



NOTICE OF COUNCIL MEETING

In accordance with Section 254C of the *Local Government Regulation 2012* this notice is to advise that the Trustee Council and Ordinary Council Meetings for the month of January 2025 will be held by *Microsoft (TEAMS)* as follows:

Wednesday, 29 January 2025
(Trustee Meeting – 9.00am to 10.30am)
(Ordinary Meeting – 10.30am to 5.00pm)

[Microsoft TEAMS]: Meeting ID: 440 941 261 663 | Passcode: cxhNpo

The attendance of each Councillor is requested.

All agenda papers for both meetings (excluding Closed Business papers) will shortly be available on Council's website and can be accessed by clicking on the link below:

[Ordinary Meetings | Torres Strait Island Regional Council \(tsirc.qld.gov.au\)](https://www.tsirc.qld.gov.au/OrdinaryMeetings)

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

James William
Chief Executive Officer

24 January 2025



Time: 10.30am to 5.00pm

Venue: **[Microsoft TEAMS]:** Meeting ID: 440 941 261 663 | Passcode: cxhNpo

ORDER OF BUSINESS

10.30am

- A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER | OBSERVANCES
- B. APOLOGIES
- C. CONFLICT OF INTEREST DECLARATIONS
- D. LIVE STREAM. *This meeting is live streamed on Council's YouTube Channel.*

1. CONFIRMATION OF MINUTES (11 DECEMBER 2024)

- 1.1. Action Items Update

2. MAYORAL REPORT

3. CHIEF EXECUTIVE OFFICER REPORT

- 3.1. CEO Monthly Report (January 2025)
- 3.2. Strategic Action Reference Group (SARG) Standing Committee – 2025 Meeting Schedule

OFFICER REPORTS FOR DECISION

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

Nil.

6. CORPORATE SERVICES DIRECTORATE

- 6.1 Community Grants Program Allocation (January 2025)
- 6.2 Funding Acquisition Report (December 2024)
- 6.3 Operational Plan 2024-25 – Q2 Progress Report
- 6.4 TSIRC Policy Framework
- 6.5 Repeal of Council Resolution – Community Radio/Broadcasting Licences
- 6.6 Dauan Mechanics Workshop Development Application – Reconfiguration of a Lot (Council to Provide a Decision Notice for DA 10–24–02(1) Dauan Island Lot 39 on SP270882)

7. ENGINEERING SERVICES DIRECTORATE

- 7.1 Mer Island Coastal Erosion

8. FINANCIAL SERVICES DIRECTORATE

- 8.1 Financial Dashboard Report (December 2024)
- 8.2 Bank Signatories – CEO Delegation
- 8.3 TSIRC Audit Committee – Council Membership

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

10. BUILDING SERVICES DIRECTORATE

Nil.

11. COMMUNITY SERVICES DIRECTORATE

Nil.

12. CHIEF EXECUTIVE OFFICER

Nil.

13. ENGINEERING SERVICES DIRECTORATE

Nil.

14. FINANCIAL SERVICES DIRECTORATE

14.1. Contractual Matter – Sole Supplier Register & Expenditure

[Reason for this matter to be discussed in Closed Business: This matter contains information in relation to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government".]

14.2. Contractual Matter – Large Procurement Contracts Awarded Under Delegation

[Reason for this matter to be discussed in Closed Business: This matter contains information in relation to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government".]

15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

17. MATTERS ARISING

18. INFORMATION REPORTS

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

18.2. COMMUNITY SERVICES - Community Services (December 2024)

18.3. CORPORATE SERVICES - Corporate Services Information Report (December 2024)

19. NEXT MEETING – 19 February 2025 (Microsoft TEAMS)

20. CLOSE OF MEETING & PRAYER

5.00pm



ORDINARY MEETING
29 JANUARY 2025

Agenda Item

1

DIRECTORATE: *Corporate Services*

AUTHOR: *Executive Director Corporate Services*

CONFIRMATION OF MINUTES (11 DECEMBER 2024)

OFFICER RECOMMENDATION:

Council confirms the Minutes of the Ordinary Meeting held on 11 December 2024.

EXECUTIVE SUMMARY:

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

The previous monthly Ordinary Council meeting was held on 11 December 2024.

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

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

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Draft Minutes of the Ordinary Council Meeting held on 11 December 2024.



Time: 10.55am

Venue: *Microsoft (TEAMS) | Meeting ID: 489 019 723 71 | Passcode: QutKVv*

PRESENT:

Mayor

Division 1 – Boigu
Division 2 – Dauan
Division 3 – Saibai
Division 5 – Badu / **Deputy Mayor**
Division 6 – Arkai
Division 7 – Wug (St. Pauls), Mua Island
Division 8 – Kirirri (Hammond Island)
Division 9 – Iama
Division 10 – Warraber
Division 11 – Poruma
Division 13 – Ugar
Division 14 – Erub
Division 15 – Mer

Cr Phillemon Mosby
Cr Dimas Toby
Cr Torenzo Elisala
Cr Chelsea Aniba
Cr Ranetta Wosomo
Cr Iona Manas
Cr John Levi
Cr Seriako Dorante
Cr Aggie Hankin
Cr Kabay Tamu
Cr Francis Pearson
Cr Rocky Stephen
Cr Nixon Mye
Cr Bob Kaigey

APOLOGIES:

Division 4 – Mabuiag
Division 12 – Masig

Cr Keith Fell – *Prior commitments*
Cr Ted Mosby – *personal leave*

OFFICERS:

Chief Executive Officer
Executive Director Building Services
Executive Director Community Services
Executive Director Corporate Services
Executive Director Engineering Services
Executive Director Financial Services
DOGIT Transfer, Land Tenure and Native Title Advisor
Manager Governance & Risk
Consultant
Executive Assistant to the Mayor
TSIRC Secretariat
TSIRC Secretariat Support

Mr James William
Mr Wayne Green
Mr Dawson Sailor
Ms Susanne Andres
Mr David Baldwin
Ms Hollie Faithfull
Ms Joanne Bryant
Ms Kim Kerwin
Mr Anthony Ottaway – *Agenda Item 3.4 only*
Ms Trudy Lui
Mr Darryl Brooks
Ms Julie Marino

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

At 10.55am, the Mayor welcomed Councillors to the Ordinary Council meeting for the month of December 2024, noting that a quorum of members was present.

The Mayor made the following acknowledgements:

- Our Heavenly Father for His awesome wisdom, knowledge, understanding, favour and blessings upon our lives, our families, our people – especially our Elders and our children, our region and our Council;
- The Traditional Custodians throughout the length and breadth of Zenadth Kes and Gimuy in Cairns.

The Mayor also conveyed to those members of the Torres Strait Islander community throughout the homelands and on the Australian mainland who may be observing Sorry Business at this time, the thoughts, prayers and well wishes of Council.

B. NOTING OF APOLOGIES

#C24-28/2024-12/B

Council accepts the following apologies for the December 2024 Ordinary Council Meeting:

Division	Councillor/Reason	Mover/Seconder
Division 4 – Mabuiag	Cr Keith Fell – <i>Prior commitment</i>	CR WOSOMO / CR PEARSON
Division 12 – Masig	Cr Ted Mosby – <i>personal leave</i>	CR WOSOMO / CR LEVI

C. CONFLICT OF INTEREST (COI) DECLARATIONS

The Mayor advised that he had received no COI declarations from Councillors in relation to this month’s agenda items and invited Councillors to declare any COI matters.

The Mayor also requested that if there are any legal matters involving Councillors, then Councillors should advise the Mayor as soon as possible.

D. LIVE STREAM

The Mayor advised Council that this meeting is being LIVE STREAMED on Council’s YouTube Channel and welcomed members of the general public who may be viewing proceedings.

1. CONFIRMATION OF MINUTES (15 NOVEMBER 2024)

#C24-28/2024-12/1

CR PEARSON / CR ANIBA

Council confirms the Minutes of the Ordinary Meeting held on 15 November 2024, subject to an amendment requested by Cr Iona Manas to indicate that he was present at the meeting.

CARRIED UNANIMOUSLY

1.1. ACTION ITEMS UPDATE

The Chief Executive Officer (Mr James William) spoke to this item. Items noted as ‘completed’ during this update will be deleted from future reports. The update was noted by Council.

2. MAYORAL REPORT

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

3. CHIEF EXECUTIVE OFFICER REPORT

3.1. CEO Monthly Report (December 2024)

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

3.2. TSIRC Advocacy Framework

#C24-28/2024-12/3.2

CR WOSOMO / CR ANIBA

Council:

1. agrees to review and provide feedback on Council's Advocacy Framework;
2. endorses the Advocacy Framework for implementation into Council operations; and
3. determine whether the Framework is to be included in Council meeting papers.

CARRIED UNANIMOUSLY

3.3. TSIRC Community Advocacy Statements – Boigu, Dauan, Erub, Poruma and Masig

#C24-28/2024-12/3.3

CR ELISALA / CR PEARSON

Council:

- (a) agrees to review and provide feedback on final draft Community Advocacy Statements for Boigu, Dauan, Erub, Poruma and Masig;
- (b) agrees to continue to support the development and finalisation of all 15 Community Advocacy Statements; and
- (c) accepts the final draft Community Advocacy Statements for Boigu, Dauan, Erub, Poruma and Masig and that that all 15 Community Advocacy Statements be finalised for endorsement at the February 2025 Council meeting.

CARRIED UNANIMOUSLY

3.4. Organisational Sustainability Update

Council noted a verbal update by Mr Anthony Ottaway (Consultant) in relation Organisational Sustainability (referencing particularly Attachment 2 to Agenda Item 8.3 of the December 2024 Ordinary Council meeting).

The verbal update was noted by Council.

➤ *Meeting suspended for lunch break from 12.05pm to 1.00pm*

4. BUILDING SERVICES DIRECTORATE

4.1. TSIRC Social Housing Strategy 2024

#C24-28/2024-12/4.1

CR PEARSON / CR LEVI

Council resolves to:

- (a) Approve and adopt the TSIRC Social Housing Strategy 2024 as the guiding framework for addressing the housing needs of the Torres Strait Island Regional Council communities.
- (b) Commit to implementing the identified objectives and priorities within the Strategy, including increasing housing supply, managing land availability and improving the quality and sustainability of housing infrastructure across the region.
- (c) Pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the Chief Executive Officer to negotiate, finalise, and execute matters associated with implementing the strategy, including funding arrangements, partnership agreements, and project delivery, in accordance with TSIRC's procurement and ethical sourcing policies.

CARRIED UNANIMOUSLY

- *The Mayor noted and thanked the Building Services and Community Services Directorates for their consultative work leading up to the finalisation of the TSIRC Social Housing Strategy 2024.*

5. COMMUNITY SERVICES DIRECTORATE

Nil.

6. CORPORATE SERVICES DIRECTORATE**6.1. Community Grants Program Allocation (November 2024)**

#C24-28/2024-12/6.1

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

- CG2025-061 – P&C ASSOCIATION, MABUIAG for \$2,000.00, exclusive of GST;
- CG2025-062 – P&C ASSOCIATION, MABUIAG for \$2,000.00, exclusive of GST;

*MOVED/SECONDED: CR ELISALA / CR HANKIN***CARRIED UNANIMOUSLY**

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

- CG2025-063 – MOKATHANI LUI, PORUMA for \$400.00, exclusive of GST;

*MOVED/SECONDED: CR STEPHEN / CR MANAS***CARRIED UNANIMOUSLY**

3. Council notes the following:

- (a) four (4) Community Grants applications were declined due to unavailable funds;
- (b) one (1) Community Grants applications was deemed ineligible for funding;
- (c) one (1) conflict of interest (COI) was declared;
- (d) the grant applications processed out-of-cycle and funeral donations provided in November 2024.

*MOVED/SECONDED: CR HANKIN / CR ANIBA***CARRIED UNANIMOUSLY**

6.2. Funding Acquisition Report (November 2024)

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this report. The report was noted by Council.

6.3. Policy Review – Community Grants Policy

#C24-28/2024-12/6.3

CR MYE / CR PEARSON

Council:

- 1. Adopts the updated Torres Strait Island Regional Council Community Grants Policy; and**
- 2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the new policy, including the power to make any further minor administrative amendments to the policy as they arise.**

CARRIED UNANIMOUSLY

6.4. Policy Review – Investigations Policy

#C24-28/2024-12/6.4

CR ANIBA / CR PEARSON

Council:

- 1. Adopts the updated Torres Strait Island Regional Council's Investigation Policy; and**
- 2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the new policy, including the power to make any further minor administrative amendments to the policy as they arise.**

CARRIED UNANIMOUSLY

6.5. Artificial Intelligence (AI) Use Policy

#C24-28/2024-12/6.5

CR WOSOMO / CR MYE

Council:

- 1. Adopts Torres Strait Island Regional Council Artificial Intelligence Use Policy; and**
- 2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the new policy, including the power to make any further minor administrative amendments to the policy as they arise.**

CARRIED UNANIMOUSLY

6.6. Policy Review - Risk Management Policy & Enterprise Risk Management Guidelines

#C24-28/2024-12/6.6

CR TOBY / CR DORANTE

Council:

1. Adopts the Torres Strait Island Regional Council Risk Management Policy and Enterprise Risk Management Guidelines; and
2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the new policy, including the power to make any further minor administrative amendments to the policy as they arise.

CARRIED UNANIMOUSLY

7. ENGINEERING SERVICES DIRECTORATE

7.1. Zenadth Kes Coastal Hazard Adaptation Strategy (CHAS)

#C24-28/2024-12/7.1

CR TAMU / CR MANAS

Council adopts the Zenadth Kes Coastal Hazard Adaptation Strategy (CHAS).

CARRIED UNANIMOUSLY

- *Cr Tamu acknowledged former Councillor Hilda Mosby for her leadership and work as Chairperson of Council's former Climate Change Adaptation and Environment Committee in the development of the CHAS.*
- *Cr Dorante supported Cr Tamu's acknowledgement and also thanked the Executive Director Engineering Services and his team for their sustained administrative support and advice in the development of the CHAS.*

8. FINANCIAL SERVICES DIRECTORATE

8.1. Financial Dashboard Report (November 2024)

#C24-28/2024-12/8.1

CR MYE / CR PEARSON

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

CARRIED UNANIMOUSLY

8.2. Policy Matter – Update to Financial and Contractual Delegations

#C24-28/2024-12/8.2

CR PEARSON / CR ELISALA

Council resolves:

1. To endorse the amended Procurement and Ethical Sourcing Policy appended to this report as Attachment B;
2. Pursuant to sections 236, 257 and 262 of the *Local Government Act 2009*, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:
 - (a) up to a value of \$500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy;

- (b) up to an unlimited value for recurring operational expenditure; and
 - (c) up to \$1,000,000 excluding GST for Council’s Building Services team to comply with any contractual obligations Council has to undertake works for QBuild;
3. The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed \$500,000 excluding GST; and
 4. To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolutions 2 and 3 above and valued at or above \$200,000 excluding GST.

CARRIED UNANIMOUSLY

8.3. Debt Policy Review

#C24-28/2024-12/8.3

CR ANIBA / CR WOSOMO

Council resolves to:

1. Amend and adopt Torres Strait Island Regional Council’s debt policy in the terms presented to Council at today’s Ordinary Meeting; and
2. Delegate authority to the Chief executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the amended and endorsed policy, including the power to make any further minor administrative amendments to the policies as they arise.

CARRIED UNANIMOUSLY

8.4. Minutes of Audit Committee Meetings – 15 August 2024, 27 September 2024 and 11 October 2024

#C24-28/2024-12/8.4

CR PEARSON / CR ANIBA

Council receives and notes the minutes of the Audit Committee Meetings held on 15 August 2024, 27 September 2024 and 11 October 2024.

CARRIED UNANIMOUSLY

- *The Mayor expressed disappointment at the lack of attendance by the TSIRC representatives at scheduled meetings of the Audit Committee and advised Council that the current membership on the Committee is to be reviewed at the January 2025 Ordinary Council Meeting.*

Action:

Executive Director Financial Services to prepare a briefing for the January 2025 Ordinary Council Meeting in relation to TSIRC representation on the Audit Committee.

8.5. Auditor-General’s Observation Report on the Audit of the 2023–24 TSIRC Financial Statements

#C24-28/2024-12/8.5

CR LEVI / CR PEARSON

Council notes the Auditor-General's Observation Report on the audit of the 2023–24 Torres Strait Island Regional Council Financial Statements.

CARRIED UNANIMOUSLY

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2024-12/9

CR STEPHEN / CR ELISALA

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

CARRIED UNANIMOUSLY

10. BUILDING SERVICES DIRECTORATE

10.1. Warraber Resort Upgrade

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

#C24-28/2024-12/10.1

CR STEPHEN / CR ELISALA

Council resolves to:

1. Award Tender No. TSIRC 2023-792 Warraber Resort Upgrade to T.I Concrete Works Pty Ltd for an amount of and up to \$1,043,838.98; and
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement and ethical sourcing policy.

CARRIED UNANIMOUSLY

11. COMMUNITY SERVICES DIRECTORATE

11.1. QuickStarts Island Extension Program

[Reasons for this matter to be discussed in Closed Business: These matters involve negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests or the local government.]

#C24-28/2024-12/11.1

CR PEARSON / CR WOSOMO

Council resolves to:

- (a) Approve and formalise the identified lots for each community in the Quickstarts Detached Extension Program, as detailed in the TSIRC Housing Needs Register; and
- (b) Pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the Chief Executive Officer to negotiate, finalise, and execute all matters associated with or related to this project, funding, and contracts. This delegation includes,

without limitation, any options, variations, and actions in compliance with Council's procurement and ethical sourcing policy.

CARRIED UNANIMOUSLY

12. CHIEF EXECUTIVE OFFICER

12.1. TAP Update – verbal update by Mr Scott Mason (CEO LG Services Group)

[Reason for this matter to be discussed in Closed Business: These matters may directly affect the health and safety of an individual or a group of individuals.]

Not discussed, as arrangements could not be confirmed. To be scheduled for the January 2025 Ordinary Council meeting.

13. ENGINEERING SERVICES DIRECTORATE

13.1 Information Report – Capital Works

[Reason for this matter to be discussed in Closed Business: This matter contains information on negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government".]

#C24-28/2024-12/13.1

CR STEPHEN / CR HANKIN

Council resolves to note this report.

CARRIED UNANIMOUSLY

14. FINANCIAL SERVICES DIRECTORATE

14.1. Strategic Investment Plan – 5-Year Capital Plan

[Reason for this matter to be discussed in Closed Business: This matter contains information relating to the local government budget and legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government."]

#C24-28/2024-12/14.1

CR TAMU / CR WOSOMO

Council endorses the Strategic Investment Plan (FY2025–FY2029).

CARRIED UNANIMOUSLY

15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2024-12/15

CR STEPHEN / CR MANAS

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

CARRIED UNANIMOUSLY

16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

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

17. MATTERS ARISING**(a) “Too Deadly for Diabetes Program” Rollout**

Cr Kaigey sought clarification around the roll-out of the “Too Deadly for Diabetes Program.”

Action:

Executive Director Community Services to follow-up further with Cr Kaigey by providing additional information out of session.

(b) Budget Bids to the Queensland and Australian Governments

Cr Stephen requested consideration be given to strategic planning to lobby the Queensland and Australian Governments in relation to TSIRC budget priorities, including face-to-face deputations.

Cr Tamu also recommended that Council’s strategic planning documents (11 x priorities, MOUs, Community Advocacy Statements, etc.) be utilised (and promoted to the Governments) to support the reasons for this lobbying.

Cr Dorante also recommended that as part of this process, a simple, clear and straightforward information paper (with a diagram) be made available so that community members can easily see and understand how Council is lobbying on their behalf.

Action:

Chief Executive Officer and Executive Director Financial Services to coordinate the preparation of a briefing for the SARG Standing Committee to endorse to Council which outlines the ‘What / When / Who’ details as soon as practicable in 2025 (including lobbying to the newly-elected TSRA Board).

(c) Strategic Progress

The Mayor advised the following:

- (i) TSRA/TSIRC Memorandum of Understanding (MOU) has been signed and the Mayor will be contacting the TSRA Chairperson by email today to outline his thoughts in relation to working collaboratively with the TSRA and other Australian Government Departments and Agencies to advocate TSIRC priorities, as well as the Five (5) Main Recommendations/Outcomes from the Torres Strait and NPA Joint Leaders’ Forum at the November 2024 Council Workshop;
- (ii) 40th Anniversary of the Torres Strait Treaty (coincidentally being the 50th Anniversary of the agreement between Australia and Papua New Guinea to establish the Treaty). Arrangements are currently underway to organise official commemoration of the anniversary, as well as looking forward in relation to the Treaty;
- (iii) Advancing the Masig Statement TSIRC Action Plan (2024-28) (Version 4.0) - the Mayor’s Office will circulate to Councillors. Cr Toby’s Advisory Committee will review the Action Plan in January 2025 and report back to Council;

Action:

1. Mayor’s Office to circulate (Version 4.0) of the Advancing the Masig Statement TSIRC Action Plan (2024-28) to Councillors.

2. Cr Toby to convene a meeting of the Governance and Leadership Advisory Committee in January 2025 to review the Action Plan and report back to Council.

(iv) TSIRC Advisory Committees (Action Plans) – to be completed ASAP, using the Workplan developed by Cr Fell’s HFSHC Advisory Committee as a model template.

Action:

Advisory Committee Chairs to progress the completion of their respective Committee’s Workplan to progress Council’s strategic priorities.

18. INFORMATION REPORTS

- 13.2 BUILDING SERVICES – Building Services Report (November 2024)**
- 13.3 COMMUNITY SERVICES - Community Services (November 2024)**
- 13.4 CORPORATE SERVICES - Corporate Services Information Report (November 2024)**
- 13.5 ENGINEERING SERVICES – Engineering Operations**
- 13.6 ENGINEERING SERVICES – Water and Wastewater**

Council noted the reports.

19. NEXT MEETING – 29 JANUARY 2025 (Microsoft TEAMS)

Noted by Council.

20. CLOSE OF MEETING & PRAYER

The Mayor thanked Councillors for a very productive 9 months since this term of Council was elected. The Mayor extended to all Councillors, Executives and staff his congratulations and ‘job well done’ for their contributions and hard work over during the previous 9 months. Council’s motto of ‘Look Listen Adapt’ is resonating across the region and delivering results.

The Mayor formally closed the meeting at 4.00pm, wishing all a safe, happy, healthy and restful Christmas and New Year. The Mayor delivered the closing prayer.

MINUTES CONFIRMED – 29 January 2025

.....
Cr Phillemon Mosby
Mayor
Torres Strait Island Regional Council
Date: 29 January 2025

.....
James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 29 January 2025



ORDINARY COUNCIL MEETING ACTION ITEMS

(Updated as at 23 Jan 2025)

Agenda Item

1.1

Agenda Item	Action	Action Area	Current Status
Dec 2024 Mtg AI 8.4 Minutes of Audit Committee Meetings	Executive Director Financial Services to prepare a briefing for the January 2025 Ordinary Council Meeting in relation to TSIRC representation on the Audit Committee.	ED Financial Services	To be discussed at Jan 2025 Ordinary Council Meeting. (close action item)
Dec 2024 Mtg AI 17(a) “Too Deadly for Diabetes Program” Rollout	Executive Director Community Services to follow-up further with Cr Kaigey by providing additional information out of session.	ED Community Services	
Dec 2024 Mtg AI 17(b) Budget Bids to the Queensland and Australian Governments	Chief Executive Officer and Executive Director Financial Services to coordinate the preparation of a briefing for the SARG Standing Committee to endorse to Council which outlines the ‘What / When / Who’ details as soon as practicable in 2025 (including lobbying to the newly-elected TSRA Board).	CEO / ED Financial Services	In progress.
Dec 2024 Mtg AI 17(c) (iii) Advancing the Masig Statement TSIRC Action Plan (2024–28)	<ol style="list-style-type: none"> 1. Mayor’s Office to circulate (Version 4.0) of the Advancing the Masig Statement TSIRC Action Plan (2024–28) to Councillors. 2. Cr Toby to convene a meeting of the Governance and Leadership Advisory Committee in January 2025 to review the Action Plan and report back to Council. 	<ol style="list-style-type: none"> 1. Mayor’s Office 2. Cr Toby 	

Agenda Item	Action	Action Area	Current Status
Dec 2024 Mtg AI 17(c) (iv) TSIRC Advisory Committees (Action Plans)	Advisory Committee Chairs to progress the completion of their respective Committee's Workplan to progress Council's strategic priorities.	Advisory Committee Chairs	
Nov 2024 Mtg AI 6.5 2023-24 Annual Report	1. Advice to be provided to Divisions on how to understand the annual report.	ED Corporate Services	Supporting fact sheet distributed – close action item
Nov 2024 Mtg AI 6.6 Operational Plan 2024-25 – Q1 Progress Report	A simplified outcome report on the Corporate Plan to be prepared for each Division at the end of the financial year.	ED Corporate Services	Not yet due
Nov 2024 Mtg AI 8.1 Financial Dashboard Report (Oct 2024)	1. Executive Director Financial Services to organise training for Councillors to better understand the monthly financial statements and financial reporting generally. 2. List of successful/unsuccessful grants applied for to be developed for each Division.	ED Financial Services ED Corporate Services	QTC will undertake this training at the May 2025 Council Workshop. Will be actioned when resourcing available
Nov 2024 Mtg AI 8.3 2023–24 Financial Statements	1. Breakdown requested on TSIRC funding expenditure for each TSIRC Division. 2. Councillors to be provided details on Community Funds for their respective Divisions.	ED Financial Services	1. In progress 2. Emails sent to Councillors with DOGIT balance. Close

<p>Nov 2024 Mtg AI 17 Matters Arising</p>	<p>Dauan Community – Cancellation of October 2024 Council Meetings</p> <ol style="list-style-type: none"> 1. Chief Executive Officer to authorise the payment of Council’s standard financial donation to the Dauan Community as a result of Council’s cancellation of the October 2024 Trustee and Ordinary Council Meetings on Dauan. 2. Chief Executive Officer to draft Mayoral correspondence to the Dauan Community in relation to Council’s decision not to convene its October 2024 Trustee and Ordinary Council Meetings on Dauan. 	<p>CEO / ED Corporate Services / Cr Elisala</p> <p>CEO</p>	<ol style="list-style-type: none"> 1. Cr Elisala to organize submission of community application to CEO. 2. To be completed by w/e 20/12/24.
<p>October 2024 Mtg AI 17 Matters Arising</p>	<p>Masig Statement Taskforce for Each Division</p> <p>Mayor’s Office and the Executive Director Community Services to liaise and discuss Cr Kaigey’s request for a community meeting on Mer to be held prior to the November 2024 Council Workshop.</p>	<p>Mayor’s Office/ED Community Services</p>	<p>To be completed.</p> <p>Update: did not occur. Attempts in October to set up meeting between CEO, Mayor and Cr Kaigey have been unsuccessful due to other priorities. Potential to occur in the new year considering timeframes now and requests to meet PBC and Community.</p>

<p>September 2024 Mtg</p> <p>AI 13.2</p> <p>Info Report – Capital Works</p>	<p><u>Inundation of Homes on Mer as a result of Coastal Erosion (Cr Kaigey)</u></p> <p>Chief Executive Officer to organise a meeting of the Community Services and the Engineering Services Teams to do a Rapid Assessment of the impacted area and pursue urgent action from the Queensland and Australian Governments around these emergent issues. [The Head of Engineering Services advises that a Seawalls specialist coastal engineer has been engaged to do an assessment on the coastal erosion to inform how best to address the matter at an operational level to inform when seeking an appropriate level of funding to address the situation].</p>	<p>CEO / ED Community Services / ED Engineering Services</p>	<p>CEO has visited the site.</p> <p>Occupancy relocation is being discussed with PBC and Housing formally. Also, BSU Executive leading conversation with Dept of Housing re Building, post-State Election advocacy is required for financial support demolition of 4x impacted properties.</p> <p>CEO approved for Engineering to coordinate order of sandbags and Geofabric delivered to Mer for localized arrangement and solutions as interim measure and requested by Cr Kaigey. Matter was also raised by CEO and Deputy Mayor at meet with Dept of Housing Deputy Director-General in November. Letters outlining this and other matters were sent to the Dept to advocate funding.</p>
<p>September 2024 Mtg</p> <p>AI 17</p> <p>Matters Arising</p>	<p>MOU between TSIRC and GBK</p> <p>Mayor to forward to the CALH Advisory Committee Chair (Cr Aniba) information regarding aspirations to be captured in a MOU between TSIRC and GBK.</p>	<p>Mayor / Cr Aniba and ED Corporate Services</p>	<p>CALH Committee is progressing this matter</p> <p>MoU postponed until after individual PBC consultation has been undertaken</p>
<p>July 2024 Mtg</p> <p>AI 13.2</p> <p>Information Report – Capital Works</p>	<p>Cr Toby requested an update in relation to the Boigu Road. The Executive Director Engineering Services to follow-up and advise out of session.</p>	<p>Executive Director Engineering Services</p>	<p>In progress. Work was done as part of the Top Western 'QRA Scope of Works'. Most recent wet season events currently being picked up/scoped by QRA and will form part of the likely Jasper Funding Round outcome.</p>

<p>July 2024 Mtg</p> <p>AI 17(a)</p> <p>Funding for Dialysis Unit on Badu</p>	<p>Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit.</p> <ul style="list-style-type: none"> ➤ <i>Mayor strongly requests that consideration be given to financial costs to Council for this project (and other projects across the TSIRC footprint) to be implemented on-ground (i.e. water and infrastructure, etc).</i> 	<p>CEO / Executive Director Community Services / Cr Wosomo</p>	<p>In progress. TCHHS CEO Mr Rex O'Rourke on leave, however his office is sending information to TSIRC CEO and ED Community Services (no info received as at 21/8/24). Early advice is that TSIRC will be formally approached in writing on this matter after a consultation process by TCHHS in October 2024. Cr Wosomo to advise outcome of the community consultation</p> <p>As part of TSIRC's advocacy to Governments and other parties, it must be a mandatory requirement for consultation to be undertaken with TSIRC in relation to construction works on Divisions, as these will have on-ground impacts in relation to water and infrastructure capacities.</p> <p>Cr Wosomo to send copies of minuted meetings in relation to this matter.</p>
<p>Mer Housing</p> <p>July 2024 Mtg</p> <p>AI 17(c)</p>	<p>Executive Director Community Services to provide advice on options for families effected by upcoming demolition (alternatives to demolition due to shortage of housing).</p>	<p>Executive Director Community Services</p>	<p>Remains in progress. Both properties are not occupied, occupants staying with relatives. Housing will liaise with Cr Kaigey and PBC to address overcrowding and vacant homes. Demolition of asset is not expected for a while. Ongoing. Housing is organizing with PBC on options considering land sensitivity.</p> <p>No update for December OM</p>

<p>May 2024 Mtg</p> <p>AI 5.3</p> <p>2024/25 Fees and Charges</p>	<p>Council to explore opportunities internal to purchase gas with rental credits etc; and AfterPay facility (<i>ED Community Services to follow-up</i>).</p>	<p>ED Community Services</p>	<p>Ongoing. Option will be explored once other priority matters including Rental Debt Management approach is proposed for CEO's approval.</p> <p>No update for December OM.</p>
<p>Oct 2023 Mtg</p> <p>AI 31 (c)</p> <p>Business Arising (from Information Reports)</p>	<p><u>Ugar Dredging Matters (Cr Rocky Stephen)</u></p> <p>November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.</p>	<p>ED Engineering Services</p>	<p>Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors. Final report being finalised and likely by end August 2024.</p> <p>No funding available and likelihood of funds being available is an Advocacy action – subject to Council determined priorities. Likely requirement is \$40m-\$60m.</p> <p>Offshore disposal report has been issued to Engineering Services and is to be communicated to Cr Stephen once further reviewed.</p>



Torres Strait Island
REGIONAL COUNCIL

MAYORAL MONTHLY REPORT

**PERIOD: DECEMBER 2024 |
JANUARY 2025.**



MAYOR ENGAGEMENTS

VERBAL UPDATE

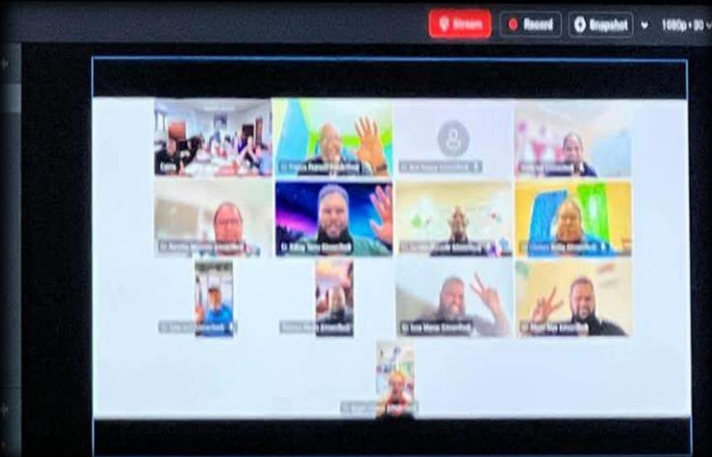


December 2024

- 9 December | Ugar Ancestors | Queensland Museum | Brisbane.
- 11 December | TSIRC Ordinary Meeting | Virtual MS Teams.
- 13 December | Climate Adaption Steering Committee | Cairns.
- 17 December | Information Session | Poruma Island.
- 18 December | IKC Elders Program | Poruma Island.

January 2025

- 10 January | DAFF (Department of Foreign Affairs and Trade) | Thursday Island.
- 15 January | Member for Cook, David Kempton | Cairns.
- 15 January | Labour Candidate for Leichardt, Matt Smith | Cairns.
- 17 January | Mayor Catch-up, Mayor Elsie Seriat (TSC), Mayor Robert PoiPoi (NPARC) | Virtual MS Teams.







Office of the Chief Executive Officer

AUTHOR: Chief Executive Officer

CHIEF EXECUTIVE OFFICE REPORT

OFFICER RECOMMENDATION

Council notes the Chief Executive Officer Report for January 2025.

Executive Summary:

The Chief Executive Officer's monthly report summarises key operational activities undertaken since the previous Council meeting, including any key media activities.

1. Highlights

- New vehicles have been fitted out and due to be delivered to frontline trade staff in February 2025
- Our Frontline Trade Staff will be equipped with improved resources to ensure enhanced delivery of service
- Partnership with BSU on 10year Capital Housing Program. Includes meeting with Department of Housing DDG and General Manager.
- TSRA issued funding agreement for the Hammond Island Ferry subsidy for the calendar year 2025

2. Building Services

Highlights

- Revenue continues to improve ensuring we are delivering improved liveability standards

Key focus areas for the month ahead:

- Commence meetings with PBC and further build our partnership to deliver Housing through ILUAs
- Continued streamlining of our data systems to improve invoicing to our funding partners
- Meeting with Funding partners to discuss delivery budgets for 25/26 FY

3. Community Services

Housing

- Managing Housing related matters with PBCs and directly with Community members
- Liaison with Department of Housing on funding and future programs for 2025
- Ongoing debt management matters – addressing the low level debts quickly and actioning non-rental payment with QCAT.

Environment & Health

- Supporting acting Manager Rowena Johnson (Ewan Gunn on leave) as part of succession planning.
- Ongoing partnership with TPHU to manage and monitoring of Dengue outbreak; potential Malaria case on 2 Divisions. Both resolved

Childcare & Aged Care

- Commence consultation and feedback open to relevant staff on possible changes with current structure, in close consultation with People & Wellbeing and Unions

Key focus areas for the month ahead:

- Revisit Asbestos proposal and approach.
- Housing awareness campaign.

4. Corporate Services

Highlights:

- New printers project approval
- Flag commemorative \$2 coin design finalised with the Royal Australian Mint
- Distributed *Strait From the Top* internal newsletter
- Achieved 100% compliance with policy legislation
- Successful negotiation of the Mabuig Social Housing ILUA for 2 new homes.
- Mapped out a Native Title process for the Forward Remote Capital Works Program for social housing for the ten-year social housing strategy.

Key focus areas for the month ahead:

- Begin roll-out of new printers (delivery to divisions)
- Update multi-factor authentication
- Go-live of new website and training
- QIRC hearing
- Recommence recruitment across the organisation
- Continue Trustee Policy community and Corporate Plan community consultations
- Progress negotiations for the Warraber Social Housing ILUA
- Progress planning for phase 1 Economic Development Strategy development, dependent on successful TSRA funding application
- Finalise white fleet leasing model proposal

5. Engineering Services

Highlights:

- Badu water project and Saibai Road – good progression.
- lama Seawalls – Contractual Issue Resolved.
- EOIs for Marine Project (3 Isls) closed and offers received.
- Water security – significant issues being managed on Mabuiag, Kubin, St Pauls

Key focus areas for the month ahead:

- Saibai Rd works completion and associated water mains works.
- Badu water project progression and water quality validation planning.
- lama seawalls completion (flood gate and bund covering).
- Mer temporary sand bagging/seawall.
- Water security and mobile desalination status/needs.
- Tendering Prep – Mabuiag Road Works, Marine Projects
- TMR 25/26 TIDS Grant development and application.
- TS and NP Area Climate Resilience Grant development and application.
- Recruitment/Resourcing – multiple vacancies in the Professional Engineering space.

6. Financial Services (Procurement done)

Highlights:

- Overdraft application with QTC per Debt Policy adapted December 2024
- Procurement & Ethical Sourcing Policy updated with clearer and more extensive delegations
- Report to CEO re Badu logistics improvement project findings / recommendations.
- Asset Management plans sent for peer review by IPWEA.
- Contractor appointed for the Kubin basketball project and Masig basketball court amenities project.
- Dauan mechanics shed power connection completed

Key focus areas for the month ahead:

- Recruitment of vacancies
- Internal audit review – BSU capitalisation process
- 25/26 Original Budget preparation (budget model / fees & charges)
- HRP implementation
- Finalise Sea Swift freight contract
- Implement new PO review process and continue development of procurement framework
- Boigu Council Office roof replacement – tender process.
- W4QLD Mechanics workshops – surveying to commence.
- Hammond afterschool care roof replacement – works to begin.
- Badu Childcare consultants’ reports – to be reviewed and discussed with the Federal Education Funding Department.
- Asset Management plans to be finalised with Assets Class Managers.



James William
Chief Executive Officer



OFFICE OF THE CEO

AUTHOR: *Chief Executive Officer*

STRATEGIC ACTION REFERENCE GROUP (SARG) STANDING COMMITTEE - MEETING SCHEDULE FOR 2025

OFFICER RECOMMENDATION:

Council, in accordance with Section 264(1)(a) of the *Local Government Regulation 2012*, endorses the following schedule of meetings for the Strategic Action Reference Group (SARG) Standing Committee for 2025:

- **5 March 2025 (Microsoft TEAMS);**
- **9 April 2025 (Microsoft TEAMS);**
- **9 May 2025 (Cairns) – Friday before May Council Workshop**
- **9 July 2025 (Microsoft TEAMS);**
- **8 October 2025 (Microsoft TEAMS); and**
- **7 November 2025 (Cairns) – Friday before November Council Workshop.**

EXECUTIVE SUMMARY:

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

A schedule of SARG Standing Committee meetings for 2025 has not been endorsed and the Standing Committee will not be able to meet formally until this occurs. This paper proposes that Council endorse a schedule of meetings for the SARG Standing Committee for 2025.

INTERESTED PARTIES/CONSULTATION:

- SARG Standing Committee Members

BACKGROUND:

Under its Terms of Reference (Section 7.1) the SARG Standing Committee is able to set its own schedule of meetings. The Standing Committee was unable to confirm a schedule of meetings for 2025.

The following SARG Standing Committee meeting schedule for 2025 is proposed:

- 5 March 2025 (Microsoft TEAMS);
- 9 April 2025 (Microsoft TEAMS);
- 9 May 2025 (Cairns) – Friday before May Council Workshop
- 9 July 2025 (Microsoft TEAMS);
- 8 October 2025 (Microsoft TEAMS); and
- 7 November 2025 (Cairns) – Friday before November Council Workshop.

COMPLIANCE / CONSIDERATIONS:

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

OTHER COMMENTS:

Nil.

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Nil



DIRECTORATE: Corporate Services
AUTHOR: Community Grants Officer

COMMUNITY GRANTS PROGRAM ALLOCATION (JANUARY 2025)

OFFICER RECOMMENDATIONS:

That Council notes the following:

- a) Nil (0) Community Grant applications meeting eligibility requirements were received during this reporting period therefore no Council resolution is required;
- b) one (1) Community Grant application was deemed ineligible for funding;
- c) one (1) conflict of interest (COI) was declared;
- d) two (2) grant applications processed out-of-cycle provided in January.

EXECUTIVE SUMMARY:

Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting.

The following application was received after the monthly deadline of 5pm, 27/12/2024.

In accordance with Council's *Community Grants Policy*, one (1) Community Grant application was considered *ineligible* for Community Grants funding. No council resolution is required.

Applicant	Amount Requested	Project/Event	Reason for being Ineligible	Division
CG2025-068 – Margaret Warusam	\$2,000.00	Community Grant – Catering expenses to host the New Year Ending community celebration, 17/01/2025.	Declined – application ineligible due to late submission (09/01/2025).	Boigu

In accordance with Council's *Community Grants Policy*, one (1) conflict of interest (COI) was declared.

Applicant	Project/Event	Reason for conflict of interests	Division
CG2025-060 – Surumau Gladiators	Community Grant – U19's & Opens nominated to participate in Survival Day Reconciliation Football Carnival, 23-26/01/2025.	COI declared by Cr. Tamu – He is the Director of Surumau Gladiators Football Club.	Warraber

In accordance with Council's *Community Grants Policy*, two (2) Community Grant applications were considered eligible for out-of-cycle funding. No council resolution is required.

