

Torres Strait Island
REGIONAL COUNCIL

AGENDA

STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 7th September 2021

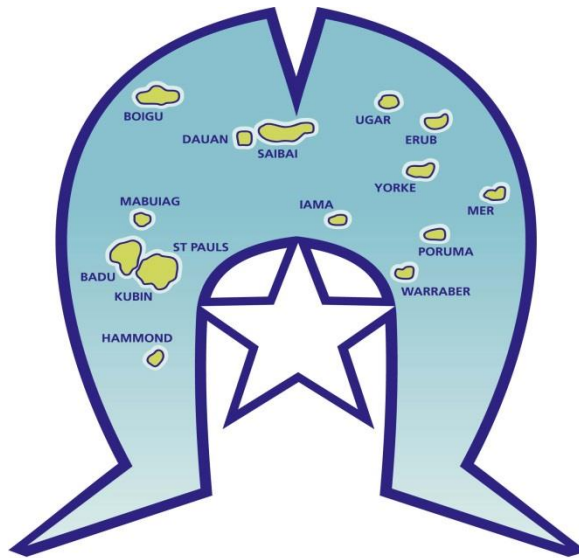
Time: 1:00pm to 4:00pm

Venue: Video Conference

Agenda

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Declarable / Prescribed
5. Confirmation of Minutes - SARG Meeting –
 - 12 August 2021 - VC
6. Strategic Action Items Review
7. **Mayor**
 1. Community Grants
8. **Chief Financial Officer**
 1. Standing Agenda item – Project Plan
 2. Christmas Festive Period Closedown 2021/2022
9. **Chief Engineer**
 1. Fuel Improvement Program Update
10. **Chief Operating Officer**
 1. Standing Agenda Item – Housing Authority Update (verbal)
 2. Standing Agenda Item - BSU Update
 3. Rental Arrears – Deceased tenants
11. **Chief Executive Officer**
 1. TSIRC name and boundary change - Legal
12. **CLOSED BUSINESS**
 1. Elphinstone and Grafton St Office Review – CB – ACEO (verbal)
 2. Transitional Action Plan – CB – ACEO (verbal)

- 13.** General/ Other Business (on notice)
- 14.** Next meeting date – proposed for Tuesday 5th October 2021
- 15.** Closing Remarks and Prayer



Torres Strait Island
REGIONAL COUNCIL

MINUTES

STRATEGIC ADVISORY REFERENCE GROUP

Date: Thursday 12th August 2021

Time: 1:06pm to 5:03pm

Venue: Video Conference

Strategic Advisory Reference Group Meeting
Thursday 12th August 2021

PRESENT:

Mayor Phillemon Mosby
Cr Getano Lui
Cr Aven Noah
Cr Rocky Stephen
Cr Hilda Mosby
Cr Francis Pearson (Proxy for Cr Fell)

David Baldwin, Acting Chief Executive Officer
Ilario Sabatino, Chief Operating Officer
Adeah Kabai, Acting Chief Engineer
Peter Krebs, Senior Legal Counsel
Kathy Cochran, Secretariat Officer

APOLOGIES:

Cr Keith Fell
Hollie Faithfull, Chief Financial Officer

Strategic Advisory Reference Group Meeting
Thursday 12th August 2021

Agenda

1. Welcome (Chair)

Mayor Mosby welcomed all in attendance and acknowledged and thanked God for his blessings and favour. Mayor Mosby acknowledged the Traditional Owners throughout Zenadth Kes and in Cairns.

2. Opening Prayer

Mayor Mosby invited Cr Lui to open the meeting in prayer and for SARG attendees to observe one minute silence for families in sorry business.

3. Apologies

- Cr Fell – Councillor, Division 4, Mabuiag – Sick

RESOLUTION:

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

That the Strategic Advisory Reference Group accept the apology of Cr Fell for his absence at this meeting.

ALL IN FAVOUR

- Chief Financial Officer – Ms Hollie Faithfull - Sick

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

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

5. Confirmation of Minutes - SARG Meeting

- 15 June 2021 – VC

RESOLUTION:

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

That the Strategic Advisory Reference Group accepts the Minutes of the SARG meeting held on the 15th June 2021 as true and accurate record of that meeting.

ALL IN FAVOUR

- 13th July 2021 – VC

RESOLUTION:

Moved: Cr Rocky Stephen; *Second:* Cr Francis Pearson

That the Strategic Advisory Reference Group accepts the Minutes of the SARG meeting held on the 13th July 2021 as true and accurate record of that meeting.

ALL IN FAVOUR

6. Strategic Action Items Review

Acting Chief Executive Officer provided an update on items listed on the action item register.

1:30pm – Cr Hilda Mosby joined the meeting.

7. Mayor

Transitional Action Plan – Badu feasibility study – verbal update

Mayor Mosby provided SARG with a verbal update on the response from Badu and Kubin communities regarding the feasibility study.

Mayor Mosby confirmed there is a Budget of \$50k this financial year to engage a consultant.

ACTION: The acting Chief Executive Officer to provide a paper to the September SARG with a proposal on what can be completed internally and what is required to be completed by the Consultant. The paper is to include a timeline of the process and what the footprint in Cairns would look like.

ACTION: The Chief Operating Officer to send the Transitional Action Plan report completed in April 2021 to SARG members.

ACTION: The Secretariat to place the Transitional Action Plan on the agenda for the next Economic Growth Standing committee meeting.

ACTION: The acting Chief Executive Officer to provide an updated report on options for Elphinstone Close to the September SARG meeting.

ACTION: The acting Chief Executive Officer to draft a letter to Warren Entsch MP, Federal Member for Leichhardt and Elida Faith, Labour Candidate for Leichhardt outlining TSIRC's current situation, the effects on TSIRC, our future, economic recovery, and job creation regarding Building Better Regions Fund and timings.

