

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

Date: Friday, 3rd December 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI) / Declarable / Prescribed
5. Noting of Ratified Minutes - SARG Meeting –
 - 2nd November 2021 – VC – Ratified at November Ordinary Meeting
6. Strategic Action Items Review
7. **Mayor**
 1. Reconciliation Action Plan - Verbal
 2. SARG and Executive Directors Leadership Retreat 2022
8. **A/Chief Executive Officer**
 1. Council Meeting dates
 2. Deputation dates 2022 - Verbal
9. **Executive Director Corporate Services**
 1. Community Grants Policy
 2. Staff Recognition Framework
 3. COVID and Entry Paper
 4. Standing Committee Review
 5. Alcohol and Drug Management in the Workplace
10. **Legal Services**
 1. COVID19 Entry to Trust Areas

11. Executive Director Financial Services

1. Indigenous Procurement Policy - Verbal

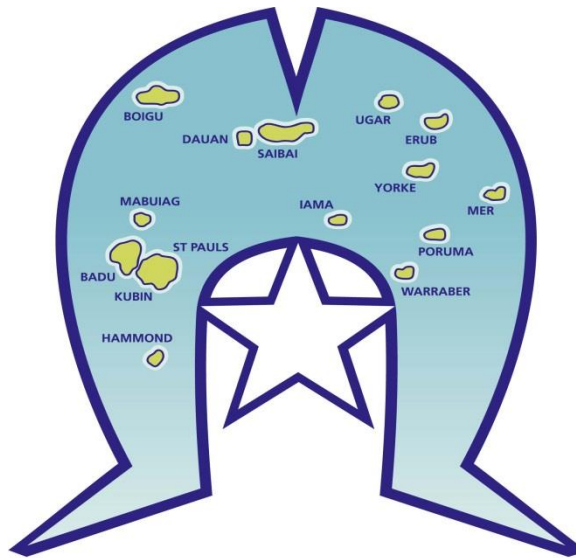
12. CLOSED BUSINESS

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

13. General/ Other Business (on notice)

14. Next meeting date – to be confirmed

15. Closing Remarks and Prayer



Torres Strait Island
REGIONAL COUNCIL

MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 2nd November 2021
Time: 1:00pm to 4:00pm
Venue: Video Conference

PRESENT:

Cr Phillemon Mosby, Mayor – Poruma
Cr Getano Lui - Iama
Cr Hilda Mosby - Masig
Cr Aven Noah – Mer
Cr Keith Fell – Mabuiag

Hollie Faithfull, Acting Chief Executive Officer
Adeah Kabai, Acting Executive Director Engineering Services
Dawson Sailor, Acting Executive Director Community and Building Services
Julia Maurus, Manager Legal Services - Cairns
Ursula Nai, Senior Executive Assistant and Secretariat
May Mosby, Recruitment Officer - Cairns

APOLOGY:

Cr Rocky Stephen

Agenda

1. Welcome (Chair)

Mayor Mosby welcomed everyone to the meeting and thanked them for their time and welcomed May Mosby to role of Secretariat Officer while Kathy Cochran is on secondment.

Mayor Mosby acknowledged and paid respects to:

- Father God
- Traditional owners on the land we meet in Cairns and across Zenadth Kes

2. Opening Prayer

Mayor Mosby invited Cr. Keith Fell to open the meeting in prayer.

3. Apologies

Mayor Mosby advised SARG that Cr. Aven Noah will be attending the meeting at a later time due to another appointment at 1:30pm.

SARG Committee noted that Cr. Rocky Stephen did not give a formal apology for this meeting and did not attend.

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

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

5. Review of Minutes - SARG Meeting

- 8th October 2021 – VC

6. Strategic Action Items Review

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to this item and updated the Committee on the outstanding action items.

7. Mayor

a. Draft Agenda – Councillor Strategic Workshop – November 2021

Senior Executive Assistant spoke to this agenda topic and advised SARG on the status of the procurement process undertaken for external presenters.

Cr. Getano Lui and Cr. Keith Fell raised various questions on the Agenda which were answered during the meeting.

1:43pm – Cr. Aven Noah joined the meeting.

Cr. Aven Noah advised SARG members that he will returning to Mer on Tuesday 16th November 2021 and gives his apologies for the final days of the workshop.

ACTION: Senior Executive Assistant to email the May Workshop spreadsheet to all Councillors.

ACTION: Acting Chief Executive Officer to confirm if there is a possibility to include the Reconciliation Action Plan into the workshop topic on Indigenous Procurement Policy so they can dovetail into one another.

b. Leadership Workshop Policy

Mayor Mosby spoke to this Agenda Topic and an in-depth discussion was held on this topic.

SARG recommends that Mayor Mosby raises any issues with Councillors attending the workshop directly with them during the workshop with the full support of SARG.

c. Professional Development Policy for Elected Members

Mayor Mosby spoke to this Agenda Topic. A discussion was held whether the Professional Development for Councillors should be increased for the whole term or financial value per year. Acting Chief Executive Officer advised that consideration at the budget review would need to be undertaken considering Council's current operating deficit and past history of Councillor's utilising this funding.

ACTION: Acting Chief Executive Officer to ensure discussions to be held during the budget review to increase the amount of funding available for the Professional Development allowance and corresponding policy amendments if required noting a possible change of name to the funding.

d. TSIRC Annual Recognition Awards Policy

Mayor Mosby spoke to this agenda topic. Mayor Mosby advised that a previous acting Chief Executive Officer had drafted a policy on this topic. Current acting Chief Executive Officer is only aware of a framework created by Corporate Affairs.

ACTION: Interim Executive Director of Corporate Services to review the framework on the TSIRC annual Recognition Award and present a paper to SARG for review and endorsement. Once endorsed the document will be filtered to all staff for their information and understanding.

e. TSIRC Newsletter draft (Strait Talk)

Mayor Mosby spoke to this agenda topic.

ACTION: Interim Executive Director, Corporate Services to draft a one - two page newsletter to be sent to Communities with Christmas Message from Mayor and acting Chief Executive Officer along with other relevant topics.

ACTION: Interim Executive Director, Corporate Services to investigate if TSIRC can utilise the digital platforms with CEQ to promote TSIRC and services within our divisions.

f. Standing Committee Review

Mayor Mosby spoke to this agenda topic. Information received by Councillors will be collated and forwarded to appropriate staff for discussion at the November Workshop.

ACTION: Senior Executive Assistant to collate all feedback received from Councillors on the Standing Committee Review and email this information to the Interim Executive Director, Corporate Services for review during the appropriate timeslot in the November Workshop.

8. Chief Executive Officer

a. Executive Director Recruitment Update

Acting Chief Executive Officer spoke to this agenda topic and provided a verbal update on the status of the recruitment.

b. Corporate Plan Refresh Update

Acting Chief Executive Officer spoke to this agenda topic and provided an update on the digital refresh of the Corporate Plan.

Acting Chief Executive Officer advised that stage one was for digital refresh only.

ACTION: Acting Chief Executive Officer to discuss with Interim Executive Director, Corporate Services if a budget is available for printed documents for State and Federal Deputations.

9. SARG COMMITTEE MOVED INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr. Aven Noah, 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

- BSU | BSU Monthly Update – Late Report
- ENGINEERING | TSIRC Fuel Improvement Program Status Update Report – Late Report
- MAYOR | Transitional Action Plan Policy Framework - Verbal

10. SARG COMMITTEE MOVED OUT OF CLOSED BUSINESS AND RESUME IN OPEN BUSINESS

RESOLUTION:

Moved: Cr. Hilda Mosby, Second: Cr. Keith Fell

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

MOTION CARRIED

9.1 BSU | BSU Monthly Update – Late Report

RESOLUTION:

Moved: Cr. Hilda Mosby, Second: Cr. Aven Noah

That the Strategic Advisory Reference Group (SARG) resolves to note the information on this report and submission to Council Ordinary Meeting.

MOTION CARRIED

9.2 ENGINEERING | TSIRC Fuel Improvement Program Status Update Report – Late Report

RESOLUTION:

Moved: Cr Keith Fell, Second: Cr Hilda Mosby

That the Strategic Advisory Reference Group (SARG) notes the report.

MOTION CARRIED

10 General/ Other Business (on notice)

Cr. Keith Fell raised possible accommodation issues for December Ordinary Meeting at Kubin. Senior Executive Assistant advised this should be finalised later this week or early next week.

Cr. Getano Lui raised the COVID-19 Vaccination Rollout within TSIRC Local Government Area. Acting Executive Director, Engineering Services Mr Adeah Kabai provided an update on the rollout.

ACTION: Acting Executive Director, Engineering Services to send the September COVID Rollout Update to Mayor for distribution to Councillors.

ACTION: Senior Executive Assistant to liaise with TCHHS and Border Force to confirm an alternative date for attendance at the November Workshop.

Mayor Mosby raised Regional Governance during his meeting with Minister Shannon Fentiman and Cr. Seriako Dorante on Hammond Island on Wednesday 20th October 2021 in which Minister Fentiman confirmed the commitments of the government.

ACTION: Senior Executive Assistant to invite Minister Shannon Fentiman, Minister Craig Crawford and Member for Cook Cynthia Lui MP to address Councillors during the November Workshop.

Mayor Mosby briefly discussed TSRA's Regional Governance Committee Terms of Reference and the Regional Infrastructure Advisory Committee Terms of Reference.

ACTION: Senior Executive Assistant to follow up with TSRA on their response to TSIRC feedback on the Regional Governance Committee Terms of Reference and the Regional Infrastructure Advisory Committee Terms of Reference.

Cr. Getano Lui requested information on the Indigenous Local Leaders Forum. Mayor Mosby provided response along with other updates from the LGAQ Annual Conference and discussed the motion that LGAQ put to the floor regarding funding for Depreciation of Assets.

11 Next meeting date – proposed for Tuesday 30th November 2021

Next meeting date confirmed by committee.

12 Closing Remarks and Prayer

Mayor Mosby and Cr. Getano Lui thanked Ms Hollie Faithfull for acting as Chief Executive Officer while Mr David Baldwin is on leave and acknowledge and thanked staff for their valuable input into the meeting. Mayor Mosby closed the meeting in prayer.

