

AGENDA

TORRES STRAIT ISLAND REGIONAL COUNCIL

January 2022

Tuesday 18th January 2022, 11:40am – 5:00pm

Wednesday 19th January 2022, 9:00am – 12:00pm

Video Conference

COUNCIL ORDINARY MEETING

Tuesday 18th January 2022

Agenda Items:

- | | | |
|---|--------------------------|--|
| 1. | <u>11:40am – 11:50am</u> | <u>Welcome and Opening Remarks</u> |
| 2. | <u>11:50am – 12:00pm</u> | <u>Apologies</u> |
| 3. | <u>12:00pm – 12:10pm</u> | <u>Declaration of Conflict of Interest (COI) (Prescribed and Declarable)</u> |
| 4. | <u>12:10pm – 12:15pm</u> | <u>Confirmation of Previous Council Ordinary Meeting Minutes</u> <ul style="list-style-type: none">• 7th and 8th December 2021 |
| 5. | <u>12:15pm – 12:20pm</u> | <u>Confirmation of Previous SARG Committee Minutes</u> <ul style="list-style-type: none">• 3rd December 2021 |
| 6. | <u>12:20pm – 12:25pm</u> | <u>Confirmation of Previous Culture, Arts, Land and Heritage Committee Minutes</u> <ul style="list-style-type: none">• 1st December 2021 |
| 7. | <u>12:25pm – 12:30pm</u> | <u>Confirmation of Previous Economic Growth Committee Minutes</u> <ul style="list-style-type: none">• 22nd December 2021 |
|
<u>LUNCH 12:30pm – 1:30pm</u> | | |
| 8. | <u>1:30pm – 1:45pm</u> | <u>Outstanding Council Ordinary Meeting Action Items</u> |
| 9. | <u>1:45pm – 2:00pm</u> | <u>Standing Agenda Items:</u> <ul style="list-style-type: none">• Executive Director, Communities and Building Services - Housing Authority (verbal) |
| 10. | <u>2:00pm – 2:20pm</u> | <u>CORPORATE – Funding Acquisition Report</u> |
| 11. | <u>2:20pm – 2:40pm</u> | <u>CORPORATE – Policy Matter – Council Corporate Identity Guidelines</u> |
| 12. | <u>2:40pm – 3:00pm</u> | <u>CORPORATE – Operational Plan 2021-22 Q2 Update</u> |
|
<u>AFTERNOON TEA 3:00pm – 3:20pm</u> | | |
| 13. | <u>3:20pm – 3:40pm</u> | <u>CORPORATE – Alcohol and Drug Management in the Workplace</u> |
| 14. | <u>3:40pm – 3:40pm</u> | <u>COUNCIL MOVES INTO CLOSED BUSINESS</u> |
| 15. | <u>3:40pm – 4:20pm</u> | <u>BUILDING – BSU Monthly Update</u> |
| 16. | <u>4:20pm – 4:50pm</u> | <u>FINANCE – Financial Dashboard Report – December 2021</u> |
| 17. | <u>4:50pm – 4:50pm</u> | <u>COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES IN OPEN BUSINESS</u> |
| 18. | <u>4:50pm – 5:00pm</u> | <u>Closing Remarks and Prayer</u> |

COUNCIL ORDINARY MEETING

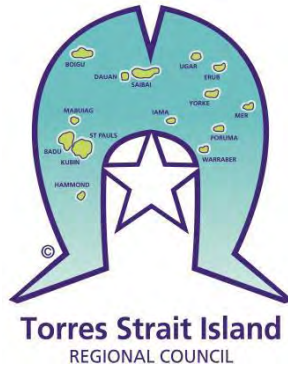
Wednesday 19th January 2022

Agenda Items:

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| 19. | <u>9:00am – 9:05am</u> | <u>Welcome and opening prayer.</u> |
| 20. | <u>9:05am – 9:05am</u> | <u>COUNCIL MOVES INTO CLOSED BUSINESS</u> |
| 21. | <u>9:05am – 10:00am</u> | <u>MAYOR – CB – Appointment of Chief Executive Officer - Late</u> |
| 22. | <u>10:00am – 10:00am</u> | <u>COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES IN
OPEN BUSINESS</u> |

MORNING TEA 10:00am – 10:20am

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| 23. | <u>10:20am – 10:50am</u> | <u>FINANCE – 2021/2022 Budget Review – Late</u> |
| 24. | <u>10:50am – 11:05am</u> | <u>CORPORATE – Change of February OM meeting Place</u> |
| 25. | <u>11:05am – 11:20am</u> | <u>Business Arising from Information Reports</u> |
| 26. | <u>11:20am – 11:25am</u> | <u>Next Council Meeting Date – 15th and 16th February 2022</u> |
| 27. | <u>11:25am – 11:50am</u> | <u>Strategic Matters</u> |
| 28. | <u>11:50am – 12:00pm</u> | <u>Closing Remarks and Prayer</u> |



DRAFT MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

December 2021

Tuesday 7th December 2021, 11:00am – 5:00pm
Wednesday 8th December 2021, 9:00am – 5:00pm

Video Conference

COUNCIL ORDINARY MEETING
Tuesday 7th December 2021

PRESENT

Cr Phillemon Mosby, Mayor
Cr Dimas Toby, Division 1 – Boigu
Cr Keith Fell, Division 4 – Mabuiag
Cr Laurie Nona, Division 5 – Badu
Cr Lama Trinkoon, Division 6 – Kubin (Arkai), Mua Island
Cr John Levi, Division 7 – Wug (St Pauls), Mua Island
Cr Seriako Dorante, Division 8 – Kirriri (Hammond)
Cr Getano Lui Jnr, Division 9 – Iama (Yam)
Cr Kabay Tamu, Division 10 – Warraber (Sue)
Cr Francis Pearson, Division 11 – Poruma (Coconut)
Cr Rocky Stephen, Division 13 – Ugar (Stephen)
Cr Jimmy Gela, Division 14 – Erub (Darnley)
Cr Aven Noah, Division 15 – Mer (Murray)

Mr David Baldwin, Acting Chief Executive Officer (ACEO)
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS)
Ms Megan Barrett, Interim Executive Director, Corporate Services
Mr Dawson Sailor, Acting Executive Director, Community and Building Services (AEDCBS)
Mr Adeah Kabai, Acting Executive Director, Engineering Services (EDES)
Mr Peter Krebs, Manager Legal Services (MLS)
Mrs Ursula Nai, Senior Executive Assistant (SEA)
Ms May Mosby, Acting Secretariat Officer (ASO)

APOLOGIES

Cr Torenzo Elisala, Division 2 – Dauan
Cr Conwell Tabuai, Division 3 – Saibai
Cr Hilda Mosby, Division 12 – Masig (Yorke)

COUNCIL ORDINARY MEETING
Tuesday 7th December 2021

1. **11:00am – 11:05am** **Welcome and Opening Remarks**

Mayor Mosby welcomed Councillors and Staff and acknowledged and paid respects to:

- Our Heavenly Father
- Traditional Owners on the lands we meet on today in the Cairns Region and across the length and breadth of Zenadth Kes including the Thursday Island and Hammond Island offices
- All Elders past, present and emerging

2. **11:05am – 11:08am** **Apologies**

- Cr Conwell Tabuai – Division 2 – Saibai

RESOLUTION:

Moved: Cr Rocky Stephen, Second: Cr Keith Fell

That Council accept the apology of Cr Conwell Tabuai for the December 2021 Ordinary meeting.

MOTION CARRIED

- Cr Torenzo Elisala – Division 3 – Dauan

RESOLUTION:

Moved: Cr John Levi, Second: Cr Aven Noah

That Council accept the apology of Cr Torenzo Elisala for the December 2021 Ordinary meeting.

MOTION CARRIED

3. **11:08am – 11:08am** **Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**

Cr Laurie Nona declared a Prescribed Conflict of Interest in Council Meeting Agenda Item 9 – Corporate – Community Grants Program Allocations – Waru Kazil, Kulpiyam Youth & Sport Inc and Individual Kuki Touch Team. This prescribed conflict of interest arises as Jemima Nona, a beneficiary of the potential grant allocation, is his daughter and therefore a close associate under s150EJ. Cr Laurie Nona declared an interest under s150EL.

Cr Laurie Nona proposed to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

4. **11:08am – 11:12am** **Confirmation of Previous Council Ordinary Meeting**

- 15th November 2021

RESOLUTION:

Moved: Cr Pearson; Second: Cr Levi

That Council resolves to accept the minutes of the Ordinary Meeting held on 15th November 2021, to be a true and accurate account of that meeting.

MOTION CARRIED UNANIMOUS

- 16th November 2021

RESOLUTION:

Moved: Cr Pearson; Second: Cr Gela

That Council resolves to accept the minutes of the Ordinary Meeting held on 16th November 2021, to be a true and accurate account of that meeting.

MOTION CARRIED UNANIMOUS

5. 11:12am – 11:13am Confirmation of Previous Housing and Safe and Healthy Committee Minutes

- 4th November 2021

RESOLUTION:

Moved: Cr Keith Fell; Second: Cr John Levi

That Council resolves to accept the minutes of the Housing and Safe and Health Committee meeting held on 4th November 2021, to be a true and accurate account of that meeting.

MOTION CARRIED UNANIMOUS

6. 11:14am – 11:20am Outstanding Council Ordinary Meeting Action Items

Acting CEO, Mr David Baldwin provided Council with an update on the six (6) outstanding items listed on the register from 15-16th November 2021

7. 11:20am – 11:24pm Standing Agenda Items:

- Executive Director, Communities and Building Services - Housing Authority (verbal)

Acting Executive Director, Community and Building Services, Mr Dawson Sailor provided a verbal update.

8. 11:24am – 11:45am CORPORATE – Community Grant Policy – Late

Acting Chief Executive Officer, Mr David Baldwin spoke to this report on behalf of the Interim Executive Director, Corporate Services.

RESOLUTION:

Moved: Cr Keith Fell, Second: Cr John Levi

That Council adopts the revised Community Grants Policy and delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to exercise the functions and powers assigned to the Chief Executive Officer under the policy and procedure, including the power to make any further minor administrative amendments as they arise.

MOTION CARRIED UNANIMOUS

LUNCH 11:45am – 12:54pm

9. 12:54pm – 1:47pm CORPORATE – Community Grants Program Allocation – December 2021

Interim Executive Director, Corporate Services, Ms Megan Barrett, spoke to this report and a discussion was held on the below Community Grants Applications.

Applications approved

That Council notes the four applications approved for consideration under Section 12.6 of the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

Helga Nona

RESOLUTION

Moved: Cr Kabay Tamu; Second: John Levi

That Council approves allocation of Community Grants funding to Helga Nona for the sum of \$2,000.00 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

MOTION CARRIED UNANIMOUS

Mangaroo line Gammas Touch Football Team

RESOLUTION:

That Council approves the allocation of Community Grants funding to Mangaroo Line Gammas Touch Football Team for the sum of \$3,000.00 exclusive of GST per the submitted application in accordance with the Community Grants Policy approved at the December 201 Ordinary Meeting of Council.

MOTION LOST

1:19pm - Cr Laurie Nona left the meeting due to earlier declared Prescribed Conflict of Interest.

Waru Kazil

RESOLUTION:

Moved: Cr Lama Trinkoon; Second: Cr Francis Pearson

That Council approves allocation of Community Grants funding to Waru Kazil for the sum of \$1,733.89 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council, noting that the value of each application from Badu community has been adjusted by pro-rata to a value of not more than \$10,420.00.

MOTION CARRIED UNANIMOUS

Kulpiyam Youth & Sport Inc

RESOLUTION:

Moved: Cr Aven Noah; Second: Cr Jimmy Gela;

For: Mayor Mosby, Cr Dimas Toby, Cr Keith Fell, Cr Lama Trinkoon, Cr John Levi, Cr Seriako Dorante, Cr Getano Lui, Cr Francis Pearson, Cr Rocky Stephen

Against: Cr Kabay Tamu

That Council approves allocation of Community Grants funding to Kulpiyam Youth & Sport Inc for the sum of \$6,935.57 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council noting that the value of each application from Badu community has been adjusted by pro-rata to a value of not more than \$10,420.00.

MOTION CARRIED

Individual Kuki Touch Team

RESOLUTION:

Moved: Cr John Levi; Second: Cr Jimmy Gela

That Council approves allocation of Community Grants funding to Individual Kuki Touch Team for the sum of \$1,750.54 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council noting that the value of each application from Badu community has been adjusted by pro-rata to a value of not more than \$10,420.00.

MOTION CARRIED UNANIMOUS

1:52pm – Cr Laurie Nona re-joined the meeting

St Pauls Community Dance Team

RESOLUTION:

Moved: Cr John Levi; Second: Cr Lama Trinkoon

That Council approves allocation of Community Grants funding to St Pauls Community Dance Team for the sum of \$4,843.00 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

MOTION CARRIED UNANIMOUS

St Pauls Anglican Church

RESOLUTION:

Moved: Cr John Levi; Second: Cr Aven Noah

That Council approves allocation of Community Grants funding to St Pauls Anglican Church for the sum of \$1,848.00 ex GST per the submitted application in accordance

with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

MOTION CARRIED UNANIMOUS

Kathleen Pabai

RESOLUTION:

Moved: Cr Dimas Toby; Second: Cr Laurie Nona

That Council approves allocation of Community Grants funding to Kathleen Pabai for the sum of \$2,500.00 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

MOTION CARRIED UNANIMOUS

1:15pm – Ms Hollie Faithfull left the meeting

1:19pm – Ms Hollie Faithfull re-joined the meeting

Kubin Ladies Touch Football Team

RESOLUTION:

Moved: Cr Lama Trinkoon; Second: Cr John Levi

That Council approves allocation of Community Grants funding to Kubin Ladies Touch Football Team for the sum of \$3,000.00 ex GST per the submitted application in accordance with the Community Grants Policy approved at the December 2021 Ordinary Meeting of Council.

MOTION CARRIED UNANIMOUS

1:47pm – Mayor Phillemon Mosby left the meeting.

10. 1:47pm – 2:04pm CORPORATE – Funding Acquisition Report

Interim Executive Director Corporate Services, Ms Megan Barrett spoke to this report.

Cr Getano Lui Jnr expressed his appreciation to Interim Executive Director Corporate Services, Ms Megan Barrett on a well-presented report which is clear and easy to understand.

ACTION: Interim Executive Director, Corporate Services to change the name from a waiting shed to a waiting house for all future reports.

ACTION: Interim Executive Director, Corporate Services to include funding success stories in the next addition of Strait Talk.

ACTION: Interim Executive Director, Corporate Services to add the draft media strategy which is to include Grant announcements and opportunities as an Agenda Report to the next Governance and Leadership Committee for their review.

RESOLUTION:

Moved: Cr Lama Trinkoon; Second: Cr Aven Noah

That Council resolves to note this report and its content.

MOTION CARRIED UNANIMOUS

11. 2:04pm – 2:34pm CORPORATE – COVID-19 operating update

Interim Executive Director Corporate Services, Ms Megan Barrett spoke to this report and provided an update.

2:15pm – Mayor Phillemon Mosby re-joined the meeting

RESOLUTION:

Moved: Cr Rocky Stephen; Second: Cr John Levi

That Council approves the COVID-19 Operating report.

MOTION CARRIED UNANIMOUS

2:08pm - Cr Getano Lui left the meeting
2:13pm – Cr Getano Lui re-joined the meeting

12. **2:34pm – 3:00pm** **CORPORATE – Standing Committee Review**

Interim Executive Director Corporate Services, Ms Megan Barrett spoke to this report on the five Standing Committees.

RESOLUTION:

Moved: Cr Kabay Tamu; Second: Cr Jimmy Gela

That Council notes the Standing Committee review.

MOTION CARRIED UNANIMOUS

Mayor Phillemon Mosby advised that Cr Hilda Mosby is unwell and has provided a medical certificate for her non-attendance today.

- Cr Hilda Mosby – Division 12 – Masig

RESOLUTION:

Moved: Cr Aven Noah; Second: Cr Keith Fell

That Council accept the apology of Cr Hilda Mosby for the December 2021 Ordinary meeting.

MOTION CARRIED UNANIMOUS

UNANIMOUS

13. **3:00pm – 3:00pm** **Closing Remarks and Prayer**

Mayor Mosby thanked Councillors and Staff for their time and contributions and asked Cr Pearson to close the meeting in prayer.

MEETING CLOSED AT 3:00PM

COUNCIL ORDINARY MEETING
Wednesday 8th December 2021

PRESENT

Cr Phillemon Mosby, Mayor
Cr Dimas Toby, Division 1 – Boigu
Cr Keith Fell, Division 4 – Mabuiag
Cr Laurie Nona, Division 5 – Badu
Cr Lama Trinkoon, Division 6 – Kubin (Arkai), Mua Island
Cr John Levi, Division 7 – Wug (St Pauls), Mua Island
Cr Seriako Dorante, Division 8 – Kirriri (Hammond)
Cr Getano Lui Jnr, Division 9 – Iama (Yam)
Cr Kabay Tamu, Division 10 – Warraber (Sue)
Cr Francis Pearson, Division 11 – Poruma (Coconut)
Cr Hilda Mosby, Division 12 – Masig (Yorke)
Cr Rocky Stephen, Division 13 – Ugar (Stephen)
Cr Jimmy Gela, Division 14 – Erub (Darnley)
Cr Aven Noah, Division 15 – Mer (Murray)

Mr David Baldwin, Acting Chief Executive Officer (ACEO)
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS)
Mr Dawson Sailor, Acting Executive Director, Community and Building Services (AEDCBS)
Ms Megan Barrett, Interim Executive Director, Corporate Services
Mr Adeah Kabai, Acting Executive Director, Engineering Services (EDES)
Mr Peter Krebs, Manager Legal Services (MLS)
Mrs Ursula Nai, Senior Executive Assistant (SEA)
Ms May Mosby, Acting Secretariat Officer (ASO)

APOLOGIES

Cr Torenzo Elisala, Division 2 – Dauan
Cr Conwell Tabuai, Division 3 – Saibai

COUNCIL ORDINARY MEETING
Wednesday 8th December 2021

14. 9:09am – 9:09am Welcome and opening prayer.

Mayor Mosby welcomed Councillors and Staff and acknowledged and paid respects to:

- Our Heavenly Father
- Traditional Owners on the lands we meet on today in the Cairns Region and across the length and breadth of Zenadth Kes including the Thursday Island and Hammond Island offices
- All Elders past, present and emerging

Cr Getano Lui opened in prayer.

15. 9:05am – 10:00am Deputation 1 | DFAT – Mr Andrew Berryman

Mr Andrew Berryman introduced himself to Council and explained his new role as Torres Strait Treaty Liaison Officer at DFAT. Ms Leilani Bin Juda was also present as support person. Mr Berryman is based at the Thursday Island office.

9:15am – Cr Laurie Nona joined the meeting.

