



Ordinary Council Meeting

Agenda

Date:	18-19 April 2023
Time:	9.00am to 5.00pm
Venue:	(VC) VMR 8 – 0299 165 401 #Guest PIN 6905

Agenda

TSIRC Ordinary Council Meeting – 18-19 April 2023

Page 2 of 3

Time	Agenda
10.30am	1. WELCOME (CHAIR)
10.35am	2. OPENING PRAYER
10.40am	3. ATTENDANCE
10.45am	4. APOLOGIES
10.50am	5. CONFLICT OF INTEREST (COI) - DECLARABLE/PREScribed
10.55am	6. PREVIOUS MINUTES
11.05am	7. ACTION ITEMS FROM PREVIOUS MEETINGS
11.15am	8. MAYOR REPORT
11.25am	9. CHIEF EXECUTIVE OFFICER REPORT (LATE PAPER)
11.35am	10. CORPORATE SERVICES: FUNDING ACQUISITION REPORT
11.40am	11. CORPORATE SERVICES: COMMUNITY GRANTS PROGRAM ALLOCATION – APRIL 2023
11.45am	12. FINANCIAL SERVICES: CONTRACTUAL MATTER – SOLE SUPPLIERS
11.50am	13. FINANCIAL SERVICES: FINANCE DASHBOARD REPORT - MARCH 2023
	14. MOVE INTO CLOSED BUSINESS <i>Mayor to call for meeting to proceed into Closed Business</i>
12.00nn	15. BUILDING SERVICES: AWARD TENDER No. TSIRC 2021-356 BADU ISLAND DRFA WORKS
12.10pm	16. BUILDING SERVICES: REPLACEMENT OF FLEET GARBAGE TRUCKS (LATE PAPER)
12.20pm	17. CORPORATE SERVICES: COUNCILLOR REMUNERATION REIMBURSEMENT AND FACILITIES PROVISION POLICY
	18. MOVE OUT OF CLOSED BUSINESS <i>Mayor to call for meeting to move out of Closed Business</i>
12.45pm	KAI KAI

Agenda

TSIRC Ordinary Council Meeting – 18-19 April 2023

Page 3 of 3

1.00pm **19. BUSINESS ARISING**

For discussion of additional business which arises throughout the meeting.

INFORMATION REPORTS

2.00pm **20. COMMUNITY SERVICES – INFORMATION REPORT FOR APRIL 2023**

2.10pm **21. CORPORATE SERVICES – BLUE CARD SERVICES – FACT SHEET FOR MAYORS AND COUNCILLORS (LATE PAPER)**

2.15pm **22. CORPORATE SERVICES – PEOPLE AND WELLBEING**

2.20pm **23. ENGINEERING SERVICES – MONTHLY WATER AND WASTEWATER REPORT**

2.30pm **24. ENGINEERING SERVICES – DIVISIONAL ENGINEERING OPERATIONS**

2.40pm **25. ENGINEERING SERVICES – DISASTER MANAGEMENT**

2.50pm **26. ENGINEERING SERVICES – CAPITAL WORKS PROJECTS UPDATE**

3.00pm **27. NEXT MEETING**
✓ 10-26 May 2023 – Cairns (Workshop + Council Meeting)
✓ 25-26 May 2023 – Cairns

3.00pm **28. CLOSING REMARKS & PRAYER**



MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

22-23 March 2023

COUNCIL ORDINARY MEETING

Day One

22 March 2023

Mayor Mosby opened the meeting at 10.35am, welcomed Councillors and Torres Strait Island Regional Council Executives and staff and made cultural acknowledgement of Country and community across the TSIRC footprint. Mayor Mosby made special reference to how delighted he was to have an “in person” meeting and have the ability to engage with the Warraber Community on another level. It was very satisfying for Mayor Mosby to be able to talk to the Community face to face and hear the struggles and success stories. Mayor Mosby also gave special acknowledgement to those communities who may be experiencing Sorry Business at this time.

Mayor Mosby also acknowledged:

- Our Heavenly Father for his awesome, wisdom, knowledge and understanding upon our lives. our family, our organisation, our people and region
- Traditional Owners of this land we gather today
- Elders, leaders, past, present and emerging
- Councillors, Chief Executive Officer and Executive Staff

Councillor John Levi opened the meeting with prayer and a minute of silence for those who may be experiencing Sorry Business at this time.

Cr Kabay Tamu directed Councillors, visitors and staff to note the emergency evacuation plan, the safe exits and where to muster safely, should the occasion arise.

The following attendances were confirmed:

Torres Strait Island Regional Council

Mayor

Division 2 – Dauan
Division 3 – Saibai
Division 4 – Mabuiag
Division 5 - Badu
Division 6 – Arkai
Division 7 – Wug (St. Pauls), Mua Island
Division 8 – Kirirri (Hammond)
Division 10 – Warraber
Division 11 – Poruma
Division 12 – Masig
Division 14 – Erub

Cr Phillemon Mosby

Cr Torenzo Elisala
Cr Conwell Tabuai
Cr Keith Fell
Cr Laurie Nona
Cr Lama Trinkoon**(by telephone dial-in)*
Cr John Levi
Cr Seriako Dorante
Cr Kabay Tamu
Cr Francis Pearson
Cr Hilda Mosby
Cr Jimmy Gela

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 3 of 26

Torres Strait Island Regional Council – Administrative Staff

Chief Executive Officer	Mr James William
Executive Director Building Services	Mr Wayne Green
Executive Director Corporate Services	Ms Noeleen Selke
Executive Director Engineering Services	Mr David Baldwin
Executive Director Financial Services	Ms Hollie Faithfull
Head of Community Services	Mr Dawson Sailor
Senior Legal Officer	Ms Julia Mauro(<i>by telephone dial-in</i>)
Senior Executive Assistant to the CEO	Ms Julie Marino
Executive Assistant to the Mayor	Ms Trudy Lui
TSIRC Secretariat	Mr Darryl Brooks

Observers

N/A	Mr David Kempton
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Mayor Mosby confirmed, therefore, that the required quorum of Councillors were present for the meeting to proceed.

Mayor Mosby requested that members make any relevant conflict of interest declarations and advise if any relevant legal proceedings were current pertaining to Council business to be considered at the meeting. No such declarations were made by Councillors. Mayor Mosby encouraged Councillors to be mindful of making relevant declarations if other matters arose throughout the duration of the meeting.

The following apologies were noted:

APOLOGIES - Torres Strait Island Regional Council	
Division 1 – Boigu	Cr Dimas Toby
Division 9 – Iama	Cr Getano Lui Jnr (Deputy Mayor)
Division 13 – Ugar	Cr Rocky Stephen
Division 15 - Mer	Cr Aven S. Noah

The participation of Cr Lama Trinkoon via telephone dial-in was approved by the Council.

The apology for Cr Dimas Toby was approved by Council.

MOVED:	Cr Torenzo Elisala (Division 2)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr John Levi (Division 7)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

The apology for Cr Getano Lui (Jnr) was approved by Council.

MOVED:	Cr Keith Fell (Division 4)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Torenzo Elisala (Division 2)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Mayor Mosby allowed Council to consider a late submission in relation to Cr Rocky Stephen (Division 13) and the Council resolved to:

- Consider the Protected Zone Joint Authority's Fisheries Workshop on Horn Island on 22-23 March 2023 as official Council business;
- Approve the nomination of Cr Rocky Stephen to attend Protected Zone Joint Authority's Fisheries Workshop on Horn Island;
- Approve leave taken by Cr Rocky Stephen as leave taken on 22-23 March 2023 previously approved official Council business;
- Confirm that Council authorises the payment of the monthly meeting allowance for Cr Rocky Stephen; subject to review of Council Policy in this instance.

The apology for Cr Rocky Stephen was approved by Council.

MOVED:	Cr Jimmy Gela (Division 14)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Francis Pearson (Division 11)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

It was noted by Mayor Mosby that in the Trustee Meeting of today's date there was an action item already created for Mr David Kempton to liaise with administration to create a template for Council use when Councillors are required to submit a formal submission in order to be excused from attending Council meetings to attend "other" meetings that are of significance to Council and are considered Council business. This template is to be assessed by Council against current Policy.

Mayor Mosby declared the apology/matter regarding Councilor Cr Aven S. Noah will be discussed in Closed Business.

* * *

1 CONFIRMATION OF PREVIOUS MINUTES

- 1.1 Council ratifies the Minutes of the **Strategic Advisory Reference Group Meeting** held on 7 February 2023.

MOVED:	Cr Laurie Nona (5)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr John Levi (Division 7)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

- 1.2 Council ratifies the Minutes of the **Strategic Advisory Reference Group Meeting** held on 7 March 2023.

MOVED:	Cr Lama Trinkoon (Division 6)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Laurie Nona (5)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Cr Laurie Nona enquired re: the status of the SARG action items regarding various letters to Ministers.

Mr James William replied that two of the five letters have been drafted and are awaiting legal advice. These letters will be sent by COB Friday week.

1.3 Council ratifies the Draft Minutes of the **Ordinary Council Meeting** held on 22 February 2023

MOVED:	Cr Laurie Nona (5)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Lama Trinkoon (Division 6)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

1.4 Council ratifies the Draft Minutes of the **Special Council Meeting** held on 6 March 2023.

MOVED:	Cr Lama Trinkoon (Division 6)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Laurie Nona (5)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Cr Keith Fell spoke on behalf of Councillors for Secretariat to revert back to the original format in the minutes and Agenda as the current format was confusing.

Secretariat agreed to revert back to the original format moving forward.

2 ACTIONS LIST FROM PREVIOUS MEETINGS

Council notes the verbal update provided by the Chief Executive Officer on the actions list from the previous Council meeting.

MOVED:	Cr John Levi (Division 7)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Torenzo Elisala (Division 2)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

3 CHIEF EXECUTIVE OFFICER REPORT

Council notes the verbal report provided by the Chief Executive Officer.

4 BUILDING SERVICES

4.1 Demolition Works – Lot 62 Chapman Street, Badu tender /Contract number No. TSIRC 2023 _410.

Recommendation:

Council resolves to note the Building Services Report for February 2023.

MOVED:	Cr John Levi (Division 7)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Laurie Nona (Division 5)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 6 of 26

Cr Lama Trinkoon had a question regarding “Housing”. Mr Wayne Green said that he is meeting with “Housing” on Friday and there is no timeframe at the moment regarding Cr Lama Trinkoon’s question and that on his return will provide Cr Lama Trinkoon with an update.

Cr Keith Fell said we should shape the Housing Strategy and build a case and lobby with that, a house is the heart of the family and wants tenants to be able to design their own home.

Cr Laurie Nona said when building a house we should decide how it is built – we are a community that enjoys an outside lifestyle – we should build the house so it fits island lifestyle.

Cr Seriako Dorante enquired about Hammond Island Building Camp.

Action	Responsibility	Status
Mr Wayne Green to provide a report on Hammond Island Building Camp.	Executive Director, Building Services	

Cr Francis Pearson asked if we had an electrician. Mr Wayne Green replied that yes, we have a number of electricians and a tender that is out at present. Cr Francis Pearson said we have a number of lights and works not completed. Mr Wayne Green Noted this comment.

Cr Laurie Nona also spoke regarding the electrician contract and said that there are no Torres Strait Island apprenticeships for an electrician that he is aware of. If an electrician comes to Island then they must support an apprenticeship of a local person.

Mr Wayne Green identified a local traditional owner who is in based in Badu - she is getting her license finalised.

It was discussed that we should have a partnership with TAFE college to share courses. It would be desirable if TAFE worked with Council to organise apprenticeships for Torres Strait Islanders.

5 CORPORATE SERVICES

5.1 Community Grants Program Allocation – March 2023

Recommendation:

Council resolves to allocate Community Grants Program funding to the following applicants in accordance with the Community Grants Policy:

- Vincent Mau for the requested amount of \$2,500.00 exclusive of GST;
- Erub Community for the requested amount of \$1,500.00 exclusive of GST;
- Goshen Ministry International Outreach for the requested amount of \$1,800.00 exclusive of GST;
- Gelam Youth Sports & Recreation for the supported amount of \$1,564.95 exclusive of GST, being approximately 40% of the grant funds requested;

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 7 of 26

- Church of the Living God (Mer Island) for the supported amount of \$1,564.95 exclusive of GST, being approximately 30% of the grant funds requested;
- St Mark's Cathedral for the supported amount of \$500.00 exclusive of GST, being 25% of the grant funds requested;
- Iama Junior Rugby League Team for the supported amount of \$3,500.00 exclusive of GST, being 50% of the grant funds requested; and
- Mopwalle Mabo for the supported amount of \$2,500.00 exclusive of GST, being approximately 43% of the grant funds requested.

Council resolves to **decline** Community Grants Program funding to the following applicant in accordance with the Community Grants Policy:

- Tabipa Mau for the amount of \$2,500.00 as per recommendation by Cr Torenzo Elisala that the applicant is not a current resident of Dauan Island;
- Suzanne Anau for the amount of \$2,000.00 as per recommendation by Cr Dimas Toby that the Boigu Community has exhausted their funding for this financial year;
- Nelson Gibuma for the amount of \$2,500.00 as per recommendation by Cr Dimas Toby that the Boigu Community has exhausted their funding for this financial year; and
- Gur Segur Club for the amount of \$1,700.00 as per recommendation by Cr Jimmy Gela.

Council resolves to allocate Community Grants Program funding to the Spirit of Promise Ministries for the supported amount of \$3,000.00 exclusive of GST, as per the following voluntary divisional contributions:

- \$500 – Mabuiag;
- \$500 – Dauan;
- \$500 – Warraber;
- \$500 – Erub;
- \$500 – Saibai; and
- \$500 – Mayor's discretionary funds

MOVED: Cr Laurie Nona (Division 5)
SECONDED: Cr Torenzo Elisala (Division 2)

THOSE IN FAVOUR: Unanimous
THOSE AGAINST: N/A
RESOLUTION STATUS: Carried

Cr Laurie Nona and Cr Seriako Dorante asked re: In Kind Grants. Who approves these types of grants?

Ms Hollie Faithfull replied that our Chief Executive Officer approves these grants.

Action	Responsibility	Status
Short presentation to Council to walk through In Kind Grants to be incorporated at the May 2023 Workshop.	Executive Director Corporate Services	

Cr Hilda Mosby seeks support from Council re: Death Insurance / Funeral Insurance and to hold a community session or workshop. Mindset is when you are dead – it's Council's problem- rather we spend money on the living. Everyone MUST have death and funeral insurance. Some Councils already have that implemented.

Mayor Mosby and Mr James William support Cr Hilda Mosby in this statement.

Action	Responsibility	Status
All Divisions (including all Councillors) to be provided information in relation to Funeral Insurance and are encouraged to urge their communities to consider taking up individual Funeral Insurance Plans.	Executive Director Corporate Services	

5.2 Information Report – People and Wellbeing

Recommendation:

That Council note the contents of this report.

MOVED: Cr Keith Fell (Division 4)

SECONDED: Cr Conwell Tabuai (Division 3)

THOSE IN FAVOUR: Unanimous

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

Executive Director, Corporate Services asked Council what do Councillors want to see in these information reports – what information do they want see captured?

Mayor Mosby replied that this report should be an update of employees and a transition action plan.

Executive Director, Corporate Services said there is a report coming to Council in May – an Organisational Review. Does Council wish for me to ask each Councillor what they want captured in this report?

Cr Keith Fell commented that positions in our Divisions are not being filled as opposed to Cairns based positions that are filled quickly – it doesn't weigh up. In Division we need staff on the ground – why does it take such a long time to fill a Divisional position? Who gets the blame? The Councillor.

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 9 of 26

Mayor Mosby suggested to improve the report we should incorporate total breakdown of staff:

- Percentage of full time; part-time; and casual staff in Cairns;
- Percentage of full time; part-time; and casual staff on Island.

Action	Responsibility	Status
Future reporting to identify full-time and part-time positions, both in Cairns and the Torres Strait Islands, with clear distinction between Cairns-based positions and positions based in the Torres Strait Islands.	Corporate Services	

Action	Responsibility	Status
A report/audit on what houses are available on Island for staff to relocate to the region. Factor into TAP available housing and office space.	Head of Community Services	Update to be presented in report to SARG May 2023 Meeting.

Action	Responsibility	Status
Grafton Street Cairns lease. Confirmation on current leasing end date	CEO Mr James William	

Mayor Mosby said that we still need a footprint in Cairns for technology and the rest absorbed back into the region.

Action	Responsibility	Status
Mr Scott Mason, Consultant to TSIRC, Local Government professional and passionate advocate for remote Australia to visit communities on Island region to appreciate the challenges of living remotely.	Chief Executive Officer.	

6 ENGINEERING SERVICES

6.1 Information Report - Capital Works Projects Update

Recommendation:

That Council notes this report.

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 10 of 26

Executive Director, Engineering Services noted Cr Keith Fell's comment and actioned re: ECOI samples not transported back to Cairns before they go "off".

MOVED: Cr John Levi (Division 7) **THOSE IN FAVOUR:** Unanimous
SECONDED: Cr Torenzo Elisala (Division 2) **THOSE AGAINST:** N/A
RESOLUTION STATUS: Carried

6.2 Information Report – Monthly Water and Wastewater Report

Recommendation:

That Council notes this report.

MOVED: Cr Lama Trinkoon (Division 6) **THOSE IN FAVOUR:** Unanimous
SECONDED: Cr Keith Fell (Division 4) **THOSE AGAINST:** N/A
RESOLUTION STATUS: Carried

Cr Laurie Nona and Cr Seriako Dorante are in support of a sewerage treatment plant and said it was a priority.

Cr Keith Fell said TSRA and TSIRC historically had an alignment together re: governance and need to work together on various infrastructure issues and work our way forward to address these issues.

Action	Responsibility	Status
Engage TSRA to work with TSIRC to plan a way forward for our various infrastructure issues.	Executive Director Engineering Services.	

Cr Keith Fell said water is essential to life and it would be interesting to look at the budget at the May workshop to decide on these engineering concerns:

- No more having to boil water for everyday use; and
- No more pumping raw sewerage into our waters

Cr Lama Trinkoon said in Brisbane the Regulator will lift boar water notice when directed by Queensland Public Health. The Regulator is "by the book" with a consistency of data which needs to be closed out before Boar Water Notice is released.

7 HEAD OF COMMUNITY SERVICES

7.1 February 2023 Information Report – Community Services

Recommendation:

That Council notes this report.

