

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

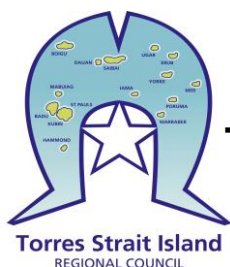
Date: Tuesday 19th January 2021

Time: 9:00am to 12:00pm

Venue: Committee Room,
TSIRC Cairns Office

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Outstanding Strategic Action Items
6. Minutes – SARG Meeting – 3rd November 2020 – VC
7. **Strategic Updates**
 - a. Mayor
 1. Closed Business – Legal Advice – Holding Redlich – Regional Governance
 2. Standing Committee's Minute Review
 - Cultural, Arts and Heritage – Cr. Aven Noah
 - Governance and Leadership – Cr. Getano Lui
 - Economic Growth – Cr. Rocky Stephen
 - Safe and Healthy Communities – Cr. Keith Fell
 - Climate Change Adaptation and Environment – Cr. Hilda Mosby
 - b. **Chief Engineer**
 1. Proposed Local Law and Fees and Charges Amendments for Waste Management Measures
 - c. **Chief Executive Officer**
 1. Fraud and Corruption Prevention Policy Update
 2. Monthly Financial Report
 3. Update on Reconciliation Action Plan
 4. Community Survey
 5. Project Plans - **Late**
 6. Closed Business - Update on Transitional Action Plan - **Late**
 7. Closed Business – Freight Consolidation Business Model - **Late**
 8. Closed Business – Industrial Matters 1 (Verbal)
 9. Closed Business – Industrial Matters 2 - **Late**
8. General/ Other Business (on notice)
9. Next meeting date – February 2021
10. Closing Prayer



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG MEETING:	January 2021
DATE:	20/01/2021
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Proposed Local Law and Fees and Charges Amendments For Waste Management Measures
AUTHOR:	Lachlan Attard Waste & Sustainability Engineer

RESOLUTION

Pursuant to Section 28(1) of the *Local Government Act 2009* (Qld), Council resolve to:

1. Amend *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019*; and
2. Amend the *Register of Fees and Charges 2020-21*.

EXECUTIVE SUMMARY

This report recommends that Council ceases accepting construction waste at all fifteen waste management facilities through amendments to Local Laws and the Register of Fees and Charges.

The proposed amendments will prohibit TSIRC's acceptance of construction waste, except in exceptional circumstances, and then only with the prior approval from the CEO and for a determined fee.

Council's landfills and waste stockpiling areas are lacking in appropriate resources including appropriate heavy plant, waste management infrastructure, dedicated waste management staffing and staffing amenities, are subject to multiple environmental and compliance challenges and legacy issues, and are often sited in inappropriate locations. To transition to a sustainable waste management model, Council must extend the life of its existing sites, reduce the operational burden on maintaining such sites, and work towards addressing compliance issues through critical waste reduction measures.

PURPOSE

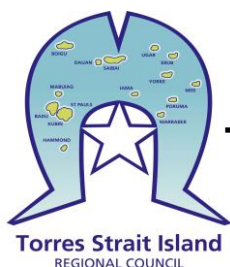
This report proposes amendments to Council's Subordinate Local Law No. 4 and the Register of Fees and Charges to cease disposal of construction waste in TSIRC's local government area, as a critical first step to addressing landfill management issues and working towards an acceptable long term waste management strategy.

BACKGROUND

1. TSIRC's landfills and solid waste stockpiling areas face significant challenges in achieving compliance with Environmental Authority (EA) conditions and acceptable minimum site management standards;

SARG REPORT

2. These challenges are due to issues including:
 - a. Limited available space;
 - b. Unsuitability of existing sites and lack of readily available and adequate future sites (e.g. inundation risk to landfills, high water tables and access road inundation);
 - c. Lack of adequate earth-moving plant for fifteen separate facilities;
 - d. Lack of suitable and available lining and capping materials (i.e. clay), and resources required to import such materials;
 - e. Inherited and ongoing legacy stockpiling and environmental issues;
 - f. Lack of dedicated personnel resources to manage landfill sites and enforce waste management regulations;
 - g. Lack of personnel training;
 - h. Regional biosecurity restrictions and the costs and complexities these add.
3. In 2018, audits across each of TSIRC's 15 landfill sites detailed numerous non-compliances, and provided recommendations to address legacy issues and work towards compliance with the majority of EA conditions. Such recommendations are not actionable under current funding and resources constraints;
4. Estimates based on the above audits found all fifteen landfills had essentially exhausted their useful lifespans, with many operating past their practical life;
5. The consistent inability to manage and improve fifteen separate landfill facilities within such constraints has led TSIRC Engineering Services to pursue new waste management policies. In the short term, this means reducing large waste inputs to existing landfill sites to prolong lifespans, avoid creating new sites, provide greater opportunity for personnel to manage existing sites, and allow time to develop new innovative waste management approaches;
6. Construction waste (which includes demolition waste) is identified as a major waste volume contributor to TSIRC's landfills. Accepting such waste, either in bulk loads or small loads accumulating over a length of time, leads to:
 - a. Site staff being unable to regulate and manage regular waste drop-offs;
 - b. Handling and management practices not compliant with existing EAs; and
 - c. Council being left with extremely large, unmanageable stockpiles of metal and other wastes, for which there is no long-term strategy or funding for removal.
7. TSIRC's Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019 provides Council with the power to regulate various activities, including waste management;
8. TSIRC's Register of Fees and Charges details the current commercial charges for waste disposal. These charges are currently not intended, nor sufficient to cover the removal of solid wastes or undertaking compliant operations; and
9. Historically and in the present, TSIRC has not had the resources or ability to regulate waste disposal charges or enforce dumping restrictions, thus resulting in many external departments, service providers and contractors having the opportunity to dispose of construction waste free of charge.



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

PROPOSAL

To cease the disposal of construction waste in TSIRC's landfill facilities, through changes to Subordinate Local Law No. 4 and the Register of Fees and Charges.

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Proposed amendment: *Schedule 2* (refer Attachment 2)

Add 'definitions' (Line 12), amend 'restricted activities' (Line 7 Paragraphs 1 – 3), add 'restricted activities' (Lines 8 and 9):

12 Definitions

Waste: has the meaning assigned to that term in the *Waste Reduction and Recycling Act 2011 (Qld)*, which refers to Section 13 of the Environmental Protection Act.

Construction work: has the meaning assigned to that term in Section 65 of the *Building Industry Fairness (Security of Payment) Act 2017 (Qld)*.

Construction waste: Any waste from construction work.

Commercial waste: Any waste from the normal operation of a business or enterprise.

Column 1 Local government controlled area or road	Column 2 Restricted activity	Column 3 Extent of restriction
(7) All local government controlled areas and roads	Disposal or storage of <u>domestic / household</u> waste.	<p>For domestic / household waste: Permitted only in designated area(s) at designated local government waste management facilities.</p> <p>For government / commercial waste: permitted only in designated area(s) at designated local government waste management facilities and upon payment of the prescribed fee or where disposal has been agreed to by the Chief Executive Officer or delegate.</p> <p>Gas cylinders, fire extinguishers, flammable substances, hazardous chemicals and asbestos may not be stored or disposed of at any local government waste management facility.*</p>
(8) All local government controlled areas and roads	Disposal or storage of commercial and construction waste	Permitted only in designated area(s) at designated local government waste management facilities, upon agreement in writing with the Chief Executive Officer or delegate that the waste will be accepted for disposal and upon payment of a fee prescribed by the Chief Executive Officer or delegate.

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

		<p>The Local Government reserves the right to refuse acceptance of any and all waste at its facilities.</p> <p>If a person intends to transfer ownership to another person of construction waste located in the local government area, prior agreement in writing with the Chief Executive Officer or delegate must be granted.</p>
(9)** All local government controlled areas and roads	Temporary storage of construction waste	Permitted only by agreement in writing with the Chief Executive Officer or delegate, where an acceptable reuse or off-island disposal option has been identified, including timeframe for use.

*Note: Disposal of these items already appears as a Schedule 1 'prohibited activity', and therefore does not need to appear as a 'restricted activity' in this section.

**Note: Existing Line 8 renumbered to Line 10 (not shown).

Register of Fees and Charges 2020-21

Proposed amendment: *Other Charges: Waste Management* (refer Attachment 4)

Remove Line Items:

Description	Unit	GST	Rate inc GST	Min. or Surch.	Cost Recovery Fee (Y or N)	LGA s97 Paragraph	Legislation
Commercial—rubbish disposal < 10 cubic metres	Cubic metre	Y	520.00		N		262(3)(c)
Commercial—rubbish disposal = or > 10 cubic metres	Cubic Metre	Y	POA		N		262(3)(c)
General Waste from IBIS or equivalent food providers excluded							
Domestic Garbage & Green Waste	Cubic Metre	Y	10.40		N		262(3)(c)

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

Add Line Items:

Description	Unit	GST	Rate inc GST	Min. or Surch.	Cost Recovery Fee (Y or N)	LGA s97 Paragraph	Legislation
Construction waste disposal prohibited unless prior approval is granted by CEO or delegate Note: a disposal approval and associated fee will only be granted in exceptional circumstances	Cubic Metre	Y	POA		N		262(3)(c)
Commercial waste (in addition to standard property bin collection) Note: Council reserves the right not to issue a disposal approval.	Cubic Metre	Y	POA		N		262(3)(c)
Domestic and waste including green waste (in addition to standard residential property bin collection and excluding construction and commercial waste)	Cubic Metre	Y	10.40		N		262(3)(c)

Implementation

TSIRC's Engineering Services Department and Legal Services Team have already engaged in several ways to limit waste inputs to TSIRC's landfills. This includes:

- Including conditions on all projects that require Development Approvals (DAs) and lease agreements, requiring removal of waste generated;
- Liaising with critical service providers in the region to adopt waste removal policies on their construction, maintenance and operating projects (e.g. Ergon, Telstra and the Torres and Cape Hospital and Health Service);
- Working closely with the Department of Agriculture, Water and Environment to develop biosecurity processes and remove impediments to waste removal;
- Planning and costing removal of construction waste generated on projects undertaken by the TSIRC Civil Crew and Capital Works team; and
- Liaising with food providers to adopt waste removal policies on their projects and for freight packaging disposal (i.e. Community Enterprise Queensland (IBIS)).

In addition, in the 2020/21 Financial Year, the waste acceptance and associated internal charge to TSIRC's Building Services Unit (BSU) was removed with the understanding that construction waste would no longer be disposed at TSIRC facilities.

Recognising that TSIRC internal departments, external agencies, service providers and funders may require adjustment time, the following implementation timeline is proposed.

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

Action	Date	Comments	Outcome
Local Laws and Register of Fees and Charges revised for implementation on 01 Jul 21	Jan 2021	Revisions as outlined in this report	- Existing Local Laws and Register of Fees and Charges apply until Jul 2021
Information and Adjustment period	Jan – Jun 2021	Waste generators reminded of existing Register of Fees and Charges for waste disposal, and encouraged to remove waste wherever possible	<ul style="list-style-type: none"> - TSIRC, external agencies and funders to cost off-island waste removal into future projects - TSIRC and external agencies to develop processes to remove construction waste - TSIRC work groups and external agencies to make every effort to remove waste - Waste monitored and fees collected where applicable
Full implementation and enforcement of construction waste removal. Amended Local Laws and Register of Fees and Charges comes into effect 01 Jul 21	Jul 2021	Reinforced by increased awareness by TSIRC staff, greater enforcement, fines etc	<ul style="list-style-type: none"> - TSIRC and external agencies to remove all generated construction waste as per local laws - Waste monitored and fees collected where applicable

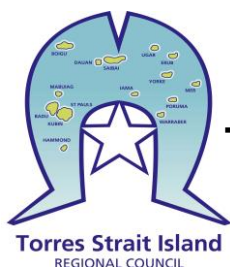
OFFICER COMMENTS

TSIRC's waste management facilities face significant EA compliance challenges, are insufficiently constructed in unsuitable locations, and are inadequately resourced for management or dealing with large, accumulating waste stockpiles.

Ceasing the acceptance of construction waste is not a temporary measure. It is an initial step in implementing a long term waste management strategy. Such a restriction would still exist alongside any future strategy.

In the short term, implementing an ongoing restriction on disposal of construction waste in all TSIRC divisions will:

- Allow on-site Council Officers to follow a uniform approach to dealing with construction waste, rather than permitting confusing exemptions;
- Allow TSIRC work groups, external agencies, service providers and contractors to follow a simple, consistent approach to managing their waste generation, rather than navigating confusing exemptions;
- Permit Engineering Services to better manage and prolong use of its existing facilities;



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

- Enable Engineering Services space to pursue innovative waste management strategies, including the eventual closure of most, if not all, landfill sites in the future.

CONSIDERATIONS

Risk Management

The proposed amendments work towards reducing risk to Council by:

- Improving the ability to manage our existing waste management facilities;
- Extending the useable life of existing facilities while strategies are developed;
- Improving compliance objectives under the EAs; and
- Reducing stockpile accumulation causing increased environmental and health risks.

The proposed amendments allow Council greater ability to control and manage the large volumes of waste generated in the region.

Council Finance

Capital Cost

Ceasing to accept construction waste will reduce capital costs by reducing the future funding Council needs for legacy stockpile clean-up. For internal work groups, construction waste disposal must be factored into project budgets, and this requirement communicated to funders noting that waste disposal fees and charges currently exist, albeit are rarely collected due to Council's lack of enforcement capability, particularly in that Council's landfill facilities are unstaffed and therefore open for unregulated access by contractors.

Operating Cost

Ceasing to accept construction waste will reduce operating and maintenance costs. For internal work groups, removal of maintenance and operational waste generated must be factored into operating budgets.

Corporate and Operational Plans

Corporate Plan

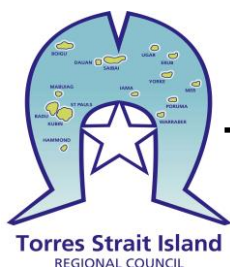
Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.

Objectives	Key Deliverables
Evolve waste management through recycling and reuse strategies.	<ul style="list-style-type: none"> - Coordinate waste management activities through landfill, transfer station and recycling opportunities. - Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods.

Operational Plan

Ceasing to accept construction waste will reduce the need to seek significant capital funds to execute future and ongoing 'clean-up' projections such as the metal waste legacy stockpile removal project.

No.	Objective
30.	Quantify & deliver Metal Waste & Clean Up project



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

2020 Deputation Priority Areas

These policy changes are a key TSIRC contribution towards 2020 Deputation Priority Area Ten – Regional Waste Management Solutions, seeking to:

- a. Address widespread legacy waste management issues, including management of historical landfills, stockpiling and environmental concerns.
- b. Implement and operate complex, adaptable ongoing waste management solutions as identified in the Queensland Indigenous Waste Strategy and other planning exercises, including the identification of long term, cost-effective regional landfill solutions, treatment, logistics, recycling and disposal operations.
- c. Reduce waste generation and landfill inputs by pursuing innovative and imaginative sustainability and circular economy initiatives, including in packaging and freight, local transport options, energy generation and material reuse

Diverting construction waste from landfill is a key assumption of the work being undertaken for the Queensland Indigenous Waste Strategy (pending release), and a recommendation from previous strategies and reports.

CONSULTATION

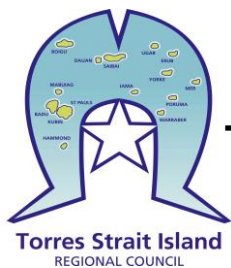
Councillors
Executive
TSIRC Engineering
TSIRC Environment & Health

Manager Legal Services
TSIRC Building Services Unit
Department of Environment & Science

CONCLUSION

TSIRC's current on-island waste management facilities and practices result in significant challenges in meeting existing Environmental Authority obligations. Engineering Services staff attempt to manage landfill and stockpile facilities that are unsuitable in location, size and construction with limited personnel and insufficient heavy plant, resulting in TSIRC falling well short of best practice minimum standards.

Ceasing to accept construction waste at TSIRC's landfills will extend their operational life, allow on-site staff to better manage their facilities and result in a first step being taken in the implementation of a sustainable, long-term waste management strategy.



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

AUTHOR(S)

Lachlan Attard

Waste & Sustainability Engineer

MANAGER

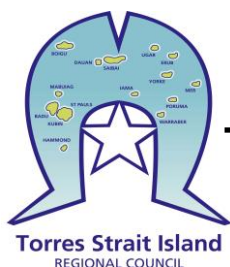
David Baldwin

Chief Engineer

CEO

Hollie Faithfull

Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ATTACHMENTS

1. Current Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019
2. Proposed amended Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019
3. Current Register of Fees and Charges 2020-21
4. Proposed Register of Fees and Charges 2020-21
5. Definitions

ATTACHMENT 1

Torres Strait Island Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019

Contents

Part 1	Preliminary.....	2
	1 Short title.....	2
	2 Purpose and how it is to be achieved.....	2
	3 Authorising local law	2
	4 Definitions	2
Part 2	Use of local government controlled areas, facilities and roads.....	2
	5 Prohibited and restricted activities—Authorising local law, s 5(1)	2
	6 Motor vehicle access in local government controlled areas—Authorising local law, s 6(1)(b)	3
	7 Prohibited vehicles—Authorising local law, s 6(3)	3
	8 Opening hours for local government controlled areas—Authorising local law, s 7(1)	3
	9 Permanent closure of local government controlled area—Authorising local law, s 8(3)	3
Part 3	Matters affecting roads.....	3
	10 Notice requiring owner of land adjoining road to fence land—Authorising local law, s 9(3)	3
Part 4	Repeal Provision	4
	11 Repeal of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011	4
Schedule 1	Prohibited activities for local government controlled areas or roads 5	
Schedule 2	Restricted activities for local government controlled areas or roads 7	
Schedule 3	Motor vehicle access areas in local government controlled areas	11
Schedule 4	Opening hours for local government controlled areas.....	12
Schedule 5	Permanent closure of local government controlled areas	13

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019*.

