

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 11th January 2022

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 –
 - 3rd December 2021 – VC – to be ratified at January 2022 OM
6. Strategic Action Items Review
7. **CLOSED BUSINESS**
 1. MAYOR - CEO Recruitment Update - Verbal
 2. EDCBS - BSU Update - **Late**
 3. EDES – TSIRC Fuel Improvement Program Status Update Report
8. **Mayor**
 1. SARG and Executive Directors Leadership Retreat 2022 - Verbal
9. **A/Chief Executive Officer**
 1. February Ordinary Meeting Location - Verbal
10. **Executive Director Corporate Services**
 1. BCP Plan Update – **Late**
 2. Deputation Update
 3. Strait Talk
 4. Alcohol and Drug Management in the Workplace

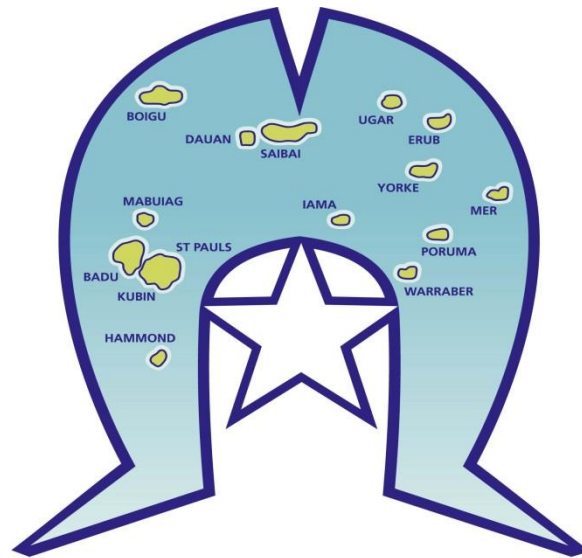
11. Executive Director, Engineering Services

1. COVID-19 and CDMG Update

12. General/ Other Business (on notice)

13. Next meeting date – Tuesday 1st February 2022 | 1pm – 4pm

14. Closing Remarks and Prayer



Torres Strait Island
REGIONAL COUNCIL

DRAFT MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Friday, 3rd December 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

PRESENT:

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

STAFF:

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

APOLOGIES:

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

1. **Welcome (Chair)**

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

2. **Opening Prayer**

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

1:24pm - Cr Hilda Mosby joined the meeting

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

1:33pm - Cr Aven Noah joined the meeting

3. **Apologies**

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

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

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

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

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

RESOLUTION:

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

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

MOTION CARRIED

6. **Strategic Action Items Review**

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

7. **Mayor**

1. Reconciliation Action Plan – Verbal

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

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

Mayor Mosby gave a verbal update on this topic.

8. **Acting Chief Executive Officer**

1. **Council Meeting dates**

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

RESOLUTION:

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

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

MOTION CARRIED

2. **Deputation dates 2022 – Verbal**

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

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

9. Interim Executive Director Corporate Services

1. Community Grants Policy

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

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

2. Staff Recognition Framework

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

RESOLUTION:

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

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

MOTION CARRIED

3. COVID and Entry Paper

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

RESOLUTION:

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

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

MOTION CARRIED

4. Standing Committee Review

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

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

RESOLUTION:

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

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

MOTION CARRIED

5. Alcohol and Drug Management in the Workplace

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

LEFT LAYING ON THE TABLE

10. Legal Services

1. COVID19 Entry to Trust Areas

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

11. Executive Director Financial Services

1. Indigenous Procurement Policy – Verbal

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

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

12. SARG COMMITTEE MOVE INTO CLOSED BUSINESS

RESOLUTION:

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

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

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

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

MOTION CARRIED

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

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

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

RESOLUTION:

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

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

MOTION CARRIED

14. General/ Other Business (on notice)

Nil discussions held

15. Next meeting date – to be confirmed

16. Closing Remarks and Prayer

Mayor Mosby closed the meeting in a word of prayer.