MOVED:	Cr Torenzo Elisala (Division 2)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Keith Fell (Division 4)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Action	Responsibility	Status
Blue Card information update to be provided to Councillors.	Executive Director Corporate Services	

8 DEPUTATIONS

8.1 Torres Shire Council

Dalassa Yorkston | Chief Executive Officer
“2023 Winds of Zenadth Kes Cultural Festival “The Masig Statement”
M: 0429 691 333

Council noted advice from the Torres Shire Council that its deputation could not proceed due to airline flight delays.

The Head of Community Services will provide a schedule of the Festival to all Divisions.

Action	Responsibility	Status
Program schedule of the “2023 Winds of Zenadth Kes Cultural Festival “The Masig Statement” to be circulated the all Divisions.	Head of Community Services	

8.2 iOR Petroleum Pty Ltd

Stewart Morland | iOR Managing Director
Peter Domenighini | Head of Shoreside Operations, iOR Marine
Scott Kessell | Special Projects
iOR Petroleum Pty Ltd | 99 Southgate Avenue, Cannon Hill, 4170, QLD
T 0402 930 113 | E scott.kessell@ior.com.au

The Council noted the presentation by the iOR Marine deputation.

8.3 Skytrans Airlines

Alan Milne | Chief Executive Officer
Samantha Collings | Horn Island Base Manager (0439 535 495)

Action	Responsibility	Status
TSIRC delegation to CASA for discussions re: New Safety Rules re: Airstrips.	SEACEO	Delegation due to speak face to face with CASA on 19 April 2023. With CEO; Mayor Mosby; Deputy Mayor and Mr David Kempton (TSIRC legal advisor).

The Council noted the comments provided by the Skytrans Airlines delegation. Further Action Items arising from these discussions are addressed under Agenda Item 10 "Business Arising/Other Business".

* * *

The Mayor called a motion for the Council to move into Closed Business at 3.10pm.

MOVED: Cr Torenzo Elisala (Division 2)
SECONDED: Cr John Levi (Division 7)

THOSE IN FAVOUR: Unanimous
THOSE AGAINST: N/A
RESOLUTION STATUS: Carried

9 CLOSED BUSINESS

9.1 Corporate Services

9.1.1 Badu Lot 623 on SP253545 lease surrender

Recommendation:

1. That Council surrender Lease 715599222 over Lot 623 on SP253545 Yalla Street, Badu Island by providing six months' written notice to the lessor on the basis that Council no longer requires the premises; and
2. That pursuant to section 257 of the *Local Government Act*, that Council delegate to Mayor Mosby and Chief Executive Officer each the power to negotiate, make, sign, amend and discharge the lease surrender.

MOVED:	Cr Laurie Nona (Division 5)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr John Levi (Division 7)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Action	Responsibility	Status
An audit on all Leasing arrangements across the TSIRC footprint to be undertaken.	Senior Legal Officer	

9.2 Engineering Services

9.2.1 Dauan Pontoon and Gangway Insurance Claim

Recommendation:

Council resolves to:
Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute all matters associated with the Dauan Pontoon and Gangway Insurance Claim Settlement Offer.

MOVED:	Cr Keith Fell (Division 7)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Francis Pearson (Division 11)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

9.2.2 Award Tender No. TSIRC 2021-355 Hammond Island

Recommendation:

That Council resolves to:

- Subject to funding approval and finalisation, award the Tender No. TSIRC2021-355 – Hammond Island DRFA Works to Torres Strait Island Homes Pty Ltd for an amount of up to \$862,569.80 excl. GST; and
- Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise, and execute any and all matters associated with or in relation to this project, funding and contract including without limitation any options and/or variations as per Council's procurement and ethical sourcing policy.

MOVED:	Cr Seriako Dorante (Division 8)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Keith Fell (Division 4)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

9.2.3 Funding Matter – TSIRC.0028.2122J.REC Disaster Recovery Funding Arrangement (DRFA) & Reconstruction of Essential Public Assets (REPA)

Recommendation:

That Council resolves:

- To enter into the proposed funding agreement, TSIRC.0028.2122J.REC for Disaster Recovery Funding Arrangement (DRFA) & Reconstruction of Essential Public Assets (REPA), administered by Queensland Recovery Authority (QRA) in relation to Council's submission of TSIRC.0028.2122J.REC for grant sum of up to \$5,331,064.70 (excl. GST); and
- Pursuant to Section 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer:
 - power to make, amend or discharge the agreement; and,
 - power to negotiate, finalise and execute any and all matters associated with or in relation to this funding agreement including without limitation any options and/or variations.

MOVED:	Cr Keith Fell (Division 4)	THOSE IN FAVOUR:	Unanimous
SECONDED:	Cr Torenzo Elisala (Division 2)	THOSE AGAINST:	N/A
		RESOLUTION STATUS:	Carried

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 15 of 26

9.2.4 Australian Research Council Linkage Project – Griffith University & TSIRC Collaboration

Recommendation:

That Council resolves:

- To enter into a research collaboration agreement with the Griffith University whereby Council provide contributions to the amount of \$217,500 (equivalent in-kind) and a cash amount of \$16,000; and
- Pursuant to Sections 236 and 257 of the *Local Government Act 2009*, to delegate to the Chief Executive Officer power to negotiate, make, sign, amend or discharge a Collaboration Agreement for Griffith University's ARC Linkage Project, without limitation.

MOVED: Cr Keith Fell (Division 4)

THOSE IN FAVOUR: Unanimous

SECONDED: Cr Francis Pearson (Division 11)

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

9.2.5 TSIRC Fuel Price Update

Recommendation:

That the Council notes the report and maintains fuel pricing as per current fees and charges.

MOVED: Cr Lama Trinkoon (Division 6)

THOSE IN FAVOUR: Unanimous

SECONDED: Cr Conwell Tabuai (Division 3)

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

9.3 Financial Services

9.3.1 Financial Dashboard Report – February 2023

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2022-23 year to date, for the period ended 28 February 2023, as required under *Section 204 Local Government Regulation 2012*.

MOVED: Cr Keith Fell (Division 4)

THOSE IN FAVOUR: Unanimous

SECONDED: Cr John Levi (Division 7)

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

9.4 Building Services

9.4.1 Demolition Works – Lot 62 Chapman Street, Badu Tender/Contract No. TSIRC 2023_410

Recommendation:

Council resolves to:

- Submit Tender for Lot 62 Chapman Street, Badu - Demolition Works
Tender/ Contract No.:TSIRC 2023-410 proceeding with Paul Ware
Constructions Tender Submission price of \$565,500.00 excluding GST and
- Once approved by QBuild, delegate authority to the Chief Executive Officer
in accordance with the *Local Government Act 2009*:
 - power to make, amend or discharge the contract entered into for the
demolition works of Lot 62 Chapman Street, Badu Tender/ Contract
No.: TSIRC 2023-410; and
 - power to negotiate, finalise and execute any and all matters
associated with or in relation to this project and agreement including
without limitation any options and/or variations.

MOVED: Cr Torenzo Elisala (Division 2)

THOSE IN FAVOUR: All

SECONDED: Cr Francis Pearson (Division
11)

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

The Mayor called a motion for the Council to move out of Closed Business at
5.35pm.

MOVED: Cr Laurie Nona (Division 5)

THOSE IN FAVOUR: All

SECONDED: Cr Torenzo Elisala (Division 2)

THOSE AGAINST: N/A

RESOLUTION STATUS: Carried

Cr Keith Fell (Division 4) closed Day 1 of the meeting in prayer.

FURTHER ACTION ITEMS OF DAY ONE

Action	Responsibility	Status
May Workshop – a TAP framework recommendation report to be presented to Council	CEO James William	

Action	Responsibility	Status
June Council – TAP framework to be adopted at the June Ordinary Meeting	CEO James William	

Action	Responsibility	Status
Scott Mason's (Consultant) report on findings/recommendations on the TSIRC organisational structure to be presented to Council at May Workshop	CEO James William/Scott Mason	

DRAFT

COUNCIL ORDINARY MEETING

Day Two

23 March 2023

9:00am – 9:10am

Welcome and Opening Prayer.

Mayor Phillemon Mosby opened the second day of in person Council meeting for March 2023, at Warraber and made cultural acknowledgement of Country and community across the TSIRC footprint. Mayor Mosby made special acknowledgement to Councillor Tamu for the bountiful Welcome Dinner organised for the Council and staff by the hardworking Warraber Community, making special note of the traditional practice of ***Sibwanan*** (giving visitors a welcome gift). These gifts are a gesture of thanks from the Community for the work being done by Councillors and staff on their behalf.

Mayor Mosby also made a special acknowledgement and welcome to our community member who joined us.

The Mayor Mosby also gave special acknowledgement to those communities who may be experiencing Sorry Business at this time.

Cr Kabay Tamu directed Councillors, visitors and staff to note the emergency evacuation plan, the safe exits and where to muster safely, should the occasion arise.

Mayor Mosby conducted a roll call and declared a Quorum was achieved and welcomed everyone to the second day of March Council meeting of 2023.

Mayor Mosby also acknowledged:

- Our Heavenly Father for his awesome, wisdom, knowledge and understanding upon our lives. our family, our organisation, our people and region
- Traditional Owners of this land we gather today
- Elders, leaders, past, present and emerging
- Councillors, Chief Executive Officer and Executive Staff

Cr John Levi opened the meeting with prayer and a minute of silence for those who may be experiencing Sorry Business at this time.

10 BUSINESS ARISING/OTHER BUSINESS

10.1 The following issues were raised and discussed as Strategic Matters:

1. Cr Keith Fell : Mail delivery due to Skytrans not servicing Mabuiag and Erub their mail is not being delivered on timely manner (waiting up to 3x months, this is not good enough).

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 19 of 26

Also can we arrange or co-ordinate a charter re: ECOLI testing. We need to support Erub, Mabuiag in their ECOLI testing. Samples are going “off” and are rendered useless as it is difficult to get in and out of Community to get samples tested in time.

Mr James William responded that we can raise that opportunity today with Skytrans. Our challenge is we do not have the funds as our budget is limited. Please raise this issue with Skytrans at their deputation today.

Mayor Mosby met with TSRA and DATSIP and last week TSRA had a Board meeting re: TSIRC seeking their support to subsidise a charter flight. We have sent a formal request letter to subsidise a chopper or charter. We are exploring alternatives.

Action	Responsibility	Status
Contact Australia Post to confirm what is the current contract and provide feedback about the service to date for Mabuyag and Erub.	Mr Dawson Sailor	

2. Cr Keith Fell : Staff Issue due to the reality of positions within divisions have been vacant for extensive period of time resulting in community members as well as our own staff making assumptions.

Mayor Mosby requested that this matter be discussed in Closed Business due to the possible nature that this matter may directly relate to operational matters.

3. Cr Keith Fell : Questions from Community why positions within community are not being filled.

Mr James William responded to this matter in Closed Business.

4. Cr Keith Fell : Raised his disappointment about Councillors and Staff attendance at community events especially when we are in division for Council business (OM). That leadership should be mindful that we all Island people and should pay our respect.

5. Cr Conwell Tabuai : Border Force Presence. Currently the facility on Saibai is not being fully utilised and there is a lack of Border Protection presence on Saibai let alone the border. There are a lot of cross border breeches under the treaty.

Action	Responsibility	Status
Deputy Mayor Cr Lui to flag this with their next engagement with Australian Border Force.	Mayor Mosby/Deputy Mayor	

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 20 of 26

Action	Responsibility	Status
Mayor's Office to organise fortnightly catch up with Australian Border Force, DFAT, QPS, AFP & ADF for most frequently visited communities.	Mayor Mosby	

6. Cr Conwell Tabuai : Support for Divisional Staff

Cr Conwell Tabuai raises concerns for support for organisational values/appreciation which should reflect on Council's commitment in succession planning that is consistent, is open, and transparent.

7. Cr Laurie Nona : Current tenure of departmental officers to the region.

There are number of recurring incidents where current officers in-charge are bound by the actions of the previous Officer.

Cr Nona feels that Officers need to have ownership over their decisions. The current tenure period does not provide sufficient time for the officers to own their own decisions.

Deputy Mayor Cr Lui to flag this with their next engagement with DFAT.

Action	Responsibility	Status
Current tenure of departmental officers to the region. There are number of recurring incidents where current officers in-charge are bound by the actions of the previous Officer. Officers need to have ownership over their decisions. The current tenure period does not provide sufficient time for the officers to own their own decisions	Deputy Mayor Cr Lui to flag this with their next engagement with DFAT.	

8. Cr Laurie Nona : Badu Island Sports Oval

Cr Nona brings to Council's attention the upcoming Island of Origin Rugby League Carnival on Badu. He raises safety concerns for the sporting infrastructure on Badu, whilst he is reasonably satisfied with the current oval, it's the grandstands, score house and canteen that is in poor condition. This is a 12x team carnival. The carnival is from 16-18 June 2023.

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page **21** of **26**

Action	Responsibility	Status
Regarding the upcoming Island of Origin Rugby League Carnival on Badu. There are safety concerns for the sporting infrastructure on Badu, grandstands, score house and canteen are in poor condition. This is a 12x team carnival. The carnival is from 16-18 June 2023.	Executive Director Building Services	

9. Cr Torenzo Elisala : Breeches under the Treaty: Security is paramount.

- Issues regarding compliance;
- Unauthorised visits;
- Lack of security presence;
- Lack of penalties for those who breach the treaty.

We are unaware of what's happening, who's responsible and when is it supposed to be done by. We need to have authority on the ground that listens and supports community solutions. At the moment the Community feels invaded by outsiders, especially when we know and hear of drug and people.

Action	Responsibility	Status
<p>Breeches under the Treaty:</p> <ul style="list-style-type: none"> • Issues regarding compliance; • Unauthorised visits; • Lack of security presence; • Lack of penalties for those who breach the treaty. <p>Security is paramount.</p> <p>We are unaware of what's happening, who's responsible and when is it supposed to be done by. We need to have authority on the ground that listens and supports community solutions. At the moment the Community feels invaded by outsiders, especially when we know and hear of drug and people trafficking. How can we change all of this? Will this require us going directly to the media?</p> <p>Deputy Mayor Cr Lui to flag this with their next engagement with DFAT</p>	<p>Manager, Legal Services : Mr David Kempton</p> <p>Deputy Mayor – Cr Lui</p>	

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 22 of 26

10. Cr Lorenzo Elisala : Community Enterprise Divestment

- Indigenous Knowledge Centre
- Community Kiosk
- Bus

Action	Responsibility	Status
Community Enterprise Divestment <ul style="list-style-type: none"> • Indigenous Knowledge Centre • Community Kiosk • Bus 	Executive Director Corporate Services Cr. Rocky Stephen EG SC	

11. Cr Lama Trinkoon : Indigenous Licence Unit.

Cr Trinkoon is concerned about the influx of vehicles coming onto the island (at least 2-3 vehicle every month). The number of infringement notices issued and the need for us to ensure that we are assisting in facilitating such process to encourage our community members to get a drivers' licence.

Action	Responsibility	Status
Indigenous Licence Unit. There is concern about the influx of vehicles coming onto the island (at least 2-3 vehicle every month). The number of infringement notices issued and the need to ensure that we are assisting in facilitating such process to encourage our community members to get a drivers' licence. Council Officer to contact GBK for likely program that is being delivered on Badu.	Head of Community Services – Mr Dawson Sailor Cr Keith Fell HSHC SC	

12. Cr Seriako Dorante : Sewerage Treatment Plant – (TSRA).

Requesting letter from TSIRC for Hammond Sewerage Treatment Plant.

Mr James William confirmed that letters will be drafted and sent to TSRA directly.

13. Cr Seriako Dorante: Feasibility Study for Ferry Service.

Requesting a letter from TSIRC for Hammond to be included in the current feasibility study for Ugar and Dauan.

Mr James William confirmed that letters will be drafted and sent to TSRA directly.

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 23 of 26

14. Cr Seriako Dorante : Grants Officer.

Cr Dorante made an enquiry regarding the Grants officer position whether or not we had one.

Mr James William confirms that last year Council engaged and contracted the services of LGAQ to assist with grant writing. Mr James William also confirmed that the Chair of the Gaming Fund has been invited to attend the May Council Leadership Workshop in Cairns. The focus is not only how TSIRC can apply/lobby for the funding but assist other community organisations to apply for funds directly.

15. Cr Seriako Dorante : Retaining Staff University qualification.

Identify people who are waiting to come back into the region and work for the Council and region.

People want to return to work and region so how do we create opportunities?

Action	Responsibility	Status
Retaining Staff University qualification. Identify people who are waiting to come back into the region and work for the Council and region. People want to return to work and region so how do we create opportunities?	CEO – Mr James William Cr Rocky Stephen EG SC	

16. Cr Hilda Mosby : Movement Under the Treaty : enquiry regarding nationals approved under Treaty whether or not when in our communities allowed to go to the shop (IBIS). Unaware of the what the rules are around that?

Action	Responsibility	Status
Movement Under the Treaty : enquiry regarding nationals approved under Treaty whether or not when in our communities allowed to go to the shop (IBIS). Unaware of the what the rules are around that?	Mayor EA – Trudy Lui Cr Getano Lui (Jnr) GL SC	

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 24 of 26

17. Cr Kabay Tamu : TSIRC Media & Engagement Space

TSIRC is lacking big time in the space of social media in raising issues and celebrating successful stories of our Council, community and constituents.

We need to respond to the good and bad stories and issues of our region.

Action	Responsibility	Status
<p>TSIRC Media & Engagement Space</p> <p>TSIRC is lacking big time in the space of social media in raising issues and celebrating successful stories of our Council, community and constituents.</p> <p>We need to respond to the good and bad stories and issues of our region.</p>	<p>CEO Mr James William to address this matter.</p> <p>SARG to discuss this matter with the consultant engaged by CEO.</p> <p><i>This to be placed on the next SARG meeting agenda.</i></p>	

18. Cr Kabay Tamu : Youth Council for TSIRC

Cr Kabay Tamu questions which Standing Committee is responsible for establishing Youth Council. He has raised this a few times to Council and still nothing is being done about it. We need to look, listen and learn from other counterparts e.g. local government who has youth leadership Council. We need to seek assistance from either the State or Federal Government for their support.

