



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 **MARCH 2025** will be held on Poruma (Torres Strait) as follows:

Tuesday, 18 March 2025

(Trustee Meeting - 9.00am to 10.30am)

(Ordinary Meeting - 10.30am to 5.00pm)

Microsoft (TEAMS) Meeting ID: 444 817 231 261 | Passcode: 5Qi9pt9f

The attendance of each Councillor is requested.

Agenda papers for this meeting are attached and will soon be available on Council's website (except for any Closed Business papers) and can be accessed by clicking on the link below:

<https://tsirc.qld.gov.au/about-us/meetings/>

Please note that this meeting is live streamed on Council's YouTube Channel and a recording following the meeting will be available at the following location:

<https://www.youtube.com/@IslandCouncil/streams>

James William
Chief Executive Officer

14 March 2025





ORDINARY MEETING 18-19 MARCH 2025

AGENDA

Time: 10.30am to 5.00pm

Venue: Poruma, Torres Strait

Microsoft TEAMS Meeting ID: 444 817 231 261 | Passcode: 5Qi9pt9f

ORDER OF BUSINESS

10.30am	<p>A. WELCOME & QUORUM CONFIRMATION ACKNOWLEDGEMENTS OPENING PRAYER OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p>D. LIVE STREAM. <i>This meeting is live streamed on Council's YouTube Channel.</i></p> <p>1. CONFIRMATION OF MINUTES (19 February 2025)</p> <p>1.1. Action Items Update</p> <p>2. MAYORAL REPORT</p> <p>3. CHIEF EXECUTIVE OFFICER REPORTS</p> <p>3.1. CEO Monthly Report (March 2025)</p> <p>OFFICER REPORTS FOR DECISION</p> <p>4. BUILDING SERVICES DIRECTORATE</p> <p>Nil.</p> <p>5. COMMUNITY SERVICES DIRECTORATE</p> <p>Nil.</p> <p>6. CORPORATE SERVICES DIRECTORATE</p> <p>6.1 Community Grants Program Allocation (February 2025)</p> <p>6.2 Funding Acquisition Report (February 2025)</p> <p>6.3 Policy Review and Update: Entertainment and Hospitality Policy & Records Management Policy</p> <p>7. ENGINEERING SERVICES DIRECTORATE</p> <p>Nil.</p> <p>8. FINANCIAL SERVICES DIRECTORATE</p> <p>8.1 Financial Dashboard Report (February 2025)</p> <p>8.2 Policy Matter – Policy Updates</p>
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9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

10. CHIEF EXECUTIVE OFFICER

10.1. Acting Chief Executive Officer

[Reason for this matter to be discussed in Closed Business: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it involves the appointment, discipline, or dismissal of the Chief Executive Officer.]

11. BUILDING SERVICES DIRECTORATE

Nil.

12. COMMUNITY SERVICES DIRECTORATE

Nil.

13. CORPORATE SERVICES DIRECTORATE

13.1. Mirabou Energy Project – Master Agreement (late paper)

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

14. ENGINEERING SERVICES DIRECTORATE

14.1. 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".]

15. FINANCIAL SERVICES DIRECTORATE

Nil.

16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

17. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

18. MATTERS ARISING

19. INFORMATION REPORTS

19.1. BUILDING SERVICES – Building Services Report (February 2025)

19.2. COMMUNITY SERVICES - Community Services (February 2025)

19.3. CORPORATE SERVICES - Corporate Services Information Report (February 2025)

19.4. ENGINEERING SERVICES – Engineering Operations

19.5. ENGINEERING SERVICES – Water and Wastewater (February 2025)

20. NEXT MEETING – 23 April 2025 (Microsoft TEAMS)

21. CLOSE OF MEETING & PRAYER

5.00pm



ORDINARY MEETING 18-19 MARCH 2025

Agenda Item

1

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONFIRMATION OF MINUTES (19 FEBRUARY 2025)

OFFICER RECOMMENDATION:

Council confirms the Minutes of the Ordinary Meeting held on 19 February 2025.

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 19 February 2025.

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:

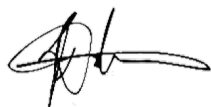
Statutory:	Section 254F(4) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) 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 19 February 2025.



ORDINARY MEETING
19 FEBRUARY 2025

MINUTES

Time: 10.30am

Venue: [Microsoft TEAMS]: Meeting ID: 467 626 923 866 | Passcode: W6Fe3XE7

PRESENT:

Mayor

Division 3 - Saibai

Division 4 – Mabuiag

Division 5 – Badu / **Deputy Mayor**

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

Division 8 – Kirirri (Hammond Island)

Division 9 – Iama

Division 10 – Warraber

Division 11 – Poruma

Division 12 – Masig

Division 13 – Ugar

Division 14 – Erub

Division 15 – Mer

Cr Phillemon Mosby

Cr Chelsea Aniba

Cr Keith Fell

Cr Ranetta Wosomo

Cr John Levi

Cr Seriako Dorante

Cr Aggie Hankin – *left meeting at 10.38am to attend Sorry Business*

Cr Kabay Tamu

Cr Francis Pearson

Cr Ted Mosby

Cr Rocky Stephen

Cr Nixon Mye

Cr Bob Kaigey

APOLOGIES:

Division 1 – Boigu

Cr Dimas Toby

ABSENT:

Division 3 – Saibai

Division 6 – Arkai

Cr Torenzo Elisala

Cr Iona Manas

OFFICERS:

Chief Executive Officer

Executive Director Building Services

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

Executive Assistant to the CEO

Executive Assistant to the Mayor

TSIRC Secretariat

Mr James William

Mr Wayne Green

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin

Ms Hollie Faithfull

Ms Marie Haines

Ms Trudy Lui – *left meeting at 1.30pm*

Mr Darryl Brooks

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

At 10.00am, the Mayor welcomed Councillors, Executives and to the Ordinary Council meeting for the month of February 2025, 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, as well as the TSIRC footprint in Kaurareg Nations 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, the collective thoughts, prayers and well wishes of Council at this time of bereavement.

The Mayor also paid special acknowledgement to past leaders and elders who have paved the way for us today and for the legacy they passed to us to be a voice and to advocate and lobby to improve the quality of life and liveability of our people across our communities. The Mayor also acknowledged the leadership of Councillors in our Divisions.

The Mayor also congratulated Cr Aniba and the elders and Tribal Groups on Saibai for their leadership and hosting of the recent commemoration of the 40th Anniversary of the Torres Strait Treaty. It is the Mayor's hope that the spirit of the Treaty can be strengthened into the future. The Mayor also thanked State and Federal Government representatives for their attendance at the celebrations, the newly-elected TSRA Chairperson and the Chairperson of the Gur A Baradharaw Kod Torres Strait Sea and Land Council Torres Strait Islander and Aboriginal Corporation (Mr Ned David) for his attendance and participation.

The Mayor paid special acknowledgement to Cr Kebei Salei (Leader of the Papua New Guinea Traditional Inhabitants under the Torres Strait Treaty) for his sentiments around seeking support to lobby for foreign aid assistance from Australia to reach those traditional Papua New Guinea villages associated with the Treaty in order to help alleviate the pressures placed on Torres Strait communities like Boigu, Dauan and Saibai when Treaty traditional visitors seek services in these communities.

B. NOTING OF APOLOGIES

#C24-28/2025-2/B

The following apology was noted and accepted by Council:

Division	Councillor/Reason	Mover/Seconder
Division 1 - Boigu	Cr Dimas Toby – <i>Sorry Business</i>	CR LEVI / CR WOSOMO

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 (29 JANUARY 2025)

#C24-28/2025-2/1

CR PEARSON / CR T. MOSBY

Council confirms the Minutes of the Ordinary Meeting held on 29 January 2025.

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 (February 2025)

#C24-28/2025-2/3.1

CR PEARSON / CR ANIBA

Council notes the Chief Executive Officer Report for February 2025.

CARRIED UNANIMOUSLY

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

Nil.

6. CORPORATE SERVICES DIRECTORATE

6.1. Community Grants Program Allocation (February 2025)

#C24-28/2025-2/6.1

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

- CG2025-067 – WHITE DOVE MINISTRY, SAIBAI for \$1,639.00, exclusive of GST;

MOVED/SECONDED: CR PEARSON / CR FELL

CARRIED UNANIMOUSLY

- 2. That Council resolves to allocate Community Grants Program funding to applicants in accordance with the Community Grants Policy:**

- CG2025-069 – ARTHUR NAAWI, ERUB for \$722.00, exclusive of GST;
- CG2025-071 – GOSHEN MINISTRY INTERNATIONAL OUTREACH, ERUB for \$4,000.00, exclusive of GST;

MOVED/SECONDED: CR ANIBA / CR T. MOSBY

CARRIED UNANIMOUSLY

3. That Council resolves to allocate Community Grants Program funding to applicant in accordance with the Community Grants Policy:

- CG2025-065 – MABUIAG LAND & SEA MANAGEMENT AGENCY, MABUIAG for \$1,484.50, exclusive of GST;

MOVED/SECONDED: CR MYE / CR ANIBA

CARRIED UNANIMOUSLY

➤ *Cr Bob Kaigey advised the meeting that he supports the following funding request (CG2025-070) to a total of \$4,000.00 only.*

4. That Council resolves to allocate Community Grants Program funding to applicant in accordance with the Community Grants Policy:

- CG2025-070 – GOSHEN MINISTRY INTERNATIONAL OUTREACH, MER for \$4,000.00, exclusive of GST;

MOVED/SECONDED: CR TAMU / CR T. MOSBY

CARRIED UNANIMOUSLY

5. That Council notes the following:

- (a) one (1) Community Grants application was deemed ineligible for funding;
- (b) two (2) Community Grants applications were withdrawn by the applicants;
- (c) the grant applications processed, and funeral donations provided in January.

MOVED/SECONDED: CR WOSOMO / CR PEARSON

CARRIED UNANIMOUSLY

6.2. Funding Acquisition Report (January 2025)

#C24-28/2025-2/6.2

CR WOSOMO / CR LEVI

Council notes this report and its content.

CARRIED UNANIMOUSLY

6.3. Culture, Arts, Land and Heritage (CALH) Advisory Committee – 2nd Quarter Report (2024–25)

Council noted the report.

7. ENGINEERING SERVICES DIRECTORATE

Nil.

➤ *Council proceedings suspended for lunch break from 11.50am to 1.00pm.*

8. FINANCIAL SERVICES DIRECTORATE

8.1. Financial Dashboard Report (January 2025)

#C24-28/2025-2/8.1

CR WOSOMO / CR MYE

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 January 2025, as required under Section 204 of the *Local Government Regulation 2012*.

CARRIED UNANIMOUSLY

Financial Challenges for Council

Action Required:

Chief Executive Officer to oversee the preparation of Fact Sheets on the financial sustainability challenges facing Council to deliver services in a geographically challenging environment across 15 Divisions.

8.2. 2024-25 Budget Review 1

#C24-28/2025-2/8.2

CR PEARSON / CR WOSOMO

Council adopts in accordance with s169 and s170 of the *Local Government Regulation 2012*, an amended budget for the 2024-2025 Financial Year as presented, incorporating:

- (i) The statements of financial position;
- (ii) The statements of cashflow;
- (iii) The statements of income and expenditure;
- (iv) The statements of changes in equity;
- (v) The long-term financial forecast;
- (vi) The relevant measures of financial sustainability; and
- (vii) The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget; and
- (viii) Capital budget.

CARRIED UNANIMOUSLY

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2025-2/9

CR FELL / CR MYE

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

Nil.

11. COMMUNITY SERVICES DIRECTORATE

Nil.

12. CHIEF EXECUTIVE OFFICER

Nil.

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".]

Council noted the report.

14. FINANCIAL SERVICES DIRECTORATE

Nil.

15. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2025-2/15

CR STEPHEN / CR TAMU

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.

Councillor Meeting Attendance

Action Required:

The Mayor requested that a paper be prepared for the Strategic Action Reference Group (SARG) Standing Committee to review Council's remuneration policy in relation to Councillor attendance at meetings.

HFSHC Advisory Committee – F2F Meeting on Poruma prior to Council Meeting

Action Required:

Chief Executive Officer to confirm if the Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee is able to meet on Poruma prior to the Council Meeting on 18-19 March 2025.

Consideration of Possible Change of Venue for the March 2025 Council Meeting

Action Required:

Chief Executive Officer to confirm with Councillors ASAP if the Trustee and Ordinary Council Meeting for March 2025 if the meeting on Poruma will proceed as scheduled, as well as confirmation on the dates for the November 2025 Council Workshop in Cairns.

- *The Mayor noted that the community of Poruma is leading the way on Housing rental collections and congratulated both the community and Council's Housing Team for this achievement (5 of past 7 months for 100% rental collection).*

17. MATTERS ARISING

Nil.

18. INFORMATION REPORTS

18.1. BUILDING SERVICES – Building Services Report (January 2025)

#C24-28/2025-2/18.1

CR ANIBA / CR STEPHEN

Council resolves to note the Building Services Report for January 2025.

CARRIED UNANIMOUSLY

18.2. COMMUNITY SERVICES – Information Report - Community Services (January 2025)

Council noted the report.

18.3. CORPORATE SERVICES - Corporate Services Information Report (January 2025)

#C24-28/2025-2/18.3

CR LEVI / CR PEARSON

Council notes the Corporate Services Information Report for the month of January 2025.

CARRIED UNANIMOUSLY

18.4. ENGINEERING SERVICES – Engineering Operations

Council noted the report.

18.5. ENGINEERING SERVICES – Information Report - Water and Wastewater (January 2025)

Council noted the report.

Information Communication for Community on the Costs to Council for the Provision of Water

Action Required:

ED Engineering Services to work with ED Corporate Services to develop information sheet for community on the costs to Council for the Provision of Water.

19. NEXT MEETING – 18-19 MARCH 2025 (Poruma)

Noted by Council. *Refer also to action arising from Closed Business discussions at Agenda Item 16 above regarding consideration of possible change of venue for the March 2025 Council Meeting.*

20. CLOSE OF MEETING & PRAYER

The Mayor’s closing remarks were directed to Divisional staff on–ground for the day–to–day delivery of Council services and acknowledged and thanked these officers for the important and critical role they serve for Council and the community.

The Mayor formally closed the meeting at 4.00pm. Cr Francis Pearson delivered the closing prayer.

MINUTES CONFIRMED – 18 March 2025

.....
 Cr Phillemon Mosby
 Mayor
 Torres Strait Island Regional Council
 Date: 18 March 2025

.....
 James William
 Chief Executive Officer
 Torres Strait Island Regional Council
 Date: 18 March 2025

DRAFT



ORDINARY COUNCIL MEETING ACTION ITEMS

(Updated as at 11 March 2025)

Agenda Item

1.1

Agenda Item	Action Area / Completion Date	Current Status
<p>Feb 2025 Mtg AI 8.1 Financial Dashboard Report (Jan 2025)</p> <p>Action Required: Chief Executive Officer to prepare a report for Council consideration. Chief Executive Officer to oversee the preparation of Fact Sheets on the financial sustainability challenges facing Council to deliver services in a geographically challenging environment across 15 Divisions.</p>	CEO	
<p>Feb 2025 Mtg AI 16 Consideration of Matters Discussed in Closed Session</p> <p>1. Action Required: The Mayor requested that a paper be prepared for the Strategic Action Reference Group (SARG) Standing Committee to review Council's remuneration policy in relation to Councillor attendance at meetings</p> <p>2. Action Required: Chief Executive Officer to confirm if the Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee is able to meet on Poruma prior to the Council Meeting on 18-19 March 2025.</p> <p>3. Action Required: Chief Executive Officer to confirm with Councillors ASAP if the Trustee and Ordinary Council Meeting for March 2025 if the meeting on Poruma will proceed as scheduled, as well as confirmation on the dates for the November 2025 Council Workshop in Cairns.</p>	<p>ED Corporate Services</p> <p>CEO/ED Community Services</p> <p>CEO</p>	<p>Paper prepared for SARG SC Meeting on 5/3/25. Close action item.</p> <p>HFSHC AC Meeting to be held on Poruma on 17/10/25. Close action item.</p>
<p>Feb 2025 Mtg AI 18.5 ENGINEERING SERVICES – Info Report – Water and Wastewater (Jan 2025)</p> <p>Action Required:</p>		

Agenda Item	Action Area / Completion Date	Current Status
ED Engineering Services to work with ED Corporate Services to develop information sheet for community on the costs to Council for the Provision of Water.		
Jan 2025 Mtg AI 1.1 Review Superannuation Arrangements for Councillors Action Required: Chief Executive Officer to prepare a report for Council consideration.	CEO	CEO is currently considering advice provided by ED Financial Services before reporting back to Council.
Jan 2025 Mtg AI 6.2 Mabuiag Dump Road Upgrade 1. <u>Status of funding requests submitted by Councillors</u> Action Required: Chief Executive Officer to prepare a report for Council on the status of asset funding requests submitted by Councillors to the administration.	CEO	In progress.
Jan 2025 Mtg AI 6.3 Operational Plan 2024-25 – Q2 Progress Report Action Required: Executive Director Corporate Services to arrange for reporting on the progress of the Operational Plan 2024–25 to be included in the TSIRC Quarterly Newsletter.	ED Corporate Services	To be included in quarterly newsletter.
Jan 2025 Mtg AI 6.5 Repeal of Council Resolution – Community Radio/Broadcasting Licences Action Required: Matter to be considered by the Culture, Arts, Land and Heritage (CALH) Advisory Committee and a recommended way forward be presented to the April 2025 Council Meeting.	CALH Advisory Committee (Cr Aniba) / ED Corporate Services (April 2025)	CALH meeting scheduled for 17 April 2025.
Jan 2025 Mtg AI 17(a) Matters Arising Ongoing Border Security Action Required: All Councillors to review/reply to Mayor (ASAP) in relation to the Mayor’s email to Councillors dated 27 November 2024 seeking feedback on the Mayor’s proposal that regular	All Councillors (ASAP)	In progress.

Agenda Item	Action Area / Completion Date	Current Status
meetings be held between all three local Torres Strait Regional Councils to discuss border security matters.		
<p>Jan 2025 Mtg AI 17(b) Matters Arising IBIS Interest in taking over operation of Council's fuel outlets</p> <p>Action Required: Chief Executive Officer to explore options and advise Council.</p>	Chief Executive Officer	In progress as part of ongoing matters evolving in relation to TSIRC fuel needs.
<p>Jan 2025 Mtg AI 17(d) Matters Arising Airline transit delays for school children in/out of Horn Island.</p> <p>Action Required: Chief Executive Officer to take offline and advise Cr Elisala.</p>	Chief Executive Officer	<p>To be concluded by March 2025.</p> <p>➤ <i>The Mayor advised Councillors to contact their local Torres Strait Islanders Regional Education Council INC (TSIREC) representative in relation to this matter. There is a TSIREC rep for each TSIRC Division.</i></p> <p>Close Action item</p>
<p>Jan 2025 Mtg AI 17(e) Matters Arising Fuel Bowser and Desalination Plan (Erub) – connection to electricity grid.</p> <p>Action Required: Executive Director Engineering Services to follow-up with Ergon.</p>	ED Engineering Services	Ergon has been contacted. This matter requires an upgrade to the whole area. Currently working with the Department of Local Government, Water and Volunteers and the National Water Grid to access funds for the project.
<p>Jan 2025 Mtg AI 18.3 Information Reports – Corporate Services Information Report (December 2024)</p> <p>Action Required: Executive Director Corporate Services to work with the CALH Advisory Committee to ensure that cultural awareness abilities are considered during the onboarding of new employees.</p>	ED Corporate Services	CALH meeting scheduled for 17 April 2025.

Agenda Item	Action Area / Completion Date	Current Status
<p>Dec 2024 Mtg AI 17(b) Budget Bids to the Queensland and Australian Governments</p> <p>Action Required: 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).</p>	CEO / ED Financial Services	In progress. CEO will liaise with the Mayor further on this matter out-of-session.
<p>Dec 2024 Mtg AI 17(b) Advancing the Masig Statement TSIRC Action Plan (2024-28)</p> <p>Action Required: 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.</p>	Cr Toby	G&L Advisory Committee meeting held on 20 Feb 2025. Close Action Item
<p>Dec 2024 Mtg AI 17(c) (iv) TSIRC Advisory Committees (Action Plans)</p> <p>Action Required: Advisory Committee Chairs to progress the completion of their respective Committee's Workplan to progress Council's strategic priorities.</p>	Advisory Committee Chairs	SARG 2025 Meeting schedule endorsed by Council (Jan 2025) and Advisory Committees can now set their schedules. Close Action Item
<p>Nov 2024 Mtg AI 6.6 Operational Plan 2024-25 – Q1 Progress Report</p> <p>Action Required: A simplified outcome report on the Corporate Plan to be prepared for each Division at the end of the financial year.</p>	ED Corporate Services / Due for completion by 30/6/25.	Not yet due
<p>Nov 2024 Mtg AI 8.1 Financial Dashboard Report (Oct 2024)</p> <p>Action Required: List of successful/unsuccessful grants applied for to be developed for each Division.</p>	ED Corporate Services	Will be actioned when resourcing available.

Agenda Item	Action Area / Completion Date	Current Status
<p>Nov 2024 Mtg AI 8.3 2023–24 Financial Statements</p> <p>Action Required: Breakdown requested on TSIRC funding expenditure for each TSIRC Division</p>	ED Financial Services	In progress to be completed by March 2025 Council meeting.
<p>Oct 2024 Mtg AI 17 Matters Arising Masig Statement Taskforce for Each Division</p> <p>Action Required: 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>	Mayor’s Office/ED Community Services	<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>No update for February Council meeting.</p>
<p>Sept 2024 Mtg AI 17 Matters Arising MOU between TSIRC and GBK</p> <p>Action Required: 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>	Mayor / Cr Aniba and ED Corporate Services	<p>CALH Committee is progressing this matter</p> <p>MoU postponed until after individual PBC consultation has been undertaken</p> <p>Draft MoU presented to SARG 05/03/2025</p> <p>Close action item</p>
<p>July 2024 Mtg AI 17(a) Funding for Dialysis Unit on Badu</p> <p>Action Required: Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit.</p>	<p>CEO / Executive Director Community Services / Cr Wosomo</p> <p>Matter raised directly with Minister for Health by Mayor, Deputy Mayor and</p>	<p>In progress.</p> <p>Cr Wosomo has made several requests for meeting minutes (Dec 2024 and Jan 2025) from the relevant agency in relation to this matter and will distribute to Councillors once received.</p>

Agenda Item	Action Area / Completion Date	Current Status
<p><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>	<p><i>CEO during a meeting on 18 Feb 2025.</i></p>	<p>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>No update for February Council meeting.</p>
<p>May 2024 Mtg AI 5.3 2024/25 Fees and Charges</p> <p>Action Required: 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>Briefing Paper to March Ordinary meeting.</p>
<p>Oct 2023 Mtg AI 31 (c) Business Arising (from Information Reports) Ugar Dredging Matters (Cr Rocky Stephen)</p>	<p>ED Engineering Services</p> <p><i>(for HHSCH Advisory Committee to address as a</i></p>	<p>Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors. Final</p>

Agenda Item	Action Area / Completion Date	Current Status
<p>Action Required: November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.</p>	<p><i>'liveability' issue for the Ugar community)</i></p>	<p>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: MARCH 2025.

MAYOR ENGAGEMENTS

VERBAL UPDATE

Feb 2025

- 20 Feb | TSIMA NITV Interview on 40-year Treaty Celebration on Saibai.
- 20 Feb | Meeting with Mayor Seriat
- 24 Feb | Deputy Mayor meeting with Aunty Rhonda Appo | TI
- 25 Feb | Deputy Mayor meeting with Assistant Minister Bree James MP | TI Office.
- 26 Feb | Deputy Mayor | Blessing of New Health Hub (TAFE TI)
- 28 Feb | Mayor Mosby and Mayor Seriat meeting | Cairns Office.
- 28 Feb | Mayor Mosby Mayor Poipoi, Mayor Seriat and CEOs | Cairns

March 2025

- 3 March | Mayors Pre-Cabinet Meeting | NIAA Office
- 3 March | Aboriginal and Torres Strait Island Councils | Mayors and CEO's | Cairns City Council
- 4 March | Audit Committee Meeting
- 7 March | Dr Martin Nakata | Ms Teams | Councillors Succession planning project

State Government Deputations: 18 February | Brisbane

- Deputation with State Ministers | Honorable Ann Leahy MP, Minister for Local Government and Water, and Minister for Fire
- Deputation Minister for Health and Ambulance Services, Timothy (Tim) Nicholls MP
- Deputation | Hon Dale Last, Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development
- Deputation with State Minister | Honorable Sam O'Connor MP, Minister for Housing, Public Works and Youth











Office of the Chief Executive Officer

AUTHOR: Chief Executive Officer

CHIEF EXECUTIVE OFFICER MONTHLY REPORT (MARCH 2025)

OFFICER RECOMMENDATION

Council notes the Chief Executive Officer Report for March 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.

Highlights

- New TSIRC Website launched 12 February 2025
- Constructive PBC stakeholder engagement on Mer and Badu
- Audit Committee members' visit to Masig, Hammond Island and Thursday Island

1. Building Services

Highlights:

- Deliveries have increased and in excess of \$10m compared to this time last F/Y
- New fit for purpose vehicles have started to arrive in Divisions (Iama) this will allow staff to carry out services in a safe and responsive manner.

Key Focus Areas for the Month Ahead

- Continue to work with PBC's to identify suitable sites for new housing
- Follow up with State Govt regarding next years deliverables and budgets
- Continue to review and streamline process
- Continue to review and develop strategy to address legacy builders waste.

2. Community Services

Highlights:

Housing

- Stakeholder Engagements:
- Meeting with Mura Badulgal PBC to discuss Housing matters; and partnership with BSU identifying Lots for Foreward Capital Program (14M)
- Community meeting on Mabuiag with BSU
- Advocacy with Minister for Housing / Building priorities in Brisbane. Housing Management System and Capital Housing priorities
- Housing Policy & Procedures finalization for Committee review on Poruma (March)

- Engagement of QTSAR (tenants advocacy Org) for community consultations on Lessee & Lessor Responsibilities
- Working with TSIRC Communications Team for inclusion of housing processes in various media outputs to raise awareness
- Dept of Housing engagement – “Welcoming Voices”, finalise collaterals for community consultation on Reporting Repairs & Maintenance. Consult to commence at Mer and Iama, then to other divisions in the clusters

Environment & Health

- Commence Co-design Environment & Health Strategy with Qld Tropical Public Health Unit
- Senior EHWs successful completion of Cert IV Animal Mgt Training in Bamaga; EHWs completed Pest Management Training on St Paul.

Health & Wellbeing

- Digital Inclusion (IKCs): Equipments have arrived in Cairns and are being configured, prior to releasing to the Divisions. Kubin and Hammond receiving training early March
- Mabuiag IKC refurbishment: including painting; packing and storing existing resources; ordering of new furniture in preparation for Digital Inclusion as well. Flooring still needs to be addressed.
- HLOs attends Eyez on Ice Training delivered by Torres Health on T.I which supports staff engaging with family and young people impacted by substance abuse.

3. Corporate Services

Highlights:

- New TSIRC Website launched 12 February 2025
- Commenced discussions with various Councils, Government Departments, TAFE, schools, Clontarf Foundation and Meriba Ged to collaborate on training opportunities and work experience programs
- Three Badu lots identified for immediate build of social housing
- BCP is being redesigned to adopt a flexible approach, enabling its application across all business functions and locations within the organisation.
- 2025/26 reinsurance work commenced and is progressing including the annual reviews and quotations from alternative providers
- Completed stage one Microsoft Authenticator implementation

Key focus areas for the month ahead:

- Finalising Certified Agreement negotiations
- Continue Trustee Policy community consultations with meetings scheduled for Erub, Ugar and Poruma
- Commence drafting community information flyers for awareness of DOGIT, Native Title and leasing processes
- Conduct quarterly risk reviews
- Recruitment for a number of vacancies
- Prepare Management Risk Awareness session (scheduled for April) in collaboration with JLT who will be presenting as a guest speaker
- Collate corporate plan reporting for end of financial year

4. Engineering Services

Highlights:

- TMR 25/26 Grant applications lodged
- Practical completion of Saibai Road (to funded extent)
- Good progression on Badu water mains and disinfection project
- Tender process for 3 x jetties progressing and addendum released
- Marine project milestone 2 reached payment from C'th imminent
- Grant application submitted for Ugar coastal protection works

Key focus areas for the month ahead:

- Mabuiag Wastewater Plant and future operations determination
- TS and NP Area Climate Resilience Grant – outcome and approach
- Masig seawalls – possible more to Nth side when new bags arrive
- lama seawalls – completion of the boat ramp removable gate that has been delayed
- 2 new grants in relation to road works – Hammond and Erub, to be formalised
- Determine Badu water validation testing regime
- Visit later April by water regulators

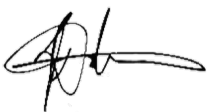
5. Financial Services

Highlights

- Recruitment of key positions continuing
- Final testing stages for Payroll to transition to CiA
- AMP's signed off by Asset Class Managers.
- Developed 'Procurement Hub' site on SharePoint
- Commencement of 25/26 Original Budget

Key focus areas for the month ahead

- Recruitment of key positions continuing
- Payroll transition to CiA go-live
- Comprehensive valuation, data review.
- AMP's progress for ELT recommendation
- Strategic Investment Plan annual review to commence.
- 6 Monthly fire services run
- Grant funded project Kick off
 - Kubin Basketball Court
 - Masig basketball Court
 - Boigu Council Office roof replacement
 - Mechanics Workshops
 - Army projects
- Finalise development of Procurement Procedure
- Schedule Procurement Training
- 25/26 Original Budget Development



James William
Chief Executive Officer



DIRECTORATE: Corporate Services

AUTHOR: Community Grants Officer

COMMUNITY GRANTS PROGRAM ALLOCATION – FEBRUARY 2025

OFFICER RECOMMENDATIONS:

1. That Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
 - **CG2025-081 – ZAGETH MATHA ULAYKE CHOIR GROUP, PORUMA** for \$1,529.00, exclusive of GST;
2. That Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
 - **CG2025-082 – ZENADTH KES JUNIORS UGAR, UGAR** for \$1,750.00, exclusive of GST;
3. That Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
 - **CG2025-079 – ZENADTH KES JUNIORS BADU, BADU** for \$1,000.00, exclusive of GST;
4. That Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
 - **CG2025-074 – ZENADTH KES JUNIORS MABUIAG, MABUIAG** for \$1,000.00, exclusive of GST;
5. That Council **notes** the following:
 - a) three (3) Community Grants applications were deemed ineligible for funding;
 - b) one (1) Funeral Donation application required divisional contributions;
 - c) one (1) conflict of interest (COI) was declared;
 - d) the grant applications processed out-of-cycle and funeral donations provided in February.

EXECUTIVE SUMMARY:

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

The following applications were received before the monthly deadline of 5 pm, 28/02/2025.

In accordance with Council's *Community Grants Policy*, four (4) Community Grants applications meeting eligibility requirements were received during the reporting period that require Council resolution.

Applicant	Amount Requested	Project/Event	Support by Councillor	Division
CG2025-081 – Zageth Matha Ulayke Choir Group	\$1,529.00	Music Project – Zageth Matha Ulayke, 29/05/2025 – 03/06/2025	<i>Fully supported</i> \$1,529.00 Cr. Francis Pearson	Poruma
CG2025-082 – Zenadth Kes Juniors Ugar	\$1,750.00	2025 Junior Development Camp on Badu Island, 08-10/04/2025	<i>Fully supported</i> \$1,750.00 Cr. Rocky Stephen	Ugar
CG2025-079 – Zenadth Kes Juniors Badu	\$1,000.00	2025 Junior Development Camp on Badu Island, 08-10/04/2025	<i>Fully supported</i> \$1,000.00 Cr. Ranetta Wosomo	Badu
CG2025-074 – Zenadth Kes Juniors Mabuiag	\$1,000.00	2025 Junior Development Camp on Badu Island, 08-10/04/2025	<i>Fully supported</i> \$1,000.00 Cr. Keith Fell	Mabuiag

In accordance with Council's *Community Grants Policy*, three (3) Community Grants applications were considered *ineligible* for Community Grants funding. No council resolution is required.

