Torres Strait Island
REGIONAL COUNCIL

NOTICE OF COUNCIL MEETING

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

Wednesday, 10 December 2025 - Trustee Meeting (9.00am to 10.30am)
- Ordinary Meeting (10.30am to 5.00pm)

Microsoft (TEAMS) Meeting ID: 466 069 832 218 | Passcode: vR3gj2k2

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

5 December 2025

ORDINARY MEETING
10 DECEMBER 2025

AGENDA

Time: 10.30am to 5.00pm

Venue: *Microsoft (TEAMS) Meeting ID: 466 069 832 218 | Passcode: vR3gj2k2*

ORDER OF BUSINESS

10.30am

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

B. APOLOGIES

C. CONFLICT OF INTEREST DECLARATIONS

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

1. CONFIRMATION OF MINUTES (19 NOVEMBER 2025)

1.1. Action Items Update

2. MAYORAL REPORTS

2.1. Mayoral Monthly Report

3. CHIEF EXECUTIVE OFFICER REPORTS

3.1. CEO Monthly Report (November 2025)

3.2. TSIRC Meeting Schedule for 2026

OFFICER REPORTS FOR DECISION

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

5.1 Torres Strait Treaty – Suspension of Traditional Visits Over Christmas/New Year Period 2025-26 *– held over from previous meeting*

6. CORPORATE SERVICES DIRECTORATE

6.1 Community Grants Program Allocation (November 2025) *(late report)*

6.2 Funding Acquisition Report (November 2025) *(late report)*

6.3 TSIRC 2024-25 Annual Report

6.4 Policy Update – Complaint Management Policy

6.5 TSIRC Economic Development Community Engagement Report — Phase 1

7. ENGINEERING SERVICES DIRECTORATE

Nil.

8. FINANCIAL SERVICES DIRECTORATE

8.1 Financial Dashboard Report (November 2025)

	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 Seawalls Program Funding Distribution** *[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 **15.1 Mirabou Energy – Renewable Energy Project Status Update** *[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 pertains to "legal advice obtained" and "negotiations relating to a commercial matter involving Council for which a public discussion would be likely to prejudice the interests of the local government".]*
	16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION
	17. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION
	18. ITEMS ARISING
	19. INFORMATION REPORTS **19.1 BUILDING SERVICES (November 2025)** **19.2 COMMUNITY SERVICES (November 2025)** **19.3 CORPORATE SERVICES (November 2025)** **19.4 ENGINEERING SERVICES (Engineering Operations)** **19.5 ENGINEERING SERVICES - Water & Wastewater (November 2025)**
	20. NEXT MEETING – TBC January 2026 (VC) *– pending Council endorsement of AI 3.2 above*
5.00pm	**21. CLOSE OF MEETING & PRAYER**

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
1

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

CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING (19 NOVEMBER 2025)

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

Council held its monthly Ordinary Council meeting online on 19 November 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 of this meeting have been posted on the Council website.

Following endorsement by Council, the confirmed Minutes will be uploaded onto the Council website.

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254F(4) of the *Local Government Regulation 2012*
Budgetary:	N/A
Policy:	N/A
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council ➢ *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	*In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self-determination, we have the right to autonomy or self-government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.*
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Draft Minutes of the Ordinary Council Meeting held on 19 November 2025.

ORDINARY MEETING
19 NOVEMBER 2025

MINUTES

Time: 10.30am to 5.00pm

Venue: *Microsoft (TEAMS) Meeting ID: 458 941 718 744 | Passcode: ij7i6hb6*

PRESENT:

Mayor	Cr Phillemon Mosby
Division 2 – Dauan	Cr Torenzo Elisala
Division 3 – Saibai	Cr Chelsea Aniba
Division 4 – Mabuiag	Cr Keith Fell
Division 5 – Badu / **Deputy Mayor**	Cr Ranetta Wosomo
Division 7 – Wug (St. Pauls), Mua Island	Cr John Levi
Division 9 – Iama	Cr Aggie Hankin
Division 11 – Poruma	Cr Francis Pearson
Division 12 – Masig	Cr Ted Mosby
Division 13 – Ugar	Cr Rocky Stephen
Division 14 – Erub	Cr Nixon Mye
Division 15 – Mer	Cr Bob Kaigey

APOLOGIES:

Division 6 – Kubin	Cr Iona Manas *– Sad News / Sorry Business*
Division 10 – Warraber	Cr Kabay Tamu *– overseas commitments*

ABSENT:

Division 1 – Boigu	Cr Dimas Toby
Division 8 – Kirirri (Hammond Island)	Cr Seriako Dorante

OFFICERS:

Chief Executive Officer	Mr James William
Executive Director Community Services	Mr Dawson Sailor
Executive Director Corporate Services	Ms Vicki Bishop
Manager Governance & Risk	Ms Kim Kerwin
DOGIT Transfer, Land Tenure and Native Title Advisor	Ms Joanne Bryant
Manager Capital Works	Mr Peter Price
Consultant	Mr Anthony Ottaway *– for Agenda Item 15.1 only*
Executive Assistant to the Mayor	Ms Trudy Lui
Executive Assistant to the CEO	Ms Amy Orr
TSIRC Secretariat	Mr Darryl Brooks

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

DRAFT

At 10.20am, the Mayor welcomed Councillors, Executives and staff and members of the public to the Ordinary Council meeting for the month of November 2025, noting that a quorum of members was present.

The Mayor welcomed attendees and made the following acknowledgements:

- Traditional Custodians of land and sea throughout the length and breadth of Zenadth Kes (from Mer in the East to Boigu in the West) and the communities and constituents that Council serves; and
- The Traditional Custodians of Gimuy Country in and Cairns who host elements of the TSIRC footprint.

The Mayor conveyed to those members of the Torres Strait Islander community locally and throughout the homelands and on the Australian mainland who may currently be experiencing Sorry Business, the collective thoughts, prayers and well wishes of the Trustee Council during this time.

B. NOTING OF APOLOGIES

#C24-28/2025-11/B

The following apologies were noted and accepted by Council:

Division	Councillor/Reason	Mover/Seconder
Div. 6 – Kubin	Cr Iona Manas *– Sad News/Sorry Business*	CR STEPHEN / CR WOSOMO
Div. 10 - Warraber	Cr Kabay Tamu *– overseas commitments relating to Climate Change matters*	CR FELL / CR PEARSON

Cr Toby's apology due to unforeseen family matters was submitted and received at 10.20am.

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.

- **Cr Francis Pearson** reminded Council that he had declared a COI in relation to a funding application to be considered under Agenda Item 6.1 (Community Grants Program Allocation – October 2025) and will leave the meeting when that application is being considered.

No other declarations were made by Councillors.

The Mayor also invited Councillors to declare if they are involved in any current legal matters that they are required to advise the Mayor as soon as possible. No such 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. The Mayor added that this livestreaming service offers transparency and allows members of the general public and organisational partners in the region TSIRC footprint to be informed of Council's deliberations and decisions which impact on the region.

1. CONFIRMATION OF MINUTES

1.1. Special Council Meeting (17 October 2025)

#C24-28/2025-11/1.1

CR PEARSON / CR MYE

Council confirms the Minutes of the Special Council Meeting held on 17 October 2025.

CARRIED UNANIMOUSLY

1.2. Ordinary Council Meeting (21-22 October 2025)

#C24-28/2025-11/1.2

CR LEVI / CR STEPHEN

Council confirms the Minutes of the Ordinary Council Meeting held on 21—22 October 2025.

CARRIED UNANIMOUSLY

1.3. Special Council Meeting (31 October 2025)

#C24-28/2025-11/1.3

CR PEARSON / CR LEVI

Council confirms the Minutes of the Special Council Meeting held on 31 October 2025.

CARRIED UNANIMOUSLY

1.4. SARG Standing Committee Meeting Minutes (8 October 2025)

#C24-28/2025-11/1.4

CR WOSOMO / CR LEVI

Council receives and notes the confirmed Minutes of the Strategic Action Reference Group (SARG) Standing Committee Meeting held on 8 October 2025.

CARRIED UNANIMOUSLY

1.5. Action Items Update

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

2. MAYORAL REPORTS

2.1. Mayoral Monthly Report

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

DRAFT

The Mayor also spoke on the success of the November 2025 Council Workshop and commended the work of Council's Communication Team for their assistance throughout the week. The Mayor also expressed his thanks for the support and assistance provided by the Chief Executive's Office (Ms Amy Orr) and the Mayor's Executive Assistant (Ms Trudy Lui) throughout the week of the Workshop.

Action Required:

Executive Director Corporate Services to obtain a video of the Mayor's community address during the November 2025 Council Workshop which can be distributed across the TSIRC footprint to shed light on the geographic and financial challenges before Council in providing services on-ground to community.

- *The Mayor tabled a Mayoral Minute relating to expiring transitional legislation and correspondence from the Queensland Government and requested that Council endorse a recommendation pertaining to the Mayoral Minute. This item has been listed as 'Agenda Item 2.2' for the purposes of these Minutes.*
- *The Manager Governance and Risk (Ms Kim Kerwin) spoke to this report.*

2.2. Mayoral Minute – Expiring Transitional Legislation and Correspondence from the Queensland Government

#C24-28/2025-11/2.2

CR WOSOMO / CR ANIBA

Council requests that the Mayor write to the Minister for Local Government, Water and Volunteers enclosing a copy of Council's formal submission on the expiry of subordinate legislation and seeking the Minister's firm commitment to the establishment of the joint taskforce to address the outstanding legacy matters through a structured and accountable process.

CARRIED UNANIMOUSLY

Action Required:

Manager Governance and Risk to ensure that a copy of the Mayor's correspondence be provided to the Queensland Minister for Aboriginal and Torres Strait Islander Partnerships and the State Member for Cook (Mr David Kempton MP).

3. CHIEF EXECUTIVE OFFICER REPORTS

3.1. CEO Monthly Report (August 2025)

As an introduction, the Chief Executive Officer (Mr James William) made a very special acknowledgement to the Dauan Community as hosts for the October 2025 Council Meetings and extended his thanks to the Dauan Community stating that it was an absolute privilege and honour to be welcomed and embraced by the community and requested that Cr Elisala convey these sentiments to the community.

The Chief Executive Officer also acknowledged the attendance of the Manager Capital Works (Mr Peter Price) and acknowledged and thanked him for the hard work and dedication in managing Council's Capital Works program.

The Chief Executive Officer then spoke to his report.

#C24-28/2025-11/3.1

CR WOSOMO / CR PEARSON

Council notes the Chief Executive Officer Report for November 2025.

CARRIED UNANIMOUSLY

3.2. TSIRC Representation on Queensland Indigenous Council Leaders Accord

#C24-28/2025-11/3.2

CR ANIBA / CR STEPHEN

Council resolves to:

(a) endorse Torres Strait Island Regional Council membership on the Queensland Indigenous Council Leaders Accord; and

(b) endorse the Mayor as Council's representative on the Accord and the Deputy Mayor (Cr Ranetta Wosomo) as the Mayor's Proxy on the Accord.

CARRIED UNANIMOUSLY

4. BUILDING SERVICES DIRECTORATE

Nil.

5. COMMUNITY SERVICES DIRECTORATE

5.1. Torres Strait Treaty – Suspension of Traditional Visits Over Christmas/New Year Period 2025-26

The Executive Director Community Services (Mr Dawson Sailor) spoke to the report and sought feedback from Councillors.

Cr Chelsea Aniba advised that her Papua New Guinea counterpart under the Treaty had requested that the closure period be shortened, with a reopening on 3 January 2025.

Several Councillors supported the proposed shutdown period recommended in the officer's report and several Councillors had concerns about on-ground security during the annual shutdown period. Torres Strait Communities such as Dauan and Saibai have more regular access by Papua New Guinea traditional visitors and would support a shorter shutdown period.

The Mayor requested that this report be held over and considered at the December 2025 Ordinary Council Meeting so that further work can be done in relation to clarification around any additional support which can be provided by relevant State/Federal Government agencies on-ground over the shut-down period that will eventually be approved by Council, as well as a review of the period proposed for the suspension dates.

DRAFT

- *The Mayor suspended deliberations from 12.05pm to 1.05pm for lunch.*

- *Cr Francis Pearson left the meeting prior to discussion of Agenda Item 6.1 below stating a COI in relation to Grant Application CG2026-041 and returned to the meeting at the conclusion of this item.*

6. CORPORATE SERVICES DIRECTORATE

6.1. Community Grants Program Allocation (October 2025)

#C24-28/2025-11/6.1

CR WOSOMO / CR STEPHEN

1. **Council resolves to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:**
   - **CG2026-039 – SAIBAI STAGS U19 FOOTBALL TEAM** for $6,500.00 exclusive of GST
2. **Council resolves to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:**
   - **CG2026-041 – BETHALIA ASAI** for $500.00 exclusive of GST;
3. **Council notes the following:**
   - **(a) No (0) Community Grant applications required divisional contributions;**
   - **(b) Two (2) Community Grant applications were deemed ineligible for processing;**
   - **(c) One (1) Community Grant application was processed for out-of-cycle in October;**
   - **(d) One (1) Funeral Grants applications was deemed eligible for processing;**
   - **(e) Ten (10) Funeral Travel applications were processed in October;**
   - **(f) Two (2) Funeral Donation applications were deemed ineligible for processing;**
   - **(g) Three (3) Funeral Travel assistance applications were deemed ineligible for processing.**

CARRIED UNANIMOUSLY

- *The Manager Governance & Risk (Ms Kim Kerwin) spoke to Agenda Items 6.2, 6.3, 6.4 and 6.5 below.*

6.2. Funding Acquisition Report (October 2025)

#C24-28/2025-11/6.2

CR STEPHEN / CR ANIBA

Council receives and notes this report and its content.

CARRIED UNANIMOUSLY

DRAFT

6.3. Policy Update – Fraud and Corruption Prevention Policy

#C24-28/2025-11/6.3

CR FELL / CR WOSOMO

Council resolves to endorse the updated Fraud and Corruption Prevention Policy.

CARRIED UNANIMOUSLY

6.4. Cape York Regional Plan Review

#C24-28/2025-11/6.4

CR WOSOMO / CR FELL

Council resolves to advise the Department of State Development, Infrastructure and Planning that the Torres Strait Island Regional Council agrees to be involved in the regional planning process for the review of the Cape York Regional Plan 2014 for an expanded Cape York and Torres Strait Region and corresponding Cape York and Torres Strait Region Infrastructure Plan.

CARRIED UNANIMOUSLY

6.5. Council Name Change to Zenadth Kes Regional Council

#C24-28/2025-11/6.5

CR FELL / CR WOSOMO

Council resolves:

1. **To reconfirm its decision of 21-22 July 2020 to make a request to the Minister for Local Government, pursuant to the *Local Government Act 2009* (Act) Chapter 2, Part 3, to propose a local government change to change the name of the Torres Strait Island Regional Council to the Zenadth Kes Regional Council; and**

2. **To prepare a submission to accompany the request to the Minister which sets out:**
   a. **the public benefit sought to be achieved through the change;**
   b. **evidence of engagement and support from the community;**
   c. **that the change is consistent with the local government principles set out in section 4 of the *Local Government Act 2009*; and**
   d. **an estimate of potential costs involved to implement the name change.**

CARRIED UNANIMOUSLY

7. ENGINEERING SERVICES DIRECTORATE

Nil.

- *In the absence of the Executive Director Financial Services, the Chief Executive Officer (Mr James William) spoke to Agenda Item 8.1.*

8. FINANCIAL SERVICES DIRECTORATE

8.1. Financial Dashboard Report (October 2025)

#C24-28/2025-11/8.1

CR HANKIN / CR ANIBA

Council receives and endorses the monthly financial statements attached to the officer's report for the 2025-26 year to date, for the period ended 31 October 2025, as required under Section 204 of the *Local Government Regulation 2012.*

CARRIED UNANIMOUSLY

Action Required:

Executive Director Financial Services and Executive Director Corporate Services to explore messaging to be put on the public record to alert both Government and the Opposition on Council's cash-flow situation in relation to soaring costs to deliver services across the TSIRC footprint.

9. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

#C24-28/2025-11/9

CR FELL / CR PEARSON

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

CARRIED UNANIMOUSLY

10. CHIEF EXECUTIVE OFFICER

Nil.

- *In the absence of the Executive Director Building Services, the Chief Executive Officer (Mr James William) spoke to Agenda Items 11.2 and 11.2 below.*

11. BUILDING SERVICES DIRECTORATE

11.1. Boigu Council Roof Replacement – Award of Contract

[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".]

#C24-28/2025-11/11.1

CR MYE / CR FELL

AGAINST: CR ANIBA

Council resolves:

1. **To award contract number TC25134 for Boigu Roof Replacement Project to T.I Concrete Works Pty Ltd for the lump sum price of $717,581 ex GST; and**
2. **Pursuant to section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:**
   a. **power to make, amend or discharge the contract; and**
   b. **power to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations.**

CARRIED

11.2. Contractual Matter – Tender Evaluation and Award of Contract – Aragun Child Care Centre Refurbishment

[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".]

#C24-28/2025-11/11.2

CR WOSOMO / CR PEARSON

Council resolves:

1. **To award contract number TC25057 for Aragun Child Care Centre Refurbishment to T.I Concrete Works Pty Ltd for the lump sum price of $2,644,708.00 ex GST; and**
2. **Pursuant to section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:**
   a. **power to make, amend or discharge the contract; and**
   b. **power to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations.**

CARRIED UNANIMOUSLY

12. COMMUNITY SERVICES DIRECTORATE

Nil.

13. CORPORATE SERVICES DIRECTORATE

13.1. Nam Zagethaw Yabugud Beneficial Enterprise *(late report)*

[Reason for this matter to be discussed in Closed Business: This matter contains 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.]

Not discussed. This agenda item was withdrawn at the request of the Mayor and the Chief Executive Officer prior to the commencement of the meeting and will now be considered at the December 2025 Council meeting.

DRAFT

- *The Manager Governance & Risk (Ms Kim Kerwin) spoke to Agenda Item 13.2 below.*

13.2. Torres Strait & Northern Peninsular Area Regional Organisation of Councils (TS&NPAROC) *(late report)*

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

#C24-28/2025-11/13.2

CR LEVI / CR WOSOMO

Council resolves to:

Funding to Support Operations

1. **Endorse its commitment to the Torres Strait & Northern Peninsula Regional Organisation of Councils (TS&NPAROC) and provide in-principle agreement to contribute sufficient funding to cover the annual operating costs (estimated to be ~$100,000 subject to the successful procurement of funding from external sources) and indemnifies Torres Strait Island Regional Council as auspicing Council one-third of the operating expenses of TS&NPAROC.**

Legal Status of Torres Strait & Northern Peninsula Regional Organisation of Councils (TS&NPAROC)

2. **Confirm the TS&NPAROC remains as an unincorporated body.**

Charter Review

3. **Delegate the power to the Mayor and Chief Executive Officer to recommend further amendments to the TS&NPAROC Charter.**

Executive Officer Position

4. **Delegate the power to the Mayor and Chief Executive Officer to endorse the TS&NPAROC Executive Officer Position Description and Executive Contract Terms for the purpose of advertising.**
5. **Confirm the position be a Contract employee, for a two (2) year term, on a part-time basis.**
6. **Nominate Torres Strait Island Regional Council to be the nominated employer on behalf of the TS&NPAROC.**

Governance Documents

7. **Delegate the power to the Mayor and Chief Executive Officer to endorse the TS&NPAROC procedures and governance documents as members of the TS&NPAROC.**

CARRIED UNANIMOUSLY

- *In the absence of the Executive Director Engineering Services, the Manager Capital Works (Mr Peter Price) spoke to Agenda Items 14.1 to 14.6 below.*

DRAFT

14. ENGINEERING SERVICES DIRECTORATE

14.1. Ugar Channel Dredging 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".]

#C24-28/2025-11/14.1

CR STEPHEN / CR ANIBA

Council resolves:

1. **To seek funding to progress a Marine Disposal method for a future Ugar Channel Dredging Project; and**
2. **Delegates authority to the Chief Executive Officer under the provisions of the *Local Government Act 2009* to prepare, submit, and manage potential funding submission processes.**

CARRIED UNANIMOUSLY

Action Required:

Executive Director Engineering Services to seek feedback from the Torres Strait Regional Authority (TSRA) on the status of its public commitment to the Ugar Community to advocate for funding to support the Ugar Channel Dredging Project.

14.2. Funding Matter – TMR ATSI TIDS Saibai Aerodrome Refuelling Apron 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".]

#C24-28/2025-11/14.2

CR ANIBA / CR MYE

Council resolves:

- **To enter into the proposed funding agreement with the Department of Transport and Main Road (TMR) to the amount of up to $2,300,000 (excl. GST), administered through the ATSI TIDS 2025/26 Program for the Saibai Island Aerodrome Refuelling Apron Upgrade Project; and**
- **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 for TMR ATSI TIDS; 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

➢ *The Mayor left the meeting at 2.20pm and the Deputy Mayor assumed the role of Acting Chair.*

14.3. Funding Matter – TSIRC.0051.2425L.REC DRFA – Hammond Island

[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".]

#C24-28/2025-11/14.3

CR ANIBA / CR MYE

Council resolves to:

- **Enter into the proposed funding agreement TSIRC.0051.2425L.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.0051.2425L.REC for a grant sum of up to $2,138,471.26 (Excl. GST); and,**
- **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 funding agreement including without limitation any options and/or variations.**

CARRIED UNANIMOUSLY

14.4. Funding Matter – TSIRC.0052.2425L.REC DRFA – Badu Island

[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".]

#C24-28/2025-11/14.4

CR PEARSON / CR FELL

Council resolves to:

- **Enter into the proposed funding agreement TSIRC.0052.2425L.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.0052.2425L.REC for a grant sum of up to $17,432,254.27(Excl. GST); and**
- **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 funding agreement including without limitation any options and/or variations.**

CARRIED UNANIMOUSLY

14.5. Engineering Services On-Call Roster – TSIRC Annual Closedown 2025-26

[Reason for this matter to be discussed in Closed Business: This is a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.]

#C24-28/2025-11/14.5

CR ANIBA / CR PEARSON

Council receives and notes this report.

CARRIED UNANIMOUSLY

14.6. 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".]

#C24-28/2025-11/14.6

CR FELL / CR ANIBA

Council receives and notes this report.

CARRIED UNANIMOUSLY

- *The Chief Executive Officer (Mr James William) pointed out to Council that the projects endorsed today are as a result of discretionary funds being made available from the State Department and are not provided as a result of a formal bid process. This indicates that the State Department have a partner in TSIRC that they can trust with good projects ready to go and will*

be delivered efficiently and the Chief Executive Officer commended the Engineering Services team on these accomplishments.

- *Mr Andrew Ottaway (Consultant) spoke to Agenda Item 15.1 below.*

15. FINANCIAL SERVICES DIRECTORATE

15.1. Mirabou Energy – Renewable Energy Project Status Update

[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".]

#C24-28/2025-11/15.1

CR PEARSON / CR STEPHEN

Council notes the status update on the renewable energy project as endorsed by the Project Steering Committee on 3 November 2025.

CARRIED UNANIMOUSLY

16. RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

#C24-28/2025-11/16

CR ANIBA / CR FELL

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

CARRIED UNANIMOUSLY

- *The Mayor returned to the meeting at 2.35pm and resumed the Chair.*

17. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

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

The Mayor made special acknowledgement to the **Capital Works Team** and the **Engineering Services Directorate** overall for their efforts and work on behalf of Council, as these works enhance the liveability of all communities throughout the TSIRC footprint.

18. ITEMS ARISING

18.1. Recycling Matters

Cr Francis Pearson requested information on the potential for recycling/removal of rubbish across the TSIRC footprint. The Chief Executive Officer (Mr James William) advised that the previous Queensland Government had a strategy in place, however the current Queensland Government has not yet indicated if it would continue with a similar strategy. The Chief Executive Officer further advised that waste

management is an ongoing major challenge and will form part of Council's advocacy strategy to State/Federal Governments.

19. INFORMATION REPORTS

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

19.2. COMMUNITY SERVICES – Community Services (October 2025)

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

19.4. ENGINEERING SERVICES – Engineering Operations

19.5. ENGINEERING SERVICES – Information Report - Water and Wastewater

Council receives and notes the information reports. Any enquiries by Councillors in relation to the information reports can be raised directly by Councillors with the respective Directorate Executive Director, or the Chief Executive Officer.

Action Required:

Chief Executive Officer to convey to staff Council's thanks and the Mayor's personal thanks and appreciation for the detail provided in the Information Reports and for maintaining services for the liveability of communities across the TSIRC footprint.

20. NEXT MEETING – 10 DECEMBER 2025 (VC)

Noted by Council.

21. CLOSE OF MEETING & PRAYER

The Mayor thanked Councillors and Officers for their participation and constructive engagement throughout the meeting. The Mayor emphasised that even through the TSIRC footprint consists of 15 unique Island Communities, we are united as one Council and when we all work together, this Council does make a difference when delivering for the people and the region.

The Mayor formally closed the meeting at 3.00pm and **Cr John Levi** delivered the closing prayer.