MEETING CLOSED: 5:20pm

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

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

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
3	December	2021	SARG	VC		Interim Executive Director, Corporate Services to provide comparison of grant funding for this election term compared with last election term	Interim Executive Director of Corporate Services				Currently in progress	
3	December	2021	SARG	VC		Interim Executive Director, Corporate Services to iclude Allan Kustom in first dot point of the amended policy	Interim Executive Director of Corporate Services				This has been added and policy endorsed at December Ordinary Meeting	Completed
3	December	2021	SARG	VC		Indigenous Procurement Policy to be reviewed by Finance and added an an agenda topic to the next Governance Committee	Executive Director Financial Services and Secretariat				Topic will be added as an Agenda Item to the next Governance Committee Meeting	



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG MEETING:	January 2022
DATE:	11 January 2022
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	Deputations update
AUTHOR:	Megan Barrett Executive Director Corporate Services

Recommendation:

That the Strategic Advisory Reference Group (SARG) resolves to note the update since the Deputations visit to Brisbane in November/December 2021.

Background:

A small TSIRC Deputation attended a series of meetings with State Ministers in Brisbane in late November and early December 2021.

Each meeting was an opportunity to discuss the Top 10 priorities we have at TSIRC – and to explore ways that Ministers might assist TSIRC in securing additional funding or other, in-kind support.

We were proud to distribute the Deputations brochure, which was well received.

The TSIRC team comprised Mayor Mosby, Deputy Mayor Lui, Mr David Baldwin (ACEO) and Ms Hollie Faithfull (ED Financial Services).

The ten (10) priority matters discussed were:

- Marine Infrastructure and Equitable Access
- Regional Governance
- Regional Social Housing and Asbestos Removal
- Digital Connectivity
- Local Waste Management Strategy
- International Border Protection
- Coastal Defence and Climate Resilience
- Local Prosperity and Enterprise Development
- Reinstate Local Government Funding
- Healthcare and Wellbeing Services.

Council has followed up with Ministers and Ministerial staff since the meetings and pending COVID restrictions, Council hopes that we may soon be able to welcome Ministers for site visits to better understand our unique landscape and operating environment. Each visit is an opportunity for us to learn about how best to advocate for our communities, whilst representing our specific needs.

We hope that this most recent visit may result in some new or enhanced funding opportunities for TSIRC. There has thus far been specific interaction with Ministers and Officers via the CEO's office regarding Digital Connectivity, Marine Infrastructure and Equitable Access, and Healthcare and

Wellbeing Services. Follow-up correspondence has included further detail regarding Regional Governance, Healthcare and Wellbeing Services and Coastal Defence and Climate Resilience.

Links to Strategic Plans:

This report strategically aligns to specific delivery objectives under all 3 pillars of Council's Corporate Plan.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

That SARG resolves to note the Deputations update.



Recommended

Megan Barrett

Executive Director Corporate Services



Approved:

Dawson Sailor

Acting Chief Executive Officer



SARG MEETING:	January 2022
DATE:	11 January 2022
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	<i>Strait Talk</i> update
AUTHOR:	Megan Barrett Executive Director Corporate Services

Recommendation:

That the Strategic Advisory Reference Group (SARG) notes the update regarding *Strait Talk*.

Background:

It was resolved in late 2021 to re-introduce *Strait Talk*, the TSIRC publication aimed at effective information sharing for all TSIRC staff.

Strait Talk ceased publication in late 2017 and since then, the only source of information for all staff has been the TSIRC webpage. Council agreed in 2021 that the publication should be reinstated.

It is proposed to commence publication of *Strait Talk* as a quarterly release, with the first publication run in February 2022 (Volume 1) and subsequent editions as follows:

Volume 2: April 2022
Volume 3: July 2022
Volume 4: October 2022
Volume 5: February 2023
Volume 6: April 2023.

The proposed appearance for the new *Strait Talk* is provided as Attachment 1. Please note that this is a proof, therefore the content has no meaning and is provided solely to show what the document will look like once stories are inserted.

It is intended that *Strait Talk* will be used to share important information with staff, including but not limited to:

- Updates from main divisions
- Staff awards/shout-outs
- Changes to major policies
- Significant dates for staff
- Messages from Mayor/CEO as appropriate
- Possibly a culture/art/recipe corner as in previous editions.