Applicant	Amount Requested	Project/Event	Reason for being Ineligible	Division
CG2025-077 – Vera Ses	\$10,000.00	Remote Services Shopping, Small Local of Mer Island	Declined – application does not meet the intent of Community Grants Policy.	Mer
CG2025-078 – Goshen Ministry Internation Outreach Cairns	*Grants Enquiry	Youth Confirmation Conference on Mer Island, 16-21/04/2025	Declined – applicants & participants not current TSIRC residents.	Cairns
FD2025-072 – Andrew Billy	\$5,000.00	Funeral Director expenses for the Late Mrs Jessie Billy.	Declined – The deceased is not a current resident of TSIRC LGA & Funeral is taking place outside of TSIRC LGA.	Townsville

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

Applicant	Project/Event	Reason for being Ineligible	Division
FTA2025-066 – KIWAT LUI	Funeral Travel – Funeral of the Late Mr Isaiah Levi in Townsville, 21/02/2025.	COI declared by Cr. Levi as the deceased is his family relative. Endorsed by the CEO – Mr James William.	St Pauls

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*.

COMPLIANCE/CONSIDERATIONS:

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 resolves the four (4) applications meeting eligibility requirements and notes the grant applications processed out-of-cycle and funeral donations provided in February 2025 in accordance with the *Community Grants policy*.

Prepared/Recommended:

Katherine Epseg
Community Grants Officer

Endorsed:

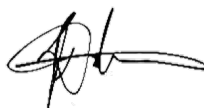
Emily Reid
Manager Administration and Communication

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	\$16,863.55	\$8,136.45
Hammond	Cr. Dorante	\$25,000.00	\$12,382.88	\$12,617.12
St Pauls	Cr. Levi	\$25,000.00	\$24,517.48	\$482.52
Ugar	Cr. Stephen	\$25,000.00	\$14,792.53	\$10,207.47
Badu	Cr. Wosomo	\$25,000.00	\$18,813.94	\$6,186.06
Dauan	Cr. Elisala	\$25,000.00	\$8,688.20	\$16,311.80
Erub	Cr. Mye	\$25,000.00	\$16,469.69	\$8,530.31
Iama	Cr. Hankin	\$25,000.00	\$13,500.00	\$11,500.00
Kubin	Cr. Manas	\$25,000.00	\$11,472.97	\$13,527.03
Mabuiag	Cr. Fell	\$25,000.00	\$16,810.07	\$8,189.93
Mer	Cr. Kaigey	\$25,000.00	\$20,835.11	\$4,164.89
Poruma	Cr. Pearson	\$25,000.00	\$18,439.66	\$6,560.34
Saibai	Cr. Aniba	\$25,000.00	\$17,747.65	\$7,252.35
Warraber	Cr. Tamu	\$25,000.00	\$23,203.30	\$1,796.70
Yorke	Cr. Ted Mosby	\$25,000.00	\$19,979.17	\$5,020.83
Mayor	Mayor Mosby	\$25,000.00	\$11,000.00	\$14,000.00
Community Gifts	CEO	\$20,000.00	\$5,000.00	\$15,000.00
		\$420,000.00	\$270,516.20	\$149,483.80

Attachment 2: Applications Processed During the Reporting Period for Noting

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Division
	CG2025-075 – CHELSEA ANIBA	\$2,317.56	40 TH ANNEXATION CELEBRATION ON SAIBAI ISLAND, 15/02/2025.	\$2,317.56	SAIBAI
Funeral Donation/Travel Assistance	FTA2025-065 – PETRANELLA SAMUEL	\$1,551.20	FUNERAL TRAVEL - FUNERAL OF THE LATE MISS SERAI BANN (ZARO) IN CAIRNS, 21/02/2025.	\$1,551.20	YORKE
	FTA2025-066 – KIWAT LUI	\$5,000.00	FUNERAL TRAVEL - FUNERAL OF THE LATE MR ISAIAH LEVI IN TOWNSVILLE, 21/02/2025.	\$5,000.00	ST PAULS
	FTA2025-067 – DIANE PEARSON	\$1,228.80	FUNERAL TRAVEL - FUNERAL OF THE LATE MR EDGAR WALLIS IN CAIRNS, 26/02/2025.	\$1,500.00	IAMA
	FTA2025-068 – HELENA DAVID	\$1,452.00	FUNERAL TRAVEL - FUNERAL OF THE LATE MISS SERAI BANN (ZARO) IN CAIRNS, 21/02/2025.	\$1,452.00	WARRABER
	FTA2025-069 – COLLIN MESSA	\$396.00	FUNERAL TRAVEL – FUNERAL OF THE LATE MR BRIAN TAPAU ON MER ISLAND, 14/03/2025.	\$396.00	YORKE
	FD2025-070 – SUSAN TAPAU	\$5,000.00	FUNERAL DONATION – FUNERAL OF THE LATE MR BRIAN TAPAU ON MER ISLAND, 14/03/2025.	\$4,415.00	MER
	FD2025-071 – KIMBERLEY YORKSTON	\$5,000.00	FUNERAL DONATION – FUNERAL OF THE LATE MRS GWEN BAIRA ON BADU ISLAND, 08/03/2025.	\$2,000.00	BADU
			CR AGGIE HANKIN – FUNERAL DONATION CONTRIBUTION	\$1,000.00	IAMA
			CR TORENZO ELISALA – FUNERAL DONATION CONTRIBUTION	\$500.00	DAUAN
			CR KEITH FELL – FUNERAL DONATION CONTRIBUTION	\$500.00	MABUIAG
			CR DIMAS TOBY – FUNERAL DONATION CONTRIBUTION	\$250.00	BOIGU
			CR NIXON MYE – FUNERAL DONATION CONTRIBUTION	\$250.00	ERUB
			CR JOHN LEVI – FUNERAL DONATION CONTRIBUTION	\$250.00	ST PAULS



DIRECTORATE: Corporate Services

AUTHOR: Interim Grants Revenue Officer

FUNDING ACQUISITION REPORT

OFFICER RECOMMENDATION:

That Council notes this report and its content.

EXECUTIVE SUMMARY:

The Funding Acquisition Report provides an update and summary of Council's current grant application and acquisition outcomes for the February 2025 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 February 2025:

- 1 x funding application was successful at a value of \$49,145.00
 - Department of Premier & Cabinet – Office for Veterans - \$49,145.00 – Queensland Remembers Grants Program Round 4 – Memorial Badu Project
- 2 x funding applications were submitted at a combined value of \$628,793.00
 - National Indigenous Australians Agency (NIAA) - \$25,000.00 – 2025 NAIDOC events for TSRIC Regions
 - Local Government Association Queensland – QCoast2100 Round 4 – \$603,793.00 Implementation of a Coastal Hazard Adaptation Strategy

In February 2024 (12 x months prior for comparison):

- 1 x funding application was successful at a value of \$12,357.00
 - Capital works for Iama basketball courts - Gambling Community Benefit Fund
- 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	Date of Outcome	Outcome	Comment
LGAQ QCoast 2100 Round 4	\$ 603,793.00	Implementation of a Coastal Hazard Adaption Strategy. Three components - Construction and deployment of artifical reef modules, dune revegetation and maintenance activiteis, and capacity building engagement with the community to deliver construction and revegetation activities.	28-Feb-25		Pending	
National Indigenous Australians Agency (NIAA)	\$ 25,000.00	2025 NAIDOC events for TSIRC Regions	20-Feb-25		Pending	
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	
Torres Strait Regional Authority	\$ 85,000.00	Feasibility Study into Hammond Island Ferry Service.	7-Feb-24		Pending	
Torres Strait Regional Authority	\$ 136,500.00	Economic Development 24-25 Phase 1 - Community Consultation	14-Jun-24	17-Jan-25	Successful	
Department of Agriculture and Fisheries	\$ 80,000.00	Biosecurity Services - Exotic Fruit Fly Block Program in the Torres Strait	1-Oct-24	10-Dec-24	Successful	
State Library Queensland	\$ 480,000.00	Growing IKC Centres Project - Digital Inclusion	27-Sep-24	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	20-Dec-24	Successful	
Department of Environment, Science and Innovation	\$ 150,000.00	Erub Island Landfill closure and template development	18-Jun-24	20-Sep-24	Successful	
Queensland Regional Authority	\$ 32,800.00	Emergent Works BRACS Rd Erub	17-Sep-24	21-Nov-24	Successful	
Queensland Regional Authority	\$ 3,648,007.46	Ugar Landslip	20-Aug-24	5-Dec-24	Successful	
Queensland Regional Authority	\$ 10,660.00	Get Ready Queensland Grant Program	4-Sep-24	15-Nov-24	Successful	
	\$ 5,480,802.41					

Capital Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of Application	Date of Outcome	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
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: ED Community Services advised this grant has been secured. Awaiting official notification &
Torres Strait Regional Authority	\$ 1,200,000.00	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	8-Nov-23		Pending	
Queensland Remembers Grants Program Round 4	\$ 49,145.00	Queensland Remembers Memorial Badu Project	23-Sep-24	19-Feb-25	Successful	
Torres Strait Regional Authority	\$ 568,000.00	Badu Dedicated Outlet Main Upgrade	19-Dec-24	19-Dec-24	Successful	
Department of Transport and Main Roads - 2024-25 ATSI TIDS	\$ 485,000.00	Boigu Island Primary Access Road Upgrade	30-Oct-24	30-Oct-24	Successful	
Works for Queensland - Round 5	\$ 4,580,000.00	4 x Mechanic sheds + fitouts	4-Jul-24	1-Aug-24	Successful	
QuickStart Housing EOI	\$ 4,826,780.00	(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	4-Oct-24	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.	22-May-24	22-May-24	Successful	
National Emergency Management Agency - Disaster Ready Fund	\$ 135,269.00	Backup generators for Poruma, Dauan, Erub, Boigu and Maubiag Islands	20-Mar-24	28-Aug-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	28-Aug-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	28-Aug-24	Successful	Including \$5000 co-contribution. Executed Contract Pending
QRRRF	\$ 162,737.00	Mabuiag Dump Road Upgrade	11-Jan-24		Unsuccessful	heavily oversubscribed with applications recieved for many quality projects with the TSIRC application unsuccessful.
Housing Support Program - Community Enabling Infrastructure Stream	\$ 31,895,000.00	Reclaimed residential (asbestos removal)	16-Aug-24		Unsuccessful	announced successful projects. TSIRC application were not included. No direct correspondence received from funder as yet with reasoning.
Housing Support Program - Community Enabling Infrastructure Stream	\$ 21,376,567.00	Warraber residential development	16-Aug-24		Unsuccessful	announced successful projects. TSIRC application were not included. No direct correspondence received from funder as yet with reasoning.
	\$ 75,061,056.00					

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	\$ 26,521.43	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	Financial Assistance General Purpose is an annual allocation-based program for local government bodies based on the principal of horizontal fiscal equalisation, enabling them to function by reasonable effort to an average standard.	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	\$ 32,277,542.43			

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:	<p>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.</p> <p>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.</p>
Links to Strategic Plans:	<p>Corporate Plan 2020-2025 (Bisnis Plan)</p> <p>People - Outcome 4: We are a transparent, open, and engaging Council.</p> <p>Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.</p>
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:

Bronwyn Wills
Grants Revenue Officer

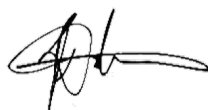
Recommended:

Emily Reid
Manager Administration and Communication

Endorsed:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.



ORDINARY MEETING

18-19 MARCH 2025

Agenda Item

6.3

DIRECTORATE: Corporate Services

AUTHOR: Corporate Planning and Performance Lead

POLICY REVIEW AND UPDATE - ENTERTAINMENT AND HOSPITALITY POLICY AND RECORDS MANAGEMENT POLICY

OFFICER RECOMMENDATION:

Council:

1. Adopts the amended Entertainment and Hospitality Policy,
2. Adopts the new Records Management Policy; and
3. 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, including the power to make any further minor administrative amendments to the policies as they arise.

EXECUTIVE SUMMARY:

Entertainment and Hospitality Policy

This policy has been reviewed and updated in response to various audit matters raised over a number of years. The updated policy in Attachment 1 is presented to Council for consideration.

Records Management Policy

This is a new policy developed in response to matters raised by internal audit in 2023 and 2024. The new policy in Attachment 2 is presented to Council for consideration.

INTERESTED PARTIES/CONSULTATION:

- Audit and Risk Committee
- Executive Director, Corporate Services
- Manager Financial Services
- Manager Technology Services
- Manager Administration and Communication
- Corporate Planning and Performance Lead
- Executive Management Team

BACKGROUND:

Entertainment and Hospitality Policy

The Entertainment and Hospitality Policy establishes clear guidelines to ensure that all entertainment and hospitality expenditures by Torres Strait Island Regional Council are reasonable, appropriate and compliant with section 196 of the *Local Government Regulation 2012*.

This policy applies to all Council employees and Councillors when incurring entertainment and hospitality expenses in the course of Council business. It aims to ensure that public funds are spent responsibly and transparently, in alignment with Council's commitment to fiscal accountability and good governance.

This policy has been amended following recommendations made in response to various audit matters raised over a number of years. The policy now includes comprehensive Expenditure Guidelines and specifies expenditure categories and criteria (including roles and responsibilities of Mayor, Councillor and Council officers).

Additionally, the following clauses have been added to the policy to address audit concerns regarding the use of corporate credit cards and personal expense reimbursements.

- Payments for entertainment and hospitality expenditure and use of Corporate Purchase Card
- Claiming reimbursement of personal expenditure

This policy must be reviewed annually.

Records Management Policy

The Records Management Policy is a new policy developed in response to a number of matters raised by internal audit in 2023 and 2024.

This policy ensures that all records and information created or received by Council are managed in compliance with legislative requirements, standards and guidelines.

It applies to all employees, Councillors, contractors, and volunteers, covering both physical and electronic records across all formats and systems. The policy reinforces Council's commitment to maintaining accurate, secure, and reliable records to support transparency, accountability, and effective decision-making. Aligned with the Queensland State Archives Records Governance Policy, it ensures information is properly created, maintained, and disposed of lawfully. Additionally, the policy upholds the *Human Rights Act 2019 (Qld)*, ensuring all decisions consider human rights obligations. Council is now seeking adoption of this policy.

The Records Management Procedure is still under review.

COMPLIANCE/CONSIDERATIONS:

Statutory:	The Entertainment and Entertainment Policy is a statutory policy
Budgetary:	Included in Annual Budget
Policy:	Policy Framework
Legal:	<i>Local Government Regulation 2012 (Qld)</i> <i>Local Government Act 2009 (Qld)</i> <i>Human Rights Act 2019 (Qld)</i>
Risk:	Legislative Requirement
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:	The Audit and Risk Committee considered and endorsed these two policies at its meeting on 4 March 2025
Timelines:	Policies to be reviewed as stated

OTHER COMMENTS:

N/A

Robert Blake

Prepared/Recommended:

Robert Blake
Corporate Planning and Performance Lead

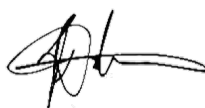
Endorsed:

Emily Reid
Manager Administration and Communication

Endorsed:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Attachment 1: Entertainment and Hospitality Policy
Attachment 2: Records Management Policy



Entertainment and Hospitality Policy (Statutory Policy)

1. PURPOSE

The purpose of this policy is to ensure:

- (a) Compliance with section 196 of the *Local Government Regulation 2012*; and
- (b) Council's spending on entertainment and hospitality is reasonable and appropriate.

2. SCOPE

This policy applies to all purchases of entertainment and hospitality by Torres Strait Island Regional Council (Council) employees and Councillors while on Council business.

3. LINK TO CORPORATE PLAN

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

4. POLICY STATEMENT

Council acknowledges that entertainment and hospitality expenses may be appropriate for official business when aligned with its strategic priorities. As a publicly funded body, Council ensures funds are used responsibly, transparently and in the public interest to:

- Advance the Torres Strait's economic, social, and cultural development.
- Strengthen the cultural and social fabric of Torres Strait communities.
- Build effective relationships with the community, business, and government.

All entertainment and hospitality expenses must benefit both Council and the community while maintaining accountability and consistency across the organisation.

4.1 Expenditure Guidelines

The following categories of entertainment and hospitality are considered appropriate and reasonable under this policy:

- Official Council functions; and
- Council business related activities.

All entertainment and hospitality expenditures must:

- Be pre-approved, reasonable, and withstand public scrutiny.
- Be funded from the adopted budget
- Include supporting documentation, such as:
 - A written request stating the purpose, approved by the authorising officer.
 - Quotes approved by the authorising officer.
 - For events not open to the public (invite-only) total number of attendees
- A completed Fringe Benefits Tax (FBT) Declaration Form.

Entertainment and hospitality expenditure will be deemed appropriate if it meets the following criteria:

- Is reasonable and cost-effective.
- Fits within the adopted budget allocation.
- Can withstand public scrutiny.
- Serves an official purpose as described above.
- Complies with legal, financial, audit, and ethical requirements.
- Aligns with Council's operational and strategic objectives.

4.1.1 Official Council Functions

It may be appropriate for Council to incur entertainment and hospitality expenditure on official council functions, including:

- Civic Events; and
- Civic Duty role.

4.1.1.1 Civic Events

Refreshments and catering may be provided for civic receptions, including Mayoral receptions and Council

hosted functions:

- (a) To recognise significant contributions from groups or individuals to the community;
- (b) To host official dignitaries; and
- (c) For community celebrations.

4.1.1.2 Civic Duty Role

The Mayor and the Divisional Councillor may undertake a Civic Duty role.

Attendance for the Civic Duty role is restricted to events associated with past leaders, parent(s) of currently elected Councillors, elder statesmen or others generally recognised as contributing to the advancement of the Torres Strait.

Should a Councillor travel for Civic Duty purposes, it is an express requirement that the Councillor is the Divisional Councillor for the Division that the past leader represented in a public office capacity.

Civic Duty travel is taken to be part of official business with the Mayor or Councillor representing the Council at these significant events in the community.

Civic Duty travel costs are to be recognised and kept to a reasonable limit. Payment by the Council shall occur at Council adopted travel rates.

4.1.2 Council business related activities

Where appropriate, Council may incur entertainment and hospitality expenditure for:

- (a) Council meetings, committee meetings, and workshops;
- (b) training courses, conferences, and other functions;
- (c) stakeholder relationship management; and
- (d) staff meetings, gatherings, special events.

4.1.2.1 Council meetings, committee meetings, and workshops

Authorising officer: Chief Executive Officer or any Executive Director

Records Management Policy

1. PURPOSE

The purpose of this policy is to ensure that all records and information created and received within Council, are managed in accordance with the relevant legislation, policies, standards and guidelines and ensure that full and accurate records of the actions and decisions of Council are properly managed, physically and electronically, to minimise risk of data loss.

2. SCOPE

This policy applies to all employees of Council, Councillors, and contractors regardless of whether they are permanent, temporary, fulltime, part-time, contracted, or casual employees as well as volunteers.

It applies to all Information Assets regardless of the format it is in, or the system it is created, managed or stored in. This includes physical and electronic records, including but not limited to contracts and agreements, financial documents, emails, correspondence, personnel files, and other official records created or received in the course of business.

3. LINK TO CORPORATE PLAN

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

4. POLICY STATEMENT

Council records are the corporate memory of our organisation. They provide evidence of actions, decisions and communications. Council is committed to systematically managing its Information Assets in an accountable and transparent manner. Information governance will be applied at an organisational level to embed a culture where information is respected and valued as an asset that must be protected and controlled.

As a public authority, Council is required to adhere to the Queensland State Archives Records Governance Policy as a part of the Queensland Government Enterprise Architecture (QGEA).

Council will ensure its information and data is actively managed, created, maintained, and protected to meet business, legislative and accountability requirements as well as stakeholder and community expectations.

TSIRC is committed to creating and keeping complete and reliable records, therefore all information and records management practices are to be in accordance with this policy and any other supporting documents, including the lawful disposal of public records.

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

5. DEFINITIONS

Complete and Reliable Records	<p>Records where the content, context and structure of a record can be trusted as a true and accurate representation of the transactions, activities, or facts that they document can be depended upon in the course of subsequent use.</p> <p>The complete and reliable record must:</p> <ul style="list-style-type: none"> • Contain not only the content, but also the structural and contextual information necessary to document the transaction and make sense of the content • Be meaningful – the record can be understood because of the information it contains and/or the linkages that ensure the context in which the records were created and used is apparent • Contain only the amount of information or context it needs to be meaningful and does not include extraneous information • Have context – the record included metadata and information that shows the business, legal and social context, relationships to other records, record systems and those who create, manage and use records • Be authentic – it can be proved and trusted to be what it says it is and to have been created, used, transmitted in the way and by the person (or agency) that it says it was created, used or transmitted by. • Be secure – protected to prevent unauthorised access, alteration, and removal • Be accessible – can be located and accessed as required
Disposal	The lawful disposal of public records. Disposal is authorised by the State Archivist through a current retention and disposal schedule or other legal authority. Disposal of public records must also be endorsed by the Chief Executive Officer or authorised delegate.
IS33	Queensland Government Access and Use Policy
QGCIO	Queensland Government Chief Information Officer
QGEA	Queensland Government Enterprise Architecture

6. REGULATORY AUTHORITY, RELATED DOCUMENTS, AND REFERENCES

Regulatory Authority

- *Public Records Act 2002 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Right to Information Act 2009 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Privacy Act 1988*
- *Human Rights Act 2019*
- *Information Access and Use Policy (IS33) (QGCIO)*
- *Information Asset Custodianship Policy (IS44) (QGCIO)*
- *Information Governance Policy (Queensland Government Enterprise Architecture (QGEA))*
- *Records Governance Policy (QGEA)*

Related Documents

- Records and Information Management Procedure
- Recordkeeping Processes and Procedures
- Internal Procedure for the Disposal of Paper Records after Digitation

7. REVIEW

When does the policy need to be reviewed?

Policy type:	X Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager Information Technology Services
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	[MONTH] [YYYY}
Review history:	N/A
Version	1

Administration roles: Budget monitoring by Executive Director Financial Services

Additional requirements: Fringe Benefits Tax (FBT) Declaration Form must be completed if applicable.

Reasonable catering and refreshments (eg, light lunches, morning and afternoon teas, tea, coffee, juice etc) may be provided to attendees at Council meetings, committee meetings or Council workshops where:

- official council business is being undertaken; and
- it would be reasonable to do so given the time, location, and duration, and
- expenditure is within budget.

4.1.2.2 Training courses, conferences, and other functions

Authorising officer: Chief Executive Officer or any Executive Director

Administration roles: Budget monitoring by relevant Executive Director

Additional requirements: Fringe Benefits Tax (FBT) Declaration Form must be completed if applicable.

Council may arrange for refreshments to be made available if a training course, conference, meeting, or other function arranged by Council occurs during a normal meal period or is reasonable to do so given the time, location, and duration. Refreshments are to be reasonable (eg, light lunches, morning and afternoon teas, tea, coffee, juice etc) for the purpose of the event and for the number of expected attendees.

4.1.2.3 Stakeholder Relationship Management

Authorising officer: Chief Executive Officer (Mayor approval for Chief Executive Officer)

Administration roles: Budget monitoring by Executive Director Financial Services

Additional requirements: Fringe Benefits Tax (FBT) Declaration Form must be completed if applicable.

Acquittal must include a brief description as to how the expenditure relates to maintenance and strengthening of stakeholder relationships.

Councillors and approved employees may be required to participate in meetings with representatives of government, business, industry, professional associations or community groups for the purpose of;

- (a) Building relationships including with government and industry representatives and funding bodies that can benefit the Torres Strait region in terms of access to people, services, goods and resources;
- (b) Forming regional links to ensure the continued economic development of the Torres Strait region; and
- (c) Working within the Torres Strait community to further develop the social and cultural fabric binding the region.

Reasonable entertainment and hospitality expenditure is allowed to facilitate the maintenance or strengthening of external stakeholder relationships with customers, suppliers, and/or government representatives. The maximum amounts for reasonable entertainment are not to exceed the Australian Taxation Office (ATO) reasonable amount for domestic meal expenses rates at Level 1 as determined by the ATO via Taxation Determinations from time to time.

As a general rule, the number of employees or Councillors in attendance must not exceed a ratio of 2:1 (ie, a maximum of 2 employees/Councillors for each external stakeholder in attendance) unless specific permission has been provided by the CEO.

4.1.3 Not reasonable or appropriate expenditure

Unless approved in accordance with this policy the following expenditure is considered not to be reasonable or appropriate:

- (a) Events not deemed official Council business;
- (b) Dinners/functions at the private residence of a Councillor or employee;
- (c) Other notable date celebrations/lunches outside of authorised whole of Council events;

- (d) Expenditure for attendance of a Councillor or employee's partner, spouse or associate except where prior approval has been obtained.

4.1.4 Payments for entertainment and hospitality expenditure and use of Corporate Purchase Card

Any payments payable under this policy will be made directly to the supplier unless there are extenuating circumstances, in which case the CEO must approve the alternative payment method.

An employee issued with a corporate purchase card may use this card to pay for entertainment and hospitality subject to the terms and conditions of the card and in accordance with this policy and the Corporate Purchase Card Procedure.

4.1.5 Claiming reimbursement of personal expenditure

A Councillor or employee may be eligible for reimbursement if they personally incur expenses related to entertainment or hospitality.

- Councillors must seek approval from the CEO
- Employees must seek approval from the delegated officer
- The CEO must seek approval from the Mayor

When approving the claim, the CEO or delegated officer will consider the following:

- a) Prior approval for the spending has been received;
- b) The activity is deemed official Council business;
- c) The frequency of claims;
- d) Factors such as accepted community practice or standard;
- e) Be satisfied it is reasonable;
- f) Includes appropriate documentary evidence;
- g) Whether the claim withstands the can withstand public scrutiny;
- h) For employees, is in accordance with the allowable and non-allowable expenditure detailed in the Travel Policy (if applicable); and
- i) For Councillors, is in accordance with the Councillor Remuneration, Reimbursement and Facilities Provision Policy.

4.2 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

4.3 Fringe Benefits Tax Requirements

A Fringe Benefits Tax (FBT) Declaration (Entertainment and Hospitality Declaration Form) must be completed for all Council functions where meals or entertainment are provided and the event is not open to the general public.

5. REPORTING

No additional reporting required.

6. DEFINITIONS

Term	Meaning
CEO	The Chief Executive Officer of Council appointed pursuant to section 194 of the LGA.
Civic Duty	A role undertaken by the Mayor or Divisional Councillor to represent the Council at significant community events.
Council	Torres Strait Island Regional Council
Councillor	An elected member of Council, including the Mayor.
Deputy Mayor	Deputy Mayor of Council
Entertainment	Entertainment by way of food, drink, or recreation

7. RELATED DOCUMENTS AND REFERENCES

Local Government Act 2009

Local Government Regulation 2012

Corporate Credit Card Policy

Corporate Purchase Card Procedure

Travel Policy

Councillor Expense Reimbursement and Facilities Provision Policy

8. REVIEW

This policy is to be reviewed annually, if legislation changes, or at the direction of the Chief Executive Officer.

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Chief Executive Officer
Authorised on:	XXXX
Effective date:	XXXX

Next review date:	June 2026
Review history:	2008, 2009, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024
Version:	2.0



ORDINARY MEETING

18-19 March 2025

Agenda Item

8.1

DIRECTORATE: *Financial Services*

AUTHOR: *Head of Financial Services*

FINANCE DASHBOARD REPORT – February 2025

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 28 February 2025, 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 28 February 2025.

Background:

The 2024-25 budget review was adopted at the February 2025 Ordinary Council Meeting and has taken into consideration the expected impacts of the remainder of the financial year including but not limited to high inflation, labour shortages due to shifting workforce dynamics, shortages in contractors due to remote operations and materials shortages. The 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 end stated above. Actual amounts are compared against the year-to-date budget review for 2024-25. (See Appendix A for Summary Financial Statements by Department and Appendix B Detailed Capital Report).

Resource implications:

The actual operating result (before depreciation) year-to-date as at 28 February 2025 reflects a surplus of \$18.7M (budgeted \$11.8M surplus). This positive variance is primarily driven by increased revenue from contracts and recoverable works, capital works revenue that has not been allocated to capital revenue and overall savings in expenditure impacted by various factors such as ability to deliver services based on external and internal constraints and general timing.

FINANCIAL PERFORMANCE AT A GLANCE – Year to Date (YTD) 28 February 2025

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	75,229,316	62,611,333	71,125,121	8,513,788	13.6%	●
Other income	6,090,890	4,181,599	4,465,780	284,181	6.8%	●
Recurrent expenditure (excl. depreciation)	(82,730,977)	(54,998,632)	(56,920,682)	(1,922,050)	(3.5%)	●
Operating result (excl. depreciation)	(1,410,771)	11,794,300	18,670,220	6,875,919	58.3%	●
Capital revenue	48,306,069	32,438,513	15,275,444	(17,163,068)	(52.9%)	●
Capital expenses	(3,500,000)	(2,333,333)	(916,041)	1,417,293	60.7%	●
Net result (excl. depreciation)	43,395,298	41,899,480	33,029,624	(8,869,856)	(21.2%)	●
Depreciation expense	(58,483,681)	(38,989,120)	(43,145,844)	(4,156,724)	(10.7%)	●
Net result	(15,088,382)	2,910,359	(10,116,221)	(13,026,580)	(447.6%)	●

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 \$6.9M variance attributed to:

Revenue \$8.8M favourable variance:

- Building Services has a \$10.8M 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 combined with capital works revenue that has not been allocated to capital revenue year to date (budgeted \$6.9M as capital revenue).
- Grants income unfavourable variance of \$2.7M due to delays in service delivery which is impacted by various factors and general timing of expenditure

Expenditure \$1.9M 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 \$13.0M favourable variance:

Operating favourable variance of \$6.9M 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

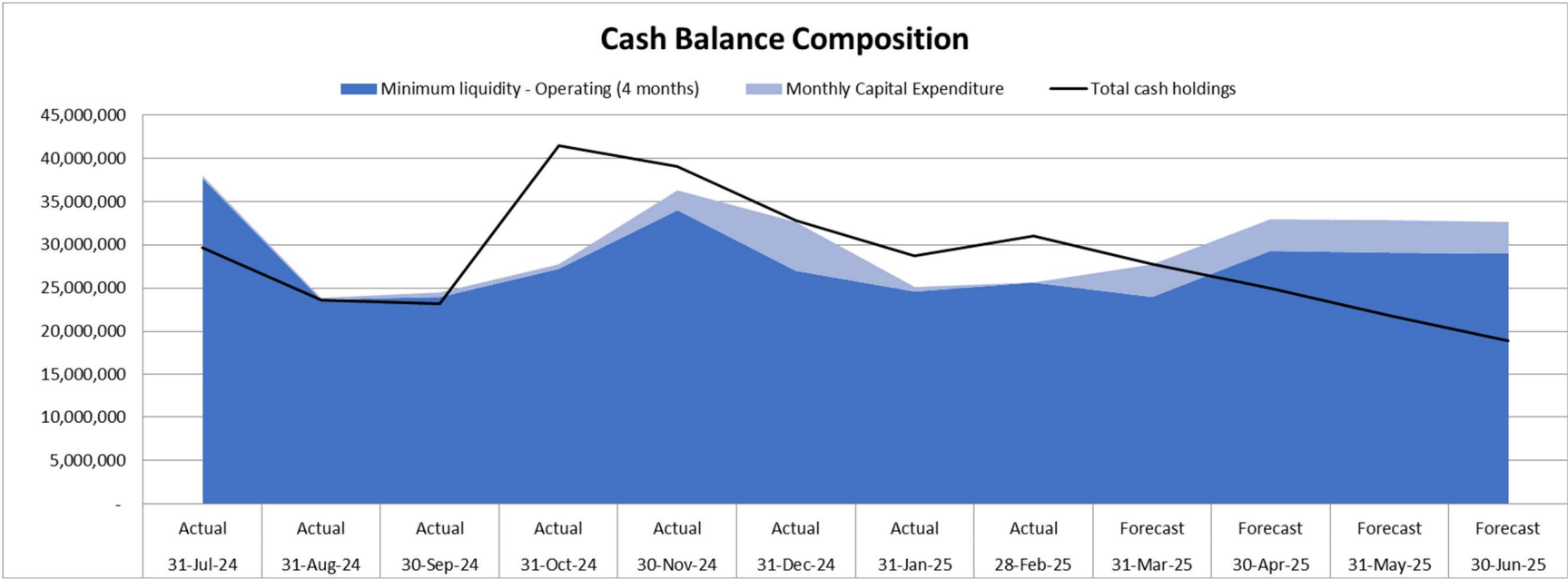
	Current Month	Prior Month	variance \$	variance %
Current assets				
Cash and cash equivalents	30,738,086	29,450,943	1,287,143	4.4%
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	14,705,498	15,892,822	(1,187,324)	(7.5%)
Inventories	415,117	415,117	0	0.0%
Contract assets	12,662,195	10,325,961	2,336,234	22.6%
Lease receivables	-	-	0	
Total current assets	58,590,616	56,154,563	2,436,053	4.3%
Non-current assets				
Lease receivables	11,220,749	11,220,749	0	0.0%
Property, plant and equipment	1,087,909,164	1,089,039,939	(1,130,775)	(0.1%)
Right of use assets	192,803	241,004	(48,201)	(20.0%)
Total non-current assets	1,099,885,149	1,101,064,125	(1,178,976)	(0.1%)
Total assets	1,158,475,765	1,157,218,688	1,257,077	0.1%
Current liabilities				
Trade and other payables	4,159,925	4,053,487	(106,438)	(2.6%)
Borrowings	-	-	0	
Provisions	1,376,904	1,376,119	(785)	(0.1%)
Contract liabilities	19,371,807	16,668,357	(2,703,450)	(16.2%)
Lease liabilities	156,053	207,955	51,902	25.0%
Total current liabilities	25,064,689	22,305,918	(2,758,771)	(12.4%)
Non-current liabilities				
Provisions	10,945,499	10,809,440	(136,058)	(1.3%)
Lease liabilities	0	0	(1)	
Total non-current liabilities	10,945,499	10,809,440	(136,059)	(1.3%)
Net community assets	1,122,465,576	1,124,103,329	(1,637,753)	(0.1%)
Community Equity				
Asset revaluation surplus	825,145,979	825,145,979	0	0.0%
Retained surplus/(deficiency)	307,435,818	307,435,818	0	0.0%
Current Year Surplus/(Deficit)	- 10,116,221	- 8,478,467	(1,637,753)	19.3%
	1,122,465,576	1,124,103,329	(1,637,753)	(0.1%)

STATEMENT OF FINANCIAL POSITION

	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,969,374	64,723	94,711	29,988	100.0%
Fees and charges	5,350,639	4,371,953	4,421,467	49,514	1.1%
Sales revenue	24,788,300	17,009,975	28,105,747	11,095,772	65.2%
Grants, subsidies, contributions and donations	43,756,303	41,588,216	38,581,042	(3,007,174)	(7.2%)
	75,864,616	63,034,867	71,202,966	8,168,100	13.0%
Capital revenue					
Grants, subsidies, contributions and donations	48,306,069	32,438,513	15,275,444	(17,163,068)	(52.9%)
	48,306,069	32,438,513	15,275,444	(17,163,068)	(52.9%)
Interest received	679,995	452,709	850,063	397,354	87.8%
Other income	66,114	44,947	398,009	353,062	785.5%
Rental income	4,709,481	3,260,410	3,139,863	(120,547)	(3.7%)
Total income	129,626,275	99,231,445	90,866,346	(8,365,099)	(8.4%)
Expenses					
Recurrent expenses					
Employee benefits	34,556,215	22,798,720	20,186,302	2,612,418	11.5%
Materials and services	47,464,063	31,712,830	36,262,720	(4,549,890)	(14.3%)
Finance costs	710,699	487,082	471,660	15,423	3.2%
Depreciation and amortisation	58,483,681	38,989,120	43,145,844	(4,156,724)	(10.7%)
	141,214,658	93,987,752	100,066,526	(6,078,773)	(6.5%)
Capital expenses	3,500,000	2,333,333	916,041	(1,417,293)	(60.7%)
Total expenses	144,714,658	96,321,086	100,982,567	4,661,481	4.8%
Net result	(15,088,382)	2,910,359	(10,116,221)	(13,026,580)	(447.6%)

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 February figures reflect actual cash balances.