2 Purpose and how it is to be achieved

- (1) The purpose of this subordinate local law is to supplement *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2010* in order to protect the health and safety of persons using local government controlled land, facilities, infrastructure and roads and preserve features of the natural and built environment and other aspects of the amenity of local government controlled land, facilities, infrastructure and roads.
- (2) The purpose is to be achieved by providing for—
 - (a) the regulation of access to local government controlled areas; and
 - (b) the prohibition or restriction of particular activities in local government controlled areas or roads.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2010* (the *authorising local law*).

4 Definitions

Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.

Part 2 Use of local government controlled areas, facilities and roads

5 Prohibited and restricted activities—Authorising local law, s 5(1)

- (1) For section 5(1)(a) of the authorising local law, the activities prescribed in column 2 of schedule 1 are declared to be prohibited in the corresponding local government controlled area or road (or part thereof) mentioned in column 1 of schedule 1.
- (2) For section 5(1)(b) of the authorising local law, the activities prescribed in column 2 of schedule 2 are declared to be restricted in the corresponding local government controlled area or road (or part thereof) mentioned in column 1 of schedule 2, to the extent described in column 3 of schedule 2.

6 Motor vehicle access in local government controlled areas—Authorising local law, s 6(1)(b)

For section 6(1)(b) of the authorising local law, the areas prescribed in column 1 of schedule 3 are declared to be motor vehicle access areas.

7 Prohibited vehicles—Authorising local law, s 6(3)

For section 6(3) of the authorising local law, the specific types of motor vehicle prescribed in column 2 of schedule 3 are declared to be prohibited vehicles in the corresponding specified motor vehicle access area in column 1 of schedule 3.

8 Opening hours for local government controlled areas—Authorising local law, s 7(1)

For section 7(1) of the authorising local law, the times prescribed in column 2 of schedule 4 are declared to be the opening hours for the local government controlled areas mentioned in column 1 of schedule 4.

9 Permanent closure of local government controlled area—Authorising local law, s 8(3)

For section 8(3) of the authorising local law, the local government controlled areas described in schedule 5 are permanently closed to public access.

Part 3 Matters affecting roads

10 Notice requiring owner of land adjoining road to fence land—Authorising local law, s 9(3)

For section 9(3) of the authorising local law, the minimum standards for a fence that is the subject of a compliance notice under section 9(2) of the authorising local law are as follows—

- (a) the fence must be of adequate strength for the purposes of restraining the types of animal contained in the area adjacent to the fence, with particular reference to enclosure requirements contained in *Subordinate Local Law No. 2 (Animal Management) 2014*.

Part 4 Repeal Provision

11 Repeal of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 is repealed.

Schedule 1 Prohibited activities for local government controlled areas or roads

Section 5(1)

	Column 1 Local government controlled area or road	Column 2 Prohibited activity
1	All local government controlled areas and roads.	<ol style="list-style-type: none"> 1. Breaking, destroying, damaging, defacing, disfiguring, or writing upon any structure or any notice, whether intentionally or unintentionally; or 2. Causing an offensive liquid, sediment or substance to be discharged onto an area or road; or 3. Obstructing, interfering with or impeding operation of or access to the local government controlled area or road. 4. Disposing of turtle and dugong waste. 5. Disposing of gas cylinders, fire extinguishers, flammable substances, hazardous chemicals or asbestos.
2	All Local Government Controlled Areas and roads	Obstructing, interfering with or impeding a funeral or commemorative service lawfully conducted in a local government area.
3	Parks within the local government area	<ol style="list-style-type: none"> 1. Damaging or interfering with vegetation; or 2. Acting in a manner that may cause offence or negatively affect the enjoyment of the park by other persons.
4	Caravan Parks within the local government area	<ol style="list-style-type: none"> 1. Disposing of liquid waste other than in a drainage point provided for that purpose; or 2. Disposing of refuse other than in a container provided for that purpose; or

		3. Using facilities in a way that makes them unclean or unsanitary.
5	At jetties, boat ramps and barge landings in the local government area	<ol style="list-style-type: none"> 1. Obstructing or impeding vessels or vehicular or pedestrian traffic accessing the jetty, boat ramp or barge landings. 2. Extinguishing, diminishing or increasing any light illuminating the jetty, boat ramp or barge landings; or 3. slaughtering, “gutting”, cleaning or scaling aquatic life, including turtle, fish, dugong, etc.
6	Public place	<ol style="list-style-type: none"> 1. slaughtering, “gutting”, cleaning or scaling aquatic life, including turtle, fish, dugong, etc.
7	Airports and Aerodromes	<ol style="list-style-type: none"> 1. Entering any part of the airport that has been closed to access by an authorised person; or 2. Using the facilities other than for the purpose and in a manner for which they were constructed or provided; or 3. engaging in conduct that: - <ol style="list-style-type: none"> (a) could cause annoyance, disturbance or offence to others; (b) could obstruct or unreasonably interfere with the rights of use of others; or (c) creates a risk to the safety of others.
8	All bridges and culverts	<ol style="list-style-type: none"> 1. Diving, jumping or causing any person or object to fall or be projected into waters surrounding the bridge or culvert; or 2. Entering a culvert for any purpose.

Schedule 2 Restricted activities for local government controlled areas or roads

Section 5(2)

	Column 1 Local government controlled area or road	Column 2 Restricted activity	Column 3 Extent of restriction
1	All local government controlled areas and roads	The washing or cleaning, painting, repairing, alteration or maintenance of vehicles on a road.	Permitted only if the vehicle is temporarily disabled with a minor fault and the driver of the vehicle stops for no longer than is necessary for the performance of maintenance work limited to the minimum necessary to allow the vehicle to be moved from the road.
2	All local government controlled areas and roads	Lighting and maintaining a fire	Permitted only where the fire is: - (a) part of a traditional cooking technique and managed so as to ensure non-escape of fire; or (b) associated with a public safety or environmental objective; or (c) in a designated fire place provided by the local government; or (d) authorised under the <i>Fire and Rescue Service Act 1990</i> (Qld); or (e) authorised by an authorised person; or (f) authorised under a condition of an

			approval under <i>Local Law No. 1 (Administration) 2010.</i>
3	Parks or Reserves within the local government area	Bringing animals into the Park or Reserve.	Permitted only with the written authorisation of the Chief Executive Officer or as otherwise authorised by other local law or subordinate local law.
4	Cemeteries within the local government area	<div><div>1. Digging or preparing a grave.</div><div>2. Damaging or inappropriately interfering with a grave, memorial or with flowers or tokens on a grave or memorial.</div></div>	<div><div>1. Permitted only with the written authorisation of an authorised person.</div><div>2. Interference with a grave or memorial is permitted after burial, for the purpose of addressing subsistence and permanently setting the grave or memorial, in accordance with Ailan Kastom.</div></div>
5	At jetties and boat ramps in the local government area	<div><div>1. Berthing or mooring any vessel larger than 6 meters by any means to a jetty or boat ramp in the local government area; or</div><div>2. Berthing or mooring any vessel by any means to a jetty or boat ramp in a “No Standing Zone” designated by the local government.</div></div>	Permitted only with the written authorisation of the Chief Executive Officer
6	Any local government controlled area used for the conveyance or storage of water	Placing an object that obstructs or is likely to obstruct the natural flow of water.	Permitted only where authorised by an authorised person.
7	All local government controlled areas and roads	Disposal or storage of waste.	For domestic / household waste: permitted only in designated area(s) at designated local

		<p>government waste management facilities.</p> <p>For government / commercial waste: permitted only in designated area(s) at designated local government waste management facilities and upon payment of the prescribed fee or where disposal has been agreed to by the Chief Executive Officer or delegate.</p> <p>Gas cylinders, fire extinguishers, flammable substances, hazardous chemicals and asbestos may not be stored or disposed of at any local government waste management facility.</p>
8	<p>All local government controlled areas and roads</p> <p>Landing of rotary wing aircraft, such as helicopters</p>	<p>Landing is permitted in designated helicopter landing areas only (airports and helipads approved in writing by the Chief Executive Officer or delegate), unless a genuine emergency exists.</p> <p>Genuine emergencies include:</p> <ul style="list-style-type: none"> • Emergency Service Operations • Emergency provision for essential public utilities and services • Disaster Management Responses • Responses to water and wastewater incidents and issues that have an immediate effect on public health

		<ul style="list-style-type: none">• Ergon Energy dealing with a major power outage• Medical evacuations• Responses relating to Law and Order
--	--	--

Schedule 3 Motor vehicle access areas in local government controlled areas

Sections 6 and 7

Intentionally left blank

Schedule 4 Opening hours for local government controlled areas

Section 8

A person must not enter or remain in a **local government waste management facility** outside the hours of 9am to 4pm business days, or such opening hours as otherwise stated on the notice at the public entrance to the facility, unless the person is authorised to do so by the Chief Executive Officer.

Schedule 5 Permanent closure of local government controlled areas

Section 9

Intentionally left blank

ATTACHMENT 2

Torres Strait Island Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019

Contents

Part 1	Preliminary.....	2
	1 Short title.....	2
	2 Purpose and how it is to be achieved.....	2
	3 Authorising local law	2
	4 Definitions	2
Part 2	Use of local government controlled areas, facilities and roads.....	2
	5 Prohibited and restricted activities—Authorising local law, s 5(1)	2
	6 Motor vehicle access in local government controlled areas—Authorising local law, s 6(1)(b).....	3
	7 Prohibited vehicles—Authorising local law, s 6(3).....	3
	8 Opening hours for local government controlled areas—Authorising local law, s 7(1).....	3
	9 Permanent closure of local government controlled area—Authorising local law, s 8(3).....	3
Part 3	Matters affecting roads.....	3
	10 Notice requiring owner of land adjoining road to fence land—Authorising local law, s 9(3)	3
Part 4	Repeal Provision	4
	11 Repeal of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011	4
Schedule 1	Prohibited activities for local government controlled areas or roads 5	
Schedule 2	Restricted activities for local government controlled areas or roads 7	
Schedule 3	Motor vehicle access areas in local government controlled areas	
	<u>1211</u>	
Schedule 4	Opening hours for local government controlled areas.....	<u>1312</u>
Schedule 5	Permanent closure of local government controlled areas	<u>1413</u>

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019*.

2 Purpose and how it is to be achieved

- (1) The purpose of this subordinate local law is to supplement *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2010* in order to protect the health and safety of persons using local government controlled land, facilities, infrastructure and roads and preserve features of the natural and built environment and other aspects of the amenity of local government controlled land, facilities, infrastructure and roads.
- (2) The purpose is to be achieved by providing for—
 - (a) the regulation of access to local government controlled areas; and
 - (b) the prohibition or restriction of particular activities in local government controlled areas or roads.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2010* (the *authorising local law*).

4 Definitions

Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.

Part 2 Use of local government controlled areas, facilities and roads

5 Prohibited and restricted activities—Authorising local law, s 5(1)

- (1) For section 5(1)(a) of the authorising local law, the activities prescribed in column 2 of schedule 1 are declared to be prohibited in the corresponding local government controlled area or road (or part thereof) mentioned in column 1 of schedule 1.
- (2) For section 5(1)(b) of the authorising local law, the activities prescribed in column 2 of schedule 2 are declared to be restricted in the corresponding local government controlled area or road (or part thereof) mentioned in column 1 of schedule 2, to the extent described in column 3 of schedule 2.

6 Motor vehicle access in local government controlled areas—Authorising local law, s 6(1)(b)

For section 6(1)(b) of the authorising local law, the areas prescribed in column 1 of schedule 3 are declared to be motor vehicle access areas.

7 Prohibited vehicles—Authorising local law, s 6(3)

For section 6(3) of the authorising local law, the specific types of motor vehicle prescribed in column 2 of schedule 3 are declared to be prohibited vehicles in the corresponding specified motor vehicle access area in column 1 of schedule 3.

8 Opening hours for local government controlled areas—Authorising local law, s 7(1)

For section 7(1) of the authorising local law, the times prescribed in column 2 of schedule 4 are declared to be the opening hours for the local government controlled areas mentioned in column 1 of schedule 4.

9 Permanent closure of local government controlled area—Authorising local law, s 8(3)

For section 8(3) of the authorising local law, the local government controlled areas described in schedule 5 are permanently closed to public access.

Part 3 Matters affecting roads

10 Notice requiring owner of land adjoining road to fence land—Authorising local law, s 9(3)

For section 9(3) of the authorising local law, the minimum standards for a fence that is the subject of a compliance notice under section 9(2) of the authorising local law are as follows—

- (a) the fence must be of adequate strength for the purposes of restraining the types of animal contained in the area adjacent to the fence, with particular reference to enclosure requirements contained in *Subordinate Local Law No. 2 (Animal Management) 2014*.

Part 4 Repeal Provision

11 Repeal of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 is repealed.

PROPOSED

Schedule 1 Prohibited activities for local government controlled areas or roads

Section 5(1)

	Column 1 Local government controlled area or road	Column 2 Prohibited activity
1	All local government controlled areas and roads.	<ol style="list-style-type: none"> 1. Breaking, destroying, damaging, defacing, disfiguring, or writing upon any structure or any notice, whether intentionally or unintentionally; or 2. Causing an offensive liquid, sediment or substance to be discharged onto an area or road; or 3. Obstructing, interfering with or impeding operation of or access to the local government controlled area or road. 4. Disposing of turtle and dugong waste. 5. Disposing of gas cylinders, fire extinguishers, flammable substances, hazardous chemicals or asbestos.
2	All Local Government Controlled Areas and roads	Obstructing, interfering with or impeding a funeral or commemorative service lawfully conducted in a local government area.
3	Parks within the local government area	<ol style="list-style-type: none"> 1. Damaging or interfering with vegetation; or 2. Acting in a manner that may cause offence or negatively affect the enjoyment of the park by other persons.
4	Caravan Parks within the local government area	<ol style="list-style-type: none"> 1. Disposing of liquid waste other than in a drainage point provided for that purpose; or 2. Disposing of refuse other than in a container provided for that purpose; or

		3. Using facilities in a way that makes them unclean or unsanitary.
5	At jetties, boat ramps and barge landings in the local government area	<ol style="list-style-type: none"> 1. Obstructing or impeding vessels or vehicular or pedestrian traffic accessing the jetty, boat ramp or barge landings. 2. Extinguishing, diminishing or increasing any light illuminating the jetty, boat ramp or barge landings; or 3. slaughtering, "gutting", cleaning or scaling aquatic life, including turtle, fish, dugong, etc.
6	Public place	<ol style="list-style-type: none"> 1. slaughtering, "gutting", cleaning or scaling aquatic life, including turtle, fish, dugong, etc.
7	Airports and Aerodromes	<ol style="list-style-type: none"> 1. Entering any part of the airport that has been closed to access by an authorised person; or 2. Using the facilities other than for the purpose and in a manner for which they were constructed or provided; or 3. engaging in conduct that: - <ol style="list-style-type: none"> (a) could cause annoyance, disturbance or offence to others; (b) could obstruct or unreasonably interfere with the rights of use of others; or (c) creates a risk to the safety of others.
8	All bridges and culverts	<ol style="list-style-type: none"> 1. Diving, jumping or causing any person or object to fall or be projected into waters surrounding the bridge or culvert; or 2. Entering a culvert for any purpose.

Schedule 2 Restricted activities for local government controlled areas or roads

Section 5(2)

12 Definitions

Waste: has the meaning assigned to that term in the Waste Reduction and Recycling Act 2011 (Qld), which refers to Section 13 of the Environmental Protection Act.

Construction work: has the meaning assigned to that term in Section 65 of the Building Industry Fairness (Security of Payment) Act 2017 (Qld).

Construction waste: Any waste from construction work.

Commercial waste: Any waste from the normal operation of a business or enterprise.