Strait Talk will be coordinated through the Corporate Services portfolio and issued subject to approval of each Volume by the CEO and Mayor.

Links to Strategic Plans:

This report strategically aligns to specific delivery objectives under all pillars of Council's Corporate Plan.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Attachments:

Attachment A: Design proof of *Strait Talk*

Conclusion:

That the Strategic Advisory Reference Group (SARG) notes the update regarding *Strait Talk*.

**Recommended**

Megan Barrett

Executive Director Corporate Services

**Approved:**

Dawson Sailor

Acting Chief Executive Officer

IN THIS ISSUE:

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CORONA VIRUS (COVID-19) UPDATE

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Torres Strait Island Regional Council

Coronavirus Hotline

call **07 4034 5790**

or email coronavirus@tsirc.qld.gov.au

9am to 5pm Mon-Fri

stay safe. stay informed.

www.tsirc.qld.gov.au/coronavirus



MESSAGE FROM THE MAYOR

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Cr. Phillemon Mosby
Mayor



MESSAGE FROM THE CEO

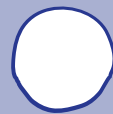
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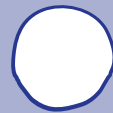
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David Baldwin
Acting Chief Executive Officer

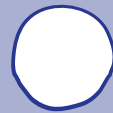
YOUR NEW COUNCIL



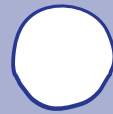
Cr Timas Toby
Div 1 - BOIGU



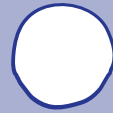
Cr
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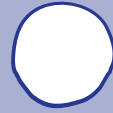
Cr
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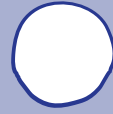
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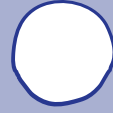
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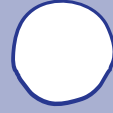
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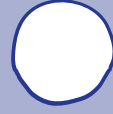
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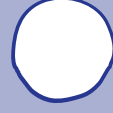
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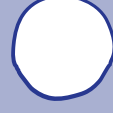
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HEALTH TIPS

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PEOPLE AND WELLBEING

Working from home health tips.

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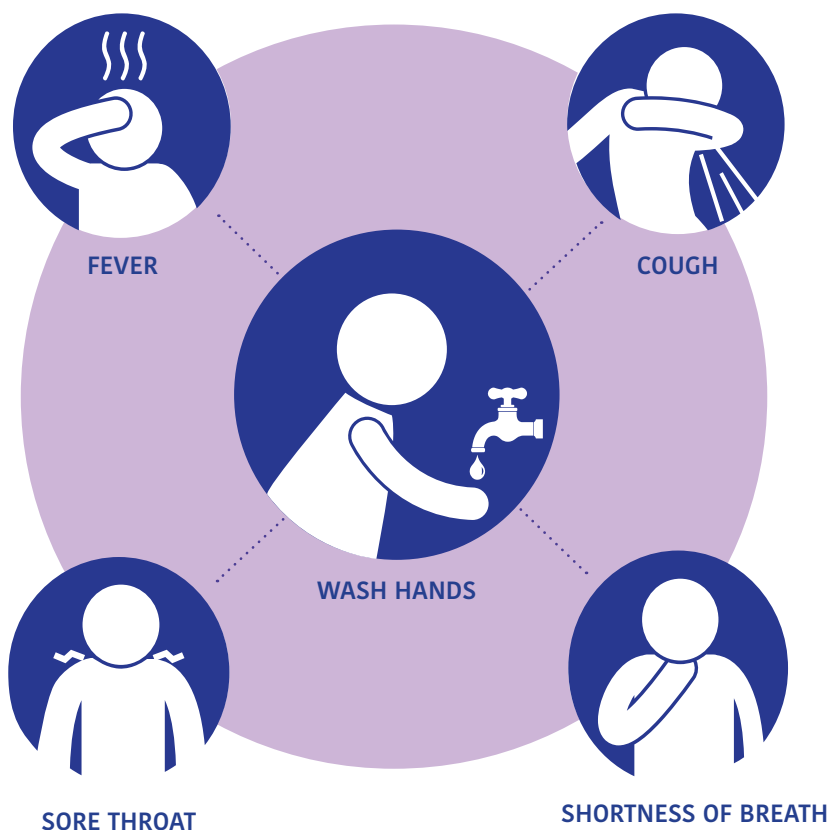
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SIGNS TO LOOK FOR