Regional Assembly – TSIRC Position to TSRA, TSC & NPARC

Mr Peter Krebs, Senior Legal Counsel provided SARG with an update. Cr Lui suggested a two-prong approach - political and media.

2:23pm – Jacob Matysek joined the meeting and provided SARG with an update from the Zenadth Kes secretariat.

ACTION: Senior Legal Counsel to provide a briefing note on TSIRC position on the independent body before the TSRA Regional Advisory Meeting and attend the meeting along with Mayor Mosby.

Mr Jacob Matysek suggested the Director's of Zenadth Kes Secretariat also have a meeting also prior to the TSRA meeting.

2:35pm – Mr Jacob Matysek leaves the meeting.

8. Chief Financial Officer

Standing Agenda item – Project Plan

Acting Chief Executive Officer provide SARG members with a brief update on the Project Plan in the absence of the Chief Financial Officer.

Fit for Work Policy

Acting Chief Executive Officer spoke to this report.

RESOLUTION:

Moved: Cr Aven Noah; *Second:* Cr Francis Pearson

That the Strategic Advisory Reference Group note the Fitness for Work Policy and recommend this for inclusion on the agenda at the September Ordinary Meeting.

ALL IN FAVOUR

Diversity & Inclusion Policy

Acting Chief Executive Officer spoke to the report. Mayor Mosby would like this policy communicated to all staff as staff currently do not understand their rights

RESOLUTION:

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

That the Strategic Advisory Reference Group not the Diversity and Inclusion Policy and recommend this for inclusion on the agenda at the September Ordinary meeting.

ALL IN FAVOUR

ACTION: Chief Financial Officer to ensure that an all-staff email is circulated to all staff on the Diversity and Inclusion Policy so staff gain an understanding of their rights.

9. Chief Engineer

Standing Agenda item - Fuel Update

Acting Chief Engineer spoke to the report.

Cr Noah mentioned the church at Mer has given the green light for the project and he is in the process of writing a letter to Bishop.

RESOLUTION:

Moved: Cr Rocky Stephen; *Second:* Cr Francis Pearson

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

ALL IN FAVOUR

10. Chief Operating Officer

Standing Agenda Item – Housing Authority Update

Chief Operating Officer provided a verbal update on the housing authority.

ACTION: Chief Operating Officer to develop a process on Rental Arrears - Deceased Tenants and distribute to all Councillors for feedback.

Standing Agenda Item - BSU Update

Chief Operating Officer, Mr Ilario Sabatino spoke to the report.

RESOLUTION:

Moved: Cr Aven Noah; *Second:* Cr Francis Pearson

That the Strategic Advisory Reference Group Committee note the information contained in this advice and endorse its submission to the August Ordinary Meeting of Council.

ALL IN FAVOUR

Special Holidays

Chief Operating Officer spoke to the report. Mayor Mosby requested a review of the Regional Holidays with the Councillors and suggested a written voting system used with a late report coming to Councillor.

Chief Operating Officer confirmed Divisional Administration capacity to complete the report within short timeframe.

ACTION: Chief Operating Officer to conduct a Regional Holiday Survey between the Councillors and provide a late paper to the August OM for full Council consideration.

Housing Investment Plan

Chief Operating Officer spoke to the report.

RESOLUTION:

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

That the Strategic Advisory and Reference Group (SARG) committee note this report as a draft planning schedule consultation of \$14.428m Housing Capital Works Program.

ALL IN FAVOUR

11. Council 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:

(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

(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;

ALL IN FAVOUR

1. Elphinstone and Grafton St Office Review – CB – ACEO (verbal)
2. Sea Swift tender – CB – ACEO (verbal)

12. Council Move out of Closed Business

RESOLUTION:

Moved: Cr Aven Noah; *Second:* Cr Francis Pearson

That the Strategic Advisory Reference Group move out of closed business.

ALL IN FAVOUR

13. General/ Other Business (on notice)

Tender Process – Cr Lui

A discussion was held on the Tender Process and IEOP's. SARG has requested that Building Services Unit and Engineering work together to come up with a consistent approach to be used for all Tenders.

ACTION: Chief Engineer and Chief Operating Officer together with the Head of Building Services to draft a methodology on the Tender Process and present a report to the next Economic Growth Committee meeting. The report is to include examples of Council's achievements in investing in First Nation business/companies.

Local Holidays – Cr Lui

A discussion was held on local holidays.

Torres Strait Flag – Cr Lui

A discussion was held on the Torres Strait Flag and the upcoming meeting to be held with the Namok Family and legal representative. Cr Lui raised the existing MOU and completed Statutory Declarations completed on this issue.

ACTION: Senior Legal Counsel to put together a brief on the Torres Strait Flag prior to the in-person meeting scheduled for the afternoon of the 20th September 2021 on TI with the Namok Family.

Entry onto Trust land– Cr Noah

Cr Noah requested a review of Entry onto Trust Land with amended to the online request to visit form to allow Councillors to comment or respond to applicants prior to approving or rejecting their entry request.

ACTION: Chief Financial Officer to liaise with Head of Corporate Affairs to amend the Request to Visit online form to allow for comments by Councillors to applicants prior to approving or rejecting their entry request. The recommended changes are to be added Refer also to the Culture, Art, Land and Heritage Committee for review and comment and then to September 2021 SARG meeting.

Pilot Outboard Mechanic visit to island – Cr Noah

A discussion was held on the possibility of an outboard mechanic being engaged by TSIRC and accompanying Remote Fleet on their scheduled visits to each island.

ACTION: Chief Engineer to explore the possibility of an outboard mechanic to accompany the motor mechanic when on his regular visits to Divisions.