Action	Responsibility	Status
<p>which Standing Committee is responsible for establishing Youth Council. He has raised this a few times to Council and still nothing is being done about it. We need to look, listen and learn from other counterparts e.g. local government who has youth leadership Council. We need to seek assistance from either the State or Federal government for their support.</p> <p>This agenda topic to go to Governance and Leadership.</p> <p>This agenda to be placed on the next standing commitment for Governance and Leadership.</p> <p>Draft policy to developed and SC Chair to seek feedback from Councillors.</p>	CEO Mr James William	

Minutes

TSIRC Ordinary Meeting – 22-23 March 2023

Page 25 of 26

19. Cr John Levi raises concerns about whether or not Council reimburses or compensates community members for billeting Councillors or staff members.

Action	Responsibility	Status
Concerns about whether or not Council reimburses or compensates community members for billeting Councillors or staff members.	Executive Director Corporate Services/Mr David Kempton	

20. Cr John Levi : OIA – Councillors recent breeches with the regards to reporting their income.

Mr James William has confirmed that this matter has been resolved however will have TSIRC legal department to confirm via email to all Councillors.

21. Mayor Mosby : ROC – Regional Organisation Council
Appointment of Manager/CEO for ROC needs to be done by CEO - Strategic plan to be developed.

Priorities for ROC for the next couple of months before caretaker mode Secure funding to pay to progress One Boat regional governance (Assembly) agenda.

Action	Responsibility	Status
Appointment of Manager/CEO for ROC needs to be done by CEO Strategic plan to be developed. Priorities for ROC for the next couple of months before caretaker mode Secure funding to pay to progress One Boat regional governance (Assembly) agenda.	CEO Mr James William	

11 NEXT MEETING

18-19 April 2023 (VC) – 9.00am

12 CLOSE & PRAYER

Mayor Mosby thanked Councillors for their attendance and participation at the meeting and invited Cr Keith Fell (Division 4) to close the meeting with prayer.

Meeting closed at 2:50pm

.....
Mr James William
Chief Executive Officer
Torres Strait Island Regional Council
Date:

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

DRAFT

ACTION ITEMS - TSIRC Ordinary Meeting – March 2023

Action – AI 4.1	Responsibility	Status
Mr Wayne Green to provide a report on Hammond Island Building Camp.	Executive Director, Building Services	

Action – AI 5.1	Responsibility	Status
Short presentation to Council to walk through In Kind Grants to be incorporated at the May 2023 Workshop.	Executive Director Corporate Services	
All Divisions (including all Councillors) to be provided information in relation to Funeral Insurance and are encouraged to urge their communities to consider taking up individual Funeral Insurance Plans.	Executive Director Corporate Services	

Action – AI 5.2	Responsibility	Status
Future reporting to identify full-time and part-time positions, both in Cairns and the Torres Strait Islands, with clear distinction between Cairns-based positions and positions based in the Torres Strait Islands.	Corporate Services	
A report/audit on what houses are available on Island for staff to relocate to the region. Factor into TAP available housing and office space.	Head of Community Services	Update to be presented in report to SARG May 2023 Meeting.
Grafton Street Cairns lease. Confirmation on current leasing end date	CEO Mr James William	
Mr Scott Mason, Consultant to TSIRC, Local Government professional and passionate advocate for remote Australia to visit communities on Island region to appreciate the challenges of living remotely.	Chief Executive Officer	

Action – AI 6.2	Responsibility	Status
<p>AI 6.2</p> <p>Engage TSRA to work with TSIRC to plan a way forward for our various infrastructure issues.</p>	Executive Director Engineering Services.	

Action – AI 7.1	Responsibility	Status
Blue Card information update to be provided to Councillors.	Executive Director Corporate Services	

Action – AI 8.1	Responsibility	Status
<p>AI 8.1</p> <p>Program schedule of the “2023 Winds of Zenadth Kes Cultural Festival “The Masig Statement” to be circulated the all Divisions.</p>	Head of Community Services	

Action – AI 8.3	Responsibility	Status
TSIRC delegation to CASA for discussions re: New Safety Rules re: Airstrips.	Senior EA to CEO	Delegation due to speak face to face with CASA on 19 April 2023. With CEO; Mayor Mosby; Deputy Mayor and Mr David Kempton (TSIRC legal advisor).

Action – AI 9.1.1	Responsibility	Status
An audit on all Leasing arrangements across the TSRIC footprint to be undertaken.	Senior Legal Officer	
May Workshop – a TAP framework recommendation report to be presented to Council	CEO James William	
June Council – TAP framework to be adopted at the June Ordinary Meeting	CEO James William	
Scott Mason's (Consultant) report on findings/recommendations on the TSIRC organisational structure to be presented to Council at May Workshop	CEO James William/Scott Mason	

Action	Responsibility	Status
AI 10.1 (1) Contact Australia Post to confirm what is the current contract and provide feedback about the service to date for Mabuyag and Erub.	Mr Dawson Sailor	

Action	Responsibility	Status
<p>AI 10.1 (5)</p> <p>Deputy Mayor Cr Lui to flag this with their next engagement with Australian Border Force.</p>	<p>Mayor Mosby/Deputy Mayor</p>	
<p>Mayor's Office to organise fortnightly catch up with Australian Border Force, DFAT, QPS, AFP & ADF for most frequently visited communities.</p>	<p>Mayor Mosby</p>	

Action	Responsibility	Status
<p>AI 10.1 (7)</p> <p>Current tenure of departmental officers to the region. There are number of recurring incidents where current officers in-charge are bound by the actions of the previous Officer.</p> <p>Officers need to have ownership over their decisions. The current tenure period does not provide sufficient time for the officers to own their own decisions</p>	<p>Deputy Mayor Cr Lui to flag this with their next engagement with DFAT.</p>	

Action	Responsibility	Status
<p>AI 10.1 (8)</p> <p>Regarding the upcoming Island of Origin Rugby League Carnival on Badu. There are safety concerns for the sporting infrastructure on Badu, grandstands, score house and canteen are in poor condition. This is a 12x team carnival. The carnival is from 16-18 June 2023.</p>	<p>Executive Director Building Services</p>	

Action	Responsibility	Status
<p>AI 10.1 (9)</p> <p>Breeches under the Treaty:</p> <ul style="list-style-type: none"> • Issues regarding compliance; • Unauthorised visits; • Lack of security presence; • Lack of penalties for those who breach the treaty. <p>Security is paramount.</p> <p>We are unaware of what's happening, who's responsible and when is it supposed to be done by. We need to have authority on the ground that listens and supports community solutions. At the moment the Community feels invaded by outsiders, especially when we know and hear of drug and people trafficking. How can we change all of this? Will this require us going directly to the media?</p> <p>Deputy Mayor Cr Lui to flag this with their next engagement with DFAT</p>	<p>Manager, Legal Services : Mr David Kempton</p> <p>Deputy Mayor – Cr Lui</p>	

Action	Responsibility	Status
<p>AI 10.1 (10)</p> <p>Community Enterprise Divestment</p> <ul style="list-style-type: none"> • Indigenous Knowledge Centre • Community Kiosk • Bus 	<p>Executive Director Corporate Services</p> <p>Cr. Rocky Stephen EG SC</p>	

Action	Responsibility	Status
<p>AI 10.1 (11)</p> <p>Indigenous Licence Unit.</p> <p>There is concern about the influx of vehicles coming onto the island (at least 2-3 vehicle every month). The number of infringement notices issued and the need to ensure that we are assisting in facilitating such process to encourage our community members to get a drivers' licence.</p> <p>Council Officer to contact GBK for likely program that is being delivered on Badu.</p>	<p>Head of Community Services – Mr Dawson Sailor Cr Keith Fell HSHC SC</p>	

Action	Responsibility	Status
<p>AI 10.1 (15)</p> <p>Retaining Staff University qualification.</p> <p>Identify people who are waiting to come back into the region and work for the Council and region.</p> <p>People want to return to work and region so how do we create opportunities?</p>	<p>CEO – Mr James William</p> <p>Cr Rocky Stephen EG SC</p>	

Action	Responsibility	Status
<p>AI 10.1 (16)</p> <p>Movement Under the Treaty : enquiry regarding nationals approved under Treaty whether or not when in our communities allowed to go to the shop (IBIS). Unaware of the what the rules are around that?</p>	<p>Mayor EA – Trudy Lui</p> <p>Cr Getano Lui (Jnr) GL SC</p>	

Action	Responsibility	Status
<p>AI 10.1 (17)</p> <p>TSIRC Media & Engagement Space</p> <p>TSIRC is lacking big time in the space of social media in raising issues and celebrating successful stories of our Council, community and constituents.</p>	<p>CEO Mr James William to address this matter.</p> <p>SARG to discuss this matter with the consultant engaged by</p>	
Action	Responsibility	Status
<p>AI 10.1 (19)</p> <p>Concerns about whether or not Council reimburses or compensates community members for billeting Councillors or staff members.</p>	<p>Executive Director Corporate Services/Mr David Kempton</p>	

Action	Responsibility	Status
<p>AI 10.1 (18)</p> <p>Which Standing Committee is responsible for establishing Youth Council? He has raised this a few times to Council and still nothing is being done about it. We need to look, listen and learn from other counterparts e.g. local government who has youth leadership Council. We need to seek assistance from either the State or Federal government for their support.</p> <p>This agenda topic to go to Governance and Leadership.</p> <p>This agenda to be placed on the next standing commitment for Governance and Leadership.</p> <p>Draft policy to developed and SC Chair to seek feedback from Councillors.</p>	<p>CEO Mr James William</p>	

Action	Responsibility	Status
<p>AI 10.1 (21)</p> <p>Appointment of Manager/CEO for ROC needs to be done by CEO Strategic plan to be developed.</p> <p>Priorities for ROC for the next couple of months before caretaker mode Secure funding to pay to progress One Boat regional governance (Assembly) agenda.</p>	CEO Mr James William	



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	April 2023
DATE:	18/19 April 2023
ITEM:	Agenda Report
SUBJECT:	Funding Acquisition Report
AUTHOR:	Sharon Russell – Grants Administration Officer

Recommendation:

That Council resolves to note this report and its content.

Executive Summary:

The Funding Acquisition Report provides an update and summary of Council's current grant application and acquisition outcomes for the reporting period. Funding opportunities sought during the month of March totalled \$20,000 which included applications submitted to the Office of the Qld Chief Entrepreneur and the Department of Tourism, Innovation & Sport.

During the reporting period Council received notification of a successful funding application through the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships under the 2023 Celebrating Reconciliation Grants to deliver the Campfire Program, totalling \$3,000.

This financial year to date Council have secured over \$5 million of funding through successful applications, which is on par with the equivalent period in the 2021/22 financial year. The total value of unsuccessful applications to date is \$610,150, which generates an overall success rate of 92%.

New Agreements/Variations:

The following is a list of all new agreements and/or variations that were executed during the month of March 2023 within the Chief Executive Officer's financial delegation limit of \$1,000,000 as per Council's Strategic External Grant Funding Policy:

- Department of Communities, Housing & Digital Economy
Queensland Community Support Scheme
\$219,295
- Department of Seniors, Disability Services, Aboriginal and Torres Strait Islander Partnerships
Campfire Program 2023
\$3,000

The following is a list of all new agreements that were executed during the month of March 2022, that were outside the Chief Executive Officer's financial delegation limit of \$1,000,000 but had received formal resolution through a Council Ordinary Meeting.

- Queensland Regional Authority
DRFA Works on Badu
\$5,331,064.70

Current Application Status Report:

The following two tables highlight all current and pending funding applications, including details on their outcome and a status report on all unsuccessful and long-term pending applications separated into Recurrent & Operational Funding and Capital Project Funding. Some applications can span numerous financial years. Please note, whilst the reporting period is for the fiscal year to align with Council's budget and projected forecasts, there will be a level of discrepancy between the figures listed on this report to and actuals reported in budget and financial reports. This is largely due to the carry-over of project underspends from operational funding, as well as capital projects that receive progress payments spanning over multiple financial years combined with revenue recognition requirements per Accounting Standards.

Operational Funding								
Funding Stream	Total	2022/23 FY	2023/24 FY	2024/25 FY	Project Details	Date of Application	Outcome	Current Status Report
Department of Tourism, Innovation and Sport – GenQ Health & Wellbeing Grant	\$20,000		\$20,000		EOI - Development of a Rugby League representative team with subsidised travel to compete in FNQ carnivals, such as the Laurie Spina Cup.	22 nd March 2023	Pending	The outcome for this funding is expected by May 2023
Office of the Qld Chief Entrepreneur – Next Level Project	TBA		TBA		EOI for 15 businesspeople / entrepreneurs to travel and stay in the region for 5 days to develop innovative solutions to current and emergent issues. Funding will also be provided to cover the wages of one senior staff member for the duration of the project.	17 th March 2023	Pending	The outcome for this funding is expected by July 2023
Department of Communities, Housing & Digital Economy	\$33,000	\$33,000			One off funding to establish and maintain a community toolbox on Poruma Island that will enable community members to have access to tools on a hire arrangement.	14 th February 2023	Pending	TBA
Department of Justice and Attorney General – Youth Justice Round 2 – ORRCA Empowerment Program	\$300,000		\$300,000		Funding that focuses on the importance of education and furthering work skills and job opportunities to reduce youth crime.	30 th January 2023	Pending	TBA

<i>Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships – Celebrating Reconciliation Grants</i>	\$3,000	\$3,000	-	-	<i>Funding to run activities during Reconciliation Week 2023</i>	<i>23rd December 2022</i>	<i>Successful</i>	
<i>State Library of Queensland – 2023 IKC Computers</i>	\$21,200		\$21,200		<i>Funding to provide one new PC for each IKC across 10 Divisions</i>	<i>13th December 2022</i>	<i>Successful</i>	
<i>State Library of Queensland – 2022 IKC Establishment and Refurbishment Grant</i>	\$35,079.25	35,079.25	-	-	<i>Funding to refurbish IKCs</i>	<i>7th December 2022</i>	<i>Successful</i>	<i>The outcome for this funding is expected by the end of January 2023</i>
<i>Director of National Parks – Ghost Nets Solution</i>	\$400,000	200,000	\$200,000	-	<i>Funding to undertake beach and ocean clean-ups of ghost nets and marine debris using drone technology and software</i>	<i>5th December 2022</i>	<i>Pending</i>	<i>The outcome for this funding is expected by March 2023</i>
<i>Department of Environment & Science - Queensland Feral Pest Initiative Rd 7</i>	\$53,000	-	\$53,000	-	<i>Funding to monitor and collect data on the population of black rats on Poruma and other islands.</i>	<i>30th November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Environment & Science - Queensland Feral Pest Initiative Rd 7</i>	\$81,500	-	\$81,500	-	<i>Funding to conduct in-depth community education and awareness about the Brown Dog Tick which carries the Ecanis virus. Mitigating the risk of spread using preventative veterinary measures.</i>	<i>30th November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Environment & Science- Queensland Feral Pest Initiative Rd 7</i>	\$130,000	-	\$130,000	-	<i>Funding to monitor and collect data on the population of feral horses on MOA (St Pauls, Kubin) and Badu.</i>	<i>30th November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Torres Strait Regional Authority - EDS</i>	\$47,258.75	\$47,258.75			<i>Retention of funding to development the Enterprise Development Strategy</i>	<i>21st November 2022</i>	<i>Successful</i>	
<i>Department of Children, Youth Justice & Multicultural Affairs - Celebrating Multicultural QLD Youth & Community Connections Projects</i>	\$87,000	\$87,000	-	-	<i>Funding to support a youth rugby league mentorship program on the school holidays to promote community inclusion.</i>	<i>12th November 2022</i>	<i>Pending</i>	<i>The outcome of this funding is expected by March 2023</i>

<i>Department of Social Services - Strong and Resilient Communities (SARC)</i>	\$360,000	-	\$180,000	\$180,000	<i>Funding to provide vocational opportunities to our year 10-12 students boarding in Cairns.</i>	<i>3rd November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Justice and Attorney General – Safe and Diverse Communities Grants Program</i>	\$25,000				<i>Funding for activities centred around introducing the new DFV action plan.</i>	<i>28th October 2022</i>	<i>Unsuccessful</i>	<i>Council had not yet completed the DFV Action Plan project funded through the previous round.</i>
<i>Department of Veteran Affairs – Saluting Their Service</i>	\$10,000 \$7,700		\$7,700		<i>Funding to restore the St Pauls War Memorial</i>	<i>11th October 2022</i>	<i>Partially successful</i>	
<i>Department of Tourism, Innovation and Sport – Eco certified tourism destination program</i>	\$121,150	-	-	-	<i>Funding to support Masig and Poruma Islands in obtaining or advancing certified destination status.</i>	<i>7th October 2022</i>	<i>Unsuccessful</i>	<i>There was a high volume of applicants and not being able to contribute financially influenced the outcome.</i>
<i>National Australia Bank- NAB Foundation Community Grants</i>	\$10,000	\$10,000	-	-	<i>To fund education and awareness activities which promote and encourage sustainable and integrated practices.</i>	<i>31st August 2022</i>	<i>Successful</i>	
<i>Department of Environmental Science- Looking After Country Grant Program</i>	\$75,000	-	-	-	<i>To fund activities outlined in newly developed Feral Horse Management Program 2022/2023. Activities include control and compliance measures, education, and maintenance.</i>	<i>25th August 2022</i>	<i>Unsuccessful</i>	<i>The suggested activities did not align with the Dept's expectations of community collaboration.</i>
<i>Department of Justice and Attorney General- Investing in QLD Women Grant Program</i>	\$15,000	\$15,000	-	-	<i>To fund activities during International Women's Week 2023. Theme is to be centred around DFV action plan, which is set to be finalised this year.</i>	<i>5th August 2022</i>	<i>Successful</i>	
<i>Department of Environment and Science - Illegal Dumping Partnerships Program</i>	\$170,000	\$85,000	\$85,000	-	<i>Employment of 4x part time waste management officers to carry out education awareness for illegal dumping.</i>	<i>27th July 2022</i>	<i>Successful</i>	

<i>Department of State Development, Infrastructure and Local Government Planning - Qld Resilience & Risk Reduction Fund – Formal Application</i>	<i>\$290,000</i>	<i>\$145,000</i>	<i>\$145,000</i>	<i>-</i>	<i>Employment of a Coastal Hazard Resilience Officer</i>	<i>16th May 2022</i>	<i>Successful</i>	
<i>Department of Agriculture and Fisheries - Enhancing Local Government Biosecurity Capacity in FNQ</i>	<i>\$115,000</i>	<i>\$57,500</i>	<i>\$57,500</i>	<i>-</i>	<i>Sustainability Biosecurity Project – Employment of 2 FTE Biosecurity Officers to implement the Waste & Material Biosecurity Management Plan</i>	<i>14th May 2022</i>	<i>Successful</i>	
Total of Funding Applied <i>*Noting funding can span over numerous financial years</i>	\$2,399,888.00							
<i>Total of Funding Successful</i>	<i>\$679,158.75</i>							
<i>Total of Funding Unsuccessful</i>	<i>\$221,150.00</i>							
<i>Total of Funding Pending</i>	<i>\$1,499,579.25</i>							

