100	47 - 53	10 - 50	3 - 60	5 - 100	10 - 50	15 - 25	Land: Not Depreciated	1 - 25	WIP: Not Depreciated	

##### Asset revaluation surplus

Opening balance as at 1 July 2019

Movements - Revaluation

Movements - Impairments

**Closing balance as at 30 June 2020**

113,117,468	13,653,925	2,402,535	131,829,476	3,206,374	1,811,405	62,264,427	88,322,535	13,249,326	7,690	-	-	-	429,865,161
31,140,943	8,586,914	4,183,499	3,205,816	378,457	211,803	3,340,257	7,160,142	1,829,894	184,356	55,000	-	-	60,277,080
-	143,207	100,573	(8,064,078)	-	-	-	-	-	-	-	-	-	(7,820,299)
144,258,411	22,384,045	6,686,607	126,971,212	3,584,832	2,023,208	65,604,684	95,482,678	15,079,220	192,046	55,000	-	-	482,321,944

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment (continued)

#### (a) Recognition

Each class of property, plant and equipment is stated at cost or fair value, less where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment, infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

By operation of the *Local Government Act 2009*, *Torres Strait Islander Land Act 1991* and *Land Act 1994*, Council retains ownership of the below classes of property, plant and equipment. This includes leasehold and licensed assets on Mer Island and Badu Island.

#### Acquisition of assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions are recognised as assets and revenues at cost as supplied by the contributor entity, where that value exceeds the recognition threshold for the respective asset class.

#### Capital and operating expenditure

Wages, materials expenditure and an appropriate portion of direct costs for the acquisition or construction of assets is treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset are expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

#### (b) Measurement

All asset classes excluding plant and equipment and work in progress (WIP) are measured on the revaluation basis, at fair value, in accordance with AASB 116 *Property, Plant and Equipment* and AASB 13 *Fair Value Measurement*. Plant and equipment and WIP are measured at amortised cost.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment (continued)

#### (c) Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Depreciation methods and estimated useful lives of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the tri-annual full valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown in the tables earlier in this note.

#### (d) Land under roads

Torres Strait Island Regional Council does not control any land under roads. Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. This land is not recognised in these financial statements.

#### (e) Impairment

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment (continued)

#### (f) Deed of Grant in Trust land

The Council is located on land assigned to it under various Deeds of Grant in Trust (DOGIT) held under the *Torres Strait Islander Land Act 1991* (Qld) (TSILA), *Aboriginal Land Act 1991* (Qld) and the *Land Act 1994* (Qld). The land comprises an area of approximately 483.6 square kilometres, across the following Islands:

- Boigu Island
- Dauan Island
- Erub Island
- Hammond Island
- Iama Island
- Moa Island (comprising two DOGITs of St Paul's and Kubin communities)
- Mabuiag Island
- Poruma Island
- Saibai Island
- Ugar Island
- Warraber Island
- Masig Island

The land is administered by the Department of Natural Resources, Mines and Energy and the Council has restricted use of this land for the benefit of islander inhabitants. The DOGIT land has not been taken up in Council's asset register as it cannot be reliably measured.

The reserve land for Mer Island was managed by the Department of Communities, Child Safety and Disabilities Services until 14 December 2012. On 14 December 2012 Mer Gedkem Le (Torres Strait Islanders) Corporation RNTBC became the trustee of Torres Strait Islander land under the TSILA in communal freehold of Mer Island. The Corporation is trustee for the Native Title Holders.

The DOGIT land for Badu Island was administered by Council in the capacity as trustee until 1 February 2014. On 1 February 2014, Mura Badulgal (Torres Strait Islanders) Corporation RNTBC became the trustee of Torres Strait Islander land under the TSILA in communal freehold of Badu Island. The Corporation is trustee for the Native Title Holders.

Essential service buildings and infrastructure on Badu Island and Mer Island are leased by Council for the terms of 5 years, 30 years and 99 years at agreed values.

The relevant leased assets are still reported as assets of the Council; land is not reported; nominal rental is paid except for the former child care centre, one staff residence and one contractor camp on Badu Island, for which future commitments are \$78,909 over three years. They have not been classified as leases as assets were originally constructed by Council, and recorded as such prior to the change in land arrangements. No lease liability has been recognised in the financial statements for these leases, except for the two before mentioned leases of the child care centre and staff residence on Badu Island.

Pursuant to the terms and conditions of the respective leases, it is intended that the Council continue to maintain these assets for the benefit of the community, as Council possesses the necessary skills and knowledge to best utilise these assets.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment (continued)

#### (g) Valuation

##### (i) Valuation processes

In accordance with AASB 13, fair value measurements are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets (level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset (level 2)
- Fair value based on unobservable inputs for the asset (level 3)

All of Council's property, plant and equipment measured at fair value at reporting date is categorised at level 2 or 3. Council does not have any assets measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

Council measures and recognises assets in all asset classes relating to property plant and equipment, other than plant and equipment and WIP, at fair value on a recurring basis.

All asset classes carried at fair value were last comprehensively valued as at 30 June 2020.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of assets does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council engages independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, disposals and changes in methodology such as useful life and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes. These indices are then reviewed by Asset Class Managers and Executives to ensure accuracy of these indices for Council.

Council's property, plant and equipment valuation policies and procedures are reviewed annually taking into consideration an analysis of movements in fair value and other relevant information. Management prepares a report for the Audit Committee's review and endorsement.



## Torres Strait Island Regional Council

### Notes to the financial statements

For the year ended 30 June 2021

#### 11 Property, plant and equipment (continued)

##### (g) Valuation (continued)

##### (ii) Valuation techniques used to derive fair values

Asset class and fair value hierarchy	Valuation approach	FV hierarchy	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates	Interim valuation approach
Buildings (Communities)	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<p><b>Current replacement cost</b> Unit rates developed from building projects completed in the Torres Strait and supplemented by published cost guides including the Rawlinsons Construction Cost Guide and Cordell Cost Guide. Allowances are made for the remote locality of the assets.</p> <p><b>Accumulated depreciation</b> Componentisation - Structure, Site Improvements, Roof, and Fixtures and Fittings Total useful life estimates, condition assessments, remaining useful life estimates.</p>	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$11,207,685
Buildings (Corporate) 2021: \$1,593,103 2020: \$1,595,865	Market approach	Level 2	30/06/2020	Jones Lang Lasalle	Comparable transactions of industrial properties within the Cairns market, adjusted for differences in key attributes such as size of improvements, functionality and condition.	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$61,271
Buildings (Corporate) 2021: \$48,957,977 2020: \$50,845,100	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<p><b>Current replacement cost</b> Unit rates developed from building projects completed in the Torres Strait and benchmarked against cost estimate publication. Allowances are made for the remote locality of the assets</p> <p><b>Accumulated depreciation</b> Componentisation - Substructure, superstructure, roof, internal fabric, internal service, external services, site improvements, and furniture and fittings. Total useful life estimates, condition assessments, remaining useful life estimates.</p>	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$1,871,307
Recreational Facilities	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<p><b>Current replacement cost</b> Unit rates developed from building projects completed in the Torres Strait and benchmarked against cost estimate publications. Allowances are made for the remote locality of the assets</p> <p><b>Accumulated depreciation</b> Componentisation - Substructure, superstructure, roof, internal fabric, internal service, external services, site improvements, and furniture and fittings. Total useful life estimates, condition assessments, remaining useful life estimates.</p>	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$425,754
Road / Transport Network	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<p><b>Current replacement cost</b> Unit rates - developed based on in-house project costs, sub-contractor and head contractor project costs and benchmarked against cost estimate publications. Locality adjustments are also applied.</p> <p><b>Accumulated depreciation</b> Segmentation - high level, between intersections Componentisation - formation, pavement, seal and kerb and channel Total useful life estimates, condition assessments, remaining useful life estimates.</p>	Desktop valuation performed in 2021 resulting in a 3.75% index which when applied increased fair value by \$6,114,565

