



# 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 **MAY 2025** will be held in Cairns at The Pullman Cairns International (Level 1, 17 Abbott Street, Cairns) and will also be accessible online by Microsoft (TEAMS) as follows:

**Friday, 23 May 2025**

**(Trustee Meeting - 9.00am to 10.30am)**

**(Ordinary Meeting - 10.30am to 5.00pm)**

Microsoft (TEAMS) Meeting ID: 470 013 452 213 | Passcode: L2sc7Pt6

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

19 May 2025







# ORDINARY MEETING 23 MAY 2025

# AGENDA

**Time:** 10.30am to 5.00pm

**Venue:** The Pullman Cairns International, 17 Abbott Street, Cairns Qld. 4870

*Microsoft TEAMS Meeting ID: 470 013 452 213 | Passcode: L2sc7Pt6*

## ORDER OF BUSINESS

10.30am	<p>A. WELCOME &amp; QUORUM CONFIRMATION   ACKNOWLEDGEMENTS   OPENING PRAYER   OBSERVANCES</p> <p>B. APOLOGIES</p> <p>C. CONFLICT OF INTEREST DECLARATIONS</p> <p>D. LIVE STREAM. <i>This meeting is live streamed on Council's YouTube Channel.</i></p> <p><b>1. CONFIRMATION OF MINUTES (23 April 2025)</b></p> <p>1.1. Action Items Update</p> <p>1.2. Strategic Action Reference Group (SARG) Standing Committee Meeting Minutes – 14 August 2024, 25 October 2024, 4 December 2024 &amp; 5 March 2025) – <i>for information/noting</i></p> <p><b>2. MAYORAL REPORT</b></p> <p><b>3. CHIEF EXECUTIVE OFFICER REPORTS</b></p> <p>3.1. CEO Monthly Report (May 2025)</p> <p><b>OFFICER REPORTS FOR DECISION</b></p> <p><b>4. BUILDING SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>5. COMMUNITY SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>6. CORPORATE SERVICES DIRECTORATE</b></p> <p>6.1 Community Grants Program Allocation (April 2025)</p> <p>6.2 Funding Acquisition Report (April 2025)</p> <p>6.3 Adoption of the Corporate Plan 2025-2030</p> <p><b>7. ENGINEERING SERVICES DIRECTORATE</b></p> <p>Nil.</p> <p><b>8. FINANCIAL SERVICES DIRECTORATE</b></p> <p>8.1 Financial Dashboard Report (April 2025)</p> <p>8.2 Minutes – Audit Committee Meetings (11 October 2024, 26 November 2024 &amp; 4 March 2025)</p>
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## **9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

### **10. CHIEF EXECUTIVE OFFICER**

Nil.

### **11. BUILDING SERVICES DIRECTORATE**

Nil.

### **12. COMMUNITY SERVICES DIRECTORATE**

Nil.

### **13. CORPORATE SERVICES DIRECTORATE**

Nil.

### **14. ENGINEERING SERVICES DIRECTORATE**

#### **14.1 Award Tender No.TC25026 - Warraber Coastal Defences**

*[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 Award Tender No.TC25028 - Mabuiag Dump Road Upgrade**

*[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 Torres Strait Marine Project – Superintendency and Project Management Support (late report)**

*[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".]*

#### **14.4 Funding Matter – TSIRC.0044.2425S.QMF – Crucial Access Links Program (late report)**

*[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".]*

#### **14.5 Information Report – Capital Works**

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

### **15. FINANCIAL SERVICES DIRECTORATE**

Nil.

## **16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION**

### **17. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION**

### **18. ITEMS ARISING**



5.00pm	<b>19. INFORMATION REPORTS</b> <b>19.1 BUILDING SERVICES – Building Services Report (April 2025)</b> <b>19.2 COMMUNITY SERVICES - Community Services (April 2025)</b> <b>19.3 CORPORATE SERVICES - Corporate Services Information Report (April 2025)</b> <b>19.4 ENGINEERING SERVICES – Engineering Operations</b> <b>19.5 ENGINEERING SERVICES – Water and Wastewater (April 2025)</b>
	<b>20. NEXT MEETING – 17-18 June 2025 (Masig)</b>
	<b>21. CLOSE OF MEETING &amp; PRAYER</b>





## ORDINARY MEETING 23 MAY 2025

Agenda Item

1

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### CONFIRMATION OF MINUTES (23 APRIL 2025)

#### **OFFICER RECOMMENDATION:**

Council confirms the Minutes of the Ordinary Meeting held on 23 April 2025.

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#### **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 23 April 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:**

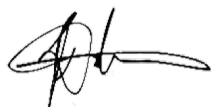
<b>Statutory:</b>	Section 254F(4) of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	<p>TSIRC Corporate Plan 2020–2025 (<i>Bisnis Plan</i>)</p> <p>Delivery Pillar One – People (<i>Bisnis – Pipol</i>)</p> <p>Outcome 4: We are a transparent, open and engaging council.</p> <p>➤ 4.2 Evolve Council’s communication channels and community’s access to information.</p>
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	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 23 April 2025.





## ORDINARY MEETING 23 APRIL 2025

# MINUTES

**Time:** 11.20am

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

### PRESENT:

#### **Mayor**

Division 1 – Boigu

Division 2 – Dauan

Division 4 – Mabuiag

Division 6 – Arkai

Division 8 – Kirirri (Hammond Island)

Division 9 – Iama

Division 10 – Warraber

Division 11 – Poruma

Division 12 – Masig

Division 13 – Ugar

Division 14 – Erub

Division 15 – Mer

Cr Phillemon Mosby

Cr Dimas Toby

Cr Torenzo Elisala – *joined meeting at 1.30pm following cultural commitments on Saibai*

Cr Keith Fell

Cr Iona Manas – *joined meeting at 12.05pm*

Cr Seriako Dorante

Cr Aggie Hankin – *joined meeting at 1.30pm*

Cr Kabay Tamu

Cr Francis Pearson

Cr Ted Mosby

Cr Rocky Stephen

Cr Nixon Mye – *left meeting at 12.10pm*

Cr Bob Kaigey

### APOLOGIES:

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

Cr John Levi

### ABSENT:

Division 3 – Saibai

Division 5 – Badu / **Deputy Mayor**

Cr Chelsea Aniba – *cultural commitments on Saibai*

Cr Ranetta Wosomo

### OFFICERS:

Chief Executive Officer

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

Executive Assistant to the CEO

TSIRC Secretariat

Mr James William

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin

Ms Hollie Faithfull

Ms Marie Haines

Mr Darryl Brooks

### APOLOGIES:

Executive Assistant to the Mayor

Ms Trudy Lui

### GUESTS:

Preston Law

Ms Martine Care – *AI 15 only*



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

At 11.20am, the Mayor welcomed Councillors, Executives and staff and members of the public to the Ordinary Council meeting for the month of April 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;
- Staff providing tireless service in all Divisions and areas across the TSIRC footprint to improve the living circumstances for the community;
- 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 and prayers of Council at this time of bereavement.

**B. NOTING OF APOLOGIES**

#C24-28/2025-4/B

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

Division	Councillor/Reason	Mover/Seconder
Division 7 - Wug	Cr John Levi – <i>medical commitment</i>	CR PEARSON / CR FELL

**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.

**1. CONFIRMATION OF MINUTES (18 MARCH 2025)**

#C24-28/2025-4/1

CR FELL / CR T. MOSBY

**Council confirms the Minutes of the Ordinary Meeting held on 18 March 2025.**

**CARRIED UNANIMOUSLY**

**1.1. ACTION ITEMS UPDATE**



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

## 2. MAYORAL REPORT

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

➤ *The Mayor suspended the meeting from 12.10pm to 1.25pm for lunch.*

## 3. CHIEF EXECUTIVE OFFICER REPORTS

### 3.1. CEO Monthly Report (April 2025)

The Chief Executive Officer (Mr James William) spoke to this report, adding the following additional verbal updates:

- appreciation for the Mayor's advocacy work across the region and at other regional and national forums;
- attendance at the Australian Government announcement on 2 April 2025 of \$10.8m funding under the Torres Strait and Northern Peninsula Area Climate Resilience Grant Program, where TSIRC secured funding to deliver resilience based activities which are community focussed and in accordance with the grant guidelines;
- working as quickly as possible to finalise the new TSIRC Certified Agreement;
- annual Performance Review of Executives has commenced;
- current data on the Deadly for Diabetes Program has indicated that the program has been very positive and has been a success.

The report was noted by Council.

#### Action Required:

1. Chief Executive Officer to oversee review of Council policy and process in relation to Environment and Health matters (in relation to the recent dog attack on Badu to secure Council's capacity to take a preventative – rather than reactive – role moving forward).
2. Chief Executive Officer to seek additional funding for 'Sensors' for communities across the region to access as part of the Deadly for Diabetes Program.
3. Chief Executive Officer to discuss off-line with Cr Fell the matter of STP funding for Mabuia.

### 3.2. Change of Council Meeting Dates – November 2025 Council Workshop & November 2025 Trustee & Ordinary Council Meetings

#C24-28/2025-4/3.2

CR STEPHEN / CR FELL



[AGAINST: CR DORANTE & CR TAMU]

**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.**

**CARRIED**

**Action Required:**

Chief Executive Officer to discuss off-line with Cr Dorante a matter in relation to previously confirmed private travel bookings which were made by the Councillor on the basis of the original November 2025 Council Workshop and monthly Council meeting dates which were endorsed in 2024.

**3.3. Annual Internal Audit Plan FY2025**

#C24-28/2025-4/3.3

CR FELL / CR PEARSON

**Council notes the Annual Internal Audit Plan for FY2025.**

**CARRIED UNANIMOUSLY**

**4. BUILDING SERVICES DIRECTORATE**

Nil.

**5. COMMUNITY SERVICES DIRECTORATE**

**5.1. Afterpay Facility Options**

#C24-28/2025-4/5.1

CR FELL / CR KAIGEY

**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.**

**CARRIED UNANIMOUSLY**

**Action Required:**

Housing, Families & Safe and Healthy Communities (HFSHC) Advisory Committee to explore other options with IBIS and Community Enterprise Queensland (CEQ) in relation to the delivery of essential goods and services to communities in the Torres Strait region, with a view to a future presentation to Council.



## 6. CORPORATE SERVICES DIRECTORATE

- *Cr Tamu declared his Conflict of Interest (COI) in relation to funding application CG2025—084 (Kimiorah Ladies Touch Team, Warraber) and dialled out of the meeting prior to discussion on the application and was then advised to rejoin the meeting following Council endorsement of that application.*

### 6.1. Community Grants Program Allocation (March 2025)

#C24-28/2025-4/6.1

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;

MOVED/SECONDED: CR FELL / CR MANAS

**CARRIED UNANIMOUSLY**

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;

MOVED/SECONDED: CR FELL / CR T. MOSBY

**CARRIED UNANIMOUSLY**

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

MOVED/SECONDED: CR FELL / CR PEARSON

**CARRIED UNANIMOUSLY**

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;

MOVED/SECONDED: CR FELL / CR MANAS

**CARRIED UNANIMOUSLY**

5. Council notes the following:

- (a) six (6) Community Grants applications were deemed ineligible for funding;
- (b) one (1) Community Grants application required divisional contributions;
- (c) Two (2) Funeral Donation applications required divisional contributions;
- (d) four (4) conflict of interests (COI) were declared;
- (e) the grant applications processed out-of-cycle and funeral donations provided in March 2025.



**MOVED/SECONDED: CR FELL / CR MANAS**

***CARRIED UNANIMOUSLY***

**Action Required:**

1. Executive Director Corporate Services to provide Cr Fell with clarification around advice he has received stating that Community Grants funding covering fuel costs for travel can only be used for petrol and not diesel fuel.
2. Executive Director Corporate Services to provide Cr Toby with clarification on the ineligible application decision (CG2025—099 – Brian Peter) for the Community ANZAC Day Celebration on Boigu Island.

**6.2. Funding Acquisition Report (March 2025)**

#C24-28/2025-4/6.2

CR FELL / CR HANKIN

**Council notes this report and its content.**

***CARRIED UNANIMOUSLY***

**6.3. Operational Plan 2024-25 – Q3 Progress Report**

#C24-28/2025-4/6.3

CR FELL / CR TAMU

**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).**

***CARRIED UNANIMOUSLY***

**7. ENGINEERING SERVICES DIRECTORATE**

Nil.

**8. FINANCIAL SERVICES DIRECTORATE**

**8.1. Financial Dashboard Report (March 2025)**

#C24-28/2025-4/8.1

CR FELL / CR MANAS

**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 of the *Local Government Regulation 2012*.**

***CARRIED UNANIMOUSLY***

**8.2. Contractual Matter – Large Procurement Contracts Awarded Under Delegation**



#C24-28/2025-4/8.2

CR PEARSON / CR T. MOSBY

**Council notes this report.**

**CARRIED UNANIMOUSLY**

**9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

#C24-28/2025-4/9

CR FELL / CR MANAS

**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**

- *Due to Sorry Business, Mr TJ Oberleuter (Department of Foreign Affairs & Trade) was unable to attend the April 2025 Ordinary Council Meeting as scheduled. The Mayor spoke to Agenda Item 10 below.*

**10. TORRES STRAIT TREATY MATTERS – OUTCOMES OF 31<sup>ST</sup> TORRES STRAIT TREATY BILATERAL MEETINGS**

*[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.]*

Council noted the update provided by the Mayor and that the Mayor will extend an invitation to the Department of Foreign Affairs and Trade (DFAT) to present at the next Council meeting.

**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”.]*

#C24-28/2025-4/14.1

CR FELL / CR PEARSON

**Council resolves to:**

- (a) Enter into the proposed funding agreement for TSIRC.0039.2324P.REC for Disaster Recovery Funding Arrangement (DRFA) & Reconstruction of Essential Public Assets (REPA), administered by Queensland Reconstruction Authority (QRA) in relation to Council’s submission of TSIRC.0039.2324P.REC for a grant sum of up to \$2,734,125.81 (Excl. GST); and
- (b) Pursuant to Section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer:
  - power to make, amend or discharge the Funding Agreement; and
  - power to negotiate, finalise and execute any and all matters associated with or in relation to this project and funding agreement including without limitation any options and/or variations.

**CARRIED UNANIMOUSLY**

#### **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”.]*

#C24-28/2025-4/14.2

CR FELL / CR DORANTE

**Council resolves:**

- (a) To enter into the proposed funding agreement with the Department of Transport and Main Roads (TMR) to the amount of up to \$2,210,000 (excl. GST), administered through the ATSI TIDS Program for the Dauan Island Barge Ramp Upgrade Project, subject to formalising a funding agreement; and
- (b) Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
  - power to make, amend or discharge the Funding Agreement; and
  - power to negotiate, finalise and execute any and all matters associated with or in relation to this project and agreement including without limitation any options and/or variations.

**CARRIED UNANIMOUSLY**

#### **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”.]*

#C24-28/2025-4/14.3

CR FELL / CR PEARSON

**Council resolves to note this report.**

**CARRIED UNANIMOUSLY**

- *Ms Martine Care (Preston Law) joined the meeting for Agenda Item 15 below.*
- *Prior to the commencement of discussion, all staff present at the meeting (including the Chief Executive Officer) were excused from the meeting at 3.05pm.*
- *NOTE: The Chief Executive Officer did not participate in any discussion involving Agenda Item 15 below, despite being advertised on the meeting agenda.*

**15. \*\*\*\*RESTRICTED SESSION\*\*\*\* For Councillors & 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].*

- *Ms Martine Care (Preston Law) left the meeting at 3.30pm.*
- *At the conclusion of discussion on Agenda Item 15 above, all staff were invited to return at 3.40pm.*

**16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION**

#C24-28/2025-4/16

CR PEARSON / CR DORANTE

**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 Seriako Dorante** sought an update in relation to the commencement of works on the sewerage treatment plants on Hammond, Dauan and Ugar. The Executive Director Engineering Services (Mr David Baldwin) advised that these projects (as well as part of Mer) have been identified to the State and Federal Governments through the TSRA as candidate projects as early as the MIF 4 funding round. Significant funding is required, more than that currently available under MIF 7.



The Mayor advised that Council will need to lobby strategically for a collective regional approach to State and Federal Governments for realistic funding across the region. The Chief Executive Officer reassured Cr Dorante that the administrative arm of Council is working to address his concerns.

(b) **Cr Rocky Stephen** advised that notices and background information have been supplied to relevant Divisions for the upcoming Stage 2 consultations for the Economic Development Strategy and requested relevant Councillors to make themselves available for the following meetings:

- Boigu (28 April 2025)
- Saibai (29 April 2025)
- Dauan (30 April 2025)
- Hammond Island (2 May 2025)
- Poruma (6 May 2025)
- Iama (7 May 2025)
- Masig (8 May 2025)

## **19. INFORMATION REPORTS**

**19.1. BUILDING SERVICES – Building Services Report (March 2025)**

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

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

**19.4. ENGINEERING SERVICES – Engineering Operations**

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

Noted by Council.

## **20. NEXT MEETING – 23 MAY 2025 (Cairns)**

Noted by Council.

## **21. CLOSE OF MEETING & PRAYER**

The Mayor thanked Councillors for their attendance, participation and engagement. The Mayor reminded Councillors that they were sworn in to Office on 16 April 2024 and this current term is now officially just over 12 months old. The Mayor asked that Councillors reflect on the past 12 months and take stock of how much has been achieved in such a short period of time and how Council can improve in the delivery of services to our communities for the remainder of our term.

The Mayor also thanked the Chief Executive Officer and his Executive Team for their dedication and support for the business of Council over the past 12 months.

The Mayor formally closed the meeting at 4.30pm and Cr Francis Pearson delivered the closing prayer.



MINUTES CONFIRMED – 23 May 2025

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 23 May 2025

.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 23 May 2025

DRAFT





## ORDINARY COUNCIL MEETING ACTION ITEMS

*(Updated as at 13 May 2025)*

Agenda Item

1.1

Agenda Item	Action Area / Completion Date	Current Status
<p>Apr 2025 Mtg   AI 3.1   CEO Monthly Report (April 2025)</p> <p><b>Action Required:</b></p> <ol style="list-style-type: none"><li>1. Chief Executive Officer to oversee review of Council policy and process in relation to Environment and Health matters (in relation to the recent dog attack on Badu to secure Council's capacity to take a preventative – rather than reactive – role moving forward).</li><li>2. Chief Executive Officer to seek additional funding for 'Sensors' for communities across the region to access as part of the Deadly for Diabetes Program.</li><li>3. Chief Executive Officer to discuss off-line with Cr Fell the matter of STP funding for Mabuig.</li></ol>	Chief Executive Officer	
<p>Apr 2025 Mtg   AI 3.2   Change of Council Meeting Dates – November 2025 Council Workshop &amp; November 2025 Trustee &amp; Ordinary Council Meetings</p> <p><b>Action Required:</b></p> <p>Chief Executive Officer to discuss off-line with Cr Dorante a matter in relation to previously confirmed private travel bookings which were made by the Councillor on the basis of the original November 2025 Council Workshop and monthly Council meeting dates which were endorsed in 2024.</p>	Chief Executive Officer	
<p>Apr 2025 Mtg   AI 5.1   Afterpay Facility Options</p> <p><b>Action Required:</b></p> <p>Housing, Families &amp; Safe and Healthy Communities (HFSHC) Advisory Committee to explore other options with IBIS and Community Enterprise Queensland (CEQ) in relation to the delivery of essential goods and services to communities in the Torres Strait region, with a view to a future presentation to Council.</p>	HFSHC Chair / ED Community Services	



Agenda Item	Action Area / Completion Date	Current Status
<p>Apr 2025 Mtg   AI 6.1   Community Grants Program Allocation (March 2025)</p> <p><b>Action Required:</b></p> <ol style="list-style-type: none"> <li>1. Executive Director Corporate Services to provide Cr Fell with clarification around advice he has received stating that Community Grants funding covering fuel costs for travel can only be used for petrol and not diesel fuel.</li> <li>2. Executive Director Corporate Services to provide Cr Toby with clarification on the ineligible application decision (CG2025—099 – Brian Peter) for the Community ANZAC Day Celebration on Boigu Island.</li> </ol>	ED Corporate Services	<ol style="list-style-type: none"> <li>1. Fuel costs are not eligible under policy, regardless whether unleaded or diesel.</li> <li>2. Application was not processed as a grant, but funded through the Divisional Engagement Fund.</li> </ol> <p>Close action items</p>
<p>Feb 2025 Mtg   AI 8.1   Financial Dashboard Report (Jan 2025)</p> <p><b>Action Required:</b></p> <p>Chief Executive Officer to prepare a report for Council consideration. Chief Executive Officer to oversee the preparation of Fact Sheets on the financial sustainability challenges facing Council to deliver services in a geographically challenging environment across 15 Divisions.</p>	CEO	In progress. To be completed by 30 April 2025.
<p>Feb 2025 Mtg   AI 18.5   ENGINEERING SERVICES – Info Report – Water and Wastewater (Jan 2025)</p> <p><b>Action Required:</b></p> <p>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.</p>	ED Engineering Services	In progress. Issues surrounding methodology used.
<p>Jan 2025 Mtg   AI 1.1   Review Superannuation Arrangements for Councillors</p> <p><b>Action Required:</b></p> <p>Chief Executive Officer to prepare a report for Council consideration.</p>	CEO	CEO is currently considering advice provided by ED Financial Services before reporting back to Council in May 2025.



<p>Jan 2025 Mtg   AI 6.5   Repeal of Council Resolution – Community Radio/Broadcasting Licences</p> <p><b>Action Required:</b> 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.</p>	<p>CALH Advisory Committee (Cr Aniba) / ED Corporate Services (April 2025)</p>	<p>In progress. CALH meeting scheduled for April 2025 did not proceed.</p> <p>14/5/25: No further update</p>
<p>Jan 2025 Mtg   AI 17(b)   Matters Arising   IBIS Interest in taking over operation of Council's fuel outlets</p> <p><b>Action Required:</b> Chief Executive Officer to explore options and advise Council.</p>	<p>Chief Executive Officer</p>	<p>In progress as part of ongoing matters evolving in relation to TSIRC fuel needs.</p>
<p>Jan 2025 Mtg   AI 17(e)   Matters Arising   Fuel Bowser and Desalination Plan (Erub) – connection to electricity grid.</p> <p><b>Action Required:</b> Executive Director Engineering Services to follow-up with Ergon.</p>	<p>ED Engineering Services</p>	<p>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.</p>
<p>Jan 2025 Mtg   AI 18.3   Information Reports – Corporate Services Information Report (December 2024)</p> <p><b>Action Required:</b> Executive Director Corporate Services to work with the CALH Advisory Committee to ensure that cultural awareness abilities are considered during the onboarding of new employees.</p>	<p>ED Corporate Services</p>	<p>In progress. CALH meeting scheduled for 17 April 2025 did not proceed.</p> <p>14/5/25: No further updates.</p>



<p>Dec 2024 Mtg   AI 17(b)   Budget Bids to the Queensland and Australian Governments</p> <p><b>Action Required:</b> Chief Executive Officer and Executive Director Financial Services to coordinate the preparation of a briefing for the SARG Standing Committee to endorse to Council which outlines the 'What / When / Who' details as soon as practicable in 2025 (including lobbying to the newly-elected TSRA Board).</p> <p>➤ Mayor requested at April 2025 Council Meeting the development of an advocacy strategy outlining previous budget commitments by Governments (Federal and State) to the region, as well as election commitments to the region. The advocacy strategy to also highlight outstanding needs and priorities for funding. This document should also be clearly structured for the benefit of the community's understanding of Council's advocacy on their behalf.</p>	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.
<p>Nov 2024 Mtg   AI 6.6   Operational Plan 2024-25 – Q1 Progress Report</p> <p><b>Action Required:</b> A simplified outcome report on the Corporate Plan to be prepared for each Division at the end of the financial year.</p>	ED Corporate Services	Not yet due. Due for completion by 30 June 2025.
<p>Nov 2024 Mtg   AI 8.1   Financial Dashboard Report (Oct 2024)</p> <p><b>Action Required:</b> List of successful/unsuccessful grants applied for to be developed for each Division.</p>	ED Corporate Services	Unable to resource without additional staffing.
<p>Nov 2024 Mtg   AI 8.3   2023–24 Financial Statements</p> <p><b>Action Required:</b> Breakdown requested on TSIRC funding expenditure for each TSIRC Division.</p> <p>➤ Cr Fell requested at the April 2025 Council Meeting that a timeline be given to Council on when this matter will be addressed.</p>	ED Financial Services	In progress.



<p>July 2024 Mtg   AI 17(a)   Funding for Dialysis Unit on Badu</p> <p><b>Action Required:</b> Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit.</p> <p><i>Mayor strongly requests that consideration be given to financial costs to Council for this project (and other projects across the TSIRC footprint) to be implemented on-ground (i.e. water and infrastructure, etc).</i></p>	<p>CEO / Executive Director Community Services / Cr Wosomo</p> <p><i>Matter raised directly with Minister for Health by Mayor, Deputy Mayor and CEO during a meeting on 18 Feb 2025.</i></p>	<p>In progress.</p> <p>Cr Wosomo has made several requests for meeting minutes (Dec 2024 and Jan 2025) from the relevant agency in relation to this matter and will distribute to Councillors once received.</p> <p>TCHHS CEO Mr Rex O'Rourke on leave, however his office is sending information to TSIRC CEO and ED Community Services (no info received as at 21/8/24). Early advice is that TSIRC will be formally approached in writing on this matter after a consultation process by TCHHS in October 2024. Cr Wosomo to advise outcome of the community consultation</p> <p>As part of TSIRC's advocacy to Governments and other parties, it must be a mandatory requirement for consultation to be undertaken with TSIRC in relation to construction works on Divisions, as these will have on-ground impacts in relation to water and infrastructure capacities.</p>
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<p>Oct 2023 Mtg   AI 31 (c)   Business Arising (from Information Reports)   Ugar Dredging Matters (Cr Rocky Stephen)</p> <p><b>Action Required:</b> November 2023 Council Workshop to consider options to address issues in relation to dredging matters for standard Ugar access.</p>	<p>ED Engineering Services</p> <p><i>(for HHSCH Advisory Committee to address as a 'liveability' issue for the Ugar community)</i></p>	<p>Ongoing. Off-shore disposal option being pursued and in discussions with consultant and contractors. Final report being finalised and likely by end August 2024.</p> <p>No funding available and likelihood of funds being available is an Advocacy action – subject to Council determined priorities. Likely requirement is \$40m-\$60m.</p> <p>Offshore disposal report has been issued to Engineering Services and is to be communicated to Cr Stephen once further reviewed.</p>
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**STRATEGIC ACTION  
REFERENCE GROUP (SARG)  
MEETING**  
14 AUGUST 2024

# MINUTES

**Time:** 1.00pm (*meeting commenced at 1.05pm*)  
**Venue:** Committee Meeting Room, Level 3, 111 Grafton Street, Cairns  
*Microsoft TEAMS Meeting ID: 492 328 719 745*  
*Passcode: XYbzfi*

**PRESENT:**

**Mayor/Chair**

Deputy Mayor

Chair - Culture, Arts, Land & Heritage Advisory Committee

Chair - Economic Growth Advisory Committee

Chair - Environment & Climate Adaptation Advisory Committee

Chair - Governance & Leadership Advisory Committee

Chair - Housing, Families and Safe & Healthy Communities Advisory Committee

Cr Phillemon Mosby

Cr Ranetta Wosomo

Cr Chelsea Aniba

Cr Rocky Stephen

Cr Kabay Tamu

Cr Dimas Toby

Cr Keith Fell

**APOLOGIES:**

Nil

**OFFICERS:**

**Chief Executive Officer**

Executive Director Building Services

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

TSIRC Secretariat

Mr James William

Mr Wayne Green

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin –  
*via TEAMS*

Ms Hollie Faithfull

Mr Darryl Brooks

**GUESTS:**

Ms Sandy Killick (Democracy Matters) - Masig Statement (*refer AI 2.3*)

Mr Angus Sutherland, | Lead Intergovernmental Relations, LGAQ (*refer AI 2.6*)

Ms Jessica Buxton, Consultant

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

At 1.05pm, the Mayor welcomed Committee Members and staff to the inaugural meeting of the Strategic Action Advisory Group (SARG) Standing Committee, noting that a quorum of members was present.

The Mayor especially welcomed the newly-elected Advisory Committee Chairs (Crs Aniba, Tamu and Toby) and made the following acknowledgements:

- Our Heavenly Father for his awesome wisdom, knowledge, understanding, favour and blessings throughout our lives;



- The Traditional Custodians throughout Zenadth Kes and the communities and constituents that Council serves; and
- All Elders – past, present and emerging.

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

Cr Rocky Stephen delivered the opening prayer.

The Mayor then invited participants to observe a minute of silence for remembrance purposes, especially those going through the processes of Sorry Business.

## **B. NOTING OF APOLOGIES**

Nil apologies.

## **C. CONFLICT OF INTEREST DECLARATIONS**

No COI declarations were made. The Mayor requested that Committee Members advise of any COI declarations should they arise throughout discussions.

## **1. CONFIRMATION OF MINUTES (N/A)**

### **1.1. ACTION ITEMS UPDATE**

The status of Action Items from the former Strategic Advisory Reference Group (SARG) were raised by the Mayor. The Chief Executive Officer (Mr James William) spoke to this item and advised that the Action Items from the former Strategic Advisory Reference Group will need to be revised into a more current and strategic listing.

#### **Action:**

1. Chief Executive Officer to review/update the Action Items from the former Strategic Advisory Reference Group (SARG).
2. Draft Minutes and Action Items from each SARG to be provided to the Mayor when the Draft Minutes are uploaded onto the TSIRC website.

## **2. MAYORAL ITEMS**

### **2.1. Strategic Action Reference Group (SARG) & Advisory Committees – Governance Framework**

The Mayor referred to the former Strategic Advisory Reference Group (SARG) Performance Review (2024) – see AI 2.2 below – where a key priority was to develop an effective framework where Advisory Committees, SARG and the Council could work strategically to advance the regional focus and establish engaging partnerships with other sister Councils, TSRA, etc. on common critical issues.

The Chief Executive Officer stressed that structural and cultural mindset changes take time. There are process improvements still required for SARG and the Advisory Committees, especially in relation to selecting what will be the key priorities of key deliverables for this term of Council with limited resources without overwhelming the organisation.



The Chief Executive Officer stressed that financial sustainability has to be one of the highest priorities and a prime strategic issue for Council as costs continue to rise and revenue flow is not guaranteed. Council will need to focus on strategic sourcing of revenue, including the building of strong and solid data as to why such revenue is required.

## **2.2. Former Strategic Advisory Reference Group (SARG) Performance Review 2024**

The Mayor highlighted a number of issues discussed at an informal meeting on 3-5 May 2024 of the current SARG members, including:

- 6-monthly planning sessions and review for SARG strategies, to be assisted by an external expert to mentor/coach SARG members; and
- SARG members to be engaged in State/Federal/Regional advocacy.

The Chief Executive Officer recommended that Advisory Committee Chairs work with their respective Lead Executive Directors to strategise the priorities that should be the main purview of their Committee. As an example, there may be 30 'big needs' across the portfolio but the limited resources available to Council realistically mean that only 5 of those 'big needs' can be strategically prioritised.

The Mayor requested that Item 2 of the former SARG Team Assessment Questionnaire be noted and that three items in particular be noted in relation to improvements required for the current SARG Standing Committee:

- be adequately funded and resourced to function effectively;
- be proactively involved in lobbying and advocacy;
- develop a strategic governance framework (that is not only compatible with our internal challenges), that focuses on reframing our relationships with our partners in the region and our place in the region as a service provider and a local government body in the region particularly in the space of driving and influencing the region.

The Mayor requested that the Chief Executive Officer and Executive Directors look at how the matters raised in the for SARG Performance Review 2024 can be implemented for internal governance and best practice.

## **2.3. Masig Statement Action Plan – Update**

Ms Sandy Killick (Democracy Matters) joined the meeting by TEAMS dial-in at 2.10pm to speak to this agenda item. Ms Killick addressed a paper circulated separately titled '*Advancing the Masig Statement TSIRC Action Plan (2024-2028) (Version 2.0)*'.

The Committee confirmed with Ms Killick that the Governance and Leadership Advisory Committee would be the main point of contact for Council in relation to the Masig Statement. The Committee reviewed the strategic actions contained in the Action Plan paper presented by Ms Killick, including confirmation of the responsibility for each strategic action listed, as well as confirmation that the Mayor would have responsibility for Strategic Action 4.

The Mayor advised that he will do a handover with the Chair of the Governance and Leadership Advisory Committee (Cr Toby) on the Masig Statement.

The Mayor requested clarity to be established on how external parties can take ownership and drive the Masig Statement externally as a whole-of-Torres Strait priority, with a focus for what it means for the entire community.

Ms Killick will update the action plan based on the matters discussed and will send back to Councillors.



The Chief Executive Officer advised that in a recent meeting that he and the Mayor had with the Torres Strait Regional Authority (TSRA) it was made clear that the TSRA would like to drive the Masig Statement at the regional level in the context of regional governance, so it was obvious that for continuity and complementarity purposes that the TSRA needs to give consideration to the adoption of the Masig Statement and the progress to date.

➤ *Ms Killick left the meeting at 2.40pm.*

#### **2.4. Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPA ROC)**

The Mayor advised the Standing Committee that the TS&NPA ROC Mayors met on 9 August 2024 in Cairns and agreed to revisit the terms of reference with a view to formal agreement to secure State Government funding of approximately \$600,000 (notwithstanding the current situation with the Northern Peninsular Area Regional Council with the appointment of a Governance Advisor and Financial Controller to NPARC for the next 6 months in relation to resolving financial challenges, high staff turnover and governance issues).

The Mayor advised that the \$10,000 contribution originally committed by the three TS&NPA ROC member organisations has been utilised to produce a Strategic Plan for the implementation of the TS&NPA ROC. The Mayor advised that he has received confirmation from the report's author that the Strategic Plan has been submitted to the Torres Shire Council. TSIRC was not aware of this development and the Mayor emphasised that it was important for the three Councils to agree and cooperate on agreed priorities for the region.

#### **2.5. Torres and Cape Indigenous Council Alliance (TCICA)**

The Mayor currently represents TSIRC on TCICA. TCICA is currently reviewing its Strategic Plan. The Mayor will email SARG Members to seek input on what TSIRC should be advocating for as a member of TCICA.

➤ *Mr Angus Sutherland (Lead of Intergovernmental Relations, LGAQ) joined the meeting at 2.10pm*

#### **2.6. Local Government Association of Queensland (LGAQ) Indigenous Leaders' Forum (ILF) Accord**

Mr Angus Sutherland (Lead of Intergovernmental Relations, LGAQ) spoke to this item advising that the ILF Accord arose out of concerns from Mayors and elected members of the ILF that the engagement by State Government was not adequate nor did it reflect the Government's advocacy framework on Closing the Gap issues. The ILF Accord will be a means to hold the State Government accountable with its programs, decision-making around programs aimed at Closing the Gap as well as directing the Government on how it will engage with regions.

The ILF Accord is still in the consultation phase and the LGAQ is hopeful that the ILF Accord will be finalised prior to the upcoming 2024 State Government elections.

The Mayor sought clarification on the roles of TCICA and the LGAQ. Mr Sutherland advised that the two bodies should complement each other.

Mr Sutherland concluded that a meeting will be held next week (w/b 19/8/24) to finalise the ILF Accord.

➤ *Mr Sutherland left the meeting at 3.35pm.*



**2.7. Regional Governance – Regional Leaders’ Forum**

The Mayor advised that the Regional Leaders’ Forum will be held in September 2024. The TSIRC priority at this meeting will be to ascertain the current appetite of leaders at that forum to progressing the Regional Assembly.

**3. CHIEF EXECUTIVE OFFICER REPORTS**

**3.1. Memorandum of Understanding (MOU) – TSIRC and Torres Strait Regional Authority (TSRA)**

The Chief Executive Officer (Mr James William) spoke to this item and requested that SARG members review the MOU and provide comments back to him as soon as possible to set the narrative.

**3.2. Memorandum of Understanding (MOU) – TSIRC and Regional Infrastructure Advisory Committee (RIAC)**

The Chief Executive Officer (Mr James William) spoke to this item advising that he is currently in discussions with the RIAC Chief Executive Officer with a view to reactivating the forum.

The TSRA Chair has indicated that it would be aiming to review arrangements so that the TSRA becomes the primary advocacy voice to the Australian Government for funding to the region.

**3.3. 2024 SARG Meeting Schedule**

#SSC24-28/2024-08/3.3

CR TOBY / CR ANIBA

**The Standing Committee, in accordance with paragraph 7.1 of the Committee’s Terms of Reference:**

**(a) agrees that the annual Standing Committee meeting schedule be aligned to the following calendar cycle:**

ANNUAL SARG MEETING CYCLE			
	Type	Month	Date/Time/Reason
1.	F2F or TEAMS	August	TBD against annual Council schedule
2.	F2F*	October	<i>To plan for November Council Workshop</i>
3.	F2F or TEAMS	December	TBD against annual Council schedule
4.	F2F or TEAMS	February	TBD against annual Council schedule
5.	F2F*	April	<i>To plan for May Council Workshop</i>
6.	F2F or TEAMS	June	TBD against annual Council schedule

*\*face-to-face meetings are subject to budget availability*

**AND**

**(b) in accordance with Section 254(B) of the *Local Government Regulation 2012*, adopts the following meeting schedule for the remainder of 2024:**

- **2 October 2024 (Cairns); and**
- **4 December 2024 (Microsoft Teams).**

**CARRIED UNANIMOUSLY**



**Action:**

Chief Executive Officer to provide details on the budget and costings for each SARG meeting.

**4. BUILDING SERVICES DIRECTORATE**

Nil.

**5. COMMUNITY SERVICES DIRECTORATE**

Nil

➤ *Committee discussions were suspended from 4.00pm to 4.20pm for afternoon tea.*

**6. CORPORATE SERVICES DIRECTORATE****6.1 Policy Framework**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted the report and agreed to provide feedback and guidance on the policy, including whether the framework requires further shaping.

**6.2 Advocacy Framework**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. Ms Andres advised that this framework is very much an early draft and should preferably have been canvassed initially through the Governance and Leadership Advisory Committee prior to consideration by SARG.

The Committee noted the report and agreed to provide feedback and guidance on the framework, including whether the framework requires further refining.

➤ *The Chief Executive Officer (Mr James William) left the meeting at 4.30pm.*

**6.3 2025-2023 TSIRC Corporate Plan – Community Consultation**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted the report and agreed to provide feedback and guidance on the plan, particularly the 'Youmpla Voice Survey' questions.

**6.4 Acceptable Request Guidelines Policy** *(former acceptable request and communication protocol policy)*

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Committee noted that policy was adopted at the July 2024 Ordinary Council meeting and that the Mayor had requested that the policy be brought to the SARG.

**6.5 Strategic External Grant Funding Policy**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item and advised that the policy will need to be improved. Ms Andres further advised that the policy expired in 2023 and needs to be reviewed. The Committee noted that policy and agreed to provide feedback.

**6.6 Community Grants Policy**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item and recommended that the policy be improved further at the November 2024 Council Workshop. The Committee noted the recommendation.



**7. ENGINEERING SERVICES DIRECTORATE**

Nil.

**8. FINANCIAL SERVICES DIRECTORATE**

Nil.

**9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

#SSC24-28/2024-08/9

CR STEPHEN / CR FELL

The Standing Committee 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. CORPORATE SERVICES DIRECTORATE: Native Title Consent Process for New Housing**

*[Reason for Closed Discussion: these matters involve discussions relating to 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.]*

Discussed by the Standing Committee and noted for submission to the Trustee Council.

**11. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION**

#SSC24-28/2024-08/11

CR ANIBA / CR STEPHEN

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

**CARRIED UNANIMOUSLY**

**12. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION**

The Standing Committee formally resolved as indicated in Agenda Item 10.

**13. MATTERS ARISING**

Nil.

**14. NEXT MEETING – 2 OCTOBER 2024 (Cairns)**

Noted by the Standing Committee.



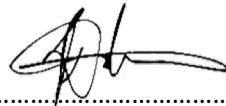
**15. CLOSE OF MEETING & PRAYER**

The Mayor formally closed the meeting at 5.20pm and delivered the closing prayer.

MINUTES CONFIRMED – 25 October 2024



.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 25 October 2024



.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 25 October 2024

CONFIRMED





**STRATEGIC ACTION REFERENCE  
GROUP (SARG) STANDING  
COMMITTEE MEETING**  
**25 OCTOBER 2024**

# MINUTES

**Time:** 1.00pm

**Venue:** Committee Meeting Room, Level 3, 111 Grafton Street, Cairns  
*Microsoft (TEAMS) Meeting ID: 452 580 280 897 | Passcode: YskRaT*

**PRESENT:**

**Mayor/Chair**

Chair - Economic Growth Advisory Committee

Chair - Environment & Climate Adaptation Advisory Committee

Chair - Governance & Leadership Advisory Committee

Chair - Housing, Families and Safe & Healthy Communities Advisory Committee

Cr Phillemon Mosby

Cr Rocky Stephen

Cr Kabay Tamu

Cr Dimas Toby

Cr Keith Fell

**OFFICERS:**

**Chief Executive Officer**

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services – *left meeting at 3.00pm*

Executive Assistant to the CEO – *left meeting at 2.20pm*

Executive Assistant to the Mayor – *left meeting at 2.20pm*

TSIRC Secretariat

Mr James William

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin

Ms Hollie Faithfull

Ms Jessica Conway

Ms Trudy Lui

Mr Darryl Brooks

**APOLOGIES:**

Deputy Mayor – *on leave*

Chair - Culture, Arts, Land & Heritage Advisory Committee – *prior commitment*

Executive Director Building Services

Cr Ranetta Wosomo

Cr Chelsea Aniba

Mr Wayne Green

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

At 1.05pm, the Mayor welcomed Committee Members and staff to the meeting, 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 throughout our lives;
- The Traditional Custodians throughout Zenadth Kes and the communities and constituents that Council serves; and
- All Elders – past, present and emerging.



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

The Mayor invited participants to observe a minute of silence for remembrance purposes, especially those going through the processes of Sorry Business.

Cr Keith Fell delivered the opening prayer.

## **B. NOTING OF APOLOGIES**

The Mayor advised that he has received apologies for the Deputy Mayor (Cr Ranetta Wosomo) and Cr Chelsea Aniba (Chair - Culture, Arts, Land & Heritage Advisory Committee).

#SSC24-28/2024-10/B

CR STEPHEN / CR TOBY

**The SARG Standing Committee accepts the apology of Cr Ranetta Wosomo and Cr Chelsea Aniba for the 25 October 2024 Standing Committee meeting.**

**CARRIED UNANIMOUSLY**

## **C. CONFLICT OF INTEREST DECLARATIONS**

The Mayor invited attendees to table any prescribed or declarable COI matters. No COI declarations were made. The Mayor requested that Committee Members advise of any COI declarations should they arise throughout discussions.

The Mayor also invited attendees to advise of any legal matters that would prevent members from participation in today's meeting. No matters were declared.

## **1. CONFIRMATION OF MINUTES (14 AUGUST 2024)**

#SSC24-28/2024-10/1

CR TOBY / CR STEPHEN

**The SARG Standing Committee confirms the Minutes of its meeting held on 14 August 2024.**

**CARRIED UNANIMOUSLY**

### **1.1. ACTION ITEMS FROM PREVIOUS MEETING**

The Chief Executive Officer (Mr James William) spoke to this item. The update was noted by the Standing Committee.

### **1.2. ACTION ITEMS FROM FORMER STRATEGIC ADVISORY REFERENCE GROUP (SARG) STANDING COMMITTEE MEETINGS**

The Chief Executive Officer (Mr James William) spoke to this item advising that a review of these action items will be provided at the December 2024 Standing Committee meeting.



## 2. MAYORAL ITEMS

### 2.1. Council Workshop (4-14 November 2024, Cairns)

The Mayor advised that he and the Chief Executive Officer are locking in the final parts of the agenda for the November 2024 Council Workshop.

This work will assist Council to prepare strategically on how to move forward with its Advocacy Priorities post-State Government elections on 26 October 2024.

Particular sessions planned for Councillors during the upcoming Workshop will include:

- Improvements/Standardisation for Community Information Sessions across Divisions for consistent messaging on strategic matters;
- Days 1 and 2 (4-5 November 2024) will be focussed on:
  - TS&NPA ROC engagement moving forward in relation to Blue Security (water and Treaty issues)
  - Torres Strait Coalition (TSRA and TS&NPA ROC) to provide an update on regional governance/regional assembly matters, as well as the independent health review;
- LGAQ discussions (particularly Peak Services) will be held on Day 4 to provide training on COI, confidentiality, dual roles, policy development cycles, etc. to enable Councillors to legally undertake their duties;
  - *Cr Toby recommended that LGAQ Updates/Sessions/Training/Refreshers be a standing item for each Council Workshop.*
- The Masig Statement Action Plan (including each Divisional Taskforce, funding submission to TSRA and the 90<sup>th</sup> Anniversary of the Maritime Strike Exhibition in Brisbane being organised by the Queensland Museum);
- Navigating Native Title Matters and DOGIT Responsibilities. The Council Workshop will consider a refocus around Council developing MOUs with individual PBCs for each Division to strengthen Council's strategic leadership in the region, as well as to allow Council to deliver progress in relation to the high on—ground needs and priorities for 'shovel ready' communities - particularly in relation to critical needs such as housing. In addition, such an arrangement will assist in 'empowering' local PBCs in undertaking their own role within the Division.
- Treaty Matters:
  - using the 50th Anniversary of the Torres Strait Treaty (1975-2025) as an example of self—governance/regional governance and how it should be/could be reshaped over the next 50 years
  - standardising Prior Approval Requests across the region in response to current regional priorities
  - review legacy issues associated with the Torres Strait Treaty (fishing zones, etc.)
- Transitional Action Plan (TAP) discussions, with Mr Scott Mason (CEO LG Services Group) to deliver an in—depth update (including costings, operational commitments/requirements, messaging to the community on TAP, etc.).



**3. CHIEF EXECUTIVE OFFICER****3.1. General Update *(verbal)***

The Chief Executive Officer (Mr James William) spoke to this item covering key issues such as:

- the November 2024 Council Workshop currently being the main focus for Council's administrative arm
- preparations are under way to brief the incoming Government on the TSIRC 11 x priorities and the challenges currently facing Council
- the Comprehensive Assets Valuation is currently underway
- the Operational Investment Plan and the Asset Investment Plan will be explored further at the November 2024 Council Workshop, including financial sustainability for Council (i.e. water losses on Badu currently costs Council \$750k annually due to poor and ageing infrastructure)
- Starlink has been installed in all Divisional Offices. Cabling issues in buildings has nothing to do with Starlink and the Executive Director Corporate Services will take the matter of issues currently being experienced on Mabuia on notice.
- Seaswift analysis has been completed and the Chief Executive Officer will be travelling to Brisbane on 28 October 2024 to have discussions with Seaswift on these matters and a further update will be provided at the November 2024 Council Workshop.

**4. BUILDING SERVICES DIRECTORATE**

Nil.

**5. COMMUNITY SERVICES DIRECTORATE****5.1. 1<sup>st</sup> Quarter Report – Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee**

#SSC24-28/2024-10/5.1

CR TOBY / CR TAMU

The Strategic Action Reference Group (SARG) Standing Committee:

1. notes the 1st Quarter Report submitted by the Housing, Families and Safe & Healthy Communities (HFSHC) Advisory Committee for the period July-September 2024 and endorses the report for consideration by Council; and
2. recommends that Council endorse the appointment of the HFSHC Advisory Committee Chairperson as Council's representative on the Queensland Department of Agriculture and Fisheries' Animal Management Taskforce.

**CARRIED UNANIMOUSLY**



**6. CORPORATE SERVICES DIRECTORATE****6.1 Media Policy**

#SSC24-28/2024-10/6.1

CR STEPHEN / CR TAMU

The Strategic Action Reference Group (SARG) Standing Committee notes the Council Media Policy.

**CARRIED UNANIMOUSLY****6.2 1<sup>st</sup> Quarter Report – Economic Growth Committee**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to this item. The Standing Committee noted the 1<sup>st</sup> Quarter Meeting Minutes submitted by the Economic Growth Committee.

**7. ENGINEERING SERVICES DIRECTORATE**

The Mayor acknowledged the ongoing work underway by the Engineering Services teams.

The Executive Director Engineering Services briefly updated the Standing Committee with the following:

- the November 2024 Council Workshop to include discussion around the Marine Infrastructure Program (including a recap on the Australian Government funding which is targeted for Saibai, Dauan and Boigu) and an update on the Coastal Hazard Adaptation Strategy;
- Water security issues indicate that 2024 will be worse than 2015 (currently there are 5 communities on Level 4 restrictions and another 2 which are very close to Level 4). In good news, the Erub Water Reservoir asset renewal work is almost complete and similar projects on St Paul's is next (or possibly already underway) and the tanks on Erub or St Paul's will be transferred to Poruma in the interim.