Applicant	Project/Event	Reason for out-of-cycle submission	Division
CG2025-060 – Surumau Gladiators	Community Grant – U19's & Opens nominated to participate in Survival Day Reconciliation Football Carnival, 23-26/01/2025.	Initial application was submitted 07/11/25 – due to outstanding acquittal the application missed Nov & Dec OM. Processed as OOC as the date of event does not coincide with Jan OM.	Warraber
CG2025-066 – Mabuia Events Committee	Community Grant – St Mary's Church Day celebration, 02/02/2025.	Application deemed ineligible due to late submission. Cr Fell recommended the application be processed as OOC because the celebration is a gazetted holiday for the Mabuia community.	Mabuia

INTERESTED PARTIES/CONSULTATION:

Councillors
 Chief Executive Officer
 Executive Directors
 Divisional Managers
 Community Grants Officer

BACKGROUND:

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

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

CONCLUSION:

Council notes that nil (0) applications were submitted for this reporting period and the grant applications processed out-of-cycle in January 2025 is in accordance with the *Community Grants policy*.

Prepared/Recommended:

Katherine Epsig
Community Grants Officer

Endorsed:

Emily Reid
Manager Administration and Communication

Endorsed:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS

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

Attachment 1: Fund Balances

Division	Councillor	Budget	Less Approved Funding	Closing Balance
Boigu	Cr. Toby	\$25,000.00	\$16,613.55	\$8,386.45
Hammond	Cr. Dorante	\$25,000.00	\$12,382.88	\$12,617.12
St Pauls	Cr. Levi	\$25,000.00	\$19,267.48	\$5,732.50
Ugar	Cr. Stephen	\$25,000.00	\$14,792.53	\$10,207.47
Badu	Cr. Wosomo	\$25,000.00	\$16,707.89	\$8,292.11
Dauan	Cr. Elisala	\$25,000.00	\$8,188.20	\$16,811.80
Erub	Cr. Mye	\$25,000.00	\$11,497.69	\$13,502.31
Iama	Cr. Hankin	\$25,000.00	\$7,500.00	\$17,500.00
Kubin	Cr. Manas	\$25,000.00	\$11,472.97	\$13,527.03
Mabuiag	Cr. Fell	\$25,000.00	\$14,825.57	\$10,174.43
Mer	Cr. Kaigey	\$25,000.00	\$12,420.11	\$12,579.89
Poruma	Cr. Pearson	\$25,000.00	\$17,825.26	\$7,174.74
Saibai	Cr. Aniba	\$25,000.00	\$13,791.09	\$11,208.91
Warraber	Cr. Tamu	\$25,000.00	\$21,751.30	\$3,248.70
Yorke	Cr. Ted Mosby	\$25,000.00	\$18,031.97	\$6,968.03
Mayor	Mayor Mosby	\$15,000.00	\$1,000.00	\$14,000.00
Community Gifts	CEO	\$25,000.00	\$10,000.00	\$15,000.00
		\$415,000.00	\$228,068.49	\$186,931.51

Attachment 2: Applications Processed During the Reporting Period for Noting

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Division
Funeral Donation/ Travel Assistance	FD2025-041 – PATRICIA KAIGEY	\$2,440.00	FUNERAL DONATION - FUNERAL OF THE LATE MR CLAY SAMBO ON MER ISLAND, 14/12/2024.	\$2,440.00	MER
	FTA2025-060 – WALTER LUI	\$4,194.42	FUNERAL TRAVEL - FUNERAL OF THE LATE MR JACK SAVAGE IN INNISFAIL, 12/12/2024.	\$2,000.00	ERUB
	FD2025-061 – MICHELLE WARE	\$2,800.00	FUNERAL DONATION - FUNERAL OF THE LATE MRS MARGORIE WARE ON ST PAULS, 21/12/2024	\$2,800.00	ST PAULS
	FD2025-062 – JUDITH-ANN DAVIS	\$2,500.00	FUNERAL DONATION - FUNERAL OF THE LATE MR CLAY SAMBO ON MER ISLAND, 14/12/2024.	*APPLICATION CANCELLED BY APPLICANT	MER
	FD2025-063 – DIANE PEARSON	\$1,967.92	FUNERAL TRAVEL – FUNERAL OF THE LATE NRS VANESSA MONDAY IN AYR, 10/01/2024	\$1,967.92	PORUMA



ORDINARY MEETING 29 JANUARY 2025

Agenda Item

6.2

DIRECTORATE: *Corporate Services*

AUTHOR: *Interim Grants Revenue Officer*

FUNDING ACQUISITION REPORT (DECEMBER 2024)

OFFICER RECOMMENDATION:

That Council notes this report and its content.

EXECUTIVE SUMMARY:

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

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

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

In December 2024:

- 1 x funding application was successful at a value of \$130,000.00
 - Torres Strait Regional Authority – Hammond Island Ferry Subsidy
- 1 x funding application was submitted at a potential value of \$3,970,850.00
 - Department of Infrastructure, Regional Development, Communications and the Arts – Remote Airstrips Upgrade Program Round 11 – Boigu airstrip reseal

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

- 1 x funding application was successful at a value of \$10,000.00
 - Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships – Mepla Voice Project
- 0 x funding applications were submitted

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

Operational Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of Application	Outcome	Comment
Queensland State Emergency Services - 2025 -26 (SES) Support Grant Program	\$ 74,041.95	Purchase of New SES support Vehicle for Kubin	28-Nov-24	Pending	
Gambling Community Benefit Fund	\$ 25,000.00	Purchase of Sporting Equipment Masig & Kubin basketballs, volleyballs, netballs. Community Launch on each island. Mural on Masig Amenities block by local First Nations Artist.	19-Nov-24	Pending	
Department of Agriculture and Fisheries	\$ 80,000.00	Biosecurity Services - Exotic Fruit Fly Block Program in the Torres Strait	1-Oct-24	Pending	
Queensland Remembers Grants Program Round 4	\$ 54,059.40	Queensland Remembers Memorial Badu Project	23-Sep-24	Pending	
Torres Strait Regional Authority	\$ 137,428.00	the Economic Development Strategy. Note: \$47,000 already secured from previous funding.	11-May-24	Pending	
Torres Strait Regional Authority	\$ 85,000.00	Feasibility Study into Hammond Island Ferry Service.	7-Feb-24	Pending	
State Library Queensland	\$ 480,000.00	Growing IKC Centres Project - Digital Inclusion	27-Sep-24	Successful	
Torres Strait Regional Authority	\$ 130,000.00	Requested Subsidy for Ferry Service between Hammond Island and Thursday Island.	10-Nov-23	Successful	
Department of Environment, Science and Innovation	\$ 150,000.00	Erub Island Landfill closure and template development	18-Jun-24	Successful	
Queensland Regional Authority	\$ 32,800.00	Emergent Works BRACS Rd Erub	17-Sep-24	Successful	
Queensland Regional Authority	\$ 3,648,007.46	Ugar Landslip	20-Aug-24	Successful	
Queensland Regional Authority	\$ 10,660.00	Get Ready Queensland Grant Program	4-Sep-24	Successful	
Community Childcare Fund – Sustainability Support	\$ 378,000.00	Hammond Island Outside School Hours Care - support to increase sustainability of service and increase enrolments	8-Mar-24	Unsuccessful	Expected outcome Q2 2024
Community Childcare Fund – Sustainability Support	\$ 355,000.00	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	8-Mar-24	Unsuccessful	Expected outcome Q2 2024
	\$ 5,639,996.81				

Capital Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of application	Outcome	Comment
Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Remote Airstrip Upgrade Program - Round 11	\$ 3,970,850.00	Boigu airstrip reseal	13-Dec-24	Pending	Expected outcome TBC
Queensland State Emergency Services - 2025 -26 (SES) Support Grant Program	\$ 150,000.00	St Pauls SES Shed Refurbishment	29-Nov-24	Pending	Expected outcome TBC
Housing Support Program - Community Enabling Infrastructure Stream	\$ 31,895,000.00	Reclaimed residential (asbestos removal)	16-Aug-24	Pending	Expected outcome TBC
Housing Support Program - Community Enabling Infrastructure Stream	\$ 21,376,567.00	Warraber residential development	16-Aug-24	Pending	Expected outcome TBC
Community Childcare Fund – Sustainability Support	\$ 2,882,880.00	Aragun Childcare Centre –support to increase sustainability of service and increase enrolments	29-May-24	Pending	Expected Outcome Q3 2024 - NOTE: Dawson advised this grant has been secured. Awaiting official notification & Agreement
Torres Strait Regional Authority	\$ 1,200,000.00	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	8-Nov-23	Pending	
Department of Transport and Main Roads - 2024-25 ATSI TIDS	\$ 485,000.00	Boigu Island Primary Access Road Upgrade	30-Oct-24	Successful	
Works for Queensland - Round 5	\$ 4,580,000.00	4 x Mechanic sheds + fitouts	4-Jul-24	Successful	
QuickStart Housing EOI	\$ 4,826,780.00	Council is proposing to construct six (6) social housing Plug-In extensions, consisting of two (2) bedrooms and one (1) Bathroom. 2 Plug-ins have been requested for each of Masig Island, St Pauls island and Warraber Island.	12-Mar-23	Successful	Full application required Q3 2024 - NOTE: Letter advice received on 04/10/2024 from Dept. of Housing, Local Govt - Waiting on Contract
Dept of Infrastructure, Transport, Regional Development, Communities and the Arts	\$ 1,709,739.00	Roads to Recovery 2024-2029 - Long-term planning for the safer maintenance and upgrade of local roads.	5-Sep-24	Successful	
National Emergency Management Agency - Disaster Ready Fund	\$ 135,269.00	Backup generators for Poruma, Dauan, Erub, Boigu and Baubiag Islands	20-Mar-24	Successful	Includes \$6500 co-contribution. Executed Contract Pending
National Emergency Management Agency - Disaster Ready Fund	\$ 110,462.00	Badu Island Generator	20-Mar-24	Successful	Includes \$4500 co-contribution. Executed Contract Pending
National Emergency Management Agency - Disaster Ready Fund	\$ 958,627.00	Boigu Council Office roof and ceiling upgrade	20-Mar-24	Successful	Including \$5000 co-contribution. Executed Contract Pending
QRRRF	\$ 162,737.00	Mabuiag Dump Road Upgrade	11-Jan-24	Unsuccessful	
	\$ 74,443,911.00				

Annual Local Government Funding 2024-2025

The table below highlights all Annual Local Government Funding, that Council was allocated for 2024/25. No application is required for this type of funding.
Council officers note that the below figures will not reconcile to budget documents or financial statements as per AASB 1058, Council is required to recognise revenue on receipt of funds.

ANNUAL LOCAL GOVERNMENT FUNDING				
Funding Stream	24/25 Total Allocation	Project Details	Date of Application	Comments
Queensland Fire and Emergency Services	Due May 2025	This payment is an additional one-off payment, increasing the Annual Subsidy to \$TBC	Annual Allocation	100% paid upfront for current financial year 24/25
Queensland Fire and Emergency Services	Due October 2024	This payment recognises the costs incurred by Local government in providing support to their SES Groups and Units	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Indigenous Councils Funding Program	\$ 16,469,355.00	The ICFP replaces the SGFA & RRP and represents a significant investment in Queensland's Indigenous communities.	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – General Purpose	\$15,571,673.00	an annual allocation-based program for local government bodies based on the principal of horizontal fiscal equalisation, enabling them to function by reasonable effort to an average standard.	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Local Roads	\$209,993.00	Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets	Annual Allocation	100% paid upfront for current financial year 24/25
Total Allocation for 24/25	\$ 32,251,021.00			

INTERESTED PARTIES/CONSULTATION:

Executive Leadership Team and various Directorate staff/managers

BACKGROUND:

New funding opportunities are channelled to both the Executive Leadership Team and the Administration and Communication team for thorough evaluation. Should a funding opportunity be deemed viable, the application process is managed either internally within the relevant directorate or in collaboration with Peak Services. Once secured, successful funding contracts are overseen by the Enterprise Development team internally.

COMPLIANCE/CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational and capital budget is adjusted upon successful funding application
Policy:	N/A
Legal:	N/A
Risk:	Council relies on external grant funding to ensure financial stability and liquidity. Council will continue to advocate for increased funding opportunities aligned with Core Plan strategic priorities and Operational Plan deliverables. All successful funded projects will need to be completed by the timeframes set out in the respective funding agreements. Enterprise Development alongside identified Project Manager/s will ensure reporting and monitoring mechanisms are established to guarantee project milestones, acquittals, reporting and contract completion are finalised within the contractual parameters.
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) People - Outcome 4: We are a transparent, open, and engaging Council. Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

OTHER COMMENTS:

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

Prepared:

Catherine Foster
Interim Grants Revenue Officer

Recommended:

Emily Reid
Manager Administration and Communication

Endorsed:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: Corporate Services

AUTHOR: Corporate Planning and Performance Lead

OPERATIONAL PLAN 2024-25 - Q2 PROGRESS REPORT

OFFICER RECOMMENDATION:

That Council receives and notes the progress report on the implementation of the 2024-25 Operational Plan for the period 1 October 2024 to 31 December 2024 (Q2).

EXECUTIVE SUMMARY:

Under legislation, Council is required to report on the progress of the Operational Plan on a regular basis.

The second quarter (Q2) report reflects the progress in implementing the 2024-2025 Operational Plan, a critical framework designed to enhance the well-being and quality of life across the 15 communities.

At the end of Q2, three (3) objectives have been completed, Forty seven (47) remain in progress, one (1) is on hold, and eight (8) objectives have not started due to resourcing or budget requirements.

Council may, by resolution, amend its annual Operational Plan at any time before the end of the financial year.

Complete

In progress

On hold

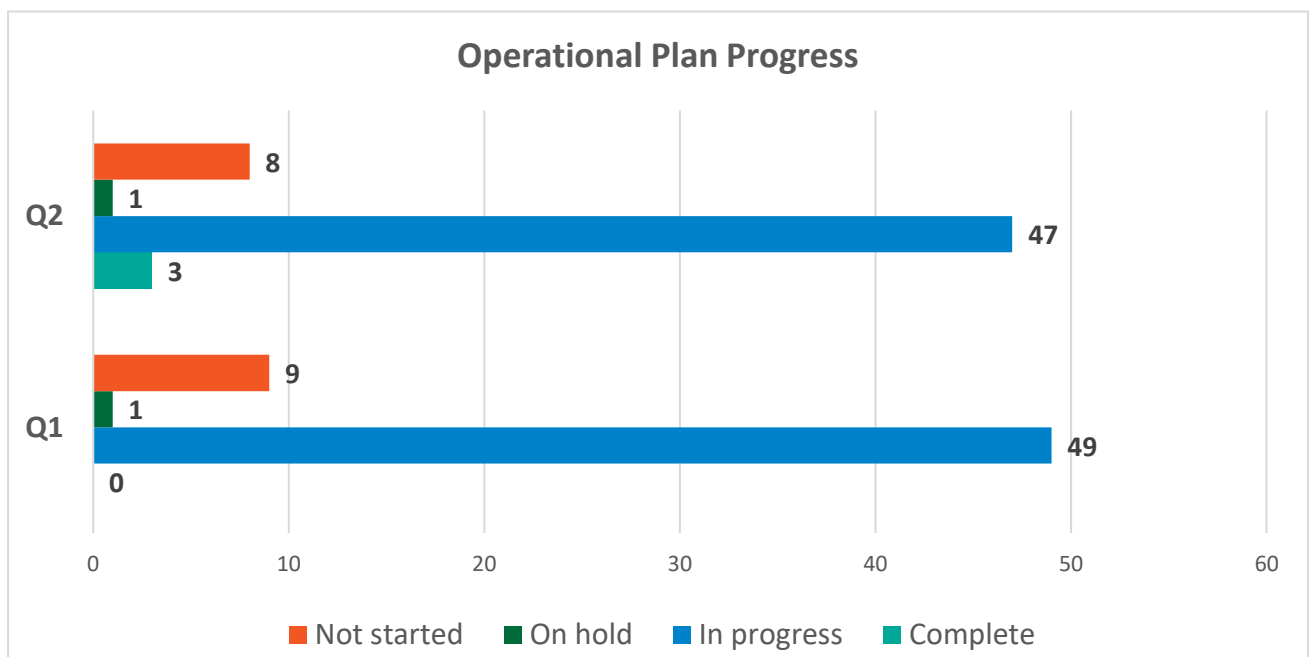
Not started

3

47

1

8



INTERESTED PARTIES/CONSULTATION:

Council, Chief Executive Officer, Executive Directors, Manager Administration and Communications and Corporate Planning and Performance Lead.

BACKGROUND:

The Operational Plan 2024-2025 was adopted by Council on 24 July 2024. Under legislation, Council is required to report on the progress of the Operational Plan on a regular basis.

Pursuant to both the Local Government Act 2009, and the Local Government Regulation 2012, Council has prepared an annual Operational Plan in alignment with the Corporate Plan 2020-2025.

The annual Operational Plan outlines how Council plans to progress the implementation of the 5-year Corporate Plan during the financial year 2024-25. Performance and progress against the objectives set forth in the Operational Plan will be reported quarterly by the relevant Directorates of Council.

Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Budgetary:	The Operational Plan has been developed in conjunction with the development of the annual budget to ensure activities recorded in the plan have been appropriately funded where required.
Policy:	N/A
Legal:	It is a statutory requirement that Council adopts an annual Operational Plan.
Risk:	Financial
Links to Strategic Plans:	Aligns with the Corporate Plan 2020-2025
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Quarterly report

Prepared:

Robert Blake
Corporate Planning and Performance Lead

Recommended:

Emily Reid
Manager Administration and Communication

Endorsed:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS

Attachment 1: Operational Plan 2024-2025 Quatre 2 Report

Operational Plan 2024-2025: Q2 Progress Report

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
Office of the CEO						
1	Advancing the MASIG statement	Pipol (People)	Office of the CEO	In progress	<ul style="list-style-type: none"> Action Plan established Advocacy Plan finalised Successful Community Engagement 	
2	Establish Strategic Asset Management Framework	Mekem las long (Sustainability)	Office of the CEO	In progress	<ul style="list-style-type: none"> Council approval Accurate 10-year financial forecast 	
3	Transition Action Plan (TAP)	Mekem las long (Sustainability)	Office of the CEO	In progress	<ul style="list-style-type: none"> Council approves strategy, actions and time frames 	
4	Renegotiation Grafton Street lease	Mekem las long (Sustainability)	Office of the CEO	Complete	<ul style="list-style-type: none"> Lease renegotiated and approved by Council 	
Financial Services						
5	Enhancement of Human Resources and Payroll (HRP) modules to maximise the benefit from the use of Technology One including the automation of repetitive tasks to create more capability to focus on value added tasks	Mekem las long (Sustainability)	Financial Services	In progress	<ul style="list-style-type: none"> Phase 2 of HRP enhancement project which focuses on the roll-out of employee self services including time-sheet entry and updating personal data External review of HRP module to provide recommendations on process improvements including removal of redundant tasks and automation of repetitive tasks 	Work in Progress - Go live expected by end of calendar year

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
6	Refresh of transition to CiA Technology One roadmap & Technology One Access Management Review	Mekem las long (Sustainability)	Financial Services	Not started	<ul style="list-style-type: none"> Update road map based on implementation status at 30 June 2024 Review of all TechOne profile to ensure appropriate system access 	Yet to be commenced due to resourcing constraints
7	Review and assurance sign off for upgraded Enterprise Asset Management module in Technology One to maximise the benefits of its use	Mekem las long (Sustainability)	Financial Services	Not started	<ul style="list-style-type: none"> Assurance sign off by internal audit Implementation strategy finalised 	Yet to be commenced due to resourcing constraints
8	Update Asset Management Plans with current data. These plans will serve as a strategic guide for maintaining, upgrading, and managing assets effectively	Mekem las long (Sustainability)	Financial Services	In progress	<ul style="list-style-type: none"> SAMP & AMP's to be refreshed with current asset data 	Work in Progress - JLL currently working with Asset Class Managers and Asset Team to update AMP's
9	Conduct comprehensive asset valuation for all asset classes required under Australian Accounting Standards	Mekem las long (Sustainability)	Financial Services	In progress	<ul style="list-style-type: none"> External Audit sign-off of comprehensive valuation 	Work in Progress - On division visits commencing 17/10 to 30/10
10	Develop a Financial Sustainability Strategy that prioritises responsible fiscal management	Mekem las long (Sustainability)	Financial Services	In progress	<ul style="list-style-type: none"> Adoption of Strategy by Council 	Work in Progress

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
Engineering Services						
11	Marine Infrastructure Upgrades: <ul style="list-style-type: none"> • Jetties replacements (Dauan, Saibai & Boigu) • Badu jetty repairs • Ugar barge access dredge channel design and feasibility study • St Pauls and Kubin jetties repairs/reconstruction 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • Jetty replacements works underway (Tender awarded etc) and Ugar Dredge Channel design completed and marine disposal confirmed • Projects extend over multiple financial years 	<p>Dauan/Saibai/Boigu - project tracking on schedule.</p> <p>Badu repairs completed. Ugar report completed. St Pauls/Kubin - option presented, decision pending.</p>
12	Seawalls Projects: <ul style="list-style-type: none"> • Masig seawalls • lama Seawalls • Warraber Seawalls 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • lama and Masig Seawalls completed • Warraber Seawalls preliminary works commence • Warraber and Masig seawalls extend over two financial years 	Projects progressing in-line with project plan.
13	Water Infrastructure Projects: <ul style="list-style-type: none"> • Badu and Mabuiag Island Water Network Management Program (Valve Replacement) • Erub water reservoir refurbishment works • Badu rising main upgrade • Poruma water tank - backup in place • Poruma water tank - tank replacement 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • All water infrastructure works successfully completed within the financial year • Funding secured to enable Poruma tank replacement 	Projects progressing and near completion. Poruma tank on-hold due to funding constraints.
14	Wastewater Infrastructure Projects: <ul style="list-style-type: none"> • Warraber sewer pump station 1 replacement 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • Project successfully completed 	Design and Tendering complete, Project on-hold due to insufficient funds to construct.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
15	Waste Management Services: <ul style="list-style-type: none"> • Landfill Closure Planning - Erub Landfill • New Landfill/Waste Development Planning - Erub 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • Plans developed 	Progressing as per project plan.
16	Transportation Works: <ul style="list-style-type: none"> • Poruma Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS) • Aerodromes - obstacle clearance and lighting works • Saibai Airport Road and School Road pavement upgrade project • Road reconstruction and rectification works (QRA funded) - Misc islands • lama Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS) • Mabuiag Road/Culvert Works - QRA Betterment Funded • Erub Kemus Road Works - QRA Betterment Funded • Badu park bridge replacement (LRCI funded) • Badu Ahmat Rd and drainage improvements (LRCI funded) 	Mekem las long (Sustainability)	Engineering	In progress	<ul style="list-style-type: none"> • Poruma and lama Aerodrome Safety Improvements completed, Saibai School Road and Hospital Drive Upgrade Completed, Erub and Mabuiag Road Works Completed, Aerodrome obstacle and lighting improvements undertaken • Badu pedestrian bridge and Ahmat Rd/drainage works complete • Design and tendering complete, construction in FY 25/26 	Projects progressing as per project plans. Erub airport roads and R2R funding allocation to be determined.

	• Erub (and/or other - tbc) - airport to community section of road repair/reconstruct works. (R2R Program funds)					
No.	Objective	Strategic Pillar	Function	Status	Target	Comments
17	Sustainability:• Coastal Hazard Adaptation Strategy - Encompass into policies and planning decisions. Implementation of strategy• Ghost net and marine debris project• ARC Warraber sustainability project - Griffith University • Tidal gauge R&M (TSRA funded)	Mekem las long (Sustainability)	Engineering	In progress	• CHAS - Strategy document completed• Ghost Net - Completed• Strategy actions commenced	CHAS formally adopted and action/planning commenced. Other projects (marine debris, ARC, gauges) progressing.
Building Services						
18	Integrate and improve service delivery across Maintenance, Upgrades and Home Ownerships	Mekem las long (Sustainability)	Building Services	In progress	• Reduction in aged works	Work in progress
19	Partner with Stakeholders (Communities/State) to deliver well designed housing solutions through planning and building	Mekem las long (Sustainability)	Building Services	In progress	• New households delivered to create sustainability and ease of living in a risk adverse geographical remote location	Work in progress - Commencing on Mabuiag - 2 x new Residences
20	Improve WPH&S standards through empowering employees	Pipol (People)	Building Services	In progress	• Services delivered in a healthy and safe Manner	Work in progress
21	Improve project reporting and integrate into one IT system	Mekem las long (Sustainability)	Building Services	In progress	• Improved project margins and streamlining of project delivery	Work in progress

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
Community Services						
22	Active involvement with Biosecurity program, Sustainability and Waste Management Strategy Healthy Housing Working Group to represent and advocate environment and health matters of our Region	Mekem las long (Sustainability)	Environment & Health	In progress	<ul style="list-style-type: none"> • Employment and training of 3x0.5 staff, delivery of biosecurity services 	Variation to funding agreement for existing staff to undertake the works. R&S process held did not attract suitable candidates. Employees registered for training.
23	Delivery of Environmental Health and Animal Management Program	Mekem las long (Sustainability)	Environment & Health	In progress	<ul style="list-style-type: none"> • Meet service agreement deliverables 	Ongoing. Annual workshop with Partners such as TPHU to upskill and share ideas also refresher for existing staff on Animal Management and obligations under the Agreement with TPHU.
24	Development and implementation of compliance and enforcement program (Local Laws - Authorised Persons)	Mekem las long (Sustainability)	Environment & Health	In progress	<ul style="list-style-type: none"> • Authorised Person trained and authorised by CEO, compliance and policies and procedures 	Authorised Persons delegation with CEO for approval. The team is enrolled for training with Peak Services, and undertaking annual workshop with Partners Tropical Public Health Unit and colleagues from other indigenous Councils.
25	Implement outreach IKC First 5 Forever in four communities without IKC	Pipol (People)	Health & Wellbeing (IKC)	In progress	<ul style="list-style-type: none"> • Implement four mobile library boxes in four communities 	Library boxes shipped to four communities. Attraction to some roles have not been successful, however program is being coordinated with HLOs where possible.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
26	Retention of workforce and reducing barriers to participation in physical activities	Pipol (People)	Health & Wellbeing (IKC)	In progress	<ul style="list-style-type: none"> No of FTE No of participation 	Ongoing through targeted programs and as part of funding objectives and KPIs
27	Support communities to use existing or create new alternatives for community garden	Mekem las long (Sustainability)	Health & Wellbeing (IKC)	In progress	<ul style="list-style-type: none"> Number of Successful alternative gardens implemented 	Consultations are progressing across the region, with 7 remaining for completion by April 2025.
28	Plan develop and Implement Digital Inclusion	Pipol (People)	Health & Wellbeing (IKC)	In progress	<ul style="list-style-type: none"> Implement 10 connectivity sites 	Agreement and allocation of equipments and funding completed in 1st quarter. Program to be rolled out in coming months before christmas.
29	Improve the Visitor Management System	Pruitpul (Prosperity)	Community Services (Events)	Not started	<ul style="list-style-type: none"> Council endorsement 	Agreement signed with Atturra for ongoing support and updates to Visitor Mgt. Corporate Services flagged with Forte options as part of the whole of website refresh.
30	Community Consultations to inform Local Housing Plan	Mekem las long (Sustainability)	Housing	In progress	<ul style="list-style-type: none"> Implementation of system 	Project proposal submitted to DCHDE for funding, and additional conversation with DCHDE in October. Funding outcome still unknown.
31	Implementation of New Tenancy Management System	Mekem las long (Sustainability)	Housing	In progress	<ul style="list-style-type: none"> Implementation of Plan 	Despite numerous funding submission, not yet successful. Housing team to obtain further information for DCHDE as per request in October.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
32	<ul style="list-style-type: none"> • Continuous improvement and efficient operational service delivery. • Increase staff capacity, productivity and performance outcome 	Mekem las long (Sustainability)	Community Services (Divisional Admin)	In progress	<ul style="list-style-type: none"> • Timely completion of compliance obligations and improved services both internal and external 	Staff registered for training through Tribal Habit and Peak Services to build capability of staff. Created resource to catch up 24/25 updates of accountable registers and have oversight going forward which includes training and development of tools.
33	<ul style="list-style-type: none"> • Enhance management of Council's accommodation booking 	Mekem las long (Sustainability)	Community Services (Divisional Admin)	In progress	<ul style="list-style-type: none"> • Implement accommodation software • Training for users 	Quotes were obtained, and procurement process checked. A Regional Manager to be nominated to lead delivery of this project.
34	Investigate digital options for aged care and disability recipients and their circle of care, which can be delivered in an increasingly cost-effective manner	Pipol (People)	Age Care	Not started	<ul style="list-style-type: none"> • Reduced hospital admissions. Updated care plans and client care goals. Improved communication and connect with family. Improved mental, physical and emotional wellbeing within the elderly and disability cohort. • Provision of supportive equipment through digital assessments 	Due to other priorities and understaffed, project has not commenced.
35	Work in partnership with TCCHS and TSIRC Housing to enhance in-home safety for elderly and disabled community members to support their activities of daily living	Pipol (People)	Age Care	In progress	<ul style="list-style-type: none"> • Reduced hospital admissions. Consumer increased mobility. Sign off of disability modification. Reduction in service hours delivered for activities of daily living 	Disability modifications are prioritised with BSU.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
36	Procure an approved Aged Care management system to support the delivery and management of Home Care Packages for elderly community members	Pipol (People)	Age Care	Not started	<ul style="list-style-type: none"> Implementation of streamlined and automated processes 	
37	Investigate funding options for appropriate early childhood services to improve access to, flexible, inclusive and culturally-safe education and care for young children and families, aligned with community needs	Pipol (People)	Childcare	In progress	<ul style="list-style-type: none"> Secure funding 	Ongoing efforts with Peak Services and consultations with Commonwealth Dept of Education.
38	Seek funding to support childcare services to remain financially viable and address safety barriers for continued access to early childhood and care	Pipol (People)	Childcare	In progress	<ul style="list-style-type: none"> Secure funding. Balanced budget and operating surplus. Completion of planned maintenance 	
39	Work in partnership with finance and families to recover unpaid Child Care fees	Pipol (People)	Childcare	In progress	<ul style="list-style-type: none"> Reduction of childcare debt. Signed suitable payment plans 	Ongoing. 1 monthly meet in the 1st quarter to discuss options to address debt.
40	Secure funding for an audit of asbestos buildings across the region and development of plan for removal	Mekem las long (Sustainability)	Environment and Health	Not started	<ul style="list-style-type: none"> Inspection completed and deliver report to inform Council on status per Community 	Initial discussion with relevant Executives on a way forward, which includes establishment of Waste and Sustainability working group. Draft TOR developed.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
Corporate Services						
41	Complete Trustee Policy consultations	Mekem las long (Sustainability)	Legal & Risk	In progress	<ul style="list-style-type: none"> • Consultation in each TSIRC DOGIT community followed by Trustee adoption of new Trustee Policy 	Six (6) community consultations undertaken in quarter 1. Remaining communities to be finalised by May 2025
42	Land tenure advocacy: advocate with the State for appropriate land tenure structure for each TSIRC Deed of Grant in Trust (DOGIT) community (including Mer social housing transition)	Mekem las long (Sustainability)	Legal & Risk	In progress	<ul style="list-style-type: none"> • Formal deputations to State; settlement of judicial review application for lama Island land transfer; agreement on the nature of or process for any future land tenure changes in other DOGIT communities 	lama final hearing 29 January 2025
43	DOGIT accounting review	Mekem las long (Sustainability)	Financial Services	Not started	<ul style="list-style-type: none"> • Deliver Council Workshop to consider separately accounting for DOGIT expenses and assets. Trustee review of Reserve Policy and General Reserve Procedure to reflect Council's desired process for the expenditure of DOGIT funds. Council to consider seeking Ministerial consent to expand what is permissible expenditure of DOGIT funds 	
44	Renew and implement organisational risk framework	Mekem las long (Sustainability)	Legal & Risk	In progress	<ul style="list-style-type: none"> • Risk appetite established with Council • Business impact statements completed • Risks registers up-to-date • Control evaluations completed • Routine reporting established 	Councillor workshop on Risk Management held November 2024 with Councillors determining a risk appetite; Risk Management Policy and Risk Management Guideline incorporating Risk appetite statements adopted December 2024 Council meeting; Quarterly review of risk

						treatment plans with risk owners completed; draft work plan developed for Q3 and Q4 with focus on maturing risk awareness across Council and capturing additional corporate risks and treatment plans.
No.	Objective	Strategic Pillar	Function	Status	Target	Comments
45	Provide high-speed Internet access via Low Earth Orbit (LEO) satellite connectivity for all IKC's	Pipol (People)	IT Services	In progress	<ul style="list-style-type: none"> Connectivity speed testing and engagement with community members 	Equipment has been installed in all divisions and at eight water treatment plants. Further network configurations to be finalised by December 2024.
46	Develop Council's Economic Development Strategy/Master plan	Pruitpul (Prosperity)	Economic Development	In progress	<ul style="list-style-type: none"> Council approval 	Waiting for TSRA funding decision. Concept presented to Council Workshop.
47	Review, update and implement Council's Divestment Strategy	Pruitpul (Prosperity)	Economic Development	On hold	<ul style="list-style-type: none"> Council approval 	Waiting for completion of Trustee Policy
48	Rebuild Council website and update content	Pipol (People)	Admin and Comms	In progress	<ul style="list-style-type: none"> Website is live by 31 December 2024 User survey by 31 May 2025 	Website to go live early February 2025.
49	Community Grant Program review and process improvement, policy update	Pipol (People)	Admin and Comms	Complete	<ul style="list-style-type: none"> Council approval 	Updated policy adopted by Council in December 2024. Updated documents rolled out to divisions and community.
50	Implement an electronic meetings management system, update processes in accordance with the Local Government Act 2009	Pruitpul (Prosperity)	Admin and Comms	In progress	<ul style="list-style-type: none"> Meetings system is live and used from 1 January 2025 All Councillors and officers have been trained and understand their responsibilities 	Unable to implement by due date due to resource shortages, however, implementation during Q3 anticipated.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
51	Establish the Corporate Plan 2025-2030	Pipol (People)	Admin and Comms	In progress	• Council approval	Six (6) community consultations undertaken in quarter 2.
52	Revision of Policy Framework, update of critical policies	Mekem las long (Sustainability)	Admin and Comms	In progress	• Policy Framework established	
53	Establish Service Level Agreements (SLA) between the Fuel & Fleet department and user departments	Mekem las long (Sustainability)	Fuel & Fleet	Not started	• Service Level Agreements are in place between Fuel & Fleet and all internal stakeholders	Business model review (own vs. lease) to be finalised prior.
54	Fuel sites and bowsers operational and compliant	Mekem las long (Sustainability)	Fuel & Fleet	In progress	• All fuel dispensed via bowsers • Fuel sites upgraded in line with funding arrangements	Compac Systems operational: Boigu, Dauan, Erub, Mabuiag, Poruma, Saibai Being commissioned: Hammond Under development: Mer, Ugar Tanks operational: Badu, Kubin, Yam, Warraber, St. Pauls, Masig.
55	Improve Fleet replacement program management and forecasting	Mekem las long (Sustainability)	Fuel & Fleet	Complete	• Fleet AMP approved and implementation plan in place • Council endorsement	AMP developed Strategic Investment Plan adopted by Council in December 2024.
56	Review and update all People & Wellbeing policies to ensure they recognise and allow for the diversity and unique geographical challenges faced by TSIRC	Mekem las long (Sustainability)	People & Wellbeing	In progress	• Policies reviewed and approved by management and/or Council	Reviews ongoing
57	Negotiate and deliver the Certified Agreement	Mekem las long (Sustainability)	People & Wellbeing	In progress	• Employees, Union and Council endorsement	Awaiting further instruction from CEO.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
58	Review and update Council's remuneration and classification strategy to align with better practice, good governance and transparency	Mekem las long (Sustainability)	People & Wellbeing	In progress	<ul style="list-style-type: none"> • Strategy adopted 	Awaiting further instruction from CEO.
59	Strengthen Council employment within local communities	Pruitpul (Prosperity)	People & Wellbeing	In progress	<ul style="list-style-type: none"> • Recruitment and ongoing employment 	Ongoing discussion with divisional staff. Housing officers moved from temporary to permanent contracts. Meeting with Divisional Staff to gauge interest for further training. Meetings with University of Central Qld and JCU commenced.



DIRECTORATE: Corporate Services

AUTHOR: Manager Administration and Communication

TSIRC POLICY FRAMEWORK

OFFICER RECOMMENDATION:

That Council:

1. Adopt the Torres Strait Island Regional Council Policy Framework; and
2. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the Framework, including the power to make any further minor administrative amendments to the Framework as they arise.

EXECUTIVE SUMMARY:

Under the *Local Government Act 2009* (the Act) and associated regulations, Council must develop and adopt several policies. A policy is a statement of principles or position that is intended to guide or direct decision-making and operations that support the achievement of Council's vision and objectives.

In Council's ongoing effort to meet legislative requirements and improve organisational performance a Policy Framework has been developed to provide structure and guidance to Council officers.

INTERESTED PARTIES/CONSULTATION:

- Manager Administration and Communication
- Corporate Planning and Performance Lead
- Executive Leadership Team (ELT)
- Strategic Action Reference Group (SARG)
- Council

BACKGROUND:

Policies help ensure compliance with applicable laws and regulations, contract requirements and delegation of authorities. Policies aim to reduce risk by establishing standards and they form the foundation of Council's good governance processes.

Council policies are developed by the Leadership Team and/or senior officers (subject matter experts) and may be subject to community consultation processes. Community consultation is recognising Council's community leadership role in guiding the formation and development of the Council, and in representing the values and interests of the broader community.

Policies cannot contravene a law (local laws, state or national acts and regulations) and Council should not deviate from an adopted policy without a clear, substantiated reason for doing so. The objective of the Policy Framework is to provide a structure and process for the initiation, development, adoption, and review of Council's policy documents. This ensures that policies are developed in a consultative, comprehensive, and consistent manner and that they align with, and support Council's strategic objectives as outlined in the Corporate Plan.

The Policy Framework aims to provide a clear understanding of Council and management responsibilities in policy development and review, and ensures that policies are consistent with, and meet the compliance requirements of, legislation.

Consultation regarding the Framework was undertaken over an extended period of time and included the Executive Leadership Team, the August SARG meeting and a presentation for discussion and feedback to Council at the November workshop. Cr. Tamu's feedback from the workshop was taken into consideration and integrated into the Policy Framework.

COMPLIANCE/CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	N/A
Policy:	All TSIRC policies
Legal:	Governance, legislative and statutory requirements are considered when developing policies
Risk:	Breach of legislative requirements Inconsistent decision-making
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) Outcome 8: We manage Council affairs responsibly to the benefit of our communities
Masig Statement:	N/A
Standing Committee Consultation:	Reviewed via SARG in August 2024 Discussed by Council at workshop November 2024
Timelines:	Adoption January 2025

OTHER COMMENTS:

N/A

Prepared/Recommended:
Emily Reid
Manager Administration and Communication

S. Andres
Endorsed:
Susanne Andres
Executive Director Corporate Services



Approved:
James William
Chief Executive Officer

ATTACHMENTS:
Attachment 1: Policy Framework

1. Objective

The objective of the Policy Framework is to provide a structure and process for the initiation, development, adoption, and review of Council's policy documents. This ensures that policies are developed in a consultative, comprehensive, and consistent manner and that they align with and support Council's strategic objectives as outlined in the Corporate Plan.

The Policy Framework aims to provide a clear understanding of Council and management responsibilities in policy development and review and to ensure that policies are consistent with and meet the compliance requirements of legislation.

2. Why Councils have policies

Under the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council must develop and adopt several policies.

A policy is a statement of principles or position that is intended to guide or direct decision-making and operations that support the achievement of Council's vision and objectives.

Policies help ensure compliance with applicable laws and regulations, contract requirements and delegation of authority by the Council to the Chief Executive Officer (CEO). Policies aim to reduce risk by establishing standards and form the foundation of Council's good governance processes.

Council policies are developed by the relevant senior officers (subject matter experts) and departments and may be subject to community consultation processes.

Community consultation is recognising the community leadership role Council has in guiding the formation and development of the Council, and in representing the values and interests of the broader community.

Policies cannot contravene a law (local laws, state or national acts and regulations). Council should not deviate from an adopted policy without a clear, substantiated reason for doing so.

3. Policy

A policy is a **general written document that establishes a standard by which the institution manages its affairs**. A policy mandates, specifies, or prohibits conduct in order to enhance Council's mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.

Council policies are either required by legislation, impact on the community in some way or guide how the Council goes about its day-to-day business. Many of these policies may have an external focus and require consultation with the community and often relate to the goods, services and activities provided to or by Council.

3.1 Procedure

A procedure is a **description of the operational processes necessary to implement policy**. A procedure includes information on the offices and positions responsible for policy implementation, as well as instructions regarding how to implement the policy. A properly developed and approved procedure ensures that policy is implemented efficiently and applied consistently. Unlike policy, procedures may change frequently to accommodate updated standards or methods.

This is one reason it is best practice to separate policy from procedure; another is to ensure that users can clearly understand what the policy dictates separate from how to enact it.

Procedures should be reviewed on a regular basis and upon any legislative or policy changes and must reflect any changes in operational systems. Procedures can be approved at any time by the CEO/Executive Leadership Team (ELT). There is no requirement for procedures to be adopted or reviewed by Council however they may be presented to Council for visibility.

