



Economic Growth Committee Meeting | Agenda

Date: 15 December 2023
Time: 10.00am to 12.00nn
Venue: TEAMS MEETING
Meeting ID: 417 972 878 534
Passcode: bq3cMS

Time	Agenda
10.00am	<ol style="list-style-type: none">1. Welcome Quorum Confirmation Opening Prayer2. Noting of Apologies3. Conflict of Interest (COI) - Declarable/Prescribed4. Ratified Minutes of Meeting held on 27 October 2023 <i>(for information)</i>5. Action Items from Previous Meetings6. Economic Development Strategy <i>(verbal)</i>7. Ugar & Dauan Transport Business Case <i>(verbal)</i>8. Economic Opportunities under Aged Care Funding <i>(verbal)</i>9. BSU Performance Update <i>(verbal)</i>10. Indigenous Councils Funding Program (ICFP) <i>(verbal)</i>11. MOVE INTO CLOSED BUSINESS12. Fuel Business Opportunities <i>(verbal)</i> <i>[Reason for closed discussion: These matters involve negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government]</i>13. Enterprise Divestment and Licence Fee Waivers <i>[Reason for closed discussion: These matters involve negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government]</i>14. CDEP Proposal <i>(verbal)</i> <i>[Reason for closed discussion: These matters involve negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government]</i>15. MOVE OUT OF CLOSED BUSINESS16. CONSIDERATION OF MATTERS DISCUSSED IN CLOSED BUSINESS17. General / Other Business (on notice)18. Next Meeting Date: (TBC) 8 February 2024
12.00nn	<ol style="list-style-type: none">19. Closing Remarks & Prayer



Economic Growth Committee

Minutes

Date: 27 October 2023

Time: 10.00am to 12.00nn

Venue: (VC) VMR 8 – 0299 165 402
Guest PIN 6905#

1. Welcome (Chair)

The Committee Chairperson (Cr Rocky Stephen) opened the meeting at 10.10am and welcomed Committee Members and staff.

2. Opening Prayer

Cr Conwell Tabuai delivered the opening prayer.

3. Attendance / Apologies

There were no Committee Member apologies. The following attendees were noted:

Chairperson & Committee Members**Chairperson**

Cr Rocky Stephen

Member

Cr Conwell Tabuai

Member

Cr Jimmy Gela

TSIRC Officers

Executive Director Financial Services

Ms Hollie Faithfull

Acting Executive Director Corporate Services

Mr Gary Stevenson PSM

TSIRC Secretariat

Darryl Brooks

The Committee noted that the Chief Executive Officer, the Executive Director Building Services and the Executive Director Community Services were not available for this meeting and an out of session Committee Meeting will be held on 3 November 2023 (3.00pm to 4.30pm) to address additional matters pertaining to their portfolios.

4. Conflict of Interest (COI) - Declarable/Prescribed

The Chairperson invited Committee Members to make any relevant conflict of interest declarations. No specific declarations were made.

5. Confirmation of Draft Minutes of Meeting held on 5 July 2023**RESOLUTION:***Moved: Cr Jimmy Gela**Seconded: Cr Conwell Tabuai*

That the Draft Minutes of the Economic Development Committee meeting held on 9 May 2023 be now read as confirmed and are to be submitted to the next Ordinary Council Meeting for ratification.

MOTION CARRIED UNANIMOUSLY

6. Action Items from Previous Meetings (verbal update)

The Executive Director Financial Services provided the Committee with a verbal update on the status of action items from the previous meeting, as well as outstanding actions from other previous meetings. The Committee noted the update.

7. Procurement & Ethical Sourcing Policy (verbal discussion)

The Executive Director Financial Services discussed a request on behalf of the Executive Director Building Services for the Committee to consider recommending to Council that the current Procurement and Ethical Sourcing Policy (endorsed at the June 2023 Ordinary Council Meeting) be amended to delegate to the Chief Executive Officer the power to procure products in relation to home ownership or Tier 2 (upgrades program). The purpose of this change is to expedite the completion of projects on the ground (i.e. concreting works, ordering/transportation of items, etc.) without having to seek Council approval across each stage of the same project.

The current policy allows the CEO delegated authority of up to \$1,000,000 in relation to acting on QBuild quotes and tenders (and for the CEO to sub-delegate a similar limit of up to \$500,000 to the Executive Director, Building Services in relation to QBuild quotes and tenders).