SARG REPORT

SARG MEETING:	January 2022
DATE:	11 January 2022
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	Alcohol and Drug Management in the Workplace
AUTHOR:	Tracey Burrell – Manager People and Wellbeing

Recommendation:

That the Strategic Advisory Reference Group (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 2021 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 Attachment 1 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 will 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. See Attachment 2 to this report for a costing estimate to conduct random drug and alcohol testing for Council employees.

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:

Dawson
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.

ALCOHOL and DRUG REPORT to COUNCIL

Costing estimate to conduct random drug and alcohol testing for TSIRC employees. Costs based on quote from The Drug Detection Agency (ABN 97 328 315 136).

DETAILS	Qtr 1- 15 tests	Qtr 2 – 15 tests	Qtr 3 – 15 tests	Qtr 4 – 15 tests	TOTALS
Random testing 4 times per year - propose maximum 15 tests per cluster. Based on cost per test of \$85.00 (qtr 1 -Western cluster incl Inner, qtr 2 - Top Western cluster, qtr 3- Central cluster, qtr 4- Eastern cluster)	\$1,725.00	\$1,725.00	\$1,725.00	\$1,725.00	\$5,100.00
Hourly rate for testing \$95 per hour based on 1-day per cluster at 10 hours per day -					\$3,800.00
If required - Lab testing (based on a non-negative result) Allowance for 5 per round - ESTIMATE ONLY					\$965.25
If required - Lab testing (based on a non-negative first test) Allowance for 5 per round - ESTIMATE ONLY					\$470.25
				Sub Total	\$10,335.50
Provider expenses for airfares, accommodation and meals will be charged at cost only. Payable by TSIRC. Approximately a minimum \$12k per trip					\$48,000.00
	APPROX TOTAL BUDGET REQUIRED FOR 1 YEAR				\$58,335.50

The Drug Detection Agency use the DDS2 Oral Fluid Testing System.

The Alere™ DDS®2 Mobile Saliva Drug Test System meets the high-performance demands of law enforcement agencies, drug treatment centres and workplace testing environments.

This system is a drug testing solution which combines speed, ease of use and reliability. The total analysis time is approximately 7 minutes from collection to result.



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	January 2022
DATE:	11 th January 2022
ITEM:	Agenda Item for <u>Noting</u> by SARG
SUBJECT:	COVID-19 Update
AUTHOR:	Mathew Brodbeck – Manager, Engineering Operations

Resolution:

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

Executive Summary:

To provide the Strategic Advisory Reference Group (SARG) an update on current COVID-19 situation in the Torres Straits.

Background:

Torres Strait Island Regional Council has been working closely with Torres Strait Local Disaster Management Group, the Cairns District Disaster Management Group and Torres & Cape Hospital and Health Service to provide an operational response to current COVID-19 situation

Comment:

Torres Strait Island Regional Council (TSIRC) staff and the Torres Strait Local Disaster Management Group (TSLDMG) has been working closely with Torres & Cape Hospital and Health Service (TCHHS) to deliver COVID-19 response for the region.

TCHHS has developed a 5 Tier Response for dealing with COVID-19 outbreaks in the Torres and Cape Region. An overview of the Tiers and the requirements from TSIRC and TSLDMG is as below.

Tier 0-1 – Prevent local transmission and prepare

- Identification of, if any, Isolation Accommodation, this information is being collated and will be provide to TCHHS
 - Currently no suitable accommodation has been identified
- Identification of suitable accommodation for TCHHS Response teams.
- Identification of suitable testing and vaccination locations and information provided to TCHHS.
 - Community Hall
 - Community Stadiums
- Identification of support staff has been occurring, that are willing and able to assist with items such as:
 - food drops,
 - crowd control
 - setting up of venues
 - monitoring compliance with CHO Directives. , his information will be provided to TCHHS as required.
- Community messaging through internal and external networks.
- Development & Confirmation of procedures to keep essential services going
 - Include increased waste services to community.