**8. FINANCIAL SERVICES DIRECTORATE**

Nil.

**9. MATTERS ARISING****(a) Travel/Accommodation Logistics for November 2024 Council Workshop**

The Mayor sought an update on travel and accommodation and T/A arrangements. The Chief Executive Officer will send out advice to Councillors as soon as possible on Monday (28 October 2024).

**(b) Telstra Facilities**

Cr Kabay Tamu requested that a formal request be made to Telstra to review its facilities across the region in view of the recent incident on Warraber. The Mayor advised that he will follow up with the TSRA as this issue rests with the Australian Government (Telstra) as a service provision matter.



**(c) Garbage Trucks for Divisions**

Cr Keith Fell sought an update on the roll-out of garbage trucks for the Divisions, as he has observed that the ongoing delays are impacting staff on ground as a result of them having to manually collect garbage bins.

The Executive Director Corporate Services (Ms Susanne Andres) advised that the status of the roll-out is presented in the monthly Corporate Services Information Report to Council, and the current delays are from the Gold Coast City Council who need to hold these vehicles for use as they await delivery of their new fleet.

**(d) QFleet Matter**

Cr Keith Fell sought an update on the QFleet matter.

The Executive Director Corporate Services (Ms Susanne Andres) advised that the Financial Services Directorate is reviewing the matter as there is currently no budget available.

**(e) Councillor Leave**

The Mayor advised that the Deputy Mayor will be on leave until 4 November 2024. The Mayor will be taking leave in December 2024. The Mayor also requested Committee members to advise if they are taking leave over the upcoming December/January period.

**10. NEXT MEETING – 4 DECEMBER 2024 (Microsoft TEAMS)**

Noted by the Standing Committee.

**11. CLOSE OF MEETING & PRAYER**

The Mayor thanked Standing Committee members and officers for their attendance and contributions throughout the meeting. The Mayor formally closed the meeting at 3.25pm and delivered the closing prayer.

MINUTES CONFIRMED – 5 March 2025



.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 5 March 2025



.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 5 March 2025





**STRATEGIC ACTION REFERENCE  
GROUP (SARG) STANDING  
COMMITTEE MEETING  
4 DECEMBER 2024**

# MINUTES

**Time:** 1.00pm

**Venue:** Committee Meeting Room, Level 3, 111 Grafton Street, Cairns  
*Microsoft (TEAMS) Meeting ID: 449 999 757 665 | Passcode: PrZsia*

**PRESENT:**

**Mayor/Chair**

Cr Phillemon Mosby

**OFFICERS:**

**Chief Executive Officer**

Executive Director Community Services  
Executive Director Corporate Services  
Executive Director Engineering Services  
Executive Director Financial Services  
Interim Executive Advisor to the CEO  
Executive Assistant to the Mayor  
TSIRC Secretariat  
TSIRC Secretariat

Mr James William  
Mr Dawson Sailor  
Ms Susanne Andres  
Mr David Baldwin  
Ms Hollie Faithfull  
Ms Jessica Buxton  
Ms Trudy Lui  
Mr Darryl Brooks  
Ms Julie Marino

**APOLOGIES:**

Deputy Mayor – *on leave*  
Chair – Economic Growth Advisory Committee – *overseas*  
Executive Director Building Services – *travelling to Cairns*

Cr Ranetta Wosomo  
Cr Rocky Stephen  
Mr Wayne Green

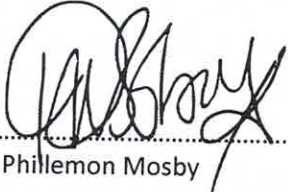
**A. WELCOME & QUORUM CONFIRMATION | ACKNOWLEDGEMENTS | OPENING PRAYER  
| OBSERVANCES**

At 1.15pm, the Mayor noted that the meeting was inquorate.

The Mayor requested that any matters listed on the agenda which require endorsement by the SARG Standing Committee prior to the December 2024 Ordinary Council Meeting be circulated Out-Of-Session to SARG Standing Committee members for consideration.

The Mayor did not postpone the meeting for another time/date and formally closed the meeting at 1.25pm.

MINUTES CONFIRMED – 5 March 2025

  
.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 5 March 2025

  
.....  
James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 5 March 2025



POST-MEETING ACTIONS:

An Out–Of–Session request was made to SARG Standing Committee members, as per Attachment A.

Responses received from SARG Standing Committee members are at Attachment B.

END.

CONFIRMED



## Darryl Brooks

---

**From:** Secretariat  
**Sent:** Friday, 6 December 2024 12:34 PM  
**To:** Secretariat; Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Chelsea Aniba; Cr. Ranetta Wosomo; Cr. Keith Fell; Cr. Dimas Toby; Cr. Kabay Tamu; Cr. Rocky Stephen  
**Cc:** CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui  
**Subject:** URGENT RESPONSE REQUESTED: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

**Categories:** Blue category

Mayor & Councillors

Another reminder please for these Out-of-Session approvals to be considered ASAP and **by 3pm today**. So far, have only had responses from Cr Fell and Cr Toby.

Eso.  
Darryl

Secretariat  
Executive Office Department

Torres Strait Island Regional Council



Phone: 07 4034 5700  
Email: [secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)  
Address: [111 - 115 Grafton Street, Cairns, QLD 4870](#)  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
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**Sent:** Wednesday, 4 December 2024 2:50 PM  
**To:** Mayor Phillemon Mosby <[Mayor@tsirc.qld.gov.au](mailto:Mayor@tsirc.qld.gov.au)>; Cr. Phillemon Mosby <[Cr.Phillemon.Mosby@tsirc.qld.gov.au](mailto:Cr.Phillemon.Mosby@tsirc.qld.gov.au)>; Cr. Chelsea Aniba <[cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)>; Cr. Ranetta Wosomo <[cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)>; Cr. Keith Fell <[Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)>; Cr. Dimas Toby <[Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)>; Cr. Kabay Tamu <[Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)>; Cr. Rocky Stephen <[Cr.Rocky.Stephen@tsirc.qld.gov.au](mailto:Cr.Rocky.Stephen@tsirc.qld.gov.au)>  
**Cc:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>; CEO <[CEO@tsirc.qld.gov.au](mailto:CEO@tsirc.qld.gov.au)>; James William <[james.william@tsirc.qld.gov.au](mailto:james.william@tsirc.qld.gov.au)>; Dawson Sailor <[Dawson.Sailor@tsirc.qld.gov.au](mailto:Dawson.Sailor@tsirc.qld.gov.au)>; Wayne Green <[wayne.green@tsirc.qld.gov.au](mailto:wayne.green@tsirc.qld.gov.au)>; David Baldwin <[David.Baldwin@tsirc.qld.gov.au](mailto:David.Baldwin@tsirc.qld.gov.au)>; Jessica Conway <[Jessica.Conway@tsirc.qld.gov.au](mailto:Jessica.Conway@tsirc.qld.gov.au)>; Trudy Lui <[trudy.lui@tsirc.qld.gov.au](mailto:trudy.lui@tsirc.qld.gov.au)>  
**Subject:** OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

Mayor and SARG Standing Committee Members



The CEO has requested that four items listed on the agenda for today's SARG Standing Committee Meeting be submitted for your approval out-of-session, as these matters need to be formally endorsed at the December 2024 Ordinary Council Meeting:

1. LATE PAPER – Engineering Services – Zenadth Kes Coastal Hazard Adaptation Strategy  
Officer Recommendation:

**That the Strategic Action Reference Group (SARG) recommend the CHAS is presented to the full Council Committee for consideration and adoption.**

2. AI 10.1 – QuickStarts Island Extension Program  
Officer Recommendation:

**The Standing Committee recommends that Council resolves to:**

**Approve and formalise the identified lots for each community in the Quickstarts Detached Extension Program, as detailed in the TSIRC Housing Needs Register; and**

**Pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the Chief Executive Officer to negotiate, finalise, and execute all matters associated with or related to this project, funding, and contracts. This delegation includes, without limitation, any options, variations, and actions in compliance with Council's procurement and ethical sourcing policy.**

3. AI 3.1 – TSIRC Advocacy Framework  
Officer Recommendation:

**The Standing Committee:**

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

4. AI 3.2 – Community Advocacy Statements  
Officer Recommendation:

**The Standing Committee:**

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

Please [reply by email](#) indicating whether you SUPPORT/NOT SUPPORT the officer recommendations as presented above.

Responses required by close of business **THURSDAY, 5 DECEMBER 2024.**

Eso.

Secretariat (on behalf of the CEO)



Secretariat  
Executive Office Department

Torres Strait Island Regional Council



Torres Strait Island  
REGIONAL COUNCIL

Phone: 07 4034 5700  
Email: [secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)  
Address: [111 - 115 Grafton Street, Cairns, QLD 4870](#)  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
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## Darryl Brooks

---

**From:** Cr. Keith Fell  
**Sent:** Thursday, 5 December 2024 10:22 AM  
**To:** Secretariat  
**Cc:** Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Chelsea Aniba; Cr. Ranetta Wosomo; Cr. Dimas Toby; Cr. Kabay Tamu; Cr. Rocky Stephen; CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui; Cr. Dimas Toby; Cr. Rocky Stephen; Secretariat; James William  
**Subject:** Re: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024  
**Categories:** Blue category

My apologies for yesterday..  
I would like to give my approval for the following endorsements.  
I'll move all request...  
Cheers,  
CF

Sent from my iPhone

**Cr. Keith Fell | Councillor - Division 4 - Mabuiag**

Torres Strait Island Regional Council



Torres Strait Island  
REGIONAL COUNCIL

Phone: 07 4083 2504 Mobile: 0458 696 682  
Email: [Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)  
Address: TSIRC, Mabuiag Island, QLD 4875  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
Find us on:   

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On 4 Dec 2024, at 2:50 pm, Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)> wrote:

Mayor and SARG Standing Committee Members

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Officer Recommendation:

**That the Strategic Action Reference Group (SARG) recommend the CHAS is presented to the full Council Committee for consideration and adoption.**

2. AI 10.1 – QuickStarts Island Extension Program  
Officer Recommendation:



## Darryl Brooks

---

**From:** Cr. Dimas Toby  
**Sent:** Thursday, 5 December 2024 11:43 AM  
**To:** Secretariat; Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Chelsea Aniba; Cr. Ranetta Wosomo; Cr. Keith Fell; Cr. Kabay Tamu; Cr. Rocky Stephen  
**Cc:** Secretariat; CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui  
**Subject:** Re: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024  
  
**Categories:** Blue category

Kapu Goeyga, Team

I support as per request. Esso

**Cr. Dimas Toby | Councillor - Division 1 - Boigu**

Torres Strait Island Regional Council



Phone: 07 4083 2002 Mobile: 0418 589 446  
Email: [Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)  
Address: TSIRC, Boigu Island, QLD 4875  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
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**From:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>  
**Sent:** Wednesday, December 4, 2024 2:50:08 PM  
**To:** Mayor Phillemon Mosby <[Mayor@tsirc.qld.gov.au](mailto:Mayor@tsirc.qld.gov.au)>; Cr. Phillemon Mosby <[Cr.Phillemon.Mosby@tsirc.qld.gov.au](mailto:Cr.Phillemon.Mosby@tsirc.qld.gov.au)>; Cr. Chelsea Aniba <[cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)>; Cr. Ranetta Wosomo <[cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)>; Cr. Keith Fell <[Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)>; Cr. Dimas Toby <[Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)>; Cr. Kabay Tamu <[Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)>; Cr. Rocky Stephen <[Cr.Rocky.Stephen@tsirc.qld.gov.au](mailto:Cr.Rocky.Stephen@tsirc.qld.gov.au)>  
**Cc:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>; CEO <[CEO@tsirc.qld.gov.au](mailto:CEO@tsirc.qld.gov.au)>; James William <[james.william@tsirc.qld.gov.au](mailto:james.william@tsirc.qld.gov.au)>; Dawson Sailor <[Dawson.Sailor@tsirc.qld.gov.au](mailto:Dawson.Sailor@tsirc.qld.gov.au)>; Wayne Green <[wayne.green@tsirc.qld.gov.au](mailto:wayne.green@tsirc.qld.gov.au)>; David Baldwin <[David.Baldwin@tsirc.qld.gov.au](mailto:David.Baldwin@tsirc.qld.gov.au)>; Jessica Conway <[Jessica.Conway@tsirc.qld.gov.au](mailto:Jessica.Conway@tsirc.qld.gov.au)>; Trudy Lui <[trudy.lui@tsirc.qld.gov.au](mailto:trudy.lui@tsirc.qld.gov.au)>  
**Subject:** OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

Mayor and SARG Standing Committee Members

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1. LATE PAPER – Engineering Services – Zenadth Kes Coastal Hazard Adaptation Strategy  
Officer Recommendation:



## Darryl Brooks

---

**From:** Cr. Kabay Tamu  
**Sent:** Friday, 6 December 2024 12:41 PM  
**To:** Secretariat; Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Chelsea Aniba; Cr. Ranetta Wosomo; Cr. Keith Fell; Cr. Dimas Toby; Cr. Rocky Stephen  
**Cc:** Secretariat; CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui  
**Subject:** Re: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024  
**Categories:** Blue category

Kapu Goeyga,

Request supported.

Eso,

Get [Outlook for Android](#)

**Cr. Kabay Tamu | Councillor - Division 10 - Warraber**

### Torres Strait Island Regional Council



Phone: 07 4083 2552 Mobile: 0474 954 462  
Email: [Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)  
Address: TSIRC, Warraber (Sue) Island, QLD 4875  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
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**From:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>  
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**To:** Mayor Phillemon Mosby <[Mayor@tsirc.qld.gov.au](mailto:Mayor@tsirc.qld.gov.au)>; Cr. Phillemon Mosby <[Cr.Phillemon.Mosby@tsirc.qld.gov.au](mailto:Cr.Phillemon.Mosby@tsirc.qld.gov.au)>; Cr. Chelsea Aniba <[cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)>; Cr. Ranetta Wosomo <[cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)>; Cr. Keith Fell <[Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)>; Cr. Dimas Toby <[Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)>; Cr. Kabay Tamu <[Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)>; Cr. Rocky Stephen <[Cr.Rocky.Stephen@tsirc.qld.gov.au](mailto:Cr.Rocky.Stephen@tsirc.qld.gov.au)>  
**Cc:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>; CEO <[CEO@tsirc.qld.gov.au](mailto:CEO@tsirc.qld.gov.au)>; James William <[james.william@tsirc.qld.gov.au](mailto:james.william@tsirc.qld.gov.au)>; Dawson Sailor <[Dawson.Sailor@tsirc.qld.gov.au](mailto:Dawson.Sailor@tsirc.qld.gov.au)>; Wayne Green <[wayne.green@tsirc.qld.gov.au](mailto:wayne.green@tsirc.qld.gov.au)>; David Baldwin <[David.Baldwin@tsirc.qld.gov.au](mailto:David.Baldwin@tsirc.qld.gov.au)>; Jessica Conway <[Jessica.Conway@tsirc.qld.gov.au](mailto:Jessica.Conway@tsirc.qld.gov.au)>; Trudy Lui <[trudy.lui@tsirc.qld.gov.au](mailto:trudy.lui@tsirc.qld.gov.au)>  
**Subject:** OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

Mayor and SARG Standing Committee Members



## Darryl Brooks

---

**From:** Cr. Ranetta Wosomo  
**Sent:** Friday, 6 December 2024 12:59 PM  
**To:** Secretariat; Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Chelsea Aniba; Cr. Keith Fell; Cr. Dimas Toby; Cr. Kabay Tamu; Cr. Rocky Stephen  
**Cc:** CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui  
**Subject:** RE: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

**Categories:** Blue category

Good afternoon




I am in support of the recommendations.

Eso,

**Cr. Ranetta Wosomo | Councillor - Division 5 - Badu and Deputy Mayor**

### Torres Strait Island Regional Council



**Phone:** 0437 495 688 **Mobile:** 0437 495 688  
**Email:** [cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)  
**Address:** TSIRC, Badu Island, QLD 4875  
**Website:** [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
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**From:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>  
**Sent:** Wednesday, 4 December 2024 2:50 PM  
**To:** Mayor Phillemon Mosby <[Mayor@tsirc.qld.gov.au](mailto:Mayor@tsirc.qld.gov.au)>; Cr. Phillemon Mosby <[Cr.Phillemon.Mosby@tsirc.qld.gov.au](mailto:Cr.Phillemon.Mosby@tsirc.qld.gov.au)>; Cr. Chelsea Aniba <[cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)>; Cr. Ranetta Wosomo <[cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)>; Cr. Keith Fell <[Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)>; Cr. Dimas Toby <[Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)>; Cr. Kabay Tamu <[Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)>; Cr. Rocky Stephen <[Cr.Rocky.Stephen@tsirc.qld.gov.au](mailto:Cr.Rocky.Stephen@tsirc.qld.gov.au)>  
**Cc:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>; CEO <[CEO@tsirc.qld.gov.au](mailto:CEO@tsirc.qld.gov.au)>; James William <[james.william@tsirc.qld.gov.au](mailto:james.william@tsirc.qld.gov.au)>; Dawson Sailor <[Dawson.Sailor@tsirc.qld.gov.au](mailto:Dawson.Sailor@tsirc.qld.gov.au)>; Wayne Green <[wayne.green@tsirc.qld.gov.au](mailto:wayne.green@tsirc.qld.gov.au)>; David Baldwin <[David.Baldwin@tsirc.qld.gov.au](mailto:David.Baldwin@tsirc.qld.gov.au)>; Jessica Conway <[Jessica.Conway@tsirc.qld.gov.au](mailto:Jessica.Conway@tsirc.qld.gov.au)>; Trudy Lui <[trudy.lui@tsirc.qld.gov.au](mailto:trudy.lui@tsirc.qld.gov.au)>  
**Subject:** OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

Mayor and SARG Standing Committee Members

The CEO has requested that four items listed on the agenda for today's SARG Standing Committee Meeting be submitted for your approval out-of-session, as these matters need to be formally endorsed at the December 2024 Ordinary Council Meeting:

1. LATE PAPER – Engineering Services – Zenadth Kes Coastal Hazard Adaptation Strategy



## Darryl Brooks




**From:** Cr. Chelsea Aniba  
**Sent:** Friday, 6 December 2024 1:03 PM  
**To:** Secretariat; Mayor Phillemon Mosby; Cr. Phillemon Mosby; Cr. Ranetta Wosomo; Cr. Keith Fell; Cr. Dimas Toby; Cr. Kabay Tamu; Cr. Rocky Stephen  
**Cc:** CEO; James William; Dawson Sailor; Wayne Green; David Baldwin; Jessica Conway; Trudy Lui  
**Subject:** RE: URGENT RESPONSE REQUESTED: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024  
**Categories:** Blue category

I support recommendations

**Cr. Chelsea Aniba | Councillor - Division 3 - Saibai**

Torres Strait Island Regional Council



Phone: 07 4083 2814 Mobile: 0474 926 820  
Email: [cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)  
Address: TSIRC, Saibai Island, QLD 4875  
Website: [www.tsirc.qld.gov.au](http://www.tsirc.qld.gov.au)  
Find us on:   

\*\*\*\*\*  
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\*\*\*\*\*

**From:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>  
**Sent:** Friday, 6 December 2024 12:34 PM  
**To:** Secretariat <[secretariat@tsirc.qld.gov.au](mailto:secretariat@tsirc.qld.gov.au)>; Mayor Phillemon Mosby <[Mayor@tsirc.qld.gov.au](mailto:Mayor@tsirc.qld.gov.au)>; Cr. Phillemon Mosby <[Cr.Phillemon.Mosby@tsirc.qld.gov.au](mailto:Cr.Phillemon.Mosby@tsirc.qld.gov.au)>; Cr. Chelsea Aniba <[cr.chelsea.aniba@tsirc.qld.gov.au](mailto:cr.chelsea.aniba@tsirc.qld.gov.au)>; Cr. Ranetta Wosomo <[cr.ranetta.wosomo@tsirc.qld.gov.au](mailto:cr.ranetta.wosomo@tsirc.qld.gov.au)>; Cr. Keith Fell <[Cr.Keith.Fell@tsirc.qld.gov.au](mailto:Cr.Keith.Fell@tsirc.qld.gov.au)>; Cr. Dimas Toby <[Cr.Dimas.Toby@tsirc.qld.gov.au](mailto:Cr.Dimas.Toby@tsirc.qld.gov.au)>; Cr. Kabay Tamu <[Cr.Kabay.Tamu@tsirc.qld.gov.au](mailto:Cr.Kabay.Tamu@tsirc.qld.gov.au)>; Cr. Rocky Stephen <[Cr.Rocky.Stephen@tsirc.qld.gov.au](mailto:Cr.Rocky.Stephen@tsirc.qld.gov.au)>  
**Cc:** CEO <[CEO@tsirc.qld.gov.au](mailto:CEO@tsirc.qld.gov.au)>; James William <[james.william@tsirc.qld.gov.au](mailto:james.william@tsirc.qld.gov.au)>; Dawson Sailor <[Dawson.Sailor@tsirc.qld.gov.au](mailto:Dawson.Sailor@tsirc.qld.gov.au)>; Wayne Green <[wayne.green@tsirc.qld.gov.au](mailto:wayne.green@tsirc.qld.gov.au)>; David Baldwin <[David.Baldwin@tsirc.qld.gov.au](mailto:David.Baldwin@tsirc.qld.gov.au)>; Jessica Conway <[Jessica.Conway@tsirc.qld.gov.au](mailto:Jessica.Conway@tsirc.qld.gov.au)>; Trudy Lui <[trudy.lui@tsirc.qld.gov.au](mailto:trudy.lui@tsirc.qld.gov.au)>  
**Subject:** URGENT RESPONSE REQUESTED: OUT-OF-SESSION APPROVAL - SARG STANDING COMMITTEE AGENDA PAPERS - reply required by cob THURSDAY, 5 DECEMBER 2024

Mayor & Councillors

Another reminder please for these Out-of-Session approvals to be considered ASAP and **by 3pm today**. So far, have only had responses from Cr Fell and Cr Toby.

Eso.  
Darryl

Secretariat





**STRATEGIC ACTION REFERENCE  
GROUP (SARG) STANDING  
COMMITTEE MEETING  
5 MARCH 2025**

# MINUTES

**Time:** 9.00am to 4.00pm

**Venue:** **[TEAMS Meeting]** Meeting ID: 411 763 378 378 | Passcode: vc6EL33X

**PRESENT:**

**Mayor/Chair**

Deputy Mayor

Chair - Culture, Arts, Land & Heritage Advisory Committee

Chair - Economic Growth Advisory Committee

Chair - Environment & Climate Adaptation Advisory Committee – *joined meeting at 9.40am*

Proxy - Governance & Leadership Advisory Committee – *joined meeting at 10.35am*

Chair - Housing, Families and Safe & Healthy Communities Advisory Committee – *left meeting at 12.40pm*

Cr Phillemon Mosby

Cr Ranetta Wosomo

Cr Chelsea Aniba

Cr Rocky Stephen

Cr Kabay Tamu

Cr Nixon Mye

Cr Keith Fell

**OFFICERS:**

**Chief Executive Officer** – *left meeting at 12.40pm*

Executive Director Building Services

Executive Director Corporate Services

Executive Director Financial Services – *on-line for 9.00am start and left meeting at 9.30am to meet airline schedule*

Mr James William

Mr Wayne Green

Ms Susanne Andres

Ms Hollie Faithfull

Executive Assistant to the CEO

Executive Assistant to the Mayor

TSIRC Secretariat

Ms Marie Haines

Ms Trudy Lui

Mr Darryl Brooks

**GUESTS:**

Chief Executive Officer LG Services Group – *for Agenda Item 3.1 only*

Consultant – *for Agenda Item 4.1 only*

Mr Scott Mason

Mr Anthony Ottaway

**ABSENT:**

Chair - Governance & Leadership Advisory Committee

Executive Director Community Services

Executive Director Engineering Services

Cr Dimas Toby

Mr Dawson Sailor

Mr David Baldwin

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

At 9.30am, the Mayor welcomed Committee Members and staff to the meeting, 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 throughout our lives and families;
- The Traditional Custodians throughout the length and breadth of Zenadth Kes and the communities and constituents that Council serves; and
- All Elders – past, present and emerging.

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

Cr Keith Fell delivered the opening prayer.

The Mayor then invited participants to observe a minute of silence for remembrance purposes, especially for those going through the processes of Sorry Business.

#### **B. NOTING OF APOLOGIES**

No formal apologies were tabled.

#### **C. CONFLICT OF INTEREST DECLARATIONS**

The Mayor invited attendees to table any prescribed or declarable COI matters. No COI declarations were made. The Mayor requested that Committee Members advise of any COI declarations should they arise throughout discussions.

The Mayor also invited attendees to advise of any legal matters that would prevent members from participation in today's meeting. No matters were declared.

#### **D. LIVE STREAM**

The Mayor advised that meetings of the Standing Committee are live streamed and a copy of this meeting will soon be available on Council's Youtube channel on the website. The Mayor welcomed members of the public to the meeting and thanked them for their time and interest in the deliberations of Council.

### **1. CONFIRMATION OF MINUTES (25 OCTOBER 2024 & 4 DECEMBER 2024)**

#SSC24-28/2025-03/1

CR WOSOMO / CR ANIBA

**The Standing Committee:**

- (a) confirms the Minutes of its meeting held on 25 October 2024; and
- (b) confirms the Minutes of its meeting held on 4 December 2024.

**CARRIED UNANIMOUSLY**

#### **1.1. ACTION ITEMS FROM PREVIOUS MEETINGS**

The Chief Executive Officer (Mr James William) spoke to this item. The update was noted by the Standing Committee.



**2. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC**

#SSC24-28/2025-3/2

CR ANIBA / CR FELL

The Standing Committee 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****3. CHIEF EXECUTIVE OFFICER****3.1. TSIRC Transition Action Plan (TAP) Update** *(verbal update by Mr Scott Mason)*

*[Reason for Closed Discussion: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it includes “matters that may directly affect the health and safety of an individual or a group of individuals”.]*

The Standing Committee noted the verbal update provided by Mr Scott Mason on the current status of KPIs in relation to the TSIRC Transition Action Plan (TAP).

The Mayor expressed his appreciation for the detail provided by Mr Mason and added that the Standing Committee will need to be mindful of ensuring that Council’s future annual budgets take into account the KPIs identified.

**3.2. Acting Chief Executive Officer – verbal discussion**

*[Reason for Closed Discussion: In accordance with section 254J of the Local Government Regulation 2012, it is recommended that this matter be considered by Council in Closed Business as it relates to the appointment, discipline or dismissal of the chief executive officer]*

The Standing Committee noted verbal advice from the Chief Executive Officer that he intends to take leave from 3–9 April 2025 and that a paper will be presented to the March 2025 Ordinary Council Meeting seeking endorsement of an Acting Chief Executive Officer during this period.

**4. CORPORATE SERVICES DIRECTORATE****4.1. Mirabou Energy Project - presentation**

*[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.]*

The Standing Committee noted the presentation by Mr Andrew Ottaway (Consultant) in relation to the Mirabou Energy Project.

**Mirabou Energy Project****Action Required:**

Chief Executive Officer to include this matter for discussion at the May 2025 Council Workshop.



#### 4.2. Culture, Arts, Land and Heritage (CALH) Advisory Committee – Draft Memorandum of Understanding (MOU) with PBCs for Review

*[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 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].*

#SSC24-28/2025-03/4.2

CR ANIBA / CR STEPHEN

The Standing Committee agrees to:

- (1) Review the Draft Memorandum of Understanding (MOU) provided by the Culture, Arts Land & Heritage Advisory Committee and provide relevant feedback to the Advisory Committee;
- (2) Endorse the Draft MOU;
- (3) Recommend that the Culture, Arts, Land & Heritage Advisory Committee commence discussions and negotiations with individual PBCs.

**CARRIED UNANIMOUSLY**

#### **Culture, Arts, Land and Heritage (CALH) Advisory Committee – Draft Memorandum of Understanding (MOU) with PBCs for Review**

##### **Action Required:**

CALH Advisory Committee to ensure that the MOUs state clearly that it is the responsibility of PBCs (not TSIRC) to consult with native title holders.

The Standing Committee noted advice from the Executive Director Corporate Services that the Draft MOU with PBCs will now be circulated to all TSIRC Councillors for comment.

Cr Kabay Tamu also suggested that those PBCs with TSIRC Councillors holding dual roles could be prioritised in the MOU discussion and negotiation process in order to expedite completion of all 15 TSIRC Divisions in a timely manner.

The Mayor thanked the Chairperson and Members of the CALH Advisory Committee (including administrative staff) for advancing this important and much-needed process for Council.

- *Following discussion of the above Agenda Item, the Mayor requested all administrative staff (except the Chief Executive Officer) to leave the meeting for a Councillors-only discussion. Staff left the meeting at 11.40am and were invited to return to the meeting at 11.45am.*



**5. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION**

#SSC24-28/2025-03/5

CR ANIBA / CR WOSOMO

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

**CARRIED UNANIMOUSLY****6. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION**

The Standing Committee formally resolved as indicated in Agenda Items 3 to 5 above.

There were additional action items arising from other matters raised and discussed during the Closed Session.

**1. Superannuation for TSIRC Councillors****Action Required:**

Chief Executive Officer to provide a report to the March 2025 Ordinary Council Meeting in relation to Superannuation arrangements for TSIRC Councillors, including any previous TSIRC decisions in relation to the matter.

**2. Mabuiag Sewerage Treatment Plant****Action Required:**

Chief Executive Officer to urgently raise this matter during his meeting with the TSRA CEO (and possibly the TSRA Chairperson) on 6 March 2025.

**7. MAYORAL ITEMS**

The Mayor advised that Agenda Items 7.1 to 7.6 relate to emails that have been circulated directly to Standing Committee members.

**7.1. Regional Health Reform | Health Equity Strategy**

At a recent meeting with the Queensland Minister for Health, the Mayor was advised by the Minister that the Government's focus now is to improve health outcomes for Torres Strait Islander and Aboriginal people in the Torres Strait area and that previous calls by Torres Strait leaders for an independent Coronial investigation into the delivery of health services in the region is not currently on the Government's agenda.

The Government's focus is on the Health Equity Strategy. The Mayor advise that he will be inviting Queensland Health to present to Council in the coming months.

**7.2. Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC)**

The Mayor advised that he and the Chief Executive Officer met with their TS&NPAROC counterparts and have agreed to a short-term timeframe for ROC.



Funding totalling \$300K has been secured and is auspiced by TSIRC. Work has commenced for the recruitment of a suitable executive-level candidate to strategically advance the progress the aspirations of the TS&NPAROC, with the TSIRC CEO and relevant Executive Directors to develop a duty statement/recruitment material (by 31 March 2025), followed by a recruitment process (April 2025) and have the project manager on board by May 2025.

This position will ensure that TS&NPAROC has the capacity to undertake research and advocacy on key regional issues to State and Federal governments; will bring about regional tendering and purchase agreements to achieve economies of scale and better synergies in service delivery through better management of projects across the region and to facilitate cooperative projects between the constituent local governments through shared services and joint Local Government activities.

**Torres Strait & Northern Peninsula Area Regional Organisation of Councils (TS&NPAROC)**

**Action Required:**

Executive Director Corporate Services to provide SARG SC members with a copy of the TS&NPAROC Charter.

**7.3. Blue Security & Safe Regional Business Service Model**

The Mayor advised that he has circulated information out to Councillors on this matter. The Mayor will be meeting with Torres Shire and NPA Regional Council Mayors and other State and Commonwealth agencies in the w/b 10 March 2025 to discuss the Blue Security & Safe Regional Business Service Model. This meeting is being coordinated by the Queensland Police Service. The purpose of this meeting is to reframe the relationship between First Nations people and the Police.

**7.4. 2025 Federal Government Advocacy Campaign | Council & TS&NPAROC**

Depending on timing issues, the Mayor anticipates that the recruitment process for the TS&NPAROC executive officer position will enable strategic advocacy for the Torres Strait region to secure appropriate funding and collaboration in service delivery to the people.

In relation to regional governance issues, the TS&NPAROC local governments have been developing an 18-month regional transition readiness plan which focuses on building momentum and consensus on raising awareness of business in relation to regional autonomy. TSIRC has been lobbying the TSRA to secure funding to realise the plan and build consensus across the region.

**7.5. May 2025 Workshop Agenda**

The Mayor advised that he is currently drafting a forward planning schedule that SARG will use to strategically coordinate the Workplans for Council's Advisory Committees. This SARG forward planning will be discussed at the May 2025 Council Workshop.

Councillor attendance and participation during Workshops and at Council meetings will also be discussed at the May 2025 Council Workshop.



The Mayor requested that the Chief Executive Officer develop budget allocations for Council's Advisory Committees as part of the budget review process to support community engagement and advocacy work.

**Budget Allocation for Council Advisory Committees****Action Required:**

Chief Executive Officer to develop budget allocations for Council's Advisory Committees as part of the budget review process to support community engagement and advocacy work.

**7.6. Advisory Committee Annual Plan & Annual Performance Review**

The Mayor has proposed that an annual self-review of SARG and Council's Advisory Committees be undertaken in August 2025. The Mayor requested that all Advisory Committees review their Workplans for this purpose, also to meet the requirements for the SARG forward planning.

**Council Advisory Committees to update Workplans****Action Required:**

Advisory Committee Chairs and Executives to update their Committee Workplan prior to August 2025.

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.

The Mayor also advised that TICCA has nominated him to sit on the Northern Australia Regional Development First Nations Advisory Committee which provides advice in relation to Australian Government investment into regional development in Northern Australia.

**8. CHIEF EXECUTIVE OFFICER REPORTS**

Nil.

**9. BUILDING SERVICES DIRECTORATE**

Nil.

**10. COMMUNITY SERVICES DIRECTORATE**

Nil.

- *Standing Committee deliberations were suspended from 12.40pm to 1.00pm to allow participants a short break.*



**11. CORPORATE SERVICES DIRECTORATE****11.1. Economic Growth Advisory Committee – EMG Community Consultations – 2024-25 Results**

*Presenter: Ms Tina McGuffie (My Pathway)*

The Presenter for this agenda item was not available and the Standing Committee agreed to a recommendation by Cr Rocky Stephen (Chair of the Economic Growth Advisory Committee) that this item be placed on the agenda for the next Standing Committee meeting.

**11.2. Councillor Remuneration, Expenses Reimbursement and Resources Policy – Councillors' Meeting Attendance**

The Mayor requested that the Committee explore options which will improve the attendance, participation and engagement of Councillors at all Council meetings.

The Mayor is considering the implementation of a sign-in/sign-out register and changes to travel allowances in an effort improve attendances.

Cr Kabay Tamu thanked the Mayor for requesting an improvement in Councillor meeting attendances. Cr Tamu stressed that attendance and engagement by Councillors is a behavioural matter that should be discussed in an open and honest discussion amongst Councillors (in-camera Councillors only) and suggested that this be discussed at the May 2025 Council Workshop.

Cr Rocky Stephen supported discussion at the May 2025 Council Workshop.

**Councillor Meeting Attendance – May 2025 Council Workshop Agenda****Action Required:**

Executive Director Corporate Services to organise LGAQ presentation at the May 2025 Council Workshop regarding Councillors responsibilities as elected representatives, including responsibilities regarding attendance and engagement by Councillors at Council meetings.

**11.3. Corporate Plan 2025-30 Concept**

#SSC24-28/2025-3/11.4

CR ANIBA / CR TAMU

**The Standing Committee:**

- endorses the concept of the Corporate Plan 2025-30 and agrees to provide relevant feedback; and
- the proposed timeline to progress the development of the Corporate Plan.

**CARRIED UNANIMOUSLY**

The Mayor requested that the TSIRC Corporate Plan 2025-30 link with the TSRA development plan to ensure that it captures alignment to Australian Government funding guidelines and criteria to ensure access to funding and other services in an expedient and seamless process.



The Executive Director Corporate Services advised that the Corporate Plan 2025–30 will also be circulated out to all Councillors for feedback and resubmit the Plan back to SARG for recommendation to Council for endorsement.

**Corporate Plan 2025-30 Concept****Action Required:**

Executive Director Corporate Services to circulate to all Councillors the Corporate Plan 2025-30 Concept for comment and feedback.

**12. ENGINEERING SERVICES DIRECTORATE**

Nil.

**13. FINANCIAL SERVICES DIRECTORATE**

Nil.

**14. MATTERS ARISING**

The Mayor acknowledged and gave special thanks to Cr Ranetta Wosomo (Deputy Mayor) for her support and assistance to the Mayor during recent weeks, including deputising for him at several official engagements. Cr Wosomo has also been actively working with the Mayor as they review overall Council performance during this term.

The Mayor also advised the Committee that he will be contacting members over the coming weeks to prepare a paper for consideration at the March 2025 Council meeting regarding Mayoral duties.

**15. NEXT MEETING – 9 APRIL 2025 (Microsoft TEAMS)**

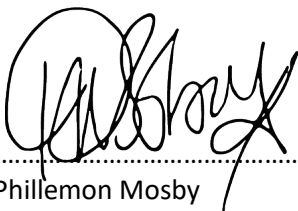
Noted by the Standing Committee.

**16. CLOSE OF MEETING & PRAYER**

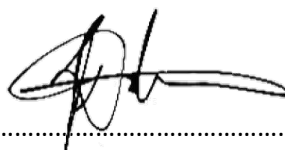
The Mayor confirmed also that the March 2025 Trustee and Ordinary Council Meetings will be held on Poruma.

The Mayor thanked Standing Committee members and officers for their attendance and contributions throughout the meeting. The Mayor formally closed the meeting at 1.40pm and delivered the closing prayer.

MINUTES CONFIRMED – 9 May 2025



Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
Date: 9 May 2025



James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 9 May 2025





**Torres Strait Island**  
REGIONAL COUNCIL

# **MAYORAL MONTHLY REPORT**

**PERIOD: MAY 2025.**



# MAYOR ENGAGEMENTS

## VERBAL UPDATE

### APRIL/May 2025

- 29 -30 April | Indigenous Leaders Forum | *Cherbourg /Sunshine Coast*
- 2 May | Culture, Arts, Heritage and Land | *DOGIT Transfer, Land Tenure and Native Title Advisor, Joanne Bryant / Councils Partnership and MOU.*
- 8 May | A Prof. Karla Canuto | Flinders University | *Microsoft Teams/ Kikirru Dan Walmai Project (Cancelled due to no signal on Mabuiag)*
- 9 May | SARG | *Cairns Office*
- 12 – 22 May | TSIRC Annual May Workshop | *Pullman Cairns International / Regional Leadership / TSIRC, TSC, NPARC, GBK, IIAC.*

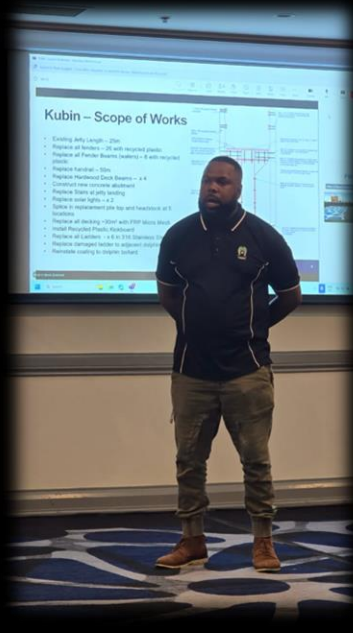




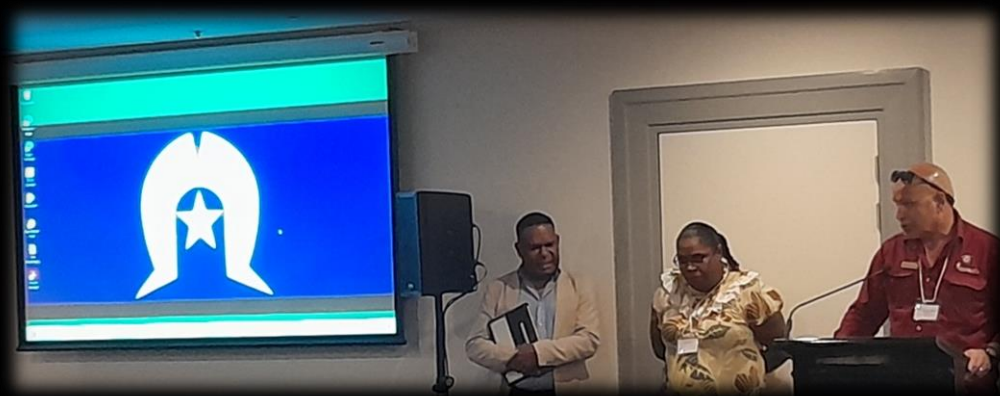






















## Torres Strait & Northern Peninsula Area Regional Leadership Forum

On Tuesday 13th & Wednesday 14th May 2025 TSIRC hosted are Regional Leadership Forum (RLF) between our sister Councils Torres Shire Council, Torres Shire Council and Northern Peninsula Area Regional Council and our capability partners Gur Berdardaw Kod (GBK) and Ipima Ikaya Aboriginal Corporation.

The theme of Regional Leadership Forum legacy of Paradigms aims encourage regional leadership to not only reflect on the paradigm takes our predecessor but what paradigm will we collective take as are united nation to co-design are shared pathway.

Malungu Yangu Wakay “Voice from the deep” underpins our united cultural pathway for the people of Torres Strait and Northern Peninsula Area Regional to pursue and achieve self-determination and regional autonomy.

The regional strategic topics canvased were:

- ◆ Regional Autonomy
- ◆ Safe, Accessible & Affordable Transportation
- ◆ Blue Security & Safe Region
- ◆ Health Reform & Nation Building
- ◆ Land Tenure & Native Title
- ◆ Economic Independence & Participation
- ◆ TS&NPA Registered Organisation of Council (ROC).

We acknowledge thank our capability partners for your attendance and participation at our Regional Leadership Forum

- Gur Berdaraw Kod (GBK) Chair Mr Ned David
- Ipima Ikaya AC Director Fanny Solmon representing Angkamuthi Clan, Operational Manager Louisa Taylor-Ahmat
- Member for Cook: David Kempton MP
- Member for Leichhardt: Matt Smith MP
- Torres Cape Hospital and Health Service (TCHHS) CEO: Rex O’Rourke
- Queensland Police Service Inspector: Nick O’Brien & Officer in Charge Senior Sergeant Corey Stevens
- Remote Indigenous Land Infrastructure Program Office (RILIPO) Aboriginal and Torres Strait Islander Partnership: Petrina Villaflor Principal Project Officer.

I would to express my gratitude of thanks to my colleagues Mayors, Mayor Elsie Seriat TSC and Mayor Robert Poipoi NPARC for your advice, leadership and partnership.

Mina Koeyma Eso,

Mayor MOSBY







*Office of the Chief Executive Officer*

**AUTHOR:** Chief Executive Officer

## **CHIEF EXECUTIVE OFFICER MONTHLY REPORT (MAY 2025)**

### **OFFICER RECOMMENDATION**

**Council notes the Chief Executive Officer Report for May 2025**

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### **EXECUTIVE SUMMARY:**

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

#### **Overall Highlights**

The main focus this past month both for myself and my Executive Team has been around our preparation work in the lead-up to the May 2025 Council Workshop.

Through the guidance of our Mayor, the Workshop programs are designed to empower Council (and Councillors) to shape and drive a stronger, more self-determined Torres Strait.

Major progress in relation to the TS&NPAROC, the Trustee Policy and the Housing Policy will strengthen Council's advocacy and engagement priorities with our regional partners, elected representatives and other key regional stakeholders to deliver improved services and outcomes for our communities.

Finalisation of the TSIRC Corporate Plan 2025-2030 during the Workshop will enable Council to set out a clear strategic direction for how we will serve our communities over the next five years and I look forward to Council's formal endorsement of the Plan at the May 2025 Council Meeting.

### **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 Year's Upgrade program received will be communicated to Councillors and Housing Officers

#### **Key Focus Areas for the Month Ahead**

- - Meet with PBCs to discuss the compensated 24JAA process for new Housing
- - 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, Mabuig 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

- Strategic negotiations with State Library Qld to establish IKCs in the 5 communities without IKCs
- 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:

- Iama and Boigu Trustee Policy community consultation finalised
- Movement on the TAS early termination of contract
- Community consultation for the Corporate Plan concluded, community consultation for the Economic Development Strategy commenced, community consultation for the Trustee Policy continued
- Completion of Community Engagement Kit for the Economic Development Strategy project
- Completed Leadership Values Workshops; good turnout in Cairns and on Division, positive response
- Successful trial of a HR Business Partner focussing on servicing Engineering and Building Services; it also exposed greater gaps in TSIRC’s operations with associated risks due to continuing underinvestment in this area

### Key focus areas for the month ahead:

- Native Title consent proposal for the Quickstart Qld funding package
- MOU proposals to PBC roll-out
- Microsoft Authenticator – Stage 2
- Design scope of requirements for the move to Teams Calling
- Draft Corporate and Operational Plans to be presented to Council May workshop
- Finalise Communications Plan 2025/2026
- Continuation of division community engagements
- Removal of old equipment and rubbish from TI shed
- Finalisation of yellow fleet tender
- Undertake Council May workshop



## 4. Engineering Services

### Highlights:

- Water Regulator including DDG visit to several communities, CEO and EDES attended Badu and met with regulators, other staff attended 3 other communities.
- Mer Emergency Seawalls – Mobilisation, Community Engagement, Works Commenced.
- Warraber Seawalls Tender Assessment.
- Mabuiag Road Works Tender Assessment.
- Badu water mains work completed.
- Climate Resilience Officer Program – work on milestone 1.

### Key Focus areas for the month ahead:

- Warraber Seawalls Award.
- Mer Seawalls Completed.
- Marine Tender (Jetties) Award.
- Mabuiag Road Works Tender Award.
- Recruitment finalised for 2 Engineering Supervisors.
- Climate Resilience Officer Program – issue report for milestone 1.

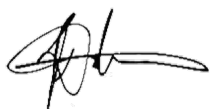
## 5. Financial Services

### Highlights:

- Procurement Procedure and Procurement Hub presented to Audit Committee
- Scope & RFQ drafted for TSIRC Revenue Analysis
- Managed post tender correspondence re Marine Infrastructure (Jetties) Project
- Enabled ability to make non-financial amendments to POs without Delegate approval
- 25/26 Budget Preparation and presentation to Council

### Key Focus areas for the month ahead:

- CEO Endorsement of Procurement Procedure
- Develop training materials
- Deliver 3 x Procurement Framework Training sessions
- Preparations for EOFY,
- External Audit onsite for interim audit BDO visit
- Recruitment of remaining vacancies
- Finalisation of 25/26 Budget for June adoption



James William  
Chief Executive Officer





**DIRECTORATE:** Corporate Services

**AUTHOR:** Community Grants Officer

## COMMUNITY GRANTS PROGRAM ALLOCATION – APRIL 2025

### OFFICER RECOMMENDATIONS:

1. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*.
  - **CG2025-100 – CLYTIE BANU, BOIGU** for \$**X,XXX.XX**, exclusive of GST;
2. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*.
  - **CG2025-102 – CLYTIE BANU, BOIGU** for \$**XXX.XX**, exclusive of GST; and
3. Council **notes** the following:
  - a) two (2) Community Grants applications were deemed ineligible for funding;
  - b) nil (0) applications processed for out-of-cycle and funeral donations in April 2025.

### 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, 25/04/2025.

In accordance with Council's *Community Grants Policy*, two (2) 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
CG2025-100 – Clytie Banu	\$1,000.00	Saint Saviour Church Day on Boigu Island, 19/06/2025.	<b>No response received from</b> <b>Cr. Dimas Toby</b>	Boigu
CG2025-102 – Clytie Banu	\$800.00	Coming of The Light Celebration on Boigu Island, 01/07/2025.	<b>No response received from</b> <b>Cr. Dimas Toby</b>	Boigu



In accordance with Council's *Community Grants Policy*, two (2) 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
FTA2025-082 – Bigie & Elisala	\$13,353.88	Travel Expenses – To attend the Tombstone Unveiling of the Late Mrs Beatrice Adidi on Dauan Island, 26/09/2025	Declined – Ineligible Event & Applicants not current residents of TSIRC's LGA.	Dauan
FTA2025-083 – Cecelia Obrien	\$324.46	Funeral Travel – Funeral of the Late Mr Ebinis Oui in Mareeba, 02/05/2025.	Declined – Funeral taking place outside of TSIRC LGA.	Hammond

## INTERESTED PARTIES/CONSULTATION:

Councillors  
Chief Executive Officer  
Executive Directors  
Divisional Managers  
Community Grants Officer

## BACKGROUND:

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

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



**CONCLUSION:**

Council resolves on the two (2) applications meeting eligibility requirements and notes the grant applications processed out-of-cycle and funeral donations provided in April 2025 in accordance with the *Community Grants policy*.