MINUTES CONFIRMED – 10 December 2025

DRAFT

……	……
Cr Phillemon Mosby	James William
Mayor	Chief Executive Officer
Torres Strait Island Regional Council	Torres Strait Island Regional Council

DRAFT

ORDINARY COUNCIL MEETING ACTION ITEMS

(Updated as at 5 December 2025)

Agenda Item

1.1

Agenda Item	Action Area / Completion Date	Current Status
Nov 2025 Mtg | AI 2.1 | Mayoral Monthly Report **Action Required:** Executive Director Corporate Services to obtain a video of the Mayor's community address during the November 2025 Council Workshop which can be distributed across the TSIRC footprint to shed light on the geographic and financial challenges before Council in providing services on-ground to community.	ED Corporate Services	In progress, presentation and script being reviewed for discussions with Mayor and preparation of the video in the new year.
Nov 2025 Mtg | AI 2.2 | Mayoral Minute – Expiring Transitional Legislation and Correspondence from the Queensland Government **Action Required:** Manager Governance and Risk to ensure that a copy of the Mayor's correspondence be provided to the Queensland Minister for Aboriginal and Torres Strait Islander Partnerships and the State Member for Cook (Mr David Kempton MP).	Manager Governance & Risk	Actioned. Mayoral correspondence sent 25 Nov 2025. Close item.
Nov 2025 Mtg | AI 8.1 | Financial Dashboard Report (October 2025) **Action Required:** Executive Director Financial Services and Executive Director Corporate Services to explore messaging to be put on the public record to alert both Government and the Opposition on Council's cash-flow situation in relation to soaring costs to deliver services across the TSIRC footprint.	ED Financial Services / ED Corporate Services	In progress, draft letters and collateral for the ministers are currently being finalized, this collateral will be leveraged to develop consistent Community messaging.

Nov 2025 Mtg | AI 14.1 | Ugar Channel Dredging Funding **Action Required:** Executive Director Engineering Services to seek feedback from the Torres Strait Regional Authority (TSRA) on the status of its public commitment to the Ugar Community to advocate for funding to support the Ugar Channel Dredging Project.	ED Engineering Services	
Nov 2025 Mtg | AI 19 | Information Reports **Action Required:** Chief Executive Officer to convey to staff Council's thanks and the Mayor's personal thanks and appreciation for the detail provided in the Information Reports and for maintaining services for the liveability of communities across the TSIRC footprint.	Chief Executive Officer	Will be drafted in an All Staff Christmas Message from the CEO.
Oct 2025 Mtg | AI 18 | Items Arising **Action Required:** 1. Executive Director Community Services to liaise with the Manager Housing to explore options to reduce noise pollution from tenants of public housing, as well as liaison with QPS on Thursday Island for local police to be made aware of growing public nuisance incidents across the communities. 2. Executive Director Community Services to explore options around the introduction of night curfews for youth and/or social supports for families to engage bored youth.	1. ED Community Services / Manager Housing 2. ED Community Services	1. Currently collaborating with QPS and TSIPLOs. In addition, raising awareness through Community consultation of Housing Policies in 2026 and Community information sessions. 2. Investigating options with QPS TI and TSIPLOs
Oct 2025 Mtg | Deputation | Torres & Cape Hospital and Health Service (TCHHS) **Action Required:** Executive Director Community Services to provide TCHHS with a copy of the outcomes report/data on the "Deadly For Diabetes" trial in the TSIRC footprint.	ED Community Services	In Progress. Key Officers currently on leave.

Sep 2025 Mtg | AI 2.1 | Mayoral Monthly Report **Action Required:** Council's ECCA Advisory Committee to: 1. explore interest from key stakeholders across the greater Torres Strait region to jointly lobby for greater levels of action and investment in addressing the growing impact of climate change across the greater region; and 2. prepare a report back to Council on a proposed way forward.	ECCA Advisory Committee / ED Engineering Services	The Executive Director Engineering Services advised Council that the ECCA Advisory Committee was due to meet on 16/10/25, however, due to extenuating circumstances that meeting did not proceed. A follow-up meeting will be arranged following consultation with the ECCA Chair.
Sep 2025 Mtg | AI 6.1 | Community Grants Program Allocation (Aug 2025) **Action Required:** CEO to explore a review of the Community Grants Policy to clarify issues in relation to eligibility for funeral grants and funeral travel grants, as well as feedback to community on outcomes following the grant acquittal.	ED Corporate Services / CEO	Ongoing. A/CEO and Executive Corporate Services discussed an approach and agreed to review the Community Grant Program in December 2025.
Sep 2025 Mtg | AI 8.2 | SIP – Outcomes from Articulating the 'So-What' **Action Required:** 1. Mayor, CEO, ED Financial Services and Mr Anthony Ottaway to meet and revisit the Strategic Investment Plan (SIP) – Advocacy Development plan to (a) review prioritisation principles; and discuss way forward in relation to SIP matters in relation for a review at the November 2025 Council Workshop. Further discussion to be held at the upcoming November 2025 SARG Committee Meeting, prior to the Workshop. 2. CEO to organise a summary of Council's SIP to be included as part of the TSIRC presentation to the November 2025 TSRA Board Meeting.	CEO / ED Financial Services	SIP to be updated/finalized in Dec 2025 and will be presented once again to Council either at the Dec 2025 meeting or Jan 2026 meeting. Close action #1. Presented at TSIRC Deputation to TSRA in Nov 2025. Close action #2.
Apr 2025 Mtg | AI 3.1 | CEO Monthly Report (April 2025) **Action Required:** Chief Executive Officer to discuss off-line with Cr Fell the matter of STP funding for Mabuiag.	Chief Executive Officer	Ongoing.

Jan 2025 Mtg | AI 6.5 | Repeal of Council Resolution – Community Radio/Broadcasting Licences **Action Required:** Matter to be considered by the Culture, Arts, Land and Heritage (CALH) Advisory Committee and a recommended way forward be presented to the April 2025 Council Meeting.	CALH Advisory Committee (Cr Aniba) / ED Corporate Services	The CALH Advisory Committee will present a position for Council consideration at the Jan 2026 Council meeting.
Jan 2025 Mtg | AI 17(e) | Matters Arising | Fuel Bowser and Desalination Plant (Erub) – connection to electricity grid. **Action Required:** Executive Director Engineering Services to follow-up with Ergon.	ED Engineering Services	In progress.
July 2024 Mtg | AI 17(a) | Funding for Dialysis Unit on Badu **Action Required:** Executive Director Community Services to provide background information in relation to Commonwealth Government funding for the unit. *Mayor strongly requests that consideration be given to financial costs to Council for this project (and other projects across the TSIRC footprint) to be implemented on-ground (i.e. water and infrastructure, etc).* *August 2025 Meeting: Mayor requested that correspondence be sent to various politicians – Mr David Kempton MP (Member for Cook), Senator the Hon. Nita Green (Federal Assistant Minister for Northern Australia) and Senator the Hon. Malarndirri McCarthy (Minister for Indigenous Australians) outlining the lack of consultation around the project itself, including the impacts on Council's capacity to provide ongoing support with operational and infrastructure requirements the project in our current financial environment.* *November 2025 Meeting: CEO to provide 3-4 or more examples where State/Federal Government departments and agencies have failed to consult with TSIRC on projects which require Council resources (water, sewerage, infrastructure support, etc.) and these examples will be used to lobby the State/Federal Governments on the importance of working with TSIRC as these new builds/projects do impact on Council's currently stretched capacity to maintain and provide basic local government services to the community.*	CEO / Executive Director Community Services / Cr Wosomo *Matter raised directly with Minister for Health by Mayor, Deputy Mayor and CEO during a meeting on 18 Feb 2025.*	Ongoing. Update (Aug 25 OM): Dumbarra Consultancy Services managing this project. 23/7/25 made initial enquiry with TSIRC seeking guidance on land tenure processes. Communication from Dumbarra outlines that stakeholder engagement, legal protocols and legal requirements will be undertaken. No timeframe, however outlines that project is already behind schedule. Update (Nov 25 OM): Cr Wosomo has tried outreach several times to the Badu traditional custodians on this matter with no response to date seeking support in relation to an alternative site.

Torres Strait Island
REGIONAL COUNCIL

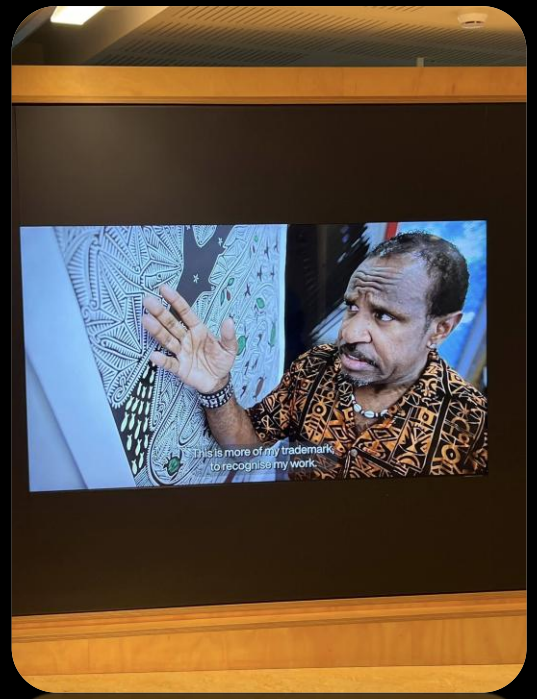
MAYORAL MONTHLY REPORT

PERIOD: NOVEMBER/DECEMBER 2025.

MAYOR ENGAGEMENTS – VERBAL UPDATE

Date	Engagement	Details
Nov 17	Audit and Risk Committee Meeting	Cairns Office
Nov 18	Pre-Brief Meeting at EMG	EMG Workforce Office
Nov 18	Mirabou | TSIRC Climate Alliance	Microsoft Teams
Nov 18	Meeting with NZY	Cairns Office
Nov 19	TSIRC Trustee/Ordinary Meeting	Microsoft Teams
Nov 20	Mrs Toni Bann |State Library Queensland (SLQ) Imelda Miller | Queensland Museum (QM)	Brisbane
Nov 21	Mirabou	Brisbane
Nov 24 - 28	TSRA Board Meeting	Thursday Island, TSRA Office
Nov 29	Tombstone of the Late Mr Terry Waia OAM	Cairns
Dec 02	TSIMA Interview	Thursday Island
Dec 02	Dinner with Honourable Fiona Simpson MP	The Grand Hotel, Thursday Island
Dec 03	Minister Fiona Simpson visit to Masig and Iama	Masig and Iama
Dec 04	DFAT | QPS	Thursday Island, TSIRC Office

Great to reconnect with Imelda Miller from Queensland Museum (QM) to discuss joint projects between TSIRC and QM.
Koeyma Eso Imelda our Council continues to look forward to building this partnership with QM.



Reconnecting with representatives from State Library Queensland (SLQ). It was great to walk through the Billy Misi'n Wakain Thamai exhibition with Mrs Toni Bann.
The SLQ have been proud partners of our Council in establishing Indigenous Knowledge Centre (IKC) across the region.

TSIRC presents to TSRA Board 155

On Wednesday, 26th November 2025, Deputy Mayor Cr Ranetta Wosomo, Cr Rocky Stephen, and Council's Chief Executive Officer James William attended the Torres Strait Regional Authority (TSRA) Board Meeting 155. The topics that was raised with the TSRA Board were;

- Malungu Yangu Wakay, Mirkok Statement
- TSNPA ROC
- Regional Transportation Strategy
- Regional Assembly (Autonomy)
- Major Infrastructure Funding (MIP)
- Strategic Investment Plan (SIP)
- Financial Sustainability
- TSRA MOU

Today Cr. Chelsea Aniba and I was honoured to attend on behalf of the Torres Strait Regional Council the tombstone unveiling of the Late Mr. Terry Waia OAM (JP) and his beloved wife Mrs. Molly Waia, at the Cairns Cemetery.
It was very inspiring to hear the inscription of both Mr. & Mrs. Waia being read by a family representative.
Both of us are humbled and grateful to witness and be part of this significant cultural event as well as to see former leaders from our region paying their final respect to one of our region's former leaders.
On behalf of Zendath Kes mina Koeyma Eso Adhe Terry Waia, for your leadership, vision and passion for our people, region and culture, your legacy will live on.

📻 Radio '4 Meriba Wakai' (4MW)

This morning, I was part of 📻 Radio '4 Meriba Wakai' (4MW) - 1260am summer morning Show with Sylvia Tabua.
The topics I covered this morning were;

- Malungu Yangu Wakay, Mirkok
- Councils financial sustainability
- 2025/2026 Financial Budget
- Asset Management Plan
- Strategic Investment Plan (SIP)
- Regional Assembly (Autonomy)
- State & Federal Advocacy Commitment
- Major Infrastructure Program (MIP7)
- TS&NPA ROC
- Community Information Session (Cairns)

It was great to provide this air space to give update of what's been happening in the region.

Today I am on TSIRC Division 12 Masig Island with The Hon. Minister Fiona Simpson MP Minister for Women and Women's Economic Security, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Multiculturalism.

Minister and I were both humbled and grateful to part of the Grade 6 Graduation ceremony at the Masig Muysaw Campus Tagai College.

Congratulations and all the best on your future endeavors Grade 6.

Today I am on TSIRC Division 12 Masig Island together Minister for Women and Women's Economic Security, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Multiculturalism. The topics that were canvassed with the Honourable Minister were;

- Malungu Yangu Wakay, Mirkok Statement
- Masig Airport Upgrade Proposal
- Stage Two Torres Strait Seawall Project
- Cost of Living in the Torres Strait

It was great to see our Minister also engaging key stakeholders on Masig Island. Thank you Cr Mosby for hosting us.

MERRY
Christmas
and
HAPPY NEW YEAR
Mayor Mosby

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

CHIEF EXECUTIVE OFFICER MONTHLY REPORT (DECEMBER 2025)

OFFICER RECOMMENDATION

Council notes the Chief Executive Officer Report for December 2025.

EXECUTIVE SUMMARY:

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

1. Building Services

Highlights:

- Meeting with 3 Modular supplier to look at alternatives for new housing delivery
- Mabuiag 3 bedroom house has commenced construction in the Cairns RACC (MMC) , 2 bedrooms to commence in the coming weeks – Mayor and Cr Fell inspected site

Key areas of focus for the month ahead:

- Ongoing Follow up with application for Quickstarts Funding – 14 new houses ($34m) – meeting to be held in Brisbane with Dept of Housing / Cr Fell and ED BSU. "Quick Starts" has been retitled "Securing Our Housing Funding" (SOHF)
- Community and Councillor engagement for the proposed new detached and attached extensions (SHAP 2) On Division meeting planned for early October for Hammond, Mer, Masig and Erub.
- Ongoing Follow up with State Funding Partners regarding release of banked works – this is causing Community frustration

2. Community Services

Highlights:

- Finalise **Digital Inclusion** plans for 4x new IKCs in 2026
- **Animal Mgt Consultation** Badu Division by HoCS and EHW team
- **Snr Climate Resilience Officers** induction and kick start program

Key focus areas for the month ahead:

- Procurement of Consultant Badu Animal Management Plan
- In partnership with the HoCS, revisit operational plans and priorities for the department including review processes and effectiveness of the department for 2026

3. Corporate Services

Highlights:

- People and Wellbeing team hosted a Year 12 student from Tagai College in November for a week's work placement.
- Provision of additional information to TSRA for the 'Phase 2 - Advancing the Torres Strait Community-Led Economic Strategic Action Plan' funding proposal.
- Council Workshop presentation of Phase 1 Economic Development Community Engagement project and plans for Phase 2 ED project as well as updating the status of Council's Divestment Policy.
- Meeting of the Economic Growth Advisory Committee to discuss and progress activities.
- COMPAC Fuel Systems Planned Maintenance program with SHAS currently still in progress. Keys to storage containers for back-up generators have been sent to DEOs/
- MER – commissioned, blessed and now in operation
- Fuel & Fleet Team planning and position functional assessment sessions ongoing together with ongoing process/procedure mapping
- Fuel & Fleet Coordination Officer has commenced QLD Tafe Cert IV to assist with service delivery and continuous improvement initiative in the Fuel & Fleet function.

Key focus areas for the month ahead:

- Public release of an 'Economic Development Community Engagement Phase 1' report to key stakeholders and provision of media release after it has been endorsed by Council.
- Continue to advocate funding support from TSRA for the 'Phase 2 - Advancing the Torres Strait Community-Led Economic Strategic Action Plan' funding proposal.
- An internal review of Tribal Habits reporting
- Monthly professional development with Tribal Habits training consultants on new features.
- Developing or upgrading the overall WHS management system to align with legislative requirements (e.g. WHS Act 2011).
    - Implementing a digital WHS reporting platform.
    - Establishing clearer accountability and reporting structures for safety responsibilities.
- Creating or refining safe work procedures for high-risk tasks (e.g., working at heights, vehicle use, remote area travel).
- Developing clear incident response procedures and communication plans.
- Documenting risk assessment and hazard reporting processes
- Reviewing all the Home Ownership Lease EOI's record keeping details in both database and ECM for Hammond and St Pauls communities to inform the work program for the 2-year project.
- Planned three (3) additional White Fleet, 2 tipper trucks, 1 water truck and some Yellow Fleet (2 x excavators and 2 x tractors) renewals.
- Registration and insurance data remediation has taken place, and asset register accurate in preparation for migration of data to Tech One.
- Working with Finance to progress Fleet Management via Tech One (instead of a Microsoft excel spreadsheet)
- Fleet insurance and registration procedure being drafted.
- Fuel & Fleet Safety Management Plan and review of all work processes has commenced and ongoing with WH&S Team.

4. Engineering Services

Highlights:

- Significant amounts of funding secured for QRA related road works. Total current capital and QRA related works 'on the books' is circa $100 Million.
- Water security – with conservation and emergency desalination measures in place the forecast supply (until the wet season) is tracking reasonably well.
- Mabuiag Road/Culvert project successfully completed.
- Seawalls/Coastal defence planning well underway for Mabuiag, Erub, Ugar, Badu, Mer, and is post Island visits.

Key focus areas for the month ahead:

- Masig and Warraber Seawalls – decision on scope and funds allocation, including visit to Warraber 8/9 of Dec.
- Dauan Barge Ramp Renewal – works to be completed this calendar year, just commenced.
- Boigu Jetty – Proposal to have it included in current marine works is being reviewed and will require advocacy in new year.

5. Financial Services

Highlights:

- **Finalised EOFY 2024–25** with audit completion and preparation of the annual financial statements.
- **Progressed the Strategic Investment Plan (SIP)** through close collaboration with Class Managers.
- **Christmas shutdown preparations:**
    - Creditors team actively following up outstanding invoices and ensuring goods receipting is completed to meet pre-Christmas deadlines, while maintaining continuity of operational service.
    - Payroll team coordinating early timesheet submissions and processing to accommodate the shutdown period.
    - Debtors processes adjusted to ensure all deadlines are met despite altered timeframes.
- **Implemented a formal engagement process** for R&M contractors aligned with the Approved Contractor List.
- **Executed the new freight contract with Sea Swift.**
- Delivered **Budget Workshop** and **Councillors' Superannuation briefing**.

Key focus areas for the month ahead:

- **Asset valuation rollout:** Uploading and posting valuation data into TechOne, entering carry-forward balances for FY 2025–26, and progressing system roll-over activities.
- **Capital works accounting:** Training new resources and progressing outstanding capitalisations and disposals.
- **SIP finalisation:** Advancing the SIP to final draft stage, with Executive sign-offs.
- **Christmas shutdown readiness:**
    - Creditors: final follow-up of outstanding invoices, ensuring goods receipting is complete, and avoiding operational disruption over the closure period.
    - Payroll: ensuring all timesheets are entered and processed ahead of closure deadlines.
    - Debtors: adjusting deadlines and workflows to meet all requirements prior to shutdown.
- **Finalise the Contract Security Procedure** covering bank guarantees and retentions.
- **Release the tender for the Travel Management Contract.**

- **Progress finalisation of the Budget and Councillors' Superannuation items.**
- **Recruitment**

James William
Chief Executive Officer

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
3.2

CHIEF EXECUTIVE OFFICER
AUTHOR: *Executive Director Corporate Services*

TSIRC MEETING SCHEDULE FOR 2026

OFFICER RECOMMENDATION:

In accordance with Section 257(1) of the *Local Government Regulations 2012*, Council:

1. rescinds para (a)(i) of Council Decision #C24-28/2025-7/3.2 and agrees that the annual Council Workshops normally held in May and November be convened over a 5-day period (Monday to Friday);
2. endorses the following schedule of Trustee Council meetings, Ordinary Council meetings and Council Workshops for 2026:
    - Wednesday, 28 January 2026 (VC)
    - Wednesday, 18 February 2026 (VC)
    - Wednesday, 25 March 2026 (VC)
    - Tuesday & Wednesday, 22 April 2026 (f2f – venue TBA)
    - Monday to Friday, 11-15 May 2026 (Council Workshop to be held on [Division])
    - Wednesday, 20 May 2026 (VC)

      or
    - Monday to Friday, 18-22 May 2026 [Council Workshop to be held on [Division])
    - Wednesday, 27 May 2026 (VC) - *noting that National Reconciliation Week is held annually from 27 May to 3 June*
    - Wednesday, 24 June 2026 (VC)
    - Wednesday, 22 July 2026 (VC)
    - Tuesday & Wednesday, 18-19 August 2026 (f2f – venue TBA)
    - Wednesday, 23 September 2026 (VC)
    - Monday to Friday, 12-16 October 2026 [Council Workshop to be held in Cairns] – *noting that the LGAQ Annual Conference will be held in Cairns on 19—21 October 2025]*
    - Wednesday, 28 October 2026 (VC)
    - Tuesday & Wednesday, 17-18 November 2026 (f2f – venue TBA)
    - Wednesday, 16 December 2026 (VC); and
3. In accordance with Section 254B of the *Local Government Regulations 2012*, Council agrees that the schedule of Trustee and Ordinary Council Meetings for 2026 be published in the *Torres News* and on the Council website.

EXECUTIVE SUMMARY:

Section 257 of the *Local Government Regulation 2012* requires Council to meet at least once in each month.

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

This paper proposes a schedule of meetings for Council (including Trustee Council meetings and annual May and November Council Workshops) for 2026 and Council is requested to endorse venues for the face-to-face meetings on Division.

- ***Duration of Annual Workshops***

Council has also previously endorsed that **May Council Workshops** will now be held on Division for 4 days:

> **3.2. Amendments to Future Council Workshops & Confirmation of October 2025 Council Meeting on Dauan Island**
>
> **#C24-28/2025-7/3.2**
>
> CR HANKIN / CR LEVI
>
> **Council:**
>
> **(a) approves the following amendments to future Council Workshops:**
>
> **(i) annual May and November Council Workshops be held for 4 days only (Monday to Thursday), with the relevant monthly Council meetings to be held the next day following (Friday);**

Council may wish to review the 4-day duration of the Workshops and decide whether to endorse that the annual May and November Council Workshops be held for 5 days (Monday to Friday), with the relevant monthly Council meetings to be held virtually the following week (Wednesday). Subject to Council endorsement of this change, Council will need to rescind para (a)(i) of Council Decision #C24-28/2025-7/3.2 and endorse as per the officer's recommendation in this report.

- ***One-off Change - November Council Workshop to October Council Workshop***

Noting that the Local Government Association of Queensland (LGAQ) Annual Conference will be held in Cairns on 19-21 October 2026, Council may wish to consider convening its annual (usually November) Council Workshop in Cairns on 12-16 October 2026 with the monthly Council Meeting to be held virtually on 28 October 2026. This one-off change will enable all Councillors the opportunity to remain in Cairns to attend the LGAQ Annual Conference and be a cost saving to Council.

INTERESTED PARTIES/CONSULTATION:

- Office of the Mayor
- Executive Director Financial Services
- GBK
- TSRA

BACKGROUND:

Virtual monthly Trustee and Ordinary Council meetings are held for 1 day only, except for face-to-face meetings on Island which are held over a 2-day period.

Where possible for face-to-face meetings, all formal business should be dealt with on the first day and the second day be reserved for community and information sessions (i.e. deputations and Mayoral and advisory committee information sessions) with all Councillors required to be present.

A list of TSIRC Divisions which have hosted previous Council meetings since 2017 is attached to this report. TSIRC Divisions yet to host a Council meeting since 2017 are:

- Division 6 – Kubin
- Division 13 - Ugar

COMPLIANCE / CONSIDERATIONS:

Statutory:	• Section 257(1) of the *Local Government Regulation 2012* • Section 254B of the *Local Government Regulation 2012*
Budgetary:	• Meeting schedule noted by Executive Director Financial Services • *Torres News* Advertisement ($456 quote)
Policy:	N/A
Legal:	*Local Government Regulation 2012*
Risk:	Council breach of the Statutory requirements outlined above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self—determination, we have the right to autonomy or self—government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.
Standing Committee Consultation:	N/A
Timelines:	• 2026 Annual Schedule of Meetings to be adopted at 10 December 2025 Council Meeting. • Advertisement in *Torres News* to be confirmed by **15 December 2025**

OTHER COMMENTS:

Nil.

