Torres Strait Island
REGIONAL COUNCIL

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 **APRIL 2025** will be held online as follows:

Wednesday, 23 April 2025

(Trustee Meeting - 9.00am to 10.30am)
(Ordinary Meeting - 10.30am to 5.00pm)

Microsoft (TEAMS) Meeting ID: 476 855 447 656 | Passcode: xg7po2yi

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

17 April 2025

ORDINARY MEETING
23 APRIL 2025

AGENDA

Time: 10.30am to 5.00pm

Venue: *Microsoft TEAMS Meeting ID: 476 855 447 656 | Passcode: xg7po2yi*

ORDER OF BUSINESS

10.30am

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

B. APOLOGIES

C. CONFLICT OF INTEREST DECLARATIONS

D. LIVE STREAM. ***This meeting is live streamed on Council's YouTube Channel.***

1. CONFIRMATION OF MINUTES (18 March 2025)

1.1. Action Items Update

2. MAYORAL REPORT

OFFICER REPORTS FOR DECISION

3. CHIEF EXECUTIVE OFFICER REPORTS

3.1. CEO Monthly Report (April 2025)
3.2. Change of Council Meeting Dates – November 2025 Council Workshop & November 2025 Trustee & Ordinary Council Meetings
3.3. Annual Internal Audit Plan FY2025

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

5.1. Afterpay Facility Options

6. CORPORATE SERVICES DIRECTORATE

6.1 Community Grants Program Allocation (March 2025)
6.2 Funding Acquisition Report (March 2025)
6.3 Operational Plan 2024-25 - Q3 Progress Report
6.4 Exemption Request – Tender Consideration Plan in Relation to FY2025–26 Insurance Renewal

7. ENGINEERING SERVICES DIRECTORATE

Nil.

8. FINANCIAL SERVICES DIRECTORATE

8.1 Finance Dashboard Report (March 2025)
8.2 Contractual Matter – Large Procurement Contracts Awarded Under Delegation

1.55pm	**9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**
2.00pm	**10. Torres Strait Treaty Matters – Outcomes of 31st Torres Strait Treaty Bilateral Meetings [Presenter: TJ Oberleuter, DFAT]** *[Reason for this matter to be discussed in Closed Business: This matter may involve discussion of matters the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.]* **11. BUILDING SERVICES DIRECTORATE** **Nil.** **12. COMMUNITY SERVICES DIRECTORATE** **Nil.** **13. CORPORATE SERVICES DIRECTORATE** **Nil.** **14. ENGINEERING SERVICES DIRECTORATE** **14.1 Funding Matter – TSIRC.0039.2324P.REC Disaster Recovery Funding Arrangement (DRFA)** *[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".]* **14.2 Funding Matter – 2024-25 ATSI TIDS Funding** *[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".]* **14.3 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".]*
3.00pm	**15. ****RESTRICTED SESSION****** *For Councillors, CEO & Ms Martine Care (Preston Law) only* *[Reason for this matter to be discussed in Closed Business: This item involves discussion on matters relating to the appointment, discipline or dismissal of the Chief Executive Officer].* **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 (March 2025)** **19.2 COMMUNITY SERVICES - Community Services (March 2025)** **19.3 CORPORATE SERVICES - Corporate Services Information Report (March 2025)** **19.4 ENGINEERING SERVICES – Engineering Operations** **19.5 ENGINEERING SERVICES – Water and Wastewater (March 2025)** **20. NEXT MEETING – 23 May 2025 (Cairns)**
5.00pm	**21. CLOSE OF MEETING & PRAYER**

ORDINARY MEETING
223 APRIL 20253
APRIL 2025

Agenda Item
1

DIRECTORATE: *Corporate Services*
AUTHOR: *Executive Director Corporate Services*

CONFIRMATION OF MINUTES (18 MARCH 2025)

OFFICER RECOMMENDATION:

Council confirms the Minutes of the Ordinary Meeting held on 18 March 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 18 March 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 *Local Government Regulation 2012*
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 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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 18 March 2025.

ORDINARY MEETING
18-19 MARCH 2025

MINUTES

Time: 10.30am

Venue: Poruma, Torres Strait

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

PRESENT:

Mayor	Cr Phillemon Mosby
Division 3 - Saibai	Cr Chelsea Aniba
Division 4 – Mabuiag	Cr Keith Fell
Division 5 – Badu / **Deputy Mayor**	Cr Ranetta Wosomo
Division 7 – Wug (St. Pauls), Mua Island	Cr John Levi
Division 8 – Kirirri (Hammond Island)	Cr Seriako Dorante
Division 9 – Iama	Cr Aggie Hankin
Division 11 – Poruma	Cr Francis Pearson
Division 12 – Masig	Cr Ted Mosby
Division 13 – Ugar	Cr Rocky Stephen
Division 14 – Erub	Cr Nixon Mye
Division 15 – Mer	Cr Bob Kaigey

APOLOGIES:

Division 1 – Boigu	Cr Dimas Toby
Division 2 – Dauan	Cr Torenzo Elisala
Division 6 – Arkai	Cr Iona Manas
Division 10 – Warraber	Cr Kabay Tamu

OFFICERS:

Chief Executive Officer	Mr James William
Executive Director Building Services	Mr Wayne Green
Executive Director Community Services	Mr Dawson Sailor
Executive Director Corporate Services	Ms Susanne Andres
Executive Director Engineering Services	Mr David Baldwin
Executive Director Financial Services	Ms Hollie Faithfull
Consultant *– for Agenda Item 13.1 only*	Mr Anthony Ottaway
Executive Assistant to the Mayor	Ms Trudy Lui
IT Support Officer (Desktop & Systems Administrator)	Mr Dmitri Bezuglov
TSIRC Secretariat	Mr Darryl Brooks

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

At 10.30am, the Mayor welcomed Councillors, Executives and staff to the Ordinary Council meeting for the month of March 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 condolences of Council at this time of bereavement.

The Mayor also paid special acknowledgement to Cr Francis Pearson and the Poruma Community as hosts for the March 2025 Council Meeting.

B. NOTING OF APOLOGIES

#C24-28/2025-2/B

The Mayor tabled the following apologies, which were noted and accepted by Council:

Division	Councillor/Reason	Mover/Seconder
Division 1 - Boigu	Cr Dimas Toby *– prior commitment*	CR FELL / CR HANKIN
Division 2 – Dauan	Cr Torenzo Elisala *– prior commitment*	
Division 6 – Arkai	Cr Iona Manas *– prior commitment*	
Division 10 – Warraber	Cr Kabay Tamu *– prior commitment*	

C. CONFLICT OF INTEREST (COI) DECLARATIONS

The Mayor invited Councillors to advise if they had any COI declarations to disclose in relation to items listed on the agenda. No declarations were made by Councillors.

The Mayor also requested that if there are any legal matters involving Councillors, then Councillors should advise the Mayor as soon as possible. No declarations were made by Councillors.

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.

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The Mayor also took the opportunity to make the following observations:

- the current State Government budget process is now in progress;
- electioneering has commenced locally by candidates standing for election and it was important for Councillors to be mindful of being attentive to any election commitments and policies made by candidates which will impact on their communities; and
- current global political agitations have the potential to impact financially on Council's capacity to deliver services to the community.

1. CONFIRMATION OF MINUTES (19 FEBRUARY 2025)

#C24-28/2025-3/1

CR LEVI / CR MYE

Council confirms the Minutes of the Ordinary Meeting held on 19 February 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 invited the Deputy Mayor to speak to the report, as the Deputy Mayor was heavily involved in deputising for the Mayor during this period. The report was noted by Council.

The Mayor thanked the Deputy Mayor for her support and assistance to the Mayor's role and requested that all Councillors support the Deputy Mayor in her work. The Mayor also acknowledged other female Councillors for the work they are doing for Council.

3. CHIEF EXECUTIVE OFFICER REPORT

3.1. CEO Monthly Report (March 2025)

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

The CEO also acknowledged his appreciation for the work of the Deputy Mayor on behalf of the Mayor and Council.

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

Nil.

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6. CORPORATE SERVICES DIRECTORATE

6.1. Community Grants Program Allocation (February 2025)

#C24-28/2025-3/6.1

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;**

MOVED/SECONDED: CR HANKIN / CR DORANTE

CARRIED UNANIMOUSLY

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;**

MOVED/SECONDED: CR PEARSON / CR HANKIN

CARRIED UNANIMOUSLY

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;**

MOVED/SECONDED: CR FELL / CR T. MOSBY

CARRIED UNANIMOUSLY

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;**

MOVED/SECONDED: CR FELL / CR PEARSON

CARRIED UNANIMOUSLY

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.

MOVED/SECONDED: CR FELL / CR HANKIN

CARRIED UNANIMOUSLY

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6.2. Funding Acquisition Report (February 2025)

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

6.3. Policy Review and Update – Entertainment and Hospitality Policy and Records Management Policy

#C24-28/2025-3/6.3

CR MYE / CR PEARSON

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.**

CARRIED UNANIMOUSLY

7. ENGINEERING SERVICES DIRECTORATE

Nil.

8. FINANCIAL SERVICES DIRECTORATE

8.1. Financial Dashboard Report (February 2025)

#C24-28/2025-3/8.1

CR PEARSON / CR T. MOSBY

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 of the *Local Government Regulation 2012.*

CARRIED UNANIMOUSLY

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8.2. Policy Matter – Policy Updates

#C24-28/2025-3/8.2

CR WOSOMO / CR T. MOSBY

Council resolves:

1. **to adopt the amended and updated policies in the form attached to the officer's report for Council's Corporate Credit Card Policy and Debt Policy;**
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 Chief Executive Officer 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.**

CARRIED UNANIMOUSLY

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2025-3/9

CR ANIBA / CR PEARSON

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. 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.]

#C24-28/2025-3/10.1

CR HANKIN / CR FELL

Council, under Section 195 of the *Local Government Act 2009,* appoints David Baldwin, Executive Director Engineering Services, to act as the Chief Executive Officer from Thursday 3 April 2025 until Wednesday 9 April 2025 (inclusive), while James William is on annual leave, and confirms that James William will resume his appointment as Chief Executive Officer on and from his return from leave.

CARRIED UNANIMOUSLY

11. BUILDING SERVICES DIRECTORATE

Nil.

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12. COMMUNITY SERVICES DIRECTORATE

Nil.

13. CORPORATE SERVICES DIRECTORATE

13.1. Mirabou Energy Project – Master Agreement

[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.

#C24-28/2025-3/13.1

CR STEPHEN / CR HANKIN

(a) Council notes:

- **the contents and due diligence outcomes of the report from ADO & Co Consultancy Pty Ltd dated 14 March 2025;**
- **the contents and recommendations of the legal advice received from MacDonnells Law dated 14 March 2025;**
- **the possible procurement exemption available under s235(b) of the *Local Government Regulation 2012* relating to the Master Services Agreement and the analysis undertaken by Council officers;**
- **that the disposal of valuable non-current asset matters will be considered as part of meeting the relevant pre-condition under the Master Agreement; and**

(b) Council resolves:

- **In accordance with Regulations 235(b) of the *Local Government Regulation 2012*, that no quotes or tenders need to be sought prior to procuring goods and services from Mirabou Pty Ltd (trading as Mirabou Energy) in relation to the Mirabou Master Agreement because Council is satisfied it would be impracticable or disadvantageous for Council to invite quotes or tenders because of the specialised nature of the services that are sought; and**
- **To delegate power to the Chief Executive Officer pursuant to Sections 236 and 257 of the *Local Government Act 2009* to enter into, negotiate, make, sign, amend or discharge the Mirabou Master Agreement or sub-delegate such powers, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, and also subject to finalisation of the Annexure A Milestones in collaboration with Mirabou.**

CARRIED UNANIMOUSLY

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".]

Council notes the report.

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15. FINANCIAL SERVICES DIRECTORATE

Nil.

16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2025-3/16

CR WOSOMO / CR FELL

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

CARRIED UNANIMOUSLY

17. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

Council formally resolved on the decisions taken above in relation to Agenda Items 10-16.

18. MATTERS ARISING

(a) **Cr Ranetta Wosomo** requested that the agenda for the May 2025 Council Workshop include discussion on leadership development for women.

(b) Cr Rocky Stephen

- informed the Council of a research project proposal to engage with the Torres Strait Islander community on the use of native plants and to explore opportunities to extract the plant DNA to identify genes for application in pharmaceutical and/or medical use.
- requested Councillors to make themselves available for the upcoming Economic Development Strategy consultations.

(c) **Cr John Levi** requested that 24hr access arrangements be explored for St Pauls diesel fuel due to high useage demands in the community. The CEO will follow–up out of session.

(d) **Cr Seriako Dorante** requested advice in relation to a protocol to adopt in relation to engagement with native title interest groups on Hammond Island. The Mayor recommended that until a formal native title determination has been made, it would be an inclusive policy to engage with senior elders of the native title interest groups.

(e) Cr Keith Fell

- advised that he has been invited to be the Torres Strait-based representative on the Queensland peak body representing Community Justice Panels and that he has tentatively accepted the invitation pending formal confirmation. The Mayor noted this advice and requested that Cr Fell update his Register of Interest as appropriate.
- advised that he and Crs Wosomo and Hankin have had recent involvement in the health space on Service Delivery issues.

(f) The Mayor

- advised that he has been nominated by the LGAQ to sit on the Coalition of Peaks. The Coalition consists of national, state and territory non-government Aboriginal and Torres Strait Islander peak bodies and independent statutory authorities that have responsibility for policies, programs and services related to Closing the Gap.

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- advised that the LGAQ is campaigning in the lead-up to the upcoming Federal election for a fairer funding model for local governments "Don't Leave Us in the '70s".

19. INFORMATION REPORTS

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

19.2. COMMUNITY SERVICES – Information Report - Community Services (February 2025)

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

19.4. ENGINEERING SERVICES – Engineering Operations

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

Noted by Council.

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

Noted by Council.

21. CLOSE OF MEETING & PRAYER

Before formally closing the meeting, the Mayor provided Cr Pearson an opportunity to make some closing remarks. Cr Pearson thanked Council for meeting on Poruma and wished Councillors and staff a safe return to their families and homes.

The Mayor formally closed the meeting at 4.30pm. Cr Keith Fell delivered the closing prayer.

MINUTES CONFIRMED – 23 April 2025

……	……
Cr Phillemon Mosby	James William
Mayor	Chief Executive Officer
Torres Strait Island Regional Council	Torres Strait Island Regional Council
Date: 23 April 2025	Date: 23 April 2025

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ORDINARY COUNCIL MEETING ACTION ITEMS

(Updated as at 16 April 2025)

Agenda Item

1.1

Agenda Item	Action Area / Completion Date	Current Status
Feb 2025 Mtg | AI 8.1 | Financial Dashboard Report (Jan 2025) **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.	CEO	In progress. To be completed by 30 April 2025.
Feb 2025 Mtg | AI 18.5 | ENGINEERING SERVICES – Info Report – Water and Wastewater (Jan 2025) **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.	ED Engineering Services	In progress. Issues surrounding methodology used.
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 in May 2025.
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)	In progress. CALH meeting scheduled for 17 April 2025.

Jan 2025 Mtg | AI 17(b) | Matters Arising | IBIS Interest in taking over operation of Council's fuel outlets **Action Required:** Chief Executive Officer to explore options and advise Council.	Chief Executive Officer	In progress as part of ongoing matters evolving in relation to TSIRC fuel needs.
Jan 2025 Mtg | AI 17(e) | Matters Arising | Fuel Bowser and Desalination Plan (Erub) – connection to electricity grid. **Action Required:** Executive Director Engineering Services to follow-up with Ergon.	ED Engineering Services	In progress. 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.
Jan 2025 Mtg | AI 18.3 | Information Reports – Corporate Services Information Report (December 2024) **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.	ED Corporate Services	In progress. CALH meeting scheduled for 17 April 2025.
Dec 2024 Mtg | AI 17(b) | Budget Bids to the Queensland and Australian Governments **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).	CEO / ED Financial Services	In progress. CEO will liaise with the Mayor further on this matter out–of–session as this will be a focus for the remainder of 2025 as events such as State Government lobbying and the outcomes of the upcoming Federal Election unfolds.
Nov 2024 Mtg | AI 6.6 | Operational Plan 2024-25 – Q1 Progress Report **Action Required:** A simplified outcome report on the Corporate Plan to be prepared for each Division at the end of the financial year.	ED Corporate Services	Due for completion by 30/6/25.

Nov 2024 Mtg | AI 8.1 | Financial Dashboard Report (Oct 2024) **Action Required:** List of successful/unsuccessful grants applied for to be developed for each Division.	ED Corporate Services	Unable to resource without additional staffing.
Nov 2024 Mtg | AI 8.3 | 2023–24 Financial Statements **Action Required:** Breakdown requested on TSIRC funding expenditure for each TSIRC Division	ED Financial Services	In progress.
Oct 2024 Mtg | AI 17 | Matters Arising | Masig Statement Taskforce for Each Division **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.	Mayor's Office/ED Community Services	To be completed. 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. Suggest to close item as it relates to a point in time (before Nov 2024). Note, Mayors Office; CEOs Office; Native Title; community Services and BSU are coordinating a trip to Mer, pending availability of Mayor, CEO and Cr Kaigey.

July 2024 Mtg | AI 17(a) | Funding for Dialysis Unit on Badu **Action Required:** Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit. *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).*	CEO / Executive Director Community Services / Cr Wosomo *Matter raised directly with Minister for Health by Mayor, Deputy Mayor and CEO during a meeting on 18 Feb 2025.*	In progress. 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. 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 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.

May 2024 Mtg | AI 5.3 | 2024/25 Fees and Charges **Action Required:** Council to explore opportunities internal to purchase gas with rental credits etc; and AfterPay facility *(ED Community Services to follow-up)*.	ED Community Services	Ongoing. Option will be explored once other priority matters including Rental Debt Management approach is proposed for CEO's approval. Close item. Agenda Report in April 2025 Ordinary Meeting for Council resolution.
Oct 2023 Mtg | AI 31 (c) | Business Arising (from Information Reports) | Ugar Dredging Matters (Cr Rocky Stephen) **Action Required:** November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.	ED Engineering Services *(for HHSCH Advisory Committee to address as a 'liveability' issue for the Ugar community)*	Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors. Final report being finalised and likely by end August 2024. No funding available and likelihood of funds being available is an Advocacy action – subject to Council determined priorities. Likely requirement is $40m-$60m. Offshore disposal report has been issued to Engineering Services and is to be communicated to Cr Stephen once further reviewed.

Torres Strait Island
REGIONAL COUNCIL

MAYORAL MONTHLY REPORT

PERIOD: APRIL 2025.

MAYOR ENGAGEMENTS

VERBAL UPDATE

March 2025

- 14 March | John Palmer, Consultant | *Topic: Economic Development Planning | Makai Café TI.*
- 19 March | Deputy Commissioner Visit to Saibai | *Division 3 Saibai.*
- 25 March| Jeremy Neal, LNP candidate for Leichardt | *Topics: Councils Financial Sustainability Challenges, Review the current Federal Assistance Grants Scheme (FAGS), Infrastructure funding, Strategic Investment (SIP), Regional Autonomy and Regional Assembly | MS Teams.*
- 27 March |SARG offline session | *Topic: Partnership, Advocacy, Regional Policy Development, Leadership Capacity Building | MS Teams.*
- 27 March | Roshan De Silva| *Sea Transport Corporation | Topic: Affordable Transportation | MS Teams.*
- 27 March | First Nations Local Government Mayors | *Peaks of Coalition Closing the Gap | MS Teams.*
- 28 March | Chairperson Mr George Nona| *Strategic policies and Priorities | MS Teams.*

April 2025

- 1 – 3 April | Closing the Gap Assembly| Coalition of Peaks | *Canberra | Assembly Theme: Together we Rise, Demanding Accountability, Leading Our Future.*
- 2 April | Torres Strait and Northern Peninsula Area Climate Resilience Centre| *Albanese Labor Government invested $10.8 million in the Torres Strait and Northern Peninsula Resilience Grant Program| MS Teams.*
- 8 – 11 April | 31st Torres Strait Bilateral Meeting| *Topics: AFMA, EMC, HIC, TIM | Cairns.*
- 14 – 16 April | SARG Scrum Session| *Topics: Regional Autonomy, Regional Assembly, Transition Action Plan, Housing Investment Strategy, Standing Committee Annual Review, Regionalisation Pathway, Strategic Investment Plan (SIP)| Cairns.*

Media Engagement

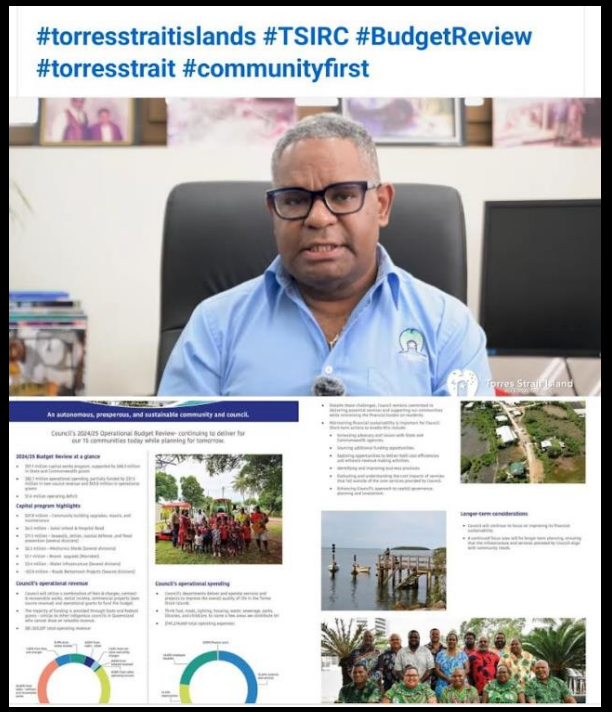
21 March | TSIMA Interview | Topic: *Key Policy Positions/Community Cabinet Meeting in Cairns, TSIRC Strategic Investment Plan, Climate Change discussions, Regional Security/Local Government and Commonwealth responsibilities, Torres Strait Treaty /40th anniversary and its Framework moving forward.*

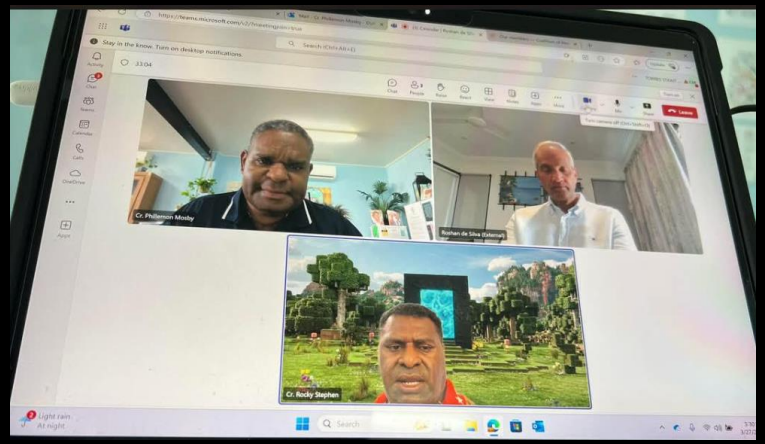
- 9 April | *2024/25 Financial Year Budget Review video post on TSIRC Facebook Page.*
- As of 3 April, Phillemon Mosby TSIRC Mayor's Facebook page has gained 1,971 followers, created 268 posts and received 5,675 reactions in the past 90 days.

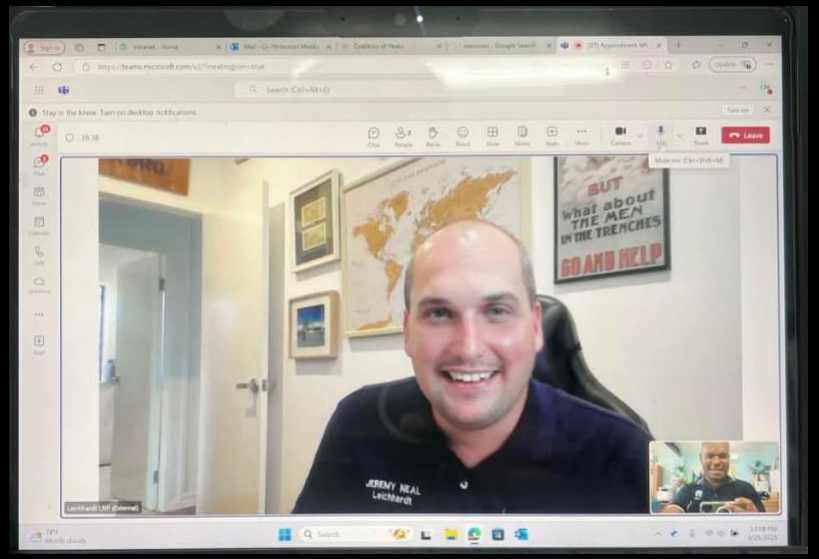
JW

UTS
jumbunna
jumbunna.uts.edu.au

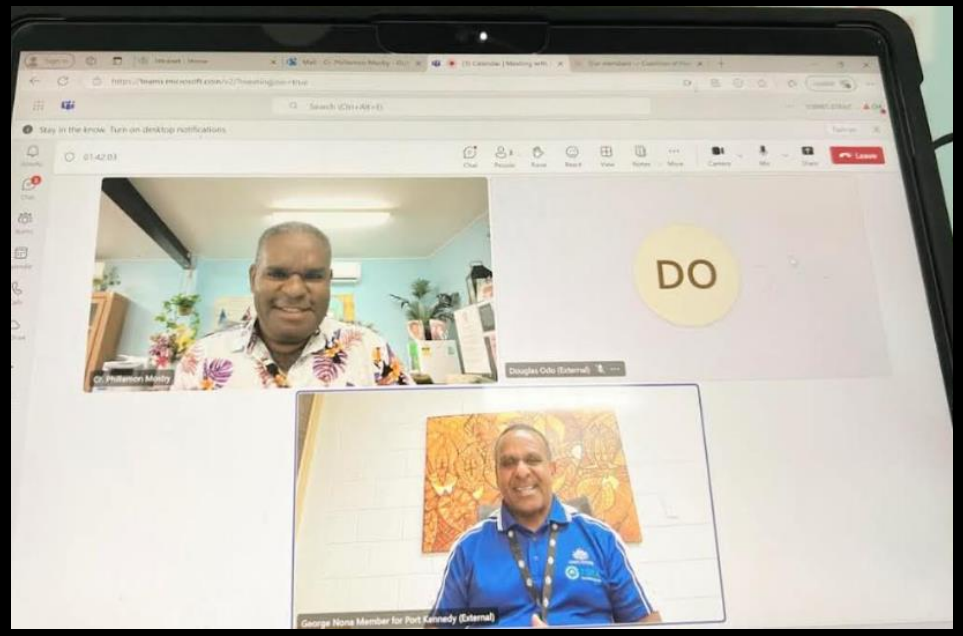
Lindon
Coombes


#torresstraitislands #TSIRC #BudgetReview
#torresstrait #communityfirst
Torres Strait Island
An autonomous, prosperous, and sustainable community and council.
Council's 2024/25 Operational Budget Review- continuing to deliver for our 15 communities today while planning for tomorrow.


Cr. Philemon Mosby
Raphael de Silva (External)
Cr. Rocky Stephen


BUT
What about THE MEN IN THE TRENCHES
GO AND HELP
JEREMY NEAL
LeichhardtLRF (External)

Tuesday 1 April
PLACE BASED P
90
70
LIFE EXPERIENCE from BIRTH
WHO?
KNOWING, BEING & DOING
148
197
120
95
TORRES STRAIT
N.T.
KALGOORLIE
YEARS of SERVICE
67
PREMIER & CABINET
N.S.W.
264
3109.5 YEARS!
155 ½
S.A.
NATIVE TITLE
LANGUAGES
ELDERS
CHILD PROTECTION
12
288
REUNIFICATION
HEALTH
280
187
HOMELESSNESS
JUSTICE
244... 35 years average!
GENDER EQUALITY
SECTORS
We start LEARNING to be a LEADER for our MOB as a child
SEWB
EDUCATION
ARTS
DIGITAL INCLUSION
LANGUAGES
REDRESS
STOLEN GENERATIONS
HEALING
DRUG & ALCOHOL
SPORT
POLICY
DFV
AGED CARE
ECONOMIC & SOC DEVELOMENT
TRUTH & TREATY
GOVERNMENT
CULTURAL HERITAGE
YOUTH & FAMILIES
ADVOCACY
HOUSING
MEDIA
LEGAL
RESEARCH
TRADITIONAL OWNERS
JUSTICE REINVESTMENT
ACADEMIA
DISABILITY
Closing the Gap Assembly
1-3 April 2025, QT Hotel, Canberra
Together We Rise. Demanding Accountability. Leading Our Future.
Coalition of Peaks


DO
Cr. Philemon Mosby
Douglas Odo (External)
George Nona Member for Port Kennedy (External)

Office of the Chief Executive Officer
***AUTHOR**: Chief Executive Officer*

CHIEF EXECUTIVE OFFICER MONTHLY REPORT (APRIL 2025)

OFFICER RECOMMENDATION

Council notes the Chief Executive Officer Report for April 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

- Development of Animal Management Plan and tailor to each Communities
- Policy review – Housing; Aged Care and Childcare; Divisional Administration

1. Building Services

Highlights:
- Sales continue to increase and is currently in excess of $10m
- New fit for purpose vehicles still slowly arriving in Divisions – four delivered to date still awaiting 6.
- Next Financial Years Upgrade program received will be communicated to Councillors and Housing Officers

Key Focus Areas for the Month Ahead
- Continue to work with PBC's to identify suitable sites for new Housing and Extensions
- Working closely with improved streamlining to fast-track billing
- Working with Bio Security and Councillors regarding legacy building waste within Divisions.

2. Community Services

Highlights:
Housing
- Preparation of Housing Policy & Procedures Councils May workshop
- Engagement of QTSAR (tenants advocacy Org) for community consultations on Lessee & Lessor Responsibilities
- "Welcoming Voices", finalise collaterals for community consultation on Reporting Repairs & Maintenance. Visit to Mer, Iama, Mabuiag and Boigu
- Reduction of vacant and abandoned properties region-wide.

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
- Finalisation of Vet services across the region.
- Ongoing efforts and planning to address animal management issues

Health & Wellbeing

- Rollout of Digital Inclusion training on Hammond and Kubin. Training for remaining 8 Divisions with IKC will roll out in April – June 2025.
- Successful implementation of Deadly Diabetes Program. Receiving positive feedback with current participants and creating avenue for new stream of project funding through Health & Wellbeing Qld department.
- 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 Instagram account launched 17 March 2025
- Completion of Project Plan for the Phase 1 Economic Development Community Engagement project that details the development and implementation of the project
- Development of a draft community survey to provide benchmarkable feedback around Economic Development Strategy
- Last garbage truck received from Gold Coast City
- Microsoft Authenticator Stage One completed
- Mabuiag Social Housing ILUA is registered for Lot 89 and 64
- Iama DOGIT Court hearing finalised

Key focus areas for the month ahead:

- Finalising Certified Agreement negotiations
- Finalising draft Corporate Plan 2025-30 and Operational Plan 2025-26
- Develop the Communications Strategy 2025/2026
- Microsoft Authenticator – Stage 2
- Design a scope of requirements for the move to Teams Calling
- Continue Trustee Policy community consultations with a meeting scheduled for Iama 30 April and Boigu 1 May. Second round at Erub to be undertaken in May
- Final community consultations for input into Council's Corporate Plan
- Commence drafting community information flyers for awareness of DOGIT, Native Title and leasing processes
- Native Title consent proposal for the Quickstarts Qld funding package

4. Financial Services

Highlights

- Procurement Procedures and Hub completed and released for feedback
- Contracts awarded under delegation report submitted – no breaches
- Significant support provided to Engineering Services re Marine Infrastructure (Jetties) project
- Go-live for payroll timesheets and processing
- Manager, Financial Accounting and Assets starts 28 April 2025
- 25/26 Budget Preparation

Key focus areas for the month ahead

- Finalise Procurement Procedures and obtain CEO's endorsement
- Conduct mandatory Procurement Framework Training
- CiA payroll implementation - Lessons learnt and next phase planning
- Recruitment for remaining vacancies

James William
Chief Executive Officer

Office of the Chief Executive
***AUTHOR**: Chief Executive Officer*

CHANGE OF COUNCIL MEETING DATES – NOVEMBER 2025 COUNCIL WORKSHOP & NOVEMBER 2025 TRUSTEE & ORDINARY COUNCIL MEETINGS

OFFICER RECOMMENDATION:

Council resolves to conduct the November 2025 Council Workshop and the November 2025 Trustee and Ordinary Council Meetings as follows:

- **November 2025 Council Workshop to be held in Cairns on 3-13 November 2025; and**
- **November 2025 Trustee & Ordinary Council Meetings to be held in Cairns on 14 November 2025.**

EXECUTIVE SUMMARY:

The November 2025 Council Workshop and November 2025 Trustee & Ordinary Council Meetings are currently scheduled to be held from 10-21 November 2025 in Cairns.