**Prepared/Recommended:**

Katherine Epseg  
Community Grants Officer

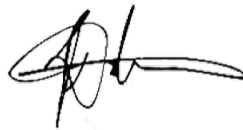
**Recommended:**

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**

<b>Division</b>	<b>Councillor</b>	<b>Budget</b>	<b>Less Approved Funding</b>	<b>Closing Balance</b>
<b>Boigu</b>	Cr. Toby	\$25,000.00	\$22,863.55	\$2,136.45
<b>Hammond</b>	Cr. Dorante	\$25,000.00	\$12,382.88	\$12,617.12
<b>St Pauls</b>	Cr. Levi	\$25,000.00	\$24,517.48	\$482.52
<b>Ugar</b>	Cr. Stephen	\$25,000.00	\$16,542.53	\$8,457.47
<b>Badu</b>	Cr. Wosomo	\$25,000.00	\$21,813.94	\$3,186.06
<b>Dauan</b>	Cr. Elisala	\$25,000.00	\$11,138.20	\$13,861.80
<b>Erub</b>	Cr. Mye	\$25,000.00	\$16,469.69	\$8,530.31
<b>Iama</b>	Cr. Hankin	\$25,000.00	\$21,684.00	\$3,316.00
<b>Kubin</b>	Cr. Manas	\$25,000.00	\$15,497.97	\$9,502.03
<b>Mabuiag</b>	Cr. Fell	\$25,000.00	\$21,740.07	\$3,259.93
<b>Mer</b>	Cr. Kaigey	\$25,000.00	\$25,000.00	\$0.00
<b>Poruma</b>	Cr. Pearson	\$25,000.00	\$21,595.66	\$3,404.34
<b>Saibai</b>	Cr. Aniba	\$25,000.00	\$22,143.65	\$2,856.35
<b>Warraber</b>	Cr. Tamu	\$25,000.00	\$24,403.30	\$596.70
<b>Yorke</b>	Cr. Ted Mosby	\$25,000.00	\$19,979.17	\$5,020.83
<b>Mayor</b>	Mayor Mosby	\$25,000.00	\$17,346.00	\$7,654.00
<b>Community Gifts</b>	CEO	\$20,000.00	\$5,000.00	\$15,000.00
		<b>\$420,000.00</b>	<b>\$320,118.09</b>	<b>\$99,881.91</b>



**Attachment 2:** Applications Processed During the Reporting Period for Noting

Nil.





**DIRECTORATE:** Corporate Services

**AUTHOR:** Grants Revenue Officer

## **FUNDING ACQUISITION REPORT (APRIL 2025)**

### **OFFICER RECOMMENDATION:**

That Council notes this report and its content.

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### **EXECUTIVE SUMMARY:**

The Funding Acquisition Report provides an update and summary of Council's current grant application and acquisition outcomes for the April 2025 reporting period.

The 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 April 2025:**

- One (1) x funding application was successful at the value of \$3,950,000.00
  - Torres Strait and Northern Peninsula Area Climate Resilience Grant Program - \$3,950,000.00 – To help Torres Strait and Northern Peninsula better adapt to Impacts of Climate Change.
- Zero (0) x funding applications were submitted
- In Principle Additional Funding Increase - Community Childcare Fund – Sustainability Support - Aragon Childcare Centre – support to increase sustainability of service and increase enrolments. 03/04/2025 - Received email confirming additional funding approved from \$2,882,880.00 to \$3,160,000.00.

#### **In April 2024 (12 x months prior for comparison):**

- Zero (0) x funding applications were successful
- Zero (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	
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	
Torres Strait Regional Authority	\$ 85,000.00	Feasibility Study into Hammond Island Ferry Service.	7-Feb-24	1-Dec-24	Unsuccessful	TSRA advised they did not have the funds and would not support a Feasibility Study.
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	7-May-25	Unsuccessful	Application meritorious but fund is oversubscribed and application was not able to be funded
	\$ 5,480,802.41					



## Capital Project Funding 2024-2025

Funding Stream	Total	Project Details	Date of Application	Date of Outcome	Outcome	Comment
Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Remote Airstrip Upgrade Program - Round 11	\$ 3,970,850.00	Boigu airstrip reseal	13-Dec-24		Pending	Expected outcome TBC
Queensland State Emergency Services - 2025 - 26 (SES) Support Grant Program	\$ 150,000.00	St Pauls SES Shed Refurbishment	29-Nov-24		Pending	Expected outcome TBC
Community Childcare Fund – Sustainability Support	\$ 3,160,000.00	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 & Agreement. 03/04/2025 - Received email confirming In Principle additional funding approved- from \$2,882,880.00 - increased to \$3,160,000.00.
Torres Strait Regional Authority	\$ 1,200,000.00	Ugar Fuel Bowser Project. Note: \$482,000 secured from previous funding.	8-Nov-23		Pending	
Torres Strait and Northern Peninsula Area Climate Resilience Grant Program	\$ 3,950,000.00	To help Torres Strait and Northern Peninsula better adapt to impacts of climate change	6-Mar-25	16-Apr-25	Successful	The previous amount listed on March Council Report of \$3,000,000.00 was an approximate amount. \$3,950,000.00 is the exact funding amount approved.
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	\$ 5,114,507.00	Council is proposing to construct six (6) social housing Plug-In extensions, consisting of two (2) bedrooms and one (1) Bathroom. 2 Plug-ins have been requested for each of Masig Island, St Pauls island and Warraber Island.	12-Mar-23	4-Oct-24	Successful	Full application required Q3 2024 - NOTE: Letter advice received on 04/10/2024 from Dept. of Housing, Local Govt. Originally successful in October 2024 for \$4,826,780.00
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	7 Jan 25 media release 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	7 Jan 25 media release announced successful projects. TSIRC application were not included. No direct correspondence received from funder as yet with reasoning.
	\$ 79,575,903.00					



## 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	<i>This payment is an additional one-off payment, increasing the Annual Subsidy to \$TBC</i>	Annual Allocation	100% paid upfront for current financial year 24/25
Queensland Fire and Emergency Services	\$ 26,521.43	<i>This payment recognises the costs incurred by Local government in providing support to their SES Groups and Units</i>	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Indigenous Councils Funding Program	\$ 16,469,355.00	<i>The ICFP replaces the SGFA &amp; RRP and represents a significant investment in Queensland's Indigenous communities.</i>	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – General Purpose	\$ 15,571,673.00	<i>Financial Assistance General Purpose is an annual allocation-based program for local government bodies based on the principal of horizontal fiscal equalisation, enabling them to function by reasonable effort to an average standard.</i>	Annual Allocation	100% paid upfront for current financial year 24/25
Financial Assistance – Local Roads	\$ 209,993.00	<i>Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets</i>	Annual Allocation	100% paid upfront for current financial year 24/25
<b>Total Allocation for 24/25</b>	<b>\$ 32,277,542.43</b>			



## 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:

<b>Statutory:</b>	Local Government Act 2009 Local Government Regulation 2012
<b>Budgetary:</b>	Operational and capital budget is adjusted upon successful funding application
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	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.
<b>Links to Strategic Plans:</b>	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.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A



**OTHER COMMENTS:**

That Council notes and provides any necessary feedback to this report

**Prepared:**

Georgina Thaiday  
Grants Revenue Officer

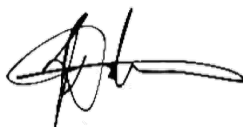
**Recommended:**

Robert Blake  
Acting Manager Administration and  
Communication

**Endorsed:**

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.





**DIRECTORATE:** Corporate Services

**AUTHOR:** Acting Manager Administration and Communication

## **ADOPTION OF THE CORPORATE PLAN 2025-2030**

### **OFFICER RECOMMENDATION:**

Council, pursuant to section 165 of the *Local Government Regulation 2012*, adopts the Corporate Plan 2025-2030.

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### **EXECUTIVE SUMMARY:**

Section 104 of the *Local Government Act 2009* and *Local Government Regulation 2012*, section 165 states:-

- (1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.
- (2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.
- (3) A local government may, by resolution, amend its 5-year corporate plan at any time.
- (4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.

The Corporate Plan is presented for adoption prior to the adoption of the 2025–26 Budget and Operational Plan.

### **INTERESTED PARTIES/CONSULTATION:**

#### **Internal**

Elected Members

Executive Leadership Team

#### **External**

Community members through consultation

### **BACKGROUND:**

A local government must prepare a 5-year Corporate Plan and adopt it in sufficient time to inform the development of the next Budget and Operational Plan. This ensures consistency with the Corporate Plan strategic direction as required by the Local Government Regulation (LGR) 2012 Part 2, Division 1, s165.

Under the *Local Government Act 2009*:

- All councillors have responsibility to ensure the local government achieves its Corporate Plan (s12.3).
- All employees have responsibility to carry out their duties in a way that ensures the local government achieves its Corporate Plan (s13.2).
- The system of financial management established by a local government must include a Corporate Plan that incorporates community engagement (s104.5).



A local government may amend the Corporate Plan at any time by resolution (LGR 2012, s165).

## REPORT:

Council's current Corporate Plan 2020-2025 will expire at the end of June 2025. A new Corporate Plan has been developed in consultation with Elected Members and the wider communities within Council's footprint.

Extensive community consultation was undertaken to inform the Corporate Plan. Council staff visited 14 communities from August 2024 to April 2025 to engage with residents in preparation for the development of Council's new Corporate Plan 2025-2030. The purpose of the meetings was to give residents the opportunity to voice their concerns and suggestions directly to their Divisional Councillor and council staff. A community survey was also developed for residents to provide their feedback, with 45 responses received.



A draft concept of the Corporate Plan 2025-2030 was presented to the Strategic Action Reference Group Standing Committee on 5 March for endorsement. Additionally, all Councillors and members of the executive were given the opportunity to provide feedback on the draft concept plan.

Councillors discussed the Draft Corporate Plan at the May 2025 Council workshop.

This plan describes their vision, desired outcomes, objectives and strategic priorities, and articulates what services, actions and key projects will be delivered by Council over the next five years to meet community needs. Council will provide an annual report on progress against key actions and projects in this plan.

The Plan encompasses Council's vision and mission:

Our Vision: For our Communities and Council to be autonomous, prosperous and sustainable

Our Mission: To improve our Communities' livability in all we do

The Plan is broken up into four Focus Areas which are further broken down into outcomes:

- Strengthening our Communities
  - o Provide suitable public housing
  - o Provide accessible support services for vulnerable and elderly residents
  - o Create a healthy, happy and supportive environment
  - o Celebrate and promote our art, culture and heritage
- Maintaining and Renewing our Infrastructure
  - o Provide safe and reliable drinking water
  - o Provide reliable and sustainable infrastructure and assets
  - o Keep our communities connected by road, sea and air
- A proactive and Responsible Council
  - o Provide good governance and leadership
  - o Advocate on behalf of our communities
  - o Foster a high-performing, supportive and inclusive work environment
  - o Support and grow our local economy and employment opportunities



- Protecting our Natural Environment
  - o Respond to climate change and environmental impacts
  - o Reduce our carbon footprint
  - o Provide reliable and efficient waste management services for all communities
  - o Provide effective bio-security management

Council is now presented with the Corporate Plan 2025-2030 for adoption.

#### COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	<i>Local Government Regulation 2012</i> Part 2, Division 1, s165. <i>Local Government Act 2009</i> s12.3, s13.2 and s104.5.
<b>Budgetary:</b>	The Corporate Plan is presented for adoption prior to the adoption of the 2025–2026 Budget and Operational Plan in June 2025.
<b>Policy:</b>	N/A
<b>Legal:</b>	Required under Local Government Regulation.
<b>Risk:</b>	By having an endorsed Corporate Plan, Council will meet its legislative requirements and provide strategic direction to the organisation for delivering services and outcome that meet defined community expectations.
<b>Links to Strategic Plans:</b>	Once adopted, the Corporate Plan 2020-2025 will replace the current Corporate Plan 2020-2025. Future Operational Plans and Budgets must be aligned to the new Corporate Plan.
<b>Masig Statement:</b>	Section 4 – to achieve regional goals and aspirations
<b>Standing Committee Consultation:</b>	SARG Committee
<b>Timelines:</b>	The Corporate Plan must be adopted by 30 June 2025 and prior to the adoption of the Operational Plan 2025-26 and Budget 2025-26.

#### Recommended:



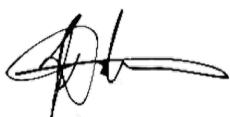
Robert Blake  
Acting Manager Administration and  
Communication

#### Endorsed:



Susanne Andres  
Executive Director Corporate Services

#### Approved:



James William  
Chief Executive Officer

#### ATTACHMENTS:

- Attachment 1: Corporate Plan 2025-2030  
Attachment 2: Community Consultation Division Summaries





**Torres Strait Island**  
REGIONAL COUNCIL

# **CORPORATE PLAN**

**2025 - 2030**





TOP WESTERN - Gudaw Malulgal N

KLY

Kalaw Kawaw Ya dialect

**BOIGU**  
(Talbot Is.)

**DAUAN**  
(Mt. Cornwallis Is.)

KLY

**Kala Lagaw Ya**  
Language Group

WESTERN - Malulilgal Nation

**MABUIAG**  
(Jervis Is.)

**BADU**  
(Mulgrave Is.)

**MUA Island**

**WUG**  
(St Pauls Community)

KLY

Mabuyag dialect

**ARKAI**  
(Kubin Community)

INNER - Kaiwalagal Kaurareg Aboriginal Nation

**KIRIRRI**  
(Hammond Is.)

**Waibene**  
(Thursday Is.)

KLY

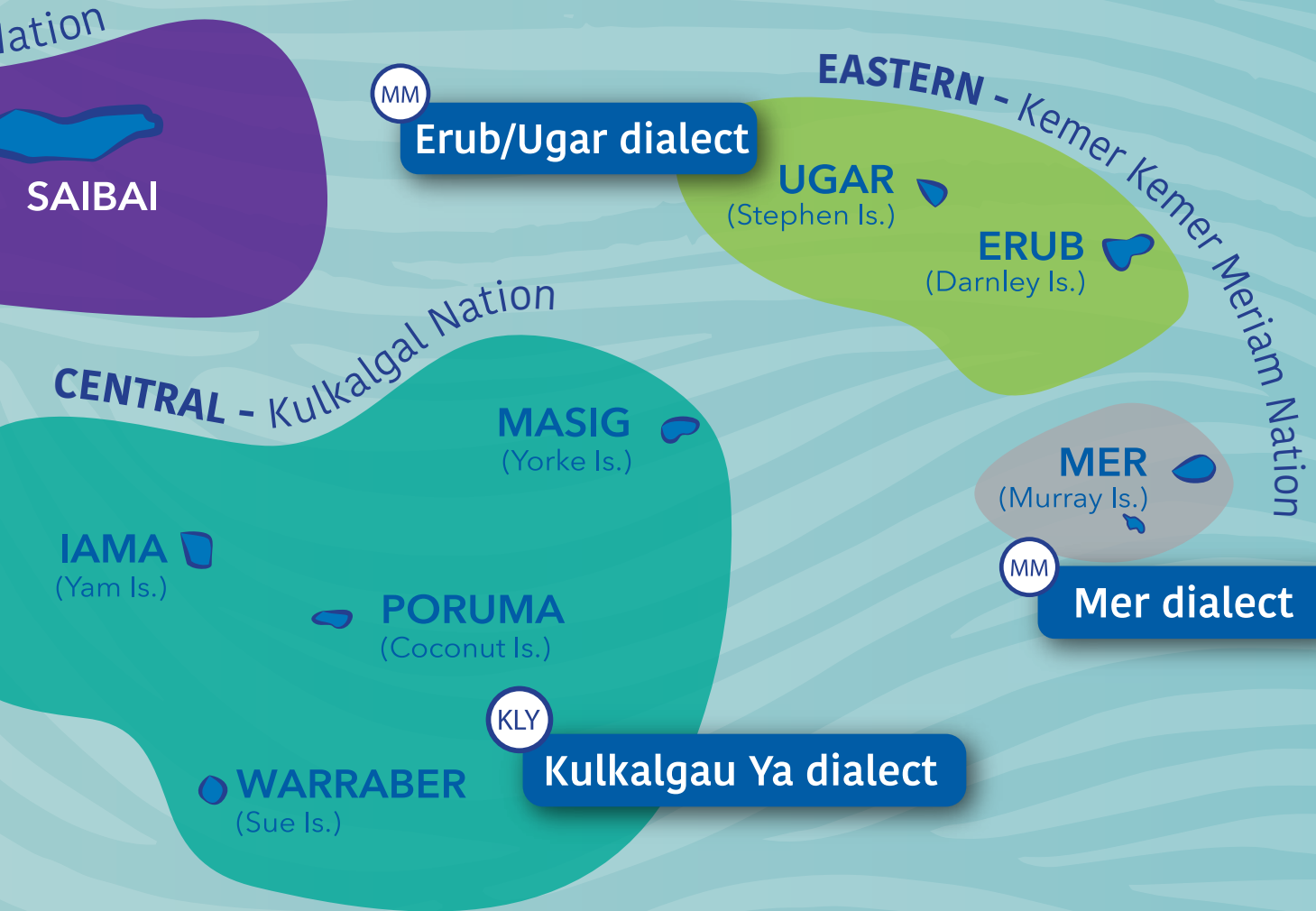
Kaurareg





# Miriam Mir/Mer

Language Group



g dialect





# Acknowledgement

Torres Strait Island Regional Council acknowledges Native Title Holders, Elders past and present, and all members of the Communities we serve within the five clusters of Zenadth Kes: Kemer Meriam Nation of the Eastern Islands, the Kulkalgal Nation of the Central Islands, Kaiwalagal Kaurareg Aboriginal Nation of the Inner Islands, Malulilgal Nation of the Western Islands, and the Gudaw Malulgal Nation of the Top Western Islands. We recognise their continuing connection to land and sea and the strength of a cultural heritage and belief system that spans past, present and future generations. We also recognise all Torres Strait Islander people in the Region and on the Australian mainland.

**Disclaimer:**

*Torres Strait Islander and Aboriginal peoples should be aware that this publication may contain images or names of people who have since passed away. Council respects the right of families and communities to request the removal from subsequent publications of any image or name that causes distress.*



Erub Island



# Our Region

The Torres Strait Island region is a unique and diverse area located between the northern tip of Queensland, Australia, and Papua New Guinea. Home to a population of approximately 5,000 people, the region is rich in cultural heritage, with Torres Strait Islanders maintaining strong traditions in language, dance, art and song.



We are **15** island communities with **4,000+** people



We are situated between the northern most tip of mainland Australia to the south of PNG



We are a place of national & international significance



We speak **26** traditional languages and dialects



We are represented by **1** Mayor & **15** councillors, elected by our communities



We have **\$2.3 billion** in base assets and deliver **\$78 million** in operating expenditure and **\$56 million** in capital works



We have a workforce of **343** employees with **78%** living in community



We have over **700+** community houses to support



We have **15** seaports, **13** helipads, **11** aerodromes



We operate **15** water treatment plants, **12** wastewater facilities, **15** waste management centres



We run **15** environmental health and biosecurity programs, **13** fuel outlets



We service **15** cemeteries, **2** childcare centres, **3** arts & cultural centres **15** post outlets, **10** indigenous knowledge centres, **24** accommodation facilities, **10 +** home support services



We manage **13** communities as Deed of Grant in Trust (DOGIT) trustee



We are committed to ensuring compliance with native title laws across all **15** of our island communities



We manage **23,000+** border movements annually

## Community Priorities



Housing



Water



Jobs



Health and Wellbeing



Marine Infrastructure





## Mayor's Message

Kapu goeyga nithamunka mura, kulay kidh ngay koeyma eso and apapudh ngoelmun koey Awgadhaka inab kayne goeyga gasaman ngay lak gudwoeydhika mura Zenadth Kes baradhawraw mabaygal, kuyku mabaygal, a koey mabaygal.

I pay my deepest respects to Papa God, the Traditional Owners, Elders, and Community Leaders across our region. I also acknowledge the community members of the five Nations we proudly serve throughout Zenadth Kes—from the first light on Mer in the East to the setting sun on Boigu in the West. Furthermore, I honor all First Nations people across Australia, recognising our enduring connection to culture, customs and belief systems that have been passed down for thousands of years.

This Corporate Plan reflects our commitment to a clear and ambitious vision: to build an autonomous, prosperous, and sustainable community and Council. Developed through meaningful consultation, we have shaped the 2025–2030 Corporate Plan. This plan reflects the aspirations of our people and sets a clear direction for the years ahead. Our goal is to create a region where opportunity, connection and cultural heritage thrive, ensuring that every initiative we undertake strengthens the well-being for our region.

In alignment with the Masig Statement, our leadership group has adopted our Ailan way of working with a 'Look, Listen and Adapt' approach to solving significant challenges in our region

ensuring our communities will continue prosper well into the future. We remain steadfast in our commitment to be the “partner of choice” when working with all stakeholders for the benefit of our communities in Zenadth Kes and championing solutions that are co-designed and paving a shared pathway forward for all.

As our communities continue to grow and change, so must our approach. We are dedicated to ongoing monitoring, review, and engaging with community to adapt to new challenges, and working collaboratively with stakeholders to deliver practical, lasting solutions. By prioritising livability, economic resilience, and environmental stewardship, this Plan serves as a foundation for a future that is both dynamic and inclusive.

Our strategic direction is centered on strengthening our communities through healthy lifestyle initiatives and preserving cultural heritage, maintaining and renewing essential infrastructure and safeguarding our environment. These priorities are embedded throughout the 2025–2030 Corporate Plan, reflecting our vision for a resilient and thriving region.

I look forward to working with our dedicated team to deliver this next five-year plan and our mission to improve our communities' livability in all we do.

**Phillemon Mosby**  
Mayor





## CEO's Message

Firstly, I would like to acknowledge our community members across the length and breadth of Zenadth Kes. I pay my deepest respects to our Elders past and present and recognise the enduring connection our people have with land and sea. This relationship anchors who we are and continues to guide where we are going.

Torres Strait Island Regional Council's Corporate Plan 2025-2030 sets out a clear strategic direction for how we will serve our communities over the next five years. It is a living document, shaped through meaningful engagement with our Councillors and communities. It helps our staff stay responsive, adaptive and community-focused, shaping shared aspirations into coordinated action, ensuring that our efforts reflect the evolving needs of our region.

At the heart of this plan are four key focus areas that reflect the priorities of our communities and the collective vision we share for the future. We are committed to strengthening our communities by ensuring access to suitable housing, providing accessible support services for our elderly and vulnerable, and promoting the richness of our art, culture and heritage. We are focused on maintaining and renewing essential infrastructure, especially as the impacts of climate change grow. This includes keeping our communities safely connected, ensuring reliable access to clean drinking water, and building resilient systems that support everyday life.

We strive to be a proactive and responsible Council, grounded in ethical decision-making and public trust. We acknowledge our responsibility to ensure economic prosperity by creating opportunities for local business development, supporting the design and delivery of a regional economic strategy, and facilitating the growth and retention of key skills within our communities. We are most dedicated to protecting our natural environment, ensuring we care for Country and Sea to secure a sustainable future for the next generation. These pillars guide our work and reaffirm our commitment to cultural strength and collective wellbeing.

As Chief Executive Officer, and as a proud Kulkalgal man from Masig, it is a privilege to lead this journey. This Corporate Plan is more than just strategy. It is a shared commitment to listen, act and grow together.

I invite you to walk this path with us. Through unity, leadership, and respect for culture, we can shape a stronger, more self-determined Torres Strait.

**James William**  
**Chief Executive Officer**





Badu Island

# Introduction

## Wanam bisnis plan blo Council and purpose blo this plan?

This bisnis plan e coss Council e setem for wanam Council plan for mekem, wanam time ol gor mekem and wataim ol gor makem them something. When Council gor meke them something all gor thing about them important something all pamle bin tok about middle lor them planning process when Council be talk for ol people lor ples.

## *What is a Corporate Plan and its purpose?*

*Our Corporate Plan is the key strategic business plan for our Council. It provides a focused framework for Council to plan and undertake its business and service delivery over the period of the plan, having regard to various issues, which may have been identified during the planning process, including community engagement.*

## Wanam e Corporate Plan?

This only nor legal something Council hap to gad but e praper good binis something for Council for gad. This e gibe Council a clear picture and helpe Council and all staff blo thempla for come together lor one heart, one mind por meke ol something for people blo pless.

## Why have a Corporate Plan?

*Apart from being a legislative requirement, developing a Corporate Plan is good business practice. It provides Council with a strategic focus and is a useful tool in unifying and guiding Council's elected members and staff.*









# Youmpla Vision

## *Our Vision*

“

For youmpla ples ene  
Council for meke something  
youmpla self sor long we can  
gad fruit them thing we makem  
e praper ene las long time.

*For our Communities and Council  
to be autonomous, prosperous  
and sustainable*

”

## What does that mean for our region?

### **Autonomous:**

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

### **Prosperous:**

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

### **Sustainable:**

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





# Youmpla Mission

## *Our Mission*

“

For youmpla for  
strete ples blo youmpla ene  
weis kaine youmpla stap lor  
pless blo youmpla.

*To improve  
our Communities' livability  
in all we do*

”

## What does liveability mean for our region?

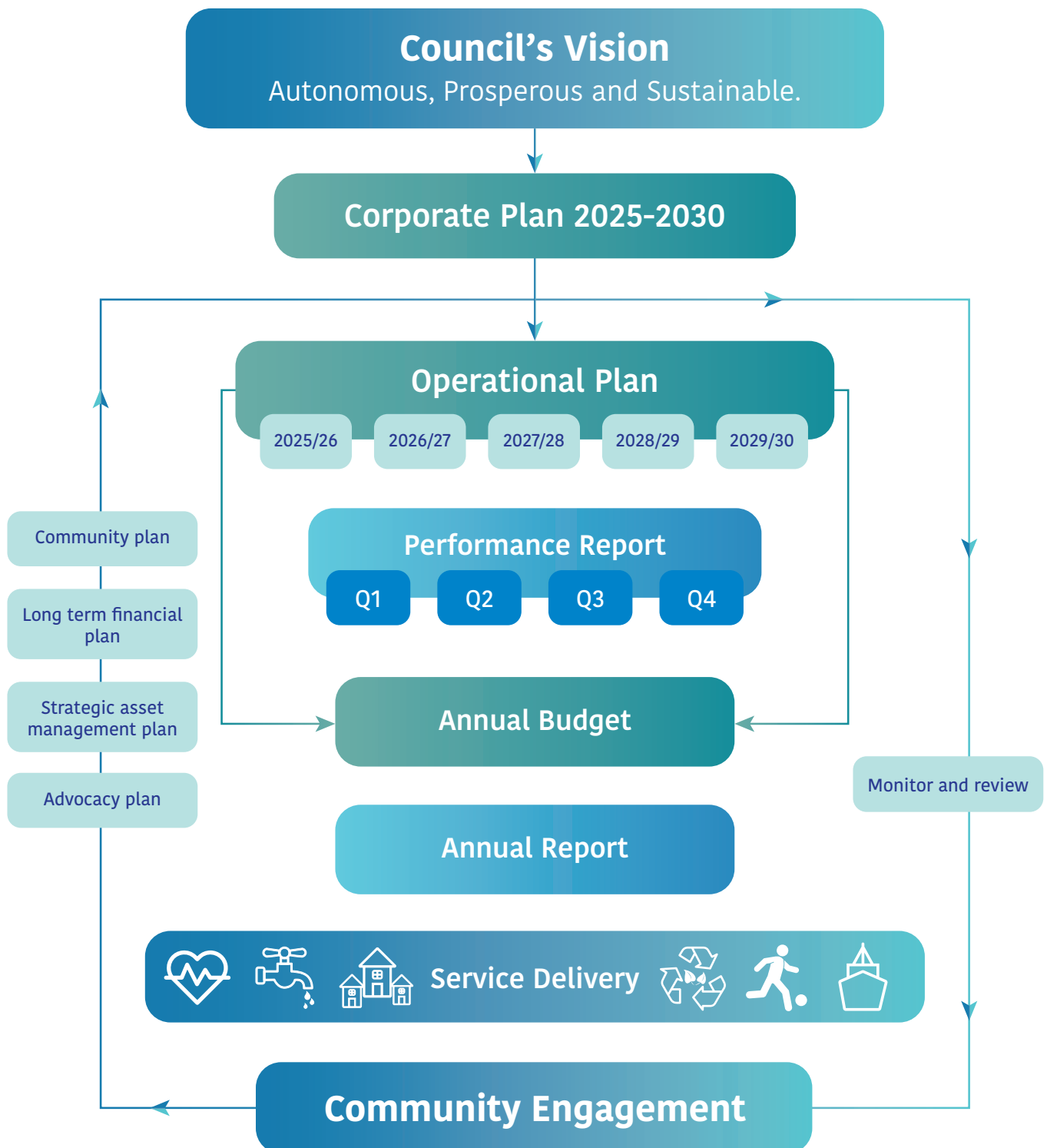
Liveability is the sum of factors that add up to a community's quality of life. This includes the built and natural environment, economic prosperity, social stability and equity, educational opportunity; as well as cultural, entertainment and recreational possibilities.





# Integrated Planning

The Council's Strategic Planning Framework serves as a guiding structure that supports both the Council and the community in planning for the future. It is an ongoing, structured process that outlines how the Council engages with the community to identify desired future outcomes, track progress and report on achievements.





# Our 2025-2030 Focus Areas

Our vision for our Community and Council to be Autonomous, Prosperous and Sustainable and our mission To improve our community's liveability in all we do, provides a robust framework for consulting with our communities about this plan.



## STRENGTHENING OUR COMMUNITIES

Supporting healthy lifestyles, engaged communities, and celebrating cultural heritage.



## MAINTAINING AND RENEWING OUR INFRASTRUCTURE

Building reliable infrastructure, connected communities, and responsible asset management.



## A PROACTIVE AND RESPONSIBLE COUNCIL

A community-focused Council, committed to accountability, transparency and ethical decision making.



## PROTECTING OUR NATURAL ENVIRONMENT

Creating a sustainable future for generations to come.



# 1 Strengthening our communities

**Supporting healthy lifestyles, engaged communities, and celebrating cultural heritage.**

Provide suitable public housing

Provide accessible support services for vulnerable and elderly residents

Create a healthy, happy and supportive environment

Celebrate and promote our art, culture and heritage

## 1.1 Provide suitable public housing

Work with the State and Federal Governments and community to ensure that all Torres Strait Island communities have access to safe, secure and culturally appropriate housing.

Advocate for increased funding to accelerate the delivery of new social housing to address homeless, child safety, health, disability and domestic violence.

Work with communities and relevant stakeholders secure and develop more land to meet the growing housing needs of Torres Strait Islander communities.

## 1.2 Provide accessible support services for vulnerable and elderly residents

Collaborate with communities and relevant stakeholders to expand accessible aged care services that cater to the needs of our elderly population, ensuring their health, safety, and active participation in the community, with a focus on supporting vulnerable residents.

Advocate for greater access to healthcare services, programs and treatments to enhance the health, well-being, and quality of life for all residents, with a focus on equitable care across the region.

## 1.3 Create a healthy, happy and supportive environment

Develop programs and initiatives to promote healthy and active lifestyles and active participation in the community to enhance overall well-being, strengthen social connections, and improve physical and mental health outcomes.

Work with communities and relevant stakeholders to diversify childcare support models across the region to improve accessibility, support working families, foster early childhood development, and ensure culturally appropriate care that meets community needs.

Evolve and strengthen the Indigenous Knowledge Centre (IKC) Program to enhance education, and support language, arts, and digital access for future generations.

Enhance community awareness and preparedness to mitigate risks, respond effectively, and build resilience against major weather events and disasters.

## 1.4 Celebrate and promote our art, culture and heritage

Take a strategic approach to ensuring that Ailan Kastom (Island Custom) and cultural practices are preserved, celebrated, and passed on to future generations.

Support community-led initiatives and projects to enhance social, sporting, cultural and economic outcomes across the region.



# 2 Maintaining and renewing our infrastructure

**Building reliable infrastructure, connected communities, and responsible asset management.**

Provide safe and reliable drinking water

Provide reliable and sustainable infrastructure and assets

Keep our communities connected by road, sea and air

## 2.1 Provide safe and reliable drinking water

Advocate for priority funding to enhance and maintain water infrastructure, ensuring a safe and reliable water supply for all communities.

Develop and implement a comprehensive strategy to secure a safe, reliable, and sustainable water supply for all communities, addressing current critical needs, challenges and anticipating future needs.

## 2.2 Provide reliable and sustainable infrastructure and assets

Plan and deliver capital works projects that address current and future infrastructure needs, promoting community development and resilience.

Actively involve community members in the planning and decision-making processes for infrastructure projects to ensure they meet local needs and preferences.

Ensure the provision of safe, accessible, and well-maintained community assets that promote active lifestyles, social engagement, and inclusive participation for all residents.

Advocate for continued funding to support infrastructure projects that enhance the liveability of residents in our communities.

Ensure adequate lighting in public areas, including streets and recreational spaces, to enhance community safety and accessibility.

## 2.3 Keep our communities connected by road, sea and air

Ensure safe, reliable and accessible transport infrastructure across the region prioritising the development, maintenance and expansion of road, marine and air transport networks.

Advocate for funding to support the development of road, marine and air transport infrastructure.





# 3 A proactive and responsible Council

**A community-focused Council, committed to accountability, transparency and ethical decision making.**

Provide good governance and leadership

Advocate on behalf of our communities

Foster a high-performing, supportive and inclusive work environment

Support and grow our local economy and employment opportunities

## 3.1 Provide good governance and leadership

Deliver the Corporate Plan, Operational Plans, Strategies and budget that reflect the needs of community.

Ensure responsible financial management and sustainability.

Advance the Masig Statement and progress towards regional autonomy and self-determination by strengthening governance and leading the pathway to a Torres Strait Regional Assembly.

Ensure compliance with legislative requirements and regulations, uphold the Council's legal obligations, and make ethical decisions in the best interest of the community.

Prioritise and manage risks effectively.

Ensure responsible land and trustee management by upholding cultural, environmental, and legal obligations.

Support sustainable land use, protect traditional ownership rights, and enhance community-driven decision-making to preserve and maximize land benefits for future generations.

## 3.2 Advocate on behalf of our communities

Proactively advocate on behalf of our people for vital Federal and State Government funding consistent with community needs and Council priorities.

Strengthen regional governance by engaging with State and Federal leaders, advocating for a legal framework that respects both State law and Traditional Lore.

Build strong relationships with the state and federal government and key stakeholders.

Plan and implement with a strong focus on community consultation and engagement.

## 3.4 Foster a high-performing, supportive and inclusive work environment

Strengthen Council's reputation as an employer of choice by promoting values-based professional leadership, building trust through transparency with effective and timely decision making.

Develop a strong customer focus throughout Council both for internal and external stakeholders.

Build capability by supporting staff development and fostering a collaborative and engaged workforce.

Demonstrate a clear commitment to the safety and wellbeing of staff and Councillors, with a focus on both physical and mental wellbeing.

Improve business processes and systems, with a strong focus on community outcomes.

Celebrate achievements and cultural events to promote diversity, collaboration, and a positive workplace culture.

## 3.5 Support and grow our local economy and employment opportunities

Collaborate with peak bodies and representative groups to drive initiatives that support businesses and investment opportunities.

Support Indigenous businesses through local procurement.

Support and promote local employment opportunities by fostering skills development, workforce participation and sustainable job creation.

Build a greater local presence through the employment of more staff in the region.



# 4 Protecting our natural environment

**Creating a sustainable future for generations to come.**

Respond to climate change and environmental impacts

Reduce our carbon footprint

Provide reliable and efficient waste management services for all communities

Provide effective bio-security management

## 4.1 Respond to climate change and environmental impacts

Actively mitigating risks, adapting to challenges, and strengthening resilience to climate change.

Advocate for funding to strengthen community resilience against coastal erosion and climate change impacts through strategic infrastructure investments.

## 4.2 Reduce our carbon footprint

Promoting the adoption of renewable energy sources to reduce greenhouse gas emissions and reliance on non-renewable energy.

Identify and promote sustainable projects to reduce environmental impacts, enhance resilience, and support a greener future.

## 4.3 Provide reliable and efficient waste management services for all communities

Diversify waste management services in all communities.

Ensure the effective and efficient treatment of wastewater to safeguard public health and protect the environment through reliable and sustainable processes.

## 4.4 Provide effective bio-security management

Strengthen and implement effective biosecurity management strategies to protect local ecosystems, agriculture and community health.

Strengthen partnerships with key stakeholders and communities to enhance compliance with biosecurity regulations and best practices.

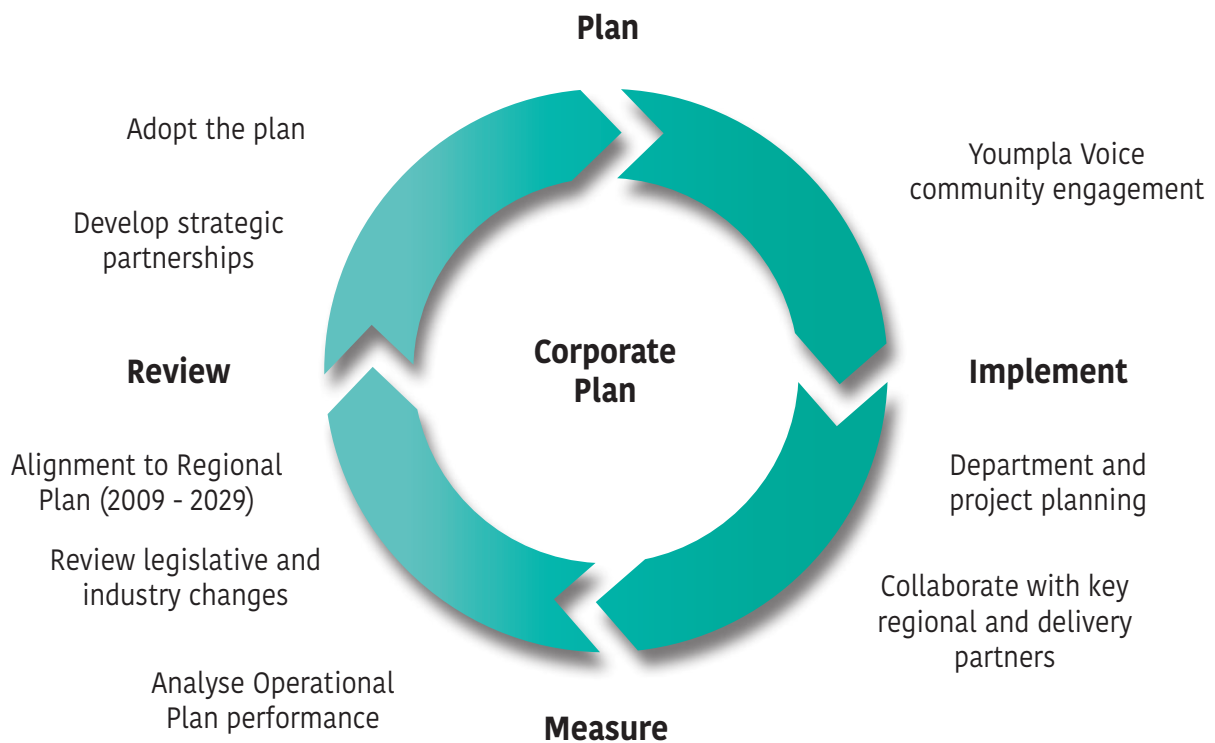




# How we will deliver our Corporate Plan

The delivery and associated performance of Council against this plan will be reviewed quarterly as part of the operational planning process. Integral to this process is our co-ordinated risk management in all areas of operations, which provides assurance that Council has identified and developed mitigation and management strategies for identified risks.

In accordance with the *Local Government Act 2009*, a five year Corporate Plan incorporates clear community engagement. In addition, Council will consult with each community, as part of the Yumpla Voice program.







Badu Island





**Torres Strait Island**  
REGIONAL COUNCIL

### **General Enquiries**

Phone: 07 4034 5700

Email: [info@tsirc.qld.gov.au](mailto:info@tsirc.qld.gov.au)

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





## Corporate Plan 2025 – 2030 Community Consultation

The Corporate Services team visited 14 communities to engage with residents in preparation for Council's new Corporate Plan 2025-2030. The purpose of the meetings is to give residents the opportunity to voice their concerns and suggestions directly to their Divisional Councillors and council staff. A community survey was also developed for residents to provide their feedback in another way.

**14** out of 15  
**Communities**  
visited

**250+**  
**Community**  
members engaged

**40+**  
**Community surveys**  
completed

Several common themes have been identified across the region with **housing** and **water security** being a priority in all communities.

### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

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### Division 6: Arkai (Kubin)

**When:** Tuesday 1 October 2024 | 12.30pm – 2pm

**Attendance:** 12 people max

**Summary:** The community prioritises water infrastructure improvements to address leaks, poor quality, and insufficient tanks, forcing residents to buy drinking water. Housing challenges include maintenance delays, overcrowding, and poor communication, with a lack of state funding. A new jetty with facilities and a marine rescue ramp is essential. Poor road maintenance and limited emergency networks create safety concerns, while the absence of childcare restricts parents' work opportunities. Better communication is needed for employment, and the Art Centre is seen as vital for tourism but requires improved infrastructure. Climate change impacts and aerodrome safety issues are also key concerns. Advocacy and funding are critical to addressing these needs.

### Top 3 Priorities



**Marine Infrastructure**



**Housing**

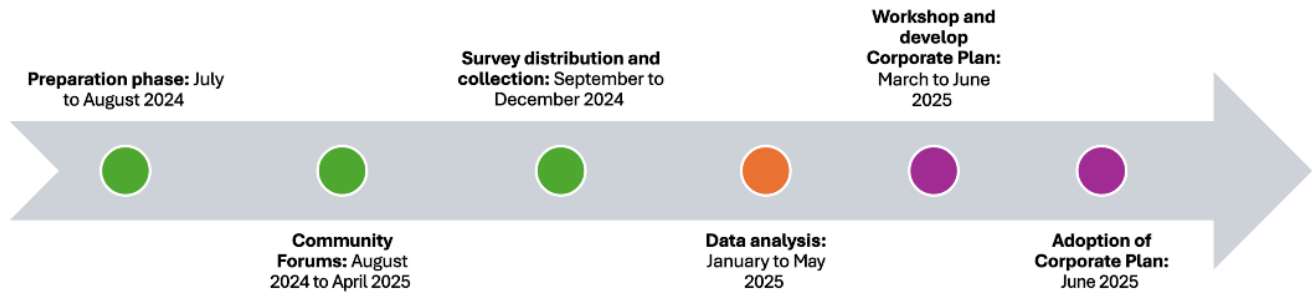


**Water**





## Development of the Corporate Plan







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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

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## Division 5: Badu

**When:** Tuesday 13 August 2024 | 3pm – 5.30pm

**Attendance:** 35 people max

**Summary:** The community meeting at Badu was focussed on Individual Land Use Agreements and Native Title. There was sensitivity around landownership and cultural heritage.

The community also highlighted that efforts should focus on enhancing waste management through the introduction of new machinery, establishing a transfer station, and ensuring sustainable practices, including moving rubbish off the island. Addressing housing challenges requires better support for tenants, sensitive communication regarding payments and maintenance, and resolving issues of overcrowding and substandard housing. Investigating jetty improvements to ensure safety and accessibility is crucial, as is implementing programs to retain a local workforce, reducing reliance on outside tradespeople to stimulate economic development.





## Top 3 Priorities



**Waste Management**



**Housing**



**Marine Infrastructure**



## Development of the Corporate Plan

**Preparation phase:** July  
to August 2024

**Survey distribution and  
collection:** September to  
December 2024

**Workshop and  
develop  
Corporate Plan:**  
March to June  
2025



**Community  
Forums:** August  
2024 to April 2025

**Data analysis:**  
January to May  
2025

**Adoption of  
Corporate Plan:**  
June 2025





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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 1: Boigu

**When:** Wednesday 30 April 2025 | 11.00am – 12:30pm    **Attendance:** 12 people max

**Summary:** Infrastructure issues were a key concern with poor road conditions and unsafe barge docking facilities identified. Upgrades to the water intake system and more staff to support water management was also highlighted. While not critical, housing remains an ongoing issue, with overcrowding, maintenance delays, and the need for additional dwellings all raised. Families highlighted the lack of childcare and after-school care, while the need for more aged care and in-home support services for vulnerable residents was also raised. Access to recreation, including a dedicated oval or public space, was seen as important for health and wellbeing. Cost of living pressures—especially high freight costs and limited grocery supply—are significantly impacting daily life. Economic development is a strong community aspiration, with interest in local business opportunities, apprenticeships, and training. The establishment of a cultural art centre was proposed as a space for men's and women's business, storytelling, skills development and enterprise, as well as a way to preserve and share culture. Improved waste management and recycling options were also raised, alongside a call for clearer, more frequent communication from Council about services and activities.





## Top 3 Priorities



Health and wellbeing

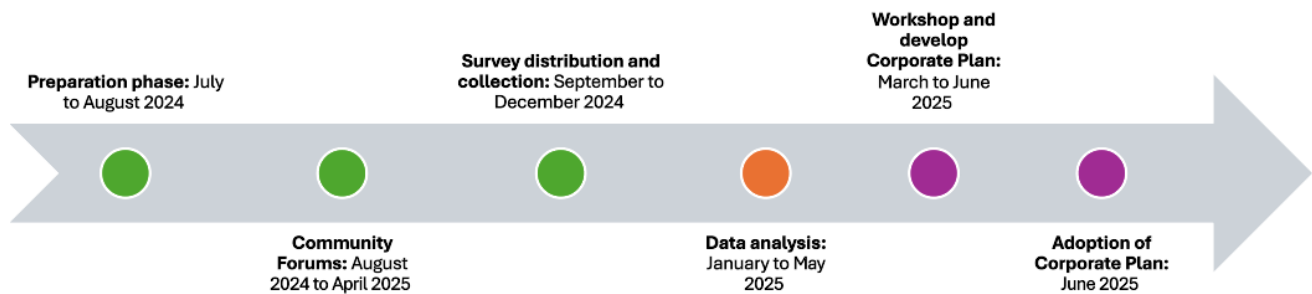


Roads



Water

## Development of the Corporate Plan







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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

### Division 2: Dauan

**When:** Wednesday 23 October 2024 | 12.20pm – 2pm      **Attendance:** 15 people max

**Summary:** The Dauan Island community expressed concerns about ageing housing infrastructure, overcrowding, and delays in repairs, emphasising the need for additional housing. They also highlighted the importance of improving marine infrastructure, addressing climate change impacts like erosion, and enhancing access to essential services such as water supply, roads, and childcare. Economic development opportunities, such as training locals in trades and expanding waste management, were also identified as key priorities for the island's future.

### Top 3 Priorities



**Jobs**



**Housing**

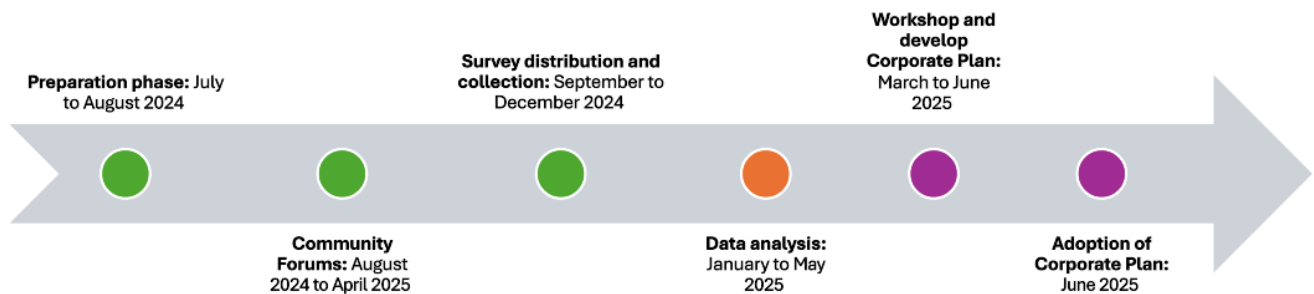


**Marine Infrastructure**





## Development of the Corporate Plan







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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 14: Erub

**When:** Tuesday 22 October 2024 | 5pm – 8pm

**Attendance:** 15 people max

**Summary:** The community faces critical challenges across multiple sectors. Housing overcrowding and poor maintenance persist, with requests for local tradespeople and fencing for safety. Water security requires advocacy for improved access, additional tanks, and sewage upgrades. Roaming dogs pose safety risks, highlighting the need for responsible pet ownership education and enforcement of local laws. The Sport and Recreation Centre and sports oval need repairs, and residents call for playgrounds for younger children. Marine infrastructure requires dredging, lighting, and jetty repairs, while the airport lacks bathrooms, an adequate runway, and sufficient flights. Roads, particularly the main road to the airport, need urgent repairs, and speed bumps are requested for villages. Elderly residents require better transportation, HACC worker recruitment, and community engagement. Waste management, public toilets, security measures, affordable fuel, and training opportunities also require attention to improve living conditions and island sustainability.