The Committee agreed with the request, adding that the proposed recommendation to Council include a stipulation that the CEO provide a biannual report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) entered into.

RESOLUTION:*Moved: Cr Conwell Tabuai**Seconded: Cr Jimmy Gela***The Committee recommends that:**

- (a) Pursuant to sections 236, 257 and 262 of the *Local Government Act 2009 (Qld)* and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, that Council agree to delegate to the Chief Executive Officer (CEO) the power to enter into, negotiate, make, sign, amend or discharge contracts for materials, goods and services required in order for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild, provided such contract for materials, goods or services does not exceed, \$1,000,000 excluding GST;**
- (b) The CEO may not sub-delegate its delegated powers under resolution 2 above where such sub-delegation would exceed \$500,000 excluding GST; and**
- (c) that Council also direct the CEO to provide a biannual report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) conferred by Council.**

MOTION CARRIED UNANIMOUSLY**Action/s:**

Executive Directors Financial Services, to table amended policy to November 2023 Council meeting

8. 2022-23 Financial Statement (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) highlighting that this is an unmodified report for Council and that the report has been cleared by the Audit Committee and external audit.

The Committee noted the update.

RESOLUTION:

Moved: Cr Jimmy Gela

Seconded: Cr Conwell Tabuai

The Committee notes the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY

Action/s:

Executive Director Financial Services to submit the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) to the November 2023 Ordinary Council Meeting

9. 2022-23 Closing Report (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of the Auditor-General's 2023 Closing Report for the year ending 30 June 2023.

Council has previously noted the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2023 (refer AI 16 of the September 2023 Ordinary Council Meeting).

The Committee noted the update.

RESOLUTION:

Moved: Cr Rocky Stephen

Seconded: Cr Jimmy Gela

The Committee notes the Auditor-General's 2023 Closing Report for the year ending 30 June 2023 and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY

Action/s:

Executive Director Financial Services to submit the Auditor-General's 2023 Closing Report for the year ending 30 June 2023 to the November 2023 Ordinary Council Meeting

10. Corporate Card Policy (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of a matter in relation to Council's Corporate Card Policy. The Council has previously noted the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2023 (refer AI 16 of the September 2023 Ordinary Council Meeting) where a significant deficiency had been raised relating to producing receipts for credit card purchases.

The Executive Director Financial Services has since provided all Corporate Card holders with training and each card holder has now signed documents outlining their obligations in relation to their Corporate Card.

Another recommendation from the interim audit was for the policy to be amended to clarify arrangements around authorising officers responsible for the cancellation of corporate cards of non-compliant users. It is proposed that the amended policy state that the authorising officer to cancel the Chief Executive Officer's Corporate Card will be the Mayor and the authorising officer to cancel all other Corporate Card holders will be the Chief Executive Officer.

The Executive Director Financial Services will also need to provide training to the Mayor in relation to his responsibilities for the Chief Executive Officer's Corporate Card obligations.

The Executive Director Financial Services tabled the proposed changes for the Committee's endorsement and recommendation to Council.

RESOLUTION:*Moved: Cr Conwell Tabuai**Seconded: Cr Jimmy Gela*

The Committee supports an amendment to the TSIRC Corporate Card Policy to state that the authorising officer to cancel the Chief Executive Officer's Corporate Card will be the Mayor and the authorising officer to cancel all other Corporate Card holders will be the Chief Executive Officer and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY**Action/s:**

Executive Director Financial Services to submit an amended TSIRC Corporate Card Policy clarifying authorising officer responsibilities to the November 2023 Ordinary Council Meeting.

11. Ugar & Dauan Access Feasibility Study – Scope of Project (verbal discussion)

The Executive Director Financial Services advised the Committee that this was an action item from the July 2023 Committee meeting for implementation by the Executive Director Corporate Services and the Manager of Enterprise Development and Delivery. Both officers are no longer employed by TSIRC and it appears that no further action has been taken on this item.

Executive Director Financial Services, Executive Director Community Services and the Acting Executive Director Corporate Services to meet out of session to progress this matter, particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA). In addition, similar action will be required in relation to the Hammond Island Access Study (Ferry Service) as a completely separate issue.

The Committee recommended that these matters be actioned prior to the November 2023 Council Workshop and that a side meeting be organised for Committee members and Cr Torenzo Elisala (Dauan) during the November 2023 Council Workshop to discuss the matter.