Recommended:	**Approved:**
Vicki Bishop Executive Director Corporate Services	James William Chief Executive Officer

ATTACHMENTS:

1. List of TSIRC Divisions to have hosted a Council Meeting since 2017

DIVISIONS HOSTING COUNCIL MEETINGS (SINCE 2017)

[red font: this current Council term – 2024-28]

Division 1 – Boigu
Aug 2019 / Dec 2022

Division 2 – Dauan
Oct 2025

Division 3 – Saibai
Sep 2023

Division 4 – Mabuiag
Oct 2018 / Mar 2021 / Jul 2025

Division 5 – Badu
Dec 2020

Division 6 – Kubin

Division 7 – Wug (St. Pauls), Mua Island
Aug 2018 / Jul 2023

Division 8 – Kririri (Hammond)
Mar 2017 / Dec 2017 / Jun 2018 / Jun 2019 / Sep 2021

Division 9 – Iama
Jul 2021 / Mar 2024

Division 10 – Warraber
Jul 2019 / Mar 2023

Division 11 – Poruma
Dec 2018 / Jul 2020 / Sep 2022 / Mar 2025

Division 12 – Masig
Aug 2017 / Aug 2022 / Jun 2025

Division 13 – Ugar

Division 14 – Erub
Dec 2019 / Jul 2024

Division 15 – Mer
Oct 2020

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
5.1

DIRECTORATE: *Community Services*
AUTHOR: *Executive Director Community Services*

TORRES STRAIT TREATY – SUSPENSION OF TRADITIONAL VISITS OVER CHRISTMAS/NEW YEAR PERIOD 2025-26

OFFICER RECOMMENDATION:

Council:

(a) Resolves that traditional inhabitant visits between Papua New Guinea and Australia under the *Torres Strait Treaty* will be suspended as per Option 1 or; Option 2 in the Officer's Report, and

(b) Agrees that Councillors (as authorising officers) will adhere to the suspension dates and to ensure that this suspension period is clearly communicated throughout the community.

EXECUTIVE SUMMARY:

This paper was previously considered at Council's November 2025 Ordinary Meeting and, at the Mayor's request, the paper was left on table pending further enquiries with relevant Authorities.

Council is advised that a shorter suspension period is dependent on Council being confident that Islands are resourced and infrastructure sufficient to support Traditional Visitors during the festive season.

The official 2025/26 shutdown period for Council is 12.00nn Wednesday 24 December 2025, with Council offices reopening on Friday 2 January 2026. Under Council's current Certified Agreement, it is mandatory for all Council staff to take leave during this period (other than skeleton crew required to meet operational needs).

Council is advised that Commonwealth Agencies will be closed from 24 December 2025 and will reopen on Monday 5 January 2026. During this closure period, all treaty related matters are to be reported to the Dept of Foreign Affairs & Trade, Treaty Liaison Officer (Mr TJ Oberlueter) to triage with appropriate agencies to respond.

Two options are now resubmitted to Council for consideration:

Option 1 – suspension period from close of business on Friday 19 December 2025 to Sunday 1st February 2026 (border reopens on Monday 2 February 2026); or

Option 2 – suspension period from close of business on Tuesday 23 December 2025 to Sunday 4 January 2026 (border reopens on Monday 5 January 2026).

INTERESTED PARTIES/CONSULTATION:

- Department of Foreign Affairs and Trade
- Community Services – Head of Dept; Regional Managers

BACKGROUND:

A special provision of the *Torres Strait Treaty* allows free movement (without passports or visas) between Australia and Papua New Guinea for traditional activities. This is only for Torres Strait Islanders and for the coastal people from Papua New Guinea who live in and keep the traditions of the region.

The Torres Strait Treaty was signed in December 1978 and entered into force in February 1985. It defines the border between Australia and Papua New Guinea and provides a framework for the management of the common border area. Both Australia and Papua New Guinea have liaison officers, based respectively at Thursday Island and Daru, who consult regularly on the implementation of the Treaty at the local level.

In previous years, Council agreed to the following guiding principles for Councillors to observe as authorising officers during this suspension period:

- No new traditional visits into the Torres Strait should be approved to occur between the entire closure period. For example, this year if an event involving traditional visitors is scheduled for 20 January on Boigu, then those traditional visitors must arrive on Boigu prior to close of business on the date of suspension of movement and if their Prior Approval Notice period expires during the suspension period, then they must return to Papua New Guinea on date of expiry. ***Visitors must remain only for the stated time on their Prior Approval Notice, then they must return.***
- Councillors are the only 'authorising officer' for Prior Approval Notices. (On previous occasions, some native title holders have asserted that they have the same authority. Council has noted that 'native title' only has domestic jurisdiction, whereas the Torres Strait Treaty has international jurisdiction (i.e. Australia/Papua New Guinea). The Australian Government has already determined who is the authorizing officer in Australia for the Prior Approval Notices and the Government of Papua New Guinea has already determined who is the authorizing officer in Papua New Guinea for the Prior Approval Notices on that side. No other parties can do so.)

COMPLIANCE / CONSIDERATIONS:

Statutory:	Torres Strait Treaty
Budgetary:	N/A. Note that visitors who overstay their Prior Approval Noice period impose on resources available to the local community.
Policy:	• DFAT 'Guidelines for Traditional Visitors Travelling under the Torres Strait Treaty' • Additional compliance requirements for traditional inhabitant visits can be found on the TSIRC website by following this link: Torres Strait Treaty & Border Movements | Torres Strait Island Regional Council (tsirc.qld.gov.au).
Legal:	N/A
Risk:	• Council breach of the Statutory requirements outlined above
Links to Strategic Plans:	Corporate Plan 2025-2030 1 Strengthening our Communities 1.4 Celebrate and promote our art, culture and heritage: Take a strategic approach to ensuring that Ailan Kastom and cultural practices are preserved, celebrated, and passed on to future generations.
Masig Statement:	N/A
Standing Committee Consultation:	Housing and Safe and Healthy Communities (out of session)
Timelines:	Council decision required at December 2025 Ordinary Council Meeting

CONCLUSION:

That Council considers and adopts either option 1 or 2 as outlined in this report.

Recommended:	**Approved:**
Dawson Sailor Executive Director Community Services	James William Chief Executive Officer

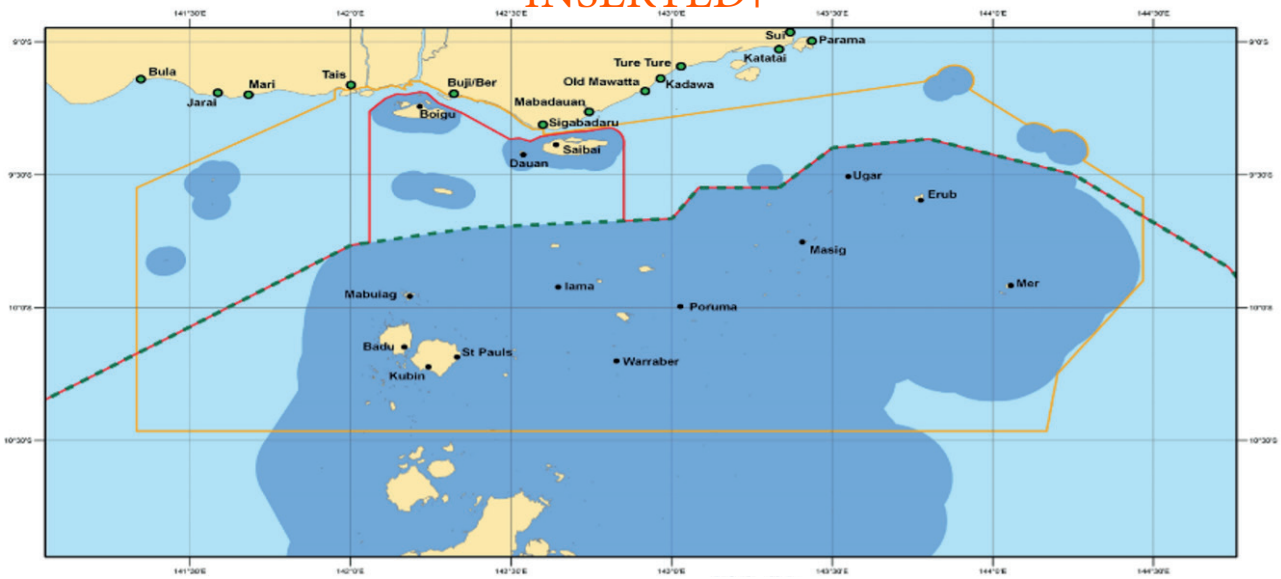
ATTACHMENTS: Draft Community Notice *- dates to be inserted following Council decision*

Torres Strait Island
REGIONAL COUNCIL

DRAFT COMMUNITY NOTICE

SUSPENSION OF BORDER MOVEMENTS

Movement of Traditional Inhabitants under the Torres Strait Treaty will be suspended on close of business [DATE TO BE INSERTED] and resumes [DATE TO BE INSERTED]



No new movement/s can start after suspension takes effect.
However, the return travel of an existing approved movement can still occur during the suspension period, in accordance with approved permit.

For example, you start/depart Community or Treaty Village before 20th Dec and return 2nd Jan (within suspension period).
This ruling applies to Traditional Inhabitants on either side of the Protected Zone / Border.

Community members are encouraged to plan ahead to ensure compliance and allow time for appropriate approvals.

Enquiries should be directed to your Divisional Councillor or Divisional Manager

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

COMMUNITY GRANTS PROGRAM ALLOCATION (NOVEMBER 2025)

OFFICER RECOMMENDATIONS:

1. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2026-043 – MARIA BOSUN (KUBIN JRLC)** for $3,732.00, exclusive of GST;

2. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2026-045 – JIMMY LARRY (PORUMA JRLC)** for $2,000.00, exclusive of GST;

3. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2026-055 – SAM JOE (MABGUIAG JRLC)** for $10,000.00, exclusive of GST;

4. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2026-058 – MARY WAPAU (ST PAULS JRLC)** for $ 3,732.00, exclusive of GST;

5. Council **resolves** to allocate Community Grants Program funding to applicants in accordance with the *Community Grants Policy*:
    - **CG2026-59 – MALETTA WAIGANA (ERUB JRLC)** $ 5,490.00, exclusive of GST;

1. Council **notes** the following:
    a) five (5) Community Grant application were deemed eligible for processing;

    b) one (1) Community Grant application was deemed ineligible for processing;

    c) three (3) Funeral Grant applications were considered *eligible;*

    d) three (3) Funeral Grant applications were supported using divisional contributions.

EXECUTIVE SUMMARY:

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

The following applications were received before the monthly deadline of 5 pm, 28/11/2025.

In accordance with Council's Community Grants Policy, five (5) 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
CG2026-043 – MARIA BOSUN	$2,000.00	*Travel/Flight expenses: Participating in the 2026 Junior Development Camp on Mabuiag Island, 20/01/2026-22/01/2026*	Cr Iona Manas support for: **$2,000.00**	Kubin
CG2026-045 – JIMMY LARRY	$2,000.00	*Accommodation expenses: Participating in the 2026 Survival Day Knockouts, Reconciliation Carnival – In Cairns, 22/01/2026-26/01/2026*	COI Declared by Cr Francis Pearson. Deputy Mayor Supported for: **$2,000.00**	Poruma
CG2026-055 – SAM JOE	$10,000.00	*Catering Expenses for the 2026 Junior Rugby League Camp on Mabuiag Island, 19/01/2026-22/01/2026*	COI Declared by Cr Keith Fell. Deputy Mayor Supported for: $10,000.00	Mabuiag
CG2026-058 – MARY WAPAU	$ 3,732.00	*Travel/Flight expenses: Participating in the 2026 Junior Development Camp on Mabuiag Island, 20/01/2026-22/01/2026*	Cr John Levi supports for: $ 3,732.00	St Pauls
CG2026-59 – MALETTA WAIGANA	$ 5,490.00	*Travel/Flight expenses: Participating in the 2026 Junior Development Camp on Mabuiag Island, 20/01/2026-22/01/2026*	Cr Nixon Mye supports for: $ 5,490.00	Erub

In accordance with Council's Community Grants Policy, three (3) Funeral Grant applications were supported using divisional contributions.

Due to the circumstances of the funeral of the Late Miss Shakyn Enosa-Akiba of Warraber on the 29th of November 2025, the following Divisions chose to contribute towards the funeral, where the contributions were used towards the funeral travel expenses of the close families.

Donated amounts from Divisions for the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025:

Councillor	Division	Contribution Amount
Cr Torenzo Elisala	**Dauan**	**$ 2,500.00**
Cr Chelsea Aniba	**Saibai**	**$ 1,000.00**
Cr Ranetta Wosomo	**Badu**	**$ 1,000.00**
Cr Sereako Dorante	**Hammond**	**$ 1,000.00**
Cr Francis Pearson	**Poruma**	**$ 1,000.00**
Cr John Levi	**St Pauls**	**$ 500.00**
Cr Nixon Mye	**Erub**	**$ 500.00**
Cr Iona Manas	**Kubin**	**$ 500.00**

Applicant	Amount Requested	Project/Event	Contribution Amount	Division
FD2026-015 – CATHERINE ENOSA	$5,000.00	*Funeral Expenses for the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025*	$ 5,000.00	Warraber
FT2026-022 – PHIL ENOSA	$5,000.00	*Funeral Travel expenses to attend the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025*	$ 1,500.00	Saibai
			$1,500.00	Dauan
			$500.00	Badu
			$500.00	Poruma
			$250.00	Hammond
			$250.00	St Pauls
			$250.00	Hammond
			$250.00	Kubin
			$250.00	Erub
FT2026-024 – YAKOPETA AKIBA-BOWIE	$3,193.00	*Funeral Travel expenses to attend the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025*	$ 500.00	Saibai
			$ 500.00	Dauan
			$ 500.00	Badu
			$ 500.00	Poruma
			$ 700.00	Hammond
			$ 250.00	St Pauls
			$ 121.50	Kubin
			$ 121.50	Erub

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

Applicant	Amount Requested	Project/Event	Contribution Amount	Division
FT2026-021 - GEARY BANN	$ 4, 000.00	*Travel Expenses: to attend the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	$ 4, 000.00	IAMA
FD2026-014 – PENINA MARI	$ 1, 000.00	*Funeral Expenses for the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	$ 1, 000.00	WARRABER
FD2026-017 – PENINA MARI	$ 1, 000.00	*Funeral Expenses for the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	$ 1, 000.00	IAMA

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

Applicant	Amount Requested	Project/Event	Reason for being Ineligible	Division
CG2026-044 – COLLIN MESSA	$998.51	*Catering expenses: the Fountain of Living Water – Church 10th Anniversary*	*Submitted to close to the event time.*	*MASIG*

INTERESTED PARTIES/CONSULTATION:

Councillors
Chief Executive Officer
Executive Directors
Divisional Managers
Community Grants Officer

BACKGROUND:

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

COMPLIANCE / CONSIDERATIONS:

Statutory:	*Local Government Act 2009*
Budgetary:	Approved allocation of funds for Community Grants as per TSIRC 2025-26 budget.
Policy:	*Community Grants Policy*
Legal:	N/A
Risk:	No financial risk identified as the allocation is within existing Community Grants budget.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 1 – Strengthening Our Communities ➢ *Supporting healthy lifestyles, engaged communities, and celebrating cultural heritage.*
***Malungu Yangu Wakay* (The Masig Statement):**	Aligns with the social and cultural aspirations of ***Malungu Yangu Wakay.***
Standing Committee Consultation:	N/A
Timelines:	Community Grants applications must be submitted on the last Friday of the month to be tabled at the next Ordinary Council meeting.

CONCLUSION:

Council resolves the five (5) applications meeting eligibility requirements and notes the grant applications processed out-of-cycle and funeral donations provided in November 2025 in accordance with the *Community Grants policy*.

Prepared/Recommended:

T.Lui

Tyisha Lui
Community Grants Officer

Recommended:

Amy Orr
Executive Assistant to the CEO

Endorsed:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS

1. *Fund Balances 2025-2026 (as of 29 November 2025)*
2. *Applications Processed During the Reporting Period*

Attachment 1: 2025-2026 Fund Balances at 29 November 2025.

Division	Councillor	Budget	Less Approved Funding	Closing Balance
Boigu	Cr. Toby	$25,000.00	$24,900.81	**$ 99.19**
Hammond	Cr. Dorante	$25,000.00	$2,584.00	**$ 22,416.00**
St Pauls	Cr. Levi	$25,000.00	$7,202.00	**$ 17,798.00**
Ugar	Cr. Stephen	$25,000.00	$20,000.00	**$ 5,000.00**
Badu	Cr. Wosomo	$25,000.00	$10,080.00	**$ 14,920.00**
Dauan	Cr. Elisala	$25,000.00	$6,500.00	**$ 18,500.00**
Erub	Cr. Mye	$25,000.00	$16,457.95	**$ 8,542.05**
Iama	Cr. Hankin	$25,000.00	$10,778.00	**$ 14,222.00**
Kubin	Cr. Manas	$25,000.00	$6,620.92	**$ 18,379.08**
Mabuiag	Cr. Fell	$25,000.00	$24,470.00	**$ 530.00**
Mer	Cr. Kaigey	$25,000.00	$500.00	**$ 24,500.00**
Poruma	Cr. Pearson	$25,000.00	$9,946.50	**$ 15,053.50**
Saibai	Cr. Aniba	$25,000.00	$20,640.00	**$ 4,360.00**
Warraber	Cr. Tamu	$25,000.00	$14,177.00	**$ 10,823.00**
Yorke	Cr. Ted Mosby	$25,000.00	$10,479.80	**$ 14,520.20**
Mayor	Mayor Mosby	$25,000.00	-	**$ 25,000.00**
Community Gifts	CEO	$20,000.00	$6,000.00	**$ 14,000.00**
		$ 420,000.00	**$191,336.98**	**$ 228,663.02**

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

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Division
Funeral Donation / Travel Assistance	**FT2026-021 - GEARY BANN**	$ 4, 000.00	*Travel Expenses: to attend the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	**$ 4, 000.00**	IAMA
	FT2026-022 – PHIL ENOSA	$ 5, 000.00	*Travel Expenses: to attend the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025.*	**$ 5, 000.00**	SAIBAI
	FT2026-023 – DENGHAM ELISALA	$ 5, 000.00	*Travel Expenses: to attend the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025.*	**$ 5, 000.00**	DAUAN
	FT2026-024 – YAKOPETA AKIBA-ENOSA	$ 3,193.00	*Travel Expenses: to attend the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025.*	**$ 3,193.00**	SAIBAI
	FD2026-014 – PENINA MARI	$ 1, 000.00	*Funeral Catering Expenses for the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	**$ 1, 000.00**	WARRABER
	FD2026-017 – PENINA MARI	$ 1, 000.00	*Funeral Catering Expenses for the Funeral of the Late Mrs Nancy Mari of Warraber Island, 18/11/2025*	**$ 1, 000.00**	IAMA
	FD2026-015 – CATHERINE ENOSA	$5,000.00	*Funeral Expenses for the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025.*	***$ 5, 000.00***	WARRABER

Donated amounts from Divisions for the Funeral of the Late Miss Shakyn Akiba-Enosa of Warraber Island, 29/11/2025:

Councillor	Division	Contribution Amount
Cr Torenzo Elisala	**Dauan**	**$ 2,500.00**
Cr Chelsea Aniba	**Saibai**	**$ 1,000.00**
Cr Ranetta Wosomo	**Badu**	**$ 1,000.00**
Cr Sereako Dorante	**Hammond**	**$ 1,000.00**
Cr Francis Pearson	**Poruma**	**$ 1,000.00**
Cr John Levi	**St Pauls**	**$ 500.00**
Cr Nixon Mye	**Erub**	**$ 500.00**
Cr Iona Manas	**Kubin**	**$ 500.00**

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
6.2

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

FUNDING ACQUISITION REPORT (NOVEMBER 2025)

OFFICER RECOMMENDATION:

Council receives and notes this report and its content.

EXECUTIVE SUMMARY:

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

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

Applications are separated into Operational Funding and Capital Project Funding for the financial year 2025-26.

In November 2025:

- 5 x funding applications were successful for the value of $33,648,468.76
  - QRA 0050 – DRFA Central Islands $8,026,893.50
  - QRA 0052 – Badu Roads $17,432,254.00
  - QRA 0051 – DRFA Hammond Roads $2,138,471.26
  - DISR – Boigu Airstrip Reseal $3,750,850.00
  - TMR TIDS – Saibai Aerodrome Refuelling Apron Upgrade $2,300,000.00

- 1 x funding application was submitted for the value of $2,300,000.00.
  - TMR TIDS – Saibai Aerodrome Refuelling Apron Upgrade.

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 2025-2026

Funding Stream	Total	Project Details	Date of Application	Date of Outcome	Outcome	Comment	Division
TSRA	$170,000.00	Advancing the Torres Strait Community-Led Economic Strategic Action Plan - Phase 2	15-Sep-25		Pending	Original application was submitted 12/06/25 for $140,000.00, voluntarily resubmitted to request an additional $30,000.00	TS Region
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		TS Region
Queensland Reconstruction Authority (QRA) - 0050	$8,026,893.50	DRFA - Central Islands	1-Sep-25	21-Nov-25	Successful		Central Cluster
Queensland Reconstruction Authority (QRA) - 0052	$ 17,432,254.00	Badu Roads	24-Sep-25	19-Nov-25	Successful		Badu
Queensland Reconstruction Authority (QRA) - 0048	$ 10,660.00	2025-26 Get Ready Queensland (GRQ) Grant Program	4-Jul-25	16-Sep-25	Successful		TS Region
Queensland Reconstruction Authority (QRA) - 0047	$ 135,269.00	Fuel Facilities Emergency Power	30-May-25	16-Sep-25	Successful		Poruma. Dauan, Erub, Boigu, Mabuiag
Queensland Reconstruction Authority (QRA) - 0046	$ 110,462.00	Badu Island Office Generator	30-May-25	16-Sep-25	Successful		Badu
LGAQ	$300,000.00	QLD Climate Resilient Councils Program. Climate Risk Profiling for the Region Project & Torres & Nothern Climate Alliance		4-Aug-25	Successful		TS Region
Department of Local Government, Water and Volunteers	$30,363.99	Indigneous Councils Critical Infrastructure Program - Establish Erub Island Water Testing Lab.	6-May-25	15-Jul-25	Successful		Erub
QLD Health	$2,195,642.00	Aboriginal & Torres Strait Islander Public Health Program	27-Jun-25	1-Jul-25	Successful		TS Region
Indigenous Land and Sea Corporation (ILSC) Our Country Our Future Program	$70,000.00	Hammond Island Ferry Service Feasibility Study	23-Jun-25	26-Sep-25	Unsuccessful	The ILSC review panel concluded the project is insufficiently aligned with the ILSC's core purpose.	Hammond
Total of Funding Applied - *Noting funding can span over numerous financial years.	**$ 29,015,337.49**						
Total of Funding Successful	**$ 28,241,544.49**						
Total of Funding Unsuccessful	**$ 70,000.00**						
Total of Funding Pending	**$ 773,793.00**						

Capital Project Funding 2025-2026

Funding Stream	Total	Project Details	Date of Application	Date of Outcome	Outcome	Comment	Division
LGAQ - Coastal Hazard Adaptation Program (Qcoast Round 4)	$550,427.00	Ugar Native Village Living Shoreline Protection			Pending	Funding Agreement currently on hold until further discussion.	Ugar
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	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.	Aragun
TSRA	$ 1,200,000.00	Ugar Fuel Bowser Project. Note: $482,000 secured from previous funding.	8-Nov-23		Pending		Ugar
TMR TIDS	$ 2,300,000.00	Saibai Aerodrome Refuelling Apron Upgrade	28-Nov-25	5-Dec-25	Successful		Saibai
Dept of Industry, Science & Resources (DISR)	$3,750,850.00	Boigu Airstrip Reseal	1-Sep-24	13-Nov-25	Successful		Boigu
Queensland Reconstruction Authority (QRA) - 0051	$2,138,471.26	DRFA - Hammond Roads	5-Sep-25	21-Nov-25	Successful		Hammond
TSRA	$2,701,250.00	Warraber Sewer Pump Station (SPS) 1 Replacement Project	28-Aug-25	27-Oct-25	Successful	Council resoluition October COM to reallocate TSRA funds of Mabuiag STP funding to Warraber STP	Warraber
TSRA	$57,893.00	Water Network Management Projects on Badu, St Pauls and Erub	28-Aug-25	9-Sep-25	Successful	Reallocated unspent funds from Erub Reservoir Refurbishment Grant Project (MIAOP 04 22-23).	Badu, Erub, St Pauls
Queensland Reconstruction Authority (QRA) - 0049	$ 16,965,074.45	DRFA - Erub	5-Aug-25	30-Sep-25	Successful		Erub
Queensland Reconstruction Authority (QRA) - 0045	$ 958,627.00	Boigu Council Office Refurb	30-May-25	16-Sep-25	Successful		Boigu
Queensland Reconstruction Authority (QRA) - 0043	$ 4,700,496.23	Boigu Esplanade Road Upgrade	23-May-25	16-Sep-25	Successful		Boigu
Total of Funding Applied - *Noting funding can span over numerous financial	**$ 38,483,088.94**						
Total of Funding	**$ 33,572,661.94**						
Total of Funding Unsuccess	**$ -**						
Total of Funding Pending	**$ 4,910,427.00**						

Annual Local Government Funding 2025-2026

The table below highlights the Annual Local Government Funding that Council was allocated for 2025/26. 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	**25/26 Total Allocation**	**Project Details**	**Date of Application**	**Comments**
QLD Police - SES Local Government Subsidy	*$ 26,521.00*	*This payment recognises the costs incurred by Local government in providing support to their SES Groups and Units*	*Annual Allocation*	*100% paid upfront for current financial year 25/26*
Financial Assistance – Indigenous Councils Funding Program	*$ 16,698,045.12*	*The ICFP replaces the SGFA & RRP and represents a significant investment in Queensland's Indigenous communities.*	*Annual Allocation*	*100% paid upfront on 10 July 2025 for current financial year 25/26*
Financial Assistance – General Purpose	*$ 16,890,070.00*	*Financial Assistance General Purpose is an annual allocation-based program for local government bodies based on the principal of jorizontal fiscal equalisation, enabling them to function by reasonable effort to an average standard.*	*Annual Allocation*	*50% paid upfront for current financial year 25/26. Balance to be paid in equal proportions every quarter.*
Financial Assistance – Local Roads	*$ 337,801.40*	*Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets*	*Annual Allocation*	*50% paid upfront for current financial year 25/26. Balance to be paid in equal proportions every quarter.*
Total Allocation for 25/26	$ 33,952,437.52			

INTERESTED PARTIES/CONSULTATION:

Executive Leadership Team and various Directorate staff/managers

BACKGROUND:

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

COMPLIANCE / CONSIDERATIONS:

Statutory:	Local Government Act 2009 Local Government Regulation 2012
Budgetary:	Operational and capital budget is adjusted upon successful funding application
Policy:	N/A
Legal:	N/A
Risk:	Council relies on external grant funding to ensure financial stability and liquidity. Council will continue to advocate for increased funding opportunities aligned with Corporate Plan strategic priorities and Operational Plan deliverables. All successful funded projects will need to be completed by the timeframes set out in the respective funding agreements. Enterprise Development alongside identified Project Manager/s will ensure reporting and monitoring mechanisms are established to guarantee project milestones, acquittals, reporting and contract completion are finalised within the contractual parameters.
Links to Strategic Plans:	Corporate Plan 2025-2030 (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.
Malungu Yangu Wakay (The Masig Statement):	Aligns with the social and cultural aspirations of ***Malungu Yangu Wakay.***
Standing Committee Consultation:	N/A
Timelines:	N/A

OTHER COMMENTS:

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

Prepared:
Georgina Thaiday
Grants Revenue Officer

Recommended:
Kim Kerwin
Manager, Governance & Risk

Endorsed:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
6.3

DIRECTORATE: ***Corporate Services***
AUTHOR*: Manager Governance and Risk*

TSIRC 2024-25 ANNUAL REPORT

OFFICER RECOMMENDATION:

Council:

1. **Adopts the Annual Report for the period of 1 July 2024 to 30 June 2025 for the Torres Strait Island Regional Council in accordance with the requirements of the *Local Government Act 2009* and associated regulation; and**
2. **Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to make minor administrative amendments and finalise all matters associated with publishing this report.**

EXECUTIVE SUMMARY:

The *Local Government Regulation 2012* requires that each local government prepare an annual report for each financial year and adopt the annual report within one (1) month after the day the Auditor-General gives the Auditor-General's report about the local government's financial statement for the financial year to the local government.