3.2 Guideline

A guideline gives **recommendations, interpretations, administrative instructions, best practice guidance, or frameworks** in which to operate. Guidelines are informational, not mandatory. Like procedures, guidelines may change frequently depending on Council's needs



Torres Strait Island
REGIONAL COUNCIL

Policy Framework

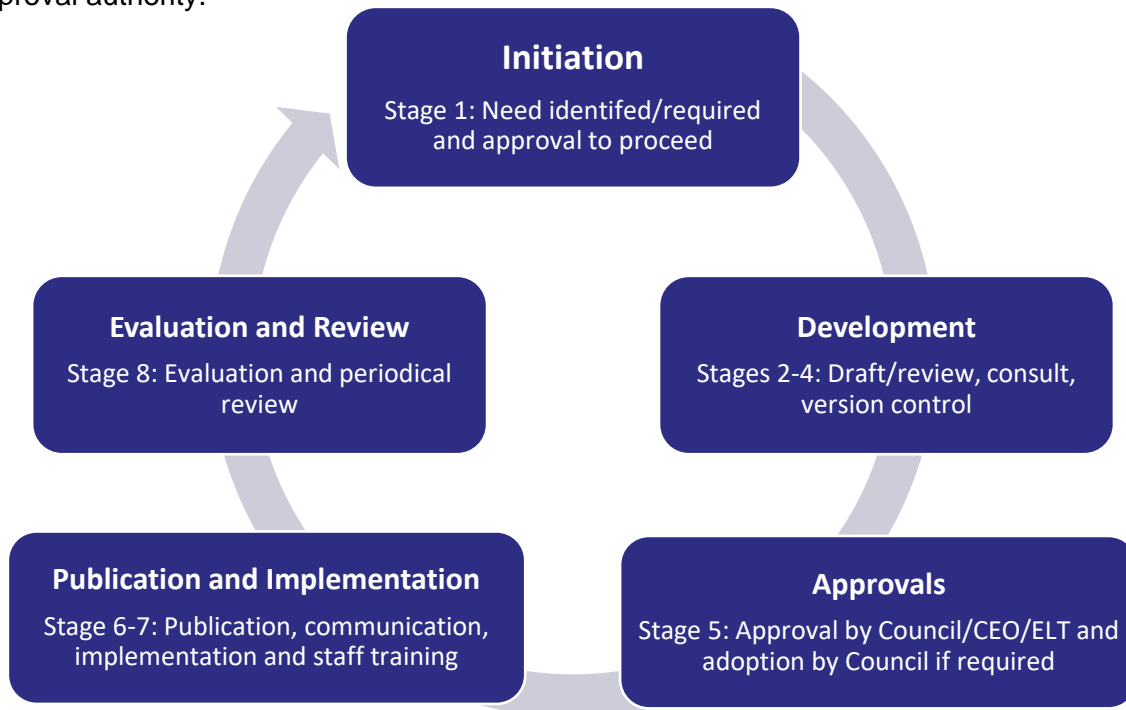
Policy type	Rationale	Approval	Published	Examples
Council	<ul style="list-style-type: none"> Legislative requirement or prescribed in the relevant legislation Direct impact on the community 	Council	Public	<ul style="list-style-type: none"> Procurement Policy Community Grants Policy Environmental Policy Community Engagement Policy Social Housing Policy
Administrative	<ul style="list-style-type: none"> Provide direction for internal management of the day-to-day business of Council 	CEO (Council for noting where required)	Internal (external if required by legislation)	<ul style="list-style-type: none"> People and Wellbeing Policy Information Technology Policy Fleet/ Motor vehicle Use Policy Recruitment Policy

Document type	Rationale	Approval	Published	Examples
Procedure	<ul style="list-style-type: none"> Supports the implementation of policies Detailed, step-by-step instructions on how to perform a specific task or process 	CEO/ELT	Internal	<ul style="list-style-type: none"> Procurement Procedure Asset Disposal Procedure
Guidelines Frameworks	<ul style="list-style-type: none"> General recommendations or principles that provide advice on how to approach a task or make decisions. 	Depending on subject matter <ul style="list-style-type: none"> Council CEO ELT 	Internal or External	<ul style="list-style-type: none"> Enterprise Risk Management Guidelines Wan Mak (brand guidelines) Advocacy Framework

Table 1: Category and document type

4. Policy Development

This framework provides the development stages and guidance for all policies, whether they are new or amended. It is noted that all policies are living documents until they are amended, replaced or repealed, which must all be actioned through the appropriate approval authority.



4.1 Initiation

The need for a policy may arise from various reasons, such as legislation, directives from the Council, CEO, or directors, risk mitigation, or the formalisation of a strategic position or program.

When developing or amending a policy, it is essential to first assess whether a new policy is required or if an existing policy can be amended or consolidated with others.

This process should include evaluating how proposed changes might affect other policies, procedures, or strategies, ensuring alignment with Council's Corporate Plan and overarching objectives.

Policies must be designed to support the aspirations and vision of the Torres Strait region, driving progress rather than hindering it. They should enhance the wellbeing of communities, improve service delivery, and lead to better outcomes for all.

All new policies or major changes to existing ones need approval from the relevant director, or the CEO if applicable, before drafting begins. Minor amendments, like updates to position

titles, fixing broken links, or correcting typos, can go directly to the Administration and Communications Branch for processing without affecting the policy's overall scope or intent.

4.2 Development

4.2.1 Drafting

Policy documents should be drafted on the approved policy template and contain appropriate numbered sections for ease of reference and should have consistent style and characteristics, including:

- ✓ contain clear and concise language;
- ✓ be written in plain English without acronyms and technical jargon;
- ✓ headings which reflect the content of the section;
- ✓ statements which will date the policy, or require frequent review;
- ✓ administrative details which relate to document content management; and
- ✓ consistent formatting in accordance with Wan Mak (brand guidelines); i.e. typography, layout, design type-faces, font sizes, numbering, colours, logo, headers, footers, title, references and pagination.

The Council policy template provides for the relevant sections for a policy. Headings may vary depending on the individual policy.

For quality assurance and document control purposes, the Administration and Communications Department must be consulted on final drafts prior to submission for approval. This will allow for a consistent and efficient approval process.

Appendix A: Policy Development Process

Appendix B: Council Policy Template

4.2.2 Consultation

During the development of Council policies which will affect a specific sector of the community or organisation, it is important to undertake stakeholder consultation. This may occur at an early stage during the research period of a new policy, or after Council/CEO has endorsed a draft for the purposes of consultation. This might be fulfilled through a process of internal consultation, public consultation or advertising before policies are adopted or amended. Public consultation should be undertaken in accordance with Council's Community Engagement Framework.

In the creation of new Council policies, or where major revisions are anticipated to existing Council policies, it is important to understand the preferences of Elected Members at an early stage of the process.

This is best achieved through publishing/distributing the policies for commentary and feedback or a Council workshop or other form of consultation when deemed necessary.

Where a policy has a significant impact on more than one functional area of Council, it is appropriate to ensure consultation across Council has been undertaken.

4.2.3 Document Control

Council's Corporate Services Directorate is responsible for the end-to-end process of the Policy Framework and provides quality assurance of policy documents prior to adoption. The Administration and Communications Department is responsible for principal oversight of all policies and procedures across Council. The Department will update and review the policy register on a regular basis.

Council's records management system and intranet contain the official, "locked from editing version" of policies. The Administration and Communications Department is responsible for version control.

Care is taken in the naming and storage of policy documents to ensure that only current versions are available on the intranet, website, and formal policy register.

Public policies are made available on Council's website and in Council offices. These policies include those that apply to the community at large, affect residents and businesses, cover the actions of the Elected Members and the Council as a whole, and refer to the management of Council property areas under Council's care, control, and management as well as policies that must be made publicly available under legislation. Where appropriate, procedures, guidelines and frameworks relating to Council policies should also be published on Council's website.

Administrative policies, guidelines and procedures must be made available to Council staff on Council's intranet site, and in Council offices.

4.3 Approvals

All Council policies must be submitted to ELT in the first instance for review and endorsement to proceed to Council and/or CEO for consideration/adoption. *Refer Table 1.*

Operational policies and guidelines that affect Elected Members may be presented to Council for noting.

4.3.1 Recommending policy to Council

Policies that need to be approved by Council will be provided to the relevant Council Committee and the Strategic Action Reference Group (SARG) for review before they are considered for adoption. The policy owner is responsible for preparing the report to ELT, committees and Council.

The example below may be used as a reference.

Recommendation:

That Council:

1. Repeal the existing *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*;
2. Adopt the updated *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*.

That Council

1. Adopt/Endorse/Note the updated *[insert name of policy]* *[insert document number (XXX-XXX-XXX)]*.

4.4 Publication and Implementation

Once a policy is adopted/endorsed, the Administration and Communications Department will ensure a record is made of amended, replaced and repealed policies in the policy register. Once adopted/endorsed, the policy will be uploaded to the appropriate location.

Council employees must be made aware that a new or revised policy is in place. Council's records management system (ECM) and intranet allows for adopted policies to be visible to all Council employees and previous versions to be archived from view. Public facing policies will be available on Council's website.

The administrative information accompanying each policy designates a business unit that is responsible for implementation and reviews of a policy (or specified elements of it). Council's Administration and Communications Department will maintain the policy register and ensure the appropriate policy documents are accessible to the public and that new or updated policies are communicated to staff.

4.5 Evaluation and Review

Policies are living documents, and they must be subject to evaluation and review to ensure that they continue to reflect Council's procedures, strategies and legislative requirements.

Policies are reviewed in three ways:

1. Policy revocation – policy is no longer required or has been combined with or superseded by another policy.
2. Requiring minor amendments – changes to language, style, formatting, etc. that do not impact on the application of the policy.
3. Requiring major amendments – changes that significantly alter Council's position on an issue or change the strategic intent of the policy.

Legislative changes may also impact policy content. A Council policy may be presented to Council at any time if there are changes to legislation, changed circumstances, or other issues that require attention. Similarly, Procedures, Guidelines and Frameworks can also be affected by changes to legislation or the external environment.

Policies will be reviewed on a three-year basis with the exception of those policies that are required to be reviewed annually under the *Local Government Act 2009* or associated regulations or where management deems it prudent to adopt a shorter review cycle. A reviewed Council policy with no changes must still be tabled for adoption to ensure the policy still meets strategic intent.

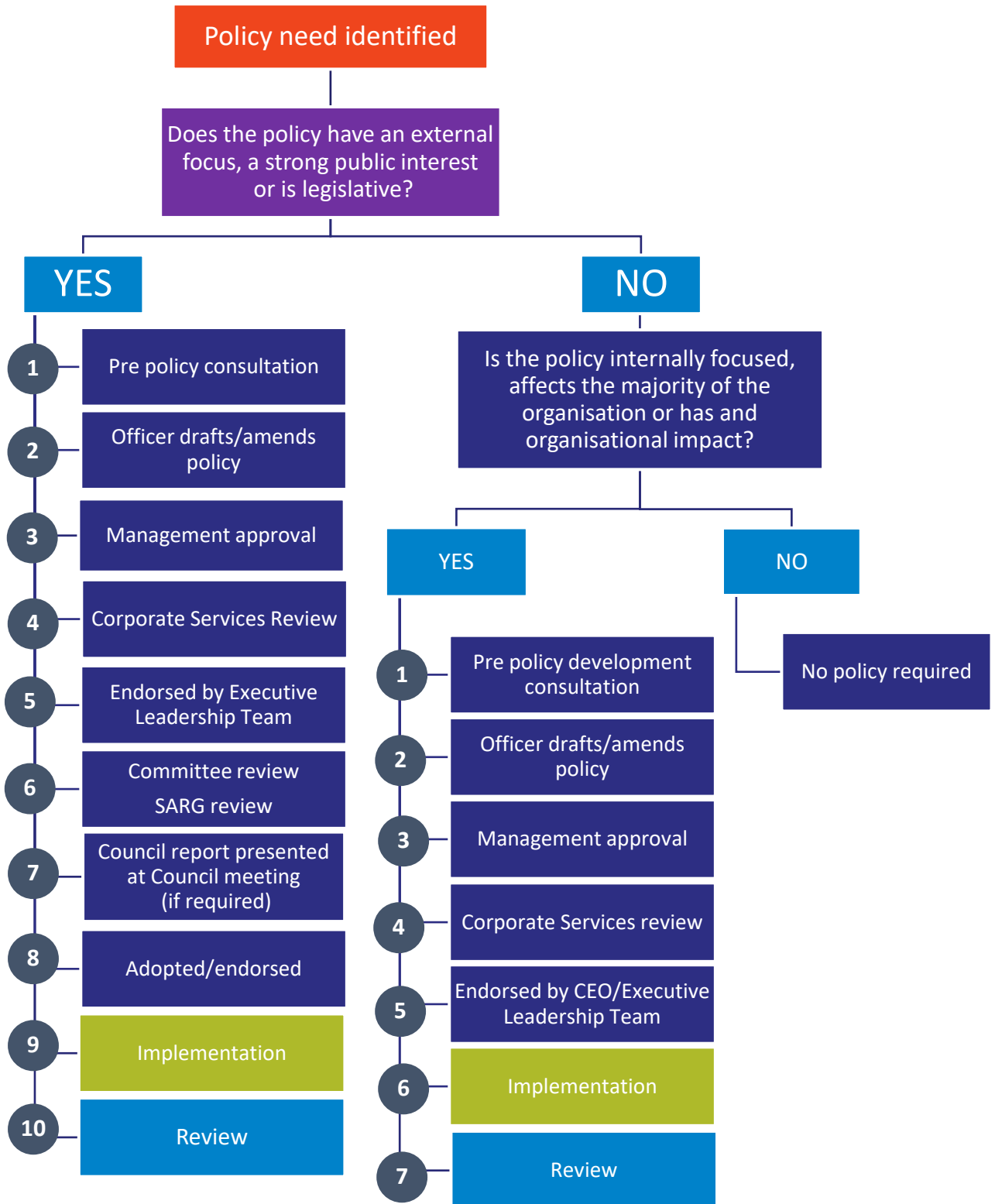
The Administration and Communications Department will provide principal oversight and coordination of the policy review process.

5. Conclusion

The Policy Framework provides a structured and consistent approach for the development, adoption, and review of the Council's policies. By ensuring that policies align with the Council's strategic objectives and comply with legislative requirements, the framework supports effective governance and decision-making. The collaborative process involving Elected Members, stakeholders, and the community ensures comprehensive and consultative policy development. Clear guidelines for policy management, accessibility, and review guarantee that policies remain current and relevant. This framework enhances transparency, accountability, and the effective functioning of Council.

Directorate:	Corporate Services
Responsible Officer	Corporate Planning and Performance Lead
Authorised on:	[DD]/[MM]/[YYYY]
Effective date:	22/08/2024
Next review date:	January 2028
Review history:	New
Version	1

Appendix A: Policy Development Process



Appendix B: Council policy template



Name of Policy

1. PURPOSE

What is the purpose of the policy?

2. SCOPE

What is the scope of the policy – who does it relate to?

3. LINK TO CORPORATE PLAN

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

4. POLICY STATEMENT

What does the policy include?

5. REPORTING

Are there any additional reporting requirements?

6. DEFINITIONS

Do any terms or phrases need to be defined?

7. RELATED DOCUMENTS AND REFERENCES

Does the policy relate to any related documents, policies, guidelines, frameworks or legislation?

8. REVIEW

When does the policy need to be reviewed?

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



Corporate Services Directorate

AUTHOR: Executive Director Corporate Services

REPEAL OF COUNCIL RESOLUTION – COMMUNITY RADIO/BROADCASTING LICENCES

OFFICER RECOMMENDATION:

Council agrees to:

- 1. Repeal the Council resolution made on 24 January 2024 regarding the facilitation of expressions of interest to identify a suitable service broadcaster and presentation of expressions of interest to Council; and**
- 2. Instructs the CEO to write to the Australian Communications and Media Authority (ACMA) advising that Council no longer wishes to surrender the broadcasting licences for Saibai, Boigu, Mer, Dauan, Kubin, Ugar and Mer.**

EXECUTIVE SUMMARY:

Under section 262 of the *Local Government Regulation 2012* a resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each Councillor at least 5 days before the meeting at which the proposal is to be made. Notice of intention was given to Councillors on 22 January 2025 (see [Attachment A](#)).

Section 21.2 of Council's Standing Orders Policy allows that Councillors present at a meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion for a period of no longer than three (3) months.

In January 2024 Council authorised the CEO to facilitate an expression of interest process to identify a suitable service broadcaster for Council's community broadcasting services licenses for Saibai, Boigu, Mer, Dauan, Kubin, Ugar and Masig. However, at that stage Council did not commit resources to undertake this process nor the consequent project work. Furthermore, no resources were allocated in the 2024-25 operational or capital budgets.

Council's administration is unable to progress the community broadcasting services project without additional resources. It is recommended to return the licences to the issuing authority (the Australian Communications and Media Authority – ACMA) to be publicly tendered. This should accelerate the establishment of community broadcasting services in the affected communities.

Alternatively, substantial operational and capital budget positions are required to progress the project.

INTERESTED PARTIES/CONSULTATION:

Executive Director Community Services

Chief Executive Officer

BACKGROUND:

At its Ordinary Meeting 23 January 2024 Council resolved to note the renewal of broadcasting licences for Saibai, Boigu, Mer, Dauan, Kubin, Ugar and Masig, endorsed the representations made to the Australian Communications and Media Authority (ACMA), authorised the CEO to facilitate an expression of interest (EOI) process to identify suitable service broadcasters and requested the CEO to present EOIs to Council as soon as practicable in April/May 2024.

The resolution was supported by a Council report drafted by the then Acting Executive Director Corporate Services. It noted that TSIRC's community broadcasting services licences were renewed by ACMA in 2022 under the general conditions of the Broadcasting Services Act 1992. It outlined that non-provision of services for a lengthy period may potentially breach the licence conditions. Due to turnover of key officers, fulfilment of ACMA requirements lagged, however, the apparatus licence applications were lodged and finalised in December 2023.

At that stage, Council made the following representations to ACMA:

- Acknowledgment of delays and discontinuity of service arrangements
- Ultimately to achieve a broader set of goals relating to media and communications in community / strategic approach
- Council report in January 2024 to outline strategy
- Broadcasting to commence in mid-2024

No specific strategic objectives were included in the Council report.

Upon Council resolution it fell to the Community and Corporate Directorates to drive the project forward. A scope for the EOI was drafted, but due to lack of resources in both teams and the non-availability of Council's Culture Arts Land and Heritage (CALH) and Strategic Action Reference Group (SARG) committees, the project stalled at this stage.

In early November 2024 ACMA wrote to Council in relation to the actions that were assigned to Council at the last renewal of the community broadcasting licences, namely:

- The proposed recommencement of broadcasting of the services, including how and when it will be achieved, and how much programming (e.g. number of hours per week) will be locally produced.
- The proposed partnership with Black Star, including how much programming will be provided or produced by Black Star.
- ACMA also requested confirmation that the 7 services have recommenced.

This information is to be provided to ACMA by 3 February 2025. Should Council fail to complete an assigned action, ACMA will consider publishing information about the licensee and the incomplete action on their website.

REPORT:

The Community Services Directorate is the lead facilitator for the EOI process with a view to reporting to Council and ultimately engaging a broadcaster to supply community broadcast services. However, there are no resources available in the Directorate to progress an EOI with many more pressing priorities to be addressed before considering community broadcasting.

The Corporate Services Directorate is responsible for assisting Community Services with legal and other relevant support. Corporate Services does not have the resources to provide additional support, for example running the EOI process and negotiating with potential suppliers.

In addition, it is unclear which department is able to take the lead in negotiating infrastructure requirements and investments as these are dependent on the successful EOI process.

Unless further resources are provided via an operational budget increase to enable staffing requirements relating to the community broadcasting, radio licences and negotiations as well as capital budget to provide and upgrade broadcasting infrastructure, the EOI cannot be progressed, let alone broadcasting recommenced at some point in the near future. Given Council's current negative budget situation, it is unlikely that such funding will be forthcoming.

The broadcasting licences for Iama, Poruma, Warraber and St. Pauls are held by Torres Strait Islanders Media Association (TSIMA) who is currently providing radio services in these communities. This shows that the licences don't have to be held by Council and alternative suppliers are available. TSIMA is one of a handful of potential broadcasters. While Council also considered media services to be wider than community radio broadcasting, Council's operation is not currently resourced to pursue such an approach.

Without the necessary resources, Council is unable to progress this project. It is thus recommended to rescind the Council resolution and hand back the broadcasting licences to ACMA to then be publicly tendered.

Alternatively, an operational budget adjustment of \$150,000 is required to engage additional staff resources to manage and coordinate the project over a period of time, plus a yet unknown (but substantial) capital budget amount for infrastructure upgrades and construction.

COMPLIANCE/CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i>
Budgetary:	Operational budget as approved by Council
Policy:	Standing Orders Policy
Legal:	Section 262 <i>Local Government Regulation 2012</i>
Risk:	<p>There is a risk that Council will be perceived of not providing broadcasting services to the community even if this is not a Council responsibility</p> <p>Alternatively, should Council proceed with the project, the financial risk is considerable to resource the project operationally and through infrastructure</p>
Links to Strategic Plans:	<p>Corporate Plan 2020-2025 (Bisnis Plan)</p> <p>Outcome 8 – we manage Council affairs responsibly to the benefit of our communities</p> <p>Objective 8.1 – delivery of strategic plans, operational plans, budget and associated performance management</p>
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Respond to ACMA by 3 February 2025

OTHER COMMENTS:

Alternative resolution:

Council has the following options:

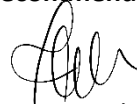
1. Council resolve to repeal its previous resolution as per the officer's recommendation;
2. Council defer the decision by a maximum of three (3) months;
3. Council pursue the project and effect an operational budget adjustment of \$150,000 over 12 months and a commit to allocate the necessary financial capital resources in the 2025-26 budget.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Recommended:



Dawson Sailor
Executive Director Community Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

- A - Notice of intention to Councillors dated 22 January 2025
- B - Council Resolution 23 January 2024
- C - ACMA email 04/11/2024

From: Susanne Andres
Sent: Wednesday, 22 January 2025 2:07 PM
To: Councillors
Cc: Executive Directors; Secretariat; Kim Kerwin
Subject: Notice under section 262 Local Government Regulation of intention to propose the repeal of a Council resolution

Debe Idim / Kapu Bayludh / Kapu Bathaynga / Good Afternoon

Dear Councillors

On behalf of the CEO I advise the following:

Under section 262 of the Local Government Regulation 2012 I give the required notice (at least 5 days before the Council meeting) of the intention to propose the repeal of a Council resolution made in January 2024 regarding Council's community broadcasting licences and the expression of interest process to identify a suitable service broadcaster.

The original Council resolution related to the broadcasting licences (community radio) on Saibai, Boigu, Mer, Dauan, Kubin, Uga and Masig.

Any questions to be directed to the Executive Director Community Services Dawson Sailor or Executive Director Corporate Services Susanne Andres.

Kind regards,

TSIRC Office Closure Notice

Please be advised that all Torres Strait Island Regional Council offices will be closed on 27/01/2025.

Susanne Andres | Executive Director, Corporate Services

Torres Strait Island Regional Council



Phone: 0408 940 396
Email: susanne.andres@tsirc.qld.gov.au
Address: Cairns, QLD 4870
Website: www.tsirc.qld.gov.au
Find us on:   

This e-mail and any files transmitted with it are confidential. If you are not the named addressee in this message you are not intended to receive it. If you have received this e-mail in error, you should destroy this message immediately and kindly notify the sender by return email.

14. CORPORATE SERVICES: Community Radio

OFFICER RECOMMENDATION:

That Council:

1. *Notes the renewal of licenses update provided in this brief;*
2. *Endorses the representations made to the Australian Communications and Media Authority;*
3. *Authorises the Chief Executive Officer to facilitate an expression of interest process to identify a suitable service broadcaster; and*
4. *Requests the Chief Executive Officer to present expressions of interest to the Council as soon as practicable after the 2024 local government election for consideration of a recommendation to Council in April/May 2024. receive and endorse the monthly financial statements attached to the Officer's Report for the 2023-2024 year to date, for the period ended 30 November 2023, as required under Section 204 Local Government Regulation 2012.*

RESOLUTION

Moved: *Cr Ranetta Wasama*

Second: *Cr Conwell Tabuai*

Council:

1. **Notes the renewal of licenses update provided in this brief;**
2. **Endorses the representations made to the Australian Communications and Media Authority;**
3. **Authorises the Chief Executive Officer to facilitate an expression of interest process to identify a suitable service broadcaster; and**
4. **Requests the Chief Executive Officer to present expressions of interest to the Council as soon as practicable after the 2024 local government election for consideration of a recommendation to Council in April/May 2024.**

CARRIED UNANIMOUSLY

From: Community Broadcasting <Communitybroadcasting@acma.gov.au>
 Sent: Monday, 4 November 2024 15:24
 To: Susanne Andres
 Cc: James William; Community Broadcasting
 Subject: Torres Strait Island Regional Council - outstanding renewal actions [SEC=OFFICIAL]
 Attachments: TSIRC licences renewal letter.pdf

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

If in any doubt, delete the message or call IT Services for assistance.

Dear Susanne,

I am contacting you in relation to the actions that were assigned to Torres Strait Island Regional Council (Council) at the last renewal of its 7 community broadcasting licences.

In 2022, the ACMA assigned Torres Strait Island Regional Council (TSIRC) to provide to the ACMA the following information (see attached):

- The proposed recommencement of broadcasting of the services, including how and when it will be achieved, and how much programming (e.g. number of hours per week) will be locally produced.
- The proposed partnership with Black Star, including how much programming will be provided or produced by Black Star.

TSIRC has corresponded with the ACMA a number of times between then and February 2024 with updates on the situation with the 7 services. The services now all have valid transmitter licences.

However, the ACMA does not have the following information, originally requested in 2022:

- How much programming (e.g. number of hours per week) on these services will be locally produced.
- Further details about the proposed partnership with Black Star, including how much programming will be provided or produced by Black Star.

The ACMA also seeks confirmation whether the 7 services have recommenced, and if so, when they recommenced.

As per the [announcement on the ACMA website](#) on 9 July 2024, if a licensee fails to complete an assigned action with a due date, the ACMA will write to the licensee repeating the assigned action and provide a further opportunity to complete the action. If the action has not been completed by the new due date, the ACMA will consider publishing information about the licensee and the incomplete action on the ACMA website. In deciding whether to publish, the ACMA may have regard to other matters it considers relevant, including the licensee's compliance record, efforts it made towards completing the assigned action, and any extenuating circumstances.

Please provide the requested information to the ACMA by COB 3 February 2025.

Please let me know if you have any questions.

Kind regards

1

Graeme

Graeme Hunt
 Licensing and Compliance Officer
 Community Broadcasting Section

Australian Communications and Media Authority
 +61 2 9334 7907
communitybroadcasting@acma.gov.au
acma.gov.au



The ACMA acknowledges First Nations peoples as the Traditional Owners and Custodians of Australia. We respect and celebrate First Nations peoples as the original storytellers and content creators of the lands on which we work and honour the enduring strength and commitment of Aboriginal and Torres Strait Islander peoples to the land, waters and their communities. We pay our respects to Elders past, present, and emerging.



DIRECTORATE: *Corporate Services*

AUTHOR: *RPS Town Planning*

APPROVAL OF DAUAN MECHANICS WORKSHOP DEVELOPMENT APPLICATION - RECONFIGURATION OF A LOT (DECISION NOTICE FOR DA 10-24-02(1) DAUAN ISLAND LOT 39 ON SP270872)

OFFICER RECOMMENDATION:

Council approves the development application for reconfiguring a Lot (1 Lot into 2 Lots - proposed Lot 309 and proposed Lot 310), cancelling Lot 39 on SP270872, Dauan Island, subject to the conditions outlined in Attachment A to this report.

EXECUTIVE SUMMARY:

RPS AAP Consulting Pty Ltd on behalf of Council seeks development approval to reconfigure Lot 39 on SP270872, Main Road, Dauan Island into two lots as follows:

- Proposed Lot 309 – comprising existing Council buildings, community hall and recreational facilities; and
- Proposed Lot 310 - comprising existing community-based Simakal Ranger Station, motor vehicle workshop and ancillary sheds.

The development application is to regularise land parcels for the existing land uses on the subject land. No additional uses are proposed.

The application has been assessed under the Torres Strait Island Regional Council Zenadth Kes Planning Scheme and is recommended for approval. Council, as assessment manager under the *Planning Act 2016*, must now decide the application to issue a Development Permit for the reconfiguration.

Interested Parties/Consultation:

- Councillor Elisala Division 2 Dauan
- RPS AAP Consulting Pty Ltd
- State Assessment and Referral Agency (SARA)

Background/Previous Council Considerations

Council (as Trustee) at its meeting in October 2024, provided owner's consent to a development application for Reconfiguring a Lot (1 Lot into 2 Lots) at Lot 39 Main Road, Dauan Island, described as Lot 39 on SP270872. Refer Figures 1 and 2 below:

Figure 1: Plan of proposed subdivision of lot 39 on SP 270872

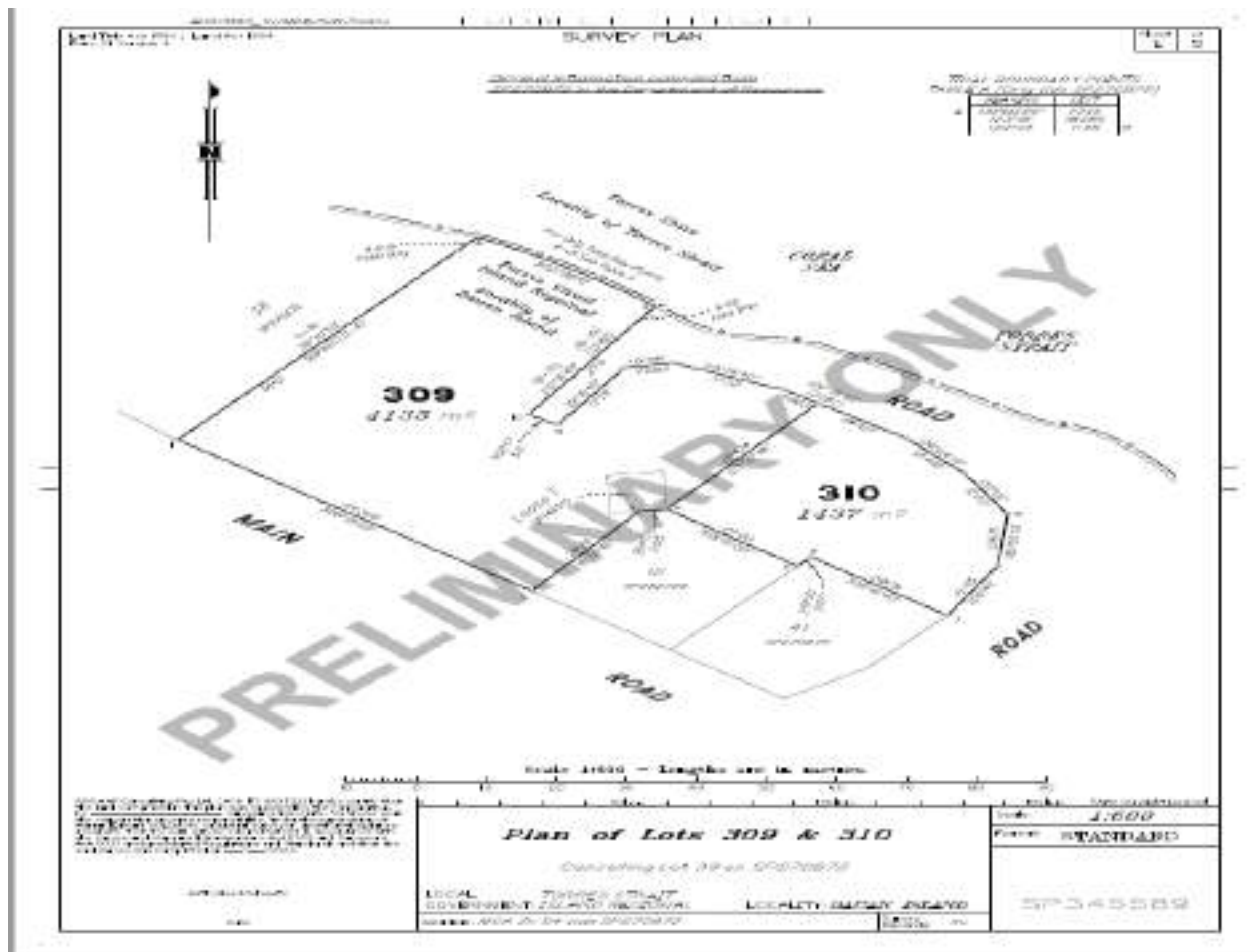


Figure 2: Existing Lot 39 image overlay



Details of proposed development

The subject site has a total area of 5,608m² and comprises Council buildings, community hall, recreation facilities, Simakal Ranger Station and light industry sheds. The proposal would create two separate urban lots, one containing the Ranger Station and mechanical workshop and ancillary sheds with the balance lot containing Council buildings, the community hall and recreational facilities. Existing access arrangements will be retained.

A summary of the proposed reconfiguration and use of the proposed lots is as follows:

Table 1: Proposed Lots 309 and 310			
Proposed Lot	Approx. Lot Size	Existing Use	Proposed Use
309	Approx 4,135m ²	TSIRC buildings – Council buildings, community hall and recreational facilities	No change of use proposed
310	Approx. 1,437m ²	Simakal Ranger Station, mechanical workshop and ancillary sheds	No change of use proposed

Torres Strait Island Regional Council Zenadth Kes Planning Scheme

Under the TSIRC Zenadth Kes Planning Scheme, the subject land is zoned Township Zone. The level of assessment for reconfiguration of land in the Township Zone is Code assessment.

The assessment benchmarks for the proposed development are summarised below:

Strategic Framework Designation	Township
Zone	Township Zone
Local Plan Designation	Dauan Island – Town Centre Core
Environmental Values	Low Environmental Value
Potential Acid Sulphate Soils	Yes
Landslide Risk	No
Bushfire Risk	No
Coastal Management District	Yes
Erosion Prone Area	Yes
Storm Tide Inundation	No
Flood Hazard Area	Yes

The proposed development has been assessed against the applicable Codes:

- Township zone code
- Dauan Island – Local Plan Code
- Reconfiguring a Lot Code
- Infrastructure Works Code

The proposed development is consistent with the Township zoning of the subject site and Town Centre Core Local Plan designation and can comply with the Performance Outcomes under the applicable overlay codes where the corresponding acceptable outcomes are not met. The proposed development is not located within an area of medium or high environmental value under the Dauan Local Plan.

The proposed development has been assessed under 8.2.2 Reconfiguring a lot code. While proposed lot 310 (1467m²) does not meet the acceptable minimum lot size of 2,000m² in the Township Zone where no reticulated sewerage is available, it does meet the overall code outcome 8.2.2.2(2)(b):

the layout, size and dimensions of lots are suited to the intended use of the land including buildings, associated structures, vehicle access, parking and recreation areas;

All infrastructure would be contained within the lots serviced. The proposed lots will maintain existing access arrangements.

In summary, the proposed development generally complies with all relevant assessment benchmarks within the relevant zone, local plan, overlay and development codes.

State referral

The application was referred to the State Assessment and Referral Agency (SARA) for assessment of the reconfiguration of the subject land which is within a Coastal Management District.

The State has issued Concurrence Agency conditions which must attach to the development approval and these conditions are outlined in Attachment 2 of Attachment A. The State condition requires that the reconfiguring of a lot must be undertaken generally in accordance with the approved plan **SP345589**, shown in figure 1 above and at Attachment 2 of Attachment A.

COMPLIANCE / CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Planning Act 2016</i> • <i>Planning Regulation 2017</i>
Budgetary:	Survey and DA costs totalling \$17,500 have been approved by EDFs and CEO
Policy:	N/A
Legal:	The Report has been developed in consultation with Council's Town Planner RPS
Risk / Risk Mitigation:	Nil
Links to Strategic Plans:	<p>TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>)</p> <ul style="list-style-type: none"> ➤ Delivery Pillar – Sustainability <p>Outcome 8: We manage Council affairs responsibly for the benefit of our communities</p>
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

Nil.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:



James William
Chief Executive Officer

Attachments:

A: Decision Notice – Approval with Conditions

TSIRC DECISION NOTICE – APPROVAL WITH CONDITIONS

1. Approved Plan

The proposed development is to be undertaken in accordance with the approved drawing at Attachment 1, subject to any alterations:

- a) found necessary by Chief Executive Officer at the time of examination of drawings or during construction of the works because of particular financial, engineering or cultural requirements and to ensure the works comply in all respects with the requirements of FNQROC Development Manual and good engineering practice; and
- b) to comply with project specific conditions.

All works must be carried out in accordance with the approved plans, conditions and specifications, to the requirements and satisfaction of the Chief Executive Officer.

2. Potential Damage

Any existing Council infrastructure or private property (including but not limited to, services, kerb, concrete structures, pits, channel, pavement, footpath, RCP, RCBC, etc.) damaged due to the proposed works is to be rectified or replaced at the applicant's expense prior to the commencement of use. The applicant must notify Council immediately of the affected infrastructure.

3. Services

The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.

4. Cultural Heritage

Torres Strait Islander Cultural Heritage is protected under the *Torres Strait Islander Cultural Heritage Act 2003*. This Act establishes a Cultural Heritage duty of care and section 23(1) mandates that a person who carries out an activity must take all reasonable and practicable measures for ensuring activities are managed to avoid or minimise harm to Torres Strait Islander cultural heritage. The Duty of Care Guidelines gazetted pursuant to the *Aboriginal Cultural Heritage Act 2003* provide guidance on identifying and protecting cultural heritage to fulfil the duty of care.

5. Currency

This approval is valid for four years. A plan of survey must be lodged with Council for endorsement within this time, otherwise the approval will lapse.

6. Referral Agency Conditions

The development must be carried out in accordance with the State Assessment and Referral Agency (SARA) response reference: 2410-42945 SRA Response with conditions dated 29 November 2024 (Attachment 2).

Attachment 1 – RPS SP345589 (Plan of Lots 309 and 310, Cancelling Lot 39 on SP270872)

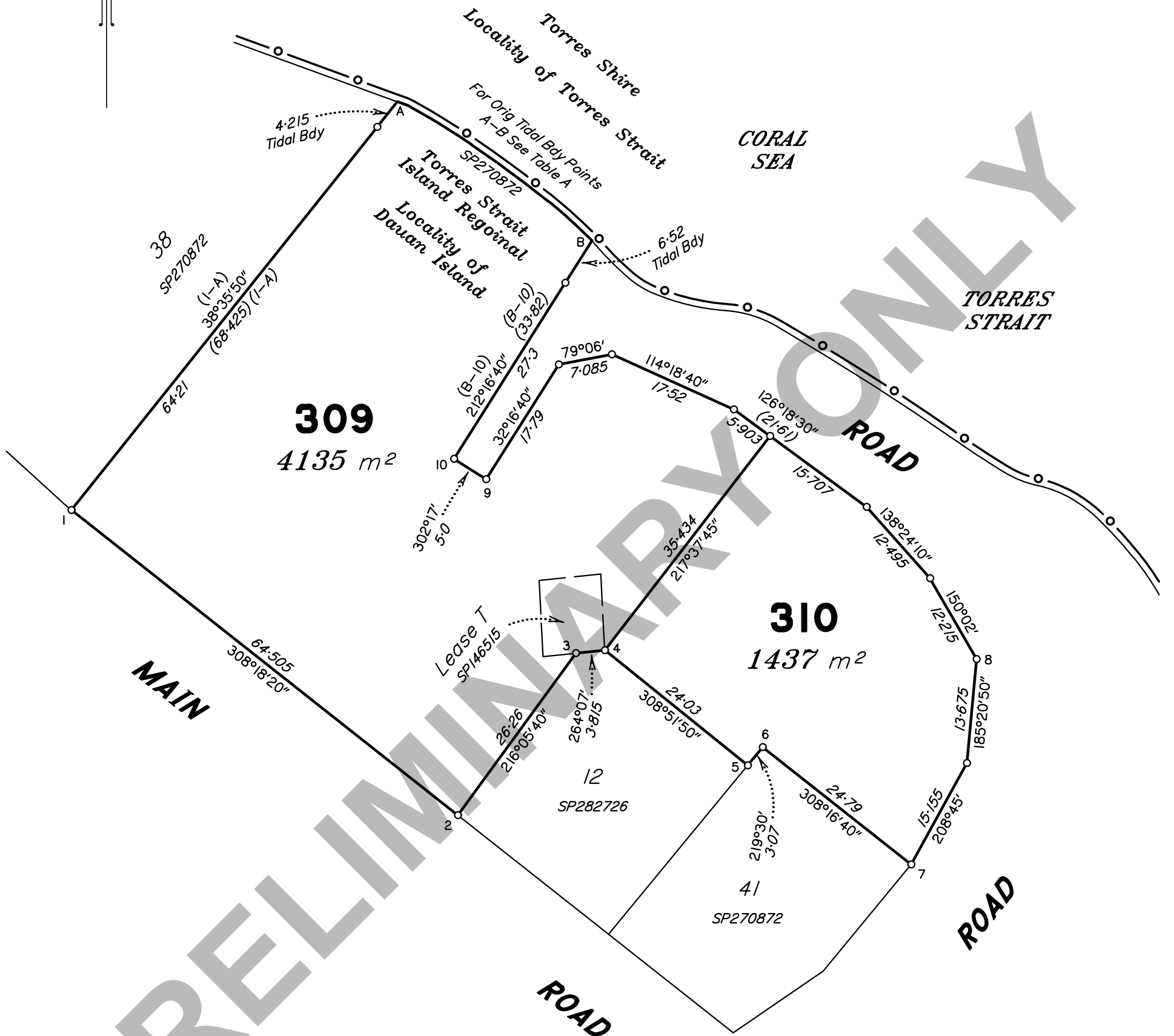
Attachment 2 – Concurrence Agency Referral response – 2410-42945 SRA

SURVEY PLAN

*Original information compiled from
SP270872 in the Department of Resources.*

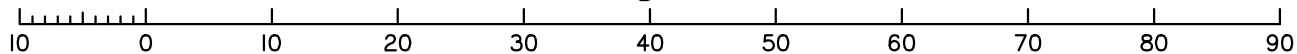
**TIDAL BOUNDARY POINTS
TABLE A (Orig vide SP270872)**

	BEARING	DIST	
A	110°00'20"	1.245	B
	123°18'	18.285	
	130°33'	11.89	



PRELIMINARY ONLY

Scale 1:600 - Lengths are in metres.