	Column 1 Local government controlled area or road	Column 2 Restricted activity	Column 3 Extent of restriction
1	All local government controlled areas and roads	The washing or cleaning, painting, repairing, alteration or maintenance of vehicles on a road.	Permitted only if the vehicle is temporarily disabled with a minor fault and the driver of the vehicle stops for no longer than is necessary for the performance of maintenance work limited to the minimum necessary to allow the vehicle to be moved from the road.
2	All local government controlled areas and roads	Lighting and maintaining a fire	Permitted only where the fire is: - (a) part of a traditional cooking technique and managed so as to ensure non-escape of fire; or (b) associated with a public safety or environmental objective; or

			<p>(c) in a designated fire place provided by the local government; or</p> <p>(d) authorised under the <i>Fire and Rescue Service Act 1990</i> (Qld); or</p> <p>(e) authorised by an authorised person; or</p> <p>(f) authorised under a condition of an approval under <i>Local Law No. 1 (Administration) 2010</i>.</p>
3	Parks or Reserves within the local government area	Bringing animals into the Park or Reserve.	Permitted only with the written authorisation of the Chief Executive Officer or as otherwise authorised by other local law or subordinate local law.
4	Cemeteries within the local government area	<ol style="list-style-type: none">1. Digging or preparing a grave.2. Damaging or inappropriately interfering with a grave, memorial or with flowers or tokens on a grave or memorial.	<ol style="list-style-type: none">1. Permitted only with the written authorisation of an authorised person.2. Interference with a grave or memorial is permitted after burial, for the purpose of addressing subsistence and permanently setting the grave or memorial, in accordance with Ailan Kastom.
5	At jetties and boat ramps in the local government area	<ol style="list-style-type: none">1. Berthing or mooring any vessel larger than 6 meters by any means to a jetty or boat ramp in the local government area; or2. Berthing or mooring any vessel by any	Permitted only with the written authorisation of the Chief Executive Officer

		means to a jetty or boat ramp in a "No Standing Zone" designated by the local government.	
6	Any local government controlled area used for the conveyance or storage of water	Placing an object that obstructs or is likely to obstruct the natural flow of water.	Permitted only where authorised by an authorised person.
7	All local government controlled areas and roads	Disposal or storage of <u>domestic / household</u> waste.	<p>For domestic / household waste: permitted only in designated area(s) at designated local government waste management facilities.</p> <p>For government / commercial waste: permitted only in designated area(s) at designated local government waste management facilities and upon payment of the prescribed fee or where disposal has been agreed to by the Chief Executive Officer or delegate.</p> <p>Gas cylinders, fire extinguishers, flammable substances, hazardous chemicals and asbestos may not be stored or disposed of at any local government waste management facility.</p>
8	<u>All local government controlled areas and roads</u>	<u>Disposal or storage of commercial and construction waste</u>	<u>Permitted only in designated area(s) at designated local government waste management facilities, upon agreement in writing with the Chief Executive Officer or delegate that the waste will be accepted for disposal and upon</u>

		<p><u>payment of a fee prescribed by the Chief Executive Officer or delegate. The Local Government reserves the right to refuse acceptance of any and all waste at its facilities.</u></p> <p><u>If a person intends to transfer ownership to another person of construction waste located in the local government area, prior agreement in writing with the Chief Executive Officer or delegate must be granted.</u></p>
<u>9</u>	<u>All local government controlled areas and roads</u>	<p><u>Temporary storage of construction waste</u></p> <p><u>Permitted only by agreement in writing with the Chief Executive Officer or delegate, where an acceptable reuse or off-island disposal option has been identified, including timeframe for use.</u></p>
<u>810</u>	All local government controlled areas and roads	<p>Landing of rotary wing aircraft, such as helicopters</p> <p>Landing is permitted in designated helicopter landing areas only (airports and helipads approved in writing by the Chief Executive Officer or delegate), unless a genuine emergency exists.</p> <p>Genuine emergencies include:</p> <ul style="list-style-type: none"> • Emergency Service Operations • Emergency provision for essential public utilities and services • Disaster Management Responses • Responses to water and wastewater incidents and issues that have an immediate effect on public health

		<ul style="list-style-type: none">• Ergon Energy dealing with a major power outage• Medical evacuations• Responses relating to Law and Order
--	--	--

PROPOSED

**Schedule 3 Motor vehicle access areas in local
government controlled areas**

Sections 6 and 7

Intentionally left blank

PROPOSED

Schedule 4 Opening hours for local government controlled areas

Section 8

A person must not enter or remain in a **local government waste management facility** outside the hours of 9am to 4pm business days, or such opening hours as otherwise stated on the notice at the public entrance to the facility, unless the person is authorised to do so by the Chief Executive Officer.

PROPOSED

Schedule 5 Permanent closure of local government controlled areas

Section 9

Intentionally left blank

PROPOSED

ATTACHMENT 3

Current Register of Fees and Charges 2020-21 (excerpt only)

Description of Fee, Charge, Penalty plus conditions	Unit	GST	Rate Inc GST	Min. or Surch.	Cost Recovery Fee (Y or N)	LGA s97 Paragraph	Legislation
OTHER CHARGES							
WASTE MANAGEMENT							
Commercial – rubbish disposal < 10 cubic metres	Cubic Metre	Y	520.00		N		262(3)(c)
Commercial – rubbish disposal = or > 10 cubic metres	Cubic Metre	Y	POA		N		262(3)(c)
General Waste from IBIS or equivalent food providers excluded							
Domestic Garbage & Green Waste	Cubic Metre	Y	10.40		N		262(3)(c)

ATTACHMENT 4

Proposed Register of Fees and Charges 2020-21 (excerpt only)

Description of Fee, Charge, Penalty plus conditions	Unit	GST	Rate Inc GST	Min. or Surch.	Cost Recovery Fee (Y or N)	LGA s97 Paragraph	Legislation
OTHER CHARGES							
WASTE MANAGEMENT							
Construction waste disposal prohibited unless prior approval is granted by CEO or delegate Note: a disposal approval and associated fee will only be granted in exceptional circumstances	Cubic Metre	Y	POA		N		262(3)(c)
Commercial waste (in addition to standard property bin collection)	Cubic Metre	Y	POA		N		262(3)(c)
Domestic waste including green waste (in addition to standard property bin collection and excluding construction and commercial waste)	Cubic Metre	Y	10.40		N		262(3)(c)

ATTACHMENT 5

Building Industry Fairness (Security of Payment) Act 2017

Reprint current from 1 October 2020 to date (accessed 17 December 2020 at 9:57)

65 Meaning of *construction work*

- (1) *Construction work* means any of the following work—
- (a) the construction, alteration, repair, restoration, maintenance, extension, demolition or dismantling of buildings or structures, whether permanent or not, forming, or to form, part of land;
 - (b) the construction, alteration, repair, restoration, maintenance, extension, demolition or dismantling of any works forming, or to form, part of land, including walls, roadworks, powerlines, telecommunication apparatus, aircraft runways, docks and harbours, railways, inland waterways, pipelines, reservoirs, water mains, wells, sewers, industrial plant and installations for land drainage or coast protection;
 - (c) the installation in any building, structure or works of fittings forming, or to form, part of land, including heating, lighting, air-conditioning, ventilation, power supply, drainage, sanitation, water supply, fire protection, security and communications systems;
 - (d) the external or internal cleaning of buildings, structures and works, so far as it is carried out in the course of their construction, alteration, repair, restoration, maintenance or extension;
 - (e) any operation that forms an integral part of, or is preparatory to or is for completing, work of the kind referred to in paragraph (a), (b) or (c), including—
 - (i) site clearance, earthmoving, excavation, tunnelling and boring; and
 - (ii) the laying of foundations; and
 - (iii) the erection, maintenance or dismantling of scaffolding; and
 - (iv) the prefabrication of components to form part of any building, structure or works, whether carried out on-site or off-site; and
 - (v) site restoration, landscaping and the provision of roadways and other access works;
 - (f) the painting or decorating of the internal or external surfaces of any building, structure or works;
 - (g) carrying out the testing of soils and road making materials during the construction and maintenance of roads;
 - (h) any other work of a kind prescribed by regulation.
- (2) To remove doubt, it is declared that *construction work* includes building work within the meaning of the [*Queensland Building and Construction Commission Act 1991*](#).
- (3) However, *construction work* does not include any of the following work—
- (a) the drilling for, or extraction of, oil or natural gas;
 - (b) the extraction, whether by underground or surface working, of minerals, including tunnelling or boring, or constructing underground works, for that purpose.

Council Officer Note: The definition of 'waste' in the Waste Reduction and Recycling Act refers to the Environmental Protection Act section 13.

Environmental Protection Act 1994

Reprint current from 4 December 2020 to date (accessed 17 December 2020 at 10:11)

13 Waste

- (1) **Waste** includes any thing, other than an end of waste resource, that is—
- (a) left over, or an unwanted by-product, from an industrial, commercial, domestic or other activity; or
 - (b) surplus to the industrial, commercial, domestic or other activity generating the waste.
- Example of paragraph (a)—*
- Abandoned or discarded material from an activity is left over, or an unwanted by-product, from the activity.
- (2) **Waste** can be a gas, liquid, solid or energy, or a combination of any of them.
- (3) A thing can be waste whether or not it is of value.
- (4) Despite subsection (1), an end of waste resource becomes waste—
- (a) when it is disposed of at a waste disposal site; or
 - (b) if it is deposited at a place in a way that would, apart from its use under an end of waste code or end of waste approval, constitute a contravention of the general littering provision or the illegal dumping of waste provision under that Act—when the depositing starts.

- (5) In this section—

end of waste approval see the [Waste Reduction Act, section 156](#).

end of waste code see the [Waste Reduction Act, section 156](#).

end of waste resource means a resource under the [Waste Reduction Act, section 156](#).

waste disposal site see the [Waste Reduction Act, section 8A](#).

Waste Reduction Act means the [Waste Reduction and Recycling Act 2011](#).



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

ORDINARY MEETING:	January 2021
DATE:	20-21 January 2021
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Fraud and Corruption Prevention Policy Review
AUTHOR:	Nerida Carr, Manager of Risk and Ethics

RECOMMENDATION

That Council adopt the following revised Policy, and publish on its website:

- *Fraud and Corruption Prevention Policy*
-

PURPOSE

The purpose of this report is to present for adoption the revised Fraud and Corruption Prevention Policy for Council.

BACKGROUND

This Policy was previously endorsed in February 2020 with a review date of February 2022. In March 2020, Pacifica Chartered Accountants commenced an Internal Audit Project "Fraud Risk and Ethical Conduct Review" which resulted in a recommendation to expand the Policy's examples of internal and external fraud.

OFFICER COMMENT

Fraud and Corruption are recognized as common Local Government risks, with possible consequences including significant financial loss, reputational damage and loss of public confidence. It is for these reasons Torres Strait Island Regional Council (TSIRC)'s management and Audit Committee selected Fraud Risk and Ethical Conduct as an Internal Audit project.

The Manager Risk and Ethics met with Internal Audit to review the project report and prioritize actions to implement recommendations. The action plan for the 2020/21 financial year implementation of Internal Audit recommendations was presented to the Audit Committee at their meeting on 20 November 2020. The review of this Policy is part of this plan and one of management's responses to improve organizational awareness of fraud.

Most existing policies and procedures relating to Fraud and Corruption control, including Public Interest Disclosures, are placed in the Office of the CEO. This is consistent with importance of "setting the tone from the top", as identified in Crime and Corruption Commission (CCC) literature and emphasized by the Internal Audit report. The Fraud and Corruption Prevention Policy has previously been classified by TSIRC as a Financial Services policy; naming the responsible Manager as the Chief Executive Officer demonstrates TSIRC's commitment from the top to Fraud management, as it is the CEO who is ultimately responsible.

Training and awareness of ethical principles and ethical decision-making are essential elements of fraud and corruption prevention. Commitment to providing this training has also been included in the Policy Review, in accordance with CCC Best Practice.

Although it is not currently a statutory requirement to publish Council's Fraud and Corruption Policy on its website, doing so is consistent with Right to Information principles of strengthening the community's right to access such information, and the Council's Values (Accountability and One) as stated in the Corporate Plan.

REFERENCES

Queensland Audit Office:

- Fraud Management and Local Government Report 19 2014-15
- Fraud Risk Management Report 6 2017-18

Crime and Corruption Commission:

- Fraud and Corruption Control Best Practice Guide 2018
- Council Records: A guideline for Mayors, Councillors, CEOs and Council Employees 2019

Queensland Ombudsman:

- Public Interest Disclosure Guides

LINKS WITH STRATEGIC PLANS

Corporate Plan 2020-2025

- Accountability: We are reliable, honest and ethical in all that we do

STATUTORY REQUIREMENTS

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Integrity Act 2009

Public Interest Disclosure Act 2010

Right to Information Act 2009

Crime and Misconduct Act 2001 (Qld)

Criminal Code Act 1899 (Qld)

CONCLUSION

The Fraud and Corruption Prevention Policy has been updated in line with the listed documents and legislation and is recommended for adoption and publication.



Hollie Faithfull

Acting Chief Executive Officer

ATTACHMENTS:

1. *Fraud and Corruption Prevention Policy*



FRAUD AND CORRUPTION PREVENTION POLICY

Policy No: PO14

Responsible Manager: ~~Manager, Risk and Assets~~ Chief Executive Officer

Head of Power: *Crime and Corruption Act 2001
Criminal Code Act 1899
Integrity Act 2009
Public Interest Disclosure Act 2010
Public Sector Ethics Act 1994
Right to Information Act 2009
Local Government Act 2009
Local Government Regulation 2012*

Authorised by: Council

Implemented from: ~~February 202~~ January 2021

Last Reviewed: ~~29 August 2016~~ February 2020

Review History: 2016, 2020

To be reviewed on: ~~February 2022~~ January 2022

Corporate Plan: Accountability: we are reliable, honest and ethical in all that we do.

1. POLICY STATEMENT

Council is committed to the control and elimination of all forms of fraud and corruption, and to create an ethical environment and culture that discourages and prevents them. Council has zero tolerance to activities related to fraud and corruption, which are commonly associated: fraud is usually regarded as some form of deliberate deception to facilitate or conceal misappropriation, and corruption involving a breach of trust in the performance of official duties.

All staff are responsible for the prevention and detection of fraud and corruption. There is a mandatory duty of every public officer under Section 38 and 39 of the *Crime and Corruption Act 2001* to notify the Crime and Corruption Commission if s(he) reasonably suspects that a complaint or information or matter involves or may involve corrupt conduct. This mandatory duty is despite any obligation the person has to maintain confidentiality.

All allegations and suspicions of fraud will receive attention. All substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the case (having due regard for the rights of all persons, including any person reporting a fraud and of any alleged perpetrator of fraud).

As fraud and corruption constitute a significant risk to Council, it is appropriate that a culture of ethical conduct be developed to recognise and avoid fraud and to deal appropriately with any cases of fraud. Torres Strait Island Regional Council is committed to ethical practices and the prevention of fraud and corrupt practices across all levels of operation.

Council is committed to:

- Taking a risk management approach to the prevention, identification and management of fraud and corruption;
- Reducing or removing the potential for fraudulent or corrupt conduct on the part of its employees, contractors, clients and suppliers;
- Detecting fraudulent or corrupt conduct;
- Responding to all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities;
- Managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate;
- Minimising the risk of fraud and corruption; and
- Ensuring the continuing organisational integrity and transparency of its operations.

Council will act on any suspicion of illicit conduct on the part of its staff or any party with whom it conducts business.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council officer who reports suspected or known incidents, consistent with Public Interest Disclosure standards.

Council recognises that fraud and corruption prevention and control are integral components of good governance and risk management.

The Local Government Act 2009 mandates Councils establish and maintain appropriate systems of internal controls and risk management.

2. SCOPE

This policy applies to any fraud or corruption, or suspected fraud or corruption, involving Council employees, Councillors, contractors, consultants, volunteers, suppliers or any other party dealing with Torres Strait Island Regional Council.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

3.1 Corruption

Corruption means dishonest activity in which an employee of an organisation acts contrary to the interest of the organisation, in order to achieve some gain or advantage, or to avoid loss or disadvantage, for the employee or for another person or entity. Corruption can include, but is not limited to, behaviour such as: ~~fraud, deception, misuse of a position or authority.~~

- Provision of false credentials, references or identification by an applicant to gain a position within Council.
- Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver and may relate to a specific decision or action by the receiver or generally.
- Release of confidential information in exchange for financial benefit or some form of non-financial benefit or advantage to the employee releasing the information
- Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
- Payment or solicitation of donations for an improper political purpose.
- Serious conflict of interest involving an Officer acting in his or her own self-interest rather than the interests of Council.
- Manipulation of the procurement process by favouring one tenderer over another for personal reasons or selectively providing information to some tenderers.
- Manipulation or avoidance of the recruitment process to appoint staff.
- Reprisal against a Public Interest Discloser and subject officers.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

As defined in the *Crime and Corruption Act 2001 S15*,

Corrupt conduct - means conduct of a person, regardless of whether the person holds or held an appointment, that—

- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
- (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

- (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Corrupt conduct - also means conduct of a person, regardless of whether the person holds or held an appointment, that—

- (a) impairs, or could impair, public confidence in public administration; and
- (b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - (A) protecting health or safety of persons;
 - (B) protecting the environment;
 - (C) protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - (v) fraudulently obtaining or retaining an appointment; and
- (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Under the *Crime and Corruption Act 2001* S14, **conduct** includes:

- a) neglect, failure and inaction; and
- b) conspiracy to engage in conduct; and
- c) attempt to engage in conduct.

3.2 Fraud

Fraud is where dishonest activity causes actual or potential loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following, the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal benefit.

Fraud may include but is not limited to:

- theft of cash, goods, services or property;
- obtaining property, a financial advantage or any other benefit by deception;

- causing a loss, avoiding or obtaining a benefit by deception;
- knowingly providing false or misleading information to Council, or failing to provide information where there is an obligation to do so;
- a breach of trust in the performance of official duties, by which an employee or Councillor acts contrary to the interest of Council in order to achieve some personal gain or advantage for themselves or for another person or entity;
- using a forged or falsified documentation for an improper purpose;
- deliberate misstatement of accounting information for an improper purpose.