MORNING TEA 10:10am – 10:20am

Cr Jimmy Gela declared a Prescribed Conflict of Interest in Council Meeting Agenda Item 16 – Engineering – Award Tender No. TSIRC 2021-349 – ICCIP Project #53 – Masig Water Lagoon Cover Replacement. This prescribed conflict of interest arises as John Gela is a contractor in this tender and is the brother of Cr Jimmy Gela and therefore a close associate under s150EJ.

10:20am - Cr Jimmy Gela left the meeting due to his Prescribed Conflict of Interest.

16. 10:20am – 10:40am ENGINEERING – Award Tender No. TSIRC 2021-349 – ICCIP Project #53 – Masig Water Lagoon Cover Replacement

Acting Executive Director Engineering Services, Mr Adeah Kabai spoke to this report.

10:30am – Cr Hilda Mosby joined the meeting

RESOLUTION

Moved: Cr Keith Fell; Second: Cr Francis Pearson

That Council resolves to:

- Subject to confirmation of funding extension, Award the Tender No. TSIRC 2021-349 ICCIP Project #53 – Masig Water Lagoon Cover replacement to GDT Lining Systems Pty Ltd for an amount of up to \$1,754,066.00 excl. GST;
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* 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 as per Council's procurement and ethical sourcing policy.

MOTION CARRIED UNANIMOUS

10:40am – Cr Jimmy Gela re-joined the meeting.

**17. 10:40am – 10:46am ENGINEERING – Award Tender No. TSIRC 2021-352
Poruma Seawall Stage 4 – Supply of Construction Materials**

Acting Executive Director Engineering Services, Mr Adeah Kabai spoke to this report.

RESOLUTION

Moved: Cr Aven Noah; Second: Cr Hilda Mosby

That Council resolves to:

- Award the Tender No. TSIRC 2021-352 – Poruma Seawall Stage 4 – Supply of Construction Materials to Geofabrics Australia for an amount of up to \$250,420.00 excl. GST;
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* 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 as per Council's procurement and ethical sourcing policy.

MOTION CARRIED UNANIMOUS

18. **10:46am – 10:52am** **ENGINEERING – Award Quotation NO. RFQ-ICCIP #24 – Water and Wastewater Survey**

Acting Executive Director Engineering Services, Mr Adeah Kabai spoke to this report.

RESOLUTION

Moved: Cr Seriako Dorante; Second: Cr Kabay Tamu

That Council resolves to:

- Award the Quotation No. RFQ-ICCIP #24 – Water and Wastewater Survey to Veris Australia Pty Ltd for an amount of up to \$217,380 excl. GST;
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* 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 as per Council's procurement and ethical sourcing policy.

MOTION CARRIED UNANIMOUS

19. **10:52am – 11:00am** **LEGAL – Development Application – Material Change of Use (Telecommunication Facility) – Lot 51 on SP271019 FL Gerainelgau, Yabu Island – Kubin, Moa Island Qld 4875**

Manager Legal Services, Mr Peter Krebs spoke to this report

RESOLUTION

Moved: Cr Lama Trinkoon; Second: Cr Rocky Stephen

Council resolves to issue a Development Permit for 'Material Change of Use' (Telecommunications Facility) - Lot 51 on SP271019 with the inclusion of the conditions set out in Part 9 of the Agenda Report for Gerainelgau Yabu, Kubin, Moa Island QLD 4875.

MOTION CARRIED UNANIMOUS

20. **11:00am – 11:25am** **LEGAL – Proposed Ordinary Meeting Dates for 2022**

Manager Legal Services, Mr Peter Krebs spoke to this report

Cr John Levi and Cr Jimmy Gela have both expressed their interests to host Council Meeting in their divisions the following year 2023, however, if there are cancellations, then they are happy to take up the opportunity.

Cr Dimas Toby also asked to host an Ordinary Meeting in his community of Boigu in line with the opening of their seawalls which would be a good opportunity for full Council to be there. He is not definite on the date however it could be planned for the September Ordinary Meeting.

RESOLUTION

Moved: Cr Aven Noah; Second: Cr Keith Fell

1. That Council endorse the following dates and venue as Council's Ordinary meeting dates for 2022:

Month 2022	Date	Venue/ Division
January	18-19	Video Conference
February	15-16	Masig
March	22-23	Warraber
April	19-20	Video Conference
May	16-17	Cairns
June	28-29	Video Conference
July	19-20	Mabuiag
August	16-17	Video Conference
September	20-21	Poruma
October	18-19	Video Conference
November	14-15	Cairns
December	13-14	Badu

2. That Council endorse the following dates held via video conference as the ordinary meeting dates for its Standing Committees for 2022:

Standing Committee	Meeting dates/times/venue
SARG	Tuesday 11 th January 2022 1pm – 4pm
	Tuesday 1 st February 2022 1pm – 4pm
	Tuesday 1 st March 2022 1pm – 4pm
	Tuesday 5 th April 2022 1pm – 4pm
	Tuesday 3 rd May 2022 1pm – 4pm
	Tuesday 14 th June 2022 1pm – 4pm
	Tuesday 5 th July 2022 1pm – 4pm
	Tuesday 2 nd August 2022 1pm – 4pm
	Tuesday 6 th September 2022 1pm – 4pm
	Tuesday 4 th October 2022 1pm – 4pm
	Tuesday 1 st November 2022 1pm – 4pm
	Tuesday 29 th November 2022 1pm – 4pm
Governance and Leadership Committee	Monday 28 th February 2022 10am – 12pm
	Monday 30 th May 2022 10am – 12pm
	Monday 29 th August 2022 10am – 12pm
	Monday 28 th November 2022 10am – 12pm
Housing and Safe and Healthy Communities Committee	Thursday 3 rd February 2022 10am – 12pm
	Thursday 2 nd June 2022 10am – 12pm
	Thursday 8 th September 2022 10am – 12pm
	Thursday 1 st December 2022 10am – 12pm
Climate Change Adaptation and Environment Committee	Wednesday 30 th March 2022 10am – 12pm
	Wednesday 25 th June 2022 10am – 12pm
	Wednesday 28 th September 2022 10am – 12pm
	Wednesday 24 th November 2022 10am – 12pm
Economic Growth Committee	Thursday 27 th January 2022 10am – 12pm
	Thursday 28 th April 2022 10am – 12pm
	Thursday 28 th July 2022 10am – 12pm
	Thursday 27 th October 2022 10am – 12pm
Cultural Arts, Land and Heritage Committee	Friday 25 th February 2022 10am – 12pm
	Friday 27 th May 2022 10am – 12pm
	Friday 26 th August 2022 10am – 12pm
	Friday 28 th October 2022 10am – 12pm

MOTION CARRIED UNANIMOUS

21. **11:25am – 11:40am** **LEGAL – Delegation Update Building Regulation 2021**

Manager Legal Services, Mr Peter Krebs spoke to this report.

RESOLUTION

Moved: Cr Rocky Stephen; Second: Cr Francis Pearson

Against: Cr Laurie Nona

That pursuant to section 257 of the Local Government Act 2009, Council delegate to the Chief Executive Officer the exercise of powers under the Building Regulation 2021 (Qld) (BUIR), and these powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.

MOTION CARRIED

22. **11:40am – 11:40am**

COUNCIL MOVES INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Kabay Tamu; Second: Cr Jimmy Gela

That in accordance with Section 254J of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed business to discuss matters of the following nature:

- (a) The appointment, discipline or dismissal of the chief executive officer.
- (c) local government budget.
- (e) legal advice obtained by the local government or legal proceedings involving the local government.
- (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.

MOTION CARRIED UNANIMOUS

- **FINANCE – Mer RTC Disposal and Lease Surrender**
- **LEGAL – COVID-19 Entry to Trust Areas**
- **LEGAL – Appointment of acting CEO**
- **BUILDING SERVICES – BSU Update**
- **FINANCE – Monthly Financial Update**
- **MAYOR – CEO Recruitment – verbal update**

Cr Kabay Tamu declared a Declared Conflict of Interest in Council Meeting Agenda Item 25 – Legal – CB – Appointment of acting CEO as Dawson Sailor is a close relative and therefore a related party under s150EP. Cr Kabay Tamu proposed to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

LUNCH 12:30pm – 1:25pm

3:45pm – 3:45pm

**COUNCIL MOVES OUT OF CLOSED BUSINESS AND
RESUME IN OPEN BUSINESS**

RESOLUTION:

Moved: Cr John Levi; Second: Cr Rocky Stephen

That Council resolves to move out of closed business and resume in open business.

MOTION CARRIED UNANIMOUS

Resolutions following closed business

23. **3:45pm – 3:47pm**

**FINANCE – CB – Mer RTC Disposal and Lease Surrender -
Late**

RESOLUTION:

Moved: Cr Aven Noah; Second: Cr Jimmy Gela

Council resolves to

1. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with the surrender of the 30-year lease of the Mer R.T.C (Rural Transaction Centre) on lot 531 to Mer Gedkem Le RNTBC and the demolition and disposal of the current structure on lot 531.

MOTION CARRIED UNANIMOUS

24. **3:47pm – 3:50pm**

LEGAL – CB – Appointment of acting CEO

Mayor Mosby advised that Cr Kabay Tamu left the meeting while this report was discussed in closed business.

RESOLUTION

Moved: Cr Getano Lui; Second: Cr Rocky Stephen

That under Section 195 of the *Local Government Act 2009*, Council appoints Dawson Sailor, Acting Executive Director, Community and Building Services to act as the Chief Executive Officer from Saturday 18th December 2021 until Sunday 9th January 2022 while David Baldwin is on leave and confirms that David Baldwin will resume his appointment as Acting Chief Executive Officer on and from his return from leave.

MOTION CARRIED UNANIMOUS

25. **3:50pm – 3:52pm** **BUILDING – CB – BSU Monthly Update**

RESOLUTION

Moved: Cr Keith Fell; Second: Cr Francis Pearson;

Against: Cr Laurie Nona

Council resolves to note the information in this report.

MOTION CARRIED

26. **3:52pm – 3:54pm** **FINANCE – CB – Finance Monthly Report – Late**

RESOLUTION

Moved: Cr Aven Noah; Second: Francis Pearson

That Council receive and endorse the monthly financial statements attached to the officer's report for 2021-22 year to date, for the period ended 30 November 2021, as required under Section 204 Local Government Regulation 2012.

MOTION CARRIED UNANIMOUS

27. **3:54pm – 3:54pm** **MAYOR – CEO Recruitment – verbal update**

Mayor Mosby advised this was a verbal discussion only held during closed business.

28. **3:54pm – 4:30pm** **FINANCE – Budget Review 2021/2022 – Late**

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

RESOLUTION

Moved: Cr Aven Noah; Second: Jimmy Gela

1. That Council adopts in accordance with s169 and s170 of the Local Government Regulation 2012 an amended budget for the 2021-2022 Financial Year as presented, incorporating:
 - (i) The statements of financial position;
 - (ii) The statements of cashflow;
 - (iii) The statements of income and expenditure;
 - (iv) The statements of changes in equity;
 - (v) The long-term financial forecast;
 - (vi) The relevant measures of financial sustainability; and
 - (vii) The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget; and
 - (viii) Capital budget.
2. Council resolves to maintain the current fuel subsidy whilst increasing the sale price of both unleaded and diesel fuel to \$3.00 per litre (inclusive of GST) due to increased fuel related costs, effective from 24 January 2022 and amend the Register of Fees and Charges accordingly.

MOTION CARRIED UNANIMOUS

3:41pm – Cr Getano Lui left the meeting

3:46pm – Cr Getano Lui re-joined the meeting

29. **3:54pm – 3:55pm** **Business Arising from Information Reports**

Cr Aven Noah thanked the Executive Team and Staff for the compilation of the Information Reports.

30. **3:55pm – 3:55pm** **Next Council Meeting Date – 18-19 January 2022 via VC**

31. **3:55pm – 4:32pm** **Strategic Matters**

4:00pm - Mayor Mosby left the meeting.
4:05pm - Cr Rocky Stephen left the meeting room.
4:06pm – Mayor Mosby re-joined the meeting.
4:09pm – Cr Rocky Stephen re-joined the meeting.
4:10pm – Cr Getano Lui left the meeting
4:13pm – Cr Getano Lui re-joined the meeting

Cr Aven Noah requested feedback on how the deputation with CAAMA Radio went and a discussion was held on this topic.

ACTION: Acting Executive Director Community and Building Services, Mr Dawson Sailor to look at lease agreements or licences for TSIMA across the region.

Cr Keith Fell raised the issue of lighting in communities. Further discussions to be had in the new year to tap into community grants.

Cr Keith asked if there was an opportunity for Divisional Managers to join Councillors at our May Meeting as it would be beneficial to have them attend.

Cr Keith Fell also raised the issue of VMR's not working in Divisions and asked Interim Executive Director Corporate Services, Ms Megan Barrett to look into the matter.

ACTION: Interim Executive Director, Corporate Services to request IT to liaise with Regional Managers and do an audit of all VMR's in our divisions.

Cr Francis Pearson raised the possibility of purchasing kit homes for our communities or for COVID isolation purposes.

Cr Rocky Stephen raised concerns on GBR helicopter policy requesting proof of vaccination for travellers and in particular for Dauan and Ugar residents.

ACTION: Executive Director Community and Building Services, Mr Dawson Sailor to follow up with GBR regarding their requirements for proof of COVID-19 vaccination for travellers prior to flights.

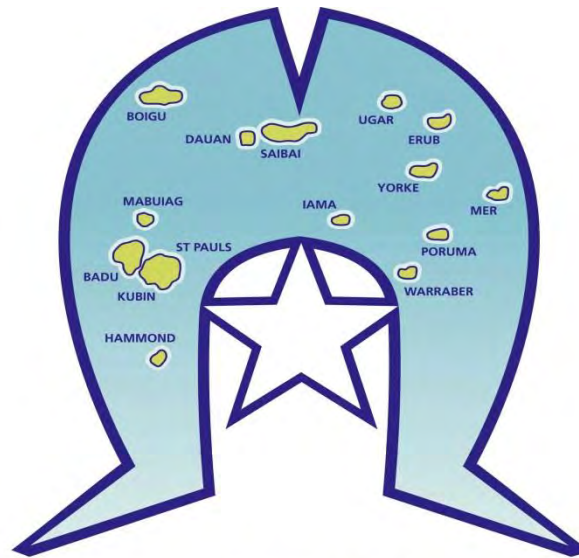
32. **4:32m – 4:36pm** **Closing Remarks and Prayer**

Mayor Phillemon Mosby thanked the Councillors and staff for their attendance and contributions throughout the year and wished everyone a merry and joyful Christmas and asked Cr John Levi to close in prayer.

MEETING CLOSED 4:36PM

.....
Mr David Baldwin
Acting Chief Executive Officer
Torres Strait Island Regional Council
Date:

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



Torres Strait Island
REGIONAL COUNCIL

DRAFT MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Friday, 3rd December 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

PRESENT:

Cr Phillemon Mosby, Mayor – Poruma
Cr Getano Lui Jnr – Deputy Mayor - Iama
Cr Keith Fell – Mabuiag
Cr Rocky Stephen – Ugar
Cr Hilda Mosby – Masig
Cr Aven Noah – Mer

STAFF:

Mr David Baldwin, Acting Chief Executive Officer
Ms Hollie Faithfull, Executive Director Financial Services
Mr Dawson Sailor, Executive Director Community and Building Services
Mr Adeah Kabai, Executive Director Engineering Services
Dr Chris McLaughlin, Consultant
Mrs Ursula Nai, Senior Executive Assistant
Mrs May Mosby, Acting Secretariat

APOLOGIES:

Ms Megan Barrett, Interim Executive Director Corporate Services
Mr Peter Krebs, Manager Legal Services

1. **Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting and acknowledged Father God and traditional owners across the length and breath of Zenadth Kes, Cairns, Thursday Island and Hammond Island offices.

2. **Opening Prayer**

Mayor Mosby invited Cr Getano Lui to open in prayer at 1:07pm.

1:24pm - Cr Hilda Mosby joined the meeting

1:31pm - Ms Ursula Nai, Senior Executive Assistant joined the meeting

1:33pm - Cr Aven Noah joined the meeting

3. **Apologies**

Apologies of Ms Megan Barrett, Interim Executive Director Corporate Services and Mr Peter Krebs, Manager Legal Services were noted by the committee.

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

No declarations made. Mayor Mosby encouraged Councillors to make a declaration at any time.

5. **Noting of Ratified Minutes - SARG Meeting**

- 2nd November 2021 – VC – Ratified at November Ordinary Meeting

RESOLUTION:

Moved: Cr Keith Fell; *Second:* Cr Getano Lui

That the minutes for the SARG meeting held on 2nd November 2021 be adopted as a true and accurate account of the meeting.

MOTION CARRIED

6. **Strategic Action Items Review**

Acting Chief Executive Officer, Mr David Baldwin spoke to this item and updated the Committee on the outstanding action items.

7. **Mayor**

1. Reconciliation Action Plan – Verbal

Mayor Mosby gave a verbal update on the status of the Reconciliation Action Plan.

2. **SARG and Executive Directors Leadership Retreat 2022**

Mayor Mosby gave a verbal update on this topic.

8. **Acting Chief Executive Officer**

1. **Council Meeting dates**

Mr David Baldwin, Acting Chief Executive Officer spoke to this report. The report allowed SARG members to consider and discuss proposed meeting dates and venues for Council's Ordinary Meetings in 2022.

RESOLUTION:

Moved: Cr Aven Noah; *Second:* Cr Rocky Stephen

That the Strategic Advisory Reference Group Committee endorse the following dates as amended as Council's Ordinary Meeting dates for 2022.

MOTION CARRIED

2. **Deputation dates 2022 – Verbal**

Mr David Baldwin, Acting Chief Executive Officer gave an update of their recent deputations in Brisbane which included Mayor Phillemon Mosby, Deputy Mayor, Cr Getano Lui, Ms Hollie Faithfull, Executive Director Financial Services and David Baldwin, Acting Chief Executive Officer. An in-depth discussion was held and SARG were advised that March 2022 is next possible sitting dates.

ACTION: Interim Executive Director, Corporate Services to provide comparison of grants funding for this election term compared with last election term.

9. Interim Executive Director Corporate Services

1. Community Grants Policy

Mr David Baldwin, Acting Chief Executive Officer spoke to this report on behalf of Ms Megan Barrett, Interim Executive Director, Corporate Services and an in-depth conversation was held in regards to the amended Community Grants Policy.

ACTION: Interim Executive Director, Corporate Services to include Ailan Kustom in first dot point of the amended policy.

2. Staff Recognition Framework

Mr David Baldwin, Acting Chief Executive Officer spoke to this report on behalf of Ms Megan Barrett, Interim Executive Director, Corporate Services and an in-depth discussion was held on staff recognition in the workplace and the series of levels of recognition for staff achievements.

RESOLUTION:

Moved: Cr Rocky Stephen; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee recommends the Employee recognition framework to Council for endorsement.

MOTION CARRIED

3. COVID and Entry Paper

Mr David Baldwin, Acting Chief Executive Officer spoke to this report on behalf of Ms Megan Barrett, Interim Executive Director, Corporate Services.