Councillors Business Cards – Cr Fell

A discussion was held on the Councillor Business Cards and confirmed that this topic has been referred to Culture, Arts Standing Committee to discuss.

Prepare for Disaster / Cyclone – Cr Fell

A discussion was held, and the Chief Engineer confirmed this information is reported against in the monthly information reports provided to Councillors at the Ordinary Meeting.

Sea Rescue – Fuel / Support – Cr Fell

A discussion was held, and the acting Chief Engineer confirmed this is an action from the Council Meeting and the action is currently ongoing.

14. Next meeting date – proposed for Tuesday 7th September 2021

15. Closing Remarks and Prayer

Mayor Mosby thanked Councillors, Acting Chief Executive Officer and staff for the contribution and attendance and invited Cr Francis Pearson to close the meeting in prayer.

Meeting Closed at 5:03pm

ACTION ITEM FROM SARG MEETING – 12 August 2021

Date	Month	Agenda item	Action item	Comments	Due Date
12	August	Mayor Mosby update	Acting Chief Executive Officer to provide a paper to the September SARG with a proposal on what can be completed internally and what is required to be completed by the Consultant. The paper is to include a timeline of the process and what the footprint in Cairns would look like	Unable to be completed due to CEO timing	ongoing
12	August 2021	Mayor Mosby update - TAP	The Chief Operating Officer to send the Transitional Action Plan report completed in April 2021 to SARG members	Report sent by Secretariat to members on 2 nd September 2021	Completed
12	August	Mayor Mosby Update - TAP	The Secretariat to place the Transitional Action Plan on the agenda for the next Economic Growth Standing Committee meeting	The topic will be added to the next committee agenda	ongoing
12	August	Mayor Mosby Update – Elphinstone Close	The acting Chief Executive Officer to provide an updated report on options for Elphinstone Close to the September SARG meeting	Verbal update to be provided by acting CEO	ongoing
12	August 2021	Mayor Mosby Update – Elphinstone Close	The acting Chief Executive Officer to draft a letter to Warren Entsch MP, Member for Leichhardt and Elida Faith, Labour Candidate for Leichhardt outlining TSIRC's current situation, the effects on TSIRC, our future, economic recovery and job creation re: Building Better Regions Fund and timing	Letters are currently being drafted and will be sent prior to the next SARG meeting.	
12	August 2021	Mayor Mosby Update - Regional Assembly	Senior Legal Counsel to provide a briefing note on TSIRC position on the independent body before the TSRA Regional Advisory Meeting and attend the meeting along with Mayor Mosby	Senior Legal Counsel attended the TSRA meeting and TSIRC's position was provided to TSRA with a paper being submitted to TSRA	Completed
12	August 2021	Diversity and Inclusion Policy	Chief Financial Officer to ensure that an all-staff email is circulated to all staff on the Diversity and	Currently in progress. This will be rolled out in a Take 5.	ongoing

			Inclusion Policy so staff gain an understanding of their rights		
12	August 2021	Housing Authority Update	Chief Operating Officer to develop a process on Deceased Tenants and distribute to all councillors for feedback	Paper to be presented to September SARG	
12	August 2021	Special Holidays	Chief Operating Officer to conduct a Regional Holiday Survey between the Councillors and provide a late paper to the August OM for full Council consideration	Paper presented to August OM. Acting Chief Operating Officer to provide additional information during standing agenda topic	
12	August	General Business - Tender Process – Cr Lui	Acting Chief Engineer and Chief Operating Officer together with the Head of Building Services to draft a methodology on the Tender Process and present a report to the next Economic Growth Committee meeting. The report is to include examples of Council's achievements in investing in First Nation business/companies.	Currently in progress	ongoing
12	August 2021	General Business - Torres Strait Flag – Cr Lui	Senior Legal Counsel to put together a brief on the Torres Strait Flag prior to the in-person meeting scheduled for the afternoon of the 20 th September 2021 on TI with the Namok Family	Currently in progress	ongoing
12	August 2021	General Business - Entry onto Trust Land – Cr Noah	Chief Financial Officer to liaise with Head of Corporate Affairs to amend the Request to Visit online form to allow for comments by Councillors to applicants prior to approving or rejecting their entry request. The recommended changes are to be referred also to the Culture, Arts, Land and Heritage committee for review and comment and then to the next SARG meeting.	Currently in progress	September 2021
12	August 2021	General Business – Cr Noah Outboard Mechanic	Acting Chief Engineer to explore the possibility of an outboard mechanic to accompany the motor mechanic on their regular visits to Divisions	Currently in progress	ongoing



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG MEETING:	September 2021
DATE:	September 2021
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	Christmas Festive Period Closedown 2021/2022
AUTHOR:	Tracey Burrell, Acting Head of People & Wellbeing

Recommendation:

That the Strategic Advisory Reference Group supports the proposed dates for the Council's annual Christmas Festive Period closedown for 2021/22 and recommends for a report to be presented to September Ordinary Council Meeting for endorsement.

Executive Summary:

A closedown is when an organisation temporarily closes during slow periods of the year, such as Christmas and New Year. This closedown period also provides the opportunity for employees to have a break for family or other reasons.

The closedown arrangements will apply only where departmental requirements permit the absence of employees. Limited staffing arrangements may need to be implemented in some areas of departments to meet essential public needs.

In consultation with relevant employees, Council shall select a skeleton crew during this period to meet operational needs.

Background:

Each year Council elects to close its operations between Christmas and New Year.

Employees need to be notified of Council's intention to close operations and the prescribed closedown period a minimum of 90 days prior to closedown per the Award.