It is proposed that these dates be changed to 3-14 November 2025 to accommodate a scheduling clash for several Councillors who have other external commitments.

INTERESTED PARTIES/CONSULTATION:

- Mayor
- Chief Executive Officer

BACKGROUND:

The schedule for 2025 Trustee & Ordinary Council Meetings was endorsed in October 2024.

Council's November 2025 Workshop and Trustee and Ordinary Council meeting dates clash with other meetings in which several Councillors (including the Mayor) hold dual responsibilities.

COMPLIANCE/CONSIDERATIONS:

Statutory:	• *Local Government Act 2009* • *Local Government Regulation 2012 (Section 254C)*
Budgetary:	To be incorporated in the 2025-2026 Budget
Policy:	N/A
Legal:	Requirement under the *Local Government Regulation 2012*
Risk:	Legislative requirement to advise the public of changes to any Council meeting date.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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:	Endorsement of the new meeting dates for Council's November 2025 meetings will allow the administration to secure relevant venue, accommodation and travel bookings.

OTHER COMMENTS:

Nil

Endorsed:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
3.3

OFFICE OF THE CEO
AUTHOR: *Chief Executive Officer*

TSIRC ANNUAL INTERNAL AUDIT PLAN FY2025

OFFICER RECOMMENDATION:

Council notes the Annual Internal Audit Plan for FY2025.

EXECUTIVE SUMMARY:

At its meeting on 4 March 2025, Council's Audit Committee recommended that the TSIRC Annual Internal Audit Plan for FY2025 be formally noted by Council. A copy of the report is attached.

INTERESTED PARTIES/CONSULTATION:

- TSIRC Audit Committee
- Pacifica
- Executive Leadership Team

BACKGROUND / PREVIOUS COUNCIL CONSIDERATION:

The Internal Audit function is an integral part of Torres Strait Island Regional Council's (Council) governance framework. It provides stakeholders with a level of assurance that the organisation's business processes, practices, and key internal controls are operating appropriately and effectively in accordance with organisational and legislative requirements.

By assessing the application and effectiveness of existing systems and controls as they operate in the organisation (Risk Treatments and Control Effectiveness), Internal Audit provides the Leadership Team, Council and Audit Committee with information about the level of reliance they should place on existing systems and processes. It also identifies gaps and risks, business improvements, and root causes.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures that Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit function, in consultation with senior Council officers, must consider these key risks and determine where internal audit activity would benefit the organisation.

Council has an Audit Policy to support the delivery of the Internal Audit function. In accordance with Section 207 - Internal Audit of the Local Government Regulation 2012 (LGR 2012), Council is required, through its Internal Audit provider, to:

- Prepare an internal audit plan after evaluating operational risks [applied in the development of this Strategic & Annual Internal Audit Plan].
- Implement an internal audit plan [via the contracted Internal Audit Services provider].
- Undertake internal audit activities each financial year.
- Prepare and present an internal audit progress report, among other things [Internal Audit reporting requirement to Audit Committee].
- Monitor the implementation of the Internal Audit Plan [via the Audit Committee]

COMPLIANCE/CONSIDERATIONS:

Statutory:	• *Local Government Act 2009* • *Local Government Regulation 2012 (Section 254C)*
Budgetary:	Project is being funded within the current adopted Budget.
Policy:	Audit Policy
Legal:	Requirement under the *Local Government Regulation 2012*
Risk:	
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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:	Reported to Audit Committee.

OTHER COMMENTS:

Nil

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

TSIRC Internal Audit Plan FY2025

CONFIDENTIAL MEMORANDUM

Torres Strait Island
REGIONAL COUNCIL

ALIGNMENT OF INTERNAL AUDIT PLANNING WITH STRATEGIC RISK EXPOSURES

AND

ANNUAL INTERNAL AUDIT PLAN FY2025

[ENDORSED 04 March 2025]

Pacifica
CHARTERED ACCOUNTANTS

1. Background

The Internal Audit function is an integral part of Torres Strait Island Regional Council's (Council) governance framework. It provides stakeholders with a level of assurance that the organisation's business processes, practices, and key internal controls are operating appropriately and effectively in accordance with organisational and legislative requirements.

By assessing the application and effectiveness of existing systems and controls as they operate in the organisation (Risk Treatments and Control Effectiveness), Internal Audit provides the Leadership Team, Council and Audit Committee with information about the level of reliance they should place on existing systems and processes. It also identifies gaps and risks, business improvements, and root causes.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures that Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit function, in consultation with senior Council officers, must consider these key risks and determine where internal audit activity would benefit the organisation.

Council has an Internal Audit Policy to support the delivery of the Internal Audit function. In accordance with *Section 207 - Internal Audit of the Local Government Regulation 2012 (LGR 2012)*, Council is required, through its Internal Audit provider, to:

- Prepare an internal audit plan after evaluating operational risks [applied in the development of this Strategic & Annual Internal Audit Plan].
- Implement an internal audit plan [via the contracted Internal Audit Services provider].
- Undertake internal audit activities each financial year.
- Prepare and present an internal audit progress report, among other things [Internal Audit reporting requirement to Audit Committee].
- Monitor the implementation of the Internal Audit Plan [via the Audit Committee]

2. Risk-based Internal Audit planning approach

The outputs from the organisation's Risk Register (although an evolving process at Council), together with the Local Government sector-wide risks, and advice from management, have been used to develop an Internal Audit Plan that assesses the effectiveness of the existing systems, processes and controls, especially those implicitly relied upon by the Executive Team.

By assessing the application and effectiveness of systems and controls (Risk Treatments) in place, Internal Audit provides independent and objective assurance to the Leadership Team (Council, Audit Committee, and Executive Team) about the level of reliance they should place on existing systems and processes and will also identify required improvements.

Equally, Management is best placed to continue to progress with the action plans that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) control effectiveness, and where further initiatives/management actions are required to move the risk to a tolerable level.

It is important that Internal Audit is cognisant of the work being undertaken and planned by Management to reduce or mitigate risks and leave enough time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future Management initiatives or to provide assurance that the implementation status or progress of an initiative is adequate and can achieve the desired objectives.

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3. Risk Alignment Map – Proposed Internal Audit Projects – Aligning Internal Audit effort to the Torres Strait Island Regional Council Corporate Risk Register

The key areas of Internal Audit focus, together with the organisation's key risks, were discussed with the Chief Executive Officer and the Executive Leadership Team in early December 2024. Not all the key risks identified are auditable, or suitable for assessment by Internal Audit in the short-term as further Management action is required.

The projects selected for inclusion in the FY2025 Annual Internal Audit Plan and the organisation's key risks are listed in the table below. This diagram illustrates the alignment between the organisation's risks and the proposed Internal Audit projects. Where auditable, we have provided our view of the type of Internal Audit coverage that will be provided over key functions, processes, and systems.

TORRES STRAIT ISLAND REGIONAL COUNCIL
Alignment to Council Risk Register List

DIRECT Cover Proposed
INDIRECT Cover Proposed

			FY2025		
			1. Building Services Unit (BSU) WIP Capitalisation Processes Review [Tier 2 - QBuild Upgrades Process]	2. Building Services Unit (BSU) Review & Gap Analysis of Tier 1 Repair & Maintenance Internal Processes	3. Procure Transition to TechOne Implementation Review
1	*RID 82*	Failure to deliver services for an appropriate cost or standard due to inconsistent contract management practices.	✓	✓	✓
2	*RID 81*	Risk of asset failure from historically poor management practices.			
3	*RID 80*	Potential for fatalities or serious long-term injuries from working on TSiRC construction sites.			
4	*RID 66*	Financial sustainability and housing/tenancy doubtful debts.			
5	*RID 65*	Failure in project management resulting in increased costs (delivery and operations).	✓	✓	✓
6	*RID 57*	Failure to comply with WH&S & associated legislation for whole of Council.			
7	*RID 44*	Council becoming the target of complaints / legal challenge due to its action/failure to act on its 'duty of care'.			
8	*RID 6*	Maintenance of the infrastructure of TSiRC is reliant on external funding. Funding is insufficient to ensure assets can be maintained or replaced as needs arise.	✓		
9	*RID 2*	Accident involving Councillors or Council staff during travel between islands / mainland.			
10	*RID 79*	The risk that TSiRC cannot deliver its delivery of building services – maintenance and upgrades.	✓	✓	
		Number of Risks covered by the IA Project	**4**	**3**	**2**

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4. Summary of Internal Audit effort – Annual Internal Audit Plan FY2024

The following presents an overview of the Internal Audit activity to be performed in FY2024.

Internal audit activity – type	Description of activity	TOTAL DAYS FY2025
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken each year. The specific projects to be performed each year are included in Section 5 of this document.	45 - 70
Audit Issues Register – Progress validation, status, and closeout of Internal Audit findings.	The Audit Issues Register is maintained by Council to track and monitor the implementation status of Management actions in response to findings raised by Internal Audit. Internal Audit will periodically assess the completeness of information held in the Internal and External Audit Issues Register and management's progress on recommendation implementation.	Defer to FY2026 Internal Audit Plan
Ad hoc Projects & Hot Topics	Hot topics are small reviews or investigations into specific activities/areas that are carried out at short notice. Management, from time to time, may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Hot Topic type projects in this Strategic Internal Audit Plan. If required, it is acknowledged that such activity will either be redirected from existing budgeted days (as a substituted project) or be performed as an additional project. Management and the Audit & Risk Advisory Committee will determine the appropriate method of engaging Internal Audit for any Hot Topics required.	As Required
Internal Audit Planning and Coordination	The following activities are required to deliver an effective, integrated and credible Internal Audit function at Torres Strait Island Regional Council: ▪ Formation of the Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually) ▪ Preparation for, and attendance at (in person or video/teleconference) Council Audit Committee Meetings, including Internal Audit Status Reporting ▪ Liaison with External Auditors and/or third-party assurance providers where appropriate ▪ Meetings with and advice to the Internal Audit Sponsor or Executive Management as required	10 - 15
Summary of Total Days allocated to proposed Internal Audit activity		**55 - 85**

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5. Proposed Projects – FY2025 Annual Internal Audit Plan

The following table represents each of the proposed project areas that Management and Internal Audit support for delivery over FY2025.

INTERNAL AUDIT ACTIVITY – PROJECT WORK	Proposed Days
FY2025 – APPROVED PLAN	
1. Building Services Unit (BSU) WIP Capitalisation Processes Review [Tier 2 - QBuild Upgrades Process]	13 - 20
2. Building Services Unit (BSU) Review & Gap Analysis of Tier 1 Repair & Maintenance Internal Processes	20 - 25
3. Procure Transition to TechOne Implementation Review	12 - 25
Proposed level of Internal Audit effort – days (Project Days only) – ESTIMATE ONLY	**45 - 70**

6. Summary of past Internal Audit Projects

The following represents the Internal Audit Projects that have been completed by Council's Internal Audit function in previous years:

FY2024	FY2023:	FY2022:
▪ Divisional Management Processes Review ▪ Community Grants Review	▪ Implementation of Council Decisions ▪ Contract and Project Management System Health Check - Procore Construction Management Software	▪ Capital Works Program Development, Delivery & Reporting ▪ Review of Childcare Operations – Operational and Financial Business Practices ▪ Aged Care Services Review – Operational and Financial Business Practices

7. Alternative Internal Audit projects – available for substitution

A number of projects have been captured through the Internal Audit planning process that are not included in this Internal Audit Plan. These are retained on a Potential Substitutable Projects List outside this document.

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DIRECTORATE: *Community Services*
AUTHOR: *Peli Ware, Regional Manager, Community Services*

AFTERPAY FACILITY OPTIONS

OFFICER RECOMMENDATION:

Council resolves to not proceed with the option of Buy Now Pay Later (AfterPay) at this time and to revisit this option in the future.

EXECUTIVE SUMMARY:

This report outlines avenues explored to ease the financial burden of Council's constituents to access essential items such as Fuel and Gas.

Background / Previous Council Consideration:

- This brief is for Council to consider After Pay Facility Options for Gas Purchases to accommodate Customers in the TSIRC region.
- To set up the Afterpay Facility Option, Council will need to go through the Afterpay Business Hub which offers a "buy now, pay later" service that can be integrated into the product we want to sell. In this case, TSIRC is looking at a more flexible and affordable option for gas bottle sales for both 45kg and 9kg to our customers.
- This service could potentially be more viable to get what customers need 'now' purchasing instore and pay in 4 x interest-free instalments of 6 weeks via their own Afterpay Account.
- The current gas sale on Council Fees and Charges Schedule are categorised as follows: - Full Bottle Price (no empty return) and Swap n Go Charges.
- After Pay Business Hub Sign Up is free. To Create a User account.
    - there are 3 access types. Admin, User & Read Only. Each has its own access level and complexities.
    - Some of the permissions will be required to access Tax invoices, View Banking, View Disputes, Process Refunds, Access Settlement Information, Manage Account Settings and any Sensitive Business Data, View Activity Logs, View and Edit Banking and Manage Disputes.
- Setup Fees: While Afterpay generally does not charge a setup fee, there might be costs associated with configuring TSIRC existing systems to work with Afterpay. Our current POS system are NAB Banking Facility.
- Customisation Costs: If our system requires tailored integration or enhanced customisation, this could incur additional expenses. i.e. Setting up Afterpay specifically for gas sale only with a minimum cost. e.g. 9kg gas price is set as the minimum purchase price for Afterpay service to be activated in the Divisional Offices.

- Technical Support: Depending on the complexity of the integration, you might need technical support, which could add to the overall costs.
- Current Buy Now Pay Later (BNPL) Status: The BNPL Industry is currently unregulated. The industry may become regulated by June 2025. Companies will need to comply with the Consumer Credit Act

Advantages:

- Sales: AfterPay can attract more customers by offering flexible payment options, potentially increasing sales with both 45kg and 9kg gas bottles.
- Immediate Payment: The Council receives payment upfront from Afterpay, reducing cash flow issues.
- In-Store Channel: AfterPay Card Transactions are settled as gross amount (like any other card transaction
- Customer Convenience: Majority of TSIRC constituents/customers are possible After Pay recipients. Customers can spread the cost of their gas purchases over 4 x interest-free instalments through their own Afterpay account, making it more affordable.

Disadvantages:

- Merchant Fees: Afterpay charges a commission fee of around 4-6% per transaction, which can reduce profit margins.
- Risk Management: Afterpay assumes the risk of non-payment, so that Council doesn't have to chase late payments and the risk of having no control over purchases made other than gas bottles. For example, customers may have a combined purchase of gas bottle, fuel and Powercard at any time using their Afterpay App.
- Customer Debt: There is a risk that customers might overextend themselves financially, leading to potential dissatisfaction or financial strain for themselves especially living in our region with high cost of living however Afterpay Service is a nationwide buy now pay later service available to everyone. By not meeting payment timelines, customers are charged late fees to AfterPay.
- Integration Costs: Initial setup and integration with existing systems might require time and resources. Afterpay Service financial provider is through the ANZ Bank.

Officers Comment:

- Administratively, the option of AfterPay is not recommended that this time on the basis of status of current non-compliances in administration; likely increased volume of work; capability of frontline staff and lack of automated systems in place to ensure compliance.
- Transfer of Rental Credits was not explored at this time due to level of debt and internal processes that requires review through Housing policy and procedures review.

Interested Parties/Consultation:

- Regional Managers Community Services
- Veronica Cowan, Business Services Accountant

COMPLIANCE / CONSIDERATIONS:

Statutory:	*Local Government Act 2009* *Local Government Regulation 2012* In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.
Budgetary:	• Commission Fee of 4-6% per transaction. This is a cost to Council
Policy:	N/A
Legal:	N/A
Risk:	• Fees involved may need to be transferred to the Customer, therefore

	increasing the cost to customer. Council is not in a financial position to cover the cost • Non-compliance on reconciling transactions due to limited capability of administration staff in Division • Financial burden to Customers who are unable to meet payments deadline and incurring additional late fees.
Links to Strategic Plans:	TSIRC Corporate Plan 2020–2025 *(Bisnis Plan)* 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:

Council considers the content and recommendation.

Recommended:

Dawson Sailor
Executive Director Community Services

Approved:

James William
Chief Executive Officer

ORDINARY MEETING
23 APRIL 2025

Agenda Item
6.1

DIRECTORATE: *Corporate Services*
AUTHOR: *Community Grants Officer*

COMMUNITY GRANTS PROGRAM ALLOCATION – MARCH 2025

OFFICER RECOMMENDATIONS:

1. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2025-085 – SAMUEL ANIBA, SAIBAI** for $1,500.00, exclusive of GST;

2. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2025-084 – KIMIORAH LADIES TOUCH TEAM, WARRABER** for $2,500.00, exclusive of GST;

3. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2025-095 – KAZI KURRS TOUCH FOOTBALL, IAMA** for $2,500.00, exclusive of GST;

4. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2025-094 – RUNNERS TOUCH FOOTY TEAM, BOIGU** for $1,500.00, exclusive of GST;

5. Council **notes** the following:
    - **a)** six (6) Community Grants applications were deemed ineligible for funding;
    - **b)** one (1) Community Grant application required divisional contributions:
    - **c)** two (2) Funeral Donation application required divisional contributions;
    - **d)** four (4) conflict of interest (COI) was declared;
    - **e)** the grant applications processed out-of-cycle and funeral donations provided in March.

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, 28/03/2025:

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
CG2025-085 – Samuel Aniba	$3,150.00	Saibai Seven Clans Shirts (Mura Buway), April – July 2025	***Partially supported*** **$1,500.00** **Cr. Chelsea Aniba**	Saibai
CG2025-084 – Kimiorah Ladies Touch Team	$2,500.00	Battle of the Islands Touch Championship, Thursday Island 01-04/05/2025	***Partially supported*** **$500.00** **Cr. Kabay Tamu**	Warraber
			Partially donated **$1,000.00** **Cr. Torenzo Elisala**	Dauan
			Partially donated **$1,000.00** **Cr. Francis Pearson**	Poruma
CG2025-095 – Kazi Kurrs Touch Football	$2,500.00	Battle of the Islands Touch Championship, Thursday Island 01-04/05/2025	***Fully supported*** **$2,500.00** **Cr. Aggie Hankin**	Iama
CG2025-094 – Runners Touch Footy Team	$10,000.00	Battle of the Islands Touch Championship, Thursday Island 01-04/05/2025	***Partially supported*** **$1,500.00** **Cr. Dimas Toby**	Boigu

In accordance with Council's Community Grants Policy, six (6) 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
FTA2025-077 – Kathleen Joe	$5,000.00	Funeral Travel – Late Mr Paul Tom in Brisbane, 26/03/2025	Declined – Funeral taking place outside of TSIRC LGA.	Kubin
FTA2025-079 – Eddie Savage	$3,069.36	Funeral Travel – Late Mr Henley Tom Savage in Townsville, 05/04/2025	Declined – Funeral taking place outside of TSIRC LGA.	Erub
FTA2025-081 – Micheal Swan	$326.00	Funeral Travel – Late Mr Mark Anthony in Boggabilla, 17/04/2025	Declined – The applicant is not a current TSIRC resident & the funeral is taking place outside of TSIRC LGA.	Wyreema
CG2025-096 – Sylvia Harry	$500.00	Poruma Beach Volleyball Competition – Easter Social Volleyball, 12/04/2025	Declined – Late submission.	Warraber
CG2025-097 – Masig JRL	$5,776.00	2025 Junior Rugby League Development Camp on Badu Island, 08-10/04/2025	Declined – Late submission.	Yorke
CG2025-099 – Brian Peter	$1,500.00	Community ANZAC Day Celebration on Boigu Island, 25/04/2025	Declined – Late submission.	Boigu

In accordance with Council's Community Grants Policy, four (4) conflict of interests (COI) were declared.

Applicant	Project/Event	Reason for being Ineligible	Division
CG2025-093 – Rusanti Misick	2025 Metropolitan North U17-18 Girls Representative Team in Gold Coast, 08-11/05/2025	COI declared by Cr. Tamu as the applicant is a relative.	Warraber
FD2025-074 – Lorna Barsa	Funeral Donation – Late Mrs Malletta Barsa on Mer Island, 28/03/2025	COI declared by Cr. Kaigey as the deceased is a relative.	Mer
CG2025-085 – Samuel Akiba	Seven Clans Shirts (Mura Buway), April – July 2025	COI declared by Cr. Aniba as the applicant is a relative.	Saibai
CG2025-084 – Kimiorah Ladies Touch Team	Battle of the Islands Touch Championship, Thursday Island 01-04/05/2025	COI declared by Cr. Tamu as he is the Manager of Kimiorah Ladies Touch Team	Warraber

INTERESTED PARTIES/CONSULTATION:

Councillors
Chief Executive Officer
Executive Directors
Divisional Managers
Community Grants Officer

COMPLIANCE / CONSIDERATIONS:

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

Statutory:	*Local Government Act 2009*
Budgetary:	Approved allocation of funds for Community Grants as per TSIRC 2024-25 budget.
Policy:	*Community Grants Policy*
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.

OTHER COMMENTS: Nil.

Prepared/Recommended:
Katherine Epseg
Community Grants Officer

Recommended:

Robert Blake
Acting 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	$21,363.55	$3,636.45
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	$16,542.53	$8,457.47
Badu	Cr. Wosomo	$25,000.00	$21,813.94	$3,186.06
Dauan	Cr. Elisala	$25,000.00	$10,138.20	$14,861.80
Erub	Cr. Mye	$25,000.00	$16,469.69	$8,530.31
Iama	Cr. Hankin	$25,000.00	$19,184.00	$5,816.00
Kubin	Cr. Manas	$25,000.00	$15,497.97	$9,502.03
Mabuiag	Cr. Fell	$25,000.00	$21,740.07	$3,259.93
Mer	Cr. Kaigey	$25,000.00	$25,000.00	$0.00
Poruma	Cr. Pearson	$25,000.00	$20,595.66	$4,404.34
Saibai	Cr. Aniba	$25,000.00	$20,643.65	$4,356.35
Warraber	Cr. Tamu	$25,000.00	$23,903.30	$1,096.70
Yorke	Cr. Ted Mosby	$25,000.00	$19,979.17	$5,020.83
Mayor	Mayor Mosby	$25,000.00	$17,346.00	$7,654.00
Community Gifts	CEO	$20,000.00	$5,000.00	$15,000.00
		$420,000.00	**$312,118.09**	**$107,881.91**

Attachment 2: Applications Processed During the Reporting Period for Noting

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Division
Out of Cycle Community Grants	CG2025-098 – SAIBAI JRL PARTICIPANTS	$3,396.00	2025 JUNIOR RUGBY LEAGUE DEVELOPMENT CAMP ON BADU ISLAND, 08-10/04/2025	$2,396.00 $1,000.00 - Mayor	SAIBAI
	CG2025-098 – PORUMA JRL PARTICIPANTS	$627.00	2025 JUNIOR RUGBY LEAGUE DEVELOPMENT CAMP ON BADU ISLAND, 08-10/04/2025	$627.00	PORUMA
	CG2025-098 – MER JRL PARTICIPANTS	$4,346.00	2025 JUNIOR RUGBY LEAGUE DEVELOPMENT CAMP ON BADU ISLAND, 08-10/04/2025	$4,346.00 - Mayor	MER
	CG2025-098 – IAMA JRL PARTICIPANTS	$4,684.00	2025 JUNIOR RUGBY LEAGUE DEVELOPMENT CAMP ON BADU ISLAND, 08-10/04/2025	$4,684.00	IAMA
	CG2025-080 – CHURCH OF THE ROCK MINISTRY	3,000.00	IAMA ISLAND UNITED PENTECOSTAL CHURCH'S EASTER WEEKEND CONFERENCE, 17-21/04/2025	$3,000.00	BOIGU
	CG2025-087 – LILLA MARAMA	$1,000.00	INTERNATIONAL WOMEN'S DAY ON BOIGU ISLAND, 29/03/2025	$1,000.00	BOIGU
	CG2025-093 – RUSANTI MISICK	$1,000.00	2025 METROPOLITAN NORTH U17-18 GIRLS REPRESENTATIVE TEAM IN GOLD COAST, 08-11/05/2025	$700.00	WARRABER
	LETIA WAIA	$1,000.00	MEMORIAL PLAQUE CEREMONY FOR THE LATE MR BAIDHAM WARUSAM, 19/04/2025	$1,000.00 - Mayor	SAIBAI
Funeral Donation/Travel Assistance	FD2025-073 – TAUMATINI TIPOTI	$5,000.00	FUNERAL DONATION - FUNERAL OF THE LATE MRS ELLA NONA ON BADU ISLAND, 29/03/2025	$2,000.00 $500.00 - Dauan $500.00 – Mabuiag	BADU
	FD2025-074 – LORNA BARSA	$5,000.00	FUNERAL DONATION - FUNERAL OF THE LATE MRS MALLETTA BARSA ON MER ISLAND, 28/03/2025	$4,164.89	MER
	FTA2025-072 – FLORA JOE	$4,025.00	FUNERAL TRAVEL - FUNERAL OF THE LATE MRS RACHEL EMMA GELA ON ERUB	$4,025.00	KUBIN
	FD2025-078 – BESSIE WHAP	$5,000.00	FUNERAL DONATION - FUNERAL OF THE LATE MR PATRCK WHOP ON MABUIAG, 12/04/2025	$3,430.00 $500.00 - Saibai $1,000.00 - Iama $1,000.00 - Dauan $500.00 - Boigu	MABUIAG

ORDINARY MEETING
23 APRIL 2025

Agenda Item
6.2

DIRECTORATE: *Corporate Services*
AUTHOR: *Interim Grants Revenue Officer*

FUNDING ACQUISITION REPORT (MARCH 2025)

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 March 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 March 2025:

- 0 x funding applications were successful.
- 1 x funding application was submitted at a value of $3,000,000.00.
    - Torres Strait and Northern Peninsula Area Climate Resilience Grant Program - $3,000,000.00 – To help Torres Strait and Northern Peninsula better adapt to Impacts of Climate Change.

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

- 0 x funding applications were successful
- 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
Torres Strait and Northern Peninsula Area Climate Resilience Grant Program	$ 3,000,000.00	To help Torres Strait and Northern Peninsula better adapt to impacts of climate change	6-Mar-25		Pending	Media Release has taken place. Awaiting for Funding Contract Agreement.
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	Dept advised the funding was 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.
	$ 78,061,056.00					

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

OTHER COMMENTS:

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

Prepared:
Bronwyn Wills
Grants Revenue Officer

Recommended:
Robert Blake
Acting Manager Administration and Communication

Endorsed:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
6.3

DIRECTORATE: *Corporate Services*
AUTHOR: *Acting Manager Administration and Communication*

OPERATIONAL PLAN 2024-25 - Q3 PROGRESS REPORT

OFFICER RECOMMENDATION:

Council receives and notes the progress report on the implementation of the 2024-25 Operational Plan for the period 1 January 2025 to 31 March 2025 (Q3).

EXECUTIVE SUMMARY:

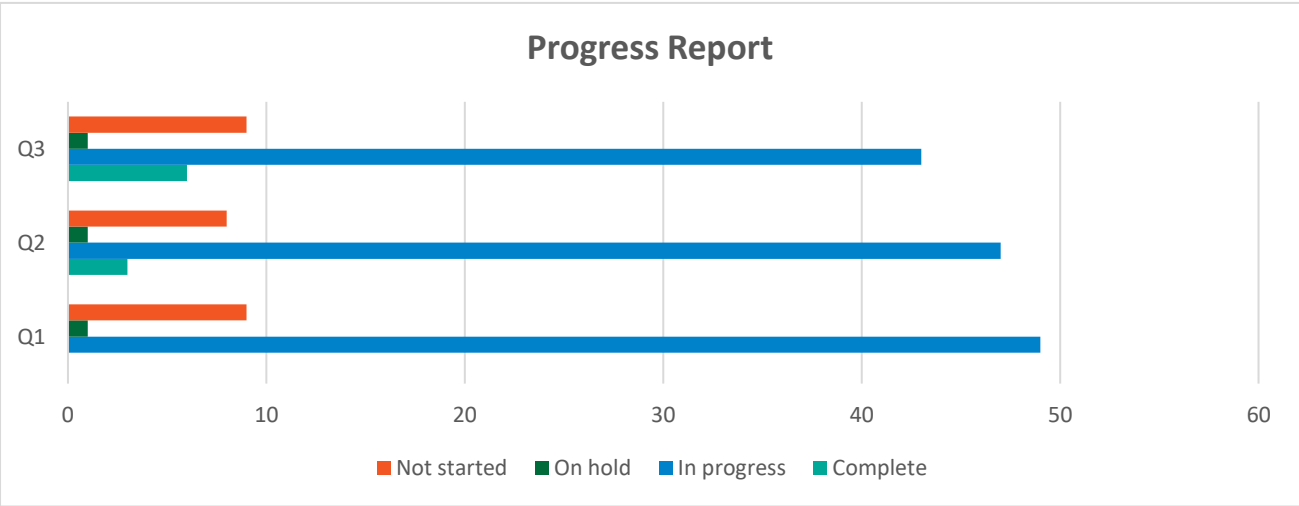
Under legislation, Council is required to report on the progress of the Operational Plan on a regular basis.

The third quarter (Q3) report reflects the progress in implementing the 2024-2025 Operational Plan, a critical framework designed to enhance the well-being and quality of life across the 15 communities.

At the end of Q3, six (6) objectives have been completed – with one ongoing, forty-three (43) remain in progress, one (1) is on hold, and nine (9) objectives have not started due to resourcing or budget requirements.

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

Complete	In progress	On hold	Not started
6	**43**	**1**	**9**



INTERESTED PARTIES/CONSULTATION:

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

BACKGROUND:

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

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

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

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

Prepared:

Robert Blake
Acting Manager Administration
and Communication

Endorsed:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS

Attachment 1: Operational Plan Quater 3 Report

Torres Strait Island
REGIONAL COUNCIL

Operational Plan 2024-2025: Q3 **Progress Report**

Office of the CEO

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
1	Advancing the MASIG statement	Pipol (People)	Office of the CEO	In progress	• Action Plan established • Advocacy Plan finalised • Successful Community Engagement	
2	Establish Strategic Asset Management Framework	Mekem las long (Sustainability)	Office of the CEO	In progress	• Council approval • Accurate 10-year financial forecast	
3	Transition Action Plan (TAP)	Mekem las long (Sustainability)	Office of the CEO	In progress	• Council approves strategy, actions and time frames	
4	Renegotiation Grafton Street lease	Mekem las long (Sustainability)	Office of the CEO	Complete	• Lease renegotiated and approved by Council	

Financial Services

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
5	Enhancement of Human Resources and Payroll (HRP) modules to maximise the benefit from the use of Technology One including the automation of repetitive tasks to create more capability to focus on value added tasks	Mekem las long (Sustainability)	Financial Services	In progress	• Phase 2 of HRP enhancement project which focuses on the roll-out of employee self services including time-sheet entry and updating personal data • External review of HRP module to provide recommendations on process improvements including removal of redundant tasks and automation of repetitive tasks	Work in Progress - Go live expected by end of calendar year

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
6	Refresh of transition to CiA Technology One roadmap & Technology One Access Management Review	Mekem las long (Sustainability)	Financial Services	Not started	• Update road map based on implementation status at 30 June 2024 • Review of all TechOne profile to ensure appropriate system access	Yet to be commenced due to resourcing constraints
7	Review and assurance sign off for upgraded Enterprise Asset Management module in Technology One to maximise the benefits of its use	Mekem las long (Sustainability)	Financial Services	Not started	• Assurance sign off by internal audit • Implementation strategy finalised	Yet to be commenced due to resourcing constraints
8	Update Asset Management Plans with current data. These plans will serve as a strategic guide for maintaining, upgrading, and managing assets effectively	Mekem las long (Sustainability)	Financial Services	In progress	• SAMP & AMP's to be refreshed with current asset data	Work in Progress - JLL currently working with Asset Class Managers and Asset Team to update AMP's
9	Conduct comprehensive asset valuation for all asset classes required under Australian Accounting Standards	Mekem las long (Sustainability)	Financial Services	In progress	• External Audit sign-off of comprehensive valuation	Work in Progress - On division visits commencing 17/10 to 30/10
10	Develop a Financial Sustainability Strategy that prioritises responsible fiscal management	Mekem las long (Sustainability)	Financial Services	In progress	• Adoption of Strategy by Council	Work in Progress

Engineering Services

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
11	Marine Infrastructure Upgrades: • Jetties replacements (Dauan, Saibai & Boigu) • Badu jetty repairs • Ugar barge access dredge channel design and feasibility study • St Pauls and Kubin jetties repairs/reconstruction	Mekem las long (Sustainability)	Engineering	In progress	• Jetty replacements works underway (Tender awarded etc) and Ugar Dredge Channel design completed and marine disposal confirmed • Projects extend over multiple financial years	Dauan/Saibai/Boigu - project tracking on schedule. Badu repairs completed. Ugar report completed. St Pauls/Kubin - option presented, decision pending.
12	Seawalls Projects: • Masig seawalls• Iama Seawalls• Warraber Seawalls	Mekem las long (Sustainability)	Engineering	In progress	• Iama and Masig Seawalls completed • Warraber Seawalls preliminary works commence• Warraber and Masig seawalls extend over two financial years	Projects progressing in-line with project plan.
13	Water Infrastructure Projects: • Badu and Mabuiag Island Water Network Management Program (Valve Replacement) • Erub water reservoir refurbishment works • Badu rising main upgrade • Poruma water tank - backup in place • Poruma water tank - tank replacement	Mekem las long (Sustainability)	Engineering	In progress	• All water infrastructure works successfully completed within the financial year • Funding secured to enable Poruma tank replacement	Projects progressing and near completion. Poruma tank on-hold due to funding constraints.
14	Wastewater Infrastructure Projects: • Warraber sewer pump station 1 replacement	Mekem las long (Sustainability)	Engineering	In progress	• Project successfully completed	Design and Tendering complete, Project on-hold due to insufficient funds to construct.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
15	Waste Management Services: • Landfill Closure Planning - Erub Landfill • New Landfill/Waste Development Planning - Erub	Mekem las long (Sustainability)	Engineering	In progress	• Plans developed	Progressing as per project plan.
16	Transportation Works: • Poruma Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS) • Aerodromes - obstacle clearance and lighting works • Saibai Airport Road and School Road pavement upgrade project • Road reconstruction and rectification works (QRA funded) - Misc islands • Iama Aerodrome fencing upgrade and safety improvements (2024/25 ATSI TIDS) • Mabuiag Road/Culvert Works - QRA Betterment Funded • Erub Kemus Road Works - QRA Betterment Funded • Badu park bridge replacement (LRCI funded) • Badu Ahmat Rd and drainage improvements (LRCI funded)	Mekem las long (Sustainability)	Engineering	In progress	• Poruma and Iama Aerodrome Safety Improvements completed, Saibai School Road and Hospital Drive Upgrade Completed, Erub and Mabuiag Road Works Completed, Aerodrome obstacle and lighting improvements undertaken• Badu pedestrian bridge and Ahmat Rd/drainage works complete• Design and tendering complete, construction in FY 25/26	Projects progressing as per project plans. Erub airport roads and R2R funding allocation to be determined.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
	• Erub (and/or other - tbc) - airport to community section of road repair/reconstruct works. (R2R Program funds)					
17	Sustainability:• Coastal Hazard Adaptation Strategy - Encompass into policies and planning decisions. Implementation of strategy• Ghost net and marine debris project• ARC Warraber sustainability project - Griffith University • Tidal gauge R&M (TSRA funded)	Mekem las long (Sustainability)	Engineering	In progress	• CHAS - Strategy document completed• Ghost Net - Completed• Strategy actions commenced	CHAS formally adopted and action/planning commenced. Other projects (marine debris, ARC, gauges) progressing.