MEETING CLOSED - 4:00pm

Strategic Advisory Reference Group (SARG) Action Items Register

No. in Meeting	Month of Meeting	Year	Type of Meeting	Community	ne	Action	Lead Officer	Budget (Y/N)	Strategic / Operational	Linked to Council Plans eg. Op Plan, AMP (Y/N)	Status / Comments	Completion ETA
2	November	2021	SARG	VC		Senior Executive Assistant to email the May Workshop spreadsheet to all Councillors	Senior Executive Assistant				Document is to large to be sent via email so will be uploaded onto Councillors Surface at December OM	December
2	November	2021	SARG	VC		Acting Chief Executive Officer to confirm if there is a possibility to include the Reconciliation Action Plan into the workshop topic on Indigenous Procurement Policy so they can dovetail into one another.	Acing Chief Executive Officer				Interim Executive Director Corporate Services is meeting with Reconciliation Australia regarding an appropriate RAP mid December	ongoing
2	November	2021	SARG	VC		Acting Chief Executive Officer to ensure discussions to be held during the budget review to increase the amount of funding available for the Professional Development allowance and corresponding policy amendments if required noting a possible change of name to the funding.	Acting Chief Executive Officer				Currently in Progress	ongoing
2	November	2021	SARG	VC		Interim Executive Director of Corporate Services to review the framework on the TSIRC annual Recognition Award and present a paper to SARG for review and endorsement. Once endorsed the document will be filtered to all staff for their information and understanding.	Interim Executive Director of Corporate Services				In progress - report to next SARG meeting	ongoing
2	November	2021	SARG	VC		Interim Executive Director, Corporate Services to draft a one - two page newsletter to be sent to Communities with Christmas Message from Mayor and acting Chief Executive Officer along with other relevant topics.	Interim Executive Director of Corporate Services				Currently in Progress	ongoing
2	November	2021	SARG	VC		Interim Executive Director, Corporate Services to investigate if TSIRC can utilise the digital platforms with CEQ to promote TSIRC and services within our divisions.	Interim Executive Director of Corporate Services				In progress - report to next SARG meeting	ongoing
2	November	2021	SARG	VC		Senior Executive Assistant to collate all feedback received from Councillors on the Standing Committee Review and email this information to the Interim Executive Director, Corporate Services for review during the appropriate timeslot in the November Workshop	Senior Executive Assistant				Information has been obtained from Councillors and sent to Corporate Services for further action.	ongoing
2	November	2021	SARG	VC		Acting Chief Executive Officer to discuss with Interim Executive Director, Corporate Services if a budget is available for printed documents for State and Federal Deputations.	Acting Chief Executive Officer				Confirmed adequate funds available	Completed
2	November	2021	SARG	VC		Acting Executive Director, Engineering Services to send the September COVID Rollout Update to Mayor for distribution to Councillors.	Acting Executive Director Engineering Officer				Acting Executive Director, Engineering Services sent email to Mayor Mosby for distribution	Completed
2	November	2021	SARG	VC		Senior Executive Assistant to liaise with TCHHS and Border Force to confirm an alternative date for attendance at the November Workshop.	Senior Executive Assistant				TCHHS were unable to attend workshop due to commitments with Health Minister	Completed
2	November	2021	SARG	VC		Senior Executive Assistant to invite Minister Shannon Fentiman, Minister Craig Crawford and Member for Cook Cynthia Lui MP to address Councillors during the November Workshop.	Senior Executive Assistant				Invitation was sent and Minister Crawford and Member for Cook attended the workshop however Minister Fentiman was unable to attend due to other commitments	Completed
2	November	2021	SARG	VC		Senior Executive Assistant to follow up with TSRA on their response to TSIRC feedback on the Regional Governance Committee Terms of Reference and the Regional Infrastructure Advisory Committee Terms of Reference.	Senior Executive Assistant				Email sent to RIAC and Governance and Leadership and currently waiting on a response	ongoing

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG COMMITTEE

COMMITTEE: Strategic Advisory and Reference Group

DATE: 3rd December 2021

ITEM: Proposed Ordinary Meeting dates for 2022

SUBJECT: OCEO

AUTHOR: Peter Krebs, Manager Legal Services

RECOMMENDATION:

1. That SARG recommends Council endorse the following dates and venue as **Council's Ordinary meeting** dates for 2022;

Month 2020	Date	Venue/ Division
January	18-19	Video Conference
February	15-16	Video Conference
March	22-23	F2F -
April Easter 15-18 th	20-21 Wed - Thur	Video Conference
May	16-17	F2F – Cairns
June	28-29	Video Conference
July	19-20	F2F -
August	16-17	Video Conference
September	20-21	F2F -
October	18-19	Video Conference
November	14-15	F2F - Cairns
December	13-14	F2F -

2. That SARG recommends 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/via video conference
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 2021 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 23 rd 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 23 rd March 2022 10am – 12pm
	Wednesday 25 th June 2022 10am – 12pm
	Wednesday 28 th September 2022 10am – 12pm
	Wednesday 30 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

PURPOSE

The purpose of this report is to allow Council to consider and discuss the proposed dates and venues for its ordinary meetings for the year 2022.

BACKGROUND:

Council must meet at least once in each month (if Council wanted to meet less frequently, this would have to be approved by Ministerial variation). (LGR s 257)

Council is required to publish, at least one in each year, a notice of the days and times when:

- (a) its ordinary meetings will be held; and
- (b) the ordinary meetings of its standing committees will be held.

(LGR s 254B)

The notice must be displayed at Council's public offices and published on Council's website. **If meeting days and times are changed, Council must as soon as practicable notify of the change in the same way. (LGR s 254B)**

All Council meetings are to be held at one of Council's public offices, though Council can resolve to fix another venue for a particular Council meeting. (LGR s 257) Therefore, Council can by resolution decide to hold an ordinary meeting or committee meeting virtually. There is no requirement that the hour at which a meeting is held fall within the Council's ordinary business hours.

There are particular regulatory provisions that apply during the COVID-19 pandemic, until the "COVID-19 legislation expiry date" (currently defined as 30 April 2022, unless an earlier date is prescribed): for virtual meetings, Council must ensure the meeting is available for real-time viewing or listening by the public at one of Council's public offices or on Council's website.

The relevant regulatory provisions are included below, for reference:

Local Government Regulation 2012 (Qld)

Section 254B

Public notice of meetings

(1)A local government must, at least once in each year, publish a notice of the days and times when—

(a)its ordinary meetings will be held; and

(b)the ordinary meetings of its standing committees will be held.

(2)The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.

(3)A local government must display in a conspicuous place in its public office a notice of the days and times when—

(a)its meetings will be held; and

(b)meetings of its committees will be held.

(4)A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

Section 257

Frequency and place of meetings

(1)A local government must meet at least once in each month.

(2)However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.

(3)All meetings of a local government are to be held—

(a)at 1 of the local government's public offices; or

(b)for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

Section 254K

Participating in meetings by audio link or audio visual link

(1)A local government may allow a person to take part in a meeting of the local government by audio link or audio visual link.

(2)A committee of a local government may allow a person to take part in a meeting of the committee by audio link or audio visual link.

(3)A councillor or committee member who takes part in a local government meeting under subsection (1) or (2) is taken to be present at the meeting if the councillor or member was simultaneously in audio contact with each other person at the meeting.

The follow regulations relating to audio link and audio visual link meetings apply during the COVID-19 pandemic, until the "COVID-19 legislation expiry date" (currently defined in the COVID-19 Emergency Response Act 2020 as 30 April 2022, unless an earlier date is prescribed):

Division 4

Additional provisions for local government and committee meetings

Section 277A

What this division is about

This division provides additional provisions for local government meetings to minimise serious risks to the health and safety of persons caused by the public health emergency involving COVID–19.

Section 277B

Meetings held by audio link or audio visual link

(1)A local government or a committee of a local government may hold a meeting of the local government or committee by audio link or audio visual link.

(2)A councillor taking part in a meeting under subsection (1) is taken to be present at the meeting.

(3) This section applies despite section 257(3).

Section 277C

Participating in meeting by audio link or audio visual link

(1) The chairperson of a local government meeting may allow a person to take part in the meeting by audio link or audio visual link.

(2) A councillor taking part in a meeting under subsection (1) is taken to be present at the meeting.

(3) This section does not affect, and is not affected by, the operation of section 254K.

Section 277D

Public availability of meetings held or participated in by audio link or audio visual link

(1) This section applies if—

(a) a local government meeting is held by audio link or audio visual link; or

(b) a person takes part in a local government meeting by audio link or audio visual link.

(2) The local government must ensure the meeting is available for real-time viewing or listening by the public at 1 of the local government's public offices or on the local government's website.

(3) This section does not apply if the meeting is to be closed under section 254J or 277E.

Section 277E

Public access to particular meetings

(1) This section applies if the chairperson of a local government meeting is satisfied it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

(2) The chairperson of the meeting may decide, by notice published on the local government's website, that the meeting be closed to the public.

(3) This section applies despite sections 254I and 254J.

Section 277F

Expiry

This division expires on the COVID-19 legislation expiry day.

In the current fiscal period 2021/2022, Council will hold six (6) face to face Council Ordinary meetings. Council's budget for this period is for six face to face and six video conferences.

Considerations

Risk Management

Statutory compliance

Council Finance

2021/2022 Budget

In the current fiscal period 2021/2022, Council will hold six (6) face to face meetings. Council's budget for this period is for six face to face and six video conferences.

Consultation

- Office of the CEO
- Mayor
- Chief Executive officer
- Executive Team
- Legal Services

Links to Strategic Plans

TSIRC Corporate Plan 2020–2025

Delivery Pillar: People

Outcome 4: We are a transparent, open and engaging council.

Delivery Pillar: Sustainability

Outcome 8: We manage council affairs responsibly for the benefit of our communities

Statutory Requirements

Local Government Act 2009

Local Government Regulation 2012

Conclusion

As presented



Peter Krebs
Manager Legal Services



Endorsed:
Megan Barrett
Interim Executive Director, Corporate Services



Approved:
David Baldwin
Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

COMMITTEE REPORT

SARG MEETING: December 2021

DATE: 3 December 2021

ITEM: Council Policy Matter

SUBJECT: Community Grants Policy

AUTHOR: Kylie Sturges, Manager, Enterprise Development and Delivery

Recommendation:

That the Strategic Advisory Reference Group:

1. notes this report
- and
2. recommends the Community Grants Program Policy for Council adoption.

Executive Summary:

Council's Community Grant Program has recently been the subject of a consultation and review process which has led to the development of a new policy. As requested by Council, the new policy now reflects more detail.

Background:

Following Council's September 2021 Ordinary Meeting, a workshop was held on Thursday Island with Councillors and Members of the Executive Leadership Team (ELT), to agree and propose key amendments to Council's existing Community Grant Program.

Also, in attendance at the workshop were:

- Mr. John O'Halloran, Regional Manager - Northern Region, Department of State Development, Infrastructure, Local Government and Planning (via Video Conference from Council's Cairns Office).
- Ms. Joanne Parisi, Director, MacDonnells Law (via Video Conference from Council's Cairns Office).
- Personnel from Council's Corporate Affairs and Legal Services departments.

The following table summarises the outcomes that Councillors requested from the review of the Policy, whether these have been incorporated and any notes or clarifications on the particular item.

Policy amendment summary:

Program Element:	Requested Outcome(s):	Added to the Policy	Needs further clarification/ Notes
1. Overarching Policy Enhancements / Inclusions.	<ul style="list-style-type: none"> Overarching inclusion of Ailan Kustom and applicable cultural protocols in both policy and procedure, specifically for funerals. 	✓	<p>Statement pertaining to Ailan Kustom for funerals only.</p> <p>Refer section 1- Purpose of the Policy.</p> <p><i>In assessing Funeral Grants and Funeral Travel Grant under this Policy consideration must be given to regard to Ailan Kustom and applicable cultural protocols.</i></p> <p>To include a general consideration of Ailan Kustom, it is necessary to receive enough detail to ensure consistent application.</p>
	<ul style="list-style-type: none"> Overarching Policy to be expanded to include applicable details from the Procedure document, such as timing, max. application threshold, approval process, etc. 	✓	
2. Inclusion of Excluded Events.	<ul style="list-style-type: none"> This includes graduations, tombstones, weddings, baptisms, dedications, cultural initiations, engagements, and birthdays. 	✓	
3. Funeral Grant Threshold.	<ul style="list-style-type: none"> Reinstatement of the previous funeral grant threshold, being a max. of \$5k. As per previous procedure, applications exceeding this amount to be considered by the CEO & Mayor. 	✓	
4. Payment to Individuals.	<ul style="list-style-type: none"> Specific section of policy to articulate the ability for program to award grant payment to individuals (not just community organisations), whilst still including existing risk controls around payment to invoices, etc. 	✓	<p>Joanne Parisi advised an entity includes an individual.</p> <p>Refer Point 2 in the Policy – “individuals” has been added</p>

5. Urgent / Emergency Grants.	<ul style="list-style-type: none"> Appropriate mechanism and procedure for CEO to approve urgent / emergency grants. 	✓	Refer section 12.4 of the Policy.
6. Regional Funeral Support.	<ul style="list-style-type: none"> Reinstatement and formalisation of process, if applicable Councillor elects to do so, whereby administration facilitates support from other divisions for funerals. 	✓	
7. Divisional Office Education & Support.	<ul style="list-style-type: none"> Communications plan to occur for both Divisional Office employees and community members, post finalisation of policy and procedure amendments. Printed collateral and promotional material to be created and made available in each Division. On-ground Divisional Champions to be selected trained in each Division. 		Once the new policy and procedure documents are endorsed, Corporate Affairs will work with Community Services to satisfy this request.
8. Councillor Support of Applications.	<ul style="list-style-type: none"> Councillor support as articulated in current process to be amended as per advice from MacDonnells law (pending), due to COI implications. 	✓	<p>Joanne Parisi advised All councillors should be following normal meeting COI process as they do for all Council business when considering grant applications.</p> <p>Council staff should not be requesting the Divisional Councillors to support applications. Divisional Councillors can “ground-truth” an application or provide the CEO their view where the CEO requests it.</p> <p>Refer section 8 of the policy.</p>

Comment:

Following the September 2021 workshop, a draft policy was developed. This has been reviewed by MacDonnells Law and Department of State Development, Infrastructure, Local Government and Planning.

