

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 1st February 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 –
 - 11th January – VC – to be ratified at February 2022 OM
6. Strategic Action Items Review
7. **A/Chief Executive Officer**
 1. Council Business Impacts – COVID Response
8. **Executive Director Corporate Services**
 1. RAP Status Report – Verbal
 2. Satellite Network Upgrade – Verbal
9. **A/Executive Director, Building & Community Services**
 1. Master Planning Project Status – Verbal
 2. Regional Housing Plan – Verbal
 3. Housing Building Authority Status – Verbal
10. **A/Executive Director, Financial Services**
 1. Indigenous Procurement Policy
 2. Councillor Remuneration – Verbal

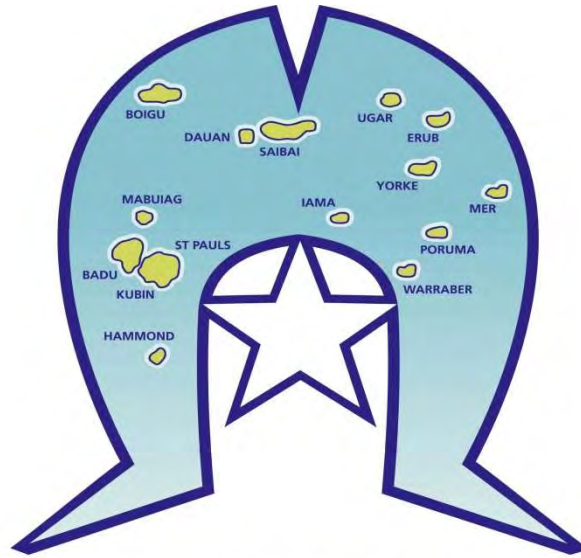
11. CLOSED BUSINESS

1. EDES – TSIRC Fuel Improvement Program Status Update Report – **late**
2. EDES - Waste Metal Project – Contractual Matter
3. EDBCS – BSU Update – **late**
4. EDCS – Torres Strait Flag – Verbal

12. General/ Other Business (on notice)

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

14. Closing Remarks and Prayer



Torres Strait Island
REGIONAL COUNCIL

DRAFT MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 11th January 2022

Time: 1:00pm to 4:00pm

Venue: Video Conference

PRESENT:

Cr Phillemon Mosby, Mayor – Poruma
Cr Getano Lui – Iama
Cr Keith Fell – Mabuiag
Cr Rocky Stephen – Ugar

STAFF:

Mr David Baldwin, Acting Chief Executive Officer
Mr Dawson Sailor, Acting Executive Director Community and Building Services
Ms Megan Barrett, Executive Director Corporate Services
Mr Adeah Kabai, Executive Director Engineering Services
Mr Peter Krebs, Manager Legal Services
Ms Nicola Daniels, Acting Executive Director Financial Services
Mrs Ursula Nai – Senior Executive Assistant to Mayor and CEO
Ms May Mosby – Secretariat Officer

APOLOGY:

Cr Aven Noah – Mer

1. **Welcome (Chair)**

Mayor Phillemon Mosby welcomed everyone to the meeting and acknowledged and paid respects to:

- Our Heavenly Father for his awesome knowledge wisdom and understanding upon the Operational Arm of Council and the people of the region.
- Traditional owners across the length and breath of Kenadth Kes.
- Elders, past, present and emerging.

2. **Opening Prayer**

Mayor Phillemon Mosby invited Cr Keith Fell to open the meeting in prayer at 1:15pm

3. **Apologies**

- Cr Aven Noah – Division 15 – Mer

RESOLUTION:

Moved: Cr Rocky Stephen, Second: Cr Keith Fell

That the Strategic Advisory Reference Group Committee accepts the apology of Cr Aven Noah for his absence at this meeting.