BACKGROUND:

Council is required by section 182 of the *Local Government Regulation 2012* to prepare and adopt an annual report. Council's Annual Report 2024-2025 is provided for consideration and adoption. The annual report provides an assessment of operations of Council for the 2024-2025 financial year. This report satisfies Council's annual reporting legislative requirements.

In accordance with section 182 of the *Local Government Regulation 2012*, the local government must publish its annual report on its website within two (2) weeks of adopting the annual report.

The annual report will be made available to the community through the website.

INTERESTED PARTIES/CONSULTATION:

- Chief Executive Officer
- Audit Committee *– regarding 2024-25 Financial Statements*
- Executive Directors
- Manager Governance and Risk

COMPLIANCE/CONSIDERATIONS:

Statutory:	• *Local Government Act 2009* • *Local Government Regulation 2012*
Budgetary:	The Annual Report must include financial statements for the 2024-25 financial year
Policy:	N/A
Legal:	It is a statutory requirement that Council adopts the Annual Report under the *Local Government Regulation 2012*
Risk / Risk Mitigation:	Failure to deliver an Annual Report is a Breach of the *Local Government Regulation 2012* and is a compliance requirement of Council's key funding bodies.
Links to Strategic Plans:	CORPORATE PLAN 2025-2030 Focus Area # 3. A proactive and responsible Council ➢ 3.1 Provide good governance and leadership ➢ Ensure responsible financial management and sustainability ➢ Ensure compliance with legislative requirements and regulations, uphold the Council's legal obligations, and make ethical decisions in the best interest of the community.
Malungu Yangu Wakay (Masig Statement):	N/A
Standing Committee Consultation:	N/A
Timelines:	The Annual Report must be adopted by Council within one month of receiving the Auditor-General's report about the local government's financial statement and published on Council's website within two (2) weeks of adoption.

Other Comments:

Nil.

Recommended:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

LINK: Annual Report 2024-25 https://tsirc.qld.gov.au/documents/tsirc-annual-report-2024-2025/

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
6.4

DIRECTORATE: Corporate Services
***AUTHOR**: Manager Governance and Risk*

POLICY UPDATE – COMPLAINT MANAGEMENT POLICY

OFFICER RECOMMENDATION:

Council resolves to endorse the updated Complaint Management Policy.

EXECUTIVE SUMMARY:

The Complaint Management Policy has been reviewed in accordance with Council's Policy Framework and a revised policy (Attachment 1) is now submitted to Council for endorsement.

The current policy (with tracked changes) is at Attachment 2.

Interested Parties/Consultation:

- Executive Director Corporate Services
- Executive Directors and Managers (November 2025)
- Manager Procurement and Contracts
- Manager Financial Accounting and Assets

Background / Previous Council Consideration:

Relevant internal departments have reviewed the proposed policy. The Manager Governance and Risk led the review process and ensured alignment with legal obligations and modern governance expectations.

This revised policy will replace the previous Complaint Management Prevention Policy adopted in 2018 and reviewed in 2019, 2021 and 2022.

COMPLIANCE / CONSIDERATIONS:

Statutory:	• *Local Government Act 2009* • *Local Government Regulation2012* • *Public Service Act 2008* • *Industrial Relations Act 1999* • *Anti-Discrimination Act 1991* • *Sex Discrimination Act 1984 (Cth)* • *Racial Discrimination Act 1975 (Cth)* • *Disability Discrimination Act 1992 (Cth)* • *Human Rights and Equal Opportunity Act 1986 (Cth)* • *Human Rights Act 2019* • *Public Sector Ethics Act 1994* • *Crime and Corruption Act 2001* • *Queensland Competition Authority Act 1997* • *Torres Strait Island Regional Council Corporate Plan 2025–2030* • *Complaints Management Procedure*
Budgetary:	Nil impact
Policy:	The policy was developed under Council's Policy Framework and provides clear guidance on implementation of relevant legislation. The adoption of this policy will replace the current policy.
Legal:	The new policy is compliant with all legislative requirements and reflects best practice local government governance.
Risk / Risk Mitigation:	Failure to adopt the updated policy may result in non-compliance with legislative obligations and expose Council to legal, or reputational risk. Adoption of the proposed updated policy mitigates these risks and strengthens Council's governance, integrity, and accountability practices.
Links to Strategic Plans:	CORPORATE PLAN 2025-2030 Focus Area # 3. A proactive and responsible Council ➢ 3.1 Provide good governance and leadership ➢ 3.3 Foster high performing, supportive and inclusive work environment
MALUNGU YANGU WAKAY	Assists in equipping Council's goals and aspirations for self determination
Standing Committee Consultation:	N/A
Timelines:	Policy is due for review.

Other Comments:

Following adoption of the Updated Complaint Management Policy, a review will be undertaken of the Complaint Management Procedure.

Recommended:	**Approved:**
Vicki Bishop	
Vicki Bishop	James William
Executive Director Corporate Services	Chief Executive Officer

ATTACHMENTS:

Attachment 1: *Draft Complaint Management Policy*

Attachment 2: *Current Complaint Management Policy (with tracked changes)*

Complaint Management Policy

1. PURPOSE

The purpose of this policy is to provide a clear, consistent and transparent framework for managing and resolving complaints made by members of the public about Council services, administrative actions, decisions, or the conduct of Council officers in accordance with the Local Government Act 2009 s268(Qld).

2. SCOPE

This policy applies to all Council employees, contractors, and agents of Council who collect, access, or manage personal information in the course of their duties.
This policy does not apply to:

- Right to Information or Information Privacy applications;
- Matters subject to legal proceedings;
- Employee grievances (managed under People and Wellbeing policies)
- Public Interest Disclosures (managed under the Public Interest Disclosure Policy).

3. LINK TO CORPORATE PLAN 2025-2030

This policy supports the Torres Strait Regional Island Council Corporate Plan 2025–2030 by aligning with strategic objectives of good governance, community engagement, and service excellence

Section 3 - A proactive and responsible Council

- **3.1** Provide good governance and leadership
- **3.3** Foster a high performing, supportive and inclusive work environment

4. POLICY STATEMENT

(a) Council acknowledges that people have a right to make complaints about its actions.

(b) Council shall maintain open and transparent internal and external complaints management processes enabling continuous review of the conduct of Council, its employees, Councillors, contractors and agents.

(c) Council is committed to encouraging the internal reporting of wrongdoing.

(d) Council shall ensure that people are given help to make their complaint

(e) Council shall ensure that people are not disadvantaged or treated unfairly after they make a complaint, and that Council provides appropriate protection and support to people who make public interest disclosures, and others related to a complaint.

(f) Council shall respond quickly and efficiently to complaints in a fair and objective way, and deal with each complaint in accordance with the principles of natural justice.

(g) Council, local government employees, Councillors, contractors and agents of Council shall conduct itself/ themselves strictly in accordance with the Local Government

Principles set out in section 4(2) of the *Local Government Act 2009* (Qld) and the Ethics Principles set out in section 4(2) of the *Public Sector Ethics Act 1994* (Qld), namely: -

i. transparent and effective processes, and decision-making in the public interest; and

ii. sustainable development and management of assets and infrastructure, and delivery of effective services; and

iii. democratic representation, social inclusion and meaningful community engagement; and

iv. good governance of, and by, local government; and

v. ethical and legal behaviour of Councillors and local government employees; and

vi. integrity and impartiality;

vii. promoting the public good;

viii. commitment to the system of government; and

ix. accountability and transparency.

(h) A failure of a local government employee, Councillor, contractor or agent to conduct oneself strictly in accordance with the Local Government Principles and Ethics Principles shall be thoroughly investigated by Council and if proven, met with appropriate disciplinary action as available under Council Policy, Procedure and/or Regulation, including but not limited to mandatory reporting to regulatory bodies (e.g. the Queensland Crime and Corruption Commission, the Office of the Independent Assessor or the Chief Executive Officer of the Department of Local Government Water and Volunteers), A person who provides false or misleading information or makes false or misleading allegations may face disciplinary action.

(i) Council must act and make decisions in a way that is compatible with human rights and consider all relevant human rights principles before making a decision.

5. ROLES AND RESPONSIBILITIES

- Chief Executive Officer (CEO): Ensures Council has a compliant and effective complaints management process.
- Governance and Corporate Services: Oversees implementation, monitoring, and reporting.
- All Staff: Responsible for managing complaints in accordance with this policy and associated procedures.

6. DEFINITIONS

- **Administrative Action Complaint**: A complaint about an administrative action of Council, including a decision, failure to make a decision, or the formulation of a policy.
- **Complainant**: A person or entity making a complaint.
- **Complaint**: An expression of dissatisfaction about Council's service, action, or decision, where a response or resolution is expected.

7. RELATED DOCUMENTS AND REFERENCES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Service Act 2008*
- *Industrial Relations Act 1999*
- *Anti-Discrimination Act 1991*
- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Human Rights and Equal Opportunity Act 1986 (Cth)*
- *Human Rights Act 2019*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*
- *Queensland Competition Authority Act 1997*
- *Torres Strait Island Regional Council Corporate Plan 2025–2030*
- *Complaints Management Procedure*

8. REVIEW

Policy type:	☒ Council ☐ Administrative
Directorate:	Corporate Services
Responsible Officer:	Manager, Governance and Risk
Authorised on:	December 2025
Next review date:	October 2028 (This policy will be reviewed every three years or as required by changes in legislation).
Review history:	2018, 2019, 2021, 2022
Version:	1

Complaint Management Policy

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Responsible Manager	Chief Executive Officer
Head of power	*Local Government Act 2009* *Local Government Regulation 2012* *Public Service Act 2008* *Industrial Relations Act 1999* *Anti-Discrimination Act 1991* *Sex Discrimination Act 1984 (Cth)* *Racial Discrimination Act 1975 (Cth)* *Disability Discrimination Act 1992 (Cth)* *Human Rights and Equal Opportunity Act 1986 (Cth)* *Human Rights Act 2019* *Public Sector Ethics Act 1994* *Crime and Corruption Act 2001* *Queensland Competition Authority Act 1997*
Authorised by	Council
Authorised on	20 September 2022
Implemented from	October 2022
Last reviewed	July 2022
Review history	2018, 2019, 2021, 2022
To be reviewed on	1 July 2023
Corporate Plan	*TSIRC Corporate Plan 2020-2025* Outcome 4: We are a transparent, open and engaging council. Outcome 8: We manage Council affairs responsibly for the benefit of our communities

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1. PURPOSE

1. PURPOSE

The purpose of this policy is to provide a clear, consistent and transparent framework for managing and resolving complaints made by members of the public about Council services, administrative actions, decisions, or the conduct of Council officers in accordance with the *Local Government Act 2009 (Qld).*

Council is strongly committed to ensuring that the local government principles are reflected in its handling of complaints.

2. ApplicationSCOPE

This policy applies to all Council employees, contractors, and agents of Council who collect, access, or manage personal information in the course of their duties.

This policy does not apply to:

(a) Right to Information or Information Privacy applications;

(b) Matters subject to legal proceedings;

(c) Employee grievances (managed under HR People and Wellbeing policies)

(d) Public Interest Disclosures (managed under the PID Public Interest Disclosure Policy).

(a) This Complaint Management Policy and Council's Complaint Management Procedure (SPO 9 PR 1) apply to:

i. all external complaints (from contractors, members of public, etc.) received by Council, including anonymous complaints; and

ii. all internal complaints dealing with matters other than personal work-related grievances (being grievances personal to the complainant about matters arising in the work environment) received by Council.

This Complaint Management Policy and Council's Complaint Management Procedure (SPO 9 PR 1) do not apply to internal 'grievances', being any type of problem, concern, or complaint relating to an employee's work or the work environment. Grievances are dealt with under Council's Grievance and Investigation Management Procedure (PO2- PR21).

(b) Council will apply Council's Public Interest Disclosure Policy and Management Program to:

i. assess whether a complaint is a public interest disclosure under the *Public Interest Disclosure Act 2010* (Qld); and

ii. manage any complaint that Council considers to be a public interest disclosure.

(c) The Complaint Management Policy and Procedure apply for the purpose of:

i. section 268 of the *Local Government Act 2009* (Qld) and section 306 of the *Local Government Regulation 2012* (Qld) (administrative action complaints); and

ii. section 48 of the *Local Government Act 2009* (Qld) and sections 44 and 45 of the *Local Government Regulation 2012* (Qld) (competitive neutrality complaints).

(d) Where the Office of the Independent Assessor refers a complaint about suspected inappropriate conduct to Council for investigation, Council shall investigate the complaint in accordance with Council's Investigations Policy.

(e) This Policy applies to all local government employees, Councillors, contractors and

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Commented [KK2]: No acronyms please. People and Wellbeing

~~agents of Council.~~

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3. LINK TO CORPORATE PLAN 2025-2030

~~3. Legislation/Policies~~

This policy supports the Torres ~~Shire~~ Strait Island Regional ~~Island~~ Council Corporate Plan 2025–2030 by aligning with strategic objectives of good governance, community engagement, and service excellence

Section 3 - A proactive and responsible Council

- **3.1** Provide good governance and leadership
- **3.3** Foster a high performing, supportive and inclusive work environment~~This policy is established with reference to obligations specified in the *Local Government Act 2009* (Qld), *Local Government Regulation 2012* (Qld), *Public Sector Ethics Act 1994* (Qld), *Public Interest Disclosure Act 2010* (Qld), *Human Rights Act 2019* (Qld) and *Crime and Corruption Act 2001* (Qld).~~

4. POLICY STATEMENT

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~~4. Policy Statement~~

(a) Council acknowledges that people have a right to make complaints about its actions.

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(f) Council shall respond quickly and efficiently to complaints in a fair and objective way, and deal with each complaint in accordance with the principles of natural justice.

(g) Council, local government employees, Councillors, contractors and agents of Council shall conduct itself/ themselves strictly in accordance with the Local Government Principles set out in section 4(2) of the *Local Government Act 2009* (Qld) and the Ethics Principles set out in section 4(2) of the *Public Sector Ethics Act 1994* (Qld), namely: -

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ii. sustainable development and management of assets and infrastructure, and delivery of effective services; and

iii. democratic representation, social inclusion and meaningful community engagement; and

iv. good governance of, and by, local government; and

v. ethical and legal behaviour of Councillors and local government employees; and

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vii. promoting the public good;

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ix. accountability and transparency.

(h) A failure of a local government employee, Councillor, contractor or agent to conduct oneself strictly in accordance with the Local Government Principles and Ethics Principles shall be thoroughly investigated by Council and if proven, met with appropriate disciplinary action as available under Council Policy, Procedure and/or Regulation, including but not limited to mandatory reporting to regulatory bodies (e.g. the Queensland Crime and Corruption Commission, the Office of the Independent Assessor or the Chief Executive Officer of the Department of Local Government Water and Volunteers), A person who provides false or misleading information or makes false or misleading allegations may face disciplinary action.

(i) Council must act and make decisions in a way that is compatible with human rights and give proper consideration to all relevant human rights principles before making a decision.

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1. ROLES AND RESPONSIBILITIES

- Chief Executive Officer (CEO): Ensures Council has a compliant and effective complaints management process.
- ~~Governance and~~ Corporate Services: Oversees implementation, monitoring, and reporting.
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- *Human Rights Act 2019*
- *Public Interest Disclosure Act 2010*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*
- *Queensland Competition Authority Act 1997*
- *Torres ~~Shire~~Strait Island Regional ~~Island~~ Council Corporate Plan 2025–2030*
- *Complaints Management Procedure*

4. REVIEW

Policy type:	☒ Council ☐ Administrative
Directorate:	Corporate Services
Responsible Officer:	Manager, Governance and Risk
Authorised on:	XXXXX2025
Next review date:	October 2028 (This policy will be reviewed every three years or as required by changes in legislation).

Review history:	2018, 2019, 2021, 2022
Version:	

~~(h)~~

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~~Manager Responsible for Review: Chief Executive Officer~~

~~**Adoption**: James William~~
~~**Due for Revision**: 1 July 2023 Chief Executive Officer~~

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
6.5

DIRECTORATE: *Corporate Services*
AUTHOR*: Economic Development Lead*

TSIRC ECONOMIC DEVELOPMENT COMMUNITY ENGAGEMENT REPORT – PHASE 1

OFFICER RECOMMENDATION:

Council receives and notes the outcomes of the 2025 TSIRC Economic Development Community Engagement Report – Phase 1.

EXECUTIVE SUMMARY:

The Economic Development Community Engagement Report Phase 1 report presents the most comprehensive economic engagement process ever undertaken across the Outer Islands of the Torres Strait region. The initiative captured over 300 community surveys, 50 stakeholder interviews and more than 200 hours of on-island engagement, resulting in a robust and locally grounded foundation to inform long-term economic development planning.

This report was funded by the Torres Strait Regional Authority (TSRA) and was developed in partnership with Emver Partners to identify local economic aspirations, priorities, opportunities, challenges and focus areas for economic development.

The report signals a significant shift towards community-led, place-based planning, and sets a compelling foundational evidence base for a Phase 2 community-centric 10-year Economic Development Strategy and Action Plan that will be culturally anchored, island-specific, and shaped by those who live it.

Interested Parties/Consultation:

- Mayor & Councilors
- Chief Executive Officer
- Executive Directors
- Economic Development Lead
- Economic Growth Advisory Committee

Background / Previous Council Consideration:

The Torres Strait Regional Authority (TSRA) grant in relation to Grant Application ED Ad Hoc 01 24-25 – Phase 1 – Community Consultation to inform the Development of an Economic Development Strategy for the Torres Strait Island Regional Council (TSIRC) was executed on 23 January 2025. The total amount of the Grant was $136,500.00.

Emver Partners was the only supplier to submit a Request For Quote (RFQ) proposal dated 5 April 2024. The RFQ was later updated and signed by Emver on 21 February 2025.

A Project Steering Group (PSG) was formed during the project with a Terms of Reference developed. The PSG consisted of three Councillors and the TSIRC Manager of Health & Wellbeing Community Services with Economic Development Lead as Secretariat and the Consulting Project Manager (Emver Partners) as the Administrator. The PSG provided strategic oversight and governance for the project. The PSG convened at key project milestones.

The project was presented by the Economic Development Lead on the 13 November 2024 Council Workshop with a project update provided at the 22 May 2025 Council Workshop. Emver Partners presented the final report at the 12 November 2025 Council Workshop.

The project was a standing agenda item at the Economic Growth Advisory Committee (EGAC) meetings on 26 September 2024 and 03 February, 13 June and 05 November 2025.

The Economic Development Community Engagement Report Phase 1 report will be made available to the community through the website.

Copies of the report will be emailed to key stakeholders that were engaged through the engagement process.

COMPLIANCE / CONSIDERATIONS:

Statutory:	N/A
Budgetary:	The total amount of the TSRA Grant was $136,500.00.
Policy:	N/A
Legal:	N/A
Risk:	N/A
Links to Strategic Plans:	Corporate Plan 2025 – 2030 • Focus Area 3 -Support and Grow our Local Economy and Employment Opportunities. The project aligns TSRA's 'Torres Strait Development Plan 2023 - 2028' priority areas, including: • Priority 1 - Strong Regional partnerships. • Priority 3 - Growing Sustainable Economies.
***Malungu Yangu Wakay* (The Masig Statement):**	The report addresses the purpose and aims of Malungu Yangu Wakay on Page 12.
Standing Committee Consultation:	The report was presented at the 13 November Council Workshop. The Economic Growth Advisory Committee (EGAC) recommended the endorsement of the report at a Council Meeting. Chair of the EGAC has been consulted.
Timelines:	Reporting period 1 January 2025 to 31 December 2025.

Other Comments: Nil.

Prepared/Recommended:
David Brown
Economic Development Lead

Endorsed:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

TSIRC Economic Development Community Engagement Report – Phase 1

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
8.1

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

FINANCE DASHBOARD REPORT – November 2025

OFFICER RECOMMENDATION:

Council receives and endorses the monthly financial statements attached to the officer's report for the 2025—26 year to date, for the period ended 30 November 2025, as required under Section 204 of the *Local Government Regulation 2012*.

EXECUTIVE SUMMARY:

This report seeks Council's endorsement of the monthly financial statements for the 2025-26 year to date, for the period ended 30 November 2025.

Background:

The 2025–26 Original Budget was adopted at the July 2025 Ordinary Council Meeting, incorporating consideration of anticipated challenges for the year ahead. These include, but are not limited to, labour shortages arising from shifting workforce dynamics, limited contractor availability due to remote operating conditions, materials supply constraints, and potential funding shortfalls. The strategic budget planning process reflects management's commitment to proactively addressing these challenges, ensuring the organisation is positioned for resilient financial performance while maintaining the delivery of essential community services.

In accordance with legislative requirements, the financial report outlines the progress made against the budget for the financial year to a date as near as practicable to the end of the month preceding this meeting. Monthly year-to-date financial statements are prepared to monitor actual results against the adopted budget.

The following section provides a summary of financial performance for the period stated above, with actual results compared to the year-to-date Original Budget for 2025–26. (Refer to Appendix A for the Summary Financial Statements by Department and Appendix B for the Detailed Capital Report.

Resource implications:

As at 30 November 2025, Council's operating result (before depreciation) shows a surplus of $11.7 million, which is $6.3 million below budget. This variance is primarily due to the timing of the Financial Assistance Grant (FAG), with 50 percent ($8.5 million) received in advance in June 2025, despite the full allocation being budgeted for the 2025–26 financial year. The Department periodically adjusts the timing of these payments, and while this impacts the operating result, it does not affect Council's cashflow position. This timing difference will be adjusted at Budget Review.

FINANCIAL PERFORMANCE AT A GLANCE – Year to Date (YTD) 30 November 2025

Key financial results	Annual budget	YTD Original budget	YTD actual	YTD variance $	YTD variance %	Status
Recurrent revenue	76,880,743	51,266,831	45,085,370	(6,181,461)	(12.1%)	
Other income	21,392	217,551	288,395	70,844	32.6%	
Recurrent expenditure (excl. depreciation)	(79,462,000)	(33,381,989)	(33,627,323)	(245,334)	(0.7%)	
Operating result (excl. depreciation)	**(2,559,865)**	**18,102,394**	**11,746,443**	**(6,355,952)**	**(35.1%)**	
Capital revenue	57,137,151	22,950,059	8,733,686	(14,216,373)	(61.9%)	
Capital expenses	(3,487,000)	(1,452,917)	21,376	1,474,293	101.5%	
Net result (excl. depreciation)	**51,090,286**	**39,599,536**	**20,501,505**	**(19,098,032)**	**(48.2%)**	
Depreciation expense	(65,845,275)	(27,435,531)	(273,577)	27,161,955	99.0%	
Net result	**(14,754,989)**	**12,164,005**	**20,227,928**	**8,063,923**	**66.3%**	

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 – Unfavourable $6.3M variance attributed to:

Revenue $6.1M unfavourable variance:

- Unfavourable variance primarily due to the timing of the Financial Assistance Grant (FAG), with 50 percent ($8.5 million) received in advance in June 2025, despite the full amount being budgeted in 2025–26. This timing difference does not impact Council's cashflow and will be adjusted as part of the Budget Review.
- Building Services (BSU) recoverable works revenue is higher than budget due to a greater volume of works completed; however, this does not translate into increased profitability. In addition, capital works need to be identified and reallocated to capital revenue, which is budgeted at approximately $580k per month.