Due to the extent of the changes, a new policy has been drafted. Both the new draft and the previous document are attached for reference.

Links to Strategic Plans:

The Community Grants Program strategically aligns to specific delivery objectives under all 3 pillars of Council's Corporate Plan, being People, Sustainability and Prosperity.

Finance & Risk:

It is a legislative requirement to have a Community Grants policy. There is a risk to Council if a policy is not in place. Ensuring a policy which is compliant and readily understood mitigates the risk of breaching its requirements.

Consultation:

- Council
- MacDonnells Law
- Department of State Development, Infrastructure, Local Government and Planning

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

That the Strategic Advisory Reference Group:

1. notes this report

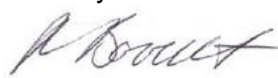
and

2. recommends the Community Grants Program Policy for Council adoption.

**Endorsed:**

Mette Nordling

Acting Head of Corporate Affairs

**Recommended:**

Megan Barrett

Interim Executive Director Corporate Services

**Approved:**

David Baldwin

A/Chief Executive Officer

Attachments:

- New draft Community Grant Policy
- Old Community Grant Policy

NEW

Community Grants Policy

Responsible Manager	Head of Corporate Affairs
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	
Implemented from	
Last reviewed	
Review history	2012, 2013, 2015, 2016, 2018,2020
To be reviewed on	
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to supporting and promoting community organisations which provide programs, activities, events, and projects that enrich the diversity of Cultural, Social, Sports and recreation and Economic development opportunities available to the residents and businesses located in the Torres Strait Island Regional Council Local Government Area.

Council is also committed to supporting individuals to participate in events in and outside the region which are in the public interest for them to achieve results and bring back new experiences to share with the region.

This policy seeks to guide the delivery of Council's Community Grants Program which provides financial and in-kind assistance to community organisations including individuals.

The purpose of this policy is to ensure that any decision-making in relation to Council's Community Grants Program is undertaken in an equitable, open and transparent way in accordance with the local government principles which are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.

In assessing Funeral Grants and Funeral Travel Grants under this Policy, consideration must be given to Ailan Kustom and applicable cultural protocols.

2. Application

This policy applies to the Community Grants Program and applies to all forms of financial support and in-kind activities to be provided to community organisations and individuals.

3. Legislation/policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* and *Local Government Regulation 2012*.

4. Objectives

The objectives of Council's Community Grants Program are consistent with Council's Corporate Plan including to:

- Ensure we preserve cultural heritage, history and place;
- Ensure our communities are safe, healthy and active;
- Ensure accessibility to community support services;
- Ensure the sustainability and future of our individual communities and region;
- Ensure investment into the retention of key skills within the region;
- Ensure opportunity is brought to the region.

5. Interpretation

Cultural means:

- (a) of or relating to the shared knowledge and values of a society;
- (b) denoting or deriving from or distinctive of the ways of living, built up by a group of people;
- (c) of or relating to the arts and manners that a group favour.

Economic development means:

- (a) the creation of wealth from which the community may realise benefits.

Social means:

- (a) of or relating to communal living;
- (b) of or relating to human society and its modes of organisation.

Sports and recreation means:

- (a) physical activity governed by a set of rules or customs and engaged in competitively and the vast array of activities people pursue in their leisure time

Ground-truthing means:

- (a) checking of facts relating to event or applicant;
 - i. does the applicant live in the Council local government area;
 - ii. is the event happening on ground;
 - iii. is the event scheduled?

6. Eligible applicants – projects/activities

Applications may be written on behalf of an Applicant, but an Applicant must be a community organisation which is defined in the *Local Government Regulation 2012* to mean:

- (a) an **entity** that carries on activities for a public purpose; or
- (b) another **entity**, the primary object of which is not directed at making a profit.

An entity can include a person or an unincorporated body.

To be eligible, an Applicant must not:

- (a) have breached an agreed current payment plan with Council; or
- (b) be a registered political party; or
- (c) have exceeded the maximum funding an Applicant can access per financial year as per section 15 of this Policy.

7. Eligibility criteria - projects/activities

Eligible applications must be:

- (a) applying for a project or activity taking place within the Torres Strait Island Regional Council Local Government Area which is in the public interest; or
- (b) applying for a project or activity benefiting current Torres Strait Island Regional Council residents which is in the public interest;
- (c) applying to participate in an event in or outside the Torres Strait Island Regional Council Local Government Area to achieve results and bring back new experiences to share with their community which are in the public interest.

Eligible applications must not be:

- (a) Requesting funding or support for a project or activity:
 - (i) that has already occurred; or
 - (ii) where necessary permits and approvals have not been obtained; or
 - (iii) that does not involve a Torres Strait Island Regional Council resident or community.
- (b) For projects or activities that:
 - (i) duplicate existing services or programs; or
 - (ii) have a purely political purpose; or
 - (iii) have a life greater than 12 months from date of application for funding.

8. Conflict of Interest – applies to all matters under this Policy

Council employees involved in assessing applications for assistance must declare to the Chief Executive Officer (in writing) (or in the case of the Chief Executive Officer, declare to the Mayor) any real, perceived or potential conflict of interest before the relevant applications are assessed.

Councillors must declare (in writing) to the Chief Executive Officer any prescribed or declarable conflicts of interest relating to an application before such applications are determined under delegated authority.

All Councillors must declare any real, actual, or perceived conflict of interest or any prescribed or declarable conflict of interest relating to an application before these are put before the Council for determination. Councillors should follow the usual meeting processes for the declaration of such conflict and comply with the *Local Government Act 2009* and *Local Government Regulation 2012*. This applies to all requests for funding and is in addition to any other requirements detailed specifically below.

9. In-kind assistance

Any person may make an application for in-kind assistance for the use of Council facilities (e.g., use of Council vehicle, hire of community hall, corporate and recreational buildings etc.). Reasonable in-kind assistance will be determined by the Chief Executive Officer (or the Mayor if the Chief Executive Officer is conflicted) having regard to the recommendation/s of the applicable Executive Director/s i.e. Executive Director of Engineering for engineering equipment and Executive Director of Community and Building Services for divisional administration-related expenses and otherwise upon consideration of all relevant factors. In making their assessment for any in-kind assistance, the Chief Executive Officer (or where applicable, the Mayor) will conduct Ground-truthing with the Divisional Councillor unless it is not appropriate in the circumstances to do so. The view of a Divisional Councillor is not determinative of the final decision of the decision-maker.

In-kind use of Council facilities will only be approved on a short-term basis. In-kind use is not available for ongoing utilisation.

Approved in-kind assistance will be recorded in the executive budget for accountability and transparency.

In-kind assistance will be reported as part of Council's contributions made to the community.

Approved transactions relating to in-kind assistance do not impact divisional budget allocations.

10. Grant programs

Council provides funding to the community via the following Community Grant Programs:

- Regional Grants
- Community Grants
- Funeral Grants
- Funeral Travel Grants.

11. Regional Grants

11.1 Application and timing

Applications for Regional Grants can be submitted during each of the three (3) funding rounds per financial year.

Applications can be for funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees for the purposes of the project/activity).

Application Forms are available from <http://www.tsirc.qld.gov.au/your-council/grants-opportunities/community-grant-program> or by contacting the Enterprise Development and Delivery team on 4034 5741.

Details of the annual funding rounds are:

Funding Round and total amount available	Opening Date	Closing Date	Assessment Date	Notification Date
1 \$15,000	1 September	22 September	22 September to 25 September	Friday after October Council meeting
2 \$20,000	15 December	15 January	15 January to 1 February	Friday after February Council meeting
3 \$15,000	15 April	15 May	15 May to 1 June	Friday after June Council meeting)

Grant applications must be received by 5:00pm on the nominated Closing Date. Late or incomplete applications will not be accepted.

Applications can be submitted at any of Council's Divisional Offices or via email to Community.Grants@tsirc.qld.gov.au.

Applicants requiring assistance in completing the application forms can contact the Divisional Office.

11.2 Maximum application threshold

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

In all instances, there must be a budgeted allocation to cover the application amount.

The application amount may require a combination of funds or in-kind assistance; however, the maximum application amounts are:

	Individual	Other organisations	Community
Regional Grant Funding	\$ 500	\$ 2,500	

The total annual budget allocation for the Regional Grant Program is \$50,000.

11.3 Ineligible expenditure

Non-allowable expenditure includes:

- (a) fund-raising activities
- (b) prizes - (excluding trophies which are allowable expenditure)
- (c) alcohol
- (d) uniforms where Council has funded purchase in the last three years
- (e) promotional material (including supporter apparel)
- (f) travel associated with any of the ineligible projects.

11.4 Assessment

The grant assessment and selection process aims to fairly select projects that best meet the objectives of the Community Grants Program.

Written applications will be assessed using all of the following criteria:

Criteria	Examples
Eligible entity as per section 6 of this Policy	<ul style="list-style-type: none"> • an individual; or • an entity that carries on activities for a public purpose; or • an entity who's primary objective is not directed at making a profit; and • an entity that has not breached an agreed current payment plan with Council; and • an entity that is not a registered political party.
Eligible project/activity as per section 7 of this Policy	<ul style="list-style-type: none"> • is taking place within the Torres Strait Island Regional Council Local Government Area or benefits Torres Strait Island Regional Council residents; • has not already occurred; • is not the subject of litigation; • does not duplicate existing services or programs; • does not have a purely political purpose; • does not have a life expectancy greater than 12 months from date of application for funding

The alignment of the project with Council's plans and values (as stated in Council's Corporate plan):	<p>People:</p> <ul style="list-style-type: none"> • Ensure we preserve cultural heritage, history, and place; • Ensure our communities are safe, healthy, and active; • Ensure accessibility to community support services; <p>Sustainability:</p> <ul style="list-style-type: none"> • Ensure the sustainability and future of our individual communities and region; <p>Prosperity:</p> <ul style="list-style-type: none"> • Ensure investment into the retention of key skills within the region; • Ensure opportunity is brought to the region.
The community need for the project or activity	<ul style="list-style-type: none"> • Letter of support from community members • Needs analysis, community consultation
The short- and long-term community benefits resulting from the project or activity	<ul style="list-style-type: none"> • How the project/activity will improve the current situation (e.g. promote safe communities, address social isolation)
A realistic and sound budget with the demonstrated ability to financially manage the grant	<ul style="list-style-type: none"> • The income should be equal to the expenses • Attach quotes • Include all income items, including in-kind, sponsorships and the amount requested from Council
Evidence of a reasonable contribution through other funding or sponsorship for the project or activity; and demonstrated attempt to access additional funding from other sources. i.e., Local businesses and organisations, Federal and State government agencies	<ul style="list-style-type: none"> • Letter from community organisation or individual confirming they will support the activity (e.g. BIF) • Funding Agreement from State or Federal agency. • Response letters from community organisations or individuals advising they cannot fund the project
Level of in-kind support being provided by community members or other organisations	<ul style="list-style-type: none"> • Administration, coordinators • Use of equipment • Hire of facilities
Agreement to acknowledge Council support and assistance of the project or activity including details of acknowledgement. i.e., "sponsored by Torres Strait Island Regional Council" engraved on trophies	<ul style="list-style-type: none"> • Signage, banners, logos • Newsletters • Printed advertisements • Public acknowledgement in speeches

Applications are reviewed by Council's Enterprise Development and Delivery team to ensure that the application is complete.

Upon receipt of a complete application, Council's Enterprise Development and Delivery team will make the initial assessment based on eligibility criteria. A recommendation report is then prepared for Council listing the applications that meet the eligibility criteria. Council will make the final determination at a Council meeting.