RESOLUTION:

Moved: Cr Aven Noah; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee endorses the COVID-19 Operating report to be presented to Council for resolution.

MOTION CARRIED

4. Standing Committee Review

Mr David Baldwin, Acting Chief Executive Officer spoke to this report on behalf of Ms Megan Barrett, Interim Executive Director, Corporate Services. A

conversation was held on the five standing committees that were established in July 2021.

RESOLUTION:

Moved: Cr Rocky Stephen; *Second:* Cr Hilda Mosby

That the Strategic Advisory Reference Group Committee notes the Standing Committee review.

MOTION CARRIED

5. Alcohol and Drug Management in the Workplace

Mr David Baldwin, Acting Chief Executive Officer spoke to this report on behalf of Ms Megan Barrett, Interim Executive Director, Corporate Services.

LEFT LAYING ON THE TABLE

10. Legal Services

1. COVID19 Entry to Trust Areas

Dr Chris McLaughlin, Consultant spoke to this report. An in-depth discussion was held on the powers of Councillors in relation to granting prior approval to enter DOGIT land.

11. Executive Director Financial Services

1. Indigenous Procurement Policy – Verbal

Ms Hollie Faithfull, Executive Director Financial Services spoke to this agenda topic and provided a verbal report.

ACTION: Indigenous Procurement Policy to be reviewed by Finance and added as an agenda topic to the next Governance Committee meeting.

12. SARG COMMITTEE MOVE INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Keith Fell; *Second:* Cr Hilda Mosby

That in accordance with section 254J of the *Local Government Regulation 2012 (Qld)* it is resolved for the meeting to go into closed session to discuss matters of the following nature:

(f) matters that may directly affect the health and safety of an individual or 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.

MOTION CARRIED

- MAYOR - CEO Contract - Verbal
- CEO - Elphinstone Close - Verbal
- EDCBS - BSU Update
- EDCS - Transition Action Plan (TAP) – Verbal
- EDES – TSIRC Fuel Improvement Program Status Update Report

5:00pm – All staff except Mr David Baldwin, acting Chief Executive Officer were asked to leave the meeting.

13. COMMITTEE MOVED OUT OF CLOSED BUSINESS AND RESUME IN OPEN BUSINESS

RESOLUTION:

Moved: Cr. Aven Noah, Second: Cr. Rocky Stephen

That the Strategic Advisory Reference Group Committee move out of closed business and resume in open business.

MOTION CARRIED

14. General/ Other Business (on notice)

Nil discussions held

15. Next meeting date – to be confirmed

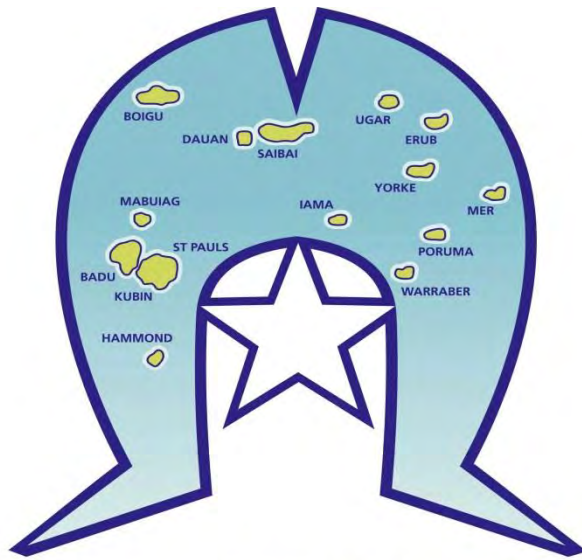
16. Closing Remarks and Prayer

Mayor Mosby closed the meeting in a word of prayer.

MEETING CLOSED: 5:20pm

.....
Mr David Baldwin
Acting Chief Executive Officer
Torres Strait Island Regional Council
Date:

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



Torres Strait Island
REGIONAL COUNCIL

DRAFT MINUTES

CULTURE, ARTS, LAND AND HERITAGE COMMITTEE

Date: 1st December 2021

Time: 2:00pm to 4:00pm

Venue: VMR #7 – 0299 165 401

Present:

Cr Aven Noah (Chair)
Cr Torenzo Elisala (Committee Member)
Cr Laurie Nona (Committee Member)

Mr Dawson Sailor, Acting Executive Director, Community and Building Services
Ms Megan Barrett, Interim Executive Director, Corporate Services
Mr Peter Krebs, Manager, Legal Services
Ms May Mosby, Secretariat Officer

Apologies:

Agenda

1. Welcome (Chair)

Cr Aven Noah welcomed everyone to the meeting and acknowledged traditional owners of the land on which we meet both across Zenadth Kes and in Cairns.

2. Opening Prayer

Cr Aven Noah opened the meeting in prayer at 2.07pm.

Mr Dawson Sailor, Acting Executive Director, Community and Building Services left the meeting at 2:07pm.

Mr Dawson Sailor, Acting Executive Director, Community and Building Services re-joined the meeting at 2:16pm.

3. Apologies

No apologies provided.

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

No declaration made.

5. Confirmation of previous minutes – 27th August 2021

RESOLUTION:

Moved: Cr Aven Noah Second: Cr Laurie Nona

That the Committee accepts the minutes of the last committee meeting held on the 27th August 2021 as a true and accurate account of that meeting.

MOTION CARRIED

6. Action Items

Mr Peter Krebs, Manager Legal Services, provided committee with an update on the three outstanding action items from November 2020.

Item 1: Ongoing

Item 2: Completed

Item 3: Completed

7. Visitor Entry Forms – Verbal

Mr Dawson Sailor, Executive Director Community and Building Services gave an update on the entry and departure requirements that is currently being reconstructed on our online portal in communities.

8. TSIRC Branding - Verbal

Ms Megan Barrett, Interim Executive Director Corporate Services provided the committee with an update of “Wan Mak” which will fit in with our corporate identity and promotes Ailan Kustom throughout. It will also be easy to read and understand.

The Committee thanked Megan and asked that the paper go straight to next Council’s Ordinary Meeting in January 2022.

RESOLUTION:

Moved: Cr Torenzo Elisala Second: Cr Laurie Nona

That the Culture, Arts, Land and Heritage Committee approves the TSIRC Corporate Identity Wan Mak to go to the next Council Ordinary Meeting for endorsement.

MOTION CARRIED

9. Trustee Policy Review – Legal – Verbal

Mr Peter Krebs, Manager Legal Services spoke to the report and provided the committee with a brief update.

10. COMMITTEE MOVES INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Aven Noah Second: Cr Torenzo Elisala

That in accordance with section 254J of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:

(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.

MOTION CARRIED

- **Torres Strait Flag Licensing – Legal – Verbal**

11. COMMITTEE MOVES OUT OF CLOSED BUSINESS AND RESUMES IN OPEN BUSINESS

RESOLUTION:

Moved: Cr Torenzo Elisala

Second: Cr Aven Noah

That the Committee move out of Closed Business.

MOTION CARRIED

Torres Strait Flag Licensing

The committee understands that this issue is being driven by the Governance and Leadership Standing Committee and that we would also like to be updated and kept informed on how it is progressed forward.

ACTION: Mr Peter Krebs, Manager Legal Services to follow up with the Namok's family lawyer to ascertain their intentions.

12. General/Other Business (on notice)

Cr Laurie Nona spoke of his recent trip to Brisbane to attend a function for his artwork with Department of Communities, Housing and Digital Economy. Cr Nona met and spoke with Dr Jackie Huggins who leads the Queensland Treaty Committee. Intent of the Treaty Committee is to develop options and provide independent advice to State Government on how to progress treaty-making for all Queenslanders. The Committee is also supported by Commonwealth Government and outcome will be used as blue-print for other States and Territories.

Cr Laurie Nona informed members that he was advised the Queensland Government is not clear on an approach to align with the current Treaty in place with Torres Strait/PNG. Cr Nona suggests that if invited, Council should participate in review/feedback as if there is no Treaty in place.

It was agreed that this matter be raised at the next SARG meeting, as Cr Aven Noah is Chair of this committee and a member of SARG. It would be good also to raise it at our Council Ordinary Meeting in particular, to Deputy Mayor Getano Lui Jnr who co-Chairs and leader of the Australian Traditional Inhabitant Delegation (Bilateral Meeting, PNG and Australia).

Mr Dawson Sailor, Acting Executive Director Community and Building Services congratulated Cr Laurie Nona on his award and artwork.

Discussions were also held on Kempo Gibuma's handwriting font. The font (called Kempo) is now part of the Council Corporate identity. TSIRC will pay Kempo a licence fee to compensate for his work and negotiations are under way to finalise an agreement and payment for Mr Gibuma.

13. Next meeting date – to be confirmed in the new year

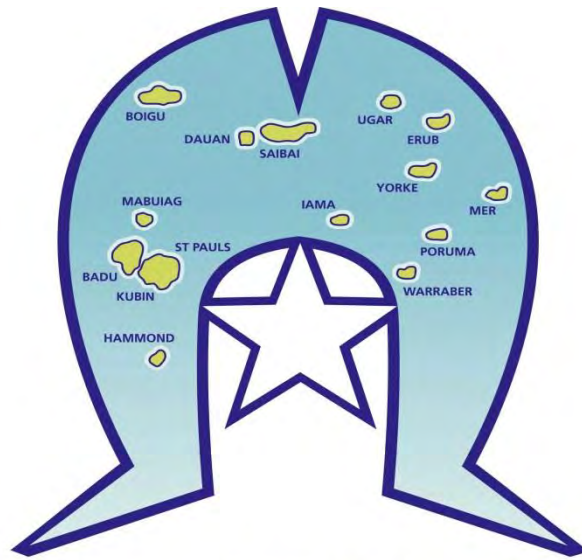
14. Closing Prayer

Cr Aven Noah thanked everyone for their time and contribution and asked Cr Torenzo Elisala to close the meeting in prayer.

MEETING CLOSED – 3:29pm

.....
Mr David Baldwin
Acting Chief Executive Officer
Torres Strait Island Regional Council
Date:

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



Torres Strait Island
REGIONAL COUNCIL

Draft Minutes

ECONOMIC GROWTH COMMITTEE

Date: Wednesday, 22nd December 2021

Time: 9:00am to 12:00pm

Venue: VMR #6 – 0292 970 558

PRESENT:

Cr Rocky Stephen – Chair - Ugar (Stephen)
Cr Jimmy Gela – Committee Member - Erub (Darnley)
Cr Conwell Tabuai – Committee Member - Saibai
Ms Hollie Faithfull, Executive Director Financial Services
Mr Peter Krebs, Manager Legal Services
Ms May Mosby, Secretariat Officer

APOLOGIES:**Agenda**

1. Welcome (Chair)

Cr Rocky Stephen, Chair of the Committee welcomed and thanked everyone for making themselves available and acknowledged and paid respects to:

- Papa God
- Traditional Owners on the land we meet and chair this meeting in Cairns
- Traditional Owners at Erub and Saibai and across Zenadth Kes
- All Elders past, present and emerging

2. Opening Prayer

Cr Rocky Stephen opened the meeting in prayer at 9:05am

3. Apologies

- Cr Conwell Tabuai – running late

4. Conflict of Interest Declaration

No Declaration made.

Cr Rocky Stephen encouraged committee members to declare at any time during the meeting.

Mr Peter Krebs, Manager Legal Services advised that the term Material Personal Interest (MPI) Declaration is no longer used and that the correct term now used for Conflict of Interests are Prescribed and Declarable.

5. Noting of Ratified Minutes – Economic Growth Committee

- 26th August 2021 – VC – Ratified at October 2021 Ordinary Meeting

RESOLUTION:

Moved: Cr Jimmy Gela Second: Cr Rocky Stephen

That the Committee notes the Minutes of the meeting held on 26th August 2021 as true and accurate account of that meeting.

MOTION CARRIED

6. Actions Items

Ms Hollie Faithfull, Executive Director Financial Services provided Committee with an update on the three Action Items:

- Enterprise Development Strategy
- Indigenous Procurement Policy
- General Business – Professional Development Funds for Councillors to attend Mackay on 13th – 15th November 2021

9:22am – Cr Conwell Tabuai joined the meeting.

7. COMMITTEE MOVES INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Conwell Tabuai Second: Cr Jimmy Gela

That in accordance with section 254J of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:

(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.

MOTION CARRIED

- 8. Elphinstone Close – CB – Verbal
- 9. Indigenous Procurement Policy – CB

10. COMMITTEE MOVES OUT OF CLOSED BUSINESS AND RESUMES IN OPEN BUSINESS

RESOLUTION:

Moved: Cr Jimmy Gela Second: Cr Rocky Stephen

That the Committee move out of Closed Business.

MOTION CARRIED

Elphinstone Close

ACTION: Economic Growth Committee be provided a copy of the draft business case once completed for review and feedback.

Indigenous Procurement Policy

ACTION: Executive Director, Financial Services to finalise the Indigenous Procurement Policy and bring back to committee for review and endorsement before going to SARG.

RESOLUTION:

Moved: Cr Jimmy Gela Second: Cr Rocky Stephen

That the committee notes the update provided in relation to the Indigenous Procurement Policy.

MOTION CARRIED

11. Enterprise Development Strategy

Ms Hollie Faithfull, Executive Director Financial Services provided an update on behalf of Ms Kylie Sturges, Manager Enterprise Development & Delivery regarding the progress of the Enterprise Development Strategy.

It is proposed by the Chair that the consultations will be overseen by Cr Conwell Tabuai and Cr Jimmy Gela and Cr Rocky Stephen. Cr Conwell Tabuai will oversee the western areas, Cr Jimmy Gela will oversee the eastern areas and Cr Rocky Stephen the central areas.

Cr Rocky Stephen advised that he will be free most of February.

ACTION: Interim Executive Director, Corporate Services to investigate the budget to see if Councillor travel is feasible and to finalise proposed dates for committee to consider.

ACTION: Manager Enterprise Development & Delivery to arrange community consultations once proposed dates are endorsed.

Cr Jimmy Gela advised that he will check dates of his availability and will get back to Secretariat and Ms Hollie Faithfull, Executive Director Financial Services of his availability.

RESOLUTION:

Moved: Cr Jimmy Gela Second: Cr Conwell Tabuai

That the Economic Growth and Development Committee note the information contained in this report.

MOTION CARRIED

12. Engagement Strategy

Ms Hollie Faithfull, Executive Director Financial Services provided a report and advised that on further review the Engagement Framework fell under the portfolio of Cultural, Arts, Land and Heritage Committee. This Framework will go to the Cultural, Arts, Land and Heritage Committee to provide feedback and then come back to this committee for review before going to SARG and Ordinary Meeting.

ACTION: Secretariat to add the Engagement Strategy to the Agenda of the next Cultural, Arts, Land and Heritage Committee.

RESOLUTION:

Moved: Cr Conwell Tabuai

Second: Cr Rocky Stephen

That the Economic Growth & Development Committee notes the recommendation to update the Council Engagement Framework.

MOTION CARRIED

13. Divestment Policy

Mr Peter Krebs, Manager Legal Services advised the Committee that Ms Julia Maurus, Senior Legal Counsel provided the report back in February 2021 and would ask Ms Julia Maurus, Senior Legal Counsel to dial in to provide an update.

10:46am - Ms Julia Maurus, Senior Legal Counsel dialled in and joined the meeting and provided the Committee with an update.

Cr Rocky Stephen suggested that committee calls for a special meeting to discuss the policy and look into each individual case how we would run with it and how we would maintain it.

Item to lay on the table to see how we can progress with it.

ACTION: That the Executive Director, Financial Services to arrange a special meeting to talk further about the Divestment Policy to then bring to the May Workshop.

Cr Rocky Stephen thanked Ms Julia Maurus, Senior Legal Counsel for the update.

11:08am – Ms Julia Maurus, Senior Legal Counsel left the meeting.

14. Ugar and Dauan Sea and Air Access Business Plan – Verbal

Ms Hollie Faithfull, Executive Director, Financial Services gave a verbal update.

Ms Kylie Sturges, Manager Enterprise Development & Delivery is presently on leave and will email the Committee on the status of the business plan in the new year.

ACTION: Manager Enterprise Development & Delivery to provide update via email to committee members on the status of the Ugar and Dauan Sea and Air Access Business plan.

15. Enterprise Risk Management

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

RESOLUTION:

Moved: Cr Tabuai Second: Cr Gela

That the Economic Growth Committee note the information contained in this brief and consider a full review of one identified risk per meeting in conjunction with the relevant management.

MOTION CARRIED

16. National Indigenous Economic Development Forum 2022 – Verbal

Ms Hollie Faithfull, Executive Director Financial Services advised the Committee on the above Forum. The Forum will be held in Cairns on the 29th - 31st March, 2022.

All three members will attend utilising their professional development funds. Ms Hollie Faithfull, Executive Director Financial Services will notify Travel Officer to make the bookings. Committee Members will fly down on 28th March, 2022 and return on 1st April 2022.

ACTION ITEM: Senior Executive Assistant to Chief Executive Officer to confirm committee members registrations to forum and to follow up with Travel Officer to get obtain quotes for travel.

17. General/ Other Business (on notice)

Nil

18. Next meeting date:

- **Thursday, 27th January 2022 at 10:00am – 12:00pm**

Ms Hollie Faithfull, Executive Director Financial Services advised the Committee that she returns back to work on 24th January 2022 and therefore the Indigenous Procurement Policy will be a late report, however all other reports would be made available.

19. Closing Remarks and Prayer

Cr Rocky Stephen thanked everyone for their attendance, participation and contribution throughout the year. He also acknowledged the Executive Leadership Team and Administration Team and wished everyone a Merry Christmas and a Prosperous New Year.

Cr Jimmy Gela and Cr Conwell Tabuai also expressed their gratitude and Christmas greetings to everyone.

Cr Rocky Stephen closed the meeting in prayer.