Expenditure $0.24M unfavourable variance:

- $1.1m reduction in employee benefits due to a significant number of vacancies has been offset by increased reliance on temporary staff, contractors, and consultant costs
- $1.3m higher materials and services costs – most departments (excluding Building Services) have lower materials and services costs attributed to the high vacancy rate, which has impacted project and service delivery and subsequently reduced expenditure, combined with the timing of commencement of projects. This is offset by an increase in BSU expenditure for works completed year-to-date, reflecting the increase in the volume of R&M works.

Net Result to Date $8.0M favourable variance:

- Depreciation has not been recorded year-to-date due to the inability to roll the TechOne assets module to the 2025/26 year until the 2024/25 audit is signed of Queensland Audit Office (QAO) – which just occurred end of late November 2025.

Liquidity and Financial Sustainability Outlook

While current financial results appear favourable, this outcome is primarily attributable to timing differences in the receipt of external funding and to high vacancy rates that have delayed project delivery. Updated cashflow projections indicate that Council's available cash holdings have now fallen below the legislated benchmark of four months' unrestricted cash reserves. This emerging position highlights several risks:

- Council's capacity to respond to unforeseen events will be diminished;
- heightened monitoring and management of operational cashflows will be required throughout FY2025–26; and
- with a net cash deficit projected for FY2025–26, Council's liquidity position is expected to further decline in the absence of corrective measures, with material cashflow pressures anticipated from July 2026.

STATEMENT OF FINANCIAL PERFORMANCE

	Annual Original Budget	YTD Original Budget	YTD actual	YTD variance $	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,999,020	75,720	(7,777)	(83,497)	(100.0%)
Fees and charges	5,850,440	2,437,735	3,520,350	1,082,615	44.4%
Sales revenue	25,106,693	11,523,624	14,850,813	3,327,190	28.9%
Grants, subsidies, contributions and donations	38,419,949	34,904,375	23,666,358	(11,238,017)	(32.2%)
	71,376,103	48,941,454	42,029,744	(6,911,710)	(14.1%)
Capital revenue					
Grants, subsidies, contributions and donations	57,137,151	22,950,059	8,733,686	(14,216,373)	(61.9%)
	57,137,151	22,950,059	8,733,686	(14,216,373)	(61.9%)
Interest received	899,999	377,260	1,120,613	743,353	197.0%
Other income	21,392	217,551	288,395	70,844	32.6%
Rental income	4,604,641	1,948,117	1,935,014	(13,103)	(0.7%)
Total income	134,039,285	74,434,442	54,107,451	(20,326,990)	(27.3%)
Expenses					
Recurrent expenses					
Employee benefits	36,893,893	15,359,843	14,188,292	1,171,551	7.6%
Materials and services	42,008,521	17,788,985	19,160,234	(1,371,249)	(7.7%)
Finance costs	559,585	233,160	278,797	(45,636)	(19.6%)
Depreciation and amortisation	65,845,275	27,435,531	273,577	27,161,955	99.0%
	145,307,274	60,817,520	33,900,899	26,916,620	44.3%
Capital expenses	3,487,000	1,452,917	(21,376)	(1,474,293)	(101.5%)
Total expenses	148,794,274	62,270,436	33,879,523	(28,390,913)	(45.6%)
Net result	(14,754,989)	12,164,005	20,227,928	8,063,923	66.3%

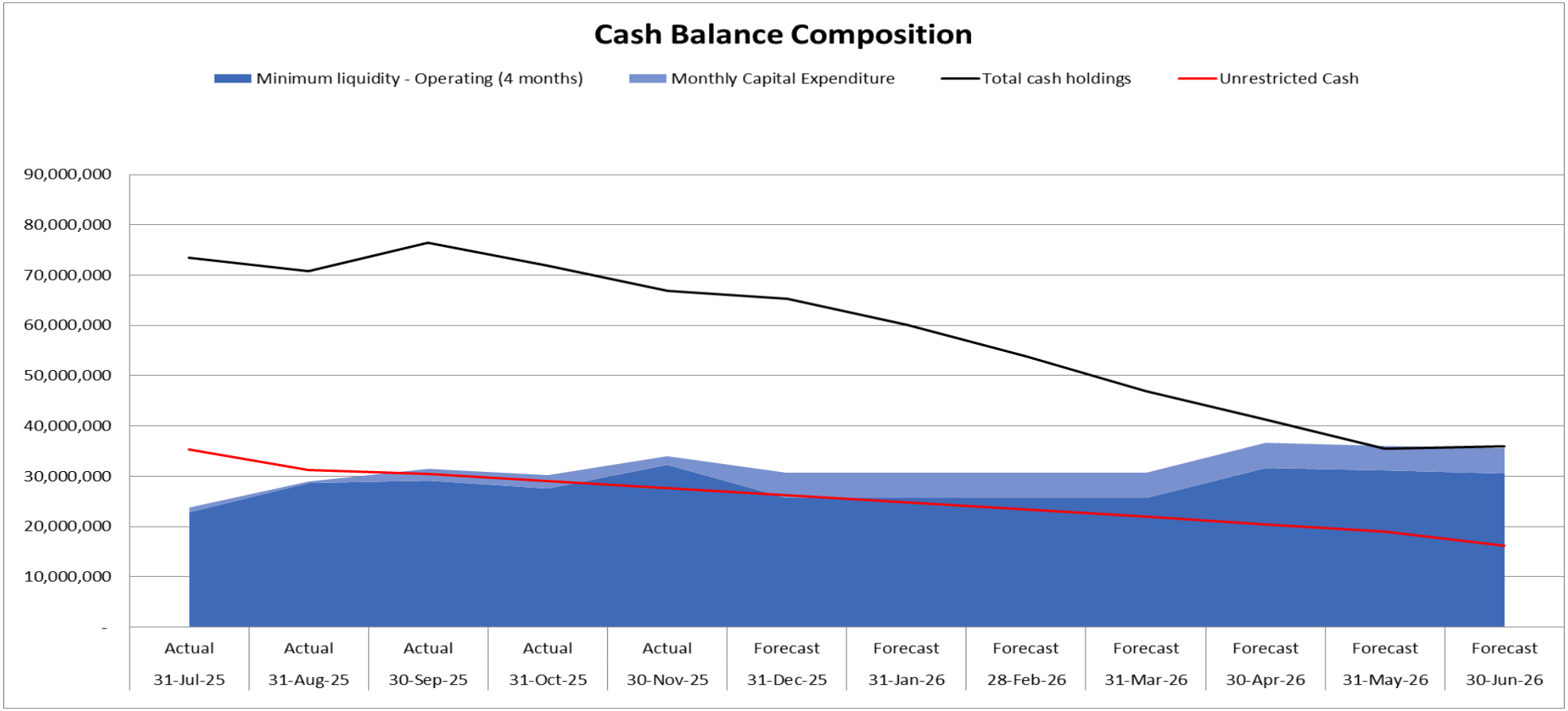
STATEMENT OF FINANCIAL POSITION

Disclaimer: Balance sheet figures will be subject to change from what is presented below as Council is in the process of finalising their financial statements for 30 June 2025.

	Current Month	Prior Month	variance $	variance %
Current assets				
Cash and cash equivalents	66,547,110	71,525,305	(4,978,195)	(7.0%)
Short term deposit	72,997	72,997	0	0.0%
Trade and other receivables	11,953,557	10,504,034	1,449,523	13.8%
Inventories	393,966	393,966	0	0.0%
Contract assets	5,031,919	6,119,426	(1,087,507)	(17.8%)
Lease receivables	513,785	513,785	0	0.0%
Total current assets	84,513,334	89,129,513	(4,616,179)	(5.2%)
Non-current assets	-			
Lease receivables	10,967,561	10,967,561	0	0.0%
Property, plant and equipment	1,478,057,451	1,476,288,463	1,768,988	0.1%
Right of use assets	2,458,411	2,511,724	(53,313)	(2.1%)
Intangible assets	524,938	524,938	0	0.0%
Total non-current assets	1,492,008,361	1,490,292,686	1,715,675	0.1%
Total assets	1,576,521,695	1,579,422,199	(2,900,504)	0.1%
Current liabilities				
Trade and other payables	6,385,648	8,656,123	2,270,475	26.2%
Borrowings	-	-	0	
Provisions	4,098,376	4,117,893	19,517	0.5%
Contract liabilities	41,080,542	41,284,299	203,757	0.5%
Lease liabilities	303,824	355,284	51,460	14.5%
Total current liabilities	51,868,390	54,413,599	2,545,209	4.7%
Non-current liabilities				
Provisions	28,855,876	28,819,983	(35,894)	(0.1%)
Lease liabilities	1,416,967	1,416,966	(0)	
Total non-current liabilities	30,272,843	30,236,949	(35,894)	(0.1%)
Net community assets	1,494,380,462	1,494,771,650	(391,188)	(0.0%)
Community Equity	-			
Asset revaluation surplus	1,212,968,792	1,212,968,792	0	0.0%
Retained surplus/(deficiency)	307,441,420	307,460,656	(19,236)	(0.0%)
Current Year Surplus/(Deficit)	- 26,029,750	- 25,657,796	(371,953)	1.4%
	1,494,380,462	1,494,771,651	(391,189)	(0.0%)

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 25/26 Original Budget projections. Grant revenue has been forecasted based on the expected timing of funds receipt as per funding agreements. July to November figures reflect actual cash balances.

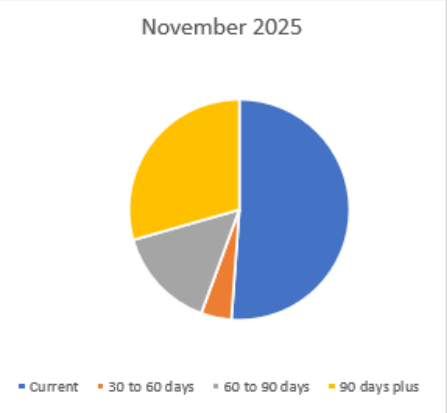


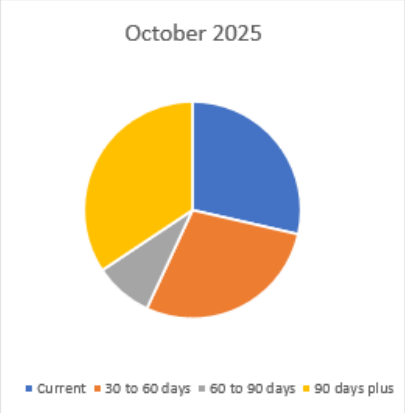
Current balance November 2025 – Overall Cash Balance - $66.8M – Unrestricted Cash - $27.6M

Overall cash balance is $66.8M, with unrestricted cash of $27.6M. The increase in total cash is primarily due to upfront payments for major capital projects (restricted for specific purposes and not available for general operations), along with 50% payment of the 25/26 Financial Assistance Grant in June 25 and early receipt of the ICFP.

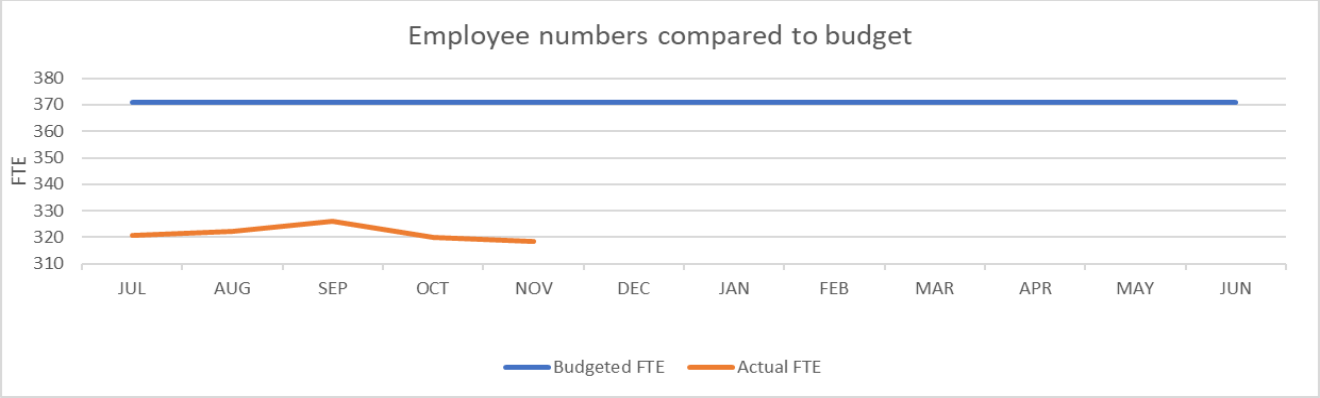
Debtor Analysis

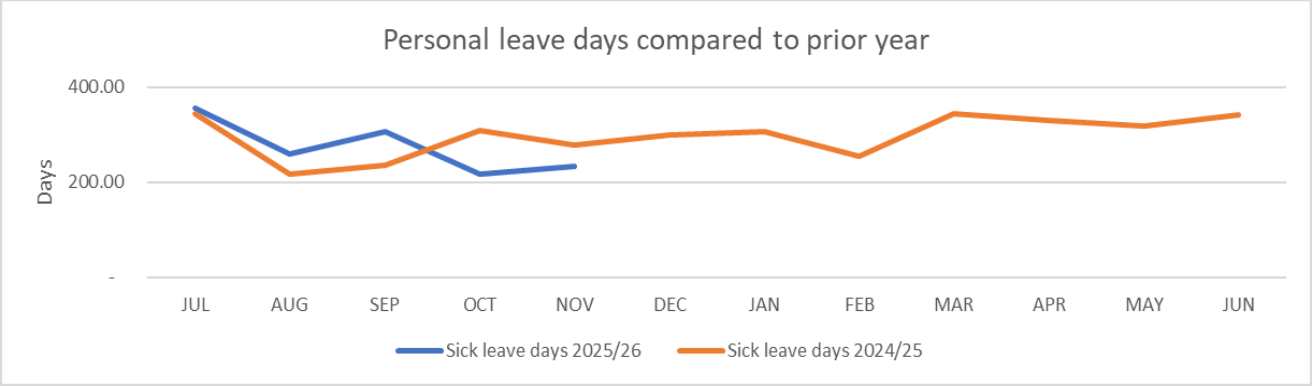
	As at 30 November 2025		As at 31 October 2025		As at 30 September 2025	
	$	%	$	%	$	%
Current	4,701,608	51%	1,920,950	29%	453,957	7%
30 to 60 days	410,309	4%	1,905,513	28%	3,371,908	49%
60 to 90 days	1,375,196	15%	586,875	9%	724,139	11%
90 days plus	2,703,379	29%	2,308,553	34%	2,306,469	34%
Total aged debtors	9,190,492	100%	6,721,891	100%	6,856,473	100%
Housing debtors (Note 1)	12,431,771		12,417,460		12,431,261	
Total Provision	- 13,281,581		- 13,251,555		- 13,221,529	
Net debtors (exc. Unapplied credits)	8,340,681		5,887,796		6,066,205	
Unapplied Credits	- 598,521		- 606,300		- 515,079	

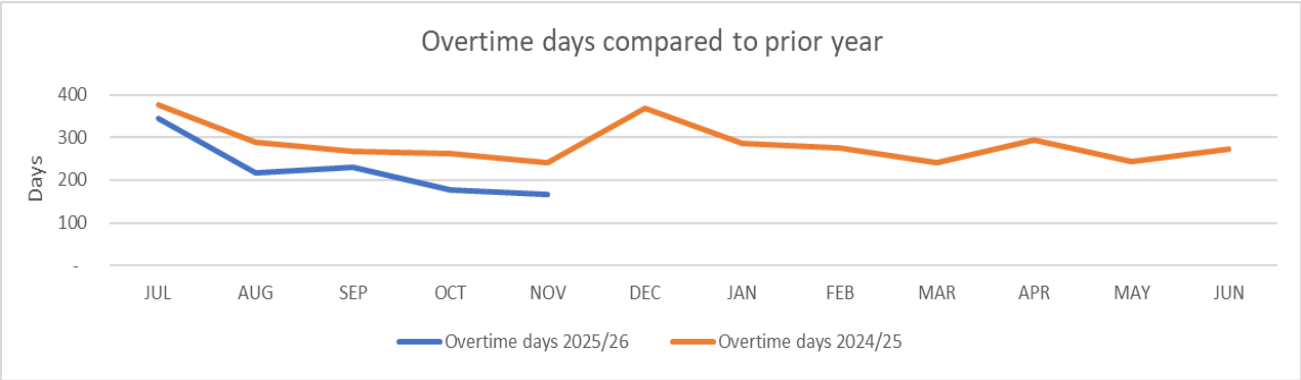


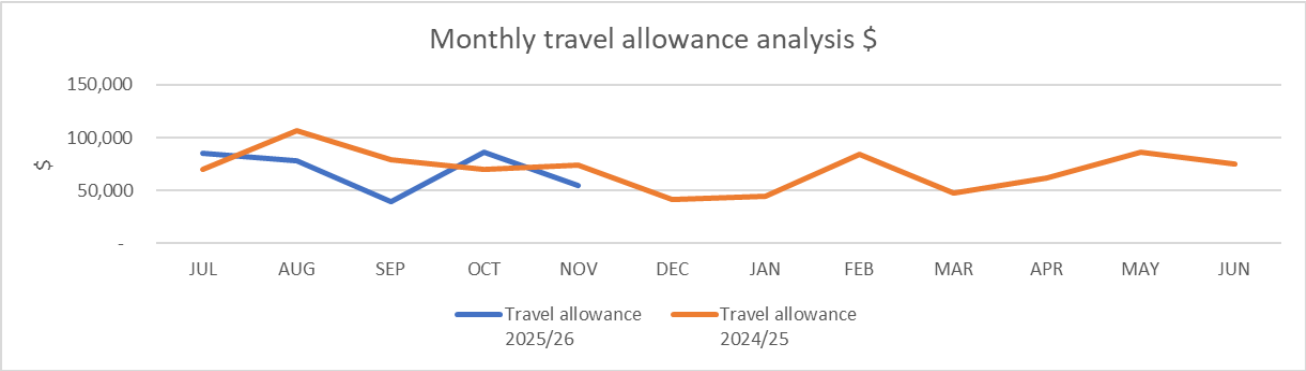


Payroll Analysis









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

Consultation and communication:

- Senior Executive Team
- Department Heads / Managers
- Finance Department

COMPLIANCE / CONSIDERATIONS:

<table>
<tr><td>Statutory:</td><td>Local Government Act 2009
Local Government Regulation 2012</td></tr>
<tr><td>Budgetary:</td><td>There are no direct financial implications that arise from this recommendation.</td></tr>
<tr><td>Policy:</td><td>N/A</td></tr>
<tr><td>Legal:</td><td>N/A</td></tr>
<tr><td>Risk:</td><td>Risk Management emerges from Council’s intent to effectively and efficiently manage risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in the Corporate and Operational Plans.

Significant Risks:
<table>
<tr><th>Risk</th><th>Likelihood</th><th>Consequence</th><th>Treatment</th><th>Financial Impact</th></tr>
<tr><td>Increase in material prices</td><td>High</td><td>Increased cost to deliver contract and recoverable works</td><td>Consider revising service agreements with funding partners to account for material increases</td><td>Negative impact to gross margins and ultimately net profits</td></tr>
<tr><td>Poor weather conditions</td><td>Low</td><td>Delay in operational and capital works resulting in reduced community service delivery</td><td>Consider works schedule</td><td>Negative impact to net profits and service delivery</td></tr>
<tr><td>Lack of available resources</td><td>High</td><td>Delays and inability to complete contract and recoverable works and capital programs</td><td>Consider methods for engaging skilled resources</td><td>Negative impact on gross margins and risk of returning grant funds if not able to deliver works</td></tr>
</table></td></tr>
<tr><td>Links to Strategic Plans:</td><td>Aligns with the Corporate Plan 2025-2030</td></tr>
<tr><td>Masig Statement:</td><td>N/A</td></tr>
<tr><td>Standing Committee Consultation:</td><td>N/A</td></tr>
<tr><td>Timelines:</td><td>At a meeting of the local government once a month.</td></tr>
</table>

Other Comments:

In terms of financial performance and risk management, the Finance Team continues to work closely with business departments to analyse and report on financial outcomes, while also assessing the implications for future performance—particularly the ability to deliver within budget. This forward-looking approach enables management to identify emerging trends early and implement timely corrective actions where required.

Numerous factors have influenced council operations during the financial year. Inflationary pressures—driven by rising energy costs, global supply chain disruptions, and labour shortages—have increased the cost of goods and services across Australia, including for Council.

While inflation appears to be stabilising, the cumulative impact on Council operations over the coming months, through to year-end and beyond, remains uncertain due to the unpredictability of domestic and global events. Management will continue to adapt, monitor, and plan proactively as circumstances evolve. Ongoing economic uncertainty and fluctuating market conditions will continue to make future forecasting challenging.

Recommended:

Frank Barbieri

Frank Barbieri
Acting Head of Financial Services

Endorsed

Hollie Faithfull
Executive Director, Financial Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

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

APPENDIX A
KEY FINANCIAL RESULTS BY DEPARTMENT

Executive Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	0	0	200,000	200,000	0.0%	
Other income	0	0	0	0	0.0%	
Recurrent expenditure (excl. depreciation)	(4,400,011)	(1,874,080)	(1,598,418)	275,662	14.7%	
Operating surplus (exc. Depreciation)	**(4,400,011)**	**(1,874,080)**	**(1,398,418)**	**475,662**	**25.4%**	
Capital revenue	0	0	0	0	0.0%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**(4,400,011)**	**(1,874,080)**	**(1,398,418)**	**475,662**	**25.4%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**(4,400,011)**	**(1,874,080)**	**(1,398,418)**	**475,662**	**25.4%**	

Favourable Operating/Net Result
Operating surplus (exc. Depreciation) due to additional $200K grant funding for climate alliance and risk project.

Building Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	21,350,000	9,958,335	13,488,768	3,530,433	35.5%	
Other income	0	0	33,313	33,313	0.0%	
Recurrent expenditure (excl. depreciation)	(19,402,239)	(8,074,540)	(12,134,764)	(4,060,224)	-50.3%	
Operating surplus (exc. Depreciation)	**1,947,761**	**1,883,795**	**1,387,316**	**(496,479)**	**-26.4%**	
Capital revenue	1,320,500	550,205	0	(550,205)	-100.0%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**3,268,261**	**2,434,000**	**1,387,316**	**(1,046,684)**	**-43.0%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**3,268,261**	**2,434,000**	**1,387,316**	**(1,046,684)**	**-43.0%**	

Comments:
Unfavourable Operating Result:
Recurrent YTD revenue exceeded budget, driven by increased invoicing and the delivery of high-value projects. While expenditure should rise accordingly, it is higher than usual due to timing of invoice processing, resulting in an unfavourable variance.
Unfavourable Net Result:
Capital Revenue – Timing of building capitalisations. A new process to complete monthly capitalisation is currently in progress.

Corporate Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	5,753	2,397	(24,020)	(26,417)	-1102.0%	
Other income	10,000	4,167	18,504	14,337	344.1%	
Recurrent expenditure (excl. depreciation)	(3,982,670)	(1,702,178)	(657,681)	1,044,496	61.4%	
Operating surplus (exc. Depreciation)	**(3,966,917)**	**(1,695,614)**	**(663,197)**	**1,032,416**	**60.9%**	
Capital revenue	0	0	0	0	0.0%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**(3,966,917)**	**(1,695,614)**	**(663,197)**	**1,032,416**	**60.9%**	
Depreciation Expense	0	0	0	0	0.0%	
Net result	**(3,966,917)**	**(1,695,614)**	**(663,197)**	**1,032,416**	**60.9%**	

Comments:
Favourable Operating result:
Recurrent / Other Revenue: Grant income timing issue due to month end early closure and less expenditure.