## Top 3 Priorities



Housing



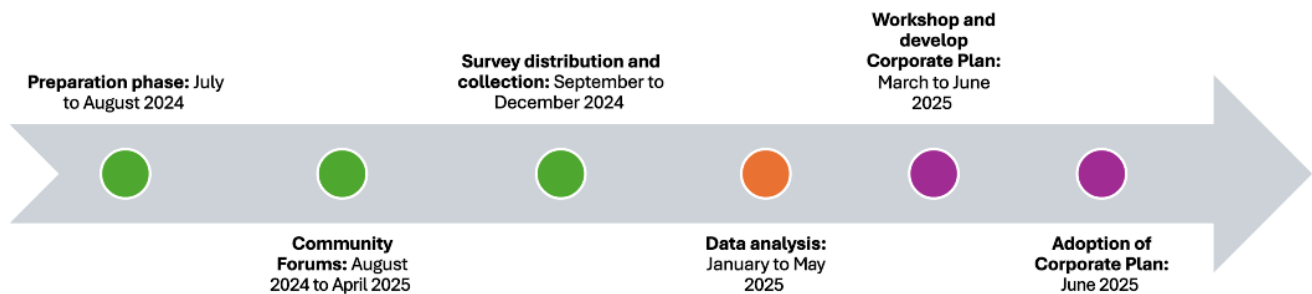
Transport



Water



## Development of the Corporate Plan







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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 9: Iama (Yam)

**When:** Tuesday 22 October 2024 | 11am – 2pm     **Attendance:** 30 people max

**Summary:** Key topics included the need for expanded health and wellbeing programs, especially youth activities, and infrastructure improvements such as fencing to address stray dog concerns, and upgrades to housing, water systems, and waste management. Residents emphasised the importance of creating local job opportunities, particularly for youth, and advocated for greater support in economic development and community education on business, grant applications, and animal management. Infrastructure concerns were raised regarding the jetty, roads, parks, airport, and overall water security, all seen as essential to enhancing community safety, mobility, and quality of life.

### Top 3 Priorities



**Housing**



**Jobs**

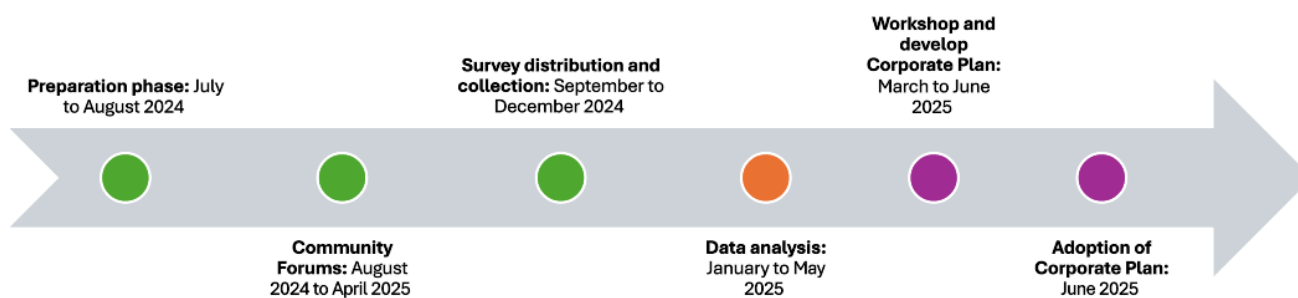


**Health and Wellbeing**





## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

The Corporate Services team visited 14 communities to engage with residents in preparation for Council's new Corporate Plan 2025-2030. The purpose of the meetings is to give residents the opportunity to voice their concerns and suggestions directly to their Divisional Councillors and council staff. A community survey was also developed for residents to provide their feedback in another way.

**14** out of 15  
**Communities**  
**visited**

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**Community**  
**members engaged**

**40+**  
**Community surveys**  
**completed**

Several common themes have been identified across the region with **housing** and **water security** being a priority in all communities.

### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 8: Kirirri (Hammond)

**When:** Monday 30 September 2024 | 7pm – 9pm

**Attendance:** 20 people max

**Summary:** The community meeting highlighted several key concerns and priorities. Childcare is a major issue, with no early childhood services and limited programs for children. Housing shortages and overcrowding were noted, though the condition of current houses is generally good. The community seeks a dedicated healthcare centre and suggests better utilisation of existing facilities, such as the underused childcare centre. Upgrading council facilities, particularly recreation and the community hall, is a priority, alongside improving waste and sewerage systems. Transportation is another concern, with calls for improved marine services between Hammond and Thursday Islands, as well as better road conditions. The need for lighting at the helipad nighttime medical evacuations was raised as an urgent concern. Employment opportunities and delays in council recruitment were also flagged as issues. Poor mobile phone reception and connectivity were also an ongoing issue. The community feels neglected, seeking a tailored, community-specific plan to address these needs rather than competing with other.





## Top 3 Priorities



**Healthcare and Childcare**



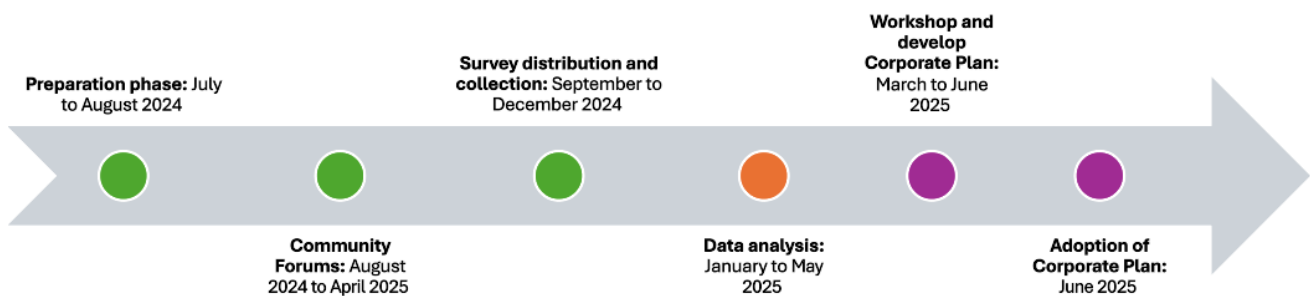
**Housing**



**Waste Management**



## Development of the Corporate Plan







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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 4: Mabuiag

**When:** Tuesday 13 August 2024 | 9.30am

**Attendance:** 20 people max (staff)

**Summary:** The meeting at Mabuiag brought to light several pressing social and environmental issues, emphasising the need for tailored, community-driven solutions. Key concerns included housing challenges, (rent arrears, overcrowding, maintenance). Infrastructure needs like erosion mitigation, local trade development, and wharf construction were linked to economic growth opportunities. Childcare shortages, particularly impacting working women, led to discussions about establishing childcare businesses and centers. Waste management focused on the feasibility of recycling programs and regional facilities. Additionally, culture preservation was emphasised, with proposals for expanded programs and upgraded facilities.

### Top 3 Priorities



**Health and Wellbeing**



**Housing**

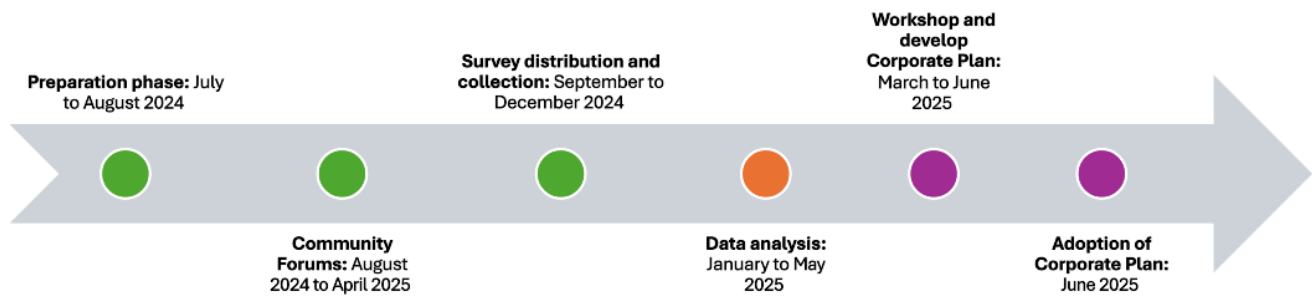


**Environment**





## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

### Division 12: Masig

**When:** Wednesday 2 October 2024 | 12pm – 2pm

**Attendance:** 18 people max

**Summary:** The Masig Island community has highlighted critical concerns across multiple areas, including water security, housing, and infrastructure. Residents seek improved water access through rainwater tanks and better bore water utilisation, alongside solutions for overcrowded housing and culturally appropriate tenancy management. Urgent infrastructure needs include repairing the jetty, upgrading the airport waiting shed, and refurbishing the unused stadium for community activities. Climate change impacts, such as seawall erosion, threaten the island, while waste management challenges necessitate recycling initiatives and landfill alternatives. The lack of childcare, youth programs, and aged care support further strains families, and poor road conditions hinder accessibility.







## Top 3 Priorities



Housing



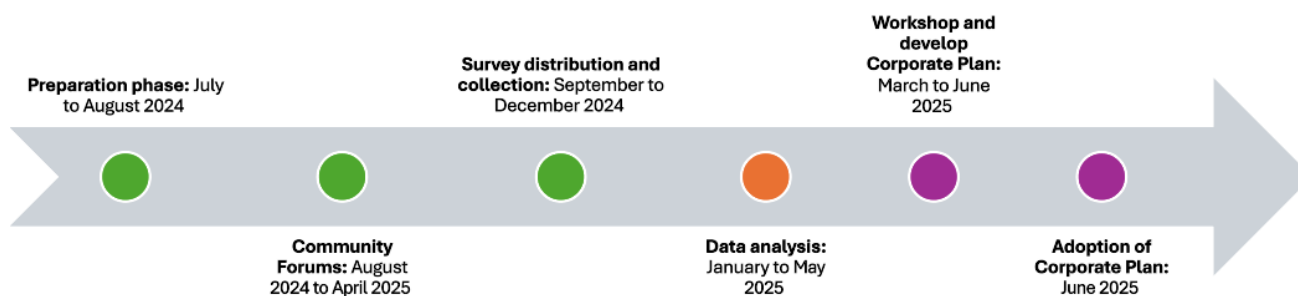
Climate Change



Water



## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine**  
**Infrastructure**



**Health and**  
**Wellbeing**



**Jobs**

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### Division 15: Mer

**When:** Thursday 24 October 2024 | 11.00am - 2pm **Attendance:** 20 people max

**Summary:** The community on Mer Island has identified housing as the most significant concern, with delays in repairs, inadequate maintenance, and culturally inappropriate housing delivery processes. There is a strong desire for local tradespeople to handle repairs and for QBuild to create local job opportunities. Water quality is unsuitable for drinking, prompting calls for better-maintained rainwater tanks. Youth facilities are lacking, with no playgrounds or recreation spaces, and land ownership complexities hinder development. Employment opportunities are limited, and many locals leave due to insufficient full-time jobs. Poor road conditions, inadequate public transport, and challenges accessing steep roads impact the elderly and schoolchildren. Marine infrastructure is insufficient, with no jetty and temporary arrangements for the boat ramp. Waste management issues include landfill odors and fire risks. Cultural preservation and a proposed multipurpose arts and education center face land ownership challenges. Severe erosion and prolonged power outages underscore climate change concerns. The airport and sewerage systems need urgent upgrades, while the lack of childcare services further strains working parents.





## Top 3 Priorities



**Housing**



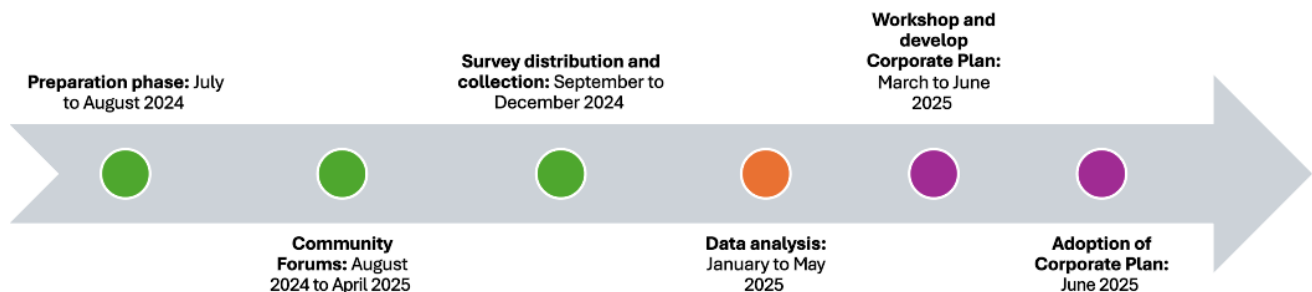
**Health and Wellbeing**



**Water**



## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

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### Division 11: Poruma

**When:** Tuesday 1 October 2024 | 6pm – 8pm

**Attendance:** 18 people max

**Summary:** The priority areas include childcare access, playground safety, tourism support and upgrades to sports and recreation facilities. Additionally, the community expressed concerns about high fuel costs, pest and animal management, and the need for more robust communication channels and employment opportunities. Infrastructure issues, such as jetty expansion and improved water management training, alongside updates to the disaster management plan and aged care services, were also emphasised.

### Top 3 Priorities



**Housing**



**Tourism**

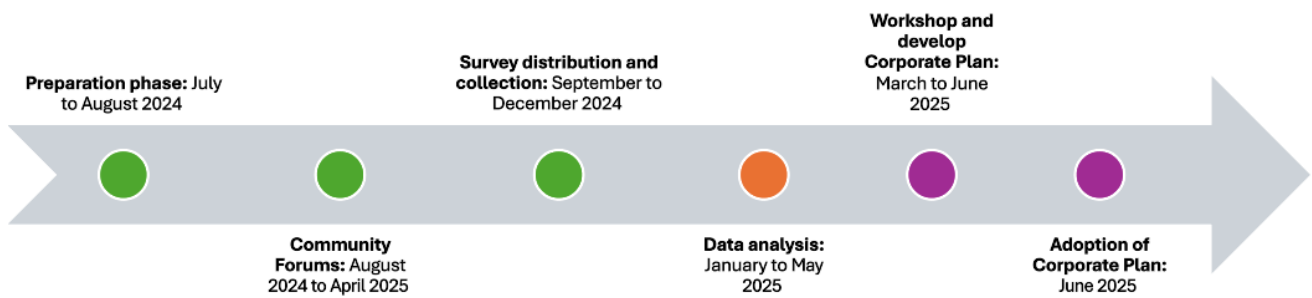


**Health and Wellbeing**





## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

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### Division 3: Saibai

**When:** Tuesday 3 December 2024 | 10am – 12pm

**Attendance:** 15 people max

**Summary:** The Saibai community meeting highlighted key issues, including the need for childcare facilities, an aged care centre, and better-resourced council amenities. Concerns were raised about limited recreational spaces, underutilized swamp land, and infrastructure challenges like extending the seawall and improving cemetery drainage. Housing issues, such as overcrowding, vacant homes, and unsuitable options, were prominent, along with water quality concerns like low pressure and insufficient tanks. The community also called for an Art Centre and Indigenous Knowledge Centre to preserve culture and support local talent.

### Top 3 Priorities



**Aged Care and  
Childcare**



**Housing**

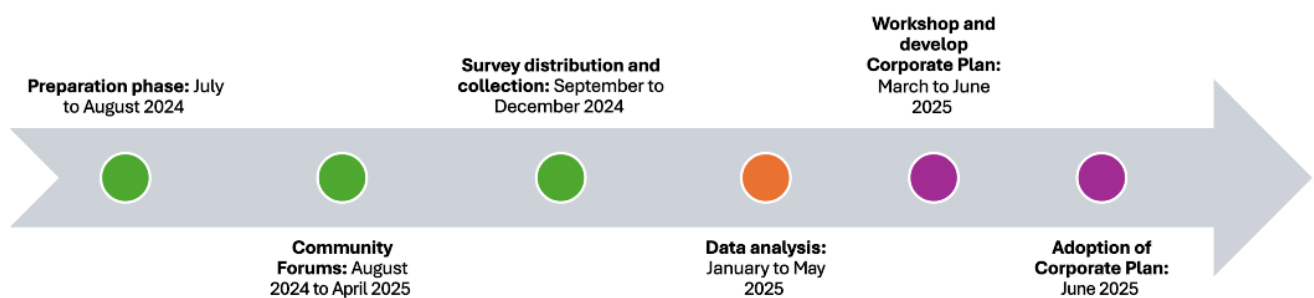


**Water**





## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

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### Division 10: Warraber

**When:** Monday 21 October 2024 | 6pm – 8pm

**Attendance:** 6 people max

**Summary:** Key topics included the need for expanded health and wellbeing programs, especially youth activities, and infrastructure improvements such as fencing to address stray dog concerns, and upgrades to housing, water systems, and waste management. Residents emphasised the importance of creating local job opportunities, particularly for youth, and advocated for greater support in economic development and community education on business, grant applications, and animal management. Infrastructure concerns were raised regarding the jetty, roads, parks, airport, and overall water security, all seen as essential to enhancing community safety, mobility, and quality of life.

### Top 3 Priorities



**Housing**



**Connectivity**

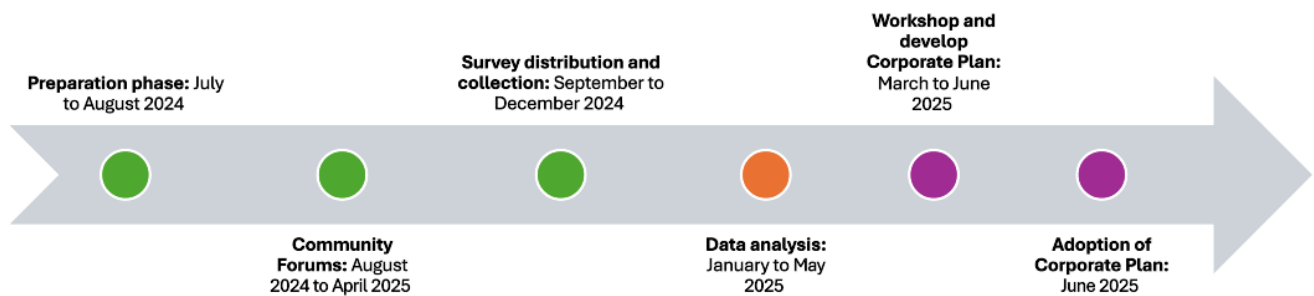


**Health and Wellbeing**





## Development of the Corporate Plan







## Corporate Plan 2025 – 2030 Community Consultation

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### Top 5 Regional Priorities



**Housing**



**Water**



**Marine  
Infrastructure**



**Health and  
Wellbeing**



**Jobs**

### Division 7: Wug (St Pauls)

**When:** Tuesday 1 October 2024 | 6pm – 8pm

**Attendance:** 35 people max



**Summary:** Community members raised concerns across various areas. Childcare is needed with calls for a culturally sensitive community-run childcare centre or subsidised family daycare. Aged care services are inadequate, with residents desiring local solutions to keep families together and create jobs. Housing faces challenges with trustee barriers, overcrowding, delayed maintenance, and the urgent need for new homes. Employment for youth is

limited, prompting support for apprenticeships, vocational training, and tailored job programs. Marine infrastructure, particularly the jetty, requires safety upgrades like lighting and repairs. Water security is a priority, with frequent leaks and restrictions, driving demands for sustainable management, larger dams, and rainwater tanks. The sport and recreation centre needs maintenance and improved access to promote health and community cohesion. Additionally, the helipad's location is unsuitable, raising safety concerns and the need for relocation or enhancements. The community asked to see the outcomes of the previous corporate plan. Another issue raised was the need for DATSIP to report back to community on the Masterplan.





## Top 3 Priorities



Health and  
Wellbeing

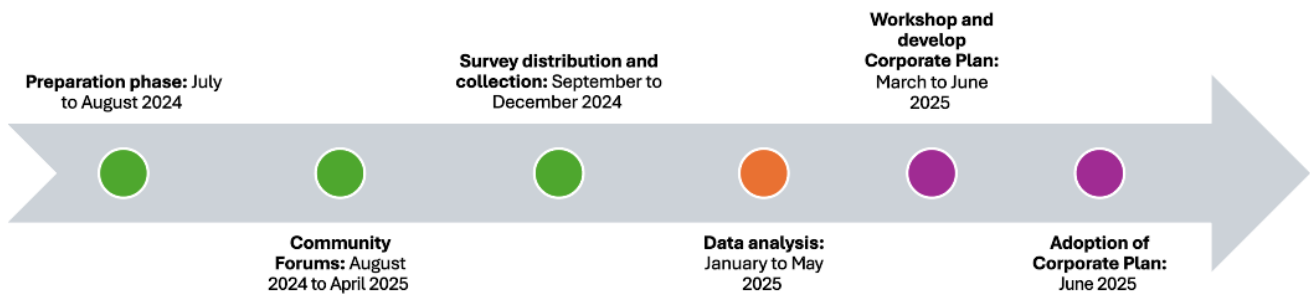


Housing



Water

## Development of the Corporate Plan







**DIRECTORATE:** *Financial Services*

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

## **FINANCE DASHBOARD REPORT – APRIL 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 30 April 2025, as required under Section 204 of the *Local Government Regulation 2012*.

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### **EXECUTIVE SUMMARY:**

This report seeks Council endorsement of the monthly financial statements for the 2024-25 year to date, for the period ended 30 April 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 30 April 2025 reflects a surplus of \$11.5M (budgeted \$4.6M 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) 30 April 2025

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	75,229,316	68,203,946	78,864,964	10,661,018	15.6%	●
Other income	6,090,890	5,136,506	5,465,714	329,209	6.4%	●
Recurrent expenditure (excl. depreciation)	(82,730,977)	(68,754,213)	(72,827,212)	(4,072,999)	(5.9%)	●
<b>Operating result (excl. depreciation)</b>	<b>(1,410,771)</b>	<b>4,586,238</b>	<b>11,503,466</b>	<b>6,917,228</b>	<b>150.8%</b>	●
Capital revenue	48,306,069	39,964,834	16,670,073	(23,294,761)	(58.3%)	●
Capital expenses	(3,500,000)	(2,916,667)	(915,784)	2,000,883	68.6%	●
<b>Net result (excl. depreciation)</b>	<b>43,395,298</b>	<b>41,634,405</b>	<b>27,257,755</b>	<b>(14,376,650)</b>	<b>(34.5%)</b>	●
Depreciation expense	(58,483,681)	(48,736,401)	(53,867,827)	(5,131,427)	(10.5%)	●
<b>Net result</b>	<b>(15,088,382)</b>	<b>(7,101,995)</b>	<b>(26,610,072)</b>	<b>(19,508,077)</b>	<b>(274.7%)</b>	●

### Key:

Act Vs Bud Var % is <= -10%

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

Act Vs Bud Var % is > -5%



## Operating Result to Date – Favourable \$6.9M variance attributed to:

Revenue \$11M favourable variance:

- \$12.3M favourable variance 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 \$8.7M as capital revenue).
- \$2.6M unfavourable variance in grants income due timing of revenue recognition which is partly due to various factors causing delays in service delivery and general budget timing differences.

Expenditure \$4.1M unfavourable variance:

- \$2.4M 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 \$6M as capital works)

## Net Result to Date \$26.6M 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 \$8.7M)
- Capital expenses: favourable variance due to timing of disposals
- Depreciation expense: unfavourable variance due to increase in asset cost after indexation and asset capitalisations not being reflected in the budget



## STATEMENT OF FINANCIAL PERFORMANCE

	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance \$	YTD variance %
<b>Income</b>					
<b>Recurrent revenue</b>					
Community levies, rates and charges	1,969,374	64,723	41,460	(23,263)	100.0%
Fees and charges	5,350,639	4,856,162	4,970,342	114,180	2.4%
Sales revenue	24,788,300	20,899,137	33,685,456	12,786,318	61.2%
Grants, subsidies, contributions and donations	43,756,303	42,913,341	40,267,460	(2,645,881)	(6.2%)
	75,864,616	68,733,363	78,964,717	10,231,355	14.9%
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	48,306,069	39,964,834	16,670,073	(23,294,761)	(58.3%)
	48,306,069	39,964,834	16,670,073	(23,294,761)	(58.3%)
Interest received	679,995	566,352	1,034,162	467,810	82.6%
Other income	66,114	55,792	513,346	457,554	820.1%
Rental income	4,709,481	3,984,945	3,818,454	(166,492)	(4.2%)
<b>Total income</b>	129,626,275	113,305,285	101,000,751	(12,304,534)	(10.9%)
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	34,556,215	28,639,187	25,199,996	3,439,191	12.0%
Materials and services	47,464,063	39,516,135	47,039,478	(7,523,343)	(19.0%)
Finance costs	710,699	598,891	587,738	11,153	1.9%
Depreciation and amortisation	58,483,681	48,736,401	53,867,827	(5,131,427)	(10.5%)
	141,214,658	117,490,614	126,695,040	(9,204,426)	(7.8%)
<b>Capital expenses</b>	3,500,000	2,916,667	915,784	(2,000,883)	(68.6%)
<b>Total expenses</b>	144,714,658	120,407,280	127,610,823	7,203,543	6.0%
<b>Net result</b>	(15,088,382)	(7,101,995)	(26,610,072)	(19,508,077)	274.7%



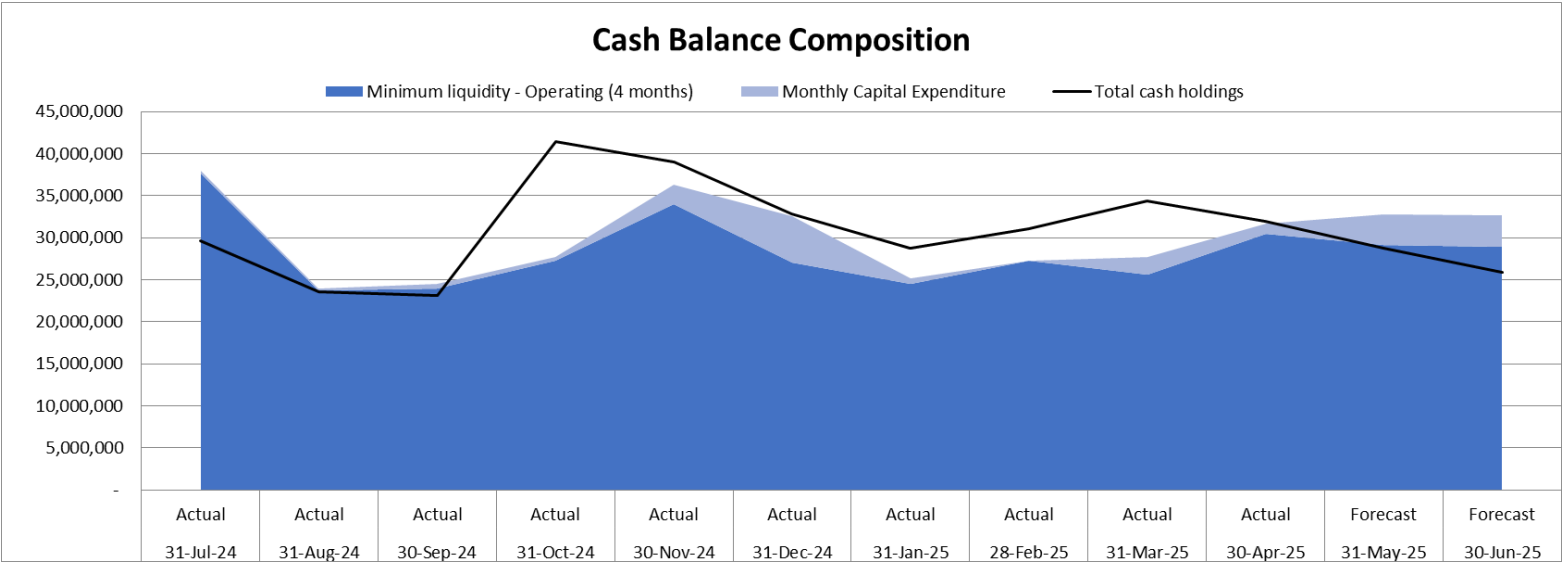
# STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
<b>Current assets</b>				
Cash and cash equivalents	34,144,410	36,492,348	(2,347,938)	(6.4%)
Short term deposit	72,640	69,720	2,920	4.2%
Trade and other receivables	9,617,968	9,342,091	275,877	3.0%
Inventories	415,117	415,117	0	0.0%
Contract assets	6,748,933	8,956,376	(2,207,443)	(24.6%)
Lease receivables	-	-	0	
<b>Total current assets</b>	<b>50,999,068</b>	<b>55,275,652</b>	<b>(4,276,584)</b>	<b>(7.7%)</b>
<b>Non-current assets</b>				
Lease receivables	11,220,749	11,220,749	0	0.0%
Property, plant and equipment	1,081,040,812	1,084,977,207	(3,936,395)	(0.4%)
Right of use assets	96,402	144,602	(48,200)	(33.3%)
<b>Total non-current assets</b>	<b>1,092,920,396</b>	<b>1,096,904,991</b>	<b>(3,984,595)</b>	<b>(0.4%)</b>
<b>Total assets</b>	<b>1,143,919,464</b>	<b>1,152,180,643</b>	<b>(8,261,179)</b>	<b>0.1%</b>
<b>Current liabilities</b>				
Trade and other payables	3,619,140	6,175,624	2,556,484	41.4%
Borrowings	-	-	0	
Provisions	1,392,455	1,357,047	(35,408)	(2.6%)
Contract liabilities	21,893,277	18,758,468	(3,134,809)	(16.7%)
Lease liabilities	52,167	104,152	51,985	49.9%
<b>Total current liabilities</b>	<b>26,957,039</b>	<b>26,395,291</b>	<b>(561,748)</b>	<b>(2.1%)</b>
<b>Non-current liabilities</b>				
Provisions	11,036,436	11,011,349	(25,086)	(0.2%)
Lease liabilities	- 0	- 0	0	
<b>Total non-current liabilities</b>	<b>11,036,435</b>	<b>11,011,349</b>	<b>(25,086)</b>	<b>(0.2%)</b>
<b>Net community assets</b>	<b>1,105,925,989</b>	<b>1,114,774,002</b>	<b>(8,848,013)</b>	<b>(0.8%)</b>
<b>Community Equity</b>				
Asset revaluation surplus	825,145,979	825,145,979	0	0.0%
Retained surplus/(deficiency)	307,390,081	307,390,081	0	0.0%
Current Year Surplus/(Deficit)	- 26,610,072	- 17,762,056	(8,848,015)	49.8%
	<b>1,105,925,988</b>	<b>1,114,774,003</b>	<b>(8,848,015)</b>	<b>(0.8%)</b>



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 Budget Review projections. Grant revenue has been forecasted based on the expected timing of funds receipt as per funding agreements. July to April figures reflect actual cash balances.



Current forecast June 2025 - \$25.9M (Budget \$18.9M)

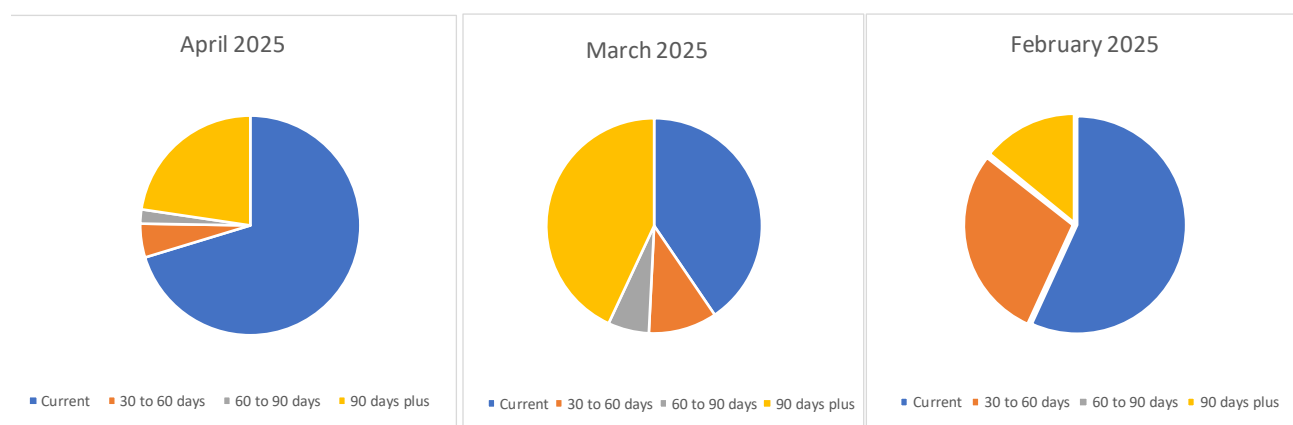
- Council's cash flow continues to decline as costs of service delivery inflate faster than revenue growth. To address these challenges, management has engaged an external consultant to conduct a comprehensive review of organisational practices and financial management. The findings and recommendations 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 increasing the forecast balance at June 2025



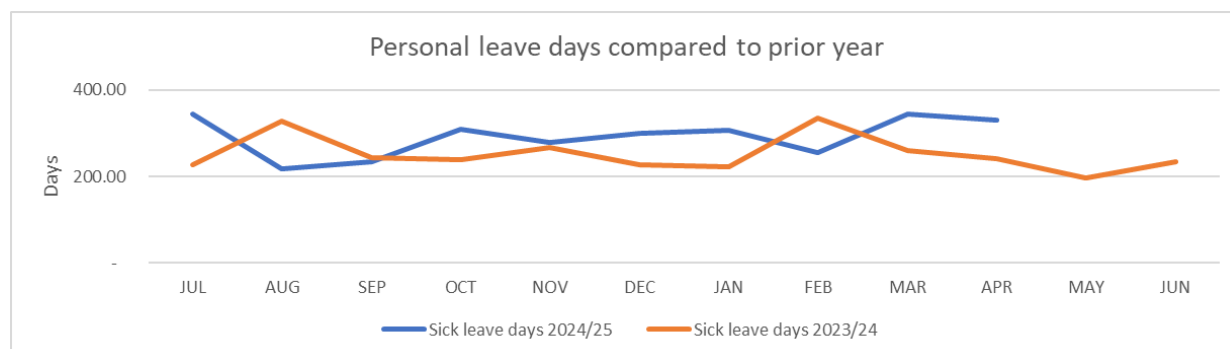
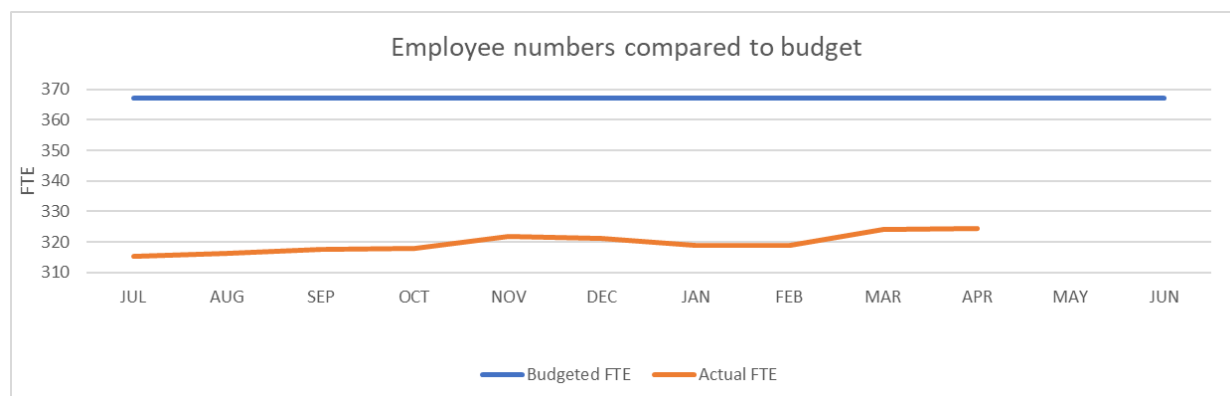
## Debtor Analysis

	As at 30 April 2025		As at 31 March 2025		As at 28 February 2025	
	\$	%	\$	%	\$	%
Current	4,747,284	70%	1,347,371	41%	6,593,138	57%
30 to 60 days	335,682	5%	342,008	10%	3,336,958	29%
60 to 90 days	140,680	2%	204,707	6%	36,278	0%
90 days plus	1,530,046	23%	1,432,421	43%	1,635,586	14%
Total aged debtors	6,753,691	100%	3,326,508	100%	11,601,960	100%
Housing debtors (Note 1)	12,554,386		12,613,958		12,613,958	
Total Provision	13,365,780	-	13,341,873	-	13,341,873	-
Net debtors (exc. Unapplied credits)	5,942,297		2,598,593		10,874,045	
Unapplied Credits	572,819	-	149,095	-	602,318	-

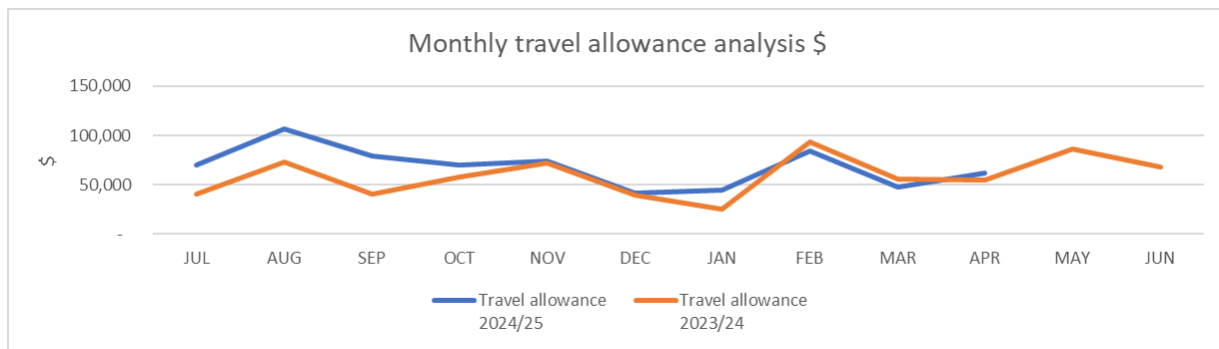
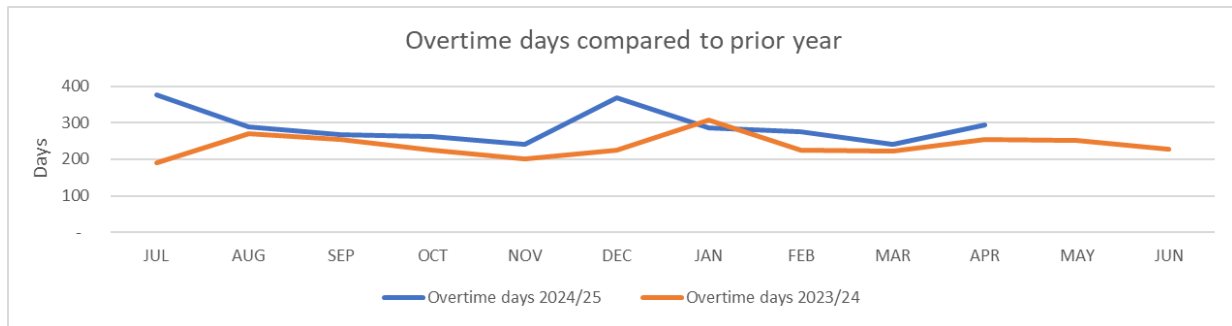
Note: Majority unapplied credits relate to grant funding received for which an invoice still needs to be raised.



## Payroll Analysis







### Grant Analysis:

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

### Consultation and communication:

Senior Executive Team

Department Heads / Managers

Finance Department



**COMPLIANCE / CONSIDERATIONS:**

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



**Other Comments:**

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

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

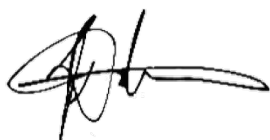
While inflation now appears to be stabilising, it remains to be seen what the cumulative effect will be on Council operations in the next couple of months to year end, and years beyond based on the unpredictability of domestic and global events. Management will continue to progressively adapt, monitor,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

**Recommended:**

Nicola Daniels  
Head of Financial Services

**Endorsed**

Hollie Faithfull  
Executive Director, Financial Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

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



## Executive Services

## Building Services

**Favourable Net Result:**  
Combination of the above

Recurrent Revenue: Favourable result due to Government Grants.

Depreciation - unfavourable due to indexation not incorporated into budget review.



## Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	32,317,447	31,676,077	31,744,429	68,352	0.2%	●
Other income	179,995	149,685	1,034,486	884,801	591.1%	●
Recurrent expenditure (excl. depreciation)	(1,327,917)	(1,089,768)	(712,487)	377,281	34.6%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>31,169,525</b>	<b>30,735,994</b>	<b>32,066,428</b> ✓	<b>1,330,434</b>	<b>4.3%</b>	●
Capital revenue	4,976,058	4,529,216	83,192	(4,446,023)	-98.2%	●
Capital expenses	(3,500,000)	(2,916,667)	(938,747)	1,977,920	67.8%	●
<b>Net result (excl. depreciation)</b>	<b>32,645,583</b>	<b>32,348,543</b>	<b>31,210,873</b> ✓	<b>(1,137,670)</b>	<b>-3.5%</b>	●
Depreciation Expense	(1,039,700)	(866,417)	(905,726)	(39,309)	-4.5%	●
<b>Net result</b>	<b>31,605,883</b>	<b>31,482,127</b>	<b>30,305,148</b>	<b>(1,176,979)</b>	<b>-3.7%</b>	●

### Comments:

#### 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	8,066,392	6,995,574	(1,070,818)	-13.3%	●
Other income	0	0	37,817	37,817	0.0%	●
Recurrent expenditure (excl. depreciation)	(31,041,420)	(25,669,486)	(22,791,147)	2,878,338	11.2%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(20,532,650)</b>	<b>(17,603,093)</b>	<b>(15,757,756)</b> ✓	<b>1,845,337</b>	<b>10.5%</b>	●
Capital revenue	27,748,241	22,444,442	15,235,367	(7,209,075)	-32.1%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>7,215,591</b>	<b>4,841,349</b>	<b>(522,389)</b> ✓	<b>(5,363,738)</b>	<b>-110.8%</b>	●
Depreciation Expense	(25,833,074)	(21,527,562)	(23,425,547)	(1,897,986)	-8.8%	●
<b>Net result</b>	<b>(18,617,483)</b>	<b>(16,686,213)</b>	<b>(23,947,937)</b>	<b>(7,261,724)</b>	<b>-43.5%</b>	●

### 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:

Delays in capital projects that are grant funded.

Depreciation Expense - higher than forecast against the 24/25 budget review.

## Fuel and Fleet Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,740,000	1,450,000	1,672,916	222,916	15.4%	●
Other income	25,000	20,833	6,285	(14,548)	-69.8%	●
Recurrent expenditure (excl. depreciation)	(2,565,238)	(2,136,079)	(1,825,413)	310,665	14.5%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(800,238)</b>	<b>(665,245)</b>	<b>(146,212)</b> ✓	<b>519,033</b>	<b>78.0%</b>	●
Capital revenue	701,770	507,846	742,639	234,793	46.2%	●
Capital expenses	0	0	22,964	22,964	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(98,468)</b>	<b>(157,399)</b>	<b>619,391</b> ✓	<b>776,790</b> ✓	<b>493.5%</b>	●
Depreciation Expense	(444,767)	(370,639)	(465,774)	(95,135)	-25.7%	●
<b>Net result</b>	<b>(543,235)</b>	<b>(528,039)</b>	<b>153,616</b>	<b>681,655</b>	<b>129.1%</b>	●

### Comments:

#### Unfavourable Operating Result

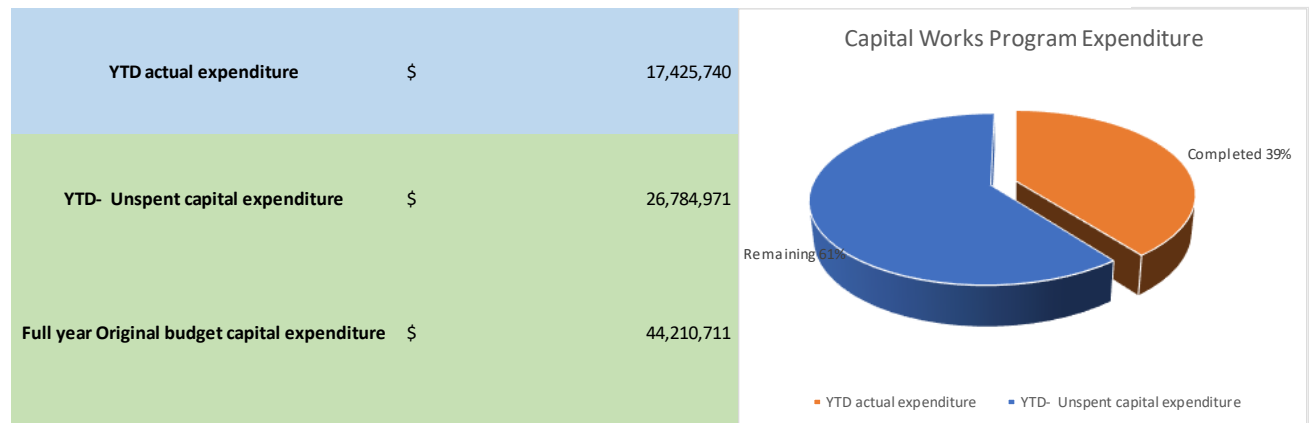
Recurrent Revenue - Sale of Fuel & Gas is higher than the budget.

Recurrent expenditure (excl. depreciation) - Fuel & Gas for resale is lower than the budget.

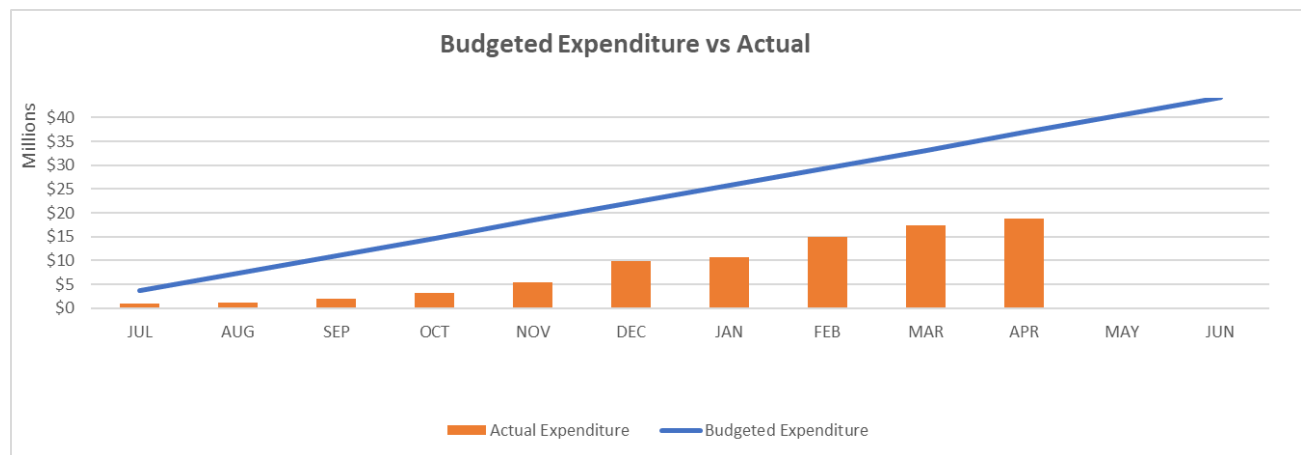


## Appendix B

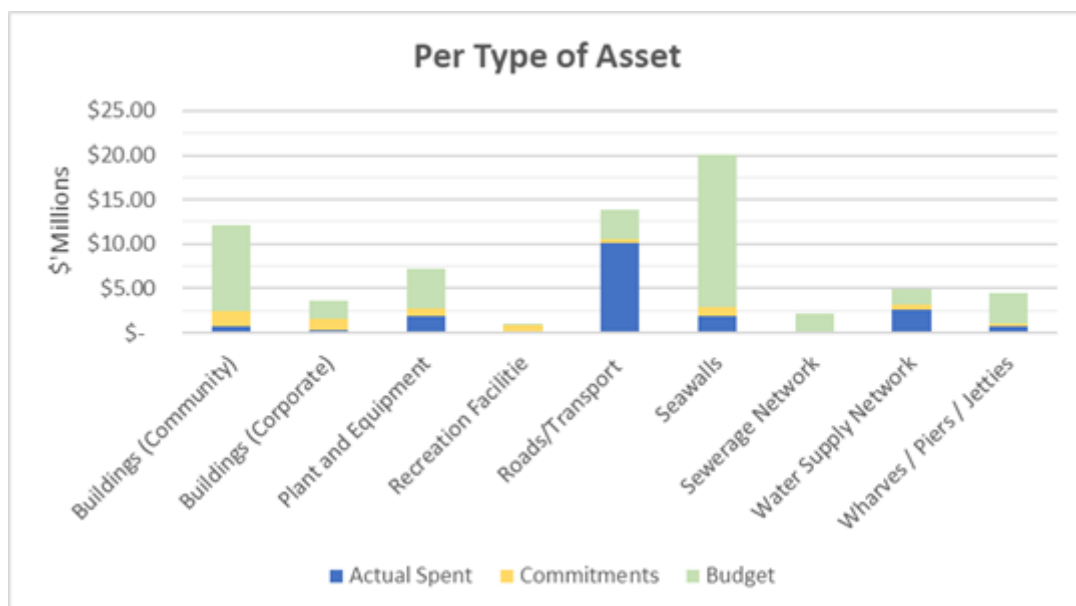
### Capital Works Program



### Monthly progress– Capital expenditure



### Overall program performance – Per Type of Asset







## ORDINARY MEETING

23 MAY 2025

Agenda Item

# 8.2

**DIRECTORATE:** *Financial Services*

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

### **MINUTES - AUDIT COMMITTEE MEETINGS (11 OCTOBER 2024, 26 NOVEMBER 2024 & 4 MARCH 2025)**

#### **OFFICER RECOMMENDATION:**

Council receives and notes the confirmed minutes of the Audit Committee meetings held on 11 October 2024, 26 November 2024 and 4 March 2025.