If insufficient detail is provided in the application form, the Enterprise Development and Delivery team will make contact with the applicant and advise of further information that is required to enable assessment. The application will not be progressed until all further information is received.

11.5 Approval and payment timing

Applicants will be notified of outcomes in writing once appropriate resolutions are received from the Secretariat after the relevant Council meeting.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

11.6 Outcome reporting

Successful applicants will need to provide an Outcomes Report, including photos, where relevant, within 4 weeks after the event.

Council's Enterprise Development and Delivery team will provide the Outcome Report on confirmation of acceptance of approved funding.

If an Outcome Report is not provided, any future applications by the Applicant for Regional or Community Grants will be deemed ineligible.

12. Community Grants

12.1 Application and timing

Applications for Community Grants may be made any time throughout the financial year.

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

Applications are reviewed monthly, with the monthly deadline for assessment being 5pm on the last Friday of the month.

Application Forms are available from <http://www.tsirc.qld.gov.au/your-council/grants-opportunities/community-grant-program> or by contacting the Enterprise Development and Delivery team on 4034 5741.

Applications can be submitted at any of Council's Divisional Offices or via email to Community.Grants@tsirc.qld.gov.au.

Applicants requiring assistance in completing the application forms can contact the Divisional Office.

12.2 Maximum application threshold

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

In all instances, there must be a budgeted allocation to cover the application amount.

The application amount can be a combination of funds or in-kind assistance; however, the maximum application amounts are:

	Individual	Other organisation	Community
Community Grant Funding	\$ 2,500	\$ 10,000	

12.3 Ineligible expenditure

Non-allowable expenditure includes:

- (a) fund-raising activities
- (b) prizes - (excluding trophies which are allowable expenditure)
- (c) alcohol
- (d) uniforms where Council has funded purchase in the last three years
- (e) promotional material (including supporter apparel)
- (f) travel associated with any of the ineligible projects

12.4 Assessment

The grant assessment and selection process aims to fairly select projects that best meet the objectives of the grants program.

Written applications will be assessed using all of the following criteria:

Criteria	Examples
Eligible entity as per section 6.0 of this procedure	<ul style="list-style-type: none"> • an individual; or • an entity that carries on activities for a public purpose; or • an entity the primary objective of which is not directed at making a profit; and • an entity that has not breached an agreed current payment plan with Council; and • an entity that is not a registered political party.
Eligible project/activity as per section 7.0 of this procedure	<ul style="list-style-type: none"> • is taking place within the Torres Strait Island Regional Council Local Government Area or benefits Torres Strait Island Regional Council residents; and • has not already occurred; and • is not the subject of litigation; and • does not duplicate existing services or programs; and • does not have a purely political purpose; and • does not have a life greater than 12 months from date of application for funding.

The alignment of the project with Council's plans and values (as stated in Council's Corporate plan):	<p>People:</p> <ul style="list-style-type: none"> • Ensure we preserve cultural heritage, history, and place; • Ensure our communities are safe, healthy, and active; • Ensure accessibility to community support services; <p>Sustainability:</p> <ul style="list-style-type: none"> • Ensure the sustainability and future of our individual communities and region; <p>Prosperity:</p> <ul style="list-style-type: none"> • Ensure investment into the retention of key skills within the region; • Ensure opportunity is brought to the region.
The community need for the project or activity	<ul style="list-style-type: none"> • Letter of support from community members • Needs analysis, community consultation

Applications are reviewed by Council's Enterprise Development and Delivery team to ensure completeness.

If insufficient detail is provided in the application form, the Enterprise Development and Delivery team will make contact with the applicant and advise of further information that is required to enable assessment. The application will not be progressed until all further information is received.

Applications are reviewed by Council's Enterprise Development and Delivery team to ensure that the application is complete.

Upon receipt of a complete application, Council's Enterprise Development and Delivery team will make the initial assessment based on eligibility criteria. A recommendation report is then prepared for Council listing the applications that meet the eligibility criteria. Council will make the final determination at a Council meeting.

12.5 Approval and payment

Upon receipt of the list of endorsed applicants from the Council Meeting, the Financial Services Division will approve payment. Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

12.6 Out of cycle funding applications for school sporting events

Council recognises that there may be occasions where urgent assessment of Community Grants is required. This is particularly in relation to school sporting events (Peninsula Sport). Such requests will be assessed by the Enterprise Development and Delivery team for eligibility and finally approved or rejected by the Mayor or delegate Councillor and Chief Executive Officer based on assessment and endorsement.

12.7 Outcome reporting

Successful applicants will need to provide an Outcomes Report, including photos, where relevant, within 4 weeks after the event.

Council's Enterprise Development and Delivery team will provide the Outcome Report on confirmation of acceptance of approved funding.

If an Outcome Report is not provided, any future applications by the Applicant for Regional or Community Grants will be deemed ineligible.

13. Funeral Grant

13.1 Application and timing

Council recognises that funerals are a very culturally significant event in their region.

Applications for a Funeral Grant may be made at any time throughout the financial year.

An application form must be submitted to community.grants@tsirc.qld.gov.au.

13.2 Assessment

Requests for Funeral Grants are assessed by the Enterprise Development and Delivery team for eligibility and finally approved or rejected by:

- (a) the Chief Executive Officer based on assessment and endorsement where the amount requested is \$5,000 or less; or
- (b) the Chief Executive Officer and Mayor based on assessment and endorsement where the amount requested is more than \$5,000.

In making their assessment of the Funeral Grants, the Chief Executive Officer and/or Mayor will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

Criteria
Protection of cultural practice
Recognition of cultural protocols
Funeral must be taking place in the Torres Strait Island Regional Council Local Government Area
Deceased must be a current Torres Strait Island Regional Council resident
Details of any special circumstances if the amount applied for is greater than \$5,000

13.3 Eligible expenditure

Allowable Expenditure includes:

- (a) repatriation costs
- (b) catering costs
- (c) Funeral Home costs.

13.4 Maximum application threshold

Absent any special circumstances, the maximum amount available for a Funeral Grant is \$5,000 per funeral, which is in addition to any in-kind contributions which may be offered.

	Maximum per funeral
Funeral Grant	\$ 5,000 unless special circumstances

13.5 Approval and payment timing

Council acknowledges the urgency of Funeral grants. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

14. Funeral Travel Grant

14.1 Application and Timing

Council recognises that funerals are a very culturally significant event in their region.

Applications for Funeral Travel Grants may be made at any time throughout the financial year.

An application form must be submitted to community.grants@tsirc.qld.gov.au.

14.2 Assessment

Requests for Funeral Travel Assistance are assessed by the Enterprise Development and Delivery team for eligibility and finally approved or rejected by the Chief Executive Officer based on assessment. In making an assessment of an application for Funeral Travel Grant, the Chief Executive Officer will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

Criteria
Protection of cultural practice
Recognition of cultural protocols
Deceased must have a strong and enduring connection to communities within Council's local government area, and the Torres Strait Region

14.3 Eligible expenditure

Allowable Expenditure includes:

- (a) Travel cost

14.4 Maximum application threshold

The maximum amount available for Funeral Travel Grants is \$5,000 per funeral per community.

	Maximum per funeral per community
Funeral Travel Grant	\$ 5,000

14.5 Approval and payment timing

Council acknowledges the urgency of funeral travel. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

15. Maximum application threshold for all grants and donations

Applications may include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees for the purposes of the project/activity).

Applications can be submitted under the **Community Grants program** or the **Regional Grants program**, or a combination of the two.

In all instances, there must be a budgeted allocation to cover the application amount.

Applications may be a combination of cash or in-kind support, however, the maximum application amount applicable for grants are:

	Individual	Community Entity
Community Grant Funding	\$ 2,500	\$ 10,000
Regional Grant Funding	\$ 500	\$ 2,500
Maximum funding per applicant per financial year (exclusive of funeral donations)	\$ 2,500	\$ 10,000

	Maximum per funeral
Funeral Donations	\$ 5,000

	Maximum per funeral per community
Funeral Travel Assistance	\$ 5,000

The amounts quoted above are GST Exclusive.

16. Annual budget allocations

The budget for the Community Grants, Funeral Grants and Travel Grants are allocated on the basis of each Island.

The total combined annual budget allocation for the Community Grant Program, Regional Grant Program, Funeral Grant and Funeral Travel Grants are tabled below:

Program Name	Annual Allocation	Budget
Community Grants, Funeral Grant and Funeral Travel Grant Badu	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Boigu	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Dauan	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Erub	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Hammond	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Iama	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Kubin	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Mabuig	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Mer	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Poruma	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Saibai	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant St Pauls	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Ugar	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Warraber	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Yorke	\$ 25,000	
Community Grants, Funeral Grant and Funeral Travel Grant Torres Strait Island Regional Council Local Government Area	\$ 30,000	
Regional Grants – all areas	\$ 50,000	
TOTAL	\$ 455,000	

17. Unexpended balances at end of financial year

Regional and Community Grant balances held as unexpended at financial year end, will not be carried-forward to the next financial year, in accordance with the legislation.

19. Further considerations

In approving a request for assistance Council will consider:

- The benefit to the community;
- Whether funds has already been received from another program and/or for another event;
- The impact on Council's operations of any provision of plant, equipment and materials for in-kind donations;
- The availability of funds within the Council's annual budget.

DRAFT

Community Grants Policy

Responsible Manager	Head of Corporate Affairs
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	21 July 2020
Implemented from	August 2020
Last reviewed	July 2020
Review history	2012, 2013, 2015, 2016, 2018
To be reviewed on	30 June 2021
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to support and promote community-based groups and organisations which provide programs, activities, events and projects that enrich the diversity of cultural, social, sport and economic development opportunities available to the residents and businesses located in the Torres Strait.

Council is also committed to supporting individuals to participate in events in and outside the region to achieve results and bring back new experiences to share with the region.

This policy seeks to guide the delivery of Council's Community Grant Program which provides financial and in-kind assistance to individuals and community-based groups and organisations.

2. Application

This policy applies to the Community Grants Program and all expenditure and in-kind activities associated with individuals and community organisations.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Regulation 2012*.

Community organisations are defined in the statutory regulations as follows:

Community organisation means—

- a. an entity that carries on activities for a public purpose; or
- b. another entity whose primary object is not directed at making a profit.

To be eligible for grants, applicants must fit within the above definition or be an individual who are also eligible for assistance. To be eligible an individual must not have breached an agreed current payment plan with Council.

4. Eligible Projects/Activities

Eligible applications must be:

- a) Applying for a project or activity taking place within the TSIRC area; or
- b) applying for a project or activity benefiting TSIRC residents.

Eligible applications must not be:

- c) Requesting funding or support for a project or activity that:
 - has already occurred; or
 - where necessary permits and approvals have not been obtained; or
 - does not involve the Torres Strait Island Regional Council residents or communities
- d) For projects or activities that:
 - duplicate existing services or programs; or
 - have a purely political purpose; or
 - have a life greater than 12 months from date of application for funding.

5. Assessment

In approving a request for assistance Council will consider:

- The benefit to the community;
- The impact on Council's operations of any provision of plant equipment and materials for in-kind donations;
- The availability of funds within the Council's annual budget;
- Whether the entity has sufficient funds of its own;
- The amount of financial assistance Council has provided to the organisation in the preceding 12-month period;
- The real or in-kind value of the group's/organisation's contribution to the project/event;
- Whether the organisation is incorporated under State or Commonwealth legislation; and
- The GST status of the applicant organisation.

Manager Responsible for Review:

Head of Corporate Affairs

Adoption: 21 July 2020
Due for Revision: June 2021

Hollie Faithfull
A/Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG COMMITTEE MEETING:	December 2021
DATE:	03/12/2021
ITEM:	Agenda Item for the Strategic Advisory Reference Group
SUBJECT:	Employee recognition framework
AUTHOR:	Megan Barrett – Interim EDCS

Recommendation

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

Executive Summary:

The November 2021 meeting of SARG requested the provision of an Employee Recognition framework.