Internal Fraud refers to fraudulent acts undertaken by Councillors or employees. Examples of such fraud include:

- falsification of expenses claimed (expense reimbursements) including any claim for reimbursement of expenses that are not made for the exclusive benefit of Council.
- forgery or alteration of cheques, invoices, computer records and other documents;
- ~~(a)•~~
- ~~(b)•~~ theft of cash and alteration of records to conceal any deficiency;
- ~~(c)•~~ falsification of invoices for payment;
- ~~(d)•~~ failure to receipt monies collected;
- ~~(e)•~~ procurement fraud;
- ~~(f)•~~ timesheets where ordinary or overtime hours have been inappropriately claimed;
- ~~(g)•~~ inappropriate use of Council resources (labour/plant) or information for personal gain;
- ~~dealing inappropriately with benefit claims of friends or relatives.~~
- unexplained and/or sudden sources of wealth;
- excessive secrecy in relation to work
- employees who are aggressive or defensive when challenged, and/or controlling of certain colleagues;
- poorly reconciled cash expenses or customer accounts;
- employees known to be under financial pressure;
- employees who delay providing information, or who provide different answers to different people;
- employees under apparent stress without identifiable pressure;
- employees making procedural or computer enquiries inconsistent with, or not related to, their normal duties;
- managers who avoid using normal procurement processes (e.g. excessive use of credit card or cash to purchase items, outside the procurement framework);
- employees who appear to make many mistakes, especially those leading to financial loss;
- employees with competing or undeclared external business interests;
- managers with too much hands-on control;
- employees refusing to take leave;
- an unusual number of customer complaints; and/or
- customers or suppliers insisting on dealing with just one individual.
- any misappropriation of funds, securities, supplies or any other Council property;
- any irregularity in the handling or reporting of money transactions;
- seeking or accepting anything of material value from suppliers, consultants or contractors doing business with Council;
- unauthorised use or misuse of Council property, equipment, materials or records;
- any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software;
- lodgement of a false claim against Council e.g. workers' compensation or public liability
- running a private business during work hours
- making false statements or altering signatures or other information and materials so as to mislead or misrepresent a position or hide wrongdoing

Formatted: Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

- destroying or removing records without approval for personal gain or to conceal fraudulent activity

In some instances, there can be potential for those in positions of trust within Council to perpetrate fraud against third parties.

External Fraud refers to fraud committed against Council by persons outside Council. Examples of such fraud include:

~~false invoices or statements in applications for Council programs and applications for grants.~~

- applications for Council assistance with inconsistent signatures, mismatched fonts or handwriting on different pages of the same document;
- invoices which look different to previous invoices issued by the same provider;
- lack of supporting evidence, or falsified evidence that eligibility criteria for grant or community funding has been met;
- expenditure exceeding approved budgets for grant funding but there is not adequate information to explain the variance;
- a high volume of transactions from one service provider (such as a registered training organization) used to support a licence, community or grant funding application, as this may indicate collusion between applicants and the provider; and/or
- attempts to obtain sensitive information such as usernames, passwords, and credit card details.

- ~~(a) forgery or alteration of cheques, invoices, computer records and other documents;~~
- ~~(b)(e) any misappropriation of funds, securities, supplies or any other Council property;~~
- ~~(c)(a) any irregularity in the handling or reporting of money transactions;~~
- ~~(d)(a) seeking or accepting anything of material value from suppliers, consultants or contractors doing business with Council;~~
- ~~(e)(a) unauthorised use or misuse of Council property, equipment, materials or records;~~
- ~~(f)(a) any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software;~~
- ~~(g) any claim for reimbursement of expenses that are not made for the exclusive benefit of Council.~~

4. PROCEDURE

Council's commitment to fraud control will be managed by ensuring that fraudulent or corrupt behaviour is discouraged, conflicts of interest are avoided, and training and auditing systems are in place. This will be achieved with reference to the following procedures:

1. Fraud and Corruption Control (PO14-PR-1)
2. Gifts (PR-PO4-4)
3. Lost, Stolen and Damaged Property (PR-PO4-6)
4. Complaint Management Procedure (SPO9-PR1).

Training and awareness of ethical principles and ethical decision-making are essential elements of fraud and corruption prevention. Council is committed to providing staff access to training and awareness programs that build on the Code of Conduct and provide clear understanding of fraud

Formatted: Indent: Left: 1.37 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.25 cm + Indent at: 1.25 cm

and corrupt conduct, including relevant scenarios that encourage participation and link training to everyday local government work situations:

- Council's values, policies, code of conduct and reporting arrangements
- Public Interest Disclosures
- How to respond to suspicions of fraud and corruption
- The risk areas identified in fraud and corruption risk assessments
- 3. • Case studies and techniques to further develop ethical decision-making skills

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Arial

5. ROLES AND RESPONSIBILITIES

5.1 Mayor and Councillors

The *Local Government Act 2009* provides the Mayor and Councillors with clear roles and responsibilities. In the context of this policy, the role of the Mayor and Councillors is to ensure that there are appropriate processes in place to reduce the risk of fraud and corruption.

The Mayor and Councillors are also accountable to the communities they serve. Complaints about the conduct of Elected Members can be made to the Office of the Independent Assessor, Phone 1300 620 722, Email OIAcomplaints@oia.qld.gov.au, or online at www.oia.qld.gov.au.

5.2 The Chief Executive Officer and Management

The CEO has primary responsibility for the proper management of Council resources and the development and implementation of systems and practices to minimise the risk of fraud and corruption. The CEO and Management ~~d Management~~ will lead by example in a manner consistent with the values and principles detailed in the Employee Code of Conduct.

The CEO is required to notify the Crime and Corruption Commission if there is reason to suspect corrupt conduct as defined by the *Crime and Corruption Act 2001* has occurred. The CEO should refer to the *Crime and Corruption Commission - Corruption in Focus guide to dealing with corrupt conduct in the Queensland Public Sector* for guidance in any dealings with fraud and corruption matters.

The CEO and Management will assume responsibility for fraud and corruption prevention to ensure that the fraud and corruption control strategies are implemented effectively across all work areas. Consideration of fraud and corruption issues will form part of both annual and longer term operational and business processes.

5.3 Managers and Supervisors

It is the responsibility of managers and supervisors to ensure that the decision-making process is as open and accountable as possible. They must display ethical leadership in the promotion of Council's Fraud and Corruption Control, and visibly conduct themselves in a manner consistent with the values and principles of Council's Code of Conduct. Fraudulent conduct is more likely to occur in an environment where systems, standards and procedures are not clearly defined and may be open to exploitation. Therefore, measures to prevent fraud should

be continually monitored, reviewed and developed, particularly as new systems or procedures are being introduced or modified, or where current systems or controls are outdated.

All managers and supervisors must recognise that fraud and corruption may occur in their area of responsibility. Managers are to critically examine their areas of responsibility and business processes to identify and evaluate potential fraud and corruption risk situations. Managers and supervisors are expected to develop and maintain fraud and corruption resistant work practices.

Each manager is responsible for managing fraud risk in their Department including:

- Identifying and periodically reviewing the risks, including fraud risks;
- Establishing controls to manage or mitigate fraud risks;
- Monitoring established controls to determine if they are operating as intended;
- Identifying fraud prevention training needs of staff;
- Implementing (in accordance with policy) disciplinary action concerning staff involved in fraudulent activity.
- Fostering the highest standards of ethical behaviour and culture.

5.4 All Council Officers

Staff are encouraged to contribute to the development of improved systems and procedures that will enhance TSIRC's resistance to fraud and corruption. All Council Officers are responsible for the following:

- Acting appropriately when using official resources and handling and using public funds, whether they are involved with cash or payment systems, receipts or dealing with suppliers;
- Safeguard any assets under their control;
- Indicate any lack or weakness in controls;
- Report maladministration;
- Clearly understand their obligations with respect to any losses, deficiencies and shortages;
- Ensure all personal claims are correct;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud or corruption;
- Reporting details immediately if they suspect that a fraudulent or corrupt act has been committed;
- Reporting any behaviour that is in breach of the Code of Conduct; and
- Co-operating fully with whoever is conducting internal checks, reviews or investigations into possible acts of fraud or corruption.

All Council Officers who have any knowledge of fraudulent or corrupt activities/behaviour within Council have an obligation to report such matters to a manager/supervisor, or the Chief Executive Officer. Incidents may be reported on TSIRC's website under the Complaints process. If the matter involves corruption, this may also be reported to the Crime and Corruption Commission Phone 1800 061 611 Email mailbox@ccc.qld.gov.au or online at www.ccc.qld.gov.au. Matters involving maladministration may be reported to the Office of the Queensland Ombudsman Phone 1800 068 908, Email ombudsman@ombudsman.qld.gov.au, or line at www.ombudsman.qld.gov.au.

5.5 Audit Committee

Fraud-related matters will be reported to Council's Audit Committee by the nominated person to ensure that a realistic view of Council's exposure and the maturity of its systems to prevent, detect and respond to fraud are understood.

5.6 External Audit

External Auditors certify that Council's accounts represent a true and fair view of the Council's financial position. Senior management and the Audit Committee will undertake discussions with the external auditor in terms of the audit strategy and procedures that will be carried out during the audit that are aimed at detecting material misstatements in Council's financial statements due to fraud or error.

5.7 Internal Audit

The Internal Audit program supports Council's efforts to establish an organisational culture that embraces ethics, honesty, and integrity. Internal Audit assists Council with the evaluation of internal controls used to detect or mitigate fraud and evaluates the organisations assessment of fraud risk.

The responsibility for prevention of irregularities rests with Council and management through the implementation and continued operation of an adequate internal control system. Internal Auditors are responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation.

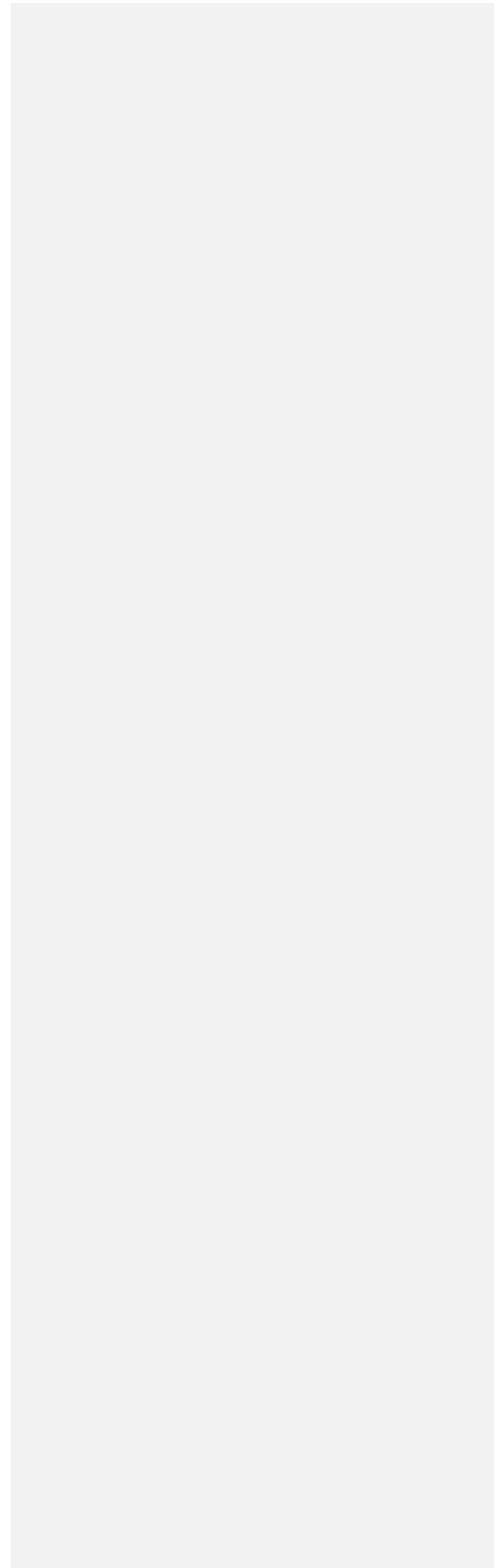
6. AUTHORISATION

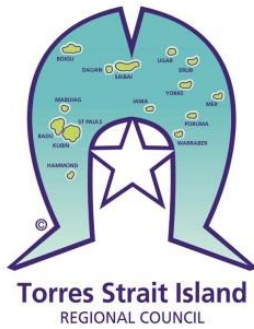
This page and the previous bearing my initials were duly authorised by Council as the Torres Strait Island Regional Council Fraud and Corruption Prevention Policy PO 14 on XX January 2021, and shall hereby supersede any previous policies of the same intent.

Hollie Faithfull

Date: January 2021

Acting Chief Executive Officer





Briefing note

12 January 2021

Subject: Monthly Financial Report update
To: SARG
From: Head of Financial Services

Purpose:

To present to Council a draft of the updated monthly financial report (Appendix A).

Recommendation to Council:

1. Council reviews the draft report presented and provide feedback.
2. Council approves the new format to be presented at the Ordinary meeting in March 2021.
3. Council agrees the report presented may require minor changes dependent upon further assessment of what information should be provided for better decision making.
4. Council agree that changes should be made to the report from time to time, to ensure the necessary financial information required for informed decision making is provided, or where the Finance team observe that there have been changes to best practice for reports of this nature to ensure the reports provided to Council remain accurate, timely, relevant, topical and in line with best practice.

Background:

Under section 204 of the Local Government Regulation, the local government must prepare a financial report to be presented to Council at a meeting held by Council. The financial report must state the progress in relation to the budget.

As the current financial report has not been updated for an extended period, and under the current economic environment, it has become even more important that financial reports presented to Council are transparent, reliable, timely and provide a clear picture of Council's current position. Reliable and timely financial reporting is pivotal to good decision making and it should be presented in such a way that users are able to easily understand and interpret.

The financial statements within in the report have been aligned with the presentation seen in the annual financial statements to provide consistency and better readability. It is expected that by standardising reports that non-financial users will become accustomed to these reports and will better understand how to read them, as well as allowing better comparability between monthly and annual reports. Several financial reports produced by other Queensland Councils have been reviewed to determine what is best and common practice.

The report that is today being presented to Council is in draft format and while it is expected that there may be some slight changes, the overall look and content should remain the same. The information contained within the report is model information only and does not necessarily pertain to Council and therefore should not be relied upon as a source of information for decision-making.

Risk management

Financial

Financial reporting is used to make strategic decisions, therefore it is important that monthly reporting is reliable, timely and accurately reflects Council's current position in order to mitigate any losses to Council from poor decision making due to unreliable or outdated information.

Legal

Local government needs to present a financial report under legislation which needs to be presented to Council.

Reputational

One of Council's values is accountability which includes being transparent in all that we do. Were the financial reports to misrepresent Council's performance then it could have the effect of losing the trust of the Community which could in turn have a negative effect to the whole of Council.

Council finance

Council reports are produced by Council officers and there is therefore no additional cost except for time. With the implementation of the new report, it is expected there will be time savings due to revisions in the processes for compiling the reports to better utilise system data that is more readily available. As a result, the transition to the new reporting format is expected to provide the finance team more time to check data integrity as less time will be required to prepare the reports, which will in turn deliver more accurate reporting.

Links to Corporate Plan

People

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

Sustainability

Outcome 5: We plan effectively for the future of our individual communities and region.

Statutory requirements

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

The revised monthly financial reports are expected to be beneficial to a range of parties including:

- Key stakeholders, primarily Councillors, who will receive a higher quality, more readable report upon which to base key decisions on and monitor the operations and performance of Council on a monthly basis.
- The officers who produce the reports who are expected to be able to produce a higher quality report in less time allowing time-savings to be used on more value-added activities as well as improving the accuracy and integrity of the underlying financial data.

It is recommended that Council approve and provide feedback on the new monthly report format to be used from March 2021.



Nicola Daniels
Head of Financial Services



Hollie Faithfull
Acting Chief Executive Officer

TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING: January 2021
DATE 18-19 January 2021
ITEM: January Information Report
SUBJECT: December Financial Dashboard
ECM:
AUTHOR: Nicola Daniels – Head of Financial Services

Officers recommendation:

That Council receive and endorse the Monthly Financial Statements attached to the officer's report for the 2020-21 year to date, for the period ended 31 December 2020 as required under Section 204 *Local Government Regulation 2012*.

Note: The December 2020 result is subject to change. A mid-year financial process will be performed to ensure that the accounts are as accurate as possible in order to be able to monitor current position and better predict future performance.

Purpose:

This report seeks Council endorse the Monthly Financial Statements for the 2020-21 year to date, for the period ended 31 December 2020.

Background:

The percentage of year passed (pro-rata rate) as at 31 December 2020 is 50%.

The 2020-21 budget review was adopted on 7 July 2020 and has taken into consideration the current COVID-19 pandemic and the expected impacts on the year ahead.

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

Each month, year to date financial statements are prepared in order to monitor actual performance against budget. Attached are the financial statements for the period ended 31 December 2020. Actual amounts are compared against year-to-date Budget 2020/21 figures. (See Appendix 1 for financial results by department).

Corporate Plan linkage

Priority: Organisational Performance Strategy: Financial sustainability and efficiencies - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

Consultation and communication

Chief Executive Officer, Directors, Manager Financial Services.

Resource implications

Council is forecasting an operating deficit (excluding depreciation expense and capital revenue/expenditure) of \$11.7M for the 2020/21 financial year. The actual operating result to December 2020 is a favourable variance of \$3.5m against YTD budget. This period variance is largely around the timing of expenditure and will be reviewed as part of ongoing budget review processes.

Risk management implications

Reporting of accurate financial reports on a monthly basis allows Council to remain informed of results to date compared to budget and allows for corrective action in a timely manner where necessary.

Variances will be closely monitored as delivery of the budget progresses.