Health and Community Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	13,987,493	6,514,107	6,730,328	216,221	3.3%	
Other income	511,392	213,385	214,203	818	0.4%	
Recurrent expenditure (excl. depreciation)	(20,426,051)	(8,667,263)	(8,280,930)	386,333	4.5%	
Operating surplus (exc. Depreciation)	**(5,927,166)**	**(1,939,771)**	**(1,336,399)**	**603,372**	**31.1%**	
Capital revenue	12,145,574	4,932,739	2,221,256	(2,711,483)	-55.0%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**6,218,408**	**2,992,969**	**884,857**	**(2,108,111)**	**-70.4%**	
Depreciation Expense	(35,272,066)	(14,696,694)	0	14,696,694	100.0%	
Net result	**(29,053,659)**	**(11,703,726)**	**884,857**	**12,588,583**	**107.6%**	

Comments:
Favourable Operating Result:
Recurrent Revenue - Commercial Property Rent over budget YTD $0.9M due to misalignment of budget vs actuals; Accommodation $137K lower than budgeted, income from hire of vehicles has been impacted due to fewer vehicles available; Grant revenue recognition $0.5M lower than budgeted YTD due to timing difference between receipt and delivery of programs; Recurrent Expenditure - Insurance expense reduced $600K, awaiting finalisation of valuations with high probability of increase in insurance costs; reduced expenditure expected due to reduced grant revenue recognition YTD

Favourable Net result:
Capital Revenue - budget to be adjusted to align with receipt of capital programs payments; BSU Capitalisations not processed to date
Depreciation Expense - not processed YTD due to assets module in TechOne being unable to be rolled onto the 25/26 year until QAO sign off the 2024-2025 accounts

Financial Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	33,125,384	31,739,740	21,320,674	(10,419,066)	-32.8%	
Other income	399,999	377,260	1,120,613	743,353	197.0%	
Recurrent expenditure (excl. depreciation)	(1,494,698)	(691,688)	(670,306)	21,383	3.1%	
Operating surplus (exc. Depreciation)	**32,030,685**	**31,425,312**	**21,770,981**	**(9,654,331)**	**-30.7%**	
Capital revenue	1,901,271	374,101	732,384	358,283	95.8%	
Capital expenses	(3,500,000)	(1,458,333)	0	1,458,333	100.0%	
Net result (excl. depreciation)	**30,431,956**	**30,341,079**	**22,503,365**	**(7,837,715)**	**-25.8%**	
Depreciation Expense	(1,160,515)	(483,548)	(273,577)	209,971	43.4%	
Net result	**29,271,441**	**29,857,531**	**22,229,788**	**(7,627,743)**	**-25.5%**	

Comments:
Unfavourable Operating Result:
Revenue is showing an unfavourable variance primarily due to the timing of the Financial Assistance Grant (FAG). Council had budgeted to receive $13.5 million in July, consistent with the previous year. However, only $2.1 million was received in August 2025, with $8.5 million paid in advance in June 2025. The budget review will be updated to reflect this revised timing. This variance has been partially offset by higher interest income driven by elevated cash holdings.

Unfavourable Net result:
Depreciation Expense - not processed YTD due to inability to roll TechOne assets module to the 25/26 year until QAO sign off the 2024-2025 audit

Engineering Services

Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	5,594,114	1,875,825	1,496,336	(379,490)	-20.2%	
Other income	0	0	19,060	19,060	0.0%	
Recurrent expenditure (excl. depreciation)	(27,564,998)	(11,368,372)	(10,000,970)	1,367,403	12.0%	
Operating surplus (exc. Depreciation)	**(21,970,885)**	**(9,492,547)**	**(8,485,573)**	**1,006,974**	**10.6%**	
Capital revenue	41,300,019	16,897,269	5,735,736	(11,161,533)	-66.1%	
Capital expenses	0	0	0	0	0.0%	
Net result (excl. depreciation)	**19,329,134**	**7,404,722**	**(2,749,837)**	**(10,154,559)**	**-137.1%**	
Depreciation Expense	(28,755,174)	(11,981,323)	0	11,981,323	100.0%	
Net result	**(9,426,040)**	**(4,576,601)**	**(2,749,837)**	**1,826,764**	**39.9%**	

Comments:
Favourable Operating result:
Recurrent / Other Revenue -slightly lower recurrent grants & fees and charges revenue lower compared to budget.
Recurrent expenditure - overall expenditure is lower then budget due to vacant positions and timing on expenditure.
Favourable Net result:
The timing of capital works has caused capitial revenue to be less than YTD budget.
Depreciation Expense - not processed YTD due to assets module in TechOne being unable to be rolled onto the 25/26 year until QAO sign off the 2024-2025 accounts.

Fuel and Fleet Services

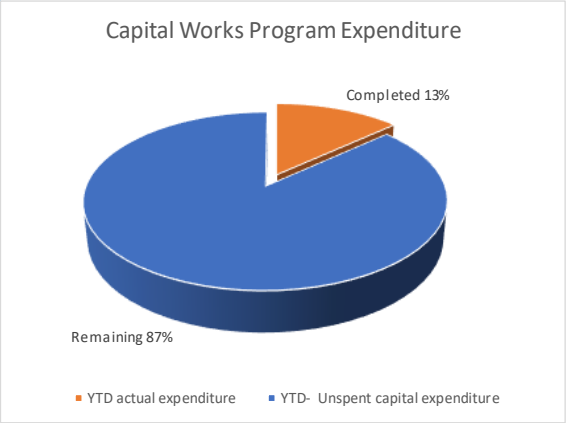
Key Financial Results	Annual Budget $	YTD Budget $	YTD Actual $	YTD Variance $	YTD Variance %	Status
Recurrent revenue	1,918,000	799,167	752,672	(46,495)	-5.8%	
Other income	0	0	3,315	3,315	0.0%	
Recurrent expenditure (excl. depreciation)	(2,191,332)	(1,003,867)	(266,140)	737,727	73.5%	
Operating surplus (exc. Depreciation)	**(273,332)**	**(204,701)**	**489,847**	**694,547**	**339.3%**	
Capital revenue	469,787	195,745	44,310	(151,435)	-77.4%	
Capital expenses	13,000	5,417	21,376	15,960	-294.6%	
Net result (excl. depreciation)	**209,455**	**(3,539)**	**555,533**	**559,073**	**15795.2%**	
Depreciation Expense	(657,519)	(273,966)	0	273,966	100.0%	
Net result	**(448,064)**	**(277,506)**	**555,533**	**833,039**	**300.2%**	

Comments:
Favourable Operating/Net Result
Depreciation will be recognised once the depreciation schedule has been approved by auditors.

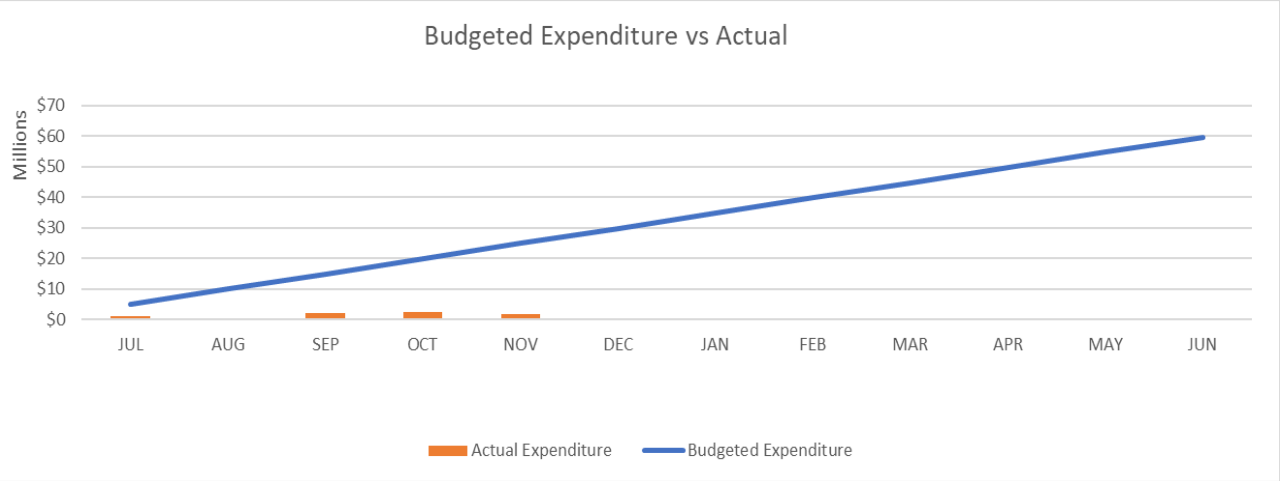
Appendix B

Capital Works Program

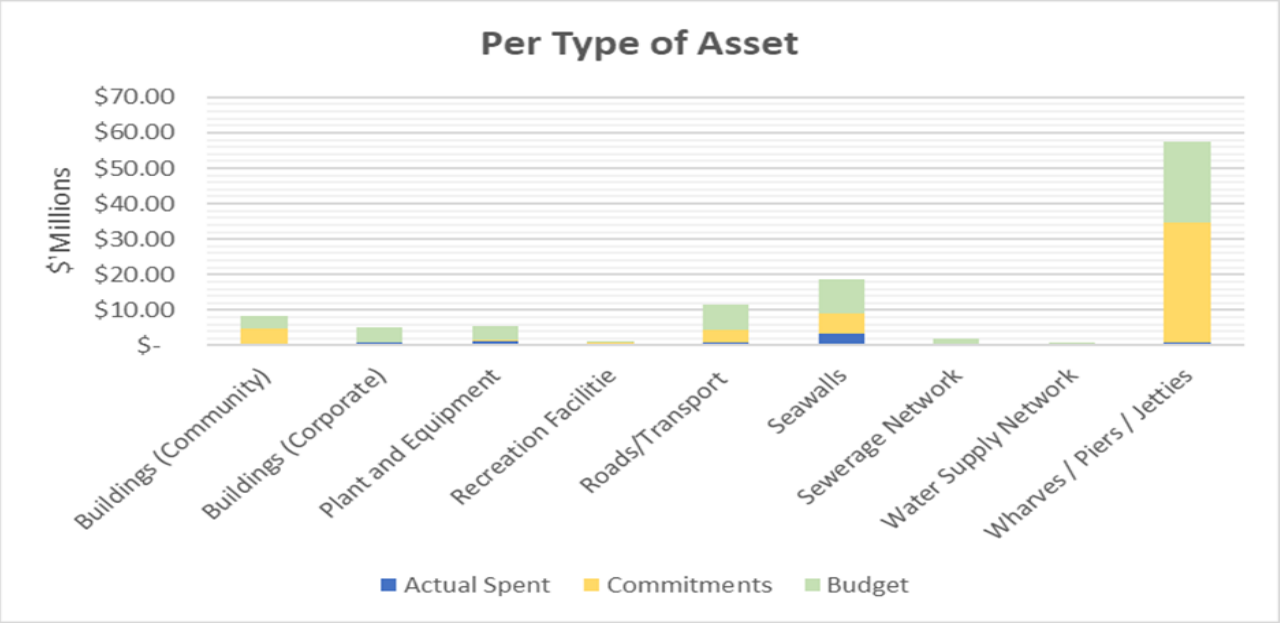
YTD actual expenditure	$	7,950,000
YTD- Unspent capital expenditure	$	51,662,150
Full year Original budget capital expenditure	$	59,612,150



Monthly progress– Capital expenditure



Overall program performance – Per Type of Asset



ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
9

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

RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

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

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

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254J of the *Local Government Regulation 2012*
Budgetary:	N/A
Policy:	*TSIRC Standing Orders (Meeting Procedures) Policy – August 2024*
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council ➢ *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	*In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self-determination, we have the right to autonomy or self-government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.*
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
16

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

RESOLUTION TO RETURN THE MEETING TO OPEN DISCUSSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254I of the *Local Government Regulation 2012*
Budgetary:	N/A
Policy:	*TSIRC Standing Orders (Meeting Procedures) Policy – August 2024*
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council ➢ *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	*In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self-determination, we have the right to autonomy or self-government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.*
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
17

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

CONSIDERATION OF MATTERS DISCUSSED IN CLOSED SESSION

OFFICER RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

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

Interested Parties/Consultation:

N/A

Background / Previous Council Consideration:

N/A

COMPLIANCE / CONSIDERATIONS:

Statutory:	Section 254J(6) of the *Local Government Regulation 2012*
Budgetary:	N/A
Policy:	*TSIRC Standing Orders (Meeting Procedures) Policy – August 2024*
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council ➢ *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	*In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self-determination, we have the right to autonomy or self-government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.*
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:	**Approved:**
Vicki Bishop Executive Director Corporate Services	James William Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
10 DECEMBER 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:

Statutory:	Section 254D(4) of the *Local Government Regulation 2012*
Budgetary:	N/A
Policy:	*TSIRC Standing Orders (Meeting Procedures) Policy – August 2024* applies.
Legal:	N/A
Risk:	Council breach of its Statutory requirements above.
Links to Strategic Plans:	TSIRC Corporate Plan 2025-30 Focus Area 3– A Proactive & Responsible Council ➢ *3.1 Provide good governance & leadership*
***Malungu Yangu Wakay* (The Masig Statement):**	*In keeping with Article 4 of the United Nations Declaration on the Rights of Indigenous Peoples, in exercising our right to self-determination, we have the right to autonomy or self-government in matters relating to our internal and local affairs, as well as ways and means for financing their autonomous functions.*
Standing Committee Consultation:	N/A
Timelines:	Standard Procedure at each Monthly Council Meeting

Other Comments:

Nil.

Recommended:

Vicki Bishop
Executive Director Corporate Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil.

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
19.1

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

BUILDING SERVICES REPORT (November 2025)

OFFICER RECOMMENDATION:

Council receives and notes the Building Services Report for November 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 November 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 continue with funding partners and are being held to address challenges related to high delivery costs, extended timeframes for project completion, and tender awarding.

Current Status (as of 28th November 2025)

Upgrade and HO Program - Revenue Comparison Nov

2024/2025	2025/2026	Variance
$ 7,299,195.78	$ 7,027,339.88	-$ 271,855.90

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

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

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

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

R&M Program:

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

As of 28 November 2025, there is a backlog of maintenance work comprising 882 tasks with a total value of approximately $2.2 million that has been pending for over 30 days.

Current Status (as of 28th November 2025)

R&M Program - Revenue Comparison Nov

2024/2025	2025/2026	Variance
$ 9,417,003.16	$ 8,839,231.37	-$ 577,771.79

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

Dept of Housing has continued to bank non essential maintenance requests (not releasing to TSIRC) which is impacting work for our contractors and TSIRC trade staff that is based locally within the remote isolated communities. We have continued to follow up with the Dept of Housing with several letters from the CEO to the DDG and with Cr Fell and the ED of BSU meeting face to face with Dept of Housing (16 September) to express and identify the urgency to release this banked maintenance works as it affects employment, community liveability and requests from tenants to reduce rent due to maintenance requests not being addressed.

Our social housing infrastructure is becoming aged and therefore requires increased maintenance/upgrades to maintain to a liveable and safe standard – TSIRC has expressed concerns to Dept of Housing and the need to work in partnership to develop communication protocols to our 15 divisions to address community frustration. To date Dept of Housing continue to work in silo!

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

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

Continuing to communicate with PBC's to build partnerships and progress through the ILUA/compensated 24 JAA process to deliver program.

Mabuiag ILUA finalised in April 2025 and construction to commence in factory in Cairns in November with a planned hand over date 30 June 2026. Community engagement completed Tuesday 09 September 2025 with a large attendance and some positive conversations planned for the end of August.

Mabuiag 3 bedroom residence has commenced construction in the Cairns MMC and the 2 bedroom will commence in the coming weeks. Cr Fell and Mayor inspected subframe flooring on 12 November 2025.

Site Visit to MMC (12 November 2025) – Mabuiag Lot 89 (3 Bedroom)

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. Meeting held with tenants (10 September), building designs and siting plans discussed, currently following up with designers and architects regarding these tenants queries.

Costs have increased significantly with the proposed new Modern Methods of Construction (MMC), BSU has reached out to several private MMC's contractors to build partnership and explore options to reduce costs.

TSIRC has also raised with Dept of Housing the need to partner together to develop a rolling program and ensure a Economy of Scale approach to ensure we are getting value for money and not what is currently happening with the small release of funds to deliver two social housing assets than further funding released.

Business Relationships:

Meetings between BSU and key stakeholders (QBuild) 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 livability within each Division.

Logistics:

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

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

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

Nil.

Recommended:

Wayne Green
Executive Director Building Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

Nil

ORDINARY MEETING
10 DECEMBER 2025

Agenda Item
19.2

DIRECTORATE: *Community Services*
AUTHOR: *Head of Community Services*

INFORMATION REPORT - COMMUNITY SERVICES (10-28 NOVEMBER 2025)

OFFICER RECOMMENDATION:

That Council receives and notes this report.

EXECUTIVE SUMMARY:

To provide Council an update on the functional areas within the Community Services department for activities undertaken between 10 November – 28 November 2025. The officers' comment in this report provides an outline of key strategic and operational activities, including notable and significant works for Community Services during reporting period.

Background / Previous Council Consideration:

From a combination of councils' 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:

Strategic: Key strategic items of significance is outlined below. These tasks are usually led by Executive Director and Head of Community Services.

- **Environment and Health matters**

  Executive Director Community Services (EDCS), Head of Community Services (HOCS) and Environment Health Team at Badu will be working closely with Badu Community to progress Community Animal Management Plan. Community Consultation was held on Thursday 27 November to discuss animal management and development of Animal Management Plan. HOCS and EH Team at Badu attended the consultation along with Cr Wosomo. Further consultation on the plan will commence early 2026 once an independent consultant has been appointed to develop the plan for Badu.

- **Housing Matters**

  There are currently various housing matters that are ongoing which have been escalated to the Executive for direction. These matters are of a sensitive nature which requires consultation with PBC's and/or directly with tenants.

  Community Services is committed to increase awareness and engaging with all stakeholders to deliver effective tenancy management.

  Head of Community Services and Housing to coordinate travel and visits to all divisions, this is ongoing planning this will take place early 2026.

- **Climate Resilience Project**

  Senior Climate Resilience Officers have been appointed. Onboarding and induction have been completed; recruitment of Project Officers have commenced.

- **Health and Wellbeing**

  Draft Food Security and Implementation Plans have been completed, requires Council endorsement at the next Ordinary Meeting.

Operations: An overview of items of importance by each team on operational matters. Further details can be provided upon request.

- **Housing**
  - Total housing Application increased to 542 (total in region and external to region) representing – Category 1 – 83; Category 2 – 351; Category 3 & 4 108 combined.
  - Rental collection remains below regional average. Regional Average is 90%
  - There has been a slight increase in housing applications since last housing report to November OM. Planned community visits to communities to raise education and awareness on tenancy management matters scheduled for early 2026.

- **Events**
  - Project Plan for implementation of QR Code – Visitors Sign In - this will enhance to have a more effective and efficient process for visitor management.
  - Visitor Dashboard – report generated on 2 December 2025.
    - Total Visit request submitted: 749
    - Total applications: 316
    - Total approved: 268
    - Total declined: 1
    - Total (pending approval/declined): 47
  - Divisional Engagement Funds are currently available to support community-led initiatives, cultural events and activities in communities. Five approved for November events and Two committed for December events.

Environment and Health

- The council continues to provide support to EHW for training to ensure they carry out their duties in line with legislative requirements. Environment and Health Team at Badu is working towards addressing Animal Management and development of an Animal Management Team.

Aged Care and Childcare

Key Issues for Aged Care

- Workforce development – shortage of qualified and consistent Aged Care support workers
- Difficulty retaining and attracting staff
- Service Delivery Hours
  - Training/Compliance Reporting – 15%
  - Social Support – 45%
  - Allied Health – 8%
  - Domestic Assistance – 32%
  - Flexible Respite
  - Transport – 0%
  - Other Food Services – 0%
  - Personal Care – 0%

Key issues for Childcare

- No data to present for this reporting period, due to non-entry of data. Data for November and December will be included in report for January OM.
-

Divisional Administration

- Head of Community Services continues to work with Regional Managers to ensure that turnaround time for recruitment is completed efficiently so Council does not miss out on appointing good applicants in the region.
- Traditional Visitors within the month of September
  - 11 (PNG to Dauan) ***11 Approved Permits***
  - 02 (Dauan to PNG) ***02 Approved Permits***
  - 29 (PNG to Saibai) ***29 Approved Permits***
  - 10 (Saibai to PNG) ***10 Approved Permits***

- 01 (PNG to Ugar) ***02 Non- Approved Permit***
- 01 (PNG to Erub) ***0 Approved Permit***
- 02 (Erub to PNG) ***0 Approved Permit***

- No other Divisions reported movements to /from PNG. Breaches are recorded where information is available and Divisional Managers requested to include health status of visits in information is readily available or provided through inter-agency information.

Interested Parties/Consultation:

- Community Services Managers

COMPLIANCE / CONSIDERATIONS:

Statutory:	*Local Government Act 2009* *Local Government Regulation 2012* In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams.
Budgetary:	Ongoing monitoring and process improvement to achieve financial governance, including austerity measures, is being implemented to strengthen budget management within each functional area of Community Services. The department continues to consider opportunities to increase revenue through the supply of services and submission for external-source funds.
Policy:	N/A
Legal:	N/A
Risk:	Day-to-day risk is considered low however closely monitored and mitigated by the application of adherence to policy and procedures.
Links to Strategic Plans:	TSIRC Corporate Plan 20258-2030 *(Bisnis Plan)* Outcome 1: We preserve cultural heritage, history, and place. Outcome 3: We ensure accessibility to community support services. Outcome 4: We are a transparent open and engaging council. Outcome 10: We advocate and foster regional prosperity through enterprise development.
Malungu Yangu Wakay (The Masig Statement):	N/A
Standing Committee Consultation:	N/A
Timelines:	N/A

Other Comments:

That Council resolves to note the Community Services Information Report.

Recommended:	**Approved:**
David Abednego Head of Community Services	Dawson Sailor Executive Director Community Services

Corporate Services Directorate
AUTHOR: *Executive Director Corporate Services*

CORPORATE SERVICES INFORMATION REPORT FOR THE MONTH OF NOVEMBER 2025

OFFICER RECOMMENDATION:

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

INTERESTED PARTIES/CONSULTATION:

Managers and SMEs Corporate Services.

REPORT:

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

Administration and Communication

The Communications team have been finalising Strait from the Top internal newsletter., preparing an Events calendar for the Community Services team and working with our environmental health workers to develop campaigns: mosquitos, clean-up before wet season and animal management.

Continuation of the drafting of a Cultural Awareness resource for the People and Wellbeing team, embedding Torres Strait Islander principles and practical guidance to support respectful workplace practices.

The team also coordinated the content for the environmental health workers campaigns. Creation and social post of the interview video of Alick Tipoti (CIAF artist). Completed several media releases about the November Council workshop and Media release and social post about the 2025 Australian Biosecurity Award.

Economic Development

The Economic Development Team provided additional information to TSRA for the 'Phase 2 - Advancing the Torres Strait Community-Led Economic Strategic Action Plan' funding proposal.

The Economic Development Team presented at the Council Workshop, including a presentation of the Phase 1 Economic Development Community Engagement project, plans for the Phase 2 ED project and providing an update on the status of Council's Divestment Policy.

During this period, the Economic Growth Advisory Committee met to discuss and progress activities.

It is anticipated that over the month ahead, the Economic Development Community Engagement Phase 1 report will be released to key stakeholders and a media release will be provided after it has been endorsed by Council.

Governance, Risk, Legal, Land Tenure and Native Title

Trustee Policy/Home Ownership leases

- The Trustee Leasing Officer commenced on 10 November 2025 and has been undergoing program induction and familiarisation with systems and tools.
- The team has been collating comments received through the dedicated EOI feedback mailbox following community engagement on Kirriri on 28 & 29 October.
- Community engagement on St Pauls which was to proceed in late November had to be postponed due to on island commitments and is expected to now occur in early 2026.
- Reviewing all the EOI's record keeping details in both database and ECM for Hammond and St Pauls communities to inform the work program for the 2-year project.

Risk Management

- Finalised Draft Strategic Risks Register, incorporating feedback from ELT Risk Workshops and further discussions with various departments.
- Continued Quarterly Risk Reviews, identifying potential operational risks and updating the risk register, with Risk Owners and Risk Officer working closely together.
- Initial development of a visual presentation of Council meeting reports due dates to ensure compliance and workflow efficiency.
- The Trustee Leasing Officer provided additional support to Engineering Services for issue of strong weather alerts.

Governance and Insurance

- Fraud and Corruption procedure updated for review and approval
- Finalised updated Complaints Policy for consideration by Council at December meeting
- Commenced update of Complaints procedure working with Council business areas, and with a strong focus on procurement
- Working with Council's insurers on updates to Industrial Special Risk and Fleet asset cover
- Coordinating management of insurance claims

Complaints

• EDCS	YTD 25 / 0 Closed	• CEO	YTD 3 / 0 Closed

- Working with EDCoS on plan of action to close outstanding complaints.
- TSI Flag requests 51 YTD / 8 for November 2025;
- Commercial revenue invoices EFY reconciliations work with BSA;
- 2025/26 lease agreements commercial revenue invoicing progressively issued;

Complaints

Complaint assigned	Beginning of November	New	Closed	End of November
Building Services				
Community Services	19	1		20
Corporate Services	2			2
Engineering Services	3			3
Total	**24**			**25**

Table 2 – Complaints by directorate

Complaint type	Beginning of November	New	Closed	
Staff	15	1		16
Local Laws (dogs)	3			3
Housing	3			3
Other	2			3
Total	**24**			**25**

Table 3 – Complaints by type

IT Security:

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

The Manager, Information Technology Services, is working with Marsh and JLT Risk Solutions in relation to developing a number of cyber security implementations including:

- Cyber Risk Training and Awareness
  A tailored session designed to build cyber risk awareness and foster a resilient security culture among staff and leadership. This will address the current training resource constraints and logistical challenges, delivering practical, culturally appropriate content.

- Incident Response Plan (IRP) Development Workshop
  A facilitated workshop to assess Councils' current incident response capabilities and co-develop a customised IRP. This will help establish a clear, actionable plan to manage ransomware and other cyber incidents effectively.

- Incident Response Plan Testing (Next Step)
  As a follow-up, scenario-based testing can be conducted to validate and enhance the IRP, ensuring Council's readiness and confidence in responding to cyber events.