MOTION CARRIED UNANIMOUS

Mayor Phillemon Mosby advised Cr Hilda Mosby was not feeling well and would dial in from home. This was 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 –

- 3rd December 2021 – VC – to be ratified at January 2022 OM

RESOLUTION:

Moved: Cr Keith Fell; Second: Cr Rocky Stephen

That the minutes for the SARG meeting held on 3rd December 2021 be adopted as a true and accurate account of the meeting.

MOTION CARRIED UNANIMOUS

6. **Strategic Action Items Review**

Mr David Baldwin, Acting Chief Executive Officer gave an update on the three strategic action items:

1. Comparison of grant funding – currently in progress
2. Include Ilan Custom in amended policy – completed
3. Procurement Policy – currently in progress

1:15pm - Mayor Phillemon Mosby asked Senior Executive Assistant Mrs Ursula Nai to contact Ms Danielle Turner from Preston Law to dial in to the meeting.

Mayor Phillemon Mosby acknowledged and thanked Mr Dawson Sailor, Acting Executive Director Community and Building Services in his capacity as Acting Chief Executive Officer during the Christmas/New Year break whilst Acting Chief Executive Officer, Mr David Baldwin was away on leave. In particular, the COVID outbreak in the Torres Strait, taking up the challenge and maintaining business as usual.

Mayor Phillemon Mosby also thanked Mr David Baldwin, Acting Chief Executive Officer for providing support behind the scenes to Mr Dawson Sailor and stated this would provide more opportunities for our employees to have this level of exposure in senior executive roles.

7. SARG COMMITTEE MOVE INTO CLOSED BUSINESS

RESOLUTION:

Moved: Cr Keith Fell; Second: Cr Rocky Stephen

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:

- (a) the appointment, discipline or dismissal of the chief executive officer.**
- (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 UNANIMOUS

- MAYOR - CEO Recruitment Update – Verbal
- EDCBS - BSU Update – **Late**
- EDES – TSIRC Fuel Improvement Program Status Update Report

EXECUTIVE DIRECTOR COMMUNITY AND BUILDING SERVICES - BSU Update

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

RESOLUTION:

Moved: Cr Keith Fell; Second: Cr Rocky Stephen

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

MOTION CARRIED UNANIMOUS

EXECUTIVE DIRECTOR ENGINEERING SERVICES – TSIRC Fuel Improvement Program Status Update Report

Mr Adeah Kabai, Acting Executive Director Engineering Services provided an update in relation to TSIRC's Fuel Improvement Program and upgrade projects.

RESOLUTION:

Moved: Cr Rocky Stephen; Second: Mayor Phillemon Mosby

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

MOTION CARRIED UNANIMOUS

2:00pm - Staff asked to leave the meeting

2:00 – Ms Daniel Turner from Preston Law joined the meeting

3:07pm – Ms Daniel Turner from Preston Law left the meeting

3:07pm - Staff re-joined the meeting

COMMITTEE MOVED OUT OF CLOSED BUSINESS AND RESUME IN OPEN BUSINESS

RESOLUTION:

Moved: Cr , Second: Cr.

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

MOTION CARRIED UNANIMOUS

8. Mayor

1. SARG and Executive Directors Leadership Retreat 2022 – Verbal

Mayor Phillemon Mosby provided an update on the Leadership Retreat and advised that due to the COVID outbreak a decision has been made to put the Leadership Retreat on hold until further notice.

9. Acting Chief Executive Officer

1. February Ordinary Meeting Location – Verbal

Mr David Baldwin, Acting Chief Executive Officer spoke on this topic as to whether it is appropriate to travel to the Torres Strait for the February meeting due to the COVID surge and to reconsider postponing travel until we receive clarity of COVID. It was decided that the February meeting proceed by way of Video Conference.

10. Executive Director Corporate Services

1. Business Continuity Plan Update

Ms Megan Barrett, Executive Director Corporate Services spoke to this report. Ms Megan Barrett advised the committee that the BCP team met twice over Christmas regarding the COVID19 pandemic and to prepare and respond to the effects on the workplace. Ms Megan Barrett stated she was not aware of anyone having difficulties working from home.