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 11 Property, plant and equipment (continued)

#### (g) Valuation (continued)

#### (ii) Valuation techniques used to derive fair values (continued)

Asset class and fair value hierarchy	Valuation approach	FV hierarchy	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates	Interim valuation approach
Stormwater Drainage Network	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates - developed based cost estimate publications including Rawlinsons Construction Cost Guide and Cordell Cost Guide. Locality adjustments are also applied.  <b>Accumulated depreciation</b> Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 3.75% index which when applied increased fair value by \$307,775
Flood Mitigation Network	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates - developed based cost estimate publications including Rawlinsons Construction Cost Guide and Cordell Cost Guide. Locality adjustments are also applied.  <b>Accumulated depreciation</b> Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 3.75% index which when applied increased fair value by \$1,030,335
Water Supply Network	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates - developed based on in-house project costs, sub-contractor and head contractor project costs and benchmarked against cost estimate publications. Locality adjustments are also applied.  <b>Accumulated depreciation</b> Componentisation - electrical, mechanical and civil. Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$4,492,113
Sewerage Network	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates - developed based on in-house project costs, sub-contractor and head contractor project costs and benchmarked against cost estimate publications. Locality adjustments are also applied.  <b>Accumulated depreciation</b> Componentisation - electrical, mechanical and civil. Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$5,569,492
Wharves, Piers, Jetties & Pontoons	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates - developed based on in-house project costs, sub-contractor and head contractor project costs and benchmarked against cost estimate publications. Locality adjustments are also applied.  <b>Accumulated depreciation</b> Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 3.75% index which when applied increased fair value by \$1,065,431

## Torres Strait Island Regional Council

### Notes to the financial statements

#### For the year ended 30 June 2021

#### 11 Property, plant and equipment (continued)

##### (g) Valuation (continued)

##### (ii) Valuation techniques used to derive fair values (continued)

Asset class and fair value hierarchy	Valuation approach	FV hierarchy	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates	Interim valuation approach
Waste Landfill	Current replacement cost	Level 3	30/06/2020	Jones Lang Lasalle	<b>Current replacement cost</b> Unit rates developed from projects completed in the Torres Strait and benchmarked against cost estimate publications. Allowances are made for the remote locality of the assets  <b>Accumulated depreciation</b> Total useful life estimates, condition assessments, remaining useful life estimates.	Desktop valuation performed in 2021 resulting in a 4.00% index which when applied increased fair value by \$50,923
Land Assets 2021: \$1,970,188 2020: \$1,922,135	Market approach	Level 2	30/06/2020	Jones Lang Lasalle	Comparable transactions of industrial properties within the Cairns market, adjusted for differences in key attributes such as size, topography and location.	Desktop valuation performed in 2021 resulting in a 2.50% index which when applied increased fair value by \$48,053
Land Assets 2021: \$589,375 2020: \$575,000	Market approach	Level 3	30/06/2020	Jones Lang Lasalle	Transactions of properties within Thursday Island market, adjusted for differences in key attributes such as size, topography and location. Professional judgement given the thinly traded nature of the Thursday Island property market.	Desktop valuation performed in 2021 resulting in a 2.50% index which when applied increased fair value by \$14,375

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 12 Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor in excess of the costs incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

	Note	2021 \$	2020 \$
Contract assets		7,787,466	4,647,861
Contract liabilities			
Funds received upfront to construct Council controlled assets		20,839,893	17,635,281
Non-capital performance obligations not yet satisfied		464,212	209,054
		21,304,105	17,844,335
Revenue recognised that was included in the contract liability balance at the beginning of the year:			
Funds to construct Council controlled assets		4,118,566	2,690,352
Non-capital performance obligations		164,122	188,847
		4,282,688	2,879,199

### 13 Leases

#### *Council as a lessee*

Council has leases in place over buildings. Where Council assesses that an agreement contains a lease, a right of use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Exceptions to lease accounting:

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Terms and conditions of leases:

#### *Buildings*

Council leases two buildings which are used for offices and accommodation. The leases are for periods of two and four years and include details of any renewal options if applicable, and contain extensions and termination options.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 13 Leases (continued)

Right of use assets	Note	2021 \$	2020 \$
Balance at 1 July		1,330,000	1,963,038
Additions to right of use assets		-	619,396
Re-measurement of lease liability		2,773	-
Derecognition of right of use assets		-	(567,780)
Amortisation charge		(634,424)	(684,654)
<b>Closing balance</b>		<b>698,349</b>	<b>1,330,000</b>
<b>Lease liabilities</b>			
Balance at 1 July		1,340,702	1,963,038
Additions to lease liabilities		-	619,396
Re-measurement of lease liability		2,773	-
Derecognition of lease liabilities		-	(569,149)
Lease payments		(653,215)	(705,941)
Interest expense		20,514	33,358
<b>Closing balance</b>		<b>710,774</b>	<b>1,340,702</b>
<b>Current</b>			
Lease liability		649,789	651,775
		<b>649,789</b>	<b>651,775</b>
<b>Non-current</b>			
Lease liability		60,985	688,927
		<b>60,985</b>	<b>688,927</b>
<b>Total lease liabilities</b>		<b>710,774</b>	<b>1,340,702</b>

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts will not be the same as the recognised lease liability in the statement of financial position.

2021	< 1 year	1-5 years	> 5 years	Total	Total per statement of financial position
	\$	\$	\$	\$	\$
Buildings	662,563	66,564	-	729,126	710,774
2020	< 1 year	1-5 years	> 5 years	Total	Total per statement of financial position
	\$	\$	\$	\$	\$
Buildings	702,494	746,152	-	1,448,646	1,340,702

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 13 Leases (continued)

#### Amounts included in the statement of comprehensive income related to leases

	Note	2021 \$	2020 \$
Interest on lease liabilities		20,514	33,358
Loss on derecognition of leases		-	-
Amortisation of right of use assets		634,424	684,654
Expenses relating to short-term		61,662	65,123
		<u>716,599</u>	<u>783,135</u>
<b>Total cash outflows for leases</b>		<u>714,877</u>	<u>771,064</u>

#### Council as a lessor

Council has leased the following dwellings and vacant sites as lessor to the Queensland Government for 40 years:

- 51 dwellings located on Moa Island (Kubin)
- 6 dwellings and 3 vacant site on Saibai Island
- 6 dwellings and 4 vacant sites on Boigu Island
- 21 vacant sites on Kirirri Island
- 25 vacant sites on Moa Island (St Pauls)
- 6 vacant sites on Iama Island
- 2 vacant sites on Ugar Island
- 5 vacant sites on Poruma Island
- 10 vacant sites on Masig Island
- 8 vacant sites on Warraber Island
- 7 vacant sites on Erub Island
- 6 vacant sites on Mabuiag Island
- 3 vacant sites on Dauan Island

The total lease payment per dwelling in the current year ranged between \$2,038 and \$2,238 (\$2,001 to \$2,199 for 2019/20). These lease payments are required to be adjusted each year by the change in the Consumer Price Index (All Groups). As the gross lease payments are insufficient to cover the fair value (current replacement cost) of the leased properties, there is no interest rate implicit in the leases and therefore no finance income will arise from the leases. Consequently, the leases are recognised at the present value of the expected future lease payments receivable (fair value). Gains on revaluation of finance lease assets are recognised as other income annually.