A staff recognition framework can increase morale and motivation amongst staff, enhance productivity and drive improved employee engagement. Research shows that recognition of employee effort and achievement can increase employee engagement by up to 60%.

Council is committed to ensuring its staff are properly recognised for their achievements and have the opportunity to recognise others through the nomination process. A carefully developed framework will also underpin the “one team” ethos promoted within TSIRC employees.

The draft process for lodging a nomination and determining the recipient for each award is transparent, which is easy to follow and doesn’t require significant resources to apply.

The attached draft Employee Recognition framework details a series of levels of recognition for staff achievements, including quarterly and annual awards.

Award Type	Frequency	Category
Star Awards	Quarterly Awards	<ul style="list-style-type: none"> • Respect Award (\$100 gift card) • Courage Award (\$100 gift card) • Accountability Award (\$100 gift card) • Resilience Award (\$100 gift card) • One Award (\$100 gift card)
	Annual Awards	<ul style="list-style-type: none"> • Employee of the Year (\$250 gift card) • Emerging Leader (\$250 gift card)
Shooting stars	Anytime	<p>When submitting a Shooting Star, the nominator will be required to select from one of Council’s five core values:</p> <ul style="list-style-type: none"> • Respect • Courage • Accountability • Resilience • One

		There is no monetary reward for these awards, however the nominees will receive their Shooting Star awards/cards in the mail each month.
--	--	--

Full details of each award and the application/assessment process is provided in the draft Framework at Attachment A.

Links to Strategic Plans:

- Corporate Plan 2020-2025:
 - Outcome 4: We are a transparent, open and engaging Council.

Statutory Requirements:

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

Conclusion:

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

Endorsed:



Megan Barrett
Interim Executive Director, Corporate Services

Approved:

David Baldwin
Acting Chief Executive Officer

Torres Strait Island Regional Council Employee Recognition framework: 'Star Awards'

The five-pointed star is included in both the Torres Strait Islander flag and Council's logo; representing our five island cluster and sea-faring navigation.

Council's five core values - *Respect, Courage, Accountability, Resilience and One*, also align to the five-pointed star.

In keeping with the "star" theme, the star awards provide for quarterly and annual awards for specific behaviours and qualities demonstrated by TSIRC employees.

'Shooting Stars' have been designed as a way for anyone in the organisation to say thank you or acknowledge fellow employee's efforts, and encourage a "one team" ethos, through greater cross-team and inter-departmental relationships.

Award Program Format:

More frequent and widespread recognition enhances employee engagement. Award categories are:

Award Type	Frequency	Category
Shooting Stars	Anytime	<p>When submitting a Shooting Star, the nominator will be required to select from one of Council's five core values:</p> <ul style="list-style-type: none">• Respect• Courage• Accountability• Resilience• One <p>There is no monetary reward for these awards. Nominees will receive their Shooting Star awards/cards in the mail each month.</p>
Star Awards	Quarterly Awards	<ul style="list-style-type: none">• Respect Award (\$100 gift card)• Courage Award (\$100 gift card)• Accountability Award (\$100 gift card)• Resilience Award (\$100 gift card)• One Award (\$100 gift card)
	Annual Awards	<ul style="list-style-type: none">• Employee of the Year (\$250 gift card)• Emerging Leader (\$250 gift card)

The proposed criteria for each award category are:

Award Type	Overview	Criteria
Respect Award	This category recognises an individual who clearly demonstrates the Respect value in their daily work with other employees and the communities we serve.	<ul style="list-style-type: none"> a. Shows respect, recognition and promotion of Ailan Kustom in our workplace and community. b. Demonstrates open and collaborative communication, valuing clear community engagement and/or involvement. c. Recognition and respect of diversity, individual needs, experience and strengths.
Courage Award	This category recognises an individual who clearly demonstrates the Courage value by showing courageous leadership and innovative thinking.	<ul style="list-style-type: none"> a. Shows creative thinking and innovative solutions or process improvements. b. Exercises respect and openness to exploring different ideas and perspectives. c. Shows positive role modelling through embracing change and actively promote Council's vision, mission and values.
Accountability Award	This category recognises an individual who clearly demonstrates the Accountability value through showcasing accountable behaviours and improved service excellence.	<ul style="list-style-type: none"> a. Takes pride in their work and has led improvements or an increase to service excellence. b. Showcases transparency and good governance to the benefit of public interest. c. Has demonstrated reliability, honesty and ethical behaviours.
Resilience Award	This category recognises an individual who clearly demonstrates the Resilience value through a commitment to the sustainability and resilience of our region.	<ul style="list-style-type: none"> a. Leads the creation of opportunities to continuously improve and bring growth to our region. b. Showcases global thinking and approaches to our region. c. Leads the creation of opportunities to empower our people and communities; embracing local opportunity and participation.

One Award	This category recognises an individual who clearly demonstrates the One value by showcasing a one team ethos through cross-team collaboration and working together.	<ul style="list-style-type: none"> a. Shows care for people and promotes looking out for each other, such as through ideas to be safe, healthy and creating a positive workplace for all. b. Encourages cross-team and inter-departmental initiatives and collaboration. c. Respectfully addresses behaviours that conflict with Council's values, offering solutions for improvement. d. Creates positive unity within our organisation, our communities and our region.
Employee of the Year	This category recognises an individual who exemplifies role modelling behaviour, lives Council's values and consistently goes above and beyond their normal role within Council.	<ul style="list-style-type: none"> a. Demonstrates a dedication to professionalism, service and the overall delivery of Council's vision, mission and values. b. Inspires those around them to adopt higher standards of behaviour in the workplace. c. Regularly builds positive relationships with team members, internal and external stakeholders/partners. d. Has consistently demonstrated exceptional performance, significantly above that which might reasonably have been expected for their grade.
Emerging Leader	This category recognises an individual who possesses a desire and potential to lead and has made a significant impact within their immediate division, and or community. The individual must have served for a minimum of 12 months.	<ul style="list-style-type: none"> a. Demonstrated a commitment to the overall region, environment and communities of the Torres Strait. b. Easily recognised as a leader in changing attitudes towards delivering Council's vision through personal leadership and advocacy. c. Builds networks and collaborates across internal and external stakeholder groups. d. Has shown confidence in taking on challenges, drives innovation and/or enables positive social change.

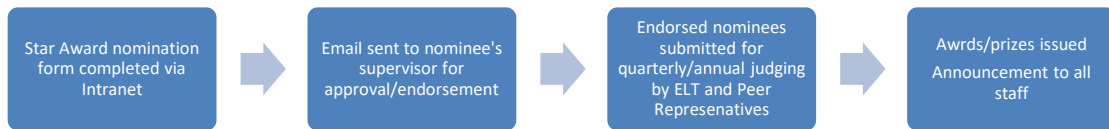
Shooting Star (Respect)	<p>An individual who has demonstrated the Respect value in the following ways:</p> <ul style="list-style-type: none"> • Showing respect, recognition and promotion of Ailan Kastom in our workplace and community. • Demonstrating open and collaborative communication and valuing clear community engagement and/or involvement. • Showing respect for diversity, individual needs, experience and strengths.
Shooting Star (Courage)	<p>An individual who has demonstrated the Courage value in the following ways:</p> <ul style="list-style-type: none"> • Exercising creative thinking and innovative solutions or process improvements. • Showing respect and openness to exploring different ideas and perspectives in problem solving situations. • Is a positive role model by embracing change and actively promoting Council's vision, mission and values.
Shooting Star (Accountability)	<p>An individual who has demonstrated the Accountability value in the following ways:</p> <ul style="list-style-type: none"> • Takes pride in their work and has led improvements or an increase to service excellence. • Shows transparency and good governance to the benefit of public interest. • Has demonstrated reliability, honesty and ethical behaviours.
Shooting Star (Resilience)	<p>An individual who has demonstrated the Resilience value in the following ways:</p> <ul style="list-style-type: none"> • Led the creation of opportunities to continuously improve and bring growth to our region. • Showcased global thinking and approaches to our region. • Led the creation of opportunities to empower our people and communities; embracing local opportunity and participation.
Shooting Star (One)	<p>An individual who has demonstrated the One value in the following ways:</p> <ul style="list-style-type: none"> • Showing care for people and promotion of looking out for each other, such as through ideas to be safe, healthy and creating a positive workplace for all. • Encouraged cross-team and inter-departmental initiatives and collaboration. • Respectfully addressed behaviours that conflict with Council's values, offering solutions for improvement. • Created positive unity within our organisation, our communities and our region.

Award Nomination Process:

A dedicated page on Council's new intranet will be the central point for award nominations.

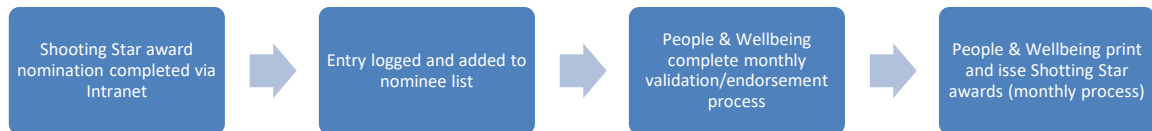
It is proposed that nominations would be processed as follows:

1. Star Awards (Quarterly & Annual):



**Judging Panel consists of Executive Leadership Team (ELT) and 2 nominated peer representatives.*

2. Shooting Stars:



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG COMMITTEE MEETING:	December 2021
DATE:	03/12/2021
ITEM:	Agenda Item for the Strategic Advisory Reference Group
SUBJECT:	COVID-19 operating update
AUTHOR:	Megan Barrett – Interim EDCS

Recommendation

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

Executive Summary:

The potential to open State borders on 17 December 2021 (or earlier, depending on the timing of achieving the 80% vaccination rate for Queensland and the CHO's directive) brings new attention to the threat of COVID-19 entering our communities.

Within Council's limit of authority and the State and Commonwealth Directives, Council has successfully protected its people during each of the COVID-19 outbreaks, using strict measures to control movement in and out of community and adhering carefully to government strategies and guidance. As Queensland borders open, it will prove necessary again to protect our communities through individual and shared efforts. In response to the scheduled re-opening of borders, Council has undertaken a series of preventative measures as follows:

1. Business Continuity Planning

The potential for COVID-19 impacting on Council's operations extends further than the core threat of transmission and includes matters such as provision (where possible and with QLG Health) of quarantine housing, options to work from home and impacts on leave balances when a family member is affected by COVID-19.

Business Continuity Planning has been undertaken (a meeting was convened for early December 2021) to ensure adequate supplies of cleaning and protection resources (disinfectant sprays and wipes, perspex sneeze screens, hand sanitizer) and to address matters such as home-based quarantine, provisions to manage a positive case being identified in community and opportunities to collaborate with other agencies to ensure appropriate exchange of information. Business Continuity Planning and risk management are focal points in anticipation of borders opening. Executive Management Team members and relevant personnel are meeting regularly to ensure Council is best prepared for this increased risk environment.

2. Entry to community

Council received advice from the State Health Minister at its workshop in November 2021 to the effect that restricted movement into any Queensland community on the basis of COVID may only be under the direction of a Public Health Order issued by the Chief Health Officer. As such, Council may not refuse entry into communities on the grounds of COVID and may not require visitors to show evidence of vaccination against COVID before granting permission to enter communities Council may request evidence of vaccination where a visitor or resident attempts to enter an event/activity/venue hosted by Council and which the CHO has identified as requiring attendees to be vaccinated. Council has however made

changes to the Visitor Entry process to carefully reflect the importance of being vaccinated and the risks posed to community by COVID-19.

3. How COVID affects you – Community information

Council has developed an “at a glance” guide for communities to refer to when determining whether their vaccination status impacts on their ability to attend certain venues and functions. The poster-style guide is intended to be printed and displayed in Divisional offices and other public locations, as a decision-making resource. A copy of the guide is provided at Attachment 1.

4. Internal vaccination campaign

A message to all TSIRC staff encouraging vaccination (or completion of the vaccination process) over the Mayor’s signature was distributed in the week commencing 29 November 2021. A copy of that message is provided at Attachment 2.