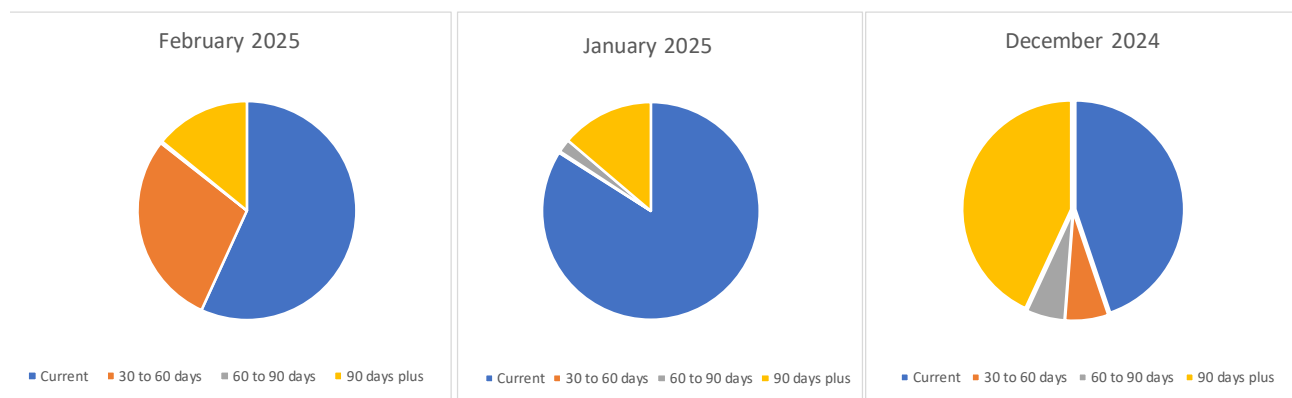


Current forecast \$18.9M (Budget \$23.0M)

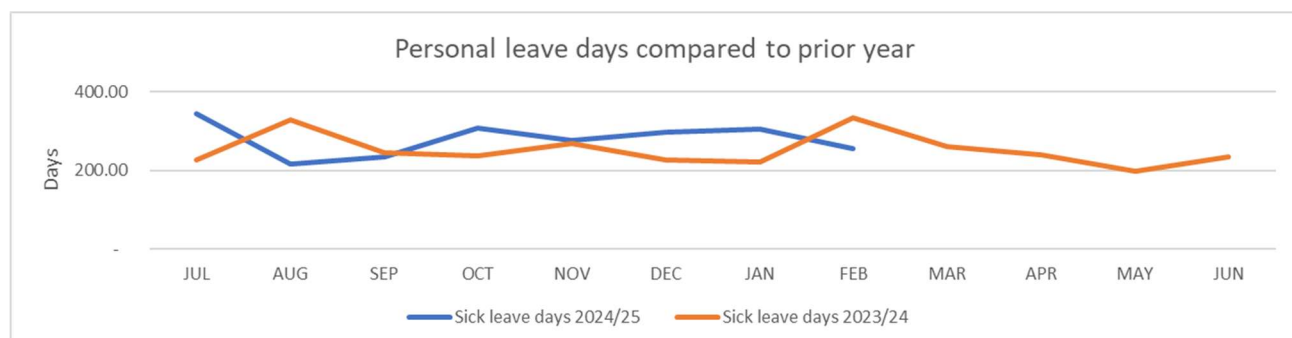
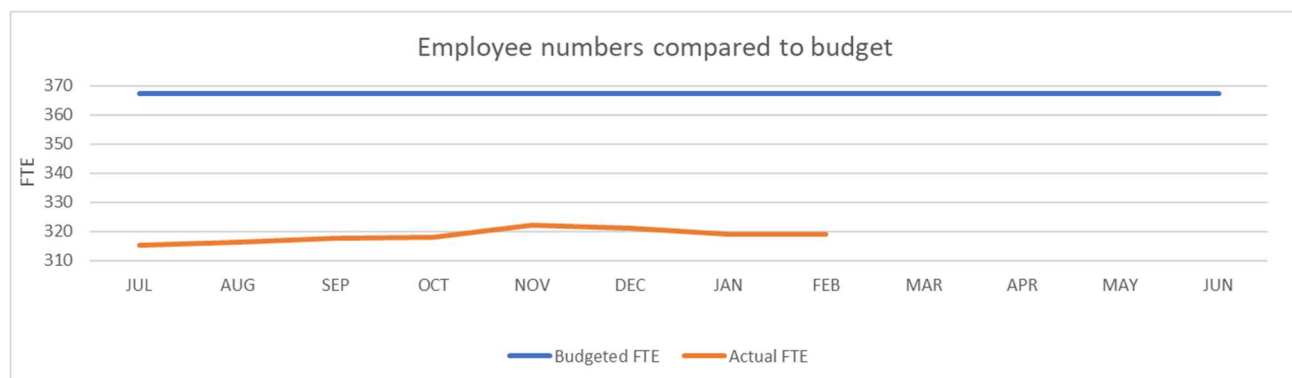
- Council's cash flow continues to decline as costs of service delivery inflate faster than revenue growth. To address these challenges, management has engaged an external consultant to conduct a comprehensive review of organisational practices and financial management. The findings and recommendations 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 and anticipates levels to go below again by the end of March for the rest of the financial year.
- 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.
- Due to most grant funding being received in arrears, Council must outlay cash for major infrastructure projects, which is reimbursed after submitting milestone payments.

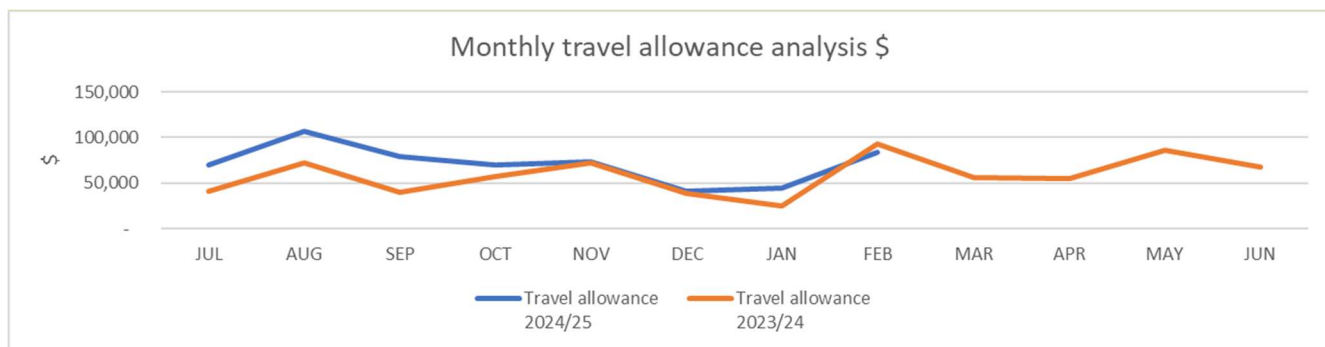
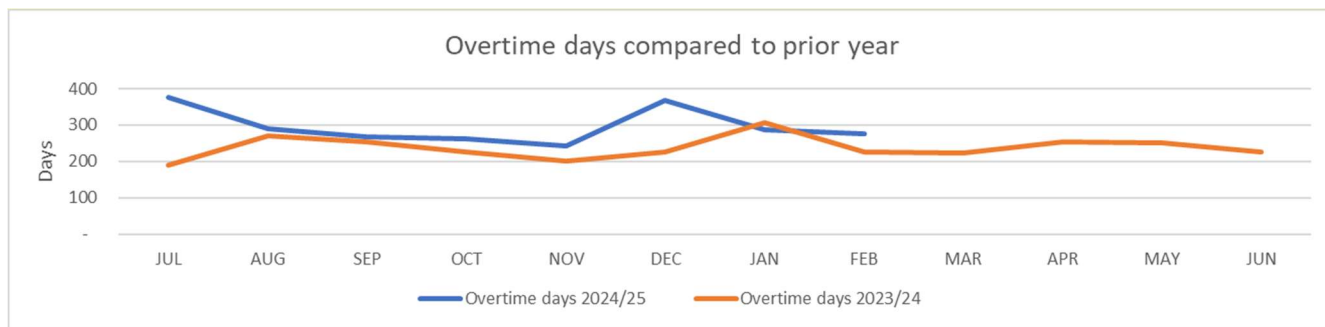
Debtor Analysis

	As at 28 February 2025		As at 31 January 2025		As at 31 December 2024	
	\$	%	\$	%	\$	%
Current	6,593,138	57%	10,103,346	84%	4,571,519	45%
30 to 60 days	3,336,958	29%	26,829	0%	652,182	6%
60 to 90 days	36,278	0%	242,249	2%	576,429	6%
90 days plus	1,635,586	14%	1,657,955	14%	4,398,226	43%
Total aged debtors	11,601,960	100%	11,976,722	100%	10,198,357	100%
Housing debtors (Note 1)	12,613,958		12,634,874		12,595,774	
Total Provision	- 13,341,873		- 13,298,703		- 13,255,533	
Net debtors (exc. Unapplied credits)	10,874,045		11,312,893		9,538,598	
Unapplied Credits	- 602,318		- 316,559		- 618,933	



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 recoverable works	Consider revising service agreements with funding partners to account for	Negative impact to gross margins and ultimately net profits

				material increases	
	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:



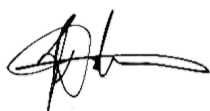
Nicola Daniels
Head of Financial Services

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)	(4,052,425)	(2,789,590)	(2,699,472)	90,118	3.2%	●
Operating surplus (exc. Depreciation)	(4,052,425)	(2,789,590)	(2,699,472)	90,118	-3.2%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(4,052,425)	(2,789,590)	(2,699,472)	90,118	3.2%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(4,052,425)	(2,789,590)	(2,699,472)	90,118	-3.2%	●

Comments:

Favourable Operating/Net Result

Overall result on track to budget

Building Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	21,520,000	14,831,108	25,291,952	10,460,844	70.5%	●
Other income	0	0	25,850	25,850	0.0%	●
Recurrent expenditure (excl. depreciation)	(19,542,340)	(12,778,855)	(20,706,705)	(7,927,850)	-62.0%	●
Operating surplus (exc. Depreciation)	1,977,660	2,052,253	4,611,097	2,558,844	124.7%	●
Capital revenue	1,972,200	1,314,800	0	(1,314,800)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	3,949,860	3,367,053	4,611,097	1,244,044	36.9%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	3,949,860	3,367,053	4,611,097	1,244,044	36.9%	●

Comments:

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 to be allocated to capital, and unbilled internal works to be allocated to other departments.

Corporate Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	147,768	146,179	215,317	69,139	47.3%	●
Other income	10,000	6,667	6,168	(499)	-7.5%	●
Recurrent expenditure (excl. depreciation)	(3,793,560)	(2,596,663)	(1,360,637)	1,236,025	47.6%	●
Operating surplus (exc. Depreciation)	(3,635,792)	(2,443,818)	(1,139,152)	1,304,666	53.4%	●
Capital revenue	0	0	(140,044)	(140,044)	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(3,635,792)	(2,443,818)	(1,279,195)	1,164,622	47.7%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(3,635,792)	(2,443,818)	(1,279,195)	1,164,622	47.7%	●

Comments:

Favourable Operating/Net Result

Recurrent Expenditure - favourable result impacted by a reduction in employee benefits costs due to vacancies. Partially offset by additional legal expenses.

Health and Community Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	14,340,112	11,283,659	9,701,964	(1,581,695)	-14.0%	●
Other income	531,114	354,947	336,919	(18,028)	-5.1%	●
Recurrent expenditure (excl. depreciation)	(20,408,077)	(13,793,536)	(12,260,356)	1,533,180	11.1%	●
Operating surplus (exc. Depreciation)	(5,536,851)	(2,154,930)	(2,221,472)	(66,542)	3.1%	●
Capital revenue	12,907,800	8,771,864	357,729	(8,414,135)	-95.9%	●
Capital expenses	0	0	(257)	(257)	0.0%	●
Net result (excl. depreciation)	7,370,949	6,616,934	(1,864,001)	(8,480,935)	-128.2%	●
Depreciation Expense	(31,166,140)	(20,777,426)	(23,284,351)	(2,506,924)	-12.1%	●
Net result	(23,795,191)	(14,160,492)	(25,148,351)	(10,987,859)	77.6%	●

Comments:

Favourable Operating Result:

Recurrent Revenue - unfavourable due to lower recognition of revenue with delays in delivery of grant funded services; commercial rent is lower than budget due to a combination of cessation of agreements and delays with negotiating and invoicing new agreements

Recurrent Expenditure - favourable due to the high vacancy rate, which is impacting delivery of grant funded services and expenditure on materials and services

Unfavourable Net result:

Capital Revenue - unfavourable due to internal capitalisations not processed YTD

Depreciation - unfavourable due to actual depreciation being higher than budgeted

Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	32,317,447	31,630,007	31,695,759	65,753	0.2%	●
Other income	179,995	119,376	850,387	731,012	612.4%	●
Recurrent expenditure (excl. depreciation)	(1,327,917)	(954,265)	51,476	1,005,741	105.4%	●
Operating surplus (excl. Depreciation)	31,169,525	30,795,118	32,597,623	1,802,505	5.9%	●
Capital revenue	4,976,058	4,082,373	2,369,023	(1,713,351)	-42.0%	●
Capital expenses	(3,500,000)	(2,333,333)	(938,747)	1,394,586	59.8%	●
Net result (excl. depreciation)	32,645,583	32,544,158	34,027,898	1,483,740	4.6%	●
Depreciation Expense	(1,039,700)	(693,133)	(724,302)	(31,168)	-4.5%	●
Net result	31,605,883	31,851,025	33,303,597	1,452,572	4.6%	●

Favourable Operating Result

Recurrent / Other Revenue - favourable due to increase in interest revenue

Recurrent expenditure - favourable due to timing of expenditure and extended vacancies.

Favourable Net Result

Capital Revenue - unfavourable due to timing of works.

Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	10,508,770	7,244,324	5,823,281	(1,421,044)	-19.6%	●
Other income	0	0	24,703	24,703	0.0%	●
Recurrent expenditure (excl. depreciation)	(31,041,420)	(20,381,974)	(18,589,716)	1,792,259	8.8%	●
Operating surplus (excl. Depreciation)	(20,532,650)	(13,137,650)	(12,741,732)	395,918	-3.0%	●
Capital revenue	27,748,241	17,955,554	12,204,095	(5,751,459)	-32.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	7,215,591	4,817,904	(537,638)	(5,355,541)	-111.2%	●
Depreciation Expense	(25,833,074)	(17,222,049)	(18,778,971)	(1,556,921)	-9.0%	●
Net result	(18,617,483)	(12,404,146)	(19,316,608)	(6,912,463)	-55.7%	●

Comments:

Favourable 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 against the 24/25 budget review.

Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,740,000	1,160,000	1,315,074	155,074	13.4%	●
Other income	25,000	16,667	4,045	(12,622)	-75.7%	●
Recurrent expenditure (excl. depreciation)	(2,565,238)	(1,703,750)	(1,355,272)	348,478	20.5%	●
Operating surplus (excl. Depreciation)	(800,238)	(527,083)	(36,153)	490,930	93.1%	●
Capital revenue	701,770	313,922	484,642	170,720	54.4%	●
Capital expenses	0	0	22,964	22,964	0.0%	●
Net result (excl. depreciation)	(98,468)	(213,161)	471,452	684,614	321.2%	●
Depreciation Expense	(444,767)	(296,512)	(358,221)	(61,710)	-20.8%	●
Net result	(543,235)	(509,673)	113,231	622,904	122.2%	●

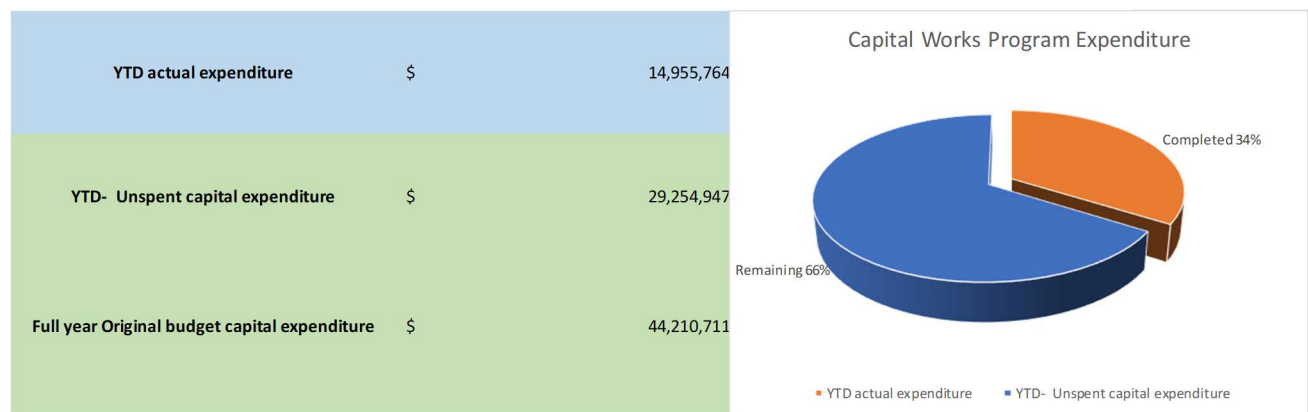
Comments:

Favourable Operating Result

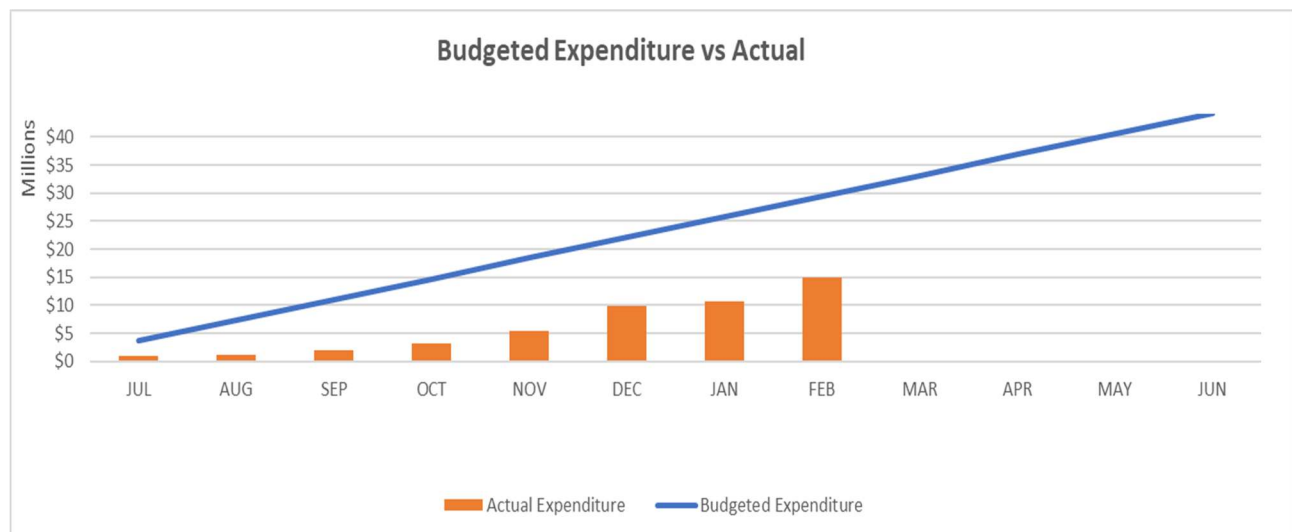
Recurrent revenue - Sale of Fuel & Gas is higher than the budget.

Appendix B

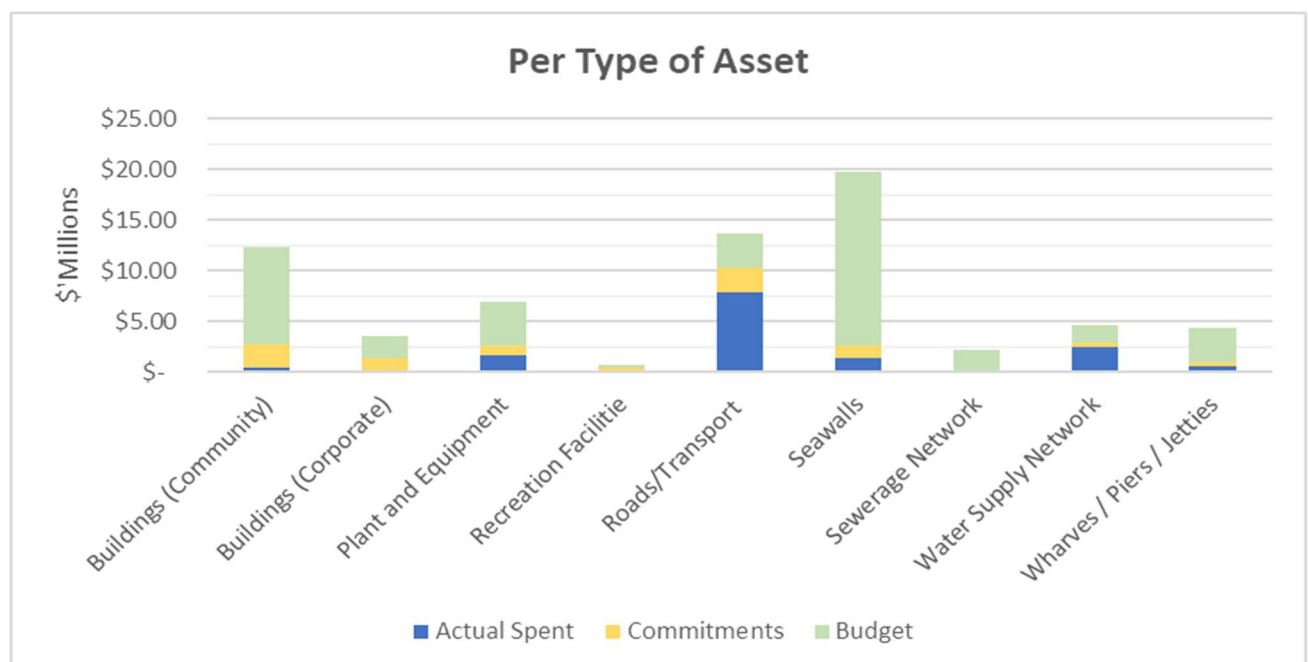
Capital Works Program



Monthly progress– Capital expenditure



Overall program performance – Per Type of Asset





ORDINARY MEETING

18-19 March 2025

Agenda Item

8.2

DIRECTORATE: *Financial Services*

AUTHOR: *Head of Financial Services*

POLICY MATTER – POLICY UPDATES

OFFICER RECOMMENDATION:

Council resolves:

1. to adopt the amended and updated policies in the form attached for Council's Corporate Credit Card Policy and Debt Policy; 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 policy as they arise; and
3. That pursuant to Sections 236 and 257 of the *Local Government Act 2009* (Qld), to delegate to the CEO the power to negotiate, make, sign, increase, decrease or discharge any corporate credit card facility provided that such corporate credit card facility does not exceed the total value of \$150,000.

EXECUTIVE SUMMARY:

In accordance with good governance and audit deficiency related to Corporate Card transactions, management has reviewed the Corporate Credit Card Policy that was refreshed and adopted in November 2023 to provide clear guidance on the requirements of card holders and administration of credit cards. The review has been conducted by Head of Financial Services following consultation internally.

A range of minor amendments are proposed to provide guidance to corporate card holders. These include:

- Clarifies that the CEO has the power to act within the limit set by Council
- Prescribes the forms required for Fringe Benefits Tax purposes
- Mandates training obligations before a card will be released
- Register of Cardholders and Authorised Users to be maintained by the Team Leader Creditors
- Amendments to the reconciliation procedure requiring:
 - o Sign-off by the relevant Executive Director for non-executive cardholders
 - o Specifies when a receipt may be accepted in place of a tax invoice though will be managed individually on its merits

Additionally, operational requirements have caused an increase in card holders, therefore a recommendation has been put forward to increase the total credit facility from \$100,000 to \$150,000.

As a result of the additional credit facility increase, advice has been sort from external legal to include a section in Council's Debt Policy that while not considered borrowings, a credit card facility is held by Council and repaid on a monthly basis.

Background

Audit Deficiencies

During the last three annual audits, recommendations have been made to consider strengthening the Corporate Credit Card Policy along with several other policies. While the recommendation has been addressed in each year due to the ongoing audit matter it is continually reviewed to see where further amendments can be made to continue to strengthen the policy and promote better accountability for breaches of the policy.

Increased Credit Facility

Currently the credit facility is held with NAB and has a total limit of \$100,000 and a total of 9 card holders.

Due to changes in operational requirements and stricter controls around the cards, there was a need to increase the number of card holders and limits.

- The minimum value for one quote increase from \$2,000 to \$5,000 which has allowed for efficiencies in the procurement process but has also increased the acceptable value of transactions placed on credit cards. This aligns with Council's Procurement and Ethical Sourcing Policy.
- There are stricter controls and accountability for card holders, meaning that the card holder is not able to release their card to another person thereby meaning that there is less flexibility for the card to be used for non-cardholder purchases
- IT Services pays for numerous subscriptions that can only be paid by credit / debit card which has meant that an additional card was required for this function with a higher monthly limit than usually provided. Several of the payments are made annually therefore fluctuations in the monthly usage means some months may require a much higher available limit than other months.

The credit card facility was previously divided between the card holders and there was a remaining limit of \$10,000 however, due to additional cards being requested the remaining limit has been used and the limits of some card holders reduced and applied elsewhere. By increasing the credit facility limit to \$150,000 and delegating the CEO powers to act within this limit there is still sufficient control in place to limit the total liability Council can be put into by the utilisation of the credit facility.

Table of Policies

Policy	Changes
Corporate Credit Card Policy	<ul style="list-style-type: none">• Format change to new template developed by Corporate Services• Clarifies that the CEO has the power to act within the limit set by Council• Prescribes the forms required for Fringe Benefits Tax purposes• Mandates training obligations before a card will be released• Register of Cardholders and Authorised Users to be maintained by the Team Leader Creditors• Amendments to the reconciliation procedure requiring:<ul style="list-style-type: none">○ Sign-off by the relevant Executive Director for non-executive cardholders○ Specifies when a receipt may be accepted in place of a tax invoice though will be managed individually on its merits
Debt Policy	<ul style="list-style-type: none">• Format change to new template developed by Corporate Services• Added section 6 which notes that while not considered borrowings, a credit card facility is held by Council and repaid on a monthly basis

Consultation

- Financial Services
- Chief Executive Officer
- MacDonnells
- Ado & Co

COMPLIANCE / CONSIDERATIONS:

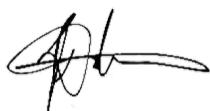
Statutory:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Budgetary:	There are no direct financial implications that arise from this recommendation.
Policy:	Code of Conduct
Legal:	N/A
Risk:	Council policies are put in place to provide good governance and best practise at an organisation level. These policies should be regularly reviewed and updated to take account of any legislative or other changes to mitigate risk to Council.
Links to Strategic Plans:	Corporate Plan 2020-25 <ul style="list-style-type: none">• People Bisnis - Pipol• Sustainability Bisnis - Mekem las long• Prosperity Bisnis – Pruitpul
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Periodically per the stated review date

Recommended:

Nicola Daniels
Head of Financial Services

Endorsed

Hollie Faithfull
Executive Director, Financial Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

- Corporate Credit Card Policy (changes highlighted in yellow)
- Debt Policy (changes highlighted in yellow)

Corporate Credit Card Policy

1. PURPOSE

To ensure probability, accountability and transparency of the use and issue of Council Corporate Credit Cards in accordance with legislative, contractual and policy requirements.

2. SCOPE

This policy applies to the use of Corporate Credit Cards by employees of Council.

3. LINK TO CORPORATE PLAN

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

4. POLICY STATEMENT

4.1 Principles

Corporate credit cards should be used having regard to the following principles:

- Good governance, financial accountability, transparency and sound procurement as outlined by Council's **Procurement and Ethical Sourcing Policy**;
- Expenditure paid for using corporate credit cards shall be limited solely to purchases directly related to official Council business;
- The use of corporate credit cards does not negate the requirement for quotations as outlined in the Procurement and Ethical Sourcing Policy; and
- Corporate credit cards should only be used in situations where purchase under an account arrangement via Council's purchase order system is not reasonably available, **or for low value purchases**.

4.2 Issuing of Corporate Credit Cards

Corporate credit cards may be issued to Council Officers when it can be demonstrated that the facility is necessary, and the most effective means of meeting commitments incurred during official Council business. All corporate credit cards shall be issued with the approval of the Chief Executive Officer.

Each Corporate Credit Card issued will be in accordance with financial delegation as authorised by the Chief Executive Officer. The maximum amount of any corporate credit card shall be \$20,000 per month **and the cumulative facility amount shall not exceed the amount approved by Council resolution.**

4.3 Conditions of Use

Credit Cards may only be used for appropriate council expenditure and the Cardholder is responsible for all charges placed against their Credit Card.

