

Torres Strait Island
REGIONAL COUNCIL

AGENDA

HOUSING AND SAFE AND HEALTHY COMMUNITIES COMMITTEE

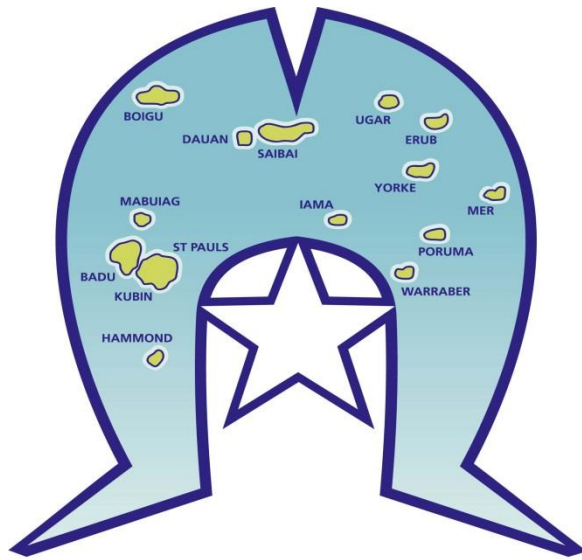
Date: Tuesday – 24th August 2021

Time: 10:00am to 12:00noon

Venue: VMR #6 – 0292 970 558

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Confirmation of previous minutes – 22 June 2021
6. Action Items List
7. Housing Authority – Engage Specialist Service
8. Policy – Housing – Deceased Tenant
9. General/ Other Business (on notice)
10. Next meeting date
 - Tuesday 26th October 2021
11. Closing Prayer



Torres Strait Island
REGIONAL COUNCIL

MINUTES

HOUSING AND SAFE AND HEALTHY COMMUNITIES COMMITTEE

Date: Tuesday – 22nd June 2021

Time: 10:00am to 12:00noon

Venue: VMR #6 – 0292 970 558

PRESENT

Cr Keith Fell – Chair
Cr Francis Pearson – Committee Member
Mr Dawson Sailor – Acting Chief Operating Officer
Ms Julia Maurus – Manager Legal Services
Kathy Cochran – Secretariat Officer

Apology

Cr John Levi – Committee Member
Mr Ilario Sabatino – Chief Operating Officer – on leave

Agenda

1. Welcome (Chair) and

Cr Fell welcomed everyone to the meeting and thanked them for their time.

2. Opening Prayer

Cr Fell invited Cr Pearson to open the meeting in Prayer.

3. Apologies

- Cr John Levi – Committee Member – other community commitments
- Ilario Sabatino – Chief Operating Officer – On annual leave

4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration

No declaration made.

5. Confirmation of previous minutes – 9 February 2021

RESOLUTION:

Moved: Cr Pearson; *Second:* Cr Fell

That the minutes of meeting held on the 9th February 2021 is a true and accurate account.

ALL IN FAVOUR

6. Action Items List

Committee updated the action list.

- COO to have Divisional Manager to regularly check HF radios in each Division at the same time when checking Satellite phones.
- COO to have discussion with Matt Brodbeck to do an audit on the HF radios.
- COO to have discussion with Matt Brodbeck to include Cr Fell as the Chair of the Housing and Safe and Healthy Communities be a member of the TSLDMG.

7. LEGAL - Local Law Enforcement Policy

Manager Legal Services, Ms Julia Maurus spoke to the report.

Fines

ACTION: Manager Environment and Health to provide Councillors with the stats on fines and SPERS.

Illegal Dumping

For full Council discussion and decision.

RECOMMENDATION:

Moved: Cr Fell; *Second:* Cr Pearson

That the Committee supports the paper and recommends the report go to the full Council at the July 2021 Ordinary Meeting for consideration and or endorsement.

ALL IN FAVOUR

11:12am – Manager Legal Services left the meeting.

8. \$14.2M Housing Funding

Update provided - options were put forward at the last SARG meeting, the report is going to the full Council for discussion, consideration and or endorsement.

9. Well-being of staff

Cr Fell raised concerns around Housing officer's well-being. Some of the housing officers have been placed under considerable amount of stress and the EAP number provided to them to seek help in not considered a culturally appropriate way of dealing with the issue. This matter has been reported to the Acting CEO and the COO. Cr Fell also raised the issue of pays going into staff accounts after 5pm on pay day as IBIS generally closed at 5.30pm.

10. Lighting in Communities

Cr Fell mentioned some communities within the Region still encounter lighting issues.

ACTION: Requested and audit be done on the lighting in each community and follow up with Communities that don't have adequate safe lighting.

11. Unsafe Roads and Infrastructure

Cr Elisala raised an issue in his community where emergency services and their vehicles couldn't reach a patient due to unusable and unsafe road in his community.

Engineering to make safe and usable (grade and fill holes) the roads on Dauan and other communities.

Audit to be carried out on unsafe airport sheds, motel buildings not in use and buildings that's been divested in the community

12. Sea Rescue / QPS

Inventory requested prior to Ordinary meeting.

ACTION: Follow up with QPS if this information can be made available to Council.