- Managing Water Supplies
- Managing Sewer Schemes
- Access to Power Cards
- Provision of veterinary services

Tier 2 – Case in Cairns or Offshore in Region

- Tier 0-1 plus:
- Call CDMG Meeting to confirm preparedness
- Confirm availability of venues for testing and vaccination
- Confirm support staff to provide traffic/queue management
- Prepare shade structures (if required)
- Increase communication to region.

Tier 3 – Case in Community

- Tier 2 plus:
- Positive cases will be notified and issued an isolation direction
- Public health will contact the patient and perform contact tracing and undertake a clinical assessment
- All close contacts including household contacts will be asked to get tested and will be required to quarantine
- If the positive case is unable to adequately isolate in their home they will be offered transfer to alternative accommodation in community (if available) or elsewhere.
- If the positive case is unwell or requiring oxygen they will be offered transfer to a higher level facility outside TCHHS (if appropriate)
- If the positive case is well or chooses to stay at home, they will be managed under a virtual care model
 - Daily contact from the health team to monitor the patient to make sure they remain well
 - Should they become unwell their care will be escalated appropriately
- TCHHS will stand down Business as usual except for critical functions
- TCHHS will Deploy Rapid response team to site
- TCHHS will commence Contact Tracing
- TCHHS will stand up additional testing sites and deploy vaccination team.
- Urgent LDMG/CDMG Meeting
- Joint Communication release through LDMG/TCHHS – disseminate through CDMG's, all other Council social mediums (FB, Twitter, etc...)
- Assist with testing and vaccination centres - provide traffic/queue management, crowd control
- Activate procedures to keep essential assets going.
- Prepare isolation accommodation (if applicable)

Tier 4-5 – More than one Case in Community (Known Community transmission)

- Tier 3 plus
- Stand Up Support with monitoring compliance with CHO/Quarantine Directions, if willing and able to do so
- Stand Up Support with other services such as food drops

TSIRC Community Disaster Management Groups (CDMGs) have been meeting to discuss the requirements of the TCHHS response and to determine what support they are able to provide in the event of an outbreak in their respective Community.

Late December 2021, there had been reported cases of the COVID-19 for the Torres Strait Region. These cases were mostly centred around Thursday Island, with recent cases reported for Saibai and Horn Island.

The Saibai case was not a local person but person that assisting with Operation Overarch, providing border protection. This person was on a patrol boat when they fell ill and presented the TCHHS staff at the foreshore at Saibai, where a COVID swab was taken. There was no interaction with persons in the community.

Below is the current breakdown of cases in the Torres and Cape Region as of 3pm on 06 January 2022.

Count of Location	Column Labels				
Row Labels	TCHHS VW	TRANSFER CBH	Admitted TCHHS Hospital	Transfer CHHS VW	Grand Total
Bamaga	6				6
Cooktown	21				21
Hope Vale	1				1
Horn Island	1				1
Lakeland	47		1		48
Lockhart	1				1
Rossville	3		1		4
Saibai	1				1
Weipa	34				34
Wujal Wujal	3				3
Thursday island	17	2		4	23
Injinoo	2				2
Grand Total	137	2	2	4	145

TCHHS continues to provide vaccinations against COVID-19 across the Torres and Cape Region. Vaccination clinics are set to recommence on 10 January 2022.

Below are the vaccination rates for TSIRC communities as of 6 January 2022.

Location	Eligible pop	Dose 1	Dose 1 %	Dose 2	Dose 2 %	Dose 3	Total dose
Badu Island	558	475	85%	424	76%	92	991
Boigu (Malu Kiyay) Island	175	146	83%	122	70%	16	284
Coconut (Poruma) Island	153	127	83%	105	69%	20	252
Darnley Island	255	218	85%	199	78%	31	448
Dauan (Cornwallis) Island	101	87	86%	70	69%	20	177
Hammond Island	165	155	94%	143	87%	42	340
Kubin (Moa) Island	111	101	91%	96	86%	32	229
Mabuiag (Gumu) Island	171	145	85%	112	65%	1	258
Murray (Mer) Island	294	279	95%	243	83%	113	635
Saibai Island	272	239	88%	178	65%	97	514
St Pauls (Moa) Island	213	196	92%	179	84%	60	435
Stephen (Ugar) Island	43	26	60%	22	51%	0	48
Sue (Warraber) Island	192	170	89%	134	70%	0	304
Yam (Iama) Island	200	194	97%	153	77%	3	350
Yorke (Masig) Island	155	142	92%	122	79%	33	297
Totals	3058	2700	88%	2302	75%	560	33752