RPS AAP Consulting Pty Ltd (ACN 117 883 173) hereby certify that the land comprised in this plan was surveyed by the corporation, by _____, surveying associate, for whose work the corporation accepts responsibility, under the supervision of Adrian Edward SOLOMON, cadastral surveyor, and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on ___/___/2024.

Authorised Delegate

Date

Plan of Lots 309 & 310

Cancelling Lot 39 on SP270872

LOCAL **TORRES STRAIT**
GOVERNMENT: **ISLAND REGIONAL** LOCALITY: **DAUAN ISLAND**

Meridian: **MGA Zn 54 vide SP270872**

Survey Records: **No**

Scale: **1:600**

Format: **STANDARD**

SP345589

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SARA reference: 2410-42945 SRA
 Council reference: DA06-24-02(1) Dauan Island RAL Project
 Applicant reference: AU014800

29 November 2024

Chief Executive Officer
 Torres Strait Island Regional Council
 PO Box 7336
 Cairns QLD 4870
 info@tsirc.qld.gov.au

Attention: Stacey Devaney

Dear Sir/Madam

SARA referral agency response – Main Road, Dauan Island

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 4 November 2024.

Response

Outcome:	Referral agency response – with conditions
Date of response:	29 November 2024
Conditions:	The conditions in Attachment 1 must be attached to any development approval
Advice:	Advice to the applicant is in Attachment 2
Reasons:	The reasons for the referral agency response are in Attachment 3

Development details

Description:	Development permit Reconfiguring a lot (one into two lots)
SARA role:	Referral agency
SARA triggers:	Schedule 10, Part 17, Division 3, Table 5 (Planning Regulation 2017) - Reconfiguring a lot in a coastal management district

SARA reference: 2410-42945 SRA
Assessment manager: Torres Strait Island Regional Council
Street address: Main Road, Dauan Island
Real property description: Lot 39 on SP270872
Applicant name: Torres Strait Island Regional Council
C/- RPS AAP Consulting Pty Ltd
Applicant contact details: PO Box 1949
Cairns QLD 4870
stacey.devaney@rpsgroup.com.au

Human Rights Act 2019 considerations: A consideration of the 23 fundamental human rights protected under the *Human Right Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Charlton Best, Senior Planning Officer, on 07 4037 3200 or via email CairnsSARA@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Brett Nancarrow
Manager (Planning)

cc RPS AAP Consulting Pty Ltd, stacey.devaney@rpsgroup.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Documents referenced in conditions

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Reconfiguring a lot		
Schedule 10, Part 17, Division 3, Table 5 – Reconfiguring a lot in a coastal management district — The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department on Environment, Tourism, Science and Innovation to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition:		
1.	<p>The reconfiguring a lot must be undertaken generally in accordance with the following plan:</p> <p>(a) Plan of Lots 309 & 310 Cancelling Lot 39 on SP270872 prepared by RPS AAP Consulting Pty Ltd, reference AU013483_01/MDW/SJR/Cairns, Sheet 1 of 2.</p>	Prior to submitting the Plan of Survey to the local government for approval.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) (version 3.1). If a word remains undefined it has its ordinary meaning.

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the SARA's decision are:

- SARA has carried out an assessment of the development application against State code 8: Coastal development and tidal works, and has found that with conditions, the proposed development complies with relevant performance outcomes.
- The development will not impact upon coastal resources and will continue to maintain coastal processes.
- The proposed development layout will not increase the impacts of coastal erosion upon existing buildings and infrastructure.
- The development will maintain appropriate public use of, and access to and along, State coastal land.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The State Development Assessment Provisions (version 3.1)
- The Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- *Human Rights Act 2019*.

Attachment 4—Representations about a referral agency response provisions

(page left intentionally blank)

Attachment 5—Documents referenced in conditions

(page left intentionally blank)

Original information compiled from
SP270872 in the Department of Resources.

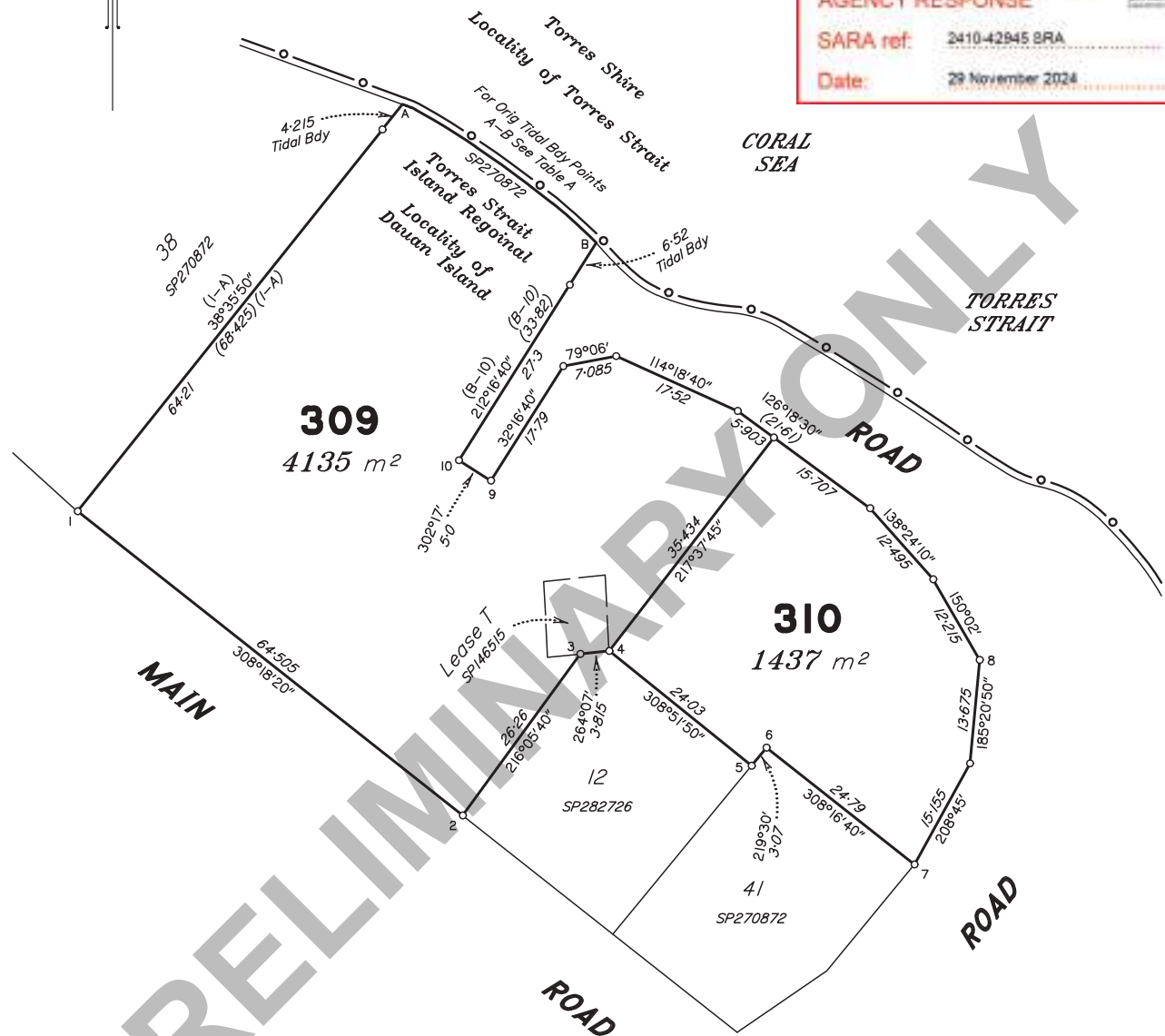
TIDAL BOUNDARY POINTS
TABLE A (Orig vide SP270872)

	BEARING	DIST	
A	110°00'20"	1-245	
	123°18'	18-285	
	130°33'	11-89	B

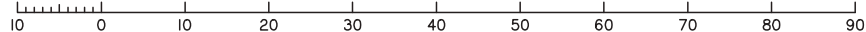
PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE

SARA ref: 2410-42945 8RA

Date: 29 November 2024

Scale 1:600 - Lengths are in metres.



RPS AAP Consulting Pty Ltd (ACN 117 883 173) hereby certify that the land comprised in this plan was surveyed by the corporation, by _____ surveying associate, for whose work the corporation accepts responsibility, under the supervision of Adrian Edward SOLOMON, cadastral surveyor, and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on ___/___/2024.

<p>Plan of Lots 309 & 310</p> <p>Cancelling Lot 39 on SP270872</p>		Scale: 1:600
		Format: STANDARD
<p>LOCAL: TORRES STRAIT</p> <p>GOVERNMENT: ISLAND REGIONAL</p> <p>LOCALITY: DAUAN ISLAND</p>		<p>SP345589</p>
<p>Meridian: MGA Zn 54 vide SP270872</p>	<p>Survey Records: No</p>	

Authorised Delegate

Date

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DIRECTORATE: Engineering Services

AUTHOR: Executive Director Engineering Services

MER ISLAND COASTAL EROSION

OFFICER RECOMMENDATION:

That Council resolves to undertake the Mer temporary emergency coastal projection works and delegates to the CEO to action and approve the execution works.

Background:

A section of coastline along the Northeast Beach and abutting 5 house dwellings has been experiencing coastal erosion. This erosion is putting the integrity of the properties at risk, with some significant damage to one house having already occurred.

At the recent November Council workshop, the issue was raised in general discussion. The CEO directed EDES to investigate and undertake providing a bagged coastal defence system such as geotech bags filled with sand.

Subsequent investigations and communication with the Mer Councillor, Mer PBC and CEO has led to a proposal to provide a temporary sandbag type defence to assist in protecting the houses.

Details and Construction Methodology:

The site area being impacted is shown in the plan below, along with recent photographs.

There is no current budget allocation for the works in the 24/25 FY operating or capital budget. Based on planning advice as described further below, the works can only occur under the provision of 'emergency and temporary' works to enable the works to be undertaken as intended and via a quick and non-rigorous planning and design process. This approach (temporary) is essentially the only possible current treatment that can be done in any case due to a lack of adequate budget to undertake a more substantial and permanent solution.

The proposal is to provide a protective barrier at areas in the immediate vicinity of four (4) houses most at current risk. The approximate extent of wall is shown below and measures in the order of 115 metres in length.



Image – proposed extent of proposed protection works – shown in Red



Image – Jan 2025



Image – Jan 2025



Image – Jan 2025



Image – Jan 2025 (note: the inclusion of defence works in this location TBC, due to current condition and safety to workers)

Although only a draft proposed wall arrangement at this stage and changes will be made based on recent site observations, a wall structure similar to the below is proposed.

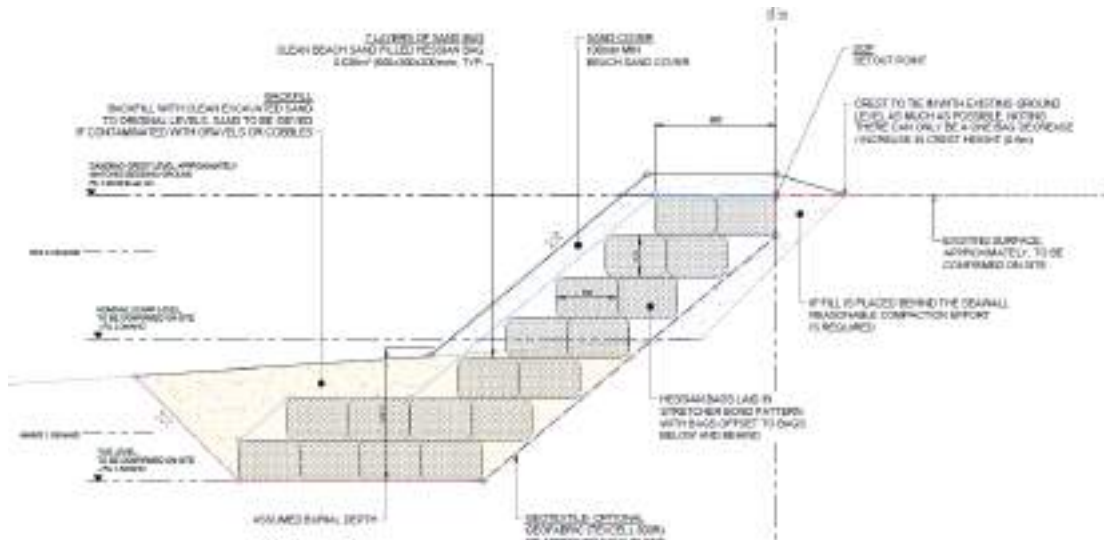


Image – Example of proposed Sand filled Bag Protection Works

The concept is to use small bags filled with island sourced sand and that can be relatively easily manually handled. These bags positioned such that they form a barrier to resist the effects of wave impacts and essentially halt erosion. The bags nominated are hessian so they are easily biodegradable once removed, and the bags would be wrapped in a geotextile fabric to assist maintain the integrity of the stacked bags.

Large bags such as those being placed on Masig would require heavy equipment, detailed planning approval and design processes, require significant budget (over \$1.5M), and would not be considered as a ‘temporary emergency’ type solution. Thus, a length planning and native title approval process would be required.

At this stage and as discussed in the November workshop, the proposed efforts were planned to be led by community. However, given the WHS and other risks involved, along with the complexity of the work, it is now proposed that the project would be led by TSIRC but have provision for community and other stakeholder volunteer assistance involvement as appropriate. Noting that WHS and other arrangements under these proposed arrangements require further consideration.

The current plan is to engage the assistance of a TSIRC Civil Crew member to assist oversee the initial stages of the works including excavation and sand harvesting, with the additional TSIRC on-island assistance via the employment of 2 casuals over a 2-3 month period, and some assistance from permanent staff. Machinery hire of a small excavator (8 ton machine) is also proposed, along with the use of the Mer tipper truck and backhoe (assuming they are operational at the time).

Planning Provisions:

There are provisions via Section 166 of the Planning Act to do emergency works if an emergency endangers a building’s structural safety.

The in addition to guideline to S166 as applies to the Coastal Protection and Management Act, includes provisions such as:

Works can be undertaken if an emergency endangers a building's structural safety;

Subject to:

- safety management plan
- give a copy of the plan to the enforcement authority as soon as reasonably practicable after starting the works; and
- takes reasonable precautions and exercises proper diligence to ensure the works or a structure to which the works relate are in a safe condition, including by **engaging a registered professional engineer to audit the works or structure.**
- **Either remove the temporary works, or retrospectively apply for a Tidal Works permit.**

Intent of section 166 for operational work that is tidal work:

Section 166(2) provides an exemption to the development offences in part 2 of chapter 5, other than the offence of carrying out prohibited development in section 162.

The exemption applies if a development permit is ordinarily required for works, development or use, and an emergency endangers the structural safety of an existing structure for which there is a development permit for operational work that is tidal works. (Note – There is NO development Permit in existence for the works)

Under this exemption the person must make, and comply with, a **safety management plan** for the tidal works, and meets the other requirements in subclause (2), including by giving a copy of the safety management plan to the enforcement authority as soon as reasonably practicable after starting the works.

The person must also comply with subclause (6), including by making a **development application for the tidal works as soon as reasonably practicable** after starting the works.

The exemption will cease to apply if the person is required by an enforcement notice or enforcement order to stop carrying out the emergency works, development or use.

As soon as reasonably practicable after starting works under the exemption, the person must make a development application that would otherwise be required for the works and give the enforcement authority written notice of the work.

The exemption will cease to apply if these requirements are not carried out, or if the person's development application is refused.

If the development application is refused, the person must then restore, as far as practicable, the premises to the condition they were in immediately before the work, development or use was carried out. It is an offence to fail to restore the premises (maximum penalty of 4500 penalty units).

emergency means an event or situation that involves an imminent and definite threat requiring immediate action (whether before, during or after the event or situation), other than routine maintenance due to wear and tear.

necessary, in relation to an activity, means the activity is necessary to ensure the emergency does not, or is not likely to, endanger someone or something stated in subsection (1)(a) to (d).

Native Title and Land Related Matters:

As the sandbagging is considered an emergency action required to be undertaken immediately to protect life, property or the environment, (in this case primarily for protection of property) the action can proceed in accordance with Module AB of the Qld Government Native Title Work Procedures and the *Native Title Act 1993* as a dealing that may proceed without further reference to native title. There is no requirement to notify the PBC.

Noting however there has been correspondence (to and from) with the PBC and meetings held to explain the proposals and seek the PBC's support. At this stage there is correspondence and interactions that confirms the support of the PBC.

Proposed Budget:

The budget required is based on an assumed maximum wall length of 115 Metres and using a combination of TSIRC labour and community volunteer input. It is assumed that this work will take approximately 2 months from start on site to finish on site. This time duration takes into account working around tides and weather conditions.

As noted above, there is no prior allocation of budget for this proposed works. A summary of the estimated administrative costs is tabled below:

Executive and Management Salary Component (incl overheads, travel)	\$20,000**
Supervisor Salary Component (incl overheads)	\$10,000**
Internal Legal/NT advice	\$500**
Administration (internal)	\$300**
External Planning Advice	\$500
External Engineering Advice and Sign-off	\$7,500
Casuals x 2	\$25,000
Plant Hire (incl freight)	\$70,000
Filling Frame	\$5,000
Internal Mer Plant	\$5,000**
Bags, materials, freight	\$22,000
Consumables (WHS, PPE, Fuel, misc)	\$5,000
TOTAL (estimate, ex GST)	\$170,800
TOTAL (estimate, ex GST and ex existing** Internal Opex Costs)	\$135,000

External Funding:

No current external funding opportunities are identified that would be available in the time required.

The risk area (the Mer site in question) is identified in the Coastal Hazard Adaptation Strategy (CHAS) as an area of risk and is identified for monitoring and preparation for active management.

Currently a funding bid is being prepared under the Torres Strait and Northern Peninsula Area Climate Resilience Grant Program. Within this grant there is eligibility for ‘small on ground works’, along with many other coastal/climate related activities.

Another potential source of funding is the recently announced Disaster Ready Fund Round 3 2025-2026, although the applications close in April and does not apply to works that have already commenced.

Although the timing will be too late and assuming TSIRC is successful in its grant applications, such works (on other Islands etc) in the future are likely to be a candidate for funding on that basis.

Works Undertaken in 2025 – area shaded in Red



Images above are of the works that were completed September 2015 to “old” Lot 154, now Lot 817, which was to be a very short-term measure until such time council sourced funding to a more permanent repair.

Costs of the works was in the order of \$24,000 for approximately 10m works utilising 3 x local engineering team members plus the Civil Works Supervisor, who resided on Mer. The only items bought in for the works was Council’s 15T excavator, and a roll of geofabric. The sandbags were sourced from the SES that were already on the division, and sand harvested locally from in front and adjacent to Lot 817. There was minimal overtime worked on this job, approx. 4 hrs combined, no additional costs for accommodation, travel allowance and flights, and negligible establishment costs.

Other TSIRC Divisions areas of concern:

The CHAS provided many examples of areas of importance that are either currently affected and at risk or are forecast to be at risk in the future, due to climate change and coastal impacts.

Recent areas on some Islands brought to TSIRC’s attention include (for example) Ugar and St Pauls – where similar ‘small on ground’ works could be deployed. This is noted as any decision to address Mer should be in the context of risk and adopting a strategic regional approach.

This paper and the proposal put forward to Council is to address a small section of Mer in a temporary manner, and does not include works on Ugar, St Pauls, Badu or other communities.



Ugar - Coastal Erosion



Wug – Coastal Erosion



Seawall at Badu

RISKS:

- As part of the project and safety plan, the following Primary Risks are identified:
- Weather and Tides – impact on access to the areas and working hours
- Storms – may impact/wash-away works during construction
- WHS – proposed community volunteer involvement and working
- Perception and Expectations – how the work will be perceived by external stakeholders, including the temporary nature and vulnerability of the works. Noting under planning law the works will require removal/dismantling in the future.
- Agreements – Possible local disputes regarding the works, including sourcing of sand to fill bags.
- Resourcing – allocated resourcing will detract from other activities, noting resourcing constraints in the TSIRC Professional Engineering area. Eg) focus diverted to this project in-lieu of Mabuia STP, water security, etc.

BUDGETARY:

- No budget has been allocated for this significant coastal work in the 2024-2025 Original Budget. Council will need to find cost savings or contemplate reductions in other services to ensure the forecast operational deficit is not increased. If this is not achievable, Council's operating deficit will increase.
- The costs are likely to have a negative impact on Council's 24/25 overall budget outcome and contribute to an increased Engineering deficit budget outcome.
- The works are classified as operating (not capital works) due to the temporary nature of the works.

CONSULTATION:

- TSIRC Executive Team incl CEO
- Engineering Team and Corporate Services (NT matters)
- External Planning Advice – RPS
- External Engineering Advice - Royal Haskoning
- Councillor Kaigey
- Mer TSIRC staff
- Mer PBC

Recommended:

David Baldwin

David Baldwin
Executive Director, Engineering Services

Approved:

James William
Chief Executive Officer



ORDINARY MEETING

29 January 2025

Agenda Item

8.1

DIRECTORATE: *Financial Services*

AUTHOR: *Head of Financial Services*

FINANCE DASHBOARD REPORT – December 2024

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

This report seeks Council endorse the monthly financial statements for the 2024-25 year to date, for the period ended 31 December 2024.

Background:

The 2024-25 budget was adopted in July 2024 and has taken into consideration the expected impacts of the year ahead including but not limited to high inflation, persistent labour shortages due to shifting workforce dynamics, shortages in contractors due to remote operations and material shortages. Our strategic approach to budget planning demonstrates management's dedication to proactively confronting potential financial challenges and positioning the organisation for resilient financial performance, all while ensuring the continued delivery of essential services to the community.

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

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

Below is a summary of the financial performance for the period ended stated above. Actual amounts are compared against the year-to-date budget for 2024-25. (See Appendix A for Summary Financial Statements by Department and Appendix A Detailed Capital Report).

Resource implications:

The actual operating result (before depreciation) year-to-date as at 31 December 2024 reflects a surplus of \$19M (\$205.7K budget surplus). This positive variance is primarily driven by increased revenue from contracts and recoverable works, timing difference for receipt of the 24-25 Financial Assistance Grant, and additional grant funding from the Indigenous Council Funding Program (ICFP). These timing differences will be reflected in Council's Budget Review process.

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

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	67,767,162	38,549,913	59,261,885	20,711,972	53.7%	●
Other income	5,455,590	2,730,851	3,365,386	634,536	23.2%	●
Recurrent expenditure (excl. depreciation)	(78,201,757)	(41,075,067)	(43,642,783)	(2,567,716)	6.3%	●
Operating result (excl. depreciation)	(4,979,006)	205,696	18,984,488	18,778,792	9129.4%	●
Capital revenue	42,547,828	21,273,914	11,495,243	(9,778,670)	(46.0%)	●
Capital expenses	(3,500,000)	(1,750,000)	(916,041)	833,959	47.7%	●
Net result (excl. depreciation)	34,068,822	19,729,610	29,563,691	9,834,081	49.8%	●
Depreciation expense	(58,483,681)	(29,241,840)	(32,760,486)	(3,518,645)	(12.0%)	●
Net result	(24,414,859)	(9,512,230)	(3,196,795)	6,315,435	66.4%	●

Key:

Act Vs Bud Var % is <= -10%

Act Vs Bud Var % is > -10% and <= -5%

Act Vs Bud Var % is > -5%



Operating Result to Date – Favourable \$19M variance attributed to:

Revenue \$20.3M favourable variance:

- Building Services has a \$6.8M favourable variance against the budget for contract and recoverable works. Favourable result is due to the higher volume of priority works - which are higher in dollar value compared to usual R&M jobs and capital works revenue that has not been allocated to capital revenue year to date (budgeted \$5.8M as capital revenue).
- Grants income favourable variance of \$13.8M due to the Financial Assistance grant being paid in the 24/25 financial year rather than an advance in the 23/24 financial year as has been done previously. Combined with the continuation of the Indigenous Councils Funding Program resulting in an approximate \$6M of additional funding.

Expenditure \$2.6M unfavourable variance:

- Reduction in employee benefits due to a significant number of vacancies has been offset by increased reliance on temporary staff, contractors, and consultant costs
- Lower materials and services costs across most departments (excluding Building Services) are attributed to the high vacancy rate, which has impacted project and service delivery and subsequently reduced expenditure. This is offset by BSU expenses being overstated by housing upgrade program works done year-to-date, which will be reallocated to capital and Increased expenditure relating to the increase in the volume of R&M works (budgeted \$4.8M as capital works)

Net Result to Date \$6.3M favourable variance:

Operating favourable variance of \$20.3M offset by:

- Capital revenue: unfavourable variance which is affected by timing of capital works completed and building services capital works to be reallocated from operating revenue
- Capital expenses: favourable variance due to timing of disposals
- Depreciation expense: unfavourable variance due to increase in asset cost after indexation and asset capitalisations not reflected in the budget

STATEMENT OF FINANCIAL PERFORMANCE

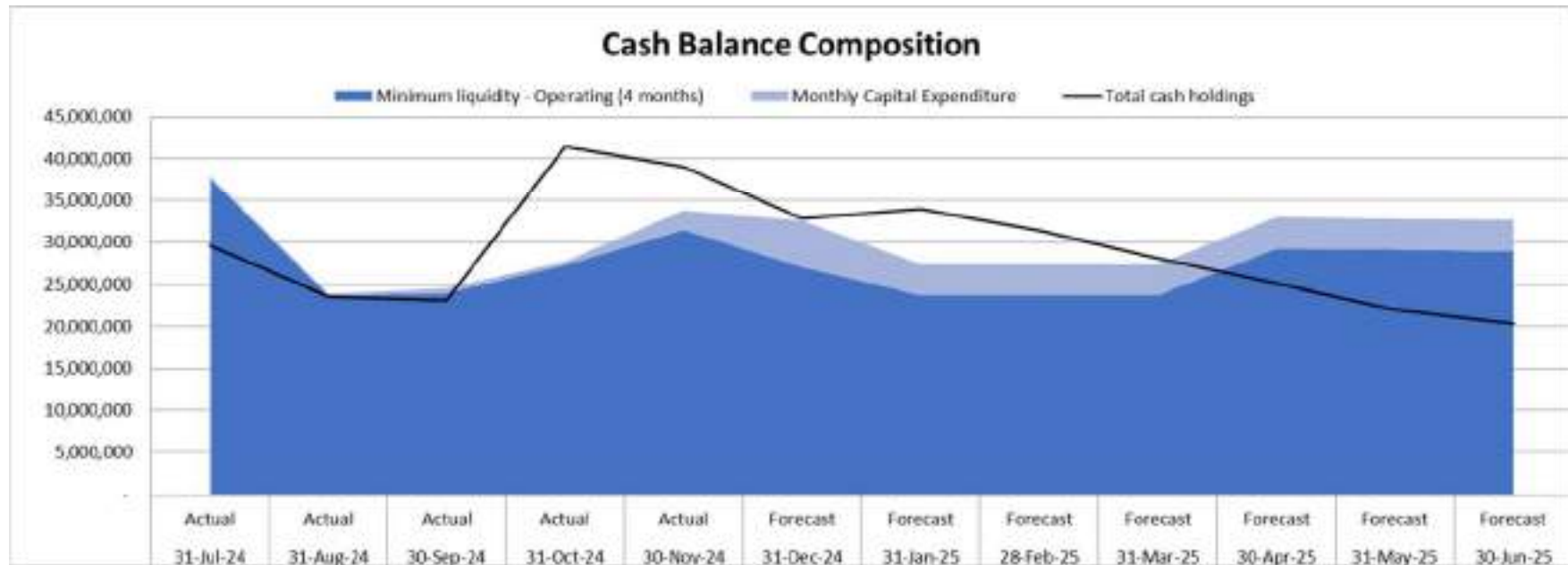
	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,969,374	73,372	94,766	21,394	100.0%
Fees and charges	5,350,640	3,828,316	3,629,088	(199,228)	(5.2%)
Sales revenue	22,188,300	12,254,148	19,327,824	7,073,675	57.7%
Grants, subsidies, contributions and donations	38,258,848	22,394,077	36,210,207	13,816,130	61.7%
	67,767,162	38,549,913	59,261,885	20,711,972	53.7%
Capital revenue					
Grants, subsidies, contributions and donations	42,547,828	21,273,914	11,495,243	(9,778,670)	(46.0%)
	42,547,828	21,273,914	11,495,243	(9,778,670)	(46.0%)
Interest received	679,995	342,792	640,185	297,393	86.8%
Other income	66,114	33,318	288,042	254,724	764.5%
Rental income	4,709,481	2,354,740	2,437,159	82,419	3.5%
Total income	115,770,579	62,554,677	74,122,515	11,567,837	18.5%
Expenses					
Recurrent expenses					
Employee benefits	33,399,698	16,671,376	15,313,591	1,357,785	8.1%
Materials and services	44,091,361	24,048,341	27,975,983	(3,927,642)	(16.3%)
Finance costs	710,699	355,349	353,209	2,140	0.6%
Depreciation and amortisation	58,483,681	29,241,840	32,760,486	(3,518,645)	(12.0%)
	136,685,438	70,316,907	76,403,269	(6,086,361)	(8.7%)
Capital expenses	3,500,000	1,750,000	916,041	(833,959)	(47.7%)
Total expenses	140,185,438	72,066,907	77,319,309	5,252,402	7.3%
Net result	(24,414,859)	(9,512,230)	(3,196,795)	6,315,435	(66.4%)

STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
Current assets				
Cash and cash equivalents	32,750,136	38,936,317	(6,186,181)	(15.9%)
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	11,869,322	16,318,391	(4,449,069)	(27.3%)
Inventories	415,117	415,117	0	0.0%
Contract assets	12,781,673	8,133,224	4,648,449	57.2%
Lease receivables	-	-	0	
Total current assets	57,885,968	63,872,769	(5,986,801)	(9.4%)
Non-current assets				
Lease receivables	11,220,749	11,220,749	0	0.0%
Property, plant and equipment	1,094,008,671	1,177,009,014	(83,000,343)	(7.1%)
Right of use assets	289,204	337,405	(48,201)	(14.3%)
Total non-current assets	1,106,081,057	1,188,567,168	(82,486,111)	(6.9%)
Total assets	1,163,967,025	1,252,439,937	(88,472,912)	0.1%
Current liabilities				
Trade and other payables	5,547,222	5,274,178	(273,044)	(5.2%)
Borrowings	-	-	0	
Provisions	1,382,686	1,361,238	(21,448)	(1.6%)
Contract liabilities	16,348,159	16,341,029	(7,130)	(0.0%)
Lease liabilities	259,772	311,506	51,734	16.6%
Total current liabilities	23,537,839	23,287,951	(249,888)	(1.1%)
Non-current liabilities				
Provisions	11,044,185	11,206,557	162,372	1.4%
Lease liabilities	-	0	(0)	
Total non-current liabilities	11,044,185	11,206,556	162,372	1.4%
Net community assets	1,129,385,001	1,217,945,429	(88,560,428)	(7.3%)
Community Equity				
Asset revaluation surplus	825,145,979	907,379,429	(82,233,450)	(9.1%)
Retained surplus/(deficiency)	307,435,818	307,459,334	(23,516)	(0.0%)
Current Year Surplus/(Deficit)	- 3,196,795	3,106,666	(6,303,460)	(202.9%)
	1,129,385,002	1,217,945,428	(88,560,426)	(7.3%)

Cash Forecasting

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

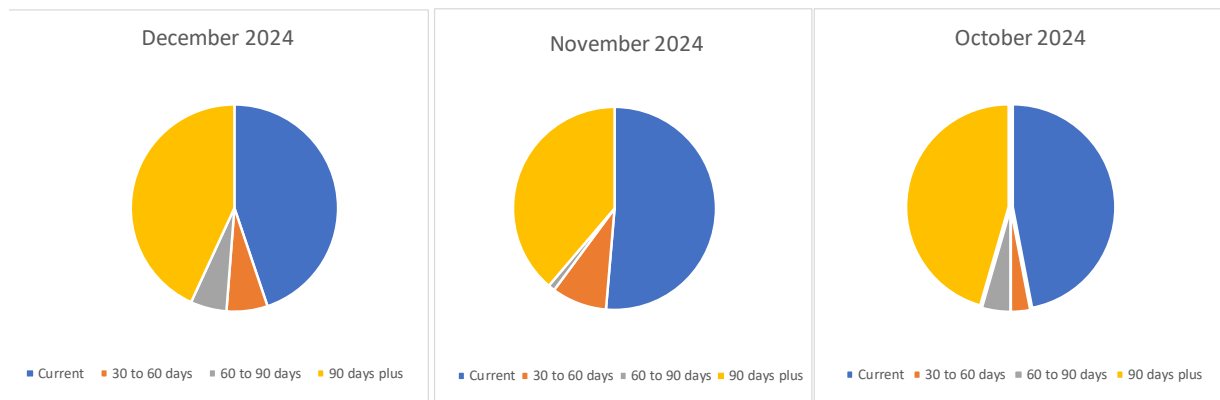


Current forecast \$20.M (Budget \$17.1M)

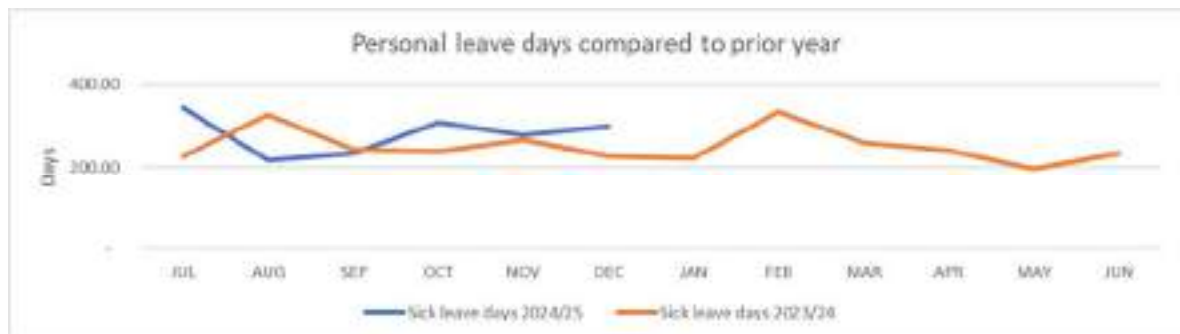
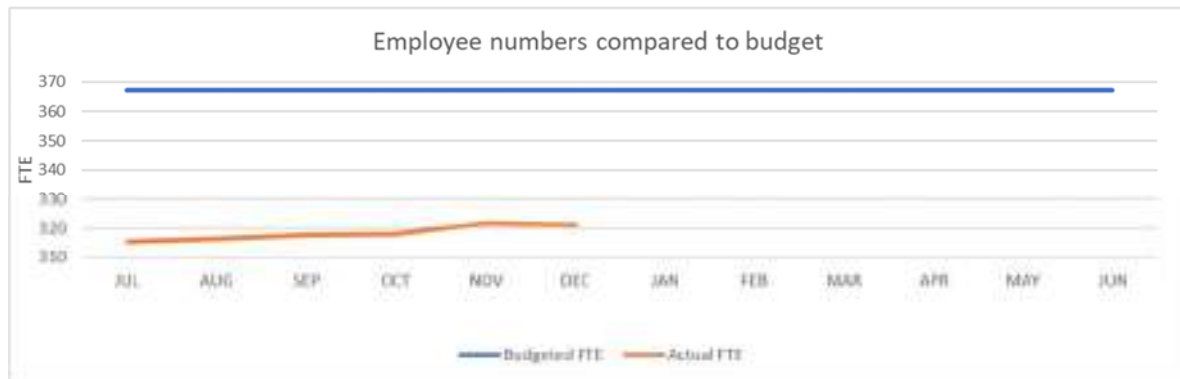
- Council's cash flow continues to decline as costs of service delivery inflate faster than revenue growth. To address these challenges, management has engaged an external consultant to conduct a comprehensive review of organisational practices and financial management. The findings and recommendations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

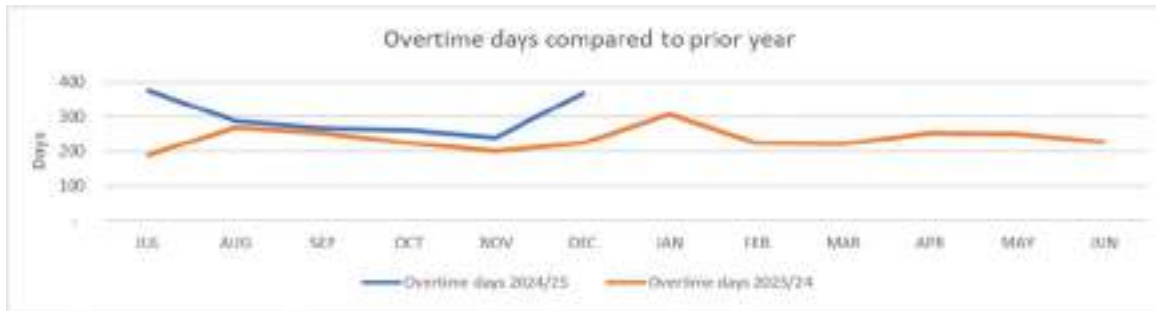
Debtor Analysis

	As at 31 December 2024		As at 30 November 2024		As at 31 October 2024	
	\$	%	\$	%	\$	%
Current	4,571,519	45%	5,733,052	51%	4,849,050	47%
30 to 60 days	652,182	6%	980,303	9%	312,487	3%
60 to 90 days	576,429	6%	119,983	1%	461,207	4%
90 days plus	4,398,226	43%	4,328,779	39%	4,699,429	46%
Total aged debtors	10,198,357	100%	11,162,117	100%	10,322,173	100%
Housing debtors (Note 1)	12,595,774		12,589,369		12,626,168	
Total Provision	- 13,255,533		- 13,212,363		- 13,371,274	
Net debtors (exc. Unapplied credits)	9,538,598		10,539,123		9,577,067	
Unapplied Credits	- 618,933		- 200,884		- 263,868	



Payroll Analysis





Grant Analysis:

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

Consultation and communication:

Senior Executive Team
 Department Heads / Managers
 Finance Department

COMPLIANCE / CONSIDERATIONS:

Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>				
Budgetary:	There are no direct financial implications that arise from this recommendation.				
Policy:	N/A				
Legal:	N/A				
Risk:	Risk Management emerges from Council's intent to effectively and efficiently manage risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in the Corporate and Operational Plans.				
	Significant Risks:				
	Risk	Likelihood	Consequence	Treatment	Financial Impact
Increase in material prices	High	Increased cost to deliver contract and	Consider revising service agreements	Negative impact to gross margins	

			recoverable works	with funding partners to account for material increases	and ultimately net profits
	Poor weather conditions	Low	Delay in operational and capital works resulting in reduced community service delivery	Consider works schedule	Negative impact to net profits and service delivery
	Lack of available resources	High	Delays and inability to complete contract and recoverable works and capital programs	Consider methods for engaging skilled resources	Negative impact on gross margins and risk of returning grant funds if not able to deliver works
Links to Strategic Plans:	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities				
Masig Statement:	N/A				
Standing Committee Consultation:	N/A				
Timelines:	At a meeting of the local government once a month.				

Other Comments:

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

Numerous drivers have affected Council operations during the financial year. Inflationary pressures (rising energy prices, global supply chain disruptions, and labour shortages) are impacting not only Council but the whole of Australia, sending the cost of goods and services higher.

While inflation now appears to be stabilising, it remains to be seen what the cumulative effect will be on Council operations in the next couple of months to year end, and years beyond based on the unpredictability of domestic and global events. Management will continue to progressively adapt, monitor, and plan into the future as the situation and its impact evolves. Continuing uncertainty in the economic climate and changes in market factors make future forecasting challenging.

Recommended:



Nicola Daniels
Head of Financial Services

Endorsed



Hollie Faithfull
Executive Director, Financial Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

- Appendix A – Key Financial Results by Department
- Appendix B – Capital Works Program

APPENDIX A KEY FINANCIAL RESULTS BY DEPARTMENT

Executive Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	0	0	0	0	0.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(3,520,425)	(1,823,431)	(2,145,852)	(322,421) ✓	-17.7%	●
Operating surplus (exc. Depreciation)	(3,520,425)	(1,823,431)	(2,145,852)	(322,421)	17.7%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(3,520,425)	(1,823,431)	(2,145,852)	(322,421)	17.7%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(3,520,425)	(1,823,431)	(2,145,852)	(322,421)	17.7%	●

Comments:

Unfavourable Operating result:

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

Building Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	18,920,000	10,619,998	17,516,746	6,896,748	64.9%	●
Other income	0	0	25,850	25,850	0.0%	●
Recurrent expenditure (excl. depreciation)	(15,137,624)	(7,563,622)	(13,707,088)	(6,143,466) ✓	-81.2%	●
Operating surplus (exc. Depreciation)	3,782,376	3,056,376	3,835,508	779,132	25.5%	●
Capital revenue	1,972,200	986,100	0	(986,100)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	5,754,576	4,042,476	3,835,508	(206,968)	-5.1%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	5,754,576	4,042,476	3,835,508	(206,968)	-5.1%	●

Comments:

Favourable Operating Result:

Recurrent Revenue – The positive result is due to more priority works, which are higher in value, and unallocated capital works revenue.