The Queensland Government has the right to surrender any part of the lease at any time by giving Council three months' written notice. Per the lease agreement any improvements to the property transfer to Council when the lease terminates. No leases were surrendered between 1 July 2020 and 30 June 2021 (2019/20, nil).

#### Current

Lease receivable	376,956	370,578
	<u>376,956</u>	<u>370,578</u>

#### Non-current

Lease receivable	13,143,290	14,715,268
	<u>13,143,290</u>	<u>14,715,268</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 13 Leases (continued)

	Note	2021 \$	2020 \$
A reconciliation between the gross investment in the lease and the fair value of lease payments is as follows:			
Gross minimum lease payments receivable:			
Not later than one year		376,956	370,578
Later than one year but not later than five years		1,507,826	1,482,313
Later than five years		11,516,978	11,380,691
		<u>13,401,760</u>	<u>13,233,582</u>
Add: Estimated contingent rent		6,987,475	7,641,298
Less: Present value adjustment		(6,868,989)	(5,789,034)
Fair value of lease payments		<u>13,520,246</u>	<u>15,085,846</u>
The fair value of lease payments is receivable as follows:			
Not later than one year		376,956	370,578
Later than one year but not later than five years		1,516,137	1,510,948
Later than five years		11,627,153	13,204,320
		<u>13,520,246</u>	<u>15,085,846</u>
Movements in finance leases were as follows:			
Opening balance		15,085,846	14,670,336
Add: Initial recognition of new leases		-	-
Less: Lease receipts		(370,578)	(369,866)
Less: Surrender of leases		-	-
Add: Gain on revaluation	4(b)	<u>(1,195,022)</u>	<u>785,376</u>
Closing balance		<u>13,520,246</u>	<u>15,085,846</u>

The calculation of fair value has included an estimate of average annual CPI increases of 2.5% (2.5%: 2019/20) and a discount rate of 2.28% (1.72%: 2019/20).

### 14 Payables

Trade creditors are recognised as a liability at the time the amount owed can be measured reliably and when it is probable the amount will have to be paid, when the goods are received or the service is performed. Amounts are unsecured and normally settled within 30 days.

	2021 \$	Restated 2020 \$
<b>Current</b>		
Creditors	834,856	905,239
Accrued wages and salaries	929,610	3,201,658
Refundable bonds	2,000	4,782
Accrued expenses	7,739,141	3,052,499
Retention	640,760	175,029
Revenue in advance	56,285	-
	<u>10,202,651</u>	<u>7,339,207</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 15 Provisions

#### Annual leave

Annual leave represents the amount which Council has a present obligation to pay resulting from employees' services provided up to balance date. The accrual is based on present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the balance date, annual leave is classified as a current liability.

#### Long service leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made by Council resulting from employees' services provided up to balance date. The accrual is based on present value of remuneration rates that will be paid when the liability is expected to be settled including related on-costs and adjusted for the probability of employees remaining in the Council's employment.

The long service leave provision has been discounted using the Commonwealth bond yield rates published on the Department of State Development, Infrastructure, Local Government and Planning website.

Where employees have met the pre-requisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

#### Landfill restoration and rehabilitation

A provision is made for the cost of rehabilitation of assets and other future restoration costs where it is probable Council will be liable, or required, to incur costs on the cessation of use of these facilities. The provision represents the present value of the anticipated future costs associated with the closure and aftercare management of landfill sites.

The calculation of this provision requires assumptions such as site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for landfill sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the 15 sites will close between 2022 and 2024.

As landfill sites are on state reserves / DOGIT land which the Council does not control, the provision for restoration is treated as an expense in the year the provision is first recognised. Changes in the provision are treated as an expense or income.

	Current		Non-Current	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>Current</b>				
Annual leave	2,339,429	2,252,609	-	-
Long service leave	1,135,418	929,014	706,115	444,699
Provision for landfill restoration	3,479,986	2,396,763	4,000,683	3,117,589
	<u>6,954,834</u>	<u>5,578,386</u>	<u>4,706,798</u>	<u>3,562,288</u>

Details of movements in non-employee provisions:

	2021	2020
	\$	\$
<b>Landfill restoration</b>		
Balance at beginning of financial year	5,514,352	5,333,781
Increase due to unwinding of discount	17,985	108,824
Additional provisions	1,178,324	-
Increase/(decrease) due to change in discount rate	770,008	71,747
Balance at end of financial year	<u>7,480,669</u>	<u>5,514,352</u>



# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 16 Commitments for expenditure

#### Contractual commitments

Contractual commitments at the end of the financial year but not recognised in the financial statements are as follows:

	2021 \$	2020 \$
Consultancy	959,459	48,753
Other	2,061,172	885,082
Contractors	371,411	173,761
Recoverable work contractors	2,987,981	1,105,243
Freight	949,725	97,417
Contract employees	35,970	21,416
	<u>7,365,719</u>	<u>2,331,671</u>

#### Capital Commitments

Commitment for the construction of the following assets contracted for at the reporting date but not recognised as liabilities:

Capital assets		
Buildings	1,957,396	153,829
Sewerage	13,445,823	4,829,484
Seawalls	1,354,610	15,389,984
Other	7,004,296	1,373,148
	<u>23,762,125</u>	<u>21,746,445</u>

### 17 Contingent liabilities and assets

Details and estimates of the maximum amounts of contingent liabilities and assets are as follows:

#### Contingent Liabilities

##### Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2021 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

##### Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there were insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$336,580.

# Torres Strait Island Regional Council

## Notes to the financial statements

### For the year ended 30 June 2021

#### 17 Contingent liabilities and assets (continued)

##### Native Title Compensation Liability

The *Native Title Act 1993* (Cth) requires "future acts", such as the construction of major and minor Council infrastructure, housing, signage and the granting of leases to proponents such as government and individuals, to be conducted using prescribed processes listing under it. In many cases, in order to be valid, a notice process or a registered Indigenous Land Use Agreement under the *Native Title Act 1993* (Cth) is required before conducting a future act. Prior to amalgamation of the Island Councils in 2008, infrastructure and leases were likely to have been progressed without complying with these requirements of the *Native Title Act 1993* (Cth). This infrastructure and leases are termed invalid future acts, for which compensation is payable by Council.