Building Services

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
18	Integrate and improve service delivery across Maintenance, Upgrades and Home Ownerships	Mekem las long (Sustainability)	Building Services	In progress	• Reduction in aged works	Work in progress - vast improvement with further reduction of aged works in the coming year
19	Partner with Stakeholders (Communities/State) to deliver well designed housing solutions through planning and building	Mekem las long (Sustainability)	Building Services	In progress	• New households delivered to create sustainability and ease of living in a risk adverse geographical remote location	Work in progress - Commencing on Mabuiag - 2 x new Residences
20	Improve WPH&S standards through empowering employees	Pipol (People)	Building Services	In progress	• Services delivered in a healthy and safe Manner	Ongoing reports built into tech systems for staff to utilise and PPE kits issues to all staff

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
21	Improve project reporting and integrate into one IT system	Mekem las long (Sustainability)	Building Services	In progress	• Improved project margins and streamlining of project delivery	Work in progress - Staged approach to minimise impact to services delivery - Stage 1 has been trialed and will be implemented over the coming months with stage 2 trial next.

Community Services

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
22	Active involvement with Biosecurity program, Sustainability and Waste Management Strategy | Healthy Housing Working Group to represent and advocate environment and health matters of our Region	Mekem las long (Sustainability)	Environment & Health	Not completed	• Employment and training of 3x0.5 staff, delivery of biosecurity services	Proposed changes for illegal dumping program. Biosecurity surveillance unfunded.
23	Delivery of Environmental Health and Animal Management Program	Mekem las long (Sustainability)	Environment & Health	Complete (On going)	• Meet service agreement deliverables	Reporting completed to date.
24	Development and implementation of compliance and enforcement program (Local Laws - Authorised Persons)	Mekem las long (Sustainability)	Environment & Health	In progress	• Authorised Person trained and authorised by CEO, compliance and policies and procedures	Authorised Persons delegation with CEO for approval. The team is enrolled for training with Peak Services, and undertaking annual workshop with Partners Tropical Public Health Unit and colleagues from other indigenous Councils.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
25	Implement outreach IKC First 5 Forever in four communities without IKC	Pipol (People)	Health & Wellbeing (IKC)	In progress	• Implement four mobile library boxes in four communities	Library boxes shipped to four communities. Attraction to some roles have not been successful, however program is being coordinated with HLOs where possible.
26	Retention of workforce and reducing barriers to participation in physical activities	Pipol (People)	Health & Wellbeing (IKC)	In progress	• No of FTE • No of participation	Ongoing through targeted programs and as part of funding objectives and KPIs
27	Support communities to use existing or create new alternatives for community garden	Mekem las long (Sustainability)	Health & Wellbeing (IKC)	In progress	• Number of Successful alternative gardens implemented	Consultations are progressing across the region, with 7 remaining for completion by April 2025.
28	Plan develop and Implement Digital Inclusion	Pipol (People)	Health & Wellbeing (IKC)	In progress	• Implement 10 connectivity sites	Agreement and allocation of equipments and funding completed in 1st quarter. Program to be rolled out in coming months before christmas.
29	Improve the Visitor Management System	Pruitpul (Prosperity)	Community Services (Events)	Not started	• Council endorsement	Agreement signed with Atturra for ongoing support and updates to Visitor Mgt. Corporate Services flagged with Forte options as part of the whole of website refresh.
30	Community Consultations to inform Local Housing Plan	Mekem las long (Sustainability)	Housing	In progress	• Implementation of system	Project proposal submitted to DCHDE for funding, and additional conversation with DCHDE in October. Funding outcome still unknown.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
31	Implementation of New Tenancy Management System	Mekem las long (Sustainability)	Housing	In progress	• Implementation of Plan	Despite numerous funding submission, not yet successful. Housing team to obtain further information for DCHDE as per request in October.
32	• Continuous improvement and efficient operational service delivery. • Increase staff capacity, productivity and performance outcome	Mekem las long (Sustainability)	Community Services (Divisional Admin)	In progress	• Timely completion of compliance obligations and improved services both internal and external	Staff registered for training through Tribal Habit and Peak Services to build capability of staff. Created resource to catch up 24/25 updates of accountable registers and have oversight going forward which includes training and development of tools.
33	• Enhance management of Council's accommodation booking	Mekem las long (Sustainability)	Community Services (Divisional Admin)	In progress	• Implement accommodation software • Training for users	Quotes were obtained, and procurement process checked. A Regional Manager to be nominated to lead delivery of this project.
34	Investigate digital options for aged care and disability recipients and their circle of care, which can be delivered in an increasingly cost-effective manner	Pipol (People)	Age Care	Not started	• Reduced hospital admissions. Updated care plans and client care goals. Improved communication and connect with family. Improved mental, physical and emotional wellbeing within the elderly and disability cohort. • Provision of supportive equipment through digital assessments	Due to other priorities and understaffed, project has not commenced.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
35	Work in partnership with TCCHS and TSIRC Housing to enhance in-home safety for elderly and disabled community members to support their activities of daily living	Pipol (People)	Age Care	In progress	• Reduced hospital admissions. Consumer increased mobility. Sign off of disability modification. Reduction in service hours delivered for activities of daily living	Disability modifications are prioritised with BSU.
6	Procure an approved Aged Care management system to support the delivery and management of Home Care Packages for elderly community members	Pipol (People)	Age Care	Not started	• Implementation of streamlined and automated processes	
37	Investigate funding options for appropriate early childhood services to improve access to, flexible, inclusive andculturally-safe education and care for young children and families, aligned with community needs	Pipol (People)	Childcare	In progress	• Secure funding	Ongoing efforts with Peak Services and consultations with Commonwealth Dept of Education.
38	Seek funding to support childcare services to remain financially viable and address safety barriers for continued access to early childhood and care	Pipol (People)	Childcare	In progress	• Secure funding. Balanced budget and operating surplus. Completion of planned maintenance	
39	Work in partnership with finance and families to recover unpaid Child Care fees	Pipol (People)	Childcare	In progress	• Reduction of childcare debt. Signed suitable payment plans	Ongoing. 1 monthly meet in the 1st quarter to discuss options to address debt.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
40	Secure funding for an audit of asbestos buildings across the region and development of plan for removal	Mekem las long (Sustainability)	Environment and Health	Not started	• Inspection completed and deliver report to inform Council on status per Community	Initial discussion with relevant Executives on a way forward, which includes establishment of Waste and Sustainability working group. Draft TOR developed.

Corporate Services

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
41	Complete Trustee Policy consultations	Mekem las long (Sustainability)	Legal & Risk	In progress	• Consultation in each TSIRC DOGIT community followed by Trustee adoption of new Trustee Policy	Three community consultations undertaken in quarter 3. Remaining communities to be finalised by May 2025
42	Land tenure advocacy: advocate with the State for appropriate land tenure structure for each TSIRC Deed of Grant in Trust (DOGIT) community (including Mer social housing transition)	Mekem las long (Sustainability)	Legal & Risk	In progress	• Formal deputations to State; settlement of judicial review application for Iama Island land transfer; agreement on the nature of or process for any future land tenure changes in other DOGIT communities	Iama final hearing 29 January 2025. Awaiting judgement.
43	DOGIT accounting review	Mekem las long (Sustainability)	Financial Services	Not started	• Deliver Council Workshop to consider separately accounting for DOGIT expenses and assets. Trustee review of Reserve Policy and General Reserve Procedure to reflect Council's desired process for the expenditure of DOGIT funds. Council to consider seeking Ministerial consent to expand what is permissible expenditure of DOGIT funds	This project cannot be progressed without additional resourcing.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
44	Renew and implement organisational risk framework	Mekem las long (Sustainability)	Legal & Risk	In progress	• Risk appetite established with Council • Business impact statements completed • Risks registers up-to-date • Control evaluations completed • Routine reporting established	Councillor workshop on Risk Management held November 2024 with Councillors determining a risk appetite; Risk Management Policy and Risk Management Guideline incorporating Risk appetite statements adopted December 2024 Council meeting; Quarterly review of risk treatment plans with risk owners completed; draft work plan developed for Q3 and Q4 with focus on maturing risk awareness across Council and capturing additional corporate risks and treatment plans.
45	Provide high-speed Internet access via Low Earth Orbit (LEO) satellite connectivity for all IKC's	Pipol (People)	IT Services	Complete	• Connectivity speed testing and engagement with community members	Equipment has been installed in all divisions and at eight water treatment plants Further network configurations to be finalised by December 2024.
46	Develop Council's Economic Development Strategy/Master plan	Pruitpul (Prosperity)	Economic Development	In progress	• Council approval	Funding received, project underway.
47	Review, update and implement Council's Divestment Strategy	Pruitpul (Prosperity)	Economic Development	On hold	• Council approval	Waiting for completion of Trustee Policy.
48	Rebuild Council website and update content	Pipol (People)	Admin and Comms	Complete	• Website is live by 31 December 2024 • User survey by 31 May 2025	Website live early February 2025.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
49	Community Grant Program review and process improvement, policy update	Pipol (People)	Admin and Comms	Complete	• Council approval	Updated policy adopted by Council in December 2024. Updated documents rolled out to divisions and community.
50	Implement an electronic meetings management system, update processes in accordance with the Local Government Act 2009	Pruitpul (Prosperity)	Admin and Comms	In progress	• Meetings system is live and used from 1 January 2025 • All Councillors and officers have been trained and understand their responsibilities	Unable to implement by due date due to resource shortages and supplier availability, however, implementation during Q4 anticipated.
51	Establish the Corporate Plan 2025-2030	Pipol (People)	Admin and Comms	In progress	• Council approval	Draft Corporate Plan presented to SARG and ELT.
52	Revision of Policy Framework, update of critical policies	Mekem las long (Sustainability)	Admin and Comms	In progress	• Policy Framework established	
53	Establish Service Level Agreements (SLA) between the Fuel & Fleet department and user departments	Mekem las long (Sustainability)	Fuel & Fleet	Not started	• Service Level Agreements are in place between Fuel & Fleet and all internal stakeholders	Business model review (own vs. lease) to be finalised prior.
54	Fuel sites and bowsers operational and compliant	Mekem las long (Sustainability)	Fuel & Fleet	In progress	• All fuel dispensed via bowsers • Fuel sites upgraded in line with funding arrangements	Compac Systems operational: Boigu, Dauan, Erub, Mabuiag, Poruma, Saibai Being commissioned: Hammond Under development: Mer, Ugar Tanks operational: Badu, Kubin, Yam, Warraber, St. Pauls, Masig.
55	Improve Fleet replacement program management and forecasting	Mekem las long (Sustainability)	Fuel & Fleet	Complete	• Fleet AMP approved and implementation plan in place • Council endorsement	AMP developed Strategic Investment Plan adopted by Council in December 2024.

No.	Objective	Strategic Pillar	Function	Status	Target	Comments
56	Review and update all People & Wellbeing policies to ensure they recognise and allow for the diversity and unique geographical challenges faced by TSIRC	Mekem las long (Sustainability)	People & Wellbeing	In progress	• Policies reviewed and approved by management and/or Council	Reviews ongoing.
57	Negotiate and deliver the Certified Agreement	Mekem las long (Sustainability)	People & Wellbeing	In progress	• Employees, Union and Council endorsement	Negotiations underway.
58	Review and update Council's remuneration and classification strategy to align with better practice, good governance and transparency	Mekem las long (Sustainability)	People & Wellbeing	In progress	• Strategy adopted	Submitted to organisation for feedback.
59	Strengthen Council employment within local communities	Pruitpul (Prosperity)	People & Wellbeing	In progress	• Recruitment and ongoing employment	Ongoing discussion with divisional staff. Housing officers moved from temporary to permanent contracts. Meeting with Divisional Staff to gauge interest for further training. Meetings with University of Central Qld and JCU commenced.

Corporate Services Directorate
AUTHOR: Executive Director Corporate Services

EXEMPTION REQUEST – TENDER CONSIDERATION PLAN IN RELATION TO FY2025/26 INSURANCE RENEWAL

OFFICER RECOMMENDATION:

That Council resolves to prepare and adopt a Tender Consideration Plan under section 230(1) of the *Local Government Regulation 2012* in relation to the Financial Year 2025/26 insurance renewal.

EXECUTIVE SUMMARY:

This report seeks Council to resolve to prepare and adopt a tender consideration plan under section 230(1) of the *Local Government Regulation 2012* (Regulation) for the renewal of Council's 2025/26 insurance.

INTERESTED PARTIES/CONSULTATION:

Chief Executive Officer
Financial Services/Assets
Manager Governance & Risk
Manager Procurement & Contracts

BACKGROUND:

Council noted the 2024/25 insurance renewal at its ordinary meeting on 18 September 2024. It was noted that the premiums had risen 4.1% year-on-year and the premiums totaled $5.8M. This includes net profits distributed to members to contain cost increases below market.

The majority of Council's insurances are effected through the Queensland Local Government Mutual (LGM). As a local government owned vehicle LGM's sole purpose is providing Queensland Councils with comprehensive insurance cover not otherwise available in the commercial insurance market avoiding direct dependence on the traditional market. Members act collectively to arrange liability covers, manage claims and the underlying risk exposure.

Specifically, Council's annual contribution to LGM Liability is not a contract of indemnity as is the case with commercial insurance policies. It is a member contribution to a discretionary trust held for its benefit. While the default contracting provisions contained in Chapter 6, Part 3 of the *Local Government Regulation 2012* are quite specific in that they require Councils to tender for certain contracts, member contributions do not constitute a contract for the purposes of the legislation.

Council intends to source alternative insurance proposals to secure the most favourable insurance cover for the financial year 2025/26. Procuring insurance outside of LGM falls into the category of a large-sized contractual arrangement. Council has the option of going to open tender for a minimum 21 days or adopting a Tender Consideration Plan (TCP) which allows for nominated suppliers to be invited to quote.

REPORT:

Torres Strait Island Regional Council (Council) is a member of the Local Government Mutual Insurance Scheme which provides coverage to members. Council has been actively seeking to contain or reduce annual insurance premiums and rises to such, while maintaining adequate insurance coverage across all classes.

For the 2024/25 financial year, Council officers attempted to source an alternative quote for property insurance (Industrial Special Risk), which is the highest insurance cost to Council. Unfortunately, the broker advised that they were unable to provide an alternative quote. Council will continue to evaluate the market for the insurance renewal 2025/26.

LGM typically provides its quotation towards the end of the financial year. Council opened up the opportunity to receive quotes from more than one supplier by giving the appropriate notice to LGM in March 2025. However, the notice does not exclude Council resolving to reinsure with LGM if LGM's quotation is assessed as providing the most suitable cover.

In general, Council must follow the default contracting procedures prescribed under the Regulation. Unless an exception applies, the default procedures require Council to:

- seek three quotes for any procurement worth $15,000 ex GST or more, or
- conduct a public tender for any procurement worth $200,000 ex GST or more.

Section 230 of the Regulation provides an exception to the default quote/tender requirements. Council can instead resolve to prepare a related quote or tender consideration plan and then prepare and adopt that plan.

A quote or tender consideration plan allows Council to determine that a traditional procurement process will not achieve the Council's objectives for a particular procurement activity. It identifies the alternative procurement process which the Council intends to adopt. If adopted, the procurement will proceed in accordance with that plan.

A TCP for the procurement of Council's 2025/26 insurance is attached to this report for Council's consideration.

Considerations

Risk Management

Insurance is an effective tool for Council's risk management. It allows Council to reduce its operational, project, and in some instances, strategic risks to an acceptable level.

Further, refer to the Tender Consideration Plan (attached).

Council Finance

The draft operational budget 2025/26 will be presented to Council at its June 2025 ordinary meeting.

Due Diligence

Council will engage a consultant within existing budget to undertake due diligence on the insurance proposals received under the Tender Consideration Plan and make a recommendation to Council for decision.

COMPLIANCE/CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational budget 2025/26 to be approved by Council in June 2025
Policy:	Procurement and Ethical Sourcing Policy
Legal:	Section 230(1) of the *Local Government Regulation 2012*
Risk:	A market risk analysis is contained in the attached Tender Consideration Plan
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:	Audit and Risk Committee
Timelines:	Insurance renewal by 30 June 2025 Operational budget adoption by 30 June 2025

Prepared/Recommended:

S. Andres

Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Attachment 1: Tender Consideration Plan Insurance Renewal 2025/26

TENDER CONSIDERATION PLAN

Insurance Renewal 2025/2026

CONTRACT NO: TC25066

TMP_CA_2022_#329510

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SCHEDULE 1 - PROPOSED CONTRACT TERMS **6**

Background:

Council has resolved to prepare a tender consideration plan for the procurement of Council's Insurance Renewal for the financial year 2025/26 in accordance with section 230 of the *Local Government Regulation 2012*.

Council has now prepared and will adopt this Tender Consideration Plan.

Operative Provisions:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Tender Consideration Plan, unless inconsistent with the context or subject matter:

(a) **Council** means Torres Strait Island Regional Council;

(b) **Torres Strait Island Regional Council Local Government Area** means the area identified as such in the Regulation as at the date this Tender Consideration Plan is adopted by Council;

(c) **Goods and/or Services** means Insurance Services to Council;

(d) **Objective** means the objective set out in Clause 2 of this Tender Consideration Plan;

(e) **Regulation** means the *Local Government Regulation 2012*;

(f) **Tender Consideration Plan** means this tender consideration plan, which Council has prepared and will adopt pursuant to section 230 of the Regulation;

1.2 Interpretation

In this Tender Consideration Plan, unless inconsistent with the context or subject matter:

(a) a reference to a person includes any other legal entity;

(b) a reference to a legal entity includes a person;

(c) words importing the singular number include the plural number;

(d) words importing the plural number include the singular number;

(e) headings are for reference purposes only and must not be used in interpretation;

(f) where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;

(g) a reference to a statute includes all regulations and subordinate legislation and amendments; and

(h) references to writing include any mode of representing or reproducing words in tangible and permanently visible form and includes e-mail and fax.

2. OBJECTIVE OF THE TENDER CONSIDERATION PLAN

2.1 The objective of this Tender Consideration Plan is to consider options for the procurement of Council's risk coverage for the financial year 2025/26 via either traditional insurance or an alternative approach of risk protection through a discretionary mutual fund.

3. HOW THE OBJECTIVE IS TO BE ACHIEVED

3.1 The Objective will be achieved by implementing a competitive process to source and evaluate suitable offers from both the Local Government Mutual Insurance Scheme and a Discretionary Mutual Fund which offers alternative risk protection products, namely:

- Local Government Mutual Insurance Scheme (LGM) via JLT Risk Solutions Pty Ltd
- Our Ark Mutual (Discretionary Mutual Fund) protected by International Insurers

4. HOW THE ACHIEVEMENT OF THE OBJECTIVE WILL BE MEASURED

4.1 The achievement of the Objective will be measured by Council's insurance renewal for 2025/26

(a) Providing adequate insurance cover;

(b) Being within Council's risk appetite;

(c) Providing value for money; and

(d) Effective insurance cover by 1 July 2025.

5. ALTERNATIVE WAYS OF ACHIEVING THE OBJECTIVE

5.1 Council could have adopted the following, but did not do so for the reasons noted:

Alternative ways of achieving the Objective	Why the alternative way was not adopted
(a) Council can continue to insure its operations and assets through LGM under the existing procurement exemption.	In recent years, insurance, in particular Industrial Special Risk insurance, has proven to be prohibitively costly and in some instances has not achieved appropriate risk reduction for Council. Testing the market by comparing LGM's offer with an alternative offer will ensure best value is achieved and that the products purchased meet Council's needs.
(b) Council may tender the insurance renewal to the open market.	There are very limited insurance providers available to Local Government. LGM was established by the Qld government due to non-availability of suitable alternative offers. A traditional tender process cannot be fairly employed to source and compare offers of insurance versus risk protection products.
(c) Council could self-insure some of its risks.	A move to self-insurance will entail Council taking on risks that are outside its risk appetite as adopted in Council's Enterprise Risk Framework. However, Council may consider partial self-insurance as part of the 2025/26 insurance renewal process.

6. PROPOSED TERMS OF THE CONTRACT

6.1 The proposed terms of the contract will be those offered by the selected risk coverage provider. These will be negotiated as part of the procurement process. A list of potential risk classes to be protected under the resulting arrangement is contained in 0.

7. RISK ANALYSIS OF THE MARKET

7.1 Torres Strait Island Regional Council (Council) is a member of the Local Government Mutual Insurance Scheme which provides coverage to members. Council has been actively seeking to contain or reduce annual insurance premiums while maintaining adequate insurance coverage across all classes with limited success due to a shortage of suitable insurance providers in the market.

7.2 In 2024 Council was approached by an insurance broker with a potential alternative proposal, however, the timeframes for the 2024/25 insurance renewal were too tight for the alternative supplier to be able to provide a proposal.

7.3 Timeframes for the insurance renewal 2025/26 now allow for evaluation of alternative proposals.

7.4 Council has not been able to identify any other additional potential suppliers of suitable insurance products at a competitive cost.

7.5 While a Discretionary Mutual Fund such as Our Ark Mutual is not an APRA protected insurer, the Mutual's balance sheet is protected by A+ Insurers, which acts like reinsurance bought by insurance companies. These policies protect the mutual for cases where there is an extraordinarily large claim or a number of claims that arise from the same event.

7.6 Traditional tender processes are generally unsuitable for procurement of insurance or risk protection from mutuals due to:

(a) the short timeframe between offers being made and the deadline for acceptance,

(b) the wide variety of terms and conditions to the coverage available, and

(c) the ability to only determine a final cost after apportioning net profit across membership to determine final member contributions for following year.

Schedule 1 - Proposed Contract Terms

Torres Strait Island Regional Council Insurance Renewal 2025/26

INDUSTRIAL SPECIAL RISK PROTECTION

- Loss or damage to protected property as per Council's property asset register with possible exclusions or reductions as decided by Council
- Alternative schedules of protection as requested by Council, including, but not limited to:
    - Claim deductibles
    - Loss to buildings
    - Loss to contents
    - Consequential losses
    - Protection limits
    - Asset schedule limits
    - Replacement value
    - Removal costs
    - Cyclone insurance
    - Damage caused by water from action by the sea, tidal wave or high water

OTHER INSURANCE RENEWALS

- Renewal in line with existing risk reduction strategies for:
    - Crime
    - Contract Works
    - Group Voluntary Workers
    - Group Personal Accident
    - Motor Fleet

EXCLUDED FROM THIS TENDER CONSIDERATION PLAN

- Public & Products Liability
- Workcover

ORDINARY MEETING
23 April 2025

Agenda Item
8.1

DIRECTORATE: Financial Services
***AUTHOR**: Head of Financial Services*

FINANCE DASHBOARD REPORT – MARCH 2025

OFFICER RECOMMENDATION:

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 March 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 31 March 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 31 March 2025 reflects a surplus of $13.1M (budgeted $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) 31 March 2025

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance $	YTD variance %	Status
Recurrent revenue	75,229,316	65,208,660	74,647,781	9,439,121	14.5%	
Other income	6,090,890	4,660,376	4,929,086	268,710	5.8%	
Recurrent expenditure (excl. depreciation)	(82,730,977)	(61,911,429)	(66,443,289)	(4,531,860)	(7.3%)	
Operating result (excl. depreciation)	**(1,410,771)**	**7,957,606**	**13,133,578**	**5,175,971**	**65.0%**	
Capital revenue	48,306,069	36,201,673	18,616,129	(17,585,544)	(48.6%)	
Capital expenses	(3,500,000)	(2,625,000)	(915,784)	1,709,217	65.1%	
Net result (excl. depreciation)	**43,395,298**	**41,534,280**	**30,833,923**	**(10,700,357)**	**(25.8%)**	
Depreciation expense	(58,483,681)	(43,862,761)	(48,595,979)	(4,733,219)	(10.8%)	
Net result	**(15,088,382)**	**(2,328,481)**	**(17,762,056)**	**(15,433,575)**	**662.8%**	

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 $5.2M variance attributed to:

Revenue $9.7M favourable variance:

- Building Services has a $10.9M 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 $7.8M as capital revenue).
- Grants income unfavourable variance of $2.1M due to delays in service delivery which is impacted by various factors and general timing of expenditure

Expenditure $4.5M unfavourable variance:

- $2.9M 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 $5.4M as capital works)

Net Result to Date $15.4M favourable variance:

Operating favourable variance 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 (budget of $7.8M)
- Capital expenses: favourable variance due to timing of disposals
- Depreciation expense: unfavourable variance due to increase in asset cost after indexation and asset capitalisations that is not reflected in the budget

STATEMENT OF FINANCIAL PERFORMANCE

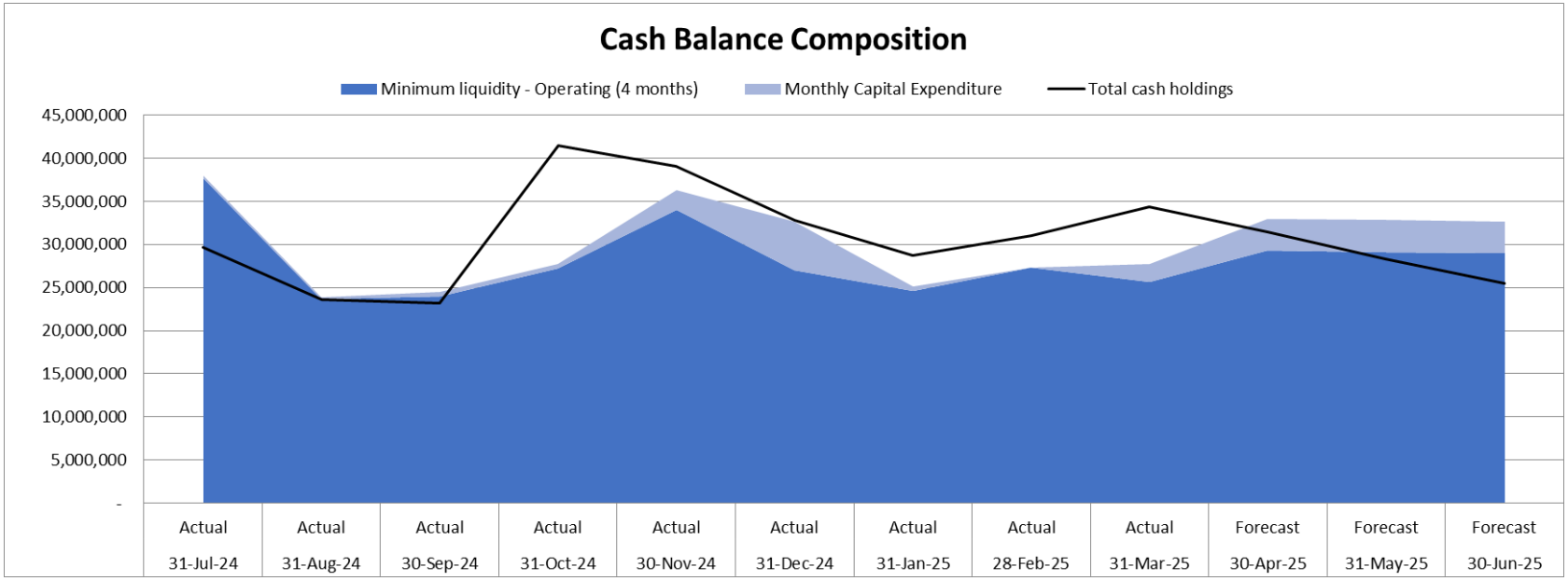
	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance $	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,969,374	64,723	94,711	29,988	100.0%
Fees and charges	5,350,639	4,614,057	4,645,535	31,478	0.7%
Sales revenue	24,788,300	18,954,556	30,361,824	11,407,268	60.2%
Grants, subsidies, contributions and donations	43,756,303	42,051,798	39,635,301	(2,416,497)	(5.7%)
	75,864,616	65,685,135	74,737,371	9,052,236	13.8%
Capital revenue					
Grants, subsidies, contributions and donations	48,306,069	36,201,673	18,616,129	(17,585,544)	(48.6%)
	48,306,069	36,201,673	18,616,129	(17,585,544)	(48.6%)
Interest received	679,995	510,462	933,767	423,305	82.9%
Other income	66,114	50,761	439,966	389,205	766.7%
Rental income	4,709,481	3,622,677	3,465,763	(156,915)	(4.3%)
Total income	129,626,275	106,070,709	98,192,996	(7,877,713)	(7.4%)
Expenses					
Recurrent expenses					
Employee benefits	34,556,215	25,686,098	22,790,899	2,895,199	11.3%
Materials and services	47,464,063	35,682,345	43,123,084	(7,440,739)	(20.9%)
Finance costs	710,699	542,987	529,307	13,680	2.5%
Depreciation and amortisation	58,483,681	43,862,761	48,595,979	(4,733,219)	(10.8%)
	141,214,658	105,774,190	115,039,269	(9,265,079)	(8.8%)
Capital expenses	3,500,000	2,625,000	915,784	(1,709,217)	(65.1%)
Total expenses	144,714,658	108,399,190	115,955,052	7,555,862	7.0%
Net result	(15,088,382)	(2,328,481)	(17,762,056)	(15,433,575)	662.8%

STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance $	variance %
Current assets				
Cash and cash equivalents	36,492,348	30,738,174	5,754,174	18.7%
Short term deposit	69,720	69,720	0	0.0%
Trade and other receivables	9,342,091	14,716,203	(5,374,112)	(36.5%)
Inventories	415,117	415,117	0	0.0%
Contract assets	8,956,377	12,662,194	(3,705,817)	(29.3%)
Lease receivables	-	-	0	
Total current assets	55,275,653	58,601,408	(3,325,755)	(5.7%)
Non-current assets				
Lease receivables	11,220,749	11,220,749	0	0.0%
Property, plant and equipment	1,084,977,207	1,087,909,164	(2,931,957)	(0.3%)
Right of use assets	144,602	192,803	(48,201)	(25.0%)
Total non-current assets	1,096,904,991	1,099,885,149	(2,980,158)	(0.3%)
Total assets	1,152,180,644	1,158,486,557	(6,305,913)	0.1%
Current liabilities				
Trade and other payables	6,175,624	4,159,925	(2,015,699)	(48.5%)
Borrowings	-	-	0	
Provisions	1,357,047	1,376,904	19,857	1.4%
Contract liabilities	18,758,468	19,371,807	613,339	3.2%
Lease liabilities	104,152	156,053	51,901	33.3%
Total current liabilities	26,395,291	25,064,689	(1,330,602)	(5.3%)
Non-current liabilities				
Provisions	11,011,349	10,945,499	(65,851)	(0.6%)
Lease liabilities	- 0	0	0	
Total non-current liabilities	11,011,349	10,945,499	(65,851)	(0.6%)
Net community assets	1,114,774,003	1,122,476,368	(7,702,366)	(0.7%)
Community Equity				
Asset revaluation surplus	825,145,979	825,145,979	0	0.0%
Retained surplus/(deficiency)	307,390,081	307,435,818	(45,737)	(0.0%)
Current Year Surplus/(Deficit)	- 17,762,056	- 10,105,428	(7,656,627)	75.8%
	1,114,774,004	1,122,476,368	(7,702,364)	(0.7%)

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 March figures reflect actual cash balances.