Recurrent Expenditure –The higher expenditure is due to increased R&M costs from a large volume of work, contractors expenses for upgrades works being done , and unbilled internal works to be allocated to other departments.

Favourable Net result:

Capital Revenue - the reallocated from operating revenue has not yet occurred a review of the process is underway.

Corporate Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	4,768	2,384	68,559	66,175	2775.8%	●
Other income	10,000	5,000	5,450	450	9.0%	●
Recurrent expenditure (excl. depreciation)	(7,196,425)	(3,791,519)	(3,214,004)	577,515	15.2%	●
Operating surplus (exc. Depreciation)	(7,181,657)	(3,784,135)	(3,139,996)	644,139	17.0%	●
Capital revenue	0	0	(140,044)	(140,044)	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(7,181,657)	(3,784,135)	(3,280,040)	504,095	13.3%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(7,181,657)	(3,784,135)	(3,280,040)	504,095	13.3%	●

Comments:

Favourable Operating/Net Result

Recurrent Expenditure - favourable result impacted by a reduction in employee benefits costs due to vacancies.

Health and Community Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	14,295,277	8,674,665	8,138,607	(536,059)	-6.2%	●
Other income	531,114	265,818	249,719	(16,100)	-6.1%	●
Recurrent expenditure (excl. depreciation)	(18,138,064)	(9,277,225)	(7,969,880)	1,307,345	14.1%	●
Operating surplus (exc. Depreciation)	(3,311,673)	(336,742)	418,445	755,187	224.3%	●
Capital revenue	9,650,593	4,825,296	477,662	(4,347,635)	-90.1%	●
Capital expenses	0	0	(257)	(257)	0.0%	●
Net result (excl. depreciation)	6,338,920	4,488,555	895,849	(3,592,705)	-80.0%	●
Depreciation Expense	(31,166,140)	(15,583,070)	(17,681,444)	(2,098,374)	-13.5%	●
Net result	(24,827,220)	(11,094,515)	(16,785,594)	(5,691,079)	-51.3%	●

Comments:

Favourable Operating Result:

Recurrent Revenue - unfavourable due to delays in invoicing of commercial property rents and the timing of recognition of grant funding which is driven by delivery of the specified goods / services.

Recurrent Expenditure - favourable due to high vacancy rate; which impacted the ability to deliver projects causing delays and pushing expenditure out

Unfavourable Net result:

Capital Revenue - unfavourable due to internal capitalisations not processed YTD

Capital Expense - unfavourable due to indexation of housing assets not being incorporated into the budget

Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	27,651,836	15,027,464	31,051,884	16,024,420	106.6%	●
Other income	179,995	92,792	640,185	547,393	589.9%	●
Recurrent expenditure (excl. depreciation)	(5,745,097)	(3,008,854)	(2,412,111)	596,743	19.8%	●
Operating surplus (exc. Depreciation)	22,086,734	12,111,402	29,279,957	17,168,555	141.8%	●
Capital revenue	2,033,906	1,016,953	(254,757)	(1,271,710)	-125.1%	●
Capital expenses	(3,500,000)	(1,750,000)	(938,747)	811,253	46.4%	●
Net result (excl. depreciation)	20,620,640	11,378,355	28,086,453	16,708,098	146.8%	●
Depreciation Expense	(1,039,700)	(519,850)	(545,665)	(25,816)	-5.0%	●
Net result	19,580,940	10,858,505	27,540,787	16,682,282	153.6%	●

Comments:

Favourable Operating result:

Recurrent / Other Revenue - favourable due to financial assistance grant payment forecast to be received in June 2024 being received in July 2024 plus additional funding for Indigenous Councils Funding Program.

Recurrent expenditure - favourable due to timing of expenditure

Favourable Net result:

Capital Revenue - unfavourable due to error in calculation of contract asset / liabilities to be corrected next month.

Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	9,864,762	5,710,142	3,951,318	(1,758,824)	-30.8%	●
Other income	0	0	1,703	1,703	0.0%	●
Recurrent expenditure (excl. depreciation)	(25,993,927)	(14,380,325)	(13,131,274)	1,249,051	8.7%	●
Operating surplus (exc. Depreciation)	(16,129,165)	(8,670,183)	(9,178,253)	(508,070)	-5.9%	●
Capital revenue	27,338,013	13,669,006	8,699,189	(4,969,818)	-36.4%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	11,208,847	4,998,823	(479,064)	(5,477,887)	-109.6%	●
Depreciation Expense	(25,833,074)	(12,916,537)	(14,281,868)	(1,365,331)	-10.6%	●
Net result	(14,624,227)	(7,917,714)	(14,760,932)	(6,843,218)	-86.4%	●

Comments:

Unfavourable Operating result:

Recurrent & Other Revenue - impacted by project timing delays to operating projects.

Recurrent expenditure - lower expenditure due to timing delays on grant funded projects and lower salary costs due to some unfilled positions.

Unfavourable Net result:

Is a combination of:

Delays in capital projects that are grant funded.

Depreciation Expense - higher than forecast in the original 24/25 budget, due to increase in asset values.

Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,740,000	870,000	971,931	101,931	11.7%	●
Other income	25,000	12,500	5,322	(7,178)	-57.4%	●
Recurrent expenditure (excl. depreciation)	(2,470,197)	(1,230,090)	(1,062,573)	167,517	13.6%	●
Operating surplus (exc. Depreciation)	(705,197)	(347,590)	(85,321)	262,269	75.5%	●
Capital revenue	1,553,116	776,558	2,713,194	1,936,636	249.4%	●
Capital expenses	0	0	22,964	22,964	0.0%	●
Net result (excl. depreciation)	847,919	428,968	2,650,837	2,221,869	518.0%	●
Depreciation Expense	(444,767)	(222,384)	(251,508)	(29,125)	-13.1%	●
Net result	403,152	206,584	2,399,328	2,192,744	1061.4%	●

Comments:

Favourable Operating Result

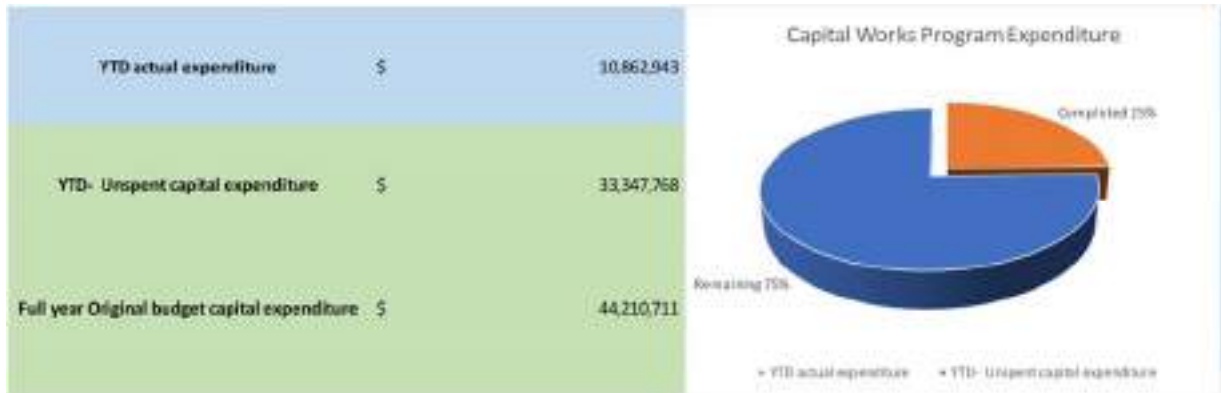
Recurrent revenue - Sale of Fuel & Gas in higher than the budget to catch up on prior invoicing.

Favourable Net Result

Capital Revenue - incorrectly coded grant funding to be reallocated \$2.29M, remaining unfavourable variance relates to timing of works

Appendix B

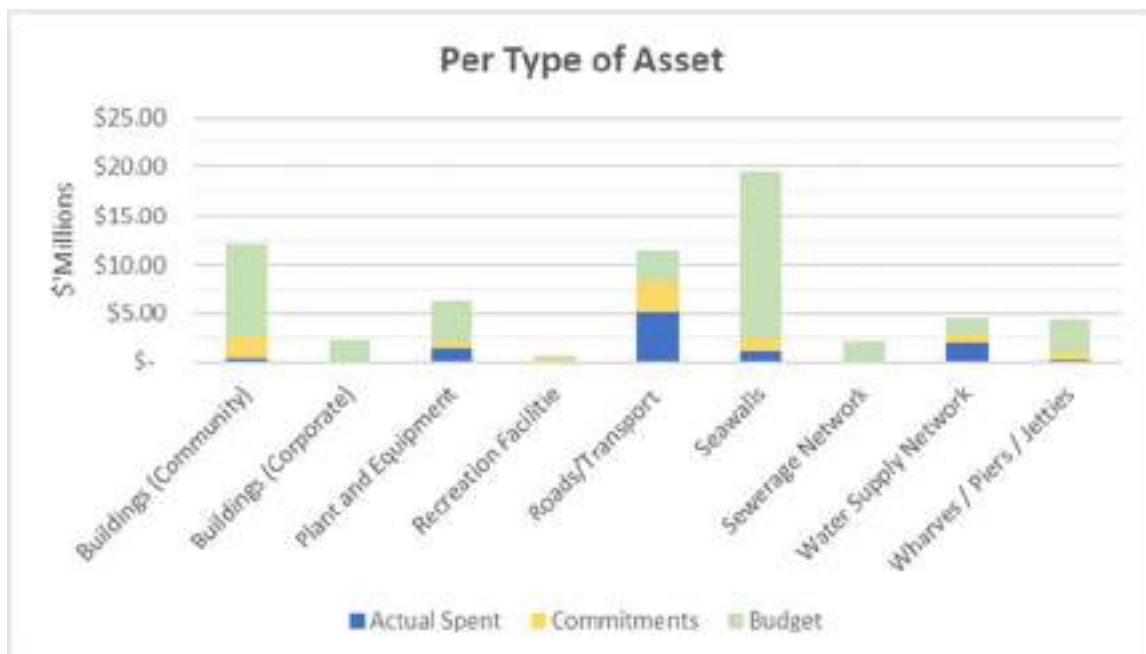
Capital Works Program



Monthly progress– Capital expenditure



Overall program performance – Per Type of Asset





DIRECTORATE: *Financial Services*

AUTHOR: *Head of Financial Services*

BANK SIGNATORIES – CEO DELEGATION

OFFICER RECOMMENDATION:

Council resolves to:

1. Appoint account and internet portal administrators for Council’s bank and loan facilities as follows;
 - All Executive Leadership Team
 - Head of Financial Services
 - Manager of Management Accounting
 - Manager of Financial Accounting and Assets; and
2. Appoint account and internet portal administrators for Council’s credit facilities as follows;
 - Chief Executive Officer
 - Executive Director, Financial Services
 - Head of Financial Services
 - Manager of Management Accounting
 - Manager of Financial Accounting and Assets; and
3. That pursuant to Section 257 of the *Local Government Act 2009*, Council delegates the power to amend bank, credit and loan facilities, including any internet administrator rights, to the person and the position; and
4. That pursuant to Section 257 of the *Local Government Act 2009*, Council delegates the execution of the authorisation of administrators as outlined in point 3, to the Chief Executive Officer and Mayor to provide signature under seal and deliver for and on behalf of Council.

EXECUTIVE SUMMARY:

This resolution to delegate the power to add and remove new administrators for bank, credit and loan facilities, is in response to increased due diligence requirements in the banking sector.

Interested Parties / Consultation:

Financial Services
Legal Services
Banking Relationship Manager

Background:

The banking industry has recently gone through some changes to increase the due diligence performed when being requested to update bank, credit and loan facilities with new authorised users. Entities making the request are now required to provide the relevant support that shows the CEO has the appropriate delegation to act in removing and adding authorised users.

There are currently several Executive Directors that are not listed as authorised users on the financial facilities. New process changes are being drafted and will require all executives to be authorised users to ensure that Council has enough users at any one time to ensure compliance and continuous operations.

Changes also need to be made as soon as practically possible after an employee leaves the organisation and waiting for a Council meeting may not be practical. Council has in the past received a deficiency for not updating the bank signatories in a timely manner.

Current / Proposed Facilities:

- National Australia Bank (NAB) operating accounts
- Queensland Treasury Corporation (QTC) deposit accounts
- NAB corporate credit facility
- Loan account (application submitted – under review)

Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>• <i>Statutory Banking Financial Arrangements Act 1982</i>• <i>Statutory Body Financial Arrangements Regulation 2019</i>
Budgetary:	<ul style="list-style-type: none">• N/A
Legal:	<ul style="list-style-type: none">• N/A
Risk:	Risk Management <ul style="list-style-type: none">• This change will lower the risk by ensuring that any actions that need to be undertaken can be done without delay
Links to Strategic Plans:	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

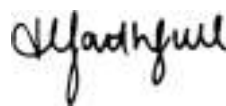
NIL

Recommended:



Nicola Daniels
Head of Financial Services

Endorsed



Hollie Faithfull
Executive Director, Financial Services

Approved:



James William
Chief Executive Officer



DIRECTORATE: *Financial Services*

AUTHOR: *Executive Director Financial Services*

AUDIT COMMITTEE – COUNCIL MEMBERSHIP

OFFICER RECOMMENDATION:

Council resolves to terminate the memberships of the current elected members of Torres Strait Island Regional Council Audit Committee effective 29 January 2025:

1. Cr. Keith Fell as a Councillor member; and
2. Cr Chelsea Aniba as a Councillor member; and
3. Cr. Bob Kaigey a Proxy Councillor member; and
4. Cr. Rocky Stephen as a Proxy Councillor member.

AND

That Council call for nominations to be appointed to the Torres Strait Island Regional Council Audit Committee effective from 30 January 2025 until the end of their current term of Council.

1. Council resolves to appoint Cr **INSERT** as a Councillor member of the TSIRC Audit Committee effective from 30 January 2025 until the end of their current term on Council; and
2. Council resolves to appoint Cr **INSERT** as a Councillor member of the TSIRC Audit Committee effective from 30 January 2025 until the end of their current term on Council; and
3. Council resolves to appoint Cr **INSERT** as a Proxy Councillor member of the TSIRC Audit Committee effective from 30 January 2025 until the end of their current term on Council; and
4. Council resolves to appoint Cr **INSERT** as a Proxy Councillor member of the TSIRC Audit Committee effective from 30 January 2025 until the end of their current term on Council.

EXECUTIVE SUMMARY:

Due to the non-attendance of current Councillors members of TSIRC Audit Committee, Council requested at the December 2024 Ordinary Council Meeting that Council calls for the termination of all current and proxy Councillors members membership of TSIRC Audit Committee and call for new membership nominations.

Background:

In accordance with Section 210 of the *Local Government Regulation 2012*, the Audit Committee of a local government must consist of at least 3 members but no more than 6 members. The membership of the committee will comprise of up to two Councillors nominated by Council. In accordance with section 210 of the *Local Government Regulation 2012*, at least one member of the committee will have skills in financial matters.

At the April 2024 Post Election Council Meeting, Council endorsed the following membership of the Committee as follows:

- | | |
|------------------|----------------------------------------------------|
| Elected Members: | Councillor Keith Fell and Councillor Chelsea Aniba |
| Proxies: | Councillor Bob Kaigey, Councillor Rocky Stephen |

COUNCILLOR APPOINTMENT TO THE AUDIT COMMITTEE

MC24-28/2024-04/9

CR LEVI / CR HANKIN

That Council call for nominations to be appointed to the Torres Strait Island Regional Council Audit Committee; and

1. Council resolves to appoint Cr Keith Fell as a Councillor member of the TSIRC Audit Committee;
2. Council resolves to appoint Cr Chelsea Aniba as a Councillor member of the TSIRC Audit Committee;
3. Council resolves to appoint Cr Bob Kaigey as a Proxy Councillor member of the TSIRC Audit Committee; and
4. Council resolves to appoint Cr Rocky Stephen as a Proxy Councillor member of the TSIRC Audit Committee.

CARRIED UNANIMOUSLY

The external audit committee members were endorsed by Council at the September 2023 Ordinary Meeting:

Chairperson: Cam Charlton – Kleinhardt Pty Ltd

Deputy Chair: Darryl Bell – DRB Consulting

18. CHIEF EXECUTIVE OFFICER: Appointment of Audit Committee Membership

RESOLUTION

Moved: Cr Torenzo Elisala

Second: Cr Cornwell Tabual

1. That pursuant to the *Local Government Act 2009 (Qld)* and *Section 228 (Tender Process) of Local Government Regulation 2012 (Qld)*, Council endorse Chief Executive Officer approval and release of Letters of Acceptance (LoA) on 8 July 2023 to two (2) selected conforming responses to RFQ TSIRC 2021-354 Audit Governance Services: Audit Governance Services: Nominations for TSIRC Audit Committee Executive Membership positions and subsequent execution of the respective Services Contracts on 15 August 2023.

Namely:

- a) Cam Charlton from Kleinhardt Pty Ltd - elected as Chairperson
- b) Darryl Bell from DRB Consulting - elected as Deputy Chair

The Service Contracts for both Chairperson and Deputy Chair have terms of 36 months each (1 year fixed + 2 x 1 year renewal Options).

And

2. That pursuant to the *Local Government Act 2009 (Qld)* and *Section 210 (Audit Committee Composition) of Local Government Regulation 2012 (Qld)*, Council resolves to confirm the re-appointment of Mayor Phillemon Mosby and Cr Keith Fell to the Audit Committee positions.

And

3. That pursuant to section 257 of the *Local Government Act 2009 (Qld)*, approve and delegate to the Chief Executive Officer power to negotiate, finalise and execute any and all outstanding matters associated with or in relation to this arrangement including without limitation any options and/or variations as per Council's Procurement and Ethical Sourcing Policy, Audit Policy and Audit Committee Procedures.

CARRIED UNANIMOUSLY

Once appointed the Councillor's membership would normally automatically end at their current term of council. However, due to ongoing poor attendance at audit committee meetings, resulting in quorum not being reached, Council requested at the December 2024 Ordinary Meeting that nominations be recalled for the Audit Committee from committed Councillors to serve on the Committee.


Attendance at the Audit Committee meetings is essential, and the committee must meet at least twice each financial year but generally meets 4-6 times. The duration of these meetings are approximately 3-4 hours. The proposed Audit Committee meeting schedule will be tabled at the first audit committee meeting of 2025 expected to occur in early March. Meetings will be a combination of Teams and Face to Face meetings subject to budget.

Interested Parties / Consultation:

- Executive Team
- Mayor Mosby
- Audit Committee
- Corporate Services

Statutory:	• <i>Local Government Act 2009 & Local Government Regulation 2012.</i>
Budgetary:	This report relates to the continuation of Councillors representation on the committee and therefore there are no new budget implications in adopting the recommendation.
Policy:	Audit Policy
Legal:	N/A
Risk:	Non-compliance
Links to Strategic Plans:	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Recommended:



Hollie Faithfull
Executive Director, Financial Services

Approved:



James William
Chief Executive Officer



DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

A local government meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed.

Section 254J of the *Local Government Regulation 2012* allows the Council to close its meeting to the public to discuss one or more of the following matters:

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;
- (j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the Act.

Section 254J(6) of the *Local Government Regulation 2012* stipulates that a local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

OFFICER RECOMMENDATION:

For the Council to formally resolve on the matters discussed in its Closed Session.

EXECUTIVE SUMMARY:

Section 254J(6) of the *Local Government Regulation 2012* stipulates that a local government or a committee of local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

The open meeting must resume to pass a resolution if any decisions are necessary following the closed-meeting discussion.

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254J(6) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Council meetings State Development and Infrastructure
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	<p>TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>)</p> <p>Delivery Pillar One – People (<i>Bisnis – Pipol</i>)</p> <p>Outcome 4: We are a transparent, open and engaging council.</p> <ul style="list-style-type: none"> ➤ 4.2 Evolve Council’s communication channels and community’s access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: *Corporate Services*

AUTHOR: *Executive Director Corporate Services*

MATTERS ARISING

OFFICER RECOMMENDATION:

For the Council to formally resolve to consider items arising after the agenda or the meeting is made public.

EXECUTIVE SUMMARY:

Section 254D(4) of the *Local Government Regulation 2012* allows for a local government or a committee of local government to discuss or deal with (at any meeting) items arising after the agenda for the meeting is made available to Councillors.

Standard practice is that business not on the published agenda, or not fairly arising from the agenda, should not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting *(Source: TSIRC Standing Orders (Meeting Procedures) Policy – August 2024)*

Council will need to make a formal resolution to consider/discuss any items nominated for this agenda item.

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254D(4) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	TSIRC Standing Orders (Meeting Procedures) Policy – August 2024
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) Outcome 4: We are a transparent, open and engaging council. ➤ 4.2 Evolve Council’s communication channels and community’s access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:


James William
Chief Executive Officer

ATTACHMENTS:

Nil.



DIRECTORATE: Building Services

AUTHOR: Executive Director Building Services

BUILDING SERVICES REPORT (December 2024)

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

This report provides an overview of the ongoing activities carried out by the Building Services Unit (BSU) during the reporting period of December 2024.

Interested Parties/Consultation:

- Building Services Executive Director
- Building Services Management
- Business Services Accountant
- Building Services Construction Software

Upgrade & HO Program:

BSU continues to initiate the delivery process for this financial year, Upgrade Works & Home Ownerships. Regular meetings with funding partners are being held to address challenges related to high delivery costs, extended timeframes for project completion, and tender awarding.

Current Status (as of 30 December 2024)

Upgrade and HO Program - Revenue Comparison Nov		
2023/2024	2024/2025	Variance
\$ 5,735,395.72	\$ 7,551,198.43	\$ 1,815,802.71
The above figures are based upon actual invoices and do not include accruals.		

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

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

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

R&M Program:

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

As of 30 December 2024, there is a backlog of maintenance work comprising 1453 tasks with a total value of approximately \$3 million that has been pending for over 30 days.

R&M Program - Revenue Comparison Dec		
2023/2024	2024/2025	Variance
\$ 5,891,730.55	\$ 10,966,234.77	\$ 5,074,504.22

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

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

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

Continuing to partner with PBC to build partnerships and progress through the ILUA process to deliver program. Warraber and Mabuig ILUA currently progressing and moving forward with ILUA's for Iama and Erub.

Business Relationships:

Meetings between BSU and key stakeholders continue on a weekly basis.

TSIRC BSU and Communities are working together in partnership to improve the delivery of service to our communities to ensure we are improving the liveability within each Division.

Logistics:

TSIRC Contract documentation continually reviewed and updated to establish contractor accountability for the projects they undertake. Timely project delivery is a priority for TSIRC.

Reviewing current reporting processes to streamline and further reduce risk to TSIRC.

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

Nil.

Recommended:



Wayne Green
Executive Director Building Services

Approved:



James William
Chief Executive Officer

ATTACHMENTS:

Nil



DIRECTORATE: *Community Services*

AUTHOR: *Dawson Sailor, Executive Director Community Services*

COMMUNITY SERVICES - INFORMATION REPORT (DECEMBER 2024)

OFFICER RECOMMENDATION:

Council notes this report.

EXECUTIVE SUMMARY:

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

Key or significant works within the reporting period included:

- Housing Capital Strategy and QuickStart program collaboration with BSU
- Ongoing staff related matters in collaboration with People & Wellbeing and Unions
- Ongoing Housing matters with current and past tenants
- Recruitment drive to fill vacant positions in January 2025

Interested Parties/Consultation:

- Community Services Managers

Background / Previous Council Consideration:

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

- Community Care (child, aged and disability)
- Environment and Health
- Health and Wellbeing /Indigenous Knowledge Centre
- Housing Services
- Operation of Divisional Offices
- Events Coordination

Officer's Comment:

A summary of each of the functional areas are provided in the attached report.

COMPLIANCE / CONSIDERATIONS:

Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.
Budgetary:	Ongoing monitoring and process improvement to achieve financial governance, including austerity measures, is being implemented to strengthen budget management within each functional area of Community Services. The department continues to consider opportunities to increase revenue through the supply of services and submission for external-source funds.
Policy:	N/A
Legal:	N/A
Risk:	Day-to-day risk is considered low however closely monitored and mitigated by the application of adherence to policy and procedures.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Outcome 1: We preserve cultural heritage, history, and place. Outcome 3: We ensure accessibility to community support services. Outcome 4: We are a transparent open and engaging council. Outcome 10: We advocate and foster regional prosperity through enterprise development.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

That Council resolves to note the Community Services Information Report.

Recommended:



Dawson Sailor
Executive Director Community Services

Approved:



James William
Chief Executive Officer

Health and Wellbeing/IKC January Council Report

Gather + Grow - Developing Community Action Plan. Funded by Health and Wellbeing Queensland

Badu	First Engagement 09/10/2024
St Pauls	First Engagement 11/10/20214
Mabuiag	Between 31/03 – 18/04 2025 TBC
Kubin	First Engagement for 10/10/2024
Iama	First Engagement 30/09/2024
Warraber	First Engagement 01//10/2024
Poruma	Completed.
Erub	Between 31/03 – 18/04 2025 TBC
Mer	Between 31/03 – 18/04 2025 TBC
Ugar	Completed.
Masig	First Engagement 03/10/2024
Saibai	Between 31/03 – 18/04 2025 TBC
Boigu	Between 31/03 – 18/04 2025 TBC
Dauan	Between 31/03 – 18/04 2025 TBC
Hammond	Between 31/03 – 18/04 2025 TBC

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

Mr. Belford Larry will be re-seconded as Project Officer to complete the community Engagement with Strategic Momentum Group.

Health and Wellbeing

Employment and Activities

Funded by NIAA and DTIS

1. Badu HLO 25 hours per week from 25/11/2024
2. St Pauls HLO 25 hours per week from 25/11/2024
3. Mabuiag No HLO – vacant
4. Kubin No HLO. HLO to commence when Blue Card is obtained
5. Hammond NO HLO – vacant
6. Iama HLO 25 hours per week from 25/11/2024
7. Warraber HLO 25 hours per week from 25/11/2024
8. Poruma HLO 16 hours per week due to dural role with IKC
9. Erub HLO 25 hours per week from 25/11/2024
10. Mer HLO 25 hours per week from 25/11/2024
11. Ugar HLO 25 hours per week from 18/11/2024
12. Masig No HLO - Vacant
13. Saibai No HLO – Vacant
14. Boigu HLO 16 hours per week due to dural role with IKC
15. Dauan HLO 25 hours per week from 25/11/2024

Too Deadly for Diabetes (Ray Kelly)

Funded by TSIRC.

Ray Kelly visited the communities of Warraber (17/09/2024), Poruma (18/09/204) and Erub (19/09/2024) Ray Kelly second visit scheduled for the 9th of December to 13th of December to Warraber and Poruma was cancelled. The program will be re-commenced in February 2025. A brief was submitted seeking designated positions in communities where the program will be hosted, to support the community participants.

Health and Wellbeing/IKC January Council Report

Family and Domestic Violence

Funded by DSDSATSIP

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

Outcome Action – Journal for women with Self Help Tools and training around having difficult conversations. Action completed – Journal Printed and Peacekeeper Course delivered at Mer (Mer and Erub participants) and Badu (Near Western Communities). Peacekeeper workshop with Journal presented to Dauan week of 25/11/24.

Central Island – to be held in March 2025 at Warraber. .

In Partnership with Engineering – Marine Debris Taskforce beach clean-up.

Waiting Erub PBC to confirm visit to the community.

Indigenous Knowledge Centers

Employment and Activities including F5F

Funded by State Library of Queensland/TSIRC

Staffing

1. Badu	Fixed Term
2. Mabuiag	Waiting Blue Card
3. Kubin	Fixed Term
4. Hammond	Fixed Term
5. lama	Fixed Term
6. Warraber	Fixed Term – Dual role with HLO position
7. Poruma	Fixed Term.
8. Erub	Fixed Term
9. Boigu	Fixed Term – Dual role with HLO position
10. Dauan	Fixed Term –Maternity Leave HLO backfilling in the position

Digital Inclusion - Funded by State Library of Queensland

Digital Inclusion Catalogue budget and plan submitted to SLQ. Waiting for SLQ to confirm roll out. Dates on roll out to be confirmed by SLQ. Awaiting the TSIRC IT Department to purchase resources.

Boigu	Digital Storytelling Digital Arts Esports Gaming League
Dauan	Digital Storytelling Digital Arts Esports Gaming League
Mabuiag	Podcasting Sharing Oral History Who’s your Mob First Nations Family History Coding a 2d Game
Badu	Digital Storytelling Who’s your Mob First Nations Family History Pocket Cinema
Kubin	Digital Storytelling Pocket Cinema Digital Arts
Hammond	Digital Storytelling Who’s your Mob First Nations Family History Digital Arts
lama	Digital Storytelling Pocket Cinema Digital Arts
Warraber	Podcasting Sharing Oral History Digital Fashion Digital Art
Erub	Pocket Cinema Digital Arts Esports Gaming League
Poruma	Podcasting Sharing Oral History Capturing Culture Digital Arts

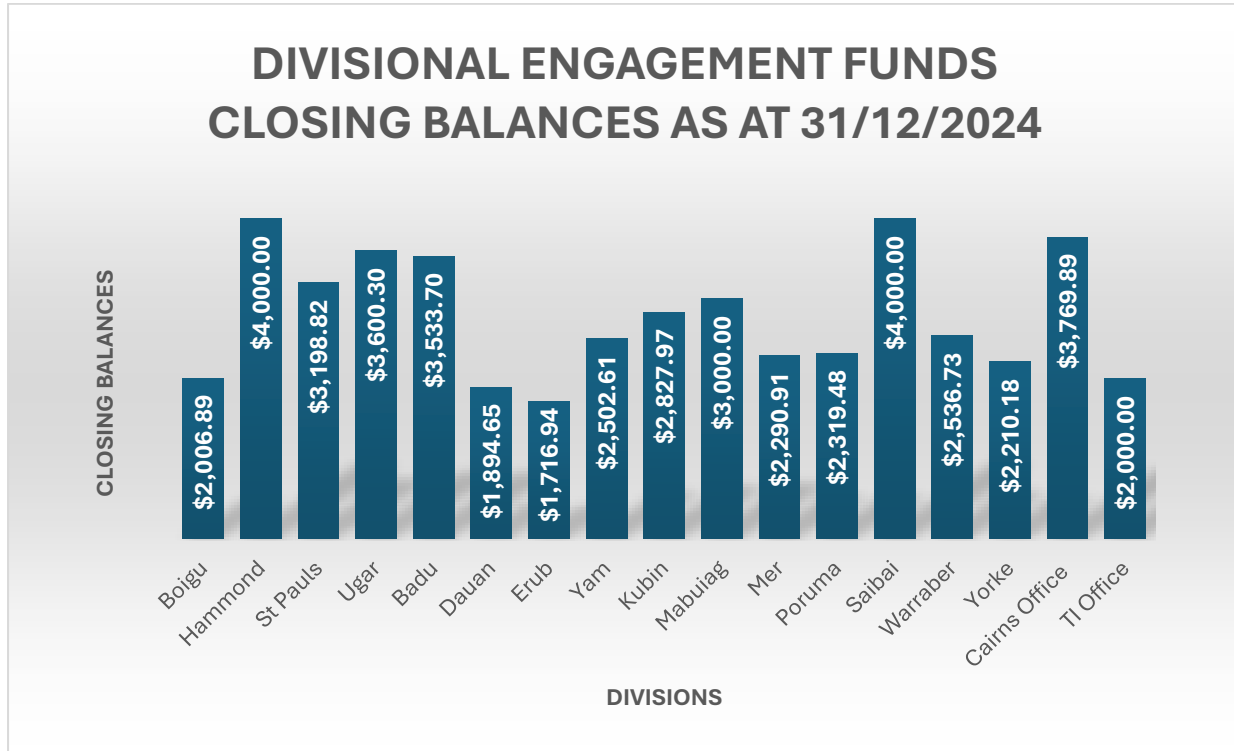
Upcoming

- Junior Rugby League skills and drills Camp, Badu. Event Organizer Ms Larissa Bani, Dates April 2025.
- Marine Debris Beach Clean up – Erub waiting PBC confirmation of date.
- Peacekeeper Course – Warraber – March 2025

Events – December 2024 Report

Divisional Engagement Funds

4 applications approved in December.



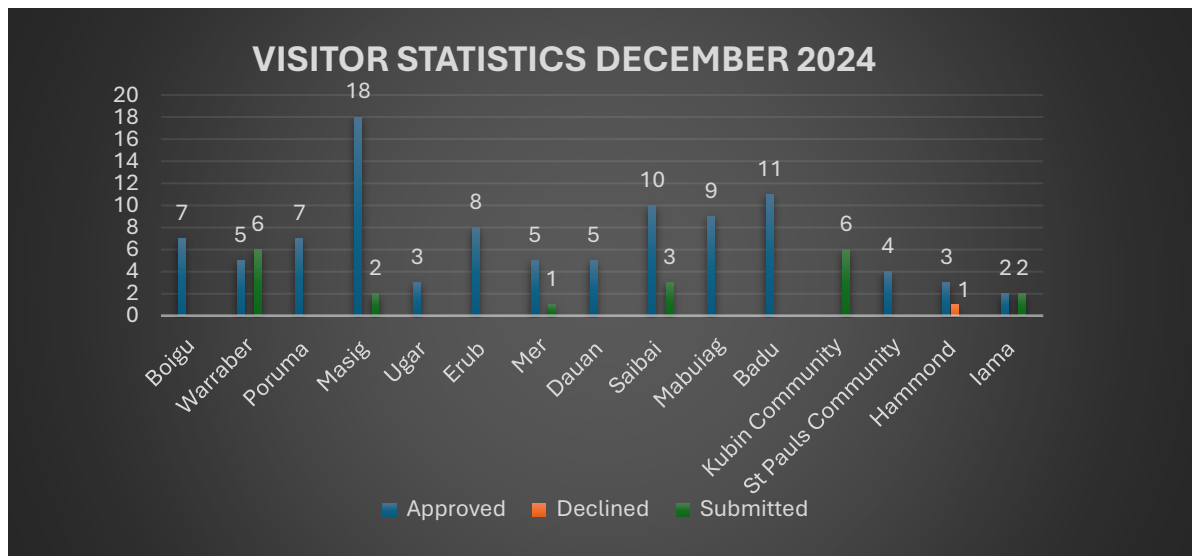
Visitor Dashboard – This report was generated 16th January 2025

Visit Applications:

Total Submitted: 118 which contained 218 visitors

97 Approved

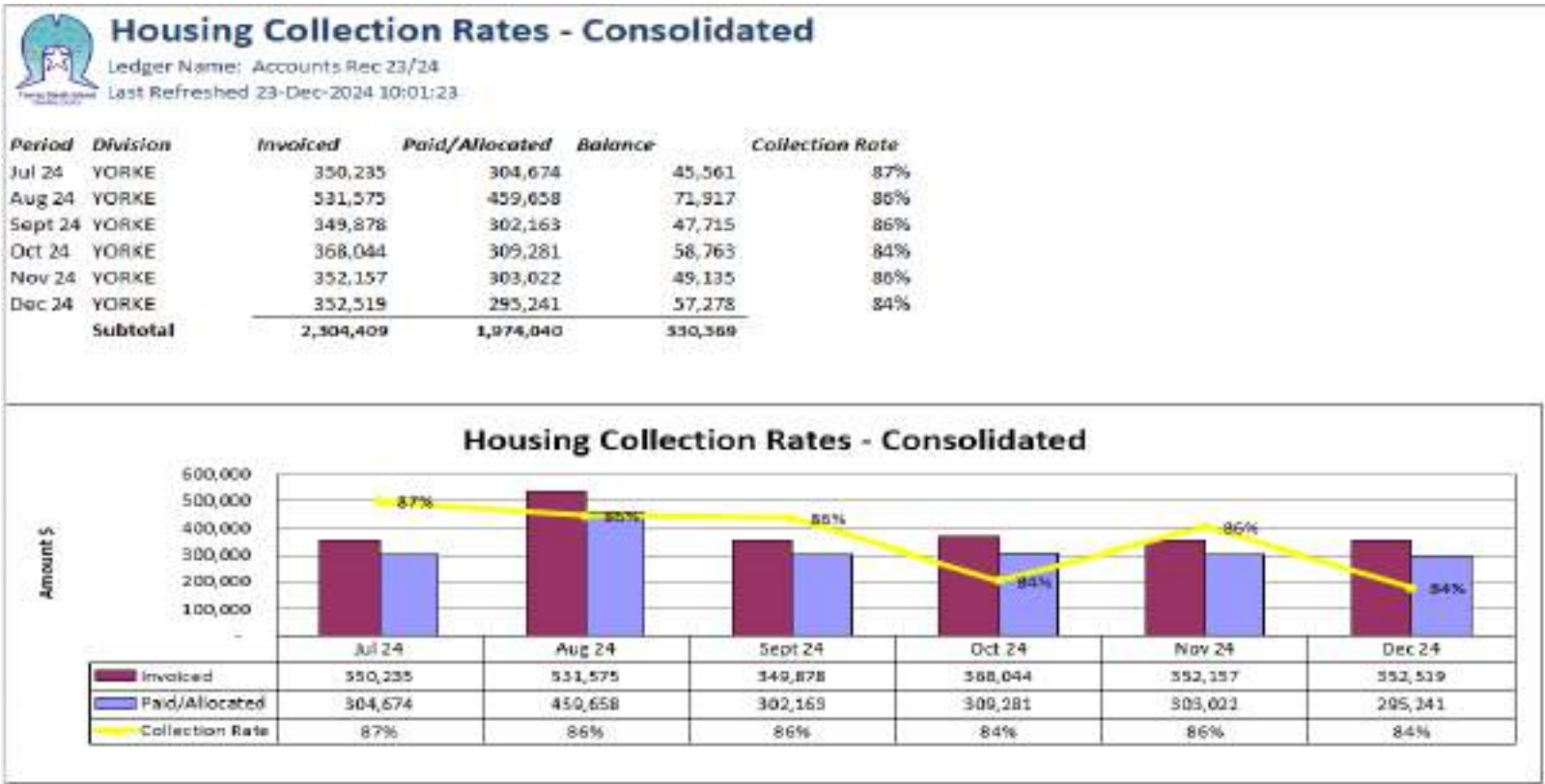
1 Declined





MONTHLY OM REPORTS – HOUSING
DECEMBER 2024

Housing Collection Rates – December 2024

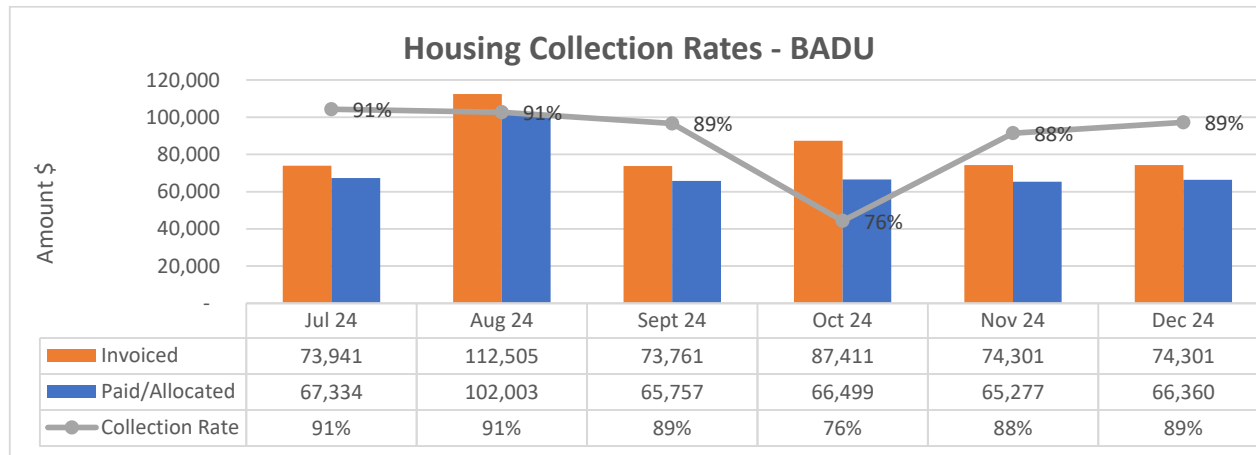


Paid/Allocated refers to payments matched against invoices raised during the month with payments being allocated to current invoices first.
 Collection Rates data excludes unapplied credits of \$ _____ and adjustments of \$ _____