Comment:

The following dates are proposed to closedown Council operations between Christmas and New Year:

- Friday, 24 December 2021 – **half day close at midday**;
- Monday, 27 December 2021 – Public Holiday in lieu of Saturday, 25 December – Christmas Day;
- Tuesday, 28 December 2021 – Public Holiday in lieu of Sunday, 26 December – Boxing Day;
- Wednesday, 29 December 2021;
- Thursday, 30 December 2021;
- Friday, 31 December 2021; and
- Monday, 3 January 2022 – Public Holiday in lieu of Saturday, 1 January – New Year's Day.

Employees will be required to take accrued Annual Leave or time-off-in-lieu (TOIL) for the three and a half (3½) days that are not public holidays. Employees who do not have enough Annual Leave accrued to cover the period of the closedown shall take unpaid leave.

Leave Application Forms will not be required if employees only have these 3½ days off over the closedown period.

Payroll processing and Divisional Offices circulations will be determined and circulated to inform all staff of operational requirements prior to and during the closedown period.

Consultation:

- Council's Executive Team
- People and Wellbeing
- Business Services

Links to Strategic Plans:

These plans strategically aligns to specific delivery objectives under the Sustainability pillar of Council's Corporate Plan.

Conclusion:

That the Strategic Advisory Reference Group supports the proposed dates for the Council's annual Christmas Festive Period closedown for 2021/22 and recommends for a report to be presented to September Ordinary Council Meeting for endorsement.

Endorsed:

Tracey Burrell

Acting Head of People and Wellbeing



Approved:

David Baldwin

Acting Chief Executive Officer

Recommended:

Hollie Faithfull

Chief Financial Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG AGENDA REPORT

SARG MEETING:	September 2021
DATE:	7 September 2021
ITEM:	Agenda Item for Strategic Advisory Reference Group
SUBJECT:	TSIRC Fuel Improvement Program Status Update Report
AUTHOR:	Norman Griffett, Acting Fuel and Fleet Manager

Recommendation

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

Purpose

The purpose of this report is to provide SARG with an update in relation to TSIRC's Fuel Improvement Program and upgrade projects.

Background:

TSIRC is the primary provider of fuel (ULP & Diesel) to most of the 15 communities delivering to customers (community, businesses and other local government agencies and service providers) approximately 850,000L of fuel per year.

Figure 1 below is a map outlining the fuel type provided by TSIRC on each of its 15 communities, as well as third party supplied community fuel sites.

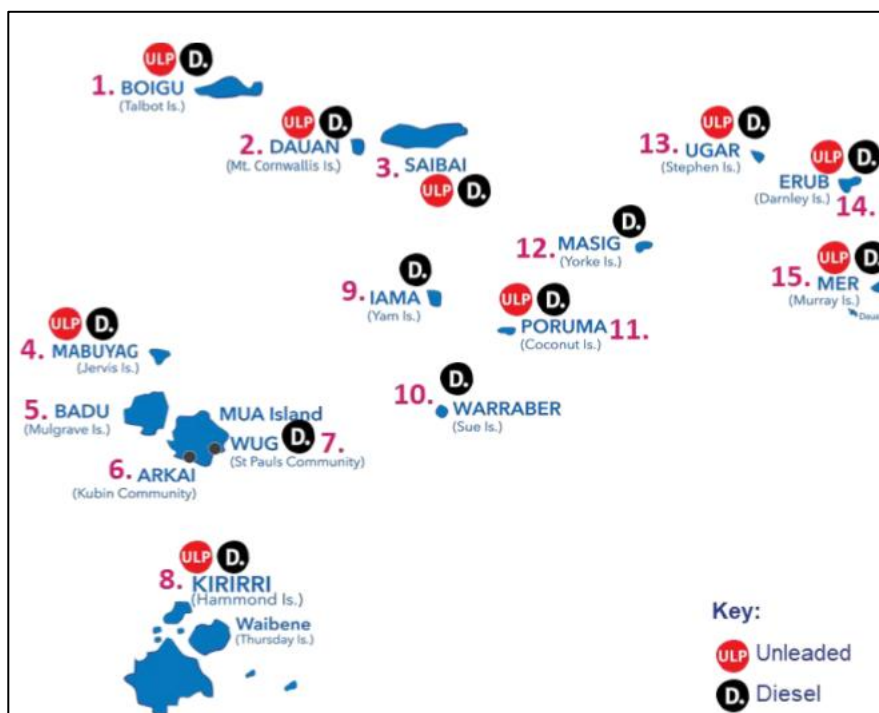


Figure 1- Fuel type provided by TSIRC

Officer Comment

Currently TSIRC fuel infrastructure requires major replacement or upgrade as it has reached end of their useful life or the maintenance regime has been inadequate in the climatic conditions to maintain in working order. Therefore, as part of the upgrade a change in the maintenance program will be reviewed to ensure the life and condition of the assets are maintained to maintain sustainable services.

The ongoing improvement measures include:

- All 13 community fuel sites that TSIRC supply fuel have received relevant PPE and safety equipment's including spill kits, first aid kits, emergency eyewash cabinets, new or replacement fire extinguishers and safety signage.
- Initial fuel safety training has been delivered to all sites by Special Project & Logistics staff to 65 Engineering Staff in divisions on safe fuel and gas operations. Further Take 5 online training packages have been completed by Learning & Development for ongoing training needs. This training will be released during September 2021 for all staff that have any involvement with fuel. This will then be ongoing for all new participants training needs for new staff handling fuel and gas to reflect the importance their involvement is in maintaining compliant services.
- All sites utilising 200L drum fuel have been provided with a paste to test daily for water contamination prior to dispensing fuel. This process continues to be an issue with additional concerns being raised during August. Contaminated fuel has been a key issue for divisions dispensing fuel from 200L drums. Engineering operations have also been proactive in organising safe water-resistant drum covers in August for additional water contamination measures. Continued testing will need to be monitored to reduce the incidence of these events occurring.
- Eight new solar powered fuel tanks with bowzers are being fitted out as interim solutions for Boigu, Mabuyag, Saibai and Kirirri to replace dispensing of fuel via fuel 200L drums. The current forecast completion date is mid-October due to the delay in the delivery of meters from overseas now not to be received until 20 September 2021. These will need to be installed and after this the tanks delivered and installed. Note Erub was in scope but currently has working fuel bowzers. An operational decision was made to prioritise Kirirri (over Erub) for an interim solution as the bowzers were non-functional. State funding of \$400,000 has been granted to upgrade Erub by a projected date of 30/3/2022. Interim fuel tanks with bowzers to be installed at Saibai until new community fuel site is commissioned in November 2021. The Saibai interim fuel tanks with bowzers have now been redirected to Mer to resolve significant WHS issues associated with current arrangement. Location for the temporary tanks to be installed at Mer is being investigated. There are two options: (a) set up the existing location and ensure it meets compliance, (b) set up at the proposed site for the new fuel bowser adjacent to the church.
- Contract awarded to build new Saibai facility with EFTPOS – forecast completion date is still on track to be 30/11/2021.
- Total of \$1.2M grant funding has been endorsed by Council for future Works for Queensland to replace fuel facilities at Boigu, Mabuyag and Erub – a requested forecast completion date is 30/3/2022. This will be reviewed as part of getting a project delivery plan in place and the availability of temporary tanks to maintain supply.

Fuel Improvement Program Updates (monthly Updates)

Table 1 details the fuel supplied across TSIRC communities by Council and other external parties. The table further details the status and condition of the fuel bowzers that are own and operated by TSIRC, and funding secured or need to upgrade the fuel sites.

#	Community	Fuel Type(s)	Delivery	Bowser	Funded	Funding Required	Avg Fuel Supplied Per Annum (Litres)
1.	Boigu	• ULP • Diesel	• Drums • Drums	• Non-Operational • Non-Operational	✓ \$400,000	Works for Queensland	115,535
2.	Dauan	• ULP • Diesel	• Bulk • Bulk	• End of life • End of life	✗ Unfunded	✓ Est \$500K-\$800K	83,788
3.	Saibai	• ULP • Diesel	• Drums • Bulk	• Non-Operational • End of life	✓ \$827,000	Building Our Regions	139,115
4.	Mabuyag	• ULP • Diesel	• Drums • Drums	• Non-Operational • Non-Operational	✓ \$400,000	Works for Queensland	94,171
5.	Badu	Fuel fulfilment provided by Island & Cape					
6.	Arkai	ULP fulfilment provided by IBIS, Diesel provided from Wug (below)					
7.	Wug	• Diesel only	• Bulk	• None	✗ Unfunded	✓ Est \$500K-\$800K	49,701
8.	Kirimi	• ULP • Diesel	• Drums • Drums	• Non-Operational • Non-Operational	✗ Unfunded	✓ Est \$500K-\$800K	50,416
9.	Iama	• Diesel only	• Drums	• None	✗ Unfunded	✓ Est \$500K-\$800K	10,600
10.	Warraber	• Diesel only	• Bulk	• None	✗ Unfunded	✓ Est \$500K-\$800K	11,050
11.	Poruma	• ULP • Diesel	• Bulk • Bulk	• Operational • Operational	✗ Unfunded	✓ Est \$500K-\$800K	65,015
12.	Masig	• Diesel only	• Bulk	• None	✗ Unfunded	✓ Est \$500K-\$800K	12,576
13.	Ugar	• ULP • Diesel	• Drums • Drums	• None • None	✓ \$572,000	TSRA	31,440
14.	Erub	• ULP • Diesel	• Bulk • Bulk	• Operational • Operational	✓ \$400,000	Works for Queensland	110,196
15.	Mer	• ULP • Diesel	• Drums • Drums	• None • None	✓ \$572,000	Internal Council funds	72,300
Total Avg Fuel Supplied Per Annum (Litres)							845,903

Table 1 - TSIRC Fuel Funding Snapshot at 02/09/2021

Table 2 details the fuel expenditure, small capital and interim measure works/projects to improve safety and efficient delivery of fuel supplied by TSIRC.

#	Community	Spill Kit	First Aid Kit	Eyewash Cabinet	Fire Extinguisher	Safety Signs	Staff Training Ongoing	Current Status	Forecast Completion Date
1.	Boigu	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution* – EFTPOS Bowzers by 30/3/22
2.	Dauan	✓	✓	✓	✓	✓	✓	• Bowzers are operational – need service visit to replace bowser displays	• In Operation
3.	Saibai	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution • Contract awarded to build new facility with EFTPOS	• 30/9/21 interim solution while new facility is being built* – EFTPOS bowzers by 30/11/21
4.	Mabuyag	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution* – EFTPOS Bowzers by 30/3/22
5.	Badu	Fuel fulfilment provided by Island & Cape							
6.	Arkai	ULP fulfilment provided by IBIS, Diesel provided from Wug							
7.	Wug	✓	✓	✓	✓	✓	✓	• Diesel solar powered fuel tank with bowser operational	• In Operation
8.	Kirirri	✓	✓	✓	✓	✓	✓	• New solar powered fuel tanks with bowzers being fitted out as interim solution	• 30/9/21 interim solution*
9.	Iama	✓	✓	✓	✓	✓	✓	• Solar powered fuel tanks with bowzers can be moved here once other islands are operational	• 30/4/22
10.	Warraber	✓	✓	✓	✓	✓	✓	• Solar powered fuel tanks with bowzers can be moved here once other islands are operational	• 30/4/22
11.	Poruma	✓	✓	✓	✓	✓	✓	• Bowzers are operational	• In Operation
12.	Masig	✓	✓	✓	✓	✓	✓	• Diesel solar powered fuel tank with bowser operational	• In Operation
13.	Ugar	✓	✓	✓	✓	✓	✓	• In design phase for new fuel facility with EFTPOS	• 31/12/21 EFTPOS Bowzers
14.	Erub	✓	✓	✓	✓	✓	✓	• Bowzers are operational – end of life and will be replaced	• In Operation - 30/3/22 New EFTPOS Bowzers installed
15.	Mer	✓	✓	✓	✓	✓	✓	• In project planning, location assessment and design phase for new fuel facility with EFTPOS	• 31/12/21- EFTPOS Bowzers