A Cardholder has authority to incur expenditure up to the limit of the card. However, all purchases must comply with Council's Procurement and Ethical Sourcing Policy and quotations are still to be obtained as outlined in the policy.

By accepting a Corporate Credit Card, the Cardholder agrees to abide by:

- the conditions of use specified by the credit provider on issue of the card; and
- all relevant policies, procedures, and guidelines; and
- provide any relevant documentation, such as tax invoices; and
- corporate credit card details are not to be released to anyone. Credit card purchases are to be through the cardholder; and
- any reasonable instructions council issues in respect to the use of the card.

Cardholders will be required to sign Council's Corporate Credit Cardholder agreement prior to the corporate credit card being issued.

Where a Cardholder does not comply with the conditions of use of a Credit Card or otherwise misuses a card:

- the cardholder may be held liable for expenditure incurred;
- Council may withdraw the card from the Cardholder; and
- Council may initiate disciplinary action or legal proceedings against the cardholder.

Credit cards shall only be used as follows:

- For the carrying out of Council authorised business including but not limited to travel, accommodation, computer software fees, conference/seminar fees; and
- For the meeting of council liabilities where purchase under an account arrangement via Councils purchase order system is not reasonably available and/or efficient, for example where suppliers and service providers only accept payment via credit card; and
- Where the expenditure has an associated budgetary allocation; and
- Credit cards is specifically designed, but not restricted to, for payment transactions with lower value (below \$5,000)

4.4 Circumstances in which Corporate Credit Cards may not be used

Corporate credit cards must only be used for the payment of goods and services associated with Council business. Activities that would not qualify for the use of corporate cards include the following:

- Any use that is of personal or private nature;
- Cash advances;

- Payment of fines, for example a parking fine or a speeding offence which was incurred whilst on Council business (including any associated fees);
- Purchasing of alcohol
- Payment of travel expenditure, where the travel has not been approved in advance by employee's relevant manager.

In instances where it has been confirmed that a personal or private one-off charge was a genuine mistake, it must be notified by the cardholder to the Chief Executive Officer and the Executive Director Financial Services and reimbursed as a matter of urgency.

4.5 Obligations of Cardholder

Upon receiving a new card, the Cardholder should:

- sign the reverse of the card immediately and activate the card by following the instructions provided with the card by the credit provider;
- ensure the safe custody of the credit card and the PIN at all times; and
- understand this policy and related reconciliation documents.

The Cardholder shall:

- obtain a tax invoice displaying the supplier's ABN for goods
- ensure suppliers record full and proper descriptions of items or services on invoices/receipts;
- confirm the supplier site is secure when placing an order via the internet;
- ensure goods and services are received in good order and condition;
- ensure a credit is received for any returns or refunds;
- immediately report lost, stolen or damaged cards to the credit provider and the Team Leader Creditors;
- perform a monthly reconciliation of the credit card.

4.6 Fringe benefits tax

Where employee benefits (e.g., entertainment expenses) are paid by corporate card, a fringe benefits tax (FBT) expense declaration must be completed and attached to the corporate card statement along with supporting documentation.

4.7 Training

Anyone involved in the corporate card program must undertake appropriate training. This includes cardholders, card supervisors and system users.

Training on the use of the corporate card and cardholder obligations, including reference to Council's Procurement and Ethical Sourcing Policy, must be provided to potential cardholders so that they are fully aware of their roles and responsibilities before being issued a corporate card.

Training certification details or exemption are to be recorded in the Register of Cardholders.

4.8 Reconciliation procedures

Monthly reconciliations of the corporate credit card purchases are to be completed by the 14th working day after the end of the billing cycle. Transactions are required to be supported by:

- a tax invoice; and
- evidence of quotes as per Council's Procurement and Ethical Sourcing policy (if applicable); and
- a succinct explanation of why the expense was incurred; and
- OP or Task (or GL account) number for costing purposes.

If the credit card holder cannot produce a tax invoice for a Council expense, then the credit card holder is to provide a statutory declaration to confirm that the expenditure was incurred in relation to Council business. A receipt may be accepted if the value of the purchase is below the requirement for a tax invoice under the GST act, each case will be considered on its merits. Statutory declarations are only to be provided as a last resort, after the vendor has been approached and a backup copy of the receipt requested.

The cardholder shall submit a signed and dated credit card statement with all supporting documentation to the Team Leader Creditors for review and approval by the relevant authorising officer. All cardholders below an Executive Director level will require their relevant Executive Director review and sign off prior to submitting their documentation to the Team Leaders Creditors.

4.9 Review of Corporate Credit Card Use

The below authorising officer shall review and approve the monthly expenditure undertaken by each cardholder.

Cardholder	Authorising Officer of Credit Card Statement
Chief Executive Officer	Mayor
Executive Director Financial Services	Chief Executive Officer
All other cardholders	Executive Director Financial Services or Head of Financial Services

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses or in breach of council policy shall be referred to the Executive Director Financial Services or the Chief Executive Officer. Any instances where expenses do not appear to represent fair and reasonable business expenses or in breach of council policy that relate to the Chief Executive Officer shall be referred to the Mayor.

On a monthly basis, the Team Leader Creditors or Financial Operations Accountant will review the individual corporate credit card limits, usage patterns and missing receipts, policy breaches, internal controls and risk management relating to the corporate credit card usage. A summary of the findings will be documented and referred to the Executive Director Financial Services.

Credit card holders who are consistently late in returning their reconciliations will be required to show cause as to why their credit card should not be withdrawn.

4.10 Withdrawal of Corporate Credit Card Use

Where a Cardholder does not comply with the conditions of use of a credit card, misuses a credit card, or otherwise does not comply with the reconciliation requirement their credit card may be withdrawn.

The below authorising officer shall be responsible for determining if the relevant cardholder credit card should be withdrawn.

Cardholder	Authorising Officer of Credit Card Statement
Chief Executive Officer	Mayor
All other cardholders	Chief Executive Officer

4.11 Review of Corporate Credit Card Limits

Credit limits are to be reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, a business case will need to be provided to the Chief Executive Officer for consideration.

4.12 Lost or Stolen Cards

The authorised cardholder is to inform the:-

- NAB Business Line (13 10 12 - 24 hours a day, 7 days a week); and
- Team Leader Creditors as soon as they become aware the card issued is lost or stolen.

If the loss or theft is outside of business hours the credit organisation should be contacted immediately, with the Team Leader Creditors being notified the next business day.

4.13 Return of Cards

The authorised cardholder is to return any cards held with all tax receipts not yet submitted to the Team Leader Creditors on termination of employment or when asked to do so by the Chief Executive Officer.

Upon return of the credit card, the Team Leader Creditors will destroy the card and arrange with the credit facility provider for the cancellation of the corporate credit card.

4.14 Register of Cardholders and Authorised Users

A Register of Cardholders must be maintained. The Team Leader Creditors are

responsible for holding and updating the Register of Cardholders and the authorised users.

4.15 Audit of Corporate Cards

An audit of credit card transactions may be conducted at any time during the year.

5. REPORTING

On a monthly basis, the Team Leader Creditors or Financial Operations Accountant will review the individual corporate credit card limits, usage patterns and missing receipts, policy breaches, internal controls and risk management relating to the corporate credit card usage. A summary of the findings will be documented and referred to the Executive Director Financial Services.

6. DEFINITIONS

Do any terms or phrases need to be defined?

7. RELATED DOCUMENTS AND REFERENCES

Local Government Act 2009

Local Government Regulation 2012

Code of Conduct

8. REVIEW

When does the policy need to be reviewed?

Policy type:	<input type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Financial Services
Responsible Officer	Executive Director Financial Services
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	July 2027
Review history:	2011, 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

Debt Policy

1. PURPOSE

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

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

2. SCOPE

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

3. LINK TO CORPORATE PLAN

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

4. POLICY STATEMENT

4.1 Principles

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

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

- (g) All borrowings will be considered in line with Council's long-term financial forecast and asset management plans.
- (h) A working capital facility may be utilised to support day-to-day operational liquidity requirements.

4.2 Existing and Planning Borrowings

Current Borrowings

Council has no current borrowings.

Borrowings planned for the next ten financial years

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

Council intends to apply for a working capital facility of no more than \$18 million to support its management of operational cash flows covering the period February 2025 to October 2025

4.3 Credit Card Facility

While not borrowings for the purposes of the *Statutory Bodies Financial Arrangements Act 1982* it is noted that Council maintains a credit card facility which facility is fully repaid monthly.

5. REPORTING

No reporting requirements

6. DEFINITIONS

Do any terms or phrases need to be defined?

7. RELATED DOCUMENTS AND REFERENCES

Statutory Bodies Financial Arrangements Act 1982
Statutory Bodies Financial Arrangements Regulation 2007
Local Government Act 2009
Local Government Regulation 2012

8. REVIEW

When does the policy need to be reviewed?

Policy type:	<input type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Financial Services
Responsible Officer	Executive Director Financial Services
Authorised on:	[DD] [M] [YYYY]
Effective date:	[DD] [M] [YYYY]
Next review date:	July 2025
Review history:	2011, 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024



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. <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.



ORDINARY MEETING

18 MARCH 2025

Agenda Item

15

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:

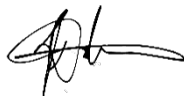
Nil.

Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:

A handwritten signature in black ink, appearing to be 'JW', with a long horizontal stroke extending to the right.

James William
Chief Executive Officer

ATTACHMENTS:

Nil.



ORDINARY MEETING

18 MARCH 2025

Agenda Item

16

DIRECTORATE: Corporate Services

AUTHOR: Executive Director Corporate Services

CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254J(6) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	Council meetings State Development and Infrastructure
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>) Delivery Pillar One – People (<i>Bisnis – Pipol</i>) Outcome 4: We are a transparent, open and engaging council. ➤ 4.2 Evolve Council’s communication channels and community’s access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

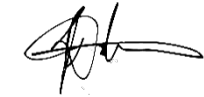
Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

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

James William
Chief Executive Officer

ATTACHMENTS:

Nil.



ORDINARY MEETING

18 MARCH 2025

Agenda Item

17

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 for 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:

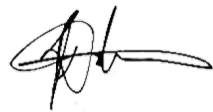
Statutory:	Section 254D(4) of the <i>Local Government Regulation 2012</i>
Budgetary:	N/A
Policy:	TSIRC Standing Orders (Meeting Procedures) Policy – August 2024
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</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 (FEBRUARY 2025)

OFFICER RECOMMENDATION:

Council resolves to note the Building Services Report for February 2025.

EXECUTIVE SUMMARY:

This report provides an overview of the ongoing activities carried out by the Building Services Unit (BSU) during the reporting period of February 2025.

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 28 February 2025)

Upgrade and HO Program - Revenue Comparison Feb

2023/2024	2024/2025	Variance
\$ 6,684,384.87	\$ 12,755,823.12	\$ 6,071,438.25

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 28 February 2025, there is a backlog of maintenance work comprising 1,098 tasks with a total value of approximately \$2 million that has been pending for over 30 days.

Current Status (as of 28 February 2025)

R&M Program - Revenue Comparison Feb			
2023/2024		2024/2025	Variance
\$	9,374,300.65	\$ 14,061,703.33	\$ 4,687,402.68
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, Mabuiag, 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 Mabuiag ILUA currently progressing and moving forward and discussing with PBC for 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:

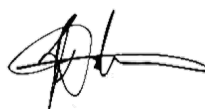
Statutory:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>• <i>National Construction Code Building Act 1975</i>• <i>Building Regulation 2006</i>• <i>Queensland Building and Construction Commission Act 1991</i>• <i>Queensland Building and Construction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

Other Comments:

Nil.

Recommended:

Wayne Green
Executive Director Building Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil



ORDINARY MEETING

18 March 2025

Agenda Item

19.2

DIRECTORATE: Community Services

AUTHOR: Dawson Sailor , Executive Director Community Services

COMMUNITY SERVICES - INFORMATION REPORT - FEBRUARY 2025

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

To provide Council an update on the functional areas within the Community Services department for activities undertaken in the month of February 2025.

Notable or significant works are included in the report only, however details are provided in attached report by the respective Managers for each Teams.

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

Officers Comment:

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

Housing

- Community and Stakeholder engagement with Mura Badulgal RNTBC; and Mabuiag Community on Housing and Building matter
- Focus on addressing various Housing matters with current and past tenants – rental collections; refunds; abandonment of properties

- Review of Housing Policy & Procedures in preparation for Committee meeting
- Advocacy with Mayor Mosby and CEO in Brisbane, and follow up meets with departmental leads to pursue housing priorities with Executive Director Building Services
- QStar (tenancy advocacy organization) confirms community consultation across the region to deliver independent advice to our tenants on responsibilities and that of Lessors.
- Dept of Housing, Welcoming Voices partnership with Council and QBuild, plan delivery of community consultation on Mer and Iama to test resources and provide information on reporting Repairs & Maintenance.

Environment and Health

- Co-design engagement component of delivery of Qld Healths Environment & Health Strategic Plan
- Senior Environmental Health Workers completed Cert IV in Animal Management and underwent practical tasks with colleagues from other Councils on Bamaga
- Ongoing domestic animal management challenges. Instances where it threatens public safety, the team undertook investigations in accordance with Enforcement Policy and Procedures. Note, Infringements are last resort after all options are exhausted.
- Work on iAuditor so reporting format aligns with Biosecurity Qld agreement for inspections undertaken by EHWs.
- Planning with Vet visit for commencement in March 2025

Divisional Administration

- Last few reporting periods identified increase in revenue, exceeding annual target. This is due to resource with specific focus to ensure invoices are raised and reconciliation is completed. Still with room for improvement across the region.
- Prioritising Safety; Comfort & Security at Accommodations with existing financial resources before 30th June.
- Finalising Policies and Procedures review
- Due to staff changes, the team currently operating with two Regional Managers (usually 3) until end of March 2025.

Health & Wellbeing (Indigenous Knowledge Centre; Healthy Lifestyle Officers)

- Various Professional Development for staff, including Mediation Training; and participation in Eyes on Ice – working with young people impacted by substance.
- Mabuiag IKC refurbishment incl paintworks. Flooring to be done but requires more funding
- Equipments for Digital Inclusion have been received and are being configured by IT before delivery to Divisions. Demonstration at Kubin and Hammond to be done in March. Discussions on funding for the 5x Divisions without IKCs are underway with State Library Qld at Executive level.

Aged Care & Childcare

- Recruitment of new Aged Care workers finalized. Induction and training provided in T.I with clarity on way forward and expectations
- Developing plan to review Policy and Procedures and alignment to Audit Recommendations
- Compliance Issues experienced in reporting period, due to continuous system reporting changes. Advocacy to occur at Executive level
- Low utilization rates remains an issue

Events

- Organised 40th Anniversary of Torres Strait Treaty on Saibai
- Planning Official Opening of Iama Seawall; Junior Rugby League on Badu; ANZAC Day; IWD

Visitor Management

- Experienced technical issues with approval and responses on the system. Corrective actions in progress with external consultant; and liaison with Councillors
- Instances of Traditional Visitors breaches were raised, but reported to the appropriate authority

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:

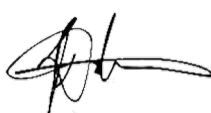
That Council resolves to note the Community Services Information Report.

Recommended:



Dawson Sailor
Executive Director Community Services

Approved:

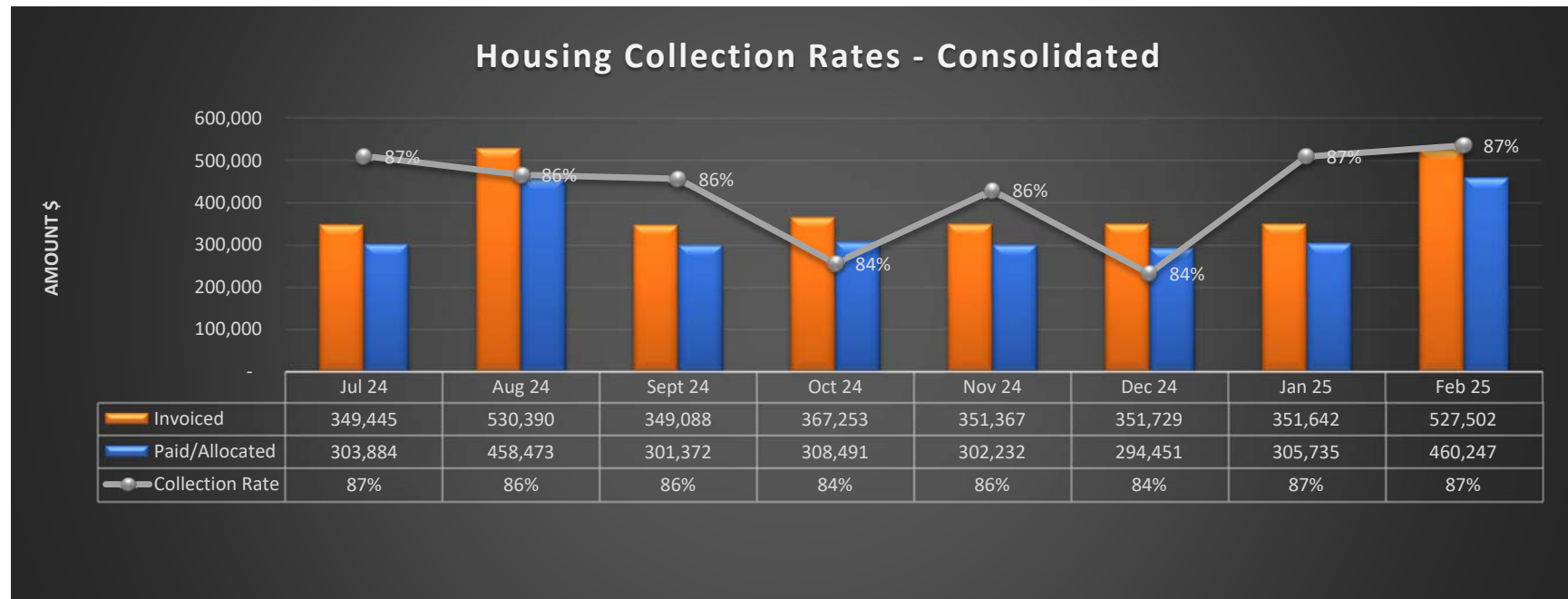


James William
Chief Executive Officer

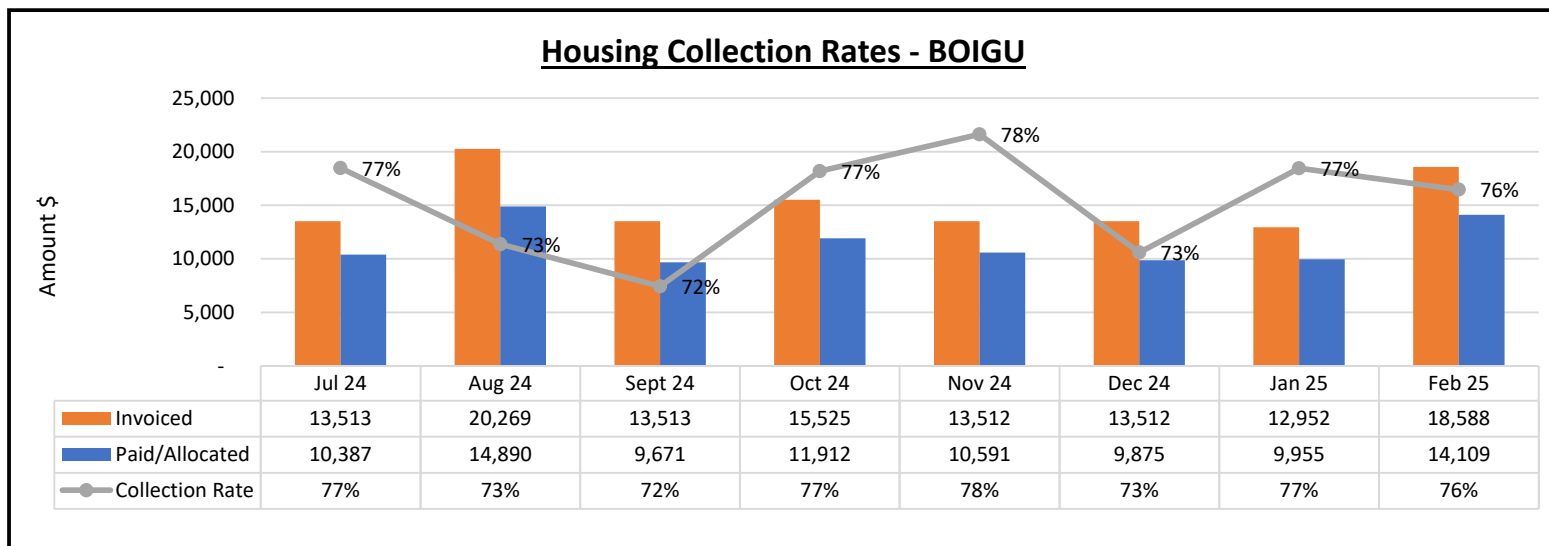
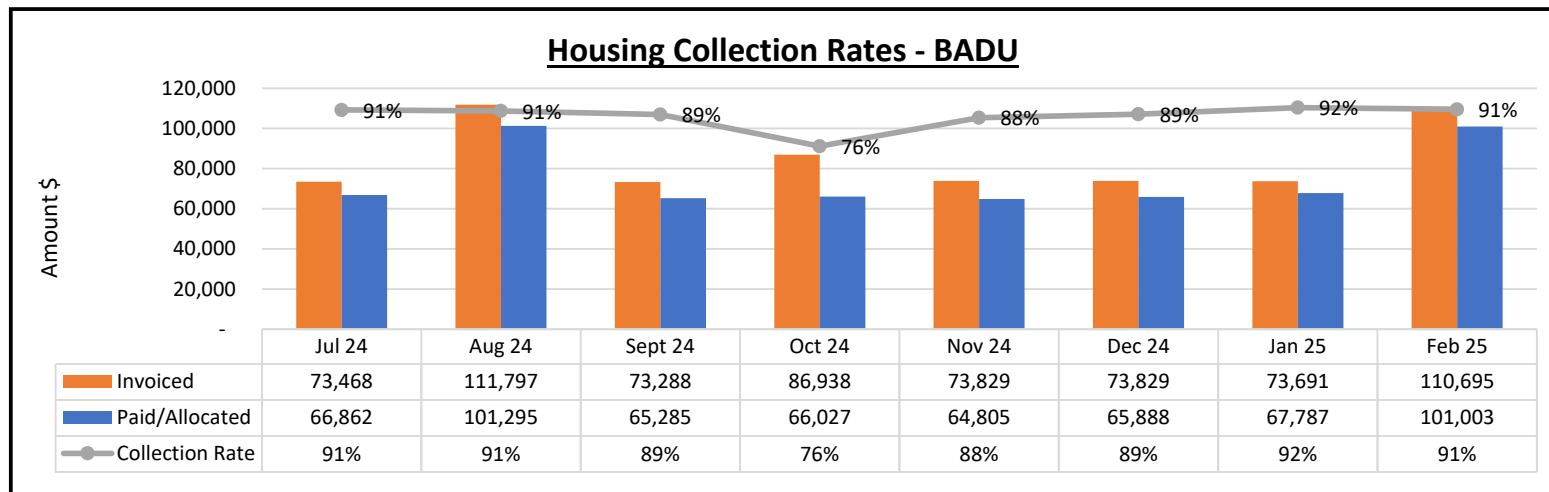
MONTHLY OM REPORTS – HOUSING FEBRUARY 2025

Housing Collection Rates – February 2025

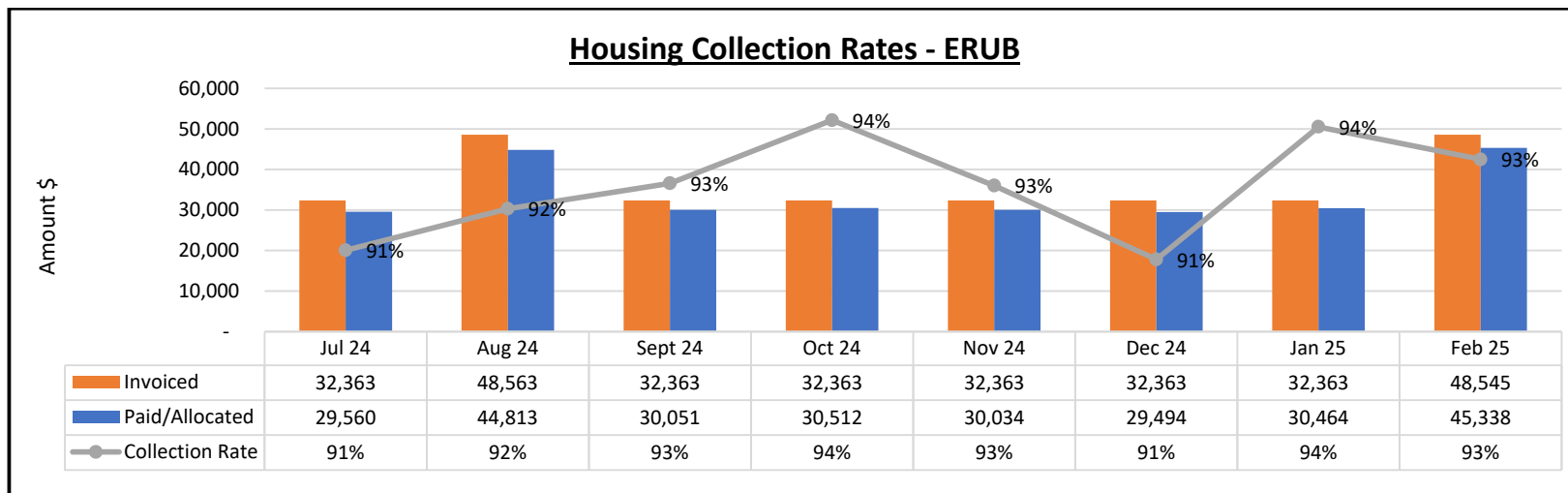
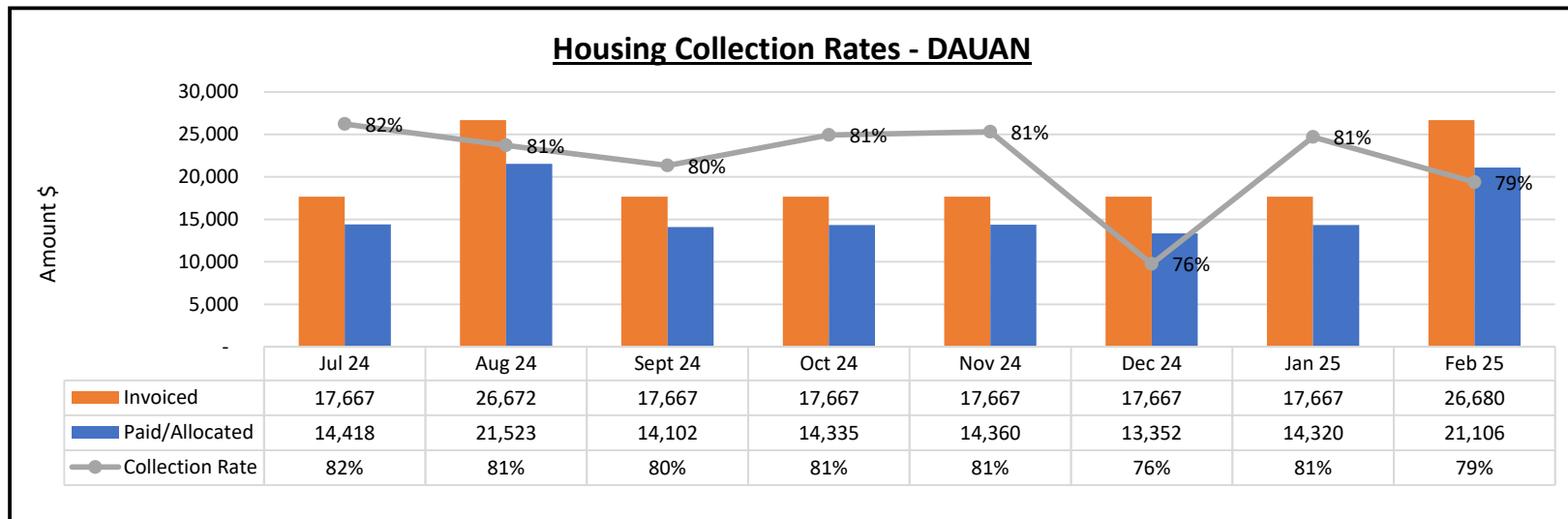
CONSOLIDATED – 87% Rental Collection



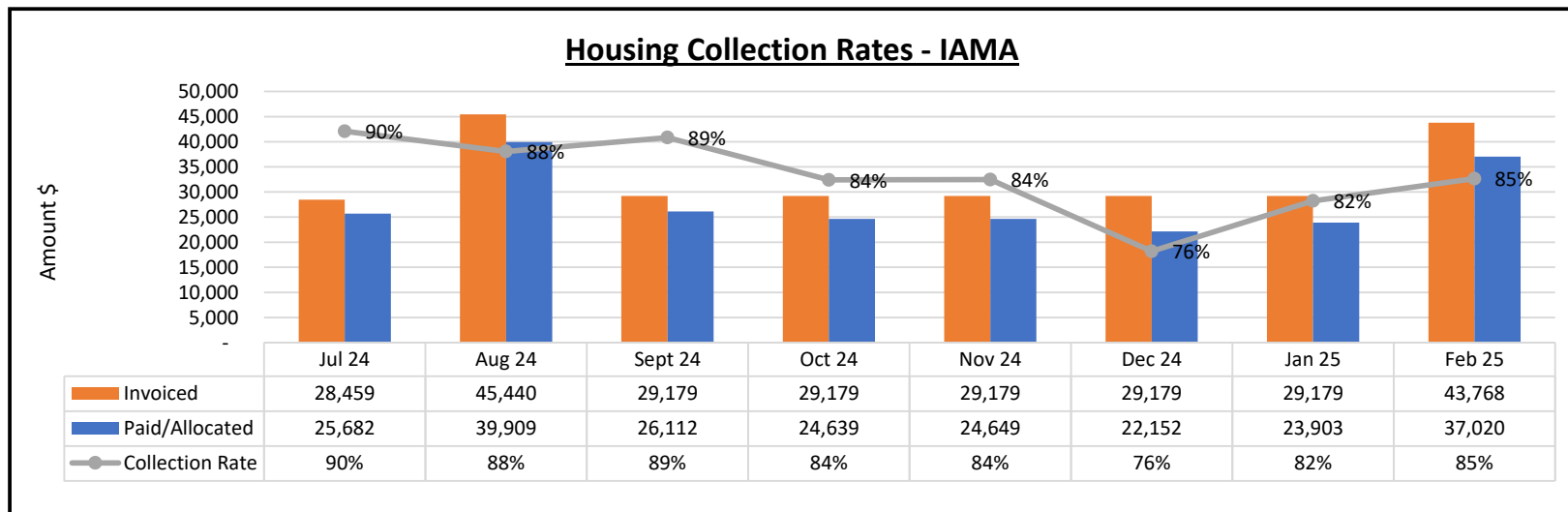
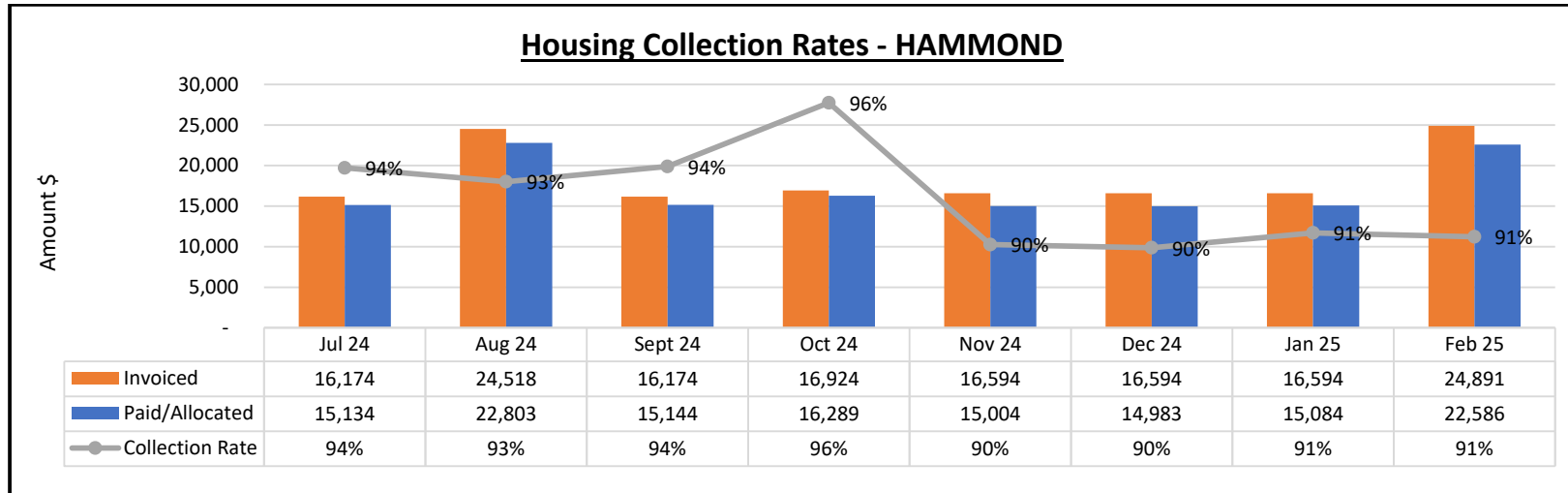
Housing Collection Rates –February 2025