EXECUTIVE SUMMARY

SIGNIFICANT RISKS

Risk	Likelihood	Consequence	Treatment	Financial impact
MECC revenue	Possible	Reduction in revenue	Monitor and address in a future budget review process.	Uncertainty caused by COVID-19 and compliance with social distancing requirements continues to negatively impact the MECC operations budget.

AREAS OF CONCERN FOR NOTING

Program	Comment
All of MRC (COVID-19)	Council continues to monitor the evolving COVID-19 situation and will respond to and report any changes that affect the financial operations of MRC.

FINANCIAL PERFORMANCE AT A GLANCE – DECEMBER 2020

Key financial results	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %	Status Favourable Unfavourable
Recurrent revenue	53,285,964	27,000,135	31,052,669	4,052,534	13%	Favourable
Recurrent expenditure (excl. depreciation)	- 64,996,594	- 30,873,513	- 31,444,340	570,828	-2%	Unfavourable
Operating surplus (excl. depreciation)	- 11,710,629	- 3,873,378	- 391,672	3,481,706	889%	Favourable
Capital revenue	63,686,473	12,506,068	12,696,507	190,439	1%	Favourable
Other income	5,963,102	2,987,256	2,807,695	- 179,561	-6%	Unfavourable
Capital expenses	- 3,500,000	- 1,400,000	- 1,905,091	505,091	-27%	Unfavourable
Net result (excl. depreciation)	54,438,946	10,219,946	13,207,439	2,987,493	23%	Favourable
Depreciation expense	- 46,507,984	- 23,253,992	- 23,427,018	173,026	-1%	Unfavourable
Net result	7,930,962	- 13,034,046	- 10,219,579	- 2,814,467	28%	Favourable

Council has reported a year to date operating deficit of \$391k which is \$3.5m better than budget. The improved results are due to a number of factors including an increase in recurrent grants and recoverable works which have been offset by an increase in wages and salaries due to the backpayment of wages.

Capital revenue and other income are relatively in line with budget although capital expenses are \$505k higher than forecast, this is due to increased asset disposals and the corresponding loss on disposal.

Depreciation also relatively within budget giving an overall net result year to date that is \$2.8m better than forecast.

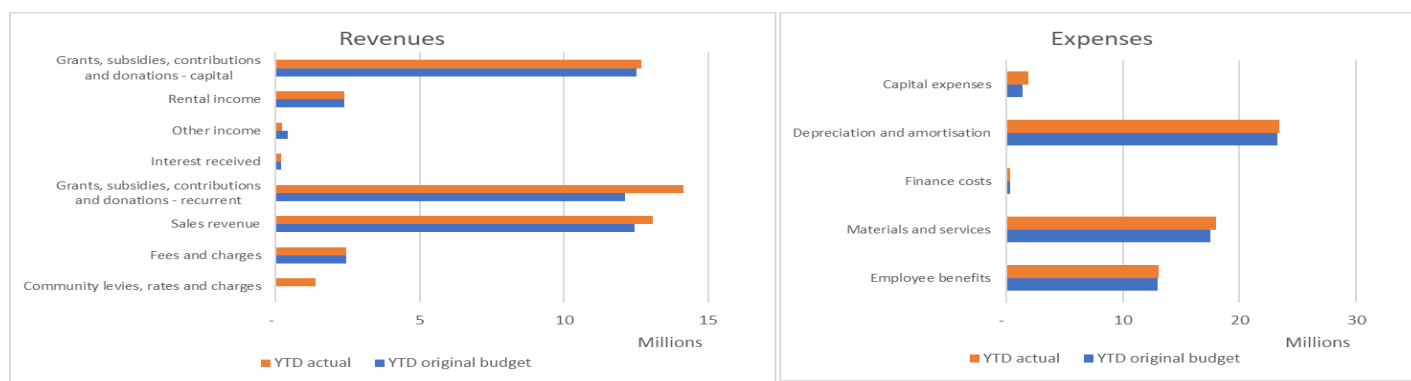
STATEMENT OF FINANCIAL PERFORMANCE – YEAR TO DECEMBER 2020

	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,534,078	19,344	1,397,847	1,378,503	99%
Fees and charges	4,055,497	2,431,805	2,430,803	1,002	0%
Sales revenue	23,950,753	12,446,391	13,085,432	639,041	5%
Grants, subsidies, contributions and donations	23,745,636	12,102,595	14,138,587	2,035,992	14%
	53,285,964	27,000,135	31,052,669	4,052,534	
Capital revenue					
Grants, subsidies, contributions and donations	63,686,473	12,506,068	12,696,507	190,439	1%
	63,686,473	12,506,068	12,696,507	190,439	
Interest received	379,151	188,883	198,197	9,314	5%
Other income	739,888	416,278	217,352	198,926	-92%
Rental income	4,844,063	2,382,095	2,392,146	10,051	0%
Total income	122,935,539	42,493,458	46,556,871	4,063,412	
Expenses					
Recurrent expenses					
Employee benefits	27,083,224	13,015,279	13,069,447	54,168	0%
Materials and services	37,248,310	17,474,265	18,019,706	545,441	3%
Finance costs	665,059	383,968	355,187	28,781	-8%
Depreciation and amortisation	46,507,984	23,253,992	23,427,018	173,026	1%
	111,504,577	54,127,504	54,871,359	743,854	
Capital expenses	3,500,000	1,400,000	1,905,091	505,091	27%
Total expenses	115,004,577	55,527,504	56,776,450	1,248,945	
Net result	7,930,962	13,034,046	10,219,579	2,814,467	

Commentary on financial performance:

- Recurrent grants have increase \$Xx due to an unplanned grant of \$Xxx being received in relation to.....
- Recoverables works have increased by \$Xx. Due to favourable weather conditions Council was able to catch up on a backlog of maintenance jobs and subsequently recognise the revenue associated with this works
- Employee benefits have increased as a result of the wages backpayment.

Financial performance per financial statement line item against budget



STATEMENT OF FINANCIAL POSITION – AT DECEMBER 2020

	Balance prior month	Balance current month	Movement \$	Movement %
Current assets				
Cash and cash equivalents	58,231,539	52,808,276	- 5,423,263	-10%
Short term deposits	65,374	65,374	-	0%
Trade and other receivables	9,359,949	11,605,428	2,245,479	19%
Inventories	249,515	249,515	-	0%
Contract assets	1,193,003	1,193,003	-	0%
Lease receivables	-	-	-	#DIV/0!
Total current assets	69,099,380	65,921,596	- 3,177,784	
Non-current assets				
Lease receivables	14,715,268	14,715,268	-	0%
Property, plant and equipment	872,951,742	869,799,024	- 3,152,718	0%
Right of use assets	1,330,000	1,330,000	-	0%
Intangible assets	-	-	-	#DIV/0!
Total non-current assets	888,997,010	885,844,292	- 3,152,718	
Total assets	958,096,390	951,765,888	- 6,330,502	
Current liabilities				
Trade and other payables	7,008,887	5,766,178	- 1,242,709	-22%
Borrowings	53,081	35,029	- 18,052	-52%
Provisions	3,375,264	3,438,724	63,460	2%
Contract liabilities	17,844,335	17,844,335	-	0%
Lease liabilities	651,775	651,775	-	0%
Total current liabilities	28,933,342	27,736,041	- 1,197,301	
Non-current liabilities				
Borrowings	36,100	36,100	-	0%
Provisions	3,641,428	3,677,912	36,484	1%
Lease liabilities	688,927	688,927	-	0%
Total non-current liabilities	4,366,455	4,402,939	36,484	
Total liabilities	33,299,797	32,138,980	- 1,160,817	-
Net community assets	924,796,593	919,626,908	- 5,169,685	

Commentary on financial position:

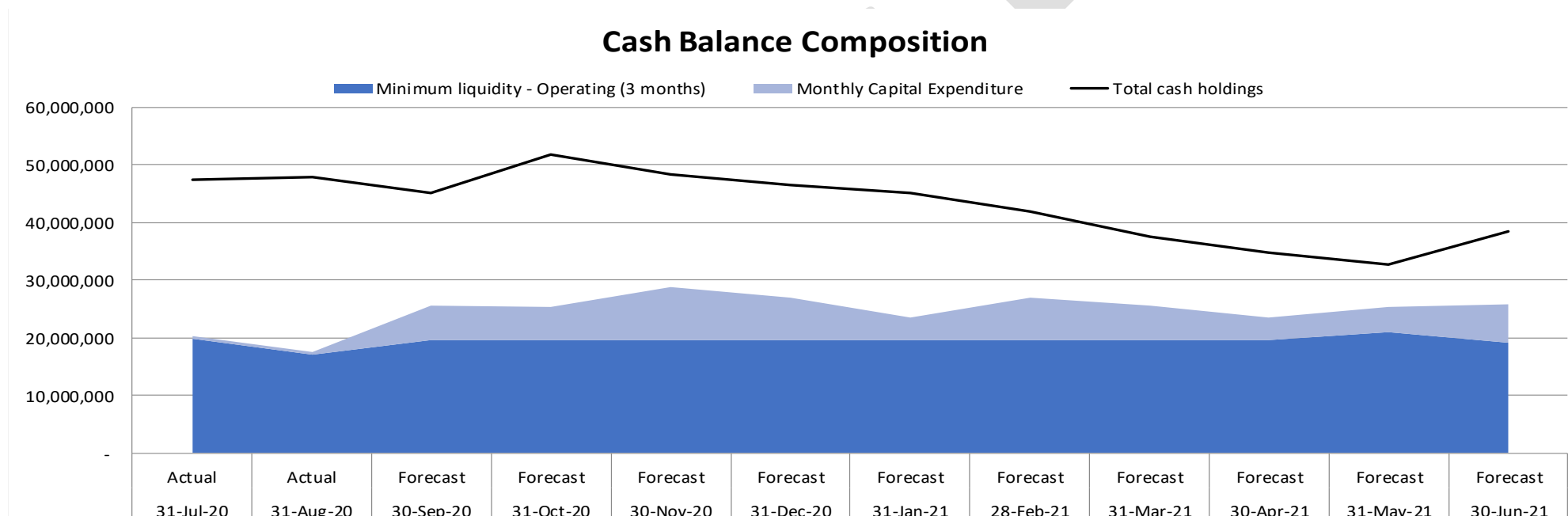
- Short term deposits have decreased since November as \$Xxm has been transferred into the operating account to fund.....
- Trade and other payables has increased by \$Xx with the recognition of a \$Xx liability for the backpayment of wages.....
- Xxxxxx
- xxxxx

CASH FORECASTING (EC TO CONSIDER QTC MODEL AND SEE HOW THIS CAN BE UTILISED FOR C/F REPORTING)

The Queensland Treasury Corporation (QTC) recommends that Council maintain a minimum liquidity of three months operating cashflows. Council has based the monthly cashflow projections for the future months on the 20/21 Original Budget projections. Grant revenue has been forecasted on expected timing of receipt of funds as per funding agreements and Council's adopted Capital Budget has been evenly distributed over the financial year. July to August figures reflect actual cash balances.

Add projected cash balances trend line from QTC model

Add constrained cash line



As restrictions begin to ease, COVID-19 continues to remain a threat and this gives rise to significant uncertainty in the current economic climate. Australia has also entered into its first recession in nearly 30 years giving further uncertainty and the need to closely monitor cashflow and other economic indicators over the coming months to ensure TSIRC remains in a stable position to continue with 'business as usual'.

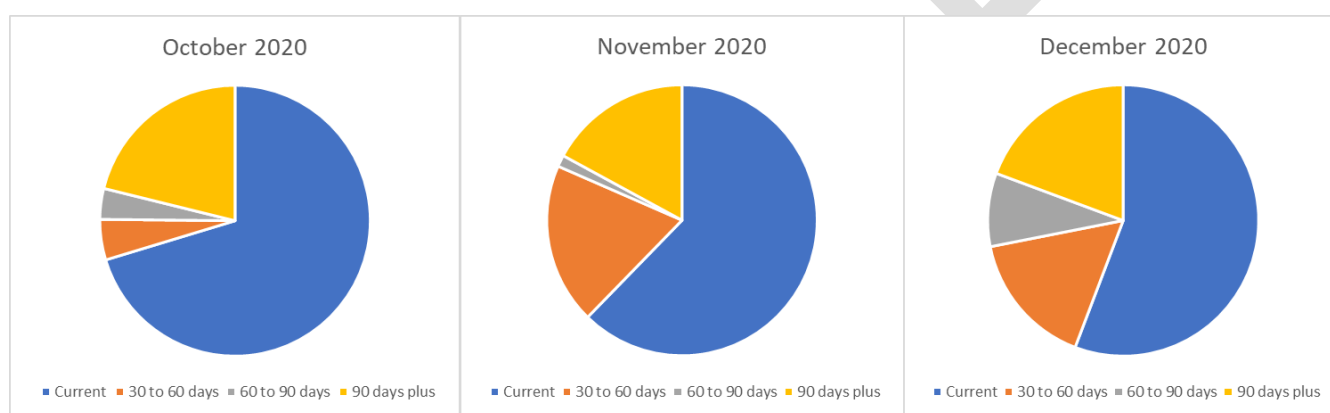
Comments

DEBTOR ANALYSIS

Days outstanding	As at 31 October 2020		As at 30 November 2020		As at 31 December 2020	
	\$	%	\$	%	\$	%
Current	1,812,735	70%	1,984,590	62%	1,572,852	56%
30 to 60 days	124,706	5%	612,732	19%	454,862	16%
60 to 90 days	94,810	4%	43,897	1%	246,823	9%
90 days plus	545,380	21%	544,264	17%	545,525	19%
Total aged debtors	2,577,631		3,185,483		2,820,062	
Credits unapplied	- 32,177		- 35,990		- 1,819,146	
Housing debtors (Note 1)	5,000,000		5,000,000		5,000,000	
Provision	- 5,500,000		- 5,500,000		- 5,500,000	
Net debtors	2,045,454		2,649,493		500,916	

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

Summary of debtor ageing for the last three month ends



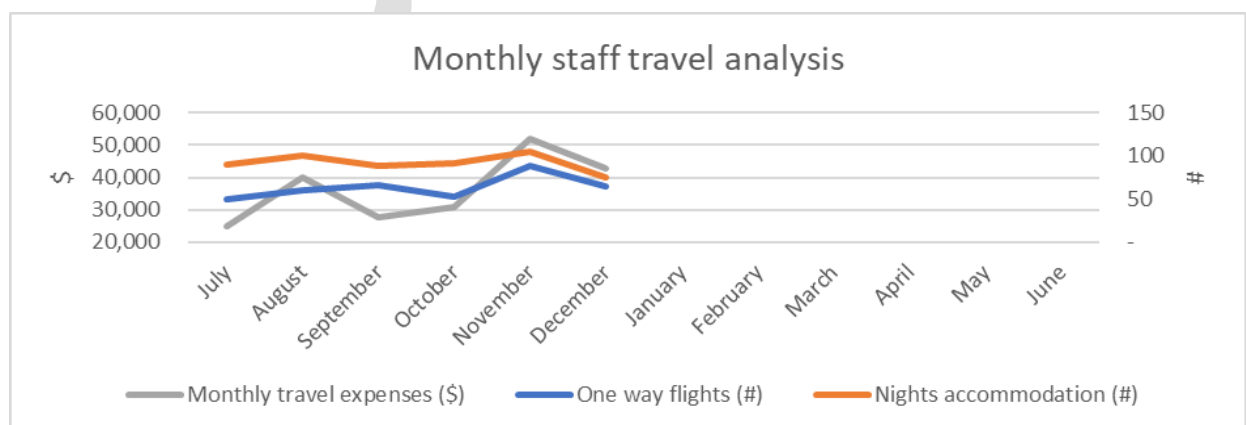
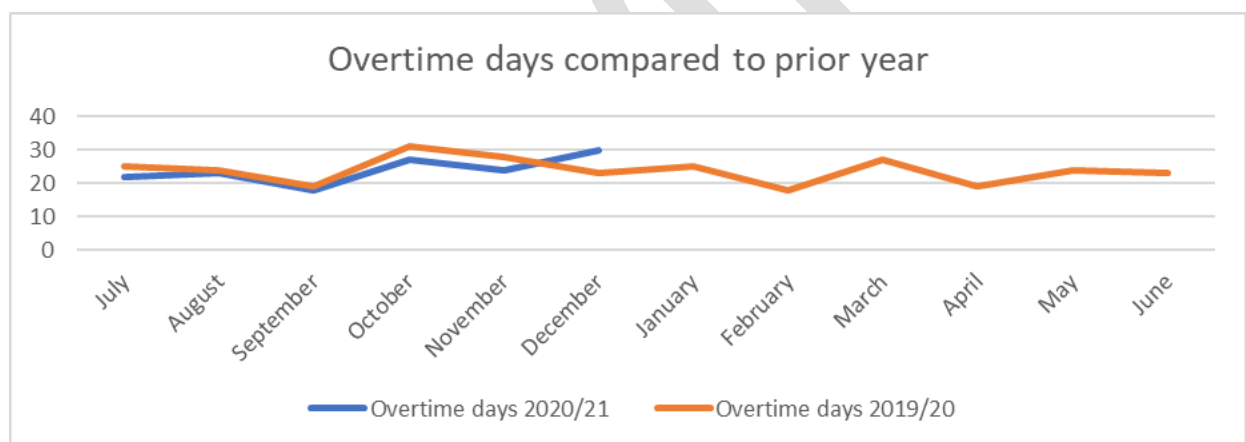
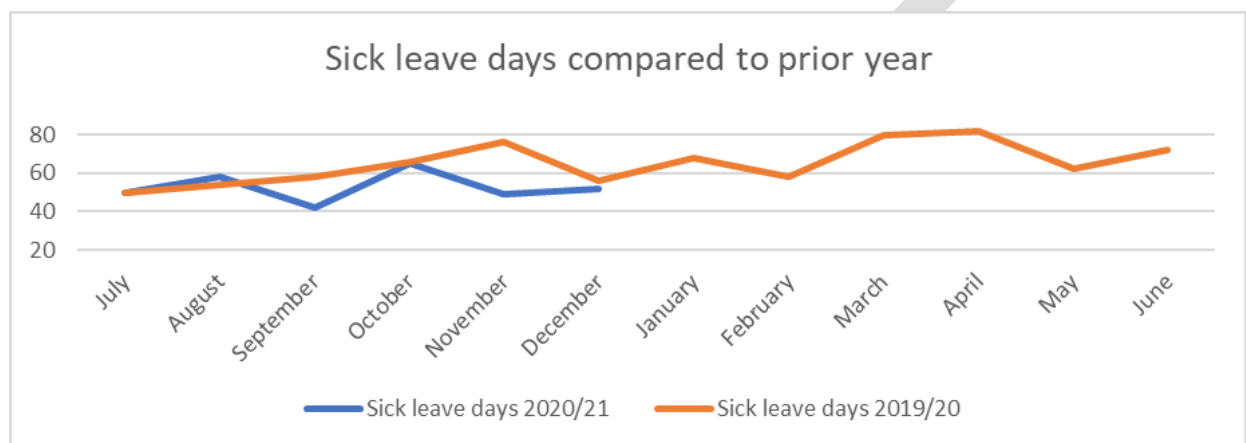
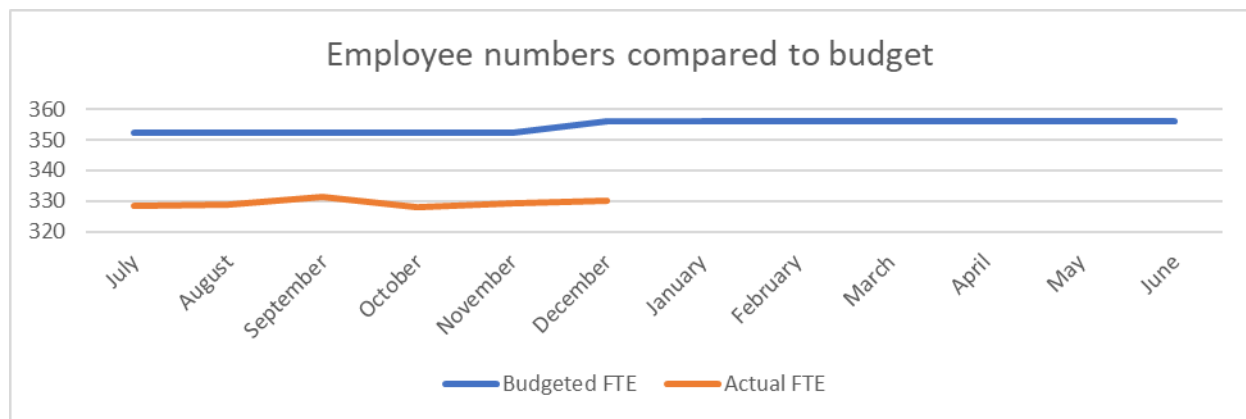
Commentary on debtors:

In recent months there has been an increase of debtors in the 30 to 90 day categories. This is due to.....

Analysis of top five debtors in excess of standard payment terms:

Debtor name	Amount outstanding in excess of 30 days	Commentary
Torres Strait Major Infrastructure and Other Projects Trust Fund	114,364.68	Grant application currently being processed.
Qbuild Department of Housing and Public Works	103,843.76	Currently following up.
Tagai State College	94,167.76	Debt to be submitted to be considered for write off.
Somerset Building Company	77,638.00	Debtor has disputed part of the charges. Claim to be investigated by Finance and a decision to be made.
Badhulgaw Kuthinaw Mudh TSI Corporation Badu Art Centre	73,460.70	Debt has been referred to and is not in the hands of the CEO.

PAYROLL ANALYSIS

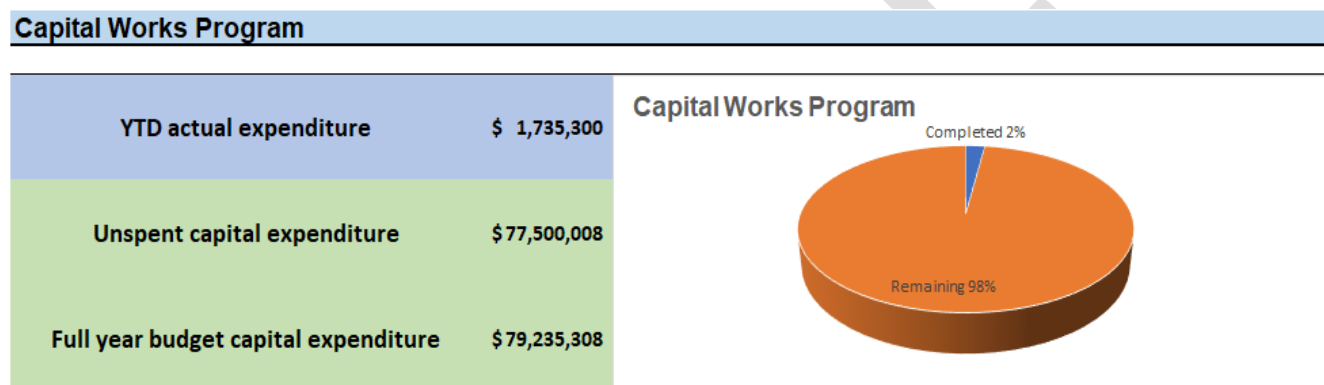


GRANT ANALYSIS

New grants entered into in the month of December.

Funder	Amount	Time frame	Purpose
Department of	\$1,000,000	January 2021 to December 2022	Construction of XXXXXX asset of XXXXX island.
Torres Strait Regional Authority	\$275,000	January 2021 to June 2021	Funding of a study into the viability of XXXXXXX.

CAPITAL WORKS PROGRAM



Council's capital works program is below budget due to timing

FINAL CONSIDERATIONS:

Risk Management:

Financial statements report on a historical basis, therefore there are no financial implications or risk on decisions or options.

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

Council continues to be impacted by the lingering effects of COVID-19 which has affected overall operations however business is starting to return to normal. Management will continue to progressively adapt, monitor, and plan into the future as the COVID-19 situation and its impact evolves over the coming months. With so much uncertainty in the current economic climate, Australia slipping into recession and the possibility of a 'second wave' of infection, it makes future forecasting very challenging.

Nicola Daniels

Head of Financial Services

ATTACHMENTS:

- **Appendix one – department operating statements**
 - **Executive Department**
 - **Health and Community Services**
 - **Business Services**
 - **Engineering Services**
 - **Building Services**
 - **Housing and Tenancy Services**
 - **Corporate Affairs and Engagement**
 - **Strategic Projects and Logistics**
- **Appendix two - Capital Works Program** detailed report

SAMPLE

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Executive Department statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	25,601	20,042	16,335	3,706	-23%
Sales revenue	-	2,586	45	2,541	-5590%
Grants, subsidies, contributions and donations	546,200	-	546,200	546,200	100%
	571,801	22,628	562,581	539,953	
Capital revenue					
Grants, subsidies, contributions and donations - capital	-	-	-	-	#DIV/0!
	-	-	-	-	
Interest received	-	-	-	-	#DIV/0!
Other income	69,000	91,990	61,167	30,823	-50%
Rental income	-	-	-	-	#DIV/0!
Total income	640,801	114,617	623,747	509,130	
Expenses					
Recurrent expenses					
Employee benefits	3,017,634	1,499,980	1,668,462	168,482	10%
Materials and services	2,245,940	1,078,075	1,118,711	40,635	4%
Finance costs	-	-	-	-	#DIV/0!
Depreciation and amortisation	-	-	-	-	#DIV/0!
	5,263,574	2,578,055	2,787,172	209,118	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	5,263,574	2,578,055	2,787,172	209,118	
Net result	- 4,622,773	- 2,463,437	- 2,163,425	300,012	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Health and Community Services statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	2,291,865	1,570,663	1,457,553	113,110	-8%
Sales revenue	2,647,324	1,257,825	1,276,115	18,290	1%
Grants, subsidies, contributions and donations	3,905,858	2,200,557	2,592,074	391,517	15%
	8,845,048	5,029,046	5,325,742	296,697	
Capital revenue					
Grants, subsidies, contributions and donations - capital	364,735	364,735	19,735	345,000	-1748%
	364,735	364,735	19,735	345,000	
Interest received	-	-	-	-	#DIV/0!
Other income	426,853	223,947	128,053	95,894	-75%
Rental income	-	-	-	-	#DIV/0!
Total income	9,636,636	5,617,728	5,473,531	144,197	
Expenses					
Recurrent expenses					
Employee benefits	7,463,646	3,458,910	3,862,456	403,546	10%
Materials and services	5,110,520	2,327,441	2,263,732	63,709	-3%
Finance costs	-	-	-	-	#DIV/0!
Depreciation and amortisation	4,421,009	2,210,505	2,347,540	137,036	6%
	16,995,176	7,996,855	8,473,728	476,873	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	16,995,176	7,996,855	8,473,728	476,873	
Net result	- 7,358,540	- 2,379,128	- 3,000,197	- 621,070	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhdhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Business Services Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	-	8,321	71,804	63,483	88%
Sales revenue	-	168	-	168	#DIV/0!
Grants, subsidies, contributions and donations	18,521,005	9,805,137	9,805,138	0	0%
	18,521,005	9,813,627	9,876,942	63,315	
Capital revenue					
Grants, subsidies, contributions and donations - capital	6,926,811	164,491	509,491	345,000	68%
	6,926,811	164,491	509,491	345,000	
Interest received	379,151	188,883	198,197	9,314	5%
Other income	200,000	80,000	10,465	69,535	-664%
Rental income	-	-	-	-	#DIV/0!
Total income	26,026,968	10,247,001	10,595,095	348,094	
Expenses					
Recurrent expenses					
Employee benefits	2,470,163	1,172,239	1,464,327	292,088	20%
Materials and services	4,456,342	2,236,076	2,154,486	81,590	-4%
Finance costs	84,652	45,324	61,468	16,144	26%
Depreciation and amortisation	1,040,048	520,024	600,334	80,310	13%
	8,051,205	3,973,663	4,280,614	306,951	
Capital expenses	3,500,000	1,400,000	1,906,455	506,455	27%
Total expenses	11,551,205	5,373,663	6,187,069	813,405	
Net result	14,475,762	4,873,337	4,408,027	465,311	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhhdhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Engineering Services Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,534,078	19,344	78,381	59,037	75%
Fees and charges	1,698,031	815,298	878,193	62,894	7%
Sales revenue	-	-	-	-	#DIV/0!
Grants, subsidies, contributions and donations	707,412	76,740	466,828	390,088	84%
	3,939,522	911,383	1,423,401	512,019	
Capital revenue					
Grants, subsidies, contributions and donations - capital	47,309,038	10,869,341	12,835,306	1,965,964	15%
	47,309,038	10,869,341	12,835,306	1,965,964	
Interest received	-	-	-	-	#DIV/0!
Other income	-	-	-	-	#DIV/0!
Rental income	-	-	-	-	#DIV/0!
Total income	51,248,560	11,780,724	14,258,707	2,477,983	
Expenses					
Recurrent expenses					
Employee benefits	8,079,659	3,993,078	4,356,516	363,438	8%
Materials and services	6,069,743	2,718,149	2,526,409	191,740	-8%
Finance costs	96,000	48,000	48,000	-	0%
Depreciation and amortisation	21,772,716	10,886,358	11,078,729	192,371	2%
	36,018,117	17,645,584	18,009,654	364,070	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	36,018,117	17,645,584	18,009,654	364,070	
Net result	15,230,443	5,864,860	3,750,947	2,113,914	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Housing and Tenancy Services Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	-	-	918	918	100%
Sales revenue	-	-	-	-	#DIV/0!
Grants, subsidies, contributions and donations	-	-	-	-	#DIV/0!
	-	-	918	918	
Capital revenue					
Grants, subsidies, contributions and donations - capital	6,937,314	-	-	-	#DIV/0!
	6,937,314	-	-	-	
Interest received	-	-	-	-	#DIV/0!
Other income	-	-	-	-	#DIV/0!
Rental income	4,844,063	2,382,095	2,392,146	10,051	0%
Total income	11,781,377	2,382,095	2,393,064	10,969	
Expenses					
Recurrent expenses					
Employee benefits	1,310,223	623,398	782,413	159,016	20%
Materials and services	2,712,719	1,350,609	1,349,172	1,437	0%
Finance costs	484,407	290,644	245,720	44,925	-18%
Depreciation and amortisation	19,274,210	9,637,105	9,400,415	236,690	-3%
	23,781,559	11,901,756	11,777,719	124,037	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	23,781,559	11,901,756	11,777,719	124,037	
Net result	- 12,000,182	- 9,519,661	- 9,384,655	135,006	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhdfhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Building Services Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	-	-	-	-	#DIV/0!
Sales revenue	21,282,675	11,175,710	11,793,972	618,262	5%
Grants, subsidies, contributions and donations	-	-	-	-	#DIV/0!
	21,282,675	11,175,710	11,793,972	618,262	
Capital revenue					
Grants, subsidies, contributions and donations - capital	1,735,124	694,050	-	694,050	#DIV/0!
	1,735,124	694,050	-	694,050	
Interest received	-	-	-	-	#DIV/0!
Other income	-	2,727	4,545	1,818	40%
Rental income	-	-	-	-	#DIV/0!
Total income	23,017,799	11,872,487	11,798,518	73,970	
Expenses					
Recurrent expenses					
Employee benefits	3,124,039	1,552,510	2,114,491	561,982	27%
Materials and services	14,760,799	6,874,925	7,705,353	830,428	11%
Finance costs	-	-	-	-	#DIV/0!
Depreciation and amortisation	-	-	-	-	#DIV/0!
	17,884,838	8,427,435	9,819,844	1,392,409	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	17,884,838	8,427,435	9,819,844	1,392,409	
Net result	5,132,961	3,445,053	1,978,674	1,466,379	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhhdhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Corporate Affairs and Engagement Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	-	-	6,000	6,000	100%
Sales revenue	-	-	-	-	#DIV/0!
Grants, subsidies, contributions and donations	65,160	20,160	60,321	40,161	67%
	65,160	20,160	66,321	46,161	
Capital revenue					
Grants, subsidies, contributions and donations - capital	-	-	-	-	#DIV/0!
	-	-	-	-	
Interest received	-	-	-	-	#DIV/0!
Other income	-	-	-	-	#DIV/0!
Rental income	-	-	-	-	#DIV/0!
Total income	65,160	20,160	66,321	46,161	
Expenses					
Recurrent expenses					
Employee benefits	1,272,300	541,382	537,876	3,507	-1%
Materials and services	358,175	181,206	182,296	1,090	1%
Finance costs	-	-	-	-	#DIV/0!
Depreciation and amortisation	-	-	-	-	#DIV/0!
	1,630,475	722,588	720,172	2,416	
Capital expenses	-	-	-	-	#DIV/0!
Total expenses	1,630,475	722,588	720,172	2,416	
Net result	- 1,565,315	- 702,428	- 653,851	48,578	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhhdhdfisdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX ONE – DEPARTMENT OPERATING STATEMENTS

Strategic Projects and Logistics Statement of financial performance	Annual original budget	YTD original budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	-	-	-	-	#DIV/0!
Fees and charges	40,000	17,481	-	17,481	#DIV/0!
Sales revenue	20,754	10,102	15,299	5,197	34%
Grants, subsidies, contributions and donations	-	-	-	-	#DIV/0!
	60,754	27,582	15,299	12,284	
Capital revenue					
Grants, subsidies, contributions and donations - capital	413,450	413,450	-	413,450	#DIV/0!
	413,450	413,450	-	413,450	
Interest received	-	-	-	-	#DIV/0!
Other income	44,035	17,614	13,122	4,492	-34%
Rental income	-	-	-	-	#DIV/0!
Total income	518,239	458,646	28,421	430,226	
Expenses					
Recurrent expenses					
Employee benefits	345,560	174,053	190,569	16,516	9%
Materials and services	1,534,073	707,785	719,657	11,872	2%
Finance costs	-	-	-	-	#DIV/0!
Depreciation and amortisation	-	-	-	-	#DIV/0!
	1,879,633	881,838	910,226	28,388	
Capital expenses	-	-	1,364	1,364	100%
Total expenses	1,879,633	881,838	908,862	27,024	
Net result	- 1,361,394	- 423,192	- 880,441	- 457,250	

Commentary:

dshiudfhiuas

hdjhfiuhdf

djhdfhdf

dshiudfhiuas

hdjhfiuhdf

APPENDIX TWO – CAPITAL WORKS PROGRAM DETAILED REPORT

Need to expand below reporting to including remaining expected costs (not just remaining budget costs) or something similar to identify projects expected to exceed their budget.

Also need to incorporate some form of timing to report projects that are likely not to be completed in their agreed timing.