Community Disaster Management Groups

The purpose of the Community Disaster Management Plan is to provide an activation process for the Community Disaster Management Group in response to a disaster event and to provide guidance for the Community.

The activation of the Community Disaster Management Group is a functional responsibility of the Torres Strait Local Disaster Management Group under the direction of the Local Disaster Coordinator.

The context of the Community Disaster Management Group is that the Community Disaster Coordinator (CDC) and individual members of the CDMG should maintain a situational awareness during peak treat periods and shall always maintain a watching brief.

The Community Disaster Management Group can be activated

- As a response to a worsening situation
- At the request of the Local Disaster Coordinator
- At the request of the Torres Strait Local Disaster Management Group.

The authority to activate the CDMG is vested in the Community Disaster Coordinator or the Deputy Community Disaster Coordinator. There is currently no mandate on how many times the CDMG's meet during the year, unlike the TSLDMG who has to meet at least once every 6 months.

The Community Disaster Coordinator is normally identified as the Divisional Manager, The Deputy Community Disaster Coordinator is usually identified as the Divisional Engineering Officer.

The Community Disaster Management Plan contains a description of the community, aim of the plan and objectives, a risk analysis, group structure including key agencies, community coordination points, welfare support, vulnerable groups, critical infrastructure, resources and key contacts.

The responsibility of driving the Community Disaster Management Groups rests with Community Disaster Coordinator, however Council has a Local Community Disaster Coordinator, to assist the groups, whose key responsibilities are:

- To engage the Community Disaster Management Groups ensure they undertake planning and preparedness for any
- To provide direction and assistance to the Community Disaster Management Groups to carrying out objectives in accordance with *Disaster Management Act (QLD) 2003*.
- To manage the review and maintenance of Community Disaster Management Group plans, Procedures and Emergency coordination in accordance with *Disaster Management Act (QLD) 2003*.
- To manage Council's Disaster Management Preparation and Response.
- To improve Community resilience through Preparedness and Planning for disaster events.
- To educate and train Community Disaster Management Groups in preparation for Disaster Preparedness and Response.

The Community Disaster Coordinators are responsible for providing information and updates to the community prior to or during a disaster event, that has been provided by the TSLDMG.

During the current COVID event most CDMG's have met to discuss the TCHHS Tiered response plan, and to identify support personnel, appropriate location for testing and vaccinations and isolation accommodation. CDMG's are currently holding follow up meetings to discuss the response plan and any ongoing threats.

Any non-confidential information is expected to be passed onto the Communities via community updates, social media, public notice boards and Community Information Sessions.

Considerations

Reputational

One of Council's values is accountability, which is achieved by being transparent, honest, and ethical to the benefit of the community. A reputational risk exists should Council not deliver on what is expected of both the department and community. By ensuring inclusiveness through consultation that will maintain trust amongst stakeholders and the community.

Consultation:

- Councillors as appropriate
- Acting Executive Director, Engineering Services
- Queensland Fire & Emergency Services
- Torres & Cape Hospital and Health Service

Links to Strategic Plans:

- Outcome 6: Our Communities remain resilient to the effects of climate change and natural disasters

Statutory Requirements:

- *Disaster Management Act 2003 (QLD)*
- *Disaster Management Regulation 2014 (QLD)*
- *Torres Strait Local Disaster Management Plan*

Conclusion:

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

Author

Mathew Brodbeck
Manager, Engineering Operations

**Recommended:**

Adeah Kabai
Acting Executive Director,
Engineering Services

**Approved:**

Dawson Sailor
Acting Chief Executive Officer