It is difficult to estimate the likely compensation payable because jurisprudence in this area has only recently started emerging. A native title compensation case was decided by the High Court of Australia on 13 March 2019 (*Northern Territory v Griffiths* [2019] HCA 7) that sets out legal principles for determining the quantum of native title compensation payable. That case provides some guidance in relation to a compensation formula. However, the principles in that case cannot be applied to Council's contingent liabilities without making allowances for the differing circumstances in the Torres Strait context. For example, the High Court case involved extinguishment of non-exclusive native title rights, whereas invalid future acts in Torres Strait may not involve extinguishment and are likely to concern exclusive native title rights rather than non-exclusive native title rights. Further, the economic loss component of native title compensation is to be calculated with reference to the freehold value of the land affected, and in Council's local government area there are no land valuations at present.

At this point there are no applications for compensation claims against Council. Numerous compensation claims for alleged invalid future acts are likely to be made in coming years. Council is making deputations to the State of Queensland about the assistance that Council will require in the future to address these claims, should Council's insurance cover be inadequate.

##### Land Holding Act Lease

Under the *Aboriginal and Torres Strait Islander Land Holding Act 1985* (repealed and replaced with the *Aboriginal and Torres Strait Islander Land Holding Act 2013*), Island Councils across Torres Strait received 354 applications for perpetual leases of land held in trust by those Island Councils. Of the 354 lease applications received by the Island Councils, 116 applications were invalid due to incomplete information or procedural non-compliance. For the remaining 238 applications, the applicant has a legal right to a perpetual lease for the land stated in the application. Due to law reform in 1991, it is no longer possible to apply for a *Land Holding Act* lease. When the Island Councils amalgamated in 2008, TSIRC assumed trustee legal interests in the land subject to Land Holding Act leases and lease entitlements.

The perpetual leases were not all granted in the 1980s with only 61 being granted by 2013. For the 61 leases originally granted, in some cases only the land was leased while the house on the land remained a Council social housing asset. Council and the State are working together to transfer ownership of each social house to the current leaseholder in each case. When the ownership of any of these houses is transferred, the asset will be removed from Council's asset register and social housing register.

Council and the State are working together to grant all remaining valid lease entitlements either to the original applicant or to the applicant's beneficiaries. Where there is a valid lease entitlement, the lease can be granted without the consent of the native title party because the lease entitlement is a legal right that pre-existed the recognition of native title rights in Australia. This was confirmed by the Supreme Court of Queensland in February 2018. Between then and today, 112 LHA leases have been registered in Torres Strait communities, with 65 valid lease entitlements remaining to be resolved.

# Torres Strait Island Regional Council

## Notes to the financial statements

### For the year ended 30 June 2021

#### 17 Contingent liabilities (continued)

##### Land Holding Act Lease (continued)

The purpose of the lease under the Land Holding Act was to provide home ownership. On registration of each of the outstanding 65 lease entitlements, Council will divest the social housing asset (if applicable) to the perpetual leaseholder for \$1.00. The fair value as at 30 June 2021 for social housing assets relating to the outstanding 65 lease entitlements totals \$17,036,328 (2019/20: \$24,046,400). However, at this time, it is uncertain whether all of the outstanding 65 lease entitlements will be granted and all of the associated social housing assets divested (a lease entitlement may be surrendered or partially surrendered with the result that the house remains a Council asset). On registration of any of the leases, the asset will be removed from Council's asset register and social housing register.

##### NAB bank guarantee

NAB has provided Council a bank guarantee facility for the amount of \$49,500, as security bond for the lease of the Cairns office on Grafton Street, in favour of the current lessor. As collateral for provision of the guarantee NAB holds a Security interest over Council's term deposit to the amount of \$49,500.

##### Contract claim

This contingent liability is for a contract-related claim that is currently in dispute. Particulars of the dispute are not disclosed here because this may prejudice Council's interests.

##### Contingent Assets

##### Insurance claim

During 2020 financial year the Dauan pontoon was impaired beyond use. An assessment concluded that the pontoon failed due to a design fault. Council lodged an insurance claim. Council's insurer has agreed to pay the claim subject to a quantity survey to value the engineered controls. A designer has been engaged and expects to complete an engineering design by January 2022. The design then needs to be priced by a quantity surveyor and submitted to the insurer. Once the insurance claim is finalised, Council is eligible to receive the value of the cost to replace the pontoon up to a value of \$2.5 million, less the insurance deductible of \$500,000 which is the cost borne by Council.

#### 18 Superannuation

Council contributes to LGIASuper previously known as the Local Government Superannuation Scheme (Qld) (the Scheme). LGIASuper is a Multi-employer Plan as defined in Australian Accounting Standard AASB 119 *Employee Benefits*. The Scheme has a number of elements including defined benefit funds and an accumulation benefit fund. Council does not have any employees who are members of the defined benefits funds and so is not exposed to the obligations, assets or costs associated with these funds. Council has employees who are members of the accumulation benefits fund.

	Note	2021 \$	2020 \$
Superannuation contributions made to the LGIA Super Accumulation Benefits Fund		1,926,961	1,986,600
Other superannuation contributions for employees		580,672	311,352
Total superannuation contributions paid by Council for employees:	6	<u>2,507,633</u>	<u>2,297,952</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 19 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

	2021 \$	Restated 2020 \$
Net result	(25,720,055)	(29,691,112)
Non-cash items:		
Depreciation and amortisation	47,022,761	47,616,592
Asset contributions in capital income	(4,583,373)	(11,320,912)
(Gain)/loss on revaluation of finance lease	1,195,022	(785,376)
	<u>43,634,410</u>	<u>35,510,304</u>
Investing and development activities:		
Loss on derecognition of right of use assets	-	(1,369)
Loss on disposal of non-current assets	8,014,407	12,751,201
Capital grants and contributions	(33,943,563)	(21,780,250)
	<u>(25,929,156)</u>	<u>(9,030,418)</u>
Changes in operating assets and liabilities:		
(Increase)/decrease in receivables	(6,016,400)	10,651,836
(Increase)/decrease in inventory	(8,325)	(1,657)
Increase/(decrease) in payables	2,863,444	(810,555)
Increase/(decrease) in other provisions	2,520,958	431,932
	<u>(640,322)</u>	<u>10,271,556</u>
Net cash inflow from operating activities	<u>(8,655,124)</u>	<u>7,060,330</u>

### 20 Reconciliation of liabilities arising from financing activities

2021	As at 30 June 2020	Cash flows	Non-cash changes	As at 30 June 2021	
Loans	104,748	(68,539)	-	36,210	
Lease liability	1,340,702	(632,701)	2,773	710,774	
	<u>1,445,450</u>	<u>(701,240)</u>	<u>2,773</u>	<u>746,984</u>	
2020	As at 30 June 2019	Change in accounting policy	Cash flows	Non-cash changes	As at 30 June 2020
Loans	168,421	-	(63,673)	-	104,748
Lease liability	-	2,013,289	(672,583)	-	1,340,702
	<u>168,421</u>	<u>2,013,289</u>	<u>(736,256)</u>	<u>-</u>	<u>1,445,450</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

### For the year ended 30 June 2021

#### 21 Correction of error

During the 2020/21 financial year Council became aware of an error in its 2019/20 financial statements. It was identified that there had been an error in interpretation of the relationship between Council's Certified Agreement and the relevant underlying award for certain staff, dating back to the 2014/15 year. This resulted in an under-payment of wages, which has since been paid during the 2020/21 year. The total prior period under-payment was \$2,751,130. The portion that related to the 2019/20 financial year was \$506,889, with \$2,244,241 relating to earlier periods.