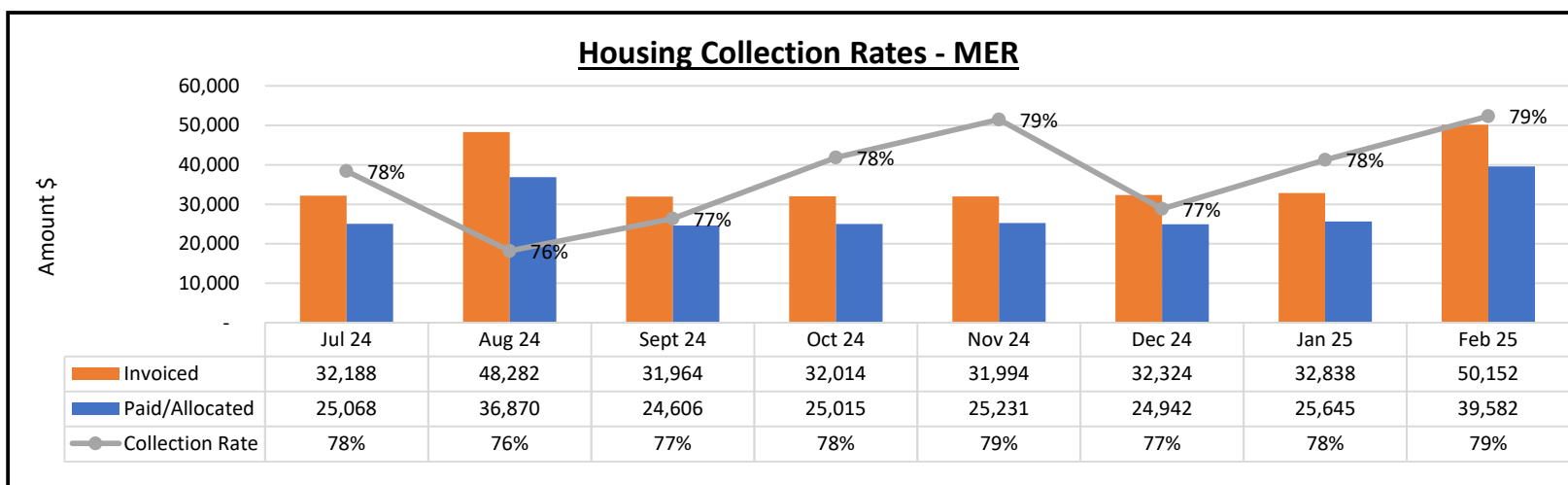
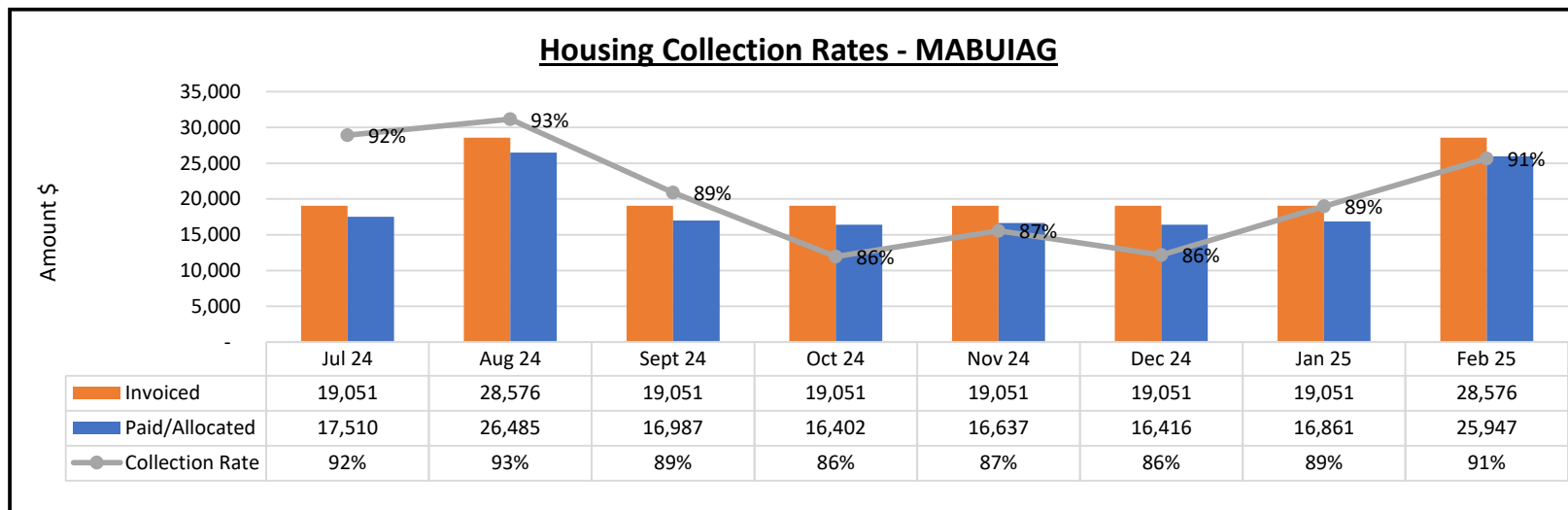
Housing Collection Rates – February 2025



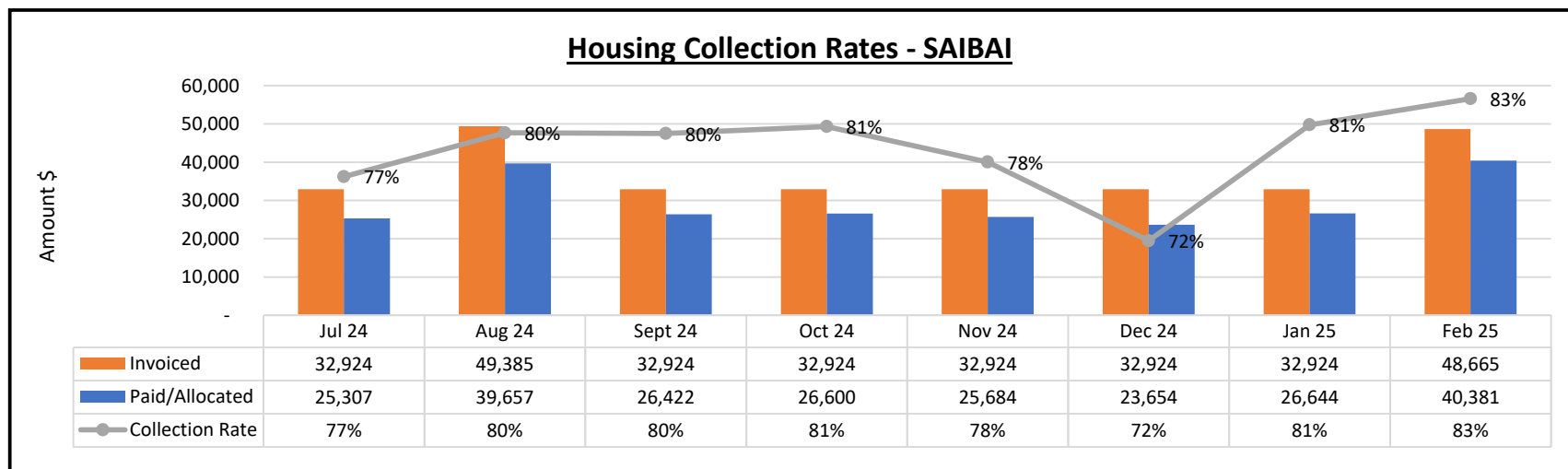
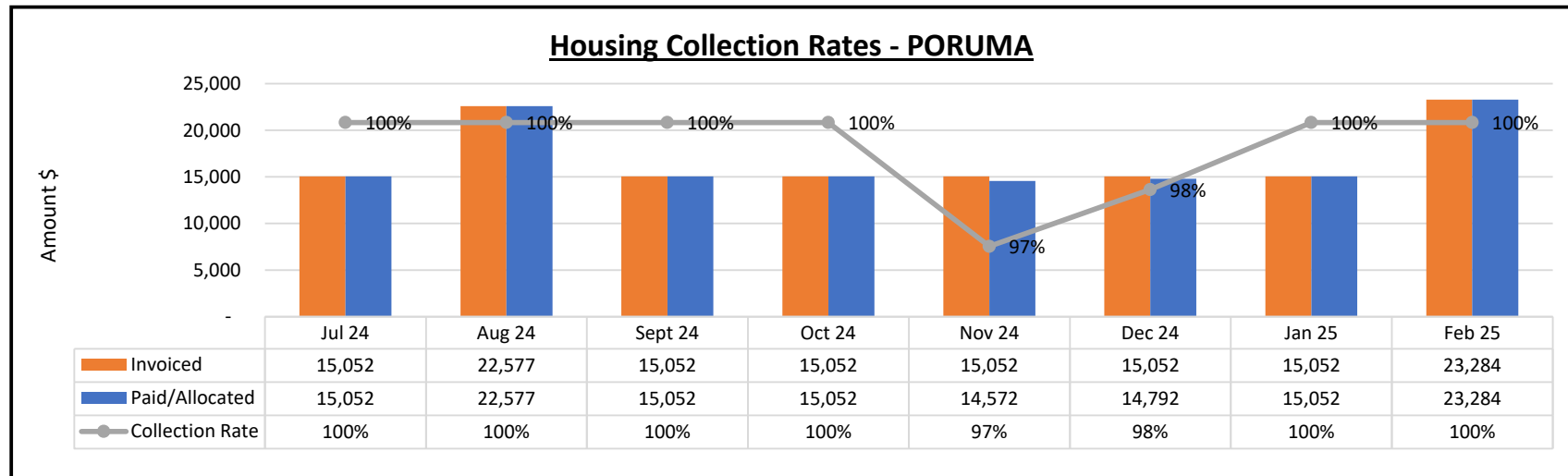
Housing Collection Rates - February 2025



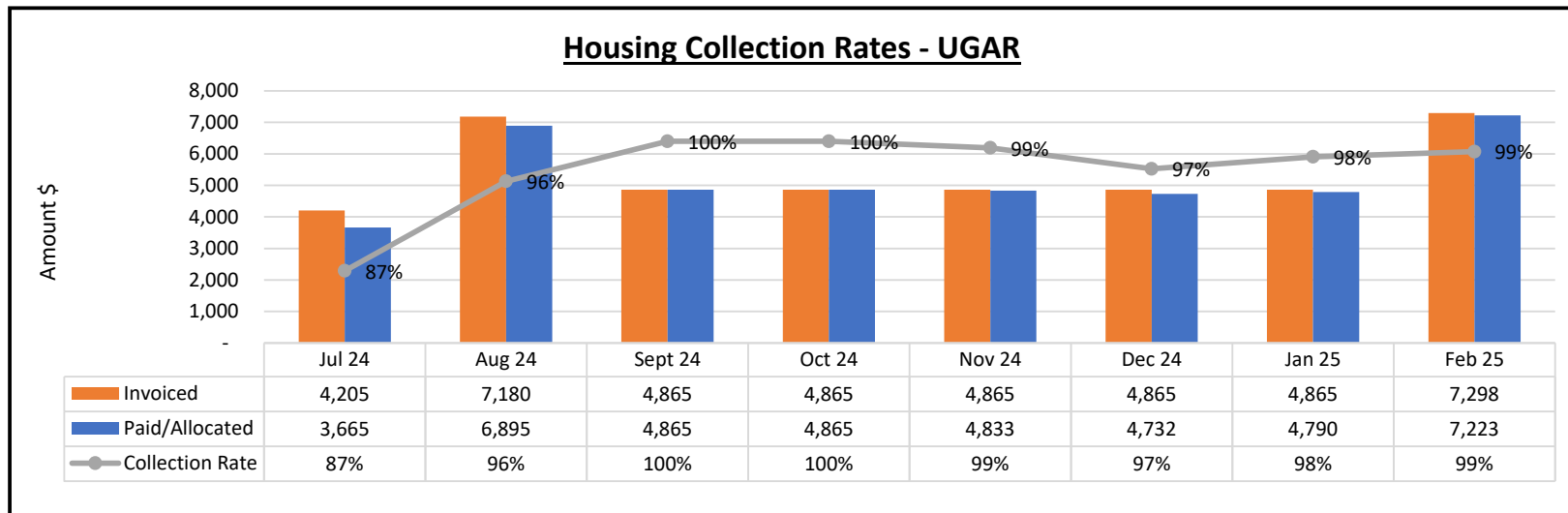
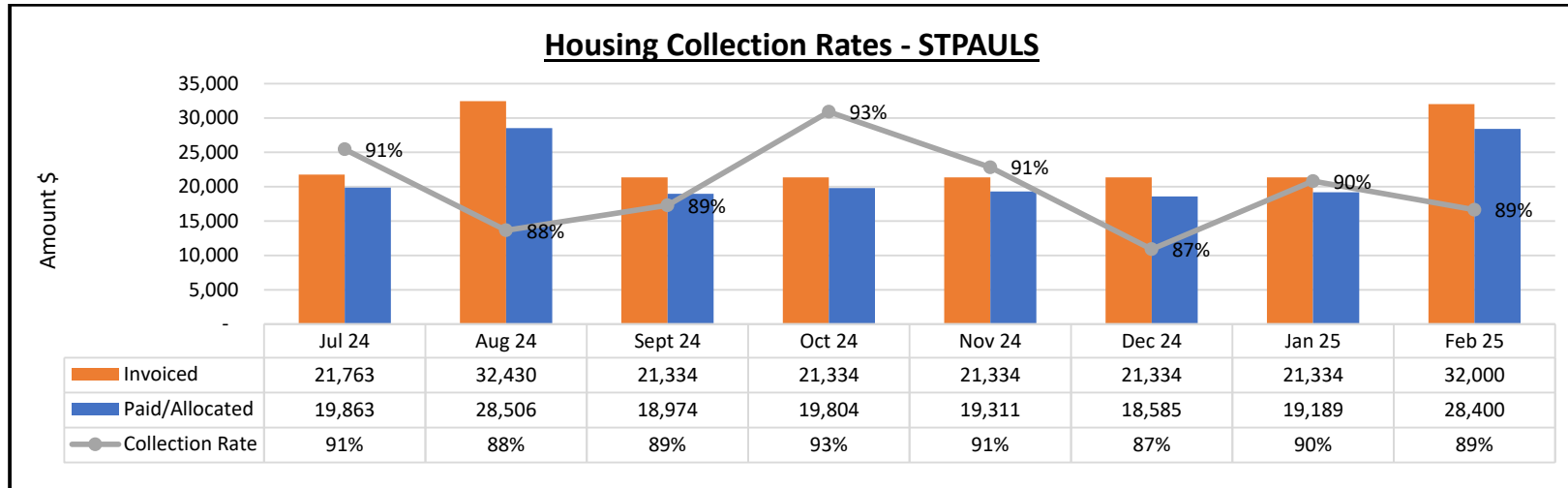
Housing Collection Rates – February 2025



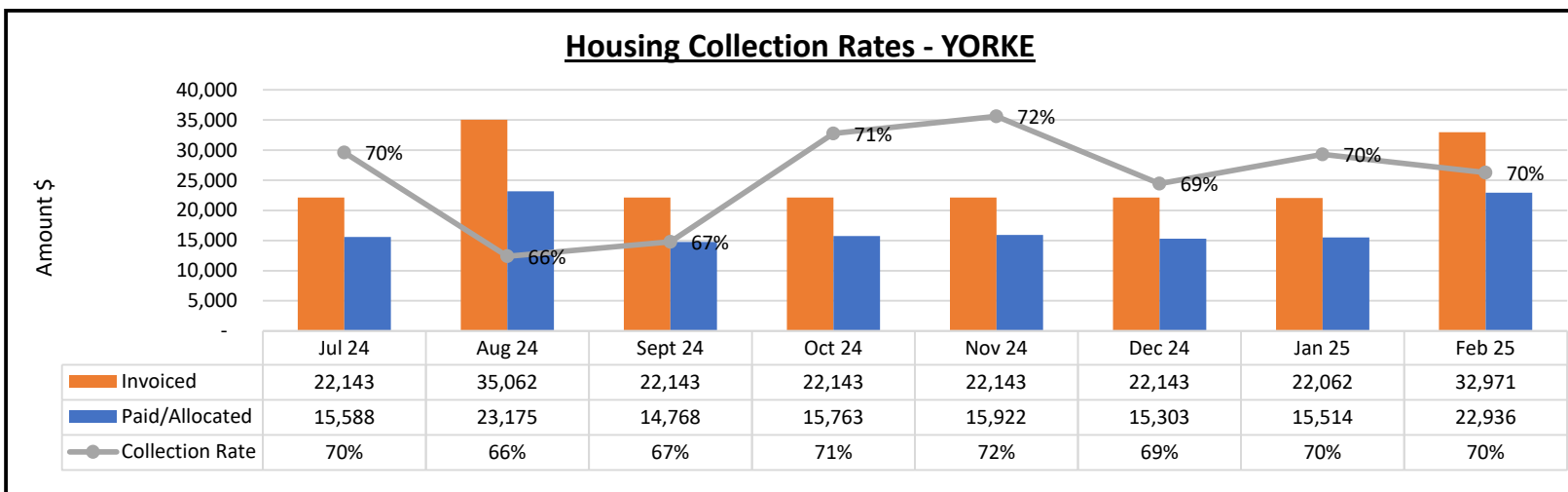
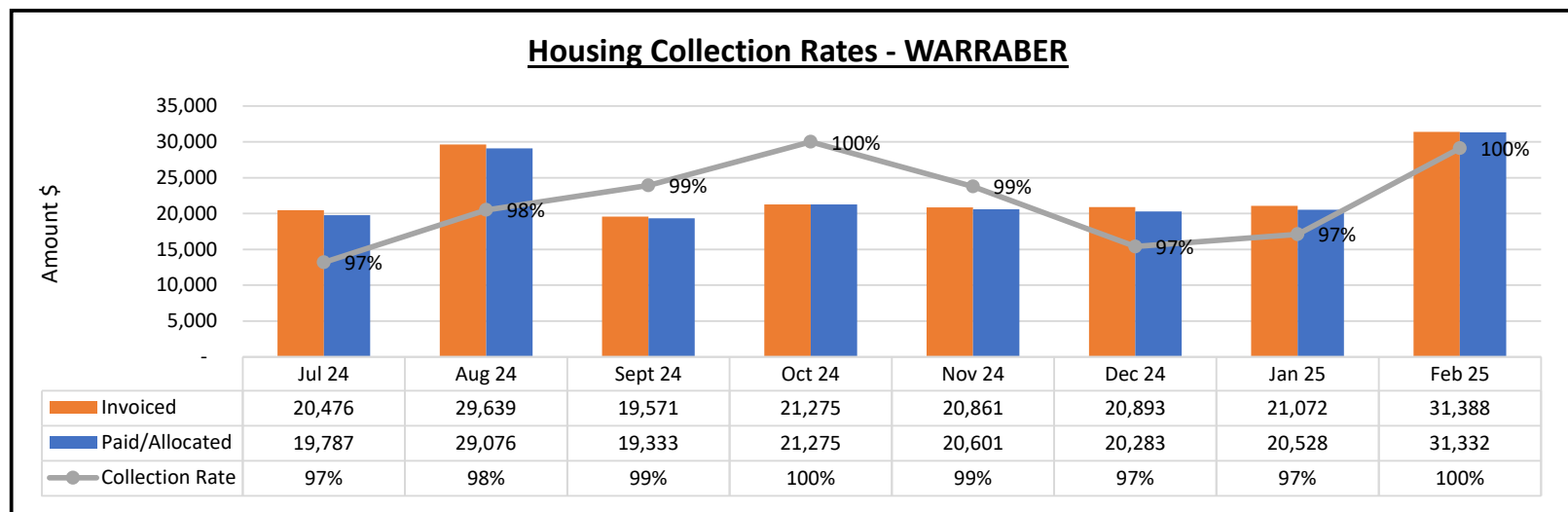
Housing Collection Rates – February 2025



Housing Collection Rates – February 2025



Housing Collection Rates – February 2025





Tenancy Breaches & RTA Conciliation Report

2025 MONTHLY OM REPORTS – TENANCY	Feb 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	October 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
Tenants issued with RTA Notice to remedy breach	5	5	5	13	13	3	12	12	12	12	5	1	Nil
Tenants required to attend RTA dispute resolution (when breach is not remedied)	7	7	7	3	3	Nil	3	3	3	3	4	Nil	Nil
Tenants issued with RTA Notice to leave (following no response from tenant)	0	0	0	0	0	Nil	1	1	1	1	2	Nil	Nil
Percentage of tenants paying rent and arrears following breach Notice or Notice to leave	85%	85%	85%	85%	85%	87%	85%	85%	85%	85%	85%	85%	Nil
Total Number of Tenants referred to Preston Law	0	0	0	0	0	Nil	NIL	NIL	Nil	Nil	Nil	Nil	Nil
Total number of breached tenants on repayment plans	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

TSIRC Housing Register of Needs

2025 MONTHLY OM REPORT Register of Needs	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
Category One Applicants	51	51	52	53	54	54	55	55	58	60	60	60	61
Category Two Applicants	123	123	130	133	138	141	146	147	150	155	161	161	164
Category Three Applicants	45	45	46	46	47	48	49	49	52	53	53	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	12	0	0	16
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	2	21	1	0	24
PORUMA	0	4	2	2	8
SAIBAI	5	7	6	0	18
ST PAULS	5	17	11	0	33
UGAR	1	3	1	0	5
WARRABER	3	15	2	0	20
Category total:	61	164	53	5	283



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: 283

Total Proposed/External Housing application: 229

Total Housing Applications: 512

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

Count of Division	Allocation Status <input type="button" value="v"/>										
Division	GTA - executed <input type="button" value="v"/>	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	GTA - pending	Grand Total	
BADU ISLAND	156	2	2			2		1	1	1	165
BOIGU ISLAND	22		9	1			4				36
DAUAN ISLAND	35	1				1		2	2		41
IAMA ISLAND	57		1					2	1		61
MABUAG ISLAND	35		1								36
MURRAY ISLANDS	65	5	6	5		3		3	3		90
PORUMA ISLAND	28					1	1				30
SAIBAI ISLAND	65		2			2	1		3	1	74
ST PAULS	44					3			1		48
WARRABER ISLAND	38		1			1					40
ERUB ISLAND	60		1			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	688	11	26	8	17	10	10	15	2	2	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 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
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	CLI 5B	Williams Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in January 2022. QBuild have not issued a PO for these works to date.	19/09/2022
MASIG	CLI 56B	Lowatta Road	3	Vacant maintenance in progress - HCV	Tender Submitted to QBuild in April 2021. TSIRC never received a PO to commence these works.	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 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 – February 2025

Division	Boigu/Mabuiag/Badu/Kubin/St Pauls/Hammond/Iama/Warraber – Peli Ware
Reporting Period:	1 st February 2025 – 28 th February 2025
Prepared by:	Regional Manager Peli Ware

General

- OP Plan Objective – SOP – In progress 4x pending EDCS Review - Ongoing
- MSAO PA Draft reviewed by PWB completed. Final Review to be conducted by EDCS.
- Cleaner PA Draft in progress and DM PA in review – yet to be finalised.
- RM Visits to Divisions to be scheduled – Estimate Travel Date: Boigu 17th March – 19th March, Badu 24th – 26th March, Warraber: 1st April to 4th April 2025

HR/PWB

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

Vacant Position		Regional Manager Comments
MSAO – Badu PT		Vacant
Higher Duties		

General

EXTERNAL REPORTING

		Regional Managers Comment
Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests. 1. Mismatch Reports are not received until 1 st of the new Month.	☑	1. Boigu – 03.03.25 4. Mabuiag – 28.02.25 5. Badu – 28.02.25 6. Kubin – 28.02.25 7. St Pauls – 03.03.25 8.Hammond – 28.02.25 9. lama – 03.03.25 10. Warraber – 28.02.25
Services Australia – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract. 1. New Pre-Engagement Pack pending – St Pauls pending 2. 23/24 Host Online Training – 3. 23/24 Agent Specified Personnel Online Training completed – Boigu, Erub, Kubin, Mer, Saibai, St Pauls, Warraber, lama, Masig 4. Contracted hours amendment – no change 5. Site hours amendment – no change 6. Access Point Site – Stephen (Ugar) 7. Agent Site – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan 8. Service Australia EOI – Mer	<div>☐</div> <div>☑</div> <div>☐</div> <div>☑</div>	1.Boigu - 4.Mabiuag – 28.02.25 5. N/A – BIF is site agent on Badu 6. Kubin - 7. St Pauls - 03.03.25 8.Hammond N/A 9. lama – 03.03.25 10.Warraber – 03.03.25 Pre-engagement Packs to be completed by all new divisional staff and follow up with incomplete forms – RM Moka taking lead with this and liaising with Agent Services.



REGIONAL MANAGER MONTHLY REPORT – February 2025

Torres Strait Treaty		Nil DFAT Teams Meet with DMs & RMs
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COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – CDMP is current and accurate 1. Contact List Update 2.	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)	<input type="checkbox"/>	No report
CDMP Meeting with Eunice		Weather Warnings issued to DMs and DEOs for awareness and distribution.
SAT Phone – tested and in working order <i>Badu – Sat Phone Battery Inactive – awaiting replacement battery. LCDC to organise and dispatch from St Pauls > Badu.</i>	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and working. – Issue for Division 5 yet to be resolved SAT Phone & HF Radio testing on going.
HF Radio – tested and in working order <i>Late reporting from Cluster Team – Email reminder circulated to team.</i>	<input checked="" type="checkbox"/>	Div 5 - Div 6 – Waiting Replacement Handset Div 7 - Div 9 – Nil Report Div 10
Situation Report (if any) – provided to Disaster Coordinator No SITREP received from DMs for the Fire Incidents for this month.	<input checked="" type="checkbox"/>	No SITREP for December

FINANCE

Daily Stock Reconciliation – updated to end of month; signed and filed. <i>(discrepancy to be noted below in comments)</i>	<input type="checkbox"/>	Streamline Daily Receipting/Stock Reconciliation Procedure – Improvement and Progress with updates however
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REGIONAL MANAGER MONTHLY REPORT – February 2025

		DSR not consistent with signing off , Ergon Wallet Photo not uploaded in some divisions and no confirmation with date/time upload to ECM identified in Reports
EFTPOS Operation – <i>tested and in working order</i>	☑	All POS machines are operational and can provide MOTO service if required.
Accommodation Reconciliation – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i>	☑	BSA flagged some divisions has not submitted Acc Rec. RMs and Bana to work closely with BSA and Div Admin Team to improve rec.
Purchase Orders – <i>IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</i> <i>Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team</i>	☑	Procurement Training still required for Staff. Emailed Purchasing Process sent to Staff Members – Ongoing training is needed: PRIORITY ACTION ITEM FOR 2025 not yet actioned
DocFiles – <i>all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</i>	☑	Hardcopy filing in division still encouraged in divisional offices. Collation Order of Doc Files Information be streamlined within divisions <ul style="list-style-type: none"> Doc File with EFT Summary attached with two digital signatures to be uploaded. End of the Month Action Item
Gas Register – <i>updated to end of month accurately and reconciles with Stock Rec</i>	☑	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 – to be completed by end of Feb - Incomplete
Fuel Operation/Reporting – <i>Recommendation: Fuel Information to be shared with all 3 RMs collectively going forward</i>	☑	Badu –Fuel Dip Reading Updated and accurate Kubin – Updated. St Pauls – Insufficient Fuel Stock due to rise in Fuel Sale – Cr Levi to table at OM meet –



REGIONAL MANAGER MONTHLY REPORT – February 2025

		support for 24hr access to alleviate extra duties from EOs.
Divisional Engagement Fund Acquittal – acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation	<input checked="" type="checkbox"/>	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"/>	Ongoing monitoring by Bana/RMs to review 10.03.25
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. put on notice for late submission. <i>Recommend council certified agreement 2021 document used to raise awareness/ educate staff.</i>
LAF – submitted		Leave to be consistent with Leave Policy including Bereavement Leave. DMs to make an informed decision when approving leave for business continuity purpose.
HR Forms (Higher Duties; LAFs; VAFs) – completed and sent to Regional Manager	<input checked="" type="checkbox"/>	Badu – PT MSAO direct appointment approved and commence in FT capacity effective 10.02.25
Investigation / Complaints – Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.	<input checked="" type="checkbox"/>	St Pauls – Information Breach – Div Admin Staff Warraber – Misconduct – Div Admin Staff
Tribal Habits – Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.	<input checked="" type="checkbox"/>	eLearning – Outstanding Tribal habits to be completed by the end of Feb in Div 5, 9 and 10
MANGO – Online training/ report submission	<input checked="" type="checkbox"/>	All Safety Concerns and issues to be addressed on Mango in the first instance
First Aid Kit – Stock replenished, and register is updated to reflect use.	<input type="checkbox"/>	No issues



REGIONAL MANAGER MONTHLY REPORT – February 2025

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.
Hazard Reports – submitted and filed. Necessary follow up undertaken.	<input checked="" type="checkbox"/>	Report for Div 9 lama submitted on Mango and addressed with Assets – Break and Enter to Administration Building and Vandalism of Airport Vehicle (Write Off)

MEETINGS

Community Meeting Dates:

Div 5 Badu – Nil
Div 9 lama – 1

Div 6 Kubin – Nil;
Div 10 Warraber – Nil

Div 7 St Pauls – Nil

COMMUNITY PROJECT

Division	Project	Update - Require Additional Funding Support – Liaise with Assets
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



REGIONAL MANAGER MONTHLY REPORT – February 2025

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. Seaswift Quote secured at HOCs request. Yet to liaise with a Supplier for a quote for additional change. Outstanding task. Meet with Cr. Levi 6.03.25 to progress. WIP
	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 advised General Maintenance only will be carried out. – Follow Up Required. No further discussion to progress project
	Community Sports Oval	Follow up with Tony Wynen on progress of proposed fencing
Div 9 Iama	TBC	
Div 10 Warraber	TBC	
Kubin	Outdoor Basketball Court Upgrade	Follow up with Assets Team progress/timeframe of upgrade
	GBK Office	
	Airport Toilets	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

2025 COUNCIL GENERAL MEETING DATES:

Dates of OM Meeting Dates as per Notification



REGIONAL MANAGER MONTHLY REPORT – February 2025

The Summary below for the month of February 2025 highlights key achievements, areas of improvement and recommendations.

SUMMARY – DIVISION 1 BOIGU

Reporting Performance

- DM complying with timely submissions of DM reporting this month. Timesheets submitted in a timely manner
- DM is currently tracking well in her role

Team Performance

- *Staff Attendance/No Shows for work is occurring. DM to discuss with staff, note to be put on file and sent to PWB.*
- *DM to commence Toolbox Meets on Mondays*
- *Additional FT Cleaner joins team. DM to review workplan with both Cleaners and way forward. DM has been provided with Workplan Template and Cleaner Checklist to follow; Implement Checklist to be submitted with Timesheets each week. Same to apply to MSAOs to manage team performance*
- *Facility Cleanliness identified and not maintained this month. Accommodation and Community Hall*

Challenges and Opportunities

- *Cleaners to improve and work accordingly to workplan*
- *MSAOs to complete all DSR and Accommodation and work closely with DM going forward*
- *Divisional All Staff Team Meeting when RM visit in March*
- *Ongoing Training for Staff across all processes - refreshers*

Action Plan and Recommendation

- DM to follow up with all WHS Hazards in the Office – Ceiling in Conference Room and Mildew as priority
- Staff to work closely with RMs and Bana to address all outstanding DSR/Accommodation works/discrepancies
- RM to check in with DM on Cleaner Work Performance with Facilities.