Actions:

1. Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the **Ugar & Dauan Access Feasibility Study – Scope of Project**, particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA).
2. Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the **Hammond Island Access Study (Ferry Service)** - as a completely separate issue - particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA).
3. Executive Director Corporate Services to organise a side meeting for Committee members and Cr Torenzo Elisala (Dauan) during the November 2023 Council Workshop to discuss progress on these matters.

12. Hammond Island Access Study – Status of TSRA letter (verbal discussion)

Refer AI 11 above.

13. Condition Assessment for Council Community Assets (verbal discussion)

The Executive Director Financial Services advised that this matter is an action item assigned to the Committee by Council requesting that condition assessments be done on all Council community assets (ranging from offices, community halls to stadiums, accommodation, etc). The Executive Directors Financial Services and Building Services have been working with Cr Stephen on this matter exploring opportunities in partnership with QBuild (who do similar work with Queensland Health) to assist with this project. Costings provided back from QBuild will then be compiled for a formal submission to the Torres Strait Regional Authority (TSRA) for funding.

14. Home Care Packages – Economic Component (verbal discussion)

The Executive Director Financial Services advised that this item relates to the Committee's request to explore ideas to create economic opportunities around components of the Home Care Packages (i.e. gardening services, etc) and that the relevant portfolio for advice on this issue sits with the Executive Director Community Services.

The Committee agreed that this matter be considered at the Committee meeting on 3 November 2023.

15. General / Other Business (on notice)

No other matters.

16. Next Meeting Date (OOS): Friday, 3 November 2023 (3.00pm)

The Committee noted the next meeting date of 3 November 2023.

Cr Conwell Tabuai suggested that the Committee meeting scheduled for 15 December 2023 be a face-to-face meeting in Cairns. The Chairperson recommended that Committee members contact the Executive Director Financial Services to clarify their PDF balances to ascertain if the face-to-face meeting in December 2023 can proceed.

17. Closing Remarks & Prayer

The Chairperson thanked Committee Members and Administrative Staff for their attendance and contributions at the meeting. The Chairperson welcomed the Acting Executive Director Corporate Services (Mr Gary Stevenson PSM) to the Committee.

The Chairperson formally closed the meeting with prayer at 11.55am.

Cr Rocky Stephen
Chairperson
Economic Growth Committee

27 October 2023

RATIFIED AT THE NOVEMBER 2023 ORDINARY COUNCIL MEETING.



.....
Mr James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 16 November 2023



.....
Cr Getano Lui (Jnr) AM
Deputy Mayor / Acting Chairperson
Torres Strait Island Regional Council
Date: 16 November 2023



ECONOMIC GROWTH COMMITTEE MEETING

ACTION ITEMS

Agenda Item	Action	Action Area	Current Status
Oct 2023 Mtg AI 8 2022-23 Financial Statement	Executive Director Financial Services to submit the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) to the November 2023 Ordinary Council Meeting	ED Financial Services	Completed. Papers on agenda for Nov 2023 Council Mtg.
Oct 2023 Mtg AI 9 2022-23 Closing Report	Executive Director Financial Services to submit the Auditor-General's 2023 Closing Report for the year ending 30 June 2023 to the November 2023 Ordinary Council Meeting	ED Financial Services	Completed. Papers on agenda for Nov 2023 Council Mtg.
Oct 2023 Mtg AI 10 Corporate Card Policy	Executive Director Financial Services to submit an amended TSIRC Corporate Card Policy clarifying authorising officer responsibilities to the November 2023 Ordinary Council Meeting.	ED Financial Services	Completed. Policy endorsed at Nov 2023 Council Mtg.
Oct 2023 Mtg AI 11 & 12 Ugar & Dauan Access Feasibility	<ol style="list-style-type: none"> Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the Ugar & Dauan Access Feasibility Study – Scope of Project, particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA). Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the Hammond Island Access Study (Ferry Service) - as a 	ED Corporate Services	Meetings held. Scoping brief amended. RFQ invitees identified.