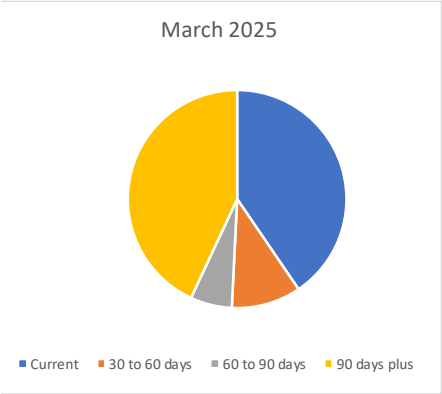


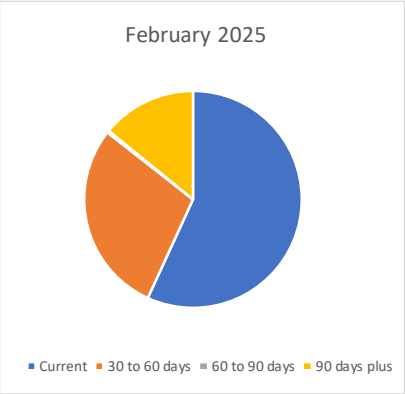
Current forecast June 2025 - $25.5M (Budget $18.9M)

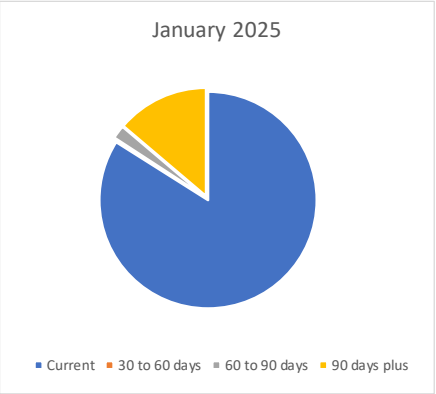
- Council's cash flow continues to decline as costs of service delivery inflate faster than revenue growth. To address these challenges, management has engaged an external consultant to conduct a comprehensive review of organisational practices and financial management. The findings and recommendations 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 May 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 unless paid early in the current 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.
- QRA grant funding received in March were not included in the budget and as expenditure will not occur until the following financial year has increased the forecast balance at June

Debtor Analysis

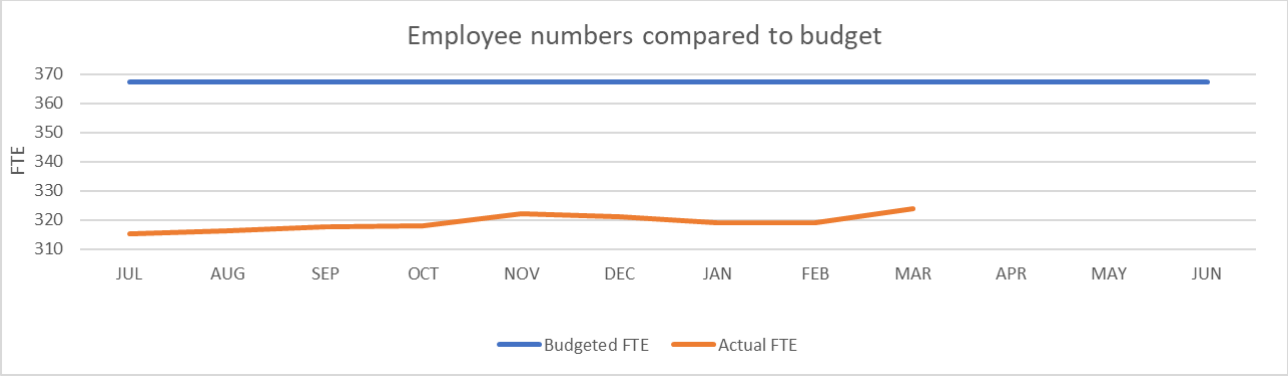
	As at 31 March 2025		As at 28 February 2025		As at 31 January	
	$	%	$	%	$	%
Current	1,347,371	41%	6,593,138	57%	10,103,346	84%
30 to 60 days	342,008	10%	3,336,958	29%	- 26,829	0%
60 to 90 days	204,707	6%	36,278	0%	242,249	2%
90 days plus	1,432,421	43%	1,635,586	14%	1,657,955	14%
Total aged debtors	3,326,508	100%	11,601,960	100%	11,976,722	100%
Housing debtors (Note 1)	12,613,958		12,613,958		12,634,874	
Total Provision	- 13,341,873		- 13,341,873		- 13,298,703	
Net debtors (exc. Unapplied credits)	2,598,593		10,874,045		11,312,893	
Unapplied Credits	- 149,095		- 602,318		- 316,559	

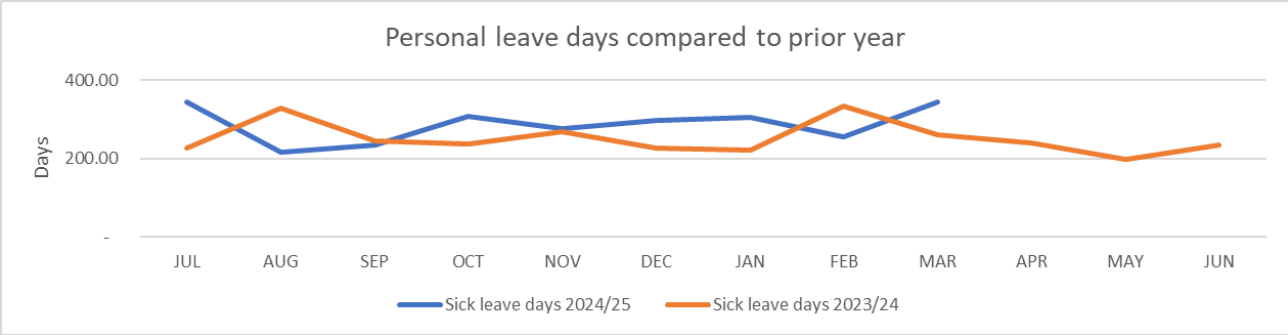


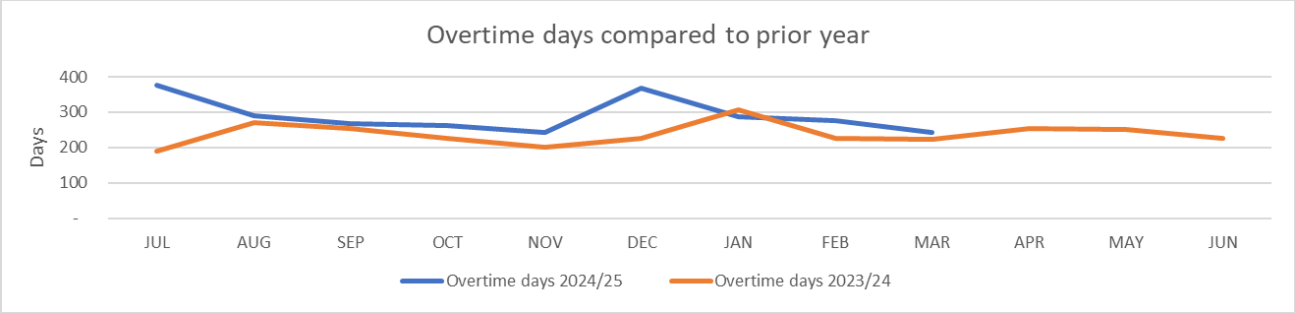


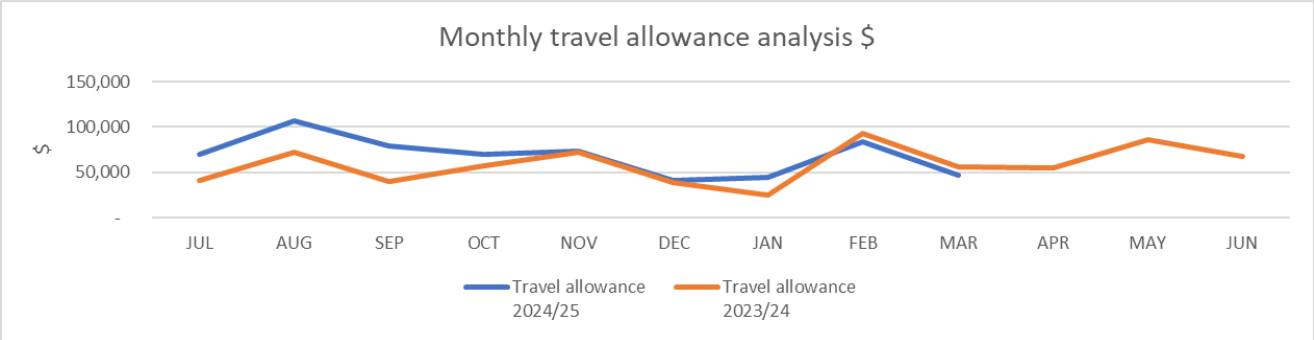


Payroll Analysis









Grant Analysis:
Refer to the 'Funding Acquisition Report' by Corporate Services.

Consultation and communication:
Senior Executive Team
Department Heads / Managers
Finance Department

COMPLIANCE / CONSIDERATIONS:

<table>
<tr><td>Statutory:</td><td>Local Government Act 2009
Local Government Regulation 2012</td></tr>
<tr><td>Budgetary:</td><td>There are no direct financial implications that arise from this recommendation.</td></tr>
<tr><td>Policy:</td><td>N/A</td></tr>
<tr><td>Legal:</td><td>N/A</td></tr>
<tr><td>Risk:</td><td>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:
<table>
<tr><th>Risk</th><th>Likelihood</th><th>Consequence</th><th>Treatment</th><th>Financial Impact</th></tr>
<tr><td>Increase in material prices</td><td>High</td><td>Increased cost to deliver contract and recoverable works</td><td>Consider revising service agreements with funding partners to account for material increases</td><td>Negative impact to gross margins and ultimately net profits</td></tr>
<tr><td>Poor weather conditions</td><td>Low</td><td>Delay in operational and capital works resulting in reduced community service delivery</td><td>Consider works schedule</td><td>Negative impact to net profits and service delivery</td></tr>
<tr><td>Lack of available resources</td><td>High</td><td>Delays and inability to complete contract and recoverable works and capital programs</td><td>Consider methods for engaging skilled resources</td><td>Negative impact on gross margins and risk of returning grant funds if not able to deliver works</td></tr>
</table></td></tr>
<tr><td>Links to Strategic Plans:</td><td>Corporate Plan 2020-25
Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities</td></tr>
<tr><td>Masig Statement:</td><td>N/A</td></tr>
<tr><td>Standing Committee Consultation:</td><td>N/A</td></tr>
</table>

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	23	23	0.0%	
Other income	0	0	0	0	0.0%	
Recurrent expenditure (excl. depreciation)	(4,052,425)	(3,117,508)	(3,018,534)	98,974	3.2%	
Operating surplus (exc. Depreciation)	**(4,052,425)**	**(3,117,508)**	**(3,018,511)**	**98,997**	**-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)**	**(3,117,508)**	**(3,018,511)**	**98,997**	**-3.2%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**(4,052,425)**	**(3,117,508)**	**(3,018,511)**	**98,997**	**-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	16,503,331	27,356,299	10,852,968	65.8%	
Other income	0	0	25,850	25,850	0.0%	
Recurrent expenditure (excl. depreciation)	(19,542,340)	(14,457,436)	(24,422,587)	(9,965,151)	-68.9%	
Operating surplus (exc. Depreciation)	**1,977,660**	**2,045,895**	**2,959,561**	**913,667**	**44.7%**	
Capital revenue	1,972,200	1,479,150	0	(1,479,150)	-100.0%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**3,949,860**	**3,525,045**	**2,959,561**	**(565,483)**	**-16.0%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**3,949,860**	**3,525,045**	**2,959,561**	**(565,483)**	**-16.0%**	

Comments:

Unfavourable Operating Result:
Recurrent Revenue – The favourable outcome is primarily driven by an increase in priority works, which typically carry higher values, as well as unallocated capital works revenue.
Recurrent Expenditure – The above-budget expenditure reflects higher repair and maintenance (R&M) costs resulting from a high volume of work. It also includes contractor expenses for upgrade works pending capitalisation, and higher ad hoc travel costs associated with jobs than were anticipated.
Unfavourable Net Result:
Combination of the above with a backlog of invoicing due to staff vacancies resulting in lower margin than budgeted.

Corporate Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	147,768	146,576	251,528	104,953	71.6%	
Other income	10,000	7,500	6,512	(988)	-13.2%	
Recurrent expenditure (excl. depreciation)	(3,793,560)	(2,856,707)	(2,059,354)	797,353	27.9%	
Operating surplus (exc. Depreciation)	**(3,635,792)**	**(2,702,631)**	**(1,801,314)**	**901,317**	**33.3%**	
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)**	**(2,702,631)**	**(1,941,358)**	**761,274**	**28.2%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**(3,635,792)**	**(2,702,631)**	**(1,941,358)**	**761,274**	**28.2%**	

Comments:
Favourable Operating/Net Result
Recurrent Expenditure - Favourable result impacted by a reduction in employee benefits costs due to vacancies. Partially offset by additional expenses for legal and communication.
Recurrent Revenue: Favourable result due to Government Grants.

Health and Community Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	14,340,112	11,894,239	10,552,744	(1,341,495)	-11.3%	
Other income	531,114	399,511	377,540	(21,971)	-5.5%	
Recurrent expenditure (excl. depreciation)	(20,408,077)	(15,478,001)	(14,027,445)	1,450,556	9.4%	
Operating surplus (exc. Depreciation)	**(5,536,851)**	**(3,184,251)**	**(3,097,161)**	**87,090**	**-2.7%**	
Capital revenue	12,907,800	9,805,847	412,868	(9,392,979)	-95.8%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**7,370,949**	**6,621,596**	**(2,684,293)**	**(9,305,889)**	**-140.5%**	
Depreciation Expense	(31,166,140)	(23,374,605)	(26,226,744)	(2,852,139)	-12.2%	
Net result	**(23,795,191)**	**(16,753,009)**	**(28,911,036)**	**(12,158,028)**	**72.6%**	

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	31,653,042	31,720,094	67,052	0.2%	
Other income	179,995	135,462	934,091	798,629	589.6%	
Recurrent expenditure (excl. depreciation)	(1,327,917)	(1,007,437)	(278,514)	728,923	72.4%	
Operating surplus (exc. Depreciation)	**31,169,525**	**30,781,067**	**32,375,671**	**1,594,605**	**5.2%**	
Capital revenue	4,976,058	4,305,794	2,371,817	(1,933,977)	-44.9%	
Capital expenses	(3,500,000)	(2,625,000)	(938,747)	1,686,253	64.2%	
Net result (excl. depreciation)	**32,645,583**	**32,461,861**	**33,808,742**	**1,346,880**	**4.1%**	
Depreciation Expense	(1,039,700)	(779,775)	(815,711)	(35,936)	-4.6%	
Net result	**31,605,883**	**31,682,086**	**32,993,031**	**1,310,945**	**4.1%**	

Favourable Operating Result
Recurrent / Other Revenue - favourable due to increase in interest revenue
Recurrent expenditure - favourable due to timing of expenditure and extended employee vacancies.

Favourable Net Result
Capital Revenue - unfavourable due to timing of works.
Capital Expenditure - timing of disposals

Engineering Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	10,508,770	7,805,624	6,755,647	(1,049,977)	-13.5%	
Other income	0	0	24,703	24,703	0.0%	
Recurrent expenditure (excl. depreciation)	(31,041,420)	(23,074,424)	(21,196,231)	1,878,193	8.1%	
Operating surplus (exc. Depreciation)	**(20,532,650)**	**(15,268,800)**	**(14,415,881)**	**852,919**	**-5.6%**	
Capital revenue	27,748,241	20,199,998	15,236,845	(4,963,153)	-24.6%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**7,215,591**	**4,931,198**	**820,964**	**(4,110,234)**	**-83.4%**	
Depreciation Expense	(25,833,074)	(19,374,806)	(21,140,512)	(1,765,706)	-9.1%	
Net result	**(18,617,483)**	**(14,443,608)**	**(20,319,548)**	**(5,875,940)**	**-40.7%**	

Comments:
Favourable Operating result:

Recurrent & Other Revenue - impacted by project timing delays to operating projects, and therefore less recurrent grant revenue.
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:

Fuel and Fleet Services

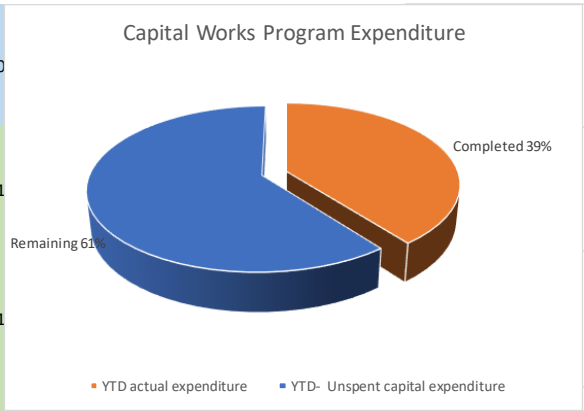
Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	1,740,000	1,305,000	1,507,759	202,759	15.5%	
Other income	25,000	18,750	5,037	(13,713)	-73.1%	
Recurrent expenditure (excl. depreciation)	(2,565,238)	(1,919,914)	(1,440,623)	479,291	25.0%	
Operating surplus (exc. Depreciation)	**(800,238)**	**(596,164)**	**72,173**	**668,338**	**112.1%**	
Capital revenue	701,770	410,884	734,642	323,758	78.8%	
Capital expenses	0	0	22,964	22,964	0.0%	
Net result (excl. depreciation)	**(98,468)**	**(185,280)**	**829,779**	**1,015,059**	**547.9%**	
Depreciation Expense	(444,767)	(333,575)	(413,013)	(79,438)	-23.8%	
Net result	**(543,235)**	**(518,856)**	**416,766**	**935,622**	**180.3%**	

Comments:
Favourable Operating Result
Recurrent Revenue - Sale of Fuel & Gas is higher than the budget.
Recurrent expenditure (excl. depreciation) - Fuel & Gas for resale is lower than the budget.

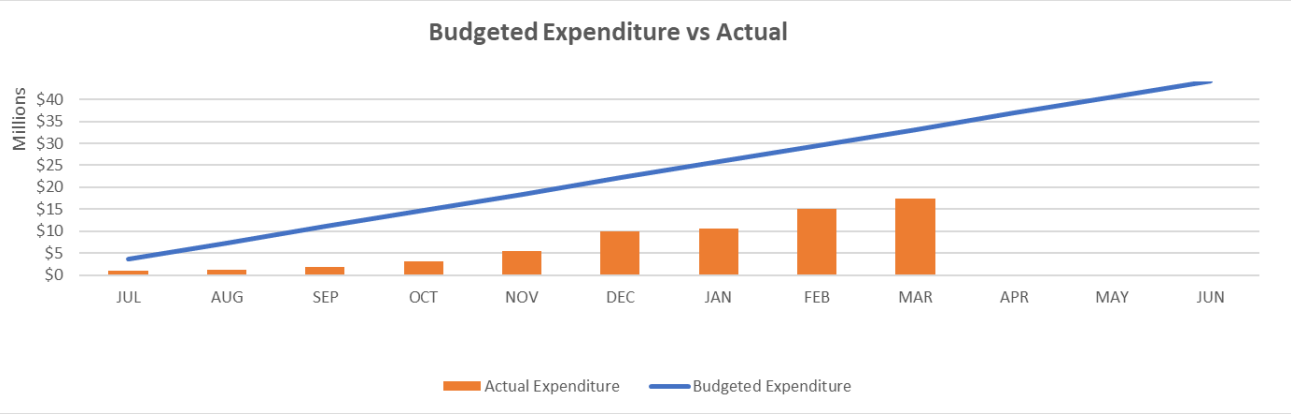
Appendix B

Capital Works Program

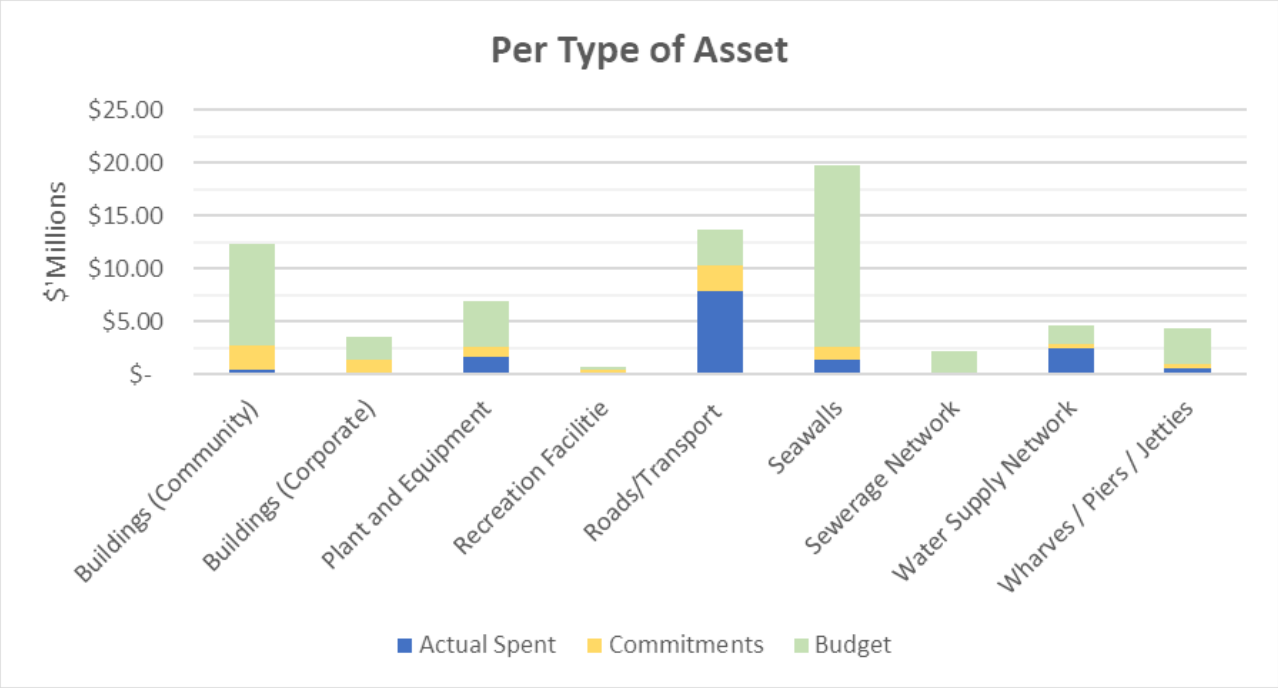
YTD actual expenditure	$	17,425,740
YTD- Unspent capital expenditure	$	26,784,971
Full year Original budget capital expenditure	$	44,210,711



Monthly progress– Capital expenditure



Overall program performance – Per Type of Asset



ORDINARY MEETING
23 April 2025

Agenda Item
8.2

DIRECTORATE: Financial Services
***AUTHOR**: Manager Procurement and Contracts*

CONTRACTUAL MATTER – LARGE PROCUREMENT CONTRACTS AWARDED UNDER DELEGATION

OFFICER RECOMMENDATION:

Council notes this report.

EXECUTIVE SUMMARY:

At its meeting in June 2024, Council resolved to direct the CEO to provide a quarterly report to Council on all contracts valued at or above $200K that were entered into under delegation. This quarterly report relates to the period from 1 January 2025 to 31 March 2025.

Attachment A lists contracts valued at or above $200K (ex GST) that were entered into under delegation during that period. All identified purchase orders were approved within the financial delegation limits endorsed by the Council in the *Procurement & Ethical Sourcing Policy*.

Interested Parties/Consultation:

Purchase order data was drawn directly from the Technology One finance system database and cross-checked against contract award records approved by Council and Financial Delegates.

Background / Previous Council Consideration:

The requirement for quarterly reporting of contract approvals over $200K was implemented in July 2024 and more recently confirmed at Council's meeting on 11 December 2024 when Council resolved:

1. *To endorse the amended Procurement and Ethical Sourcing Policy appended to the report as Attachment B.*
2. *Pursuant to sections 236, 257 and 262 of the Local Government Act 2009, and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, to delegate to the Chief Executive Officer the power to enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers:*
   - *(a) up to a value of $500,000 excluding GST, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy;*
   - *(b) up to an unlimited value for recurring operational expenditure; and*
   - *(c) up to $1,000,000 excluding GST for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild.*
3. *The CEO may not sub-delegate its delegated powers under resolution 2(c) above where such sub-delegation would exceed $500,000 excluding GST.*

4. ***To direct the CEO to provide a quarterly report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) in resolution 2 and 3 above and valued at or above $200,000 excluding GST.***

The delegations in the endorsed *Procurement and Ethical Sourcing Policy* which equal or exceed $200K (ex GST) are as follows:

FINANCIAL AND CONTRACTUAL DELEGATIONS (GENERAL)		
Procurement activity	**Position and Delegation limits ($)**	**Specific conditions**
Recurring operational expenditure	CEO – $unlimited	May negotiate, finalise and execute recurring operational expenditure, which is within the adopted budget including: rent of leased Council premises, Council rates, electricity, telephone, freight, fuel, vehicle registration and other costs
General expenditure (leadership positions)	CEO - $500,000	Expenditure must be provided for in council's budget
FINANCIAL AND CONTRACTUAL DELEGATIONS (QBUILD ACTIVITIES)		
Procurement activity	**Position and Delegation limits ($)**	**Specific conditions**
QBuild contracts	Chief executive officer - $1,000,000 Executive director building services - $500,000	QBuild contracts for upgrades and home ownerships works only
Contracts for materials, goods and services required for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild	Chief executive officer - $1,000,000 Executive director building services - $500,000 Head of Building Services Unit - $250,000	Works must have been authorised by either QBuild or the Department of Housing, Local Government, Planning, and Public Works (or its equivalent State government department)

This quarterly report relates to contracts awarded and purchase order contracts issued in the period from 1 January 2025 to 31 March 2025. Attachment A lists contracts valued at or above $200K that were entered into under delegation during that period. All dollar amounts in this report and the attachment exclude GST.

To help ensure full compliance with financial delegation limits, a new process has been implemented to refer all purchase orders over $500K for review by Manager Procurement & Contracts prior to being submitted to the CEO for approval.

The evidence reviewed and presented for this reporting period indicates that in all cases the Delegates have exercised their powers of financial authority with respect to contracts in accordance with the limits stated in Council's endorsed *Procurement and Ethical Sourcing Policy*.

COMPLIANCE / CONSIDERATIONS:

Statutory:	The reporting obligation is not a statutory requirement but is consistent with section 4(d) of the Local Government Act 2009 (the local government principle of good governance).
Budgetary:	There are no direct financial implications that arise from this recommendation.
Policy:	The exercise of delegated financial authority is in accordance with the Council's endorsed Procurement and Ethical Sourcing Policy.
Legal:	N/A
Risk:	Independent reporting by Manager, Procurement and Contracts to the Council re the exercise of financial authority by Delegates mitigates associated risks.
Links to Strategic Plans:	Procurement activity strategically aligns to specific delivery objectives under the Sustainability pillar of Council's Corporate Plan.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	The next quarterly report is due to be presented to the Council meeting in July 2025.

Recommended:

Nicola Daniels
Head of Financial Services

Endorsed

Hollie Faithfull
Executive Director, Financial Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

List of contracts at or above $200K entered into under delegation - Attachment A

Attachment A - List of contracts at or above $200K ex GST entered into under delegation

Reference No.	Description	Contract category	Awarded to	Amount (ex GST)	Awarded on	Awarded by	Delegated limit
TSIRC 2024-791 PEN0008463	Mer Fuel Infrastructure Upgrade Project	General	SHAS Projects	$395,767.00	8/1/2025	CEO James William	$500K (General)
TSIRC 2024-735 PYO0005947	Yorke - Volleyball Court Amenities Upgrade	General	Paul Ware Constructions Pty Ltd	$451,606.00	13/1/2025	CEO James William	$500K (General)
TSIRC 2024-670 PBA0014613	Badu - Various Lots - Various Concrete Works	QBuild	T.I. Concrete Works Pty Ltd	$285,244.00	23/1/2025	EDBS Wayne Green	$500K (QBuild)
TSIRC 2024-765 PBA0014596	Badu - Various Lots - Drainage works	QBuild	Paul Ware Constructions Pty Ltd	$471,215.46	10/2/2025	EDBS Wayne Green	$500K (QBuild)
PYO0005925	Yorke, 34 Dans Rd - Home Ownership	QBuild	Paul Ware Constructions Pty Ltd	$397,467.30	13/2/2025	EDBS Wayne Green	$500K (QBuild)
TSIRC 2024-709 PBO0007906	Boigu - 26 Army St - Home Ownership	QBuild	T.I. Concrete Works Pty Ltd	$371,549.00	19/3/2025	EDBS Wayne Green	$500K (QBuild)
PME0008675	Mer Emergency Coastal Defence Works	General	Strait Support Pty Ltd	$215,454.55	31/3/2025	CEO James William	$500K (General)

All the above contracts were approved within the relevant delegation limits.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
9

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 *Local Government Regulation 2012*
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 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* Outcome 4: We are a transparent, open and engaging council. ➢ 4.2 Evolve Council's communication channels and community's access to information.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

DIRECTORATE: *Corporate Services*
AUTHOR: *Executive Director Corporate Services*

RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254I of the *Local Government Regulation 2012*
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 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
17

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 *Local Government Regulation 2012*
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 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
18

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 *Local Government Regulation 2012*
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 *(Bisnis Plan)* Delivery Pillar One – People *(Bisnis – Pipol)* 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.

ORDINARY MEETING
23 APRIL 2025

Agenda Item
19.1

DIRECTORATE: *Building Services*
AUTHOR: *Executive Director Building Services*

BUILDING SERVICES REPORT (MARCH 2025)

OFFICER RECOMMENDATION:

Council resolves to note the Building Services Report for March 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 March 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 31 March 2025)

Upgrade and HO Program - Revenue Comparison March

2023/2024	2024/2025	Variance
$ 7,767,917.49	$ 13,339,241.29	$ 5,571,323.80

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 04 April 2025, there is a backlog of maintenance work comprising 1,069 tasks with a total value of approximately $2 million that has been pending for over 30 days.

Current Status (as of 31 March 2025)

R&M Program - Revenue Comparison March

2023/2024	2024/2025	Variance
$ 10,500,368.58	$ 15,207,397.17	$ 4,707,028.59

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 for Iama.

Additionally, as per the resolution passed in October 2023, CEO has delegation and approved a variation to construct 3 x new dwellings on Badu to ensure funding milestones are met and TSIRC does not lose the funding.

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 TSRIC.

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

COMPLIANCE / CONSIDERATIONS:

Statutory:	• *Local Government Act 2009* • *Local Government Regulation 2012* • *National Construction Code Building Act 1975* • *Building Regulation 2006* • *Queensland Building and Construction Commission Act 1991* • *Queensland Building and Construction Commission Regulation 2018*
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	Risk Management • Continued review of scheduled works for this financial year to clarify projects and their financial impact. • Ongoing review of departmental structure, resourcing, and processes to enhance service delivery across all levels. • Regular monitoring of performance to manage revenue, expenses, service delivery, and community outcomes
Links to Strategic Plans:	Corporate Plan 2020-2025 • Delivery of Capital Works program
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments: Nil.