Capital Project Funding					
Funding Stream	Total	Project Details	Date of Application	Outcome	Current Status Report
<i>Department of Tourism, Innovation and Sport – Ad-hoc application</i>	<i>\$1,000,000</i>	<i>Kubin stadium upgrade including, lighting, court surface prep and line marking, fencing, and replacement of damaged sporting fixtures.</i> <i>**Please note, due to the QS Report substantially exceeding the maximum application limit of \$415,000, Council was unable to submit this application through the Minor Infrastructure Program. Council have strongly advocated for increased funding to enable the completion of many other sporting facility projects that will cost more than \$1.5m and, as such, were asked to submit this application on an ad-hoc basis to provide evidence to decision makers</i>	<i>28th February 2023</i>	<i>Pending</i>	
<i>Department of Tourism, Innovation and Sport – Minor Infrastructure Program</i>	<i>\$415,000</i>	<i>St. Paul's stadium upgrade, including court surface rectification, lighting installation, and replacement of damaged sporting fixtures.</i>	<i>28th February 2023</i>	<i>Pending</i>	

<i>Department of Agriculture, Fisheries & Forestry – Biosecurity Business Grants Round 2</i>	<i>\$389,000</i>	<i>Funding to provide critical infrastructure required to effectively manage biosecurity risks associated with the storage, treatment and transport of waste and materials in the Torres Strait region and through the Protected Biosecurity Zone.</i>	<i>14th November 2022</i>	<i>Unsuccessful</i>	
<i>Department of Environment & Science – Metal Waste Legacy Stockpile Clean-up</i>	<i>\$1,750,000</i>	<i>Funding for the removal of legacy metal waste from the 6 outer islands that are not currently covered by the metal waste clean-up contract.</i>	<i>14th October 2022</i>	<i>Successful</i>	
<i>Building our Regions Round 6 – Warraber Sewer Replacement –</i>	<i>\$1,875,000</i>	<i>Replacement of sewer Pumpstation 1 on Warraber Island</i>	<i>17th May 2022</i>	<i>Successful</i>	
<i>Building our Regions Round 6 – Badu & Mabuiag Water Network Management –</i>	<i>\$280,000</i>	<i>Implementation of smart meters and additional valving into water network</i>	<i>17th May 2022</i>	<i>Successful</i>	
<i>Building our Regions Round 6 – Badu Reservoir Main – formal Application</i>	<i>\$500,000</i>	<i>Construction of a new section of water main from the reservoir to the town network – Badu</i>	<i>17th May 2022</i>	<i>Successful</i>	
<i>Total of Funding Applied</i> <i>*Noting funding can span over numerous financial years</i>	<i>\$6,209,000</i>				
<i>Total of Funding Successful</i>	<i>\$4,405,000</i>				
<i>Total of Funding Unsuccessful</i>	<i>\$389,000</i>				
<i>Total of Funding Pending</i>	<i>\$1,415,000</i>				

Annual Local Government Funding

The table below highlight all Annual Local Government Funding, Council was allocated for 2022/23. No application is required for this type of funding. Council officers note that the below figures will not reconcile to budget documents or financial statements as per AASB 1058, Council is required to recognise revenue on receipt of funds. The State Government Financial Aid and Revenue Replacement Program funds have been received in the 2022/23 financial year, however a significant portion of the Financial Assistance grant was paid in advance in April 2022.

Annual Local Government Funding				
Funding Stream	22/23 Total Allocation	Project Details	Date of Application	Comments
<i>State Government Financial Aid</i>	<i>\$7,577,811</i>	<i>SGFA is an annual allocation-based program to assist local governments in meeting the costs associated with providing essential services to their communities</i>	<i>Annual Allocation</i>	
<i>Financial Assistance – General Purpose</i>	<i>\$13,536,062</i>	<i>Financial Assistance General Purpose is an annual allocation-based program for local government bodies based on the principal of horizontal fiscal equalisation</i>	<i>Annual Allocation</i>	<i>12% increase on 21/22 allocation. Approx 75% paid upfront during previous financial year (21/22).</i>
<i>Financial Assistance – Local Roads</i>	<i>\$236,246</i>	<i>Financial Assistance Local Roads is an annual allocation-based program to assist local governments with roads expenditure and to preserve its roads assets.</i>	<i>Annual Allocation</i>	<i>12% increase on 21/22 allocation. Approx 75% paid upfront during previous financial year (21/22).</i>
<i>Revenue Replacement Program</i>	<i>\$546,200</i>	<i>RRP is an annual allocation-based program that provides funding to assist Indigenous Councils that have divested or surrendered profitable general liquor licenses.</i>	<i>Annual Allocation</i>	
Total Allocation for 22/23	\$21,896,319			

Councilor's Top 5 Priorities Status:

The Councilor Top 5 Priority Projects will be reported in a separate report on a quarterly basis during January, April, July, and October Council meetings.

Links to Strategic Plans:

- Corporate Plan 2020-2025:
 - People - Outcome 4: We are a transparent, open, and engaging Council.
 - Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.

Statutory Requirements:

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

Conclusion:

That Council resolves to note and provide any necessary feedback to this report.



Endorsed:

Melissa Wright
Acting Manager Enterprise Development & Delivery



Recommended:

Noeleen Selke
Executive Director of Corporate Services

Approved:

James William
Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

ORDINARY MEETING:	April 2023
DATE:	18/19 April 2023
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Community Grants Program Allocation – April 2023
AUTHOR:	Katherine Epsag, Community Grants Officer, Enterprise Development and Delivery Team

Recommendation:

Council resolves to allocate Community Grants Program funding to the following applicants in accordance with the Community Grants Policy:

- Mokathani Lui (Poruma) for the requested amount of \$600.00 exclusive of GST.
- Mokathani Lui (Ugar) for the requested amount of \$1,000.00 exclusive of GST.
- Surumau Galdiators for the requested amount of \$5,000.00 exclusive of GST.

Council resolves to **decline** Community Grants Program funding to the following applicant in accordance with the Community Grants Policy:

- Alice Faud for the amount of \$2,624.00 as per recommendation by Cr Francis Pearson that the Poruma Community has exhausted their funding for this financial year.
- Diane Pearson for the amount of \$2,050.99 as per recommendation by Cr Francis Pearson that the Poruma Community has exhausted their funding for this financial year.
- Mabuygiw Garkaziw Kupay TSI Corporation for the amount of \$5,852.20 as per recommendation by Cr Keith Fell.

TORRES STRAIT ISLAND REGIONAL COUNCIL

AGENDA REPORT

Executive Summary:

In accordance with Council's Community Grants Policy, three Community Grant applications meeting eligibility requirements were received during the reporting period that require Council resolution:

Applicant	Amount Requested	Project/Event	Amount Supported by Councillor	Applications submitted within the last 3 years	Location
Mokathani Lui (Poruma)	\$600.00	Catering expenses to host the 80 th Anniversary ANZAC Celebration on Poruma Island, 25/04/2023.	\$600.00 supported by Cr Francis Pearson	Nil.	Poruma
Mokathani Lui (Ugar)	\$1,000.00	Catering expenses to host the 80 th Anniversary ANZAC Celebration on Ugar Island, 25/04/2023.	\$1,000.00 supported by Cr Rocky Stephen	Nil.	Ugar
Surumau Gladiators	\$5,000.00	Costs associated with participating in the Island of Origin Carnival on Badu Island, 16-18/06/2023	\$5,000.00 supported by Cr Kabay Tamu	2021-2022: <ul style="list-style-type: none"> - Application supported for \$6,500.00 to participate in the 2021 Zenadth Kes Cup. 2022-2023: <ul style="list-style-type: none"> - Application supported for 5,000.00 to participate in the 2022 Bindal All Balcks. 	Warraber

				<p>Auspiced applications for the junior rugby league team.</p> <ul style="list-style-type: none"> - Application supported for \$2,000.00 to participate in the 2022 Country Challenge Week on Thursday Island. - Application supported for \$2,000.00 to host the 2023 Junior Rugby League Development Camp on Warraber. 	
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Other Applications Processed During the Reporting Period for Noting:

Application Type	Community Entity Applicants	Amount Requested	Project/Event	Amount Approved	Location
Out-of-Cycle	Dauan Junior Rugby League Team	\$1,626.00	Contribution towards travel costs associated with participating in the Junior Rugby League Development Camp on Kubin, 03-05/04/2023	\$1,626.00	Dauan
	Zenadth Kes Junior Rugby League	\$2,116.60	Contribution towards costs associated with hosting the Junior Rugby League Development Camp on Kubin, 03-05/04/2023	\$2,116.60	Kubin
	Surumau Gladiators	\$2,000.00	Contribution towards costs associated with hosting the Junior Rugby League Development Camp on Warraber, 04-06/04/2023	\$2,000.00	Warraber
Funeral Donations	Manual Kepa	\$4,860.00	Contribution towards travel expenses associated with attending the funeral of the Late Mr Eric Peter on Boigu Island, 17/03/2023.	\$4,860.00	Iama
	Gertina Mosby	\$3,654.18	Contribution towards travel expenses associated with attending the funeral of the Late Mrs Dorothy Sakail in Cairns, 09/03/2023.	\$3,654.08	Masig
	Diane Sabatino	\$2,000.00	Contribution towards catering expenses associated with the funeral of the Late Mr Celestino Sabatino on Badu Island, 05/04/2023	\$2,000.00 total of divisional contributions	Badu

		\$500.00	Mabuiag's contribution	\$500.00	Mabuiag
		\$500.00	Erub's contribution	\$500.00	Erub
		\$500.00	Iama's contribution	\$500.00	Iama
		\$500.00	Mayor Phillemon Mosby's contribution	\$500.00	Mayor Mosby
	Harold Mene	\$2,000.00	Contribution towards funeral expenses associated with the funeral of the Late Mrs Dora Uiduldam on Kubin, 08/04/2023	\$1,000.00 total of divisional contributions	Kubin
		\$500.00	Mabuiag's contribution	\$500.00	Mabuiag
		\$500.00	Dauan's contribution	\$500.00	Dauan
	Jillian Bowie	\$1,000.00	Contribution towards travel expenses associated with the funeral of the Late Mr Richard Bowie on Badu Island, 13/04/2023	\$1,000.00 total of divisional contributions.	Badu
		\$500.00	Iama's contribution	\$500.00	Iama
		\$500.00	Poruma's contribution	\$500.00	Poruma
In-Kind Assistance	Mabel Walit	\$135.50	Hire of Boigu Administration Vehicle to assist with the funeral of the Late Mr Eric Peter, 17/03/2023	\$135.50 (Waiver of Fees Value)	Boigu
	Fiona Morseu	\$156.00	Hire of Warraber Community Hall to host the P&C Association's General community meeting, 29/03/2023	\$156.00 (Waiver of Fees Value)	Warraber
	Ganalai Gibuma	\$874.50	Hire of Boigu Administration Vehicle, Gazebo and Tables &	\$784.50	Boigu

			Chairs to assist with the funeral of the Late Mrs Sulia Gibuma on Boigu Island, 14/04/2023	(Waiver of Fees Value)	
	St Paul's Primary Health Centre	\$312.00	Hire of the St Paul's Conference Room to host the St Paul's Primary Health Centre's Teen Screening Blitz Information Night, 04-05/04/2023	\$312.00 (Waiver if Fees Value)	St Paul's
	Harold Mene	\$1,290.00	Hire of St Paul's Backhoe to assist with the funeral of the Late Mrs Dora Uiduldam, 08/04/2023	\$1,290.00	St Paul's
	Harold Mene	\$1231.50	Hire of Kubin's Sewer Vehicle & Single Axel Tipper to assist with the funeral of the Late Mrs Dora Uiduldam, 07-08/04/2023	\$1,231.50	Kubin

Links to Strategic Plans:

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

Finance & Risk:

No financial risk identified as the allocation is within existing Community Grants budget.

Sustainability:

N/A

Statutory Requirements:

Local Government Act 2009

Conclusion:

That Council resolves to provide Community Grant support to the eligible applicants in accordance with the Community Grants policy.

**Endorsed:**

Melissa Wright
Acting Manager Enterprise Development & Delivery

**Recommended:**

Noeleen Selke
Executive Director,
Corporate Services

Approved:

James William
Chief Executive Officer

Attachment: *Fund Balances*

Attachment: Fund Balances

(Balance prior to payment of applications endorsed during the April 2023 OM)

Please note that Divisional Closing Balances may vary between reporting periods due to variances between committed and actual expenditure, as well as applications that have been cancelled or withdrawn.

Division	Councillor	Budget	Less Approved Funding	Closing Balance
Boigu	Cr. Toby	\$25,000.00	\$25,000.00	\$0.00
Hammond	Cr. Dorante	\$25,000.00	\$2,200.00	\$22,800.00
St Pauls	Cr. Levi	\$25,000.00	\$25,000.00	\$0.00
Ugar	Cr. Stephen	\$25,000.00	\$11,950.59	\$13,049.41
Badu	Cr. Nona	\$25,000.00	\$25,000.00	\$0.00
Dauan	Cr. Elisala	\$25,000.00	\$18,241.00	\$6,759.00
Erub	Cr. Gela	\$25,000.00	\$18,494.80	\$6,505.20
Iama	Cr. Lui	\$25,000.00	\$16,373.45	\$8,626.55
Kubin	Cr. Trinkoon	\$25,000.00	\$25,000.00	\$0.00
Mabuiag	Cr. Fell	\$25,000.00	\$19,144.36	\$5,855.64
Mer	Cr. Noah	\$25,000.00	\$25,000.00	\$0.00
Poruma	Cr. Pearson	\$25,000.00	\$24,328.87	\$671.13
Saibai	Cr. Tabuai	\$25,000.00	\$20,751.06	\$4,248.94
Warraber	Cr. Tamu	\$25,000.00	\$16,400.00	\$8,600.00
Yorke	Cr. Mosby	\$25,000.00	\$22,292.74	\$2,707.26
Mayor	Cr. Mosby	\$30,000.00	\$22,000.00	\$8,000.00
Regional Grant		\$50,000.00	\$2,500.00	\$47,500.00
		\$455,000.00	\$319,676.87	\$135,323.13



TORRES STRAIT ISLAND REGIONAL COUNCIL COUNCIL REPORT

ORDINARY MEETING:	April 2023
DATE:	18 & 19 April 2023
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Contractual Matter - Sole Suppliers
AUTHOR:	Nicola Daniels, Head of Financial Services

Recommendation:

That Council resolves:

1. In accordance with Regulations 235(a) and 235(b) of the *Local Government Regulation 2012*, that no quotes or tenders need to be sought prior to procuring goods and services from the suppliers listed in Attachment A because Council is satisfied those suppliers are either:
 - a. the only suppliers reasonably available; or
 - b. it would be impracticable or disadvantageous for Council to invite quotes or tenders because of the specialised or confidential nature of the services offered by those suppliers.
2. To adopt the Register in Attachment A.
3. To delegate power to the Chief Executive Officer pursuant to Sections 236 and 257 of the *Local Government Act 2009* to enter into, negotiate, make, sign, amend or discharge contracts with suppliers on the Sole Supplier Register without seeking quotes or tenders or sub-delegate such powers, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy.
4. To note the report in Attachment B

Executive Summary:

It has become a practice for a number of local governments to consider and if appropriate adopt a Sole Suppliers Register each year.

Council's Procurement and Ethical Sourcing Policy contemplates such Register and provides that:

1. A report will be provided to Council on an annual basis listing all proposed sole suppliers' arrangements, for the financial year, for adoption by Council;
2. A report will be presented to Council bi-annually listing Council's expenditure on each of those sole suppliers.

Council's Sole Supplier Register was last reviewed in November 2023 and is due for renewal by July 2023. Procurement is tasked with providing an annual report to Council for the register of sole suppliers, but changes may need to be made during the year as suppliers become ineligible or there are suppliers that need to be added.

A report showing the spend for each sole supplier for the period July 2022 to March 2023 has been included in Attachment B.

Background:

It is a requirement of the *Local Government Regulation 2012* and Council's Procurement and Ethical Sourcing Policy to invite written quotations or tenders in certain circumstances.

Regulations 235(a) and 235(b) of the *Local Government Regulation 2012* allow Council to procure goods and services without obtaining written quotations or tenders if Council resolves that either:

1. Pursuant to Regulation 235(a) of the Local Government Regulation, there is only one supplier who is reasonably available; or
2. Pursuant to Regulation 235(b) that because of the specialised or confidential nature of their services, it would be impracticable or disadvantageous for Council to invite quotes or tenders.

It has become a practice for a number of local governments to consider and if appropriate adopt a Sole Supplier Register each year.

Comment:

- Three suppliers have been added to the sole supplier register (highlighted green)

ConsiderationsRisk Management

Permitting Council officers to enter into contracts without first inviting written quotes or tenders removes one of the internal controls Council could otherwise expect to assist it in minimising opportunities for misappropriation, fraud, favouritism, ensuring competitiveness, limiting complaints etc.

This risk needs to be balanced against the practicality of procuring goods and services in circumstances where there may be limited suppliers or specialised services required.

The financial risk to Council is mitigated by Council officers having assessed these products as being suitable products and the suppliers as being the only reasonable option from which Council can obtain the relevant goods and services.

Pricing will also be regularly benchmarked against comparable products or suppliers to ensure commercial competitiveness.

The ongoing review of who is a sole supplier will ensure that responsible financial and professional practises are utilised to maintain a sustainable framework within procurement across Council. It also ensures that Council provides sound governance and economic management in monitoring these suppliers and the marketplace.

Council Finance

Despite the risks above, there are no direct financial implications that arise from this recommendation.