Study – Scope of Project	<p>completely separate issue - particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA).</p> <p>3. Executive Director Corporate Services to organise a side meeting for Committee members and Cr Torenzo Elisala (Dauan) during the November 2023 Council Workshop to discuss progress on these matters.</p>		
<p>July 2023 Mtg</p> <p>AI 7</p> <p>Economic Development Strategy</p>	<p>1. The Chief Executive Officer to speak to Gambling Fund Organisation to seek assistance for additional funding.</p> <p>2. Acting Manager Enterprise Development & Delivery to provide the Chief Executive Officer with a breakdown of details in relation to the consultancy fees being charged (i.e. \$2,800 per day – no charges for weekends).</p> <p>3. The Acting Executive Director Corporate Services to explore with Consultant, as an option to reduce costs, an offer of \$1,500 per day for the entire contract, to off-set the current option of \$2,800 per day (excluding weekends).</p> <p>4. Updated Option 1 to include a community meeting in the morning, followed by an afternoon meeting with business owners/operators.</p> <p>5. Tenure issues in relation to freehold matters should also be part of the scope for the project.</p> <p>6. Explore options with the Consultant (if a delay in finalising matters arises) to undertake the consultation process/completion of the final report until September 2023 and have the final report considered at the November 2023 Council Workshop.</p>	<p>1. Chief Executive Officer</p> <p>2. Manager Enterprise Development & Delivery</p> <p>3. Executive Director Corporate Services</p> <p>4. Manager Enterprise Development & Delivery</p> <p>5. Manager Enterprise Development & Delivery</p> <p>6. Manager Enterprise Development & Delivery</p>	Funding deadlines / extensions approved.
<p>July 2023 Mtg</p> <p>AI 8</p> <p>Enterprise Divestment Policy</p>	Acting Executive Director Corporate Services to finalise/circulate report to Committee members as soon as possible.	Acting Executive Director Corporate Services	Report to be considered at Jan 2024 Council Mtg.
<p>July 2023 Mtg</p> <p>AI 9</p>	Acting Executive Director Corporate Services to prepare a briefing for the Strategic Advisory Reference Group (SARG) in relation to setting out TSIRC's position and recommendations in relation to economic, strategic, and long-term solutions around freight subsidies from the State Government.	Acting Executive Director Corporate Services	

Economic Growth Committee Action Items

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Freight Subsidy from State Government			
July 2023 Mtg AI 13 (Closed Business) Elphinstone Close	Chief Executive Officer to explore opportunities for short-term revenue raising options from the Elphinstone asset for consideration by the Committee.	Executive Director Corporate Services	CEO to update at 3 Nov 2023 Committee Mtg.
July 2023 Mtg AI 14 (Closed Business) CDEP Proposal	Executive Director Corporate Services to prepare a letter of invitation from the TSIRC Mayor to the NIA to attend a full Council meeting to discuss CDEP matters in general.	Executive Director Corporate Services	Mayor's Office advised on 2/11/23 that no papers have been presented to the Mayor on this matter.
Dec 2022 Mtg AI 9 Ugar and Dauan Community Access Business Case – Verbal	Executive Director Financial Services to keep committee updated on the status of the response from TSRA.	ED Financial Services	The TSRA will now consider this matter at its May 2024 meeting.

Darryl Brooks

From: Gary Stevenson
Sent: Thursday, 7 December 2023 4:46 PM
To: Cr. Rocky Stephen; Cr. Conwell Tabuai; Cr. Torenzo Elisala; Cr. Jimmy Gela
Cc: Margaret Gatt; James William; Hollie Faithfull; David Baldwin; Dawson Sailor; Nicola Daniels; Mayor Phillemon Mosby
Subject: Draft Brief for RFQ - Ugar and Dauan Transport Business Case
Attachments: Draft consultant brief for transport business case_draft 07.12.23.docx

Good afternoon all,

Further to recent discussions please find attached draft brief for consultants to prepare the business case for alternate transport options for Ugar and Dauan Islands.

Cr Stephen has provided considerable input into this document and he now seeks your inputs as soon as possible so that it can be presented at the Economic Growth Standing Committee Meeting on Friday 15th December 2023 and hopefully by then if anyone has any further input, we can finalise the report at the meeting so we can move onto next year to conduct the work.

Cr Stephen also asked me to identify some consultants to invite to quote on the brief. I have identified the following and we can discuss further at the Economic Growth Committee meeting;

1. Lucid Economics (provided previous proposal in May 2023) [Economics Consulting | Australia | Lucid Economics](#)
2. Emver Partners (consultants based on Thursday Island suggested by Cr Stephen) no website available
3. Synergies Economic Consulting (has done work in Torres Strait) [Synergies Economic Consulting](#)
4. AEC Group [AEC Group | ECONOMICS | FINANCE | MARKET RESEARCH | Australia \(aecgrouppltd.com\)](#)

I look forward to your input in the next few days and after that we can discuss the draft brief at the Committee meeting.