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY – DIVISION 4 MABIUAG

Reporting Performance

- DM complying with timely submissions of DM reporting this month. Timesheets submitted in a timely manner
- DM has outstanding Accommodation discrepancies to the value of \$66,000

Team Performance

- Accommodation IRFs backlogs incomplete. MSAOs to work through and have complete

Challenges and Opportunities

- No Updates

Action Plan and Recommendation

- Staff to work closely with RMs and Bana to address all outstanding DSR/Accommodation works/discrepancies

SUMMARY – DIVISION 5 BADU

Reporting Performance

- Displays skillful time management with all reporting unless there is technical issues
- DSR for Badu addressed promptly and update complete
- Sat Phone Check incomplete – LCDC in touch with DM/DEO to get replacement batteries
- LFS – complete Team advised to ensure RMs are ccd into external reporting email for record.

Team Performance

- Recruitment Activity in progress for Badu MSAO PT position transfer to FT role - **completed**
- Staff Performance Issue – Staff Performance monitored, file notes taken, support provided to staff, review workplan

Challenges and Opportunities

- Opportunity to reshuffle office spaces to accommodating returning staff/new staff
 - Teams Platforms created to encourage and build open dialogue and effective communication
- Tribal Habits challenges for mature-aged staff – achieved with Admin Staff Support – Employee Induction



REGIONAL MANAGER MONTHLY REPORT – February 2025

Action Plan and Recommendation

- *Partnership with Badu Art Centre Mural Project and TSIRC – Location: Airport Wall, TSIRC Council Building Fence and Badu Art Centre – DM to provide update once information comes to hand*
- *Fuel Pod Registers cleared of discrepancies/completed*
- *R&M Removal of Old Chiller/ re: New Community Hall Chiller Order REORDERING REQUIRED pending EDCS approval*

SUMMARY – DIVISION 6 KUBIN

Reporting Performance

- DM is tracking well - displays skillful time management with register reporting unless there is technical issues
- No Fuel Dip Readings captured for the month – email sent to DEO to address dip reading matters. Also a follow up meet with RM and Bana Day Visit to division.

Team Performance

- *Staff Attendance/Leave Issue – No issues reported*
- *Tribal Habits – No outstanding modules*
- *Ongoing Monitor/Inspection required for Aka Lizzie Nawia Motel – consistency with high standard of cleaning and maintenance*

Challenges and Opportunities

- WEX Card Fuel Collection monitoring – Not in use/Emergency backup only – New Fuel Pods installed and Operational Internal Sales only (Diesel and ULP)
- Concern of Excess Bereavement Leave taken by staff to be monitored resulted in staff shortage

Action Plan and Recommendation

- Follow up with Accommodation Back Orders, New Orders
- Raise WR for various R&Ms including new TV and Brackets for Motel
- Follow up with Assets to get an update on Airport Toilet



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY – DIVISION 7 ST PAULS

Reporting Performance

- Demonstrated time management with register reporting however important issues are not addressed in a timely manner or raised to the RM or appropriate staff for further support. Eg. Vehicle misconduct, cleaner work performance

Team Performance

- Staff meeting workplans/issue – Cleaner workplan to be reviewed to ensure assigned tasks are completed – **FOLLOW UP required**
- DM to frequent monitoring facility check and report R&Ms/Hazards accordingly
- Communication to community not consistent – email and social media platforms only. Requests for Household Door Drops are not completed – No team effort to ensure community participation is high.
- Team Building required as ongoing to build divisional team rapport

Challenges and Opportunities

- St Pauls Council Vehicle Misconduct – addressed at All Staff Meeting: Staff are still transporting members of the public and family in work vehicles. **Fleet Management to provide Staff Notification to address this**
- Lack of Vehicles for Use by Team. RM sent request to Fleet Manager for additional Pool Vehicles for Moa due to high demand from external agencies visit – **No response from Fleet to date**
- Opportunity for Cleaner staff to be allocated a vehicle where facilities are driving distance separate for the Admin Vehicle.

Action Plan and Recommendation

- Staff to ensure planned leave is in line with Leave guidelines as per certified agreement.
- Staff to ensure Door Drops of Notices as another method to increase community participation with community engagements and with external agencies services – requested by Cr.Levi at the Community Information Session 27.02.25



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY – DIVISION 8 HAMMOND

Reporting Performance

- DM complying with timely submissions of DM reporting this month. Timesheets submitted in a timely manner
- DM is currently tracking exceptionally well in her role

Team Performance

- *Staff Attendance – No issues raised*
- *ToolBox Meet – yet to implement (at DM discretion)*
- *FT Cleaner on medical leave.*
- *Events planned, DEF submitted, Meetings scheduled and completed*

Challenges and Opportunities

- *Nil – RM & DM to schedule a catch up*

Action Plan and Recommendation

- *QAS Ambulance using power point in Engineering Compound. Vehicle is kept on charge all night. QAS has agreed to contribute Powercard expenses. – process to be discussed with EDCS*



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY – DIVISION 9 IAMA

Reporting Performance

- Fails to prioritise tasks effectively, resulting in missed deadlines and incomplete tasks. Continuous follow up required and at times dependency reliant on 1 MSAO

Team Performance

- Staff with Bana support required – DSR up to date and Accommodation require staff attention.
- Staff Leave- staff are advised to adhere to leave policy
- DM to frequent monitoring facility checks – Staff Support for Cleaners
- Safety Issue on Iama – Crossfield Manual visited in February
- Team Building required as ongoing to build divisional team rapport

Challenges and Opportunities

- Punctuality with Staff - lack of time management to be addressed by DM (MSAO FT)
- Identified Physical side of safety for the staff with Crossfield
- Staff rearrange workstation and Staff FWA for Purchasing Officer – Child in the workplace – DM to speak to Fleet to determine arrangement and minimise disruption in the workplace

Action Plan and Recommendation

- Follow up with outstanding orders for Accommodation and Cleaner resources/ old Pos - incomplete
- RM to work with DM to restructure office workspace arrangement and work responsibilities for MSAO and training for PT MSAO on upcoming RM visit Review PT MSAO hours
- Mid-Year Review to be conducted on all Div Admin Staff



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY – DIVISION 10 WARRABER

Reporting Performance

- DM consistently submits late timesheets and has been put on notice to submit in a timely manner
- DM Reports has been submitted on time for January. Register Reporting for January is traveling well.

Team Performance

- FT MSAO staff consistent with work however habitual leave is occurring. DM to discuss with staff, note to be put on file
- FT Cleaner on extended medical leave – decreased work productivity with facilities possibly due to medical reasons
- PT Cleaner workload doing additional hours to be reviewed by DM

Challenges and Opportunities

- Backfill Staff to assist PT Cleaner required – DM to follow up with EMG and liaise with BSA for casual work

Action Plan and Recommendation

- 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. – **NOT ACTIONED**
- DM to take medical leave in April – organise DM Poruma to relief Division 10 for duration.
- Arrangement for Army Camp vs TI Concrete Project to be finalised - completed



REGIONAL MANAGER MONTHLY REPORT – February 2025

SUMMARY - Regional Action Items

- Cluster Handover Notes on Staffing Only. Insufficient information for Boigu, Hammond and Mabiug on divisional operations, fuel and fleet matters.
- *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 – WIP for Anzac Memorials Completion – Working with DMs. 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 On-going - Review by Corporate and EDCS to be completed by 28th February 2025 – not completed, this is to progress into March.**
- Recruitment – DM Boigu resignation. VAF Approved
- Recruitment – Cleaner FT Boigu finalised and appointed start date.
- Cluster Divisions has demonstrated streamline of using appropriate General Community Notice Template across Divisions in conjunction 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 monitored on H Drive. Aust Post contacted regularly to ensure mail delivery remains effective for divisions.
- Tribal Habit Training ongoing – Live Topics to be put online soon by Training Department to enhance staff learning
- Key Registers for Cluster – 7 out of 15 completed exercise – DMs to have insight of all key access to TSIRC facilities.
- DMs to have training on process for reporting incidents eg break and enters. DMs to filter process to staff. To be captured at cluster meets.
- Recommend service to be contracted from Council through Services Australia EOI process. Create employment opportunity in divisions.
- Techone Training with BSA and RMs **completed** – How to Run and Read Budget Reports. Erub & Ugar non-attendance.

EVENTS / ENGAGEMENT REPORT – FEBRUARY 2025

Events in February

Commemorating 40 Year Anniversary Torres Strait Treaty Enforcement – Saibai Island 15th Feb.



Upcoming Events for March

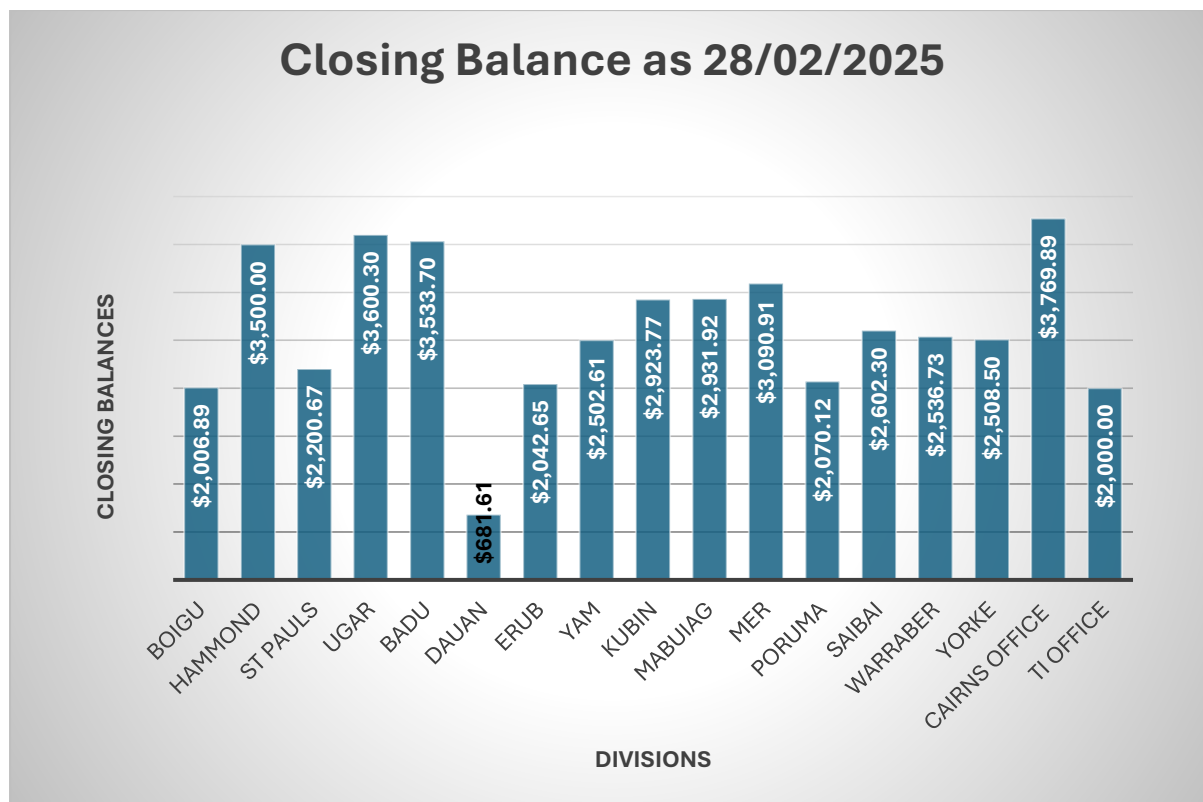
- International Women's Day
 - Confirmed - Hammond & Dauan 08th March and Saibai 15th March
- Iama Seawall Opening – Date TBC

Future Events in planning and discussions

- Junior Rugby League Development Camp – Badu 8th – 10th April
- ANZAC
- Reconciliation Week including TSI Flag Day & Mabo Day – May/June
- NAIDOC – July

Divisional Engagement Funds

3 Applications approved in February. 1 committed to March event.



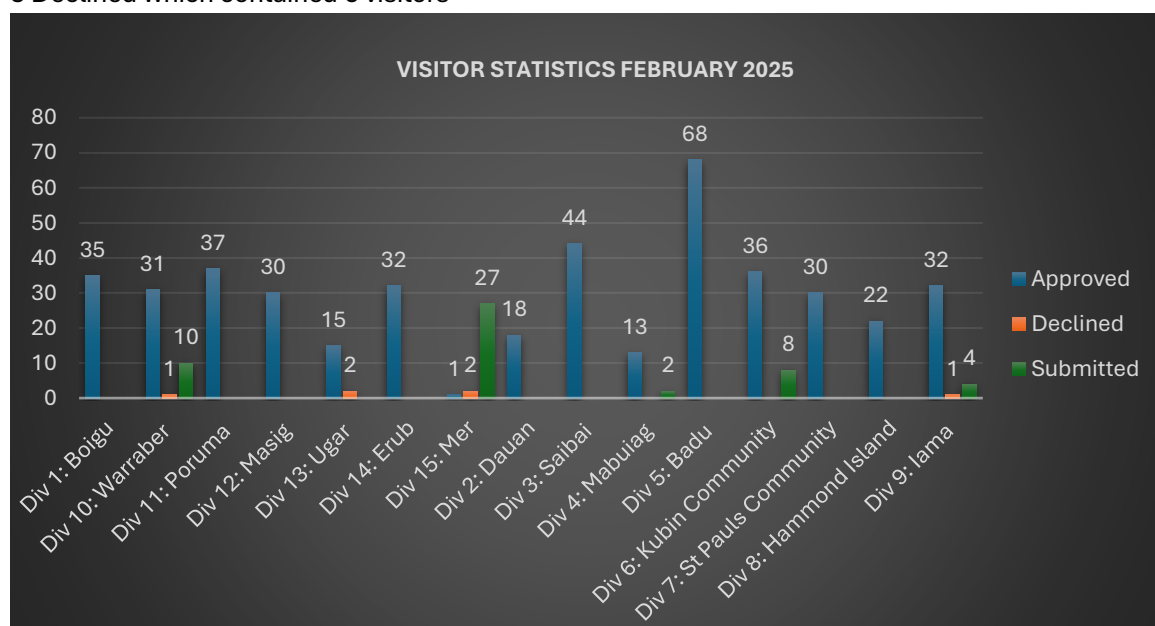
Visitor Dashboard – This report was generated 4th March 2025

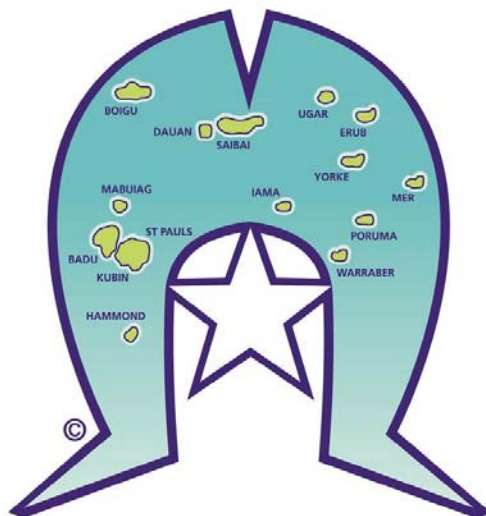
Visit Applications:

Total Submitted: 272 submitted which contained 501 visitors

244 Approved

5 Declined which contained 6 visitors





Torres Strait Island
REGIONAL COUNCIL





Month	February 2025
Date submitted	07 th of March 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 relation ship
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.		
9.2 Evolve waste management through recycling and reuse strategies.	<ul style="list-style-type: none"> • Coordinate waste management activities through landfill, transfer station and recycling opportunities. • Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods. • Investigate sewer bio-solids and grey water reuse opportunities. 	Participate in Great Northern Clean up Reconvene waste management working group to draft strategy Illegal Dumping program Combined workshop
9.3 Ensure a safe and sustainable drinking water program.	<ul style="list-style-type: none"> • Active management of the water delivery system including on-line meter reading. 	Water management plans and structured auditing





		EHW water testing training Education and awareness for water conservation
9.4 Ensure effective environmental health management practices.	<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>Biosecurity working Group</p> <p>Expert Reference Panel Aboriginal and Torres Strait Islander Environmental Health</p> <p>TSRA and PBC, TO collaboration</p> <p>Active response to dengue and Malaria Outbreaks</p> <p>Qld health & TSIRC collaboration with Healthy Housing</p>
Outcome 10: We advocate and foster regional prosperity through enterprise development.		
10.3 Develop a visitor management strategy.	<ul style="list-style-type: none"> • Investigate and refresh council's existing visitor management process and implementation roadmap. 	Consultation, education, and awareness
Outcome 11: We invest in the retention of key skills within our region.		
11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities. implement council's Indigenous Procurement Policy	<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. 	Establish professional development plan for EHW. Support and promote trainee and shadowing
11.2 Refresh council's procurement policies.	<ul style="list-style-type: none"> • Develop and implement council's Indigenous Procurement Policy. 	Include Biosecurity requirements in policy and tenders
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	Review Plan Fee For service DPI ELGBC grant
27. Animal Management: - Domestic Animal Compliance - Veterinary Services - Compliance & Enforcement Program	Schedule Vet visit Moa Horse program? Parasitic efficacy trial (AMRRIC)	Vet Cert IV Animal Control and Regulation
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	Workshop scheduled for Cert 4, PMT
Community Services Business Plan		TBA

Finance

Budget	YTD Budget	YTD Actuals	Issue	Recommendation
TSIRC Service Agreement with Qld Health	\$2.6m		EOFY	6 monthly Performance and financial reporting completed
Other sources Pest treatments Infringements	TBA	\$6846		Invoices to be prepared Expand and promote service Review cost
Biosecurity grant submission	\$90K	\$60K		SEHW to undertake duties
DES illegal dumping	\$170K	\$0	Contract finished	Contract to be renewed/ varied/extended
DAF fee for service	\$0			
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
Andrew Akiba	Environmental Health Worker: Warraber		Appointed to 30/06/2027
Naseli Tamwoy	Environmental Health Worker: Badu		Appointed to 30/06/2027
Justin David	Environmental Health Worker: St Pauls		Appointed to 30/06/2027

Training and Development

Training	Location	Participants	Dates	Comments
Certificate IV Animal Control and Regulations	Online	Cassandra Saylor, Adria Faud, Jacob Akiba, David, Geary Bann, Ezra Kris, Moses Kudub, Aquilla Gela, Karyche Bowie, Richard Gela	ongoing	Final face to face block at Bamaga feb 2025

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	Issues

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:

- 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 and they have limited vehicles on Boigu, Boigu requires a 4WD)
 - Saibai (2WD not suitable for some muddy/boggy areas where surveillance is done)
 - Badu (aged vehicle, still leaks when it rains)
 - Poruma – no vehicle
 - Mer -
- Animal Management issues on Besi (feral dogs), Arkai & Wug (horses), Erub (dogs), Poruma (dogs and rats), Ugar (dogs), Badu (dogs)
- Seniors require training (online/teams) required for approval/rejection/GR processes
- Vacancy – there is still a vacancy at Kubin, we have conducted interviews and are in the process of obtaining references and preparing the Recommendation Memorandum for Executive and CEO approval
- Animal Management Working Group currently working to develop posters/flyers around dog management
- Vet is scheduled to service TSIRC region from 31.03.2025 – 14.04.2025 (see schedule attached), community notices are displayed throughout communities
- Staff movements – we currently have Dawson Mau on leave until 25.03.2025 and Tanaio Anau until 12.04.2025. We are currently planning on sending a team into Boigu to undertake Animal registrations and audit, animal management compliance pre & post vet visit and assist with visiting vet service
- Currently working on iAuditor developing reporting template for collating BQ inspection stats



Program Management Support Officer Update

Pest Management Update:

The team have been working collaboratively with the BSU team to streamline our administration processes for better efficiency. Our team on the ground have been actively treating premises as the jobs arise.

Infringement Update:

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.





ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – FEBRUARY 2025

SEHW – CASSANDRA SAYLOR

	MASIG	BESI	UGAR	ERUB	
DOG					
TOTAL NUMBER OF DOGS	15	50	33	69	
NEW REGISTRATIONS	0	0	0	0	
CATS					
TOTAL NUMBER OF CATS	7	8	12	24	
NEW REGISTRATIONS	7	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	3	2	
TOTAL NUMBER OF ROOSTERS	0	0	9	1	
TOTAL NUMBER OF DUCKS	0	0	0	0	
COMPLIANCE					
NON-COMPLIANCE FOR DESEXING	0	0	0	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	5	1	1	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	4	0	1	2	
NUMBER OF VERBAL WARNINGS ISSUED	4	8	0	4	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0	
NUMBER OF WARNING LETTERS ISSUED	2	6	0	0	
INTER-ISALND ANIMAL TRANSFER	1	1	0	0	
ANIMAL MANAGEMENT AWARENESS					
MEETINGS	1	0	0	0	
ONE-ON-ONE	4	6	2	0	
FLYERS/POSTERS	0	0	0	0	
VET VISIT	0	0	0	0	
ANIMAL COMPLAINTS/ATTACKS	0	0	4	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0	
TICK TREATMENTS	0	2	0	0	
EUTHANISE	0	0	0	0	
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0	
FOOD SAFETY					
NUMBER OF FOOD SALES FOR THE MONTH	1	0	0	4	
PERMITS ISSUED	0	0	0	0	
FOOD ACT LICENCES	0	0	0	0	
FOOD SHOP INSPECTIONS	0	2	0	0	



COMPLAINTS	0	0	0	0	
FOOD RECALLS/ISSUES	0	1	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	5	0	0	
BARGE DELIVERY INSPECTION	2	1	2	2	
EDUCATION AND AWARENESS	2	0	0	0	
WASTE/WATER & LANDFILL SURVEILLANCE					
WATER RESERVIOR – SAMS/BORE WELLS/ETC	4	0	0	0	
WATER TESTING – CHLORINE & PH	6	0	2	0	
WASTE WATER SYSTEMS	5	0	0	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	3	0	2	0	
LANDFILL	10	0	2	0	
ILLEGAL DUMPING	0	0	0	0	
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION					
ONE-ON-ONE	2	0	0	0	
MEETING	0	0	4	0	
POSTER/FLYER	0	0	0	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	1	0	0	
PEST MANAGEMENT					
INSPECTIONS	0	6	0	6	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	3	0	2	
AWARENESS	0	4	0	2	
CLEAN UP	2	0	0	0	
FEE FOR SERVICE TREATMENTS	0	2	0	0	
VACANT HOUSES	0	1	3	0	
GERNERAL HOUSE	0	0	13	0	
OTHER	0	0	2	0	
HOUSING					
INSPECTIONS	0	4	0	0	
EDUCATION AND AWARENESS	0	4	0	0	
RAINWATER TANK INSPECTION	0	0	0	0	
YARD INSPECTION	0	8	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	5	2	1	8	



HEALTH CENTER VISIT					
NUMBER OF VISITS PER MONTH	0	3	2	3	
HEALTH CENTRE CONCERNS	0	0	0	1	

GENERAL COMMUNITY OUTCOMES	
MASIG	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Animal owners not complying with verbal warnings and warning letters. Giving out fines
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL
BESI	(ISSUES & CONCERNS) <ul style="list-style-type: none"> NIL
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL
UGAR	(ISSUES & CONCERNS) <ul style="list-style-type: none"> NIL
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL
ERUB	(ISSUES & CONCERNS) <ul style="list-style-type: none"> EHW Vehicle recently have been serviced in January and already having complication More awareness on bleach bath for sores.
	(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 STATISICAL CLUSTER REPORT – FEBRUARY 2025

SEHW – DAWSON MAU

	WARRABER	SAIBAI	BOIGU	DAUAN	
DOG					
TOTAL NUMBER OF DOGS	37	0	0	0	
NEW REGISTRATIONS	0	0	0	0	
CATS					
TOTAL NUMBER OF CATS	2	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	3	0	0	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	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-ISLAND ANIMAL TRANSFER	0	0	0	0	
ANIMAL MANAGEMENT AWARENESS					
MEETINGS	0	0	0	0	
ONE-ON-ONE	1	0	0	0	
FLYERS/POSTERS	1	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	6	6	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	1	1	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	0	0	0	0	
BARGE DELIVERY INSPECTION	3	0	0	0	
EDUCATION AND AWARENESS	0	0	0	0	
WASTE/WATER & LANDFILL SURVEILLANCE					
WATER RESERVIOIR – SAMS/BORE WELLS/ETC	3	0	0	0	
WATER TESTING – CHLORINE & PH	0	0	0	0	
WASTE WATER SYSTEMS	0	0	0	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	0	0	
LANDFILL	5	1	0	0	
ILLEGAL DUMPING	0	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	1	0	0	0	
CLEAN UP	0	0	0	0	
FEE FOR SERVICE TREATMENTS	0	0	0	0	
VACANT HOUSES	0	0	0	0	
GERNERAL HOUSE	0	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, PROMOTION46, ENGAGEMENT & TRAINING					
HYGIENE	1	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	0	0	0	0	
HEALTH CENTRE CONCERNS	0	0	0	0	

GENERAL COMMUNITY OUTCOMES	
WARRABER	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Entrance post in disrepair and gates needs to fixed around the water plant
	(POSITIVE NEWS) <ul style="list-style-type: none"> Promoting awareness and hygienic medoths at Primary school
SAIBAI	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Sitting water potential health hazard, these issues as been reported numerous times but on progress. Engineering are aware of the issues
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL
BOIGU	(ISSUES & CONCERNS) <ul style="list-style-type: none"> NIL
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL
DAUAN	(ISSUES & CONCERNS) <ul style="list-style-type: none"> NIL
	(POSITIVE NEWS) <ul style="list-style-type: none"> NIL





ENVIRONMENTAL HEALTH STATISTICAL CLUSTER REPORT – FEBRUARY 2025

SEHW – GEARY BANN

	PORUMA	BADU	IAMA		
DOG					
TOTAL NUMBER OF DOGS	35	120	0	0	
NEW REGISTRATIONS	6	0	0	0	
CATS					
TOTAL NUMBER OF CATS	6	15	0	0	
NEW REGISTRATIONS	0	0	0	0	
HORSES					
TOTAL NUMBER OF HORSES	0	4	0	0	
NEW REGISTRATIONS	0	0	0	0	
CHOOKS					
TOTAL NUMBER OF HENS & CHICKS	0	30	0	0	
TOTAL NUMBER OF ROOSTERS	0	10	0	0	
TOTAL NUMBER OF DUCKS	0	0	0	0	
COMPLIANCE					
NON-COMPLIANCE FOR DESEXING	0	8	0	0	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	2	6	0	0	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	1	0	0	
NUMBER OF VERBAL WARNINGS ISSUED	3	1	0	0	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0	
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0	
INTER-ISLAND ANIMAL TRANSFER	0	0	0	0	
ANIMAL MANAGEMENT AWARENESS					
MEETINGS	1	1	0	0	
ONE-ON-ONE	0	11	0	0	
FLYERS/POSTERS	1	0	0	0	
VET VISIT	0	0	0	0	
ANIMAL COMPLAINTS/ATTACKS	0	6	0	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0	
TICK TREATMENTS	0	10	0	0	
EUTHANISE	0	0	0	0	
FERAL/PEST ANIMAL MANAGEMENT	0	1	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	1	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	0	10	0	0	
BARGE DELIVERY INSPECTION	0	1	0	0	
EDUCATION AND AWARENESS	0	2	0	0	
WASTE/WATER & LANDFILL SURVEILLANCE					
WATER RESERVIOIR – SAMS/BORE WELLS/ETC	3	10	0	0	
WATER TESTING – CHLORINE & PH	3	0	0	0	
WASTE WATER SYSTEMS	4	10	0	0	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	1	0	0	
LANDFILL	4	10	0	0	
ILLEGAL DUMPING	0	0	0	0	
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION					
ONE-ON-ONE	5	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	1	0	0	
CLEAN UP	0	0	0	0	
FEE FOR SERVICE TREATMENTS	0	1	0	0	
VACANT HOUSES	0	0	0	0	
GERNERAL HOUSE	0	1	0	0	
OTHER	0	0	0	0	
HOUSING					
INSPECTIONS	0	6	0	0	
EDUCATION AND AWARENESS	0	6	0	2	
RAINWATER TANK INSPECTION	0	0	0	0	
YARD INSPECTION	0	6	0	0	
OTHER	0	0	0	0	
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION46, ENGAGEMENT & TRAINING					
HYGIENE	0	6	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	1	0	0	
MEETINGS ATTENDED	1	1	0	0	
HEALTH CENTER VISIT					

NUMBER OF VISITS PER MONTH	0	0	0	0	
HEALTH CENTRE CONCERNS	0	0	0	0	

GENERAL COMMUNITY OUTCOMES	
PORUMA	(ISSUES & CONCERNS) • NIL
	(POSITIVE NEWS) • Community us getting into the system from day to day cons
BADU	(ISSUES & CONCERNS) • Dog attack
	(POSITIVE NEWS) • Travel to St Pauls to undertake PMT Training
IAMA	(ISSUES & CONCERNS) • NIL
	(POSITIVE NEWS) • NIL



ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – FEBRUARY 2025

SEHW – MOSES KUDUB

	ARKAI	KIRIRI	MER	WUG
DOG				
TOTAL NUMBER OF DOGS	0	38	84	58
NEW REGISTRATIONS	0	1	6	0
CATS				
TOTAL NUMBER OF CATS	0	7	2	6
NEW REGISTRATIONS	0	0	0	0
HORSES				
TOTAL NUMBER OF HORSES	0	0	0	43
NEW REGISTRATIONS	0	0	0	0
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	0	3	1	6
TOTAL NUMBER OF ROOSTERS	0	2	2	5
TOTAL NUMBER OF DUCKS	0	0	0	0
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	0	4	15	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	5	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	7	0
NUMBER OF VERBAL WARNINGS ISSUED	0	0	5	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	1	0
NUMBER OF WARNING LETTERS ISSUED	0	0	1	0
INTER-ISALND ANIMAL TRANSFER	0	0	0	0
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	1	0	0
ONE-ON-ONE	0	0	0	1
FLYERS/POSTERS	0	1	0	0
VET VISIT	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	1	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0
TICK TREATMENTS	0	0	5	0
EUTHANISE	0	0	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	1	0	0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	1	0
PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	3	0
FOOD SHOP INSPECTIONS	0	0	2	1



COMPLAINTS	0	0	1	0
FOOD RECALLS/ISSUES	0	1	1	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	4	0
BIOSECURITY				
SURVEILLANCE	0	1	0	4
BARGE DELIVERY INSPECTION	0	2	4	0
EDUCATION AND AWARENESS	0	2	0	0
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVIOR – SAMS/BORE WELLS/ETC		2	12	5
WATER TESTING – CHLORINE & PH	0	2	12	5
WASTE WATER SYSTEMS	0	0	0	0
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	5	1
LANDFILL	0	5	4	8
ILLEGAL DUMPING	0	0	0	1
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	1	2
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	5	1
AWARENESS	0	0	1	0
CLEAN UP	0	0	1	0
FEE FOR SERVICE TREATMENTS	0	0	0	0
VACANT HOUSES	0	0	0	1
GERNERAL HOUSE	0	0	0	0
OTHER	0	4	0	1
HOUSING				
INSPECTIONS	0	0	0	0
EDUCATION AND AWARENESS	0	0	0	0
RAINWATER TANK INSPECTION	0	0	0	0
YARD INSPECTION	0	0	1	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	1	0
MEETINGS ATTENDED	0	1	6	1



HEALTH CENTER VISIT				
NUMBER OF VISITS PER MONTH	0	1	2	1
HEALTH CENTRE CONCERNS	0	0	0	0

GENERAL COMMUNITY OUTCOMES	
ARKAI	(ISSUES & CONCERNS) <ul style="list-style-type: none"> EHW Recruiting in Process
	(POSITIVE NEWS) <ul style="list-style-type: none"> EHW Recruiting in Process
KIRIRI	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Feral Pigs wandering in the community during the night
	(POSITIVE NEWS) <ul style="list-style-type: none"> TSRA lending their Pig trap to trap feral pigs.
MER	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Burning of the landfill Unregister dog's owner's refuse to register Owners bringing dog into Ibis (Shop)
	(POSITIVE NEWS) <ul style="list-style-type: none"> Nodoro Kaigey complete PMT Training No Reports of domestic dog attacking nesting turtle during the nesting season
WUG	(ISSUES & CONCERNS) <ul style="list-style-type: none"> Illegal dumping Horse wandering freely in residents and public place Sewer leakage hasn't been fixed for Month's Contractor's dispose building material in the Landfill
	(POSITIVE NEWS) <ul style="list-style-type: none"> Justin David complete PMT Training





Vet Schedule March/April 2025

DAY	DATE	ISLAND	VET	ACCOMMODATION	NOTES
SUNDAY	30.03.2025	NT – HORN	PRT & RH	HORN ISLAND	Gateway
MONDAY	31.03.2025	BADU	PRT & RH	BADU	Tradewind Seafood
TUESDAY	01.04.2025	BADU	RH	BADU	
		KUBIN	PRT		
WEDNESDAY	02.04.2025	ST PAULS	RH	BADU	
		MABUIAG	PRT		
THURSDAY	03.04.2025	YAM	RH	PORUMA	TSIRC Staff House
		YORKE	PRT		
FRIDAY	04.04.2025	PORUMA	PRT	HORN	Gateway
		WARRABER	RH		
SATURDAY	05.04.2025	HAMMOND	PRT & RH	HORN	Organise ferry travel/times/etc
SUNDAY – REST DAY					
MONDAY	07.04.2025	MURRAY	PRT & RH	ERUB	Booked
TUESDAY	08.04.2025	ERUB	PRT	ERUB	
		UGAR???	RH	ERUB	Find out about WCT policy
WEDNESDAY	09.04.2025	SAIBAI	PRT	SAIBAI	Booked
		DAUAN???	RH		Find out about WCT policy
THURSDAY	10.04.2025	BOIGU/BADU	PRT & RH	HORN	Gateway
FRIDAY	11.04.2025	SPARE – EXTRA/LATE JOBS	PRT & RH	HORN	Gateway
SATURDAY	12.04.2025	HORN - NT			
NOTES – awaiting email from Anthony King regarding helicopter/dinghy travel, I have sourced quotes for the chopper travel 09.04.2025 - Erub – Ugar - Dauan – Saibai					





DIRECTORATE: *Corporate Services*

AUTHOR: *Executive Director Corporate Services*

CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF FEBRUARY 2025

OFFICER RECOMMENDATION:

That Council note the Corporate Services Information Report for the month of February 2025.