Consultation:

No internal consultation until the next review in July 2023

Links to Strategic Plans:

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

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

Conclusion:

That Council resolves:

1. In accordance with Regulations 235(a) and 235(b) of the *Local Government Regulation 2012*, that no quotes or tenders need to be sought prior to procuring goods and services from the suppliers listed in Attachment A because Council is satisfied those suppliers are either:
 - c. the only suppliers reasonably available; or
 - d. it would be impracticable or disadvantageous for Council to invite quotes or tenders because of the specialised or confidential nature of the services offered by those suppliers.
2. To adopt the Register in Attachment A.
3. To delegate power to the Chief Executive Officer pursuant to Sections 236 and 257 of the *Local Government Act 2009* to enter into, negotiate, make, sign, amend or discharge contracts with suppliers on the Sole Supplier Register without seeking quotes or tenders or sub-delegate such powers, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy.
4. To note the report in Attachment B

Recommended:

Nicola Daniels
Head of Financial Services

**Endorsed**

Hollie Faithfull
Executive Director, Financial Services

**Approved:**

James William
Chief Executive Officer

**Attachments**

Attachment A: Sole supplier register

Attachment B: Sole supplier spend

ATTACHMENT A Sole Supplier Register

Supplier	Product/Service	Classification
Adobe	Acrobat Pro DC and Creative Cloud Suite	Ongoing Service/ licence
Aerodrome Management Solutions	provide total airport management solutions including airport management, airport construction, auditing and ARO Training.	Specialised
Avdata	Data reporting and billing services to airports across Australia to enable collection of landing fees.	Only one supplier available
Airport Lighting Specialists	Provision of Winddirection Indicators that TSIRC has installed across its Aerodromes	Good/ Services Matches Existing (brand/ Component)
Avionics Airfield Lighting	Only company in Australia who provides the required goods and services	Specialised
Avlite (trading as Sealite)	manufacturer with a proven reputation for aviation lighting systems specifically designed for defence, government, civil and humanitarian aid operations in the most remote, toughest environments.	Good/ Services Matches Existing (brand/ Component)
Badu Island Foundation	Accommodation and supply of gas - Badu	Only one supplier available
Cairns Security Monitoring	Security services in Grafton St.	No Alternatives
CodeTwo Exchange Rules Pro	Email and email signature management software	Ongoing Service/ licence
EFTsure	Supplier onboarding and fraud detection services on payment files	Specialised
Endeavour Foundation	Blue bin collection	Only one supplier available
Ergon Energy	Electricity, Power Cards, Maintenance to power lines	Only one supplier available
Grace records	Record archive storage, document destruction, transportation of stored documents to / from facility	Ongoing Service/ licence
Independent Aviation Pty Ltd	Supply of Air Transport Services	Only one supplier available
Island & Cape	Fuel - Badu	Only one supplier available
Kailag Enterprises (Lowatta Lodge)	Accommodation - Masig	Only one supplier available
LG Solutions	Fees and charges cloud application	Ongoing service / licence

M & M Mini Mart	Groceries - Hammond	Only one supplier available
Mer Gedkem Le	Accommodation - Mer	Only one supplier available
Miradore	Mobile Device Management software	Ongoing service / licence
Practical Plus	Payroll system maintenance	OTHER- to be added in comments
Procore and ProEst	Construction and project management system	Ongoing Service/ licence
Protrain	On ground Pest Management Training	Only one supplier available
Sea Swift	Fuel, gas and freight services (sea)	No alternatives reasonably available
Salty Monkeys	Torres Strait influencers targeting a specific demographic	Specialised
Smartsheet	Collaboration and Work / Project Management application (online forms etc)	Ongoing Service/ licence
St Pauls Lodge	Accommodation - St Pauls	Only one supplier available
TAFE Queensland North	Training providers	
Talent Propeller	Online Recruitment Service	Ongoing Service/ licence
TCMStrata	Body Corporate Management for Thursday Island Office, 2/46 Victoria PDE.	Unique or Proprietary Nature
TeamViewer	Remote Administration Tool	Ongoing Service/ licence
Technology One	Cloud based ERP system used by Council	Ongoing Service / licence
Tom Cowles Locksmith	Only locksmith in the Torres Strait	
Torres Strait Funerals	Only funeral director in the Torres Strait	Only one supplier available
Whispir	Cloud-based communication platform used in emergency situations to broadcast messages via SMS and email.	Ongoing Service/ licence

ATTACHMENT B – Sole supplier spend YTD March 2023

Supplier	Product/Service	Spend YTD March 2023 (\$ GST Exclusive)
Adobe	Acrobat Pro DC and Creative Cloud Suite	591.72
Aerodrome Management Solutions	provide total airport management solutions including airport management, airport construction, auditing and ARO Training.	41,003.93
Airport Lighting Specialists	Provision of Winddirection Indicators that TSIRC has installed across its Aerodromes	5,580.00
Avdata	Data reporting and billing services to airports across Australia to enable collection of landing fees.	34,518.60
Avionics Airfield Lighting	Only company in Australia who provides the required goods and services	50,636.21
Avite (trading as Sealite)	manufacturer with a proven reputation for aviation lighting systems specifically designed for defence, government, civil and humanitarian aid operations in the most remote, toughest environments.	18,178.04
Badu Island Foundation	Accommodation and supply of gas - Badu	18,178.04
Cairns Security Monitoring	Security services in Grafton St.	26,595.99
CodeTwo Exchange Rules Pro	Email and email signature management software	2,613.80
Endeavour Foundation	Secure document destruction for on-site blue bins	2,116.63
Ergon Energy	Electricity, Power Cards, Maintenance to power lines	1,221,007.95
Grace records	Record archive storage, document destruction, transportation of stored documents to / from facility	5,185.84
Independent Aviation Pty Ltd	Supply of Air Transport Services	13,116.00
Island & Cape	Fuel - Badu	81,861.33
Kailag Enterprises (Lowatta Lodge)	Accommodation - Masig	48,600.00
LG Solutions	Fees and charges cloud application	4,070.00
M & M Mini Mart	Groceries - Hammond	248.80
Mer Gedkem Le	Accommodation - Mer	54,318.19
Miradore	Mobile Device Management software	-
Practical Plus	Payroll system maintenance	-
Procore and ProEst	Construction and project management system	78,771.00
Protrain	On ground Pest Management Training	-
Salty Monkeys	Torres Strait influencers targeting a specific demographic	-
Smartsheet	Collaboration and Work / Project Management application (online forms etc)	31,765.48
St Pauls Lodge	Accommodation - St Pauls	26,636.36
TAFE Queensland North	Training providers	326.40
Talent Propeller	Online Recruitment Service	32,452.00
TCMStrata	Body Corporate Management for Thursday Island Office, 2/46 Victoria PDE.	28,664.15
TeamViewer	Remote Administration Tool	-
Tom Cowles Locksmith	Only locksmith in the Torres Strait	9,531.31
Torres Strait Funerals	Only funeral director in the Torres Strait	-
Whispir	Cloud-based communication platform used in emergency situations to broadcast messages via SMS and email.	-



TORRES STRAIT ISLAND REGIONAL COUNCIL

COUNCIL REPORT

ORDINARY MEETING:	April 2023
DATE:	18 & 19 April 2023
ITEM:	Agenda Item for Resolution by Council
SUBJECT:	Financial Dashboard Report – March 2023
AUTHOR:	Nicola Daniels, Head of Financial Services

Recommendation:

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2022-23 year to date, for the period ended 31 March 2023, as required under Section 204 *Local Government Regulation 2012*.

Purpose:

This report seeks Council endorse the monthly financial statements for the 2022-23 year to date, for the period ended 31 March 2023.

Background:

The 2022-23 budget review was adopted in December 2022 and has taken into consideration the COVID-19 pandemic and the expected impacts on the year ahead including high inflation, labour, and material shortages.

The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Each month, year to date financial statements are prepared to monitor actual performance against budget.

Below is a summary of the financial performance for the period ended stated above. Actual amounts are compared against year-to-date budget review for 2022-23. (See Appendix A for Summary Financial Statements by Department and Appendix A Detailed Capital Report).

Resource implications:

The actual operating result (before depreciation) for March 2023 YTD is a \$11.7M deficit, which is greater than the YTD forecast operating deficit of \$10.1M.

FINANCIAL PERFORMANCE AT A GLANCE – Year to Date (YTD) 2022/2023

Key financial results	Annual budget review	YTD budget review	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	61,138,399	42,722,112	33,388,453	(9,333,659)	(21.8%)	●
Other income	6,070,071	4,542,198	4,700,067	157,869	3.5%	●
Recurrent expenditure (excl. depreciation)	(74,905,842)	(57,393,278)	(49,787,182)	7,606,097	13.3%	●
Operating result (excl. depreciation)	(7,697,372)	(10,128,968)	(11,698,662)	(1,569,694)	(15.5%)	●
Capital revenue	66,098,028	31,047,292	28,089,437	(2,957,855)	(9.5%)	●
Capital expenses	(2,866,000)	(2,545,455)	(8,344,008)	(5,798,553)	(227.8%)	●
Net result (excl. depreciation)	55,534,657	18,372,870	8,046,768	(10,326,102)	(56.2%)	●
Depreciation expense	(53,128,603)	(39,884,289)	(40,323,528)	(439,239)	(1.1%)	●
Net result	2,406,053	(21,511,419)	(32,276,760)	(10,765,341)	(50.0%)	●

Key:

Act Vs Bud Var % is <= -10%

Act Vs Bud Var % is > -10% and <= -5%

Act Vs Bud Var % is > -5%



Refer to Disclaimer

Operating Result

The YTD unfavourable \$1.6M variance can be attributed to:

- the timing of receipt of operational grants
- less contract and recoverable works revenue

This variance is partly offset by:

- favourable variances in recurrent expenditure due to extended employee vacancies and timing of works resulting in materials & services costs being under budget.

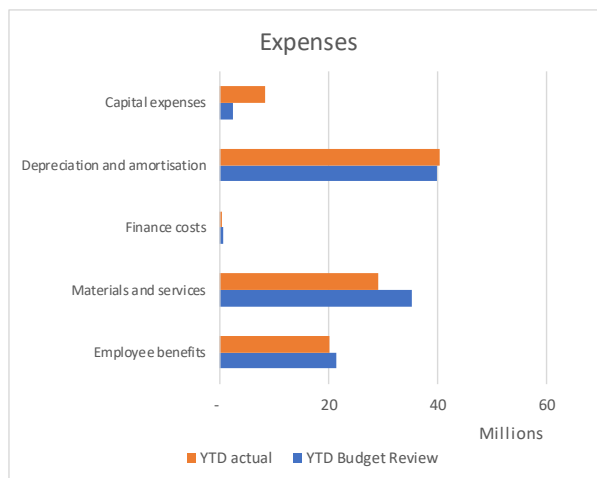
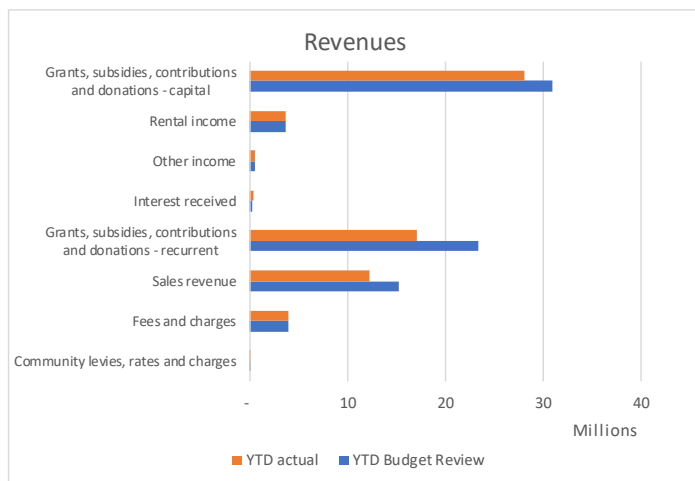
Net Result

The YTD unfavourable \$10.8M net result variance mainly attributed to:

- Timing of receipt of operational and capital grant funding
- Timing of and unbudgeted disposal of assets

STATEMENT OF FINANCIAL PERFORMANCE

	Annual Budget Review	YTD Budget Review	YTD actual	YTD variance \$	YTD variance %
Income					
Recurrent revenue					
Community levies, rates and charges	1,688,050	61,254	65,815	4,561	0.0%
Fees and charges	4,978,518	3,993,644	3,975,012	(18,632)	(0.5%)
Sales revenue	20,808,625	15,214,792	12,227,556	(2,987,236)	(19.6%)
Grants, subsidies, contributions and donations	33,663,206	23,452,422	17,120,070	(6,332,352)	(27.0%)
	61,138,399	42,722,112	33,388,453	(9,333,659)	(21.8%)
Capital revenue					
Grants, subsidies, contributions and donations	66,098,028	31,047,292	28,089,437	(2,957,855)	(9.5%)
	66,098,028	31,047,292	28,089,437	(2,957,855)	(9.5%)
Interest received	454,533	344,835	497,731	152,896	44.3%
Other income	718,665	535,693	535,416	(277)	(0.1%)
Rental income	4,896,873	3,661,670	3,666,919	5,249	0.1%
Total income	133,306,499	78,311,603	66,177,957	(12,133,646)	(15.5%)
Expenses					
Recurrent expenses					
Employee benefits	29,005,146	21,413,804	20,161,333	1,252,471	5.8%
Materials and services	45,146,159	35,412,433	29,072,210	6,340,223	17.9%
Finance costs	754,537	567,042	553,639	13,403	2.4%
Depreciation and amortisation	53,128,603	39,884,289	40,323,528	(439,239)	(1.1%)
	128,034,446	97,277,568	90,110,710	7,166,858	7.4%
Capital expenses	2,866,000	2,545,455	8,344,008	5,798,553	227.8%
Total expenses	130,900,446	99,823,022	98,454,718	(1,368,305)	(1.4%)
Net result	2,406,053	(21,511,419)	(32,276,760)	(10,765,341)	50.0%

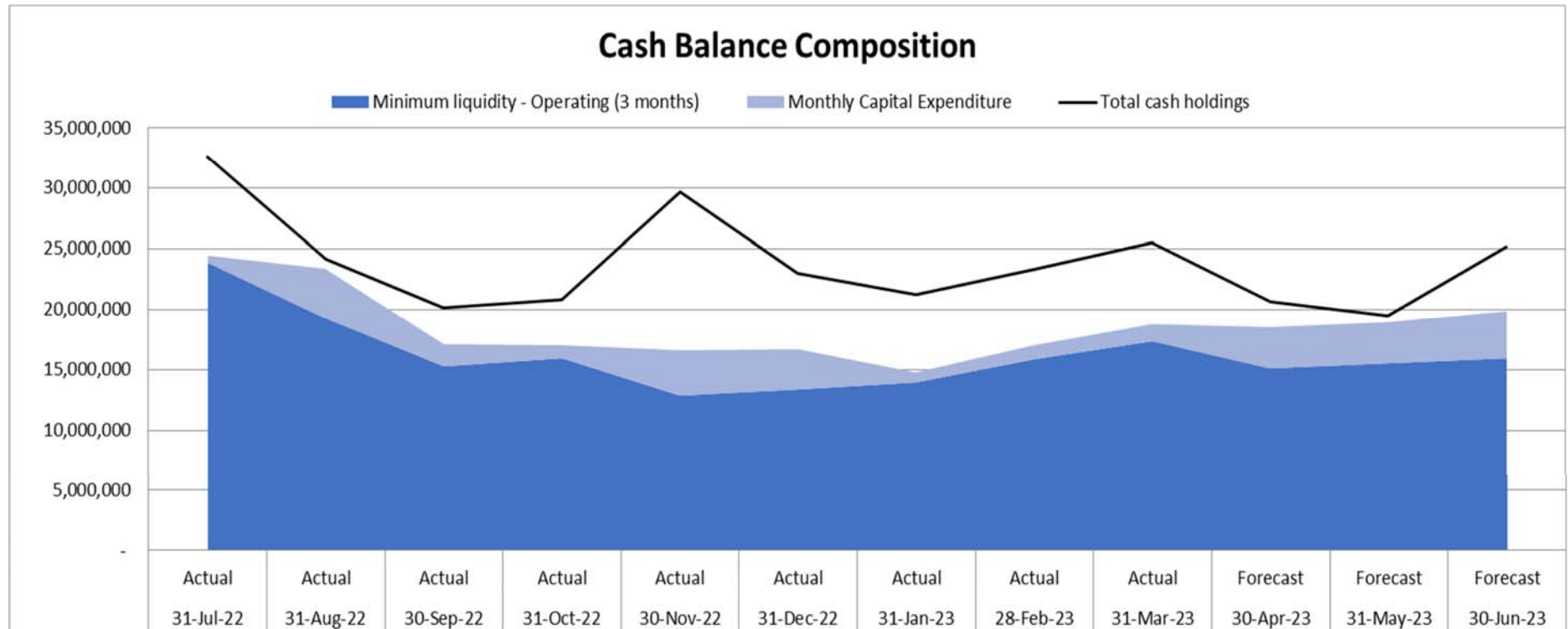


STATEMENT OF FINANCIAL POSITION

	Current Month	Prior Month	variance \$	variance %
Current assets				
Cash and cash equivalents	23,722,768	21,575,346	2,147,422	10.0%
Short term deposits	66,277	66,277	0	0.0%
Trade and other receivables	8,964,290	6,155,652	2,808,638	45.6%
Inventories	322,944	322,944	0	0.0%
Contract assets	11,268,310	11,606,565	(338,255)	(2.9%)
Lease receivables	-	-	0	
Total current assets	44,344,589	39,726,784	4,617,805	11.6%
Non-current assets				
Lease receivables	10,525,433	10,525,433	(0)	(0.0%)
Property, plant and equipment	965,006,598	970,718,809	(5,712,211)	(0.6%)
Right of use assets	1,386,618	1,439,248	(52,630)	(3.7%)
Total non-current assets	976,918,649	982,683,490	(5,764,841)	(0.6%)
Total assets	1,021,263,238	1,022,410,274	(1,147,036)	0.1%
Current liabilities				
Trade and other payables	2,764,114	2,478,825	(285,289)	(11.5%)
Borrowings	-	-	0	
Provisions	6,341,325	6,377,908	36,583	0.6%
Contract liabilities	13,358,148	13,358,148	0	0.0%
Lease liabilities	538,079	590,924	52,845	8.9%
Total current liabilities	23,001,666	22,805,805	(195,861)	(0.9%)
Non-current liabilities				
Provisions	6,071,024	6,116,390	45,366	0.7%
Lease liabilities	1,237,832	1,237,832	(0)	(0.0%)
Total non-current liabilities	7,308,856	7,354,222	45,366	0.6%
Net community assets	990,952,715	992,250,246	(1,297,531)	(0.1%)
Community Equity				
Asset revaluation surplus	625,628,854	625,628,854	0	0.0%
Retained surplus/(deficiency)	397,598,322	397,598,322	0	0.0%
Current Year Surplus/(Deficit)	- 32,274,461	- 30,976,930	(1,297,531)	4.2%
	990,952,715	992,250,246	(1,297,531)	(0.1%)

Cash Forecasting

The Queensland Treasury Corporation (QTC) recommends that Council maintain a minimum liquidity of three months operating cashflows. Council has based the monthly cashflow projections on the 22/23 Budget Review projections. Grant revenue has been forecasted on expected timing of receipt of funds as per funding agreements. July to March figures reflect actual cash balances.