MEETING CLOSED – 11:40am

.....
Mr David Baldwin
Acting Chief Executive Officer
Torres Strait Island Regional Council
Date:

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

STATEGIC AND OPERATIONAL ACTIONS FROM ORDINARY MEETING AND EXECUTIVE - PLUS OPERATIONAL ACTIONS ONLY FROM SARG TO BE INPUT ONTO THIS DOCUMENT #85075											
Date	Month of Meeting	Year	Type of Meeting	Community	Agenda Report	Action	Lead Officer	Advisors	Lead Officer Comments	ETA	
7	December	2021	Council Ordinary	Cairns	CORPORATE - Funding Acquisition Report	Interim Executive Director, Corporate Services to change the name from a waiting shed to a waiting house for all future reports.	Interim Executive Director, Corporate Services		This action as been completed	Completed	
7	December	2021	Council Ordinary	Cairns	CORPORATE - Funding Acquisition Report	Interim Executive Director, Corporate Services to include funding success stories in the next addition of Strait Talk.	Interim Executive Director, Corporate Services		Currently in progress pending publication of first adition of Strait Talk	ongoing	
7	December	2021	Council Ordinary	Cairns	CORPORATE - Funding Acquisition Report	Interim Executive Director, Corporate Services to add the draft media strategy which is to include Grant announcements and opportunities as an Agenda Report to the next Governance and Leadership Committee for their review	Interim Executive Director, Corporate Services		Currently in progress	ongoing	
8	December	2021	Council Ordinary	Cairns	Strategic Matters	Acting Executive Director Community and Building Services, Mr Dawson Sailor to look at lease agreements or licences for TSIMA across the region.	Acting Executive Director Community and Building Services,		Currently in progress	ongoing	
8	December	2021	Council Ordinary	Cairns	Strategic Matters	Interim Executive Director, Corporate Services to request IT to liaise with Regional Managers and do an audit of all VMR's in our divisions.	Interim Executive Director, Corporate Services		Audit commenced pre-Christmas. To be completed pending COVID travel restrictions	ongoing	
8	December	2021	Council Ordinary	Cairns	Strategic Matters	Executive Director Community and Building Services, Mr Dawson Sailor to follow up with GBR regarding their requirements for proof of COVID-19 vaccination for travellers prior to flights.	Executive Director Community and Building Services		GBR has implemented COVID measures (seeking proof of vaccinations) in their helicopter fleet however since 24th December 2021 has withdrawn this process. Passengers are now expected to only comply with Mask wearing.	Completed	



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	January 2022
DATE:	18/19 January 2022
ITEM:	Agenda Report
SUBJECT:	Funding Acquisition Report
AUTHOR:	Enterprise Development & Delivery

Recommendation:

That Council resolves to note this report and its content.

Executive Summary:

This report provides an update on and summary of Council's recent grant acquisition activities.

New Agreements/Variations:

The following is a list of all new agreements and/or variations that were executed during the month of December 2021 within the Chief Executive Officer's financial delegation limit of \$1,000,000 as per Council's Strategic External Grant Funding Policy:

- Torres Strait Regional Authority
Movement of funds variation.
Ugar Community Safe Access – Fuel Bowser Project

Current Application Status Report:

The following table highlights all funding applied for during this financial year, including details on their outcomes and a status report on all unsuccessful and long-term pending applications. Please note, the reporting period has now changed from a calendar year to a fiscal year to align with Council's budget and projected forecasts.

Funding Stream	Value	Project Details	Date of Application	Outcome	Current Status Report
Reporting period - 1 July 2021 – 31 December 2021					
<i>Building our Regions Round 6 – Reservoir Roads Design</i>	<i>\$275,000</i>	<i>Development of detailed engineering plans for all-weather access roads to reservoirs at Hammond, Badu, Mabuig, lama and Mer</i>	<i>21st December 2021</i>		<i>The outcome of this funding is expected by June 2022</i>
<i>Building our Regions Round 6 – lama Drinking Water Lagoon Study</i>	<i>\$175,000</i>	<i>Feasibility study for new water storage lagoon on lama Island</i>	<i>21st December 2021</i>		<i>The outcome of this funding is expected by June 2022</i>

<i>Building our Regions Round 6 – St Pauls Ladyhill Rd Drainage Design</i>	<i>\$85,000</i>	<i>Detailed drainage design and engineering report for Ladyhill Road on St Pauls</i>	<i>21st December 2021</i>		<i>The outcome of this funding is expected by June 2022</i>
<i>Building our Regions Round 6 – Warraber Sewer Replacement</i>	<i>\$1,875,000</i>	<i>Replacement of sewer Pumpstation 1 on Warraber Island</i>	<i>23rd November 2021</i>		<i>The outcome of this funding is expected by June 2022</i>
<i>Building our Regions Round 6 – Badu Reservoir Main</i>	<i>\$350,000</i>	<i>Construction of a new section of water main from the reservoir to the town network – Badu</i>	<i>23rd November 2021</i>		<i>The outcome of this funding is expected by June 2022</i>
<i>Building our Regions Round 6 – Badu & Mabuiag Water Network Management</i>	<i>\$280,000</i>	<i>Implementation of smartmeters and additional valving into water network</i>	<i>23rd November 2021</i>		<i>The outcome of this funding is expected by June 2022</i>
<i>QRA – Disaster Recovery Funding Arrangements</i>	<i>\$499,983.82</i>	<i>Reconstruction of essential public assets, Tropical Low 24-30 January 2021 event. Boigu, Dauan and Saibai Islands</i>	<i>November 2021</i>	<i>Successful</i>	
<i>QRA – Disaster Recovery Funding Arrangements</i>	<i>\$740,652.25</i>	<i>Reconstruction of essential public assets, Tropical Low 24-30 January 2021 event. Hammond Island</i>	<i>November 2021</i>	<i>Successful</i>	
<i>QRA – Disaster Recovery Funding Arrangements</i>	<i>\$89,697.95</i>	<i>Reconstruction of essential public assets, Tropical Low 24-30 January 2021 event. Ugar Island.</i>	<i>November 2021</i>	<i>Successful</i>	
<i>QRA – Disaster Recovery Funding Arrangements</i>	<i>\$2,241,893.17</i>	<i>Reconstruction of essential public assets, Tropical Low 24-30 January 2021 event. Various Roads.</i>	<i>November 2021</i>	<i>Successful</i>	
<i>LRCI Phase 3</i>	<i>\$388,576</i>	<i>Upgrade of Dauan Helipad Road</i>	<i>22nd November 2021</i>	<i>Successful</i>	
<i>State Government Financial Aid</i>	<i>\$7,393,000</i>	<i>Recurring annual funding to assist local governments with operational costs</i>	<i>N/A</i>	<i>N/A</i>	
<i>Revenue Replacement Program</i>	<i>\$546,200</i>	<i>Recurring annual funding for Indigenous Councils that handed over profitable liquor licences</i>	<i>N/A</i>	<i>N/A</i>	

LGAQ QCoast2100 2.0	\$247,500	Funding to complete phases 6-8 of the Coastal Hazard Adaption Strategy	5 th November 2021	Successful	
Indigenous Language Grants	\$20,000	Development of Environmental Health Material and other Community Messages using Torres Strait Language. The media will include posters, prints, and videography.	15 th October 21	Pending	The outcome of this funding will be announced January 2022.
Queensland Reconstruction Authority	\$67,554	Design of Dauan Island Western Reservoir Road.	August 21	Successful	
State Library of Qld	\$17,000	Extension of funding for a further one-year period.	5 th July 21	Successful	
Dept. Sport & Rec	\$225,000	Funding to increase HLO's hours to deliver a fitness program under the direction of a qualified Personal Trainer	July 21	Successful	

Total Amount Applied for between 1 July 2021 and 31 December 2021
\$15,517,057.19

Total Amount Successful between 1 July 2021 and 31 December 2021	
Building Services	
Engineering	\$4,275,857.19
Community Services	\$242,000
Executive	\$7,939,200
Combined Total	\$12,457,057.19

Pending Applications from Previous Financial Year:

The below table lists all pending applications pertaining to the previous financial year. The Grants team will continue to follow up until confirmation is received on their outcome.

Funding Stream	Value	Project Details	Date of Application	Outcome	Current Status Report
DOH – Public Health & Chronic Disease Program	\$2,272,301	Early Childhood Nutrition Program	21 st May 21	Pending	Status update requested by email on the 29/10 and again on the 24/11. Contact was made by phone on the 26 th Nov - refer below for further detail.

Feedback Received:

Project	Value	Feedback Received
Early Childhood Nutrition Program	\$2,272,301	<i>The Department have advised that Council's application unfortunately was misplaced and did not go through the assessment process with the other applications. As this was an error on their part. The Department is now assessing the application against the criteria to provide procedural fairness. The only feedback able to be obtained is that Council's application was deemed eligible and has been considered a highly competitive application, which means that had it been assessed with the other applications it would have been shortlisted for approval. If it is determined that the application would have been successful, the Department will endeavour to allocate funds for the project. This may not be possible, as it is high value. The Department was unable to provide any indication as to how long this process is likely to take.</i>

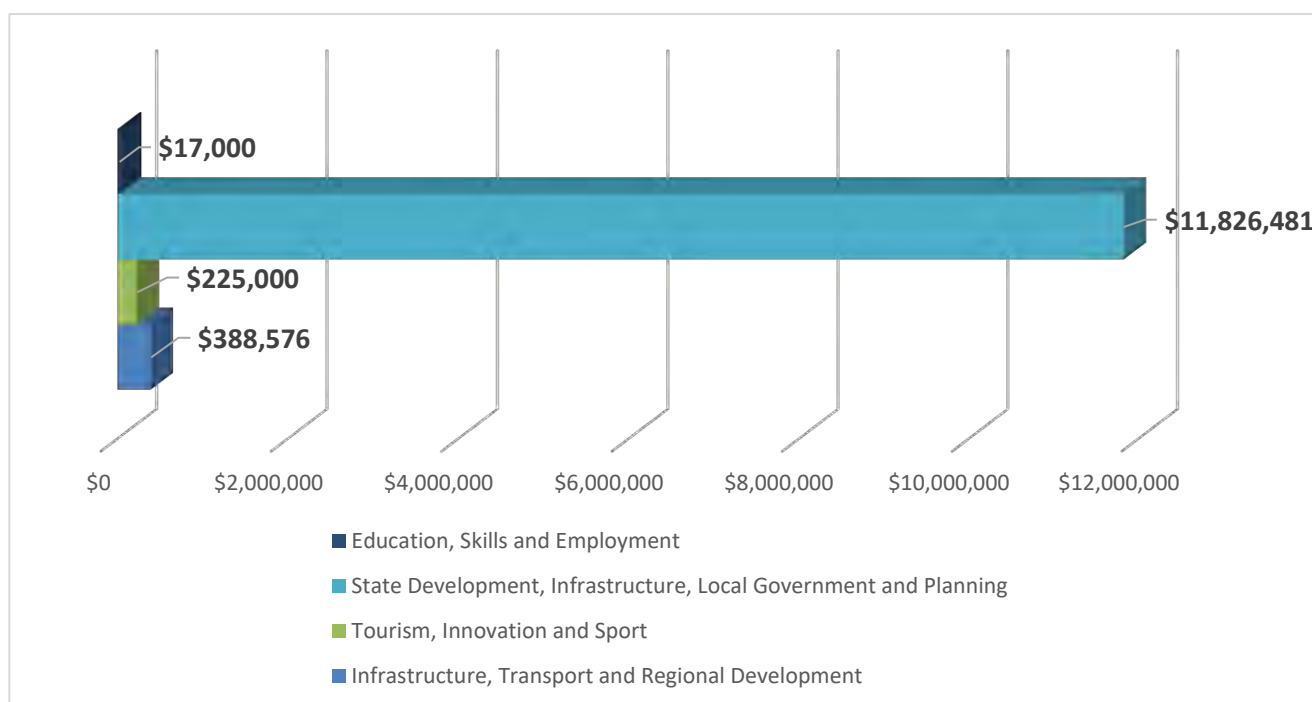
Funding Applications in Progress/Submitted:

The below list outlines all funding applications that are currently in progress.

- ✚ Regional & Remote Recycling Modernisation Fund
Funding to develop a pilot recycling program on Warraber Island, building on existing infrastructure.
Value - \$500,000
- ✚ Preparing Australian Communities Local Stream
HF Radio Tower Repairs for Emergency Communication
Value - \$100,000

Breakup of Funding Per Portfolio:

The following graph is a breakdown of successful funding received to date per ministerial portfolio.



Councillor's Top 5 Priorities Status:

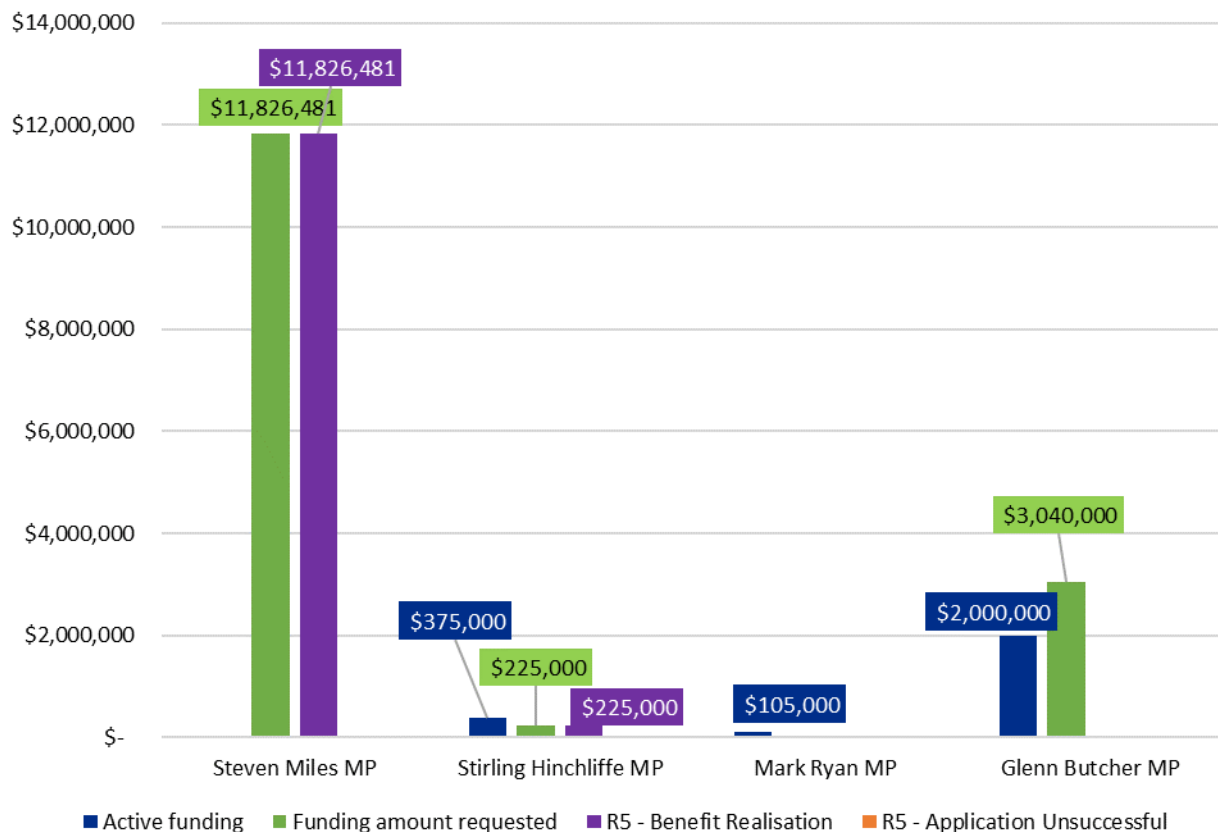
The following table provides an update on the current status of Councillor Top 5 Priority projects. Out of 75 identified projects there are currently 15 projects that have either been completed or are in the process of being completed. All remaining projects will continue to be matched against potential funding opportunities as they arise.

Priority List	Number of Initiatives	Total Value	%Total	R1 - Identified	R2 - Qualified	R3 - BSA Review	R4 - Submitted	R5 - Benefit Realisation
Priority 1	15	\$22,393,800.00	28%	8	3	0	0	4
Priority 2	15	\$23,071,857.00	28%	10	2	0	0	3
Priority 3	15	\$12,658,857.00	16%	7	3	0	0	5
Priority 4	15	\$11,822,000.00	14%	11	2	0	0	0
Priority 5	15	\$11,467,718.00	14%	10	1	0	0	3
Total	75	\$81,214,232.00	100%	46	11	0	0	15

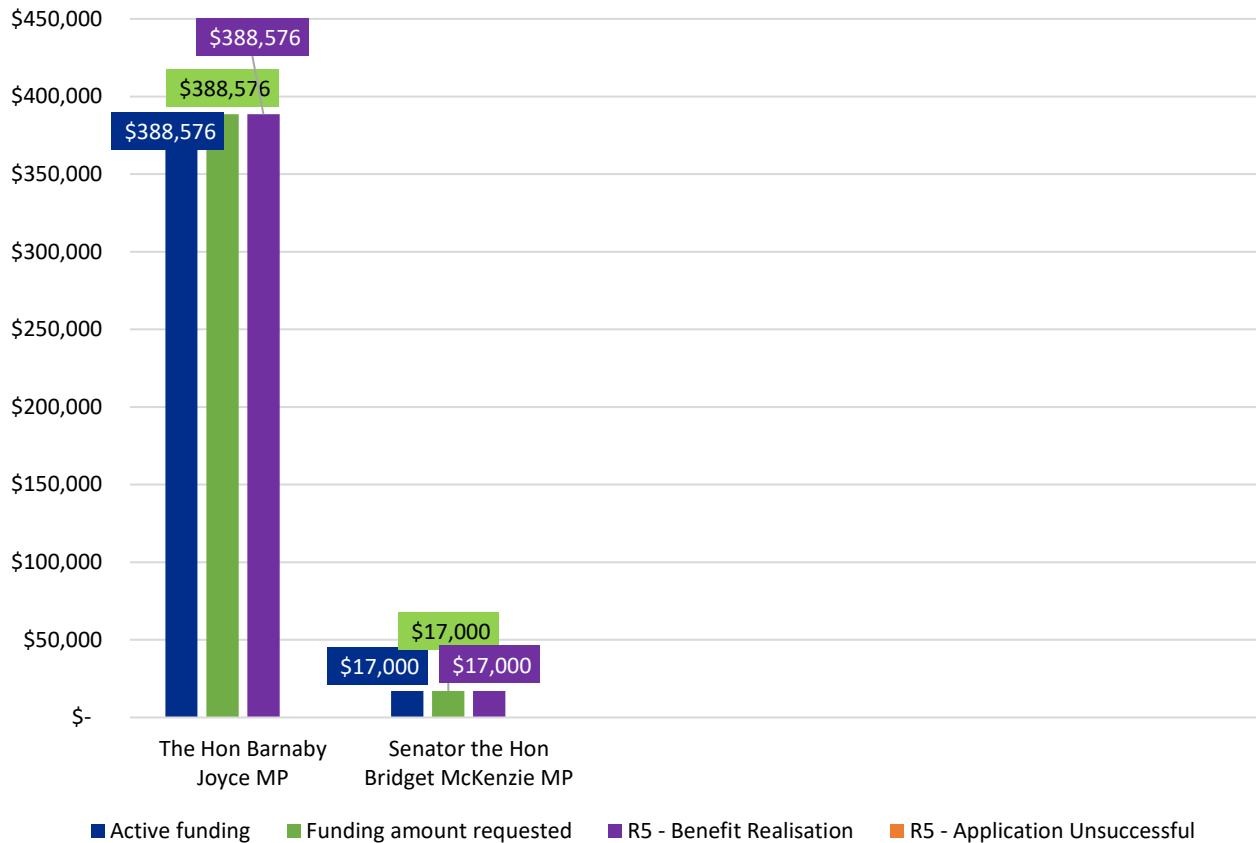
Funding Agency Portfolio Breakdown:

The Funding Agency Portfolio breakdowns show the total value of active funding, requested funding, and successful and unsuccessful applications per State (below) and Federal (overleaf) Ministerial.