13. White Cards for visitors (Covid19)

Visitor to community should have a card due to the current COVID-19 climate including essential workers.

ACTION: COO to update the online visitor's application form to include vaccination confirmation (1st and 2nd dose)

14. DV and Child Safety

Cr Fell advised the Committee he is the Council's champion to sit on the DV and Child Safety committees.

15. Asbestos

Cr Pearson raised a comment made by Cr Nona at the Council Ordinary meeting regarding asbestos properties in the communities across the whole region and why nothing has been done to address this issue.

ACTION: COO to carry out an audit and inventory on all asbestos properties within our Region in a report to the full Council and include a regional plan to address the issue, what has already been done and a plan going forward.

16. Workplace Health and Safety

Committee asked about hazards in council offices and buildings. What's happening in this space. Any WHS issues identified and addressed. Waiting sheds and old community halls that are dilapidated.

ACTION: COO to provide an information report to Council on the last audit carried out on Council buildings and offices. Highlight areas to put forward to the full Council.

17. Katter Leases

Cr Fell informed Committee this matter was in relation to Cr Levi raising the issue of Katter lease properties and whether they were part of the fencing program. The response from BSU was that those properties weren't part of the program and there is no available funds to fence these properties at the moment.

18. General/ Other Business (on notice)

Cr Fell asked about the Council Caravans. Cr Pearson mentioned two caravans at Poruma had the electricity disconnected recently (see Engineering department)

ACTION: Head of Community Services to provide the committee with an information report on the status of the Council caravans, where they are currently located and the plan going forward.

ACTION: Secretariat to place on Agenda at OM under general business for discussion.

19. Next meeting date

Date agreed to and confirm by committee.

- Tuesday 24th August 2021 (10am – 12 noon)

20. Closing Prayer

Cr Fell closed the meeting in prayer.

MEETING CLOSED: - 12:02pm

**HOUSING AND SAFE AND HEALTHY COMMUNITIES STANDING COMMITTEE
ACTION ITEM REGISTERS**

Date	Agenda item	Action item	Action Officer	Update/ Comments	Due Date
22-Dec-21	Terms of Reference	Amend the TOR to include in list of Objective as another dot point •Sports and Recreation	COO / Mette	COO to advise Mette to change TOR to include the new dot point	9-Feb-21
22-Dec-21	Standing Agenda Item - Housing Authority	COO to send each committee member a copy of the Housing Authority presentation.	COO	ACOO emailed a copy to all members on 9 Feb 2021. Recommend to close	9-Feb-21
22-Dec-21		COO to provide a briefing note on the current housing stock for the Region and a copy of the Housing authority proposal to the Committee at the next meeting.	COO		9-Feb-21
22-Dec-21		COO to provide at the next committee meeting an updated briefing note on both Regional and Local Housing Plan.	COO		9-Feb-21
22-Dec-21	Meeting dates	Secretariat to place dates into committee members calendars	SO		9-Feb-21
22-Dec-21	General Business - Cr Levi	COO to check the fencing program and the criteria	COO		9-Feb-21
9-Feb-21	Standing Agenda Item - Housing Authority	ACOO to provide briefing on current Housing stock for the whole region.	ACOO		22-Jun-21
9-Feb-21	Standing Agenda Item - Housing Authority	ACOO to send members list of Councillors 5 priorities till 30th June 2021.	ACOO	ACOO emailed a copy to all members on 9 Feb 2021. Recommend to close	22-Jun-21
9-Feb-21	Standing Agenda Item - Housing Authority	SO to start an Action items register	SO	SO commenced register. Recommend to close.	22-Jun-21

9-Feb-21	Standing Agenda Item - Housing Authority	ACOO to continue with the briefing notes as presented at today's meeting.	ACOO		22-Jun-21
9-Feb-21	General Business	Check \$5k professional development fund can be used for face to face workshop.	ACOO		22-Jun-21
9-Feb-21	General Business	ACCO to enquire about the HF Radios – disaster and power outage (safe communities) and monitor these radios bi monthly.	ACOO		22-Jun-21
9-Feb-21	General Business	ACOO to provide briefing not on Housing and Safe and Healthy Communities Committee recommendation for Housing allocation.	ACOO		22-Jun-21
22-Jun-21	Local Law Enforcement Policy	Manager Environment and Health to provide Councillors with the stats on fines and SPERS	Manager EHW		
22-Jun-21	Lighting in communities	COO to conduct an audit on the lighting in each community and follow up with Communities that don't have adequate safe lighting	ACOO		
22-Jun-21	Sea Rescue / QPS	Follow up with QPS if this information can be made available to Council	ACOO		
22-Jun-21	White card for visitors (COVID-19)	ACOO to update the online visitor's application form to include vaccination confirmation (1st and 2nd dose)	ACOO		
22-Jun-21	Asbestos	ACOO to carry out an audit and inventory on all asbestos properties within our Region in a report to the full Council and include a regional plan to address the issue, what has already been done and a plan going forward	ACOO		