Cashflow Comments

YTD March 2023 – Actual \$25.5M

- Although cash holdings remain above QTC recommendations, much of the excess is constrained funding.

FY June 2023 – Budget \$23M (current forecast \$25M)

- Cash holdings are expected to fall close to the acceptable threshold in May 2023, however the advance payment of the 23/24 Financial Assistance Grant is expected to bring the cash holdings back to a higher cash holdings level of \$25m, being \$2m greater than budget.

Debtor Analysis

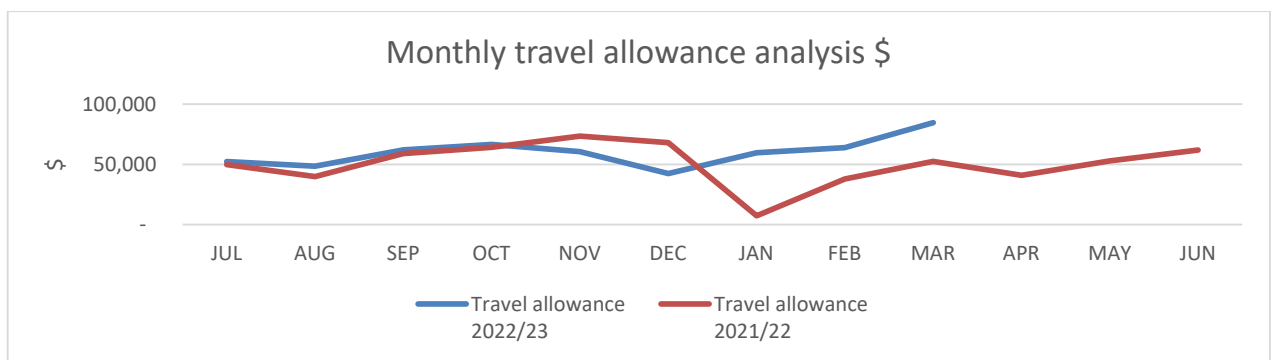
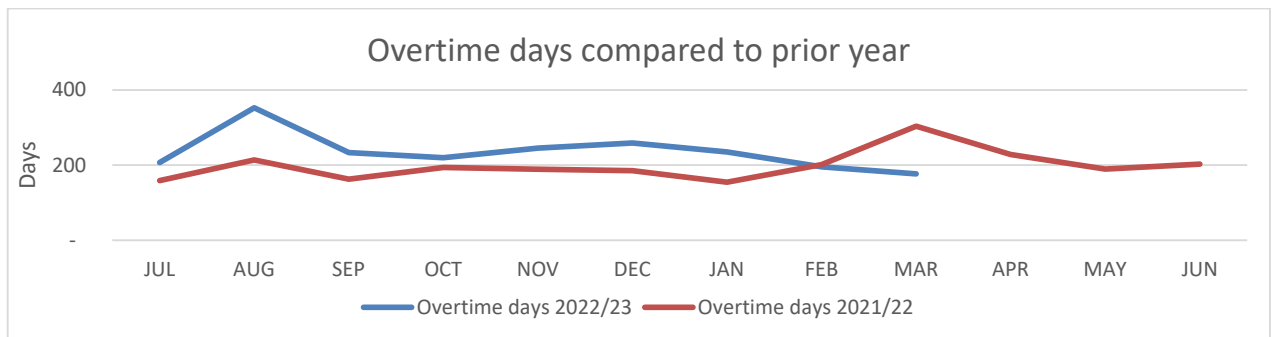
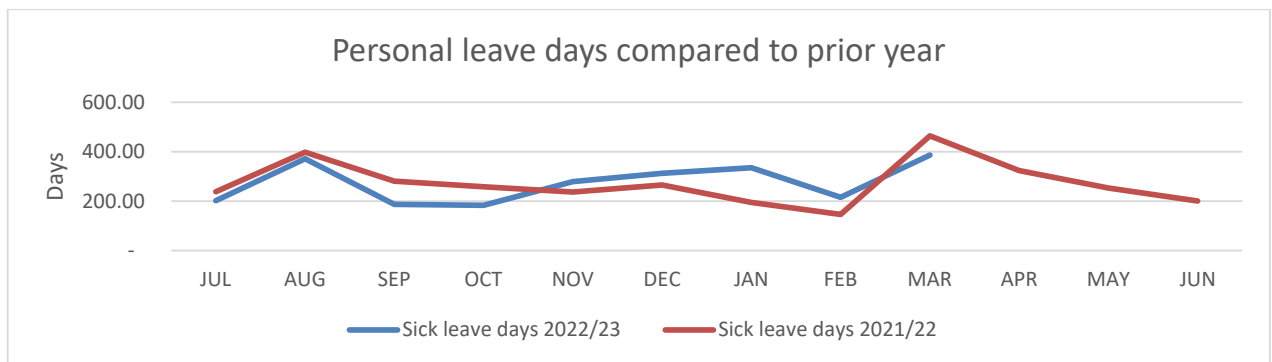
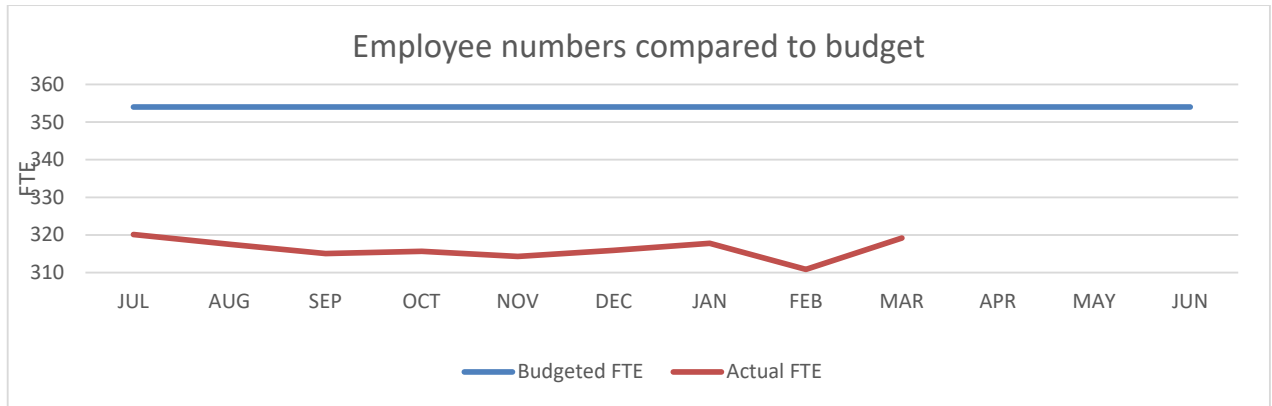
Days outstanding	As at 31 March 2023		As at 28 February 2023		As at 31 January 2023	
	\$	%	\$	%	\$	%
Current	4,437,727	68%	2,013,078	51%	849,267	34%
30 to 60 days	877,398	13%	519,602	13%	336,114	13%
60 to 90 days	8,682	0%	224,071	6%	96,205	4%
90 days plus	1,219,101	19%	1,180,916	30%	1,218,065	49%
Total aged debtors	6,542,907	100%	3,937,667	100%	2,499,650	100%
Housing debtors (Note 1)	12,970,912		12,989,461		12,977,472	
Total Provision	- 13,369,260		- 13,324,372		- 13,279,484	
Net debtors (exc. Unapplied credits)	6,144,559		3,602,756		2,197,638	
Unapplied Credits	- 300,608		- 312,195		- 281,270	

Notes to table:

- For housing debtors and collection rates analysis refer to monthly Housing Information Report



Payroll Analysis



Grant Analysis:

Refer to 'Funding Acquisition Report' by Corporate Affairs.

Corporate Plan Linkage:

Outcome: We manage Council affairs responsibly to the benefit of our communities: evolve Council's cost management and analysis reporting.

Consultation and communication:

Senior Executive Team
Department Heads / Managers
Finance Department

Risk Management Implications:

Risk Management emerges from Council's intent to effectively and efficiently manage risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in the Corporate and Operational Plans.

Significant Risks:

Risk	Likelihood	Consequence	Treatment	Financial Impact
Increase in prices & delay in receiving products	High	Delay in works and increased costs of building	Consider alternative solutions and value for Council	Negative impact to net profits
Poor weather conditions	Medium	Delay in works, and service delivery, increase in costs	Consider works schedule	Negative impact to net profits and service delivery

Areas of Concern for Noting:

Risk	Comment
Influenza / COVID	Personal leave has spiked in March, though is lower than the prior year as COVID and more severe cases of other strains of influenza become prevalent.

Final Considerations:

Risk Management

In terms of financial performance and risk, the approach taken sees the Finance Team working with the various business departments to understand and report on financial outcomes whilst also considering what those outcomes indicate for the future, particularly the requirement to deliver within budget. It is expected this forward-looking approach will allow the management team to implement timely rectification actions to emerging trends.

There are numerous drives which have affected Council operations during the financial year. Inflationary pressures are impacting not only Council but the whole of Australia (rising energy prices, global supply chain disruptions and labour shortages) sending the cost of goods and services higher. Along with the spate of severe flooding (with more rain predicted to come), sharp rise in cash rates and a state wage increase of 4.6%, it is yet to be seen the effect on inflation and how long the economy will take to stabilise.

It remains to be seen what the cumulative effect will be on Council operations in the next couple of months and years based on the unpredictability of domestic and global events. Management will continue to progressively adapt, monitor, and plan into the future as the situation and its impact evolves. With continuing uncertainty in the economic climate and changes in market factors, it makes future forecasting challenging.

Recommended:



Nicola Daniels
Head of Financial Services

Endorsed:



Hollie Faithfull
Executive Director Financial Services

Approved:



James William
Chief Executive Officer

Appendix A

Executive Department

Key Financial Results	Annual Budget Review	YTD Budget Review	YTD Actual	YTD Variance	YTD Variance %	Status
Recurrent revenue	646,200	646,200	645,293	(907)	-0.1%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(4,045,509)	(2,947,181)	(2,633,632)	313,549	10.6%	●
Operating surplus (exc. Depreciation)	(3,399,310)	(2,300,981)	(1,988,340)	312,641	13.6%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	(3,399,310)	(2,300,981)	(1,988,340)	312,641	13.6%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(3,399,310)	(2,300,981)	(1,988,340)	312,641	13.6%	●

Comments:

Budget on track YTD

Building Services Department

Key Financial Results	Annual Budget Review	YTD Budget Review	YTD Actual	YTD Variance	YTD Variance %	Status
Recurrent revenue	17,955,894	13,078,531	9,982,477	(3,096,054)	-23.7%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(13,199,439)	(9,882,945)	(9,104,111)	778,834	7.9%	●
Operating surplus (exc. Depreciation)	4,756,455	3,195,586	878,366	(2,317,220)	-72.5%	●
Capital revenue	1,630,663	954,602	472,849	(481,753)	-50.5%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	6,387,118	4,150,188	1,351,215	(2,796,973)	-67.4%	●
Depreciation Expense	(35,481)	(26,611)	(22,698)	3,913	14.7%	●
Net result	6,351,637	4,123,577	1,328,517	(2,795,060)	-67.8%	●

Comments:

BSU is currently heavily focused on aged R&M works and will continue to maximise closure and billing where possible.

BSU is working with funding partners to fast track approvals, however due to their delegations, this process is lagging behind, therefore will impact budget deliverables. Still trying to develop strategies to address this, however believe there will be a shortfall in the delivery of upgrades at 30 June.

Some of the shortfall in Tier 2 (Upgrades) is expected to be slightly offset by Tier 1 (R&Ms) works which are on track to exceeding budget.

BSU has been focusing on completing aged and defects works which is estimated to be completed by 30 June 2023. This has resulted in decreased profit margins than what was budgeted for Tier 2 (upgrade projects)

Health and Community Services Department

Key Financial Results	Annual Budget Review	YTD Budget Review	YTD Actual	YTD Variance	YTD Variance %	Status
Recurrent revenue	13,173,657	9,653,509	9,251,193	(402,316)	-4.2%	●
Other income	521,422	347,887	356,290	8,403	2.4%	●
Recurrent expenditure (excl. depreciation)	(15,983,985)	(10,589,331)	(10,266,274)	323,057	3.1%	●
Operating surplus (exc. Depreciation)	(2,288,906)	(587,935)	(658,791)	(70,856)	12.1%	●
Capital revenue	9,061,739	7,729,697	7,717,946	(11,751)	-0.2%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	6,772,834	7,141,761	7,059,154	(82,607)	-1.2%	●
Depreciation Expense	(28,241,984)	(18,855,124)	(18,907,362)	(52,238)	-0.3%	●
Net result	(21,469,150)	(11,713,362)	(11,848,207)	(134,845)	-1.2%	●

Comments:

Community Services overall result primarily impacted by high rate of staff vacancies. Revenue has been impacted by lower than budgeted collection of both Commercial and Residential Property Rental Income.

Financial Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	17,878,421	10,218,729	10,217,810	(919)	0.0%	●
Other income	495,444	344,835	498,484	153,649	44.6%	●
Recurrent expenditure (excl. depreciation)	(5,511,329)	(4,098,923)	(3,500,706)	598,217	14.6%	●
Operating surplus (exc. Depreciation)	12,862,536	6,464,640	7,215,587	750,946	11.6%	●
Capital revenue	2,925,696	10,000	781,187	771,187	7711.9%	●
Capital expenses	(3,500,000)	(2,545,455)	(8,356,116)	(5,810,661)	-228.3%	●
Net result (excl. depreciation)	12,288,232	3,929,186	(359,342)	(4,288,528)	-109.1%	●
Depreciation Expense	(1,015,643)	(766,275)	(711,497)	54,778	7.1%	●
Net result	11,272,589	3,162,911	(1,070,840)	(4,233,751)	-133.9%	●

Comments:

Operating result better than budget due to higher interest income from increasing interest rates and timing of project consultancy costs.

Net result under budget due to higher asset disposals than annual budget. This has been slightly offset by higher capital revenue due to the timing.

Expect the final operating result to align with budget by the end of the financial year while higher asset disposals are expected to decrease the net result compared to budget.

Appendix A

Engineering Services

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	14,721,496	10,843,478	4,512,565	(6,330,913)	-58.4%	●
Other income	10,000	10,000	64,500	54,500	545.0%	●
Recurrent expenditure (excl. depreciation)	(27,203,081)	(21,850,519)	(17,511,735)	4,338,783	19.9%	●
Operating surplus (exc. Depreciation)	(12,471,585)	(10,997,040)	(12,934,670) ✓	(1,937,630)	-17.6%	●
Capital revenue	48,951,437	21,047,459	18,220,818	(2,826,641)	-13.4%	●
Capital expenses	634,000	0	0	0	0.0%	●
Net result (excl. depreciation)	37,113,852	10,050,419	5,286,147 ✓	(4,764,271)	-47.4%	●
Depreciation Expense	(23,355,565)	(17,528,325)	(17,917,992)	(389,667)	-2.2%	●
Net result	13,758,287	(7,477,907)	(12,631,845)	(5,153,938)	-68.9%	●

Comments:

The operating result is a combination of:

- Recurrent Revenue - timing difference on grant receipts (delay). Mainly associated with ICCIP Metal Waste Project & QRA works
- Recurrent Expenditure - timing (delay) in contractor & consultant payments. Mainly associated with ICCIP Metal Waste Project & QRA works

Net result also impacted from less capital revenue than budgeted, due to timing of capital grant receipts. Mainly Seawalls

Corporate Services Department

Key Financial Results	Annual Budget Review	YTD Budget Review	YTD Actual	YTD Variance	YTD Variance %	Status
Recurrent revenue	109,605	101,408	109,860	8,453	8.3%	●
Other income	121,332	115,837	33,085	(82,752)	-71.4%	●
Recurrent expenditure (excl. depreciation)	(6,426,136)	(4,784,059)	(3,673,876)	1,110,183	23.2%	●
Operating surplus (exc. Depreciation)	(6,195,198)	(4,566,814)	(3,530,931) ✓	1,035,883	22.7%	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	12,108	12,108	0.0%	●
Net result (excl. depreciation)	(6,195,198)	(4,566,814)	(3,518,822) ✓	1,047,992 ✓	22.9%	●
Depreciation Expense	0	0	0	0	0.0%	●
Net result	(6,195,198)	(4,566,814)	(3,518,822)	1,047,992	22.9%	●

Comments:

Other Income – Underbudget due to timing of Telstra TIF Fund
Overall budget tracking well

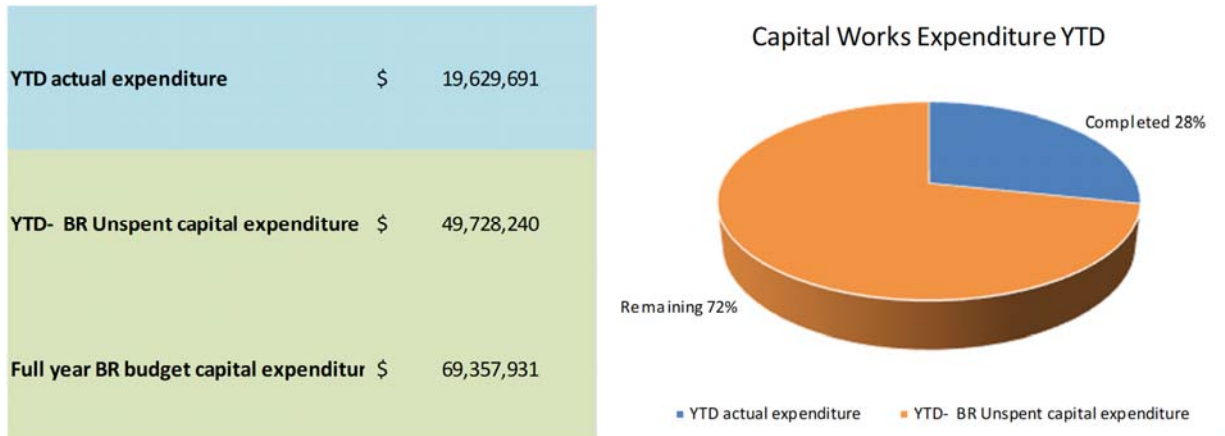
Fuel and Fleet Services Department

Key Financial Results	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,549,999	1,142,024	1,314,306	172,281	15.1%	●
Other income	25,000	18,265	7,266	(10,999)	-60.2%	●
Recurrent expenditure (excl. depreciation)	(2,536,364)	(1,834,798)	(1,666,854)	167,944	9.2%	●
Operating surplus (exc. Depreciation)	(961,365)	(674,509)	(345,282) ✓	329,227	48.8%	●
Capital revenue	3,528,493	1,026,000	590,070	(435,930)	-42.5%	●
Capital expenses	0	0	0	0	0.0%	●
Net result (excl. depreciation)	2,567,128	351,491	244,788 ✓	(106,703) ✓	30.4%	●
Depreciation Expense	(479,931)	(361,240)	(386,339)	(25,099)	-6.9%	●
Net result	2,087,197	(9,749)	(141,552)	(131,803)	-1352.0%	●