The error described above has been corrected by adjusting the comparative amounts for 2019/20. A restated Statement of Comprehensive Income, Statement of Financial Position and Statement of Changes in Equity have been included along with restated notes as detailed below:

	Original balance as presented at 30 June 2020 \$	Adjustment \$'000	Restated balance at 30 June 2020 \$
Statement of Financial Position			
Increase in trade and other payables	4,588,077	2,751,130	7,339,207
Decrease in retained surplus	449,559,746	(2,751,130)	446,808,616
Statement of Comprehensive Income			
Increase in employee benefits	25,156,410	506,889	25,663,299
Decrease in net result	(29,182,854)	(506,889)	(29,689,743)
Statement of Changes in Equity			
Decrease in opening retained surplus	478,742,600	(2,244,241)	476,498,359
Decrease in net result	(29,182,854)	(506,889)	(29,689,743)

#### 22 Events after the reporting period

There were no material adjusting events after the balance date.

#### 23 Financial instruments and financial risk management

##### Financial risk management

Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies. Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's audit committee oversees how management monitors compliance with the Council's financial risk management policies and procedures, and reviews the adequacy of the framework in relation to the risks faced by the Council. The Council audit committee is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. The Council does not invest in derivatives or other high risk investments.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 23 Financial instruments and financial risk management (continued)

#### Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by Torres Strait Island Regional Council.

The carrying amount of financial assets at the end of the reporting period represent the maximum exposure to credit risk.

#### Liquidity risk

##### Exposure to liquidity risk

Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC and other financial institutions.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows.

The following table sets out the liquidity risk in relation to financial liabilities (excluding lease liabilities) held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
<b>2021</b>					
Payables	10,202,651	-	-	10,202,651	10,202,651
Loans - QTC	36,210	-	-	36,210	36,210
	10,238,861	-	-	10,238,861	10,238,861
<b>2020</b>					
Payables	6,840,686	-	-	6,840,686	6,840,686
Loans - QTC	74,219	36,894	-	111,113	111,113
	6,914,905	36,894	-	6,951,799	6,951,799

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 23 Financial instruments and financial risk management (continued)

#### Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

#### Interest rate risk

Council is exposed to interest rate risk through investments and borrowings with QTC and other financial institutions. Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Based on the carrying value of Council's financial instruments at balance date, any fluctuation in interest rates would not have a material impact on the financial position or performance of Council.

#### Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date.

### 24 Transactions with related parties

#### (a) Transactions with key management personnel (KMP)

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.

KMPs include the Mayor, Councillors, Council's Chief Executive Officer and the Executive Management team. Effective 1 July 2020, the Executive Management team consists of the Chief Operating Officer, Chief Engineer and Chief Financial Officer in 2020/21. In 2019/20 the Executive Management team consisted of the Chief Operating Officer, and Chief Financial Officer. Compensation paid to KMPs for 2020/21:

	2021	2020
	\$	\$
Short-term employee benefits	2,197,266	1,774,427
Post-employment benefits	104,934	73,009
Termination benefits	297,752	-
Long-term employee benefits	(24,922)	37,192
	<u>2,575,030</u>	<u>1,884,627</u>

Detailed remuneration disclosures are provided in Council's Annual Report.

#### (b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, parent, child and dependant of a KMP or their spouse. Per Ailan Kastom, an Uncle, Aunty or sibling who represents one of those roles to a KMP has been considered to be a related party.



# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 24 Transactions with related parties (continued)

#### (b) Transactions with other related parties (continued)

Details of transactions between Council and other related parties are disclosed below:

##### Details of transactions

Employee expenses for close family members of KMPs	(i)	335,713	736,606
Purchase of materials and services from entities controlled by KMPs	(ii)	11,600	64,471
Grants and donations for close family members of KMPs	(iii)	5,416	6,632
Fees and charges charged to entities controlled by KMPs	(iv)	4,202	8,415

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with Council's Certified Agreement for the job they perform. Council employs 363 staff (335 full time equivalent staff) of which 4 are close family members of key management personnel.

(ii) Council purchased the following materials and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of Council operations:

Accommodation	10,800	43,200
Contractor	800	-
Ferry charters	-	19,880
Consumables	-	1,035
Fuel and electricity	-	356
	<u>11,600</u>	<u>64,471</u>

Included in the above is \$10,800 of accommodation charges relating to the usage of a house on Masig from Councillor Mosby. All purchases were at arm's length, on normal terms and conditions and were in the normal course of Council's operations.

(iii) Grants and donations totalling \$5,416 (2020: \$6,632) were made during the reporting period to related parties of KMPs as community members under Council's Grants and Donations Procedure.

(iv) The fees and charges charged to entities controlled by KMPs were at arm's length. \$4,202 (2020: \$Nil) was charged for accommodation and hall fire for Gur A Baraadhaw Kod Torres Strait Sea and Land Council, an entity which a number of Councillors are Directors. In 2019/20, \$7,158 was charged for a commercial lease for M&M Mini Mart at Hammond Island, a business owned by Ex Councillor Sabatino and \$1,257 for licensing fees for Maria Tamaru Tamu for office space use on Warraber Island, as close family member of Ex Councillor Clara Tamu.

#### (c) Commitments to/from related parties

Council has commitments for the provision of goods and services at ordinary commercial rates and terms. Commitments include the supply of accommodation, fuel and ferry transfers from the following related party entities:

	2021 \$	2020 \$
Badu Island Foundation Ltd	-	6,000
	<u>-</u>	<u>6,000</u>

Badu Island Foundation Ltd is not considered a related party for the 2020/21 financial year as Councillor Nona was not the Chair of the organisation for this period. All commitments were at arm's length, on normal terms and conditions and were in the normal course of Council's operations.



# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 24 Transactions with related parties (continued)

#### (d) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

#### (e) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Receivables	Current \$	Over 30 Days \$	Over 60 Days \$	Over 90 Days \$	Total \$
<b>2021</b>					
Rates and charges	-	-	-	95,753	95,753
Social housing	476	1,042	900	187,949	190,367
Other fees and charges	-	-	-	524	524
<b>Total</b>	<b>476</b>	<b>1,042</b>	<b>900</b>	<b>284,226</b>	<b>286,644</b>
<b>2020</b>					
Rates and charges	37	-	-	155,468	155,505
Social housing	1,109	900	925	142,519	145,453
Other fees and charges	-	-	-	860	860
<b>Total</b>	<b>1,146</b>	<b>900</b>	<b>925</b>	<b>298,847</b>	<b>301,818</b>

\$228,740 has been recognised in current and prior years for the allowance for bad or doubtful debts owed by related parties.