- Collaboration Opportunity
  Ian Barton, the dedicated LGMS Risk & Resilience Coordinator (RRC) for Torres Strait Island Regional Council, has planned initiatives with the executive team in October. Building on his work, Marsh have the opportunity to deliver a focused cyber risk workshop that provides a detailed analysis of cyber risks and their management, offering comprehensive support to Council and IT Services.

The Manager, Information Technology Services, is also working with Queensland Government's Cyber Security Unit in conjunction with KnowBe4 to implement a twelve-month funded cyber-security learning platform. Subscription provides access to KnowBe4's Diamond platform which will enable IT Services to provide covert cyber-security exercises to staff to gain a better understanding of staff knowledge with regards to cyber safety.

This platform has now been implemented and now being tailored for use. Exercises and education to follow.

Microsoft Teams Calling:

Teams Calling has been implemented into the Cairns office as a pilot. Implementation went extremely well and without issues. IT Services are monitoring for two weeks before moving to the next stage of implementing into the Divisional offices following the below schedule:

Details	Cairns - Pilot Site	Cluster 1 Badu, Boigu, Dauan, Erub & Hammond island	Cluster 2 Iama, Kubin, Mabuiag, Masig & Mer Island	Cluster 3 Poruma, Saibai, St Pauls, Ugar & Warraber Island	Thursday Island
Date	25.11.2025	08.12.2025	09.12.2025	10.12.2025	11.12.2025
Service Description	Teams Cutover	Teams Cutover	Teams Cutover	Teams Cutover	Teams Cutover
Duration	2 Hours	2 Hours	2 Hours	2 Hours	2 Hours
Change Window	9.00 - 11.00am	9.00 - 11.00am	9.00 - 11.00am	9.00 - 11.00am	9.00 - 11.00am

The overall project is expected to take eight weeks to complete.

Hammond Island Office Connectivity Issues

Network connectivity from the main office to the IKC, the Childcare and After School Care buildings on Hammond Island has been down for a considerable time. Numerous contractors have attempted to re-establish connectivity without success. Because of this, IT Services will be visiting these buildings to establish the cause of the loss and rectify if possible whilst on site. Visitation due 03-05/12/2025.

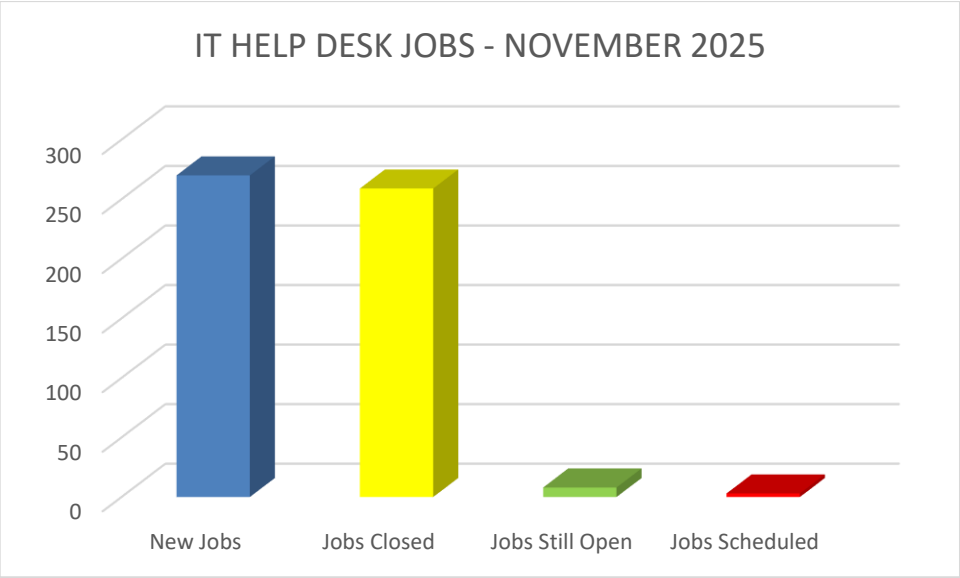
First Nations Grant & Community Wi-Fi Strategy

Still no announcement regarding the TSIRC fund application.

Helpdesk:

During November 2025, 270 new IT Help desk tickets were created. Of these, 259 were closed, 8 remained open, and 3 scheduled.

***(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. Also, BAU tasks such as equipment procurement, preparation, distribution and destruction, network administration etc., often do not get attributed to these figures).*



Fuel and Fleet

Strategic Investment (SIP)

$1M budget $549140.00 utilised to date on White Fleet Replacement. Vehicles purchased for:

Location	Vehicle
TI	Stock No: 258 2018 Kia Carnival
Boigu	Stock No: 260 2017 Toyota Hilux SR
Cairns Pools Car	Stock No: 263 2021 Isuzu D-Max SX
DAUAN	Stock No: 271 2019 Isuzu D-Max SX
St Pauls	Stock No: 270 2021 Toyota Hilux SR
Poruma	Stock No: 267 2015 Toyota Hilux SR
Boigu	Stock No: 241 2019 Isuzu MU-X LS-M
Mer	Stock No: 272 2017 Isuzu D-Max SX
Mer	Stock No: 256 2017 Holden Colorado LS Dual Cab
Poruma	Stock No: 273 2016 Isuzu D-Max SX- Mayor
Kubin	Stock No: 274 2018 Ford Everest Trend

St Pauls	Stock No: 275 2021 Isuzu D-Max SX (RG)
Dauan	Stock No: 276 2019 Toyota Hilux Workmate
Saibai	Stock No: 277 2019 Isuzu D-Max Sx
Saibai	Stock No: 278 2017 Isuzu D-Max SX

Planned three (3) additional White Fleet, 2 tipper trucks, 1 water truck and some Yellow Fleet (2 x excavators and 2 x tractors) renewals. No Green Fleet purchases for this FY;
Due to delays with Strait Barging, current expected delivery date to Division is late second week of December 2025 until Feb 2026;

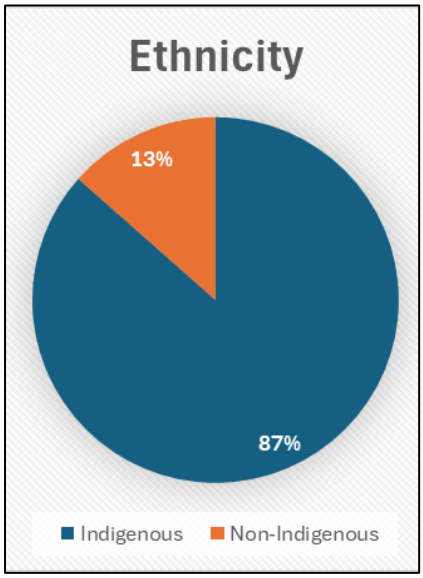
Registration and insurance data remediation has taken place, and asset register accurate in preparation for migration of data to Tech One.

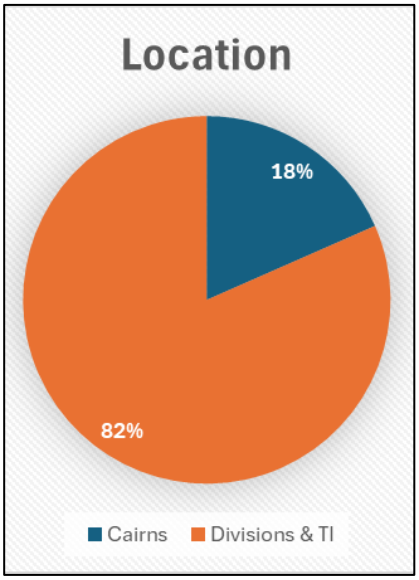
Working with Finance to progress Fleet Management via Tech One (instead of a Microsoft excel spreadsheet)

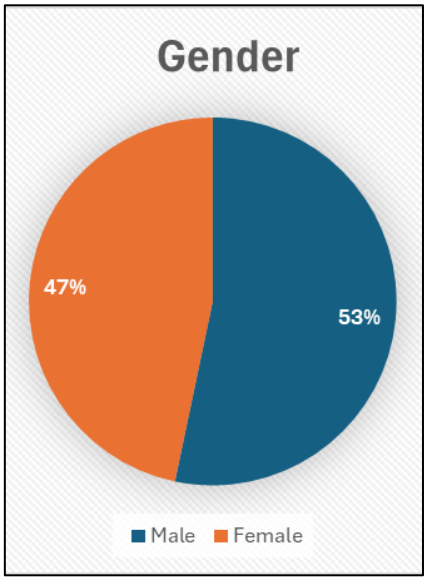
People and Wellbeing

TSIRC Employee Statistics

As of 30 November 2025, Council has a total of 364 staff members, with 315 of them being Indigenous, representing 87% of the workforce. The graph below provides additional insights into key employee statistics within the Council.







Employment statistics can be found in the Recruitment and Safety Report in *Attachment 3.*

Safety and Wellbeing

Overall WHS performance this month:
On going improvements to WHSMS required across TSIRC. Detailed and specific improvements across TSIRC to be monitored and documented going forward. This includes:

- **System Improvements**
  - Developing or upgrading the overall WHS management system to align with legislative requirements (e.g. WHS Act 2011).
  - Implementing a digital WHS reporting platform.
  - Establishing clearer accountability and reporting structures for safety responsibilities.

- **Policy Development and Review**
  - Drafting or updating WHS policies such as fatigue management, drug and alcohol, or workplace bullying policies.
  - Integrating WHS policies with Council's broader governance or HR frameworks.

- **Procedures and Work Instructions**
  - Creating or refining safe work procedures for high-risk tasks (e.g., working at heights, vehicle use, remote area travel).
  - Developing clear incident response procedures and communication plans.
  - Documenting risk assessment and hazard reporting processes
-
- **Monitoring, Review, and Continuous Improvement**
  - Conducting regular workplace inspections and safety audits.
  - Reviewing incident data and trends to identify priority areas.

- **Emerging risks / concerns**
  - Audiometric Testing-Policy-Procedure- Training- Rollout
  - Psychosocial Policy- Procedure- Training- Rollout
  - WHSMP Approval from Council and sign off by CEO
  - Risk involving workers across TSIRC engaged in High-Risk Work

Next Steps / Priorities
- Have a WHSMP endorsed
- Develop SWMS for High-risk work
- Ongoing to liaise with TSIRC Council, Divisions, RM, ED, workers on developing safety system

Significant Incidents or Risks
- No Reportable Incidents lodged for November 2025.
- AI 00627- St Pauls

A natural water spring was identified as dangerous as children could access the site. Fencing had been damaged. Incident reported through Mango. A variety of TSIRC workforce assisted very quickly being DM, RM, Engineering, Assets, Safety, BSU and local HSR. Temporary fencing was found erected that afternoon and completed the following morning. Notices were provided to the community and the school notified. Hi Viz warning tape across the temp fencing was installed with danger signs. The area is being monitored. A long-term solution is being considered.

OTHER COMMENTS:

This report is for noting by Council.

Recommended:	**Approved:**
Vicki Bishop **Executive Director Corporate Services**	**James William** **Chief Executive Officer**

ATTACHMENTS:

Attachment 1: Social Media Report
Attachment 2: Fuel Infrastructure Capital Project Review
Attachment 3: Recruitment and Safety Report

Facebook: Novemberr 1 – 30 2025 (compared previous month)

Top posts > Likes and reactions

From unique fiberglass-and-resin artworks resembling turtle shell to sculptures, lino prints, song and dance: Alick Tipoti and the Dhamuw Koedal Dance Team continue the ancient storytelling of Zenadth Kes. Cairns Indigenous Art Fair #AlickTipoti #CIAF2025 #TSIRC #TorresStrait #ZenadthKes

11,917 reach

Community Event: BIG ESO! 🤩 On Thursday last week, Phillemon Mosby TSIRC Mayor hosted a community event as part of our Council Workshops, and we'd like to extend our warmest thanks to everyone who came along. Your presence and conversations made the evening truly meaningful. We hope you enjoyed the opportunity to connect with Council. We appreciate your continued support and look forward to more community gatherings in the future. A

9,154 reach

Environmental Health Workers gather in Cairns 🌿 Very recently, our Environmental Health Workers (EHW) team came together in Cairns for a three-day workshop focused on strengthening environmental health across our islands. The program covered key areas such as environmental health fundamentals, animal management, waste and water management, food safety, and disaster preparedness. The team also had the opportunity to share

8,974 reach

Posts

24
posts

4.3% from 23

Post engagement rate

14.58%
engagement rate

141% from 6.06%

Page followers

11,878
followers

1.6% from 11,696

Page reach

91,049
people

26.7% from 71,888

Page engagement rate

21.7%
engagement rate

121% from 9.84%

Post likes and reactions

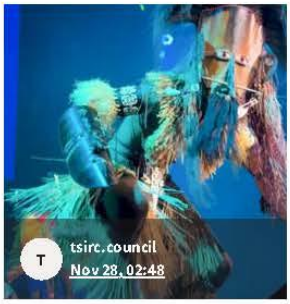
1,718
reactions

161% from 659

Posts table > Date

DATE	MESSAGE	REACTIONS	COMMENTS	SHARES
Torres Strait Island Regio... Nov 28, 04:50	🌟 **WE ARE HIRING!** 🌟 New exciting opportunities to work at TSIRC and make an impact in your community: 📌 **Project Supervisor - Operations** Base: Any TSIRC Division or Cairns Please submit a cover letter and updated resume addressing the core capabilities, skills and experience list...	27	5	6
Torres Strait Island Regio... Nov 28, 01:30	From unique fiberglass-and-resin artworks resembling turtle shell to sculptures, lino prints, song and dance: Alick Tipoti and the Dhamuw Koedal Dance Team continue the ancient storytelling of Zenadth Kes. Cairns Indigenous Art Fair #AlickTipoti #CIAF2025 #TSIRC #TorresStrait #ZenadthKes	488	25	61
Torres Strait Island Regio... Nov 26, 01:15	💦 **Check for leaks!** 💦 A dripping tap can waste **thousands of litres of water** every year! That's precious water we can't afford to lose. **Check your taps, pipes and hoses** – even a small leak adds up over time. If you spot a leak, fix it quickly or report major water issues to the council. Le...	2	0	0
Torres Strait Island Regio... Nov 25, 06:42	📢 **Attention Badu Community!** Join us this Thursday, 27 November, 10am – 1pm at the Community Hall for our Animal Management Community Consultation. Your presence is appreciated and helpful. Big Eso! 🙏🐾 #TSIRC #BaduIsland #TorresStrait @badu community information	9	2	4
Torres Strait Island Regio... Nov 24, 05:40	**Help Keep Our Islands Fruit Fly Free!** 🪰 Here are some simple steps you can follow to protect our islands from fruit flies. If you spot any rotten fruit or vegetables that look like the one in the photo, please contact your Environmental Health Worker or Biosecurity Officer immediately!...	6	0	1
Torres Strait Island Regio... Nov 20, 02:00	👷 **BSU Trade Team Together on Poruma** Recently, the Building Services Unit (BSU) hosted a successful workshop on Poruma, bringing together all BSU trade staff for the first time in several years. The workshop provided an important opportunity for the team to connect and plan for the...	70	1	2
Torres Strait Island Regio... Nov 19, 01:15	🦟 **Did you know?** Mosquitoes can go from egg to adult in just **10 days!** To break the breeding cycle and keep your home mozzie-free, make these simple habits part of your **weekly routine**: ✅ **Tip out** any standing water in buckets, pot plants, tarps, bins, etc. ✅ **Store** items that can collect...	1	0	0
Torres Strait Island Regio... Nov 18, 03:23	🌟 **WE ARE HIRING!** 🌟 New exciting opportunities to work at TSIRC and make an impact in your community: 📌 **Climate Resilience Project Officer (Full Time)** Base: Any TSIRC Division 📌 **Engineering Officer (Full Time)** Base: Hammond 📌 **Engineering Officer (Full Time...**	30	1	20
Torres Strait Island Regio...	**Community Event: BIG ESO!** 🤩 On Thursday last week, Phillemon Mosby TSIRC Mayor hosted a community event as part of our Council Workshops, and we'd like to extend our warmest thanks to	144	6	11

Top posts > Likes



From unique fiberglass-and-resin artworks resembling turtle shell to sculptures, lino prints, song and dance: Alick Tipoti and the Dhamuw Koedal Dance Team continue the ancient storytelling of Zenadth Kes. #AlickTipoti #CIAF2025 #TSIRC #TorresStrait #ZenadthKes

4,374 reach

A view that takes your breath away: Warraber shining in the heart of the Torres Strait 🏝️☀️

1,777 reach

🌴 TSIRC Councillors Gather in Cairns for Strategic Workshops 🌴 This week, Mayor Phillemon Mosby, Councillors, and CEO James William are meeting in Cairns for a five-day program focused on strengthening governance, financial planning and regional collaboration across the Torres Strait. Mayor Mosby officially opened the session today, sharing that the theme for this year is "Mission Restoration" — reflecting on where we are and where we're heading

807 reach

Posts

38
posts

100% from 19

Post engagement rate

10.64%
engagement rate

2% from 10.43%

Followers

749
followers

5.8% from 708

Profile reach

12,462
people

126% from 5,505

Page engagement rate

9.3%
engagement rate

3.6% from 9.65%

Post likes

1,170
likes

282% from 306

Posts table > Date

DATE	MESSAGE	LIKES	COMMENTS	REACH	VIEWS
tsirc.council Nov 30, 07:56	(No description)	0	0	109	110
tsirc.council Nov 28, 02:49	(No description)	0	1	116	118
tsirc.council Nov 28, 02:48	From unique fiberglass-and-resin artworks resembling turtle shell to sculptures, lino prints, song and dance: Alick Tipoti and the Dhamuw Koedal Dance Team continue the ancient storytelling of Zenadth Kes. #AlickTipoti #CIAF2025 #TSIRC...	489	0	4,374	6,219
tsirc.council Nov 25, 23:07	(No description)	0	1	64	65
tsirc.council Nov 25, 01:53	(No description)	0	0	85	86
tsirc.council Nov 25, 01:52	Can you guess the island? 🏝️ Drop your answer in the comments! 👇	97	8	584	1,964
tsirc.council Nov 25, 01:38	Today's Doodle is dedicated to Robert Maza, a Torres Strait and Aboriginal artist and activist.	0	0	96	96
tsirc.council Nov 24, 10:41	(No description)	0	0	100	104
tsirc.council	(No description)	0	0	105	106

Top posts

🌴 TSIRC Councillors Gather in Cairns for Strategic Workshops 🌴 This week, Mayor Phillemon Mosby, Councillors, and CEO James William are meeting in Cairns for a five-day program focused on strengthening governance, financial planning and regional collaboration across the Torres Strait. Mayor Mosby officially opened the session today, sharing that the theme for this year is "Mission Restoration" — reflecting on where we are and where

1,737 impressions

Day 5 - TCHHS and QPS Presentations and Workshop Wrap-Up Today, Council welcomed representatives from Torres and Cape Hospital and Health Service (TCHHS), Chief Executive Officer, Mr Rex O'Rourke, accompanied by Ms Naila Namoa and Mrs Eva Burns, who joined us to discuss community concerns about health services in the region. Also joining us was Queensland Police Service Executive Director, Mr Alan Dewis, along with

1,449 impressions

Day 4 of Workshops: Regional Collaboration and Advocacy Today, Council welcomed State Member for Cook, The Hon David Kempton, to our workshops. Mayor Mosby and Councillors took the opportunity to advocate for continued funding and support towards the delivery of essential infrastructure, housing and essential services across our communities. As a gesture of appreciation for Mr Kempton's interest and support of our region,

1,106 impressions

Posts

7
posts

133% from 3

Post engagement rate

29.68%
engagement rate

370% from 6.31%

Followers

2,747
followers

1.4% from 2,708

Page reach

3,549
connections

59.9% from 2,219

Page engagement rate

34.26%
engagement rate

680% from 4.39%

Post reactions

209
reactions

127% from 92

Posts table > Date

DATE	MESSAGE	REAC...	COM...	SHA...	CLICKS	IMPR...	% ENG...
Torres Strait Island Regio... Nov 14, 05:39	**Day 5 - TCHHS and QPS Presentations and Workshop Wrap-Up** Today, Council welcomed representatives from Torres and Cape Hospital and Health Service (TCHHS), Chief Executive Officer, Mr...	31	0	2	844	1,449	60.52%
Torres Strait Island Regio... Nov 13, 06:40	**Day 4 of Workshops: Regional Collaboration and Advocacy** Today, Council welcomed State Member for Cook, The Hon David Kempton, to our workshops. Mayor Mosby and Councillo...	45	0	0	566	1,106	55.24%
Torres Strait Island Regio... Nov 12, 05:43	**Day 3 of Workshops: Member for Leichhardt Visit** Today, Council welcomed Federal Member for Leichhardt, The Hon Matt Smith, to join our workshops. During the session, Councillors...	7	0	0	284	780	37.31%
Torres Strait Island Regio... Nov 11, 05:30	💡 **Day 2 of Workshops: Budget Review and SIP Discussions** Today marked the second day of our workshops, centred around financial management and planning. This morning,...	25	0	0	96	985	12.28%
Torres Strait Island Regio... Nov 11, 01:00	Torres Strait Island Regional Council (TSIRC) has proudly received the 2025 Australian Biosecurity Award – First Nations Award for Excellence in Biosecurity. This award is a national recognition of our community...	24	2	0	14	689	5.81%
Torres Strait Island Regio... Nov 10, 04:14	**🌴 TSIRC Councillors Gather in Cairns for Strategic Workshops 🌴** This week, Mayor Phillemon Mosby, Councillors, and CEO James William are meeting in Cairns for a five-day program...	63	0	1	475	1,737	31.03%
Torres Strait Island Regio... Nov 05, 02:24	Did you know TSIRC has developed the **Strategic Investment Plan (SIP)**, which outlines the building, replacement, and improvement of essential community assets over the next five years...	14	0	0	23	663	5.58%

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	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified, contract securities are still held by TSIRC. Residual funds reallocated.
Dauan	LGGSP - 30/09/2024	$400,000.00	$0	$49,371.80	100%	Contract	$322,773.20	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified, contract securities are still held by TSIRC.
Saibai	BOR -	$1,006,600.00	$890,607.66	$115,992.34	100%			Install completed DRP completed Backup generator and transfer switch on site waiting for connection.

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Mabuiag	W4Q - 30/06/2024	$400,000.00	$315,379.64	$9,000	100%	Contract	$294,356.15	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified, contract securities are still held by TSIRC. Residual funds reallocated.
Badu	N/A	Transtanks			100%			Diesel and ULP for TSIRC use only Project complete. Defects are still being rectified. Contract securities are still held by TSIRC.
Arkai (Kubin)	N/A	Transtanks			100%			Diesel and ULP for TSIRC use only
Wug (St Pauls)	N/A	Transtanks						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	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified. Contract securities are still held by TSIRC.
Iama	N/A	Transtanks - Diesel			100%			ULP External Card, trans tank for Diesel installed

Community	Funding Source and Expiry Date	Funding Value	Expenditure to Date	Remaining Funding (Forecast)	Work Completed	Tender History	Tender Value	Status
Warraber	N/A	Transtanks - Diesel			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	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified. Contract securities are still held by TSIRC.
Masig	N/A	Transtanks - Diesel						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, material ordered. Concept designs received. Installation date yet to be confirmed. Considerable cost escalations have been flagged with the funding body for additional grant funding.

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%	Awarded – SHAS, October Install	$294,236.10 $480k-$770k	Install completed DRP completed Backup generator and transfer switch on site waiting for connection. Defects are still being rectified, contract securities are still held by TSIRC. Residual funds reallocated.
Mer	Council Own	$572,718.00	$41,698.70	$531,019.30		Awarded – SHAS, September Install		Still on drums, Compac system approved, material ordered. Contractor mobilising once equipment is on site. Ongoing barging delays due to Seaswift capacity problems. PBC and Town Planning completed.

Attachment 3– Recruitment, Safety, Learning and Development Report

RECRUITMENT

Transition Readiness Rating (TRR) Key:

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

Successful Appointments in November: Total [5]				
TRR	**Position**	**Location**	**Status/Comments**	**Appointment Type**
4	Senior Water and Wastewater Engineer	Cairns	Successful appointment – 10/11/2025	External
2	Senior Climate Resilience Officers x 2	Division 12, Masig	Successful appointment – 10/11/2025	External
1	Multi-Skilled Administration Officer	Division 10, Warraber	Successful appointment – 24/11/2025	External
1	Technical Officer	Division 10, Warraber	Successful appointment – 24.11.25	Internal

Long Term Vacancies Corporate Services	Time To Fill	Comments
Manager, Administration and Communications	Vacant since March 2025	Interviews held November. Awaiting advice re: outcome of interviews.
Manager, People and Wellbeing	Vacant since November 2025	Waiting advice on recruitment to role.
People and Wellbeing Officer	Vacant since November 2025	Waiting advice on recruitment to role.

Long Term Vacancies Financial Services	Time To Fill	Comments
Administration Officer, Assets	Vacant since September 2024	No further progress
Team Leader, Creditors	Vacant since June 2024	Internal staff member on higher duties.
1 x Finance Officer	Vacant since December 2024	Temp Staff in the interim
Creditor's Officer	Vacant since December 2024	Temp Staff in the interim

Long Term Vacancies Building Services	Time To Fill	Comments
R & M Supervisor	Over 12 months	Temp Staff has now moved into Assets role. This position is now vacant.