---

#### **EXECUTIVE SUMMARY:**

Section 211(c) *Local Government Regulation 2012* mandates that a written report about the matters reviewed at an audit committee meeting and the committee's recommendations about the matters should be given to Council as soon as practicable after the meeting.

The most recent meeting of the Audit Committee was held on 22 April 2025 and a copy of the minutes of that meeting will be provided to Council following confirmation by the Audit Committee.

#### **Background:**

Confirmed minutes of the Audit Committee meetings held on 11 October 2024, 26 November 2024 and 4 March 2025.



**COMPLIANCE / CONSIDERATIONS:**

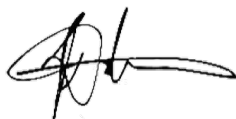
<b>Statutory:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	There are no direct financial implications that arise from this recommendation.
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	N/A
<b>Links to Strategic Plans:</b>	Corporate Plan 2020-25 Sustainability: Outcome 8 – We manage Council affairs responsibly to the benefit of our communities
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	As soon as practicable after an audit committee meeting

**Recommended:**

Nicola Daniels  
Head of Financial Services

**Endorsed**

Hollie Faithfull  
Executive Director, Financial Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

- Audit Committee Meeting Minutes – 11 October 2024
- Audit Committee Meeting Minutes – 26 November 2024
- Audit Committee Meeting Minutes - 4 March 2025





## AUDIT COMMITTEE MEETING

11 OCTOBER 2024

# MINUTES

**Time:** 8.30am

**Venue:** Committee Room, Level 3, 111 Grafton Street, Cairns

*Microsoft TEAMS [Meeting ID: 489 119 739 731 | Passcode: Hffuye]*

### PRESENT:

#### **Chairperson**

Deputy Chairperson

Member

Proxy Member

Chief Executive Officer

Executive Director Building Services

Executive Director Community Services

Executive Director Corporate Services

Executive Director Engineering Services

Executive Director Financial Services

Engagement Leader Queensland Audit Office (Partner, BDO)

Director Queensland Audit Office

Pacifica

Jones Lang LaSalle Incorporated (JLL)

Jones Lang LaSalle Incorporated (JLL)

Consultant

TSIRC Secretariat

Executive Assistant to the TSIRC CEO

Mr Cam Charlton

Mr Darryl Bell

Cr Chelsea Aniba

Cr Bob Kaigey – *joined meeting at 8.45am*

Mr James William

Mr Wayne Green

Mr Dawson Sailor

Ms Susanne Andres

Mr David Baldwin – *joined meeting at 8.50am*

Ms Hollie Faithfull

Ms Margaret Dewhurst

Mr William Cunningham

Mr Andy Smith

Mr Todd Svanberg – *9.25am to 9.40am*

Mr Tom Wing – *9.25am to 9.40am*

Mr Anthony Ottaway – *9.15am to 9.30am*

Mr Darryl Brooks

Ms Jessica Conway

### APOLOGIES:

Member

Pacifica

Pacifica

Cr Keith Fell

Ms Carolyn Eagle

Ms Tracey Townsend

### **1. WELCOME & QUORUM CONFIRMATION**

At 8.35am the Chairperson welcomed attendees, noting that a quorum of Committee members was present.

The Chairperson reminded the Committee that the previous meeting (27 September 2024) was conducted inquorate owing to the volume of material to be discussed. Those materials were discussed at considerable length and the outcomes from those discussions have been captured in the draft Minutes from that meeting, however, the necessity to go through the Financial Statements and the Closing Audit Report (which were not available at the previous meeting) required this out-of-cycle Committee meeting to be convened.

The Chairperson advised that his preference for this meeting would be for members to accept the discussion captured in the minutes of 27 September 2024 and to focus on the additional papers submitted for this meeting.

The Deputy Chairperson and Cr Aniba agreed to the Chairperson's proposal.



## 2. OPENING PRAYER

Cr Chelsea Aniba delivered the opening prayer.

## 3. NOTING OF APOLOGIES

The following apologies were noted by the Committee:

Member	Cr Keith Fell
Pacifica	Ms Carolyn Eagle
Pacifica	Ms Tracey Townsend

## 4. POTENTIAL CONFLICT OF INTEREST DECLARATIONS

The Chairperson called for attendees to declare any COI matters. No declarations were made.

## 5. CONFIRMATION OF PREVIOUS MEETING MINUTES

#AC24-28/2024-10/5

BELL / CHARLTON

**The Committee confirms the Minutes of Audit Committee Meetings held on 7 June 2024, 12 June 2024, 15 August 2024 and 27 September 2024.**

**CARRIED UNANIMOUSLY**

## 6. REVIEW OF ACTION ITEMS REGISTER

Based on the commentary in relation to the review of the Committee's Action Items Register (as outlined in the Minutes of the 27 September 2024 Committee Meeting), the Chairperson recommended that this matter be noted and accepted by the Committee. This recommendation was also supported by the Deputy Chairperson and Cr Aniba.

## 7. SIGNIFICANT ORGANISATION, RISK MANAGEMENT AND SYSTEM MATTERS *(verbal update)*

The Chief Executive Officer noted the updates captured in the 27 September 2024 Committee Meeting Minutes and advised that there have been no significant changes since his last update, other than a visit to Mer has taken place with himself, the Executive Director Building Services (Mr Wayne Green) and the DOGIT Transfer, Land Tenure and Native Title Advisor (Ms Joanne Bryant) in relation to **Mer Social Housing Licence**. The visit was successful and it was evident that positive relationships need to be developed by Council with local PBCs to service the needs and interests of communities.

The Executive Director Financial Services advised the Committee that in relation to the **Seaswift matter**, we currently have a contingent asset recorded in the financial statements and that the Chief Executive Officer is required to advise the Committee if the following statement is still valid as the officer dealing with the matter:

*"Council initiated legal proceedings against a supplier in a prior period. At 30 June 2024 the case is ongoing. It is too early to determine if there will be a financial outcome from the proceedings."*

The Chief Executive Officer advised the Committee that his view is that, on balance, both parties have matured their discussions in a very constructive way that there is recognition on both sides (without prejudice) that there is an impairment in favour of TSIRC. The question is just the amount. That is yet to be determined because their position is different to ours and that needs to be tested and resolved. The Committee preferred use of the statement: "At 30 June 2024 the matter is ongoing."

The Committee unanimously noted the update.



## 8. FINANCIAL STATEMENTS

- 23/24 Financial Statements
- Closing Report

The Executive Director Financial Services (Ms Hollie Faithfull) acknowledged the assistance of BDO in relation to the preparation of the **23/24 Financial Statements**. There are two minor outstanding matters (not material) and one of those matters has now been resolved by the Committee in relation to the Contingent Assets.

A high-level overview of the 23/24 Financial Statements was provided by Ms Faithfull.

The Chairperson noted for the record that for TSIRC to have a deficit of \$46m net result reflects the issue of sustainability and liquidity previously discussed at considerable length by the Committee. The Chief Executive Officer reaffirmed that the most significant issue for the organisation is asset performance. The majority of assets are reaching end-of-life (built 30 years ago) and are requiring disposal and replacement. Unplanned disposals are a particular risk to liquidity as the use of unrestricted cash is required to address these disposals.

Ms Margaret Dewhurst advised in relation to the Sustainability Ratios, the Guidelines require Council to include a narrative into that Statement and this needs to be updated. The Chairperson noted that this is a procedural change that is required. Ms Dewhurst agreed and confirmed that there will be no changes in the numbers in the Statements highlighted by the Executive Director Financial Services.

### Resolution:

#AC24-28/2024-10/8-1

CHARLTON/BELL

**Subject to the completion of the remaining outstanding matters documented in the 2024 Closing Report, the Audit Committee endorses the signing of the Torres Strait Island Regional Council Financial Statements for the year ended 30 June 2024 by the Mayor and CEO based on external audit clearance.**

**CARRIED UNANIMOUSLY**

Ms Margaret Dewhurst (Queensland Audit Office) spoke to the **Draft Closing Report**. Changes to the draft Report since the 27 September 2024 Committee Meeting include:

- Financial Sustainability Assessment in Section 1 is now included (this is the most significant change since the 27 September 2024 Committee Meeting);
- The Debt Service Ratio graph is not included (0.01 as a 5-year average because the debt was distinguished two years ago, but is included in the financial statements).
- Section 3 (Status of Issues) – no significant changes, other than we now have Management responses to the issues raised.
- Section 5 (Matters Previously Reported) – revised action dates will be updated/finalised with some revised action dates pushed out to 31 December 2024 and 30 June 2025. The QAO is comfortable with the updated revised action dates.
- Comprehensive Assets Valuation for the 2025 Year – QAO will be involved and it is anticipated that the review will be completed by 30 June 2025.



Ms Dewhurst concluded by thanking Council for its support in answering queries from the QAO. The Chief Executive Officer acknowledged that there were some timing issues in relation to TSIRC responses to the QAO requests due to recruitment issues caused by the Remuneration Policy and he thanked Ms Dewhurst and her team for their patience.

**Resolution:**

#AC24-28/2024-10/8-2

BELL/CHARLTON

**The Audit Committee receives and notes the 2024 Closing Report, subject to minor amendments discussed.**

***CARRIED UNANIMOUSLY***

**9. FINANCIAL REPORTING**

- August 2024 Financial Dashboard Report presented to Council
- Organisational Practices and Financial Review
- 5-year Capital Investment Plan

The Audit Committee noted the **Financial Dashboard Report for August 2024**.

Mr Anthony Ottaway (Consultant) spoke to the **Organisational Practices and Financial Review** agenda paper highlighting, for the information of Members not present at the 27 September 2024 Committee meeting, two key pieces of work:

- (1) understanding our financial position and the cash flow challenges that Council is experiencing. Towards the end of the financial year there are challenges in relation to having the appropriate amount of cash on hand, so TSIRC is considering a Working Capital facility; and
- (2) looking at addressing the Net Cash Deficit. Currently in the process of doing the analysis and review. Since the previous Committee meeting, a workshop has been held with TSIRC Executive Directors. A total of 34 initiatives from previous workshops held with EDs and Managers were identified:
  - High Value/High Ease (8)
  - High Value/Low Ease (2)
  - High Ease/Low Value (24)

**Resolution:**

#AC24-28/2024-10/9-2

CHARLTON/BELL

**The Audit Committee receives and notes the Organisation Practices and Financial Review Report update.**

***CARRIED UNANIMOUSLY***

The Committee also noted that the Organisation Practices and Financial Review Report will be a Standing Agenda Item for the Committee.



Mr Todd Svanberg and Mr Tom Wing from Jones Lang LaSalle Incorporated (JLL) addressed the Committee in relation to the **5-year Capital Investment Plan**.

The Draft Strategic Investment Plan (SIP) is currently being finalised and will be circulated out of session for comment prior to tabling at the next Committee meeting. TSIRC is not an isolated case as many other Councils are currently unfunded from a capital point of view, however TSIRC has a very heavy asset base (buildings, infrastructure, etc.) and there are points where there is a significant need for capital injection for mid-life and end-of-life is required to keep services operating.

The aim of developing the Plan is to act as an evidence-based advocacy piece to lobby funding agencies for Council's high consequence/high likelihood of failure core assets because of the stage of life they are currently at.

The Committee noted the update.

**Action:**

JLL to circulate the Draft 5-year Capital Investment Plan to Committee members out of session for comment and feedback.

## 10. EXTERNAL AUDIT UPDATE

- QAO Briefing Paper

Mr William Cunningham (Director Queensland Audit Office) spoke to this item and the report was noted by the Committee.

## 11. INTERNAL AUDIT

The Committee noted the following reports which were spoken to by Ms Carolyn Eagle (Pacifica) at the 27 September 2024 Committee meeting:

- Internal Audit Progress Report
- Final Report | Review of Aged Care Services
- Final Report | Review of Childcare Operations
- Final Report | Implementation of Council Decisions
- Final Report | Capital Works Program Development, Delivery and Reporting

Mr Andy Smith (Pacifica) spoke to the following additional reports:

- Final Report | Assurance Review
- Final Report | Contract Management System Health Check

In relation to the **Final Report | Assurance Review**, Mr Smith advised that the overall conclusion was that there was nothing that came to our attention to indicate that the assurance principles were not adhered to. Although there were a small number of very low-level deficiencies, Management were aware of these and dealt with them accordingly.

The report recommended that TechnologyOne provide TSIRC Management some assurances in relation to the some Risk mitigation matters.

In relation to the **Final Report | Contract Management System Health Check**, Mr Smith advised that this report is April 2023.



The Executive Director Building Services advised that meetings have been held with TechnologyOne (as recently as October 2024) and a program is being developed to trial in February 2025 in an effort to move away from the Procore system.

The Committee noted the updates provided by Mr Smith.

## **12. UPDATE ON STATUS AND PROGRESS OF ENTERPRISE RISK FRAMEWORK**

The Executive Director Corporate Services (Ms Susanne Andres) had no further updates to provide the Committee, other than what was noted in the Minutes of the 27 September 2024 Committee Meeting.

The Committee noted the Update on Status and Progress of Enterprise Risk Framework.

## **13. COUNCIL INSURANCE RENEWAL 2024-25**

The Committee noted the report, as per the comments made in the Minutes of the 27 September 2024 Committee Meeting.

## **14. CLOSING MATTERS**

Nil.

## **15. NEXT MEETING – 26 NOVEMBER 2024 – 10.00AM**

Noted by the Committee.

## **16. CLOSE OF MEETING & PRAYER**

The Chairperson thanked attendees for their participation and formally closed the meeting at 9.50am. Cr Aniba delivered the Closing Prayer.

MINUTES CONFIRMED – 26 November 2024

Mr Cam Charlton  
Chairperson  
TSIRC Audit Committee  
Date: 26 November 2024

James William  
Chief Executive Officer  
Torres Strait Island Regional Council  
Date: 26 November 2024





**Time:** 10.00am to 1.00pm

**Venue:** Committee Room, Level 3, 111 Grafton Street, Cairns

*Microsoft TEAMS [Meeting ID: 457 277 280 729 | Passcode: BGVgZa]*

**PRESENT:**

**Chairperson**

Deputy Chairperson

Mayor TSIRC

Chief Executive Officer

Executive Director Corporate Services

Executive Director Financial Services

Engagement Leader Queensland Audit Office (Partner, BDO)

Queensland Audit Office

Pacifica

Pacifica

Consultant

Manager Governance and Risk

Executive Assistant Corporate Services

Mr Cam Charlton

Mr Darryl Bell

Cr Phillemon Mosby

Mr James William

Ms Susanne Andres

Ms Hollie Faithfull

Ms Margaret Dewhurst

Mr Irshad Wahab

Mr Andy Smith

Ms Tracey Townsend

Mr Anthony Ottaway

Ms Kim Kerwin (*Observer*)

Ms Julie Marino (minute taker)

**APOLOGIES:**

Executive Director Engineering Services

Executive Director Community Services

Executive Director Building Services

Member

Member

Member (Proxy)

Mr David Baldwin

Mr Dawson Sailor

Mr Wayne Green

Cr Chelsea Aniba

Cr Keith Fell

Cr Bob Kaigey

**1. WELCOME & QUORUM CONFIRMATION**

At 10:00am the Chairperson welcomed attendees, noting that we do not have a quorum, however, that we would proceed with the meeting and any reports requiring resolution would be retabled at the next Audit Committee meeting.

**2. OPENING PRAYER**

Mayor Mosby delivered the opening prayer.

**3. NOTING OF APOLOGIES**

The following apologies were noted by the Committee:

Executive Director Engineering Services

Executive Director Community Services

Executive Director Building Services

Member

Member

Member (Proxy)

Mr David Baldwin

Mr Dawson Sailor

Mr Wayne Green

Cr Chelsea Aniba

Cr Keith Fell

Cr Bob Kaigey



#### 4. POTENTIAL CONFLICT OF INTEREST DECLARATIONS

The Chairperson called for attendees to declare any COI matters. No declarations were made.

#### 5. CONFIRMATION OF PREVIOUS MEETING MINUTES

The Audit Committee confirms the Minutes of Audit Committee Meetings held on 11 October 2024. Due to the lack of quorum, minutes will be tabled at the next meeting for endorsement.

#### 6. REVIEW OF ACTION ITEMS REGISTER

Based on the commentary in relation to the review of the Committee's Action Items Register (as outlined in the Minutes of the 27 September 2024 Committee Meeting), the Chairperson recommended that this matter be noted and accepted by the Committee. This recommendation was also supported by the Deputy Chairperson.

#### 7. SIGNIFICANT ORGANISATION, RISK MANAGEMENT AND SYSTEM MATTERS *(verbal update)*

The Chief Executive Officer spoke of the successful November 2024 Workshop, which is also the time where the budget review was workshopped.

The Comprehensive Valuation Project led by JLL and ED Financial Services, is currently underway. A team of 6, comprising of 3 JLL and 3 TSIRC representatives travelled to all divisions and physically sighted the majority of Council's assets during October. The team will now undertake analysis of asset movements once the draft report is received from JLL.

Council endorsed at the September Council meeting, Council Advocacy Action Plan 2024-2025. The plan highlights eleven priorities for Council's advocacy.

Key consultants currently working with TSIRC:

- Anthony Ottaway working with the team on an Organisational Review and Financial Sustainability project;
- Scott Mason, a highly experienced, local government CEO is working through a number of initiatives including the Transition Action Plan.

Mayor Mosby discussed the following matters with the committee:

- How there are a number of factors out of TSIRC's control, and
- How do we reposition our region to tell a compelling story to attract government investment;
- The changing environment, particularly with the change in leadership in the region with the upcoming TSRA elections;
- Requirements for TSIRC to get their "house in order", and noted the team has initiatives in place.

The Audit Committee noted the update.

**NOTED**



**8. FINANCIAL REPORTING**

- a. October 2024 Financial Dashboard Report presented to Council
- b. Organisational Practices and Financial Review
- c. Strategic Investment Plan | 5-year Capital Plan (*verbal update*)
- d. Corporate Credit Card Policy (*verbal discussion*)

**a. October 2024 Financial Dashboard Report presented to Council**

The Executive Director Financial Services, Ms Hollie Faithfull takes the report as read.

It was highlighted that although in October we were reflecting a surplus of \$21.4 million compared to a \$4.2 million budget, a favourable result. The main driver of this was the timing of receipt of the 2025 Financial Assistance Grant (FAGS). Council has budgeted that we would receive an advance payment in the 23/24 financial year as per previous year, however, there was a delay in the government making payment. This timing issue will be updated during Budget Review. Ms Faithfull reiterated that this was not additional funds, just a timing difference and Council still had financial sustainability issues.

Ms Faithfull raised that the government extended the increased allocation of the Indigenous Council Funding Program (ICFP) for another year of which Council received approximately \$16M. Ms Faithfull noted that the Labour government included a third year at the higher allocation in the forward budget and we would need to see if the new government will honour that commitment.

Ms Faithfull raised the need for continuous focus on Council's liquidity and long-term financial sustainability issues.

**b. Organisational Practices and Financial Review**

Consultant, Mr Anthony Ottaway, takes the report as read.

Currently working with the Finance Team to enhance their month end process. Aim is to simplify and streamline processes to allow the team to focus on more value-added projects for the organisation.

Mr Ottaway spoke that in terms of reducing Council's net cash deficit: This is a marathon, not a sprint, but we want to try to get as much done as we can earlier on. The key priority is focusing on getting TSIRC's "house in order" first. Mr Ottaway noted that when looking at reducing the net cash deficit, the government needs play a part of that as well.

Mr Ottaway discussed the BSU process review that is currently being undertaken. The focus for the next couple of months will be working with BSU to improve processes especially in the area of revenue leakage. BSU is an important function for Council as it generates its own source revenue. Updates of this project will be provided to the Audit Committee at the next meeting.

**NOTED**

**c. Strategic Investment Plan (Five Year Capital Plan) (*verbal update*)**

The Executive Director Financial Services, Ms Hollie Faithfull spoke to the report.

The Audit Committee has been furnished with a copy of the report.

Ms Faithfull advised that the plan will go to Council for adoption by Council at the December Ordinary Meeting and that work will need to be undertaken by the organisation to transform this data into an advocacy piece. This will allow the Mayor and the Chief Executive Officer to request investment for these assets from the State and Federal Government.

**NOTED**



**d. Corporate Credit Card Policy (verbal discussion)**

The Chief Executive Officer, Mr James William together with the Executive Director Financial Services, Ms Hollie Faithfull spoke to the report.

Mr William advised that offline discussions to be held between Chair, Mayor and CEO in relation to Mayor reviewing and approving CEO's corporate card statements. It is noted that Anthony Ottaway is currently drafting an Entertainment Policy for staff to provide guidance regarding entertainment expenditure. Currently Council only has a policy that relates to Councillors which is a legislative requirement.

Ms Faithfull discussed the proposed amendment to the corporate card policy, that the CEO has requested. The proposed amendment relates to the approval of new corporate cards. Currently the CEO can only approve staff request for a corporate card. CEO wishes for this to be amended so the Executive Director Financial Services has the delegation.

**NOTED**

**9. EXTERNAL AUDIT UPDATE**

- a. Final Closing Report
- b. QAO Briefing Paper

**a. Financial Closing Report**

The final management report was tabled and taken as read. Ms Dewhurst advised there was no changes to any of the issues that were identified in the closing report that was presented in September.

Ms Dewhurst discussed that BDO would be undertaking their planning visit for February 2025 and dates have been locked in with Ms Faithfull. It was noted that normally BDO undertakes this visit in December, but as Council is currently undergoing so much change, BDO decided to undertake this work in February 2025, to allow the team to action some of the deficiencies raised during the 2024 audit.

Mr Wahab talked to the QAO Briefing Paper. Report is taken as read.

Mr Wahab highlighted from of the key items from the paper:

- Some relevant reports that are currently in progress is the insights on audit committees and local governments. This report will provide insights into the effectiveness of audit committees and the likely tabling of this report is in February of next year;
- With regard to recent blogs and articles of interest, we have had a recent blog with regard to keeping fraud risk front and centre;
- QAO have updated our two better practice tools that have helped entities understand their fraud and corruption risks are available and accessible and can be downloaded from the QAO website;
- We have a briefing for the Committee Chairs for both the public sector and local governments twice a year. the next briefing is scheduled for the 3rd of December 2024.

The Audit Committee notes the report.



**10. INTERNAL AUDIT**Internal Audit Progress Report

The Audit Committee noted the Internal Audit Progress Report for November 2024.

**11. COUNCIL INSURANCE RENEWAL (Presentation)**

Emma Van Kalken, Liability Consultant and Jessica Hefter, Account Manager, LGM Liability and LGM Assets provided a presentation to The Audit Committee on the cover that Council currently has with LGM.

**12. FEEDBACK FROM INTERNAL CONSULTATION ON THE DRAFT RISK MANAGEMENT FRAMEWORK**  
*(verbal discussion)*

The Executive Director Corporate Services, Ms Susanne Andres spoke to the topic.

**13. JLT PUBLIC SECTOR – TOP CYBER SECURITY CONTROLS REVIEW 2024**

The Executive Director, Corporate Services took the report as read.

This is the annual report from JLT identifying Council's readiness to deal with cybersecurity and cybersecurity attacks.

**14. CYBER SECURITY – PENETRATION TESTING REPORT**

The Executive Director, Corporate Services took the report as read.

This report documents the exploits that the CTRL Cybersecurity penetration testing team found whilst adhering to the scope provided and approved by TSIRC. Realistic attack scenarios that are most relevant to the industry were used to identify vulnerabilities in TSIRC's IT infrastructure which were then exploited allowing testers to bypass existing security defences.

**15. TSIRC SOCIAL HOUSING STRATEGY**

The Executive Director, Financial Services read this report on behalf of the Executive Director, Community Services and Executive Director Building Services who unfortunately were unavailable at this time. Document was developed in consultation with an external consultant.

The Audit Committee noted the report.

**NOTED**

**16. CLOSING MATTERS**

Mayor Mosby raised the importance of the Audit Committee and was disappointed in the lack of attendance from elected audit committee members to today's meeting. Mayor advised that he will discuss this issue with the Councillors at the next Council Meeting.

**17. NEXT MEETING**

4 March 2025.



**18. CLOSING PRAYER**

The Chair thanks everyone for their participation and declared the meeting of the Audit Committee for November 2024 as closed.

MINUTES CONFIRMED – 4 March 2025

.....  
**Mr Cam Charlton Chairperson**  
**TSIRC Audit Committee**

.....  
**James William**  
**Chief Executive Officer**  
**Torres Strait Island Regional Council**





## AUDIT COMMITTEE MEETING

4 March 2025

# MINUTES

**Time:** 11:00am – 1:00pm

**Venue:** Division 12, Masig Island

*Microsoft TEAMS [Meeting ID: 483 715 112 944 | Passcode: DB6No6Xm]*

### PRESENT:

#### **Chairperson**

Deputy Chairperson

Mayor TSIRC

Member

Member (Proxy)

Member

Chief Executive Officer

Executive Director Corporate Services

Executive Director Financial Services

Executive Director Engineering Services

Executive Director Building Services

Manager, Governance & Risk Corporate Services

Manager Information Technology Corporate Services

Engagement Leader Queensland Audit Office (Partner, BDO)

Queensland Audit Office

Pacifica

Pacifica

Pacifica

Consultant

Executive Assistant Corporate Services

Executive Assistant CEO

#### APOLOGIES:

Executive Director Community Services

Mr Cam Charlton

Mr Darryl Bell

Cr Phillemon Mosby

Cr Keith Fell

Cr Bob Kaigey

Cr Ted Mosby

Mr James William

Ms Susanne Andres

Ms Hollie Faithfull

Mr David Baldwin

Mr Wayne Green

Ms Kim Kerwin

Mr Warren Jenkins

Ms Margaret Dewhurst

Mr Irshad Wahab

Ms Caroline Eagle

Mr Andy Smith

Ms Tracey Townsend

Mr Anthony Ottaway

Ms Julie Marino

Ms Marie Haines

Mr Dawson Sailor

*joined @ 11:10am*

*joined @ 11:50pm*

*joined @ 11:50pm*

*joined @ 12:15pm*

*minute taker*

*minute taker*



**1. WELCOME & QUORUM CONFIRMATION**

At 10:58am the Chairperson, Mr Cam Charlton welcomed attendees and thanked them for their audience. It was noted a quorum was achieved.

**2. OPENING PRAYER**

Councilor Fell delivered the opening prayer.

**3. NOTING OF APOLOGIES**

The following apologies were noted by the Committee:

Executive Director Community Services

Mr Dawson Sailor

**4. POTENTIAL CONFLICT OF INTEREST DECLARATIONS**

The Chairperson called for attendees to declare any Conflict of Interest matters. No declarations were made.

**5. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**Resolution**

BELL / CHARLTON

**The Audit Committee confirms the Minutes of the Audit Committee Meetings held on 11 October 2024 and 26 November 2024.**

***CARRIED UNANIMOUSLY***

**6. REVIEW OF ACTION ITEMS REGISTER**

Based on the commentary in relation to the review of the Committee's Action Items Register (as outlined in the Minutes of the Committee Meeting 26 November 2024), the Chief Executive Officer recommended to close the finalised items and an updated Action Items Register be distributed to members.

The Committee noted the report.

**7. SIGNIFICANT ORGANISATION, RISK MANAGEMENT AND SYSTEM MATTERS *(verbal update)***

The Chief Executive Officer spoke of significant and ongoing challenges in respect of infrastructure; water and crippling financial constraints. The Chief Executive Officer visited Hammond Island very recently and highlighted the issues and red flags there.

- BSU and Engineering have lost a number of very talented, high value staff, Council is actively recruiting to cover those positions
- Fleet/Fuel, critical issues – lack of yellow fleet and white fleet
- Long term investment to TSIRC to be more resilient

As was previously discussed at the November 2024 Audit Committee meeting, the Chief Executive Officer repeated that Council will address these problems strategically as the issues will affect all the problems. The State and Federal Governments are facing challenges around their budget, and TSIRC is only one of many Councils vying for public money.

**Resolution:**

FELL / BELL

**The Committee notes the update.**



**CARRIED UNANIMOUSLY**

## **8. FINANCIAL REPORTING**

### **8.1 January 2025 Financial Dashboard Report presented to Council.**

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to the report.

It was highlighted by the Chief Executive Officer that we are on guard with our unrestricted cash.

Executive Director Financial Services noted that Council is currently sitting at \$2.5M; it was suggested Council look at a Financial Assistance Grant – as an overdraft as opposed to a loan.

Financial challenges include: lack of long-term investment into the region for TSIRC and Communities – TSIRC is in a critical phase. Also, Health and Safety (including mental health) of Staff in Community is also a concern.

Further challenges include:

- The total amount of money owed to Council by it's customers, categorised by how long the debt has been outstanding, has increased, indicating that more customers are taking longer to pay their invoices, potentially signifying a problem with cash flow or collection practices
- The price of building materials like wood, concrete, steel, and other components used in construction projects are increasing, leading to higher overall costs for building projects. This is a result of increased demand, supply chain disruptions, global market fluctuations, and inflation, making it more expensive to build new structures or renovate existing ones
- Threat to unrestricted cash leaving Council vulnerable and unable to use its cash for general operations, such as, contractual obligations, specific earmarked funds, or potential sudden large expenses
- Working capital facility to enable Council to manage cash flow, providing quick access to funds, assisting Council to cover short-term challenges, and maintain business as usual.

#### **Resolution:**

CR T. MOSBY / CR FELL

**The Audit Committee notes the Financial Dashboard Report for January 2025.**

**CARRIED UNANIMOUSLY**

### **8.2 Draft Audit Committee Forward Plan**

The Executive Director Corporate Services (Ms Susanne Andres) spoke to the report.

#### **Resolution:**

CR FELL / CR T. MOSBY

**The Audit Committee adopts the Audit Committee Forward Plan.**

**CARRIED UNANIMOUSLY**



### 8.3 Procurement Update

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to the report, highlighting the following matters:

- Improved Compliance focus
- Procurement Update to be an ongoing Agenda Item for this Committee
- Policies and Procedures reviewed and updated.

#### Resolution:

CR FELL / CR T. MOSBY

**The Audit Committee notes the report.**

**CARRIED UNANIMOUSLY**

## 9. FINANCIAL SUSTAINABILITY

### 9.1 Organisational Practices and Financial Review Project Update

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to this report highlighting the following matters:

- Special infrastructure contributions plan requires investment to dispose and replace assets
- Council funding challenges reliant on Government. Chief Executive Officer commented that Council assets were likely to fail over the next five years
- Impact of Government funding imposed on Council
- Funding from Government not keeping up with Council's expenditure
- Working towards resolving these challenges in time for next financial year

The Committee noted the report.

## 10. INTERNAL AUDIT

### 10.1 Internal Audit Progress Report

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to this report highlighting the following matters:

- Commenced BSU Plan
- Commonwealth Grant process review report

The Committee noted the report.



## 10.2 Final Report Community Grants Review

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to this report highlighting the following matters:

- Findings highlighted on Community Grants
- Record keeping challenges

The Committee noted the report.

## 10.3 Annual Internal Plan FY 2025

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to this report highlighting the following matters:

- Legislation requirements and operational risks
- Top 10 risks listed for Council
- Seeking endorsement before presenting to Council

The Committee noted the report.

## 11. EXTERNAL AUDIT

### 11.2 External Audit Plan (EAP)

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to the report.  
Key dates agreed for year end.

### 11.3 QAO Briefing Paper

The Executive Director Financial Services (Ms Hollie Faithfull) spoke to the report.

#### Resolution:

BELL / CHARLTON

**The Audit Committee notes the External Audit reports.**

**CARRIED UNANIMOUSLY**

## 12. CORPORATE SERVICES

### 12.1 Corporate Services Internal and External Audit Matters update February 2025

The Executive Director Corporate Services (Ms Susanne Andres) spoke to the report.

The Committee noted the report.

### 12.2 Update on Status and Progress of Enterprise Risk framework

The Manager Governance and Risk (Ms Kim Kerwin) spoke to the report.

Indicative timeframes. It is noted that the Business Continuity Plan is not currently fit for purpose  
The Committee noted the report.

### 12.3 Policy Updates

The Executive Director Corporate Services (Ms Susanne Andres) spoke to the report and advised that the policies have been developed/updated in relation to issues raised by Audit.

The Committee received and endorsed the updated policies.



12.4 **Cyber Security Action Plan**

The Manager Information Technology Services (Mr Warren Jenkins) spoke to the report.  
The Committee noted the report.

12.5 **Council Record Keeping Training Project Plan**

The Manager Information Technology Services (Mr Warren Jenkins) spoke to the report.  
The Committee noted the report.

➤ *The Committee meeting adjourned for a break from 12.00nn to 12.10pm.*

➤ *Mr Anthony Ottaway joined the Committee meeting at 12.15pm for AI 13.*

13. **CONFIDENTIAL** Mirabou Energy – Renewable Energy Project Anthony Ottaway received and noted.

Mr Anthony Ottaway (Consultant) spoke to the report.  
The Committee noted the report.

14. **CLOSING MATTERS**

Nil.

15. **NEXT MEETING**

22 April 2025.

16. **CLOSING PRAYER**

The Chairperson Mr Cam Charlton thanked everyone for their participation and declared the meeting of the Audit Committee for March 2025 as closed at 12:45pm.

MINUTES CONFIRMED – 22 April 2025

.....  
Mr Cam Charlton  
Chairperson  
TSIRC Audit Committee

.....  
Mr James William  
Chief Executive Officer  
Torres Strait Island Regional Council





**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:**

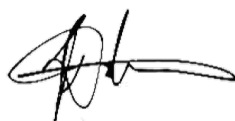
<b>Statutory:</b>	Section 254J of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#"><i>TSIRC Standing Orders (Meeting Procedures) Policy – August 2024</i></a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic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

<b>Statutory:</b>	Section 254J(6) of the <i>Local Government Regulation 2012</i>
<b>Budgetary:</b>	N/A
<b>Policy:</b>	<a href="#">TSIRC Standing Orders (Meeting Procedures) Policy – August 2024</a>
<b>Legal:</b>	N/A
<b>Risk:</b>	Council breach of its Statutory requirements above.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Delivery Pillar One – People ( <i>Bisnis – Pipol</i> )  Outcome 4: We are a transparent, open and engaging council.  ➤ 4.2 Evolve Council’s communication channels and community’s access to information.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	Standard Procedure at each Monthly Council Meeting



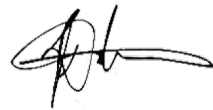
**Other Comments:**

Nil.

**Recommended:**

*S. Andres*  
Susanne Andres  
Executive Director Corporate Services

**Approved:**

A handwritten signature in black ink, appearing to read 'James William', with a long horizontal stroke extending to the right.

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.





## ORDINARY MEETING

25 MAY 2025

Agenda Item

# 18

**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

### ITEMS ARISING

#### OFFICER RECOMMENDATION:

*For Council to formally resolve to consider those items arising after the agenda for the meeting has been 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 has been 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 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:**

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

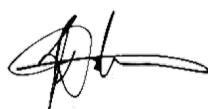
**Other Comments:**

Nil.

**Recommended:**

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil.





**DIRECTORATE:** Building Services

**AUTHOR:** Executive Director Building Services

## **BUILDING SERVICES REPORT (APRIL 2025)**

### **OFFICER RECOMMENDATION:**

**Council resolves to note the Building Services Report for April 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 30 April 2025)

#### **Upgrade and HO Program - Revenue Comparison April**

<b>2023/2024</b>	<b>2024/2025</b>	<b>Variance</b>
<b>\$ 8,593,266.62</b>	<b>\$ 14,314,865.39</b>	<b>\$ 5,721,598.77</b>

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

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



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

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

#### **R&M Program:**

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

As of 30 April 2025, there is a backlog of maintenance work comprising 606 tasks with a total value of approximately \$1.8 million that has been pending for over 30 days.

#### Current Status (as of 30 April 2025)

R&M Program - Revenue Comparison April		
2023/2024	2024/2025	Variance
\$ 11,672,899.90	\$ 17,143,502.59	\$ 5,470,602.69
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, lama, 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 lama.

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 TSIRC.

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

**COMPLIANCE / CONSIDERATIONS:**

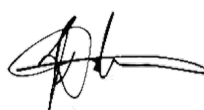
<b>Statutory:</b>	<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li><li>• <i>National Construction Code Building Act 1975</i></li><li>• <i>Building Regulation 2006</i></li><li>• <i>Queensland Building and Construction Commission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

**Other Comments:**

Nil.

**Recommended:**

Wayne Green  
Executive Director Building Services

**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Nil





## ORDINARY MEETING

23 MAY 2025

Agenda Item

# 19.2

**DIRECTORATE:** Community Services

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

## COMMUNITY SERVICES INFORMATION REPORT (APRIL 2025)

### **OFFICER RECOMMENDATION:**

That Council notes this report.

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### **EXECUTIVE SUMMARY:**

To provide Council an update on the functional areas within the Community Services department for activities undertaken in the month of April 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:**

Detail of each of the functional areas are provided in the attached report.

### **COMPLIANCE / CONSIDERATIONS:**

<b>Statutory:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> In addition, Community Services functional areas are subjected to a range
-------------------	--



	of Local, State and Commonwealth legislation relevant to roles and teams.
<b>Budgetary:</b>	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.
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	Day-to-day risk is considered low however closely monitored and mitigated by the application of adherence to policy and procedures.
<b>Links to Strategic Plans:</b>	TSIRC Corporate Plan 2020–2025 ( <i>Bisnis Plan</i> )  Outcome 1: We preserve cultural heritage, history, and place. Outcome 3: We ensure accessibility to community support services. Outcome 4: We are a transparent open and engaging council. Outcome 10: We advocate and foster regional prosperity through enterprise development.
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A

**Other Comments:**

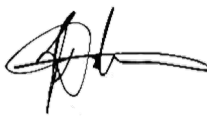
That Council resolves to note the Community Services Information Report.

**Recommended:**



Dawson Sailor  
Executive Director Community Services

**Approved:**



James William  
Chief Executive Officer



# Health and Wellbeing April 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 in Recruitment process
4. Kubin No HLO. HLO to commence when Blue Card is obtained
5. Hammond NO HLO – Vacant in Recruitment process
6. lama HLO 25 hours per week from 25/11/2024
7. Warraber HLO 25 hours per week from 25/11/2024
8. Poruma HLO 16 hours per week due to dural role with IKC
9. Erub HLO 25 hours per week from 25/11/2024
10. Mer HLO 25 hours per week from 25/11/2024
11. Ugar HLO 25 hours per week from 18/11/2024
12. Masig No HLO – Vacant in Recruitment process
13. Saibai No HLO – Vacant in Recruitment process
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. Due to cease 23/05/2025.
17. Mabuiag Project Officer Too Deadly por gad Diabetes – commence 24/03/2025 16 hours per week. Due to cease 23/05/2025.
18. Poruma Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week. Due to cease 23/05/2025.
19. Warraber Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week. Due to cease 23/05/2025.
20. Erub Project Officer Too Deadly por gad Diabetes – commence 17/03/2025 16 hours per week. Due to cease 23/05/2025.
21. Masig Project Officer Too Deadly por gad Diabetes – commence 24/03/2025 16 hours per week. Due to cease 23/05/2025.

I am working on creating a Senior HLO position. HLO must have a Cert IV in Health or Fitness. Currently with People and Wellbeing to check Role Description

NIAA funding will continue for another two years. 01/07/2025 – 30/06/2027. Current HLO (**not** the Project Officer) to be extended to 30/06/2027

Support given 5 people to attend Level 1 Sport Trainer in Cairns in 10<sup>th</sup> and 11<sup>th</sup> of May. Report to be included in May report./

- (1) Badu
- (2) Ugar
- (3) lama
- (4) Kubin
- (5) St Pauls



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

Six Project Officers were recruited to support the program in the community.

Erub

Masig

Warraber

Mabuiag

Poruma

Mer

Erub Mr. Bart Pilot is currently overseeing the six Project Officers, in day-to-day reporting

Project Officers and participants of the Too Deadly for gad Diabetes program to attend Aquaponic Training in Cairns on Thursday 1<sup>st</sup> of May 2025. Report on May council report

### **Health and Wellbeing involvement in Family and Domestic Violence**

Peacekeeper Workshop, this is now dependent on surplus funding.

### **Health and Wellbeing Program – Development of Community Action Plan**

Project Office secondment Mr Belford Larry 24<sup>th</sup> of March to 18<sup>th</sup> of April.

Poruma Completed.

Ugar Completed .

Badu Completed.

St Pauls Completed.

Kubin Completed.

Iama Completed.

Warraber Completed

Masig Completed.

Saibai Completed.

Boigu Completed

Dauan Completed.

Hammond Completed.

Mabuiag Completed.

Erub Completed.

Mer Completed.

### **Discrete Community Funding**

Project Plan will be pulled together from Community Health Action Plan. Feedback to be delivered to the respective community in May 2025 and feedback to the communities.



## 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 24<sup>th</sup> of March to 18<sup>th</sup> of April.

Poruma	Completed.
Ugar	Completed .
Badu	Completed.
St Pauls	Completed.
Kubin	Completed.
Iama	Completed.
Warraber	Completed
Masig	Completed.
Saibai	Completed.
Boigu	Completed
Dauan	Completed.
Hammond	Completed.
Mabuiag	Completed.
Erub	Completed.
Mer	Completed.



## **INDIGENOUS KNOWLEDGE CENTERS**

### **Staffing**

Boigu – 20 hours per week

Badu – current incumbent on 3 months leave R&S process interview Friday 27/03/2025 – completed.

Incumbent to commence 28<sup>th</sup> of April 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.