Links to Strategic Plans:

- Corporate Plan 2020-2025:
 - Outcome 4: We are a transparent, open and engaging Council.

Statutory Requirements:

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

Conclusion:

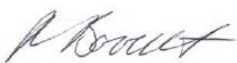
That the Strategic Advisory Reference Group Committee **notes** the COVID-19 Operating update.

Attachments:

Attachment 1: COVID Community Guide

Attachment 2: Message to all staff re Vaccinations

Endorsed:



Megan Barrett
Interim Executive Director, Corporate Services

Approved:



David Baldwin
Acting Chief Executive Officer

COVID MEASURES FOR TORRES STRAIT ISLANDS

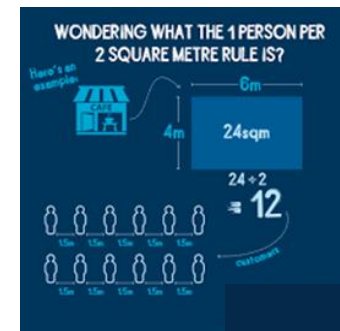
Where are you going?	YOU CAN GO IF YOU ARE VACCINATED	YOU CAN GO IF YOU ARE NOT VACCINATED *	*PLEASE NOTE!
HOSPITALS	YES	NO	Unvaccinated people can visit only for medical treatment, end of life, childbirth or emergency.
HOTELS, BARS, RESTAURANTS, CAFES	YES	NO	Vaccinated people only allowed, including staff and customers. No limit to the number of vaccinated people allowed.
OUTDOOR ENTERTAINMENT (A concert, a movie screening outdoors)	YES	NO	Vaccinated people only allowed.
WEDDINGS (Indoor and outdoor)	YES	NO	If all people attending are vaccinated, no limit applies. If any unvaccinated people are attending, limit of 20 people.
FUNERALS (Indoor)	YES	YES	Not limited to vaccinated people. One person per 2 square metres OR 200 people limit OR 100% allocated seating
GATHERINGS - Including Christmas Parties, Family BBQ, party, Cultural events and ceremonies (tombstone unveiling, shaving ceremony and similar)			
• INDOOR - at hotels, bars, restaurants, cafes.	YES	NO	No number limit when only fully vaccinated people attend if held at HOTELS, BARS, RESTAURANTS, CAFES
• INDOOR – private home	YES	YES	Up to 100 people can gather in homes.
• INDOOR – private hire of venue e.g. Community Hall	YES	NO	If occurring with unvaccinated individuals—a maximum of 20 people or 1 person per 4 square metres
• OUTDOOR	YES	NO	Only vaccinated staff and other people can attend.

COVID MEASURES FOR TORRES STRAIT ISLANDS

SHOPPING at IBIS or local shops	YES	YES	Fully vaccinated and unvaccinated people can access shops. Capacity limits may apply in some places.
CHURCHES – Church services/rally			
• INDOOR	YES	YES	One person per 2 square metres OR 200 people limit OR 100% allocated seating
• OUTDOOR	YES	NO	Only vaccinated staff and other people can attend.
Sporting events (a football game, a volleyball game)	YES	YES	Community sports - no restrictions.
Community meetings	YES	YES	Up to 100 people can gather in homes.
ART GALLERIES	YES	NO	One person per 2 square metres

For more information visit covid.qld.gov.au or call 134 COVID (13 42 68)

What does the 1 person per 2 square metres rule mean?



THE 'NEW
NORMAL'



Maintain physical
distancing (1.5m)



Wear a mask when
you're required to



Maintain good
hand hygiene



Stay at home
when sick



Check In Qld app for
effective contact tracing



Get vaccinated

Office of the Mayor



Kapu Kut/Debe Kikem/Good Afternoon,

You may have recently heard that on 17 December 2021, laws will change for people who have not been fully vaccinated against COVID-19. These changes will help to protect us against COVID-19 when the borders open between Queensland and other states. The Queensland Government is asking us to aim for having at least 80% of our population fully vaccinated by 17 December 2021, or sooner.

As the largest employer in the Torres Strait, we have a responsibility to lead by example in all that we do – and that includes vaccinations. We also have a responsibility to contribute to keeping our communities safe.

If you are eligible for vaccination, do not have a medical exemption, and haven't yet had your vaccination – or maybe you just need to have your second dose – I encourage you to make arrangements now, so that you can relax when the new restrictions come into effect - and so you can protect yourself, your family and your community.

Torres and Cape Hospital and Health Service is providing vaccination clinics across our region at the dates and venues listed below. Please take the time to get vaccinated and do your bit to keep our communities safe and healthy.

If you have any concerns or questions about the vaccination, I urge you to speak to a medical professional for advice.

Esoau/Eso

Cr. Phillemon Mosby

Mayor

Vaccination clinics

Week Commencing 29 November 2021

- Mabuiag – Monday 29th November to Wednesday 01 December
- Mer – Monday 29th November to Wednesday 01 December
- Iama – Thursday 2nd to Friday 3rd December 2021
- Warraber - Thursday 2nd to Friday 3rd December 2021

Week Commencing 6 December 2021

- Masig – Monday 6th to Tuesday 7th December
- Saibai - Monday 6th to Tuesday 7th December
- Erub – Wednesday 8th to Friday 10th December
- Boigu - Wednesday 8th to Friday 10th December
- Dauan – Friday 10th

Week Commencing 13 December 2021

- Mer - Monday 13th to Tuesday 14th December
- Badu - Monday 13th to Wednesday 15th December
- Poruma – Thursday 16th December to Friday 17th December
- Mabuiag - Thursday 16th December to Friday 17th December

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG COMMITTEE MEETING:	December 2021
DATE:	03/12/2021
ITEM:	Agenda Item for the Strategic Advisory Reference Group
SUBJECT:	Standing Committee review
AUTHOR:	Megan Barrett – Interim EDCS

Recommendation

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

Executive Summary:

In July 2021 Council established five standing committees to deal with portfolio-specific matters:

- Climate Change Adaptation and Environment Committee
- Culture, Arts, Land and Heritage Committee
- Economic Growth Committee
- Governance and Leadership Committee
- Housing, and Safe and Healthy Communities Committee

Council also has a Strategic Advisory Reference Group (SARG) Committee which consists of the chair of each of the Standing Committees and the Mayor. Each Committee aims to meet at least 3 times per annum.

The Chairs of the Standing Committees were recently invited to provide feedback on the first year of function and have identified the following challenges since meetings commenced:

- Executive needs to keep the committee (Chair) informed of progress of projects - this is not currently occurring (Upcoming Projects that are endorsed by Council Meeting)
- No effective Communication between Committee Members and Secretariat/Executives
- No Committee involvement in the role out of action items
- No Committee engagement
- Lack of Secretariat Support – difficult for Secretariat to minute all meetings and engage with committee effectively
- Topics discussed at Standing Committee, the same discussion at SARG, then same discussion at OM so the system is not working correctly
- Committee Meetings only meet once a quarter
- No clear topics.

The Chairs of the standing committees have identified the following matters where clarification is required:

- Committee Members and Executive Roles and Responsibility need to be clearly defined
- Councillors to understand and appreciate the role and responsibilities of the Standing Committee
- Councillors need to understand the process of reporting from Committee to SARG to Council Meeting and relationships between meetings with other committee's and administration.

The majority of the concerns are addressed in the following tables and discussion of same is invited.

Comment	Administration	Action
A regular Committee Meeting at least once a month	Monthly meetings would represent a significant workload for Committee participants. Suggest every 2 or 3 months	Council to advise proposed frequency of future meetings
Look into remuneration for Councillors to be paid sitting fee	This would exceed the remuneration schedule determined by the Remuneration Commission.	Cannot progress
Look at alternative staff within the organisation to action tasks if current staff are unable to achieve outcomes required	Agreed	This is part of a continuing quality improvement approach at TSIRC. Cascading information and upskilling staff will assist with responsiveness.
Open and honest communication to confirm if actions can be achieved and key milestones added to target	Agreed	To be discussed by Executive to ensure a shared understanding of how to communicate and represent the best interests of TSIRC
Post catch up meeting with Chair, Executive and Secretariat to review minutes and allocate action items	Good practice. Time permitting, this could occur shortly after the meeting, to ensure a shared, fresh recollection of events and recommendations	Discuss with Secretariat
Regular Communication between Committee Members and Executive Support, at least with the chair	Good practice. Perhaps consider regular catch up with relevant Executive Director on a monthly basis.	An email update or a scheduled telephone/VMR call between Chair and relevant Executive Director will inform shared understandings and better enable continued momentum of key projects

Comment	Response	Action
Create Standing Agenda Topics for each Committee so topics do not cross over committees	This is best practice. Many private sector Governance structures benefit from having an agreed list of Standing Agenda Items. Occasionally, an item may straddle two or more Committees, which requires clear communication between Chairs.	Subject to a meeting with each Chair to agree to priorities, a list can be established, then cross-referenced to ensure there is no cross-over or duplication between Committees. This can become the Standing Agenda Items for each Committee, with new or arising business added to the agenda on an “as needs” basis in consultation with the relevant Chair.
Regular Communication between Committee Members and Executive Support, at least with the chair	Good practice. Perhaps consider regular catch up with relevant Executive Director on a monthly basis.	An email update or a scheduled telephone/VMR call between Chair and relevant Executive Director will inform shared understandings and better enable continued momentum of key projects
Travel Budget to attend mini workshops with committee, sites visit to inspect works, attendance at related conferences, workshops or exhibitions		To be considered in future budget discussion
Committee Engagement at least once a fortnight or monthly	Monthly may be good practice. Communication is key to the success of Committee functionality.	Perhaps consider an email update which enables the Committee member to engage in their own time, without the need for scheduling in-person meetings.
Secretariat Support to touch base	Good practice. Capacity of Secretariat to be considered prior to implementation.	Communication protocols require that Secretariat liaise between Council and Executive. A scheduled “touch base” between Secretariat and the relevant Executive will assist with enabling enhanced communication.
Committee Members and Executive roles and responsibility to be defined	Good practice. Roles should be defined in the Terms of Reference or Standing Orders. Where this is not apparent, a resolution can serve a similar purpose, ensuring each role is assigned specific responsibilities and functions.	A revision of Terms of Reference/Standing Orders can be undertaken by the Governance Manager and gaps identified. Where necessary, resolutions may be drafted to address gaps in current governance documentation.

Links to Strategic Plans:

- Corporate Plan 2020-2025:
 - Outcome 4: We are a transparent, open and engaging Council.

Statutory Requirements:

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

Conclusion:

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

Endorsed:



Megan Barrett
Interim Executive Director, Corporate Services

Approved:



David Baldwin
Acting Chief Executive Officer

SARG REPORT

SARG MEETING:	December 2021
DATE:	3 rd December 2021
ITEM:	SARG Report
SUBJECT:	Alcohol and Drug Management in the Workplace
AUTHOR:	Tracey Burrell – Manager People and Wellbeing

Recommendation:

SARG resolves to note this report and supports the commencement of a process to investigate the need for an Alcohol and Drug Policy for Council.

Background:

At the September Ordinary Meeting of Council an action item arose for the Executive Director Corporate Services to investigate models used by other organisations for drug and alcohol testing of staff and provide an Agenda Report to Council.

The Fourth Principle of the TSIRC Code of Conduct states the following in regard to the use of alcohol and drugs in the workplace:

We must keep the workplace drug and alcohol free if we are to maintain the trust and confidence of customers and the health and safety of all employees. The use of drugs or alcohol adversely affects productivity, attendance and on-the-job safety.

You must not:

- *use, possess or be impaired by the effects of illegal drugs while on duty;*
- *consume alcohol while on duty or in the workplace;*
- *come to work impaired by the effects of alcohol or drugs.*

Although this provides broad guidance about the use of alcohol and drugs in the workplace, it does not provide Council with options regarding testing of employees.

Comment:

It is widely accepted that the implementation of a program of random and targeted alcohol and/or drug testing is a reasonable and legitimate employer response to the risk to safety posed by employee drug use, even if that involves some interference with employee privacy.