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 24 Transactions with related parties (continued)

#### (e) Outstanding balances (continued)

The table below details related party outstanding balances at the end of the reporting period which are over 90 days:

#### 2021

Related party	Relationship	Customer	Nature of transactions	Over 90 Days \$
Laurie Nona	Manager	Badu Art Centre	Rates and charges	85,615
Getano Lui (Jnr)	Councillor	Getano Lui (Jnr)	Social housing	57,133
Adeah Kabai	Mother	Joyce Kabai	Social Housing	30,463
Lama Trinkoon	Spouse	Ivy Trinkoon	Social housing	27,879
Torenzo Elisala	Father	Tenny Elisala	Social Housing	27,521
Jimmy Gela	Councillor	Jimmy Gela	Social Housing	25,405
Rocky Stephen	Director	Kos & Abob Fisheries (TSI)	Rates and charges	10,137
Francis Pearson	Defacto	Alice Pearson	Social housing	9,619
Dimas Toby	Spouse	Telita Banu	Social housing	4,665
Rocky Stephen	Councillor	Rocky Stephen	Social housing	1,322
Dimas Toby	Councillor	Dimas Toby	Social housing	1,063
Amounts less than \$1,000				3,404
				<u>284,226</u>

#### 2020

Related party	Relationship	Customer	Nature of transactions	Over 90 Days \$
Laurie Nona	Manager	Badu Art Centre	Rates and charges	73,461
Laurie Nona	Chair	Badu Island Foundation	Rates and charges	71,746
Getano Lui (Jnr)	Councillor	Getano Lui (Jnr)	Social housing	49,333
Lama Trinkoon	Spouse	Ivy Trinkoon	Social housing	33,877
Torenzo Elisala	Father	Tenny Elisala	Social housing	27,385
Francis Pearson	Defacto	Alice Pearson	Social housing	12,414
Rocky Stephen	Director	Kos & Abob Fisheries (TSI)	Rates and charges	10,137
Dimas Toby	Spouse	Telita Banu	Social housing	7,165
Rocky Stephen	Father	Daniel Stephen	Social housing	5,395
Keith Fell	Councillor	Keith Fell	Social housing	1,842
Rocky Stephen	Councillor	Rocky Stephen	Social housing	1,286
Dimas Toby	Councillor	Dimas Toby	Social housing	1,063
Total of balances less than \$1,000				3,741
				<u>298,845</u>

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 24 Transactions with related parties (continued)

#### (f) Debt balances written off during the period as statute barred debt

The below debts were written off during the period as statute barred debt, being debt older than 6 years of age and pursuant to the *Limitation of Actions Act 1974* (Qld) and cannot be legally enforced in a Court of competent jurisdiction.

Council first attempted to write off statute-barred debts in 2015 however a quorum could not be established due to a number of Councillors declaring a material personal interest or conflict of interest and excluding themselves from voting. Following the March 2016 local government election, Council tabled the write off again however was still unable to reach a quorum.

In August 2016, Council presented two separate write off resolutions for Council's consideration, one addressing commercial debts and the other addressing housing debt. Again a quorum could not be established for consideration of either resolution.

On 5 October 2016, Council engaged King & Company Solicitors to address the question of how Council may act to write off statute barred debt while ensuring statutory compliance. King & Company provided several options to Council to address the issue. The option adopted by Council was to delegate the write off power to the CEO. The issue of material personal interest or conflict of interest does not arise in respect of a Council decision to delegate the matter to the CEO for decision, provided Council merely delegates the CEO power to make the decision and does not in any way direct the CEO to make any particular decision about the matter.

The resolution was made at the October 2016 Ordinary Council Meeting adopting the revised Fiscal Governance Policy granting the CEO delegation to write off statute barred debt.

#### 2021

Related party	Relationship	Customer	Nature of transactions	Debt balance written off \$
No debt balances were written off during the period as statute barred debt				-

#### 2020

Related party	Relationship	Customer	Nature of transactions	Debt balance written off \$
Getano (Jnr) Lui	Councillor	Getano (Jnr) Lui	Social housing	4,141
Keri Akiba	Councillor	Keri Akiba	Social housing	3,423
Ted Fraser Nai	Uncle	Gabriel Nai	Social housing	2,870
Rocky Stephen	Father	Daniel Stephen	Social housing	1,603
Dimas Toby	Councillor	Dimas Toby	Social housing	1,063
Torenzo Elisala	Spouse	Wosomo Daina	Social housing	818
Torenzo Elisala	Mother	Meleta Elisala	Social housing	818
				14,736

# Torres Strait Island Regional Council

## Notes to the financial statements

For the year ended 30 June 2021

### 24 Transactions with related parties (continued)

#### (g) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the Torres Strait Island Region. Therefore, on a regular basis ordinary citizen transactions occur between council and its related parties. Some examples include:

- Utility and other fees and charges
- Sales of gas, fuel and power cards
- Hire of council buildings and equipment
- Accommodation hire

**Torres Strait Island Regional Council**  
**Financial statements**  
**For the year ended 30 June 2021**

**Management Certificate**  
**For the year ended 30 June 2021**

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

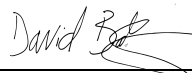
- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



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**Mayor**  
**Phillemon Mosby**

Date: 16/09/2021



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**Acting Chief Executive Officer**  
**David Baldwin**

Date: 16/09/2021

## INDEPENDENT AUDITOR'S REPORT

To the councillors of Torres Strait Island Regional Council

### Report on the audit of the financial report

#### Opinion

I have audited the financial report of Torres Strait Island Regional Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2021, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Acting Chief Executive Officer.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Torres Strait Island Regional Council's annual report for the year ended 30 June 2021 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of the councillors for the financial report**

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.

- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

#### **Report on other legal and regulatory requirements**

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2021:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

#### **Prescribed requirements scope**

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, any other Act and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



17 September 2021

Sri Narasimhan  
as delegate of the Auditor-General

Queensland Audit Office  
Brisbane



**Torres Strait Island Regional Council**  
**Current-year Financial Sustainability Statement**  
**For the year ended 30 June 2021**

**Measures of Financial Sustainability**

	How the measure is calculated	Target	30 June 2021 Result
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	-112%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	greater than 90%	28%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	not greater than 60%	-39%

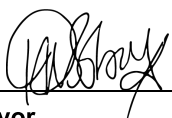
**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements For the year ended 30 June 2021.

**Certificate of Accuracy**  
**For the year ended 30 June 2021**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.

  
 \_\_\_\_\_  
**Mayor**  
**Pillemon Mosby**

Date: 16/09/2021

  
 \_\_\_\_\_  
**Acting Chief Executive Officer**  
**David Baldwin**

Date: 16/09/2021

## INDEPENDENT AUDITOR'S REPORT

To the councillors of Torres Strait Island Regional Council

### Report on the current-year financial sustainability statement

#### Opinion

I have audited the accompanying current-year financial sustainability statement of Torres Strait Island Regional Council for the year ended 30 June 2021, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Acting Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current-year financial sustainability statement of Torres Strait Island Regional Council for the year ended 30 June 2021 has been accurately calculated.

#### Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current-year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Torres Strait Island Regional Council's annual report for the year ended 30 June 2021 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current-year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of the councillors for the current-year financial sustainability statement**

The councillors are responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

### **Auditor's responsibilities for the audit of the current-year financial sustainability statement**

My objectives are to obtain reasonable assurance about whether the current-year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Sri Narasimhan  
as delegate of the Auditor-General

17 September 2021

Queensland Audit Office  
Brisbane

**Torres Strait Island Regional Council**  
**Unaudited Long-Term Financial Sustainability Statement**  
**Prepared as at 30 June 2021**

**Measures of Financial Sustainability**

	Measure	Target	Actuals at 30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	-112%	-79%	-70%	-66%	-61%	-56%	-52%	-47%	-43%	-39%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	28%	62%	0%	0%	0%	0%	0%	0%	0%	0%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-39%	-28%	-26%	-24%	-24%	-25%	-26%	-27%	-28%	-29%

**Council's Financial Management Strategy**

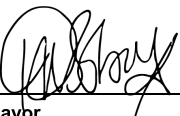
Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

The above ratios have been calculated using Council's most recently adopted original budget. Council bases its asset sustainability ratio on confirmed renewal program funding. Council's forecasting ability has a dependency on donor program lifecycles, traditionally occurring in four to five year intervals.

**Certificate of Accuracy**  
**For the long-term financial sustainability statement prepared as at 30 June 2021**

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

  
 \_\_\_\_\_  
**Mayor**  
**Phillemon Mosby**

Date: 16/09/2021

  
 \_\_\_\_\_  
**Acting Chief Executive Officer**  
**David Baldwin**

Date: 16/09/2021



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	November 2021
<b>DATE:</b>	15 & 16 November 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Auditor-General's Observation Report on the audit of the 2020/2021 Torres Strait Island Regional Council Financial Statements
<b>AUTHOR:</b>	Hollie Faithfull, Acting Chief Executive Officer

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### **Recommendation:**

That Council note the Auditor-General's Observation Report on the audit of the 2020/2021 Torres Strait Island Regional Council Financial Statements.

### **Executive Summary:**

Each financial year Council's financial statements must be audited per section 212 of the *Local Government Regulation 2012*. The purpose of the audit is to express opinions on the financial statements and the current year financial sustainability statement.

Section 54 of the *Auditor-General Act 2009* enables the Queensland Audit Office (QAO) to prepare an audit report containing observations and suggestions about anything arising out of the audit. Per section 213 of the *Local Government Regulation 2012* this report must be presented at the next ordinary meeting of the Council after its receipt from QAO.

The Audit Committee has considered this report.

### **Comment:**

No significant matters were identified by QAO whilst completing their audit procedures, with only two minor internal control issues and four other matters. Management has provided formal responses to QAO on the issues raised, these have been presented to and supported by Council's Audit Committee. These responses have also been accepted by QAO, with one already resolved.

### **Consultation:**

- External Audit
- Audit Committee
- Executive Team

### **Links to Strategic Plans:**

These plans strategically aligns to specific delivery objectives under all the Sustainability pillar of Council's Corporate Plan.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That Council note the Auditor-General's Observation Report on the audit of the 2020/2021 Torres Strait Island Council Financial Statements.

**Attachment:**

- Auditor-General's Observation Report

**Recommended:**

Hollie Faithfull

**Acting Chief Executive Officer**



## SENSITIVE

18 October 2021

Cr Mosby  
Mayor  
Torres Strait Island Regional Council  
Level 3, 111-115 Grafton Street  
CAIRNS QLD 4870

Dear Cr Mosby

### **Final Management Report for Torres Strait Island Regional Council**

We have completed our 2021 financial audit for Torres Strait Island Regional Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 16 September 2021.

### **Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our Closing Report. Issues and other matters formally reported to management, and an update on actions taken by management to resolve these issues, is included as Appendix A to this letter.

### **Report to parliament**

Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of Torres Strait Island Regional Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your Chief Financial Officer and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

### **Audit fee**

The final audit fee for this year is \$194,500 exclusive of GST (2020: \$196,500). This fee is in line with the fee estimated in our external audit plan.

### **Financial reporting maturity level**

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim, we will commence working with management to understand their expected positioning of maturity.



## Forward work plan 2021-24

QAO has published its [Forward work plan 2021-24](#). We continue to focus our work where we can best advise and support entities, and where our insights can most effectively influence positive change. For the first time this year, the plan outlines the strategic risks to public service delivery that QAO has identified and focus areas for our audits. We include all of our audit work in this plan—our financial audits, performance audits and assurance activities—which work together to provide a full picture of state and local government performance and accountability.

Our forward-looking plan covers the next three years to ensure transparency around our work and to allow entities time to prepare for an audit. Each year, we will reconsider each topic's relative importance and timing, and republish a revised plan. We will continue to consult with entities to ensure we are proposing the right audits at the right time and we welcome suggestions for audit topics, or contributions to audits in-progress via [www.qao.qld.gov.au/contact-us](http://www.qao.qld.gov.au/contact-us). On our website, we also provide an acquittal of our prior published plans.

We would like to thank you and your staff for their engagement in the audit this year, and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 4046 0051 or Sri Narasimhan, Director on 3149 6000.

Yours sincerely



Margaret Dewhurst  
Partner

CC: David Baldwin, Acting Chief Executive Officer  
Eric Muir, Chair of Audit Committee

# Appendix A1—Internal control issues



## Significant deficiencies, deficiencies and other matters

The following table details control deficiencies and other matters identified since our last report dated 6 July 2021. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Other matters



### Deficiencies

#### 21CR-1 Accounting system allows journals to be approved by anyone designated as a journal approver Control activities

Council's process regarding the approval of journal entries, is that all journals processed must be approved by a qualified accountant and that the approving employee preferably be in a more senior or comparable role within the organisation. The processing and approval of journals is performed within Council's financial system, Technology One, and includes controls such as journals not being able to be processed and approved by the same employee, and approval of journals being restricted to balances within the approver's transaction delegation limit. The system however does not enforce Council's preference for journals to be approved by more senior or comparable employees, and it is possible for a more junior employee to approve the journal of a more senior employee.

We understand that Council has spoken to the software provider who advised that it would not be possible to set up a hierarchical approval in the system without senior staff having to approve an unnecessary amount of journals.

We note Council does not carry out a retrospective review of posted journals, however this is mitigated as the system utilises transactional delegations. Therefore, staff can only approve journals up to their set delegation limit and monthly reconciliations are performed and reviewed.

#### Implication

As there is no formal retrospective review of posted journals, the implication is that journals could be posted and approved by parallel staff without the approval (or knowledge) of senior finance staff, which could lead to errors in balances reported in the financial statements.

#### QAO recommendation

We recommend that Council run a report regularly that shows who has prepared and authorised journals, and perform an additional review of any journals approved by staff who are not senior to the preparer.

#### Management response

Executive Director Financial Services to undertake a monthly review of journals processed for the period to identify if any journals have been approved by a lower level staff member. In the event this occurred, the Executive Director Financial Services, or another employee more senior than the preparer, would perform an additional review of the journal.

Responsible officer: Executive Director Financial Services

Status: Resolved



## Deficiencies

### 21CR-2 No formal policy for information technology (IT) change requests

#### Control environment

Council does not have a documented policy for managing IT change requests. Change requests can range from small changes to reporting or hierarchies within software, to full system replacement. There is a log for changes requested to Council's core platform, and there is a process for changes to user access, but there is no policy around what constitutes a change that would require inclusion in the log.

#### Implication

Lack of policy can lead to changes being requested that are not approved or not in the best interests of Council, or that can have flow-on issues. It can also be hard to track the status of change requests.