**First 5 Forever Training – IKC Coordinators to do training in June 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 24<sup>th</sup> of March - Digital Storytelling - Who's Your Mob - Digital Arts



Future Digital inclusion Program Dates

<b>(Trainer: Dan Guest) – dated to be changed.</b> 5 – Digital Storytelling 5 – Pocket Cinema 5 – Digital Arts ( <b>Shirts Required</b> )	<b>(Trainer: Dan Guest)</b> 5 – Digital Storytelling 5 – Who's Your Mob 12/05 – Pocket Cinema
<b>aber (Trainer: Mick Byrne)</b> 5 – Digital Arts ( <b>Shirts Required</b> ) 5 – Podcasting Sharing Oral History	<b>ma (Trainer: James Collins)</b> 5 – Digital Arts ( <b>Shirts Required</b> ) 5 – Podcasting Sharing Oral History
<b>n (Trainer: Dan Guest)</b> 5 – Digital Storytelling 5 – Digital Arts ( <b>Shirts Required</b> ) 5 – eSports Gaming League	<b>(Trainer: Mick Byrne)</b> 5 – Pocket Cinema 5 – Digital Arts ( <b>Shirts Required</b> ) 5 – eSports Gaming League
<b>uiag (Trainer: James Collins)</b> 5 – Podcasting 5 – Who's Your Mob 5 – Coding a 2D Game	



## **EVENTS / ENGAGEMENT REPORT – APRIL 2025**

### **Events in April**

Junior Rugby League Development Camp 08-10<sup>th</sup> April - Badu





## Poruma Easter Beach Volleyball Comp 10-12 April



## ANZAC – 25<sup>th</sup> April





### Upcoming Events for May

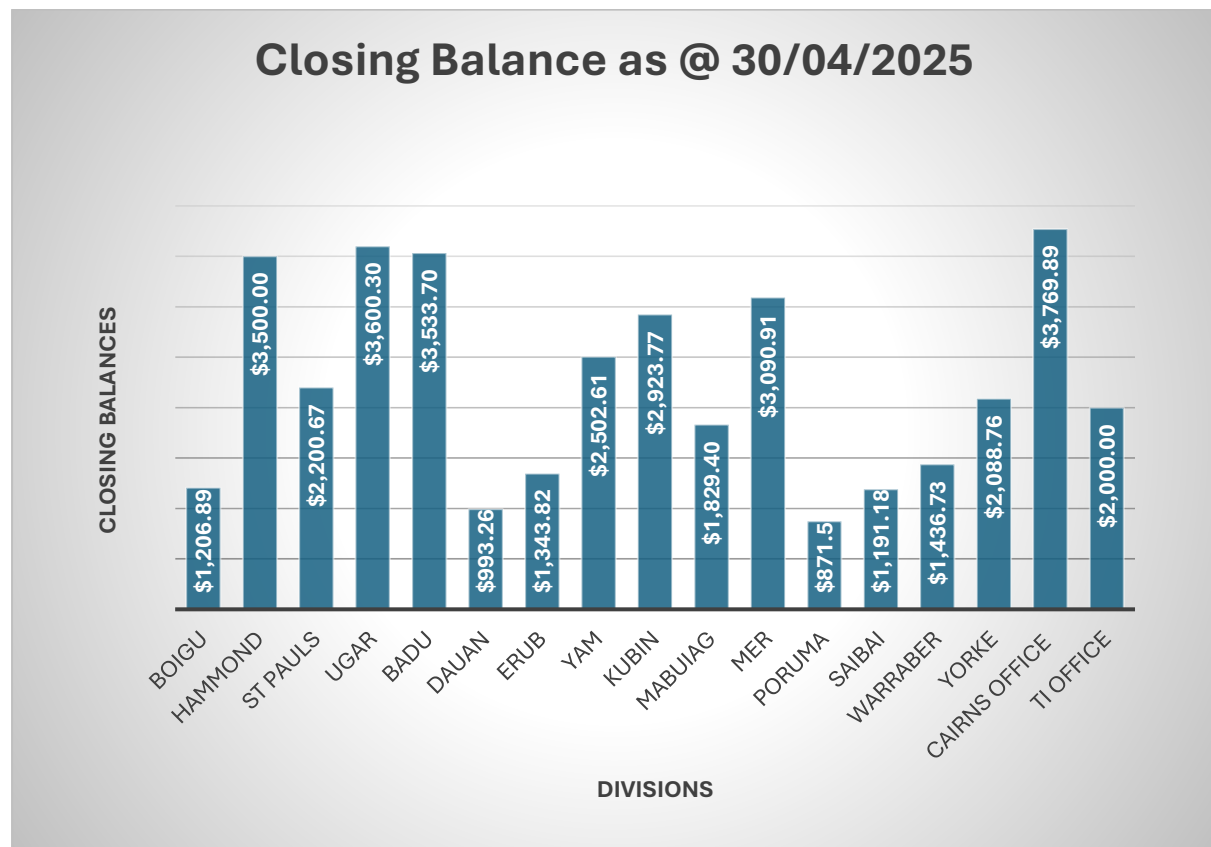
- Reconciliation Week including TSI Flag Day & Mabo Day – May/June

### Future Events in planning and discussions

- Laurie Spina – U11's Rugby League Carnival, Townsville
- NAIDOC

### Divisional Engagement Funds

4 Applications approved in April.





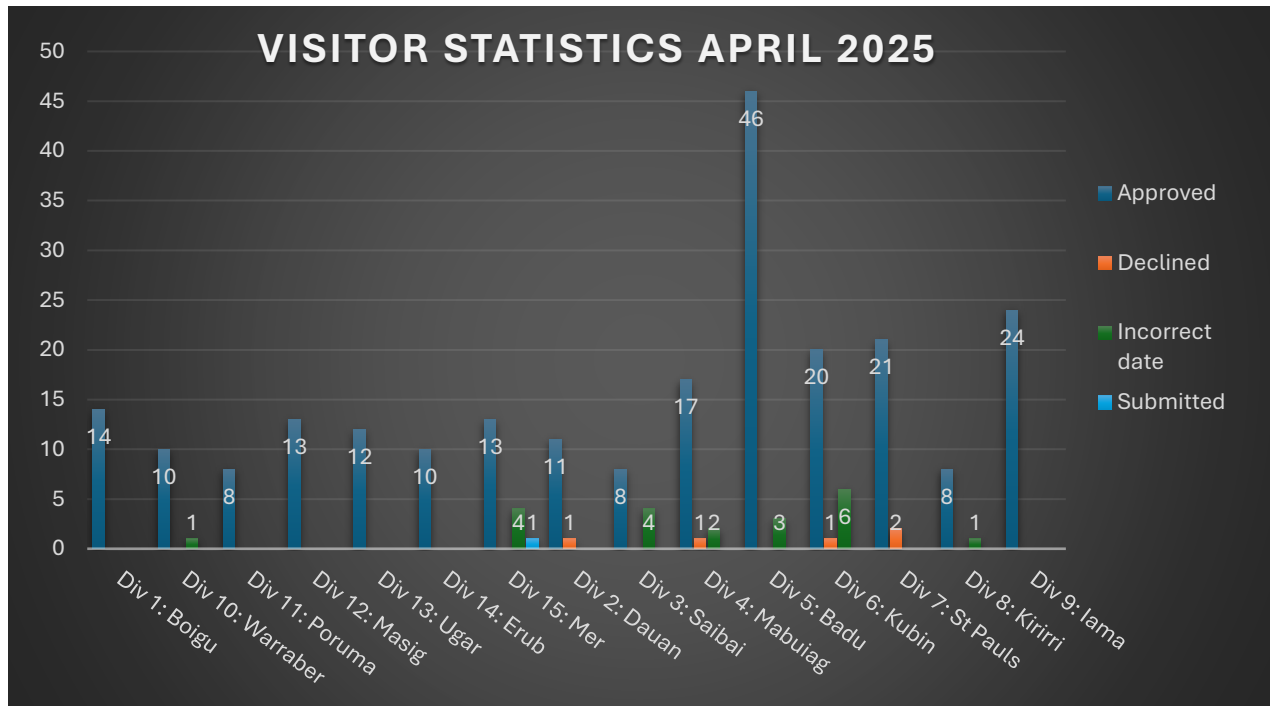
**Visitor Dashboard** – This report was generated 7<sup>th</sup> May 2025

Total visit request submitted: 262 which contained 581 Visitors

Total Approved: 253

Total Declined: 5

Total (pending approval/decline): 22





## MONTHLY OM REPORTS – HOUSING APRIL 2025

### Housing Collection Rates – April 2025

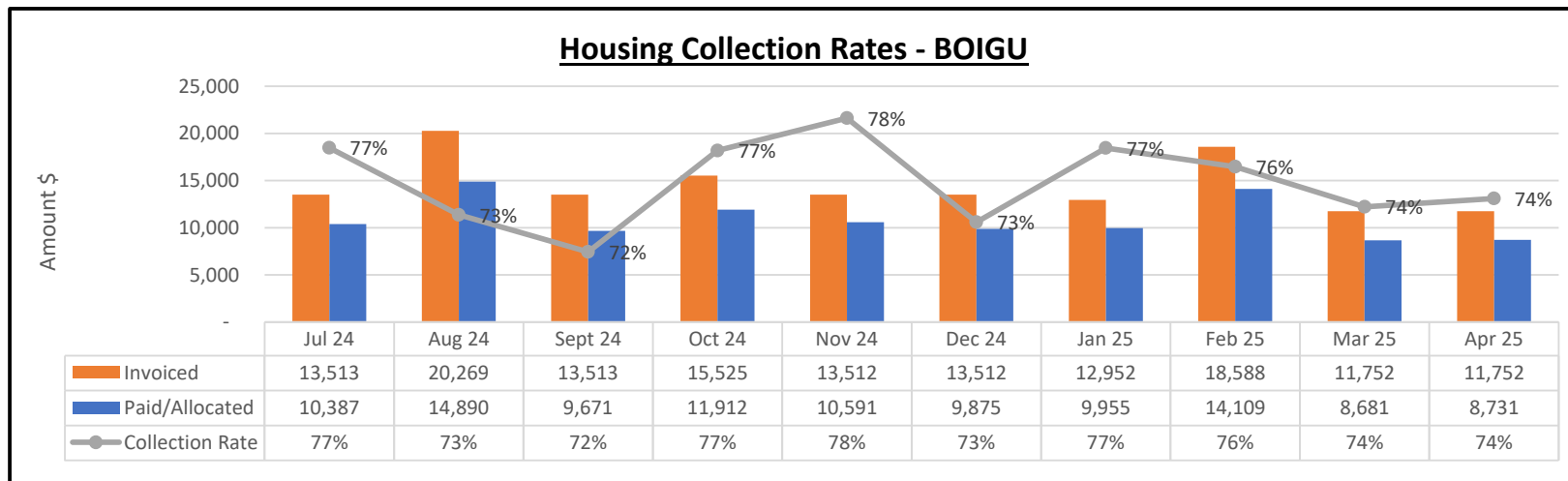
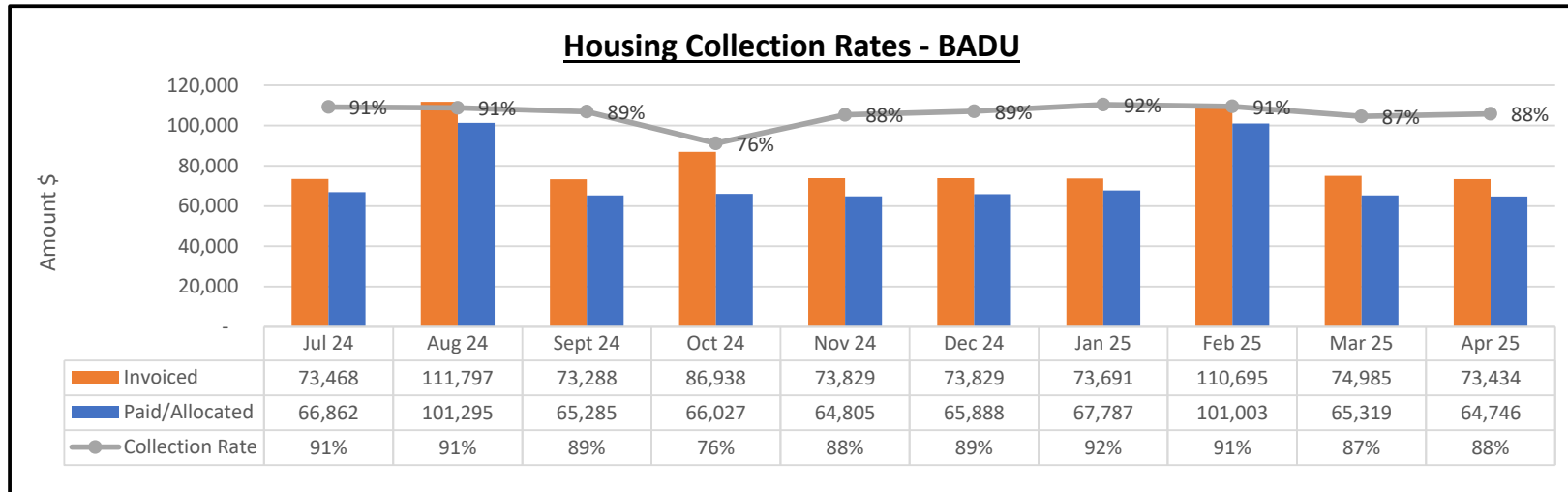
#### CONSOLIDATED – 86% Rental Collection

#### Housing Collection Rates - Consolidated



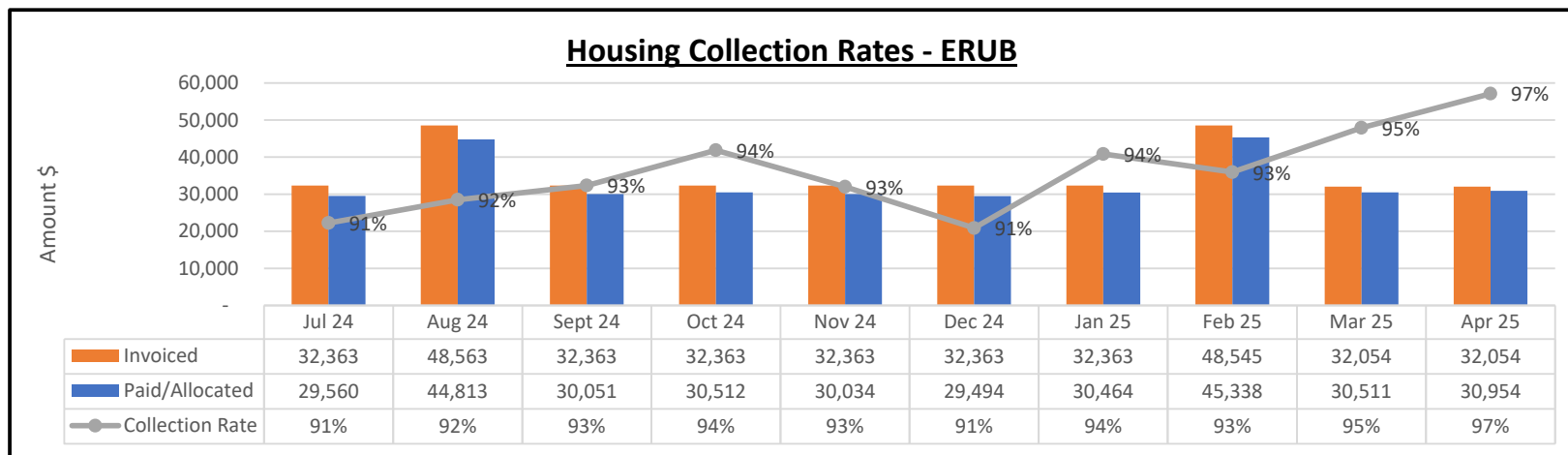
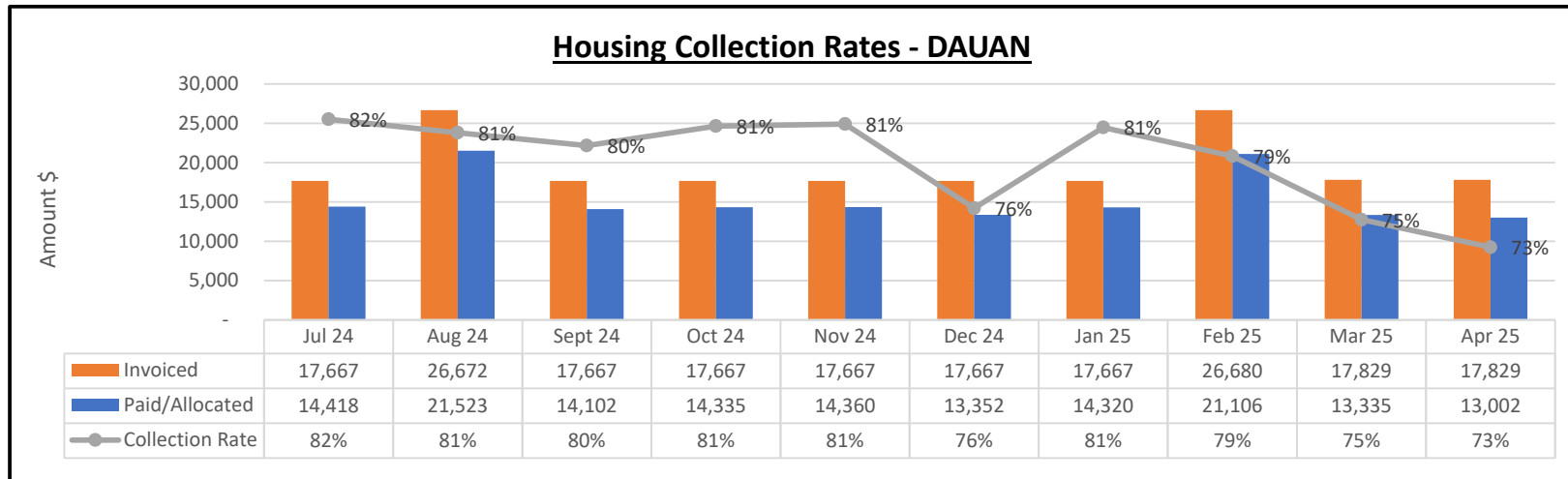


## Housing Collection Rates – April 2025



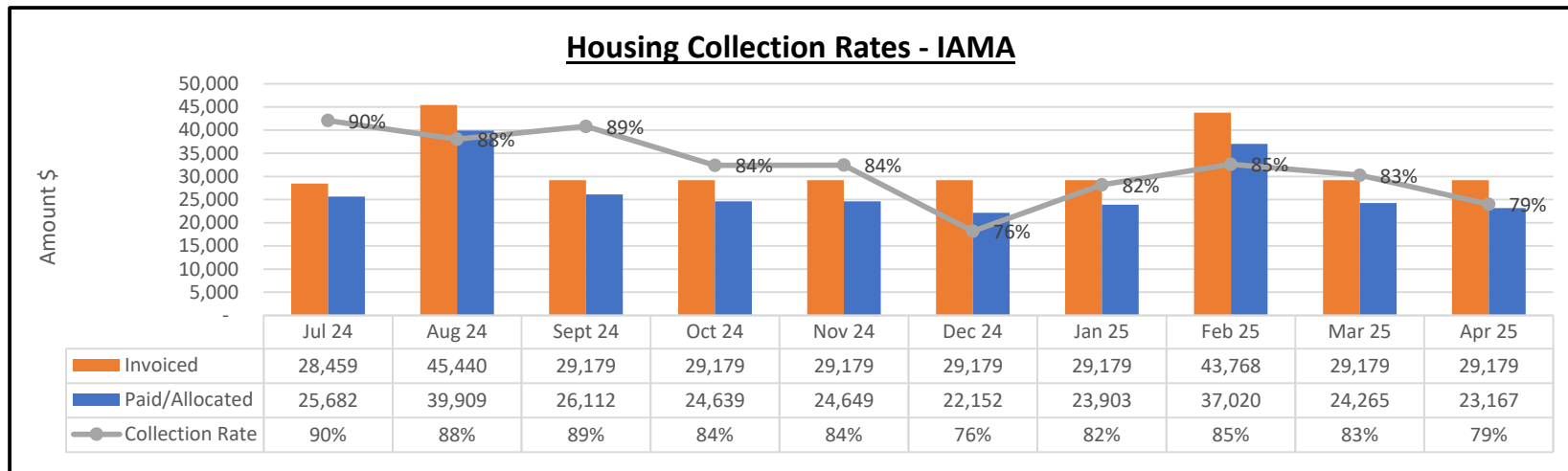
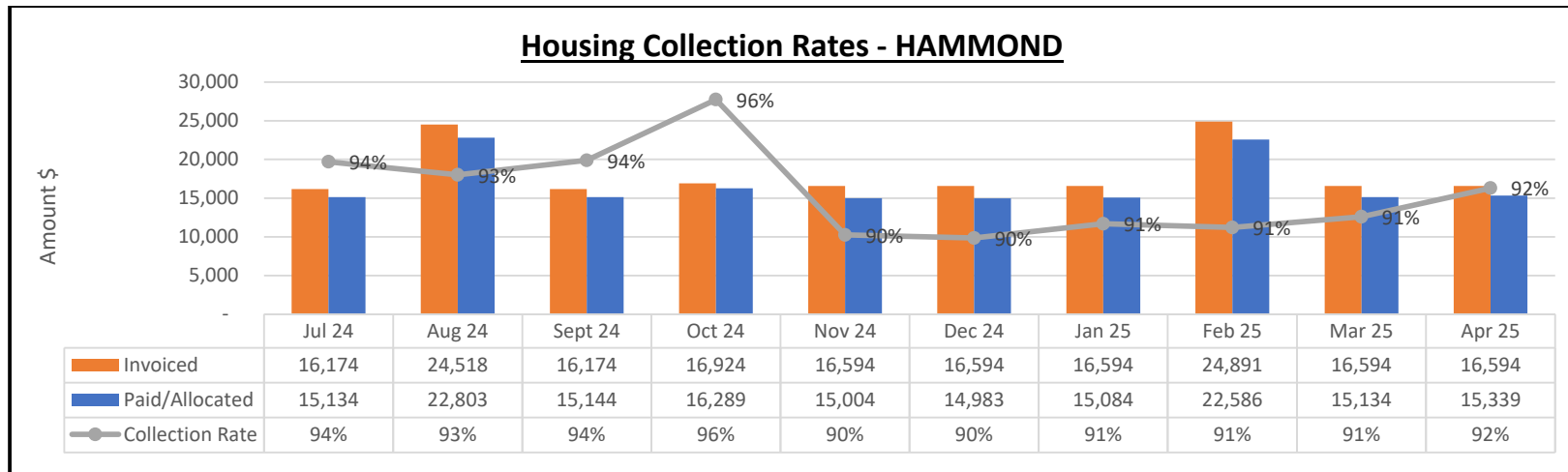


## Housing Collection Rates – April 2025



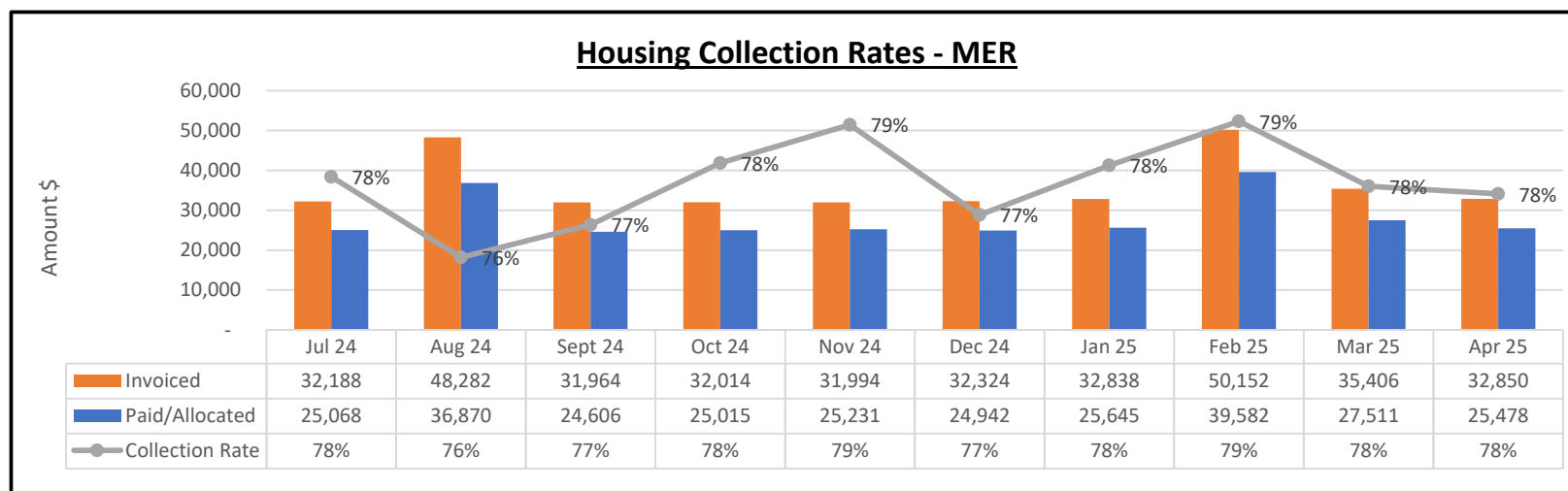
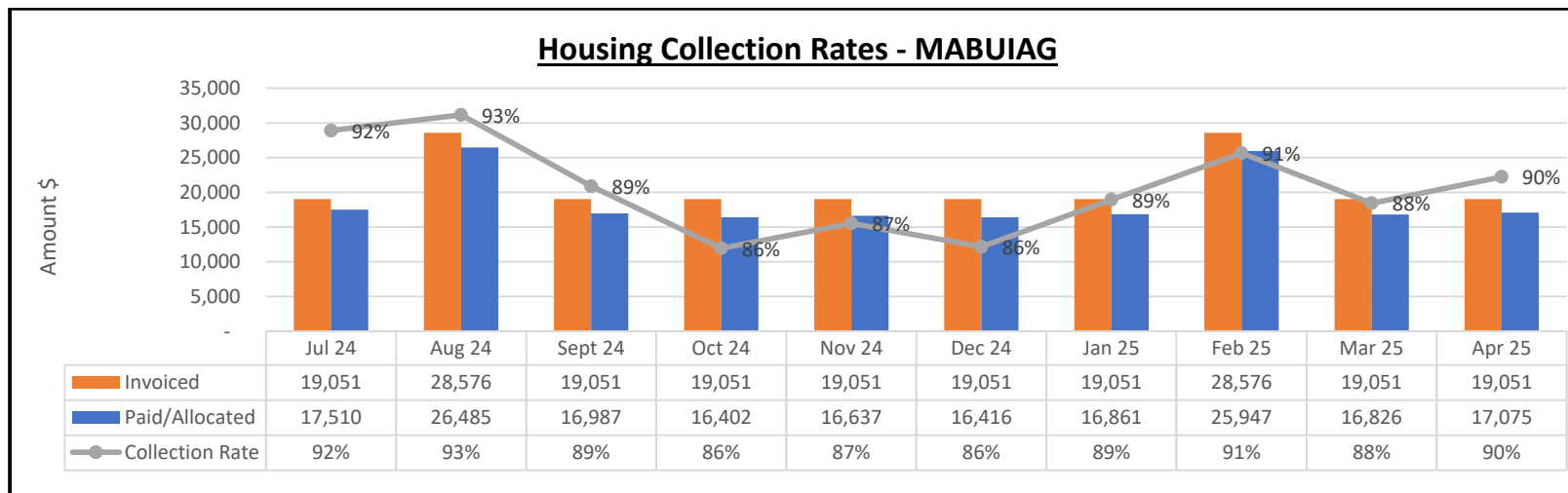


## Housing Collection Rates - April 2025



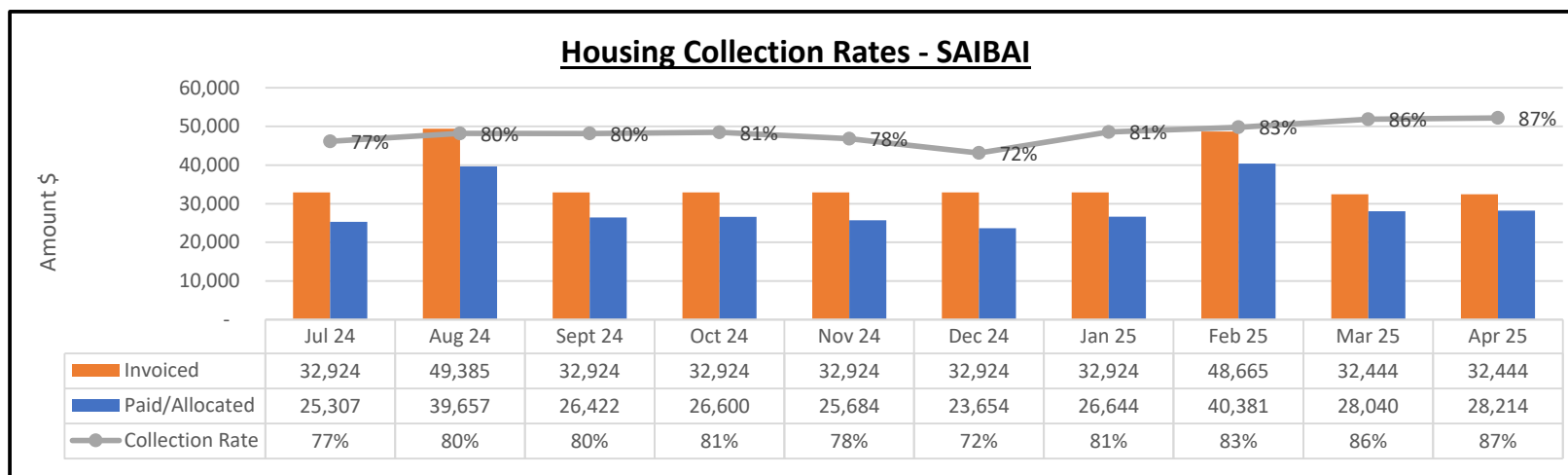
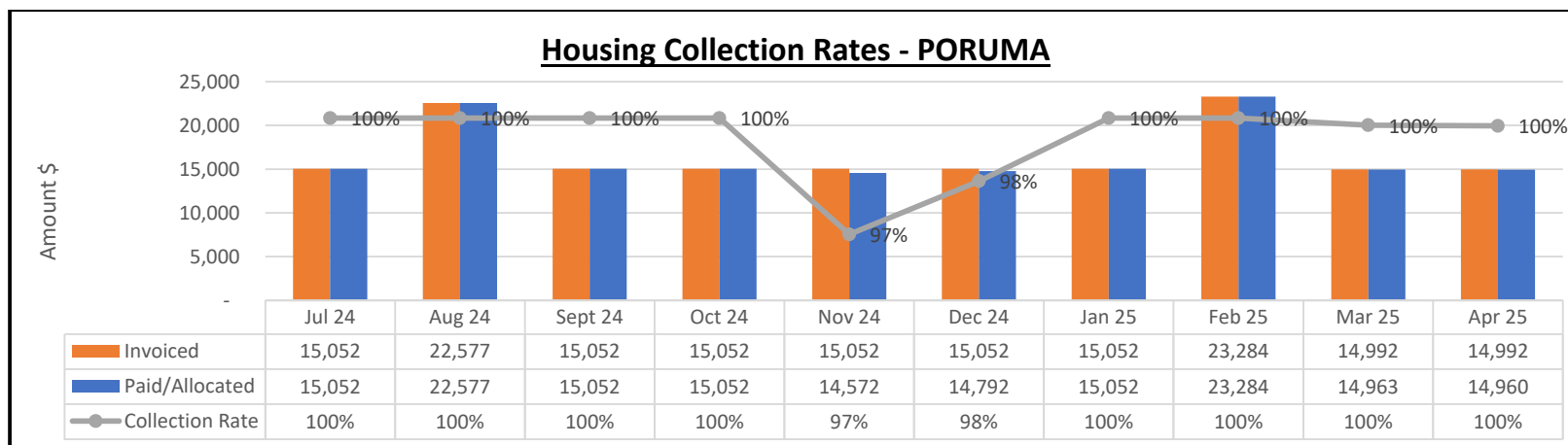


## Housing Collection Rates – April 2025



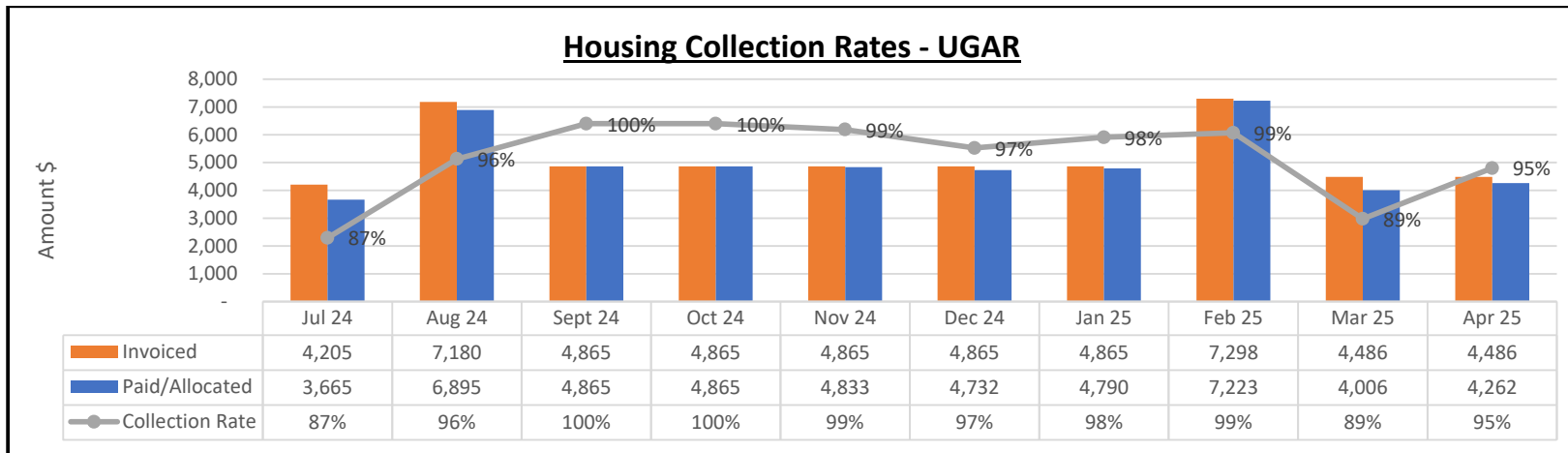
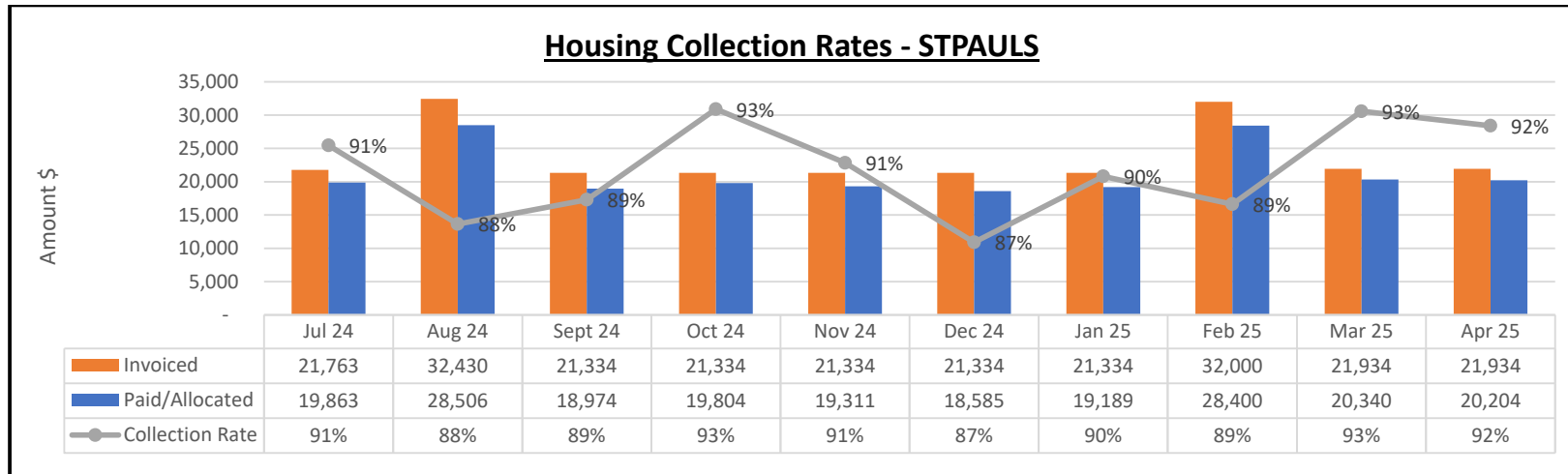


## Housing Collection Rates – April 2025



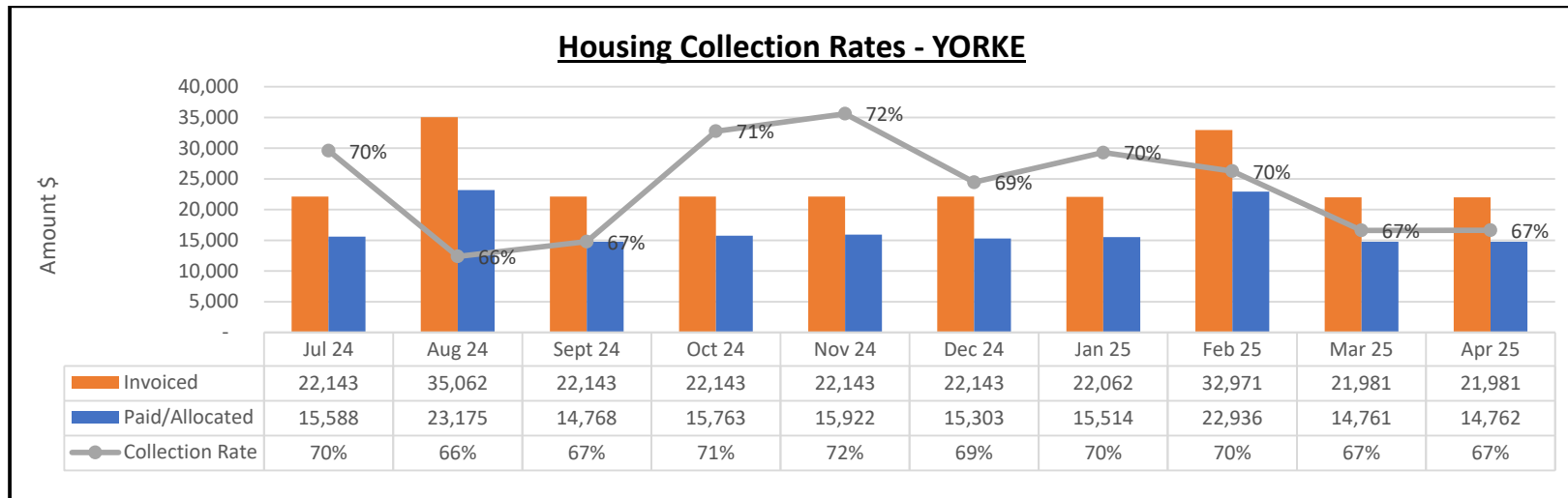
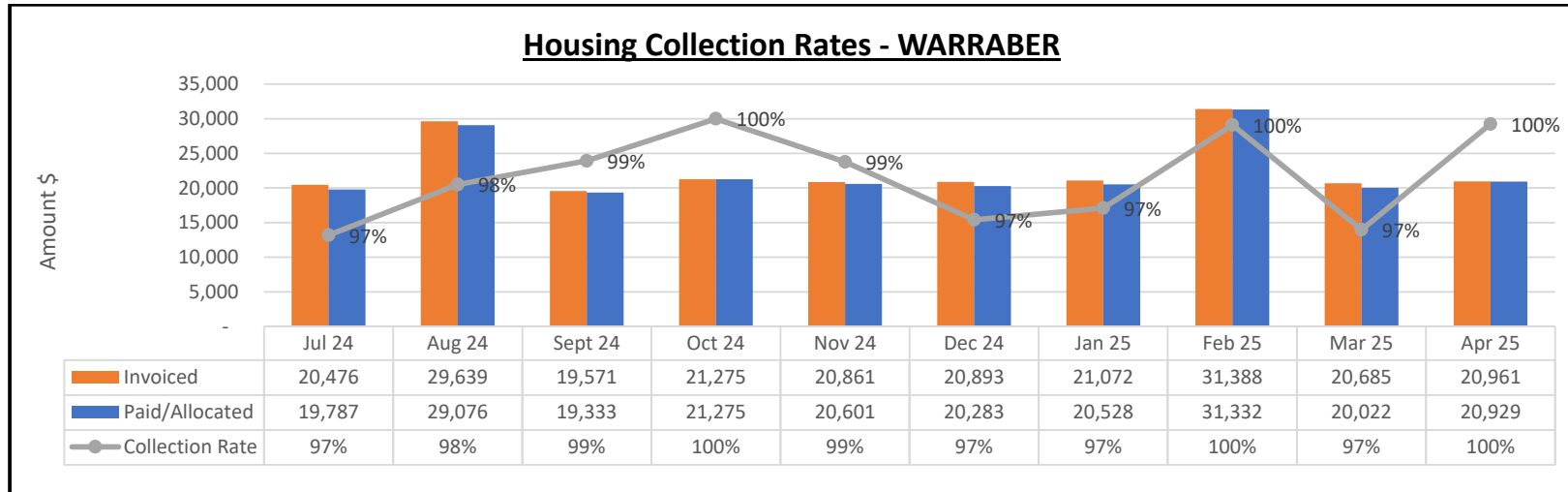


## Housing Collection Rates – April 2025





## Housing Collection Rates – April 2025







## Tenancy Breaches & RTA Conciliation Report

2025 MONTHLY OM REPORTS – TENANCY	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	October 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2024
Tenants issued with RTA Notice to remedy breach	5	13	13	3	12	12	12	12	5	1	Nil	1	1
Tenants required to attend RTA dispute resolution (when breach is not remedied)	7	3	3	Nil	3	3	3	3	4	Nil	Nil	Nil	Nil
Tenants issued with RTA Notice to leave (following no response from tenant)	0	0	0	Nil	1	1	1	1	2	Nil	Nil	Nil	1
Percentage of tenants paying rent and arrears following breach Notice or Notice to leave	85%	85%	85%	87%	85%	85%	85%	85%	85%	85%	85%	85%	85%
Total Number of Tenants referred to Preston Law	0	0	0	Nil	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	April 2024	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025
Category One Applicants	52	53	54	54	55	55	58	60	60	60	61	62	62
Category Two Applicants	130	133	138	141	146	147	150	155	161	161	164	171	171
Category Three Applicants	46	46	47	48	49	49	52	53	53	53	53	56	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
<b>Category total:</b>	<b>62</b>	<b>171</b>	<b>56</b>	<b>5</b>	<b>294</b>





## 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
<b>Category total:</b>	<b>18</b>	<b>171</b>	<b>43</b>	<b>229</b>

**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 Status								
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	20	11	1		4				36
DAUAN ISLAND	35			1		2	2	1	41
IAMA ISLAND	57	1				2	1		61
MABUIAG ISLAND	34	1						1	36
MURRAY ISLANDS	66	6	5	3		3	3	4	90
PORUMA ISLAND	27			1	1				29
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	39	5		2	3		2	1	52
HAMMOND ISLAND	33			1					34
UGAR ISLAND	9		2		1	2		1	15
<b>Grand Total</b>	<b>682</b>	<b>34</b>	<b>8</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>15</b>	<b>12</b>	<b>786</b>





## 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



<b>PORUMA</b>	CLI 66	William Street	3	Vacant maintenance in progress	In progress	17/01/2025
<b>WARRABER</b>	CLI 22	Aikuru Street	5	Vacant maintenance in progress	In progress	25/07/2024

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





## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>Division</b>	Boigu/Mabuiag/Badu/Kubin/St Pauls/Hammond/Iama/Warraber – Peli Ware
<b>Reporting Period:</b>	1 <sup>st</sup> April 2025 – 30 <sup>th</sup> April 2025
<b>Prepared by:</b>	Regional Manager Peli Ware

### General

- OP Plan Objective – SOP – In progress Accommodation Procedure, Facility/Vehicle Hire to be reviewed by Corporate.
- Cleaner PA Draft uploaded in H Drive ready to use for Annual Performance Appraisal
- Draft Customer Service Etiquette pending EDCS review
- RM Visits to Divisions to be scheduled – Estimate Travel Date: Boigu 1<sup>st</sup> April – 3<sup>rd</sup> 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		Interview Phase with Recruitment
Cleaner – Mabuiag PT		Appointment Phase with Successful Candidate.
<b>Higher Duties</b>		



## REGIONAL MANAGER MONTHLY REPORT – April 2025

## General

## EXTERNAL REPORTING

		Regional Managers Comment
<b>Local Fares Scheme</b> – accurate and submitted to <a href="mailto:localfarescheme@translink.qld.gov.au">localfarescheme@translink.qld.gov.au</a> for reporting period. Including corrective actions or submission of audit requests. 1. Mismatch Reports are not received until 1 <sup>st</sup> of the new Month.	☒	1. Boigu – 30.04.25 4. Mabuiag – 30.04.25 5. Badu– 30.04.25 6. Kubin – 29.04.25 7. St Pauls – 29.04.25 8.Hammond – 30.04.25 9. lama – 30.04.25 10. Warraber – no confirmation
<b>Services Australia</b> – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.  1. <b>New Pre-Engagement Pack pending</b> – Boigu pending  2. <b>24/25 Host Online Training</b> –  3. <b>24/25 Agent Specified Personnel Online Training completed</b> –  4. <b>Contracted hours amendment</b> – no change 5. <b>Site hours amendment</b> – no change  6. <b>Access Point Site – Stephen (Ugar)</b>	☐   ☒   ☐ ☒	1.Boigu -Nil Record 4.Mabuiag - 30.04.25 5. N/A – BIF is site agent on Badu 6. Kubin – <b>No DM Report</b> 7. St Pauls – 01.04.25 8.Hammond N/A 9. lama – No <b>DM Report</b> 10.Warraber – No DM Report  Pre-engagement Packs to be completed by all new divisional staff and follow up with incomplete forms – RM Moka taking lead with



## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>7. Agent Site</b> – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan  <b>8. Service Australia EOI</b> – Mer		this and liaising with Agent Services.
<b>Torres Strait Treaty</b>  Boigu – working closely with ABF on a daily basis – DM to commence monitoring and providing additional approved treaty paperwork 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

<b>Community Disaster Management Plan</b> – <i>CDMP is current and accurate</i>  1. Contact List Update 2.	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
<b>CDMG Stakeholder Meeting</b> – twice per year (Pre/Post monsoon wet season)	<input type="checkbox"/>	No report
<b>CDMP Meeting with Eunice</b> <ul style="list-style-type: none"> <li>Division 1 DM &amp; DEO – during visit to Boigu 2<sup>nd</sup> – 4<sup>th</sup> April 2025</li> </ul>		Weather Warnings issued to DMs and DEOs for awareness and distribution
<b>SAT Phone</b> – <i>tested and in working order</i>  <i>Badu – Sat Phone Battery Inactive – awaiting replacement battery. LCDC to organise and dispatch from St Pauls &gt; Badu and Ugar. - task incomplete in April</i>	<input checked="" type="checkbox"/>	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 – April 2025

<b>HF Radio</b> – <i>tested and in working order</i>  <i>Cluster Team completed except for Badu</i>	<input checked="" type="checkbox"/>	Divi 1 Div 4 Div 5 - Div 6 – Waiting Replacement Handset Div 7 – Div 8 Div 9 – Div 10
<b>Situation Report (if any)</b> – <i>provided to Disaster Coordinator</i>  <b>No SITREP received from DMs for any Incidents for this month.</b>	<input checked="" type="checkbox"/>	No SITREP for April received – refer LCDC reporting with Engineering

### FINANCE

<b>Daily Stock Reconciliation</b> – <i>updated to end of month; signed and filed.</i> <i>(discrepancy to be noted below in comments)</i>	<input type="checkbox"/>	Attention to Detail with Data Entry and signing off not met within 4 divisions as at the end of the month. Recommendation: Bana to work with team and close off jobs within 1 week.
<b>EFTPOS Operation</b> – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	All POS machines are operational and can provide MOTO service if required.
<b>Accommodation Reconciliation</b> – <i>updated to end of month; signed and filed.</i> <i>(discrepancy to be noted below in comments)</i>	<input checked="" type="checkbox"/>	On-going - Outstanding and Backlog Action Items RMs and Bana to work with team and close off outstanding action items within 1 week.



## REGIONAL MANAGER MONTHLY REPORT – April 2025

<p><b>Purchase Orders</b> – IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</p> <p><i>Recommendation: Ongoing Training Sessions for MSAOs and Procurement Team</i></p>	<input checked="" type="checkbox"/>	<p>Procurement Training still required for Staff. Emailed Purchasing Process sent to Staff Members – Ongoing training is needed: <b>PRIORITY ACTION ITEM FOR 2025</b> not yet actioned</p>
<p><b>DocFiles</b> – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</p>	<input checked="" type="checkbox"/>	<p>Attention to Detail with completing tasks. Doc Files Monitoring required</p> <ul style="list-style-type: none"> <li>Doc File with EFT Summary attached with two digital signatures to be uploaded.</li> </ul>
<p><b>Gas Register</b> – updated to end of month accurately and reconciles with Stock Rec</p> <p><b>Fleet Management to implement a process – Discussion with Manager scheduled</b></p>	<input checked="" type="checkbox"/>	<p>Manual record by divisions. To be implemented across all divisions Fleet Team to progress Register with RMs/HOC – Work with Fleet to progress in Jan/Feb 2025 – <b>to be completed by end of March – Remains Incomplete</b></p>
<p><b>Fuel Operation/Reporting</b> –</p> <p>Recommendation: Fuel Information to be shared with all 3 RMs collectively going forward</p>	<input checked="" type="checkbox"/>	<p><b>Badu</b> –Fuel Dip Reading Updated and accurate</p> <p><b>Kubin</b> – Major Variance detected – No Record Keeping with Fuel Dips provided by Engineering Team – 196ltr Diesel still outstanding – Bana to investigate with team and close off by 1<sup>st</sup> week of May</p> <p><b>St Pauls</b> – Insufficient Fuel Stock ongoing – Cr Levi to table at OM meet – support for 24hr access to alleviate</p>



## REGIONAL MANAGER MONTHLY REPORT – April 2025

		extra duties from EOs. – <b>Update required from Councillor if supported.</b>
<b>Divisional Engagement Fund Acquittal</b> – <i>acquittal submitted to <a href="mailto:Events@tsirc.qld.gov.au">Events@tsirc.qld.gov.au</a> with supporting documentation</i>	<input checked="" type="checkbox"/>	DMs to better plan events and submit application in a timely manner – reiterated at Cluster Catch up - Outstanding Boigu, Warraber, Hammond
<b>Accommodation Register</b> – <i>All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.</i>	<input checked="" type="checkbox"/>	Ongoing monitoring by Bana/RMs to review 30.04.25 – Refer April Report attached.
<b>Helicopter Subsidy</b> – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Ugar Div 13 calendar.	<input checked="" type="checkbox"/>	N/A
<b>Helicopter Subsidy</b> – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Dauan Div 02 calendar.	<input checked="" type="checkbox"/>	N/A
<b>Helicopter Subsidy Acquittal</b> – reconcile monthly booking sheets/helicopter manifest and supplier tax invoice for payment.	<input checked="" type="checkbox"/>	N/A

### HUMAN RESOURCE:

<b>Timesheets</b> – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	<input checked="" type="checkbox"/>	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. <b>Recommendation that late timesheet be processed in the next pay run or special payrun. Staff file note recorded accordingly Recommend council certified agreement 2021 document used to raise awareness/ educate staff.</b>
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## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>LAF – submitted</b>		Leave to be consistent with Leave Policy including Bereavement Leave. DMs to make an informed decision when approving leave for business continuity purpose – Not managed properly – April had staff shortage where offices were closed for lunch breaks, DMs to take into consideration business continuity of services
<b>HR Forms (Higher Duties; LAFs; VAFs) – completed and sent to Regional Manager</b>	<input checked="" type="checkbox"/>	Boigu – DM Position VAF approved and advertised accordingly. Interview carried out late March.
<b>Investigation / Complaints – Matter is finalised and file notes sent to People &amp; Wellbeing or Regional Manager.</b>	<input checked="" type="checkbox"/>	St Pauls – Div Admin Staff Warraber – Misconduct – Div Admin Staff – Olive yet to address and provide a report – not actioned
<b>Tribal Habits – Divisional Admin staff still to finalise modules on Tribal Habits for the reporting period.</b>	<input checked="" type="checkbox"/>	eLearning – Outstanding Tribal habits to be completed by the end of Feb in Div 5, 9 and 10
<b>MANGO – Online training/ report submission</b>	<input checked="" type="checkbox"/>	All Safety Concerns and issues to be addressed on Mango in the first instance
<b>First Aid Kit – Stock replenished, and register is updated to reflect use.</b>	<input type="checkbox"/>	No issues

### REPAIRS & MAINTENANCE (R&Ms)

<b>R&amp;Ms – all R&amp;Ms for the month are reported on TechOne. Outstanding R&amp;Ms are followed up with BSU</b>	<input checked="" type="checkbox"/>	Interim Arrangement – R&M budget managed by BSU addressing priority works. Other WR will be addressed in new FY.
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## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>Hazard Reports</b> – submitted and filed. Necessary follow up undertaken.	<input checked="" type="checkbox"/>	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.
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### MEETINGS

#### Community Meeting Dates:

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

### COMMUNITY PROJECT – ON HOLD

Division	Project	Update - Require Additional Funding Support – Liaise with Assets
Div 4 Mabiug	ANZAC Memorial Site	Access to Financial Support through Trustee Funds – Executive Director to advise on way forward with Divisional Manager. – Monitor for progress and assist DM
Div 5 Badu	Anzac Memorial	Follow Up Discussion with DM on progress of project – Grant 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 – April 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. <b>Seaswift Quote secured at HOCs request. Yet to liaise with a Supplier for a quote for additional change. Outstanding task.</b> Meet with Cr. Levi 6.03.25 to progress. <b>Not actioned</b>
	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. <b>– Follow Up Required.</b> No further discussion to progress project
	Community Sports Oval	<b>Follow up with Wayne Green (BSU) on progress of proposed fencing</b>
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





## REGIONAL MANAGER MONTHLY REPORT – April 2025

	Airport Toilets	Public Amenities Works is outstanding – 12+ months
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### 2025 COUNCIL GENERAL MEETING DATES:

Dates of OM Meeting Dates as per Notification

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

### SUMMARY – DIVISION 1 BOIGU

#### **Reporting Performance**

- DM Reporting requires additional support and mentoring with data input to address backlogs. Timesheets submitted in a timely manner – recommendation for additional travel to divisions for training and weekly team meetings
- DM is currently tracking well in her role – staff poor attendance impedes operations and action items being addressed in a timely manner

#### **Team Performance**

- Staff Attendance and Performance has been flagged as underperforming and requires additional support/training.
- DM to commence Toolbox Meets on Mondays – commenced in April – working closely with DM to address attendance/performance and work plan for each week
- Workplan Template and Cleaner Checklist Implemented. Checklist to be submitted with Timesheets each week. Same to apply to MSAOs to manage team performance.
- Facility Cleanliness identified, underresourced.. Accommodation and Community Hall – additional resources flagged and ordered. Gurny, and Vacuum, Retractable Garden Hose for Hall, Motel, Guesthouse and Office required. WR raised.