Table 2 - Fuel expenditure, small capital and interim measure

Mabuyag

There is a recommendation that the proposed interim fuel dispensing area at Mabuyag will be relocated away from the existing shed to within the existing boundary of the original fuel dispensing and tank storage area. All locations will be finalised as part of the implementation plan to ensure no Native Title issues are present.

Saibai

Tender for the Saibai Fuel Bowser upgrade has been awarded at the June 2021 Council Ordinary Meeting. The successful contractor is scheduled to mobilise in October 2021 to commence works on site. The forecasted project completion is scheduled for late November 2021.

Temporary fuel tanks procured for Saibai have now been planned to be redirected and installed at Mer pending a complete review of the compliance and distribution of fuel. Fuel supply at Saibai will continue from 200L drums until the commission of the new facility. The temporary tanks are delayed and will not demonstrate Value for Money if installed at Saibai with forecasted use of 1-2 months based on indicative schedules. Contact with BSU still indicates the November delivery is on target but a updated schedule to validate the verbal confirmation is still to be received.

Mer

TSIRC have allocated \$572,000 of its own funds for the new fuel bowser in 2018. Council is also seeking additional funding (externally) to fund the entirety of the upgrade. This project is currently at the project planning, location assessment and design phase for a new fuel facility with EFTPOS.

The proposed new location for the new fuel bowser has been assessed by TSIRC BSU and Engineering team along with the Divisional Councillor and representatives of the St James Church. The proposed new site is deemed fit for purpose and will undertake necessary approvals, planning and scoping.

Conclusion:

That the SARG notes the report.



Author:

Norman Griffett
Acting Fuel and Fleet Manager



Recommended

Adeah Kabai
Acting Chief Engineer



Approved:

David Baldwin
Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG AGENDA REPORT

COMMITTEE MEETING:	Strategic Advisory and Reference Group Committee
DATE:	September 2021
ITEM:	Agenda Report for Noting
SUBJECT:	Building Services Unit Update
AUTHOR:	Peter Jacques Head of Building Services

Recommendation:

That the SARG Committee note the information in this report for submission to Council Ordinary Meeting.

Purpose:

This report informs SARG Committee on the current business activities of the Building Services Unit (BSU)

Staffing:

Nil reports this Month

Partnerships: QBuild Program

Qbuild Partnerships are working well

Targets for the month of August

Program	Targets to be completed monthly	Actuals
Upgrades	18	22
Home Ownership	2	7
Repairs and Maintenance	500	342

Housing Investment Plan; The team have spoken to majority of Divisional Councillors regarding the needs for their Communities which is now incorporated into the Plan to be submitted to Councils OM before registering with the Department for approval. Mabuiag being the only Divisions outstanding will be completed on 6th September 2021.

Open Works underway at present

33 Home Ownerships
105 Department of Education works
187 Naha Upgrades

Capital Works

W4Q.R3 Ugar Guesthouse Upgrade	Completed
Lot 162 St Pauls - House Rebuild	Under Construction
Masig Mechanic Shed Repairs Insurance	Out to Tender
W4Q.R3 Poruma Airport Waiting Shed	Demolition in Progress
W4Q.R3 Saibai Airport Waiting Shed	Materials Ordered
W4Q.R3 Masig Builder/Mechanics Workshop	Materials Ordered
W4Q.R3 Dauan Comm Hall (Only Comm Hall Now Scope Change)	Tender Awarded
W4Q.R3 Iama Covered Sporting Facility	Tender Awarded
Saibai Fuel	Tender Awarded
Ugar Fuel	Out to Tender
Mer Fuel	Out To Tender
Warrabar Resort Upgrade	Scope has been prepared compiling tender docs for release ASAP
St Pauls Community Hall A/C	Tender Awarded
Erub Fuel Infrastructure	Planning Stage
Boigu Fuel Infrastructure	Planning Stage
Boigu Motel Security Fencing	Out to tender
Badu Sports Oval Gazebos	Planning Stage dilapidation report pending
Mabuiag Fuel Infrastructure	Planning Stage

Explanation of Terminology:

<u>Planning Stage</u>	Preliminary paperwork being prepared, plans, engineering, Tender Documents
<u>Out to Tender</u>	Tender Documents have been sent to ROPS for pricing
<u>Tender Awarded</u>	Tenders have been assessed and a contractor awarded

Invoicing

BSU has billed a total of \$1,204,601 for Qbuild Upgrades for the Month of August
BSU has billed a total of \$465,584 for Qbuild R&Ms in August 2021.

Type of Work	Actual* revenue YTD (end August 2021)	Budget Revenue YTD (end August 2021)	Comment
New Builds	69,974	-	New builds were not included in the original budget as the assumption at the time of budget preparation was that the Warraber new build would be complete by 30 June. However, due to delays, has been extended to 31 December.
Upgrades	2,307,819	3,203,806	Upgrades falling below budget due to skill shortages, Freight Delays, Delayed Inspections,. Considering significantly high volume of workload, BSU is currently undertaking review of key resources to address the shortfall going forward.
R&Ms	1,067,295	979,200	R&Ms performing above budget
Total	3,445,088	4,183,006	

- *Note: Does not take into account the AASB15 adjustment

Recommendation:

That the SARG note the information in this report for submission to Council Ordinary Meeting.