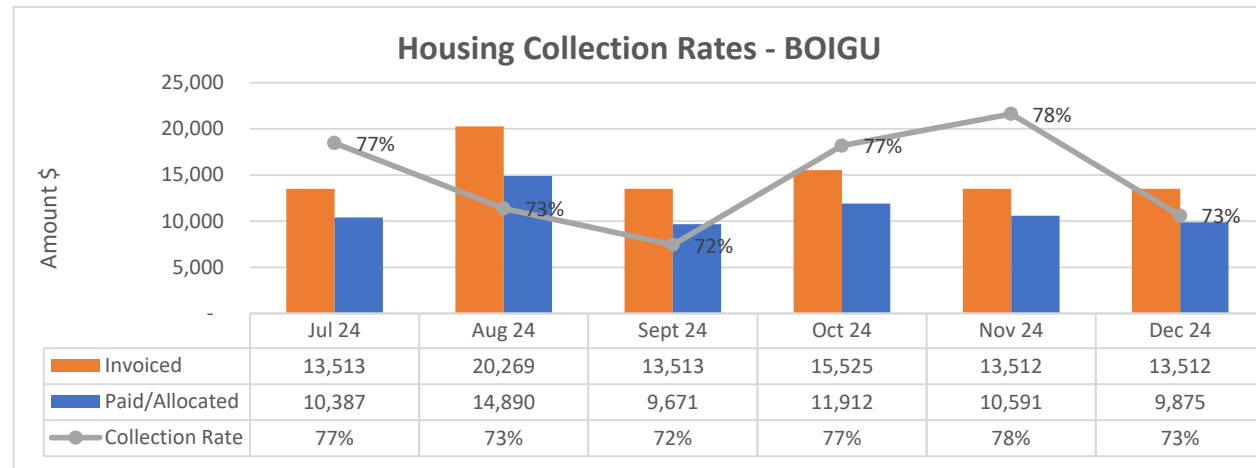


Housing Collection Rates – December 2024

BADU 89% Rental Collection



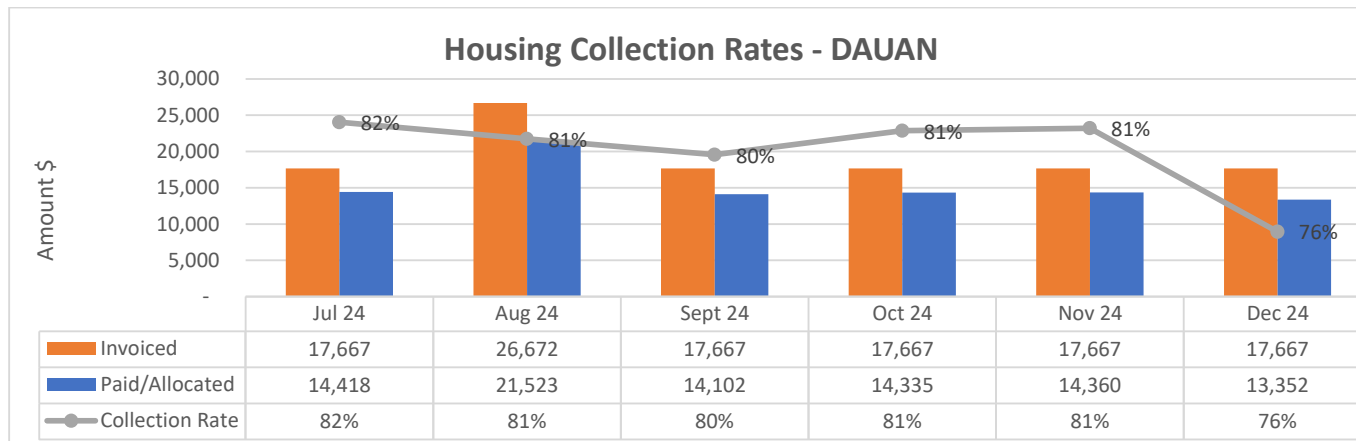
BOIGU 73% Rental Collection



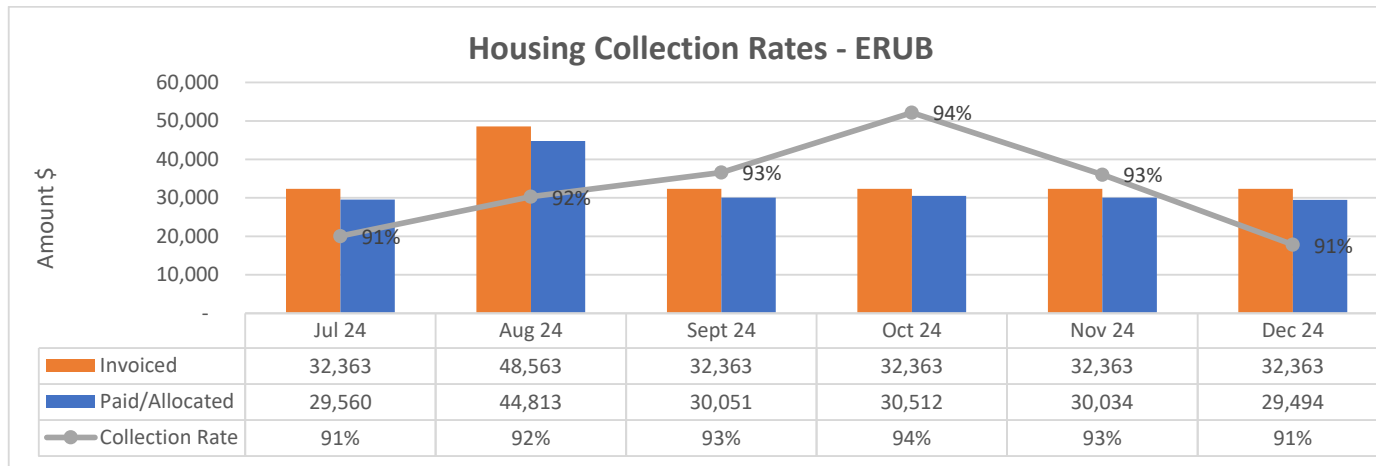


Housing Collection Rates - December 2024

DAUAN 76% Rental Collection



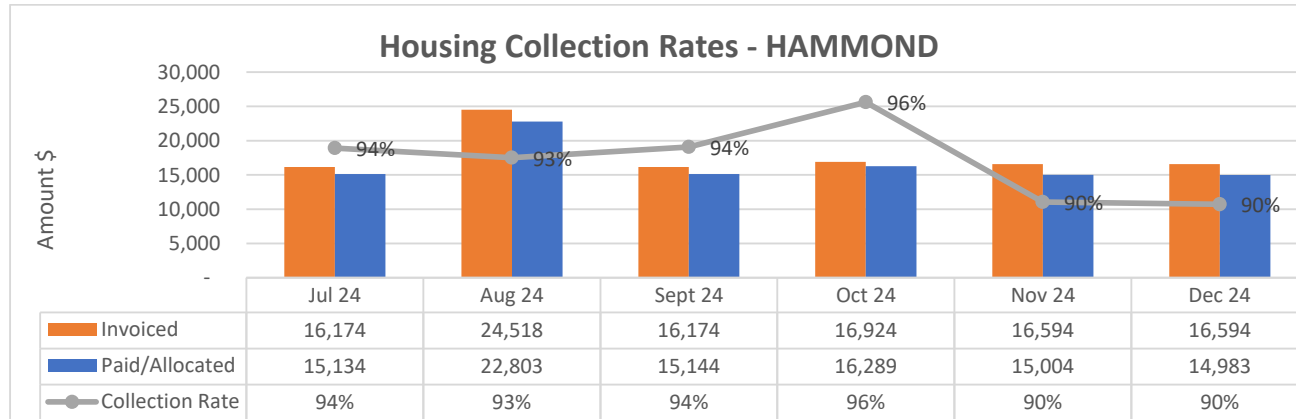
ERUB 91% Rental Collection



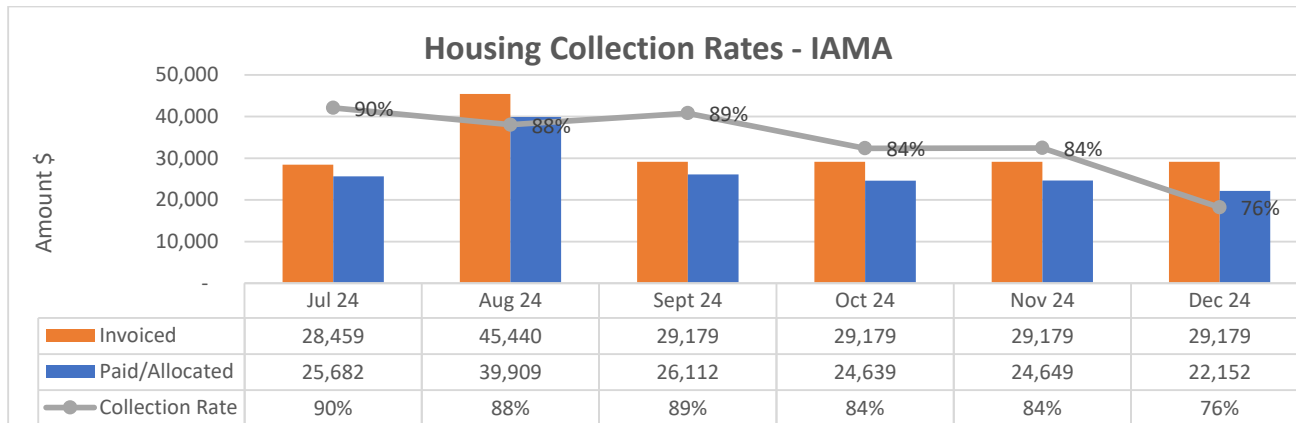


Housing Collection Rates - December 2024

HAMMOND 90% Rental Collection



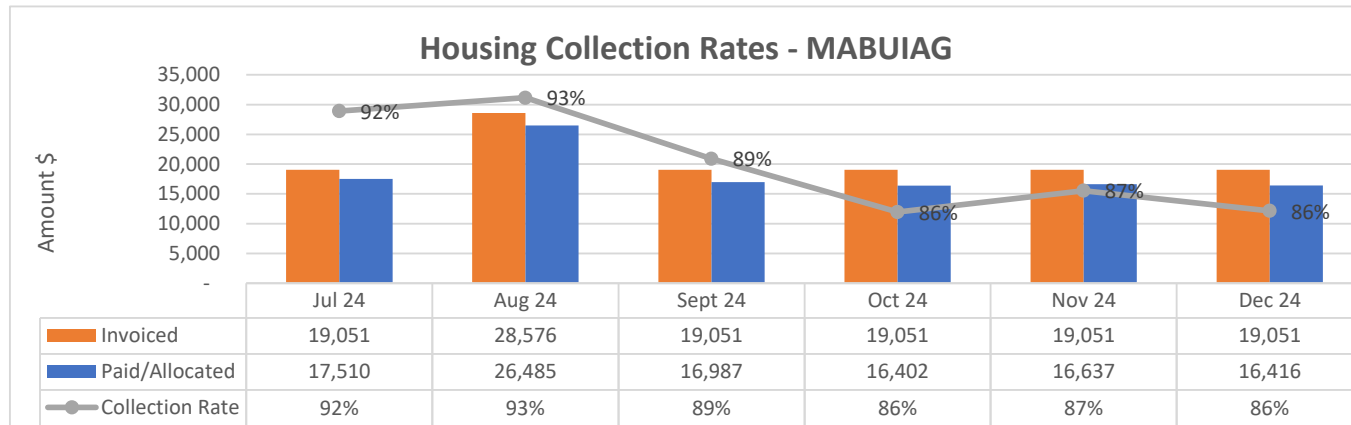
IAMA 76% Rental Collection



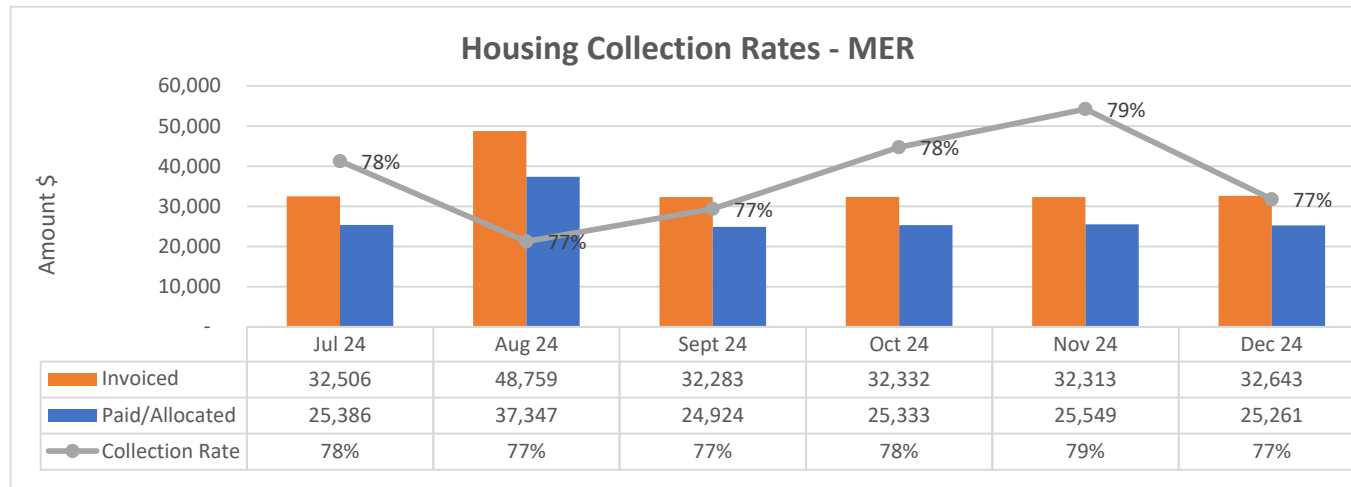


Housing Collection Rates – December 2024

MABUIAG 86% Rental Collection



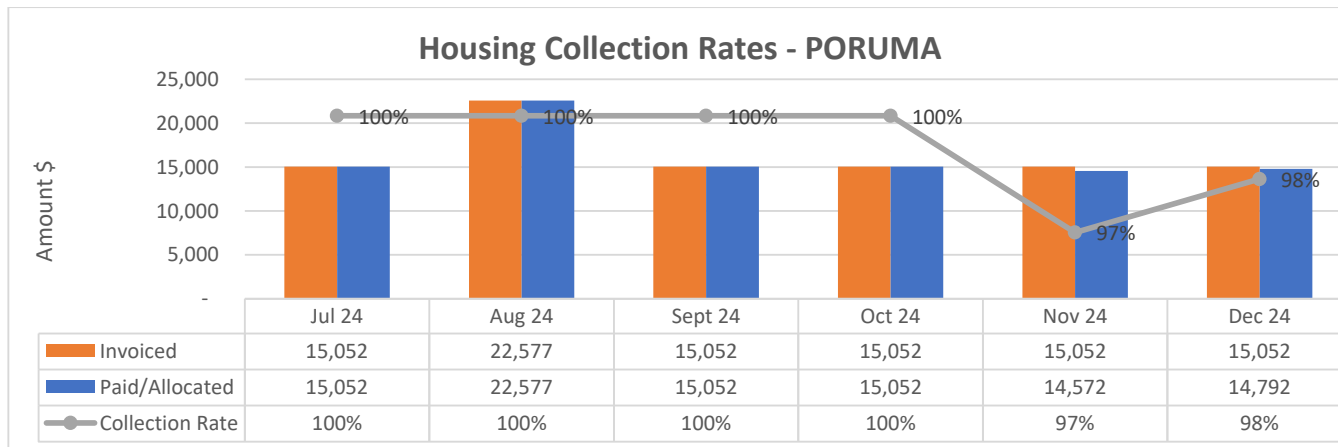
MER 77% Rental Collection



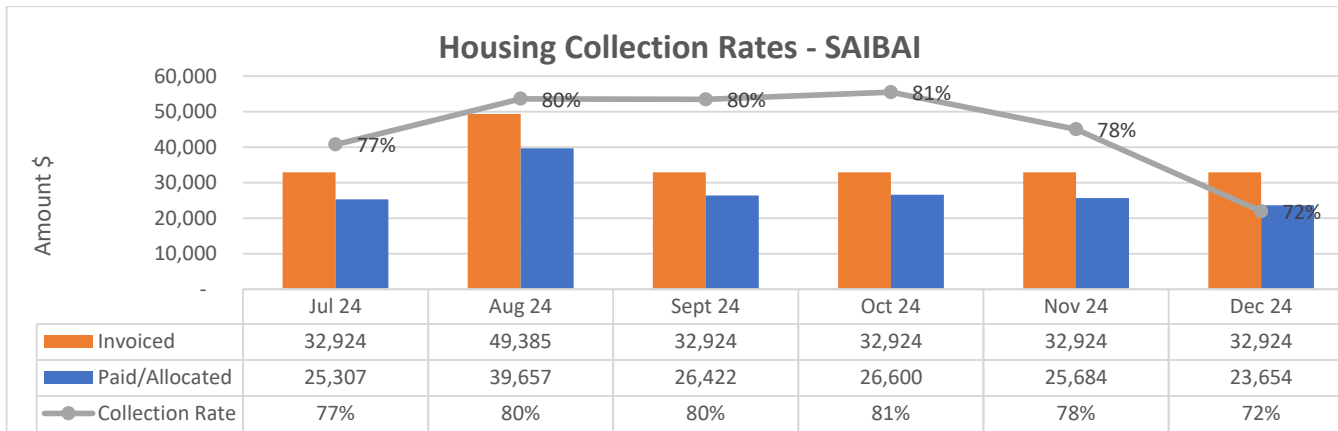


Housing Collection Rates – December 2024

PORUMA 98% Rental Collection



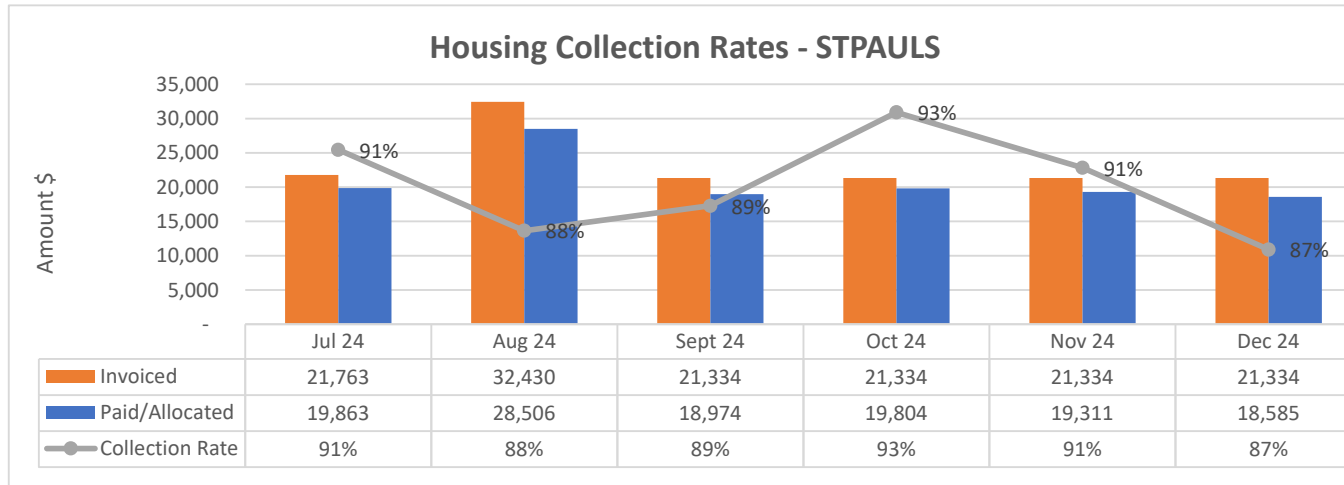
SAIBAI 72% Rental Collection



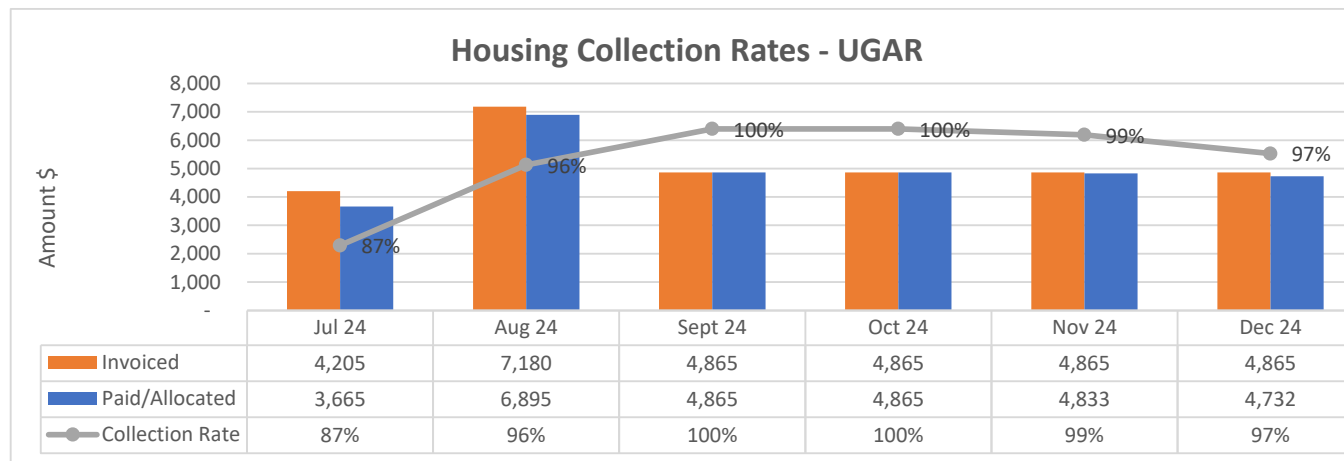


Housing Collection Rates – December 2024

ST PAULS 87% Rental Collection



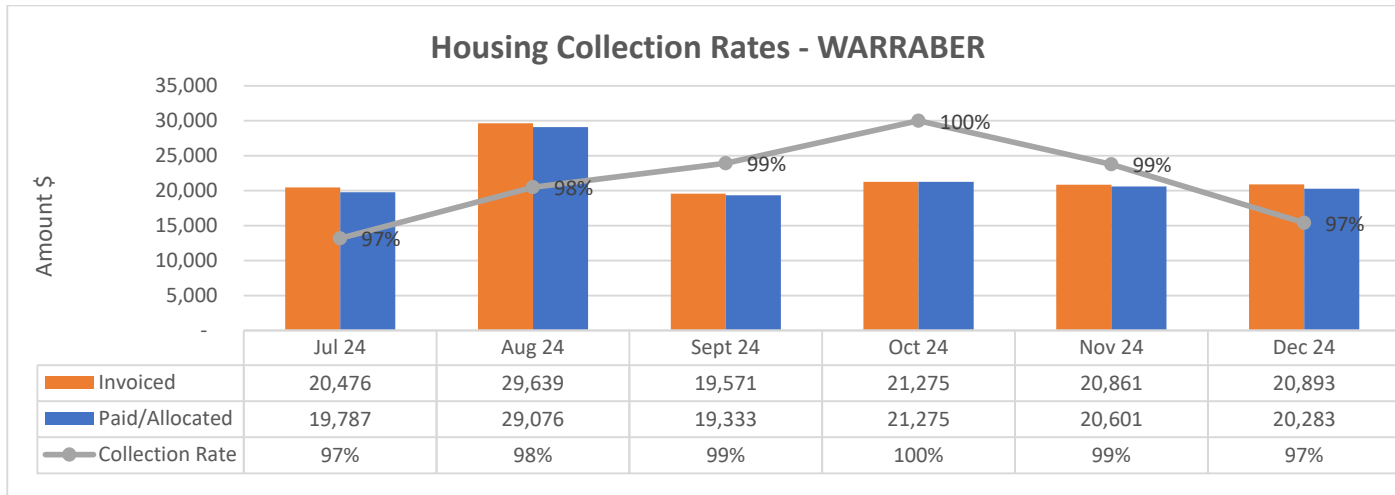
UGAR 97% Rental Collection



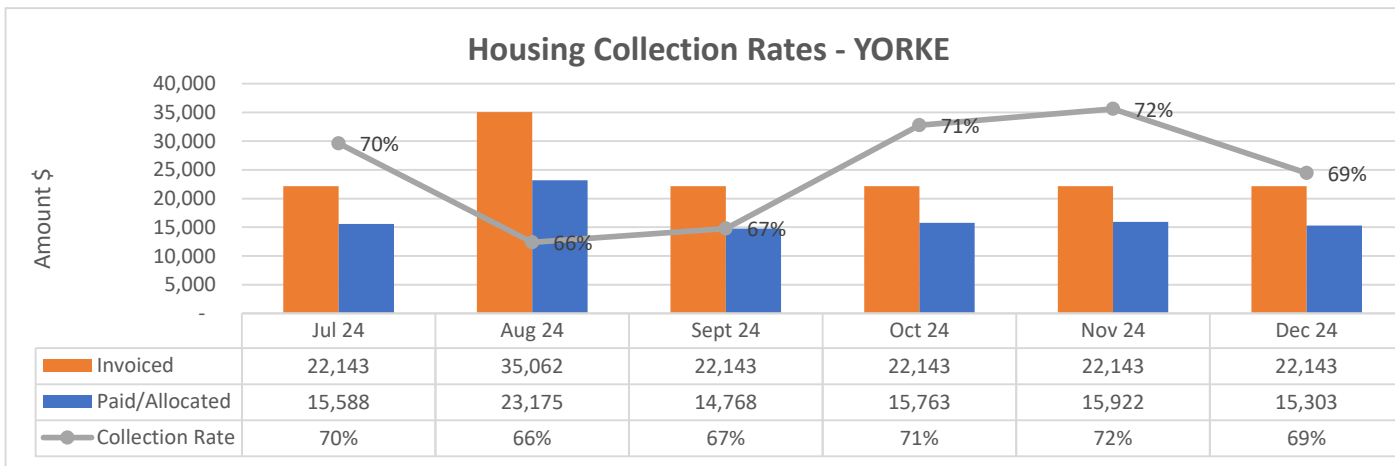


Housing Collection Rates – December 2024

WARRABER 97% Rental Collection



YORKE 69% Rental Collection





TSIRC Housing Register of Needs

2024 MONTHLY OM REPORT Register of Needs	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024
Category One Applicants	50	51	51	51	52	53	54	54	55	55	58	60	60
Category Two Applicants	122	123	123	123	130	133	138	141	146	147	150	155	161
Category Three Applicants	45	45	45	45	46	46	47	48	49	49	52	53	53
Category Four Applicants	5	5	5	5	5	5	5	5	5	5	5	5	5

Additional information – Current Housing Applications status:

DIVISION	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	Total applicants
BADU	17	28	6	1	52
BOIGU	2	14	1	0	17
DAUAN	3	8	9	2	22
ERUB	4	11	0	0	15
HAMMOND	6	10	7	0	23
IAMA	8	15	5	0	28
MABUIAG	3	3	1	0	7
MASIG	2	7	1	0	10
MER	1	19	1	0	21
PORUMA	0	4	2	2	8
SAIBAI	5	7	6	0	18
ST PAULS	5	18	11	0	34
UGAR	1	3	1	0	5
WARRABER	3	14	2	0	19
Category total:	60	161	53	5	279



Additional information – Proposed/External Housing Applications status:

DIVISION	CATEGORY 1	CATEGORY 2	CATEGORY 3	Total applicants
BADU	2	49	1	52
BOIGU	0	1	3	4
DAUAN	0	5	0	5
ERUB	1	10	4	15
HAMMOND	1	14	9	24
IAMA	1	16	3	20
MABUIAG	0	4	3	7
MASIG	5	8	1	14
MER	3	6	4	13
PORUMA	1	15	0	16
SAIBAI	0	7	0	7
ST PAULS	0	7	9	16
UGAR	1	5	4	10
WARRABER	3	21	2	26
Category total:	18	171	43	229

Total Current Housing Application:	279
Total Proposed/External Housing application:	229
Total Housing Applications:	508



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

Count of Division	Allocation Status									
Division	GTA - executed	GTA - pending	Occupied - Succession of tenancy in progress	Vacant - suspected abandonment	Vacant - maintenance in progress	Vacant - pending LHA upgrade	Occupied - allocation disputed	Vacant - limited life dwelling	Grand Total	
BADU ISLAND	156	3	1			3		1	1	165
BOIGU ISLAND	22		9	1			4			36
DAUAN ISLAND	35	1				1		2	2	41
IAMA ISLAND	58							2	1	61
MABUIAG ISLAND	35		1							36
MURRAY ISLANDS	64	5	7	4		4		3	3	90
PORUMA ISLAND	28					1	1			30
SAIBAI ISLAND	65		2			3	1		3	74
ST PAULS	44					3			1	48
WARRABER ISLAND	38		1			1				40
ERUB ISLAND	59		2			2			2	65
YORKE ISLAND	41	1	3			2	3		2	52
HAMMOND ISLAND	33	1								34
UGAR ISLAND	9	1			2		1	2		15
Grand Total	687	12	26	7	20	10	10	10	15	787



Vacant Maintenance Properties

DIVISION	CLI	STREET	BED#	Status on Register	COMMENTS - TSIRC - BSU	SCHEDULED COMPLETION DATE
BADU	CLI 134	Chapman Street	4	Vacant maintenance in progress	In progress	8/01/2024
BADU	CLI 43A	Phillip Street	2	Vacant maintenance in progress	In progress	25/01/2024
BADU	CLI 47	School Street	3	Vacant maintenance in progress	In progress	25/01/2024
DAUAN	CLI 42	Main Road	3	Vacant maintenance in progress	In progress	22/10/2024
ERUB	CLI 128	Magau Village	5	Vacant maintenance in progress	In progress	26/12/2024
ERUB	CLI 158	Greenhill Village	3	Vacant maintenance in progress	In progress	16/08/2024
SAIBAI	CLI 78	Airport Drive	3	Vacant maintenance in progress	In progress	20/10/2023
SAIBAI	CLI 70	Main Road	3	Vacant maintenance in progress	In progress	18/02/2025
SAIBAI	CLI 34	Main Road	2	Vacant maintenance in progress	In progress	28/12/2021
ST PAULS	CLI 137	Futuna Street	4	Vacant maintenance in progress	In progress	27/12/2024
ST PAULS	CLI 248A	Kubin Road	2	Vacant maintenance in progress	In progress	28/01/2025

ST PAULS	CLI 248B	Kubin Road	2	Vacant maintenance in progress	In progress	19/12/2024
MASIG	MASIG	Williams Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in January 2022. QBuild have not issued a PO for these works to date.	19/09/2022
MASIG	MASIG	Lowatta Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in April 2021. TSIRC never received a PO to commence these works.	24/08/2020
MER	CLI 48	Marou Road	1	Vacant maintenance in progress	In progress	26/12/2024
MER	CLI 145	Marou Road	4	Vacant maintenance in progress	In progress	26/12/2024
MER	CLI 52	Marou Road	3	Vacant maintenance in progress	In progress	25/12/2023
MER	CLI 705	Marou Road	4	Vacant maintenance in progress	In progress	23/12/2022
PORUMA	CLI 66	William Street	3	Vacant maintenance in progress	In progress	17/01/2025
WARRABER	CLI 22	Aikuru Street	5	Vacant maintenance in progress	In progress	25/07/2024

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



REGIONAL MANAGER MONTHLY REPORT – December 2024

Division	Badu/Kubin/St Pauls/Iama/Warraber – Peli Ware
Reporting Period:	1 st December 2024 to 13 th December 2024
Prepared by:	Regional Manager Peli Ware

General

- OP Plan Objective – SOP – In progress 4x for EDCS Review
- MSAO PA Draft in H Drive review completed by RM Joe. RM Lui to review before progressing to PWB/HOC for review and support
- Cleaner PA Draft in progress and DM PA in review
- RM on leave 16th December 2024 to 3rd January 2025 – Handover given to RMs

HR/PWB

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

Vacant Position		Regional Manager Comments
MSAO – Kubin FT		Position Filled and commenced 16 th Dec 2024
Cleaner – Kubin PT	<input type="checkbox"/>	Position Filled and commenced on 16 th Dec 2024
MSAO – Badu PT		VAF – To be advertised 2025 pending below
MSAO – Badu FT		VAF – Direct Appointment PT MSAO – Brief Note in progress Jan 2025
Higher Duties		
MSAO – Badu		PT MSAO doing additional FT hours
Divisional Manager – St Pauls		PT MSAO - HD A/DM 10.12.2024 – 02.01.25



REGIONAL MANAGER MONTHLY REPORT – December 2024

General

EXTERNAL REPORTING

		Regional Managers Comment
<p>Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests.</p> <p>1. Mismatch Reports are not received until 1st of the new Month.</p>	<input type="checkbox"/>	<p>5. Badu – 31/12/24 6. Kubin – 10/01/25 7. St Pauls – 31/12/24 9. lama – 31/12/24 10. Warraber – 07/01/25</p>
<p>Services Australia – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.</p> <p>1. New Pre-Engagement Pack pending – St Pauls pending</p> <p>2. 23/24 Host Online Training –</p> <p>3. 23/24 Agent Specified Personnel Online Training completed – Boigu, Erub, Kubin, Mer, Saibai, St Pauls, Warraber, lama, Masig</p> <p>4. Contracted hours amendment – no change</p> <p>5. Site hours amendment – no change</p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>5. N/A – BIF is site agent on Badu 6. 15/01/25 7. 03/01/25 9. 10. New Pre-engagement forms not issued 30/01/24 and to be completed by new staff in division – Followed up with DM - St Pauls remains Outstanding – MSAO has been encouraged to apply for relevant IDs.</p> <p>No outstanding Agent specified personnel training</p>



REGIONAL MANAGER MONTHLY REPORT – December 2024

<p>6. Access Point Site – Stephen (Ugar)</p> <p>7. Agent Site – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan</p> <p>8. Service Australia EOI – Mer</p>		<p>Recommend service to be contracted from Council through Services Australia EOI process. Create employment opportunity in divisions. Customer service time exceed contracted hours of two hours per day therefore maintaining a consistent backlog of council tasks.</p>
<p>Torres Strait Treaty</p>		<p>Div 5 – 2 x Illegal Entry captured It should be noted that Pax presented a rejected pass but overstayed and did traditional selling.- No prompt urgency from External Agency to assist TSIRC with dealing with matter. Div 9 – 2 x Approved Entry captured</p>



REGIONAL MANAGER MONTHLY REPORT – December 2024

COMMUNITY DISASTER MANAGEMENT

<p>Community Disaster Management Plan – CDMP is current and accurate</p> <p>1. Contact List Update 2.</p>	<input checked="" type="checkbox"/>	<p>All Cluster CDMP is current and accurate.</p>
<p>CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)</p>	<input type="checkbox"/>	<p>No report</p>
<p>CDMP Meeting with Eunice</p> <p>1. Teams Meeting – 11/12/2024 – LCDC requested Divisions to hold CDMP meet in preparation for Cyclonic/Monsoon Weather</p>		<p>Tropical Cyclone Outlook Warning issued for the month in all Divisions and updates of Heat Wave Warning issued</p>
<p>SAT Phone – tested and in working order</p> <p><i>Cluster Team not meeting testing request for the month of December – Improvement required – Email sent to DMs/DEOs – late reporting</i></p>	<input checked="" type="checkbox"/>	<p>Cluster SAT Phones tested and working. – Issue for Division 5 yet to be resolved SAT Phone & HF Radio testing on going. Inconsistency with completion of tasks – Email from Disaster Coordinator</p>
<p>HF Radio – tested and in working order</p> <p><i>Late reporting from Cluster Team – Email reminder circulated to team.</i></p>	<input checked="" type="checkbox"/>	<p>Div 5 - Div 6 – Waiting Replacement Handset Div 7 - Div 9 – Completed 10/12/24 Div 10</p>
<p>Situation Report (if any) – provided to Disaster Coordinator</p>	<input checked="" type="checkbox"/>	<p>No SITREP for December</p>



REGIONAL MANAGER MONTHLY REPORT – December 2024

No SITREP received from DMs for the Fire Incidents for this month.

FINANCE

Daily Stock Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments)	<input type="checkbox"/>	Streamline Daily Receipting/Stock Reconciliation Procedure – Daily Receipting/Stock Policy and Procedure in review with Corporate yet to be endorsed DSR not consistent with signing off , Ergon Wallet Photo not uploaded and no confirmation with date/time upload to ECM identified in Reports
EFTPOS Operation – tested and in working order	<input checked="" type="checkbox"/>	All POS machines are operational and can provide MOTO service if required.
Accommodation Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments)	<input checked="" type="checkbox"/>	On-going weekly monitoring registers and follow up action items– refer attached report for December 2024
Purchase Orders – IPO’s goods receipted; Invoice Requests raised for external PO’s and Stock Rec is cross-referenced Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team	<input checked="" type="checkbox"/>	Procurement Training still required for Staff. Emailed Purchasing Process sent to Staff Members – Ongoing training is needed: PRIORITY ACTION ITEM FOR 2025
DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register	<input checked="" type="checkbox"/>	Hardcopy filing in division still encouraged in divisional offices.



REGIONAL MANAGER MONTHLY REPORT – December 2024

		<p>Collation Order of Doc Files Information be streamlined within divisions</p> <ul style="list-style-type: none"> • Doc File with EFT Summary attached with two digital signatures to be uploaded. <p>Procedure finalised 13.05.24 for review and endorsement – Review in progress</p>
Gas Register – updated to end of month accurately and reconciles with Stock Rec	<input checked="" type="checkbox"/>	<p>Manual record by divisions. To be implemented across all divisions Fleet Team to progress Register with RMs/HOC – Work with Fleet to progress in Jan/Feb 2025</p>
<p>Fuel Operation/Reporting –</p> <p>Recommendation: Fuel Information to be shared with all 3 RMs collectively going forward</p>	<input checked="" type="checkbox"/>	<p>Badu – No Issues received. Kubin – No updates from Kubin St Pauls – No change for St Pauls – Cr Levi to table at OM meet – support for 24hr access to alleviate extra duties from EOs.</p>
Divisional Engagement Fund Acquittal – acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation	<input checked="" type="checkbox"/>	No issues arise in December. DMs to better plan events and submit application in a timely manner
Accommodation Register – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.	<input checked="" type="checkbox"/>	<p>Ongoing monitoring by Bana/RMs. 4 Divisions only meeting Accommodation Rec and DSR due date 19/12/24. Improvement required by January.15th Recommend to encourage credit card payment for all guest account. Refer MSAO Report.</p>



REGIONAL MANAGER MONTHLY REPORT – December 2024

Helicopter Subsidy – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Ugar Div 13 calendar.	<input checked="" type="checkbox"/>	N/A
Helicopter Subsidy – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Dauan Div 02 calendar.	<input checked="" type="checkbox"/>	N/A
Helicopter Subsidy Acquittal – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	N/A

HUMAN RESOURCE:

Timesheets – Accurate recording of work times on timesheets; and timely submission to Payroll.	<input checked="" type="checkbox"/>	Staff awareness of leave types and submission timeframe needs to be improved. Recommend council certified agreement 2021 document used to raise awareness/ educate staff. <i>Late submission of timesheet is still an issue. File Note kept and monitored – DM not consistent-</i>
LAF – submitted		Leave to be consistent with Leave Policy
HR Forms (Higher Duties; LAFs; VAFs) – completed and sent to Regional Manager	<input checked="" type="checkbox"/>	Badu – PT MSAO does additional hrs until further notice – to be continued until brief note is sent to EDCS/CEO for review and approval.
Investigation / Complaints – Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.	<input checked="" type="checkbox"/>	Address accordingly
Tribal Habits – Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.	<input checked="" type="checkbox"/>	eLearning – Rollout of Tribal Habits training for Cleaners, MSAOs and DM/RMs
MANGO – Online training/ report submission	<input checked="" type="checkbox"/>	Staff Consistency to report Near Miss Incidents in Mango and all other hazards/incidents 0 Mango Report rec'd for the Month out of Cluster Report.
First Aid Kit – Stock replenished, and register is updated to reflect use.	<input type="checkbox"/>	No issues



REGIONAL MANAGER MONTHLY REPORT – December 2024

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU	<input checked="" type="checkbox"/>	All Cluster reporting R&Ms accordingly. Turnaround time for some jobs can delay due to resources on ground and contractor availability (FIFO) Recommend DMs receive monthly update of completed R&M by BSU – TBC
Hazard Reports – submitted and filed. Necessary follow up undertaken.	<input checked="" type="checkbox"/>	No Reports captured for this month

MEETINGS

Community Meeting Dates:

Div 5 Badu – Nil
 Div 6 Kubin – Nil;
 Div 7 St Pauls – Nil Sorry Business
 Div 9 Iama – Nil
 Div 10 Warraber – Nil



REGIONAL MANAGER MONTHLY REPORT – December 2024

COMMUNITY PROJECT

Division	Project	Update
Div 4 Mabiug	ANZAC Memorial Site	Access to Financial Support through Trustee Funds – Executive Director to advise on way forward with Divisional Manager. – Monitor for progress and assist DM
Div 5 Badu	Anzac Memorial	Follow Up Discussion with DM on progress of project – Grant Opportunity
Div 6 Kubin	Anzac Memorial	Follow Up Discussion with DM on progress of completion of Memorial Project Outdoor Basketball Court Upgrade – Follow Up with Assets Team – Yet to progress with Assets
Div 7 St Pauls	ANZAC Memorial Stadium	Follow Up Discussion with DM to establish progress of Project; DM to arrange to send Plaque back to supplier to amend incorrect spelt surname and add additional veteran names; Community Resolution and Stakeholder Engagement required for way forward
Div 7 St Pauls	ANZAC Memorial Site	Incomplete – Memorial Plaque to be sent back to supplier to fix spelling errors and add two more names – Community Resolution to be passed at a CIS for additional names. Cr Levi not available to confirm the additional names. Seaswift Quote secured at HOCs request. Yet to liaise with a Supplier for a quote for additional change
	Waterfront Gazebo x 3	Replace Roofing Iron Sheets and Installation of In-ground Benches – Project to be in partnership with Mualgal Rangers – Not Actioned – DM to advise progress – Follow Up Required. Follow up with Tony Wynen on progress of proposed fencing



REGIONAL MANAGER MONTHLY REPORT – December 2024

	Community Sports Oval	
Div 9 Iama	TBC	
Div 10 Warraber	TBC	
Kubin	Outdoor Basketball Court Upgrade GBK Office Airport Toilets	Follow up with Assets Team progress/timeframe of upgrade Follow up with Assets Team progress of Collapsed Ceiling in GBK Lease Office Space – Outstanding Works. RM to discuss issue with Assets on progress with this Public Amenities Works is outstanding – 12+ months

2024 COUNCIL GENERAL MEETING DATES:

Dates of OM Meeting Dates as per Notification



REGIONAL MANAGER MONTHLY REPORT – December 2024

GENERAL COMMENT

- **Division 5 Badu**
- DM Report submitted.
- RM Proposed Support Visit to Badu – Face to Face Support with DM/MSAO team – **CANCELLED due to SORRY BUSINESS**
- Div 4 Badu – No DM Report submitted as at 02.12.2024
- Div 4 Badu – Badu Art Centre Mural Project with TSIRC – Location: Airport Wall, TSIRC Council Building Fence and Badu Art Centre – follow up with progress
- Fuel Process – Designated Day – Tuesday & Thursdays
- Follow up with RM Moka re: New Community Hall Chiller Order **FOLLOW UP REQUIRED – still not received**
- **Division 6 Kubin**
- DM Report submitted
- Full Divisional Admin Team for Kubin.
- Assets: Lease Spaces for GBK St Pauls Proposed Office and Kubin NDIS Office Space not finalised – require urgent action – delayed work. – follow up required
- **Division 7 St Pauls**
- Cleaner – Abandoned Work - Unapproved Leave 04th – 6th December applied and sent to Payroll.
- St Pauls Vehicle Misconduct – **All Staff Meeting: All Engineering Staff tend to have urgent work on the day of meeting. DM to ensure that all staff turns up to address issue.**
- Boil Water alert was issued due to low chlorine – **10.12.2025**
- DM St Pauls on LWOP and Rec Leave for 1 month. PT MSAO Acting DM extension from 10th December to 02nd January 2025
- Cleaner Performance Appraisal in progress – RM to put in H Drive for other RMs to review and before progressing to PWB and EDCS Review and Support;



REGIONAL MANAGER MONTHLY REPORT – December 2024

- **Division 9 Iama**
- **Outstanding:** Lounge for both Accommodation outstanding and WR for Roller Blinds to be raised & update curtain order
- Cleaning Supplies and Cleaning Equipment purchased for Cleaners – Mop Buckets to be purchased from Col Jones.
- Fuel Pods still operational waiting for parts. Manual Pump still in use
-
- **Division 10 Warraber**
- 06.12.2024 – DM advised of serious inappropriate Conduct by Cleaner raised by Guest. Olive has been advised to investigate, have complaint in writing, seek HR advice before talking to Cleaner. – Cleaner was on Rec Leave at the time of conversation with DM. DM to provide update on actions taken once Cleaner is back on board.
- No DM Report received by due date
-
- **Regional Action Items**
- Water Fountain Supply for Divisions – Follow up on progress with Management to address drinking water for staff and visitors in Divisional Offices – Follow up required in the new year.
- Community Projects are not able to proceed as there are no feedbacks or progress. Will need to follow up with Assets/Tony
- Divisions where Peak Services Discussion around Playground and Gym Equipment meeting were not captured in DM Reports – **Follow up still required – Not actioned yet**
- All divisions are available to provide remote support for cluster if required
- **Policy and Procedures in progress. First 4 to be reviewed by EDCS. Additional Draft P&P to be reviewed and progressed to Corporate**
- Recruitment – Briefing in progress for Badu MSAO FT & PT Positions
- Streamline General Community Notice Template across Divisions – No Issues. – **Working Well – Communicating with Communications Team**
- IT assist with BYOD Mobilestar device options for HOC review – see attached – Still in progress. RM looking at an alternative purchase of handheld scanner in the interim.- **STILL IN PROGRESS WITH IT – Check with EDCS terms and conditions of Australia Post and if contract covers providing resources.**
- Mail Backlog still an issue between Australia Post Depot and Seaswift
- Tribal Habit Training ongoing – Staff to start training online. Kubin Cleaner and Yam DM outstanding only – backlogs not actioned.
- Key Registers for Cluster Incomplete.