However, the creation and implementation of an alcohol and drug policy requires a fine balance between preventing and reducing harm in the workplace arising out of alcohol and drug use and making sure not to encroach upon an employee's freedom to do as he or she pleases outside of work hours.

An alcohol and drug policy should be based on the outcome of a risk assessment conducted in consultation with employees. A risk assessment will identify both external and internal conditions, the appropriate nature and content of the policy, and suitable strategies for implementation.

The degree of risk for workers affected by alcohol and drug use will depend on a number of factors which need consideration and could include:

- whether the workplace operates high risk machinery or handles hazardous materials or dangerous goods or is a high-risk environment such as an underground mine;
- availability at work – some workers may be more exposed to the risk of alcohol consumption at work such as working in a licensed premises for instance.

Consultation should occur to determine if an alcohol and drug policy is required. If a policy is required then it should be developed through an open, participatory process in consultation with management, employees and their representatives. Input from all at the workplace will allow for accepted goals and procedures to be developed and is crucial for policy credibility and acceptance.

This consultation should initially occur through the Joint Consultative Committee to be established under the terms of the TSIRC Certified Agreement 2021 and the Health & Safety Representatives group. A working group should be formed to specifically work on the project and provide updates to the Joint Consultative Committee, Executive and Council.

The option of an alcohol and drug testing regime needs to be considered as a potential component of the policy during the development phase and following a risk assessment. Research has been conducted into models in operation at other Queensland Councils. A summary of the information collected is provided as an attachment to this report.

The decision to adopt a testing regime should be made in consultation with employees, Health and Safety Representatives and union representatives. Testing may be an appropriate response where a risk assessment has identified that there are risks involved in undertaking certain activities while under the influence of alcohol and/or other drugs.

Any form of testing should be the least invasive and provide timely results. Breath testing for alcohol and oral fluid testing for drugs are recommended as the preferred methods of testing as they are non-invasive, discreet and quick to administer.

There are various forms of testing programs that Council could utilise and Workplace Health and Safety Queensland recommend the following:

- **Voluntary self-testing** – providing facilities for an employee to self-test at the workplace;
- **Random testing** – any worker or a select group of workers may be tested on a random day;
- **Upon reasonable belief** – a worker who shows signs of being affected by alcohol and/or drugs should be considered for testing. When an employee is suspected of being affected at work primary consideration must be given to the safety of the individual and others.
- **Testing after a workplace health and safety incident** – a worker may be required to submit to an alcohol and/or drugs test if they are involved in an incident.

Steps and proposed timeline

- Endorsement from Council to commence process (this report) – November Council meeting.
- Presentation to Joint Consultative Committee – late November 2021.
- Establishment of an alcohol and drug framework working group – by end of 2021.
- Risk assessments to be conducted in the workplace in consultation with workers and health and safety representatives, to determine if an alcohol and drug policy is required – 3 to 6 months.
- Draft alcohol and drug policy and procedure to be developed and circulated for feedback (if required) – 4 to 6 weeks to have draft prepared (aim to present draft to Council at its OM July 2022).
- If endorsed develop, implement and measure, education and awareness program – 3 to 6 months.
- Fully implemented and operational by end of 2022.

Considerations

Risk Management

There is minimal risk if an alcohol and drug policy is considered, developed and implemented by following the guidelines of the Framework for alcohol and drug management in workplace from Workplace Health and Safety Queensland. The policy will clearly state its aims and objectives. The policy will seek to mitigate risk by aiming to prevent alcohol and drug-related incidents and foster safe behaviours at work.

Council Finance

Funding may need to be identified if it is determined that the policy includes the conducting of testing. There will be costs associated with conducting and analysing alcohol and drug tests.

There may also be a need for extra human resources to work on this project to ensure it can progress and be completed in a timely manner.

Consultation:

Workplace Health and Safety Queensland – Framework for alcohol and drug management in the workplace – The State of Queensland 2019
Safety and Wellbeing Coordinator

Links to Strategic Plans:

This report strategically aligns to specific delivery objectives under all 3 pillars of Council's recently adopted Corporate Plan, being *People and Sustainability*.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Workplace Health and Safety Act 2011

Industrial Relations Act 2016 (Qld)

Conclusion:

That Council resolves on the recommendation outlined above.

Endorsed

Tracey Burrell
Manager People and Wellbeing



Recommended

Megan Barrett
Interim Executive Director Corporate Services



Approved:

David Baldwin
Acting Chief Executive Officer



Testing Programs in place at other Queensland Councils

TESTING TRIGGERS	Voluntary Self Testing	Random Testing	Upon reasonable belief	Testing after a workplace health and safety incident	Testing Methods
Fraser Coast Regional Council Drug and alcohol testing of employees under this program will be conducted in the following circumstances:	No	Yes	Yes	Yes	Any drug and alcohol testing done under this program will be conducted by an approved provider and in accordance with Australian Standards as follows: <ul style="list-style-type: none"> • Oral fluid testing for drugs • Urine testing for drugs • Breath testing for alcohol
Mapoon Aboriginal Shire Council (MASC) Circumstances in which MASC may conduct alcohol and/or drug testing. MASC may undertake alcohol and /or drug testing in the following circumstances:	Yes	Yes	Yes	Yes	In accordance with Australian Standards – “procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”.
Napranum Aboriginal Shire Council (NASC) Workers must be fit for work in order to perform their duties safely and diligently. Workers will be required to participate in drug and alcohol testing	No	Yes	Yes	Yes	NASC will arrange for testing to be conducted by an appropriately qualified collector. All methods of testing will be in accordance with Australian Standards.
Rockhampton Regional Council Consistent with Council's obligation and commitment to ensuring a safe workplace, workers and Councillors may be required to undergo drug and alcohol testing in the following circumstances in accordance with the relevant Drug & Alcohol Procedure.	No	Yes	Yes	Yes	All drug testing will comprise of either a urine or saliva test. To be conducted in accordance the Australian Standards.

Voluntary Self Testing – providing facilities for a worker to self-test at the workplace.

Random Testing – any worker or a select group of workers may be tested on a random day.

Upon reasonable belief – a worker who shows signs of being affected by alcohol and/or drugs should be considered for testing. When a worker is suspected of being affected at work primary consideration must be given to the safety of the individual and of others.

Testing after a workplace health and safety incident – a worker may be required to submit to an alcohol and/or other drugs test if they are involved in an incident.

TORRES STRAIT ISLAND REGIONAL COUNCIL

COMMITTEE REPORT

Legal Professional Privilege attaches to this document

COMMITTEE MEETING:	SARG
DATE:	30 November 2021
ITEM:	Agenda Item for SARG
SUBJECT:	COVID19 Entry to Trust Areas
AUTHOR:	Manager Legal Services

Recommendation:

That SARG endorses the report to be presented to the Full Council and recommends that Council formally to write to the Queensland Government (Minister for Health and Ambulance Services and Chief Health Officer) as per the draft attached:

To seek re-declaration of the 'Torres Strait Island' designated area under a revised Restricted Access to Remote Communities Direction to be made by the Chief Health Officer under section 362B of the Public Health Act 2005 (Qld) for the preservation, protection and wellbeing of constituents living within the Torres Strait Island Regional Council Local Government Area.

Key characteristics of this Public Health Direction should be:

- ***Application of the Public Health Direction until the 80% full vaccination target is reached in the Torres Strait Island Regional Council LGA;***
- ***Application only to the Torres Strait Island Regional Council LGA;***
- ***Requirement of travellers to disclose at least single dose vaccination status or current negative COVID-19 test prior to flying to the designated area;***
- ***Mandatory temperature testing prior to boarding inbound flights to the designated area and prohibited travel for all persons showing symptoms (if without a current COVID-19 negative test);***
- ***Mask mandate applies aboard all inbound flights to and from the designated area;***
- ***Social distancing mandate within the designated area; and***
- ***State Government delegation of Council Authorised Persons for local enforcement of the Public Health Directive.***

Executive Summary:

At the Council Workshop and Trustee Meeting of 15 November 2021, Council and the Trustee resolved, amongst other things:

1. That Legal Services draft changes to SLL7 (ensuring consistency with and permissible under the ATSI(JLOM)A) to reflect the desired process (and formalise the current practice) where Divisional Councillor permission is required before entering community, except in emergency

situations where waiting for permission is impractical. Consultation with Mer and Badu PBCs will be necessary to adopt these changes.

2. That Legal Services draft the COVID-19 policy that we want to apply to our local government area in this public health emergency, including mandating vaccination (if permissible), and advocate with the State Government (via the Office of the Chief Health Officer) for the State to implement this policy as a public health directive / remote area declaration applicable to TSIRC's local government area, with necessary statutory powers delegated to TSIRC.
3. That Legal Services seek feedback from Manager Visitor Operations and Manager Environment & Health on the proposed changes, and present the draft changes to next SARG and OM for endorsement. (Note: last SARG meeting for the year is 30 November.)

This Report satisfies resolutions 1 – 3.

Background:

Following the onset of the COVID19 pandemic in Australia in early 2020 and up until 12 July 2020, the Queensland Government (via the Chief Health Officer) introduced several Public Health Directions¹ each titled *Restricted Access to Remote Communities Direction* which imposed public health restrictions/measures to reduce the transmission of the disease to remote Indigenous communities, including to the Torres Strait Island Regional Council ("TSIRC") Local Government Area ("LGA"). These measures were considered very effective.

Since revocation of the Direction on 10 July 2020 and regularisation of restrictions in line with the rest of Queensland, constituents within the TSIRC LGA have been at increased risk of COVID-19 infection. Notwithstanding recent attempts by the Queensland Government in conjunction with Council and other stakeholders to increase constituent uptake of the COVID-19 vaccine, vaccination rates remain low in our LGA.

Queensland Health acknowledges in its COVID-19 publications² that: -

Advice for people most at risk of getting serious illness from COVID-19

Some people are more likely to get really sick with COVID-19. People need to take extra steps to protect themselves and those most at risk.

Those at greatest risk are:

- Aboriginal and Torres Strait Islander peoples and people in remote communities
- Older people
- People with certain medical conditions
- People in aged care facilities
- People with disability

The Torres Strait is at increased risk of severe responses to COVID-19 infections due to the prevalence of chronic disease in our Region. This fact is irrefutable.

Subject to new 80% full vaccination restrictions which will continue to apply to the whole of Queensland, domestic borders will reopen on 17 December 2021. With the reopening, the risk of exposure in the Torres Strait to COVID-19 increases exponentially, particularly absent carefully tailored and targeted controls/ restrictions until our constituents reach 80% full vaccination. Further, Primary Health Care Centres on each Division of the Local Government Area, supplemented by the Thursday Island Hospital, will be unable to manage the increased critical patient load.

¹ *Restricted Access to Remote Communities Direction (26 June 2020, 3 July 2020, 10 July 2020)*

² Getting vaccinated | Health and wellbeing | Queensland Government (www.qld.gov.au)

In August 2021, our Ugar (Stephen) Island Councillor (Cr. Rocky Stephen) in conjunction with the Native Title Prescribed Body Corporate developed a draft Policy to proactively help reduce the spread of COVID19 until vaccination rates are on par with the rest of Queensland. This document was titled "Standard Operating Procedures Policy for COVID-19".

There has been general support across all Divisions of the TSIRC LGA for similar measures to be reintroduced to limit the spread of this disease in a largely unvaccinated and vulnerable community. Council has sought legal advice as to how these measures may be lawfully implemented (eg. via existing/ amended Local Laws).

Legal Advice

1.1 It appears clear from Council's workshop/ Trustee Meeting in November 2021, that it seeks to achieve the following objectives, namely:

1.1.1 **Councillor permission to enter trust areas** - Requirement for Divisional Councillor permission to enter trust area (except for emergency situations); and

1.1.2 **Imposing restrictions on entry to trust areas** - Council develop a COVID-19 policy to apply to the LGA and advocate with the State Government (via the Dept of Health and Chief Health Officer) to implement either via public health directive or remote health directive, as applicable, which specifically mandates vaccination (both visitors and residents), with necessary delegated State Government powers of enforcement to Council (eg. Authorised Persons etc).