In the interim if you have any queries/concerns please don't hesitate to contact me.

Regards

Gary Stevenson | Acting Executive Director Corporate Services

Torres Strait Island Regional Council



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Consultant brief to:

Develop a business case for alternative and improved method of transportation options on helicopter and ferry for Dauan and Ugar Islands.

Background:

Current travel between islands of Dauan and Ugar are provided on a subsidised basis through the federal government Torres Strait Island Regional Authority (TSRA). The current arrangement provides residents access to one helicopter flight per week to Horn Island (capacity of 3 people). These flights are for personal reasons and are not for emergency or healthcare related travel.

TSRA is the only organisation that is currently funding this service.

The new business case/feasibility must consider and/or incorporate the following:

HELICOPTER	FERRY
Prepare community engagement plan	Prepare community engagement plan
Community consultation - meeting with the community on-islands to hear the views of the people for additional services on and off the Island	Community consultation meeting with the community on-islands to hear the views of the people for a new ferry service between neighbouring Communities of Darnley, Masig and Saibai
Incorporate ideas from community to scope additional services for (Horn to Ugar return and Ugar to Masig return and Ugar to Darnley return and Horn to Dauan return and Dauan to Saibai return) with the current helicopter provider in Torres Strait ie GBR/ Nautilus.	Incorporate ideas from community to scope ferry services for (Ugar to Masig return, Ugar to Darnley return and Dauan to Saibai return).
Collate data and analyse costings of current helicopter services on Ugar and Dauan Islands	Define scope for a fit for multi-purpose vessel (similar to a navy/defence boat) for increased passenger movements but also cultural needs, potential freight cargo, tourism opportunities, and miscellaneous purposes
Engage with current helicopter service providers, ie GBR and Nautilus (Horn to Ugar return and Ugar to Masig return and Ugar to Darnley return and Horn to Dauan return and Dauan to Saibai return) to evaluate schedule options and costing models including subsidy	Collate historical data and analysis of costings of previous services on Ugar and Dauan Islands and if unavailable investigate other sources
Engage with current service providers, ie Skytrans, to evaluate schedule options and costing models including subsidy (Ugar to Erub/Masig return and Dauan to Saibai return and Erub/Masig to Horn return and Saibai to Horn return)	Investigate Ugar, Erub, Masig, Saibai and Dauan mooring facilities condition to allow for additional services and meet disability compliance including validation of asset ownership
Consideration of infrastructure for landing and passenger movements needing upgrading to allow for increased helicopter services and passengers on Darnley Island, Masig Island and Saibai Island	Investigate Ugar, Erub, Masig, Saibai and Dauan maintenance facilities condition to allow for additional services

Consult with relevant Divisional Councillors and Managers to understand perceptions of needs for accommodation and transfers	Consult with relevant Divisional Councillors and Managers to understand perceptions of needs for accommodation and transfers
Assess fuel supply and storage arrangements on Ugar, Darnley, Masig, Islands and Dauan and Saibai Islands with helicopter service provider	Consideration of overnight accommodation needs of passengers transiting through Darnley Island, Masig Island and Saibai Island (due to increases in services)
Consideration of overnight accommodation needs of passengers transiting through Darnley Island, Masig Island and Saibai Island (due to increases in services)	Assess relevant accommodation assets to determine needs and costs for upgrading or constructing new building
Assess relevant accommodation assets to determine needs and costs for upgrading or constructing new build	Assess fuel supply and storage arrangements on Ugar, Darnley, Masig, Islands and Dauan and Saibai Islands with TSIRC
Prepare alternative business case analysis for TSIRC subsidisation	Prepare business case analysis for private sector investment and identify potential service providers
Cost benefit analysis for each option	Prepare alternative business case analysis for TSIRC subsidisation
Consult with Council's Financial Services Directorate	Cost benefit analysis for each option
Analyse ancillary costs including program management and administration	Consult with Council's Financial Services Directorate
Produce report for community consultation on islands and for Council's final consideration	Analyse ancillary costs including program management and administration
	Engage with Government and Non-Government Organisation to gain support of utilising ferry service
	Produce report for community consultation on islands and for Council's final consideration