REGIONAL MANAGER MONTHLY REPORT – December 2024

Division	Dauan, Saibai, Hammond, (Boigu & Mabuiaq did not submit a report)
Reporting Period:	1 st to 31 st December 2024
Prepared by:	Saintie Joe - Acting Regional Manager

HR/PWB

Vacant Position	Regional Manager Comments
MSAO – Dauan PT	Advertising stage
Cleaner – Boigu FT	Advertising stage
MSAO – Mabuiaq PT	Sania Saylor may return to the PT MSAO position
Cleaner – Hammond Casual	Recruitment stage. Recruitment officer waiting on PWB Manager’s return to confirm direct appointment.
Higher Duties -	
PT MSAO to A/Divisional Manager – Mabuiaq	Position effective 29.04.24 to 31/01/25
Divisional Manager to A/Regional Manager	Position effective 29.04.24 to 31/01/25
Secondment	
MSAO to Divisional Manager - Saibai	Cyenna Kabai A/DM 23/12/24 to 24/04/2025
MSAO to BSU Admin - Mabuiaq	Jahmaica Mene BSU Admin 29/07/24 to 28/02/25. Possibly extending.



REGIONAL MANAGER MONTHLY REPORT – December 2024

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – CDMP is current and accurate 1. Contact List Update	<input checked="" type="checkbox"/>	Boigu, Dauan, Hammond Cluster CDMP is current and accurate. Saibai & Mabuiag to update contact details for CDMG Members
CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)	<input type="checkbox"/>	No Meetings held.
CDMP Meeting with Eunice 1. Divisional visit – 2. Teams Meeting –	<input type="checkbox"/>	Unsure
SAT Phone – tested and in working order	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and in working order
HF Radio – tested and in working order	<input checked="" type="checkbox"/>	Cluster HF Radio tested and working in working order
Situation Report (if any) – provided to Disaster Coordinator	<input checked="" type="checkbox"/>	No SITREP for December



REGIONAL MANAGER MONTHLY REPORT – December 2024

FINANCE

EFTPOS Operation – tested and in working order	<input checked="" type="checkbox"/>	Yes
Accommodation Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments)	<input type="checkbox"/>	Saibai & Dauan – No Outstanding tasks to complete Boigu & Mabuiaig – Incomplete Register
Purchase Orders – IPO’s goods receipted; Invoice Requests raised for external PO’s and Stock Rec is cross-referenced Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team	<input checked="" type="checkbox"/>	Actioned
DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register	<input checked="" type="checkbox"/>	Saibai, Dauan, Mabuiaig, Hammond – All DFs uploaded to ECM Boigu Doc Files outstanding since November.
Gas Register – updated to end of month accurately and reconciles with Stock Rec	<input checked="" type="checkbox"/>	Manual record by divisions. To be implemented across all divisions
Fuel Operation/Reporting –	<input checked="" type="checkbox"/>	Billing done by Melody Dwyer - Cairns.
Divisional Engagement Fund Acquittal – acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation	<input checked="" type="checkbox"/>	Mabuiaig – Community Christmas outstanding acquittal
Accommodation Register – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.	<input type="checkbox"/>	Saibai & Dauan – No Outstanding tasks to complete Boigu & Mabuiaig – Incomplete Register
Helicopter Subsidy – Dauan	<input checked="" type="checkbox"/>	Bookings on hold since 30/10/24
Helicopter Subsidy Acquittal – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	Usually done by RM Mokathani Lui



REGIONAL MANAGER MONTHLY REPORT – December 2024

HUMAN RESOURCE:

Timesheets – Accurate recording of work times on timesheets; and timely submission to Payroll.	<input checked="" type="checkbox"/>	Actioned
LAF – submitted	<input checked="" type="checkbox"/>	Actioned
HR Forms (Higher Duties; LAFs; VAFs) – completed and sent to Regional Manager	<input checked="" type="checkbox"/>	Actioned
Investigation / Complaints – Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.	<input checked="" type="checkbox"/>	N/A
Tribal Habits – Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.	<input checked="" type="checkbox"/>	eLearning – Boigu – Barbara & Sania Anau to complete
MANGO – Online training/ report submission	<input checked="" type="checkbox"/>	
First Aid Kit – Stock replenished, and register is updated to reflect use.	<input type="checkbox"/>	Divisional Kits need to be assessed and restocked

REPAIRS & MAINTENANCE (R&Ms)

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



REGIONAL MANAGER MONTHLY REPORT – December 2024

MEETINGS

Staff Meeting Dates:

Div 2 Dauan – 13/12/24
Div 8 Hammond – 10/12/24 10-11:46am

Community Meeting Dates:

Div 2 Dauan – 12/12/24
Div 8 Hammond – 10/12/24 10-11:46am

COMMUNITY PROJECT

Division	Project	Update
		NIL for all divisions

2024 COUNCIL GENERAL MEETING DATES:

GENERAL COMMENT

- Week 20-24th January 2025 – RM Priority: Work with DMs on Boigu and Mabuiaq to update registers and complete outstanding tasks.
- Support DMs – Hammond, Boigu and Dauan with recruitment

AGED CARE MONTHLY COMPLIANCE REPORT

REPORT TO	CEO, Council
REPORT DATE	17/01/2025
REPORT FROM	Manger Community Services

AGED CARE SERVICE DELIVERY

Summary of consumer status over past month

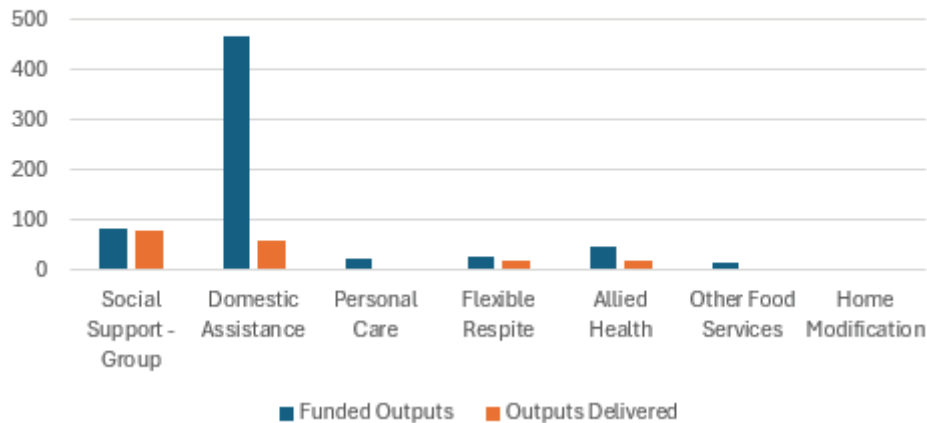
Reporting Item	Number	Comment
Referrals for assessment or reassessment	2	2 CHSP clients referred for ACAT assessment.
HCP Enquiries	0	

Summary of CHSP consumer status and activity

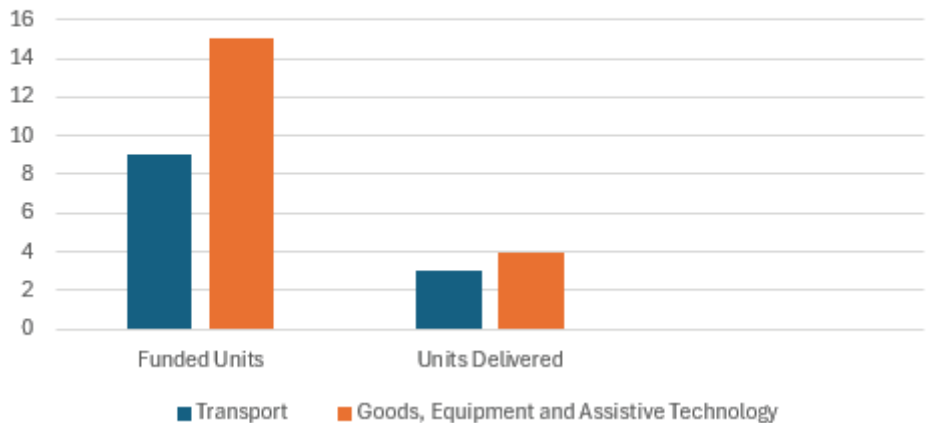
Reporting Item	Number	Comment
Number of consumers	10	
Number of new consumers	8	8 community members referred for services
Consumers on waiting list	0	

CHSP Hours	Monthly Target	Hours delivered	Comment
Social Support Group	84 hours	78 hours	Lower output due to TSIRC shut down period.
Domestic Assistance	466 hours	59 hours	Significant lower output due to less demand for service and TSIRC shut down period.
Personal Care	24 hours	0 hours	No request for service.
Flexible Respite	28 hours	20 hours	Low demand for service and TSIRC shut down period.
Allied Health	48 hours	18 hours	Low demand for service and TSIRC shut down period.
Other Food Services	17 hours	0 hours	No demand for service and TSIRC shut down period.
Home Modification	\$0.00	Nil	Nil
Transport	9.5 trips	3 trips	Low demand for service.
Goods, Equipment and Assistive Technology	15 units	4	Low requests for service.

CHSP Activities delivered December 2024 (output hours)



CHSP Activities delivered December 2024 (in units)



AGED CARE LEGISLATIVE COMPLIANCE STATUS REPORT

Compliance requirement	Number of clients	Overdue	Action Taken
Charter of Aged Care Rights explained	0	10	MCS to work with staff to develop a client review schedule, to update for client sign off on Charter of Aged Care Rights
Signed Aged Care Agreements	0	0	MCS to supervise staff in explaining and seek signing off of new Aged Care agreements

			during scheduled client reviews.
Signed current Care Plans	0	8	MCS to support staff to conduct client reviews and update client details on new care plans during scheduled community visits and ensure clients or their representative sign off on new care plan.

Aged Care Activity Reporting

Agency	Report submitted in the past month	Date Due	Date Submitted
DEX	DEX report	14/12/2024	13/12/2024

STAFF MANAGEMENT

Staff changes over the past month

Staff	Staff establishment (budgeted positions)	Current number of staff	Number of resignations	Number of new staff	Comments
Total	13	5	0	1	Waiting on three successful applicants to complete their National Police Checks to commence employment.

HR Management

Reporting Item	No. of staff	Overdue	Action Required
Key Personnel Suitability Check	6	0	
Current Police Check	5	1	Staff to complete online NPC before 28/01/2025
Training in Aged Care Code of Conduct	4	2	Code of conduct training will be delivered at Aged Care workshop – February 2025
Performance Review	2	2	MCS to work with P&W team to develop a simplified PAD for Aged Care staff. <i>(Current PA form is to complex and overwhelming for staff.)</i>
Annual Flu Vax	6	1	MCS email staff to have their annual flu vax by 31/01/2025
COVID Immunisation	6	0	

Status of Core Training

Mandatory Training	No. of staff	Overdue	Action Required
Orientation	5	0	
Fire Safety	5	0	
First Aid	5	5	
Manual Handling	5	1	Staff to complete Tribal Habits Manual Handling module by 31/1/2025.
Infection Control	5	5	Infection control refresher training will be delivered at Aged Care workshop – February 2025
Elder Abuse	5	1	Elder Abuse training will be delivered at Aged Care workshop – February 2025

Food Safety	5	5	Food Safety refresher training will be delivered at Aged Care workshop – February 2025
Open Disclosure	5	5	MCS to discuss draft open disclosure policy with staff at the Aged Care workshop in February 2025, to seek feedback to finalise policy for endorsement.

Training attended over the last month

- Progress note reporting, timesheet completion, contact report
- Tribal Habits modules.

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

Feedback/ Complaints Management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	0				
% Investigations completed within 5 days	0				

Key issues and action taken

- Nil

Incident/ Near Miss Management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medium
Number of incidents in the reporting period	0					

% Investigations completed within 5 days	0					
Number of SIRS incidents in the reporting period	0					
% SIRS Investigations completed within 24 hours	0					
% SIRS Investigations completed within 30 days	0					

Key Issues & Action taken:

- Include MANGO refresher training in Aged Care workshop in February 2025.
- Maintain Incident Reporting as a standing agenda item for Aged Care staff meetings.

RECOMMENDATIONS

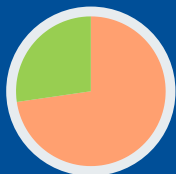
1. Enhance Community Outreach: Work closely with senior management to increase community engagement to raise awareness of available services to attract new consumers and optimize resource allocation based on service demand trends.
2. Staff Development Initiatives: Source funding to support staff development initiatives such as training programs and mentorship opportunities, and performance reviews to enhance staff skills motivation and overall service delivery quality.
3. Continuous Quality Improvement: Establish a culture of continuous improvement quality improvement by investing in systems and tools to support the delivery of quality service.
4. Communication Enhancement: Improve communication channels between senior management, staff and Council members to foster transparency, collaboration and effective decision-making processes within the organization.
5. Regulatory Compliance Monitoring: Strengthen regulatory compliance monitoring through the investment of software management systems to centralize reporting, documentation updates and adherence with industry standards to mitigate compliance risks and uphold organizational integrity.

Child Care Information Report - December 2024

Aragun Child Care Centre

This report provides a statistical overview of Aragun Child Care Centre's operations for December 2024.

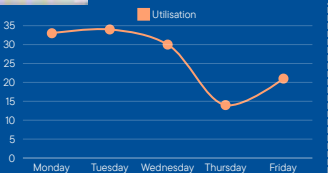
Revenue - December 2024



Parent Payments	\$6,718.00
Child Care Subsidy	\$3874.33



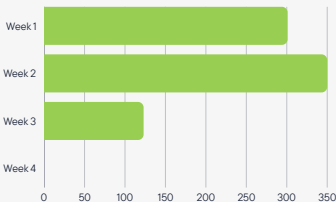
Monthly Utilisation - December 2024



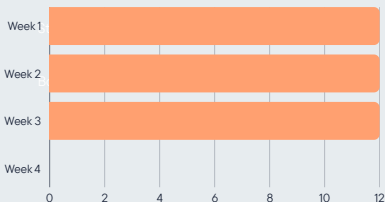
Care Hours provided

Graph displays details of the number of care hours provided at Aragun Child Care Centre in December 2024.

Care Hours



Number of Families utilising Aragun Child Care Centre



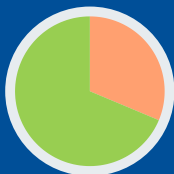
Graph displays the number of families that accessed Child Care services through Aragun Child Care Centre in December 2024.

Child Care Information Report - December 2024

Hammond Island After School Care

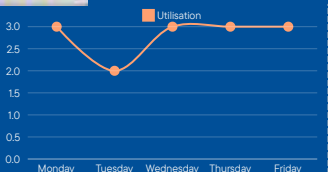
This report provides a statistical overview of Hammond After School Care's operations for December 2024.

Revenue - December 2024



Parent Payments	\$100.00
Child Care Subsidy	\$219.31

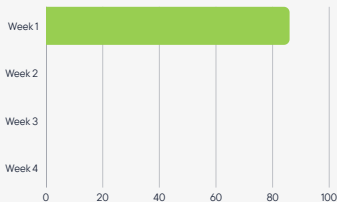
Monthly Utilisation - December 2024



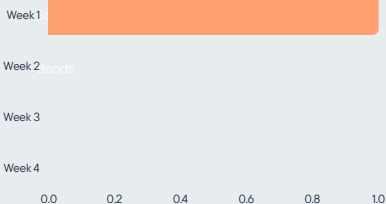
Care Hours provided

Graph displays details of the number of care hours provided at Hammond After School Care in December 2024.

Care Hours



Number of Families utilising Hammond After School Care



Graph displays the number of families that accessed Child Care services through Hammond After School Care in December 2024.



Month	December 2024
Date submitted	17 January 2025
Team	Environment and Health
Manager	Ewan Gunn

Corporate, Operational and Community Services Business Plan alignment

Corporate Plan Objective	Issue	Recommendation
Outcome 2: Our communities are safe, healthy and active.		
2.2 Advocate for greater solutions to unregistered or unsolicited community visits, border movements and intruders.	<ul style="list-style-type: none"> • Work with key agencies and partners to investigate key community security and surveillance opportunities. 	SOP
2.3 Facilitate community-led strategy for public social behaviour concerns.	<ul style="list-style-type: none"> • Work with each community to understand applicable public social behaviour concerns and facilitate recommendations with key agencies. • Work with key partners to investigate and advocate for programs that facilitate safe places and/or houses. • Partner with key agencies to develop more culturally aligned community education programs. 	Develop policy and stakeholder relationship
2.6 Enable a positive nutritional culture and sustainable food sourcing.	<ul style="list-style-type: none"> • Facilitate access and assistance to Community Gardens. • Facilitate access and support program for home produce production. • Facilitate delivery of food safety and healthy eating educational materials. 	
Outcome 4: We are a transparent, open and engaging council.		
4.3 Ensure community advocacy and engagement at all levels of government.	<ul style="list-style-type: none"> • Work with Community to provide a regional legal framework which addresses both State and Traditional Lore requirements. 	Community meetings and strategic engagement Moa horse program (TSRA&TSIRC) community engagement.
Outcome 8: We manage council affairs responsibly to the benefit of our communities.		
8.3 Develop a service delivery excellence model.	<ul style="list-style-type: none"> • Define departmental customer and general service level metrics. • Investigate community expectations on service levels and fee for service appetite. 	Develop community service request policy and procedures
Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.		





<p>9.2 Evolve waste management through recycling and reuse strategies.</p>	<ul style="list-style-type: none"> • Coordinate waste management activities through landfill, transfer station and recycling opportunities. • Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods. • Investigate sewer bio-solids and grey water reuse opportunities. 	<p>Participate in Great Northern Clean up</p> <p>Reconvene waste management working group to draft strategy</p> <p>Illegal Dumping hotspot program</p> <p>Combined workshop</p>
<p>9.3 Ensure a safe and sustainable drinking water program.</p>	<ul style="list-style-type: none"> • Active management of the water delivery system including on-line meter reading. 	<p>Water management plans and structured auditing EHW water testing training</p>
<p>9.4 Ensure effective environmental health management practices.</p>	<ul style="list-style-type: none"> • Development and execution of pest management plans. • Work with key partners and agencies to further implement Biosecurity Plan and controls. • Work with individual communities to identify areas for cultural cutting and cleaning places. • Facilitation of domestic animal health checks. • Develop coordinated warning systems associated with health outbreaks. 	<p>Ongoing, (biosecurity plans)</p> <p>TSRA and PBC, TO collaboration</p> <p>On going</p> <p>Qld health & TSIRC collaboration with Healthy Housing</p>
<p>Outcome 10: We advocate and foster regional prosperity through enterprise development.</p>		
<p>10.3 Develop a visitor management strategy.</p>	<ul style="list-style-type: none"> • Investigate and refresh council's existing visitor management process and implementation roadmap. 	<p>Consultation, education, and awareness</p>
<p>Outcome 11: We invest in the retention of key skills within our region.</p>		
<p>11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities. implement council's Indigenous Procurement Policy</p>	<ul style="list-style-type: none"> • Facilitate study into key skill opportunities and development models. • Grow council's existing apprenticeship and traineeship program. • Work with relevant partners to ensure employment models exist post apprenticeship or traineeship. 	<p>Establish professional development plan for EHW. Support and promote trainee and shadowing</p>
<p>11.2 Refresh council's procurement policies.</p>	<ul style="list-style-type: none"> • Develop and implement council's Indigenous Procurement Policy. 	<p>Include Biosecurity requirements in policy and tenders</p>





Outcome 12: We bring opportunity to our region and put our culture on the world stage.		
12.1 Develop a world class model for festivals and event delivery	<ul style="list-style-type: none"> Facilitate the development of an international cultural festival, hosted within region. Work with key partners to deliver sporting and recreational festivals within region. Work with applicable stakeholders and agencies to facilitate the development of key industry & career market day events within region. 	Develop Policy, local laws, procedures and fact sheets.
Operational Plan Objective		Recommendation
23. Food Safety: - Community Education & Awareness - Licensing Program Stage 1 – Commercial premises - Licensing Program Stage 2 – Community licences	Waiting on changes to legislation that will close loop holes and provide equity.	Online food safety training on going
24. Education and Awareness on Water Sanitation, Waste Management and Sewerage	Waste Management : Landfills Construction and commercial waste Great Northern Clean up	On going Promote Blue and brown card training
25. Mosquito Management: - Inspection, Albopictus Survey - Education, Awareness, Control Activities - Assist the Dengue Action Response Team (DART) - Implement Mosquito Management Plan	Mosquito Management Plan developed and implemented	On going
26. Implement Biosecurity Plan & Strategy	Biosecurity control plan Consultation	On going Development of draft control plan
27. Animal Management: - Domestic Animal Compliance - Veterinary Services - Compliance & Enforcement Program	Schedule Vet visit Moa Horse program? Parasitic efficacy trial (AMRRIC)	Vet November
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	Workshop scheduled for October cert4 animal management
Community Services Business Plan		TBA

Finance

Budget	YTD Budget	YTD Actuals	Issue	Recommendation
TSIRC Service Agreement with Qld Health	\$1.906m		EOFY	Performance and financial reporting completed
Other sources Pest treatments Infringements	TBA	TBA		Invoices to be prepared Expand and promote service Review
Biosecurity grant submission	\$90K	\$0		VAF and PD completed
DES waste grant	\$170K	\$0	Recruitment	3 0.5fte
DAF fee for service	\$238K	tba		Employ 40.5 fte EHW to assist with operational delivery



			To be invoiced
Austerity measures	Issue	Recommendation	
Cost saving opportunities	Limit services provided	Not recommended	
Transport alternatives	Limited vehicle availability	Bicycles and carts costings	
Revenue raising opportunities	Expand pest management services to include timber pests Promote pest management services Fee for service	Fit for purpose vehicle required	

Human Resources

Incumbent name	Position title	Position number	Recommendation
Stephen Amber	Environmental Health Worker		Appointed to 30/06/2027

Training and Development

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

Physical resources

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

Public relations

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





Coordinator EHW – Overview:

- Filled in as Acting EHW Manager from 06/11/2024 – 13/12/2024
- Vet visit to the region from 18/11 – 03/12/2024, during the visit the following jobs were done across the region:
 - 57 female dogs desexed
 - 43 male dogs desexed
 - 8 female cats desexed
 - 4 male cats desexed
 - 27 dogs euthanized
 - 11 cats euthanized
- 1 new dengue case at Erub (03.12.2024) this saw our EHWs conducting vector control across the island. This also triggered vector control to be conducted across many divisions as December is full of festivities and celebrations with people travelling all around the region.
- EHW vehicle provision still an issue on several Divisions – Vehicle not suitable for:
 - Erub (single cab, issues with the vehicle – engine & smoke light on, vehicle will run on flat roads but going up hills its almost idle speed),
 - Boigu (vehicle is currently tagged out)
 - Saibai (2WD not suitable for some muddy/boggy areas where surveillance is done)
 - Dauan (old Councillors vehicle that was just given to the EHW now has a defect)
 - Badu (aged vehicle, still leaks when it rains, defected rear lights repaired but vehicle still leaks).
 - Poruma – no vehicle
- Animal Management issues on Besi (feral dogs), Arkai & Wug (horses), Masig (dogs), Erub (dogs), Boigu (dogs), Poruma (dogs), Ugar (dogs)
- Financial delegation delays for Seniors
- Vacancy – there is still a vacancy at Kubin we have received an application and will look at interviewing in the new year (2025). EHW positions filled at Wug – Justin David commenced on 02.12.2024 and we are finalizing the position for Warraber so that the successful applicant will commence in the new year (2025).
- Ewan and I have been meeting with Biosecurity Qld regarding the increase of exotic fruit flies within our region and how TSIRC EHWs can assist with fruit fly eradication program – fruit fly blocking (this would be a fee for service activity).
- Ewan, Dawson Sailor, Robert Blake and I meet with Dave Hancock and Brad Milligan from TPHS to discuss the upcoming Public Health Plan/Engagement that will be commencing next year (2025).





Program Management Support Officer update:

Pest Management Update:

The last six months the team have had to rebuild with six vacancies now filled, we are nearly back to full strength.

The team have been working collaboratively with the BSU team and their contractors to complete outstanding pest jobs across the region. We currently have four jobs outstanding, and this is mainly due to not having the resources on the ground due to staff on leave or vacant position.

Our technicians have also been assisting in vector control in various Division in response to mosquito borne illnesses which is very common during our wet season.

We have planned a Pest management course and Local law training on Badu for our new recruits in February. On successful completion of these courses, those staff will be qualified pest technicians and authorised officers.

Infringement Update:

Over the past couple of months, since the vet visit in December, our EHW has been very active in the compliance of our Local Laws. We have been experiencing an increase in dog attacks, wandering and unrestrained animals causing fear and more than two dogs per lot.

TSIRC Authorised officers' best practice is to issue an infringement notice as a last resort. This is done after they have exhausted all avenues to engage with pet owners about their obligation as responsible pet owners, conduct community education and awareness and giving every opportunity for people to comply with our local laws.

All TSIRC employees should be an example in our communities and uphold and adhere to the Local Laws.





**ENVIRONMENTAL HEALTH STATISTICAL CLUSTER REPORT – DECEMBER 2024
SEHW – CASSANDRA SAYLOR**

	MASIG	BESI	UGAR	ERUB	
DOG					
TOTAL NUMBER OF DOGS	16	0	28	60	
NEW REGISTRATIONS	0	0	0	0	
CATS					
TOTAL NUMBER OF CATS	6	0	13	27	
NEW REGISTRATIONS	0	0	0	0	
HORSES					
TOTAL NUMBER OF HORSES	0	0	0	0	
NEW REGISTRATIONS	0	0	0	0	
CHOOKS					
TOTAL NUMBER OF HENS & CHICKS	0	0	12	1	
TOTAL NUMBER OF ROOSTERS	0	0	9	1	
TOTAL NUMBER OF DUCKS	0	0	0	0	
COMPLIANCE					
NON-COMPLIANCE FOR DESEXING	0	0	4	17	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	0	10	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	5	
NUMBER OF VERBAL WARNINGS ISSUED	2	0	0	13	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	17	
NUMBER OF WARNING LETTERS ISSUED	0	0	0	3	
INTER-ISALND ANIMAL TRANSFER	0	0	0	0	
ANIMAL MANAGEMENT AWARENESS					
MEETINGS	1	0	0	1	
ONE-ON-ONE	1	0	2	6	
FLYERS/POSTERS	0	0	0	1	
VET VISIT	0	0	0	1	
ANIMAL COMPLAINTS/ATTACKS	0	0	0	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0	
TICK TREATMENTS	0	0	0	0	
EUTHANISE	0	0	0	4	
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0	
FOOD SAFETY					
NUMBER OF FOOD SALES FOR THE MONTH	0	0	0	5	
PERMITS ISSUED	0	0	0	0	
FOOD ACT LICENCES	0	0	0	0	





FOOD SHOP INSPECTIONS	0	0	0	0	
COMPLAINTS	0	0	0	0	
FOOD RECALLS/ISSUES	0	0	0	0	
FOOD SAFETY AWARENES					
MEETINGS	0	0	0	0	
ONE-ON-ONE	0	0	0	0	
FLYER/POSTER	0	0	0	0	
FOOD SAFETY AWARENESS	0	0	1	0	
IM ALERT FOOD SAFETY COURSE	0	0	0	0	
BIOSECURITY					
SURVEILLANCE	4	0	1	1	
BARGE DELIVERY INSPECTION	1	0	1	2	
EDUCATION AND AWARENESS	0	0	0	0	
WASTE/WATER & LANDFILL SURVEILLANCE					
WATER RESERVIOR – SAMS/BORE WELLS/ETC	1	0	0	3	
WATER TESTING – CHLORINE & PH	0	0	4	2	
WASTE WATER SYSTEMS	0	0	0	2	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	2	0	
LANDFILL	3	0	0	1	
ILLEGAL DUMPING	0	0	1	1	
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION					
ONE-ON-ONE	2	0	0	10	
MEETING	1	0	4	0	
POSTER/FLYER	0	0	0	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	0	
PEST MANAGEMENT					
INSPECTIONS	0	0	0	2	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	0	110	
AWARENESS	0	0	0	1	
CLEAN UP	2	0	0	0	
FEE FOR SERVICE TREATMENTS	0	0	0	0	
VACANT HOUSES	0	0	4	0	
GERNERAL HOUSE	0	0	14	0	
OTHER	0	0	0	0	
HOUSING					
INSPECTIONS	1	0	0	3	
EDUCATION AND AWARENESS	0	0	0	2	
RAINWATER TANK INSPECTION	0	0	0	0	
YARD INSPECTION	0	0	0	0	
OTHER	0	0	0	0	
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION⁴⁶, ENGAGEMENT & TRAINING					
HYGIENE	0	0	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0	
MEETINGS ATTENDED	3	0	1	1	





HEALTH CENTER VISIT					
NUMBER OF VISITS PER MONTH		0	0	2	2
HEALTH CENTRE CONCERNS		0	0	0	1
GENERAL COMMUNITY OUTCOMES					
MASIG	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • Get one particular person to tie dog up 				
BESI	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • Community looks clean and tidy with NO site of dogs 				
UGAR	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • NIL 				
ERUB	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • NIL 				
ERUB	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • NIL 				
ERUB	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • With recent outbreak of Dengue, we only had the 1 case. Response team sprayed the whole community • More desexing was done on last vet visit, No pet wondering at large 				





ENVIRONMENTAL HEALTH STATISTICAL CLUSTER REPORT – DECEMBER 2024
SEHW – DAWSON MAU

	DAUAN	SAIBAI	BOIGU	WARRABER
DOG				
TOTAL NUMBER OF DOGS	36	0	0	0
NEW REGISTRATIONS	0	0	0	0
CATS				
TOTAL NUMBER OF CATS	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
HORSES				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	0	0	0	0
TOTAL NUMBER OF ROOSTERS	0	0	0	0
TOTAL NUMBER OF DUCKS	0	0	0	0
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	8	0	0	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	1	0	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	0
NUMBER OF VERBAL WARNINGS ISSUED	2	0	0	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0
INTER-ISALND ANIMAL TRANSFER	0	0	0	0
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	0	0	0
ONE-ON-ONE	0	0	0	0
FLYERS/POSTERS	0	0	0	0
VET VISIT	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	0	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0
TICK TREATMENTS	0	0	0	0
EUTHANISE	0	0	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	0	0
PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	0	0
FOOD SHOP INSPECTIONS	0	0	0	0



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





	<ul style="list-style-type: none"> • EHW Vehicle (old councillor vehicle) is now operational after the mechanic visit this month. Having minor issue with the driver handle latch but will resolve next mechanic visit in 2025. • Chemical container grass cleaned and cut & chemical are locked away. Container is locked. Office is cleaned desk is cleaned prep for 2025. • Weekly seaswift inspections
	(POSITIVE NEWS) <ul style="list-style-type: none"> • Sthil Mister pack not working. can't blows out chemical like it use to. Not much power. Possible blockage in carburettor. • Unknown number of domestic cats on the island because I haven't seen 1x cat lately. So had 0 on my cats stats.
SAIBAI	(ISSUES & CONCERNS) <ul style="list-style-type: none"> • DIDN'T SEND MR DEC
	(POSITIVE NEWS) <ul style="list-style-type: none"> •
BOIGU	(ISSUES & CONCERNS) <ul style="list-style-type: none"> • DIDN'T SEND MR DEC
	(POSITIVE NEWS) <ul style="list-style-type: none"> •
WARRABER	(ISSUES & CONCERNS) <ul style="list-style-type: none"> • POSITION VACANT
	(POSITIVE NEWS) <ul style="list-style-type: none"> •





**ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – DECEMBER 2024
SEHW – GEARY BANN**

	BADU	IAMA	PORUMA	
DOG				
TOTAL NUMBER OF DOGS	120	66	33	
NEW REGISTRATIONS	0	10	0	
CATS				
TOTAL NUMBER OF CATS	15	25	5	
NEW REGISTRATIONS	0	4	0	
HORSES				
TOTAL NUMBER OF HORSES	4	0	0	
NEW REGISTRATIONS	0	0	0	
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	30	0	0	
TOTAL NUMBER OF ROOSTERS	15	0	0	
TOTAL NUMBER OF DUCKS	0	0	0	
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	8	7	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	5	0	1	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	3	1	
NUMBER OF VERBAL WARNINGS ISSUED	0	23	0	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	
NUMBER OF WARNING LETTERS ISSUED	0	15	0	
INTER-ISALND ANIMAL TRANSFER	0	0	0	
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	0	0	
ONE-ON-ONE	30	26	5	
FLYERS/POSTERS	0	4	1	
VET VISIT	1	4	0	
ANIMAL COMPLAINTS/ATTACKS	0	0	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	
TICK TREATMENTS	30	2	0	
EUTHANISE	2	0	1	
FERAL/PEST ANIMAL MANAGEMENT	0	0	3	
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	1	0	0	
PERMITS ISSUED	0	0	0	
FOOD ACT LICENCES	0	0	0	





FOOD SHOP INSPECTIONS	0	0	0	
COMPLAINTS	0	0	0	
FOOD RECALLS/ISSUES	0	0	0	
FOOD SAFETY AWARENES				
MEETINGS	0	0	0	
ONE-ON-ONE	0	0	0	
FLYER/POSTER	0	0	0	
FOOD SAFETY AWARENESS	0	0	0	
IM ALERT FOOD SAFETY COURSE	0	0	0	
BIOSECURITY				
SURVEILLANCE	0	0	0	
BARGE DELIVERY INSPECTION	0	0	0	
EDUCATION AND AWARENESS	0	0	0	
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVIOR – SAMS/BORE WELLS/ETC	15	0	0	
WATER TESTING – CHLORINE & PH	0	0	0	
WASTE WATER SYSTEMS	15	0	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	1	
LANDFILL	15	12	0	
ILLEGAL DUMPING	15	0	0	
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION				
ONE-ON-ONE	1	8	0	
MEETING	0	0	0	
POSTER/FLYER	0	1	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	2	0	
PEST MANAGEMENT				
INSPECTIONS	0	0	0	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	150	2	0	
AWARENESS	182	15	20	
CLEAN UP	0	2	1	
FEE FOR SERVICE TREATMENTS	0	0	0	
VACANT HOUSES	0	0	0	
GERNERAL HOUSE	0	0	0	
OTHER	1	0	0	
HOUSING				
INSPECTIONS	0	0	0	
EDUCATION AND AWARENESS	0	0	0	
RAINWATER TANK INSPECTION	0	0	0	
YARD INSPECTION	150	26	0	
OTHER	0	0	0	
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING				
HYGIENE	0	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	
MEETINGS ATTENDED	3	2	0	





HEALTH CENTER VISIT					
NUMBER OF VISITS PER MONTH		0	3	0	
HEALTH CENTRE CONCERNS		0	0	0	
GENERAL COMMUNITY OUTCOMES					
BADU	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • Need to do Animal Audit/AMRRIC Census to determine correct number of animals in our community after the vet visit 				
IAMA	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • Daily surveillance/monitoring of illegal dumping hotspots – areas are clean and no new dumping • Completed vet visit on 03.12.2024 – good vet visit and good feedback from some community members • Aquila Gela came to assist with Vector Work 10-13.12.2024 – good work and great mentoring by Aquila. Also got good feedback from Community regarding vector work • Working closely with Engineering Team 				
PORUMA	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • Need to update Animal Registration to determine who's and not have there animal de-sexing and also keep on top of animal census • Landfill Asbestos that was needed to be cover up. Santoi Thaiday from TPH have been identify asbestos sheet have been worn out that need to be replace by new one. • Water restriction level 3 				
IAMA	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • Completed vet visits on the 25/11/2025 • Organised a Community Clean Up for the community events that was happing on the 20/12/2024. • Dengue Education/Awareness program done before wet season • Water usage education/awareness program in the community. 				
PORUMA	(ISSUES & CONCERNS)				
	<ul style="list-style-type: none"> • Chlorine level need to be tested and water lagoons needs to be cleaned – I will follow up with the Water Officer. 				
PORUMA	(POSITIVE NEWS)				
	<ul style="list-style-type: none"> • Organised a Community Clean up (18.12.2024) – good turn out and awesome outcome • Dengue Factsheet/Awareness done before festive/wet season 				





**ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – DECEMBER 2024
SEHW – MOSES KUDUB**

	ARKAI	KIRIRI	MER	WUG
DOG				
TOTAL NUMBER OF DOGS	0	64		58
NEW REGISTRATIONS	0	2		0
CATS				
TOTAL NUMBER OF CATS	0	8		6
NEW REGISTRATIONS	0	1		0
HORSES				
TOTAL NUMBER OF HORSES	0	0		43
NEW REGISTRATIONS	0	0		0
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	0	4		10
TOTAL NUMBER OF ROOSTERS	0	2		6
TOTAL NUMBER OF DUCKS	0	0		0
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	0	3		0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0		0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0		0
NUMBER OF VERBAL WARNINGS ISSUED	0	2		2
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0		0
NUMBER OF WARNING LETTERS ISSUED	0	0		0
INTER-ISALND ANIMAL TRANSFER	0	1		0
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	0		0
ONE-ON-ONE	0	2		0
FLYERS/POSTERS	0	1		0
VET VISIT	0	0		0
ANIMAL COMPLAINTS/ATTACKS	0	1		0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0		0
TICK TREATMENTS	0	0		5
EUTHANISE	0	1		0
FERAL/PEST ANIMAL MANAGEMENT	0	0		0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	1		0
PERMITS ISSUED	0	1		0
FOOD ACT LICENCES	0	1		0



FOOD SHOP INSPECTIONS	0	0	0
COMPLAINTS	0	0	0
FOOD RECALLS/ISSUES	0	0	0
FOOD SAFETY AWARENES			
MEETINGS	0	0	0
ONE-ON-ONE	0	0	0
FLYER/POSTER	0	0	0
FOOD SAFETY AWARENESS	0	0	0
IM ALERT FOOD SAFETY COURSE	0	0	0
BIOSECURITY			
SURVEILLANCE	0	0	0
BARGE DELIVERY INSPECTION	0	0	0
EDUCATION AND AWARENESS	0	0	0
WASTE/WATER & LANDFILL SURVEILLANCE			
WATER RESERVIOR – SAMS/BORE WELLS/ETC	0	0	1
WATER TESTING – CHLORINE & PH	0	3	2
WASTE WATER SYSTEMS	0	0	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	0
LANDFILL	0	5	2
ILLEGAL DUMPING	0	0	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION			
ONE-ON-ONE	0	0	0
MEETING	0	0	0
POSTER/FLYER	0	0	0
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0
PEST MANAGEMENT			
INSPECTIONS	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	0
AWARENESS	0	0	0
CLEAN UP	0	0	1
FEE FOR SERVICE TREATMENTS	0	0	0
VACANT HOUSES	0	0	0
GERNERAL HOUSE	0	0	0
OTHER	0	0	0
HOUSING			
INSPECTIONS	0	0	0
EDUCATION AND AWARENESS	0	0	0
RAINWATER TANK INSPECTION	0	0	0
YARD INSPECTION	0	0	0
OTHER	0	0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION46, ENGAGEMENT & TRAINING			
HYGIENE	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0
MEETINGS ATTENDED	0	0	0





HEALTH CENTER VISIT				
NUMBER OF VISITS PER MONTH		0	1	1
HEALTH CENTRE CONCERNS		0	0	0
GENERAL COMMUNITY OUTCOMES				
ARKAI	(ISSUES & CONCERNS)			
	<ul style="list-style-type: none"> • EHW position vacant 			
KIRIRI	(POSITIVE NEWS)			
	<ul style="list-style-type: none"> • 			
KIRIRI	(ISSUES & CONCERNS)			
	<ul style="list-style-type: none"> • Animal Management issues – I am proposing to have a Community Meeting early next year to do education and awareness around animal management and animal local laws 			
KIRIRI	(POSITIVE NEWS)			
	<ul style="list-style-type: none"> • Nil 			
MER	(ISSUES & CONCERNS)			
	<ul style="list-style-type: none"> • 			
MER	(POSITIVE NEWS)			
	<ul style="list-style-type: none"> • 			
WUG	(ISSUES & CONCERNS)			
	<ul style="list-style-type: none"> • Nil 			
WUG	(POSITIVE NEWS)			
	<ul style="list-style-type: none"> • Nil 			





DIRECTORATE: *Corporate Services Directorate*

AUTHOR: *Executive Director Corporate Services*

CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF DECEMBER 2024

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

To provide Council with an update on the functional areas within the Corporate Services directorate and updates on projects progress for the month of December 2024.