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 February 2025.

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

The new TSIRC website was launched in mid-February. Staff gathered to acknowledge and celebrate the work involved the week following the launch. Social media activity concluded, and a media release was actioned. The Strait Talk newsletter was finalised, printed and distributed to divisions. The communications team supported the Saibai Treaty 40 Year celebration including speech writing, invitation and collateral support, media and social media activity.

Work is now underway to support the upcoming Seawalls Opening (date TBC). The team are working closely with identified staff in determining and actioning upcoming communications support and activity. Communications developed good news stories and information articles for upcoming internal and external publications.

Work commenced on the reporting against the current 2020-2025 Corporate Plan, including collaboration with the executive team to identify completed activity. Work is underway on the concept for the 2025-2030 Corporate Plan including graphic design, content and project timelines. The concept has been shared and endorsed by SARG and provided to all Councillors for feedback.

Nomination writing has started for upcoming TSIRC award nominations for categories in both the LGMA Awards for Excellence and Local Government National Awards.

TSIRC issued 21 posts across Facebook and LinkedIn. The most popular post on Facebook was 'Kubota Green Fleet Arrives on Ugar' (8.1K reach, 8.4K impressions and 1.4K engaged users). The least performing post was 'Festivals Australia Innovative Arts Project' (214 reach, 241 impressions and 0 engaged users). The most popular post on LinkedIn was '40 Year Treaty Anniversary' (106 reactions, 1.8K impressions and 24% engagement). The least performing post was 'Website is Now Live' (25 reactions, 558 impressions and 10% engagement). TSIRC issued three (3) media releases (40-year anniversary of the Torres Strait Treaty, TSIRC website launch and key achievements post February ordinary meeting). There were six (6) known media coverages.

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

Economic Development

TSRA has awarded a grant to conduct *Phase 1 - Community Consultation to inform the Development of an Economic Development Strategy*. The project will adopt place- and strength-based approaches and tools to understand and to create a foundational evidence base to inform the creation of a long-term strategy. This initiative will involve engaging the community, businesses, government, and non-government organisations to identify the key enablers, opportunities to economic development across the 15 TSIRC island communities. Emver Partners have been specified as the consultants for this project with planning soon to be undertaken with the Project Team.

Governance, Risk, Legal, Land Tenure and Native Title

Council officers have continued to advance the implementation of the Enterprise Risk Management (ERM) system, focusing on the following areas:

- Restructuring of Business Continuity Plan (BCP): The BCP is currently being redesigned to adopt a flexible approach, enabling its application across all business functions and locations within the organisation.
- Management Risk Awareness Brief: A Management Risk Awareness Brief has been scheduled for Tuesday, 15th April 2025. This session aims to enhance risk awareness among management personnel, fostering a culture of informed decision-making. The session is being developed in collaboration with Ian Barton from JLT, who will be presenting as a guest speaker.
- Exploring Mango Software for Risk Program: The team is investigating Mango software as a potential solution to support the Risk Program. Mango's capabilities in risk assessment, specifically for travel and events, will be evaluated to determine its alignment with organisational needs.

Three lots were identified for immediate build of social housing at Badu. The lots have been matched with the social housing needs register and traditional connection to land. Each lot is covered by the TSIRC lease, therefore there is no requirement to obtain native title consent or seek a new lease. A successful meeting was held with the PBC and TLOs to reach agreement on the lots. Construction will be able to commence very soon.

The Mer cemetery expansion is being progressed with a possible site identified. A site inspection to be undertaken by divisional engineers upon which advice can be prepared in relation to the required approvals. The community is having issues with unlawful burials outside of the cemetery which is at capacity.

Complaints

There were 17 outstanding complaints open at the beginning of February. During the month two (2) new complaints were received and one (1) complaint was closed. One (1) action item remains open.

Complaint assigned	Beginning of February	New	Closed	End of February
Building Services				
Community Services	8	2	1	9
Corporate Services	1			1
Engineering Services	8			8
Total	17	4	1	18

Table 1 – Complaints by directorate

Complaint type	Beginning of February	New	Closed	End of February
Staff	14		1	13
Local Laws (dogs)	0	1		1
Housing	2	1		3
Other	1			1
Total	17	4	1	18

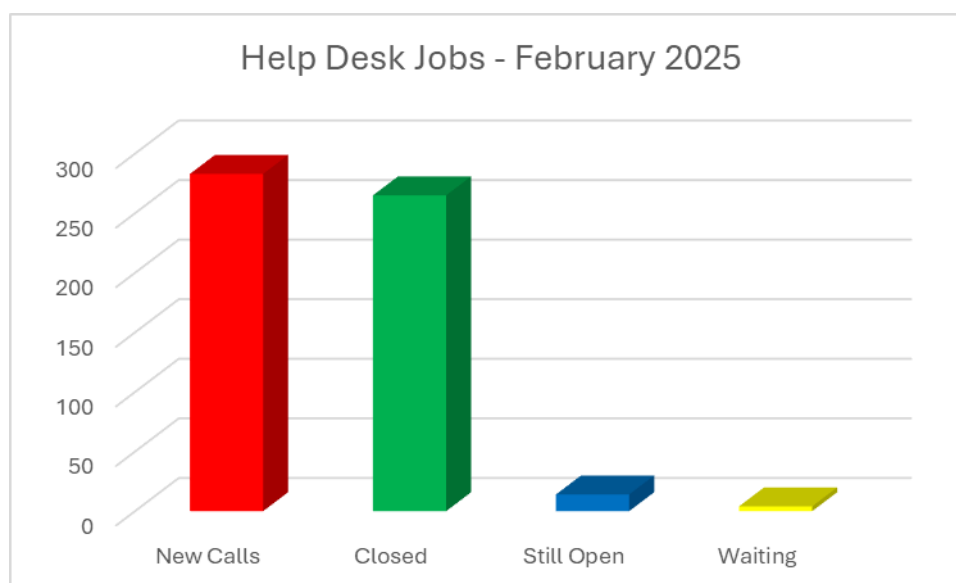
Table 2 – Complaints by type

Information Technology Services

Network Speed Issues with Some Devices at Divisional Offices remain an ongoing investigation in conjunction with external suppliers. Where possible PCs and laptops are moved from telephone connections to WiFi or a direct connection to the switch. The move to a new Multi-Factor-Authentication app has resumed following some unforeseen technical issues. IT Services continue to monitor network activity in relation to cyber-security whilst also continuing to implement further security measures where possible.

The Manager Information Technology Services is working in conjunction with Telstra and Peak Services on a funding application to provide a Starlink-based free Community WiFi solution to all Divisions. If successful, this will result in a seven-year commitment managed by Telstra.

In February 2025, 283 new IT Helpdesk tickets were created. Of these, 265 were closed with 4 in a 'Waiting' state during the month, and 14 remained open.



Fuel and Fleet

Fuel and fleet operations have remained consistent over the past month. Currently, there are over 66 vehicles on site that are no longer operational. Two of these vehicles have been returned to Cairns for auction. The new local barge company in the Torres Strait has been very well received. They have been providing exceptional customer service and competitive pricing. Currently, the company is aligning its operations to maximize capacity, enabling more reliable freight services to and from the islands. This improvement is expected to enhance Council's ability to meet the needs of our communities, especially with the use of larger equipment to support the division.

Garbage Trucks:

- Twelve garbage trucks have been successfully delivered to division
- One truck is being delivered to division in March
- One truck is in Cairns for repairs and is scheduled for deployment in March or April
- One truck is still with Gold Coast Council ready for shipping, but due to recent weather and road closures remains at GCCC until further notice.

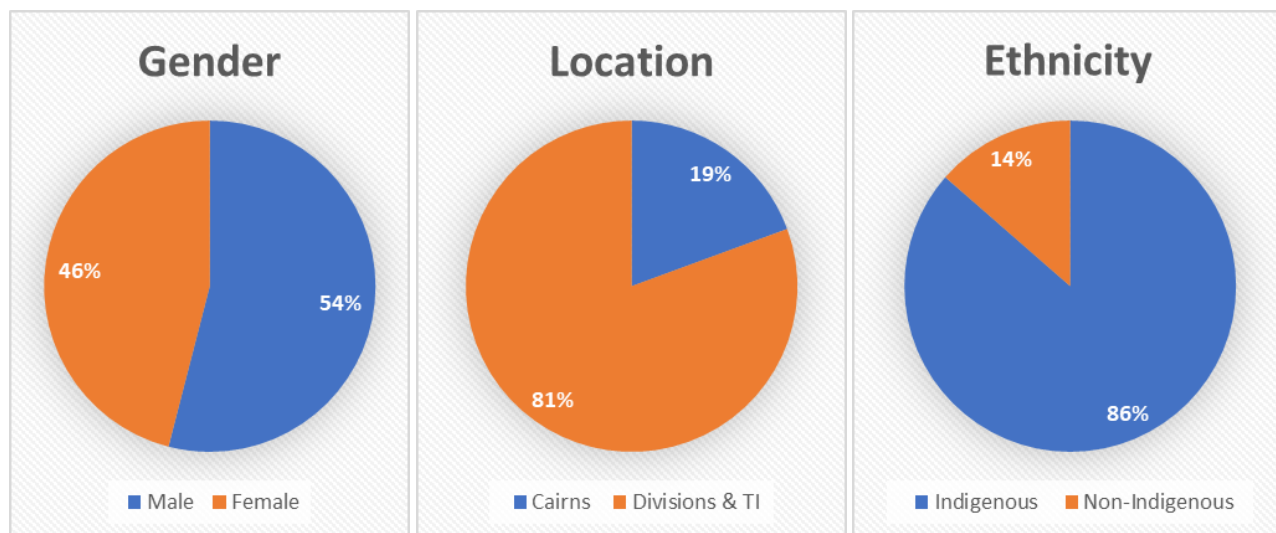
Green Fleet:

- A total of 21 items have been ordered to upgrade the green fleet
- Twelve units have been delivered to their respective divisions
- The remaining units will arrive in Cairns in March, however, Seaswift currently has an 8-10 week wait time for shipping

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

People and Wellbeing

As of 31 February 2025, Council has a total of 361 staff members, with 312 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 – February 2025

The Manager People and Wellbeing and the Apprentice and Trainee Support Officer have commenced discussions with various Councils, Government Departments, TAFE, schools, Clontarf Foundation and Meriba Ged to collaborate on training opportunities and work experience programs.

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

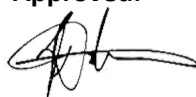
OTHER COMMENTS:

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	ENGAGEMENT RATE	IMPRESSIONS	REACH ▼	SHARES
Torres Strait Island Regional Council Feb 21, 00:40	 Kubota Green Fleet Arrives on Ugar Exciting news for Ugar (Stephen Island)! The first batch of Kubota Green Fleet machinery from Kubota Australia, has arrived marking a major step forward in maintaining essential infrastructure...	0	1,467	17.97%	8,408	8,163	5
Torres Strait Island Regional Council Feb 07, 02:00	 Join Our Team! Are you ready to make a difference? We're on the lookout for passionate, driven individuals to join our dynamic team. If you're looking to take on exciting challenges and contribute to meaningful projects,...	0	191	7.97%	2,989	2,395	11
Torres Strait Island Regional Council Feb 15, 23:00	 Honouring 40 years of the Torres Strait Treaty! Yesterday, Mayor Phillimon Mosby, Deputy Mayor - Cc Rarette Wosomo and other TSIRC Councilloes, joined Newly appointed Torres Strait Regional Authority Chairpers...	2	603	26.49%	2,544	2,276	10
Torres Strait Island Regional Council Feb 04, 02:00	 Join Our Team! Are you ready to make a difference? We're on the lookout for passionate, driven individuals to join our dynamic team. If you're looking to take on exciting challenges and contribute to meaningful projects,...	1	231	11.23%	2,683	2,057	11
Torres Strait Island Regional Council Feb 20, 00:02	 The Torres Strait Marine Debris Task Force enters Phase Two! We're stepping up efforts with greater community collaboration, stronger partnerships with local rangers, and cutting-edge AI...	0	194	9.72%	2,351	1,995	21
Torres Strait Island Regional Council Feb 26, 00:01	 TSIRC Secures \$784,500 in Funding for Community Growth At our second Council meeting of 2025, we celebrated key achievements, including securing \$784,500 in funding to support infrastrucur...	0	474	24.92%	2,065	1,902	9
Torres Strait Island Regional Council Feb 18, 02:00	 OPPORTUNITY FOR ARTISTS Does your community have a special festival or celebration? We want to hear your ideas! Australian Government funding is available after 1 July 2025 to support: ✓...	0	103	8.32%	1,341	1,238	7

Torres Strait Island Regional Council	 Feb 12, 02:00		We're Live! 🎉 The wait is over – our new website has officially launched! 🌟 Dive in and explore a fresh, modern, and user-friendly experience designed just for you. 🌐 Whether you're looking for services, updates, or ways...	0	122	11.37%	1,357	1,073	6
Torres Strait Island Regional Council	 Feb 10, 00:00		"Bucket Up & Save!" 💧 Next time it rains, grab a simple bucket and let nature do the work! Collecting rainwater is an easy, cost-free way to keep your garden green and your cleaning routine eco-friendly. Use it to water plants, rin...	1	44	4.16%	1,239	1,058	5
Torres Strait Island Regional Council	 Feb 04, 00:00		One Week to Go! 🌊 The tide is turning... our new website goes live next week! 🌟 It's modern, it's fast, and it's designed with our community in mind. 🧠 Can you feel the excitement? 🤗	1	51	7.01%	838	728	3
Torres Strait Island Regional Council	 Feb 27, 02:00		Prepare for king tides King tides will be experienced for the following Torres Strait communities: 📍 Sabai – Friday, 28 February: 3.75m at 1:08pm Saturday, 01 March: 3.63m at 1:37pm 📍 ...	0	23	3.44%	756	669	4
Torres Strait Island Regional Council	 Feb 28, 02:00		Prepare for king tides 🌊 Reminder: King tides will be experienced for the following Torres Strait communities: 📍 Saibai – Saturday, 01 March: 3.63m at 1:37pm 📍 Iama – Saturday, 0...	0	11	2.42%	485	454	3
Torres Strait Island Regional Council	 Feb 06, 23:00		Prepare for king tides King tides will be experienced for the following Torres Strait communities: 📍 Boigu – Saturday, 08 February: 4.73m at 1:40pm REMINDER: In the event of a king tide...	0	6	1.53%	465	392	1
Torres Strait Island Regional Council	 Feb 25, 00:00		"Turn It Off, Save a Lot!" 💧 Leaving taps or hoses running is like pouring money (and water!) down the drain. Every drop counts! Turn off the tap while brushing your teeth, fix leaks, and use a nozzle on your hose to...	0	4	1.25%	351	319	1
Torres Strait Island Regional Council	 Feb 19, 02:00		"Dish It Out Wisely!" 🍽️ Before hitting that start button, make sure your dishwasher is full! Running it only when fully loaded maximizes water efficiency, saving gallons with every cycle. Fewer runs mean lower water bills...	0	5	1.66%	333	302	0

 Torres Strait Island Regional Council Feb 19, 05:08	 Do you have an engaging and innovative arts project? This could be for you. Festivals Australia program is now open and offers funding to support individual arts projects delivered at a festival or significant one-off...	0	0	0%	241	214	0
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LinkedIn

DATE	POST	COMMENTS	ENGAGEMENT RATE	IMPRESSIONS	REACTIONS ▼	SHARES
 Torres Strait Island Regional Council Feb 15, 23:00	 Honouring 40 years of the Torres Strait Treaty! 🎉 Yesterday, Mayor Phillemon Mosby, Deputy Mayor - C/- Ranette Wosomo and other TSIRC Councillors joined Newly appointed Torres Strait Regional Authority Chairpers...	0	24.59%	1,879	106	3
 Torres Strait Island Regional Council Feb 20, 00:00	 The Torres Strait Marine Debris Task Force enters Phase Two! 🌊 We're stepping up efforts with greater community collaboration, stronger partnerships with local rangers, and cutting-edge AI...	2	11.97%	1,053	48	7
 Torres Strait Island Regional Council Feb 21, 00:40	 🚜 Kubota Green Fleet Arrives on Ugar Exciting news for Ugar (Stephen Island)! The first batch of Kubota Green Fleet machinery, has arrived, marking a major step forward in maintaining essential infrastructure across the island. Fresh off...	0	40.62%	810	35	0
 Torres Strait Island Regional Council Feb 26, 00:01	 🏡 TSIRC Secures \$784,500 in Funding for Community Growth 🏡 At our second Council meeting of 2025, we celebrated key achievements, including securing \$784,500 in funding to support infrastrucur...	2	12.75%	800	32	0
 Torres Strait Island Regional Council Feb 12, 05:00	 Our New & Improved Website is Live! We're thrilled to unveil our fresh new website, designed in collaboration with Forte Marketing Australia with our communities in mind, making it easier than ever to access services, stay...	1	10.22%	558	25	1

MEDIA REPORT

Media Engagement Type	Description	Publication	Date
Media Coverage	Supply Chain Disruption Joint media release with CEQ, Seaswift and TSIRC	Torres News	13/02/2025
Media Release	40th Anniversary of Torres Strait Treaty news presentation on both stations and NITV publication	Torres News, ABC, NITV/SBS, Cairns Post, Bumma Bipperra	07/02/2025
Media Coverage	40th Anniversary of Torres Strait Treaty news presentation on both stations and NITV publication	Torres News, NITV/SBS	20/02/2025 24/02/2025
Media Release	TSIRC Website launch	Torres News	11/02/2025
Media Coverage	TSIRC Website launch	Torres News	27/02/2025
Media Coverage	IKC Story - Do you make the most of your IKC?	Torres News	27/02/2025
Media Release	February Ordinary Council Meeting	Torres News	19/02/2025
Media Coverage	New funds to support critical infrastructure – (from Ordinary Meeting media release	Torres News	27/02/2025

Torres News

Thursday, 13 February 2025
 News and events of the Kooragang Island, the Torres Strait Islands and Cape York Islands of the Kooragang, Kooragang, Kooragang and Kooragang Islands.
 Edition 166
 EDITORIAL: M. 0419 456 277 | E: christine@torresnews.com.au
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Supply chains disrupted by rains

BY YELMA GABA

As severe wet weather continues to impact Far North Queensland, Queensland (CQ), Sea Swift, and Torres Strait Island Regional Council (TSIRC) are working together to ensure food, fuel and other essential supplies reach remote communities.

The weather conditions have caused significant disruption to supply chains, affecting the ability to fully reach all areas across Cape York and the Torres Strait as well as in other areas such as Cairns and Townsville.

Despite the weather challenges, these organisations have worked together to ensure supplies and essential services continue to be available as much as possible in remote areas.

Results have been used to purchase fuel for the road and road works to ensure reliable access to supplies.

CQ's Chief Executive Officer Michael Dwyer and Sea Swift's CEO David Gribble, both of whom were in the Torres Strait, said:

"While efforts are being made to ensure a steady supply, remote areas may experience shortages, particularly in bulk products," he said. "Consumers are encouraged to consider alternative products, where possible, such as long life bulk meals of beef mince."

Story continued on page 8



Rain stumps Torres News print run for another week

The unprecedented and ongoing rain event that has affected North Queensland since the start of the month has disrupted the Torres Strait News print run for another week.

It means the Torres Strait News will appear on the ground this week. However, to access your free online copy of the Torres Strait News, simply visit the QR code below or scan the QR code below.

For more information contact: M. 0419 825 429 | E: ads@torresnews.com.au

More weather news on page 8



Caring for the environment for more than 35 years

Since 1987, Sea Swift has operated in one of the most environmentally sensitive areas in the world – the Great Barrier Reef Marine Park.

We focus on:

- Responsible energy conservation
- Environmentally friendly waste management
- Hydrosystem management
- Sea safe management

We take pride in our award-winning recycling initiatives and fully abide by the Great Barrier Reef Marine Park Authority (GBRMPA) rules and regulations.

Check our website for the latest news and updates for your community.

Live schedules at www.seaswift.com.au | Connect with us on social media!

General Cargo • Project & Charter • Defence • Fuel • Engineering



seaswift.com.au
 1800 434 422

Keeping Northern Australia Connected

08 WEATHER NEWS

THURSDAY 13 FEBRUARY 2025 TORRES NEWS

"Domestic and family violence is never acceptable"

If you or someone you know in your community might be experiencing domestic and family violence, please seek help.

Support is available, and you don't have to face it alone.

Reach out to local services or call 1800 RESPECT (1800 734 732) for confidential assistance and guidance.

Together, we can create safer communities for everyone.

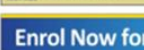


Pam Wanga, speaking officer, promoting the TSIRC program.

Escaping Violence Payment

The Escaping Violence Payment (EVP) offers support to Aboriginal and Torres Strait Islander people who have experienced intimate partner violence (IPV) to have access to financial support and goods / services for their immediate needs to live safely.

For more information contact: M. 0419 825 429 | E: ads@torresnews.com.au



TSIRC, Sea Swift and CEQ working to resolve supply issues

TSIRC Chief Executive Officer James William said the council's modern approach and commitment to serving the region, Mayor Mosby said.

TSIRC has undertaken a review of its 2024-25 budget to ensure alignment with financial expectations and identify necessary adjustments.

The positive outcome was mainly attributed to increased profits from repairs and maintenance activities, an increase in the Indigenous Councils Financial Program (ICFP) grant and a reduction in insurance costs.

After the workshop, Council was informed of a \$5.2 million improvement in the budgeted operating result excluding depreciation.

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The Sea Swift ferry bringing essential supplies into Torres Strait. Pic: supplied

Enrol Now for 2025 and 2026

Modern, state-of-the-art classrooms, day schooling and boarding facilities for boys and girls.

Our curriculum provides academic and vocational pathways, enabling the best possible employment opportunities. Your child will enjoy small class sizes, individual student attention for maximum outcomes, including sporting and cultural opportunities.

Our college is founded on the basis that no child will be denied a Catholic education based on financial hardship. Generous fee concessions apply to holders of means-tested concession cards, and those with a genuine inability to pay.

TO ENROL: Visit www.msb.qld.edu.au/apply-online-now or for enrolment enquiries, book a tour or more information phone (07) 4096 1444

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Enrolment Application

Enrolment Application

Enrolment Application

Enrolment Application

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TSIRC launches 'user friendly' website

The Torres Strait Island Regional Council (TSIRC) officially launched a new website designed to provide an engaging and user-friendly experience while showcasing the work the council undertakes for the Torres Strait region.

After months of collaboration, the website was the product of a comprehensive effort between TSIRC's Administration and Communications teams, alongside Cairns-based marketing agency, Forte Marketing, who guided the design and development.

Forte Marketing Director, Juan Ruiz, said they collaborated closely with TSIRC to develop a website that met all Australian Government requirements and placed people and businesses at its core.



TSIRC new website has been launched! Pic supplied by TSIRC.

"The result is a secure and inclusive website designed to simplify access to information on the Council's services and activities," he said.

TSIRC Chief Executive Officer James William said the refreshed site reflected council's modern approach and commitment to serving the region.

Torres Strait community with transparency and efficiency.

"We're thrilled to present a website that truly embodies who we are and the incredible work we do," he said.

The new website featured improved navigation, enhanced accessibility, and a modern design to better serve the needs of the community, partners and stakeholders.

TSIRC invited the public to explore the new website and provide feedback to help continuously improve the site's functionality and user experience.

"This is just the beginning and we look forward to making ongoing improvements to better support the region," Mr William said.

This new digital platform is now live and can be accessed at www.tsirc.qld.gov.au.

New funds to support critical infrastructure

The Torres Strait Island Regional Council (TSIRC) successfully acquired three major funding agreements that will drive critical infrastructure improvements, biosecurity initiatives, and community economic development.

Mayor Phillicon Mosby said the successful contracts were a testament to Council's proactive approach in securing resources that directly benefitted communities.

"From critical infrastructure to economic growth and biosecurity, this funding will create lasting positive impacts for our region," Mayor Mosby said.



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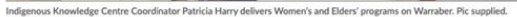
After the workshop, Council was informed of a \$5.2 million improvement in the budgeted operating result excluding depreciation.

The positive outcome was mainly attributed to increased profits from repairs and maintenance activities, an increase in the Indigenous Councils Financial Program (ICFP) grant and a reduction in insurance costs.

were offset by higher consultant expenses, the temporary construction of a seawall on Mer Island and additional legal costs.

This month Council also approved a \$1 million increase to salaries and wages for the financial year to support the finalisation of certified agreement negotiations that have been ongoing since August 2024.

As a result of these budget adjustments, the forecast operating deficit before depreciation now stands at \$1.4 million – an improvement of \$3.6 million compared to the original budget approved in July 2024.



How do you library? is a newly launched campaign to encourage Queenslanders to share their knowledge about what they love about their local libraries and to make the most of its free activities and resources.

The statewide initiative was launched earlier this month. There were more than 325 public libraries and Indigenous Knowledge Centres across Queensland and the State Library of Queensland's partnership with local government, surviving cultural, digital and social media, responsive to their communities or their changing needs.

A librarian at the Ipswich City Strait and west to Blackall have shared the *How do you library?*

campaign with local events and promotions throughout 2025. Some of the great programs on offer include Warburton IKC's women's group who were passing on cooking and sewing skills to the next generation; Quipus Library Marketplace where visitors can browse books and embroidery; and Cairns Libraries' First Forever story books for paediatric patients at James Cook Hospital.

On Warburton Airport Patricia Harty has created a space where cultural practices and stories are kept alive.

Her women's and Elders' programs have become a valued part of community life as a place to share wisdom and traditions through generations.

Community members gather at the IKC for Kulkalgai Ya language activities, puzzles, games, sewing, cooking, and a warm and cozy sharing.

State Education and Arts Ministers John-Paul Larkin and Lisa Marshall provided enormous value to communities, and said the *How do you library?* campaign would help them continue to engage with an impressive range of programs and services on offer.

From 2023 to 2024, Queenslanders made 17 million visits to their community libraries and borrowed or checked out 82 millions items," said.

State Librarian and CEO Vicki McDonald AM said one of three Queenslanders was a member of their public library or IKC.

"We know how important it is for our communities across the state," she said.

"As a trusted partner and advocate for public libraries, we're proud to support this campaign will ensure their library lovers to share their stories to encourage more Queenslanders to discover the wealth of knowledge and offerings of their local libraries."

"Our libraries are creative and welcoming social hubs where everyone can connect with others, learn new things, and find joy in learning and play, and feel a sense of belonging."

promotions with local events and campaigns throughout 2025.

Some of the great programs on offer include Warburton ICK's 'community group' who were passing on cooking and sewing skills to the next generation; Quispie Library Marketplace which includes a sewing machine and embroidery; and, Cairns Libraries' First Forever story books for paediatric patients from the library.

On Warburton Patricia Harty has created a space where cultural practices and languages are kept alive.

Her women's and Elders' programs have become a valued part of community life and have been a great way to share knowledge and traditions through generations.

Community members gather at the ICK for Kalligall Ya language activities, puzzles, games, sewing, crocheting, quilting, knitting and recipe sharing.

State Education and the Arts Minister John-Paul Langford has said that libraries provided enormous value to communities, and said the *How do we library?* campaign would encourage the community to engage with an impressive range of programs and services on offer.

From 2023 to 2024, Queenslanders made 17 million visits to their community libraries and borrowed or checked out 42 million items.

State Library and CEO

Wicki McDonald AM said one of these Queenslanders was a member of their public library or ICK.

"We all know how important they are to communities across the state," she said.

"As a trusted partner and advocate for public libraries, and a member of the ICK, this campaign will encourage library lovers to share their stories to encourage more Queenslanders to discover the wealth of offerings of their local libraries."

"Our libraries are creative and welcoming social spaces where everyone can connect with others and discover new ways for learning and play, and feel a sense of belonging."

Vicki McDonald AM said one in three Queenslanders was a member of their public library or ILC.

"So we know how important they are to communities across the state," she said.

"As a trusted partner and advocate for public libraries, State Library hopes this campaign will encourage library lovers to share their stories to encourage more Queenslanders to discover the often-unexpected offerings of their local library.

"Libraries are creative and welcoming social hubs where everyone can connect with other people, enjoy dedicated places for learning and play, and feel a sense of belonging."

Thursday, 20 February 2025 Stories and events of the Kaurang homeland of Kaitiaki, the Torres Strait homeland and Cape York homelands of the Nganmuthi, Atambays, Wuhahni, Yulaykemu and Gooling Peoples. | Edition 167 | \$2 incl GST

EDITORIAL | M: 0419 656 277 | E: christine@torres.news ADVERTISING | M: 0419 828 639 | E: ads@torres.news

BY CATHY WILLIS

Suffer from a bit of post-race adrenaline to keep a day of celebration in the heart of the community?

Well, you're not alone. The Maori community in the Bay of Plenty is celebrating the 40 years of the Tairāwhiti Trust and what that has meant for the region and its people.

The Tairāwhiti Trust was signed in December 1978 and came into force in January 1980.

The trust honoured traditional Maori values, culture and history, and has been a bridge between Tairāwhiti Māori iwhakari and 12 coastal iwi of the Bay of Plenty.

Maori Trust Island Regional Council (MTRC) and the Tairāwhiti Trust Office marked the anniversary of the historic Tairāwhiti Trust.

"Ready with a special celebration at the Community Hall in Salford Head."

Tairāwhiti Trust and Tairāwhiti Trust Office

Philomena Hetherington and the Tairāwhiti Trust Office marked the anniversary of the historic Tairāwhiti Trust, renewed for their traditional dance.

His said it was a significant day for the community.

"The Tairāwhiti Trust is a trust for the community," he said. "It is a trust that connects our communities across the Bay of Plenty."

"For 40 years, it has ensured the preservation of our cultural traditions, economic life and family connections."

Tairāwhiti Trust Office 170 Chorlton Street in Salford is set to host the celebration, to demonstrate his "support and good admiration of the Tairāwhiti Trust and MTRC community."

Story continued on page 12 & 13

MAORI TRUST Helping to celebrate 40 years of the Tairāwhiti Trust in a Maori Whare from the Salford Maori Whare dance group. Pictured: John Latta, John Latta, John Latta.

RIGHT: The always impressive Salford dancers and their music, with a traditional Maori haka.