Endorsed:

Peter Jacques
Position – Head of Building Services



Recommended:

Dawson Sailor
Position – Acting Chief Operations Officer



David Baldwin
Position: Acting Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG COMMITTEEREPORT

MEETING:	Strategic Advisory Reference Group Committee
DATE:	September 2021
ITEM:	Agenda Item for Noting by the SARG Committee
SUBJECT:	POLICY – Housing – Deceased Tenant
AUTHOR:	Harrison Sabatino, Manager Housing

Recommendation:

That SARG Committee notes the report.

Executive Summary:

At Council's August Ordinary Meeting, Council sought clarity on procedure and policy for treatment of rental debt for deceased tenants.

Rental debts for deceased tenants are reflected in Council financial report and included on a monthly basis (prior to write-offs). Currently, Housing debts for deceased tenants is \$125K.

Council's housing team notifies and provides supporting documentation of any deceased tenants debts to be written off to the Rates and Debt Recovery Officer. The Rates and Debt Recovery Officer prepares all relevant paperwork for the Chief Executive Officer to review and authorise the debt write off. This in accordance with delegated authority per section 5 of Council Fiscal Governance Policy:

The Chief Executive Officer has delegated authority to write-off up to \$200,000 against a statute barred debtor or deceased debtor per account as a bad debt. Amounts in excess of \$200,000 can only be written off by Council resolution.

Upon authorisation from the Chief Executive Officer, the debtors team will process the write off of debt from the respective debtor account.

Background:

Council approved changes to a number of Housing Policies in its June 2021 Ordinary Meeting to align with change in regulation and reflect process on ground. Included was the Change of Tenancy Policy. The procedure outlines processes of changing tenancy in circumstances to remove a joint tenancy; death of a joint tenant; death of a sole tenant; adding a new tenant or any other circumstances at the discretion of Council.

In accordance with the Change of Tenancy Procedure, deactivation of debtor accounts takes effect on date of death through Council's finance system. This ensures no further charges to the tenancy or property. If there is a nominated family member to succeed the tenancy, they are not responsible for any rent arrears accrued of the sole tenant who has passed.

There were instances in the past where families will have informal discussions of paying rental

arrears on behalf of deceased tenant. In this case, the Housing Coordinator will initiate a payment plan of a pre-determined amount giving consideration to affordability and individual circumstances.

Comment:

Nil

Considerations

Risk Management

The Change of Tenancy Policy allows Council to exercise discretion and approve applicants who are impacted by domestic violence who may not meet the social housing eligibility criteria. The applicants may not have connection to land

Reputational

Council Finance

Consultation:

- Manager Housing
- Business Service Accountant
- Acting Chief Operations Officer

Links to Strategic Plans:

Corporate Plan 2020 - 2025

- Sustainability: Objective 7.1: Facilitate improvement to Community housing awareness and information
- Sustainability: Objective 7.3: Advocate for the increase to available options to overcome housing shortages and overcrowding

Operational Plan 2020-2021

- Objective 56: Increase Rental collection rate
- Objective 57: Drive an active reduction in current debt levels

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Residential Tenancy and Rooming Act 2008

Conclusion:

The SARG Committee notes the content of this report.



Recommended:
Dawson Sailor
Acting Chief Operations Officer



Approved:
David Baldwin
Acting Chief Executive Officer

TORRES STRAIT ISLAND REGIONAL COUNCIL

SARG REPORT

SARG MEETING

DATE: 7 September 2021

ITEM:

SUBJECT: TSIRC Boundary and name change project

AUTHOR: Peter Krebs, Senior Legal Counsel

RECOMMENDATION

That SARG notes the information in this report.

OFFICER COMMENT

On 11 March 2021, Mayor Mosby sent a letter to the Deputy Premier and Minister for Local Government Mr. Steven Miles MP outlining TSIRC's request for the consideration of a boundary change with Torres Shire Council and a name change to Zenadth Kes Regional Council. **(Attachment 1)**

On 25 June 2021, Deputy Premier Miles replied in a letter **(Attachment 2)** and requested further information from Council on how it plans to implement these changes.

ISSUES TO BE ADDRESSED BY TSIRC

The minister has requested clarification on the following matters:

1. A map of the proposed boundary change and the number of people that will be affected.
COMMENT: No map has yet been produced. There are limited people that will be affected, however some of the uninhabited islands do have land tenure such as DOGIT's or Land Trusts over them.
2. Proof that Torres Shire Council supports the proposal by resolution and if Torres Shire Council does not support it, reasons why it is in the public interest for the boundary to be changed anyway.

COMMENT: There is no resolution from Torres Shire Council and their informal position communicated through their Mayor is that they would oppose any changes to the boundary for reasons unknown.

3. Other options instead of changing the boundary to enhance service delivery in the region.

COMMENT: There are limited local government services provided since the area is largely uninhabited with little to no infrastructure.

4. Proof that the communities involved have been consulted and support the change of boundary.

COMMENT: A community consultation would have to be arranged to ascertain support for the proposal.

5. A detailed report of the advantages and disadvantages on both TSIRC and Torres Shire Council if the boundary is to change.

COMMENT: This would have to be investigated with expert input.

6. What is the cost involved in changing TSIRC's name to Zenadth Kes Regional Council?

COMMENT: This would have to be investigated before a final figure could be obtained.

CONCLUSION

The proposed boundary change as I understand it will involve extending TSIRC's Local Government boundary to take in sea country around the islands, including all the uninhabited islands which is currently the jurisdiction of Torres Shire Council. A detailed map of the proposed change has not yet been prepared to my knowledge nor has there been any detailed discussion with Torres Shire Council to ascertain their official position for the proposal.