INTERESTED PARTIES/CONSULTATION:

Managers and SMEs Corporate Services

REPORT:

The Corporate Services directorate delivers a diverse range of internal and external services. A snapshot of work undertaken as well as operational highlights is provided below and in the attachments.

Administration and Communication

During the month the flag commemorative \$2 coin design was finalised with the Roal Australian Mint. This coin will be issued by the mint during 2025 to commemorate the 30th anniversary of the Torres Strait Islander Flag.

The content for the new Council website was finalised. In addition, Council approved the final two statutory policies and achieved 100% compliance with legislative policies. This is up from 30% in May 2024.

A number of communication pieces were undertaken, including issuing the *Strait From the Top* internal newsletter, the Saibai community consultation on the Corporate Plan, a promotional campaign for the Youmpla Talk survey which is a complimentary activity to the face to face consultations for the development of the next corporate plan and a media release following the last Council meeting highlighting some of the key agenda items.

Recruitment for vacancies will be recommenced in January 2025, however, the new temporary Grants Revenue Officer started in December.

TSIRC issued 20 posts across Facebook and LinkedIn. The most popular Facebook post was 'Badu Rising Main Project Update' (2.6K impressions, 2.3K reach and 457 engaged users). The least performing post was 'Happy New Year Torres Strait' (136 impressions, 135 reach and 6 engaged users).

The most popular LinkedIn post was 'The Zenadth Kes Coastal Hazard Adaption Strategy' (31 Likes and Reactions, 743 impressions and 12% engagement rate). The least performing post was 'TSIRC Judges at Engineers Without Borders' (30 Likes and Reactions, 675 impressions and 29% engagement rate).

TSIRC received one (1) media enquiry (no comment provided) and issued one (1) media release. There were six (6) known media coverages.

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

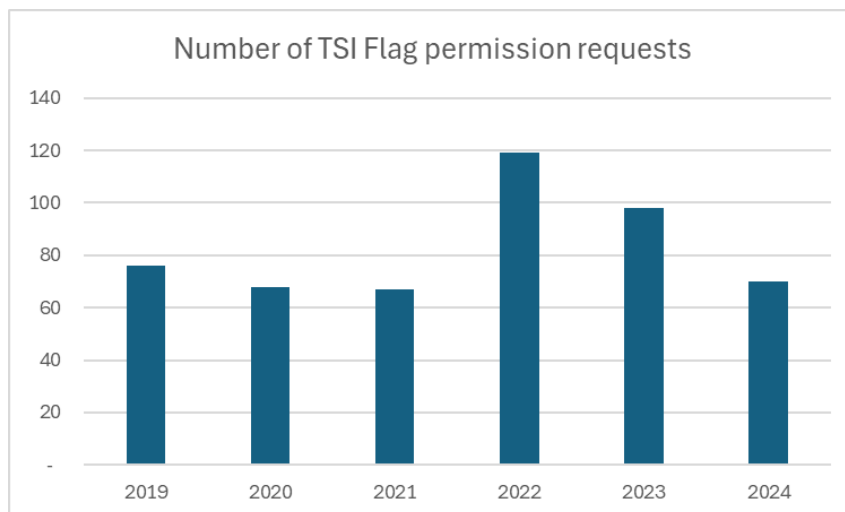
Economic Development

After 18 months of Council subsidising a commuter and pensioner ferry service between Hammond and Thursday Island and requesting assistance from other levels of government, Council was advised in December that TSRA has approved a grant of \$130K for the 2025 calendar year to reimburse Council for the administration of the subsidy payments with the intent to support residents of Hammond Island to ensure the safe transport of passengers between the islands. The \$130K will cover the subsidy payments but not Council’s administrative costs. The subsidy agreement was accepted by the CEO under his delegated authority and executed in early January. At the same time, Council extended the ferry service subsidy agreement with Loban Marine under the existing conditions as approved previously by Council in July 2024. Loban Marine is the stipulated subcontractor under the TSRA funding agreement.

The final reports and associated required documentation for the TSRA funded *Alternative and Improved Transport Feasibility Study* for Dauan and Ugar was submitted to TSRA. The reports identify strong community support to introduce a multi-purpose vessel tailored to support the specific requirements of residents, including regular passenger travel and freight transport that would foster social and economic opportunities. The reports highlight the importance of securing strategic partnerships and agreements with government agencies and private entities that will be key to ensuring future financial viability and long-term sustainability. The reports recommend a dual mode transport approach that would prioritise vessels for regular use and reserve helicopters for critical situations to optimise budget allocation and enhance the sustainability of transport services. The reports will be tabled at the Economic Growth Advisory Committee in early February and at the February ordinary Council meeting for endorsement.

Governance, Risk, Legal, Land Tenure and Native Title

During the calendar year 2024 a total of 70 requests for the use of the Torres Strait Islander Flag were processed. This represents 28 less requests than in the previous year. Requests were made by many different entities, including universities, publishers, committees, designers, museums, media outlets, commercial enterprises, and, as mentioned above, the Royal Australian Mint.



The Mabuiag Social Housing ILUA was successfully negotiated between Council and the PBC and provides native title consent for 2 new homes. The ILUA was lodged with the National Native Title Tribunal on 20 December 2024 and is on track to be registered by late February 2025. Construction of the new homes is due to commence early to mid-2025.

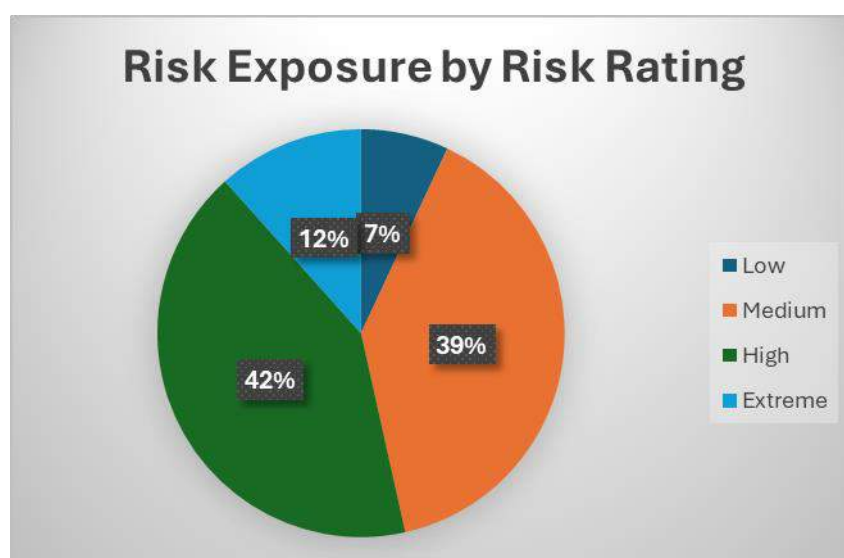
Native Title processes for the Forward Remote Capital Works Program include early identification of housing lots to match the register of needs with traditional land ownership. This allows for suitable and culturally appropriate consultation with traditional owners and PBCs to enable successful ILUA negotiations. Negotiations will commence with plenty of lead in time to allow for shovel ready lots for future funding.

The Trustee Policy community consultation for Saibai was held on 3 December with the community agreeing to a process for decision making to be included in the Trustee Policy. All agreed processes will be published on the new website in February when it goes live, and the ones outstanding will be published as soon as the meetings are held. The project is on track to submit a draft policy by the May Council workshop.

Council officers have continued to progress implementation of the Enterprise Risk Management system. The main outcomes are:

- Gaining endorsement of standing policies and procedures, including the Risk Management Policy, Enterprise Risk Management Guidelines and Risk Appetite Statement (included into the Guidelines).
- Conducting the quarterly update and review of effectiveness of risk treatments and ongoing monitoring of the Risk Register.

No new risks were identified in this reporting period. However, some risks are currently waiting to be reviewed and approved. There are currently two (2) risks classified as "Extreme" and thirteen (13) as "High" in terms of their residual rating, indicating they are Council's top concerns. While all the potential risks in the Risk Register are important and need effective management, those with higher residual ratings are being monitored more closely and frequently.



Complaints

There were 28 outstanding complaints open at the beginning of December. During the month two (2) new complaints were received and sixteen (16) complaints were closed. One (1) action item remain open.

Complaint assigned	Beginning of December	New	Closed	End of December
Building Services				
Community Services	19	2	15	6
Corporate Services	1			1
Engineering Services	8		1	7
Total	28	2	16	14

Table 1 – Complaints by directorate

Complaint type	Beginning of December	New	Closed	End of December
Staff	16	2	6	12
Local Laws (dogs)	4		4	0
Housing	5		4	1
Other	3		2	1
Total	28	2	16	14

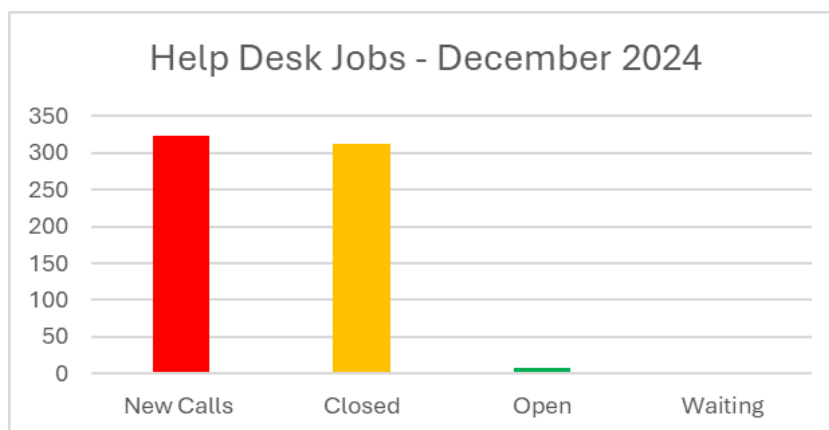
Table 2 – Complaints by type

Information Technology Services

Some staff are experiencing speed issues after the upgrade to Starlink if their pc or laptop is connected to the network via a telephone. Unfortunately, little response has been received from the supplier with regards to the issue of speed negotiation between the telephone and the new switches, so PCs and laptops are removed from connections via a telephone where possible and put on WiFi services or a direct connection to the switch via a wall port.

With the upgrade of Microsoft licensing from E3 to E5, IT Services are working towards replacing Duo multi-factor authentication with Microsoft Authenticator which is included in the Microsoft licensing saving Council approximately \$36K per annum. This project has been put on hold until mid-January until most staff have returned from leave.

In December 2024, 323 new IT Helpdesk tickets were created. Of these, 312 were closed with 3 in a 'Waiting' state during the month, and 8 remained open.



Fuel and Fleet

Over the past several months, Council's fleet has faced significant operational challenges. Vehicles being tagged out of service have increased and repair costs escalating. Currently, more than 30% of fleet assets are non-operational, severely impacting Council's operational capacity. Additionally, two vehicles have been severely damaged: one was written off due to theft, and another was involved in a two-vehicle accident. The latter will need to be transported back to Cairns for repairs. Given the growing challenges with fleet maintenance, the ongoing disruption to operations and escalating costs, it is likely that budget adjustments will need to be considered in the near future to ensure continued efficiency of Council services. Council officers are also working on a longer-term strategic proposal for fleet assets.

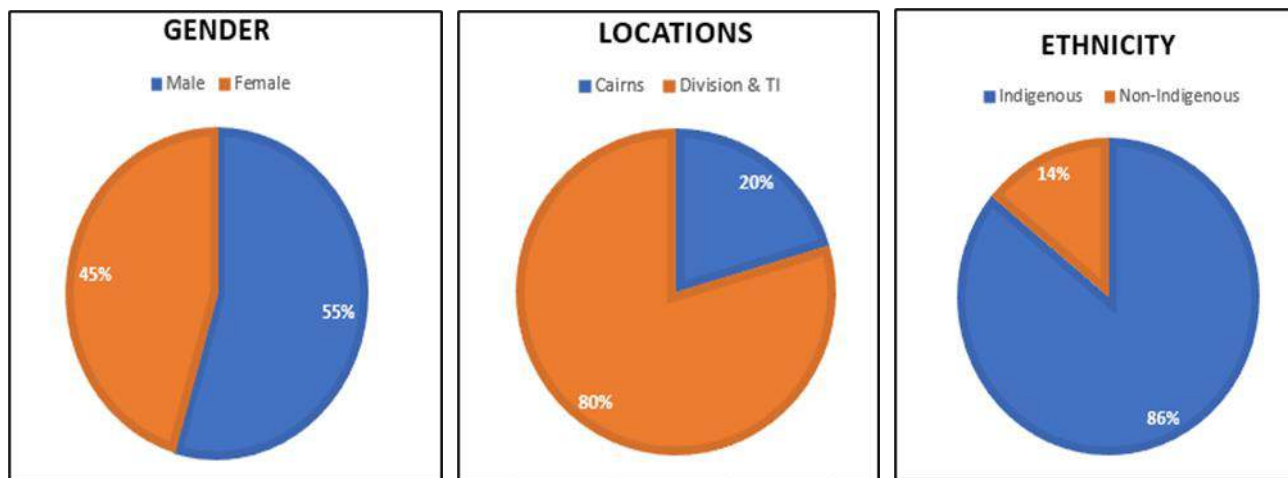
- a. Garbage Trucks (*Attachment 5*)
 - To date, twelve garbage trucks have been delivered to Badu, St Pauls, Yam, Dauan, Kubin, Saibai, Hammond, Erub, Mer, Mabuig, Warraber and Poruma.
 - One truck is currently in Cairns undergoing repairs and will be deployed to Masig in January.
 - Two remaining trucks are still with Gold Coast Council, with no estimated time of arrival into Cairns.
- b. Green Fleet Order (*Attachment 4*)
 - A total of 21 items have been ordered for the upgrade of the green fleet.
 - Twelve units have already left Cairns and have been delivered to the respective divisions.
 - The remaining nine units are due to arrive in Cairns in the next three months, with an expected delivery to divisions in March, pending Seaswift shipping schedules.
- c. Fleet Replacement Program

A detailed cost analysis proposing a new fleet replacement program utilizing a leasing option through the Queensland Government has been developed. This proposal is critical to establishing a more sustainable and effective fleet replacement strategy for the white fleet, including works and administration vehicles as well as tipper trucks. The proposal is currently undergoing an internal as well as a legal review and will be submitted to Council as soon as possible.

Project updates can be found in *Attachments 2 to 5*.

People and Wellbeing

As of 31 December 2024, Council has a total of 363 staff members, with 313 of them being Indigenous, representing 86% of the workforce. The graph below provides additional insights into key employee statistics within the Council.



Graphs 2-4 – TSIRC Employee Statistics – December 2024

Training course nominations are being finalised. The employee skills audit is being reviewed and skills gaps are being identified, specifically with a view to the Transition Action Plan.

As usual, recruitment activities were suspended over the holiday season and a number of staff took the opportunity of the seasonal slow down to extend their break.

Certified Agreement negotiations have stalled due to differences in salary expectations in the context of budget constraints. The unions lodged a request for assistance with the Queensland Industrial Relations Commission. The first commission hearing is scheduled for 23 January 2025.

Employment statistics can be found in the Recruitment and Safety Report in *Attachment 6*.

COMPLIANCE/CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational budget as approved by Council
Policy:	N/A
Legal:	N/A
Risk:	N/A
Links to Strategic Plans:	Corporate Plan 2020-2025 (Bisnis Plan) Outcome 8 – we manage Council affairs responsibly to the benefit of our communities Objective 8.1 – delivery of strategic plans, operational plans, budget and associated performance management
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

OTHER COMMENTS:

This report is for noting by Council.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:






























James William
Chief Executive Officer

ATTACHMENTS:

- Attachment 1: Media Report
- Attachment 2: Fuel Infrastructure Capital Project Review
- Attachment 3: Fuel Pod Status
- Attachment 4: Green Fleet Delivery Status
- Attachment 5: Garbage Truck Status
- Attachment 6: Recruitment and Safety Report

Facebook

DATE	POST	COMMENTS	ENGAGEMENT	IMPRESSIONS	REACH	SHARES
Dec 01, 23:00	 Christmas is coming... 🎄 It's the most wonderful time of year... 🎁 Christmas has and will always be a great time to celebrate with family and friends and an opportunity to reflect on what's important to each o...	0	32	634	560	3
Dec 02, 02:00	 7 News story on TSIRC green fleet announcement. Just a number of days ago TSIRC in conjunction with GR Northern AG and Subaru representatives proudly unveiled part of its newly purchased green fleet...	1	80	1,028	436	1
Dec 02, 23:04	 (Post with no description)	1	2	271	131	1
Dec 03, 23:01	 Stay Safe from Dengue Fever, Torres Strait! 🚫🦟 Health authorities have identified a locally acquired case of dengue fever on Gub (Dawley) Island. While dengue fever often causes mild illness, in rare cases it...	0	123	1,612	1,042	13
Dec 05, 02:00	 Beakurising main project update. Works continue on the new Beakurising main section project which is likely to be completed post Christmas. The attached images show the recent initial clearing and trenching works at...	0	457	1,884	1,125	2
Dec 09, 00:00	 Holiday Office Hours Update: 📅 As we prepare to celebrate the festive season, here's our Christmas closure schedule: 🛑 Closing Midday, Tuesday 24th December 📅 Reopening Thursday 26th...	0	31	1,015	1,028	4
Dec 09, 23:59	 Heatwave warning Monday 9 - Thursday 12 December 2024. Please be advised that the Australian Government Bureau of Meteorology has forecasted severe to extreme heatwave conditions across...	1	6	418	184	1

T	 <p>Torres Strait Island Regional Council Dec 12, 02:14</p>	 <p>TSIRC Winsers 1/2024 with A very Able show of Council has wrapped up its final meeting for 2024, celebrating progress on several key initiatives that pave the way for a brighter future across our region. 🏆 10 Yea...</p>	0	25	88	111	4
T	 <p>Torres Strait Island Regional Council Dec 13, 00:00</p>	 <p>TSIRC Judges an Engineers Without Borders (EWB) Showcase in Sydney. Last week, TSIRC's Operations Supervisor and Waste & Sustainability Engineer had the opportunity to travel to Sydney and...</p>	1	104	1204	1,389	2
T	 <p>Torres Strait Island Regional Council Dec 13, 04:58</p>	 <p>🚧 Heatwave warning Friday 13- Monday 16 December 2024 Please be advised that the Australian Government Bureau of Meteorology has forecasted severe to extreme heatwave conditions as follo...</p>	0	1	124	181	0
T	 <p>Torres Strait Island Regional Council Dec 16, 04:00</p>	 <p>🎉 Music Festive Event 2024 🎉 Please See Bright Future Together Again at Marine Parade 📅 19th- 23rd December 2024 🎉 Meet at the back of the Community Hall. Join us and the Solly Workings for the...</p>	0	16	1,870	1,769	7
T	 <p>Torres Strait Island Regional Council Dec 17, 00:00</p>	 <p>🎄 Holiday Closure Reminder 🎄 Our office will close at 12 PM on 24 December 2024 and reopen on 2 January 2025. Please note, Community Grant processing will pause during this period and resu...</p>	0	4	332	294	1
T	 <p>Torres Strait Island Regional Council Dec 17, 01:13</p>	 <p>Christmas is here opening here in Our Divisional Council offices will be open for essential business during the following hours over the festive period. 🎄 Tuesday 18 December - Close at 11pm Wednesday 21 December - CLOSD...</p>	0	0	207	270	0
T	 <p>Torres Strait Island Regional Council Dec 18, 01:54</p>	 <p>🌱 We're excited to announce a major milestone in our efforts to tackle climate change! The Zenadh Kac Coastal Hazard Adaptation Strategy has been successfully completed and officially endorsed by...</p>	0	18	379	339	2
T	 <p>Torres Strait Island Regional Council Dec 23, 02:00</p>	 <p>TSIRC Annual Christmas office shutdowns Merry Christmas - just a reminder TSIRC will close for its annual shutdown period inclusive from tomorrow, December 24 from midday until Thursday, January 2, 2025. Sub...</p>	0	10	189	189	2
T	 <p>Torres Strait Island Regional Council Dec 26, 01:00</p>	 <p>Merry Christmas message Firstly, I'd like to acknowledge our heavenly father for his wisdom, knowledge and understanding. It also like to acknowledge all of the traditional owners as you the toughest bread of th...</p>	0	34	1,027	947	1
T	 <p>Torres Strait Island Regional Council Dec 31, 22:00</p>	 <p>🎉 Happy New Year, Torres Strait! 🎉 🌟 Welcome to 2025! A new year means new opportunities, new goals, and new moments to celebrate together. 🎊 TSIRC wishes you a year filled with joy, success, and unforgettable...</p>	0	6	126	125	0

LinkedIn

DATE	POST	COMMENTS	ENGAGEMENT RATE ▼	IMPRESSIONS	REACTIONS	SHARES
 <p>Torres Strait Island Regional Council Dec 13, 00:00</p>	 <p>TSIRC Judges at Engineers Without Borders (EWB) Showcase in Sydney Last week, TSIRC's Operations Supervisor and Waste & Sustainability Engineer had the opportunity to travel to Sydney and...</p>	0	29.10%	575	30	0
 <p>Torres Strait Island Regional Council Dec 18, 01:56</p>	 <p>We're excited to announce a major milestone in our efforts to tackle climate change! The Zenath Key Coastal Hazard Adaptation Strategy has been successfully completed and officially endorsed by...</p>	2	17.79%	143	31	2
 <p>Torres Strait Island Regional Council Dec 26, 02:00</p>	 <p>Mayor Christmas message Firstly, I'd like to acknowledge our heavenly father for his wisdom, knowledge and understanding, I'd also like to acknowledge all of the traditional owners across the length and breadth of th...</p>	0	11.04%	400	33	0

TSIRC Media Release			
Date	Description	Publication	Topics
12/12/2024	News from Council meeting: Torres Strait Island Regional Council wraps up 2024 with key milestones	Torres News (18/12/2024)	Housing, advocacy, policy, audit, finance

Media Coverage			
Date	Description	Publication	Topics
3/12/2024	Dengue alert for Erub	Cairns Post (3/12/2024)	Dengue, health alert, environmental health
5/12/2024	New green fleet machinery for outer islands	Torres News (5/12/2024)	Fleet
5/12/2024	Dengue alert for Erub	Torres News (5/12/2024)	Dengue, health alert, environmental health
5/12/2024	TSIRC Annual Report Published	Torres News (5/12/2024)	Annual report, outcomes, advocacy, finance, governance
5/12/2024	Have Your Say - Community Consultation survey for Corporate Plan	Torres News (5/12/2024)	Corporate plan, community engagement, survey
10/12/2024	Royal HaskoningDHV secures Torres Strait marine infrastructure project as part of \$80m revitalisation plan	Cairns Post (10/12/2024)	Jettie, marine infrastructure, funding, development

Media Enquires			
Date	Description	Publication	Action
16/12/2024	Enquiry regarding Murray Street remembrance	Cairns Post	Council is not planning any event for the Murray Street remembrance. No comment was given.

Key milestones wrap up TSIRC's 2024

The Torres Strait Island Regional Council held its final meeting of the year last Wednesday, highlighting advancements across several critical areas of governance, housing and strategic planning.

Social Housing Strategy

Council endorsed its 10-Year Social Housing Strategy, which provided a roadmap to address housing challenges across the region.

Mayor Phil Martin Mosby said access to housing was a fundamental human right and Council was committed to providing suitable housing opportunities across the region.

"As the current housing service provider, we continue to deliver both tenancy and property management services," he said. "Ensuring safe, affordable and secure housing for our people across the region is a challenging endeavor, however it can also be a real opportunity with the right policy setting, involvement from Government and strong partnerships with our communities. Our 10-year strategic plan for social housing offers a clear road map for Council to engage in dialogue and advocate to all levels of Government to work in collaboration and partnership with our Council."



TSIRC Mayor Phil Martin Mosby. Pic supplied.

to be more involved in achieving our aims outlined in The May Statement."

Advocacy framework

Council endorsed its Advocacy Framework, which outlined strategies for advocating its Top 11 strategic priorities and operational needs.

Mayor Mosby said the new Advocacy Framework demonstrated Council's commitment to progressing the Torres Strait Island region.

"The Framework ensures we are strategic, focused and united in our efforts to champion the priorities of our communities," he said. "It's about delivering real outcomes that improve lives and create a stronger future for the Torres Strait. These initiatives not only address immediate needs but also lay a sustainable foundation for the future."

Coastal Hazard Strategy

Council adopted the Zeeuwsch Kust Coastal Hazard Adaptation Strategy (CHAS), a forward-looking plan to integrate the region's communities from the growing impacts of coastal hazards and climate change.

Mayor Mosby said the strategy was significant.

"The adoption of the Zeeuwsch Kust CHAS represents a landmark moment for our Council and communities," he said. "It reflects our commitment to building the impacts of climate change while preserving our cultural heritage, environment, and livelihoods for future generations."

Policy update

Council adopted several updated and new policies, including:

- Community Grants Policy
- Investigations Policy
- Artificial Intelligence Use Policy
- Risk Management Policy and Enterprise Risk Management Guidelines
- Procurement and Ethical Sourcing Policy
- Debt Policy

These policies aimed to enhance efficiency, decision-making, and service delivery while maintaining ethical standards, legal compliance,

and public trust.

Mayor Mosby said strong progress has been made in the governance space, with the adoption of several critical policies that strengthen Council's governance and enhance service delivery.

Audit and financial governance

The Auditor-General's Observation Report on the 2023/2024 financial statements was presented, noting an unqualified audit opinion from the Queensland Audit Office.

The report highlighted several internal control deficiencies across the organisation including record keeping, financial management, information technology, procurement and local government regulations, and employee matters including leave.

Council will address these areas through formal responses and ongoing improvements.

Looking ahead

The Mayor and Council members extended their thanks to the community for their ongoing support and engagement throughout the year.

The Council said they looked forward to continuing their work in 2025, guided by the needs and aspirations of the Torres Strait communities.

Dengue alert for Erub (Darnley)

Health authorities are warning all Torres Strait Island residents to be on alert for mosquito-borne diseases, with dengue fever virus continuing to occur across the region.

Torres and Cape Hospital and Health Service Public Health Medical Officer Dr Alison Hargestall said a new, locally-acquired case of dengue fever had been identified on Erub (Darnley) Island.

Erub was the fourth island to experience dengue outbreaks so far this year, following previous outbreaks on Mir and Warraber islands in May and June, followed by Manig Island just last month.

Including the latest case on Erub and possible suspected cases, 53 cases of dengue fever have already been recorded in the Torres Strait region so far this year.

The last previous dengue fever case across the entire health service region, including Cape York and the Northern Peninsula Area, was in 2019 when just one case was recorded.

"It's obvious from the number of cases that

the dengue population is moving forward.

So we need to be on alert to help us identify it as early as we can."

The Torres Strait Island Regional Council (TSIRC), working with local health suppliers G&B Northern, AG, and Kabin's representatives, has stocked an array of newly purchased green fleet machinery, which will be utilised across the outer islands in the coming weeks and months.

The purchase of this new fleet was TSIRC's biggest ever single spend to date and highlighted the council's commitment to ensuring the sustainability and quality of life of local access to some island communities.

TSIRC CEO Anne Williams said Council continues to deliver on its mission to improve residents' general livability with this practical, recent investment in key assets, that included the Council's 117 unique, water-based communities in great need for every year to come.

"TSIRC has made this recent investment as part of the Asset Management Plan (AMP) to replace the majority of assets as 15 of the current fleet are up to the end of their life cycle," she said.

"The green fleet is essential for maintaining critical infrastructure including airstrips, water supply systems, and other key facilities that are vital for supporting the community's well-being and operational resilience on-site."

"As part of the green fleet, the primary focus will be to support the maintenance of airstrips, water supply and water plants, and to manage vegetation to mitigate the risk by ensuring great safety priority levels."

"A total of 22 assets have been ordered, with the first ones already delivered on-site."

"Several additional assets are currently being contracted and scheduled to arrive, with plans to ship these assets in the coming weeks."



TSIRC Annual Report published

Torres Strait Island Regional Council released its Annual Report for the 2023/24 financial year last week, highlighting the organisation's activities, ongoing commitment to sustainable delivery for its 117 outer island communities.

The annual report provides a clear overview of achievements and future strategic goals, with a focus on community engagement and sustainable development.

The report also outlines the council's commitment to transparency and accountability, providing a detailed breakdown of financial performance and resource allocation.

New green fleet machinery for outer islands



Mayor Quentin, Alan Day, Alan Burrough, Ray Kenna, Ian Murray, Wilfred Jones, Charlie Sagill and Brian Mosby. Pic supplied.

- The 2023/24-40 is a fully commercial joint venture that provides a gas-free, 100% electric engine and has a cutting width of 48 inches. These machines are designed to help local communities and schools who require easy maintenance and reliable components.

- The 2023/24-72 is again a fully commercial unit but is powered by a primary diesel engine and has a large cutting width of 72 inches. This is the largest, most powerful ever purchased by the council as it is a very high-use machine.

- The US40HCCA is a 57hp air-cooled 4-cylinder motor and is being supplied with a battery attachment at the rear to provide longer, quieter, more efficient power during conditions. This form factor allows operation with the diesel engine and safe working environment for the operator. This model of tractor can also have a high range of accessories added to it as the need arises after making it a very versatile machine.

Jetties get big upgrade

\$80m Torres Strait access work

Dylan Nicholson

Consulting engineering company Hochtief Engineering (HE) has secured a major contract to deliver a construction project with the Torres Strait Island Regional Council to replace and modernise existing jetties across the archipelago as part of a \$80m project.

The company has been commissioned to design and construct three jetties across the islands of Dillon and Dillon Island.

Any modernisation to existing infrastructure is a major challenge for the council, as it involves multiple jetties across the region. The project includes major jetties, water access ways to support local fishing, and durable infrastructure across the islands.



An existing wooden jetty structure in the Torres Strait.

"After conducting an initial condition assessment, it was clear multiple jetties across the region required replacement or major structural interventions," Hochtief Engineering and project lead Stuart Robinson said.

"As part of the project, the new design will include top-of-the-line upgrades."

"We will be working closely with the council and local community to not only build the infrastructure but to upgrade accessibility as part of the jetties design."

The Torres Strait and Northern Peninsula area received the most significant investment in the past 10 years, with the Australian and Queensland governments investing \$80m in funding to build improved access infrastructure including water jetties, wharves, and

breakrooms.

"The current jetties only have timber access for boats," Mr Robinson said.

"Our design includes steel access at the end which are maintenance free and improve access to the boats."

"Currently, fishermen are required to queue their catch and transport up and down a ladder, which can be a major inconvenience."

"The existing jetties were built with a lifespan of 20 years, but have been in operation for more than three decades."

During this time, the jetties have been severely

damaged and unable to be utilised. These results, together with a lack of materials, Mr Robinson said, there was scope to replace the jetties.

"While upgrading the existing jetties is a crucial first step, our initial assessment would indicate that the best solution is to replace the jetties," Mr Robinson said.

"We believe that the opportunity to design and build new jetties provides a significant opportunity to improve the quality of the project and make a more significant positive impact on the community."

The project is scheduled to commence in the upcoming July 2025.

Attachment 2 – Fuel Infrastructure Capital Project Review

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Boigu	W4Q - 30/06/2024	\$400,000.00	\$321,672.72	\$5,000	100%	Contract	\$294,236.10	Completed, backup generator and transfer switch sent to island
Dauan	LGGSP - 30/09/2024	\$400,000.00	\$0	\$49,371.80	100%	Contract	\$322,773.20	Completed, backup generator and transfer switch sent to island
Saibai	BOR -	\$1,006,600.00	\$890,607.66	\$115,992.34	100%			Completed, backup generator and transfer switch sent to island
Mabuiag	W4Q - 30/06/2024	\$400,000.00	\$315,379.64	\$9,000	100%	Contract	\$294,356.15	Completed, backup generator and transfer switch sent to island
Badu	N/A				100%			Diesel and ULP for TSIRC use only
Arkai (Kubin)	N/A				100%			Diesel and ULP for TSIRC use only
Wug (St Pauls)	N/A							IBIS ULP, Diesel from bulk tank
Hammond	LGGSP 30/09/2024	\$400,000.00	\$161,642.86	TBC	Stage 1 solar 100%	Stage 2 Tender closed Contract awarded SHAS	\$145,000.00	Towards final completion and testing, December 2024 completion
Iama	N/A				100%			ULP External Card, trans tank for Diesel installed
Warraber	N/A				100%			ULP External Card, trans tank for Diesel installed
Poruma	LGGSP 30/09/2024	\$400,000.00	\$0	\$65,555.39	100%	Contract TICW	\$309,573.20	Completed, backup generator and transfer switch sent to island
Masig	N/A							IBIS ULP, Diesel from bulk tank
Ugar	TSRA- 30/06/2023	\$572,718.00	\$89,974.16	\$482,743.84		Tender closed - 10/01/2023	\$890k - \$1.92m	Still on drums, Compac system approved, pending land availability for install

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Erub	W4Q 30/06/2024	\$400,000.00	\$341,717.63	\$0	98%	Contract 2 nd reduced scope 3rd reduced scope tender inquiry to preferred supplier	\$294,236.10 \$480k-\$770k	Completed, backup generator and transfer switch sent to island
Mer	Council Own	\$572,718.00	\$41,698.70	\$531,019.30		Tender closed Contract awarded SHAS		Still on drums, Compac system approved, material ordered for March/April 2025 installation.

Attachment 3 - Fuel Pod Status

Pod	Location	Status	Comments
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Kubin	Operational – TSIRC	Connected and bulk fuel in use for division.
1 x Unleaded 4500 Litre 1 x Diesel 2500 litre	Badu	Operational – TSIRC	Connected and bulk fuel in use for division.
Diesel 3000 litre	St Pauls	Operational – TSIRC and community use	Connected and bulk fuel in use for division – Diesel only.
Diesel 3000 litre	Masig	Operational – TSIRC and community use	Connected and bulk fuel in use for division – Diesel only.
1 x Diesel 2500 litre	Yam	Delivered, waiting for parts to finalise installation	Waiting parts to get onsite TSIRC staff to complete installation
1 x Diesel 2500 litre	Warraber	Delivered, waiting for parts to finalise installation	Waiting parts to get onsite TSIRC staff to complete installation

Attachment 4 – Green Fleet Delivery Status

Priority	Community	Make	Model	SENT	ARRIVED
1	Ugar	Kubota	L5740HDCA	26-Nov-24	
1	Erub	Kubota	ZD1221L	9-Sep-24	30-Sep-24
1	St Pauls	Kubota	ZG222		
2	Yam	Kubota	L5740HDCA	26-Nov-24	9-Dec-24
2	Ugar	Kubota	ZD1221L	26-Nov-24	
2	Kubin	Kubota	ZG222		
3	Kubin	Kubota	L5740HDCA	26-Nov-24	
3	St Pauls	Kubota	ZD1221L	26-Nov-24	
3	Mabuiag	Kubota	ZG222		
4	Mer	Kubota	L5740HDCA	3-Dec-24	
4	Warraber	Kubota	ZD1221L	26-Nov-24	10-Dec-24
4	Ugar	Kubota	ZG222		
5	Poruma	Kubota	ZD1221L	26-Nov-24	9-Dec-24
5	Masig	Kubota	ZG222		
6	Masig	Kubota	ZD1221L	26-Nov-24	
6	Hammond	Kubota	ZG222		
7	Dauan	Kubota	ZD1221L	26-Nov-24	3-Dec-24
7	Badu	Kubota	ZG222		
8	Yam	Kubota	ZD1221L	3-Dec-24	
8	Saibai	Kubota	ZG222		
9	Boigu	Kubota	ZG222		



Attachment 5 - Garbage Truck Status

Division	Vehicle	Status	Comments
1 - Boigu	Mitsubishi Canter 4WD	Operational	Still in GCCC – No ETA as of yet
2 - Dauan	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in July 2024
3 - Saibai	Mitsubishi Canter 4WD	Operational	New vehicle delivered to division September 2024
4 - Mabuia	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division November 2024
5 – Badu	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division July 2024
6 – Arkai/Kubin	Hino 300 Compactor	Operational	New vehicle delivered to division September 2024
7 – Wug/St Pauls	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division September 2024
8 – Kirirri / Hammond	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division November 2024
9 -Iama	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in July 2024
10 - Warraber	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division November 2024
11 – Poruma	Isuzu NQR Russ Compactor	Operational	Replacement in Cairns, ETA division January 2025
12 – Masig	Isuzu NPR 350	Operational	Replacement in Cairns, ETA division February 2025
13 – Ugar	IsuzuNQR series Russ Compactor	Operational with defects	Still in GCCC – No ETA as of yet
14 – Erub	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division October 2024
15 – Mer	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division November 2024



RECRUITMENT – 1 to 31 December 2024

Transition Readiness Rating (TRR) Key:

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

Successful Appointments during the month				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Environmental Health Worker (Fixed Term)	Division 7, St Paul's	Successful appointment – 02//12/2024	External
1	Engineering Officer	Division 5, Badu	Successful appointment – 03/12/2024	External
1	Aged Care Support Worker	Division 14, Erub	Successful appointment – 03/12/2024	External
1	Cleaner	Division 6, Kubin	Successful appointment – 09/12/2024	External
1	Multi Skilled Admin Officer, (Fixed Term)	Division 3, Saibai	Successful appointment – 09/12/2024	External
1	Multi Skilled Admin Officer, (Part Time)	Division 6, Kubin	Successful appointment – 16/12/2024	External

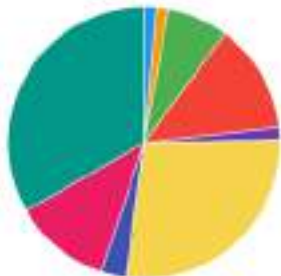
TRR	Long term vacancies	Time to fill	Comments
2-3	Senior Project Engineer	12 months	Awaiting instructions
1-2	Grant Revenue Officer	9 months	Temp staff in role
2-3	Insurance and Claims Administrator	9 months	No suitable candidates – skills set Position will be re-advertised in early 2025
3-4	Manager Financial Accountant and Assets	12 months	Currently advertised
3	Legal Officer	6 months	No suitable candidates – skills set Position on hold
1-2	Casual Civil Crew Labourers – Warraber	6 months	Due to heavy machinery issues
1-2-3	Desktop & Systems Administrator	7 months	Temp staff in role
2-3	Team Leader Creditors	5 months6	Position to be reviewed early 2025
1-2	Finance Officer	6 months	Position to be reviewed early 2025 Temp staff in role
1-2-3	Divisional Manager, Ugar	12 months	No skills set Lack of long-term accommodation

SAFETY AND WELLBEING – 1 to 31 December 2024

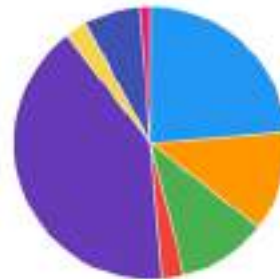
Incident Management

- 2 new incident reports
- 4 incident reports closed
- 3 incident reports open

Accident/Incident By Type (Last 12 Months)



Accident/Incident By Department (Last 12 Months)



All Incidents (Last 12 Months)



There is a gradual but evident increase in reporting of incidents as we continue to promote the use of the incident reporting system Mango.

Safety & Wellbeing current action items

- Finalisation of WHS Management Plan
- Provide training on Chem Watch Program
- Recruitment underway for Coordinator Safety and Wellbeing and Safety and Wellbeing Officer

Workers Compensation

- 1 claim closed
- 0 ongoing claims

LEARNING & DEVELOPMENT – 1 to 31 December 2024

The skills audit results are being reviewed to identify opportunities to develop staff as part of the upskilling of staff in the Torres Strait.

Training

STAFF	TRAINING	NOTES
Health and Safety Representative (HSR)	Various	Finalising nominated HSR representatives. Training will be funded through LGAQ. Training has been rescheduled for early February 2025.
First aid and CPR	Various	Finalising nominations. Quotes have been obtained from providers. Training will be delivered online.
Fire Warden	Various	Finalising nominations. Training to be delivered online.

Reporting

Currently there are 359 users of the e-learning system consisting of 348 staff and 11 recruitment agency personnel. 42 users accessed the platform during the month of December. Completion rates still need improvement across all courses.