22-Jun-21	Workplace Health and safety	ACOO to provide an information report to Council on the last audit carried out on Council buildings and offices. Highlight areas to put forward to the full Council	ACOO		
22-Jun-21	General Business - Council's Caravans	Head of Community Services to provide the committee with an information report on the status of the Council caravans, where they are currently located and the plan going forward.	Head of Community Services		
22-Jun-21	General Business - Council's Caravans	Secretariat to place the "Caravan" topic on Agenda at OM under general business for discussion	Secretariat officer		

Recommendation



TORRES STRAIT ISLAND REGIONAL COUNCIL

COMMITTEE REPORT

MEETING:	Housing and Safe and Healthy Community Committee
DATE:	24 August 2021
ITEM:	Agenda Item for Recommendation by Committee
SUBJECT:	Housing Authority - Engage Specialist Service
AUTHOR:	Dawson Sailor, Acting Head of Community Services

Recommendation:

The Housing and Safe and Healthy Community Committee notes the information contained in this report and recommend the following for Council endorsement:

- Commence procurement process to engage specialist consultant to explore options for Housing Authority for Council;s consideration in line with determined scope of works
and
- Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009*:
 - power to make, amend or discharge the resulting contract 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.

Executive Summary:

Council adopted the 2021-2022 budget in its July 2021 Ordinary meeting which includes a budget allocation of \$50,000 to engage independent specialist advice to undertake research and explore viability factors for creation and establishment of a Housing Authority.

This report seeks the Committee's recommendation to commence the process of engaging this consultant to undertake the required work.

Background:

The proposal to explore possibility of a Housing Authority model was initially to address debt management for Council, in 2014. Council currently holds unpaid housing related debts to the amount of \$8 Million.

In November 2020, Council was presented with a concept and considerations of establishing a Housing Authority. This item is a standing agenda item each Council ordinary meeting, to ensure the elected arm is kept abreast of progress on this matter.

While preliminary work was undertaken internally, it was proposed that an independent specialist is required to investigate and report to Council on best options considering all factors from setup to start up and operations of a not-for-profit organisation, a community Housing service provider.

Comment:

Through Council's procurement process, it is proposed Council acquire suitable specialist advice to undertake research and provide in-dept analysis to council covering the following topics for Council's consideration:

- **Social Impact Assessment (Study)** to assess social effects to people in the Torres Strait region and how current and future Housing related assets increases positive social impact and eliminate or reduce long term negative impact.
- **Business Impact** to determine overall financial position of Council in terms of Housing. Further, research appropriate governance model for the Authority to include strategic and business planning adequate Information Technology systems to manage finances, assets and resources both human and physical.
- **Environmental Scan** to gather information of internal and external housing environment considering key elements such as regulatory and political environment, economy, technological, social and cultural consideration as well as end users.

Considerations

Risk Management

Reputational

Council Finance

Submission of costing exceeds budget therefore additional funds to be sought if Council intends to continue

Consultation:

- Chief Operations Officer
- Acting Head of Community Services
- Manager Governance and Compliance

Links to Strategic Plans:

Council's Corporate Plan and objectives in Operational Plan.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Council Procurement and Ethical Sourcing Policy

Conclusion:

That the Housing and Safe and Healthy Community Committee notes the information and recommend Council endorsement to procure specialist consultant to undertake a determined scope for creation and establishment of Housing Authority.

A handwritten signature in black ink, appearing to read 'Dawson', written in a cursive style.

Endorsed:
Dawson Sailor
Acting Head of Community Services



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	Housing and Safe and Healthy Community Committee
DATE:	24 August 2021
ITEM:	Agenda Item for Resolution by the Committee
SUBJECT:	POLICY – Housing – Deceased Tenant
AUTHOR:	

Recommendation:

The Housing and Safe and Healthy Community Committee notes the report

Executive Summary:

In recent Council Ordinary Meeting, council sought clarity on current procedure and policy in treatment of rental debt for deceased tenants.

Background:

Once Housing team is officially notified by family member, current process is to immediately deactivate debtor account through Councils' finance system to ensure accumulation of further debts and charges to the tenant or property.

Councils policy is enforced under the following circumstances:

- a) removing of a joint tenant;
- b) death of a joint tenant;
- c) death of a sole tenant;
- d) adding a new tenant; and
- e) in any other circumstances at the discretion of Council.

Under the procedure, when sole/ joint tenancy is deceased, the tenancy terminates on the date of death. Notice of Tenant passing is usually the evidence that confirms date once released after cultural practices have been exercised. The Housing Coordinator will liaise with financial team to cease rent charges from date of passing. If there is a nominated family member to succeed the tenancy, they are not responsible for any rent arrears accrued of the sole tenant who has passed.

Comment:

Nil

Considerations

Risk Management

Unknown

Reputational - Nil

Council Finance

Informally, at times, families do have informal discussions of paying rental arrears on behalf of deceased. Through payment plan a pre-determined amount is negotiated giving consideration to affordability and individual circumstances.

Consultation:

- Manager Housing

Links to Strategic Plans:

TSIRC Corporate Plan and objectives in Operational Plan.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Residential Tenancy and Rooming Act 2008

Conclusion:

The Housing and Safe and Healthy Community Committee notes the report.



Endorsed:

Dawson Sailor

Acting Head of Community Services