Keeping your community connected
for more than 35 years

Sea Swift provides regular, weekly essential services up and down the east coast of Australia, through the Torres Strait, into Wileya, and throughout the Northern Territory. We're proud to supply fresh food and other essentials to enhance the health and wellbeing of your community.

Sea Swift is the lifeline of many remote communities across the Torres Strait and Cape York.

Check our website for the latest news and updates for your community.

Use schedule at www.seaswift.com.au | Connect with us on social media

General Cargo • Project & Charter • Defence • Fuel • Engineering





seaswift.com.au
1800 424 422

Keeping
Northern Australia
Connected

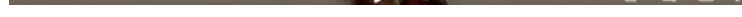
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The plan almost saw the Torres Strait carved up and made part of Papua New Guinea. Elders who fought the plan have been celebrated



Islands in the Torres Strait have celebrated 40 years of the Torres Strait Treaty.

Signed in December 1978, the Treaty came into force in February 1985, and defined



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	Completed, backup generator and transfer switch sent to island
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, waiting backup generator and transfer switch setup
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, documentation in process

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, waiting backup generator and transfer switch setup Completed, waiting backup generator and transfer switch setup
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 Mar / 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	9-Dec-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	9-Dec-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	9-Dec-24
8	Saibai	Kubota	ZG222		
9	Boigu	Kubota	ZG222		



Blessing of Machinery on Ugar

Attachment 5 - Garbage Truck Status

Division	Vehicle	Status	Comments
1 - Boigu	Mitsubishi Canter 4WD	Operational	Replacement vehicle in Cairns, ETA division April 2025
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 - Mabuiag	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	New vehicle delivered to division February 2025
12 – Masig	Isuzu NPR 350	Operational	Replacement vehicle en route to division (March 2025)
13 – Ugar	IsuzuNQR series Russ Compactor	Operational with defects	Still in GCCC – no ETA at this stage
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



New garbage truck Poruma

RECRUITMENT – 1 to 31 February 2025

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	Aged Care Support Worker	Division 15, Mer	Successful appointment – 17/02/2025	External
1	Casual Aged Care Support Worker	Division 10, Warraber	Successful appointment – 17/02/2025	External
1	Cleaner	Division 1, Boigu	Successful appointment – 24/02/2025	External
1	Communications Officer	Cairns	Successful appointment – 24/02/2025	External

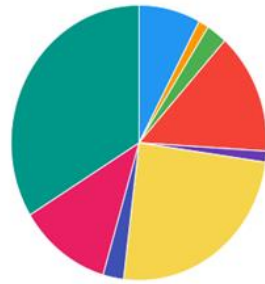
TRR	Long term vacancies	Time to fill	Comments
3-4	Senior Project Engineer	12 months	Position reviewed
1-2-3	Divisional Manager, Ugar	12 months	No skills set Lack of long-term accommodation
1-2	Grant Revenue Officer	11 months	Temp staff in role
3	Governance, Legal and Insurance Officer	11 months	No suitable candidates – skills set Position reviewed and re-advertised
3-4	Manager Financial Accounting and Assets	12 months	External advertising
1-2-3	Desktop & Systems Administrator	9 months	Temp staff in role Position re-advertised
2-3	Team Leader Creditors	7 months	Position reviewed
1-2	Finance Officer	7 months	Temp staff in role

Finding suitably qualified staff to fill positions based in the Torres Strait continues to be a challenge.

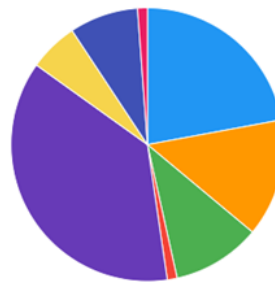
SAFETY AND WELLBEING – 1 to 28 February 2025**Incident Management**

- 3 new incident reports
- 1 incident reports closed
- 9 incident reports open

Accident/Incident By Type (Last 12 Months)



Accident/Incident By Department (Last 12 Months)



All Incidents (Last 12 Months)



Safety & Wellbeing current action items

- Review impact of plant breakdown on staff workload and activities
- Finalisation of WHS Policy and Management Plan

Workers Compensation

- 0 ongoing claims

LEARNING & DEVELOPMENT – 1 to 28 February 2025

Manager, People and Wellbeing and the Apprentice and Trainee Support Officer have commenced discussions with various Councils, Government Departments, TAFE, schools, Clontarf Foundation and Meriba Ged to collaborate on training opportunities and work experience programs.

Working with Departments to establish training priorities for the upcoming year.

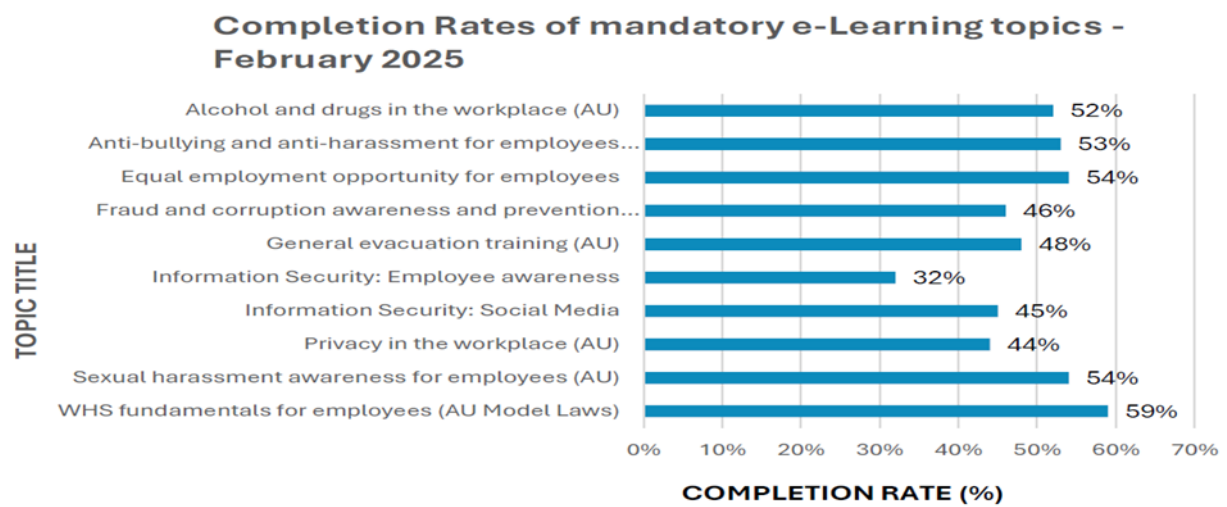
Training

Training	Department	Update
LGAQ - Ignite Programme Nomination	Engineering	An engineering officer has been successful in gaining a placement in the Ignite Programme run by LQAG. Ignite is a leadership development programme designed to provide new or aspiring managers; supervisors or team leaders with the necessary skills to manage and lead themselves and their team.
HSR Training	Various	Remaining nominated staff were due to complete HSR training 3-7 February. Due to 4G network issues only one staff member was able to complete the training. Costs covered by LGAQ.

Reporting

Currently there are 365 users of the LMS consisting of 350 staff, 15 recruitment agency personnel with fifty-four users accessing the platform during the month of February.

Mandatory training completion rates:





ENGINEERING OPERATIONS

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

Council's Engineering Services is committed to undertake and deliver a range of operational and maintenance activities which provide high quality engineering services, public facilities, and amenities, including but not limited to.

- Roads, drainage, and ancillary works.
- Parks, gardens, and reserves
- Water and Wastewater (Sewerage) operations/schemes
- Collection and treatment of solid waste
- Airport facilities
- Marine facilities
- Preparedness and Preparation for disaster events.

Interested Parties/Consultation:

Executive Director Engineering Services, Manager Engineering Operations, Manager Water & Wastewater, Manager Capital Works, Manager Fuel & Fleet, Divisional Engineering Officers

Background:

Division 1: Boigu

Operations

- Grass maintenance around council office undertaken.
- Grass maintenance around all lights, cones and gables undertaken.
- Remove and cut weeds of wind direction indicator circle.
- Grass maintenance and rubbish pick up undertaken at Seaport.
- Roadside Grass maintenance and tree trimming along airport road undertaken.

Disaster Management

- Satellite Phone: Testing not completed.
- HF Radio: Test Completed Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 2: Dauan

Operations

- Flush main water lines due to low chlorine readings.
- Boiled Water Alert (BWA) was lifted on 28/02/2025.
- Assist Sea Swift moving cargo to IBIS, Due to barge truck not being operational.
- Roadside grass maintenance completed from Community Hall to Health centre.
- Grass maintained around community hall, oval, office, and cemetery.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 3: Saibai

Operations

- Completed grass maintenance on both runway, lights, and gable markers.
- Water Treatment Plant grass maintenance and general housekeeping around storage shed.
- Grass maintenance completed on all Sewer Pump Stations and Sewerage Treatment Plant.
- Grassed being maintained around covered water storage lagoon and fence line.
- Roadside and community clean up completed in collaboration with other stakeholders and community members.
- Monitoring chlorine dosing pump, been faulty few times.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 4: Mabuiag

Operations

- Install new sluice (stop) valves within water reticulation network with the help from contractor and Technical Officer.
- Commenced segregating waste materials at landfill site.
- Grass maintenance completed at Aerodrome.
- Completed grass maintenance along fence line at Sewerage Treatment Plant.
- Roadside grass maintenance completed along Main Road.
- Install new chairs in waiting shed at airport.
- Water Officer changed flush water set up on mobile desalination unit.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 5: Badu

Operations

- Grass maintenance and weed poisoning completed at aerodrome.
- Grass maintenance and rubbish removal completed at Water Treatment Plant.

- Grass maintenance and rubbish pick up completed around community hall.
- Gurney blasting of ramp completed.
- Grass maintenance completed at cemetery, stadium and oval utilising assistance from local contractors.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test tried however there was a connection failure.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 6: Kubin

Operations

- Currently on Boiled Water Alert, as a precautionary measure, due to low chlorine in the reservoir.
- Roadside grass maintenance undertaken.
- Grass maintenance around all sewer pump stations undertaken.
- Currently operating sewer well pumps manually, awaiting electrician to check issues within switchboard.
- Repair few potholes with cool mix asphalt in the community.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: NA- awaiting new handset (to be delivered in March 2025)
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 7: St Pauls

Operations

- Water Restrictions are still in place due to high usage, and lagoon storage levels not at satisfactory level.
- Utilising garbage truck from Kubin to complete garbage collection, Division 7 garbage truck is currently unserviceable.
- Grass maintenance completed at sewer pump stations.
- Rectify major water leak, still actively investigating for further leaks.
- Roadside grass maintenance completed from council office to church.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 8: Hammond

Operations

- Pressure cleaning of boat ramp undertaken.
- Clean around seaport waiting shed.
- Grass maintenance completed at cemetery.
- Grass maintenance and removal of green waste from council office site.
- Grass maintenance at childcare and basketball court area.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 9: Iama

Operations

- Green waste and white goods collection throughout community.
- Grass maintenance completed at community oval.
- Address repairs on burst sewer main.
- Grass maintenance completed along roadsides.
- Sanding bagging throughout community in prep for king tides.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test tried however there was a connection failure.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 10: Warraber

Operations

- Green waste and white goods run completed throughout community.
- Grass maintenance completed at aerodrome and waiting shed area.
- Service conducted and completed on 190k Desalination Unit.
- Grass maintenance completed at all three sewerage pump stations.
- Housekeeping and grass maintenance completed at seaport area.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Not tested, new unit was installed, however still not operational. Contactor reviewing in March 2025.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 11: Poruma

Operations

- Grass maintenance completed at aerodrome and waiting shed.
- 90% grass maintenance completed at lagoon.
- Landfill compacting and tidy green waste area.
- Conduct hydrant flush outs at 2 pits.
- Clean and hose baskets at two sewer pump stations and conduct grass maintenance.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Testing tried, however invalid network error.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 12: Masig

Operations

- Both blowers not operational at Sewerage Treatment Plant, currently hosing down sludge manually in balance tank.
- Grass maintenance completed around Sewerage Treatment Plant and Sewage Pump Station 3.
- Grass maintenance completed on Steve and Jeff Road.
- Grass and general maintenance completed on Landfill.
- Maintain grass on runway strip, around gable markers and cones, lights, Wind Direction Indicator and signal circle.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 13: Ugar

Operations

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 14: Erub

Operations

- Replace outlet pipe to sewer tank at Seaview lodge.
- Grass maintenance at cemetery started, still in progress.
- Located and repaired few watermain leaks throughout community.
- Clean baskets and hose down at all sewerage pump stations.
- Grass maintenance completed at aerodrome.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test not completed.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 15: Mer

Operations

- Conduct vegetation maintenance along aerodrome fence line.
- Grass maintenance completed around gazaboos.
- Repair few water leaks in the community.
- Desal shed grass maintenance completed; 20 % around covered lagoon shed.
- Grass maintenance and tree trimming at all sewer pump stations.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational

- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

COMPLIANCE / CONSIDERATIONS:

Statutory:	Local Government Act 2009, Disaster Management Act 2003
Budgetary:	Operating Costs as per approved Budget.
Policy:	
Legal:	
Risk:	Our communities are safe, healthy, and active.
Links to Strategic Plans:	Corporate/Operational Plan TSIRC Community Plan (2009-2029)
Masig Statement:	
Standing Committee Consultation:	NIL
Timelines:	

Other Comments:

Contractor undertook installation of replacement HF radio unit at Warraber, however while testing found another issue with either the auto tuner, cabling or antenna. As contractor didn't have the correct equipment at time on visit, will be returning during March 2025, to further investigate and complete repairs as required. During this visit they will install new HF Radio Handset at Kubin, as the previous handset was stolen.

On Tuesday 25th February 2025, at St Pauls, as part of the Torres Strait Marine Safety Program (TSMSP), Maritime Safety Queensland (MSQ) provide advice around trip planning, communication at sea, types of personal floatation devices (PFD's – i.e. Life Jackets), flares, mandatory safety equipment, steps and precautions to consider before departing and arriving at a destination. MSQ advised there is a GRAB Bag and Two (2) Life Cells at TSIRC office at St Pauls that can be borrowed.

QPS Water Police gave advice around the need to keep a current license and registration, and failure to do so may lead to a fine, conviction, license suspension or disqualification. QPS Water Police advised all to buy their Boat Safety Equipment.

Staff at Badu found an issue with poor reception to SAT Phone, replacement battery has been sent to Badu and installed. Purchase of spare batteries for the Satellite phones has been arranged by Council's Local Community Disaster Coordinator (LCDC).

LCDC is currently planning travel around end of March into April 2025, along with Regional Manager, Environmental Health or Senior Housing, as part of collective approach to divisional engagement, including disaster management.

The peak tides for the 2024/2025 King Tide Season occurred around the end of February 2025. Council's LCDC received excellent feedback on King Tides from the Six (6) Low Lying Islands, which has also been passed onto the Cairns District Disaster Coordinator.

Inundation was reported at Boigu, Saibai and Iama.

Boigu saw inundation with water backing up through the drainage networks, with issues identified with debris in the drain outlets.

Comparable situation at Saibai with water pushing back up through the drainage network, due to issues with the flood gates either not sealing or missing. Replacement gates are being sourced. There was also issue with

water pushing back up through a minor breach along the edge of the main culvert, and high ground water table.

lama experience inundation along Mangrove Road where new sea wall has been installed. Staff had to sandbag the ramp opening next to the end of the runway, as the flood barrier is still to be installed. Staff also had to sandbag the flood gates. Mabuiag Point area sustain inundation as it does during most king tides, note this area is outside the bunded area. The area around the Sewerage Treatment Plant and the Landfill being inundated which led to LCDC consulting with local Environmental Health Worker (EHW) to help treat the site for mosquitos, which was completed on 3rd March 2025.

Two (2) Volunteer Marine Rescue (VMR) representatives recently completed Marine Rescue Tractor & Vessel induction with ST Pauls Marine Rescue Team. VMR will transition to Marine Rescue Queensland (MRQ).

ST Pauls currently has 12 VMR/MRQ Members along with a replacement Tractor & Vessel.



A handwritten signature in black ink, appearing to read "Mathew Brodbeck".

Authored:

Mathew Brodbeck
Manager, Engineering Services

A handwritten signature in black ink, appearing to read "David Baldwin".

Endorsed:

David Baldwin
Executive Director, Engineering
Services

A handwritten signature in black ink, appearing to read "James William".

Approved:

James William
Chief Executive Officer

Action Officer Contact Details: Mathew Brodbeck
Manager, Engineering Operations.
0437 342 629
Mathew.Brodbeck@tsirc.qld.gov.au

ATTACHMENTS:

Attachment 1 - SATPHONE Serviceability Checks
Attachment 2 - HF Radio Serviceability Checks

		2024										2025	
Island Community	SAT Phone number	March	April	May	June	July	August	September	October	November	December	January	February
Boigu	0147 181 217	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓	X
Dauan	0147 181 228	✓	✓	✓	X	✓	X	✓	X	X	✓	✓	✓
Saibai	0147 169 314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mabuiag	0147 169 325	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓
Badu	0147 181 778	✓	✓	✓	✓	✓	X	✓	X	✓	✓	U/S	✓
Kubin	0147 181 178	✓	✓	✓	X	✓	✓	✓	✓	U/S	✓	✓	✓
ST Paul's	0147 169 653	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hammond	0147 181 490	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓
Iama	0147 181 295	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓
Warraber	0147 168 409	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Poruma	0147 180 275	✓	✓	✓	✓	X	✓	✓	✓	U/S	U/S	✓	X
Masig	0147 181 972	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓
Ugar	0147 167 527	✓	✓	✓	X	X	X	X	X	X	X	✓	✓
Erub	0147 168 918	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mer	0147 168 220	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TI Office	0147 168 689	X	X	X	X	U/S	U/S	U/S	U/S	U/S	✓	✓	✓
TI Engineering	0147 183 853	X	X	X	X	U/S	U/S	✓	X	✓	X	X	X
Cairns	0147 186 884	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

✓	Indicates succesful test
✓	Tested, but no connection
U/S	Indicated Equipment Issue
X	Indicates test was not completed

Attachment 2
HF Radio Serviceability Checks

	2024										2025	
Island Community	March	April	May	June	July	August	September	October	November	December	January	February
Boigu	X	✓	✓	✓	✓	✓	X	✓	X	✓	x	✓
Dauan	X	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓
Saibai	X	✓	✓	✓	X	U/S	U/S	✓	✓	✓	✓	✓
Mabuiag	X	✓	✓	✓	U/S	U/S	U/S	✓	X	✓	x	✓
Badu	X	X	X	X	X	U/S	U/S	U/S	U/S	U/S	✓	✓
Kubin	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓	U/S	U/S
ST Paul's	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
Hammond	U/S	U/S	X	X	X	U/S	U/S	✓	X	✓	✓	✓
Iama	X	U/S	X	X	✓	U/S	U/S	✓	X	✓	✓	✓
Warraber	U/S	U/S	U/S	U/S	✓	U/S	U/S	✓	X	✓	U/S	✓
Poruma	X	U/S	X	X	✓	✓	X	U/S	U/S	✓	✓	✓
Masig	X	X	U/S	U/S	✓	✓	X	U/S	U/S	✓	✓	✓
Ugar	U/S	✓	X	X	✓	✓	X	U/S	U/S	U/S	✓	✓
Erub	X	X	U/S	U/S	✓	✓	X	U/S	U/S	✓	✓	X
Mer	X	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	✓	✓	✓

✓	Indicates successful test
✓	Indicates test undertaken - no connection.
U/S	Indicated Equipment Issue
X	Indicates test was not completed
NA	Not HF Radio Available



ENGINEERING SERVICES – WATER AND WASTEWATER

OFFICER RECOMMENDATION:

That Council notes this report.

EXECUTIVE SUMMARY:

To provide Council with a status update of the water and wastewater scheme operations, as well as current details of capital works projects for water and wastewater assets.

Background:

Council is committed to undertake and deliver a range of maintenance, operations and planning activities associated with Council's water and wastewater schemes. This includes but is not limited to:

- Maintaining an adequate and safe potable water supply for the communities, which meets Australian Drinking Water Guidelines and regulatory requirements.
- Effective operation of the water treatment plants, water storage lagoons, reservoirs, water reticulation and associated plant and equipment.
- Effective operation of the wastewater treatment plant, pumping stations, sewerage reticulation and associated plant and equipment.
- Promoting the importance of water conservation to the community and promoting the importance of clean, safe water supply as an essential aspect of community wellbeing.
- Planning for and seeking future funding to ensure the security and reliability of water and wastewater services.
- Undertaking effective preventative and emergency repairs as required to ensure system reliability for both water and wastewater operations.

Interested Parties/Consultation:

- Engineering Staff
- Councillors as appropriate
- Regulators
- Funders

COMPLIANCE / CONSIDERATIONS:

Statutory:	<ul style="list-style-type: none">• Water Supply (Safety and Reliability) Act 2008• Public Health Act 2005• Environmental Protection Act 1994
Budgetary:	If an asset is being proposed (expenditure >\$10,000) whether there are capital funds available. For Operating costs - If resources are required to be spent whether the operating funds are available.
Risk:	Detail risk management process planned to be undertaken, key identified risks and how these risks are proposed to be managed. Include financial risk, technical risk, reputational risk, legal risk, participation, and completion risk and or political risk.
Links to Strategic Plans:	Corporate Plan: People – Outcome 2: Our communities are safe, healthy, and active. Operational Plan: Objective No. 47 Sustainable Water and Wastewater Management Project.

Other Comments:

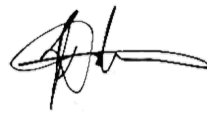
Please refer to the Monthly Water and Wastewater Report attached for February 2025.

Author:

Emma Evans
Acting Manager, Water & Wastewater

Recommended:

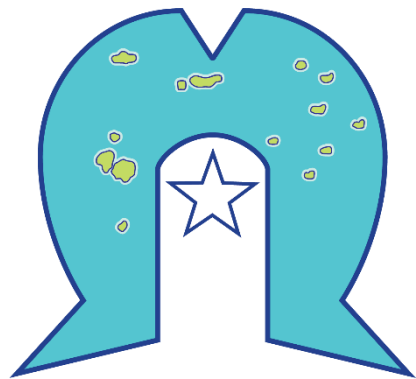
David Baldwin
Executive Director, Engineering Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Monthly Water & Wastewater Report.



Torres Strait Island
REGIONAL COUNCIL

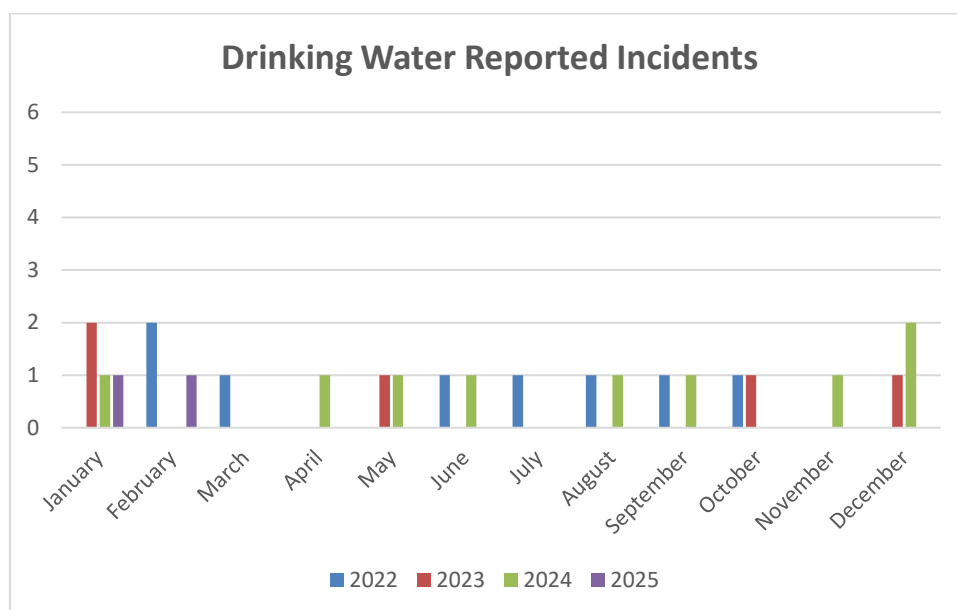
Engineering Services

MONTHLY WATER & WASTEWATER REPORT

February 2025

Author	Reviewer	Revision	Date
Emma Evans	David Baldwin	1	06/03/2025

STATUS OF WATER ALERTS



Badu

Ongoing Boil Water Alert, which will continue until a dedicated reservoir outlet main can be installed and disinfection validation testing is completed. Contractor is currently onsite undertaking the installation of a new reservoir dedicated rising main. This works is expected to be completed in March 2025.

Dauan

A Boil Water Alert was lifted on 28th February 2025.

St Pauls

A Boil Water Alert was issued on 10th December 2024. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

Mabuiag

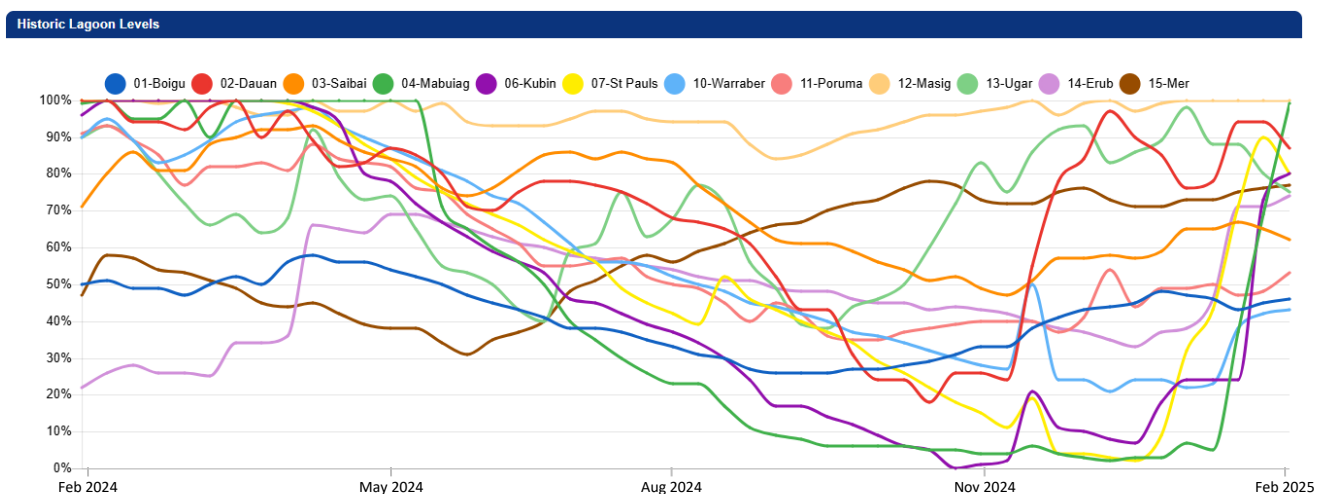
A Boil Water Alert was issued on 19th January 2025. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

Kubin

A Boil Water Alert was issued on 26th February 2025. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

WATER SECURITY UPDATE

Water restrictions have been implemented in several communities to safeguard the water supply. This measure has resulted in a positive impact on water storage in each community, as depicted in the graph below:



Note: Dates on horizontal axis are indicative only

Water security information for week ending Friday 28th February 2025 is summarised below.

Community	Water remaining	Primary Issue	Work being done to address security
01 – Boigu	6+ months' supply	Network/property leaks and high groundwater table	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-08:30, 12:00-13:00 and 16:00-19:30 only.
02 – Dauan	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
03 – Saibai	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 06:00-21:00 only. No outdoor use.
04 – Mabuiag	6+ months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-10:00 and 17:00-21:00 only. Emergency desalination unit operational. Network leak detection.
05 – Badu	Groundwater source (assume 6+ months' supply)	High consumption	Level 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
06 – Kubin	6+ months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-08:30, 12:00-13:00 and 16:00-19:30 only. Emergency desalination unit operational.
07 – St Pauls	6+ months' supply	Network/property leaks	Level 4 Water Restrictions – No outdoor use. Water available between 07:00-08:30, 12:00-13:00 and 16:00-19:30 only. Emergency desalination unit operational.
08 – Hammond	Chlorinated water supplied from TI	Network/property leaks	Level 2 Water Restrictions Outdoor Use Restricted Saturday & Sunday 08:00-09:00 and 17:00-18:00 only
09 – Iama	Solely reliant on desalinated water.	Network/property leaks	Level 3 Water Restrictions – No outdoor use. Water available between 07:00 and 19:00 only.

Community	Water remaining	Primary Issue	Work being done to address security
10 – Warraber	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
11 – Poruma	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
12 – Masig	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.
13 – Ugar	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.
14 – Erub	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use. Emergency desalination unit operational.
15 – Mer	6+ months' supply	Reservoir leaking	Level 2 Water Restrictions – No outdoor use.

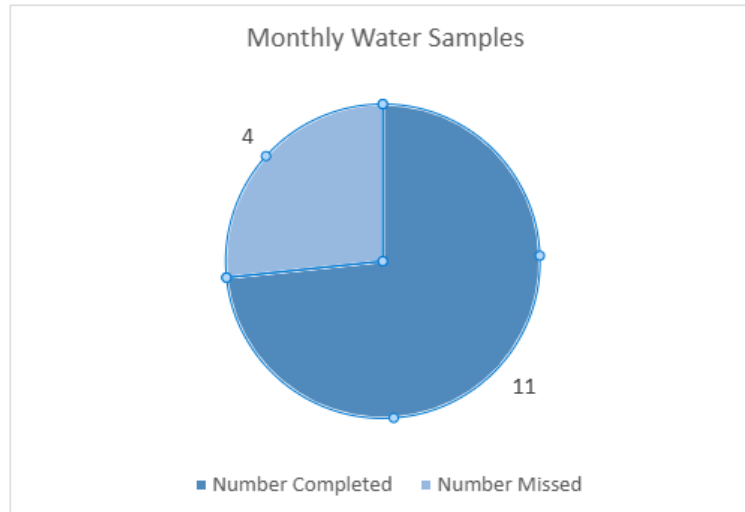
Note: Months of water remaining are calculated on the previous 4 weeks of consumption and production data, and does not include potential rainfall. The months of remaining water can change very quickly if a desalination plant is offline for an extended period of time.

WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	• Normal operation. Repairs required.
2	Dauan Island	• No Sewage Treatment Plant
3	Saibai Island	• Normal operation
4	Mabuiag Island	• Not operational. Repairs/full upgrade required.
5	Badu Island	• Normal operation.
6	Kubin Community	• Normal operation.
7	St Pauls Community	• Normal operation.
8	Hammond Island	• No Sewage Treatment Plant
9	Iama Island	• Normal operation. Repairs/full upgrade required.
10	Warraber Island	• Normal operation. Repairs required.
11	Poruma Island	• Not operational. Repairs/full upgrade required.
12	Masig Island	• Normal operation. Repairs required.
13	Ugar Island	• No Sewage Treatment Plant
14	Erub Island	• Normal operation.
15	Mer Island	• Normal operation. Repairs required.

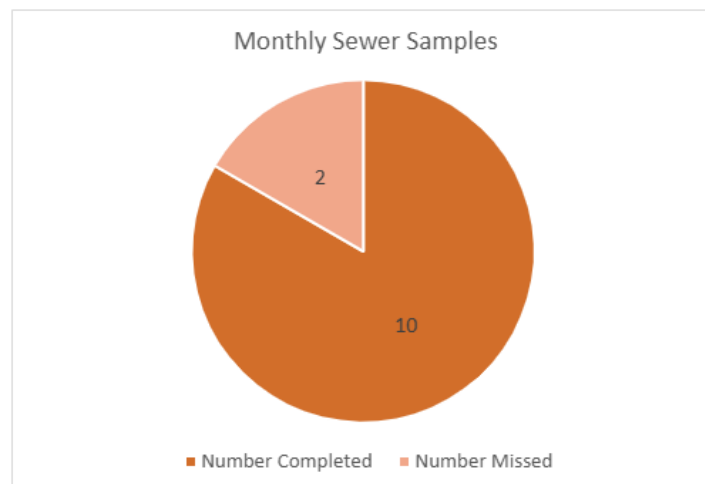
WATER AND WASTEWATER SAMPLING

Water



Monthly Water E Coli samples from 11 communities were completed and samples from 4 communities were missed.

Sewer



Monthly wastewater samples were due in February – samples from 10 communities made it to the Cairns NATA laboratory and samples from 2 communities were missed due to flight schedule changes.