Funding Agency Portfolio (active funding only) by State



Funding Agency Portfolio (active funding only) by Federal



Value of Applications by Stage:

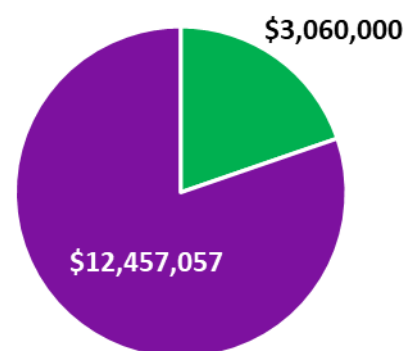
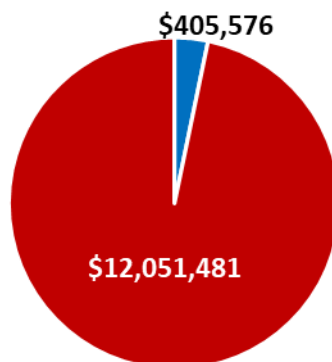
The two pie charts displayed below outline the total amount of successful funding broken into State and Federal Portfolio's (Graph 1), and the total value of funding applications submitted versus the total value of successful applications.

Graph 1

Graph 2

Successful Funding Only (Federal vs State)

Submitted vs Benefit Realisation



Links to Strategic Plans:

- Corporate Plan 2020-2025:
 - 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.
- Operational Plan 2022-2022:
 - Objective 11: Further develop a good governance and risk culture across Council.

Statutory Requirements:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Conclusion:

That Council resolves to note this report.

**Recommended:**

Megan Barrett
Executive Director Corporate Services

**Approved:**

Dawson Sailor
Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

COMMITTEE MEETING:	January 2022
DATE:	18/19 January 2022
ITEM:	Agenda Item for approval
SUBJECT:	Policy Matter – Council Corporate Identity Guidelines
AUTHOR:	Megan Barrett, Executive Director Corporate Services

Recommendation:

That Council endorse “*Wan Mak*” – Council’s Corporate Identity guideline, and delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* the power to make any further minor administrative amendments to the Corporate Identity as they arise.

Executive Summary:

The December 2021 meeting of the Culture, Arts, Land and Heritage Committee accepted the draft Council Corporate Identity Guideline (“*Wan Mak*”) and resolved to recommend the document to Council for endorsement. The Corporate Identity Guideline seeks to ensure effective and consistent identification is utilised across Council in all communications.

An effective execution of the Guideline assists Council in mitigating reputational risk and articulates a clear and respectful approach to Ailan Kustom and the immersion of culture and traditional languages.

Background:

Council designs and produces multiple publications each year, including not limited to; parliamentary deputation dossiers, Annual Report, and Operational Plan. Council also regularly designs and produces community notices, web and social media content, and various community campaigns.

All of Council’s correspondence and publications require a consistent and professional approach. Any communication coming from Council should be readily identifiable as Torres Strait Island Regional Council.

An agreed Corporate Identity can be applied across the organisation (on stationery, in publications, our social media presence and business cards, for example) to achieve a consistent appearance and a readily recognised identity.

Comment:

The Corporate Identity Guideline provides a representation of the distinctive characteristics and qualities of Council. The document is set out as an accessible and robust set of guidelines and rules that can be easily understood and implemented on all internal and external collateral.

The document reflects the identity that we want Council to have. It is about expressing our aspirations as Australia's most unique local government area. Our Corporate Identity speaks to a commitment to the autonomy, prosperity, sustainability, and liveability of our Communities.

The Corporate Identity Guideline acknowledges and celebrates the history, culture and diversity of the Torres Strait Island Regional Council local government areas and the continuing connection to land and sea. It acknowledges that Torres Strait Islanders have a cultural heritage belief system, which spans past, present, and future generations.

Consultation:

- Local community and employee stakeholders
- Culture, Arts, Land and Heritage Standing Committee

Links to Strategic Plans:

This project strategically aligns to specific delivery objectives under the Prosperity, People, and Sustainability pillars of Council's Corporate Plan.

Sustainability:

The Corporate Identity Guidelines will be reviewed on an annual basis with the Culture, Arts, Land and Heritage Standing Committee to ensure that they maintain relevance and meet the requirements of Council and community.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

That the Culture, Arts, Land and Heritage Committee recommended that Council resolves to adopt the proposed Corporate Identity Guidelines.

**Recommended:**

Megan Barrett
Interim Executive Director Corporate Services

**Approved:**

Dawson Sailor
Acting Chief Executive Officer

Wan Mak CORPORATE IDENTITY



Torres Strait Island
REGIONAL COUNCIL

Acknowledgement

Torres Strait Island Regional Council acknowledges Native Title Holders, Elders past and present, and all members of the Communities that we serve within the five clusters of Zenadth Kes: the Gudaw Maluligal Nation of the top western islands, Maluligal Nation of the western islands, Kemer Kemer Meriam nation of the eastern islands, Kulkalgal Nation of the central islands, and the Kaiwalagal Kaurareg Aboriginal Nations of the inner islands.

We recognise their continuing connection to land and sea, and the strength of a cultural heritage and belief system that spans past, present, and future generations.

Disclaimer:

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

Introduction

This guideline is representation of the distinctive characteristics and qualities of Council.

This document reflects the identity that we want Council to have. It's about expressing our aspirations as Australia's most unique Local Government Area. Our corporate identity is about a commitment to the autonomy, prosperity, sustainability, and livability of our communities.

For advice on applying Council's corporate identity outside of these guidelines, please contact the Corporate Affairs team at corporate.affairs@tsirc.qld.gov.au.

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5.1 Policies & procedures	44
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1.0

Our brand

Our identity begins with the diverse communities of Zenadth Kes. Our communities have continuing connection to land and sea, with a cultural heritage belief system that spans past, present and future generation.

In this section:

- Strategic intent
- Identity purpose
- Identity values
- Identity personality
- Identity language

Vision & Mission

Vision

"For our communities and council to be Autonomous, Prosperous and Sustainable"

AUTONOMOUS:

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

PROSPEROUS:

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

SUSTAINABLE:

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

Mission

"To improve our communities' livability in all we do"

LIVABILITY:

Liveability is the sum of the factors that add up to a community's quality of life - including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreational possibilities.

1.2

Brand Values



RESPECT

We have respect for each other and the communities we serve.

Youmpla respect one another and ples blo youmpla, youmpla ya for serve.



COURAGE

We are courageous leaders, who think innovatively.

Youmpla aol strong leader and we think about proper good weis kaine youmpla gor meke something lor ples por pipol blo youmpla.



ACCOUNTABILITY

We are accountable and responsive to our communities.

We meke ol something proper for good name por aol pipol we wok por especially por ples blo youmi.



RESILIENCE

We are builders of a sustainable and resilient region.

Youmpla buildi strong region blo youmpla ene meke something wereya e las long time.



ONE

We are one team who achieves together.

Youmpla matha one and youmi make e ol something matha one.

1.3

Our personality

Our personality describes the way we express and present.

COLLABORATIVE – We partner with our communities and stakeholders to facilitate the aspirations of our region.

APPROACHABLE – We empower our communities to be active participants in local government. We are transparent and open in everything we do.

COMPETENT – We are reliable, efficient, and knowledgeable. We actively cultivate effective and responsive ways of working and communicating.



1.4

Our voice

A consistent voice is crucial to our identity.

It lets people know that they are speaking with Council and reassures them that we are competent, approachable, and willing to work together. Our message changes depending on the audience, but our voice remains consistent.

FRIENDLY – We are personal, respectful, and engaging. We are amiable without being casual.

AUTHENTIC – Our voice is genuine, and we speak to others as equals. We aim to build Torres Strait Island languages and dialects into every aspect of our work. Council is committed to continuing to promote and utilise Ailan Kustom in its office communications. Speak to your Divisional officer if you need guidance to include Ailan Kustom in your communications.

PROFESSIONAL – We inform, educate, and advocate. We are professional but not unapproachable, confident but not arrogant, authoritative but not patronising.

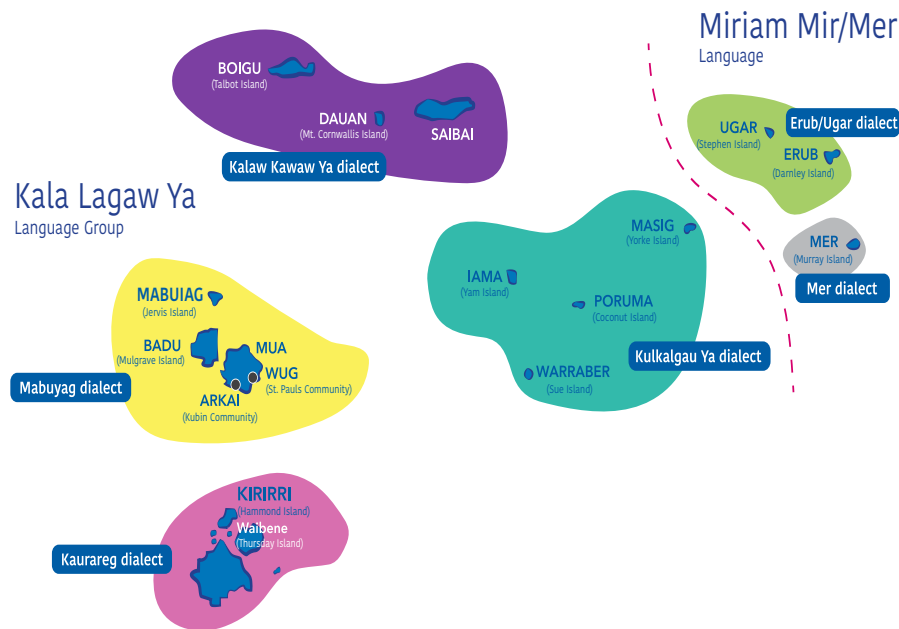


1.5

Yumplatok

Our language

Our region is home to many languages: two traditional languages and six dialects, Yumplatok (Torres Strait Creole), and English.



The Torres Strait traditional languages are predominantly oral languages that have been spoken and sung for thousands of years. Yumplatok is the primary language (other than English) spoken across the region.

The aim of Council communication is to be easily understood by as many people in our region as possible. To achieve this aim we use Yumplatok when writing in translation.

Yumplatok translations are used for all page headings in Council's major

Using Yumplatok translations

publications. They are created in collaboration with Yumplatok speakers and are positioned above the English version of the heading.

Longer and more comprehensive translations are infrequent. When required, they are created in collaboration with and approved by the Culture, Arts, Land and Heritage Committee.

2.0

Our appearance

Our appearance captures the fundamental and distinctive characteristics of Council and the region we work in. In this section you will find all the elements needed to represent Council.

In this section:

- logo
- Architecture
- Typography
- Colours
- Pictorial representation

Logos

The Torres Strait Island Regional Council logo identifies Council, and its constituents.

Our logo suite is available for download in a selection of file formats from the [Brand toolkit](#).

2.2

The Logo

This logo is available in three configurations to achieve different communication objectives.

Full colour

Mono dark - When image appears on a busy background, image or for newspaper print.

Mono white - When image appears on a dark background.

The preferred logo is the landscape option, with the stacked and shield versions to be used where space is limited.

The Council logo can only appear in the top left or the bottom right, never in the other two corners of a document (cover pages excluded).

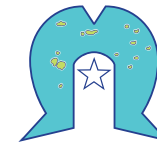
Logo type

Logo

Council full colour logos



Torres Strait Island
REGIONAL COUNCIL



Council mono dark



Torres Strait Island
REGIONAL COUNCIL



Council mono light



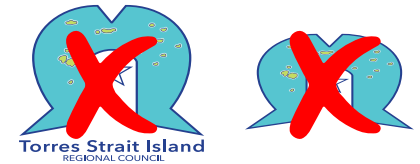
Torres Strait Island
REGIONAL COUNCIL



2.3

The Logo

DON'T distort the logo



DON'T change the font



DON'T change colours



DON'T delete or add elements



2.4

Our logo rules

Clear space

Clear space is the minimum area surrounding the logo which must remain free of any other visual elements or text.

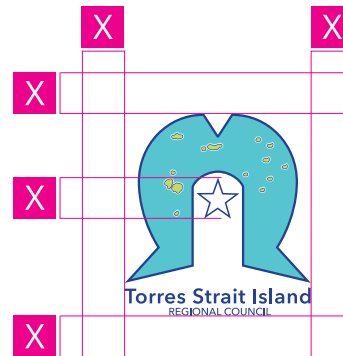
Each of the logo configurations uses the star height measurement to determine its clear space.

Minimum size

Minimum size specifications ensure that the logo remains clearly legible in all applications and methods of reproduction.

Clear Space

Stacked



Landscape



Minimum Size

Stacked



20mm/57px

Landscape



68mm/192px

Replication

Do not try to replicate/recreate Council's logo. For high resolution logos please contact: corporate.affairs@tsirc.qld.gov.au

2.5

Architecture

Architecture describes how we structure the names and visual identities of our corporate identity, departments, and initiatives.

We have one identity, Torres Strait Island Regional Council, which clarifies who we are and makes us recognisable to our audiences.

When we communicate externally, we want people to connect the message with Council and to make it clear which part of Council they are hearing from.

Council's templates have been created for ease of use and to ensure correct architecture is followed.

Council



Torres Strait Island
REGIONAL COUNCIL



Council departments



Council initiatives

KERIBA
way

Water
Wise

KEEPH
ILAN
Kleen

Youmpla
Voice

Coastal
Futures

2.5

Typography

Professional use: Our professionally designed materials use Kohinoor Bangla and Kempo fonts.

Web and digital use: Arial or Helvetica are optimised for on-screen use, especially at smaller font sizes.

Word processing use: To match the look and feel of our other material, please use Arial or Helvetica for headings and Arial or Helvetica for body text.

For ease of use, these fonts are pre-set in all Microsoft Office Council templates.



Kamuel (Kempo) Gibuma is a proud Boigu man of the Gudaw Maluligal Nation.

He is a Housing Project Officer with Council and is a passionate advocate for the peoples of the Torres Strait.

Kempo font is a bespoke Council font that was created from Kamuel's own handwriting.

It represents the collective hand of achievement that is the foundation for the aspirations of our region as set out in our vision, mission and values.

Professional use font family

Kohinoor Bangla Regular

Kohinoor Bangla Italics (15°)

Kohinoor Bangla Bold

Kohinoor Bangla Bold Italics (15°)

Kempo Regular

Kempo Bold

Word processing, web & digital use font family

Arial Regular

Arial Italics

Arial Bold

Arial Bold Italics

Helvetica Regular

Helvetica Italics

Helvetica Bold

Helvetica Bold Italics

2.6

Colours

Our colour palette reflects the vibrancy and diversity of the people, cultures, lands, and seas.

The Royal Blue colour should be used for all external stakeholder communications across all channels.

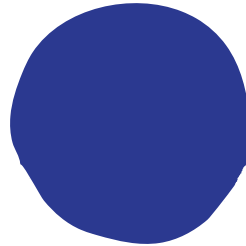
TSIRC Charcoal should be used primarily within body text.

CMYK, RGB and Hexadecimal colour references have been calculated for all Council colours to ensure consistency of presentation across all our channels.

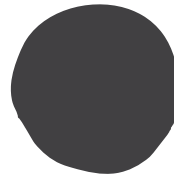
Please follow the colour reference closely. All colours from the TSIRC palette may be used as tints.

TSIRC Colours

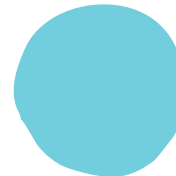
TSIRC colours are used for external communications.



TSIRC Royal Blue
C100, M95, Y5, K0
R45, G46, B131
#2d2e83



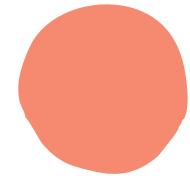
TSIRC Charcoal
C0, M0, Y0, K90
R60, G60, B59
#3c3c3b



TSIRC Ocean Blue
C51, M0, Y13, K0
R114, G205, B220
#0082c2



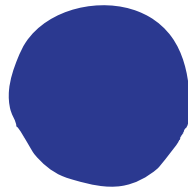
TSIRC Island Green
C27, M0, Y77, K0
R206, G217, B87
#0082c2



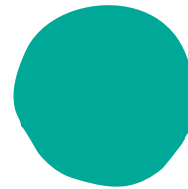
TSIRC Coral
C0, M57, Y53, K0
R245, G138, B113
#f58a71

Department Colours

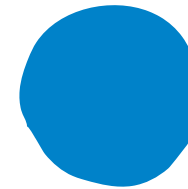
Department colours should only be used for internal and community communications.



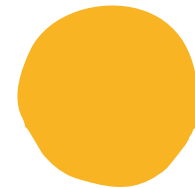
EO Royal Blue
C100, M95, Y5, K0
R45, G46, B131
#2d2e83



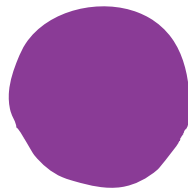
BS Turquoise
C100, M0, Y54, K0
R0, G153, B140
#00998c



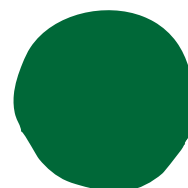
ES Blue
C100, M28, Y6, K1
R0, G130, B202
#0082ca



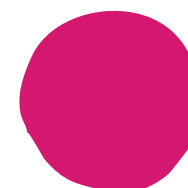
SPL Yellow
C0 M35, Y84, K0
R249, G178, B55
#f9b237



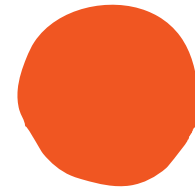
CS Purple
C54, M92, Y0, K0
R142, G49, B137
#8e3189



BSU Dark Green
C90, M30, Y95, K30
R0, G104, B51
#006633



CA Pink
C13, M100, Y29, K0
R210, G7, B102
#d20766



CS Orange
C0, M82, Y100, K0
R232, G730, B16
#e84910

2.7

Visual elements

Our Torres Strait Islander art designs were commissioned by a competition to represent the collaboration between Council and the Torres Strait communities.

The winning designs are integral to our identity and are found throughout our collateral.



Florence Gutchen is an Erub based artist. Her piece is titled **Weswes**.

Designed for fabric and inspired by coral reef patterns and colours.



Lavinia Ketchell is an Erub artist. Her piece is called **Coral Reef Garden**.

Designed for fabric and inspired by reef patterns.



Tony Harry is a Warraber artist. His piece is titled **Ngukiu-gud**.

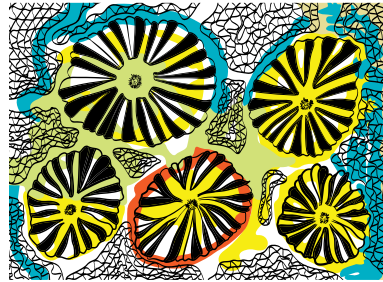
“Our grandparents have travelled between islands looking for water by row boat and dug wells in islands around the Torres Strait. They built houses out of bamboo and mangrove wood. Council has come a long way to build what we have today. Council supplies treated water and better homes for the people of Torres Strait.”