1.2 The two (2) objectives in paras 1.1.1 and 1.1.2 essentially go hand in glove – *who may enter, when may they enter, what they must do when they enter, and who can approve entry*. What remains silent however (which could well be the most important aspect) is Council's expectation where conditions of entry are not met, and Divisional Councillor permission to enter is **refused/ revoked** accordingly.

1.3 The following preliminary observations are made on what is being proposed by Council, again referring back to previous advice re jurisdictional interactions between Local Government (Local Laws) vs Trustee (ATSI(JLOM)Act) powers (**highlighted** for emphasis of relevance), namely:

*The distinction of 'source of power' between Council (as Local Government via its Local laws) and Trustee (under the ATSI(JLOM)Act) is critical with respect to enforcement rights. **On Council DOGIT where the powers are essentially one the same, Council has the power by way of Local Law to both approve additional categories of persons who may enter, be in or live in trust areas as well as hand out compliance notices/ fines for non-compliance (as a Local Government), whilst also seeking to remove persons from the trust land who are not entitled to be there (as Trustee under s55 of the ATSI(JLOM)Act).***

However, in Divisions where Council is not the DOGIT holder (eg. Mer and Badu Islands), the powers are split:

- (a) *With the express written consent of each Trustee, Council may approve categories of persons who may enter, be in or live in trust areas and enforce breaches thereof via compliance notices/fines (**however this does not extend to exercising a power of removal from the trust area reserved only for a Trustee under s55**); and*
- (b) *The Trustee may remove a person under s55 (via police) who does not have a statutory right of entry to its trust land under the*

*ATSI(JLOM)Act, however it may not seek to enforce Council's
Local Laws, reserved only for Council's Authorised Persons.*

- 1.4 There is no doubt that s53(1)(c) of the ATSI(JLOM)Act permits Council to *make a local law about who is authorised to enter, be in and live in a trust area*. However, such cannot be made without each Trustee's written consent (s53(2)).
- 1.5 Section 53(1)(c) has the same scope as ss50 and 53, in so far as a local law may create **additional** authority to enter, be in and live in the trust area; **it may not seek to curtail/ remove or restrict existing statutory rights of entry to trust are already available under the ATSI(JLOM)Act**.
- 1.6 With regard to an Indigenous Local Government's statutory power to **restrict access to trust areas**, this may occur via resolution of Council (and need not be via a Local Law) but is limited only to those grounds in s52, namely:
- (a) the restriction of the number of persons who may enter and be in a trust area **or**
 - (b) the restriction of time for which a person may live at a place,
...and may only occur in the event of likely unsustainable use of resources (eg. water restrictions etc) – very restrictive and not exercisable for public health emergency.
- 1.7 Accordingly, any attempt by Council via its Local Laws or otherwise to **curtail/ remove/ restrict** an existing statutory right of entry under the ATSI(JLOM)Act will inevitably evoke the State Interest Check - a Local Law may not be inconsistent with State Government Legislation (s27 LGA). A failure to allow a State Interest Check prior to making a Local Law may result in the invalidation of the Local Law (s38AB). As stated above, s53(1)(c) operates to **expand** rights of entry, **not restrict existing ones**. It is for this reason Trustee written consent is required (s53(2) ATSI(JLOM)Act).
- 1.8 This clarification regarding the scope of Council's power to create Local Laws to regulate entry to trust areas aside, a threshold question remains regarding Council's jurisdiction to regulate public health emergencies which to date, has been the ambit of State Government Public Health Direction. Local Laws purporting to be made under s53(1)(c) of the ATSI(JLOM)Act to respond to public health emergencies are not the correct vehicle and pose significant risk to both the Council and Trustee as described below.
- 1.9 Imposition of the draft *Standard Operating Procedures Policy for COVID-19* as presented (or even in part) shall pose a **substantial risk** to Council of Ministerial action under s38AB (suspending or revoking particular local laws) on a number of grounds, but primarily as being "contrary to any other law" (s38AB(1)(a)), particularly as it purports, for example, to curtail/ remove/ restrict an existing statutory right of entry under the ATSI(JLOM)Act. Additionally, where invalid, such a Local Law shall expose Council and each Trustee to potential liability for consequential damages for commercial losses incurred as a result of denial of a statutory right of entry (eg. commercial operator prevented access and unable to perform work, an employee who is unable to attend work and is laid off etc).
- 1.10 Furthermore, Council should note that the draft *Standard Operating Procedures Policy for COVID-19* as proposed would be significantly burdensome to both administer (via permits) and enforce (quarantine).
- 1.11 On the question of public health jurisdiction, the draft *Standard Operating Procedures Policy for COVID-19* as presented is essentially a quasi-Public Health Directive. Public Health Direction in response to a Public Health Emergency declared under the *Public Health Act 2005* (Qld) (declared 29 January 2020 in Queensland for COVID-19) are by way of Queensland Government legislative instrument and override all State Government legislation (and in turn Local Government Local Laws) to the point of inconsistency for the duration stated.
- 1.12 Only the Chief Health Officer of the Queensland Government is authorised to make Public Health Directions under the *Public Health Act 2005* (Qld).

1.13 A Public Health Direction may suspend general rights/ powers to enter trust areas otherwise provided under the *ATSI(JLOM)Act*, and in any additional rights of entry under Council's Local Laws.

1.14 There are specific powers provided in Queensland Government legislation relating to the power to mandate quarantine (ss362G and 362H of the *Public Health Act 2005* (Qld) and each Public Health Direction cites these specific legislative powers. This includes the power to mandate wearing of masks etc (s362B). Other Public Health Directions in Queensland with respect to this Public Health Emergency include:

- restrict movement and gatherings to some areas;
- restrict certain businesses and activities;
- limit unwell school students' access to school;
- detain anyone who has arrived in Queensland from overseas in a hotel for 14 days with minor exceptions;
- ban cruise ships from Queensland waters;¹
- restrict the movement of people diagnosed with COVID-19;
- limit access to aged care facilities;
- limit access to hospitals;
- limit access to prisons;
- limit access to shared disability accommodation services;
- require further testing for some workers such as quarantine facility workers and international air crew...

1.15 There are currently no entry and quarantine requirements or travel restrictions for Queensland's remote Aboriginal and Torres Strait Islander communities.

Our Preferred Approach

1.16 Council should not presently seek to amend its Local Laws to curtail/ remove/ restrict an existing statutory right of entry under the *ATSI(JLOM)Act*. Council does not have power to do so and would risk invalidation and potential associated liability as mentioned above.

1.17 Council should focus its efforts on lobbying the State Government (via Dept of Health and the Office of the Chief Health Officer) to seek implementation of Council's preferred measures as a Public Health Direction under the *Public Health Act 2005* (Qld), with appropriate delegation of powers to Council for enforcement thereof. If the State then make the requested Public Health Direction, Council will not need to rely on its own Local Laws for enforcement thereof; it will rely on statutory State Government powers.

Attached is a draft letter to the Minister for Health and Chief Health Officer. This approach will not require recourse to the *limited scope* of Trustee removal powers, nor will it require Local Law amendment by Council.

1.18 Council should not seek to **mandate** rigid and controversial restrictions via Public Health Directions (eg. quarantine etc). For example, the preferred and likely most compelling argument, will be to apply fair and reasonable restrictions which have been imposed previously in Queensland until 80% full vaccination status is achieved in the LGA (same threshold as the rest of Queensland and most of Australia). Demanding rigid and controversial restrictions upfront will likely result in early refusal by the State.

Considerations

Risk Management

As presented.

Council Finance

NIL

Consultation:

Legal Services

Manager Environmental Health

Manager Visitor Operations

Links to Strategic Plans:

Outcome 2: Our communities are safe, healthy and active.

Statutory Requirements:

Local Government Act 2009

Aboriginal and Torres Strait Islander (Justice, Land and Other Matters) Act 1984 (Qld)

Conclusion:

That SARG endorse the recommendation as presented.



Endorsed:

Peter Krebs

Manager Legal Services



Recommended:

Megan Barrett

Interim Executive Director Corporate Services



David Baldwin

Acting Chief Executive Officer



DATE

Att:

Hon Yvette D'Ath MP
Minister for Health and Ambulance Services

Dr Peter Aitken
Acting Chief Health Officer

VIA EMAIL
[INSERT]

Dear Minister D'Ath and Dr Aitken,

**RE: TORRES STRAIT ISLAND REGIONAL COUNCIL – RESTRICTED ACCESS
TO REMOTE COMMUNITIES DIRECTION – TORRES STRAIT**

Reference is made to former Public Health Direction¹ made under section 362B of the *Public Health Act 2005* (Qld) declaring the “Torres Strait Island” as a *designated area* in Schedule 1 thereof (“the Direction”).

Since revocation of the Direction on 10 July 2020 and regularisation of restrictions in line with the rest of Queensland, constituents within the Torres Strait Island Regional Council Local Government Area have been at increased risk of COVID-19 infection. Notwithstanding recent attempts by the Queensland Government in conjunction with Council and other stakeholders to increase constituent uptake of the COVID-19 vaccine, vaccination rates remain low in our Local Government Area.

Queensland Health acknowledges in its COVID-19 publications² that: -

Advice for people most at risk of getting serious illness from COVID-19

Some people are more likely to get really sick with COVID-19. People need to take extra steps to protect themselves and those most at risk.

Those at greatest risk are:

- [Aboriginal and Torres Strait Islander peoples and people in remote communities](#)
- [Older people](#)
- [People with certain medical conditions](#)
- [People in aged care facilities](#)
- [People with disability](#)

¹ *Restricted Access to Remote Communities Direction* (26 June 2020, 3 July 2020, 10 July 2020)

² [Getting vaccinated | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](#)





The Torres Strait is at increased risk of severe responses to COVID-19 infections due to the prevalence of chronic disease in our Region. This fact is irrefutable.

Subject to new 80% full vaccination restrictions which will continue to apply to the whole of Queensland, domestic borders will reopen on 17 December 2021. With the reopening, the risk of exposure in the Torres Strait to COVID-19 increases exponentially, particularly absent carefully tailored and targeted controls/ restrictions until our constituents reach 80% full vaccination. Further, Primary Health Care Centres on each Division of the Local Government Area, supplemented by the Thursday Island Hospital, will be unable to manage the increased critical patient load.

In light of the low vaccination rates and the high prevalence of chronic disease in the Torres Strait, Council resolved at its Strategic Advisory Reference Group ("SARG") on 30 November 2021, and ratified at its Ordinary Meeting on [INSERT] December 2021:

To seek re-declaration of the 'Torres Strait Island' designated area under a revised Restricted Access to Remote Communities Direction to be made by the Chief Health Officer under section 362B of the Public Health Act 2005 (Qld) for the preservation, protection and wellbeing of constituents living within the Torres Strait Island Regional Council Local Government Area.

Key characteristics of this Public Health Direction should be:

- *Application of the Public Health Direction until the 80% full vaccination target is reached in the Torres Strait Island Regional Council LGA;*
- *Application only to the Torres Strait Island Regional Council LGA;*
- *Requirement of travellers to disclose at least single dose vaccination status or current negative COVID-19 test prior to flying to the designated area;*
- *Mandatory temperature testing prior to boarding inbound flights to the designated area and prohibited travel for all persons showing symptoms (if without a current COVID-19 negative test);*
- *Mask mandate applies aboard all inbound flights to and from the designated area;*
- *Social distancing mandate within the designated area; and*
- *State Government delegation of Council Authorised Persons for local enforcement of the Public Health Directive.*

Council welcomes the opportunity to urgently discuss options with you at your earliest possible opportunity.

Yours in partnership,





Torres Strait Island
REGIONAL COUNCIL

Office of the Mayor

PO Box 7336 Cairns QLD 4870

Phone: 07 4034 5775

Email: mayor@tsirc.qld.gov.au

Web: www.tsirc.qld.gov.au

ABN 15 292 645 165

Cr. Phillemon Mosby
Mayor