SAMPLE

CAPITAL WORKS PROGRAM

Capital Budget - 2020 / 2021		Complete/Awaiting commissioning			Not Commenced	
		Work Underway				
	Capital Expenditure					
CAPITAL BUDGET PROJECTS	Forecast Annual Spend 2020/2021	Actual Spend YTD September 2020/2021	Budget Remaining YTD September 2020/2021	% Funds Spent YTD September 2020/2021	Status	Comments
PROJECTS - ICCIP						
Water	17,237,277	73,139	17,164,138	0.42%		5 x major projects at pre-contract or contract stage
Wastewater	18,101,893	343,318	17,758,575	1.90%		3 x major projects contracted and commenced or about to commence
Solid Waste	4,186,684	4,583	4,182,101	0.11%		Small scale trials underway prior to finalising tender
	39,525,854	421,040	39,104,814	1.07%		General: software tender to be finalised \$97,228
PROJECTS - QRA						
PC Penny PM Fees	-	(25,635)	25,635	0.00%		Year end entry to reverse
PROJECTS - CURRENT						
Seawalls Phase 2	14,753,094	-	14,753,094	0.00%		Project made inactive Project costs to be redistributed between new tasks refer CP1489
Seawall Construction Stage 2	4,928,767	71,192	4,857,575	1.44%		Project made inactive Project costs to be redistributed between new tasks refer CP1490
Seawall Construction Stage 2		166,282	(166,282)	0.00%		Project costs to be redistributed to this new task
Seawall Construction Stage 2		47,649	(47,649)	0.00%		Project costs to be redistributed to this new task
Seawall Additional Funds TSRA	-	47,160	(47,160)	0.00%		Project costs to be redistributed to a new task
Coastal Hazard - plan & design	-	(72,227)	(72,227)	0.00%		Nofunds allocated from current year but still have \$95k commitments in the system
Seawall Sandbagging	-	-	-	0.00%		
Smart Water Meters	405,884	922	404,962	0.23%		Orders Placed
Smart Water Meters	725,211	-	725,211	0.00%		Orders Placed
Airport Road Rehabilitation R2R	727,068	181,841	545,227	25.01%		Underway
Community Housing (7 Homes)	2,435,000	-	2,435,000	0.00%		Plan still to be developed Meeting booked for 16 Sep 2020 with Housing manager for hand over of project from design concept approval. Designs to be expanded as Architectual Construction Drawings with engineering and overlays on each Lot site. Final Design to be QS to ensure compliance with Budgetary funds, prior to works commencing.
W4Q.R3 Builder/Mechanics Workshop	177,284	-	177,284	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Currently Requesting Quote from AECOM for Engineering report to supply to Insurance Broker
W4Q.R3 Undercover Shelter	238,596	-	238,596	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Currently developing tender scope for a D & C (Design & Construct) RFQ (Request for Quote)
W4Q.R3 Airport Waiting Shed	462,685	-	462,685	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Have had the costs returned from the QS (Quantity Surveyor) and the estimate cost of the build is \$963,475. Therefore the project is \$500,723 short in funding. Executive action is needed to approve course of action.
W4Q.R3 Airport Waiting Shed	462,752	-	462,752	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Have had the costs returned from the QS (Quantity Surveyor) and the estimate cost of the build is \$963,315. Therefore the project is \$500,563 short in funding. Executive action is needed to approve course of action.
W4Q.R3 Community Hall & B&B Court	345,965	-	345,965	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Works has been scoped by Regional Buildgin Supervisor, though ahs been moved to another island and hand voer must be performed to new island allocated Regional Building Supervisor.
W4Q.R3 Guesthouse Upgrade	266,704	-	266,704	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. This project has been issued to Regional Building Supervisor to commence Procurement and Freight to activate works.
W4Q.R3 Covered Sporting Facility	802,188	-	802,188	0.00%		Request for 12 Months extension required forward planning and schedule being developed with BSU and resources available. Currently scope is being drafted for D&C (Design & Construct) RFQ (Request For Quote).
W4QCC20 - Security Fence Wastewater Lagoon	245,000	4,441	240,559	1.81%		Orders placed and project planned

CAPITAL WORKS PROGRAM (Continued)

PROJECTS - NEW						
RAUP Airports (Badu, Kubin, Mauiag)	332,635	142,446	190,189	42.82%		Orders Placed
Airport Fencing		121,492				Orders Placed
Airport Fencing		9,240				Orders Placed
Airport Fencing		11,714				Orders Placed
Helipad Road Upgrade	714,000	-	714,000	0.00%		Project Task yet to be raised
Airport Apron Upgrade	332,000	-	332,000	0.00%		Project Task yet to be raised
Airport Safety Improvement	623,000	-	623,000	0.00%		Project Task yet to be raised
Dauan Basketball Court and Grandstand	570,000	-	570,000	0.00%		CP Task raised
Badu Culvert - Design Concept	177,211	-	177,211	0.00%		Project Task yet to be raised
COUNCIL OWN FUNDS (COF)						
Replace Spare high pressure pump	30,000	-	30,000	0.00%		Pump is being delivered
Engineering - General allocation	100,000	8,278	91,722	8.28%		To be spent on emergent work
Engineering - General allocation						To be spent on emergent work
Engineering - General allocation						To be spent on emergent work
Engineering - General allocation		8,278				To be spent on emergent work
Badu Finger Jetty- Assess and repair	210,000	456	209,545	0.22%		Working with Chief Engineer to define works and budget
Camera installation - 14 x barge ramps	280,000	-	280,000	0.00%		No plan
Corporate Fleet						
Pool/Hire Vehicle	300,000	49,677	250,323	16.56%		Working on plans for all replacements
2017 Hilux						
TSIRC - Corporate Buildings						
Poruma Mayors Office Upgrade	42,000	50,272	(8,272)	119.70%		In line with requirements. Works completing today 14/9/2020, With actual costs following
9 x Trailers	154,000	-	154,000	0.00%		Orders Placed 1 October 2020
Building Corporate WHS Emergency Tasks						
Erub Staircase Replacement (Funded from Co	85,000	42,792	42,208	50.34%		Orders Placed
Badu Sporting Oval Lighting	63,249	26,751	36,498	42.29%		Goods delivered awaiting erection
Insurance works:						
Mabuiag Road Point.	380,000	-	380,000	0.00%		Consultation with property owners to be received
St Pauls Housing	876,409	200	876,209	0.02%		In progress, design completed awaiting BSU schedule. Architectuals/ Engineering completed, ready for RFQ (Request For Quote) as soon as Legal documents accessible for BSU to supply contract isuation with RFQ.
TSIRC Leased Assets (Share of insurance wor	300,000	-	300,000	0.00%		Awaiting Council signoff
Donated Assets						
Donated Assets/Contributed - Building Comm	6,753,000	-	6,753,000	0.00%		Unable to confirm BSU forward work plan at this stage
Total	79,480,308	1,735,300				



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG MEETING:	January 2021
DATE:	19 th January 2021
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	Reconciliation Action Plan
AUTHOR:	Acting Head of People and Wellbeing

Recommendation:

The Strategic Advisory Reference Group resolves to:

- a) note the contents of this report; and
- b) receive updates on the status of the Reconciliation Action Plan on a monthly basis.

Executive Summary:

This report serves to provide assurance to the Strategic Advisory Reference Group that the Acting CEO (ACEO) has commenced the development of a Reconciliation Action Plan.

Background:

Council requested per the ACEO KPI's to:

- Commence development of a Reconciliation Action Plan (RAP)

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

ACEO initiated the development of the RAP by arranging, Preston Law to facilitate a discussion with Council at the November Workshop in Cairns to determine the desired direction of Council for the RAP. Martine Care and Danielle Turner from Preston Law facilitated the workshop to establish specifically what Council would like to achieve and what Council would like to see in the RAP.

It is Council's desire the RAP be developed considering how TSIRC will develop and encourage positive relationships with non-indigenous organisations.

Extract from Reconciliation Australia website:

Reconciliation Australia states that Aboriginal and Torres Strait Islander organisations are encouraged to develop a RAP if they feel it will enhance the organisation's core business and/or contribute to reconciliation. Like non-Indigenous organisations, Aboriginal and Torres Strait Islander organisations are diverse, so should follow the same advice on whether a RAP is right for your organisation as any other organisation would. Whilst the RAP framework is heavily centered on how organisations can develop relationships with Aboriginal and Torres Strait Islander organisations and communities, it is helpful for Aboriginal and Torres Strait Islander organisations to use this model in reverse as well, i.e. how can your organisation

develop relationships with non-Indigenous organisations and communities?

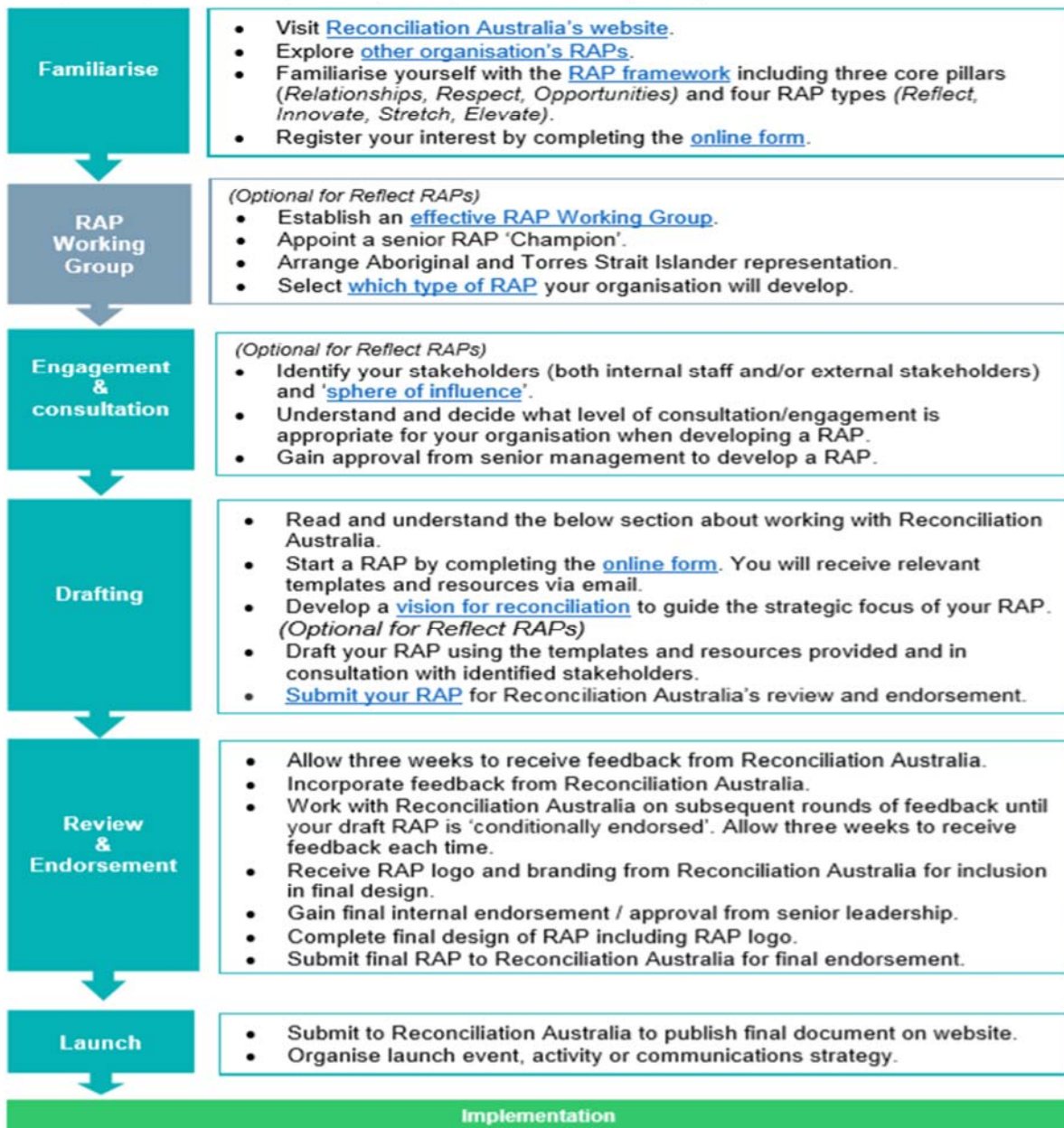
In addition, TSIRC has initiated the first steps with Reconciliation Australia by completing an Expression of Interest to receive information on whether: a RAP is right for TSIRC and the RAP development process. Acting Head of People and Wellbeing is currently the lead contact and has lodged EOI with Reconciliation Australia

Officers Comments:

Based on the feedback from workshop and best practice frameworks from Reconciliation Australia, The following actions will be undertaken during Q3-4 to progress the drafting of a TSIRC Reconciliation Action Plan (RAP):.

Key steps for developing a RAP

Please note: If your organisation chooses to develop a *Reflect* RAP, you are not required to establish a RAP Working Group, develop a vision for reconciliation, nor conduct extensive engagement and consultation in the development phase of your RAP journey. For *Reflect* RAPs these activities occur during the implementation phase of your organisation's RAP journey.



- Based on the key steps in developing a RAP from Reconciliation Australia's website, a Working Group will be formed including the Senior Executive Team, Head of P&W and nominated members of staff. The group will be responsible for driving the development of the RAP using the guidelines from Reconciliation Australia and produce a draft policy for presentation and endorsement from Council.

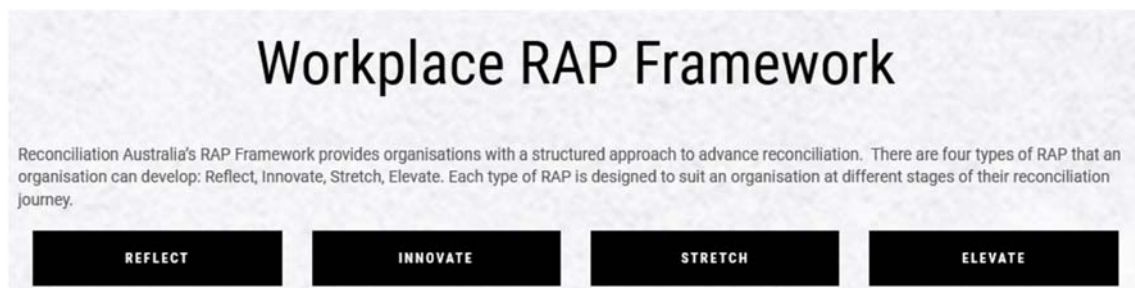
RAP Working Group structure

Membership

Beyond the minimum requirements of the RWG for RAP endorsement, it is important that a RWG consist of employees from across an organisation, including senior leadership and Aboriginal and Torres Strait Islander staff. The ideal members for a RWG will vary according to your organisation's size, geographic reach and core business, however, broadly membership should comprise of:

RAP Working Group membership	
Who?	Why?
Staff that represent a wide range of departments, locations and levels.	<ul style="list-style-type: none"> To promote a whole-of-organisation approach to the RAP. To ensure the RAP does not sit with a single team (e.g. the HR department). To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments. Reconciliation is everyone's responsibility.
Aboriginal and Torres Strait Islander representatives (staff or external).	<ul style="list-style-type: none"> To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives. To ensure Aboriginal and Torres Strait Islander people are involved in decision-making. To build a culturally appropriate approach to RAP development, implementation and reporting. To assist the RWG and organisation work through areas that can be complex or sensitive. Demonstrated Aboriginal and/or Torres Strait Islander representation is a minimum requirement for Innovate, Stretch and Elevate RAPs. <p>NB: Aboriginal and Torres Strait Islander staff and RWG representatives should not be expected to drive the RAP, but rather guide the RAP.</p>
Key decision makers	<ul style="list-style-type: none"> To ensure the RWG can resolve roadblocks to RAP implementation.
RAP Chair/Co-chairs	<ul style="list-style-type: none"> To coordinate RWG meetings and take responsibility for holding other members of the group accountable and on track. To provide a primary contact for other staff, community members, organisations and Reconciliation Australia when they have enquiries about the RAP.
RAP Champion/s	<ul style="list-style-type: none"> To raise the profile of reconciliation as an organisational priority internally and externally. To lead by example by actioning the commitments in the RAP.
No more than 10 – 15 members	<ul style="list-style-type: none"> To ensure a manageable, and hence sustainable, sized group.

- Reconciliation Australia's RAP Framework will provide Council with a structured approach to advance reconciliation. There are four types of RAP that an organisation can develop: Reflect, Innovate, Stretch, Elevate. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey. The Working Group will the type of RAP Council will develop.



- TSIRC will be required to register with Reconciliation Australia when ready to begin drafting our RAP. There is a requirement for organisations to register prior to submitting their draft RAP.
- Upon registration with Reconciliation Australia, they will provide the relevant templates and resources to enable the working group and Council to begin drafting a RAP. The RAP template from Reconciliation Australia will provide a roadmap to begin the TSIRC reconciliation journey.

Consultation:

- People and Wellbeing
- Preston Law
- Reconciliation Australia

Links to Strategic Plans:

Corporate Plan 2020-2025

- People: Outcome 4 - We are a transparent, open and engaging council.
4.2 Evolve Council's communication channels and community's access to information.
- Sustainability: Outcome 8 - We manage council affairs responsibly to the benefit of our communities.
8.4 Develop council as employer of choice within the region and nationally.
- Prosperity: Outcome 11 - We invest in the retention of key skills within our region.
11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities.