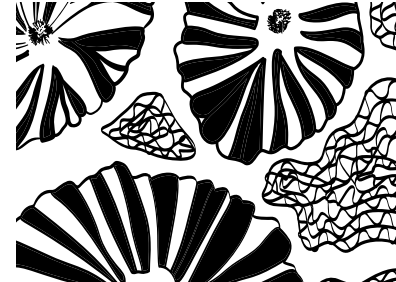
2.7

Visual elements

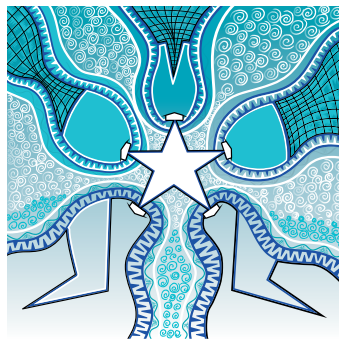
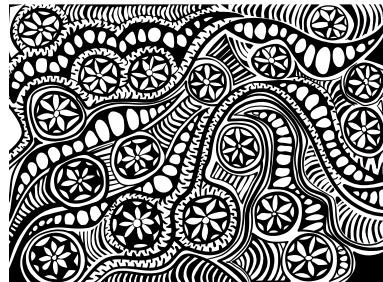
Digitised artwork



Digital overlay



Use examples



2.8

Photography

Photography is perhaps the most effective way of showcasing our region. Images highlight the beauty and diversity of our landscape, people and culture.

Photos also provide an insight into the uniqueness, and individual characteristics of the fifteen Island communities we serve.

Every image is an important tool in telling our story. There are two defining pillars to our image library: “People” and “Place”

People: Our people photos should showcase the diversity of our community members, employees and culture.

Place: Our place photos should showcase locations from within Council’s Local Government Area and the richness of land, sea and country.

Note: Ensure you have permission to use any images before publishing.

Secure the usage rights for both image and talent and give credit when using photographs taken by external photographers.

Always check sacred places and cemeteries are not in the frame of the photo. Please refer to the Divisional Councillor or the Prescribed Body Corporate to seek advice.

Photography used in publications should always be given a caption. Captions should be written in active voice.

Mood and Tone:

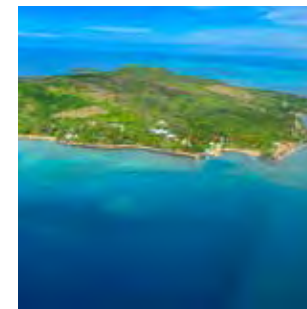
Images should feel authentic, genuine, fun, warm, natural, engaging, thoughtful and honest.

Moodboard



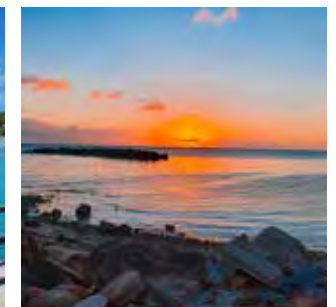
Colour:

Images should be bright and colourful to reflect the vibrancy of our people, culture and region.



Lighting:

Lighting is an integral compositional tool. It helps create a mood, add drama and enhance an experience. Avoid harshly lit scenes. Softer lighting will yield a subtle graded palette.



3.0

House style

House style sets out preferred spelling, for usage of common terms, and editorial conventions for writing across all Council platforms.



In this section:

- Goals and principles
- Key writing points
- Editorial style guide
- Channel-specific conventions

3.1

Goals and principles

With all of our content, we aim to:

EMPOWER: Help people to understand Council's role and the work that we do by using language that is easily understood and encourages stakeholders and community members to be involved in local government.

RESPECT: Respect peoples' time by keeping content clear and concise. Avoid 'business speak' or 'government speak' when communicating with communities or the public. Be considerate and inclusive.

ENGAGE: Involve people in our story. Create content that interests them and establishes meaningful responses and connection.

3.2

Key writing points

We want our voice to reflect that we are one team that achieves together.

Good writing clearly communicates your message, avoids confusion, and affirms our distinct corporate personality. These five tips will help your communications make the right impression.

Know your audience: Think about who your audience is before you begin to write. Different audiences require different approaches to writing. Sometimes, like when writing to ministers, you might need to adopt a more formal version of our voice. Other writing channels, like social media, require a more casual use of our voice.

Be concise: Keep your sentences short and to the point. If your sentence includes multiple clauses, divide it into two sentences. Do not include unnecessary words and when possible use a single word instead of a phrase. Try 'regarding' instead of 'in regard to' and 'to' instead of 'in order to'.

Be purposeful: Know what you are trying to say and why. Get to your main point quickly. Respect your audience's time and understand what information they need from you. Present ideas in a logical sequence.

Be clear: Use subheadings in long documents to guide your reader. Avoid 'government speak' or jargon as it may not be widely understood. Use the simplest, clear words possible to express the idea.

Be consistent: Apply the conventions of the Style Guide across all forms of writing. Use our branded templates where available. Doing so conveys our brand identity and develops a sense of consistency and reliability between us and our reader.

Use verbs in active voice where possible.

- ✗ Further information about visiting our region can be obtained by calling Council reception on (07) 4034 5700.
- ✓ Call Council reception on (07) 4034 5700 for more information about travelling to our region.

Avoid overuse of industry specific terms and abbreviations. When using abbreviations, always spell it out in full first with the abbreviation in brackets.

- ✗ Renewed project funding has been announced by DATSIP.
- ✓ Renewed project funding has been announced by the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP).



Keep in mind our representative and advocative role and use positive framing where possible.

- ✗ Without a funding increase, we can't provide community services and support to our constituents.
- ✓ Council will be able to provide more community services and support to our Communities if funding is increased.



3.3

Editorial style guide



Adhering to rules of grammar and conventions of style keeps all of our writing clear and consistent. All Council content adheres to the following house style unless otherwise indicated.

Category	Rule	Do 	Don't 
Abbreviations			
	Avoid abbreviations in general text.	Department	Dept
	Avoid Latin abbreviations in general text [they can be used where space is limited (web, social media, tables) and always use a full stop].	For example, 'and so on', 'that is'	e.g., etc., i.e.
Acronyms			
	Always spell out acronyms in full on first use with the acronym in brackets.	Torres Strait Island Regional Council (TSIRC)	TSIRC
	Do not use full stops in acronyms.	SARG	S.A.R.G.
Ampersand '&'			
	Avoid ampersand in general text. Use only when it forms part of a business unit (in a heading) or a company's official name.	(General text) The People and Wellbeing department is responsible for... (Heading) People & Wellbeing	(General text) The People & Wellbeing department is responsible for... (Heading) People and Wellbeing

Editorial style guide

Category	Rule	Do 	Don't 
Torres Strait Islander and Australian Aboriginal People			
	It is respectful to refer to the specific nation or cultural group, if known. Where possible it is best to consult.	Customary way is to use paternal side country/region. Good passin	
	It is preferable to use Torres Strait Islander and / or Aboriginal instead of indigenous. When writing for our region, use Torres Strait Islander and Aboriginal instead of Aboriginal and Torres Strait Islander.		
	Use the disclaimer in the opening pages of Council publications and external documents if images have been used.	Refer to section 3.5	
	Use the acknowledgement in the opening pages of Council publications and external documents.	Refer to section 3.5	
	Avoid using the ATSI or TSI acronyms.	Aboriginal and Torres Strait Islander Torres Strait Islander	ATSI or TSI
Brackets			
	Use [] when the words are added by someone other than the original writer. Use () when added words are by the original writer.		

Editorial style guide



Category	Rule	Do 	Don't 
Capitals – Headings			
	Use sentence case (minimal capitals) for headings and subheadings on the web, in publications, and in reports and other documents.	Our 2020-2025 strategic delivery pillars	Our 2020-2025 Strategic Delivery Pillars
	Business units and sub-brands always take capitals. For a list of sub-brands see page 16.	What is Youmpla Voice?	What is youmpla voice?
Currency			
	Use the full currency indicator no space is used between the indicator and the currency sign or value.	AUD\$100	A\$100 AUD \$100 AUD\$ 100
	Use a comma in denominations of four or more digits.	\$1,000 \$10,000	\$1000 \$10000
Dates			
	In all situations use the Australian convention of day-month-year.	17/08/2021	08/17/2021

Editorial style guide



Dates continued

In general text use numerals for the date and year and spell out the month in full. Avoid cardinal numbers.	9 February 2021	9th February 2021 9th Feb 2021
When the day of the week is included, it comes first and is not followed by a comma.	Tuesday 9 February 2021	Tuesday, 9 February 2021
If space is an issue for web, social media, and events listings, the month can be shortened. Avoid shortening the year.	9 Feb 2021 (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec	9 Feb 21
No apostrophe is necessary for decade dates.	Council was formed in the 2000s.	Council was formed in the 2000's.

Editorial style guide

Category	Rule	Do 	Don't 
Hyphens and dashes			
	Compound adjectives take a hyphen.	seven-year-old child	day-by-day
	En dashes (longer than a hyphen) are used to show a number span and to link items.	I worked 9–5 pm	

Editorial style guide

Category	Rule	Do 	Don't 
Lists			
	Introduce lists with a colon at the end of the lead-in sentence. Only the last item in the list takes a full stop. If all items in the list are full sentences (have a subject, verb, and object) then each item takes a full stop at the end.	<p>The Council business units are:</p> <ul style="list-style-type: none"> • Business Services • Corporate Affairs • Engineering Services • Building Services • Community Services • Strategic Projects and Logistics • Executive Office • People and Wellbeing. <p>Help keep our water levels healthy by following these water wise tips:</p> <ul style="list-style-type: none"> • Wait until you have a full load before you run the washing machine • Take shorter showers and turn off the tap while you brush your teeth • Water your lawns and plants in the cooler parts of the day. 	<p>The Council business units are</p> <ul style="list-style-type: none"> • Business Services. • Corporate Affairs. • Engineering Services. • Building Services. • Community Services. • Strategic Projects and Logistics. • Executive Office. • People and Wellbeing.



Editorial style guide

Lists continued

In lists in policy or legislation, stand alone sentences end in a semi-colon with a full stop used after the final point. Any use of and/or comes after the semi-colon.

- In order to uphold the integrity of the relationship between the elected and administrative elements of Council, this Policy specifies:
- (a) the way in which Councillors may request information or advice from Council employees, including the reasonable limits on requests that a Councillor may make;
- (b) from whom within the organisation Councillors may request information or advice; and
- (c) the manner in which Council employees are to respond to Councillor requests for information or advice.

Editorial style guide

Category	Rule	Do 	Don't 
Names and titles	It is respectful to use the title specified by the individual.		
	Titles are always capitalised but do not take a full stop when abbreviated.	Councillor Doctor Cr Dr Ms Mr	councillor doctor Cr. Dr. Ms Mr
	Use Ms instead of Mrs or Miss unless advised otherwise.		
	For Ministerial address, follow the guidelines set by the State and Federal Governments.		
	Names of publications, policies, and legislation take italics.	As specified in the <i>Information Technology Policy</i>	
	Only specify the jurisdiction of legislation when it is not Queensland State legislation.	<i>Local Government Regulation 2012</i> <i>Age Discrimination Act 2004</i> (Cth)	<i>Local Government Regulation 2012</i> (Qld) <i>Age Discrimination Act 2004</i>

Editorial style guide

Names and Titles continued

The jurisdiction indicator is placed in brackets after the name and does not take italics.



Use the abbreviation 'Cth' for Commonwealth legislation and relevant state abbreviations for State legislation.

Age Discrimination Act 2004 (Cth)

Anti-Discrimination Act 1991 (Qld)

Age Discrimination Act 2004 (Cth)

Anti-Discrimination Act 1991 (Qld)

Category	Rule	Do 	Don't 
Numbers and percentages	Numbers from one to ten should be spelled out. From 11 upwards, use numerals, except for sums of money, times, distances, and speeds, which always use a numeral.	one, two, three 10, 11, 12 \$20 20 km/h 4.20 pm	
	Write million and billion in full in the first instance, then abbreviate to m and bn.	\$3 million/ \$3m \$2 billion \$2bn	
	Date spans should be hyphenated	9 February - 12 February	
	Financial year should use a forward slash. The first two numbers of the year after the slash should not be included	2020/21	2020/2021

Editorial style guide

Numbers and percentages continued

For Australian phone numbers, place the area code in brackets.	(07) 4034 5700	07 4034 5700
For international phone numbers, add the country code and remove the 0 from the area code.	+61 7 4034 5700	+61 07 4034 5700

Category

Rule

Do





Don't



Spelling

Always use Australian spelling when writing in English (i.e not American spelling).	Organise, authorise, behaviour, colour	Organize, authorize, behavior, color
---	--	--------------------------------------

Editorial style guide

Category	Rule	Do 	Don't 
Time			
	am and pm do not take a full stop. Leave a space between the numeral and am/pm distinction.	3 am 5 pm	3am. 5pm.
	Avoid using 24-hour time.	4:30 pm	16:30
URLs			
	Always write the URL without the www	tsirc.qld.gov.au	www.tsirc.qld.gov.au

3.4

Internal Communications

“All Staff” emails are a quick and effective way to get your message to Council employees.

Include the appropriate departmental email header on “All Staff” emails. These headers can be accessed on the Corporate Affairs Creative Services section of the Intranet.

Avoid swear words or slang in emails.

Spell check your email. You can set your Outlook preferences to do this automatically by clicking File > Options.

When writing internal communications, open and close emails with the appropriate language greetings from the table below.

Use all language options for each salutation separated by forward slashes (/). English versions should always be placed last. Our voice is genuine, and we speak to others as equals. We aim to build Torres Strait Island languages and dialects into every aspect of our work. Council is committed to continuing to promote and utilise Ailan Kustom in its office communications. Speak to your Divisional officer if you need guidance to include Ailan Kustom in your communications.

Standard English	Meriam Mir	Kalaw Lagaw YA	Kalaw Kawaw YA
Welcome	Maiem	Sew ngapa	Sew ngapa
Good morning	Debe idim	Kapu moegi bathaynga	Kapu boethaynga
Good afternoon	Debe gerger / Debe eiplim	Kapu goeyga	Kapu goeyga
Goodnight / evening	Debe ki	Kapu kuuta	Kapu kut
How are you?	Nako ma nali	Ni midhikidh	Ngi Midh? Midh Midh?
I am well	Sikak ka nali	Ngay matha mamuy	Ngay balbayginga
See you later	Le iako uadauer	Lak Kayne	Lak Kay
Goodbye	Mena naua	Kap Yawo	Yawa
Yes	Uau	Wa	Wa
No	Nole	Lawnga	Lawnga
Thank you	Esoau	Eso	Eso
Big thank you	Au Esoau	Koeyma Eso	Koeyma Eso

3.5

Acknowledgements and disclaimers

Acknowledgements and disclaimers enable community members to engage with Council publications in a culturally safe manner.

Acknowledgements and disclaimers must be included in all Council publications that make use of images.

The preferred option is the long version unless space is limited.

Long acknowledgement

The Torres Strait Island regional Council acknowledges our Native Title Holder, our Elders past and present, and all members of the Communities we service within the five clusters of Zenadth Kes: the Gudaw Maluligal Nation of the Top Western Islands, the Maluligal Nation of the Western Islands, the Kemer Kemer Meriam Nation of the Eastern Islands, the Kulkalgal Nation of the Central Islands, and the Kaiwalagal Kaurareg Aboriginal Nation of the Inner Islands. We recognise all Torres Strait Islander and Aboriginal Peoples and their continuing connection to land and sea, and the strength of a cultural heritage and belief system that spans past, present and future generations.

Short acknowledgement

The Torres Strait Island Regional Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural heritage and belief systems of Torres Strait Islander and Aboriginal peoples.

Long disclaimer

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

Short disclaimer

Torres Strait Islander and Aboriginal peoples should be aware that this publication (or website) contains images or names of people who have passed away.

3.6

Document management and identification

Council records are considered public records and must be maintained in accordance with the *Public Records Act 2002* and Council's Record-keeping Processes and Procedures.

To have a document management number added to your document or collateral, please contact:

corporate.affairs@tsirc.qld.gov.au

Approving content

All documentation created by Council that will be in the public domain must have a unique document identification number.

This number is generated by Corporate Affairs before publishing / distributing. This number includes a version identifier, to ensure that superseded versions can be identified and removed from the public domain.

This unique document identification number is located in the left margin towards the bottom, oriented vertically.

FOR_BS_2021_#139713_V2

INFORMATION PRIVACY STATEMENT
Your Personal Information is protected by law and can only be released to someone else where authorised by law or where you give your permission. Council is collecting the Personal Information contained in this document for the purpose of processing your payroll request. This collection of Personal Information is authorised by law under the *Local Government Act 2009* (Qld).

PAYROLL BANK AUTHORITY FORM	
Please tick	
• New TSIRC Employee	<input type="checkbox"/>
• Change to existing Authority	<input type="checkbox"/>
• 2 nd Bank Account	<input type="checkbox"/>
You must provide evidence of bank details. e.g. copy of bank statement or a screen shot.	
Personal Information	
First Name:	
Surname:	
Location:	
Employee Id:	
Employee Authorisation	
I authorise and request Torres Strait Island Council (TSIRC) to arrange for my wages to be credited to the Financial Institution identified below from _____ (date). This authorisation is to remain in force until I expressly revoke it in writing.	
Account Name (e.g. Bill Smith)	
Name of Bank (e.g. CBA, NAB)	
Branch Name (e.g. T.I.)	
Bank State Branch (BSB) No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount \$	
Employee Signature	
Date	
INFORMATION PRIVACY STATEMENT	
Your Personal Information is protected by law and can only be released to someone else where authorised by law or where you give your permission. Council is collecting the Personal Information contained in this document for the purpose of processing your payroll request. This collection of Personal Information is authorised by law under the <i>Local Government Act 2009</i> (Qld).	

4.0

stationery design and templates



In this section:

- Business cards
- Letterheads
- Council meeting papers and reports

4.1

Business Cards

Council business cards feature your essential contact information. The department colour and island design make a professional impression.



4.2

Letterheads

Council letterhead templates clearly represent Council and the Torres Strait in a clean and professional manner.



4.3

council meeting papers and reports

Council meeting papers and report templates create a cohesive and consistent brand identity.