#### **Challenges and Opportunities**

- DM & DEO to work collaboratively to ensure DSR Fuel Data is captured daily and identified variance addressed immediately
- Cleaners to improve and work accordingly to workplan





## REGIONAL MANAGER MONTHLY REPORT – April 2025

- *MSAOs to complete all DSR and Accommodation and work closely with Bana, RMs and DM*
- *Divisional All Staff Team Meeting – Team had afternoon catchup with visiting staff RM, Bana and LCDC Eunice Hosea*
- *Ongoing Training for Staff across all processes – refreshers – Bana has been tasked to set action items weekly to achieve backlogs of IRFs with Accommodation.*

### **Action Plan and Recommendation**

- DM to follow up with all WHS Hazards in the Office – Ceiling in Conference Room and Mildew as priority – Flagged with Assets/BSU as priority items
- 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 – Cleaner

### **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 – April 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 – Not adhering and actioning according to workplan*

#### **Challenges and Opportunities**

- Opportunity to reshuffle office spaces to accommodating returning staff/new staff – not actioned

#### **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*
- *DSR Missing Data follow up to be addressed and signed off for April - Incomplete*
- *R&M Removal of Old Chiller/ re: New Community Hall Chiller Order is in place – not actioned*





## REGIONAL MANAGER MONTHLY REPORT – April 2025

### **SUMMARY – DIVISION 6 KUBIN**

#### ***Reporting Performance***

##### ***No DM Report provided for April – OUTSTANDING ACTION ITEMS INCOMPLETE***

- 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 advised

#### ***Team Performance***

- *Staff Attendance/Leave Issue – DM to flag staff absences on Mondays – habitual*
- *Team Bonding required to improve Staff relationship to have more effective outcomes with overall operations as a team*
- *Tribal Habits – No outstanding modules*
- *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) – DM has approved Emergency Fuel this month.

#### ***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 – completed and installed*
- *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 – April 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. E.g. 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 engage and take leadership of role and team**
- Frequency in delay and postponing of meeting dates – **not actioned consistently**
- 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 – Notices are left at IBIS to collect as an alternative.
- Team Building required as ongoing to build divisional team rapport

#### **Challenges and Opportunities**

- 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.
- Outsourcing Centrelink to Interested Community Member – Discussion from DM with RM
- Extension to Office Space to cater for growing staff and IKC space

#### **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 – April 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 – Advertised – Interview Stage*
- *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 – follow up to confirm*





## REGIONAL MANAGER MONTHLY REPORT – April 2025

### **SUMMARY – DIVISION 9 IAMA**

#### ***Reporting Performance***

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

- ***DM to address staff performance issue with attendance, punctuality and work***
- *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 – April 2025

### **SUMMARY – DIVISION 10 WARRABER**

#### ***Reporting Performance***

- DM Poruma oversee division in DM Lui absence.
- DM Report not submitted
- LFS Monthly Report
- DHS Customer Traffic Data -

#### ***Team Performance***

- No issues flagged this month.

#### ***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 has taken medical leave in April – DM Poruma backfilled on Warraber for the duration of the leave
- Arrangement for Army Camp vs TI Concrete Project to be finalised – completed reschedule Accommodation upon advise from Army. Liaise with Cr Tamu.





## REGIONAL MANAGER MONTHLY REPORT – April 2025

### SUMMARY - Regional Action Items

- April focus is to continue measure effectiveness and ongoing general governance health check with staff, operations with customer service, reporting, and overall team performance. Finalise action items by 30<sup>th</sup> April as per 3month roadmap
- Scheduled Divisional Visit to Boigu April 2<sup>nd</sup> – 04<sup>th</sup> . Badu & Warraber yet to schedule in May 2025
- *Water Fountain Supply for Divisions – Follow up on progress with Management to address drinking water for staff and visitors in Divisional Offices – Follow up for Badu Office.*
- Community Projects on hold until further advice from Assets/BSU – 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 30<sup>th</sup> April 2025 – not completed – Accommodation Procedure in final draft**
- Cluster Divisions has demonstrated streamline populating all fields in the DSR – DMs are required to check daily fuel management – fuel dips are being conducted – Overall performance – refer to Accommodation & DSR Report for April
- 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.*
- Australia Post Trial Scanner for 9 Torres Strait Communities: Mer, Erub, Kubin, Mabiug, Hammond, Boigu, Saibai, Iama, Warraber
- 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 – Boigu, Kubin, Warraber inconsistent with record keeping
- Tribal Habit Training ongoing –
- Key Registers for Cluster – 7 out of 15 completed exercise – Badu, Masig, Erub, Hammond, Mer, Saibai and St Pauls completed





## REGIONAL MANAGER MONTHLY REPORT – April 2025

- 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 4<sup>th</sup> April 2025 - completed
- 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 14<sup>th</sup> April 2025 – submitted to EDCS
- 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 24<sup>th</sup> 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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## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>Division</b>	Poruma, Masig, Ugar, Erub, Mer, Saibai and Dauan
<b>Reporting Period:</b>	April
<b>Prepared by:</b>	Mokathani Lui

### **HR/PWB**

<b>Vacant Position</b>	<b>Regional Manager Comments</b>
Erub MSAO PT – recruitment docs in progress	EOI process for Ugar DM position
<b>Higher Duties</b>	
Ugar DM – Mary Waigana effective until 30 June 25	

### **General**

### **EXTERNAL REPORTING**

		<b>Regional Managers Comment</b>
<b>Local Fares Scheme</b> – accurate and submitted to <a href="mailto:localfarescheme@translink.qld.gov.au">localfarescheme@translink.qld.gov.au</a> for reporting period. Including corrective actions or submission of audit requests. 1. <b>Mis-match identified</b> -	☑	LFS Reports submitted  Mis-match identified – <b>pending Translink Audit Report</b> (missing data)



## REGIONAL MANAGER MONTHLY REPORT – April 2025

		<p>Issue:</p> <p>Division LOE will need to be filed in H drive to improve access and time management</p>
<p><b>Services Australia</b> – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.</p> <ol style="list-style-type: none"> <li>1. New Pre-Engagement Pack pending –Iama and Masig</li> <li>2. 23/24 Host Online Training</li> <li>3. 23/24 Agent Specified Personnel Online Training completed</li> <li>4. Contracted hours amendment – no change</li> <li>5. Site hours amendment – no change</li> <li>6. Access Point Site – Stephen (Ugar)</li> <li>7. Agent Site – Saibai, Warraber, St Pauls, Mabuiag, Kubin, Mer, Erub, Masig, Boigu, Dauan</li> <li>8. Service Australia EOI – Mer and Poruma</li> </ol>	<p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p>	<p>Streamline divisional access to all MSAOs/DM to ensure operational reporting continuity.</p> <p>New Pre-engagement forms issued 30/01/24 and to be completed by new staff in division asap.</p> <p>Mandatory online training 24/25 Agent specified personnel training completed.</p> <p>MSAO PT paperwork pending approval by Services Australia</p> <p>Agent services will advised of outcome of this process.</p>





## REGIONAL MANAGER MONTHLY REPORT – April 2025

		<p>Recommend service to be contracted from Council through Services Australia EOI process. Create employment opportunity in divisions.</p> <p>Customer service time exceed contracted hours of two hours per day therefore maintaining a consistent backlog of council tasks.</p> <p><i>EOI – pending Telstra site visit confirmation for Mer/Poruma</i></p> <p><i>MGNM – NO ACTION since January 2025.</i></p>
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### COMMUNITY DISASTER MANAGEMENT

<p><b>Community Disaster Management Plan – CDMP is current and accurate</b></p> <p>1. Contact List Update</p>	<input checked="" type="checkbox"/>	<p>All Cluster CDMP is current and accurate.</p> <p>Ugar -Eunice – liaise with CDMG (Jimmy DEO) and Mary Waigana. Naz Cloudee is working onsite (MSAO PT)</p>
<p><b>CDMG Stakeholder Meeting – twice per year (Pre/Post monsoon wet season)</b></p>	<input type="checkbox"/>	<p><i>Pre-monsoon CDMP due before 30 November in divisions.</i></p>





## REGIONAL MANAGER MONTHLY REPORT – April 2025

<b>CDMP Meeting with Eunice</b>  1. Divisional visit by Eunice 2. Teams Meeting	☑	Recommended regular communication session per quarter with Eunice for CDMP refresher and review of meeting sessions.
<b>SAT Phone – tested and in working order</b>	☑	Cluster SAT Phones tested and working.
<b>HF Radio – tested and in working order</b>	☑	Future division visit for HF Radio testing. Engineering to conduct testing as required.
<b>Situation Report (if any) – provided to Disaster Coordinator</b>	☑	No SITREP for this month

### FINANCE

<b>Daily Stock Reconciliation – updated to end of month; signed and filed.</b> <i>(discrepancy to be noted below in comments)</i>	☑	Divisions are working on actioned item. DSR records in H Drive  Daily fuel dips are not recorded – admin is to note the reason in the comments.  Gas stock count not consistent in DSR
<b>EFTPOS Operation – tested and in working order</b>  1. EFTPOS machine is working 2. Stationary stock is available onsite	☑	All eftpos machines are operational and can provide MOTTO service if required.  Badu Div 5 – is available to assist divisions due to limited staff.





## REGIONAL MANAGER

### MONTHLY REPORT – April 2025

<p><b>Accommodation Reconciliation</b> – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i></p>	<div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center; border-right: 1px solid black; padding-right: 5px;">☑</div> <div style="padding-left: 10px;"> <p>Data entry error. Late amendments are no recorded on register/ reflect to accommodation reconciliation register. Revenue collection process via IRF is improving slowly. Staff to maintain open and clear communications. Staff to operate in generic inbox to standardise comms flow.</p> <p>Monthly reconciliation are now available in H drive for staff access and update.</p> <p><b><i>Recommend Teams sessions with divisions to discuss process/ revenue collection process to improve reporting. Staff training or mentoring can be facilitated by using Teams.</i></b></p> <p><b><i>BSA supportive of more Teams online sessions.</i></b></p> </div> </div>
<p><b>Purchase Orders</b> – <i>IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</i></p>	<div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center; border-right: 1px solid black; padding-right: 5px;">☑</div> <div style="padding-left: 10px;"> <p>IPO/ PO are currently updated pending stock delivery to site. POs still need to GR to complete payment on supplier accounts. Keeping in contact with Creditors to keep comms open and clear.</p> </div> </div>





## REGIONAL MANAGER

### MONTHLY REPORT – April 2025

<p><b>DocFiles</b> – <i>all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</i></p> <p>Live data entry during 9am to 4pm. Reporting and DM approval during 4- 4.15pm.</p> <p>Daily upload into ECM. Registration numbers recorded in DM Report</p> <p>Revenue Discrepancy is flagged and investigated immediately by DM &amp; team</p>	<input checked="" type="checkbox"/>	<p>Daily scanning of daily doc files.</p> <p>Hardcopy filing in division still needs to be clarified to minimise clutter in divisional offices.</p>
<p><b>Gas Register</b> – <i>updated to end of month accurately and reconciles with Stock Rec</i></p>	<input checked="" type="checkbox"/>	<p>Manual record by divisions. Pending direction of record system from fuel/gas team.</p> <p>Sales of 9kg bottles between divisions needs clarity (tracking) therefore affecting future S&amp;G restock.</p> <p><i>New registers are pending direction from Fuel &amp; Fleet Manager. Seaswift comms must include con notes for gas/ fuel delivery</i></p> <p><i>RM requested gas registers be implemented again. All registers was lasted available on the intranet prior to the update. Fleet Manager will follow up for the data files.</i></p>
<p><b>Fuel Operation/Reporting</b> – divisional operations</p> <p>Daily ULP/Diesel dips provided by engineering for divisional admin inventory</p>	<input checked="" type="checkbox"/>	<p>Issues :</p>





## REGIONAL MANAGER MONTHLY REPORT – April 2025

<ol style="list-style-type: none"> <li>1. Fuel Order/Delivery</li> <li>2. Shipment of empty 200L drums</li> <li>3. Bowser Tech Issue</li> <li>4. 24hr Compac installation pending – Mer – ordered and installation forecast for 2025. Ugar installation is pending land dispute.</li> <li>5. ULP/Diesel tanks delivered to Ugar/Mer January 2023 will be transferred to another location in region.</li> <li>6. 24hr Compac system rollout and active – Saibai, Dauan, Boigu, Mabuiag, Badu, Poruma and Erub.</li> </ol>		<p>Overhead covering over fuel dispenser due to weather conditions.</p> <p>Compaq Update: Mer – Brendan has confirmed equipment has been ordered for division.</p> <p>Seaswift delivery has been impacted due to the type of vessel used and the capacity it can delivery/ scheduled travel route.</p> <p>Seaswift delivery of IBC/ 200L drums to site has been an issue on some divisions due to operation of council heavy machinery limiting moving bulk freight to designated site.</p>
<p><b>Divisional Engagement Fund Acquittal</b> – <i>acquittal submitted to <a href="mailto:Events@tsirc.qld.gov.au">Events@tsirc.qld.gov.au</a> with supporting documentation</i></p>	<input checked="" type="checkbox"/>	<p>Divisions funds are available for events hosted by council staff. Divisional planning (event calendar) to forecast events/funding source to avoid late submission/ approval process.</p> <p>Divisions budgets funds are underspent. DMs are encouraged to allocated funds prior to 30 June.</p>





## REGIONAL MANAGER

### MONTHLY REPORT – April 2025

<p><b>Accommodation Register</b> – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec.</p> <p><i>Weekly Register Update</i></p> <p><i>Revenue processed each week through IRF process/ IPO process</i></p> <p><i>Reporting customer revenue collection issues to Debtors team for support.</i></p> <ul style="list-style-type: none"> <li>- Contractor payment of accommodation account.</li> </ul> <p><i>Accommodation Reconciliation Report in H drive:</i></p>	<input checked="" type="checkbox"/>	<p>DMs need to maintain and monitor revenue forecast to actual received. Accommodation register and reconciliation register do not match due to late amendments in accommodation register not updated by staff. Staff to encourage creditcard payment to minimise additional IRF paperwork. Teams working with Gina to process action items. IRF process – no confirmation awareness provided to divisional admin to confirm payment to supplier.</p> <p><b><i>Recommend to encourage creditcard payment for all guest account.</i></b></p>
<p><b>Helicopter Subsidy</b> – bookings paid and processed with Nautilus. Booking data entered in Helicopter Subsidy inbox/ calendar.</p> <ol style="list-style-type: none"> <li>1. Service active and operational – Dauan &amp; Ugar</li> <li>2. Passenger booking forms, council tax invoice, supplier manifest, supplier tax invoice</li> <li>3. TSRA grant acquittal – reconcile bookings and quarterly expenditures</li> </ol>	<input checked="" type="checkbox"/>	<p>All supplier inv matched to booking docs in shared inbox.</p> <p>BSA can assess data in H Drive for TSRA acquittal process.</p> <p>Issue- Helicopter cancellation policy – high risk due to medical medivac/ sorry business circumstances the pax cannot</p>





## REGIONAL MANAGER MONTHLY REPORT – April 2025

		<p>travel the helicopter company will still charge the flight fare.</p> <p>Issue – Pax reimbursement request cannot be processed as previously. Pax fare cannot stay in credit and used next financial year. Credit should be applicable for 2 months.</p>
<b>Helicopter Subsidy – TSRA Grant Variance</b> 1. Ugar -N/A 2. Dauan – N/A	<input checked="" type="checkbox"/>	No grant variance requested submitted for this month.

### HUMAN RESOURCE:

<b>Timesheets –</b> <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>  <i>LAF: medical &amp; bereavement leave approved.</i>	<input checked="" type="checkbox"/>	<p>Staff awareness of leave types and submission timeframe needs to be improved.</p> <p>Divisional staff planned leave period overlap therefore creating ops issues including backfilling/ remote support.</p> <p><b><i>Recommend council certified agreement 2021 document used to raise awareness/ educate staff.</i></b></p>
<b>LAF –</b> submitted in accordance to policy and procedures	<input checked="" type="checkbox"/>	Leave forms are submitted in a timely manner for processing.





## REGIONAL MANAGER MONTHLY REPORT – April 2025

		<p>Staff movements awareness needs to be improved late or no notice of movements.</p> <p>DMs to monitor and track staff leave to ensure operation productivity.</p>
<b>HR Forms (Higher Duties; LAFs; VAFs)</b> – <i>completed and sent to Regional Manager</i>	<input checked="" type="checkbox"/>	<p>Higher Duty Erub – MSAO extension 30 June 25</p>
<b>Investigation / Complaints</b> – <i>Matter is finalised and file notes sent to People &amp; Wellbeing or Regional Manager.</i>	<input checked="" type="checkbox"/>	<p>Investigation is progress by PWB team.</p>
<b>Tribal Habits</b> – <i>all Divisional Admin staff completed Take 5's for the reporting period.</i>	<input checked="" type="checkbox"/>	<p>Induction is pending completion.</p> <p>RMs have discussed with DMs to take lead in divisions to follow up/ remind staff.</p> <p>Incomplete training modules remain for divisional admin staff.</p>
<b>MANGO – Online training/ report submission</b> <ol style="list-style-type: none"> <li>1. Mango Incident/Hazard Reporting</li> <li>2. Action items/ follow up for reported incidents</li> <li>3. Clear reporting of facility reports inc photos with Asset team</li> </ol>	<input checked="" type="checkbox"/>	<p>Teams session between Safety and DM is planned for May to help raise awareness of operations/ reporting on MANGO app.</p> <p><b><i>Recommend online refresher training for DM/DEO for reporting.</i></b></p>
<b>First Aid Kit</b> – <i>Stock replenished, and register is updated to reflect use.</i>	<input checked="" type="checkbox"/>	<p>Divisional Kits need to be assessed and restocked</p>

### REPAIRS & MAINTENANCE (R&Ms)

<b>R&amp;Ms</b> – <i>all R&amp;Ms for the month are reported on TechOne. Outstanding R&amp;Ms are followed up with BSU</i>	<input checked="" type="checkbox"/>	<p>Improve comms between divisional admin and BSU managers for ground truthing of completed</p>
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## REGIONAL MANAGER MONTHLY REPORT – April 2025

	<p>works. Divisional admin sometimes have to re-submit reports due to work orders being cancelled in the system.</p> <p>Communication reporting improvements on reported jobs. DMs don't know when/ why jobs have been cancelled in BSU process.</p> <p><b><i>Recommend DMs receive monthly update of completed R&amp;M by BSU</i></b></p>
<p><b>Hazard Reports</b> – <i>submitted and filed. Necessary follow up undertaken.</i></p>	<p><input type="checkbox"/> MANGO app – training or refresher required all staff who have issued work mobiles should know how to use the app and report as required. Need to work on a plan for better communication flow and build relationships within the organisation to identify, discuss and address issues raised in division.</p> <p><b>Safety Team – more comms required for employee awareness and reporting of incident/ hazards</b></p>





## REGIONAL MANAGER MONTHLY REPORT – April 2025

### COMMUNICATIONS

<p><b>Divisions</b> – high quality of customer service, submit external and internal reports in in timely manner. Participation in meetings providing action items. Maintain strong leadership partnership with elected councillor.</p> <ol style="list-style-type: none"> <li>1. Quality customer service</li> <li>2. Reporting (internal/ external)</li> <li>3. Participation in meetings (internal/ external)</li> <li>4. DM facilitate monthly staff meetings. Provide action items.</li> <li>5. Monthly planning/ update meeting with elected councillor</li> <li>6. Digital TV active and operational in divisions</li> <li>7. Pinnacle IT Services – active and operational</li> </ol>	<p>☑</p> <p>Measures have been included in DM Performance Appraisal as KPI.</p> <p>Communications can be improved to ensure information is available and accessible. Review and explore strategies to use current comms platform/ equipment to streamline a reporting process to minimise any miscommunications.</p> <p>Regular updates with management of divisional operations.</p> <p>Digital TV can be used to help raise awareness of operational matter to gain community support of service delivery.</p> <p>Pinnacle – consistent connectivity issues in region pending weather conditions. Printers are slow or on offline pending weather.</p>
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## REGIONAL MANAGER MONTHLY REPORT – April 2025

<p><b>Stakeholders</b> – clear communications between external agencies</p> <ol style="list-style-type: none"> <li>1. Participate in scheduled stakeholder agency meetings</li> <li>2. Participate in community consultations eg project planning etc</li> </ol> <p>Divisional Meeting Planners not completed for all divisions. Pending consultation or confirmation from divisional Elected Councillor.</p>	<input checked="" type="checkbox"/>	<p>DMs have submitted divisional meeting calendar effective July to December 2024 in consultation with elected councillor for community information sessions.</p> <p>2024 Trustee/Ordinary Council Meeting Dates have been circulated to all Divisions.</p>
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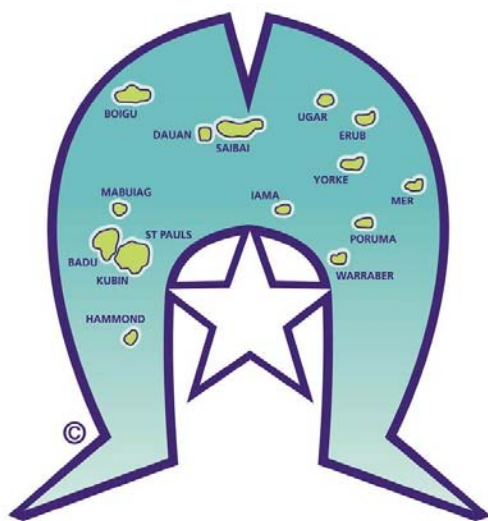
### GENERAL COMMENT

Divisional team is progressing well. Staff movements (planned leave) can be planned better for divisional ops. Divisional backfilling is difficult due to staff availability. Need to explore other options to keep operational services active. Staff support and planning for professional development and health and wellbeing needs to be explored as staff are mentally and physically exhausted to constantly meet demands and expectations.

Staff succession plans needs to be discussed and action plan to be included into staff KPI to identify steps forward for staff to work in other roles within the organisation and improve staff morale, productivity and logistical planning.

Revenue loss – IRF are not processed as accordance to procedure in identified divisions. Steps are taken to address the issue and explore strategies to improve online training and support. DMs to manage team support and internal training.





**Torres Strait Island**  
REGIONAL COUNCIL







<b>Month</b>	March 2025
<b>Date submitted</b>	11 April 2025
<b>Team</b>	Environment and Health
<b>Manager</b>	Ewan Gunn

## Corporate, Operational and Community Services Business Plan alignment

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







9.2 Evolve waste administration through recycling and reuse strategies.	<ul style="list-style-type: none"> <li>• Coordinate waste management activities through landfill, transfer station and recycling opportunities.</li> <li>• Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods.</li> <li>• Investigate sewer bio-solids and grey water reuse opportunities.</li> </ul>	<p>Participate in Great Northern Clean up</p> <p>Reconvene waste management working group to draft strategy</p> <p>Illegal Dumping program</p> <p>Combined workshop</p>
9.3 Ensure a safe and sustainable drinking water program.	<ul style="list-style-type: none"> <li>• Active management of the water delivery system including on-line meter reading.</li> </ul>	<p>Water management plans and structured auditing</p> <p>EHW water testing training</p> <p>Education and awareness for water conservation</p>
9.4 Ensure effective environmental health management practices.	<ul style="list-style-type: none"> <li>• Development and execution of pest management plans.</li> <li>• Work with key partners and agencies to further implement Biosecurity Plan and controls.</li> <li>• Work with individual communities to identify areas for cultural cutting and cleaning places.</li> <li>• Facilitation of domestic animal health checks.</li> <li>• Develop coordinated warning systems associated with health outbreaks.</li> </ul>	<p>Ongoing, (biosecurity plans)</p> <p>Biosecurity working Group</p> <p>Expert Reference Panel Aboriginal and Torres Strait Islander Environmental Health</p> <p>TSRA and PBC, TO collaboration</p> <p>Active response to dengue and Malaria Outbreaks</p> <p>Qld health &amp; TSIRC collaboration with Healthy Housing</p>
Outcome 10: We advocate and foster regional prosperity through enterprise development.		
10.3 Develop a visitor management strategy.	<ul style="list-style-type: none"> <li>• Investigate and refresh council's existing visitor management process and implementation roadmap.</li> </ul>	<p>Consultation, education, and awareness</p>
Outcome 11: We invest in the retention of key skills within our region.		
11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities. implement council's Indigenous Procurement Policy	<ul style="list-style-type: none"> <li>• Facilitate study into key skill opportunities and development models.</li> <li>• Grow council's existing apprenticeship and traineeship program.</li> <li>• Work with relevant partners to ensure employment models exist post apprenticeship or traineeship.</li> </ul>	<p>Establish professional development plan for EHW.</p> <p>Support and promote trainee and shadowing</p>
11.2 Refresh council's procurement policies.	<ul style="list-style-type: none"> <li>• Develop and implement council's Indigenous Procurement Policy.</li> </ul>	<p>Include Biosecurity requirements in policy and tenders</p>
Outcome 12: We bring opportunity to our region and put our culture on the world stage.		
12.1 Develop a world class model for festivals and event delivery	<ul style="list-style-type: none"> <li>• Facilitate the development of an international cultural festival, hosted within region.</li> </ul>	<p>Develop Policy, local laws , procedures and fact sheets.</p>







	<ul style="list-style-type: none"> <li>• Work with key partners to deliver sporting and recreational festivals within region.</li> <li>• Work with applicable stakeholders and agencies to facilitate the development of key industry &amp; career market day events within region.</li> </ul>	
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 loopholes and provide equity.	Online food safety training on going
24. Education and Awareness on Water Sanitation, Waste Management and Sewerage	Waste Management: Landfills Construction and commercial waste Great Northern Clean up	On going Promote Blue and brown card training
25. Mosquito Management: - Inspection, Albopictus Survey - Education, Awareness, Control Activities - Assist the Dengue Action Response Team (DART) - Implement Mosquito Management Plan	Mosquito Management Plan developed and implemented	On going
26. Implement Biosecurity Plan & Strategy	Biosecurity control plan Consultation	Review Plan Fee For service DPI ELGBC grant
27. Animal Management: - Domestic Animal Compliance - Veterinary Services - Compliance & Enforcement Program	Schedule Vet visit Moa Horse program? Parasitic efficacy trial (AMRRIC)	Vet Cert IV Animal Control and Regulation
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	Workshop scheduled for Cert 4, PMT
Community Services Business Plan		TBA

## Finance

Budget	YTD Budget	YTD Actuals	Issue	Recommendation
TSIRC Service Agreement with Qld Health	\$2.6m		EOFY	6 monthly Performance and financial reporting completed
Other sources Pest treatments Infringements	TBA	\$6846		Invoices to be prepared Expand and promote service Review cost
Biosecurity grant submission	\$90K	\$60K		SEHW to undertake duties
DES illegal dumping	\$170K	\$0	Contract finished	Contract to be renewed/ varied/extended
DAF fee for service	\$0			
Austerity measures	Issue	Recommendation		
Cost saving opportunities	Limit services provided	Not recommended		
Transport alternatives	Limited vehicle availability	Bicycles and carts costings		
Revenue raising opportunities	Expand pest management services to include timber pests Promote pest management services	Fit for purpose vehicle required		







	Fee for service	
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## Human Resources

Incumbent name	Position title	Position number	Recommendation
Andrew Akiba	Environmental Health Worker: Warraber		Appointed to 30/06/2027
Naseli Tamwoy	Environmental Health Worker: Badu		Appointed to 30/06/2027
Justin David	Environmental Health Worker: St Pauls		Appointed to 30/06/2027

## Training and Development

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

## Physical Resources

Property description	Issue	Recommendation
Chemical storage across all divisions	Noncompliance	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 and has black smoke coming out of exhaust) the EHW team on ground have had to utilize the Cr's vehicle to conduct vet visit and Fruit Fly Blocking activities,
  - 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), vehicle is defected (yet again) and now requires a starter motor, EHWs have had to utilize the admin vehicle to conduct normal business and also the vet visit, a vehicle is required to undertake the Fruit Fly blocking within and around the community but also out on country,
  - Poruma – no vehicle
  - Mer
- Animal Management issues on Besi (feral dogs), Arkai & Wug (horses), Erub (dogs), Poruma (dogs and rats – rats are a reoccurring issue), Ugar (dogs), Badu (dogs)
- Vacancy – there is still a vacancy at Kubin, we have conducted interviews and have finally obtained a suitable references, Rec Memo has been prepared for sign off by panel members, EH Manager, 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 – 16.04.2025, flyers on noticeboards and digital noticeboards
- SCO/EHW for Badu has tendered his resignation to take effect as of 04.04.2025
- Currently collating EOIs from EHW to participate in Cert III in Indigenous Environmental Health
- Fruit Fly Blocking being undertaken at – Dauan, Ugar, Erub, Mer, Masig, Saibai, Badu, Hammond, Boigu







## **Program Management Support Officer Update:**

### **Pest Management Update:**

The team have been working tirelessly to complete outstanding pest treatments. Their efforts have been restricted in some cases due to tenants' availability, bad weather and limited resources and qualified staff. We currently have a hand full of treatments outstanding as a result. Some are in the Healthy Housing Program and others are for the Building Services Unit.

All our EHW's are now qualified in Pest Management and a select few are Timber Pest qualified. Some of our Technician have also been trained in treating sensitive areas like schools, daycare centres, and age care facilities.

### **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 to give every opportunity for people to comply with our local laws.

The recent vet visit in March/April have resulted in some pet owners being issued with Warning letters and Infringements Notices.





ENVIRONMENTAL HEALTH STATISTICAL CLUSTER REPORT – APRIL 2025  
SEHW – DAWSON MAU

	DAUAN	SAIBAI	BOIGU	WARRABER
<b>DOG</b>				
TOTAL NUMBER OF DOGS	36	40	0	37
NEW REGISTRATIONS	0	2	0	10
<b>CATS</b>				
TOTAL NUMBER OF CATS	0	5	0	3
NEW REGISTRATIONS	0	0	0	0
<b>HORSES</b>				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
<b>CHOOKS</b>				
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
<b>COMPLIANCE</b>				
NON-COMPLIANCE FOR DESEXING	2	0	0	2
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	1	0	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	0
NUMBER OF VERBAL WARNINGS ISSUED	2	1	0	2
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0	0
INTER-ISLAND ANIMAL TRANSFER	0	0	0	0
<b>ANIMAL MANAGEMENT AWARENESS</b>				
MEETINGS	0	0	0	0
ONE-ON-ONE	0	0	0	0
FLYERS/POSTERS	0	0	0	3
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	1	0	0
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0
<b>FOOD SAFETY</b>				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	0	4
PERMITS ISSUED	0	0	0	0
FOOD ACT LICENCES	0	0	0	0
FOOD SHOP INSPECTIONS	0	0	0	0
COMPLAINTS	0	0	0	0
FOOD RECALLS/ISSUES	0	0	0	0
<b>FOOD SAFETY AWARENES</b>				
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
<b>BIOSECURITY</b>				
SURVEILLANCE	1	0	0	0
BARGE DELIVERY INSPECTION	1	1	0	3
EDUCATION AND AWARENESS	0	0	0	0
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>				
WATER RESERVOR – SAMS/BORE WELLS/ETC	0	0	0	6
WATER TESTING – CHLORINE & PH	0	0	0	0
WASTEWATER SYSTEMS	0	1	0	0
OEVERGROWN ALLOTMENTS/DISUSED MATERIALS	1	0	0	1
LANDFILL	1	1	0	7
ILLEGAL DUMPING	1	1	0	0
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>				
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
<b>PEST MANAGEMENT</b>				
INSPECTIONS	0	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	0	0
AWARENESS	0	0	0	0
CLEAN UP	0	0	0	0
FEE FOR SERVICE TREATMENTS	0	0	0	0
VACANT HOUSES	0	0	0	0
GERNERAL HOUSE	47	0	0	0
OTHER	0	0	0	0
<b>HOUSING</b>				
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
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT &amp; TRAINING</b>				
HYGIENE	0	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0
MEETINGS ATTENDED	0	0	0	0
<b>HEALTH CENTER VISIT</b>				
NUMBER OF VISITS PER MONTH	1	0	0	0
HEALTH CENTRE CONCERNS	0	1	0	0

GENERAL COMMUNITY OUTCOMES	
DAUAN	<ul style="list-style-type: none"> <li>Vet action forms/consent forms</li> <li>IBIS Monitoring – dates inspections</li> </ul>
	<ul style="list-style-type: none"> <li>Fire burning on landfill</li> <li>Bins not emptied on correct days – Discussed with DEO 28/03/25</li> </ul>
SAIBAI	<ul style="list-style-type: none"> <li>Euthanise 1x dog when vet arrives.</li> <li>Seaswift Inspections – No pest sighted</li> <li>Waste water leakage – assisted sewage operator to identify and resolve issue. supply lime powder</li> </ul>





	<ul style="list-style-type: none"> <li>• Installed new landfill sign at the landfill – take rubbish to the dump not the bush or sea.</li> <li>• Melioidosis concerns been raised at the local health clinic – working with local staff to provide education and awareness to community.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sitting water potential health hazard issue have been reported numorus times but no progress – breeding sites for mosquito, melioidosis habitat n, stinky black stagnant water</li> <li>• Illegal dumping – collabartily working with TSRA Ranger to resolve the issue.</li> <li>• Informed PNG hunter to dispose turtle waste out on the sea not on the landfill.</li> </ul>
BOIGU	<ul style="list-style-type: none"> <li>• NIL MR- LWOP</li> </ul>
	<ul style="list-style-type: none"> <li>• NIL MR- LWOP</li> </ul>
WARRABER	<ul style="list-style-type: none"> <li>• Vet Action Form &amp; consent forms/ new animal registration updated.</li> <li>• Animal Census for Warraber</li> <li>• Chemical Audit Lists</li> </ul>
	<ul style="list-style-type: none"> <li>• NIL</li> </ul>







## ENVIRONMENTAL HEALTH STATISTICAL CLUSTER REPORT – APRIL 2025

### SEHW – CASSANDRA SAYLOR

	MASIG	BESI	UGAR	ERUB	
<b>DOG</b>					
TOTAL NUMBER OF DOGS	18	0	24	69	
NEW REGISTRATIONS	2	0	1	4	
<b>CATS</b>					
TOTAL NUMBER OF CATS	14	0	12	24	
NEW REGISTRATIONS	0	0	0	0	
<b>HORSES</b>					
TOTAL NUMBER OF HORSES	0	0	0	0	
NEW REGISTRATIONS	0	0	0	0	
<b>CHOOKS</b>					
TOTAL NUMBER OF HENS & CHICKS	0	0	3	2	
TOTAL NUMBER OF ROOSTERS	0	0	1	3	
TOTAL NUMBER OF DUCKS	0	0	0	0	
<b>COMPLIANCE</b>					
NON-COMPLIANCE FOR DESEXING	0	0	1	30	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	0	4	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	8	
NUMBER OF VERBAL WARNINGS ISSUED	0	0	2	13	
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0	0	
NUMBER OF WARNING LETTERS ISSUED	0	0	6	0	
INTER-ISALND ANIMAL TRANSFER	2	0	0	0	
<b>ANIMAL MANAGEMENT AWARENESS</b>					
MEETINGS	0	0	0	4	
ONE-ON-ONE	13	0	2	15	
FLYERS/POSTERS	3	0	0	4	
VET VISIT	0	0	0	0	
ANIMAL COMPLAINTS/ATTACKS	0	0	0	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	6	
TICK TREATMENTS	0	0	0	0	
EUTHANISE	0	0	0	2	
FERAL/PEST ANIMAL MANAGEMENT	0	0	0	0	
<b>FOOD SAFETY</b>					





NUMBER OF FOOD SALES FOR THE MONTH	2	0	0	4	
PERMITS ISSUED	2	0	0	0	
FOOD ACT LICENCES	0	0	0	0	
FOOD SHOP INSPECTIONS	0	0	1	1	
COMPLAINTS	0	0	0	0	
FOOD RECALLS/ISSUES	0	0	0	0	
<b>FOOD SAFETY AWARENES</b>					
MEETINGS	0	0	0	1	
ONE-ON-ONE	2	0	0	6	
FLYER/POSTER	0	0	0	1	
FOOD SAFETY AWARENESS	0	0	0	1	
IM ALERT FOOD SAFETY COURSE	0	0	0	0	
<b>BIOSECURITY</b>					
SURVEILLANCE	2	0	1	0	
BARGE DELIVERY INSPECTION	2	0	1	4	
EDUCATION AND AWARENESS	0	0	0	0	
<b>WASTE/WATER &amp; LANDFILL SURVEILLANCE</b>					
WATER RESERVIOR – SAMS/BORE WELLS/ETC	2	0	0	2	
WATER TESTING – CHLORINE & PH	2	0	2	2	
WASTE WATER SYSTEMS	2	0	0	1	
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	0	0	2	0	
LANDFILL	4	0	0	8	
ILLEGAL DUMPING	0	0	0	1	
<b>WATER &amp; WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION</b>					
ONE-ON-ONE	0	0	0	0	
MEETING	0	0	4	0	
POSTER/FLYER	0	0	0	0	
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	0	
<b>PEST MANAGEMENT</b>					
INSPECTIONS	0	0	1	2	
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	0	1	4	
AWARENESS	0	0	0	6	
CLEAN UP	0	0	0	0	
FEE FOR SERVICE TREATMENTS	0	0	0	0	
VACANT HOUSES	1	0	3	0	
GERNERAL HOUSE	0	0	12	8	
OTHER	0	0	0	0	
<b>HOUSING</b>					
INSPECTIONS	0	0	0	0	
EDUCATION AND AWARENESS	0	0	0	0	



RAINWATER TANK INSPECTION	0	0	0	4	
YARD INSPECTION	0	0	1	0	
OTHER	0	0	0	0	
<b>ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION46, ENGAGEMENT &amp; TRAINING</b>					
HYGIENE	0	0	0	0	
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0	
MEETINGS ATTENDED	4	0	1	14	
<b>HEALTH CENTER VISIT</b>					
NUMBER OF VISITS PER MONTH	0	0	2	2	
HEALTH CENTRE CONCERNS	0	0	0	0	

GENERAL COMMUNITY OUTCOMES	
<b>MASIG</b>	(ISSUES & CONCERNS) • Mosquitoes are plenty
	(POSITIVE NEWS) • NIL
<b>BESI</b>	(ISSUES & CONCERNS) • NIL
	(POSITIVE NEWS) • NIL
<b>UGAR</b>	(ISSUES & CONCERNS) • NIL
	(POSITIVE NEWS) • Did spraying for mozzie around the community with Edward Sailor. • Issued and gave out warning letters to pet owners
<b>ERUB</b>	(ISSUES & CONCERNS) • EHW Vehicle having same problem going up hill and it's stopping us to do inspections at the back of the island. It has been an ongoing issue after every mechanic visits. • There is a crack on a bridge (Medige Village). It had seem to get bigger every week • Pack of dogs from Lot 146 Ina Village going around tipping over bins and attacking their pets • Urinating at the freezer plant has started again
	(POSITIVE NEWS) • Pet owners complying by desexing their pets • Not much dogs wandering at large • Water dam is full from this months rain • BSU team skip bins have finally arrived • Illegal dumping signs have arrived and needed to be place around the community • Assistance from Cr Mye for using his vehicle to cater for vet visiting on the 8 <sup>th</sup> of April • Engineering team assistance with transportation to do fruit fly blocking at the back of the island • Food sale person displaying their Food Safety Certificate





**DIRECTORATE:** Corporate Services

**AUTHOR:** Executive Director Corporate Services

## **CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF APRIL 2025**

### **OFFICER RECOMMENDATION:**

That Council note the Corporate Services Information Report for the month of April 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 April 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**

Community consultation for the Corporate Plan has concluded. Council staff met in Boigu to discuss key priorities and issues with members of the Corporate Services team. A community meeting was scheduled for Ugar but unfortunately due to bad weather had to be cancelled. The Draft Corporate Plan will be presented to Council at the May workshop for consideration, along with the Operational Plan 2025-2026.

The communications team assisted with promoting the Economic Development Strategy consultation visits and survey. Focus was also given to the Federal Election, developing a communication and engagement plan pre- and post-election, to assist with advocating on key priorities for the region. Four media releases were issued in April and there was significant coverage around Council Welcomes \$77 Million Funding Boost media release.

In April, the TSIRC website recorded a total of 5,665 visits. Continuous improvements to the website include enhancing the visibility and navigation to the Disaster Dashboard and additional quick link to TSIRC vacancies in the main menu. Social media statistics comparison in April 2025:

	Followers	Posts	Engagement Rate
Facebook	10,347 (▲37.4%)	22 (▼29%)	12.62 (▲37.4%)
Instagram	138 (▲48.4%)	45 (▲60.7%)	8.77% (▲14.2%)
LinkedIn	2,434 (▲2.3%)	12 (▲71.4%)	10% (▲19.5%)

*Table 1 – Social Media Statistics April 2025*

An overview of media activity can be found in *Attachments 1 and 2*.



## Economic Development

The Economic Development Strategy project commenced. Meetings and communications occurred with Councillors as 'champions' of the project together with the Divisional Managers to plan and confirm island community engagements. The social media campaign was finalised and rolled out to inform communities via respective island Facebook groups about the project, survey, and forthcoming meetings. A joint TSIRC-TSRA media release featured in the Torres Strait News on 17 April titled 'Forward thinking ideas sought for TSIRC plan'. A further 4 stakeholders were interviewed to drive a better understanding of the key economic development issues and themes.

During April, the Economic Development Lead facilitated a meeting with TAFE Queensland, Department of Trade, Employment and Training, Torres Strait Regional Authority and Meriba Ged Ngalpun Mab (MGNM) to identify funding pathways for a Marine Mechanics course as part of the Army Ailan Community Assistance Program. MGNM questioned why the training was to be located only on one island and questioned whether there had been adequate community consultation. MGNM said they would follow up with communities and the Army. No further update has been provided by them.

## Governance, Risk, Legal, Land Tenure and Native Title

### Risk Management

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

- Internal consultation for the draft Business Continuity Plan (BCP);
- Management Risk Awareness Brief delivered in collaboration with JLT in April and was well attended;
- Development of risk-based checklists within Mango Software platform.

### Complaints

There were 14 outstanding complaints open at the beginning of April. During the month two (3) new complaints were received and six (1) complaint was closed. One (1) action item remains open.

Complaint assigned	Beginning of April	New	Closed	End of April
Building Services				0
Community Services	6	1	1	7
Corporate Services	1			1
Engineering Services	7	2		9
<b>Total</b>	<b>14</b>	<b>3</b>	<b>1</b>	<b>16</b>

*Table 2 – Complaints by directorate*

Complaint type	Beginning of April	New	Closed	End of April
Staff	10	1		11
Local Laws (dogs)	1			1
Housing	3	1		4
Other	0	1	1	0
<b>Total</b>	<b>18</b>	<b>3</b>	<b>1</b>	<b>16</b>

*Table 3 – Complaints by type*

### Insurance

Due diligence on insurance proposals is underway. Insurance options from selected providers will be thoroughly evaluated and compared prior to making a renewal recommendation to Council.



## Native Title

The Trustee Policy community consultations are complete with final community meetings held on Iama on 30 April and Boigu 1 May. If there are any second-round consultations required, they will be scheduled in collaboration with other Council undertakings in June. All decision-making schedules have been published on Council's website (except for Erub where further consideration is required) for further community input. An overview and update will be provided at the May workshop.

In May, consultation with PBCs will commence about the Native Title consent proposal for the Quickstarts funding package. The GBK legal team has indicated support for the proposal.

## **Information Technology Services**

Network speed issues with some devices at divisional offices is still an ongoing investigation in conjunction with external suppliers. Where possible, PCs and laptops have been removed from connections via telephone and put on WiFi or a direct connection. The supplier has confirmed there is an issue with the firmware on the new switches and has advised they are developing a fix for it; however, this could take several months of development and testing before releasing it.

A scope of works is being developed for procurement of required hardware and implementation of Teams calling.

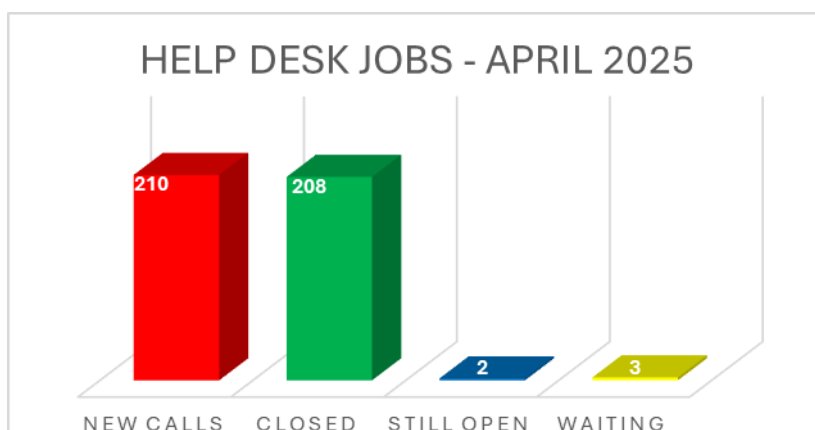
The ITS Manager is working in conjunction with Telstra and Peak Services on a funding application to provide a Starlink-based free Community WiFi solution to all divisions. If successful, this will be a seven-year commitment managed by Telstra.

IT Services recently engaged a SharePoint consultant to review Councils' SharePoint, Teams and Intranet environments. These applications can be utilised far more efficiently and collaboratively than they currently are. The feedback from the consultant is that the current set up, while quite familiar, could be enhanced to benefit users. Further investigations will continue working towards a detailed design plan and price. This project has been budgeted to kick off in the new financial year.

## Helpdesk

In April 2025, 210 new IT Help desk tickets were created. Of these, 208 were closed, 3 is in a 'Waiting' state and 2 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**

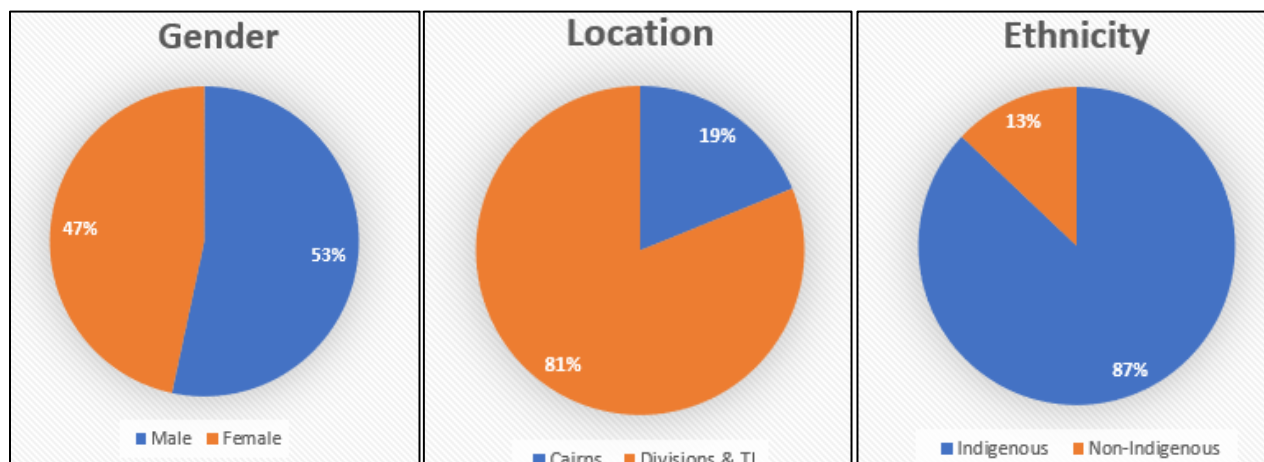
Fuel and fleet operations have remained consistent over the past month. The final compactor from Gold Coast City was delivered to Cairns and will undergo the process to be operational.

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



## People and Wellbeing

As of 30 April 2025, Council has a total of 371 staff members, with 323 of them being Indigenous, representing 87% of the workforce. The graph below provides additional insights into key employee statistics within the Council.



Graphs 2-4 – TSIRC Employee Statistics – April 2025

Employment statistics can be found in the Recruitment and Safety Report in *Attachment 7*.

## COMPLIANCE/CONSIDERATIONS:

<b>Statutory:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> </ul>
<b>Budgetary:</b>	Operational budget as approved by Council
<b>Policy:</b>	N/A
<b>Legal:</b>	N/A
<b>Risk:</b>	N/A
<b>Links to Strategic Plans:</b>	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
<b>Masig Statement:</b>	N/A
<b>Standing Committee Consultation:</b>	N/A
<b>Timelines:</b>	N/A



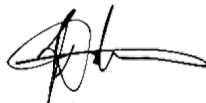
**OTHER COMMENTS:**

This report is for noting by Council.