Team Leader – BSU	Over 12 months	Temp Staff in the interim
Project Supervisor Operations x 2	Vacant since July 2024/25	Advertised. Closing date 12.12.25.

Long Term Vacancies – Manager Housing	Time To Fill	Comments
Housing Officer – Hammond	Over 12 months	No further progress

Long Term Vacancies – Community Services	Time To Fill	Comments
Aged Care Support Worker – St Paul's	Vacant since September 2024	Recruitment finalised. Recommendation stage. As at Dec. still waiting on Rec Memo. and further instructions from hiring manager.
Casual Aged Care Worker – Mabuiag	Vacant since September 2024	Position re-advertised, closing date 21.11.25. Waiting on advice from hiring manager re: candidates.
Childcare – Cleaner/Yardsman, Badu	Vacant since February 2024	No further progress
Childcare Cook, Badu (casual)	Vacant since 2023	Position advertised. Closing date 24.09.25. Waiting on advice from hiring manager re: candidates.
Childcare – CSW – Mixed Age, Badu	Vacant since 2023	Recruitment process finalised. Recommendation stage. As at Dec. still waiting on Rec Memo. and further instructions from hiring manager.
Aged Care Support Worker – Masig	Vacant since November 2024	No further progress
Aged Care Support Worker – Hammond	Vacant since December 2024	Position re-advertised. Closing date: 21.11.25. All applicants declined. Waiting on further advice from hiring manager.
Aged Care Support Worker – Kubin	Vacant since 2022	No further progress
Healthy Lifestyle Officer – Hammond	Vacant since September 2023	No further progress
Healthy Lifestyle Officer – Kubin	Over 12 months	Position advertised. Closing date 29.10.25. No applications received. No further progress.
Healthy Lifestyle Officer – Saibai	Over 12 months	No further progress
Healthy Lifestyle Officer – Badu	Vacant since 2024	Position advertised. Closing date 29.10.25. Successful candidate due to commence 8.12.25.
Divisional Manager – Ugar	Over 12 months	No further progress

Long Term Vacancies – Engineering Services	Time To Fill	Comments
1 x Senior Project Engineer	Vacant over 12 months	Recruitment process finalised. Recommendation approved. Commenced 10.11.2025.
Technical Officer	Vacant since 2023	Recruitment process finalised. Recommendation approved. Successful internal applicant commenced in role 24.11.25

Project Engineer – Capital Works	Vacant since February 2024	No further progress. Lack of candidates due to salary and availability.
Graduate Engineer – Water & Wastewater	12 months	No further progress. Internal secondee has returned to substantive role. Recruitment to recommence once advised.
Casual Labourer – Civil Crew	12 months	No further progress
Engineering Officer – Ugar	Vacant since 2024	No further progress. Recruitment campaigns are not attracting applicants.

ORGANISATIONAL DEVELOPMENT – PERIOD 1 OCTOBER 2025 TO 31 OCTOBER 2025

Tribal Habits Online E-Learning

User Data	By Departments
Total Users: 35 Total Staff Enrolments: 365 Recruitment Agency Staff Enrolled: 5 Total Staff Accessing Platform in November: 33	Community Services: 18 users Engineering Services: 3 users Building Services: 2 users Corporate Services: 6 users Financial Services: 4 users

Training Activities November 2025

- **Working with Engineering Department to identify staff requiring training in the following -**
  - Aerodrome Reporting Officer training – both initial and refresher
  - Confined Spaces
  - Working at Heights
- **Working with Head of Building Services on the following training requirements –**
  - Stand Right No Bite Dog Safety Program
  - Working at Heights

- Asbestos Removal
- Confined Spaces - working to establish which staff may require this training
- Machinery training

- **Building Services staff recently completed their First Aid/CPR training.**
- **Sourcing training for the new Climate Resilience Officers. Officers are required to complete the following certificates –**
  - Marine Habitat and Conservation – only delivered by one training organisation on the Gold Coast
  - Conservation and Ecosystem Management

  The certificate in Marine Habitat and Conservation is only delivered by one training organisation on the Gold Coast. Whilst the certificate in Conservation and Ecosystem Management can be delivered by a number of training organisations. The dual certificate can be delivered by the Gold Coast organisation over 12 twelve months.

- **Initial discussions have been held with Pullman International, Crystalbrook and Cairns Harbourside regarding potential collaboration to deliver on-site for the cleaning staff.**
  - Purpose of training includes correct cleaning procedures, WHS compliance (particularly chemical handling), and professional accommodation cleaning and presentation standards.
- **Working with Departments to identify suitable training which could utilise funding received through the ICB Project.**
- **People and Wellbeing team hosted a Year 12 student from Tagai College in November for a week's work placement.**
- **Financial Services officer completed their Certificate IV in Accounting and Bookkeeping offered through Fee-Free TAFE.**
- **Working with the Manager, Water and Environmental Engineering and L&D Coordinator from Mackay Regional Council to establish best option for the delivery of the Certificate III in Water Operations for engineering staff. Looking at a suitable training organisation as well as the method of training – traineeship versus fee-for-service.**
- **First Aid/CPR training for those officers who will be the designated First Aid officers needs to be sourced. Looking into options for the delivery of training including delivery online.**

Engineering Services

INFORMATION REPORT - ENGINEERING OPERATIONS

OFFICER RECOMMENDATION:

Council receives and notes this report.

EXECUTIVE SUMMARY:

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

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

Interested Parties/Consultation:

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

Background:

Division 1: Boigu

Operations

- Attend to minor water leaks in the community.
- Currently on critical water restriction (Level 4).
- Grass maintenance completed around Sewer Treatment Plant.
- Community grass maintained with assistance from GBK.
- General housekeeping and maintenance work on Desal unit.

Disaster Management

- Satellite Phone: Task Completed & Operational
- HF Radio: Test Completed with Dauan & Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No
- Ordered 2 x bulk bags of sand – Prep for king tides

Division 2: Dauan

Operations

- Bottom and Top Cemetery well maintained.
- Grass maintenance around all TSIRC sites completed
- General maintenance around water Treatment plant.
- Helipad maintenance completed.
- Fuel bowser maintenance completed.

Disaster Management

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

Division 3: Saibai

Operations

- Monitor and controlling Water restrictions.
- Roadside grass maintained from eastern part of the community.
- Attend to few water leaks in the community.
- Maintaining aerodrome grass and the 30m tree trimmed by contractor.
- Pressured cleaned boat ramp and general maintenance around the site.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed and Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No
- Ordered 2 x bulk bags of sand – Prep for king tides

Division 4: Mabuiag

Operations

- Fire break completed around water shed with assistance from T.I Concrete.
- Airport grass maintenance on northern side.
- Grass maintenance around Church, Parks, Basketball court and Sewer pump stations completed.
- Minor repair works on the desal line Infront of the windsock.
- 2 x defect vehicle was shipped off the island by Strait barging.

Disaster Management

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

Division 5: Badu

Operations

- Monthly boat ramp maintenance completed.
- Sewer/Water Monthly samples sent to cairns.
- Installation of park gazebo lights competed.
- General maintenance works completed on Aerodrome lights.
- Minor issue with Water treatment plant which operator replaced a new battery on UF plant.

Disaster Management

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

Division 6: Kubin

Operations

- 6 monthly Water samples and Sewer samples sent to Cairns.
- Water Restrictions in place – Overnight flow restrictions.
- Grass cutting around runway lights, cones and markers.
- Grass cutting on roadside from airstrip to community.
- Removed small shrubs around water lagoons with backhoe.

Disaster Management

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

Division 7: St Pauls

Operations

- 6 monthly water samples sent to Cairns.
- Monthly sewer samples sent to Cairns.
- Water restriction in place – Water turned off overnight.
- Repaired blockage on outlet line from lagoon, assistance by Tech Officers.
- Grass cutting at sewer plant completed.

Disaster Management

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

Division 8: Hammond

Operations

- 6 monthly water samples sent to Cairns
- In house water samples completed at Hammond.
- Clean up around Council office.
- Grass cutting on roadside throughout community.
- Pick up and dispose large household rubbish.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Not Completed – Technical Issues
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 9: Iama

Operations

- 6 monthly water samples and sewer samples sent to Cairns.
- Back road surface drainage system cleaned, and sand removed from street gutter.
- Clean up along back road, flood barrier and compound area completed.
- Desludging of clarifier at Sewer plant, removal of settled sludge.
- Grass cutting at Water and Sewer plant.

Disaster Management

- Satellite Phone: Test Completed & Operational
- HF Radio: Test Completed and Operational
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No
- Ordered 2 x bulk bags of sand – Prep for king tides
- SES will send up sandbags

Division 10: Warraber

Operations

- 6 monthly water samples sent to Cairns.
- Emptying the dry sludge from drying beds at Sewer plant.
- Water restrictions in place – Overnight flow restrictions.
- Cemetery maintenance completed.
- Fire breaks around all TSIRC assets.

Disaster Management

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

Division 11: Poruma

Operations

- Landfill Gates installation.
- Water restriction lifted to level 2.
- Cemetery maintenance.
- Fire break on all TSIRC assets completed.
- In house water sample testing completed.
- Overhead Apron airport lights installation in progress.

Disaster Management

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

Division 12: Masig

Operations

- Fire break on all TSIRC assets.
- Monthly sewer sample sent to Cairns.
- Desilting of barge ramp completed.
- Windsock maintenance completed.
- Road maintenance completed compacting and patching

Disaster Management

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

Division 13: Ugar

Operations

- Fire break on all TSIRC assets completed.
- Boat ramp pressure cleaned.
- Community cleanup completed for pre cyclone and wet season.
- Helipad grass cutting completed.
- Desal Maintenance completed.

Disaster Management

- Satellite Phone: Test Not Completed – Technical Issues
- HF Radio: Test Not Completed – Technical Issues
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 14: Erub

Operations

- New fuel bowser shelter installed.
- Carry out leak detection and repairs in community.
- Airport grass maintenance completed.
- Mogor well pump maintenance completed.
- Landfill cleanup and maintenance.

Disaster Management

- Satellite Phone: Test Not Completed – Technical Issues
- HF Radio: Test Not Completed – Technical Issues
- Community Disaster Meeting Held – No
- Local Community Disaster Coordinator visit – No

Division 15: Mer

Operations

- Roadside overhanging trees (still in progress) by contractor.
- Fire break all TSIRC assets completed.
- Landfill Gates maintenance works started.
- New desal fence installation (in progress).
- 6 monthly water sample collected and sent to Cairns.

Disaster Management

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

COMPLIANCE / CONSIDERATIONS:

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

Other Comments:

- Preparations for pre-cyclone and wet-season clean-ups are underway across all divisions. Community notices have been distributed within the divisions and shared on social media platforms.
- King Tide notices have been issued to low-lying communities, and sandbags and bulk sand bags have been ordered to help mitigate the impacts of the king tides.
- Engineering Operations team has held engagement meetings with the SES and Emergency Management Coordination Command and has provided inductions to acting team members following the recent leave of Mathew Brodbeck and Eunice Hosea.
- Contact information, including names and email addresses, has been updated on all disaster lists to align with current acting staff.

Authored:
Amanda Pearce
Acting Manager, Engineering Services

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 SERVICEABILTY CHECK 2025

January	February	March	April	May	June	July	August	September	October	November	December
✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
U/S	✓	U/S	X	X	✓	✓	✓	✓	X	✓	✓
✓	✓	✓	U/S	U/S	✓	✓	✓	✓	✓	U/S	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	U/S	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	X	X	X	X	✓	✓	✓	✓	U/S	U/S
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	U/S	U/S
✓	✓	U/S	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
X	X	X	x	x	x	x	x	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

HF RADIO SERVICBILITY CHECK 2025

January	February	March	April	May	June	July	August	September	October	November	December
x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	X	✓	U/S	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓	✓
U/S	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓	U/S	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	U/S	U/S
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
U/S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	U/S	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	X	X	X	X	✓	U/S	U/S	✓	U/S	U/S
✓	X	✓	✓	✓	✓	✓	U/S	✓	✓	U/S	U/S
✓	✓	✓	✓	X	✓	✓	✓	✓	✓	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

ENGINEERING SERVICES – WATER AND WASTEWATER

OFFICER RECOMMENDATION:

That Council resolves to note this report.

EXECUTIVE SUMMARY:

To provide Council with a status update of the water and wastewater scheme operations. This report contains additional details for communities with water security concerns.

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.

Officer Comments:

In addition to the attached monthly Water & Wastewater Report, additional information has been attached for communities where water security is being closely monitored due to current and forecasted lagoon levels, high usage and network leaks. Also included are communities where there are regular movements between the Torres Strait Islands and Papua New Guinea under the coastal treaty.

Interested Parties/Consultation:

- Engineering Staff
- Councillors as appropriate
- Regulators
- Funders

COMPLIANCE / CONSIDERATIONS:

Statutory:	• Water Supply (Safety and Reliability) Act 2008 • Public Health Act 2005 • Environmental Protection Act 1994
Budgetary:	If an asset is being proposed (expenditure >$10,000) whether there are capital funds available. For Operating costs - If resources are required to be spent whether the operating funds are available.

Risk:	Detail risk management process planned to be undertaken, key identified risks and how these risks are proposed to be managed. Include financial risk, technical risk, reputational risk, legal risk, participation, and completion risk and or political risk.
Links to Strategic Plans:	Corporate Plan 2025-2030: 2.1 Provide safe and reliable drinking water Operational Plan: Objective No. 47 Sustainable Water and Wastewater Management Project.

Other Comments:
Please refer to the Monthly Water and Wastewater Report attached for October 2025.

Author:

Cale Murphy
Senior Water and Wastewater Engineer

Recommended:

Emma Evans
Manager Water and Environmental Engineering

Endorsed:

David Baldwin
Executive Director Engineering Services

Approved:

James William
Chief Executive Officer

ATTACHMENTS:

- Monthly Water & Wastewater Report

Torres Strait Island
REGIONAL COUNCIL

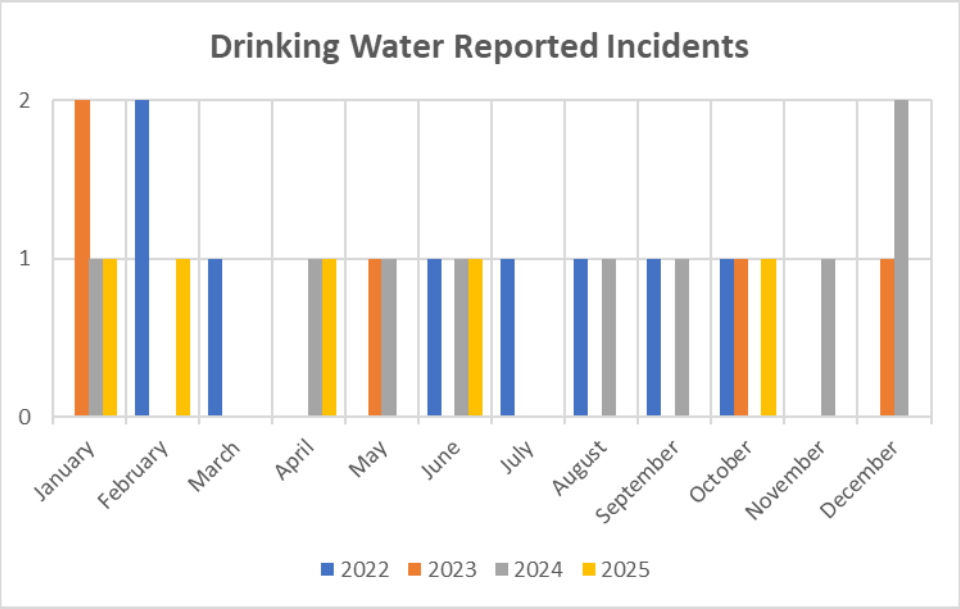
Engineering Services

MONTHLY WATER & WASTEWATER REPORT

November 2025

Author	Reviewer	Revision	Date
Cale Murphy			03/12/25

Status of Water Alerts

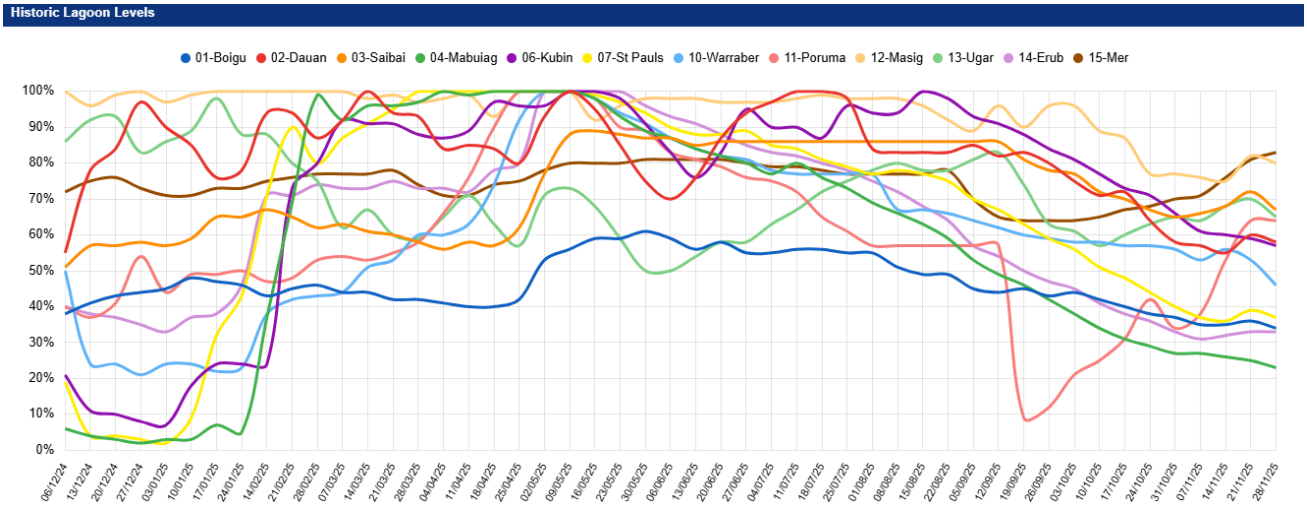


No new Boil Water Alerts issued in November 2025.

St Pauls' Boil Water Alert was lifted on 24 November 2025.

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:



Water security information as of Friday 3rd December 2025 is summarised below.

Community	Water remaining	Primary Issue	Work being done to address security
01 – Boigu	6+ months' supply	Network/property leaks and high groundwater table	Level 4 Water Restrictions – Water available between 07:00-08:30, 12:00-13:00, and 16:00-19:30 only. Repairs to be done on the desalination units to improve lagoon levels.
02 – Dauan	3+ months' supply	Network leak	Level 2 Water Restrictions – No outdoor use.
03 – Saibai	6+ months' supply	Network/property leaks	Level 3 Water Restrictions – Overnight Flow Reduction and no outdoor use.
04 – Mabuiag	3+ months' supply	Mobile desalination units offline with faults	Level 4 Water Restrictions – Water available between 07:00-08:30, 12:00-13:00, and 16:00-19:30 only. Leaks investigations and emergency desalination unit.
05 – Badu	Groundwater source (assume 6+ months' supply)	High consumption, Network/property leaks	Level 3 Water Restrictions – Overnight Flow Reduction and no outdoor use.
06 – Kubin	4+ months' supply	Network/property leaks	Level 3 Water Restrictions – Overnight Flow Reduction and no outdoor use.
07 – St Pauls	4+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only.
08 – Hammond	Chlorinated water supplied from TI	Network/property leaks	Level 2 Water Restrictions Outdoor use restricted to Saturday & Sunday 08:00-09:00 and 17:00-18:00
09 – Iama	Solely reliant on desalinated water	Network/property leaks	Level 3 Water Restrictions – water available between 07:00-21:00 only.
10 – Warraber	3+ months' supply	Network/property leaks	Level 3 Water Restrictions – Overnight Flow Reduction and no outdoor use.
11 – Poruma	6+ months' supply	Low lagoon	Level 2 Water Restrictions – No outdoor use.
12 – Masig	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.
13 – Ugar	3+ 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	5+ months' supply	Network/property leaks	Level 3 Water Restrictions – Water available between 07:00-21:00 only.
15 – Mer	6+ months' supply	Network/property leaks	Level 2 Water Restrictions – No outdoor use.

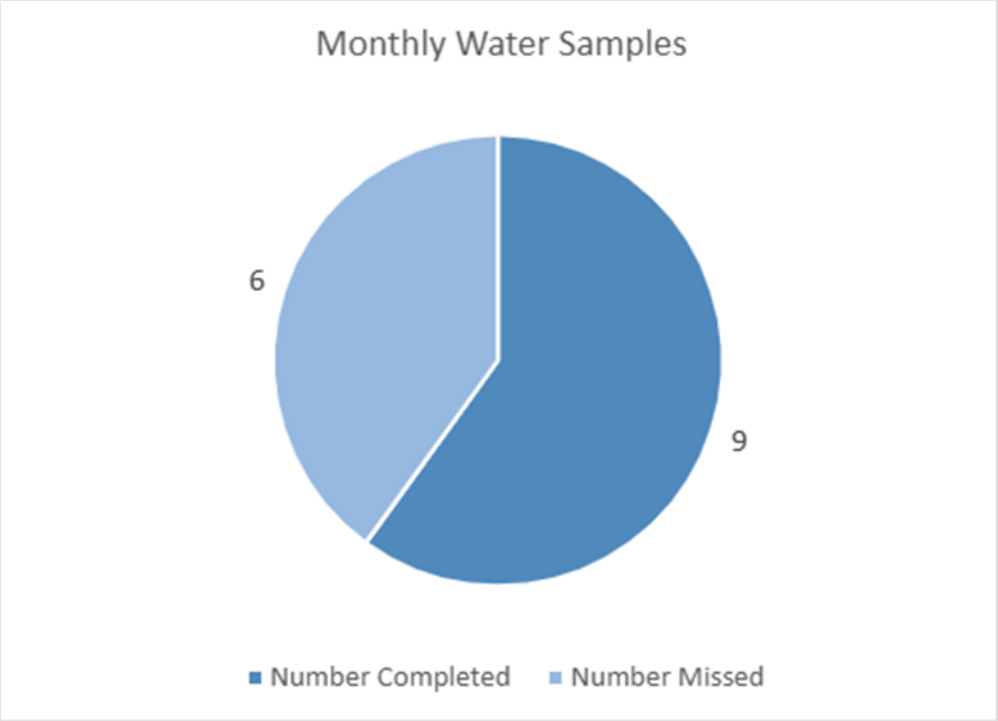
Note: Months of water remaining are calculated on the previous 4 weeks of consumption and production data, and does not include potential rainfall. The months of remaining water can change very quickly if a desalination plant is offline for an extended period of time.

Wastewater Status

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

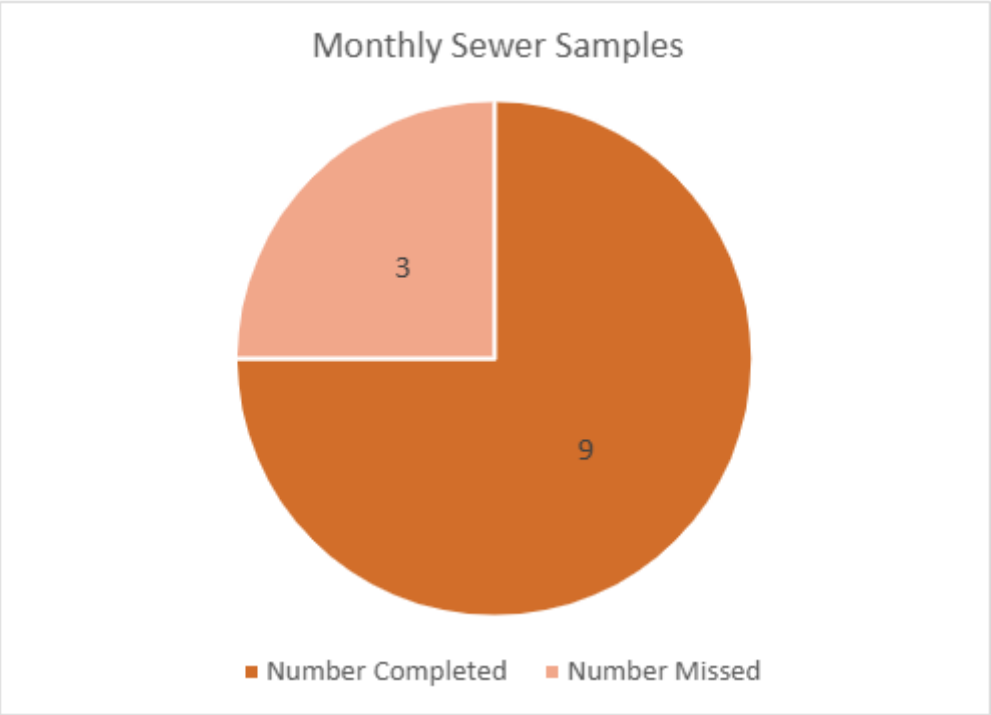
Water and Wastewater Sampling

Water



Monthly Water E Coli samples from 9 communities were completed and all passed.
Confirmed 9 communities submitted 6 monthly samples and processing has commenced by Cairns Lab.

Sewer



Monthly wastewater samples for September were collected and analysed in the Cairns NATA laboratory from 9 communities and samples from 3 communities missed or still unconfirmed as sampled as of 3 December 2025.