Recommended:

Wayne Green
Executive Director Building Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil

DIRECTORATE: *Community Services*
AUTHOR: *Dawson Sailor , Executive Director Community Services*

COMMUNITY SERVICES INFORMATION REPORT (MARCH 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 March 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

- Focus on addressing various Housing matters with current and past tenants – rental collections; refunds; abandonment of properties. There have been a reduction in abandoned and vacant properties as the team works with PBCs to address the issues.
- The Policies & Procedures have been to a Committee meeting and to be reviewed in May Workshop

- Housing Management System: Initial meet a service provider to discuss bespoke HMS to suit TSIRC. This will allow us to have an idea of costs which will inform a submission to Dept of Housing. Advocacy for HMS have been made at Ministerial meet in February, and scheduled monthly meets with Dept of Housing with Execs and Consultant.
- QStar (tenancy advocacy organization) 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, delivered community consultation on Mabuiag; Mer and Iama to test resources and provide information on reporting Repairs & Maintenance. The feedback from Community have been positive and considered for inclusion.

Environment and Health

- Ongoing work to address serious incident on Badu. Exec and Team have met with Badu stakeholders to discuss the matter, and a resolution of action items including development of animal management plan and a planned community engagement to outline compliance and responsibility also work arounds. Both CEO and Acting CEO (David Baldwin) have oversight of the incident and ongoing efforts. The matter is to be discussed at Councils Workshop in May 2025 to raise awareness at elected arm level.
- Roll out of Pest Management Training on St Pauls for the new EHWs
- Finalise Vet visits across the region

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)

- Deadly Diabetes rollout on 6 Communities. The program received interest regionally and also continuation/further potential funding injection from State Govt dept. Cr Fell (Chair of Committee) is a participant and have positive results and shared his participation and outcome published on social media
- Mabuiag IKC refurbishment incl paintworks. Flooring to be done but requires more funding
- Planning for delivery of training for Digital Inclusion across the 10 IKCs until June 2025 in preparation for commencement in July. Future planning for 5 IKCs also underway with State Library Qld and future of the program.

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

- Plan and involvement in Junior Rugby League on Badu
- Successful International Womens Day organized across the region with some Divisions participating

Visitor Management

- Ongoing liaison with Councillors to address technical issues on Visitor Management system
- Investigating a QR Code system to enhance data capture and seamless process for visitors
- Increased communication between DFAT and Divisional Managers on movements and process

COMPLIANCE / CONSIDERATIONS:

Statutory:	*Local Government Act 2009* *Local Government Regulation 2012* 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 *(Bisnis Plan)* Outcome 1: We preserve cultural heritage, history, and place. Outcome 3: We ensure accessibility to community support services. Outcome 4: We are a transparent open and engaging council. Outcome 10: We advocate and foster regional prosperity through enterprise development.
Masig Statement:	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

That Council resolves to note the Community Services Information Report.

Recommended:

Dawson Sailor
Executive Director Community Services

Approved:

James William
Chief Executive Officer

Health and Wellbeing February and March 2025

Health and Wellbeing

Employment

Funded by NIAA and DTIS

1. Badu HLO 25 hours per week from 25/11/2024
2. St Pauls HLO 25 hours per week from 25/11/2024
3. Mabuiag No HLO – vacant
4. Kubin No HLO. HLO to commence when Blue Card is obtained
5. Hammond NO HLO – vacant
6. Iama HLO 25 hours per week from 25/11/2024
7. Warraber HLO 25 hours per week from 25/11/2024I
8. Poruma HLO 16 hours per week due to dural role with IKC
9. Erub HLO 25 hours per week from 25/11/2024
10. Mer HLO 25 hours per week from 25/11/2024
11. Ugar HLO 25 hours per week from 18/11/2024
12. Masig No HLO - Vacant
13. Saibai No HLO – Vacant
14. Boigu HLO 16 hours per week due to dural role with IKC
15. Dauan HLO 25 hours per week from 25/11/2024
16. Mer Project Officer Too Deadly por gad Diabetes – commence 24/03/2025 16 hours per week
17. Mabuiag Project Officer Too Deadly por gad Diabetes – commence 24/03/2025 16 hours per week
18. Poruma Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week
19. Warraber Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week
20. Erub Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week
21. Masig Project Officer Too Deadly por gad Diabetes – commence 24/03/2025 16 hours per week

I am working on creating a Senior HLO position. HLO must have a Cert IV in Health or Fitness.

Good News: NIAA advised on Friday 7/3/2025, funding will continue for another two years. 01/07/2025 – 30/06/2027

Activities

HLO Activity Report January to March 2025 3rd Quarter Report

There is data missing. Six (6) community still to report. Email sent to HLOs. Report to be updated. This report is at 30/03/2025

No of Activities	45
How many attended	981
How many participated	802
Male	503
Female	484
Male	40
Female	39

Health and Wellbeing - Too Deadly for Diabetes (Ray Kelly)

Six Project Officers were recruited to support the program in the community.
Ray Kelly and Ella Kris visited the communities of
Erub
Masig
Warraber
Mabuiag
Poruma
Mer
Erub Mr. Bart Pilot currently overing the six Project Officers, in day-to-day reporting
Sharing a few good news results
Keith's Story
Douglas's Story

<u>Health and Wellbeing</u> involvement in Family and Domestic Violence

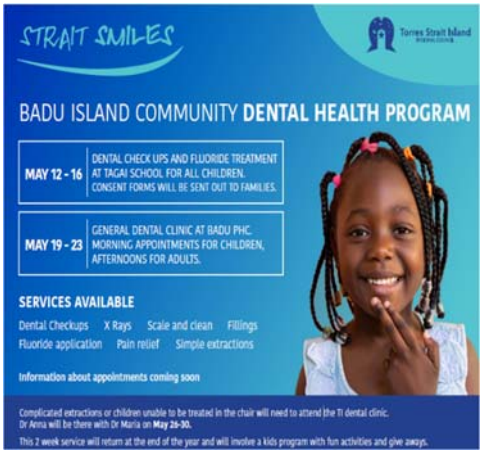
Peacekeeper Workshop, in one of the central Islands, to be held before June 2025.

Discrete Community Funding

Project Plan will be pulled together from Community Health Action Plan.

Health and Wellbeing Program - Badu Fit and Healthy Smiles Project in planning

Working in partnership with TCHHS Oral Health and Baduulgaw Ngurpay Lag (Badu Island Campus) Tagai State College.



BACKGROUND - Members of the Badu Island community have expressed their wish for their children " to have six monthly dental checkups like every other kid in Australia". Badu Island has a significant yet manageable population including 130 children. The prep and grade one school children already brush their teeth at school every day.

AIM - To provide 6 monthly dental check-ups and oral hygiene instruction to the school and kindergarten children of Badu Island, as a community run program assisted by TSIRC, Queensland Health, Tagai State College, Sponsors and grants, and volunteers.

DRAFT POSTER

Health and Wellbeing Program – Development of Community Action Plan

Project Office secondment Mr Belford Larry 24th of March to 18th of April.

Poruma	Completed.	
Ugar	Completed – Request from Cr Stephen to visit Ugar to develop Action Plan.	
Badu	First Engagement 09/10/2024	Final Engagement week of 21/04/2025
St Pauls	First Engagement 11/10/20214	Final Engagement week of 21/04/2025
Kubin	First Engagement for 10/10/2024	Final Engagement week of 21/04/2025
Iama	First Engagement 30/09/2024	Final Engagement week of 21/04/2025
Warraber	First Engagement 01//10/2024	Final Engagement week of 21/04/2025
Masig	First Engagement 03/10/2024	Final Engagement week of 21/04/2025
Saibai	2nd of April 2025.	
Boigu	1st of April 2025.	
Dauan	3rd of April 2025.	
Hammond	11th of April 2025	
Mabuiag	31ST of March 2025	
Erub	6th of April	
Mer	7th of April 2025	

2025 Junior League Development Camp 8th to 10th April 2025 Host Community Badu

This program is led by Larissa Bani Events Coordinator And supported by the Health and Wellbeing program Through HLOs and Funding.

- **Travel:**
- Confirmed: Sponsored by Hinterland. - Ugar, Boigu, Warraber, Hammond, Kubin, St.Pauls and Mabuiag.
- **Poruma** – Fundraising efforts by community & waiting TSYRSA response for travel assistance.
- **Erub** - Bart waiting response from Strait Support & TSYRSA for travel assistance.
- **Iama** – Anthony reached out to Seafood factory to sponsor travel. (Also organized Hinterland LFS.) Once Seafood factory funds are approved, They will lock in travel with Hinterland
- **Mer** – Andrew waiting response from TSYRSA for travel assistance. He also advised he's working with parents on fundraising efforts.
- **Dauan** – Denika waiting response from TSYRSA for travel assistance. Cr. Elisala donated funds to assist with travel.
- **Masig** - Niki & Moka assisting Masig team travel & preparations. Secured Community Grants. Waiting on P&C meeting outcome.
- **Saibai** – Mabel waiting response from TSYRSA for travel assistance. Will reach out to Saibai Stags for help.
- QRL/NRL team travel confirmed. Arriving Badu Tuesday 8h and Departing Thursday 10th
- TSYRSA advised (28.03.25) that their board meeting will be next week due to TSRA not releasing funds sooner.

- **Accommodation**:
- All visitors are billeted except Mer team. Mer team will be staying at the Motel – sponsored by BIF.

Good new story by HLO Ugar

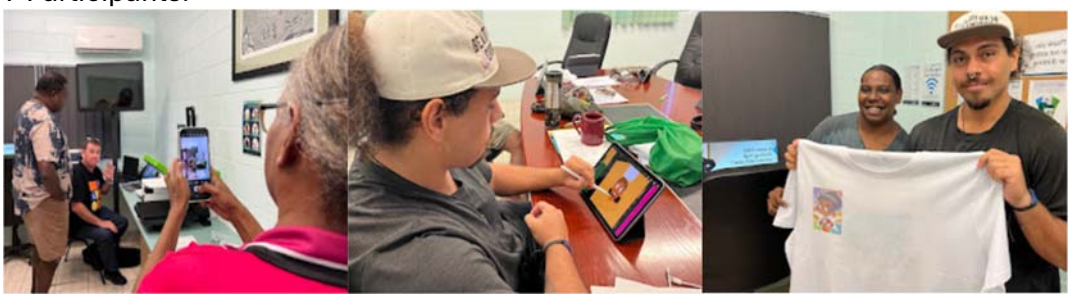
INDIGENOUS KNOWLEDGE CENTERS

Staffing

Boigu – 20 hours per week
Badu – current incumbent on 3 months leave R&S process interview Friday 27/03/2025
Iama – 20 hours per week
Hammond – 20 hours per week
Warraber – 20 hours per week
Poruma – 20 hours per week
Erub – 20 hours per week
Dauan – 20 hours per week
Kubin – 20 hours per week
Mabuiag – to commence on the 31/03/2025.

Professional Development
Ms Charlotte Pearson IKC Coordinator Kubin – Library Leaders Program

Growing IKC Professional Development - Digital Inclusion
Kubin March 11 – 13 - Digital Arts - Digital Story - Pocket Cinema.
7 Participants.



Hammond Week of 24th of March - Digital Storytelling - Who's Your Mob - Digital Arts

Future Digital inclusion Program Dates

Iama (Trainer: Dan Guest) 06/05 – Digital Storytelling 07/05 – Pocket Cinema 08/05 – Digital Arts (Shirts Required)	**Badu (Trainer: Dan Guest)** 20/05 – Digital Storytelling 21/05 – Who's Your Mob 22/05 – Pocket Cinema
Warraber (Trainer: Mick Byrne) 20/05 – Digital Arts (Shirts Required) 21/05 – Podcasting Sharing Oral History	**Poruma (Trainer: James Collins)** 20/05 – Digital Arts (Shirts Required) 21/05 – Podcasting Sharing Oral History
Dauan (Trainer: Dan Guest) 03/06 – Digital Storytelling 04/06 – Digital Arts (Shirts Required) 05/06 – eSports Gaming League	**Erub (Trainer: Mick Byrne)** 03/06 – Pocket Cinema 04/06 – Digital Arts (Shirts Required) 05/06 – eSports Gaming League
Mabuiag (Trainer: James Collins) 24/06 – Podcasting 25/06 – Who's Your Mob 26/06 – Coding a 2D Game	

EVENTS / ENGAGEMENT REPORT – MARCH 2025

Events in March

Hammond, Dauan, Saibai, Mabuiag, Poruma, Erub and Masig Celebrated International Women's Day.

Poruma

Mabuiag

Upcoming Events for April

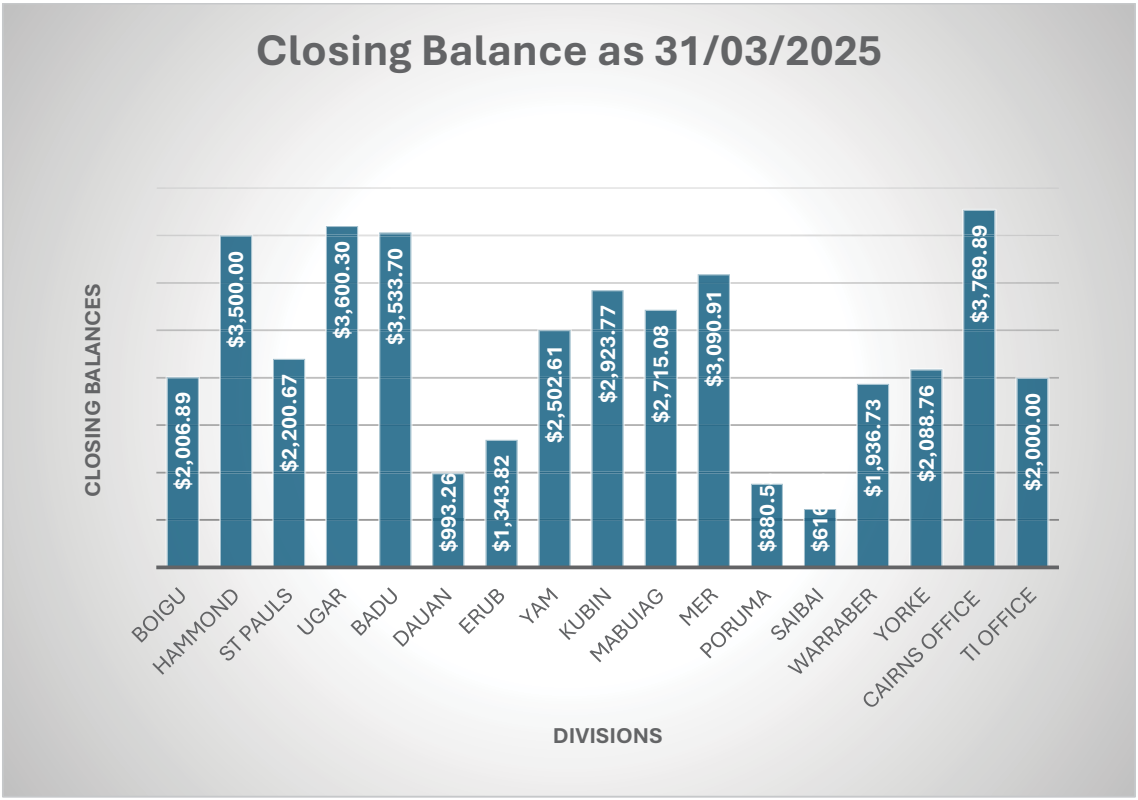
- Junior Rugby League Development Camp 08-10 April
- Easter
- ANZAC

Future Events in planning and discussions

- Reconciliation Week including TSI Flag Day & Mabo Day – May/June
- NAIDOC – July

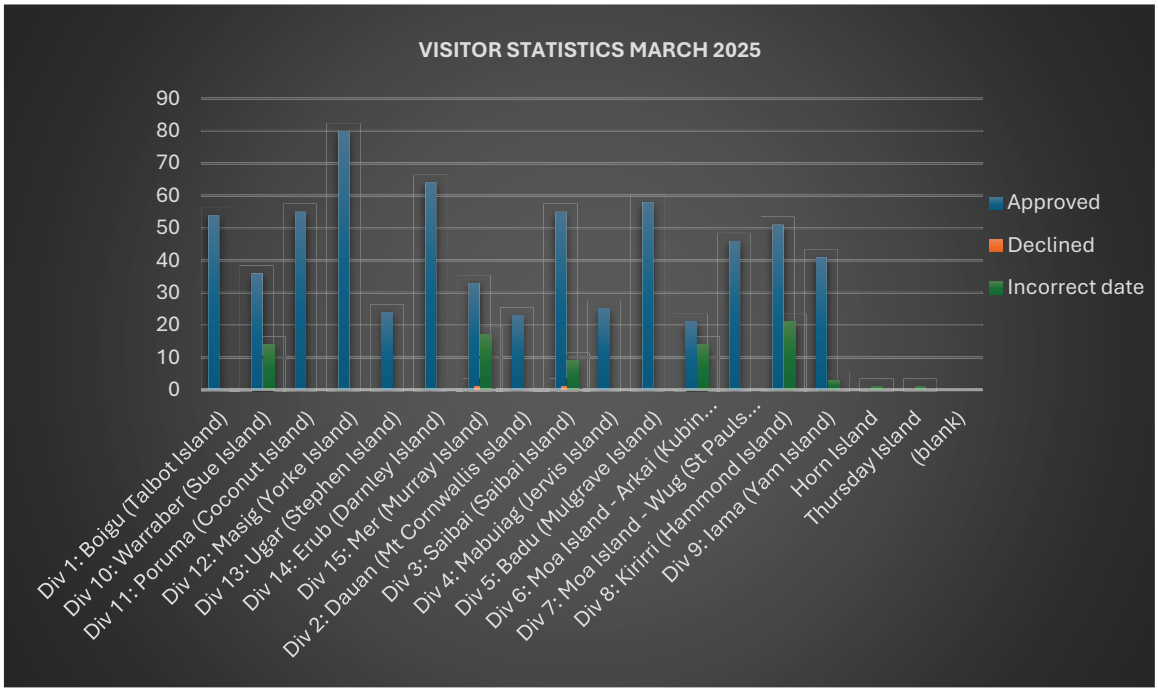
Divisional Engagement Funds

7 Applications approved in March. 1 committed to April event.



Visitor Dashboard – This report was generated 14th April 2025

Visit Applications:
Total Submitted: 366 submitted which contained 748 visitors
323 Approved
2 Declined which contained 2 visitors
41 records in just Submitted status (i.e. no approval or decline).

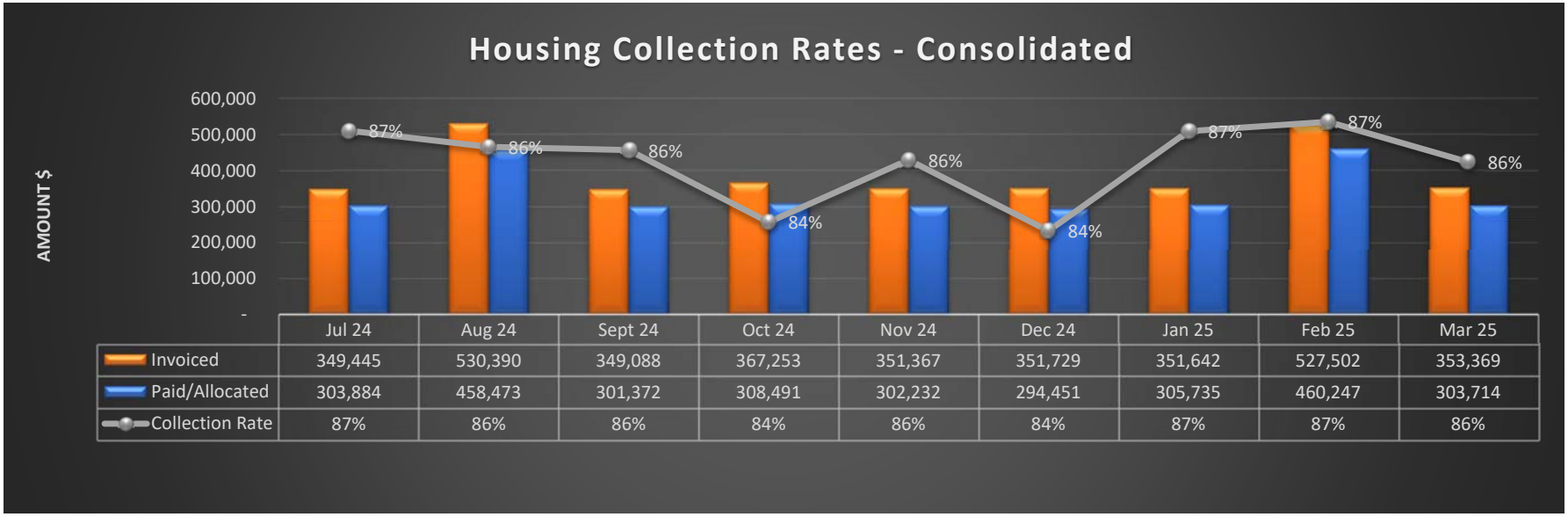


New Workflow created to move records to an archival sheet 2 days after the arrival date to stop all workflows.
Added - Visitor 1 contact details for Ergon and Energex visitors for EHW purposes. If Visitor 1 is not from Ergon or Energex, everyone receives a confirmation notification without contact information.

MONTHLY OM REPORTS – HOUSING
MARCH 2025

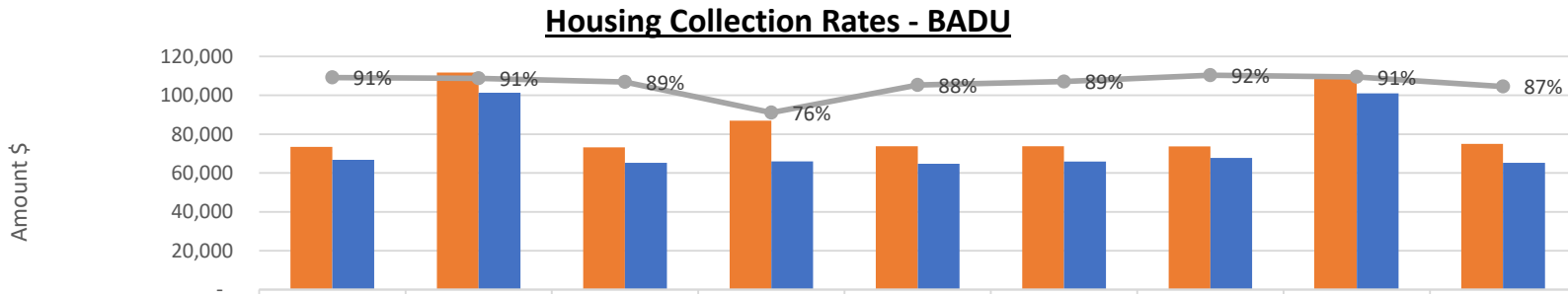
Housing Collection Rates – March 2025

CONSOLIDATED – 86% Rental Collection

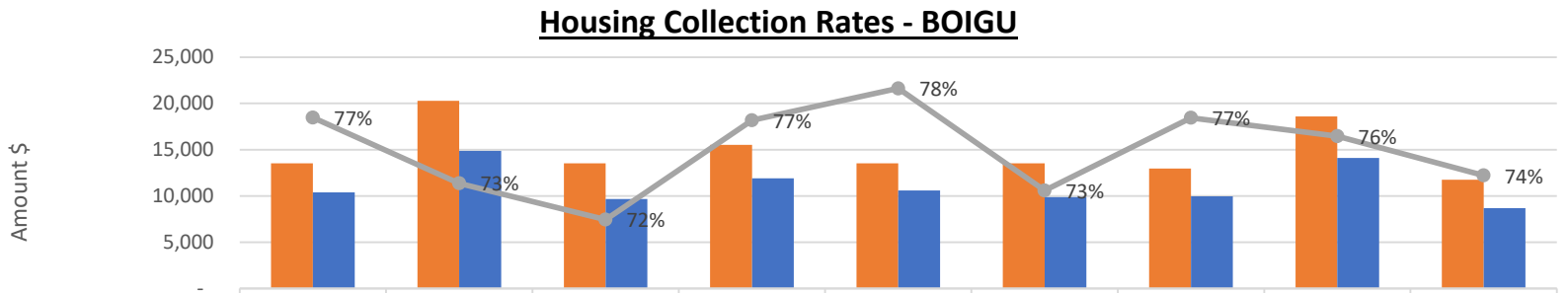


	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	349,445	530,390	349,088	367,253	351,367	351,729	351,642	527,502	353,369
Paid/Allocated	303,884	458,473	301,372	308,491	302,232	294,451	305,735	460,247	303,714
Collection Rate	87%	86%	86%	84%	86%	84%	87%	87%	86%

Housing Collection Rates – March 2025



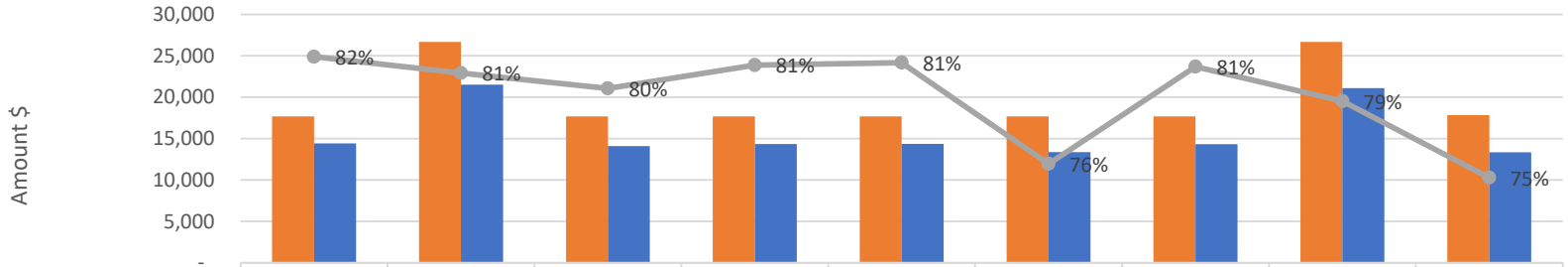
	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	73,468	111,797	73,288	86,938	73,829	73,829	73,691	110,695	74,985
Paid/Allocated	66,862	101,295	65,285	66,027	64,805	65,888	67,787	101,003	65,319
Collection Rate	91%	91%	89%	76%	88%	89%	92%	91%	87%



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	13,513	20,269	13,513	15,525	13,512	13,512	12,952	18,588	11,752
Paid/Allocated	10,387	14,890	9,671	11,912	10,591	9,875	9,955	14,109	8,681
Collection Rate	77%	73%	72%	77%	78%	73%	77%	76%	74%

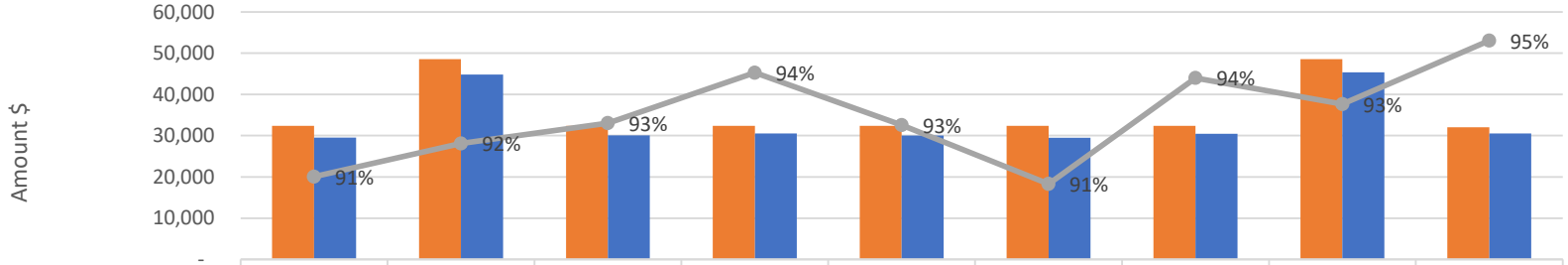
Housing Collection Rates – March 2025

Housing Collection Rates - DAUAN



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	17,667	26,672	17,667	17,667	17,667	17,667	17,667	26,680	17,829
Paid/Allocated	14,418	21,523	14,102	14,335	14,360	13,352	14,320	21,106	13,335
Collection Rate	82%	81%	80%	81%	81%	76%	81%	79%	75%

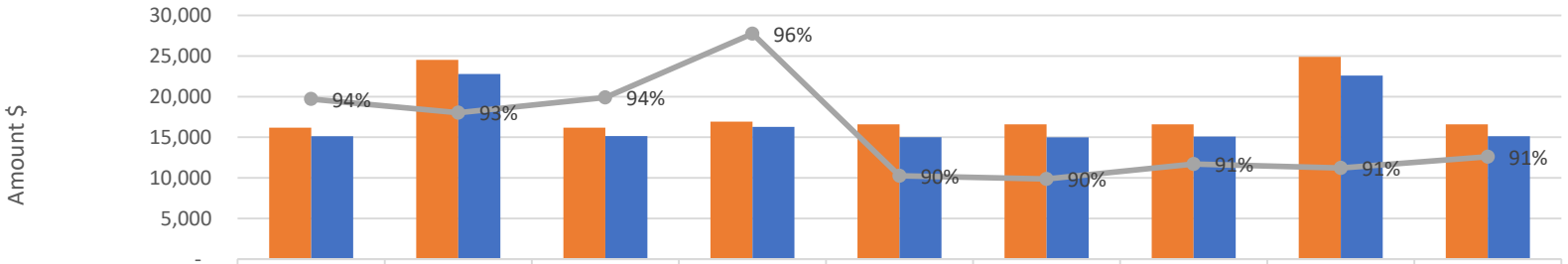
Housing Collection Rates - ERUB



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	32,363	48,563	32,363	32,363	32,363	32,363	32,363	48,545	32,054
Paid/Allocated	29,560	44,813	30,051	30,512	30,034	29,494	30,464	45,338	30,511
Collection Rate	91%	92%	93%	94%	93%	91%	94%	93%	95%

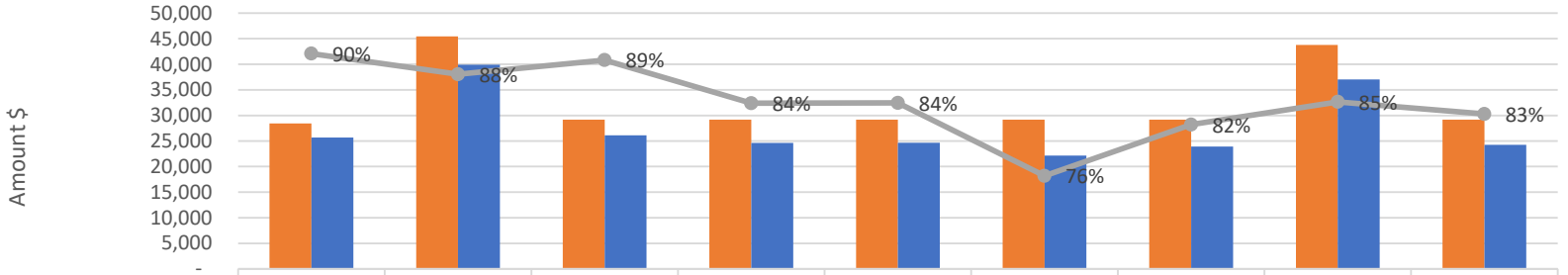
Housing Collection Rates - March 2025

Housing Collection Rates - HAMMOND



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	16,174	24,518	16,174	16,924	16,594	16,594	16,594	24,891	16,594
Paid/Allocated	15,134	22,803	15,144	16,289	15,004	14,983	15,084	22,586	15,134
Collection Rate	94%	93%	94%	96%	90%	90%	91%	91%	91%

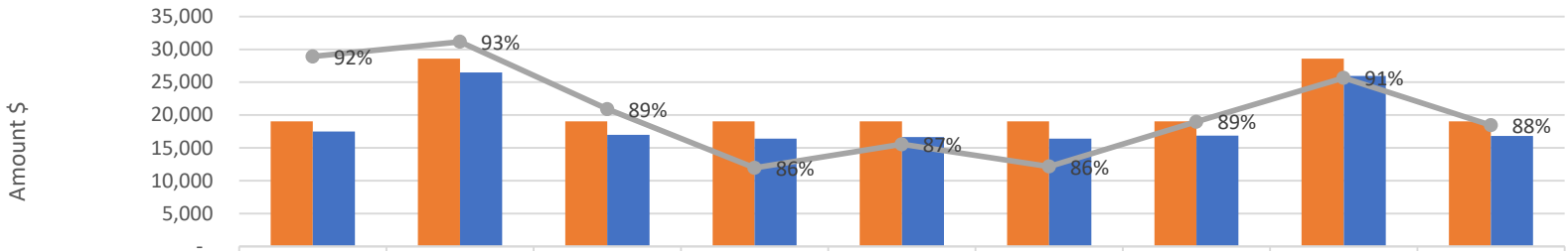
Housing Collection Rates - IAMA



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	28,459	45,440	29,179	29,179	29,179	29,179	29,179	43,768	29,179
Paid/Allocated	25,682	39,909	26,112	24,639	24,649	22,152	23,903	37,020	24,265
Collection Rate	90%	88%	89%	84%	84%	76%	82%	85%	83%