**Recommended:**

*S. Andres*

Susanne Andres  
Executive Director Corporate Services

**Approved:**

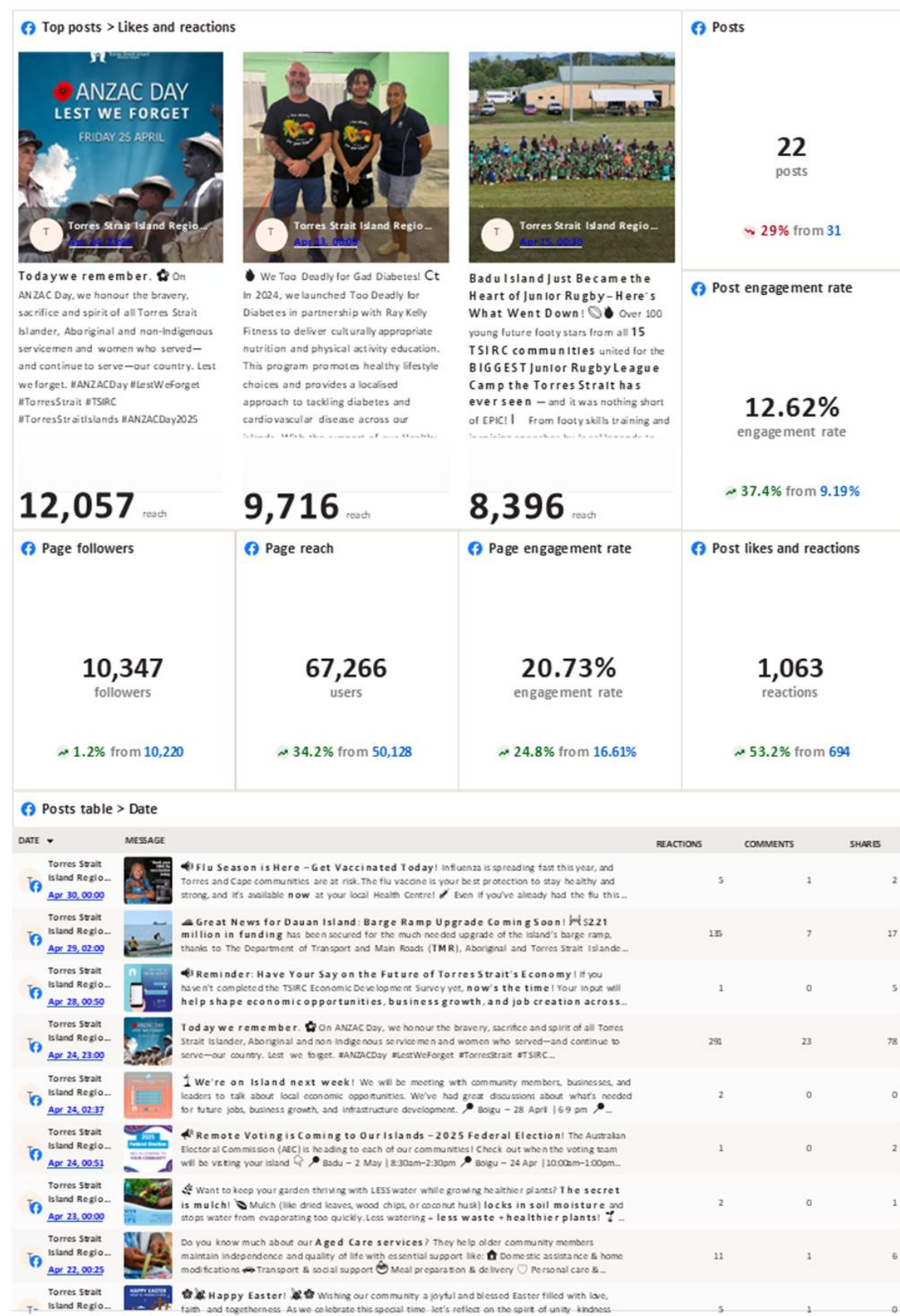
James William  
Chief Executive Officer

**ATTACHMENTS:**

- Attachment 1: 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: April 1 – 30 (compared previous month)





Top posts > Likes

On ANZAC Day, we honour the bravery, sacrifice and spirit of all Torres Strait Islander, Aboriginal and non-Indigenous servicemen and women who served—and continue to serve—our country. Lest we forget. #ANZACDay #LestWeForget #TorresStrait #TSIRC #TorresStraitIslands #ANZACDay2025

1,657 reach

Boigu Island, the northernmost inhabited island in both Queensland and Australia, lies just 6km from Papua New Guinea. With much of the island prone to flooding, the township is built on higher ground, while the surrounding waters provide a vital sanctuary for dugongs, enhancing the island's natural beauty. Boigu's Old Village, known as Koedal

869 reach

From Erub to the @unitednations Headquarters in NYC! @erubarts artists Lavinia Ketchell and Joshua Thaiday have travelled from the Torres Strait to New York to present their powerful exhibition, 'Ghost Nets to Knowledge: Protecting the Ocean Through First Nations Storytelling'. This inspiring exhibition highlights the role of

559 reach

Posts

45 posts

60.7% from 28

Post engagement rate

8.77% engagement rate

14.2% from 7.68%

Followers

138 followers

48.4% from 93

Profile reach

5,051 users

112% from 2,381

Page engagement rate

9.34% engagement rate

58.9% from 5.88%

Post likes

315 likes

79% from 176

Posts table > Date

DATE	MESSAGE	LIKES	COMMENTS	REACH	VIEWS
tsirc.council Apr 30, 01:57	(No description)	0	0	39	0
tsirc.council Apr 30, 01:40	Every step tells a story. Every beat carries the voices of our ancestors. Traditional dancing is more than movement — it's culture, strength, and identity passed down through generations. 🎶👏 #TorresStraitCulture #TraditionalDancing #TSIRC...	23	0	292	462
tsirc.council Apr 30, 00:14	(No description)	0	0	39	0
tsirc.council Apr 28, 00:50	Reminder: If you haven't completed the TSIRC Economic Development Survey yet, now's the time! Your input will help shape economic opportunities, business growth, and job creation across our communities. Link in bio! 📢 Why should you...	3	0	57	78
tsirc.council Apr 27, 22:53	(No description)	0	0	23	0
tsirc.council Apr 27, 22:53	(No description)	0	0	28	0
tsirc.council Apr 25, 05:31	(No description)	0	0	39	0
tsirc.council Apr 25, 01:37	(No description)	0	0	40	0
tsirc.council T-	On ANZAC Day, we honour the bravery, sacrifice and spirit of all Torres Strait Islander, Aboriginal and non-Indigenous servicemen and women who served—and	48	0	1,657	2,189



**Top posts**

Torres Strait Island Regional ...  
Apr 07, 03:46

**Major Funding Boost for Torres Strait Infrastructure!**  
This morning in Cairns, we were honoured to welcome Senator Malarndirri McCarthy, Assistant Minister for Indigenous Australians, and Matt Smith, Labor candidate for Leichhardt, for an exciting announcement. The Commonwealth Government has...

**1,794** impressions

Torres Strait Island Regional ...  
Apr 17, 01:00

From Erub to the United Nations Headquarters in NYC! Erub Arts artists Lavinia Ketchell and Joshua Thaiday have travelled from the Torres Strait to New York to present their powerful exhibition, 'Ghost Nets to Knowledge: Protecting the Ocean Through First Nations Storytelling'. This inspiring exhibition highlights the role of traditional knowledge in global climate action, transforming discarded fishing...  
**908** impressions

Torres Strait Island Regional ...  
Apr 08, 02:29

Our finance team had a fantastic experience with ADO & Co during the Courageous Leadership workshop! Big thanks to Jen Ottaway for guiding us through powerful conversations around leadership, courage, and connection—and for putting our origami skills to the test!

**12** posts  
71.4% from 7

**Post engagement rate**

**10.9%** engagement rate  
19.5% from 9.12%

---

**Followers**

**2,434** followers  
2.3% from 2,379

**Page reach**

**3,630** connections  
45% from 2,503

**Page engagement rate**

**12.13%** engagement rate  
1.5% from 12.32%

**Post reactions**

**245** reactions  
147% from 99

---

**Posts table > Date**

DATE	MESSAGE	REAC...	COM...	SHA...	CLICKS	IMPR...	ENG...
Torres Strait Island Regio... Apr 30, 00:00	Protect Yourself. Protect Your Community - Get Your Flu Vaccine Today! This year, influenza is hitting hard, and vaccination rates in Torres and Cape remain low. Now is the...	8	1	0	7	200	8%
Torres Strait Island Regio... Apr 29, 02:00	Great News for Dauan Island: Barge Ramp Upgrade Coming Soon! \$2.21 million in funding has been secured for the much needed upgrade of the island's barge ramp, thanks to...	27	0	0	15	532	7.89%
Torres Strait Island Regio... Apr 28, 00:50	Reminder: Have Your Say on the Future of Torres Strait's Economy! If you haven't completed the TSIRC Economic Development Survey yet, now's the time! Your input will help...	1	0	0	3	144	2.78%
Torres Strait Island Regio... Apr 24, 23:07	Today we remember. On ANZAC Day, we honour the bravery, sacrifice and spirit of all Torres Strait Islander, Aboriginal and non-Indigenous servicemen and women who served—and continue to...	25	0	2	4	271	11.44%
Torres Strait Island Regio... Apr 24, 01:37	Economic Development: We're on Island next week! We will be meeting with community members, businesses, and leaders to talk about local economic opportunities. We've had great...	7	0	2	16	394	6.33%
Torres Strait Island Regio... Apr 24, 00:51	Remote Voting is Coming to Our Islands - 2025 Federal Election! The Australian Electoral Commission (AEC) is heading to each of our communities! Check out when the voting tea...	1	0	0	1	113	1.77%
Torres Strait Island Regio... Apr 17, 01:00	From Erub to the United Nations Headquarters in NYC! Erub Arts artists Lavinia Ketchell and Joshua Thaiday have travelled from the Torres Strait to New York to present their powerful exhibition, 'Ghost...	46	3	7	52	908	11.89%
Torres Strait Island Regio... Apr 13, 23:47	Have Your Say! The Economic Development Survey is LIVE! We want to hear from you! Tell us what matters most when it comes to local businesses, job opportunities, training...	7	0	2	13	323	6.82%
Torres Strait Island Regio... Apr 13, 23:47	Budget Review for the 2024/25 financial year - We are proud to share our Budget Review for the 2024/25 financial year! Here's a...	10	0	0	68	438	17.82%



## Communications Media Report – April 2025

## Media releases

Description	Date
<a href="#">Council Welcomes \$77 Million Funding Boost</a>	08/04/2025
<a href="#">Uniting Through Sport</a>	14/04/2025
<a href="#">Empowering Torres Strait Communities to Shape their Economic Future</a>	15/04/2025
<a href="#">Unlocking new funding for community growth and development</a>	24/04/2025

## Media coverage

Description	Publication	Date
QLD Gov urged to come to the table to combat climate change. (Labor Gove \$77 Million funding announcement)	National Indigenous Times	08/04/2025
Labor announces \$77 million in MIP and Seawall funding	<a href="#">7 Local News</a>	07/04/2025
Community Engagement for Economic Development Strategy	Torres News	14/04/2025
Community Engagement for Economic Development Strategy	Torres News	17/04/2025
April Council meeting media release	Torres News	24/04/2025
Ramps and Roads secured for Dauan and Erub	Torres News	01/05/2025

Welcoming the funding, which will see \$36.2 million over five years used to help fund Stage 3 of the Torres Strait Seawalls Program by offering additional engineering and seawall structures on five islands: Poruma, Iama, Masig, Warraber and Badu, Mr Mosby said it "ensures the preservation and maintenance of one of the oldest cultures in this world".

"What we are calling [for] today...is a bipartisan [approach]. The needs to be a whole of government approach for investment into the Torres Strait, its people and its strategic important role that it plays to this state and to this country Australia," he added.



Mr Mosby, Senator McCarthy, and other Torres Strait representatives in Cairns on Monday (Image: supplied)

Some LNP members including Cook MP David Kempton have already called for better water infrastructure, but Mr Mosby said he had yet to have contact with state MPs over what commitment they were offering.

"We would expect, regardless [of] what colour of government at state and Commonwealth, First Nations people are important agenda to Australia as a country," he said.

"One would think that those relationships and partnerships are in place at both state and Commonwealth."

Federal Minister for Indigenous Australians, Malarndirri McCarthy, told reporters the funding for the seawalls was "absolutely critical," and called on the Crisafulli government to "join us to complete this".





10 NEWS

THURSDAY 1 MAY 2025 TORRES NEWS

## Ramp and roads funding secured for Dauan and Erub



ABOVE & INSET: The Dauan boat ramp is set for an upgrade. Pics supplied.

The Dauan community is set to benefit from a major infrastructure upgrade, with \$2.21 million in funding

secured for the much-needed improvement of the island's barge ramp. The funding, provided

under the *Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme (ATSI TIDS)*, was

confirmed by the Department of Transport and Main Roads (TMR) earlier this month. The project,

scheduled for the 2025/26 financial year, would address significant damage to the existing ramp to ensure safer and more reliable freight and transport access for the island's residents and businesses.

During the April Council meeting, the Torres Strait Island Regional Council (TSIRC) formally resolved to enter into a funding agreement with TMR to secure the \$2.21 million grant.

The Dauan Barge Ramp Upgrade would deliver a robust new structure to replace the deteriorating ramp.

Key works included:

- Replacing damaged panels on the lower section of the ramp.
- Building a durable, solid concrete ramp, designed to withstand daily use and severe weather conditions.
- Reinforcing the ramp's abutments with imported rock to add strength and stability.

The improvements addressed years of wear and tear, and ensured the ramp would meet the growing transportation needs of the community.

The funding was part of the State-wide ATSI TIDS program, which supported transportation infrastructure projects in Aboriginal and Torres Strait Islander communities across Queensland.

By investing in critical infrastructure, the program aimed to improve safety, accessibility, and overall quality of life in remote areas.

Mayor Mosby said the funding announcement was a welcome and significant win for the Dauan Island community.

"This upgrade is crucial for Dauan," Mayor Mosby said.

"The barge ramp is a lifeline for residents and businesses, and these improvements will ensure it remains safe and reliable for years to come."

"This is about supporting our community's future, and we are grateful to the Department of Transport and Main Roads for recognising the importance of this project," he said.

With funding now secured, planning and preparations for the upgrade were set to start in the coming months.

### Erub Roads

TSIRC has also secured more than \$2.7 million in Disaster Recovery Funding to reconstruct roads on Erub after the devastation caused by Tropical Cyclone Jasper and associated flooding in December 2023. The grant, approved under the Disaster Recovery Funding Arrangements (DFRA), was to help

restore essential public assets in the region.

The funding was deemed eligible by the Queensland Reconstruction Authority (QRA) and jointly funded by the Commonwealth and Queensland Governments in an initiative aimed at helping local governments recover from the impacts of natural disasters.

Mayor Mosby welcomed the funding and said it was important to the community's recovery efforts.

"The people of Erub endured significant challenges due to Cyclone Jasper," he said.

"This funding will ensure the reconstruction of essential infrastructure that our community relies on daily."

"It's a critical step in helping us build back better and stronger."

TSIRC CEO James William said the funding reflected a collaboration between governments and local communities.

"This funding is a testament to the strong partnership between TSIRC, the Queensland Government, and the Commonwealth," he said.

"It will allow us to repair critical infrastructure and ensure the safety and connectivity of our communities."

# LABOUR DAY 2025

## THURSDAY ISLAND 23 MAY 2025

Parade starts at 5:30pm  
Anzac Park  
(Anzac Parade Entrance)

The parade concludes at the  
Thursday Island Bowls Club

Family fun day  
Courtesy of  
your Union

Queensland Unions  
Celebrating 100 years of service

MAJOR PARTNER  
Australian Retirement Trust

Australian Super  
union benefits

Support Partner  
NAB 4G





## Forward-thinking ideas sought for TSIRC plan

The Torres Strait Island Regional Council (TSIRC) is looking to hold a conversation with nearly the whole of the Torres Strait to help shape a forward-thinking economic development plan for the region.

In a project that will lay the groundwork for a 10-year *Community-Based Economic Development (CBED) Action Plan*, the Council said the priorities were culturally appropriate, environmentally responsible, and community-led strategies.

Phase 1 Community Engagement Project as part of its Economic Development Strategy, was launched this week.

The initiative, funded by the Torres Strait Regional Authority (TSRA) and developed in partnership with Emver Partners, aimed to create jobs, grow businesses and build a stronger, more sustainable future for the region through community-driven input.

Mayor Phillemon Mosby said he was a passionate advocate for the initiative and it was a significant milestone:

"Empowerment through community-led economic development is critical to the future of the Torres Strait," he said.

"By placing culture and community aspirations at the centre of this strategy, we are ensuring a sustainable and prosperous future for generations to come.

"I encourage everyone to have their say – your voice is key to shaping our future."

TSRA Chairperson George Nona said economic development was critical for enhancing the region's wealth by creating sustainable industries and boosting job opportunities.

"The ability for our people to not only participate in but lead economic development is key to the prosperity of our region," Mr Nona said.

"In addition to providing funding for TSIRC to drive a community-led Economic Development Strategy, TSRA is proud to deliver a dedicated Economic Development Program offering employment and training-related grants, home loans, concessional loans, business growth



TSIRC Mayor Phillemon Mosby. Pics supplied.

packages, business support services and mentoring, along with our free You Sabe Business workshops."

The project leveraged the region's rich cultural heritage, strategic location, marine and natural resources, and growing interest in sustainable tourism and Indigenous enterprise.

A Project Steering Group, comprised of TSIRC Councillors and staff, would ensure cultural and customary guidance throughout the process.

### Have your say

Residents were encouraged to participate in upcoming community engagement sessions, to be held across all TSIRC communities, from late April to June.

For those unable to attend in person, an online survey was also available at Council Offices and on the TSIRC website.

By completing the survey, participants have the chance to win a \$100 IBIS/CEQ voucher.

For more information about the project, please contact David Brown, TSIRC Economic Development Lead, at [economicdevelopment@tsirc.qld.gov.au](mailto:economicdevelopment@tsirc.qld.gov.au).

**Scan QR the code with your phone to take the survey.**





**Attachment 3 – Fuel Infrastructure Capital Project Review**

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



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



**Attachment 4 - Fuel Pod Status**

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



## Attachment 5 – Green Fleet Delivery Status

Priority	Community	Make	Model	SENT	ARRIVED
1	Ugar	Kubota	L5740HDCA	26-Nov-24	9-Dec-24
1	Erub	Kubota	ZD1221L	9-Sep-24	30-Sep-24
1	St Pauls	Kubota	ZG222		
2	Yam	Kubota	L5740HDCA	26-Nov-24	9-Dec-24
2	Ugar	Kubota	ZD1221L	26-Nov-24	9-Dec-24
2	Kubin	Kubota	ZG222		
3	Kubin	Kubota	L5740HDCA	26-Nov-24	Apr 25
3	St Pauls	Kubota	ZD1221L	26-Nov-24	Apr 25
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	May 2025
6	Hammond	Kubota	ZG222		
7	Dauan	Kubota	ZD1221L	26-Nov-24	3-Dec-24
7	Badu	Kubota	ZG222		
8	Yam	Kubota	ZD1221L	3-Dec-24	9-Dec-24
8	Saibai	Kubota	ZG222		
9	Boigu	Kubota	ZG222		



*Blessing of Machinery on Ugar*



**Attachment 6 - Garbage Truck Status**

Division	Vehicle	Status	Comments
1 – Boigu	Mitsubishi Canter 4WD	Operational	Replacement vehicle in Cairns, ETA division July 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 in September 2024
4 – Mabuiag	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in November 2024
5 – Badu	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division in July 2024
6 – Arkai/Kubin	Hino 300 Compactor	Operational	New vehicle delivered to division in September 2024
7 – Wug/St Pauls	Isuzu FVD Bucher Compactor	Operational	New vehicle delivered to division in September 2024
8 – Kirirri / Hammond	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in 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 in November 2024
11 – Poruma	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in February 2025
12 – Masig	Isuzu NPR 350	Operational	New vehicle delivered to division in April 2025
13 – Ugar	IsuzuNQR series Russ Compactor	Operational with defects	Replacement vehicle in Cairns, ETA division July 2025
14 – Erub	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in October 2024
15 – Mer	Isuzu NQR Russ Compactor	Operational	New vehicle delivered to division in November 2024



## Recruitment – 1 to 30 April 2025

Transition Readiness Rating (TRR) Key:

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

Successful Appointments in April: Total [7]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Housing Officer	Division 3, Saibai	Successful appointment – 07/04/2025	External
1	Housing Officer	Division 5, Badu	Successful appointment – 07/04/2025	External
1	Engineering Officer	Division 7, St Pauls	Successful appointment – 07/04/2025	External
1	Housing Officer	Division 4, Mabuia	Successful appointment – 14/04/2025	External
1	Desktop & Systems Administrator	Cairns	Successful appointment – 14/04/2025	External
3	Manager Financial Accounting & Assets	Cairns	Successful appointment – 28/04/2025	External
1	Aged Care Support Worker	Division 3, Saibai	Successful appointment – 28/04/2025	External

Long term vacancies – Corporate Services	Time to fill	Comments
Executive Assistant to the CEO	Vacant since October 2024	Temp Staff 3 rounds of advertising
Governance, Legal & Insurance Officer	Vacant since January 2024	Position advertised multiple times. No suitable candidates, shallow candidate pool
Safety & Wellbeing Officer	Vacant since November 2024	Going to interview
System Administrator	Vacant since July 2024	One position successfully appointed, second position still no suitable candidates
Fuel and Fleet Officer	Vacant since January 2024	Not currently recruiting

Long term vacancies – Financial Services	Time to fill	Comments
Financial Accountant	Vacant since November 2023	
Project Accountant	Vacant since July 2024	
Administration Officer, Assets	Vacant since September 2024	Temp Staff
Team Leader, Creditors	Vacant since June 2024	Internal Staff.
1 x Finance Officer	Vacant since December 2024	Temp Staff. Interview conducted recently no suitability



Creditor's Officer	Vacant since December 2024	Position advertised in February 2025 Temp Staff fill in.
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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 – Position advertised. Progressed to interviews
1 x R & M Administration Officer	Vacant since February 2024	Temp Staff – Position advertised - Progressed to interviews
2 x Administration Officer – BSU	Vacant since July 2024	Temp Staff – Position advertised - Progressed to interviews

Long term vacancies – Manager Housing	Time to fill	Comments
Housing Officer – Hammond	Over 12 months	

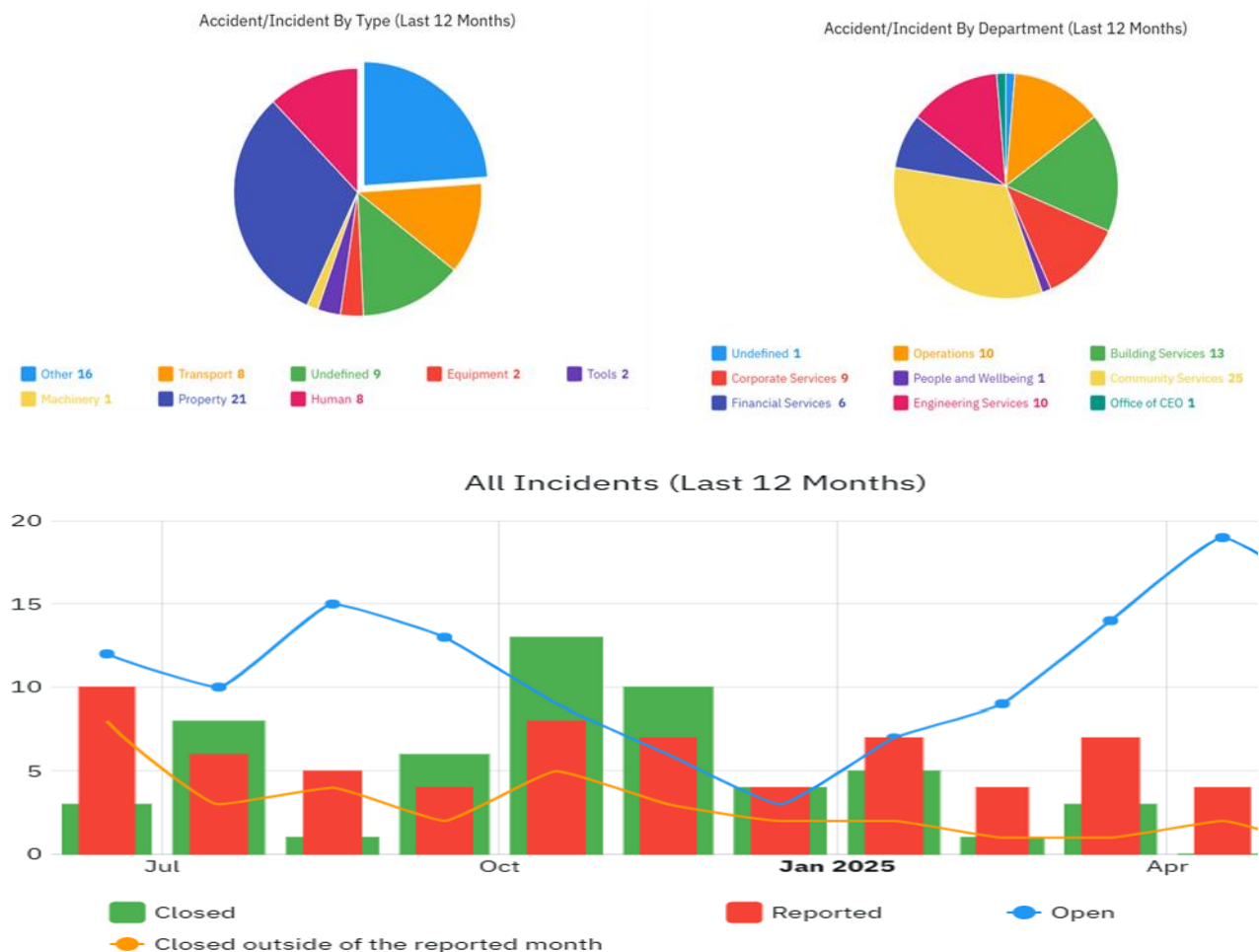
Long term vacancies – Community Services	Time to fill	Comments
Aged Care Support Worker – St Paul's	Vacant since September 2024	
Casual Aged Care Worker – Mabuiag	Vacant since September 2024	
Childcare – Cleaner/Yardsman, Badu	Vacant since February 2024	
Aged Care Support Worker – Masig	Vacant since 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
Manager Water & Wastewater	Vacant since January 2025	Internal Staff acting. Position advertised, progressing to interviews
2 x Senior Project Engineer	Vacant over 12 months	Position advertised.
Project Engineer – Capital Works	Vacant since February 2024	
Graduate Engineer – Water & Wastewater	12 months	
Casual Labourer – Civil Crew	12 months	
Divisional Engineering Officer – Hammond	Vacant since February 2025	2 rounds of advertising – no suitability



Engineering Officer – Ugar	Vacant since 2024	
Casual Engineering Officer – Ugar	Over 12 months	

### Safety and wellbeing – 1 to 31 April 2025



#### Incident Management

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

#### Safety & Wellbeing current action items

- Monitor risks associated with widespread Fleet failure including risk to staff and the environment
- Finalisation of WHS Policy and Management Plan
- Provide training on Chem Watch Program
- Travel safety procedure review
- High Risk Work assessments

#### Workers Compensation

1 reopened claim

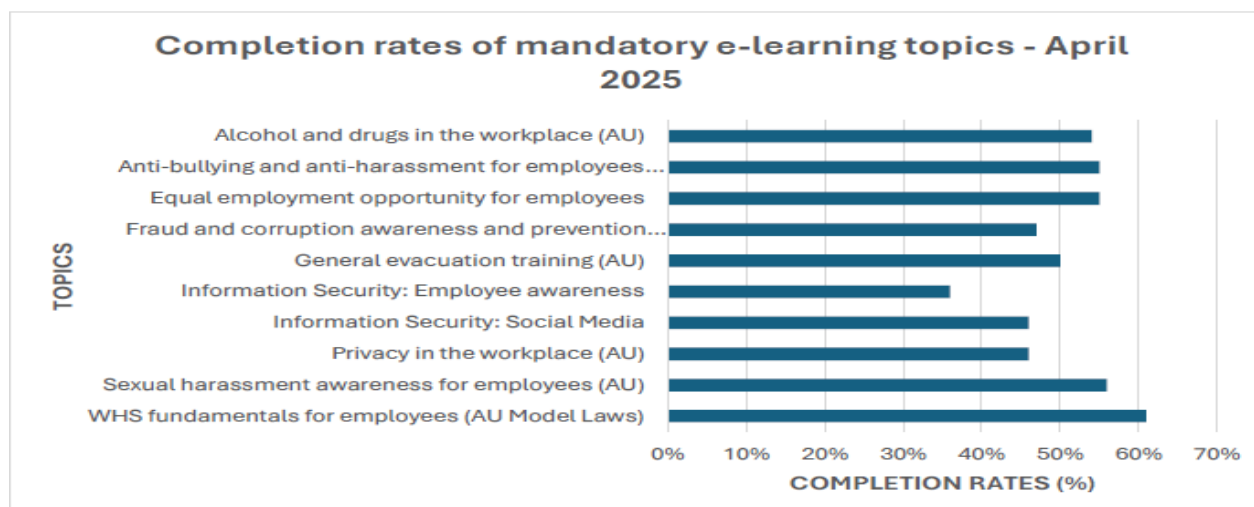


Training	Department	Update
LGAQ - Ignite Programme Nomination	Engineering	Engineering officer continuing with the Ignite Programme. Feedback from the participant indicates they are finding the Programme extremely beneficial.
HSR Training	MSAO Warraber	HSR training completed successfully through Worksafe Connect.
Cert IV Project Management Practice	BSU	BSU staff member undertaking Cert IV in Project Management Practice.
First Aid/CPR	TBA	Waiting on advice regarding numbers of staff that require First Aid/CPR training.
Fire Warden	TBA	Waiting on advice regarding numbers of staff that require Fire warden Training.
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.
ARO Training	Engineering	Arranging ARO training for various engineering staff to take place on Horn in June

Focus Areas:

- Finalise Leadership Development training module
- Development of Leadership Charter including Leadership Values workshops.
- Development of “Wiskin Council e Run” program to be run with high school students from TSIRC region on Thursday Island.
- Attendance at Tagai High School Careers Day, Thursday Island.
- Progressing Bachelor of Business course for staff.

Currently there are 374 users of the LMS consisting of 360 staff, 14 recruitment agency personnel with 43 users accessing the platform during the month of April.



Other Comments:

There has been an increase in the attention to recruiting positions to be based in the Torres Strait with limited success due to a number of factors including lack of suitable qualifications, lack of accommodation/housing, and limited office space. Whilst some applicants, originally from the Torres Strait,



have indicated interest in positions, the inability to find suitable accommodation has resulted in staff remaining located in Cairns or withdrawing from the recruitment process.

The organisational development project to upskill staff as part of the TAP has had setbacks due to under-resourcing in the People and Wellbeing department and a slow uptake of the opportunity to engage with University training, in part due to limitations in our ability to follow up with staff.

The increasing failure of plant and heavy machinery remains the biggest concern for Safety and Wellbeing which has resulted in an increase in manual labour, including digging trenches by hand with graves likely to follow, and an increase in pollution into the ocean and across land undermining the environmental sustainability of the region.





Engineering Services

## **ENGINEERING OPERATIONS**

### **OFFICER RECOMMENDATION:**

**That Council notes this report.**

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### **EXECUTIVE SUMMARY:**

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

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

### **Interested Parties/Consultation:**

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

### **Background:**

#### **Division 1: Boigu**

##### **Operations**

- Manually operating the Sewer well Pump.
- Completed monthly boat ramp pressure clean.
- Trimmed of trees infringing the WDI and grass maintenance around lights.
- Faulty on RO unit 2 have been fixed and now operational.
- Grass maintenance around water lagoon.

##### **Disaster Management**

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

#### **Division 2: Dauan**

##### **Operations**

- Assist and engaging with community for cultural event and general community cleaning.
- Minor road potholes maintained, and roadside grass maintained to Water well 4.



- Grass maintenance completed around parks and roadside.
- Helipad grass maintenance completed.
- Housekeeping around council office compound area.

#### Disaster Management

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

#### **Division 3: Saibai**

##### Operations

- Rectify Chlorine issue at WTP with assistance from Tech Officer.
- Completed Aerodrome light maintenance with Avionics.
- Roadside, office and community hall Grass maintenance completed.
- Reservoir intake pipe repaired, monitor emergency lagoon pumps.
- Attend and rectify few town water tanks overflowing, meter leaks and tap leaks.

#### Disaster Management

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

#### **Division 4: Mabuiag**

##### Operations

- Monthly Boat ramp pressure cleaned.
- Grass maintenance around bore water well completed.
- Maintain parks and roadside grass maintenance.
- Indoor maintenance and service equipment due to heavy rain.
- Grass maintenance around STP, Sewer Pump Stations and housekeeping.

#### Disaster Management

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

#### **Division 5: Badu**

##### Operations

- Redirecting water main line at Fuel bowser station.
- Attend to few minor water leaks in the community.
- Grass maintenance completed around 5 Parks, Main Office, Community Hall and roadside.
- Maintained major potholes and completed road to Landfill and on Tamwoy and Mairu Street.
- General cleaning and grass maintenance at Cemetery.

#### Disaster Management

- Satellite Phone: No
- HF Radio: No
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No



## **Division 6: Kubin**

### **Operations**

- Grass maintenance completed around sewer lagoon and pump stations.
- Roadside grass maintained and over hanging trees.
- Still currently operating manually on Sewer well Pump.
- Due to heavy rain, completed indoor works service equipment.
- Maintaining grass on both RWY strip.

### **Disaster Management**

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

## **Division 7: St Pauls**

### **Operations**

- Rectified few water leaks in the community.
- Maintain/Backfill wash out Infront of the IBIS supermarket.
- Grass maintenance around pump stations and general housekeeping.
- Assisting Div6 in doing waste collection.
- Grass maintenance throughout community.

### **Disaster Management**

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

## **Division 8: Hammond**

### **Operations**

- Completed pressure clean of Boat Ramp and general housekeeping on waiting shed.
- Cemetery/roadside grass maintenance completed.
- General housekeeping and Grass maintained around WTP.
- Indoor maintenance and equipment cleaning due to heavy rain
- Completed in house water sample testing.

### **Disaster Management**

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

## **Division 9: Iama**

### **Operations**

- Airport fence installation completed by Paul Ware Construction.
- Currently in progress maintaining Landfill and clearing.
- Storm drains maintenance completed on O’Leary, Kebisu and Ergon Street.
- Grass maintenance completed around all TSIRC assets.
- Service Ro units and fixed few water leaks in the community.

### **Disaster Management**

- Satellite Phone: Completed & Operational



- HF Radio: No
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 10: Warraber**

##### **Operations**

- General maintenance around wharf and remove fallen tree.
- Attend to 2 major water leaks and was rectified.
- Grass maintenance completed around all Sewer Pump Stations and STP.
- Maintenance completed on water lagoon fence mesh and Landfill.
- Housekeeping inside water officer and sewer officer.

##### **Disaster Management**

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

#### **Division 11: Poruma**

##### **Operations**

- Fixed few water leaks in the community.
- Grass and Yard Maintenance completed on Gazebo, Kiosk, IBIS and Office.
- Airport waiting shed and yard maintenance general housekeeping completed.
- Sewer Tech officer and Austek rectify issue at STP switchboard.
- Water Officer service and maintain Desalination Unit for daily operation.

##### **Disaster Management**

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

#### **Division 12: Masig**

##### **Operations**

- Fixed burst water main under road across from Council Office.
- Grass Maintenance completed around Helipad and Both RWY Strip.
- Flushed water mains around the community, Grass maintained at water lagoon.
- Landfill grass maintenance along fence line.
- Sewer sample testing completed and sent to Cairns.

##### **Disaster Management**

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

#### **Division 13: Ugar**

##### **Operations**

- Grass maintenance around the community roadside.
- Grading the landfill road and clearing the inside the fence line.
- Grass maintenance completed around all TSIRC assets.
- General housekeeping and operations at WTP.
- Trimming and cut down trees infringing the road from Office to IBIS.



#### Disaster Management

- Satellite Phone: No
- HF Radio: No
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **Division 14: Erub**

##### Operations

- Manually garbage collection completed due to wet surface to landfill.
- Grass maintenance completed around mechanic shed and ocean view accommodation.
- General housekeeping and maintenance inside mechanic shed.
- Cemetery grass maintenance completed.
- Trees infringing RWY 10/28 was maintained and completed.

#### Disaster Management

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

#### **Division 15: Mer**

##### Operations

- Roadside grass maintenance completed eastern side of the island pass cemetery (Babud- Korog).
- Attend to overhanging trees infringing and overgrown vegetation along the road.
- Completed grass maintenance of both RWY strips.
- General maintenance around mechanics shed.
- Rectify major water issue with power shutting off with assistance from Northern waters and Tech Officers.

#### Disaster Management

- Satellite Phone: Yes
- HF Radio: Yes
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

#### **COMPLIANCE / CONSIDERATIONS:**

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



**Other Comments:**

LCDC received a Codan HF Radio Control Cable for Kubin arranged with Kubin DEO for a pickup from St Pauls TSIRC. Once the cable is attached Division 6 will be able to conduct HF Radio Testing  
Mer SAT Phone & HF Radio Testing Completed outcome failed to connect due to weather condition.  
Ugar & Badu tasks did not complete no response from Divisional Manager or DEO.  
No HF Radio Testing from lama due to DEO on sick leave.  
SES Team recently visited Badu & Mabuiag undertaking Recruitment Drive.  
Divisional Manager Badu TSIRC supported SES Capability Officer on usage of Badu TSIRC storeroom to house SES Training Equipment & Tools.  
SES CO inform LCDC it will be a while before SES Equipment to barge from Cairns to the nominated islands for upcoming training.  
SES Training schedule June/ July 2025 for Badu/ Kubin/ Mabuiag.  
Maritime Safety Queensland visitation to Boigu/ Saibai this month of May to conduct a safety program for the community.  
Marine Rescue Volunteer Members officially registered with MRQ (Marine Rescue Queensland).

**Authored:**

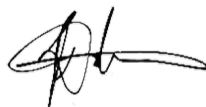
Amanda Pearce  
Acting Manager, Engineering Services

**Recommended:**

Adeah Kabai  
Head of Engineering

**Endorsed:**

David Baldwin  
Executive Director, Engineering Services

**Approved:**

James William  
Chief Executive Officer

Action Officer Contact Details: Amanda Pearce  
Acting Manager Engineering Operations.  
0438 938 808  
amanda.pearce@tsirc.qld.gov.au

**ATTACHMENTS:**

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



SAT PHONE SERVICEABILITY CHECK															
		2024										2025			
Island Community	SAT Phone Number	April	May	June	July	August	September	October	November	December	January	February	March	April	
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	X	
Kubin	0147 181 178	✓	✓	X	✓	✓	✓	✓	U/S	✓	✓	✓	✓	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	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	X	
Cairns	0147 186 884	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

✓

Indicates succesful test

✓

Tested, but no connection

U/S

Indicated Equipment Issue

X

Indicates test was not complet



HF RADIO SERVICEABILITY CHECK													
	2024									2025			
Island Community	April	May	June	July	August	September	October	November	December	January	February	March	April
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	✓	✓	✓	X
Kubin	NA	NA	NA	NA	NA	NA	NA	NA	✓	U/S	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	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





## **ENGINEERING SERVICES – WATER AND WASTEWATER**

### **OFFICER RECOMMENDATION:**

That Council notes this report.

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### **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:**

<b>Statutory:</b>	<ul style="list-style-type: none"><li>• Water Supply (Safety and Reliability) Act 2008</li><li>• Public Health Act 2005</li><li>• Environmental Protection Act 1994</li></ul>
<b>Budgetary:</b>	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.
<b>Risk:</b>	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.
<b>Links to Strategic Plans:</b>	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 April 2025.

**Author:**

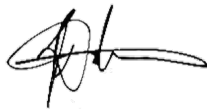
Emma Evans  
Acting Manager, Water & Wastewater

**Recommended:**

Adeah Kabai  
Head of Engineering

**Recommended:**

David Baldwin  
Executive Director, Engineering Services

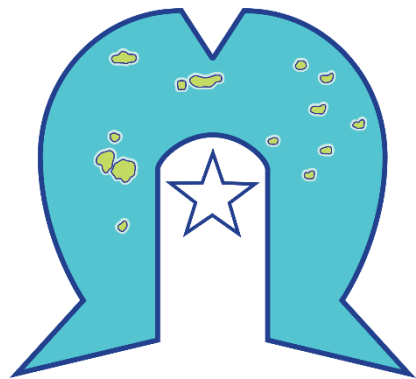
**Approved:**

James William  
Chief Executive Officer

**ATTACHMENTS:**

Monthly Water & Wastewater Report.





**Torres Strait Island**  
REGIONAL COUNCIL

**Engineering Services**

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# **MONTHLY WATER & WASTEWATER REPORT**

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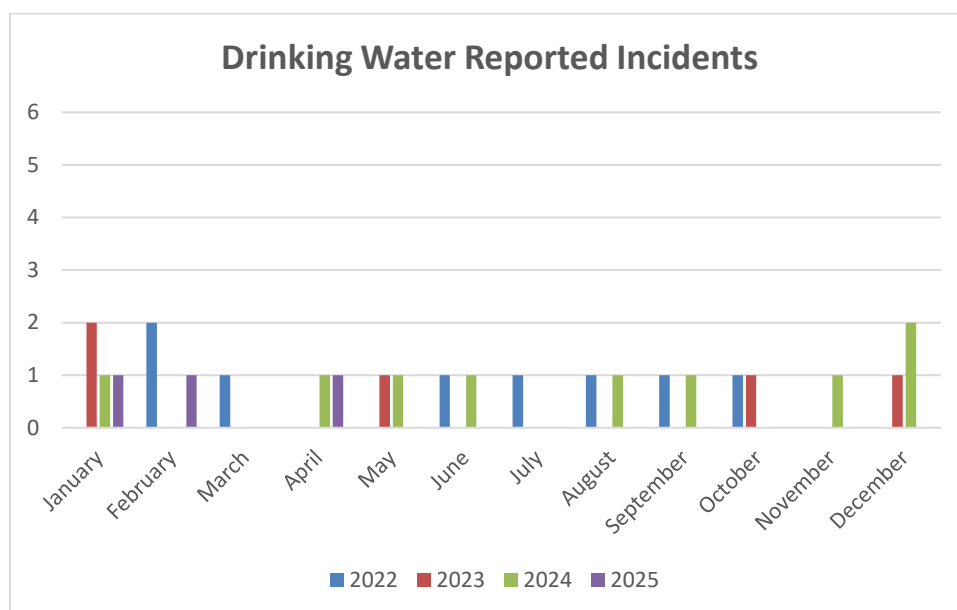
**May 2025**

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<b>Author</b>	<b>Reviewer</b>	<b>Revision</b>	<b>Date</b>
Emma Evans	Adeah Kabai	1	



## STATUS OF WATER ALERTS



### Mabuiag

A Boil Water Alert was lifted on 14<sup>th</sup> April 2025. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

### 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 10<sup>th</sup> December 2024. 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 26<sup>th</sup> February 2025. This BWA will be lifted on the successful completion of In-house E. coli testing and Cairns NATA Laboratory E. coli testing.

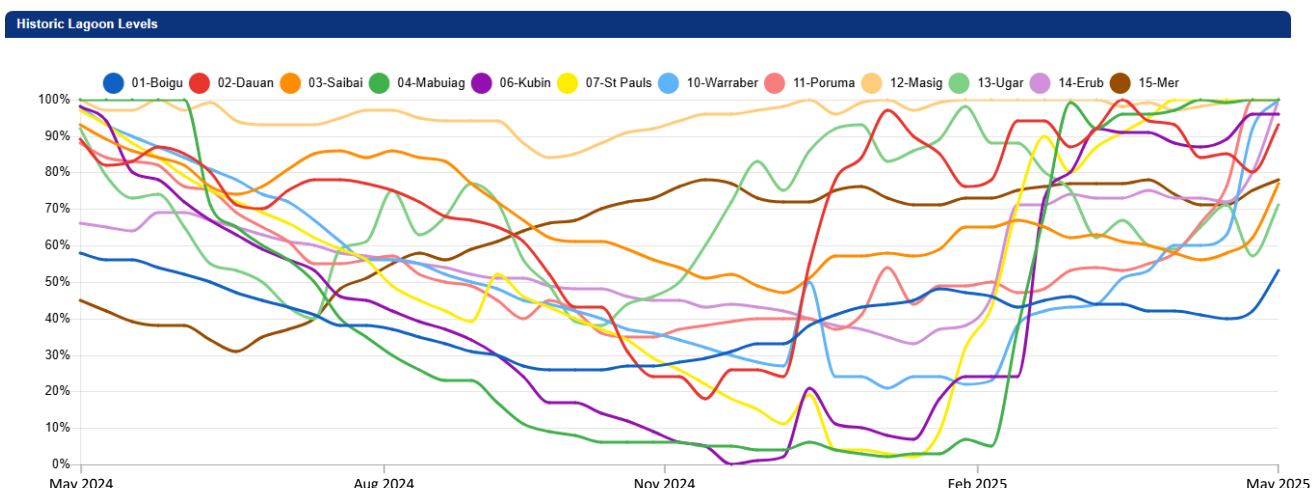
### Mer

A Boil Water Alert was issued on 24<sup>th</sup> April 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 as at Thursday 8<sup>th</sup> May 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 2 Water Restrictions – 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 2 Water Restrictions – 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 2 Water Restrictions – 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	Network/property leaks	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.*



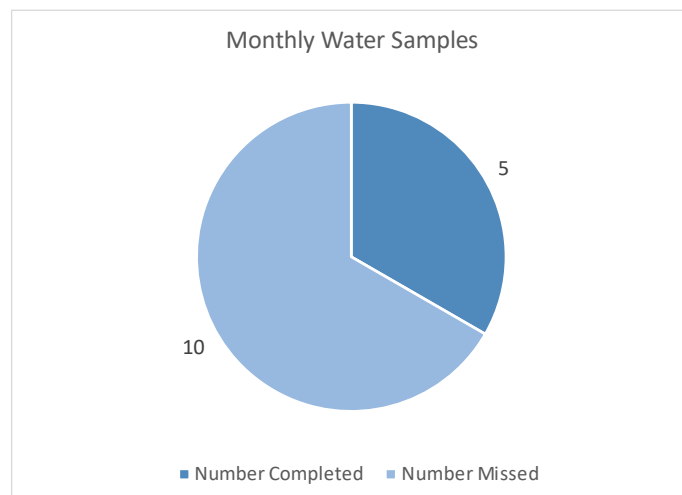
## WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	• Normal operation. <b>Repairs required.</b>
2	Dauan Island	• No Sewage Treatment Plant
3	Saibai Island	• Normal operation
4	Mabuiag Island	• Not operational. <b>Repairs/full upgrade required.</b>
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. <b>Repairs/full upgrade required.</b>
10	Warraber Island	• Normal operation. <b>Repairs required.</b>
11	Poruma Island	• Not operational. <b>Repairs/full upgrade required.</b>
12	Masig Island	• Normal operation. <b>Repairs required.</b>
13	Ugar Island	• No Sewage Treatment Plant
14	Erub Island	• Normal operation.
15	Mer Island	• Normal operation. <b>Repairs required.</b>



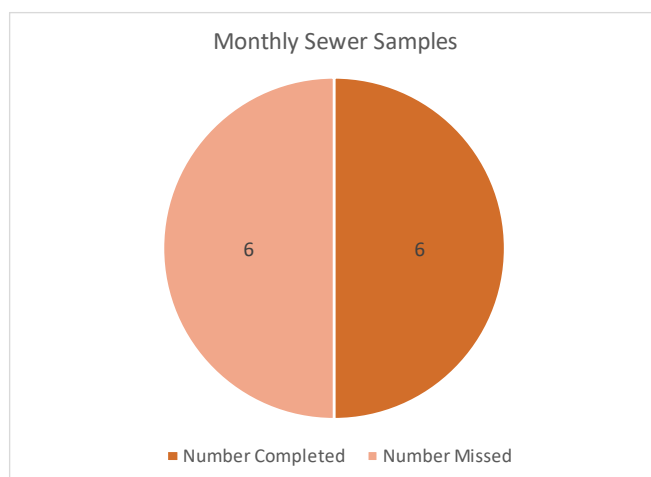
## WATER AND WASTEWATER SAMPLING

### Water



Monthly Water E Coli samples from 5 communities were completed and all passed. Four of these were from in-house laboratories. Transport to in-house laboratories was hampered by bad weather and flight 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.