The Safety & Wellbeing Team are coordinating efforts to have more PPE to send out to Divisions and will invest in purchasing the Rapid Antigen Test. The BCP team will meet again later in the week and every week to ensure that when the wave peaks in the region, that TSIRC can provide essential services to our constituents.

RESOLUTION:

Moved: **Second:** *(NOTE: No resolution passed)*

That the Strategic Advisory Reference Group note the information contained in this report.

2. Deputation Update

Ms Megan Barrett, Executive Director Corporate Services spoke to this report and also invited Mr David Baldwin, Acting Chief Executive Officer to provide an update.

RESOLUTION:

Moved: Cr Getano Lui; Second: Cr Rocky Stephen

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

MOTION CARRIED UNANIMOUS

3. **Strait Talk**

Ms Megan Barrett, Executive Director Corporate Services spoke to this report. Strait Talk has not been published since 2017 and Council will now reintroduce this publication. It is proposed the first version will be released in February 2022 and every quarter after that.

Cr Getano Lui asked about a digital monitor screen for the offices.

RESOLUTION:

Moved: Cr Keith Fell; Second: Cr Getano Lui

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

MOTION CARRIED UNANIMOUS

4. **Alcohol and Drug Management in the Workplace**

Ms Megan Barrett, Executive Director Corporate Services spoke to this report and advised that this report was presented at the SARG December meeting and was left lying on the table. Looking for guidance through SARG as further investigations needs to take place into the Alcohol and Drug testings. It was agreed that a revised policy, with costing of tests, should be presented to SARG for consideration.

ACTION ITEM: That the revised policy come back to SARG once drafted.

3:30pm - Mr Dawson Sailor, Acting Executive Director, Community and Building Services left the meeting.

11. **Executive Director, Engineering Services**

1. **Community Disaster Management Group Update – Late**

Mr Adeah Kabai, Acting Executive Director Engineering Services provided an update on the current COVID19 situation in our region and advised we are currently in Tier 4-5. TSIRC has been working closely with Torres Strait Local Disaster Management Group, the Cairns District Management Group and Torres & Cape Hospital and Health Service.

Ms Eunice Hosea, Local Community Disaster Coordinator will coordinate a response plan with Divisional Managers and Divisional Engineering Officers on ground.

2. **COVID-19 Update – Late**

RESOLUTION:

Moved: Cr Rocky Stephen; Second: Cr Keith Fell

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

MOTION CARRIED UNANIMOUS

12. **General/ Other Business (on notice)**

QR Codes – Cr Getano Lui

Cr Getano Lui raised the issue of QR Codes being installed.

Mr Adeah Kabai, Acting Executive Director Engineering Services advised that all Divisions should have QR codes put up on seaports, airports and in community centres such as the Council office and other organisations such as IBIS, School and Health Centre. Exception only for Water Treatment Plants which are restricted to the public.

COVID – Entry into community – Cr Getano Lui

Comms to be sent out to divisions regarding visitor entries.

Mr David Baldwin, Acting Chief Executive Officer to speak to Cr Getano Lui after the meeting.

Online Entry Permit situation – Cr Stephen

Mayor Phillemon Mosby to discuss with Mr Adeah Kabai, Acting Executive Director Engineering Services to share thoughts and look at issues

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

14. Closing Remarks and Prayer

Mayor Phillemon Mosby thanked and acknowledged Councillors and staff for their leadership and support given the current global COVID outbreak.

Before the meeting closed, Mr David Baldwin, Acting Chief Executive Officer informed the Committee that it was confirmed by Mr Dawson Sailor, Acting Executive Director Community and Building Services of one (1) outbreak of COVID19 on Warraber today and that the person is currently in isolation.

Mayor Phillemon Mosby invited Cr Getano Lui to close the meeting in prayer.

MEETING CLOSED - 4:33PM

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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
11	January	2022	SARG	VC	Alcohol and Drug Management in the Workplace	That the revised policy come back to SARG once drafted.	Executive Director Corporate Services					