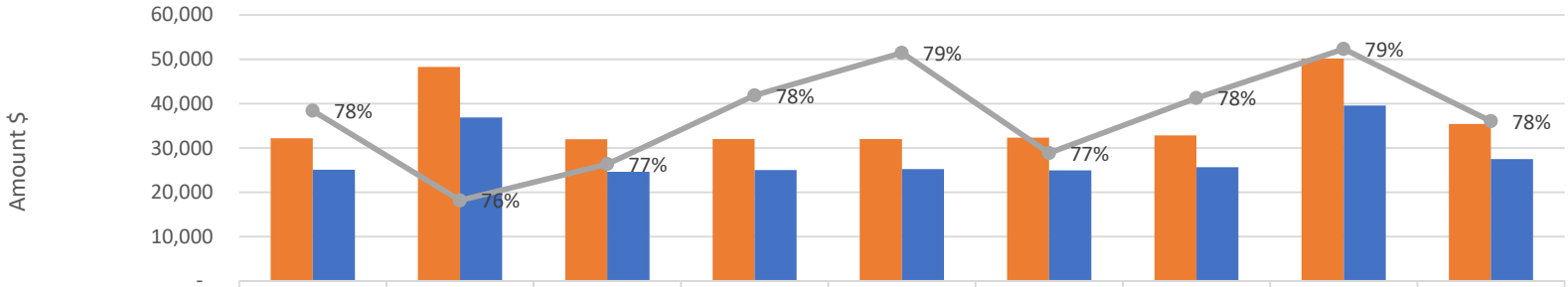
Housing Collection Rates – March 2025

Housing Collection Rates - MABUIAG



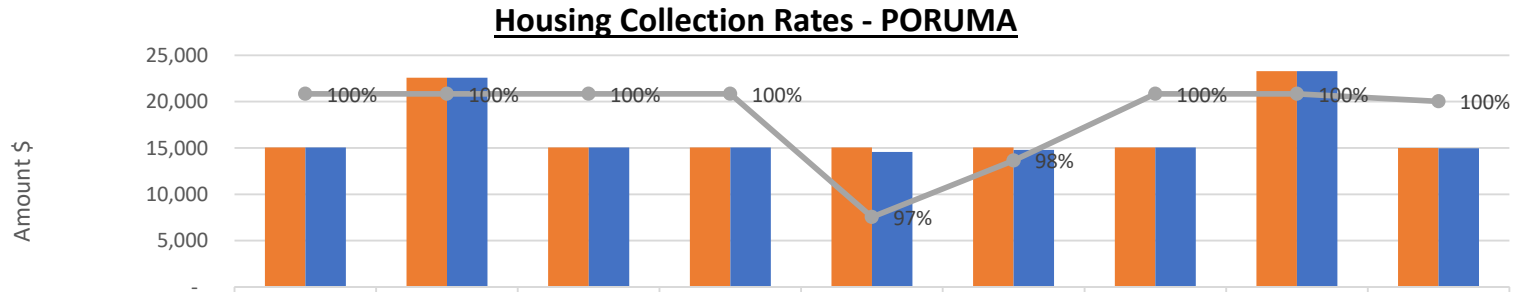
	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	19,051	28,576	19,051	19,051	19,051	19,051	19,051	28,576	19,051
Paid/Allocated	17,510	26,485	16,987	16,402	16,637	16,416	16,861	25,947	16,826
Collection Rate	92%	93%	89%	86%	87%	86%	89%	91%	88%

Housing Collection Rates - MER

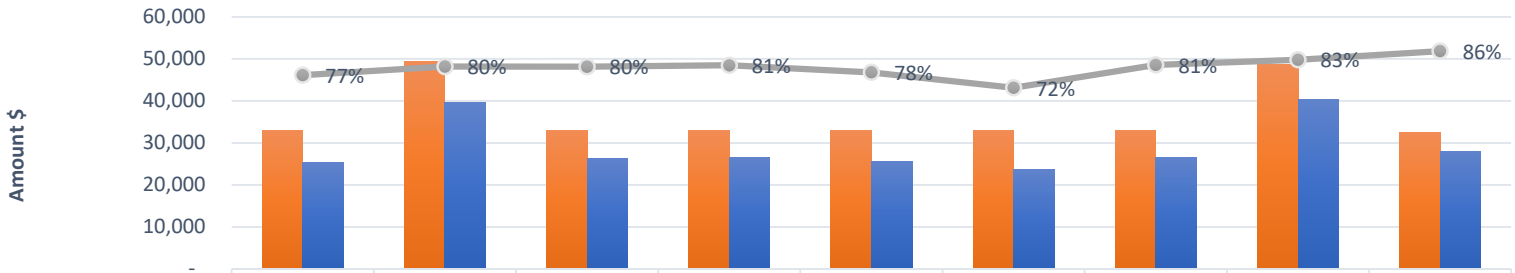


	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	32,188	48,282	31,964	32,014	31,994	32,324	32,838	50,152	35,406
Paid/Allocated	25,068	36,870	24,606	25,015	25,231	24,942	25,645	39,582	27,511
Collection Rate	78%	76%	77%	78%	79%	77%	78%	79%	78%

Housing Collection Rates – March 2025



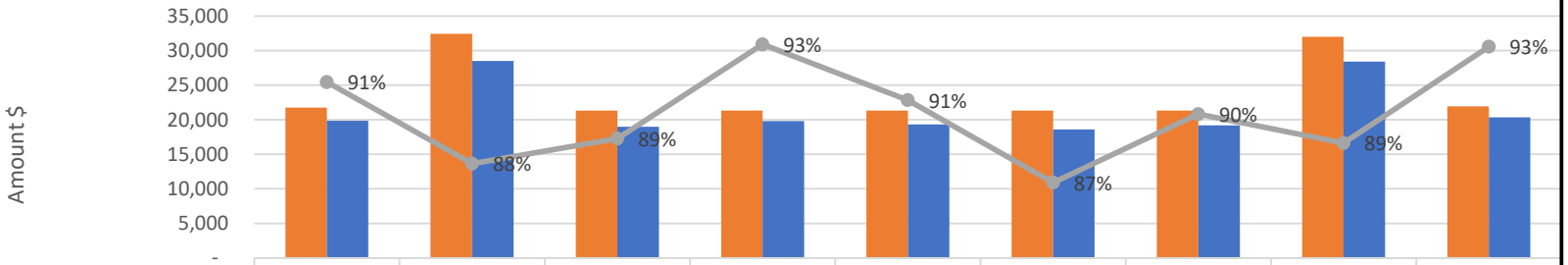
	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	15,052	22,577	15,052	15,052	15,052	15,052	15,052	23,284	14,992
Paid/Allocated	15,052	22,577	15,052	15,052	14,572	14,792	15,052	23,284	14,963
Collection Rate	100%	100%	100%	100%	97%	98%	100%	100%	100%



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	32,924	49,385	32,924	32,924	32,924	32,924	32,924	48,665	32,444
Paid/Allocated	25,307	39,657	26,422	26,600	25,684	23,654	26,644	40,381	28,040
Collection Rate	77%	80%	80%	81%	78%	72%	81%	83%	86%

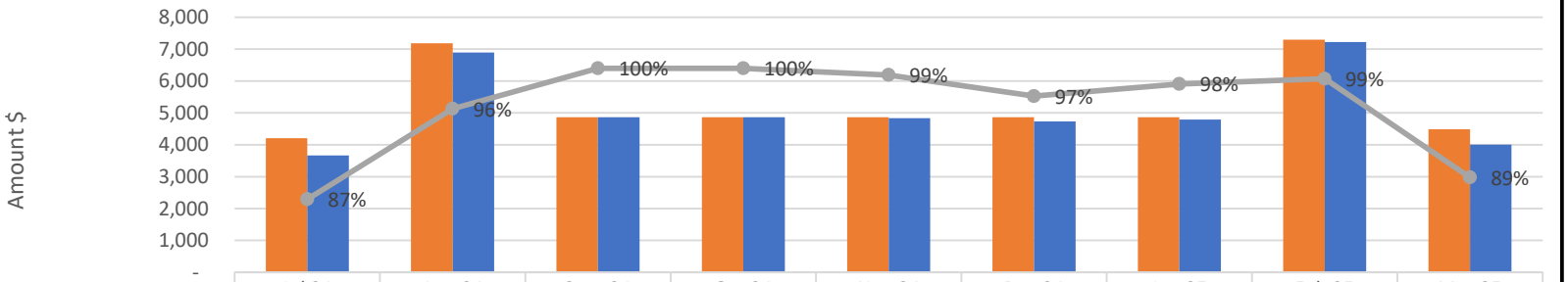
Housing Collection Rates – March 2025

Housing Collection Rates - STPAULS



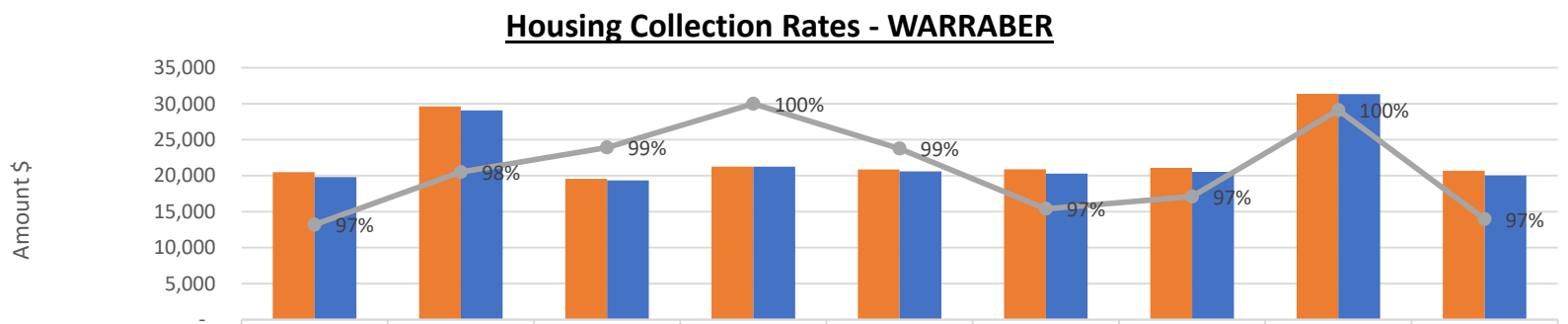
	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	21,763	32,430	21,334	21,334	21,334	21,334	21,334	32,000	21,934
Paid/Allocated	19,863	28,506	18,974	19,804	19,311	18,585	19,189	28,400	20,340
Collection Rate	91%	88%	89%	93%	91%	87%	90%	89%	93%

Housing Collection Rates - UGAR

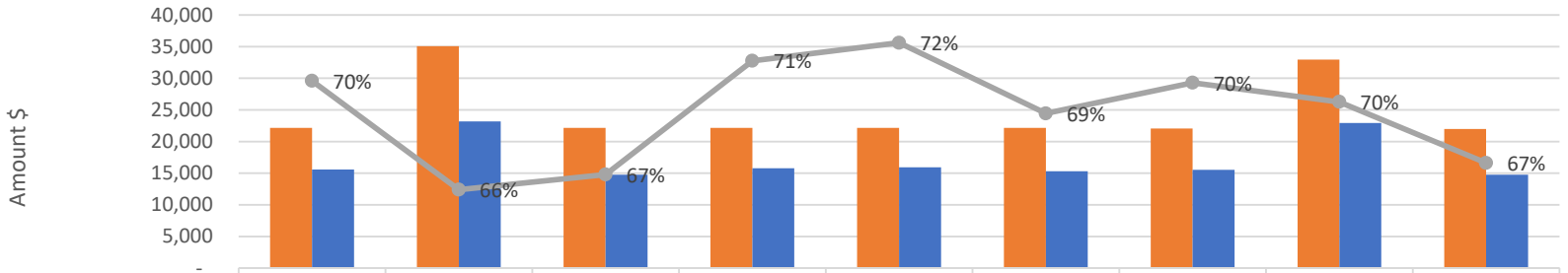


	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	4,205	7,180	4,865	4,865	4,865	4,865	4,865	7,298	4,486
Paid/Allocated	3,665	6,895	4,865	4,865	4,833	4,732	4,790	7,223	4,006
Collection Rate	87%	96%	100%	100%	99%	97%	98%	99%	89%

Housing Collection Rates – March 2025



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	20,476	29,639	19,571	21,275	20,861	20,893	21,072	31,388	20,685
Paid/Allocated	19,787	29,076	19,333	21,275	20,601	20,283	20,528	31,332	20,022
Collection Rate	97%	98%	99%	100%	99%	97%	97%	100%	97%



	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Invoiced	22,143	35,062	22,143	22,143	22,143	22,143	22,062	32,971	21,981
Paid/Allocated	15,588	23,175	14,768	15,763	15,922	15,303	15,514	22,936	14,761
Collection Rate	70%	66%	67%	71%	72%	69%	70%	70%	67%

Tenancy Breaches & RTA Conciliation Report

2025 MONTLY OM REPORTS – TENANCY	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	October 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025
Tenants issued with RTA Notice to remedy breach	5	5	13	13	3	12	12	12	12	5	1	Nil	1
Tenants required to attend RTA dispute resolution (when breach is not remedied)	7	7	3	3	Nil	3	3	3	3	4	Nil	Nil	Nil
Tenants issued with RTA Notice to leave (following no response from tenant)	0	0	0	0	Nil	1	1	1	1	2	Nil	Nil	Nil
Percentage of tenants paying rent and arrears following breach Notice or Notice to leave	85%	85%	85%	85%	87%	85%	85%	85%	85%	85%	85%	Nil	Nil
Total Number of Tenants referred to Preston Law	0	0	0	0	Nil	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	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025
Category One Applicants	51	52	53	54	54	55	55	58	60	60	60	61	62
Category Two Applicants	123	130	133	138	141	146	147	150	155	161	161	164	171
Category Three Applicants	45	46	46	47	48	49	49	52	53	53	53	53	56
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	29	6	1	**53**
BOIGU	2	14	1	0	**17**
DAUAN	3	8	9	2	**22**
ERUB	4	13	0	0	**17**
HAMMOND	6	10	7	0	**23**
IAMA	8	15	5	0	**28**
MABUIAG	3	6	1	0	**10**
MASIG	2	7	1	0	**10**
MER	2	21	2	0	**25**
PORUMA	0	4	2	2	**8**
SAIBAI	5	7	6	0	**18**
ST PAULS	5	20	13	0	**38**
UGAR	1	3	1	0	**5**
WARRABER	4	14	2	0	**20**
Category total:	**62**	**171**	**56**	**5**	**294**

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: **294**

Total Proposed/External Housing application: **229**

Total Housing Applications: 523

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

Count of Division	Allocation Statu								
Division	GTA - executed	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	158	2				1	1	3	165
BOIGU ISLAND	21	10	1		4				36
DAUAN ISLAND	35			1		2	2	1	41
IAMA ISLAND	57	1				2	1		61
MABUIAG ISLAND	35	1							36
MURRAY ISLANDS	65	6	5	3		3	3	5	90
PORUMA ISLAND	28			1	1				30
SAIBAI ISLAND	65	2		2	1		3	1	74
ST PAULS	43			4			1		48
WARRABER ISLAND	38	1		1					40
ERUB ISLAND	58	5					2		65
YORKE ISLAND	41	3		2	3		2	1	52
HAMMOND ISLAND	33			1					34
UGAR ISLAND	9		2		1	2		1	15
Grand Total	**686**	**31**	**8**	**15**	**10**	**10**	**15**	**12**	**787**

Vacant Maintenance Properties

DIVISION	CLI	STREET	BED#	Status on Register	COMMENTS - TSIRC - BSU	SCHEDULED COMPLETION DATE
DAUAN	CLI 42	Main Road	3	Vacant maintenance in progress	In progress	22/10/2024
HAMMOND	CLI 72A	Francis Road	2	Vacant maintenance in progress	In progress	15/04/2025
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
ST PAULS	CLI 217	Main Road	3	Vacant maintenance in progress	In progress	
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

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

REGIONAL MANAGER
MONTHLY REPORT – March 2025

Division	Boigu/Mabuiag/Badu/Kubin/St Pauls/Hammond/Iama/Warraber – Peli Ware
Reporting Period:	1st March 2025 – 31st March 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 1st April – 3rd April, Badu TBC due to Sorry Business, Warraber: TBC DM on medical leave.

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
Cleaner – Hammond FT		DM Hammond to submit a VAF Form
Higher Duties		

REGIONAL MANAGER
MONTHLY REPORT – March 2025

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 1st of the new Month.	☒	1. Boigu – 28.03.25 4. Mabuiag – 01.04.25 5. Badu– 31.03.25 6. Kubin – 01.04.25 7. St Pauls – 01.04.25 8.Hammond – 31.03.25 9. Iama – 31.03.25 10. Warraber – 31.03.25
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*** – Boigu pending 2. **24/25 Host Online Training** – 3. **24/25 Agent Specified Personnel Online Training completed** – 4. **Contracted hours amendment –** no change 5. **Site hours amendment –** no change 6. **Access Point Site – Stephen (Ugar)**	☐ ☒ ☐ ☒	1.Boigu -Nil Record 4.Mabiuag – 01.04.25 5. N/A – BIF is site agent on Badu 6. Kubin – 01.04.25 7. St Pauls – 01.04.25 8.Hammond N/A 9. Iama – Incorrect Date Supplied 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 – March 2025

7. **Agent Site –** Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan 8. **Service Australia EOI** – Mer		
Torres Strait Treaty Boigu – working closely with ABF on a daily basis – DM to commence monitoring and providing additional approved treaty information for reporting purposes		Internal Treaty Procedure yet to be finalised due to complexity of practice in divisions – work closely with DFAT staff – RM Moka to take lead

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – *CDMP is current and accurate* 1. Contact List Update 2.	☒	All Cluster CDMP is current and accurate.
CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season	☐	No report
CDMP Meeting with Eunice		Weather Warnings issued to DMs and DEOs for awareness and distribution
SAT Phone – *tested and in working order* *Badu – Sat Phone Battery Inactive – awaiting replacement battery. LCDC to organise and dispatch from St Pauls > Badu.- task incomplete in March*	☒	Cluster SAT Phones tested and working. – Issue for Division 5 incomplete. SAT Phone & HF Radio testing on going. Refer LCDC Engineering Report

REGIONAL MANAGER
MONTHLY REPORT – March 2025

HF Radio – *tested and in working order* *Late reporting from Cluster Team – Email reminder circulated to team.*	☒	Divi 1 Div 4 Div 5 - Div 6 – Waiting Replacement Handset Div 7 – Div 8 Div 9 – Nil Report Div 10
Situation Report (if any) – *provided to Disaster Coordinator* ***No SITREP received from DMs for any Incidents for this month.***	☒	No SITREP for March received

FINANCE

Daily Stock Reconciliation – *updated to end of month; signed and filed. (discrepancy to be noted below in comments)* .	☐	Streamline Daily Receipting/Stock Reconciliation Procedure – Improvement and Progress with updates however Refer March Report attached
EFTPOS Operation – *tested and in working order*	☒	All POS machines are operational and can provide MOTO service if required.
Accommodation Reconciliation – *updated to end of month; signed and filed. (discrepancy to be noted below in comments)*	☒	Outstanding and Backlog Action Items ongoing for some divisions. RMs and Bana to work closely with BSA and Div Admin Team to improve rec – Refer March Report attached.

REGIONAL MANAGER
MONTHLY REPORT – March 2025

Purchase Orders – *IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced* *Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team*	☒	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 – *all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register*	☒	ECM Records Upload require follow-up by DMs – Not consistent in some divisions. • Doc File with EFT Summary attached with two digital signatures to be uploaded.
Gas Register – *updated to end of month accurately and reconciles with Stock Rec*	☒	Manual record by divisions. To be implemented across all divisions Fleet Team to progress Register with RMs/HOC – Work with Fleet to progess in Jan/Feb 2025 – to be completed by end of March – Remains Incomplete
Fuel Operation/Reporting – Recommendation: Fuel Information to be shared with all 3 RMs collectively going forward	☒	**Badu** –Fuel Dip Reading Updated and accurate **Kubin –** Major Variance detected – No Record Keeping with Fuel Dips provided by Engineering Team **St Pauls** – Insufficient Fuel Stock ongoing – Cr Levi to table at OM meet – support for 24hr access to alleviate extra duties from EOs. – Update required from Councillor if supported.

REGIONAL MANAGER
MONTHLY REPORT – March 2025

Divisional Engagement Fund Acquittal – *acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation*	☒	DMs to better plan events and submit application in a timely manner – reiterated at Cluster Catch up
Accommodation Register – *All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.*	☒	Ongoing monitoring by Bana/RMs to review 10.03.25 – Refer March Report attached.
Helicopter Subsidy – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Ugar Div 13 calendar.	☒	N/A
Helicopter Subsidy – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Dauan Div 02 calendar.	☒	N/A
Helicopter Subsidy Acquittal – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	☒	N/A

HUMAN RESOURCE:

Timesheets – *Accurate recording of work times on timesheets; and timely submission to Payroll.*	☒	Staff awareness of leave types and submission timeframe needs to be improved, still requires follow ups > not prioritised each week unless a reminder is sent. Recommendation that late timesheet be processed in the next payrun or special payrun .Staff file note recorded accordingly ***Recommend council certified agreement 2021 document used to raise awareness/ educate staff.***
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 – Not

REGIONAL MANAGER
MONTHLY REPORT – March 2025

		managed properly – March had staff shortage where offices were closed for lunch breaks, DMs to take into consideration business continuity of services
HR Forms (Higher Duties; LAFs; VAFs) – *completed and sent to Regional Manager*	☒	Boigu – DM Position VAF approved and advertised accordingly. Interview carried out late March.
Investigation / Complaints – *Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.*	☒	St Pauls – Div Admin Staff Warraber – Misconduct – Div Admin Staff – Olive yet to address and provide a report – not actioned
Tribal Habits – *Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.*	☒	eLearning – Outstanding Tribal habits to be completed by the end of Feb in Div 5, 9 and 10
MANGO – Online training/ report submission	☒	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.*	☐	No issues

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – *all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU*	☒	Interim Arrangement – R&M budget managed by BSU addressing priority works. Other WR will be addressed in new FY.
Hazard Reports – *submitted and filed. Necessary follow up undertaken.*	☒	Boigu – Motel Break n Enter – WR raised to install 8 deadlocks to motel room door and main entry door.

		Security Latch x 6 to be installed in rooms.

MEETINGS

Community Meeting Dates:

Div 1 Boigu – Nil
Div 4 - Nil
Div 5 Badu – Nil
Div 6 Kubin – Nil
Div 7 St Pauls – Nil
Div 9 Iama – 1
Div 10 Warraber – Nil

COMMUNITY PROJECT

Division	Project	Update - Require Additional Funding Support – Liaise with Assets
Div 4 Mabiuag	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 Funding Secured
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 – March 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. Not actioned
	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 Wayne Green (BSU) 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	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
	Airport Toilets	Public Amenities Works is outstanding – 12+ months

REGIONAL MANAGER
MONTHLY REPORT – March 2025

2025 COUNCIL GENERAL MEETING DATES:

Dates of OM Meeting Dates as per Notification

The Summary below for the month of March 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 Cleaniless identified and not maintained this month. Accommodation and Community Hall*

Challenges and Opportunities

- *Team Building to ensure DSR Fuel Dip Readings by EOst is captured on a daily basis – not actively collecting data as reflected in the DSR.*
- *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*

REGIONAL MANAGER
MONTHLY REPORT – March 2025

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.

SUMMARY – DIVISION 4 MABIUAG

Reporting Performance

- DM complying with timely submissions of DM reporting this month. Timesheets submitted in a timely manner and Leave.
- Request to work in transit not permitted over a period of a week
- DM has outstanding Accommodation discrepancies to address with the team
- Outstanding Key Registers and Community Meeting Dates not uploaded in H Drive

Team Performance

- *Accommodation IRFs backlogs incomplete. MSAOs to work through and have complete supported by DM*
- *Identified MSAO DHS Training incomplete x 1 – MSAO seconded to BSU*

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

REGIONAL MANAGER
MONTHLY REPORT – March 2025

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*

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 – no further update in March*
- *Fuel Pod Registers cleared of discrepancies/completed – DM to sign off on March DSR.*
- *R&M Removal of Old Chiller/ re: New Community Hall Chiller Order is in place*

REGIONAL MANAGER
MONTHLY REPORT – March 2025

SUMMARY – DIVISION 6 KUBIN

Reporting Performance

- DM is on extended leave until 30 April 2025 – Interim Arrangement - DM St Pauls to oversee operations
- 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 17.02.2025 to division. 890ltr unaccounted internal fuel usage. Investigation is in process.
- Diesel 890ltr Variance of unaccounted fuel detected due to lack of record keeping. – DM & DEO to investigate and resolve – Fleet Management adviced

Team Performance

- *Staff Attendance/Leave Issue – DM to flag staff absences on Mondays*
- *Team Bonding required to improve Staff relationship to have more effective outcomes with overall operations*
- *Tribal Habits – No outstanding modules – follow up with Loiuse*
- *Ongoing Monitor/Inspection required for Aka Lizzie Nawia Motel – consistency with high standard of cleaning and maintenance – Improvement required with Engineering Team to work with DM to schedule yard maintenance around perimeter of building*

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 and Rec Leave taken by staff to be monitored resulted in staff shortage – Improvement required with Staff and DM to follow Leave Policy.

Action Plan and Recommendation

- Follow up with Accommodation Back Orders, New Orders – missing shipment follow up ongoing to locate.
- Raise WR for various R&Ms including new TV and Brackets for Motel – await Contractor to attend to job
- Follow up with Assets to get an update on Airport Toilet – follow up required – Alternate Use directed to RTC Facility should travellers require BRB.

REGIONAL MANAGER
MONTHLY REPORT – March 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*
- *Staff not including DM in some decision making – DM has been advised to take engage and take leadership.*
- *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 – March 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*
- *VAF – Hammond Cleaner submitted due to Staff resignation*
- *ToolBox Meet – yet to implement (at DM discretion)*
- *Events planned, DEF submitted, Meetings scheduled and completed*
- *Hammond Office is one of the high performing team in the division*

Challenges and Opportunities

- *Fleet and Fuel Management Training for team to be schedule in April.*
- *Management training in progress for DM*
- *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*

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
- Email Logins implemented to ensure staff are on time as per contractual hours and due to delay in Office opening hours complaints received from community.

Team Performance

- *Staff with Bana support required – DSR up to date and Accommodation require staff attention.*
- *Staff Leave and Work Attendance, Punctuality to be monitored so that it does not impede operations.*
- *DM to frequent monitoring facility checks – Staff Support for Cleaners –*
- *DM to create awareness of Kids in the workplace, work with HR and staff to educate on this matter on how we can best support our colleagues.*

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 – Lounge Suites for Kokadal and Sundown required
- 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 – awaiting an update
- Mid-Year Review to be conducted on all Div Admin Staff

REGIONAL MANAGER
MONTHLY REPORT – March 2025

SUMMARY – DIVISION 10 WARRABER

Reporting Performance

- Team is tracking well.
- DM Reports
- LFS Monthly Report
- DHS Customer Traffic Data -

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 – March 2025

SUMMARY - Regional Action Items

- March focus is to measure effectiveness and ongoing general governance health check with staff, operations with customer service, reporting, and overall team performance.
- Scheduled Divisional Visit to support DM and Divisional Staff – April Travel to 3 Divisions – Boigu, Badu & Warraber
- *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 – incomplete due to other commitments**
- Recruitment – DM Boigu Interview scheduled for 21st March to be finalised by 24th March 2025
- Recruitment – Cleaner FT Boigu finalised and appointed start date.
- Cluster Divisions has demonstrated streamline populating all fields in the DSR – DMs are required to check daily fuel management – fuel dips are being conducted
- 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. Australia Post Account Numbers uploaded into H Drive for DM access - mailing purposes
- Tribal Habit Training ongoing – MSAOs and Cleaners enrolled in Tribal Habits topics. DM ongoing with Wellbeing Focus topics.
- Key Registers for Cluster – 7 out of 15 completed exercise – Incomplete for Boigu,Dauan,Mabiuag,Kubin,Iama,Warraber,Poruma
- 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 4th April 2025 - completed

REGIONAL MANAGER
MONTHLY REPORT – March 2025

- 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 - completed
- Briefing Note – Afterpay Service for TSIRC submitted to EDCS – extended to 14th April 2025
- Debtors Meeting – Streamline IRF (Invoice Request Forms) process to ensure effective collection of accommodation revenue..Work with Financial > IRF Guide created for ED review and approval before distribution
- Implement Email Sign In for all Divisional Admin Staff effective 24th March to address work attendance, punctuality to start on time and where community members have advised Divisional Offices were not opening on time in some divisions.

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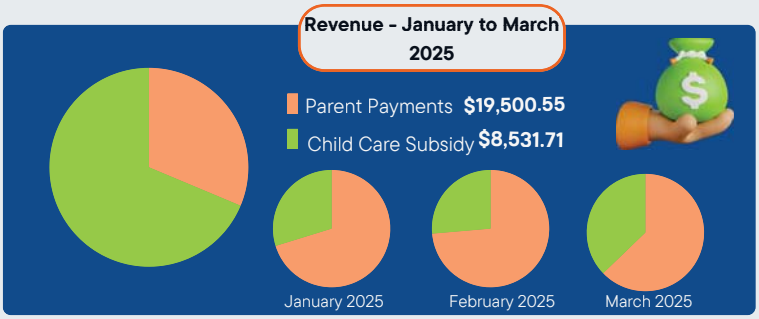
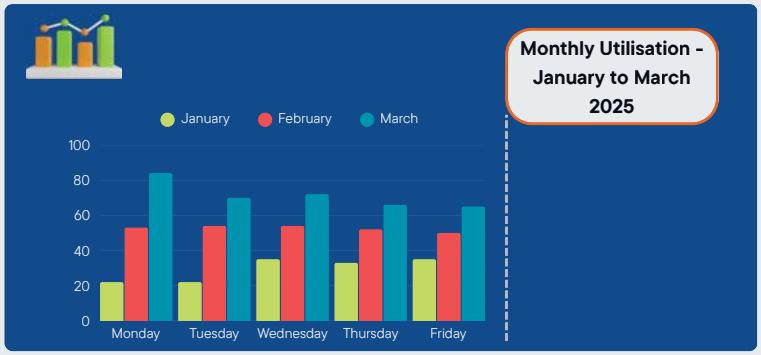
Child Care Information Report - March 2025

Aragun Child Care Centre

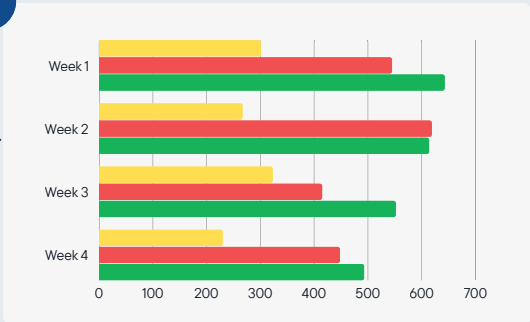
This report provides a statistical overview of Aragun Child Care Centre's operations for January to March 2025.



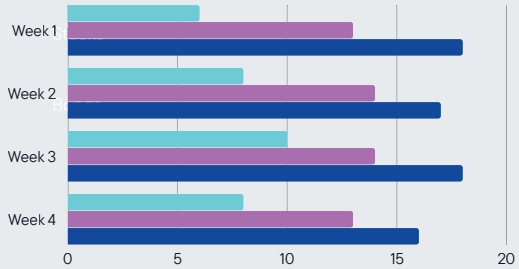


Care Hours provided

Number of care hours provided at Aragun Child Care Centre from January to March 2025.



Number of Families utilising Aragun Child Care Centre



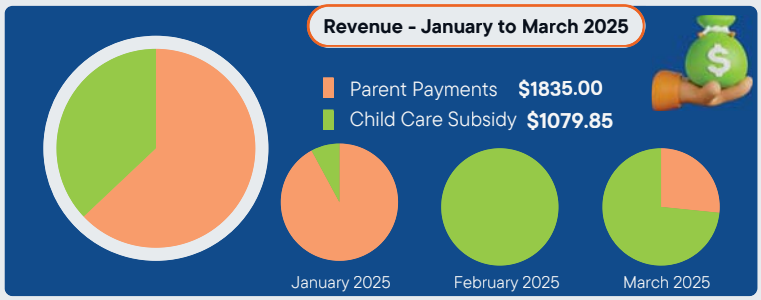
Number of families that accessed Child Care services through Aragun Child Care Centre from January to March 2025.