#### QAO recommendation

We recommend that Council develop a policy for IT change requests. The policy should cover:

- Who can request changes to IT
- Approval of change requests
- Testing of change before going live
- Review of outcome of changes
- Documentation of change requests and tracking, including follow up points.

#### Management response

Management to develop an Information Technology Change Management Policy and implement within the organisation.

Responsible officer:	Executive Director Corporate Services
Status:	Not started
Action date:	30 November 2021



## Other matters

### 21CR-3 Contract over \$200,000 not disclosed on Council website

We reviewed transactions with suppliers over \$200,000, and identified payments totalling over \$200,000 that appeared to be for a single contract, however the arrangement was not disclosed on Council's website. Management confirmed that the arrangement was a single contract and should have been disclosed.

#### Implication

Council has not complied with Local Government Regulation paragraph 237.

#### QAO recommendation

We recommend that Council disclose this arrangement on its website. We also recommend that Council review its processes for capturing all arrangements that would require disclosure on the website.

#### Management response

Management has updated Council's website to disclose the missing contract and will undertake a review of the current process to ensure all contracts over \$200K are disclosed on Council's website.

Responsible officer:	Executive Director Financial Services
Status:	In progress
Action date:	30 November 2021



## Other matters

### 21CR-4 Approval of community grant payments that are outside of the adopted procedure

Council has a community grants policy and related procedure that stipulates the requirements for a community grant application to be eligible for approval by Council. We identified two examples where Councillors have approved a community grant payment that is outside of the eligibility requirements as defined in the procedure. In both cases, Councillors were advised that the application did not comply with the documented procedure.

It is also noted that Council currently allows applications for payments on behalf of individuals by community members. The Local Government Act only allows for payments to community organisations and does not specify that payments can be made to or on behalf of individuals. Council legal staff have advised that payment to individuals has been endorsed by the Minister for State Development, Infrastructure, Local Government and Planning, however there is no documentation specifically confirming this. A letter has been received from the Minister which states that Council can expend funds for any community purpose that Council considers appropriate, however the letter does not comment on payments to/on behalf of individuals.

#### Implication

The implication of Council approving payments that are outside of the documented procedure, is that there is an increased risk of payments that are not used for a purpose that is in the public interest. This could lead to a risk of reputational damage.

There is also a risk that Council is not complying with prescribed legislation.

#### QAO recommendation

We recommend that Council review its community grants policy and procedure in conjunction with the Department to ensure that the policy is amended so that it meets Councils requirements while remaining compliant with relevant legislation. We recommend that any updated policy include the circumstances that may allow Council to approve applications that are outside the eligibility requirements.

#### Management response

Management has scheduled a community grant workshop with Councillors in conjunction with representatives from the Department of State Development, Infrastructure, Local Government and Planning. The workshop is scheduled for 23 September 2021 on Thursday Island. Based on outcomes of the workshop and recommendations from the Department, management will review and amend Council's Community Grant Policy and Procedure accordingly.

Responsible officer:	Executive Director Corporate Services
Status:	In progress
Action date:	30 November 2021



## Other matters

### 21CR-5 Cost to Council of providing fuel to residents

Council sells fuel to residents and businesses in most divisions at a fixed price base which is set as part of the annual budget. Any fluctuations in the cost of fuel during the year are not passed on to customers. The costs to Council vary depending on the underlying fuel price, and whether fuel is purchased in bulk or in drums. We note that the cost to purchase fuel in drums is approximately three times the price of purchasing in bulk, plus Council also bears the cost of disposing of the drums after they are used.

#### Implication

Ultimately Council is not making a profit from selling fuel to customers, particularly in divisions where the majority of purchases are in drums, because there is not sufficient storage facilities for bulk fuel. While Council's underlying purpose is to provide services to its residents, Council also needs to consider its own sustainability.

#### QAO recommendation

We recommend that when setting the fuel price, Council considers all costs of providing fuel in setting a price that balances the objective of providing a service to residents, with the long term sustainability of Councils operations.

We also recommend that Council review the ratio of purchases in bulk and in drums, and consider short and long term strategies to reduce the quantity of purchases in drums.

#### Management response

Management is currently reviewing Council's fuel service and infrastructure and considering short, medium and long term strategies to improve Council's current situation. Currently, there is approximately \$3.2M in Capital invested in the current fuel infrastructure major upgrade program, of which \$752K is allocated from Council own funds. This will assist with Council no longer utilising fuel drums in several communities. Council has recently discussed with the State Member for Cook whether there is assistance that the State Government can offer to fill the funding gap identified by Council.

Responsible officer:	Executive Director Engineering Services
Status:	In progress
Action date:	30 June 2022



## Other matters

### 21CR-6 Policies to be updated

A number of Council policies and related procedures are past the date for review or have not been updated. Examples include the Equal Employment Opportunity Policy, Abandoned Properties Policy and the Rental Debt Policy.

#### Implication

Council's policies and related procedures set out the way Council should interact with its residents, staff and business partners. Out of date policies could lead to confusion around how to deal with certain scenarios, or important changes to the way business is conducted being overlooked. In addition, out of date policies can undermine the importance of these policies and the need to adhere to them.

#### QAO recommendation

We recommend that Council review its policies and procedures and determine which are out of date or scheduled for renewal in the near future. Once these are identified, Council should review (and update if required) all outdated policies and procedures.

#### Management response

Management notes that the policies identified during the audit as past due date or have not been updated, have been reviewed and endorsed by Council during the 2021 calendar year. Due to resourcing constraints, these policies have not been published on Council's website for various reasons. This issue is currently being rectified. Management is also currently developing a policies and procedures register which will notify responsible managers of upcoming expiry dates of their respective policies and procedures so a review can be undertaken.

Responsible officer:	Executive Director Corporate Services
Status:	In progress
Action date:	30 November 2021

## Appendix A2—Financial reporting issues



There were no financial reporting issues identified through our audit since our last interim report.

## Appendix A3—Matters previously reported









### Status







The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved, or that have been resolved in the current year. The listing includes issues from our reports this year and those issues raised in prior years.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

#### Internal control issues

#### Financial reporting issues

<div></div>			<div></div>		
Significant deficiency	Deficiency	Other matters	High	Medium	Low

Reference	Rating	Issue	Status / Comment Action Date
Internal control issues			
21IR-1		Non-compliance with procurement policy – purchase orders created after goods or services received	Resolved – Weekly reports of non-compliance sent to CFO; Letter sent to all suppliers; Training provided to all staff
21IR-2		Completeness of lease revenue from commercial properties	Resolved – Lease register reconciled and invoices sent for missed leases
21IR-3		Documentation of verification of request from supplier to change bank account	Resolved – Procedure now in place to ensure documentation of verification
19FR-1		Asset management plans out of date	Resolved – Asset plans now finalised
Financial reporting issues			
21IR-4		AASB 16 lease accounting, AASB 15/1058 grant accounting not updated throughout the financial year	Work in progress Action date: 30 November 2021 (previously 30 September 2021)
Other matters			
21IR-5		Compliance with Local Government Act 2009 Section 150FA	Work in progress Action date: 30 September 2021 (previously 31 July 2021)



## Appendix B—Our rating definitions



### Internal rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>