Operational Plan 2020-2021

81. Refresh Council's Transitional Action Plan (TAP) - People & Wellbeing Dept.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Anti-Discrimination Act 1991 (Qld)

Sex Discrimination Act 1984 (Cth)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Human Rights and Equal Opportunity Act 1986 (Cth)

Conclusion:

Council will continue with the development of the RAP with the formation of a Working Group and monthly updates on the status of the RAP will be provided to SARG.

**Endorsed:**

Tracey Burrell
Acting Head of People and Wellbeing

**Recommended:**

Hollie Faithfull
Acting Chief Executive Officer

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG COMMITTEE MEETING:	January 2021
DATE:	19/01/2021
ITEM:	Agenda Item for the Strategic Advisory Reference Group
SUBJECT:	2021 Community Insights Survey
AUTHOR:	Luke Ranga, Head of Corporate Affairs

Recommendation

That the Strategic Advisory Reference Group review and notes this report.

Executive Summary:

In March 2017 Council conducted its first ever whole-of-community and stakeholder survey. Community engagement sessions, such as those conducted for Council's Corporate Plan, have been conducted, however another formal community survey has not occurred since.

This year's survey is targeted to take place during March 2021, to allow for survey efficacy training, community awareness campaigns for the full month of February and appropriate support and logistic arrangements in each division.

Insights & Improvements to Survey Process:

Insight	Approach in 2017	Recommended Approach for 2021
Reduce cost of External Providers.	Two external providers were utilised in Council's previous community survey process: <ul style="list-style-type: none"> IPSOS Public Affairs (Sydney based) were engaged by Council to create survey, online platform and final report. This engagement was a total cost to Council of \$27,315.20. Ingeous Studios (Cairns based) were engaged to design communication materials and final survey report. This engagement was a total cost to Council of \$1,490.00. 	The 2021 survey process will be conducted entirely in-house by the Corporate Affairs Department: <ul style="list-style-type: none"> Survey questions have been created in alignment with Council's Corporate Plan and key stakeholder feedback. The survey tool is being created using existing Council software (MS Forms). Final report collation, design and publishing will be conducted by Council's existing Graphic & Content Officers.
Mitigation of Data Collection Concerns.	In 2016, SARG was presented with two options, voting in favour of the online approach, which was notably \$130,000.00 less in cost to Council. It was noted, however that quality of data, take-up of survey and participation levels may be lower based on this method of data collection: <ul style="list-style-type: none"> Surveys were conducted online via iPads, directly via weblink or paper-based copies (that were entered at a later stage). HLO's were trained via phone by the external provider to assist 	The 2021 survey approach will still maintain a web presence, for community members who prefer to complete the survey online, however a focus group session will be held in each community whereby: <ul style="list-style-type: none"> Each survey section and question will be explained, using MS PowerPoint, as community members fill out their surveys. Multiple Yumplatok/Creole speakers will be available in each session to assist with language barriers.

	<p>community members in survey completion.</p> <ul style="list-style-type: none"> 517 community members participated in final survey. 	<ul style="list-style-type: none"> For consistency and data efficacy the same team will attend each session, supported by local Council staff. At the end of each session, completed surveys will be entered directly into MS Forms and hard copies of surveys retained for audit purposes.
Mitigation of Audit Deficiency.	<p>The previous survey did not have a specific section or questions relevant to Council's long-term Asset Management Plans. These plans are required under Section 104 of the <i>Local Government Act 2009 (Qld)</i>.</p>	<ul style="list-style-type: none"> Section Two of the 2021 survey is dedicated to Asset Management Plans and the specific Community feedback required to mitigate this audit deficiency. The focus group approach, as outlined above, will assist in ensuring an effective sample size, further aiding in audit deficiency mitigation.

2021 Survey Questions:



Section One - Details blo you

The information in this section helps Council to understand the unique needs of each Division. Your details will be kept confidential.

1.1 Which Division / Community do you reside in?

- ☐ Div 1: Boigu (Talbot Island)
- ☐ Div 2: Dauan (Mt Cornwallis Island)
- ☐ Div 3: Saibai (Saibai Island)
- ☐ Div 4: Mabuiag (Jervis Island)
- ☐ Div 5: Badu (Mulgrave Island)
- ☐ Div 6: Moa Island - Arkai (Kubin Community)
- ☐ Div 7: Moa Island - Wug (St Pauls Community)
- ☐ Div 8: Kirirri (Hammond Island)
- ☐ Div 9: lama (Yam Island)
- ☐ Div 10: Warraber (Sue Island)
- ☐ Div 11: Poruma (Coconut Island)
- ☐ Div 12: Masig (Yorke Island)
- ☐ Div 13: Ugar (Stephen Island)
- ☐ Div 14: Erub (Darnley Island)
- ☐ Div 15: Mer (Murray Island)
- ☐ I live outside the TSIRC region

If you answered outside the TSIRC region, please specify _____

1.2 Select your age range:

- ☐ 18-25 Years
- ☐ 26-33 Years

- ☐ 34-41 Years
- ☐ 42-49 Years
- ☐ 50-57 Years
- ☐ 58-64 Years
- ☐ 65 Years+

1.3 Which gender do you identify with?

- ☐ Male
- ☐ Female
- ☐ Other / Non-Identified

1.4 Which cultural background do you identify with?

- ☐ Torres Strait Islander
- ☐ Aboriginal
- ☐ Other

If you answered other, please specify _____

1.5 Which is your preferred language (for everyday communication)?

- ☐ English
- ☐ Yumplatok / Torres Strait Creole
- ☐ Kala Lagaw Ya - Kalaw Kawaw Ya Dialect
- ☐ Kala Lagaw Ya - Mabuyag Dialect
- ☐ Kala Lagaw Ya - Kaurareg Dialect
- ☐ Kala Lagaw Ya - Kulalgau Ya Dialect
- ☐ Meriam Mir - Erub / Ugar Dialect
- ☐ Meriam Mir - Mer Dialect
- ☐ Other

If you answered other, please specify _____

1.6 What is your occupation? _____

1.7 Have you moved or returned to our region within the last 1-5 years?

- ☐ Yes
- ☐ No

If yes, what was your primary reason for moving to our region? _____

1.8 Are you considering leaving or moving away from our region within the next 1-5 years?

- ☐ Yes
- ☐ No

If yes, what was your primary reason for moving away? _____

Section Two - Youmpla community assets

Under the Local Government Act 2009, all local governments must have a long-term asset management plan. Council's asset management plan is used to provide a rational framework for understanding the following:

- Assets owned and services provided by those assets.
- Present and future demands on assets that are critical for community service delivery.
- Current estimate of short-term & long-term financial commitments.
- Current and proposed policies, strategies and programs that are necessary to meet Council's long-term provision of services to community.

Council is responsible for particular asset groups (known as asset classifications), please rate how important each of the following asset groups are to you:

2.1 Building Corporate (This includes buildings such as the Council Offices, Community Halls, Childcare Centres and Accommodation owned and operated by Council):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.2 Recreation (This includes Sports Halls, Sports Changerooms, Sports Fields, Toilet Blocks, Basketball Stadiums, and Gazebos):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.3 Transport (This includes Airports, Helipads, Footpaths, Sealed Roads and Unsealed roads):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.4 Water Network (This includes Water Desalination Plants, Water Bores, Water Pump Stations, Wells, Water Reservoirs):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.5 Sewerage Network (This includes Sewerage Treatment Plants, Sewerage Pumping Stations and Sewerage pipework):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.6 Solid Waste (This includes the Garbage / Waste Dumps):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.7 Wharves, jetties, channels (This includes Jetties, Barge Ramps, Finger Piers and Channels):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.8 Stormwater Drains (This includes Storm Water Drains, Channels and Pipework):

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

2.9 Are you aware of the community service levels Council are required to achieve for each asset classification?

- ☐ Yes
- ☐ Somewhat
- ☐ No

2.10 Do each of the services provided by Council match your level of expectation?

- ☐ Yes
- ☐ Somewhat
- ☐ No

If you answered no, please specify _____

2.11 Has the satisfaction level improved since you were last involved in a similar community consultation?

- ☐ Yes
- ☐ Somewhat
- ☐ No

If you answered no, please specify _____

2.12 Do you have any recommendations or comments to improve the service levels of these assets provided by Council?

2.13 How do you believe the Communities should be informed of the asset performance levels?

Section Three - Youmpla ilan

This section helps inform Council about your thoughts and concerns, specific to your community and areas of importance to you.

3.1 How would you rate the overall condition, cleanliness and appearance of public spaces and around your community in general?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

3.2 Do you feel safe in public spaces and around your community?

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

What makes you feel unsafe?

- ☐ Crime (break-ins, theft, vandalism, etc.)
- ☐ Poor behaviour (alcohol, drugs, domestic violence, etc.)
- ☐ Wandering dogs
- ☐ Poor public lighting
- ☐ Condition of roads or footpaths
- ☐ Unsolicited visitors (other communities, across border, etc.)
- ☐ Other

If you answered other, please specify _____

3.3 Do you feel there are enough recreation, sport or exercise options and programs in your community?

☐ Yes

☐ No

If you answered no, please specify _____

3.4 How would you rate your satisfaction with recreational assets in your community? (e.g. pergolas, sports facilities, basketball courts)?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

3.5 How would you rate your satisfaction with roads, footpaths and stormwater drainage in your community?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

3.6 How would you rate your satisfaction with rubbish removal services in your community?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

3.7 Is illegal dumping an issue in your community?

☐ Yes

☐ No

Please provide any comments _____

3.8 Do you have any biosecurity concerns in your community?

☐ Yes

☐ No

Please provide any comments _____

3.9 How would you rate your satisfaction of the drinkable water in your community?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

3.8 How would you rate your satisfaction of the sewerage services in your community?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Please provide any comments _____

Section Four - House blo you

This section helps Council understand the housing needs of our communities and the environment we live in.

4.1 Which best describes where you live?

- ☐ I/We rent our house from Council
- ☐ I/We rent our house from another organisation
- ☐ I/We own our house
- ☐ Other

If you answered other, please specify _____

4.2 Which best describes your household?

- ☐ Extended family household (multiple generations)
- ☐ Married with children
- ☐ Married with no children
- ☐ Living at home with parents
- ☐ Single with no children
- ☐ Single parent with children
- ☐ Group household (non-family living together)
- ☐ Other

If you answered other, please specify _____

4.3 Do you have animals at your property?

- ☐ Yes
- ☐ No

If you answered yes, how many animals do you have? _____

If you answered yes, which type of animals do you have?

- ☐ Dog
- ☐ Cat
- ☐ Chicken(s)
- ☐ Pig
- ☐ Other

If you answered other, please specify _____

Are your animals registered?

- ☐ Yes
- ☐ No

How satisfied are you with the Vet service provided by Council?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

4.4 Do you believe your house is functional and suits your family's needs?

- ☐ Yes
- ☐ No

If you answered no, please specify _____

4.5 Do you believe your house is built to suit our climate?

- ☐ Yes
☐ No

If you answered no, please specify _____

4.6 Are maintenance and repairs to your home undertaken soon after reporting them (e.g. within 2 weeks)?

- ☐ Yes
☐ No

If you answered no, please specify _____

4.7 Do you feel safe and secure in your home?

- ☐ Yes
☐ No

If you answered no, please specify _____

4.8 Do you have issues with pests in your home?

- ☐ Yes
☐ No

If you answered yes, which type of pests?

- ☐ Flies
☐ Cockroaches
☐ Rats
☐ Mosquitos
☐ Other

If you answered other, please specify _____

4.9 Please rate your overall satisfaction with your housing:

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Section Five - Service blo umi Council

Responses to this section help Council understand how you access information and how we can improve our services.

5.1 Have you contacted Council in the last 12 months?

- ☐ Yes
☐ No

5.2 When you last contacted Council - How did you do this?

- ☐ By Phone
☐ Through my local Councillor
☐ In Person - at my local Council office
☐ In Person - at another Council site (e.g. dump, fuel depot, IKC, etc.)
☐ Sending a letter in the post
☐ Sending an email
☐ Through Council's website
☐ Through Council's Facebook page
☐ At a Community meeting
☐ Other

If you answered other, please specify _____

5.3 Why did you contact Council?

- ☐ Purchasing fuel or gas
- ☐ Purchasing power cards
- ☐ Centrelink services
- ☐ Australia Post services
- ☐ Rent and charges
- ☐ House maintenance
- ☐ Waste management
- ☐ Animal management (e.g. feral and pest)
- ☐ IKC's and internet access
- ☐ To rent or use Community facilities (Community halls, etc.)
- ☐ To make a complaint
- ☐ Other

If you answered other, please specify _____

5.4 How happy were you with the service you received?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

If you were unsatisfied with the service you received, please specify _____

5.5 If you needed to contact Council, how would you normally do this?

- ☐ By Phone
- ☐ Through my local Councillor
- ☐ In Person - at my local Council office
- ☐ Sending a letter in the post
- ☐ Sending an email
- ☐ Online, through Council's website
- ☐ Online, through Council's Facebook page
- ☐ Other

If you answered other, please specify _____

5.6 How do you normally find out information about Council's services and activities?

- ☐ My local Councillor
- ☐ My local Council office
- ☐ Community noticeboards
- ☐ TV screens at IBIS
- ☐ Council notices / letter drops
- ☐ Council's website
- ☐ Council's Facebook page
- ☐ Community meetings
- ☐ Word-of-mouth
- ☐ Other

If you answered other, please specify _____

5.7 How happy are you with the information you get from Council?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

If you are unsatisfied, please specify _____

5.8 Do you use or visit Council buildings regularly? (Offices, Community Halls, Childcare, IKC's, etc.)

- ☐ Yes
☐ No

Which Council buildings do you visit? _____

5.9 How would you rate the overall condition, cleanliness and appearance of Council buildings?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

If you are unsatisfied, please specify _____

5.10 Does your community have an Indigenous Knowledge Centre (IKC)?

- ☐ Yes
☐ No

If you answered no, do you think your community would benefit from having an IKC?

- ☐ Yes
☐ No
☐ Unsure

If you answered yes, how often do you use your IKC?

1	2	3	4	5
Not at All	Not Often (less than once a month)	Sometimes (once a month)	Often (at least once a week)	Regularly (more than once a week)

How would you rate your overall IKC service and experience?

1	2	3	4	5
Very unsatisfied	Unsatisfied	Neutral	Satisfied	Extremely Satisfied

Do you have any feedback on how we can improve your local IKC service and experience?

5.11 Do you consider Council's buildings safe and accessible for all community members?

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

If you disagreed, please specify _____

Section Six - Opportunities wew Council

This section helps Council understand how to further grow and support employment and supplier opportunities in our local communities.

6.1 Have you ever applied for a job with Council?

- ☐ Yes
☐ No

If you answered no, was it because:

- ☐ Not enough experience
- ☐ Problems finishing the application
- ☐ Not enough information about the job
- ☐ Didn't think I'd get the job
- ☐ Didn't need a job
- ☐ Didn't want to work for Council
- ☐ Other

If you answered other, please specify _____

6.3 Would you apply for a job with Council in the future?

- ☐ Yes
- ☐ No

If you answered no, please specify _____

6.4 Council advertises tenders requesting businesses to supply a range of goods and services. Have you ever submitted a tender or Preferred Supplier application?

- ☐ Yes
- ☐ No

If you answered no, is this something you would like to do in the future?

- ☐ Yes
- ☐ No
- ☐ I need more understanding of what tender or preferred supplier means to make a decision

What has stopped you submitting a tender or preferred supplier application?

- ☐ Didn't meet requirements on the paperwork (no ABN, no insurance, etc.)
- ☐ Didn't see the ads in time
- ☐ Not enough information about the tender or application process
- ☐ Didn't think I'd be successful
- ☐ Other

If you answered other, please specify _____

Section Seven - Advocacy blo Youmpla

Every year Council establishes our priority areas for discussion with elected representatives and candidates at both the State and Federal levels of Government.

Each of our ten deputation focus areas are aligned to Council's strategic plans, are essential in the delivery of our mission 'to improve the liveability of our communities in all we do', and ultimately provide a sustainable platform for the future prosperity of our region.

7.1 Are you aware of Council's advocacy priority areas?

- ☐ Yes
- ☐ No

7.2 Do you think Council does a good job of advocating issues in our region with both the State and Federal Governments?

- ☐ Yes
- ☐ No

If you answered no, please specify _____

7.3 Please rate the importance of each of Council's priority advocacy areas:

Priority Area One - Regional Assembly Aspirations:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Two - Homelessness, Overcrowding & Adequate Housing:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Three - Climate Mitigation & Protection from Natural Disaster Impact:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Four - Equitable Access to Marine & Community Infrastructure:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Five - Digital Transformation & Connected Islands:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Six - Community Health & Wellbeing:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Seven - Torres Strait Islander Prosperity & Enterprise:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Eight - International Border Protection & Infrastructure:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Nine - Funding to Local Government:

1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

Priority Area Ten - Regional Waste Management Solutions:

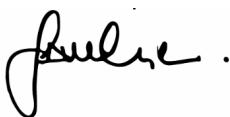
1	2	3	4	5
Very Important	Important	Neutral	Somewhat Important	Not Important

Do you have any comments about this advocacy area? _____

7.4 Are there any issues that are not listed and you feel Council should be discussing with State or Federal Government? _____

Section Eight - Feedback blo you

8.1 Are there any additional comments, suggestions or feedback, not covered in today's survey, that you'd like to provide Council? _____



Luke Ranga
Head of Corporate Affairs



Hollie Faithfull
Acting Chief Executive Officer