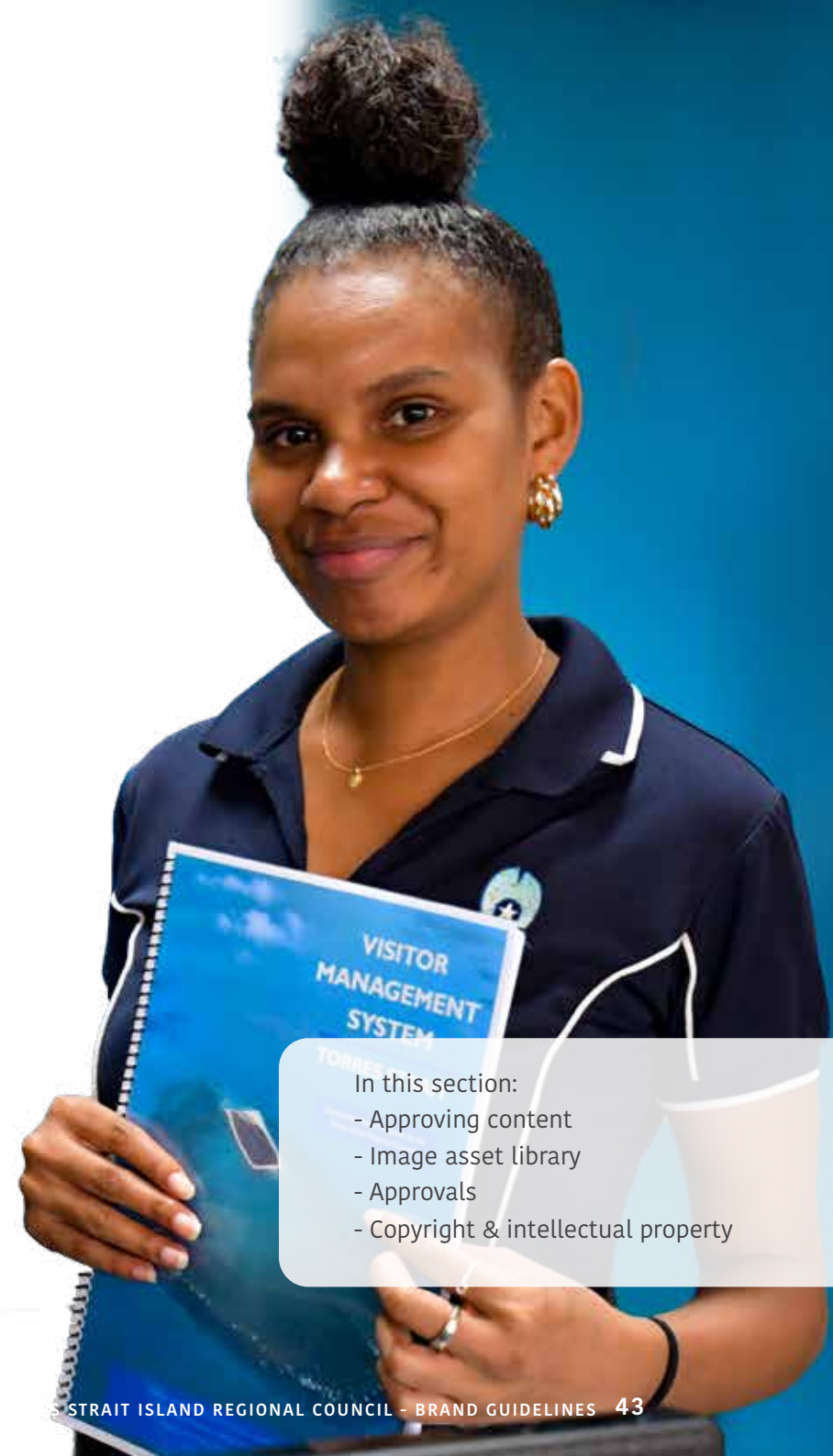
5.0

policies and procedures

This section sets out procedures and processes for approving content and outlines copyright and intellectual property requirements.

In this section:

- Approving content
- Image asset library
- Approvals
- Copyright & intellectual property



5.1

Policies and procedures

Consistent branding, corporate policy, and messaging in all our public communication is essential.

To establish brand consistency and effective communication, departments are required to follow procedural guidelines.

Approving content

The Corporate Affairs Department is responsible for reviewing external communications including mass printed communication, community notices, brochures, and Council website.

All communications and/or collateral must be approved by the appropriate stakeholders before content is distributed.

Approvals

When producing content on behalf of other departments, approval must be obtained from that department and recorded before distribution.

When producing content on behalf of, or jointly with external parties, approval must be obtained from the external party and recorded before distribution.

All content produced by Torres Strait Island Regional Council is considered intellectual property and should be managed accordingly.

Intellectual property

Our logos and other intellectual property depicted in these guidelines are the exclusive property of, or used under license by, Torres Strait Island Regional Council and are protected under trademark intellectual property and copyright laws. The intellectual property may only be used in a manner consistent with relevant Australian legislation.

Image asset library

Corporate Affairs maintains Council's image asset library.

When obtaining or using images for Council publications, refer to the guidelines outlined in Section 2.8 of this document.

Copyright

In addition to obtaining key stakeholder approval, it is also important to obtain copyright approvals for any quotes, images or statistics included in content. This can often be achieved by acknowledgement or citation.

Key contact details

For further information, please contact the Corporate Affairs Department:

corporate.affairs@tsirc.qld.gov.au



General Enquiries

Phone: 07 4034 5700

Email: corporate.affairs@tsirc.qld.gov.au

www.tsirc.qld.gov.au

TORRES STRAIT ISLAND REGIONAL COUNCIL

COUNCIL REPORT

ORDINARY MEETING:	January 2022
DATE:	18/19 January 2022
ITEM:	Agenda Item for Noting by Council
SUBJECT:	Operational Plan 2021-22 Q2 Update
AUTHOR:	Mette Nordling, Manager of Governance and Compliance

Recommendation:

Council resolves to note the Operational Plan 2021-22 Quarter 2 Update.

Background:

Pursuant to Section 174 of the *Local Government Regulation 2012*, Council adopted its Operational Plan for the 2021/22 period, during its Ordinary Meeting on 20 July 2021.

The Operational Plan is structured around Council's corporate structure as at 20 July 2021, which was updated and endorsed to that shown below in the same meeting:


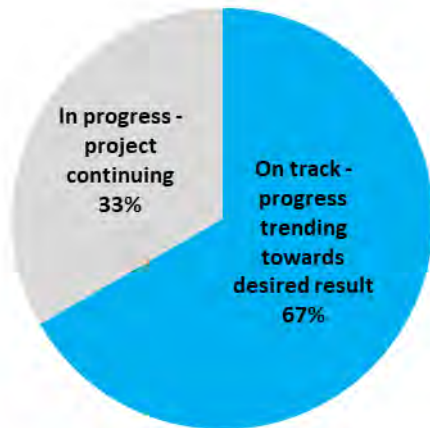







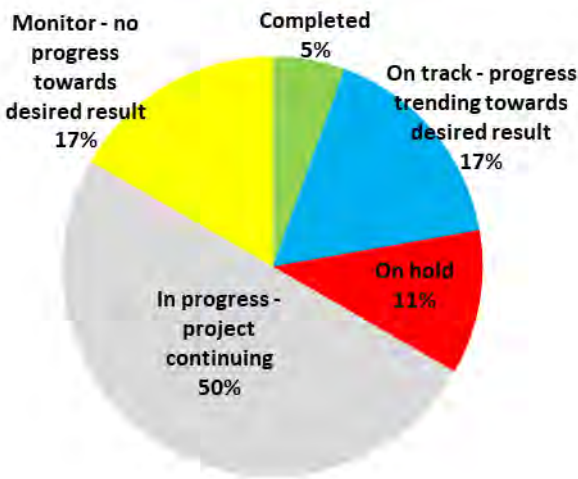



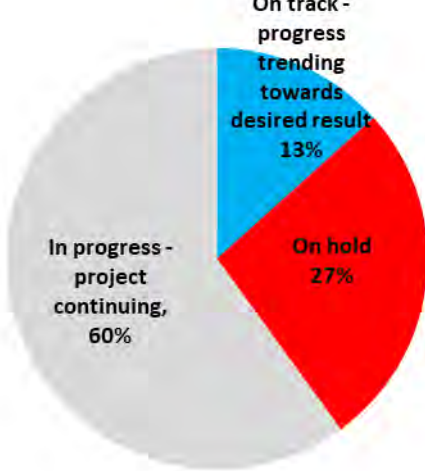
Each of the 60 objectives listed in the Operational Plan, link back to a relevant *Strategic Delivery Pillar* of Council's current Corporate Plan 2020-25; these pillars are as follows:

	People	<p>Outcome 1: We preserve cultural heritage, history and place.</p> <p>Outcome 2: Our communities are safe, healthy and active.</p> <p>Outcome 3: We ensure accessibility to community support services.</p> <p>Outcome 4: We are a transparent, open and engaging council.</p>
	Sustainability	<p>Outcome 5: We plan effectively for the future of our individual communities and region.</p> <p>Outcome 6: Our communities remain resilient to the effects of climate change and natural disasters.</p> <p>Outcome 7: Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability.</p> <p>Outcome 8: We manage council affairs responsibly to the benefit of our communities.</p> <p>Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.</p>
	Prosperity	<p>Outcome 10: We advocate and foster regional prosperity through enterprise development.</p> <p>Outcome 11: We invest in the retention of key skills within our region.</p> <p>Outcome 12: We bring opportunity to our region and put our culture on the world stage.</p>

Operational Plan Progress:

Council's Operational Plan 2020-21 Q2 Dashboard is as follows:

Department:	Total Objectives:	Progress								
<div> Business Services</div>	6	<div><table><thead><tr><th>Category</th><th>Percentage</th></tr></thead><tbody><tr><td>On track - progress trending towards desired result</td><td>67%</td></tr><tr><td>In progress - project continuing</td><td>33%</td></tr></tbody></table></div>	Category	Percentage	On track - progress trending towards desired result	67%	In progress - project continuing	33%		
Category	Percentage									
On track - progress trending towards desired result	67%									
In progress - project continuing	33%									
<div> Engineering Services</div>	10	<div><table><thead><tr><th>Category</th><th>Percentage</th></tr></thead><tbody><tr><td>On track - progress trending towards desired result</td><td>80%</td></tr><tr><td>Completed</td><td>10%</td></tr><tr><td>In progress - project continuing</td><td>10%</td></tr></tbody></table></div>	Category	Percentage	On track - progress trending towards desired result	80%	Completed	10%	In progress - project continuing	10%
Category	Percentage									
On track - progress trending towards desired result	80%									
Completed	10%									
In progress - project continuing	10%									
<div> Building Services</div>	5	<div><table><thead><tr><th>Category</th><th>Percentage</th></tr></thead><tbody><tr><td>Completed</td><td>40%</td></tr><tr><td>Monitor - no progress towards desired result</td><td>40%</td></tr><tr><td>In progress - project continuing</td><td>20%</td></tr></tbody></table></div>	Category	Percentage	Completed	40%	Monitor - no progress towards desired result	40%	In progress - project continuing	20%
Category	Percentage									
Completed	40%									
Monitor - no progress towards desired result	40%									
In progress - project continuing	20%									

<div><p>Community Services</p></div>	18	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>In progress - project continuing</td><td>50%</td></tr><tr><td>Monitor - no progress towards desired result</td><td>17%</td></tr><tr><td>On track - progress trending towards desired result</td><td>17%</td></tr><tr><td>On hold</td><td>11%</td></tr><tr><td>Completed</td><td>5%</td></tr></table></div>	Status	Percentage	In progress - project continuing	50%	Monitor - no progress towards desired result	17%	On track - progress trending towards desired result	17%	On hold	11%	Completed	5%
Status	Percentage													
In progress - project continuing	50%													
Monitor - no progress towards desired result	17%													
On track - progress trending towards desired result	17%													
On hold	11%													
Completed	5%													
<div><p>Corporate Affairs</p></div>	6	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>On hold</td><td>33%</td></tr><tr><td>Monitor - no progress towards desired result</td><td>33%</td></tr><tr><td>On track - progress trending towards desired result</td><td>17%</td></tr><tr><td>In progress - project continuing</td><td>17%</td></tr></table></div>	Status	Percentage	On hold	33%	Monitor - no progress towards desired result	33%	On track - progress trending towards desired result	17%	In progress - project continuing	17%		
Status	Percentage													
On hold	33%													
Monitor - no progress towards desired result	33%													
On track - progress trending towards desired result	17%													
In progress - project continuing	17%													
<div><p>Corporate Services</p></div>	16	<div><table><tr><th>Status</th><th>Percentage</th></tr><tr><td>In progress - project continuing</td><td>60%</td></tr><tr><td>On hold</td><td>27%</td></tr><tr><td>On track - progress trending towards desired result</td><td>13%</td></tr></table></div>	Status	Percentage	In progress - project continuing	60%	On hold	27%	On track - progress trending towards desired result	13%				
Status	Percentage													
In progress - project continuing	60%													
On hold	27%													
On track - progress trending towards desired result	13%													

Statutory Requirements:

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Conclusion:

That Council notes the Operational Plan 2021-22 Quarter 2 Update.

Endorsed:

Mette Nordling

Manager Governance and Compliance





**Recommended:**

Megan Barrett


Interim Executive Director Corporate Services

**Attachments:**

- Table providing breakdown of objectives, process, and comments
- Operational Plan 2021-22

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q2 update	Q2 notes	Assignee for quarterly updates	Integration with Corporate Plan 20-25	
	TSIRC Operational Plan 201/22									
	 Business Services									
	 Engineering Services									
6	Streetlight defect audit completed, and fee proposal obtained from Ergon to undertake rectification works.	Audit completed.	Engineering		1	4	Completed	Fee proposal have been obtained from Ergon to undertake rectification of streetlights. Funding opportunities are being explored to fund the rectifications works.	Adeah Kabai	People
7	Coastal inundation mitigation: Coastal Hazard Adaptation Strategy (CHAS). • Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships Master planning. • Seawalls Program works for Boigu, Poruma, Iama, Warraber & Masig Communities.	CHAS Stage 4. Seawalls program on schedule.	Engineering		1	4	On track - progress trending towards desired result	CHAS Phase 4 & 5 now completed and accepted by LGAO. TSIRC will seek to perform later phases under additional funding opportunities. The Seawall Program is progressing well, with Boigu Seawall near completion, and Poruma Seawall recently starting construction. Masig, Iama, and Warraber are currently in the design phase.	Adeah Kabai	Sustainability
8	Access projects delivery: • Dauan heliport road upgrade. • Saibai airport road upgrade - design. • Poruma airport access road - design. • Dauan western reservoir - design. • Badu wells access road culvert reconstruction.	All capital works completed prior to end of financial year.	Engineering		1	4	On track - progress trending towards desired result	Road design projects are underway, with completed designs expected prior to June 2022. Road reconstruction project funding opportunities are currently being reviewed, with Value for Money opportunities sought for construction.	Adeah Kabai	Sustainability
9	Water and waste water: • Saibai STP upgrade. • Badu & Iama SPS upgrades • SCADA Upgrade for Sewer Pump Stations at Masig, Poruma, Warraber & Mabuag.	All capital works completed prior to end of financial year.	Engineering		1	4	On track - progress trending towards desired result	Saibai STP upgrade is nearing completion, with Badu & Iama SPS Upgrades works awarded to external contractor and works currently underway. SCADA upgrade projects are ongoing and forecasted to be completed by June 2022.	Adeah Kabai	Sustainability
10	Ugar channel dredging study & scoping.	Study and scoping works delivered.	Engineering		1	4	On track - progress trending towards desired result	An alignment for the dredge channel has been endorsed. Environmental assessment of varying dredge channel depth options have been completed to enable dredge depth to be selected. Concept design has been received Council. This project is on track for completion by June 2022.	Adeah Kabai	Sustainability
11	Access projects scoping: • Marine infrastructure scoping and condition assessment. • Regional airstrip condition assessment. • Dauan pontoon upgrade - design. • Mer airport fencing upgrade. • Boigu airport apron upgrade - Design. • Badu, Kubin, St. Pauls and Masig finger jetty repairs. • Airportheilpad mangrove clearing - Mabuag & Iama.	Studies and design work complete.	Engineering		1	4	On track - progress trending towards desired result	• Marine infrastructure scoping and condition assessment has been awarded to external consultant. Assessment on Western Communities (Badu, Mabuag, Kubin & St Pauls). This project is on track for completion by June 2022. • Regional airstrip condition assessment on site condition assessments have been completed. Report to be present to Council in March 2022. • Dauan pontoon upgrade design works is ongoing and on track for completion by June 2022. • Mer airport fencing upgrade has been completed. • Boigu airport apron upgrade -Design is on track for completion by June 2022. • Badu, Kubin, St. Pauls and Masig finger jetty repairs completed. • Airportheilpad mangrove clearing - Mabuag & Iama on track for completion by June 2022.	Adeah Kabai	Sustainability
12	Climate Risk Management Strategy.	Strategy drafted.	Engineering		1	4	On track - progress trending towards desired result	Climate Risk Strategy is being developed and on track for completion by June 2022.	Adeah Kabai	Sustainability
13	Disaster management program: • Separation of Torres Strait Local Disaster Management Group (LDMG). • Annual update of Community Disaster Management Plans. • Set up and coordination of Local Disaster Management Group (LDMG).	New Local Disaster Management Group (LDMG) model established and operational readiness achieved.	Engineering		1	4	In progress - project continuing	Annual update of the Community Disaster Management Plans have been completed. Council have prepared an Implementation Plan for the separation of the current TS LDMG to re-establish of the TSIRC LDMG, with a plan for this to come into effect by June 2022, subject to relevant Ministerial approval.	Adeah Kabai	Sustainability
14	Waste management: • Local Government Association Queensland Regional Waste Strategy. • Metal Waste Legacy Stockpile Clean-up Project.	Regional Waste Strategy completed. Initial clean up completed.	Engineering		1	4	On track - progress trending towards desired result	Annual update of the Community Disaster Management Plans have been completed. Council have prepared an Implementation Plan for the separation of the TS LDMG to re-establishment of the TSIRC LDMG, with a plan for this to come into effect by June 2021, subject to relevant Ministerial approval.	Adeah Kabai	Sustainability
15	Water projects: • Dauan rising main and well refurbishment. • Indigenous Councils Critical Infrastructure Program (ICCP) – water project - critical infrastructure/legislative compliance upgrades. • De-sludge lagoons - Badu, Kubin, St Pauls. • Lagoon cover replacement - Boigu, Warraber, Masig. • Rising main and reservoir upgrade - Iama, Kubin, Mabuag, St Pauls.	All capital works completed prior to end of financial year.	Engineering		1	4	On track - progress trending towards desired result	Lagoon cover replacement and lagoon desludging works are being progressively rolled out across the region. Rising main and reservoir upgrades are being performed progressively. Multiple ICIP projects have been completed, in progress and/or have had scope changes due to budget shortfalls etc. All projects are on track for completion by June 2022. EoTs have been sought/approved for identified projects that are likely to go beyond funding end date.	Adeah Kabai	Sustainability
	 Building Services									
16	Delivery of fuel bowser program.	Program scope identified and commencement of works.	Building Services		1	4	Monitor - no new progress towards desired result	Mer project on hold due to land availability, negotiations and alternative options are currently being considered.	Peter Jacques	Sustainability
17	Delivery of capital works program.	Building Services Unit engaged internally to undertake.	Building Services		1	4	In progress - project continuing	Overall, works are progressing planned, BSU experienced minor setbacks most which are out of TSIRCs control such as production of materials and delays, price increases; delayed delivery of materials and trade skills shortage. HRP Plans have been approved for 14mil build throughout regions	Peter Jacques	Sustainability
18	Partnering with agencies to look at alternative materials that are more sustainable such as replacing laminex benchtops with stainless steel.	Alternative materials identified.	Building Services		1	4	Monitor - no new progress towards desired result	Departments have no appetite for the introduction of New Materials.	Peter Jacques	Sustainability
19	Build new tropical house design on St Pauls.	House completed within specified time frames.	Building Services		1	4	Completed	House Completed Certification and Defects Inspection will take place week of 13 December	Peter Jacques	Sustainability
20	Procure system along with Pro Est fully integrated and all Building Services Unit staff trained.	All staff trained and Procure running by December 2022.	Building Services		1	4	Completed	All staff have been trained except new starters Procure fully functional.	Peter Jacques	Sustainability
	 Community Services									
21	Tenancy management program: • Develop and deliver programs to clients in support of sustaining long term tenancy. • Provide awareness of general tenancy agreement for clients to strengthen relationships between TSIRC and communities.	Successfully deliver Awareness of Landlord and Tenants Responsibility Program to all communities.	Housing Services		1	4	In progress - project continuing	Now budget review has been implemented, all presentations have been finalised and travel will commence early in year of 2022.	Harrison Sabatino	Sustainability
22	Complete housing needs assessment with relevant stakeholders ensuring appropriate housing modifications are completed.	Successful assessments completed in all communities.	Housing Services		1	4	On track - progress trending towards desired result	Working closely with QH and Occupational Therapist from Housing along with other key stakeholders. Have successfully engaged Aged Care Manager whom reviews progressive work plans and support through external funding bodies if needed. Tracking well and will continue working relationship through 2022.	Harrison Sabatino	Sustainability
23	Develop a Community focus group to address complex housing situations, provide appropriate recommendations, including future housing design and construction quality in conjunction with Building Services Unit.	Successfully conducted focus groups, recommendations drafted.	Housing Services		1	4	Monitor - no new progress towards desired result	Currently considering whether utilising current housing committee would be a better option then modifying its functionalities. Determining whether council considering to pursue TM study and implementing authority would diminish plans of developing a focus group. Discussion to continue in 2022 inclusive of HoC and Exec. of Community Services.	Harrison Sabatino	Sustainability