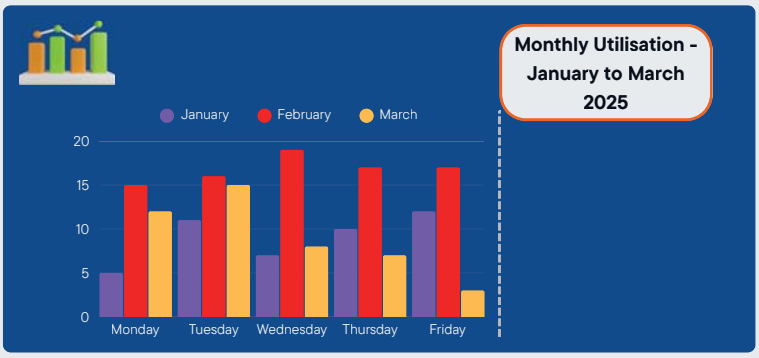
January 2025
February 2025
March 2025

Child Care Information Report - March 2025

Hammond Island After School Care

This report provides a statistical overview of Hammond After School Care's operations for January to March 2025.

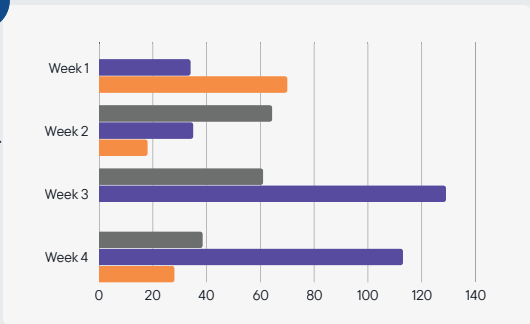




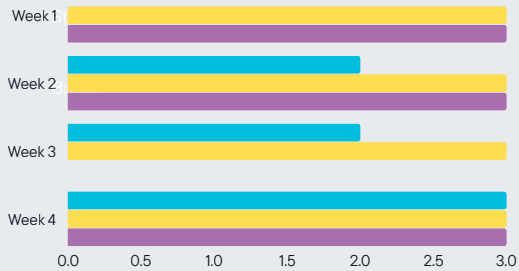
Care Hours provided

Number of care hours provided at Hammond After School Care from January to March 2025.

- January 2025
- February 2025
- March 2025



Number of Families utilising Hammond After School Care



Number of families that accessed Child Care services through Hammond After School Care from January to March 2025.

- January 2025
- February 2025
- March 2025

Torres Strait Island
REGIONAL COUNCIL

Month	February 2025
Date submitted	07th 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.	• 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.	• 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.	• 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.	•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.	• 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.	• 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.	• 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.	• 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.	Ongoing, (biosecurity plans) Biosecurity working Group Expert Reference Panel Aboriginal and Torres Strait Islander Environmental Health TSRA and PBC, TO collaboration Active response to dengue and Malaria Outbreaks Qld health & TSIRC collaboration with Healthy Housing
Outcome 10: We advocate and foster regional prosperity through enterprise development.		
10.3 Develop a visitor management strategy.	• 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	• 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.	•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	•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	Cert 3 indigenous Env health scheduled for May
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
Amdrew 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
	Environmental Health Worker -Kubin		

			In progress

Training and Development

Training	Location	Particiapants	Dates	Comments
Certificate IV Animal Control and Regulations	Online	Cassandra Saylor, ~~Adria Fauid~~, 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 –e Dawson Mau on leave until 25.03.2025 and Tanaio Anau until 12.04.2025. 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 – MARCH 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)** • **Animal owners not complyuing with verbal warnings and warning letters. Giving out fines**
	(POSITIVE NEWS) • **NIL**
BESI	**(ISSUES & CONCERNS)** • **NIL**
	(POSITIVE NEWS) • **NIL**
UGAR	**(ISSUES & CONCERNS)** • **NIL**
	(POSITIVE NEWS) • **NIL**
ERUB	**(ISSUES & CONCERNS)** • **EHW Vehicle recently have been serviced in January and already having complication** • **More awareness on bleach bath for sores.**
	(POSITIVE NEWS) • **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 – MARCH 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-ISALND 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 RESERVIOR – 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)** • **Entrance post in disrepair and gates needs to fixed around the water plant**
	(POSITIVE NEWS) • **Promoting awareness and hygienic medoths at Primary school**
SAIBAI	**(ISSUES & CONCERNS)** • **Sitting water potential health hazard, these issues as been reported numerous times but on progress. Engineering are aware of the issues**
	(POSITIVE NEWS) • **NIL**
BOIGU	**(ISSUES & CONCERNS)** • **NIL**
	(POSITIVE NEWS) • **NIL**
DAUAN	**(ISSUES & CONCERNS)** • **NIL**
	(POSITIVE NEWS) • **NIL**

ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – MARCH 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-ISALND 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 RESERVIOR – 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 – MARCH 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)** • **EHW Recruiting in Process**
	(POSITIVE NEWS) • **EHW Recruiting in Process**
KIRIRI	**(ISSUES & CONCERNS)** • **Feral Pigs wandering in the community during the night**
	(POSITIVE NEWS) • **TSRA lending their Pig trap to trap feral pigs.**
MER	**(ISSUES & CONCERNS)** • **Burning of the landfill** • **Unregister dog's owner's refuse to register** • **Owners bringing dog into Ibis (Shop)**
	(POSITIVE NEWS) • **Nodoro Kaigey complete PMT Training** • **No Reports of domestic dog attacking nesting turtle during the nesting season**
WUG	**(ISSUES & CONCERNS)** • **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) • **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					

ORDINARY MEETING
23 APRIL 2025

Agenda Item
19.3

Corporate Services Directorate
AUTHOR: Acting Manager Administration and Communication

CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF MARCH 2025

OFFICER RECOMMENDATION:

Council notes the Corporate Services Information Report for the month of March 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 March 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

TSIRC has expand its communications channels by launching a new Instagram account (@tsirc.council) in early March, strengthening Council's digital engagement. The reach climbed to over 2,300 users, with an 8.5% engagement rate and 171 likes.

In March, the TSIRC website recorded a total of 7,739 users and 31,692 page views, with visitors spending an average of 4 minutes and 45 seconds on the site. The most visited pages were the Saibai page (4,181 visitors), followed closely by the home page (4,059 visitors). Other popular sections included waste management (1,520 visitors) and the documents page (1,257 visitors).

Corporate Planning is working with Council's management to develop the Operational Plan 2025-2026. The 2025-2030 Corporate Plan concept was sent to Councillors for feedback. Both documents (draft) will be presented to Council at the May workshop for consideration.

Two nominations were submitted for the Local Government National Awards (Infrastructure category – Saibai road project and Indigenous Recognition Category – how TSIRC celebrates/highlights Torres Strait Islander culture). One nomination is being drafted for the LGMA awards for the collaboration category (partnership between City of Gold Coast and TSIRC regarding the donation of 12 garbage compactor trucks).

Communications are focused on producing good news stories and information articles and amplifying the content across multiple communication touchpoints. Two media releases were issued last month, Highlights from the March council meeting and insights from the 2025 Federal Budget. Facebook reach was 50,000 users — up nearly 70%! Engagement rate of 16.6% and more than 690 reactions to the posts. LinkedIn had a 12.3% page engagement rate and continued follower growth. An overview of media activity can be found in *Attachments 1 and 2*.

Economic Development

The Economic Development Lead and Emver Partners worked closely together in March to complete the Project Plan for the Phase 1 Economic Development Community Engagement project that detailed the development and implementation of the project. During this period, a Project Steering Group (PSG) has been formed. The PSG ensures the project aligns with TSIRC priorities and values, meets stakeholder expectations, and remains culturally and operationally appropriate for Torres Strait communities.

A community survey was also drafted and reviewed by the PSG. The survey will provide insights to provide benchmarkable feedback. The social media campaign has rolled out to inform the community via respective island Facebook groups about the project, survey, and forthcoming meetings. Furthermore, approximately 30 stakeholders, including the Mayor and CEO have been interviewed to drive a better understanding of the key economic development issues and themes.

During March, meetings with TAFE Queensland, Department of Trade, Employment and Training, Torres Strait Regional Authority and Meriba Ged Ngalpun Mab were facilitated to identify funding pathways for a Marine Mechanics course as part of the Army Ailan Community Assistance Program. Discussions are on-going with funding pathways yet to be determined.

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:

- Finalisation of draft Business Continuity Plan (BCP) for internal consultation.
- Management Risk Awareness Brief being delivered Tuesday, 15th April 2025. This session will be delivered with the Regional Risk Adviser JLT to enhance risk awareness among management personnel, fostering a culture of informed decision-making.
-

Complaints

There were 18 outstanding complaints open at the beginning of March. During the month two (2) new complaints were received and six (6) complaints were closed. One (1) action item remains open.

Complaint assigned	Beginning of March	New	Closed	End of March
Building Services		1	1	0
Community Services	9	1	4	6
Corporate Services	1			1
Engineering Services	8		1	7
Total	**18**	**2**	**6**	**14**

Table 1 – Complaints by directorate

Complaint type	Beginning of March	New	Closed	End of March
Staff	13	1	4	10
Local Laws (dogs)	1			1
Housing	3			3
Other	1	1	2	0
Total	**18**	**2**	**6**	**14**

Table 2 – Complaints by type

Insurance

The LG Mutual insurance questionnaire was completed and submitted by due date for renewal discount. Council has given 3-month notice of Council's intention to withdraw from the Mutual membership to allow the opportunity to consider other provider options. A workshop with LG Mutual is scheduled for 16 April 2025 to discuss alternative insurance options.

A confidential report is submitted to Council to adopt a Tender Consideration Plan for procuring insurance cover for FY2025/26 and appoint an external insurance assessor.

Native Title

Trustee Policy community consultations are nearing completion with meetings scheduled for Iama 30 April and Boigu 1 May. Second round at Erub to be undertaken in May. That will conclude the consultation. All decision-making schedules have been published on Council's website (Boigu, Iama and Erub will be published once consultation is done) for further community input. An overview and update will be provided at the May workshop.

The Mabuiag Social Housing ILUA for Lot 89 and 64 is registered. Native Title consent is now achieved for the construction of a 3-bed home on lot 89 and a 2-bed home on lot 64.

The Iama DOGIT Court hearing is finalised. The Court ruled mostly in Council's favour and decided that if a lot was not part of the "land" (i.e. the DOGIT) and the lot does not have Native Title determination on all or part of it, then it cannot be held for the Native Title holders (meaning it must be held for Torres Strait Islanders connected to the land (traditional and historical people). The Judge also concluded that the conduct of the Director General of the Department of Resources is open to review, which means his intention to recommend to the Minister to transfer the land for the Native Title holders is subject to reconsideration. The Director General is required to reconsider his decision but is not prevented from making a new decision. Council has written to the Minister requesting a meeting before any new decision is made. The State offered to pay Council's costs in conjunction with Magani PBC, however, the PBC is not in agreement. The State may have to pay 100%.

Information Technology Services

IT Sercurity

The first stage of the move to Microsoft Authenticator has been completed. Stage two will be completed by the end of April 2025. This will be the introduction of the Microsoft Authenticator app in place of the SMS option currently in use to increase system security.

IT Services continue to monitor network activity in relation to cyber-security whilst also continuing to implement further security measures where possible, particularly with the integration of all devices into Microsoft InTune.

Teams Calling

Council administration is moving towards replacing the old Telstra Internet Protocol Telephony (TIPT) phone system with Microsoft Teams Calling. Along with the advances in connectivity speed and familiarization of capabilities within the Microsoft Teams environment, Council can enhance communication, streamline workflows, and create a more agile and efficient work environment.

SharePoint Review

IT Services recently engaged a SharePoint consultant to review SharePoint, Teams and Intranet environments. Going forward, training will ensure a more efficient and collaborative use. The feedback from the consultant was that the current set could be enhanced to the benefit of all users. Further investigations will result in a detailed project plan.

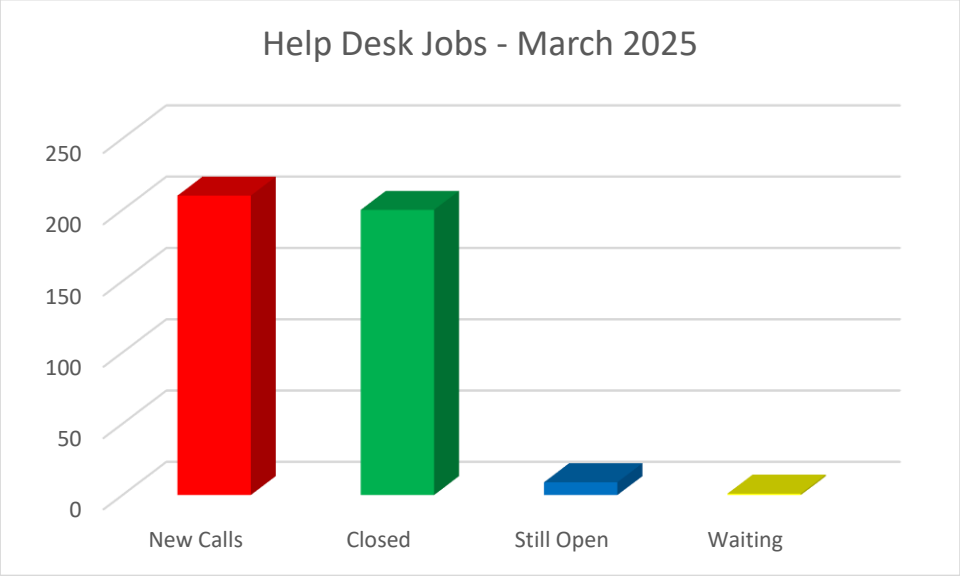
Community WiFi

Council 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. This will be a seven-year commitment managed by Telstra if successful. All applications must be submitted by 22 May 2025.

Helpdesk

In March 2025, 211 new IT Help desk tickets were created. Of these, 200 were closed, 1 is in a 'Waiting' state and 9 remain open.

Note: Whilst many requests for assistance are lodged via email to the help desk, there are many jobs that are attended to by telephone and therefore sometimes not logged into the ticketing system so the total number of requests and closures can be higher than the reported numbers provided.



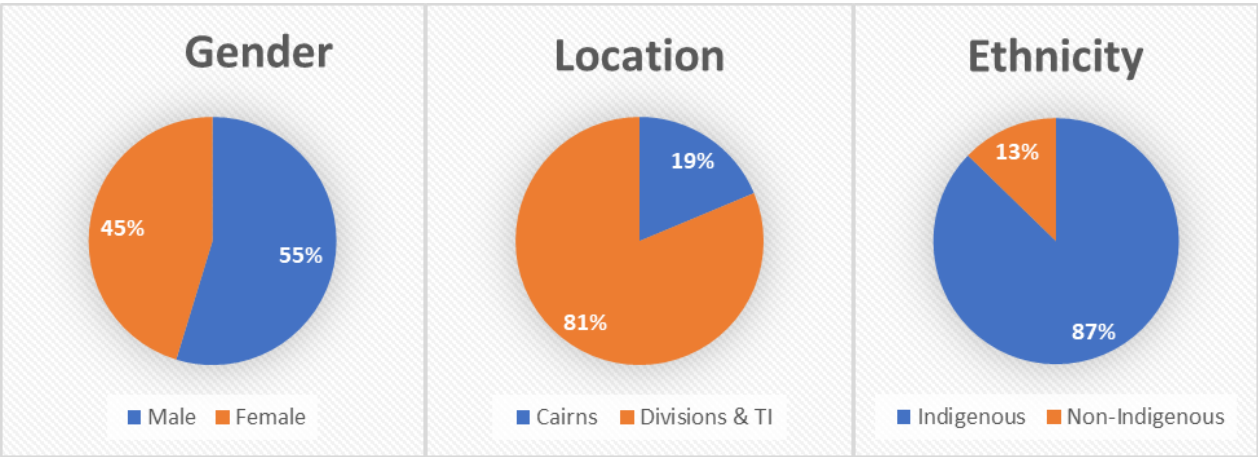
Fuel and Fleet

Fuel and fleet operations have remained consistent over the past month. The final compactor from Gold Coast City was delivered to Cairns and will undergo the process to be operational.

Project information can be found in *Attachments 3 to 6*.

People and Wellbeing

As of 31 March 2025, Council has a total of 369 staff members, with 322 of them being Indigenous, representing 87% of the workforce. The graphs below provide additional insights into key employee statistics within the Council.



Graphs 2-4 – TSIRC Employee Statistics – March 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 7*.

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.

Prepared by:

Robert Blake
Acting Manager Administration and Communication

Recommended:

S. Andres
Susanne Andres
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Attachment 1: Social Media Report
Attachment 2: Media Report
Attachment 3: Fuel Infrastructure Capital Project Review
Attachment 4: Fuel Pod Status
Attachment 5: Green Fleet Delivery Status
Attachment 6: Garbage Truck Status
Attachment 7: Recruitment and Safety Report

Facebook: March 1 – 31 (compared previous month)

Top posts > Likes and reactions

Torres Strait Island Regio...
Mar 25, 23:30

✨ **Thank You, Olandi!** ✨ Last week, we came together not just to honour a colleague but to celebrate an incredible legacy. After more than **40 years** of dedication, hard work, and unwavering commitment, **Mr. Olandi Pearson Snr.** embarked on a well-earned retirement in late 2023. Olandi's contributions have shaped our

8,248 reach

Torres Strait Island Regio...
Mar 25, 04:19

🌟 **Join Our Team** 🌟 We are seeking a dedicated and highly motivated professional to join our team in a key leadership role. If you are looking for an opportunity to contribute to meaningful projects and drive positive change, we encourage you to apply. **Manager Administration and Communication** 📍 Full-time,

6,201 reach

Torres Strait Island Regio...
Mar 17, 23:45

🌟 **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, this is your chance to shine. 📍 **FUEL AND FLEET OFFICER** Full Time, Permanent. Based at Torres Strait

5,459 reach

Posts

31
posts

📈 **93.8%** from **16**

Post engagement ...

9.53%
engagement rate

📈 **15.2%** from **8.28%**

Page followers

10,236
followers

📈 **0.7%** from **10,164**

Page reach

50,128
users

📈 **69.9%** from **29,497**

Page engagement...

16.61%
engagement rate

📈 **44.5%** from **11.5%**

Post likes and rea...

694
reactions

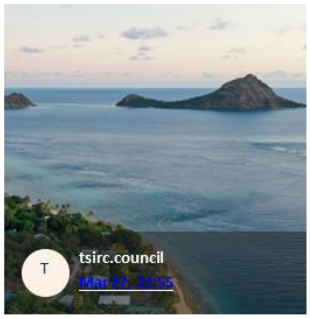
📈 **115%** from **323**

Posts table > Date

DATE	MESSAGE	REACTIONS	COMMENTS	SHARES
Torres Strait Island Regio... Mar 31, 01:28	🗳 **Enrol and Vote! Your Voice Matters in the Torres Strait!** A friendly reminder to all yumpla community to enrol and vote in the Federal Election. 📅 **Important Dates:** ✅ Enrol or update your details by **Monday 7 April 2025** ✅ Election Day: **Saturday 3 May 2025** Make...	1	0	2
Torres Strait Island Regio... Mar 31, 00:15	📢 **Job Opportunity with AEC – Register Now!** The Federal Election is coming, and **100,000 temporary jobs** are up for grabs! We encourage yumpla community to be part of this important event by joining the **Australian Electoral Commission (AEC) team**. By working...	2	0	5
Torres Strait Island Regio... Mar 30, 22:40	💧 **Washing your car, boat, or floors? Put down the hose and grab a bucket instead!** 🪣 Using a hose can waste **hundreds of litres in minutes**, while a bucket lets you control how much water you use. A little effort today = more water for tomorrow! #EveryDropCount...	1	0	0
Torres Strait Island Regio... Mar 29, 02:15	🎉 **Torres Strait Island Regional Council Congratulates Cape York Peninsula Lodge!** 🎉 We are thrilled to announce that Cape York Peninsula Lodge has been celebrated at the Qantas Australian Tourism Awards held in Adelaide this week! 🌟 Nestled in the stunning region of...	42	1	4
Torres Strait Island Regio... Mar 27, 23:15	🐾 **Vet Visit Reminder!** The vet will be visiting our communities from **31 March to 11 April** and here are a couple of important reminders: 🔗 Keep dogs on a lead and cats in a cage or a box during the appointment. 🚫 Do not feed your pets after 8pm the night before the appointment (wat...	4	0	2
Torres Strait Island Regio... Mar 27, 02:00	🌊 **Prepare for king tides** 🌊 King tides will be experienced for the following Torres Strait communities: 📍 **Warraber – Friday, 28 March: 3.63m at 10:46am** 📍 **Masig – Friday, 28 March: 4.07m at 9:44am** 📍 **Poruma – Friday, 28 March: 4.25m at 10:08am REMINDER: In the event of a kin...**	0	0	6
Torres Strait Island Regio... Mar 25, 23:30	✨ **Thank You, Olandi!** ✨ Last week, we came together not just to honour a colleague but to celebrate an incredible legacy. After more than **40 years** of dedication, hard work, and unwavering commitment, **Mr. Olandi Pearson Snr.** embarked on a well-earned retirement in late 2023....	200	6	20
Torres Strait Island Regio... Mar 25, 04:53	🌿 **Gather + Grow: Community Centric Health Action Plan** 🌿 We're excited to announce that the Gather + Grow program, funded by Health and Wellbeing Queensland, is coming to your community! **From 31 March to the 11 April**, we'll be working with you to develop tailored...	5	0	2
Torres Strait Island Regio...	🌟 **Join Our Team** 🌟 We are seeking a dedicated and highly motivated professional to join our team in a key leadership role. If you are looking for an opportunity to contribute to meaningful	32	2	9

Instagram: March 17 – 31

Top posts > Likes

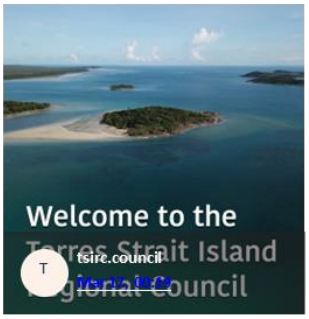


Did you know these cool facts about the Torres Strait Islands? ✨🏝️ -Made up of over 270 islands, only 17 are inhabited. -Most islands have two names: the traditional one and the English name. -Spread across 5 island groups, TSIRC manages 16 communities on 15 islands. -Kala Lagaw Ya, Merriam, and Torres Strait Creole are the main languages

628 reach

We've asked our staff and this is what they've shared!

603 reach



Welcome to the official page of the Torres Strait Island Regional Council! Nestled between the northern tip of Australia and Papua New Guinea, our islands are a place where rich culture, stunning landscapes, and vibrant traditions meet. We're here to share the culture, beauty and vibrant traditions of the Torres Strait Islands. From stunning

328 reach

Posts

28
posts

% from 0

Post engagement ...

8.52%
engagement rate

% from 0%

Followers

93
followers

% from 0

Profile reach

2,381
users

% from 0

Page engagement...

5.88%
engagement rate

% from 0%

Post likes

171
likes

% from 0

Posts table > Date

DATE	MESSAGE	LIKES	COMMENTS	REACH
tsirc.council Mar 31, 05:11	(No description)	0	0	30
tsirc.council Mar 31, 01:39	(No description)	0	0	30
tsirc.council Mar 31, 01:28	🚢 Enrol and Vote! Your Voice Matters in the Torres Strait! A friendly reminder to all yumpla community to enrol and vote in the Federal Election. 📅 Important Dates: ✅ Enrol or update your details by Monday 7 April 2025 ✅ Election Day: Saturday 3 May 2025 Make sure your voice is heard!...	3	0	59
tsirc.council Mar 31, 00:15	📢 Job Opportunity with AEC – Register Now! The Federal Election is coming, and 100,000 temporary jobs are up for grabs! We encourage yumpla community to be part of this important event by joining the Australian Electoral Commission (AEC) team. By working with AEC, you can: ✅ Earn income on a ...	0	0	0
tsirc.council Mar 29, 06:48	(No description)	0	0	24
tsirc.council Mar 29, 06:46	(No description)	0	0	26
tsirc.council Mar 28, 04:03	(No description)	0	0	25
tsirc.council Mar 27, 22:55	Did you know these cool facts about the Torres Strait Islands? ✨🏝️ -Made up of over 270 islands, only 17 are inhabited. -Most islands have two names: the traditional one and the English name. -Spread across 5 island groups, TSIRC manages 16 communities on 15 islands. -Kala Lagaw Ya, Merriam, and ...	66	0	628
tsirc.council	(No description)	0	0	18

LinkedIn: March 1 – 31 (compared previous month)

Top posts

⭐ **Join Our Team** ⭐ We are seeking a dedicated and highly motivated professional to join our team in a key leadership role. If you are looking for an opportunity to contribute to meaningful projects and drive positive change, we encourage you to apply.

Manager Administration and Communication 📍 Full-time, Permanent | Based in the Torres Strait Region 📅 Application

1,088 impressions

🏆 **From Classroom to Community: See How Our Environmental Health Workers (EHWs) Are Transforming Animal Management!** 🐱 Back in 2023, a dedicated group of TSIRC Environmental Health Workers (EHWs) began their Certificate IV in Animal Management journey. Now, they're putting their skills into action, making a real impact in our

778 impressions

📢 Job Opportunity with AEC – Register Now! The Federal Election is coming, and 100,000 temporary jobs are up for grabs! We encourage yumpla community to be part of this important event by joining the Australian Electoral Commission (AEC) team. By working with AEC, you can: ✅ Earn income on a casual basis – up to 7 weeks of work ✅ Receive paid training ✅ Gain new and transferable

569 impressions

Posts

7
posts

40% from 5

Post engagement ...

9.32%
engagement rate

52.3% from 19.52%

Followers

2,379
followers

1.6% from 2,342

Page reach

2,503
connections

14.3% from 2,922

Page engagement...

12.32%
engagement rate

28.5% from 17.22%

Post reactions

97
reactions

68.1% from 304

Posts table > Date

DATE	MESSAGE	REAC...	COM...	SHA...	CLICKS	IMPR...	ENG...
Torres Strait Island Regio... Mar 31, 01:28	🗳 **Enrol and Vote! Your Voice Matters in the Torres Strait!** A friendly reminder to all yumpla community to enrol and vote in the Federal Election. 📅 Important Dates: ✅ Enrol or update...	2	0	1	1	174	2.3%
Torres Strait Island Regio... Mar 31, 00:15	📢 Job Opportunity with AEC – Register Now! The Federal Election is coming, and 100,000 temporary jobs are up for grabs! We encourage yumpla community to be part of this important event by joining the...	7	0	2	21	569	5.27%
Torres Strait Island Regio... Mar 27, 22:55	⭐ **Join Our Team** ⭐ We are seeking a dedicated and highly motivated professional to join our team in a key leadership role. If you are looking for an opportunity to contribute to meaningful projects...	32	0	3	54	1,088	8.18%
Torres Strait Island Regio... Mar 13, 01:00	📣 **Have Your Say – Draft Trustee Policy Now Open for Feedback** 📝 We're currently seeking community feedback on the Draft Trustee Policy. Following recent community meetings across t...	3	0	0	2	231	2.16%
Torres Strait Island Regio... Mar 12, 04:01	📢 **TSIRC is on Instagram! Follow us and stay connected!** We're excited to announce the launch of the **Torres Strait Island Regional Council's Instagram next wee**...	8	0	0	3	193	5.7%
Torres Strait Island Regio... Mar 08, 00:05	🌸 **Happy International Women's Day!** 🌸 Today, **we celebrate the strength, resilience and contributions of the incredible women across the Torres Strait.** Fro...	9	0	0	14	267	8.61%
Torres Strait Island Regio... Mar 04, 00:00	🏆 **From Classroom to Community: See How Our Environmental Health Workers (EHWs) Are Transforming Animal Management!** 🐱 Back in 2023, a dedicated group of TSIR...	36	1	2	218	778	33.03%

Media release

Description	Date
March Council Meeting	14/03/2025
Insights from the 2025 Federal Budget	31/03/2025

Media coverage

Description	Publication	Date
Council's make the most of Cairn's meetings	Torres News	06/03/2025
TAFE celebrates hard-earned graduation	Torres News	13/03/2025
TSIMA Radio interview on TSIRC updates/matters	TSIMA Radio	21/03/2025
Council honours veterans with new memorial on Badu	Torres News	27/03/2025

Councils make the most of Cairns meetings

Last week Torres Strait and Northern Peninsula Area councils and leadership were in Cairns for the Torres Cape Indigenous Council Alliance (TCICA) and State Government's community Cabinet meetings.

Minister for Aboriginal & Torres Strait Islander Partnerships Fiona Simpson said it was a "wonderful opportunity to listen".

"Among others, I met with members of the Northern Peninsula Area Regional Council, the Torres Shire Council and the Torres Strait Regional Authority to discuss priority needs in their communities and opportunities for working together," she said.

Mayor Phillemon Mosby said it was great to see regional leadership engaging with government.

Cr Mosby and Torres Shire Council Mayor Elsie Seriat also took the opportunity to drop in on the Meriba Omasker Kaziw Kazipa offices.

"Great to drop into the Office of the Commissioner (Meriba Omasker Kaziw Kazipa) catching up with Commissioner C'Zarke Maza in the Cairns office ahead of our TCICA State Minister Deputation," Cr Mosby said.

"We acknowledge the important work of the Meriba Omasker Kaziw Kazipa working with both our Torres Strait pamle lor home and mainland.

"The successful stories from families across our region including the mainland of how our child rearing practices are now legally recognised is overwhelming but certainly enables family and community spiritual and cultural healing."

Mayors Elsie Seriat and Phillemon Mosby with Commissioner C'Zarke Maza in Cairns.

TOP RIGHT & ABOVE: Local member David Kempton and Minister Fiona Simpson with Torres Strait and Northern Peninsula Area (NPA) leadership including the TSRA, TCICA and regional mayors, councillors and CEOs. Pics supplied.

TAFE celebrates Jillib's hard-earned graduation

STORY BY FLORA WARIA & PICS BY CHRISTINE HOWES

a lead now in your field.

"For Tagai and across the Torres Strait, you could be put into a role

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 2nd 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.