There is a budget of \$10,000 allocated to organisational name change, albeit this is not directly associated with the boundary change project and there is no specific budget allocated for it.



David Baldwin
A/CEO



Peter Krebs
Senior Legal Counsel

ATTACHMENTS:

1. Two letters dated 11 March 2021 from Mayor Mosby to Deputy Premier Steven Miles MP outlining council's aspiration for a name and boundary change.
2. Letter dated 25 June 2021 from Deputy Premier Steven Miles MP to Mayor Mosby requesting further information.



Issued by email:

Steven.miles@ministerial.qld.gov.au

cook@parliament.qld.gov.au

11th March 2021

Hon Dr Steven Miles
Deputy Premier and
Minister for State Development,
Infrastructure, Local Government and Planning

Dear Dr Miles MP,

Request for Council Name Change and Local Government Area Name Change

At the Torres Strait Island Regional Council (TSIRC) Council Ordinary Meeting in July 2020 the following resolution was resolved:

RESOLUTION:

Moved: Cr Fell; *Second:* Cr Elisala

That Council resolves to;

- write to the Minister of Local Government, Racing & Multicultural Affairs requesting Council's name change from the "Torres Strait Island Regional Council" to the "Zenadth Kes Regional Council".

and

- write to the applicable State Minister(s) requesting that the "Torres Strait" Local Government Area be renamed to "Zenadth Kes".

and

- write to the applicable Federal Minister(s) requesting that the "Torres Strait" Local Government Area be renamed to "Zenadth Kes".

This letter serves to inform and request guidance and support from your department to achieve the same.

If further clarification is required please contact myself via email on Mayor@tsirc.qld.gov.au or your department can contact the Acting Chief Executive Officer Mr Ilario Sabatino via email on Ilario.Sabatino@tsirc.qld.gov.au.

I hope council's journey of change is afforded due consideration and look forward to a positive response once Council's formal application is submitted.

Yours faithfully

Cr. Phillemon Mosby
Mayor Torres Strait Island Regional Council





Issued by email:

Steven.Miles@ministerial.qld.gov.au

cook@parliament.qld.gov.au

11th March 2021

Hon Dr Steven Miles
Deputy Premier and
Minister for State Development,
Infrastructure, Local Government and Planning

Dear Dr Steven Miles MP,

Request for Local Government Boundary Review

At the Torres Strait Island Regional Council (TSIRC) Council Ordinary Meeting in September 2020 the following resolution was resolved:

RESOLUTION:

Moved: Cr Nona *Second:* Cr Trinkoon

Council resolves to;

- 1 have the Mayor, in collaboration with the Mayor of the Northern Peninsula Area Regional Council, raise the matter of local government area external boundary review through a formal deputation with Torres Shire Council at their October 2020 Ordinary Meeting,**
- and;**
- 2 formally request in writing to the Minister of Local Government, Racing and Multicultural Affairs, an external boundary review of the existing local government area by the Local Government Change Commission.**

MOTION CARRIED

This letter serves to inform and request guidance and support from your department to achieve the same.

If further clarification is required please contact myself via email on Mayor@tsirc.qld.gov.au or your department can contact the Acting Chief Executive Officer Mr Ilario Sabatino via email on Ilario.Sabatino@tsirc.qld.gov.au.

I hope council's journey of change is afforded due consideration and look forward to a positive response once Council's formal application is submitted.

Yours faithfully

Cr. Phillemon Mosby
Mayor
Torres Strait Island Regional Council





Hon Steven Miles MP
Deputy Premier
Minister for State Development, Infrastructure,
Local Government and Planning

Our ref: MC21/1320

25 JUN 2021

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Website www.dsdilgp.qld.gov.au

ABN 65 959 415 158

Councillor Phillemon Mosby
Mayor
Torres Strait Island Regional Council
mayor@tsirc.qld.gov.au

Dear Councillor Mosby

Thank you for your letter of 11 March 2021 about an external boundary review of the Torres Strait Island Regional Council's (the council) existing local government area and your letter to the Honourable Scott Stewart MP, Minister for Resources about a proposed change of council's name from Torres Strait Island Regional Council to Zenadth Kes Regional Council, which was referred to me to for response.

Thank you for the work you and council have done in preparing both these proposals. I note you are seeking guidance and support from the department to bring them to fruition.

In order to ensure both matters are progress as quickly as possible, I propose to consider them separately.

In relation to the external boundary review, Council will need to provide the following further information:

- details of the proposal, including a map outlining the proposed boundary change/s and the number of properties and electors affected by the proposal
- evidence that the proposal is supported by resolution of the affected local government(s) or, if not supported, reasons why the proposal is still in the public interest
- an analysis of alternative operating options (joint local government arrangements, shared services, resource sharing etc) that could be established instead of the proposed boundary change
- evidence that electors impacted by the proposal from each of those affected local government areas have been consulted and are broadly supportive of the proposal
- a comprehensive analysis of the expected impacts the proposal might have on the sustainability of affected local governments.

Once I have received and considered this information, if I support the proposed change the next step will be for me to refer it to the Local Government Change Commission for its review and consideration.

Similarly, in relation to the proposed name change, I ask that Council provide evidence of community support for the proposed name change and an estimate of potential costs involved to implement the name change.

I have asked for Mr John O'Halloran, Regional Manager, Local Government Division in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Mr O'Halloran on (07) 4037 3412 or by email at john.o'halloran@dsdilgp.qld.gov.au.

Yours sincerely



STEVEN MILES MP
DEPUTY PREMIER
Minister for State Development, Infrastructure,
Local Government and Planning