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q2 update	Q2 notes	Assignee for quarterly updates	Integration with Corporate Plan 20-25	
24	Increase rental collection rates.	Achieve a reduction in debt from 20/21 to 21/22.	Housing Services		1	4	On track - progress trending towards desired result	Housing team continuing to improve on a monthly bases. Will continue tracking progress to financial year.	Harrison Sabatino	Sustainability
25	Undertake regional tenancy management study.	Delivery of study and recommendations.	Housing Services		1	4	Monitor - no new progress towards desired result	Awaiting HoC and Exec. of Community Services to discuss with council in upcoming OM of 2022, ensuring TM study is still aligned to councils future plans.	Harrison Sabatino	Sustainability
26	Advocate for the establishment of localised small businesses in communities to provide support services for consumers with a disability.	NDIS representation in region.	Community Services		1	4	In progress - project continuing	NDIS team to provide a list of local registered providers in the TSI region. Follow up meeting to be held in February 2022.	Mary Gela	Sustainability
27	Review and streamline referral process for respite care in partnership with QLD Health and regional residential care providers.	Completion of review, recommendations presented.	Community Services		1	4	In progress - project continuing	TCHHS Allied Health Team working with MCS to develop a streamline process for referrals for respite care taking into consideration individual clients cultural safety and needs.	Mary Gela	People
28	Work collaboratively with Council's Housing Department, Department of Communities, Housing and Digital Economy and Qld Health occupational therapists to streamline the process for undertaking home modifications to enhance in-home safety and address accessibility.	Process streamlined and implemented.	Community Services		1	4	In progress - project continuing	Drafting of procedure is in progress.	Mary Gela	Sustainability
29	Improve the delivery of and access to childcare services.	Meeting KPIs of funding agreements. Increased enrolment.	Community Services		1	4	In progress - project continuing	Enrolment drives are ongoing and staff from both services continue to promote the Child Care services to entice families to enrol and utilise their local services.	Mary Gela	People
30	Advocate the Queensland Government to identify childcare options for the region.	Queensland Government Commence process of identifying childcare options.	Community Services		1	4	In progress - project continuing	MCS working with the Early Childhood Education & Care (ECEC) Program Delivery office to progress discussions and engage with external NGO's to look at service models that can be adapted to suit TSI families and communities needs.	Mary Gela	People
31	Development and implementation of compliance and enforcement program (Local Laws - Authorised Officers).	Successful implementation and delivery and 100% compliance.	Environmental Health		1	4	In progress - project continuing	All current Environmental Health Workers have been trained and appointed as Authorised Persons under the Local Government Act for the purposes of exercising powers under the local laws. TSIRC is registered with SPER and undertaking targeted compliance exercises.	Ewan Gunn	People
32	Delivery of Environmental Health and Animal Management Program.	Program delivered on time and within budget.	Environmental Health		1	4	In progress - project continuing	Program is progressing very well, on time and within budget.	Ewan Gunn	Sustainability
33	Develop and implement 12 weeks Keriba Way co-design program.	Signed Service agreement.	Health & Wellbeing		1	4	On hold	need recruitment of manager health and wellbeing	Ella Kris	People
34	Health and wellbeing program: • Secure funding for employment and delivery of Health and wellbeing program. • Delivery of KPIs identified in signed service agreement.	Signed service agreement. Meeting set in signed service agreement KPIs.	Health & Wellbeing		1	4	Completed	NIAA and DTISP Funding agreement signed.	Ella Kris	People
35	Develop and implement annual events planner to increase engagement and visibility of Council at divisional level through partnering with stakeholders.	Facilitation of events in accordance with annual plan.	Visitor Operations & Events		1	4	On hold	Events Coordinator resigned and position was advertised. Awaiting successful candidate.	Rottannah Passi	People
36	Indigenous Knowledge Centres (IKC): • Develop and implement 2021-22 IKC strategy. • Delivery of core IKC programs: - First 5 Forever program. - Public/Community Library program.	Strategy developed and implemented. Successful delivery of IKC core programs.	Health & Wellbeing		1	4	On track - progress trending towards desired result	KPI are on track.	Ella Kris	People
37	Implement standard admin processes including guides and templates across 15 Divisions in line with audit requirement.	All divisional admin staff and offices utilising same processes.	Divisional Administration		1	4	Monitor - no new progress towards desired result	Staff turnovers are delaying progress.	Dawson Sailor, Larissa Bani	Sustainability
38	Lead implementation of the Visitor Management Strategy, including visitor entry and exit, accommodation, and travel.	Successful implementation of process and roadmap.	Visitor Operations & Events		1	4	In progress - project continuing	TSIRC adopted COVID safe practices into the Visitor Permit system online, also successfully completed and implemented QR codes. Awaiting implementation of Manual Sign-In system. The Visitor Management Strategy & Enterprise Development community consultations – postponed and TBA. These strategies will provide TSIRC the roadmap to achieve a sustainable visitor economy in the Torres Strait region. Events Coordinator and Tourism attends monthly Community Services meetings with Managers to provide latest updates and advice on Tourism and Events. Also, attends staff meetings that are held internal – TSIRC. Tourism Officer provides daily advice to visitors, communities and interested parties. Events Coordinator and Tourism Officer TSIRC attended team meeting with Torres Shire Council Tourism Officer on Thursday Island. Introductions to new roles, sharing information, overcast of upcoming events, identifying challenges and outcomes. Tourism Officer and Events Coordinator provided information on data collection, monthly report to Councillors and Acting Head of Community Services. Approved visitors for July 450, August 443, Sept 502. Internal and External Organisations that include: TSIRC, TSRA, Tagai State College, QLD Health, GBK, QLD Police, IBIS, Mura Kosker, Dept of Human Services and Paul Ware Construction. Still ongoing - in progress and under review. Community consultations postponed due to COVID-19. Workshop re-scheduled to finalise Visitors Management Strategy and Roadmap - still to be confirmed.	Rottannah Passi	Prosperity
	Corporate Affairs									
39	Develop Council's first Reconciliation Action Plan.	Scoping and research. Reconciliation Action Plan developed.	Governance and Risk		1	4	On track - progress trending towards desired result	Scoping and research underway	Mette Nordling	Prosperity
40	Scoping of formal name change proposal and delivery of implementation road map. Change to Local Government Area boundary review.	Undertake risk and cost analysis. Collect and analyse data from community consultation/surveys.	Governance and Risk		1	4	Monitor - no new progress towards desired result	Additional resources required to undertake the work required	Mette Nordling	People
41	Evolve Council's community information & engagement channels.	Obtain project funding & commence digital noticeboard project. Community feedback/training sessions delivered.	Enterprise Development & Delivery		1	4	On hold	Funding required for noticeboards and travel. This project will re commence early 2022 if travel funds are available.	Kylie Sturges	People
42	Further develop a good governance and risk culture across Council.	Delivery of Corporate Governance Framework incl. Governance, Risk, Fraud & Ethics awareness programs. Incident reporting implemented. Evolve Council's Business Continuity Plan model, awareness, core team training & tools. Website phase 2 implementation successfully delivered.	Governance and Risk		1	4	Monitor - no new progress towards desired result	*Framework not progressed to due to lack of resources/awaiting recruitment and direction from ELT *An e-learning Fraud Awareness module was trialed by a selection of employees. *Incident reporting happens via Mango, pending funding for other options (additional module for Tech One or RiskWare). *Training materials for the next BCP mock scenario have been finalized – awaiting a suitable training date from the Executive . *Website not progressed due to lack of resources/awaiting recruitment	Mette Nordling, Nerida Carr	Sustainability

Objective number	Annual Plan Item	Delivery target	Responsible function	Start Quarter	Delivery Quarter	Q2 update	Q2 notes	Assignee for quarterly updates	Integration with Corporate Plan 20-25
43	Delivery of Council's Enterprise Development Strategy, identifying key sector opportunities.	Successful delivery of strategy. Community consultation completed.	Enterprise Development & Delivery	1	2	In progress - project continuing	Proposal going to Dec Committee meeting Travel planned for Q3	Kylie Sturges	Prosperity
44	Evolve employee information & engagement channels.	Successful implementation of internal digital noticeboards. Implementation and further development of Council's employee Intranet - phase 2 and 3.	Creative Services	1	4	On hold	Project on hold due to lack of resources/awaiting recruitment	Kylie Sturges, Mette Nordling	Sustainability
	 Corporate Services								
45	Support for the development of regional governance framework.	Support provided as required.	Legal Services	1	4	In progress - project continuing	Feedback provided on the TSRA regional governance advisory committee by TSIRC rejecting the proposed Terms of Reference. Boundary realignment and name change project still ongoing.	Julia Maurus, Peter Krebs	People
46	Assist in the effective management of DOGIT Land as a Trustee.	Trustee requirements delivered accordingly.	Legal Services	1	4	In progress - project continuing	The proposed Trustee policy is on hold due to the Ahwang appeal, however undocumented commercial land occupation project is still ongoing with negotiations with CEQ, AMSA and Tagai close to resolution regarding leasing requirements for these organisations to occupy Trust lands. November workshop held regarding visitor protocols, COVID requirements and laydown areas.	Julia Maurus, Peter Krebs	Sustainability
47	Change to Local Government Area boundary review.		Legal Services	1	4		Moved to Corporate Affairs		People
48	Saibai land transfer & Ugar Land Transfer: To facilitate the progression of transfer of Deeds of Grant in Trust from Council to community-based entity that has been fully endorsed by the community to be the trustee.	Progress of Ugar land transfer and Saibai land transfer with stakeholders.	Legal Services	1	4	In progress - project continuing	Further community consultations are to be scheduled for both Saibai, Ugar and Iama in the coming months. The lessons learned session were held with PBCs on 13 December 2021 in Cairns however TSIRC could not attend due to refusal of funding which was advised at the last minute. Handover date of July 2022 is still on target.	Julia Maurus, Peter Krebs	Sustainability
49	Landing Holding Act (LHA) Katter Lease Resolution (OP).	Reduction in number of outstanding LHA lease entitlements.	Legal Services	1	4	On track - progress trending towards desired result	Legal Services is continuing to liaise with key contacts at the Department of Resources for this project. Legal Services is ensuring each Councillor is notified of the Department's intention to grant an LHA lease and is aware of the deadline to respond in each case.	Julia Maurus, Peter Krebs	Sustainability
50	Template execution for (Regional) Infrastructure & Housing Indigenous Land Use Agreement (ILUA): To develop an ILUA for each division of the electorate to cover all frequently used Future Acts under the Native Title Act 1993 (Cth) and maximise expediency in Native Title validation.	Remaining communities completed.	Legal Services	1	4	On track - progress trending towards desired result	Mer and Poruma are still in the consultation stage with all other communities except for Hammond having the ILUA now registered and in effect. It is anticipated that both the Mer and Poruma ILUA's will be finalised next quarter.	Julia Maurus, Peter Krebs	Sustainability
51	Create working group to develop collateral in collaboration with Torres Strait Regional Authority, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships and NAB - for home ownership options.	Information delivered to communities about home ownership options. Trustee Policy updated. Existing applications for home-ownership leases progressed.	Legal Services	1	4	On hold	The progression of the home-ownership project and related leases are still on hold pending the outcome of the Court of Appeal hearing in the Brisbane Supreme court on 2 November 2021 in the Ahwang matter.	Julia Maurus, Peter Krebs	Sustainability
52	Refresh Council's Transitional Action Plan (TAP).	Consultant brief developed and consultant engaged. Refresh of TAP commenced.	People & Wellbeing	1	4	In progress - project continuing	TAP workshoped at the November Councillors workshop. Work occurring to set new timeframes, goals, etc	Tracey Burrell	Sustainability
53	Work, Health and Safety (WHS): • Increase WHS support & representative footprint within region. • Health and Safety Representative elections to be conducted.	Health and Safety Representative elected for each community, trained and WHS Committee established and operational.	People & Wellbeing	1	4	In progress - project continuing	HSRs participated in relevant training during November and are now functioning in their HSR roles.	Tracey Burrell	Sustainability
54	Conduct workshops in region to raise awareness of recruitment processes and other People and Wellbeing operations.	Workshops conducted in all communities by end of financial year.	People & Wellbeing	1	4	In progress - project continuing	Workshops to be organised for other Divisions for first 6-months of 2022	Tracey Burrell	Sustainability
55	Implementation of Council's Diversity & Inclusion Policy.	Diversity and Inclusion Policy implemented across Council.	People & Wellbeing	1	4	In progress - project continuing	Implementation plan to be developed	Tracey Burrell	Prosperity
56	Roll-out and Implementation of certified agreement.	CA rolled out, position descriptions fully reviewed and reclassified.	People & Wellbeing	1	4	In progress - project continuing	First Joint Consultative Committee meeting held during November	Tracey Burrell	Sustainability
57	Review and evaluate learning & development strategy.	Learning and Development strategy reviewed, and evaluation conducted by June 2022.	People & Wellbeing	1	4	In progress - project continuing	L&D procedure being reviewed in conjunction with review of strategy. Strategy to align with revised TAP.	Tracey Burrell	Prosperity
58	Grow Council's existing apprenticeship program.	Increase in number of trainees employed.	People & Wellbeing	1	4	On hold	No funds budgeted to increase the number of apprentices.	Tracey Burrell	Prosperity
59	Develop regional disaster and alternative communication capabilities.	Deliver scope and pilot implementation roadmap.	Information Technology Services	1	4	On hold	Three solutions have been put forward to implement satellite connectivity, however upfront cost of implementation will exceed \$420k which needs to be put to CEO/Council for approval. Due to the amount of money required, a request to the vendors has been put for to amortize the payment over a twelve month period. We are waiting for their response.	Warren Jenkins	Sustainability
60	Develop strategic IT program focusing on regional frontline capability and security.	Successful engagement of consultant and delivery of regionally appropriate strategy. Strategy endorsed by key stakeholder groups.	Information Technology Services	1	4	On hold	Investigations have not been able to determine who created the Plan Item. IT Services are unsure which what the Plan Item is referring to.	Warren Jenkins	Prosperity



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	January 2022
DATE:	18/19 January 2022
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Change of February OM meeting place
AUTHOR:	Mette Nordling, Manager, Governance and Compliance

Recommendation:

Council resolves to relocate the February Ordinary Meeting of Council from a face-to-face meeting on Masig to a meeting conducted via videoconference.

Executive Summary:

Due to the ongoing development of the COVID-19 event, it is considered in the best interest of Councillors, Council Officers and Communities that Council's Ordinary Meeting scheduled for 15 and 16 February 2022 at Masig is instead held via videoconference to minimise travel and risk of bringing in or spreading COVID-19 in the region.

Background:

At Council's Ordinary Meeting in December 2021 Council resolved to hold the February Ordinary Meeting face-to-face at Masig.

Following on from this meeting, the Queensland State Borders opened to interstate travellers and the COVID-19 virus has since spread across the state and has now also reached the Torres Strait.

The State Government has encouraged everyone who can to work from home and Council's Business Continuity Planning Team (BCP Team) has embraced this especially in the Cairns Office, where the office is effectively closed and most staff working from home.

The BCP Team has also put restrictions in place on work related travel between Cairns and the Torres Strait to ensure the risk of spreading the virus in the region is minimised. All travel from Cairns to the region must be approved by the Acting Chief Executive Officer.

Comment:

Due to the current State Government recommendation of working from home where possible and the Council directive of minimal travel to the region, it is considered best practice and in the best interest of Councillors, Council Officers and Community Members that the meeting planned for Masig is changed to be conducted via videoconference. This will ensure that no Councillors or officers will need to travel and therefore minimise the risk of spreading the virus in the region.

Holding Council meetings via videoconference is consistent with the *Local Government Regulation 2012*, section 277B.

Considerations

Risk Management

It is considered appropriate risk mitigation to relocate the meeting from Masig to videoconference.

Council Finance

No cost associated with relocation to videoconference.

Consultation:

- Mayor
- Chief Executive Officer
- SARG

Links to Strategic Plans:

These projects strategically align to specific delivery objectives under the People and Sustainability pillars of Council's Corporate Plan.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

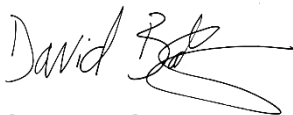
Conclusion:

That Council resolves to relocate the February Ordinary Meeting of Council from a face-to-face meeting on Masig to a meeting conducted via videoconference.



Endorsed:

Mette Nordling
Manager, Governance and Compliance



Approved:

David Baldwin
Acting Chief Executive Officer

Recommended:

Megan Barrett
Interim Executive Director Corporate Services