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

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

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	Arrived in Cairns April 2025
14 – Erub	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division October 2024
15 – Mer	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division November 2024

Recruitment – 1 to 31 March 2025

Transition Readiness Rating (TRR) Key:

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

Successful Appointments in March: Total [11]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Engineering Officer	Division 5, Badu	Successful appointment – 03/03/2025	External
1	Casual Engineering Officer	Division 5, Badu	Successful appointment – 03/03/2025	External
1	Multi Skilled Administration Officer	Division 2, Dauan	Successful appointment – 10/03/2025	External
1	Organisational Development Officer	Cairns	Successful appointment – 10/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 14, Erub	Successful appointment – 17/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 10, Warraber	Successful appointment – 17/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 11, Poruma	Successful appointment – 17/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 12, Masig	Successful appointment – 17/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 15, Mer	Successful appointment – 24/03/2025	External
1	Healthy Lifestyle Officer – Diabetes Project	Division 4, Mabuiag	Successful appointment – 24/03/2025	External
1	Engineering Officer	Division 15, Mer	Successful appointment – 24/03/2025	External

Long term vacancies – Corporate Services	Time to fill	Comments
Executive Assistant to the CEO	Vacant since October 2024	Temp Staff
Governance, Legal & Insurance Officer	Vacant since February 2025	Position advertised in February 2025 and again in March 2025. No suitability
System Administrator	Vacant since May 2025	Advertised 3 times, no suitability
Grants Revenue Officer	Vacant since incumbent seconded January 2024	Temp Staff. Permanent recruitment for April, position moved to division
Safety & Wellbeing Coordinator	Vacant since November 2024	Agency staff in place for 2 months. Currently advertised

Safety & Wellbeing Officer	Vacant since November 2024	Advertised three times

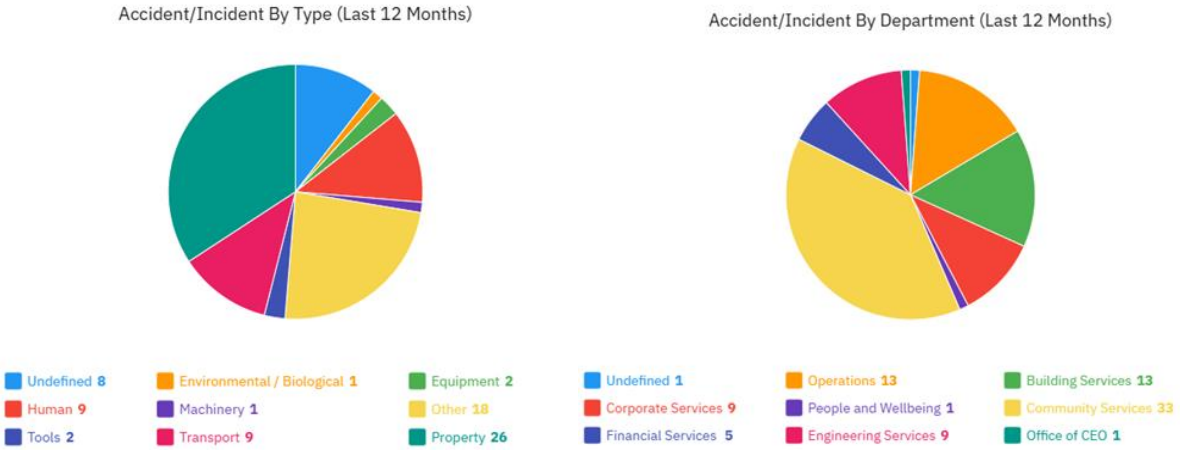
Long term vacancies – Financial Services	**Time to fill**	**Comments**
Financial Accountant	Vacant since November 2023	
Project Accountant	Vacant since July 2024	Position being changed
Administration Officer, Assets	Vacant since September 2024	Temp Staff
Team Leader, Creditors	Vacant since June 2024	Internal Staff. Position currently advertised
1 x Finance Officer	Vacant since December 2024	Temp Staff. Position currently advertised
Creditor's Officer	Vacant since December 2024	Temp Staff

Long term vacancies - Building Services	**Time to fill**	**Comments**
R & M Supervisor	Over 12 months	Temp Staff
Team Leader – BSU	Over 12 months	Temp Staff
Project Supervisor Operations	Vacant since July 2024	Temp Staff
1 x R & M Administration Officer	Vacant since May 2024	Temp Staff
1 x R & M Administration Officer	Vacant since February 2024	Temp Staff
1 x Administration Officer – BSU	Vacant since July 2024	Temp Staff

Long term vacancies – Community Services	**Time to fill**	**Comments**
Housing Officer – Hammond	Over 12 months	
Aged Care Support Worker – St Paul's	Vacant since September 2024	
Casual Aged Care Worker – Mabuiag	Vacant since September 2024	
Childcare – Cleaner/Yardsman, Badu	Vacant since February 2024	
Aged Care Support Worker – Masig	Vacant since December 2024	
Healthy Lifestyle Officer – Hammond	Vacant since September 2023	
Healthy Lifestyle Officer – Kubin	Over 12 months	
Healthy Lifestyle Officer – Saibai	Over 12 months	
Divisional Manager – Ugar	Over 12 months	

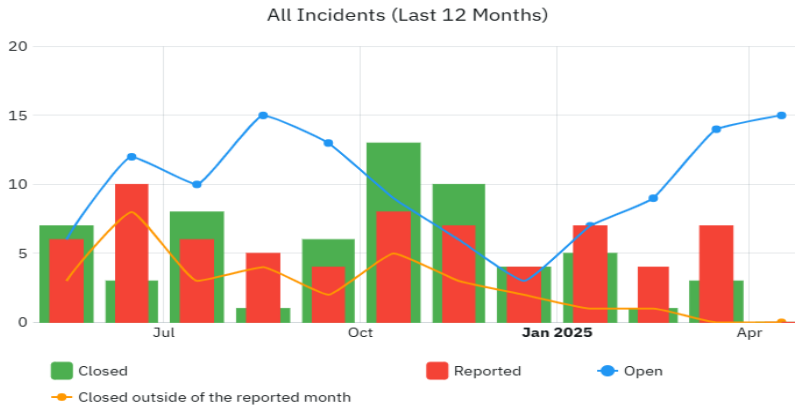
Long term vacancies – Engineering Services	Time to fill	Comments
2 x Senior Project Engineer	Vacant over 12 months	
Project Engineer – Capital Works	Vacant since February 2024	
Graduate Engineer – Water & Wastewater	12 months	
Engineering Officer – Ugar	Vacant since April 2024	Completing recruitment process
Casual Engineering Officer – Ugar	Over 12 months	

Safety and wellbeing – 1 to 31 March 2025



Incident Management

- 7 new incident reports
- 3 incident reports closed
- 14 incident reports open



Safety & Wellbeing current action items

- Review Fleet and Asset risks
- Finalisation of WHS Management Plan
- Provide training on Chem Watch Program

Workers Compensation

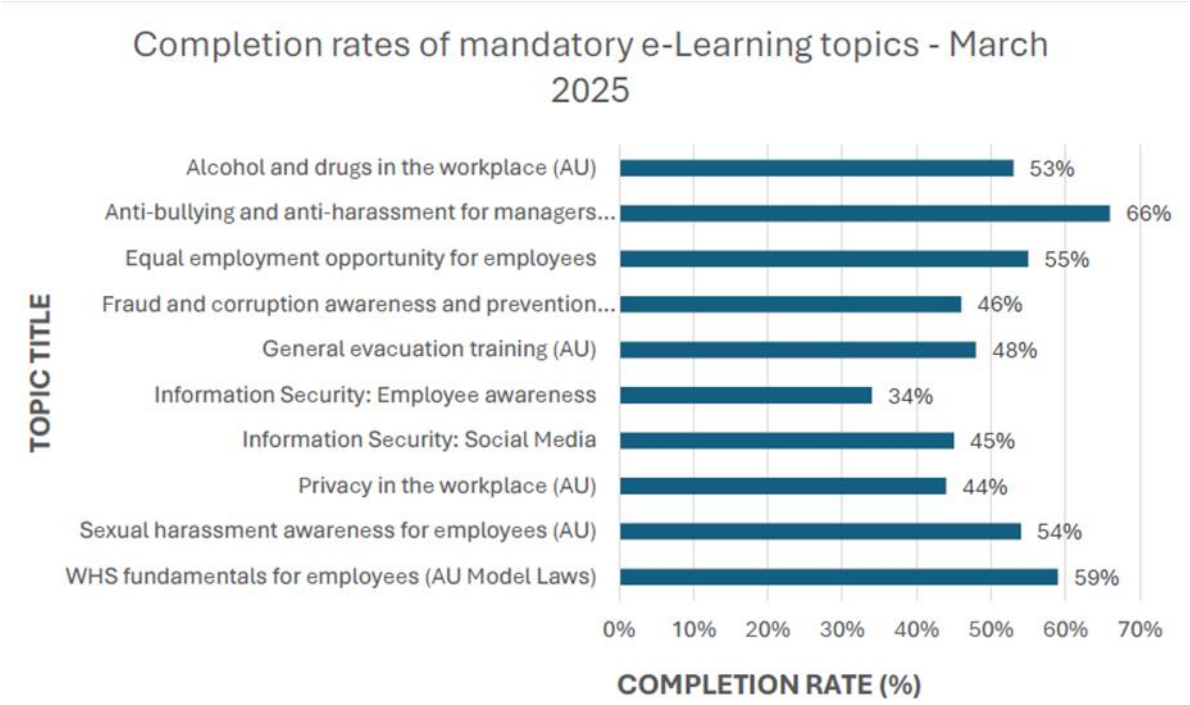
0 ongoing claims

Learning and Development – 1 to 31 March 2025

Training	Department	Update
LGAQ - Ignite Programme Nomination	Engineering	Engineering officer continuing with the Ignite Programme. Feedback from the participant indicates they are finding the Programme extremely beneficial.
HSR Training	Warraber	HSR training completed successfully through Worksafe Connect.
Cert IV Project Management Practice	BSU	Staff member undertaking Cert IV in Project Management Practice.
Certificate III Indigenous Environmental Health	EHW's	Planning continuing for the delivery of one block of the Certificate III Indigenous Environmental Health. Delivery to be held on Thursday Island in May.
Forklift licences	Engineering	Investigating options for the delivery of forklift training for staff using forklifts.

- Continue working with Directorates to establish training priorities for the upcoming year.
- Development of TSIRC Leadership Training
- Development of "Wiskin Council e Run" program to be run with high school students from TSIRC region on Thursday Island.

Currently there are 373 users of the LMS consisting of 359 staff, 14 recruitment agency personnel with fifty-seven users accessing the platform during the month of March.



Engineering Services

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, Head of Engineering, Manager Engineering Operations, Manager Water & Wastewater, Manager Capital Works, Manager Fuel & Fleet, Divisional Engineering Officers

Background:

Division 1: Boigu
Operations
- Completed pressure clean boat ramp.
- Cut down trees infringing the Wind Direction Indicator from Runway 27.
- Currently operating Sewerage Treatment Plant well pump manually.
- Roadside grass maintenance completed.
- Operating Desal unit weekly and monitor high water usage in community.

Disaster Management
- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed & Operational
- Community Disaster Meeting Held – Nil
- Local Community Disaster Coordinator visit – Yes, 1-3 April 2025

Division 2: Dauan
Operations
- Grass maintenance completed at water wells 1 and 2, and around the Water Lagoon Shed.

- Grass maintained in and around Helipad fence line.
- Pressure cleaning of boat ramp completed on 17th, and 18th March 2025.
- Top and bottom cemetery grass maintenance completed.
- Community hall to Health centre roadside grass maintained.

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

- Resolve chlorine dosing issue with assistance from Technical Officer.
- Deal with various water leaks throughout community.
- Wind Direction Indicator and Runway lights maintenance completed on 17th and 18th March 2025.
- Grass maintenance completed on runway strip.
- Housekeeping and general maintenance at Sewerage Treatment Plant and Sewage Pump Stations.
- 75% of vegetation removed from fence line at Aerodrome.

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

- Grass maintained around Runway lights and along Runway strip.
- Roadside grass maintenance completed around the community.
- Grass maintenance completed at Sewerage Treatment Plant.
- Faulty Sewage Pump removed at Sewage Pump Station 2, and ragging removed from pump impellor. Pump now operational.
- Grass maintenance completed at community park and church park.

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

- General cleaning inside two garbage trucks and hose down inside compartment of truck.
- Deal with repair of water leaks at Baira & Philip Street.
- Grass maintenance completed at all sewer pump stations.
- Pressure Cleaning of boat ramp completed.
- Grass maintenance completed at childcare centre.

Disaster Management

- Satellite Phone: Assessed, not operational. Replacement phone has been sent to Badu.

- HF Radio: Tested, but no connection.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 6: Kubin

Operations

- Currently operating Sewer Ponds pump well manually, requires upgrade to switchboard.
- Grass Maintenance completed around runway lights, gable markers and Waiting shed at Aerodrome.
- Annual maintenance inspection on runway lighting completed by contractor, replacement of failed lights and matting around lights undertaken. Staff trained on how to replace lights.
- Roadside grass maintains throughout the community.
- Landfill maintenance completed every 2 weeks.
- Grass cutting around vacant houses undertaken.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Not Completed (handset replaced however requires replacement handset cable, sent Moa via express mail.)
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 7: St Pauls

Operations

- Roadside grass maintenance completed.
- Drainage maintenance completed.
- Water Restriction in place-Ongoing water leak detection in progress.
- Grass maintenance completed at sewer ponds.
- Housekeeping completed at seaport area, including cleaning, and blowing of seating area at wharf and gazebo area.

Disaster Management

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

Division 8: Hammond

Operations

- Grass maintenance completed at cemetery.
- Grass maintenance completed at council office compound, childcare and basketball court.
- Install new signage at fuel bowser.
- Housekeeping completed inside water office and sample testing area.
- Remove build-up of debris from community drains.

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

- Housekeeping completed at Sewage Pump Station 1 & 2.
- Vegetation removal from aerodrome fence line completed.
- Road maintenance completed at Mosby Street, O'Leary Street, Airport Road, and storm drain near Ergon completed.
- Housekeeping and grass maintenance completed at Sundown lodge and Council compound area.
- Deal with burst water main in community, repair leak as required.

Disaster Management

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

Division 10: Warraber

Operations

- Assist Sea swift using tipper truck to cart cargo off barge to IBIS.
- Collection of white goods and green waste throughout community completed.
- Maintenance completed on 70T desalination unit at Warter Treatment Plant.
- Grass maintenance completed around water lagoon completed.
- Housekeeping and grass maintenance completed around community CBD area, gazebo, playground, 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 11: Poruma

Operations

- Tree trimming and grass maintenance completed at Sewage Pump Station 1 & 2.
- Tree removal from lagoon area completed.
- Put up mesh around water lagoon fence line.
- Replaced damaged cones and gables and peg down.
- Housekeeping completed at community gazeboes and seaport area.

Disaster Management

- Satellite Phone: Test Completed - Failed to connect.
- HF Radio: Test Completed Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 12: Masig

Operations

- Segregation of landfill completed, and rubbish sorted.
- Compacting of landfill completed.
- Grass maintenance completed around lagoon.
- Housekeeping completed inside water officer and desal plant.
- Grass maintenance completed around lights, cones, gables at aerodrome completed.

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

- Grass maintenance completed around Water Treatment Plant.
- Grass maintenance undertaken along roadsides.
- Grass maintenance completed at Helipad.
- Pressure cleaned Boat Ramp.
- Grass Maintained around all council facilities.

Disaster Management

- Satellite Phone: Not Tested
- HF Radio: Not Tested
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 14: Erub

Operations

- Road works along school Road and Egrue Road completed.
- Deal with repair of sewer main burst pipe near pub.
- Cart water to new village households.
- Grass maintenance around lights, cones, gables, waiting shed and along airstrip completed.
- Sections of cemetery grass maintenance completed.

Disaster Management

- Satellite Phone: Test Completed Operational
- HF Radio: Tested, but no connection.
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 15: Mer

Operations

- Grass maintenance and tree trimming along airport road past motel and tree trimming near Ergon station completed.
- Grass maintenance at cemetery and church completed.
- Grass growth on runway removed from aerodrome.
- Grass maintenance, raking of leaf's completed around fuel bowser area.
- Grass maintenance completed outside lagoon area.

Disaster Management

- Satellite Phone: phone not operational, replacement phone has been sent to division.
- HF Radio: Tested, but no connection.
- 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:
Badu Satellite Phone currently experiencing issue no power, staff have charged few times however phone is still operational. Replacement satellite phone has been sent to division, however, has not arrived. Mer experiencing similar issues and replacement satellite has also been sent to Mer.

Ugar satellite phone & HF Radio Testing not completed due to shortage of staff on division.

Replacement handset was delivered to Kubin by contractor, on installation it was identified another connection cable was missing. This cable has been procured and is currently in transit to Kubin.

Distributions of severe weather briefings key stakeholders within the LDMG Members & CDMG Coordinators by Council Local Community Disaster Coordinator.

Rural Fire Service Brigade Support Officer advised of upcoming visitation to the Western Cluster to undertake a recruitment drive and have requested assistance from Council's Local Community Disaster Coordinator (LCDC) as collaboration with Rural Fire Service to Mabuiag & Badu.

SES Capability Officer is working with Council's LCDC in gaining approval from PBC Moa regarding an upcoming SES Chainsaw Course scheduled to commence around 28th April 2025 for St Pauls SES Group.

SES is planning visitation to Western Cluster (Badu, Kubin, & Mabuiag) to do recruitment drive and then following this up with undertaking SES Strom Damage training with dates for the training yet to be finalised, at Badu, Mabuiag, Boigu, Saibai and Dauan to upskill the SES members on these divisions.

- Sandbagging
- Laying sandbags
- and Sandbagging dwellings

LCDC has undertaken a visit to Boigu, together with Regional Manager & TSIRC MSAO (Multi Skill Admin Officer), to provide training and update on Disaster Management arrangement with A/Divisional Manager & DEO together.

LCDC is scheduled to undertake a visit to Badu during the week commencing 7 April 2025, with further visits being organised for Mer and Erub.

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Head of Engineering

Endorsed:
David Baldwin
Executive Director, Engineering Services

Approved:
James William
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ATTACHMENTS:

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

		2024									2025		
Island Community	SAT Phone Number	April	May	June	July	August	September	October	November	December	January	February	March
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	✓	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	✓	✓	X
Erub	0147 168 918	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mer	0147 168 220	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	U/S
TI Office	0147 168 689	X	X	X	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓
TI Engineering	0147 183 853	X	X	X	U/S	U/S	✓	X	✓	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	April	May	June	July	August	September	October	November	December	January	February	March
Boigu	✓	✓	✓	✓	✓	X	✓	X	✓	x	✓	✓
Dauan	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
Saibai	✓	✓	✓	X	U/S	U/S	✓	✓	✓	✓	✓	✓
Mabuiag	✓	✓	✓	U/S	U/S	U/S	✓	X	✓	x	✓	✓
Badu	X	X	X	X	U/S	U/S	U/S	U/S	U/S	✓	✓	✓
Kubin	NA	NA	NA	NA	NA	NA	NA	NA	✓	U/S	U/S	U/S
ST Paul's	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
Hammond	U/S	X	X	X	U/S	U/S	✓	X	✓	✓	✓	✓
Iama	U/S	X	X	✓	U/S	U/S	✓	X	✓	✓	✓	✓
Warraber	U/S	U/S	U/S	✓	U/S	U/S	✓	X	✓	U/S	✓	✓
Poruma	U/S	X	X	✓	✓	X	U/S	U/S	✓	✓	✓	✓
Masig	X	U/S	U/S	✓	✓	X	U/S	U/S	✓	✓	✓	✓
Ugar	✓	X	X	✓	✓	X	U/S	U/S	U/S	✓	✓	X
Erub	X	U/S	U/S	✓	✓	X	U/S	U/S	✓	✓	X	✓
Mer	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

ORDINARY MEETING
23 APRIL 2025

Agenda Item
19.5

Engineering Services

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:	• 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 March 2025.

Author:

Emma Evans
Acting Manager, Water & Wastewater

Recommended:

Adeah Kabai
Head of Engineering

Approved:

James William
Chief Executive Officer

ATTACHMENTS:
Monthly Water & Wastewater Report.

Torres Strait Island
REGIONAL COUNCIL

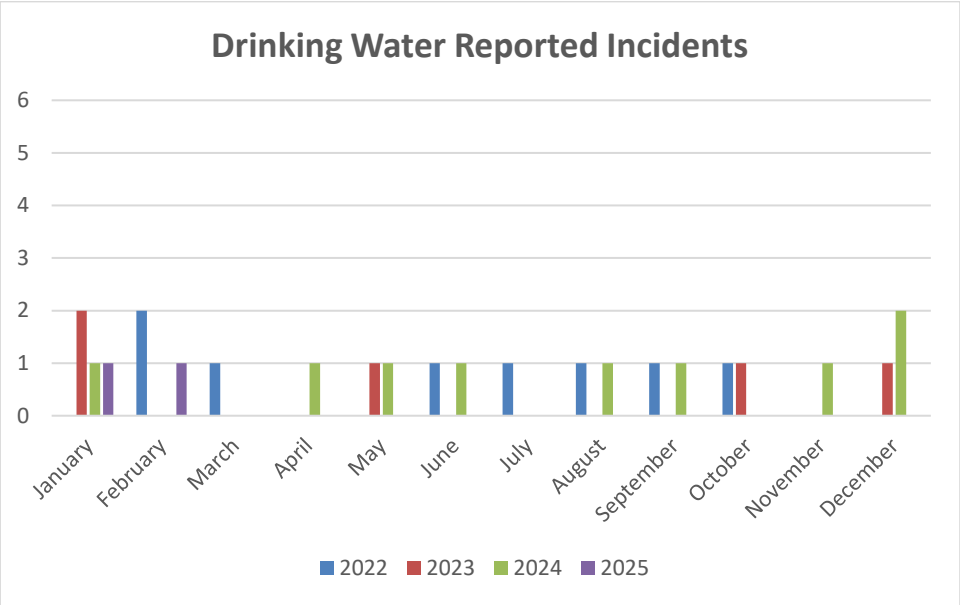
Engineering Services

MONTHLY WATER & WASTEWATER REPORT

April 2025

Author	Reviewer	Revision	Date
Emma Evans	Adeah Kabai	1	

Status of Water Alerts



Badu

Ongoing Boil Water Alert. The new dedicated rising main has been completed and testing is currently being undertaken to ensure new pipework and water treatment system is working as it should. Following this, the BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

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. A sample was sent to Cairns on 3rd April and we are awaiting results.

Mabuiag

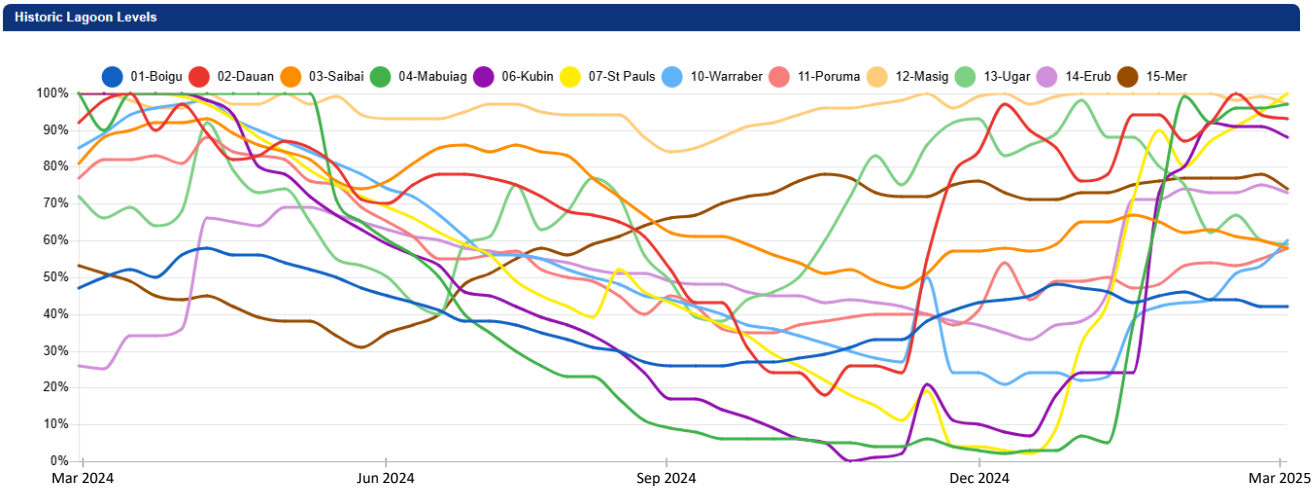
A Boil Water Alert was issued on 19th January 2025. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

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 March 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 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
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 3 Water Restrictions – Water available between 06:00-21:00 only. No outdoor use.
05 – Badu	Groundwater source (assume 6+ months' supply)	High consumption	Level 3 Water Restrictions – Water available between 06:00-21:00 only. No outdoor use.
06 – Kubin	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only. No outdoor use.
07 – St Pauls	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 06:00-21:00 only. No outdoor use.
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 – Water available between 07:00-21:00 only. No outdoor use.
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.

Community	Water remaining	Primary Issue	Work being done to address security
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.

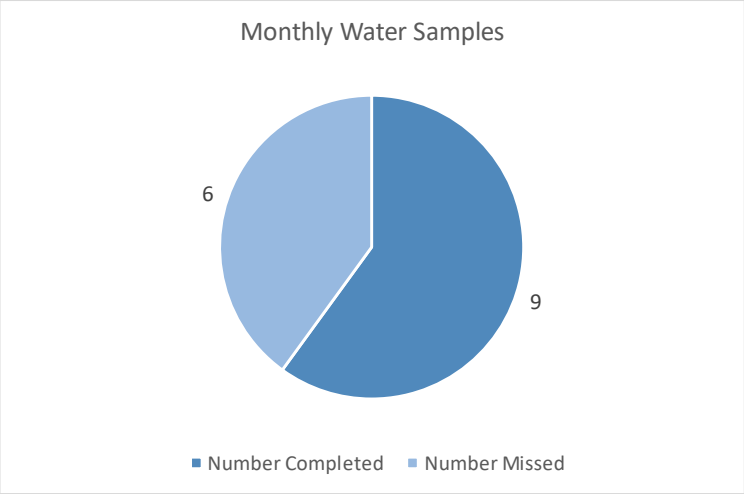
Note: Months of water remaining are calculated on the previous 4 weeks of consumption and production data, and does not include potential rainfall. The months of remaining water can change very quickly if a desalination plant is offline for an extended period of time.

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.

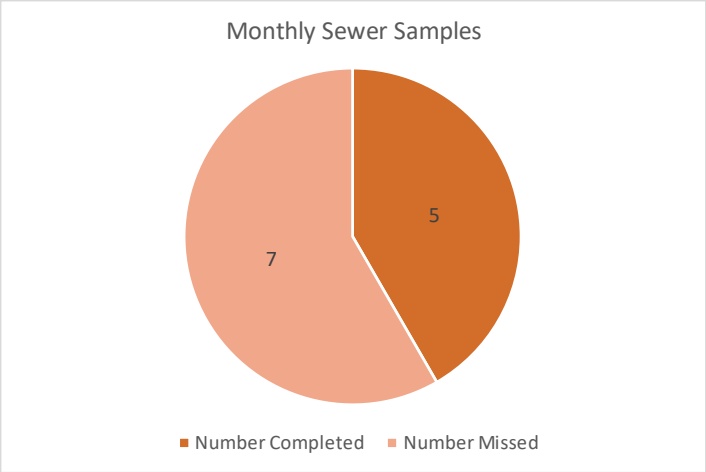
Water and Wastewater Sampling

Water



Monthly Water E Coli samples from 9 communities were completed and all passed. Samples from 6 communities were missed due to flight schedule changes.

Sewer



Monthly wastewater samples for March were collected and analysed in the Cairns NATA laboratory from 5 communities and samples from 7 communities were missed due to flight schedule changes and staffing issues.

CONFIDENTIAL MEMORANDUM

Torres Strait Island
REGIONAL COUNCIL

ALIGNMENT OF INTERNAL AUDIT PLANNING WITH STRATEGIC RISK EXPOSURES

AND

ANNUAL INTERNAL AUDIT PLAN FY2025

[ENDORSED 04 March 2025]

Pacifica
CHARTERED ACCOUNTANTS

1. Background

The Internal Audit function is an integral part of Torres Strait Island Regional Council's (Council) governance framework. It provides stakeholders with a level of assurance that the organisation's business processes, practices, and key internal controls are operating appropriately and effectively in accordance with organisational and legislative requirements.

By assessing the application and effectiveness of existing systems and controls as they operate in the organisation (Risk Treatments and Control Effectiveness), Internal Audit provides the Leadership Team, Council and Audit Committee with information about the level of reliance they should place on existing systems and processes. It also identifies gaps and risks, business improvements, and root causes.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures that Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit function, in consultation with senior Council officers, must consider these key risks and determine where internal audit activity would benefit the organisation.

Council has an Internal Audit Policy to support the delivery of the Internal Audit function. In accordance with *Section 207 - Internal Audit of the Local Government Regulation 2012 (LGR 2012)*, Council is required, through its Internal Audit provider, to:

- Prepare an internal audit plan after evaluating operational risks [applied in the development of this Strategic & Annual Internal Audit Plan].
- Implement an internal audit plan [via the contracted Internal Audit Services provider].
- Undertake internal audit activities each financial year.
- Prepare and present an internal audit progress report, among other things [Internal Audit reporting requirement to Audit Committee].
- Monitor the implementation of the Internal Audit Plan [via the Audit Committee]

2. Risk-based Internal Audit planning approach

The outputs from the organisation's Risk Register (although an evolving process at Council), together with the Local Government sector-wide risks, and advice from management, have been used to develop an Internal Audit Plan that assesses the effectiveness of the existing systems, processes and controls, especially those implicitly relied upon by the Executive Team.

By assessing the application and effectiveness of systems and controls (Risk Treatments) in place, Internal Audit provides independent and objective assurance to the Leadership Team (Council, Audit Committee, and Executive Team) about the level of reliance they should place on existing systems and processes and will also identify required improvements.

Equally, Management is best placed to continue to progress with the action plans that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) control effectiveness, and where further initiatives/management actions are required to move the risk to a tolerable level.

It is important that Internal Audit is cognisant of the work being undertaken and planned by Management to reduce or mitigate risks and leave enough time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future Management initiatives or to provide assurance that the implementation status or progress of an initiative is adequate and can achieve the desired objectives.

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3. Risk Alignment Map – Proposed Internal Audit Projects – Aligning Internal Audit effort to the Torres Strait Island Regional Council Corporate Risk Register

The key areas of Internal Audit focus, together with the organisation's key risks, were discussed with the Chief Executive Officer and the Executive Leadership Team in early December 2024. Not all the key risks identified are auditable, or suitable for assessment by Internal Audit in the short-term as further Management action is required.

The projects selected for inclusion in the FY2025 Annual Internal Audit Plan and the organisation's key risks are listed in the table below. This diagram illustrates the alignment between the organisation's risks and the proposed Internal Audit projects. Where auditable, we have provided our view of the type of Internal Audit coverage that will be provided over key functions, processes, and systems.

TORRES STRAIT ISLAND REGIONAL COUNCIL
Alignment to Council Risk Register List

DIRECT Cover Proposed
INDIRECT Cover Proposed

			FY2025		
			1. Building Services Unit (BSU) WIP Capitalisation Processes Review [Tier 2 - QBuild Upgrades Process]	2. Building Services Unit (BSU) Review & Gap Analysis of Tier 1 Repair & Maintenance Internal Processes	3. Procure Transition to TechOne Implementation Review
1	*RID 82*	Failure to deliver services for an appropriate cost or standard due to inconsistent contract management practices.	✓	✓	✓
2	*RID 81*	Risk of asset failure from historically poor management practices.			
3	*RID 80*	Potential for fatalities or serious long-term injuries from working on TSiRC construction sites.			
4	*RID 66*	Financial sustainability and housing/tenancy doubtful debts.			
5	*RID 65*	Failure in project management resulting in increased costs (delivery and operations).	✓	✓	✓
6	*RID 57*	Failure to comply with WH&S & associated legislation for whole of Council.			
7	*RID 44*	Council becoming the target of complaints / legal challenge due to its action/failure to act on its 'duty of care'.			
8	*RID 6*	Maintenance of the infrastructure of TSiRC is reliant on external funding. Funding is insufficient to ensure assets can be maintained or replaced as needs arise.	✓		
9	*RID 2*	Accident involving Councillors or Council staff during travel between islands / mainland.			
10	*RID 79*	The risk that TSiRC cannot deliver its delivery of building services – maintenance and upgrades.	✓	✓	
		Number of Risks covered by the IA Project	**4**	**3**	**2**

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4. Summary of Internal Audit effort – Annual Internal Audit Plan FY2024

The following presents an overview of the Internal Audit activity to be performed in FY2024.

Internal audit activity – type	Description of activity	TOTAL DAYS FY2025
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken each year. The specific projects to be performed each year are included in Section 5 of this document.	45 - 70
Audit Issues Register – Progress validation, status, and closeout of Internal Audit findings.	The Audit Issues Register is maintained by Council to track and monitor the implementation status of Management actions in response to findings raised by Internal Audit. Internal Audit will periodically assess the completeness of information held in the Internal and External Audit Issues Register and management's progress on recommendation implementation.	Defer to FY2026 Internal Audit Plan
Ad hoc Projects & Hot Topics	Hot topics are small reviews or investigations into specific activities/areas that are carried out at short notice. Management, from time to time, may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Hot Topic type projects in this Strategic Internal Audit Plan. If required, it is acknowledged that such activity will either be redirected from existing budgeted days (as a substituted project) or be performed as an additional project. Management and the Audit & Risk Advisory Committee will determine the appropriate method of engaging Internal Audit for any Hot Topics required.	As Required
Internal Audit Planning and Coordination	The following activities are required to deliver an effective, integrated and credible Internal Audit function at Torres Strait Island Regional Council: ▪ Formation of the Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually) ▪ Preparation for, and attendance at (in person or video/teleconference) Council Audit Committee Meetings, including Internal Audit Status Reporting ▪ Liaison with External Auditors and/or third-party assurance providers where appropriate ▪ Meetings with and advice to the Internal Audit Sponsor or Executive Management as required	10 - 15
Summary of Total Days allocated to proposed Internal Audit activity		**55 - 85**

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5. Proposed Projects – FY2025 Annual Internal Audit Plan

The following table represents each of the proposed project areas that Management and Internal Audit support for delivery over FY2025.

INTERNAL AUDIT ACTIVITY – PROJECT WORK	Proposed Days
FY2025 – APPROVED PLAN	
1. Building Services Unit (BSU) WIP Capitalisation Processes Review [Tier 2 - QBuild Upgrades Process]	13 - 20
2. Building Services Unit (BSU) Review & Gap Analysis of Tier 1 Repair & Maintenance Internal Processes	20 - 25
3. Procure Transition to TechOne Implementation Review	12 - 25
Proposed level of Internal Audit effort – days (Project Days only) – ESTIMATE ONLY	**45 - 70**

6. Summary of past Internal Audit Projects

The following represents the Internal Audit Projects that have been completed by Council's Internal Audit function in previous years:

FY2024	FY2023:	FY2022:
▪ Divisional Management Processes Review ▪ Community Grants Review	▪ Implementation of Council Decisions ▪ Contract and Project Management System Health Check - Procore Construction Management Software	▪ Capital Works Program Development, Delivery & Reporting ▪ Review of Childcare Operations – Operational and Financial Business Practices ▪ Aged Care Services Review – Operational and Financial Business Practices

7. Alternative Internal Audit projects – available for substitution

A number of projects have been captured through the Internal Audit planning process that are not included in this Internal Audit Plan. These are retained on a Potential Substitutable Projects List outside this document.

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