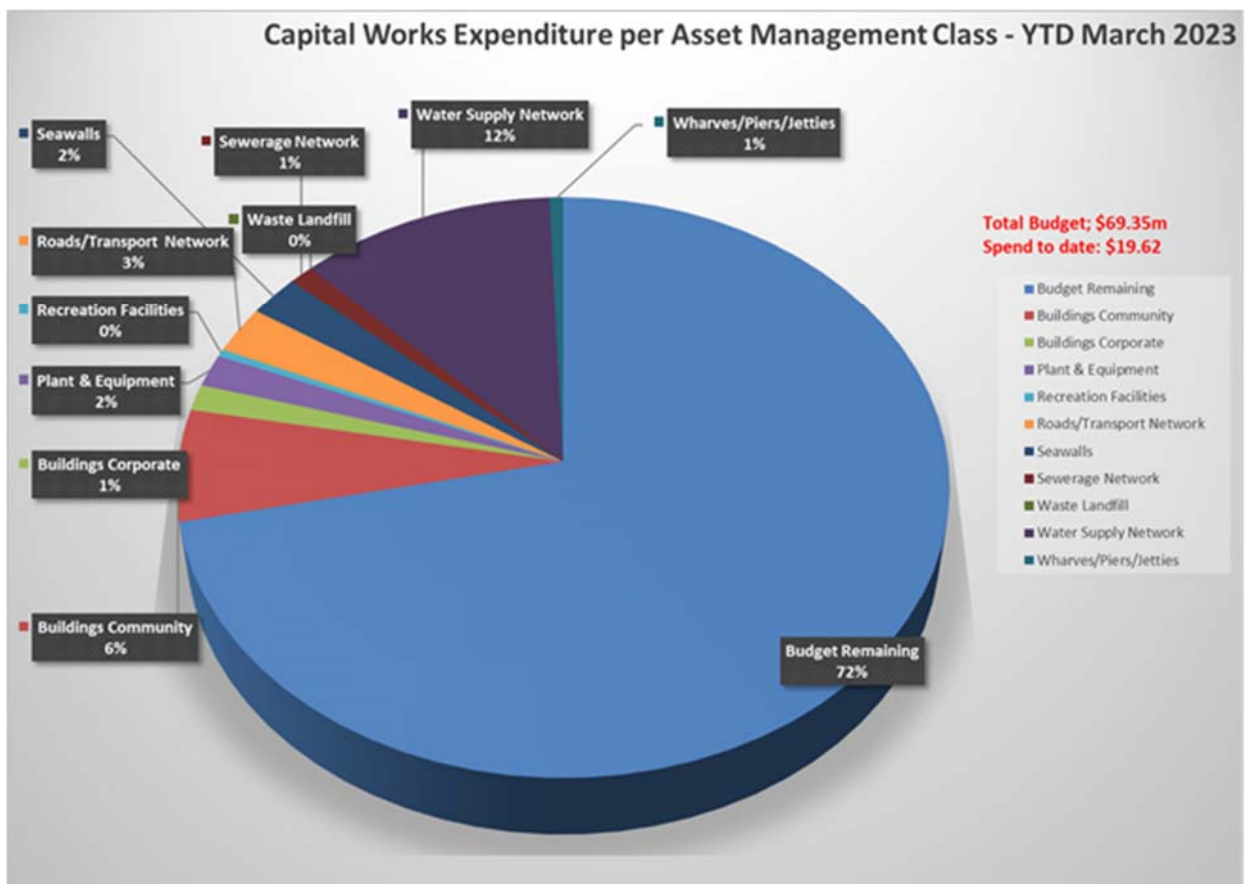
Comments:

Other Income - lower than expected Private Vehicle Revenue due to cancellation of PVR program - recommencing May 2023
Capital Revenue - Contract Implementation Delayed
Depreciation Expense - Slightly overbudget YTD
Overall working to remain on budget for the financial year

CAPITAL WORKS PROGRAM



CAPITAL SPEND BY ASSET CLASS





TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING:	April 2023
DATE:	18 – 19 April 2023
ITEM:	Information Report for Noting by Council
SUBJECT:	March 2023 Information Report – Community Services
AUTHOR:	Dawson Sailor, Head of Community Services

Recommendation:

It is recommended that Council notes this report.

Executive Summary:

The report provides Council with updates on the functional areas in Community Services department for activities undertaken in the period of March 2023.

Community Services deliver essential programs and services through ongoing partnership internally and externally with various government agencies and local / community organisations.

Background:

Utilising a mix of own-source and external-source funding, Community Services department delivers a diverse range of programs and services including:

1. Aged and Disability Care
2. Childcare
3. Environmental Health
4. Health and Wellbeing
5. Housing Tenancy Services
6. Divisional Administration operations
7. Evens coordination and Visitor Management

Following are highlights for the reporting period:

Womens Workshop – “Empowered Women, Empower Women” was held on Warraber and well attended by 43 Women who registered, from across the region, except Poruma, Ugar, Saibai, Dauan and Boigu. The program was led by TSIRCs Health & Wellbeing program and coordinated with facilitators from various govt and non govt organization with an aim to empower our women. Deliverables from the workshop includes a published journal; team

building and Domestic Violence Action Plan. It is intended the attendees will facilitate workshop in respective Division and share knowledge with Council support where possible. Mayor Mosby attended the workshop and delivered an inspiring and moving speech to the group. This led to successful International Womens day workshop held in all Divisions across the region.

Vet visit has commenced in the reporting period across the region.

Successful Professional Development courses undertaken by Manager and officers in the Health and Wellbeing team on Cert III in Fitness; Humanising Work - Managers leadership workshop. This was raised in Executive Team meeting, and details of suppliers passed on to Executive Director of Corporate Services so this is considered for relevant Managers across the organization.

Commencement of Manager Housing, Clara Tamu. Clara brings a wealth of knowledge and experience in Housing but also current knowledge of health and its inequalities. Focus was policies and procedures, development of local housing plans and a way forward.

Considerations

Risk Management

Day to day risk is considered low however closely monitored and mitigated by application of adherence to policy and procedure.

Council Finance

Improved financial governance, including austerity measures are implemented to strengthen budget management within each functional areas of the department. Community Services continues to consider opportunities to increase revenue through supply of services and submission of external-source funds.

Consultation:

- Community Services Managers.

Links to Strategic Plans:

Corporate Plan 2020-2025

- Outcome 1: We preserve cultural heritage, history and place
 - Capturing of information from Elders – Language, Song & Dance
- Outcome 2: Our communities are safe, healthy and active
 - 2.4 Led a strategic approach to healthy and active lifestyles
 - 2.5 Evolve and grow the Indigenous Knowledge Centres (IKCs)
 - 2.6 Enable a positive nutritional culture and sustainable food sourcing
- Outcome 7: Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability
 - 7.3 Advocate for the increase to available options to overcome housing shortages and overcrowding

Operational Plan 2022-2023

- Increase rental collection rates
- Review and streamline referral process for respite care in partnership with Qld Health and regional residential care providers

- Delivery of Environmental Health and Animal Management Program
- Develop and implement annual events planner to increase engagement and visibility of Council at divisional level through partnering with stakeholders
- Implement standard administrative processes including guides and templates across 15 Divisions in line with audit requirements.

Statutory Requirements:

Local Government Act 2009

Local Government Regulation 2012

In addition, Community Services functional areas are subjected to a range of Local, State and Commonwealth legislation relevant to roles and teams

Conclusion:

That Council notes the information in this report.



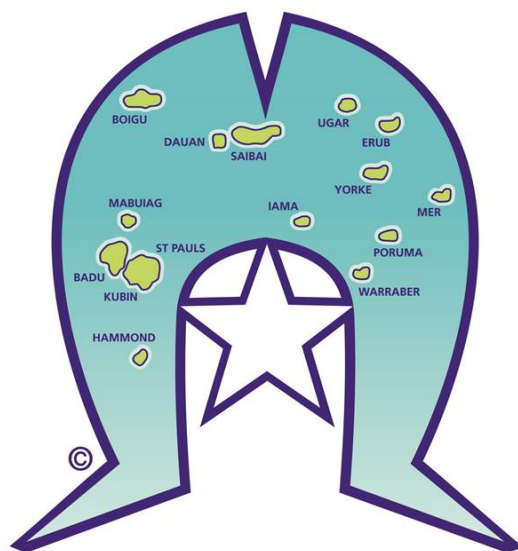
Endorsed:

Dawson Sailor
Head of Community Services



Approved:

James William
Chief Executive Officer



Torres Strait Island
REGIONAL COUNCIL



Month	March 2023
Date submitted	11/04/2023
Team	Environment and Health
Manager	Ewan Gunn

Corporate, Operational and Community Services Business Plan alignment

Corporate plan objective	Issue	Recommendation
Outcome 2: Our communities are safe, healthy and active.		
2.2 Advocate for greater solutions to unregistered or unsolicited community visits, border movements and intruders.	<ul style="list-style-type: none"> • Work with key agencies and partners to investigate key community security and surveillance opportunities. 	SOP
2.3 Facilitate community-led strategy for public social behaviour concerns.	<ul style="list-style-type: none"> • Work with each community to understand applicable public social behaviour concerns and facilitate recommendations with key agencies. • Work with key partners to investigate and advocate for programs that facilitate safe places and/or houses. • Partner with key agencies to develop more culturally aligned community education programs. 	Develop policy and stakeholder relationship
2.6 Enable a positive nutritional culture and sustainable food sourcing.	<ul style="list-style-type: none"> • Facilitate access and assistance to Community Gardens. • Facilitate access and support program for home produce production. • Facilitate delivery of food safety and healthy eating educational materials. 	<p>Masig garden project in progress. Community awareness</p> <p>Online ongoing</p>
Outcome 4: We are a transparent, open and engaging council.		
4.3 Ensure community advocacy and engagement at all levels of government.	<ul style="list-style-type: none"> • Work with Community to provide a regional legal framework which addresses both State and Traditional Lore requirements. 	Community meetings and strategic engagement Moa horse program (TSRA&TSIRC) community engagement.
Outcome 8: We manage council affairs responsibly to the benefit of our communities.		
8.3 Develop a service delivery excellence model.	<ul style="list-style-type: none"> • Define departmental customer and general service level metrics. • Investigate community expectations on service levels and fee for service appetite. 	Develop community service request policy and procedures
Outcome 9: We actively reduce our environmental footprint and manage our resources sustainably.		
9.2 Evolve waste management through recycling and reuse strategies.	<ul style="list-style-type: none"> • Coordinate waste management activities through landfill, transfer station and recycling 	Participate in Great Northern Clean up





	<p>opportunities.</p> <ul style="list-style-type: none"> • Facilitate regional clean-up and investigate long-term solutions for bulk waste, car bodies and whitegoods. • Investigate sewer bio-solids and grey water reuse opportunities. 	<p>Reconvene waste management working group to draft strategy</p> <p>Illegal Dumping hotspot program</p> <p>Combined workshop</p>
9.3 Ensure a safe and sustainable drinking water program.	<ul style="list-style-type: none"> • Active management of the water delivery system including on-line meter reading. 	<p>Water management plans and structured auditing EHW water testing training</p>
9.4 Ensure effective environmental health management practices.	<ul style="list-style-type: none"> • Development and execution of pest management plans. • Work with key partners and agencies to further implement Biosecurity Plan and controls. • Work with individual communities to identify areas for cultural cutting and cleaning places. • Facilitation of domestic animal health checks. • Develop coordinated warning systems associated with health outbreaks. 	<p>Ongoing, (biosecurity plans)</p> <p>TSRA and PBC, TO collaboration</p> <p>On going</p> <p>Qld health & TSIRC collaboration with Healthy Housing</p>
Outcome 10: We advocate and foster regional prosperity through enterprise development.		
10.3 Develop a visitor management strategy.	<ul style="list-style-type: none"> • Investigate and refresh council's existing visitor management process and implementation roadmap. 	<p>Consultation, education, and awareness</p>
Outcome 11: We invest in the retention of key skills within our region.		
11.1 Advocate and facilitate key programs that retain and introduce employment or contracting within communities. implement council's Indigenous Procurement Policy	<ul style="list-style-type: none"> • Facilitate study into key skill opportunities and development models. • Grow council's existing apprenticeship and traineeship program. • Work with relevant partners to ensure employment models exist post apprenticeship or traineeship. 	<p>Establish professional development plan for EHW. Support and promote trainee and shadowing</p>
11.2 Refresh council's procurement policies.	<ul style="list-style-type: none"> • Develop and implement council's Indigenous Procurement Policy. 	<p>Include Biosecurity requirements in policy and tenders</p>
Outcome 12: We bring opportunity to our region and put our culture on the world stage.		
12.1 Develop a world class model for festivals and event delivery	<ul style="list-style-type: none"> • Facilitate the development of an international cultural festival, hosted within region. • Work with key partners to deliver sporting and recreational festivals within region. • Work with applicable stakeholders and 	<p>Develop Policy, local laws , procedures and fact sheets.</p>





	agencies to facilitate the development of key industry & career market day events within region.	
Operational Plan Objective		Recommendation
23. Food Safety: - Community Education & Awareness - Licensing Program Stage 1 – Commercial premises - Licensing Program Stage 2 – Community licences	Waiting on changes to legislation that will close loop holes and provide equity.	Online food safety training on going
24. Education and Awareness on Water Sanitation, Waste Management and Sewerage	Waste Management : Landfills Construction and commercial waste Great Northern Clean up	On going Promote Blue and brown card training
25. Mosquito Management: - Inspection, Albopictus Survey - Education, Awareness, Control Activities - Assist the Dengue Action Response Team (DART) - Implement Mosquito Management Plan	Mosquito Management Plan developed and implemented	On going
26. Implement Biosecurity Plan & Strategy	Biosecurity control plan Consultation	On going Development of draft control plan
27. Animal Management: - Domestic Animal Compliance - Veterinary Services - Compliance & Enforcement Program	Schedule Vet visit Moa Horse program? Parasitic efficacy trial (AMRRIC)	Vet visit scheduled for April 2023 March 2023
28. Environmental Health Worker Development & Certification Program(s)	Scheduled and programmed training and workshops	EHW workshop June 2023 scheduled Biosecurity Training PMT training(March), Authorised Person Training Animal Management training with (AMRRIC) March and June
Community Services Business Plan		TBA

Finance

Budget	YTD Budget	YTD Actuals	Issue	Recommendation
TSIRC Service Agreement with Qld Health	\$1.906m		EOFY Financial and performance reports to be submitted to the funder. Breach notice for non compliance of Annual financial report 21/22	New Agreement received June 2022 for 7 years Endorsed by Council at the June 2022 meeting Financial Acquitalls submitted to the funder
Other sources Pest treatments Infringements	TBA TBA	TBA TBA		Expand and promote service Review
Biosecurity grant submission	\$90K	\$0	Not fully executed	
Masig GBR decarb	\$125K	\$125K	Completed final report due	Finalisation with final report, acknowledgement celebration



DES waste grant	\$170K	\$0	Recruitment	Underway
Horse Grant	rejected		Horses on Moa and Badu	Grant submitted \$75K
DAF fee for service	\$238K	\$		Employ 4 EHW to assist with operational delivery
Austerity measures	Issue		Recommendation	
Cost saving opportunities	Limit services provided		Not recommended	
Revenue raising opportunities	Expand pest management services to include timber pests Promote pest management services		training completed Fit for purpose vehicle required DAFF -biosecurity grant DES - waste management	

Human Resources

Incumbent name	Position title	Position number	Issue	Recommendation
	EHW 0.5 FTE x4		DAF FFS	Recruit 4 x0.5 FTE positions
	EHW lama		Fixed term to fill secondment to Q Health	Secondment from Engineering
Geary Bann	EHW lama		Resigned after 25 years	Special Acknowledgement
TBA	Sustainability Compliance officers x4		DES grant	Recruit 4x 0.5 FTE positions
	EHW Mabuiag		resignation	To be advertised and recruited
Stephen Amber	EHW Kiriri		Fill LWOP	
David Bosun Jnr	EHW Kubin		Fill LWOP	

Physical resources

Property description	Issue	Recommendation
Chemical storage across all divisions	Non compliance	Establish strategic plan to construct fit for purpose infrastructure across all Divisions
Vehicle	Availability	Request Vehicle for Badu, Saibai, Kiriri & Arkai

Public relations

Division	Issue	Recommendation
Risks	Update of website required, SPER process	Reporting as per process
Opportunities	Promotion of EHW, establish service request process	Seek support from engagement



Coordinator EHW – Overview:

- EHW Vacancy Mabuyag – New recruit (on secondment from Health & Wellbeing) starts on 11/04/23
- EHW vehicle provision still an issue on several Divisions – Badu, Arkai, Saibai & Mer
- Animal Management issues on Saibai & Mabuyag
- Financial delegation delays for Seniors

Program Management Support Officer update :

Pest Management Update:

The below graph is a snapshot of the completed pest management jobs for March 2023.





Infringement Update:

Council issued eight (8) warning letters and five (5) Infringements during the month of March for breach of animal management local laws.

The team have been conducting animal management audit in preparation for the next visit in April. Animal owners are reminded to be responsible pet owners and of their obligation under the local laws.

ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – MARCH 2023

Bob MODEE - SEHW

	DAUAN	SAIBAI	ERUB	UGAR
DOG				
TOTAL NUMBER OF DOGS	35	0	35	17
NEW REGISTRATIONS	24	0	1	3
CATS				
TOTAL NUMBER OF CATS	8	0	13	8
NEW REGISTRATIONS	0	0	0	0
HORSES				
TOTAL NUMBER OF HORSES	0	0	0	0
NEW REGISTRATIONS	0	0	0	0
CHOOKS				
TOTAL NUMBER OF HENS & CHICKS	0	0	2	5
TOTAL NUMBER OF ROOSTERS	0	0	1	8
TOTAL NUMBER OF DUCKS	0	0	0	0
COMPLIANCE				
NON-COMPLIANCE FOR DESEXING	14	0	4	7
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	0	0	1
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	0	0	0	2
NUMBER OF VERBAL WARNINGS ISSUED	2	2	0	7
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	1	4	1
NUMBER OF WARNING LETTERS ISSUED	0	2	4	7
INTER-ISLAND ANIMAL TRANSFER	0	2	0	2
ANIMAL MANAGEMENT AWARENESS				
MEETINGS	0	1	1	0
ONE-ON-ONE	0	0	3	6
FLYERS/POSTERS	1	0	11	1
VET VISIT	0	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	2	1	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0	0
TICK TREATMENTS	0	0	0	0
EUTHANISE	0	1	0	0



FERAL/PEST ANIMAL MANAGEMENT	5	0	0	0
FOOD SAFETY				
NUMBER OF FOOD SALES FOR THE MONTH	0	0	1	0
PERMITS ISSUED	9	0	1	0
FOOD ACT LICENCES	0	0	2	0
FOOD SHOP INSPECTIONS	1	4	0	1
COMPLAINTS	1	1	0	0
FOOD RECALLS/ISSUES	1	0	0	1
FOOD SAFETY AWARENES				
MEETINGS	0	1	1	0
ONE-ON-ONE	0	0	2	0
FLYER/POSTER	1	0	2	0
FOOD SAFETY AWARENESS	1	0	0	0
IM ALERT FOOD SAFETY COURSE	0	0	2	0
BIOSECURITY				
SURVEILLANCE	1	0	1	1
BARGE DELIVERY INSPECTION	3	3	3	2
EDUCATION AND AWARENESS	0	0	1	1
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVIOR – SAMS/BORE WELLS/ETC	0	1	3	0
WATER TESTING – CHLORINE & PH	3	0	0	4
WASTEWATER SYSTEMS	0	0	0	0
OEVERGROWN ALLOTMENTS/DISUSED MATERIALS	2	0	1	2
LANDFILL	1	2	1	1
ILLEGAL DUMPING	1	0	1	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION				
ONE-ON-ONE	1	0	0	0
MEETING	0	1	0	0
POSTER/FLYER	0	0	0	1
WATER EDUCATION/AWARENESS & PROMOTION	0	0	0	1
PEST MANAGEMENT				
INSPECTIONS	0	0	0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	0	2	1	0
AWARENESS	0	1	1	0
CLEAN UP	0	0	1	0
FEE FOR SERVICE TREATMENTS	0	0	0	0
VACANT HOUSES	1	0	3	0
GERNERAL HOUSE	0	1	0	0
OTHER	0	0	0	0
HOUSING				
INSPECTIONS	1	0	0	0
EDUCATION AND AWARENESS	1	0	0	0
RAINWATER TANK INSPECTION	0	0	0	0
YARD INSPECTION	1	1	0	0
OTHER	0	0	0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING				
HYGIENE	0	0	1	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0	0
MEETINGS ATTENDED	0	2	2	4
HEALTH CENTER VISIT				
NUMBER OF VISITS PER MONTH	3	0	2	2
HEALTH CENTRE CONCERNS	0	0	1	0



GENERAL COMMUNITY OUTCOMES	
DAUAN	Biosecurity Inspection on Seaswift Boat and freights, vehicles etc.
	Septic Pipe and Pump need to be fixed ASAP- Lot 21 John Mooka Residents.
SAIBAI	Pest Management Training- Cairns, Healthy House Program Training- Badu.
	Animal Numbers increasing,
ERUB	Some metal waste have been remove from community,
	Rainwater tanks still sitting across the Anglican church still breeding site for mozzie, Creeks need to be clean out ASAP.

ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – MARCH 2023

Mika DAVID - SEHW

	BOIGU	MABUIAG	WARRABER
DOG			
TOTAL NUMBER OF DOGS	31	86	41
NEW REGISTRATIONS	10	0	6
CATS			
TOTAL NUMBER OF CATS	28	17	10
NEW REGISTRATIONS	2	0	0
HORSES			
TOTAL NUMBER OF HORSES	0	0	0
NEW REGISTRATIONS	0	0	0
CHOOKS			
TOTAL NUMBER OF HENS & CHICKS	0	0	0
TOTAL NUMBER OF ROOSTERS	0	0	0
TOTAL NUMBER OF DUCKS	0	0	0
COMPLIANCE			
NON-COMPLIANCE FOR DESEXING	0	13	13
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	0	13	3
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	2	0	1
NUMBER OF VERBAL WARNINGS ISSUED	1	5	14
NUMBER OF INFRINGEMENT NOTICES ISSUED	0	0	0
NUMBER OF WARNING LETTERS ISSUED	0	0	0
INTER-ISALND ANIMAL TRANSFER	0	0	5
ANIMAL MANAGEMENT AWARENESS			
MEETINGS	0	0	2
ONE-ON-ONE	1	0	7
FLYERS/POSTERS	1	3	6
VET VISIT	0	0	April 12



ANIMAL COMPLAINTS/ATTACKS	0	0	1
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	1
TICK TREATMENTS	0		0
EUTHANISE	0	2	1
FERAL/PEST ANIMAL MANAGEMENT	0	0	0
FOOD SAFETY			
NUMBER OF FOOD SALES FOR THE MONTH	0	1	3
PERMITS ISSUED	0	0	3
FOOD ACT LICENCES	0	0	0
FOOD SHOP INSPECTIONS	1	0	1
COMPLAINTS	0	0	0
FOOD RECALLS/ISSUES	6	0	2
MEETINGS	0	0	1
ONE-ON-ONE	0	0	0
FLYER/POSTER	0	0	6
FOOD SAFETY AWARENESS	0		6
IM ALERT FOOD SAFETY COURSE	0	0	0
BIOSECURITY			
SURVEILLANCE	1	0	0
BARGE DELIVERY INSPECTION	2	0	0
EDUCATION AND AWARENESS	1	0	0
WASTE/WATER & LANDFILL SURVEILLANCE			
WATER RESERVIOR – SAMS/BORE WELLS/ETC	1	3	6
WATER TESTING – CHLORINE & PH	0	3	0
WASTEWATER SYSTEMS	2	0	4
OEVERGROWN ALLOTMENTS/DISUSED MATERIALS	3	0	2
LANDFILL	3	5	5
ILLEGAL DUMPING	0	0	2
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION			
ONE-ON-ONE	0	0	10
MEETING	1	0	1
POSTER/FLYER	1	0	6
WATER EDUCATION/AWARENESS & PROMOTION	1	0	6
PEST MANAGEMENT			
INSPECTIONS	2	0	2
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	47	0	0
AWARENESS	1	0	6
CLEAN UP	2	0	3
FEE FOR SERVICE TREATMENTS	0	0	0
VACANT HOUSES	0	0	1
GERNERAL HOUSE	47	0	1
OTHER	1	0	0
HOUSING			
INSPECTIONS	0	0	0
EDUCATION AND AWARENESS	0	0	0
RAINWATER TANK INSPECTION	0	0	3
YARD INSPECTION	47	0	3
OTHER	0	0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING			
HYGIENE	0	0	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	0	0	0
MEETINGS ATTENDED	0	0	2



HEALTH CENTER VISIT			
NUMBER OF VISITS PER MONTH	0	2	0
HEALTH CENTRE CONCERNS	0	0	0

GENERAL COMMUNITY OUTCOMES	
BOIGU	(ISSUES & Concerns . follow up on dog transfer to TI. Owner not on the island. . follow up on aggressive dog complaint 28/03/23. . Follow up on -waste materials and rain water tanks on workers shed.
	(POSITIVE. . new animal Registration up dated . 1 dog owner (Nathan pabai) walking around with his dog on leash. .47 houses done for vector Spraying positive feedback received from community. . school presentation-EHW roles and responsibilities . EHW support from Stephanie pabai for 2 week-vector control. . animal compliance-dog-dog registration.
MABUIAG	(ISSUES & CONCERNS. Number of dogs Population
	(POSITIVE NEWS)
WARRABER	(ISSUES & CONCERNS...Nil
	(POSITIVE NEWS) . community Session Stakeholder feedback to community. . Football camp at warraber/Ella Kris





ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – MARCH 2023

Moses KUDUB – A/SEHW

	KIRIRRI	IAMA	PORUMA	MASIG	MER
DOG					
TOTAL NUMBER OF DOGS		20	52	32	
NEW REGISTRATIONS		12	5	0	
TOTAL NUMBER OF CATS		10	6	11	
NEW REGISTRATIONS		2	0	0	
TOTAL NUMBER OF HORSES		0	0	0	
NEW REGISTRATIONS		0	0	0	
TOTAL NUMBER OF HENS & CHICKS		0	0	0	
TOTAL NUMBER OF ROOSTERS		0	0	0	
TOTAL NUMBER OF DUCKS		0	0	0	
COMPLIANCE					
NON-COMPLIANCE FOR DESEXING			14	4	
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT			0	2	
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC			4	3	
NUMBER OF VERBAL WARNINGS ISSUED			4	0	
NUMBER OF INFRINGEMENT NOTICES ISSUED			0	0	
NUMBER OF WARNING LETTERS ISSUED			18	0	
INTER-ISLAND ANIMAL TRANSFER			0	0	
ANIMAL MANAGEMENT AWARENESS					
MEETINGS			1	0	
ONE-ON-ONE			5	1	
FLYERS/POSTERS			3	4	
VET VISIT			0	0	
ANIMAL COMPLAINTS/ATTACKS			3	0	
TREATMENTS – MANGE/PURPLE SPRAY/ETC			0	1	
TICK TREATMENTS			52	2	
EUTHANISE			0	0	
FERAL/PEST ANIMAL MANAGEMENT			0	0	
FOOD SAFETY					
NUMBER OF FOOD SALES FOR THE MONTH			4	0	
PERMITS ISSUED			0	0	
FOOD ACT LICENCES			0	0	
FOOD SHOP INSPECTIONS			1	1	
COMPLAINTS			0	0	
FOOD RECALLS/ISSUES			0	0	
FOOD SAFETY AWARENES					
MEETINGS			1	0	
ONE-ON-ONE			0	0	
FLYER/POSTER			1	0	
FOOD SAFETY AWARENESS			0	0	
IM ALERT FOOD SAFETY COURSE			0	0	

BIOSECURITY				
SURVEILLANCE			4	1
BARGE DELIVERY INSPECTION			2	0
EDUCATION AND AWARENESS			1	1
WASTE/WATER & LANDFILL SURVEILLANCE				
WATER RESERVIOR – DAMS/BORE WELLS/ETC			1	0
WATER TESTING – CHLORINE & PH			0	0
WASTE WATER SYSTEMS			1	0
OEVERGROWN ALLOTMENTS/DISUSED MATERIALS			0	1
LANDFILL			1	1
ILLEGAL DUMPING			0	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION				
ONE-ON-ONE			0	0
MEETING			1	0
POSTER/FLYER			0	0
WATER EDUCATION/AWARENESS & PROMOTION			0	0
PEST MANAGEMENT				
INSPECTIONS			0	0
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC			0	0
AWARENESS			0	0
CLEAN UP			0	0
FEE FOR SERVICE TREATMENTS			0	0
VACANT HOUSES			0	0
GERNERAL HOUSE			0	0
OTHER			0	1
HOUSING				
INSPECTIONS			0	0
EDUCATION AND AWARENESS			0	0
RAINWATER TANK INSPECTION			0	0
YARD INSPECTION			0	0
OTHER			0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING				
HYGIENE			1	0
OTHER – SPECIAL PROJECTS (DE-CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)			1	1
MEETINGS ATTENDED			1	3
HEALTH CENTER VISITO				
NUMBER OF VISITS PER MONTH			1	0
HEALTH CENTRE CONCERNS			0	0

GENERAL COMMUNITY OUTCOMES		
KIRIRRI	•	• Recruitment process completed.
	•	• EHW ON MONTHS LWOP – stat will be added next report
IAMA	•	• Staff on secondment from engineering dept
	•	• Report incomplete
PORUMA	•	• Community cooperative with recent animal census with amrric staff.
	•	• 217 bulka bags of recyclable bottles and cans shipped to date.
MASIG	•	• More people are compliant with animal management local laws regarding wandering animals.
	•	• Rat infestation in homes and in public spaces and the landfill.
MER	•	• Prep for ANZAC Day celebration
	•	• BSU rubbish still an issue at the landfill.
MER	•	• Wasn't able to submit report because of connectivity issues. Will have stats on next report.



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ENVIRONMENTAL HEALTH STATISICAL CLUSTER REPORT – MARCH 2023

Rowena JOHNSON – SEHW

	BADU	KUBIN	ST PAULS
DOG			
TOTAL NUMBER OF DOGS	130	40	60
NEW REGISTRATIONS	0	0	4
CATS			
TOTAL NUMBER OF CATS	15	0	13
NEW REGISTRATIONS	0	0	0
HORSES			
TOTAL NUMBER OF HORSES	3	0	43
NEW REGISTRATIONS	0	0	0
CHOOKS			
TOTAL NUMBER OF HENS & CHICKS	20	0	0
TOTAL NUMBER OF ROOSTERS	20	0	0
TOTAL NUMBER OF DUCKS	1	0	0
COMPLIANCE			
NON-COMPLIANCE FOR DESEXING	3	0	0
NON-COMPLIANCE FOR MORE THAN 2 DOGS/CATS PER ALLOTMENT	5	0	0
OTHER NON-COMPLIANCE- OVERGROWN ALLOTMENT, ANIMALS WANDERING AT LARGE, ETC	1	1	0
NUMBER OF VERBAL WARNINGS ISSUED	5	1	0
NUMBER OF INFRINGEMENT NOTICES ISSUED	3	0	0
NUMBER OF WARNING LETTERS ISSUED	2	0	1
INTER-ISALND ANIMAL TRANSFER	2	0	0
ANIMAL MANAGEMENT AWARENESS			
MEETINGS	1	0	1
ONE-ON-ONE	30	2	2
FLYERS/POSTERS	2	1	2
VET VISIT	0	0	0
ANIMAL COMPLAINTS/ATTACKS	0	0	0
TREATMENTS – MANGE/PURPLE SPRAY/ETC	0	0	0
TICK TREATMENTS	35	0	0
EUTHANISE	8	0	1
FERAL/PEST ANIMAL MANAGEMENT	0	0	0
FOOD SAFETY			
NUMBER OF FOOD SALES FOR THE MONTH	0	0	1
PERMITS ISSUED	0	0	0
FOOD ACT LICENCES	0	0	0
FOOD SHOP INSPECTIONS	0	0	1



COMPLAINTS	0	0	0
FOOD RECALLS/ISSUES	0	0	0
FOOD SAFETY AWARENES			
MEETINGS	0	0	3
ONE-ON-ONE	5	0	3
FLYER/POSTER	0	1	3
FOOD SAFETY AWARENESS	1	0	3
IM ALERT FOOD SAFETY COURSE	0	0	0
BIOSECURITY			
SURVEILLANCE	1	0	0
BARGE DELIVERY INSPECTION	1	1	0
EDUCATION AND AWARENESS	0	0	3
WASTE/WATER & LANDFILL SURVEILLANCE			
WATER RESERVIOR – SAMS/BORE WELLS/ETC	6	4	8
WATER TESTING – CHLORINE & PH	0	0	1
WASTE WATER SYSTEMS	6	4	1
OVERGROWN ALLOTMENTS/DISUSED MATERIALS	6	0	0
LANDFILL	6	4	12
ILLEGAL DUMPING	6	0	0
WATER & WASTE MANAGEMENT EDUCATION/AWARENESS/PROMOTION			
ONE-ON-ONE	0	0	2
MEETING	0	0	2
POSTER/FLYER	0	1	0
WATER EDUCATION/AWARENESS & PROMOTION	0	1	0
PEST MANAGEMENT			
INSPECTIONS	5	3	3
TREATMENTS – YARDS/FLEAS/TICKS/SPIDERS/ETC	2	1	2
AWARENESS	0	0	2
CLEAN UP	0	0	0
FEE FOR SERVICE TREATMENTS	2	1	0
VACANT HOUSES	2	1	2
GERNERAL HOUSE	0	0	1
OTHER	0	0	0
HOUSING			
INSPECTIONS	13	3	0
EDUCATION AND AWARENESS	13	0	1
RAINWATER TANK INSPECTION	13	0	0
YARD INSPECTION	13	0	3
OTHER	0	0	0
ENVIRONMENTAL HEALTH EDUCATION/AWARENESS, PROMOTION, ENGAGEMENT & TRAINING			
HYGIENE	13	0	0
OTHER – SPECIAL PROJECTS (DE- CARBONIZATION/PARASITE RESEARCH/TRAINING ETC)	4	0	0
MEETINGS ATTENDED	3	1	1
HEALTH CENTER VISIT			
NUMBER OF VISITS PER MONTH	0	0	0
HEALTH CENTRE CONCERNS	0	0	0

GENERAL COMMUNITY OUTCOMES

BADU

(ISSUES & CONCERNS)

- STILL NO VEHICLE – STOPPING US FROM UNDERTAKING DAILY DUTIES AS WE NEED TO SCHEDULE OUR JOBS AROUND THE AVAILABILITY OF THE



	POOL VEHICLE, OLD CHILD CARE BUS OR THE ADMIN VEHICLE
	<p>(POSITIVE NEWS)</p> <ul style="list-style-type: none"> BIOSECURITY BARGE INSPECTION AND COMPLIANCE TRAINING – FOUND SINGAPORE ANTS ON SEASWIFT VESSEL MV FOURCROY, BSQ ADVISED SEASWIFT TO UNDERTAKE PEST TREATMENT ON THEIR VESSEL AND CHECK THEIR ELECTRICAL SYSTEM ONBOARD STARTED THE AMRRIC CENSUS – ANIMALS ARE BEING TREATED AND MORE PEOPLE ARE WANTING TO DESEX THEIR ANIMALS SO THAT THEY ARE HEALTHY CONTINUE WITH SAFE AND HEALTHY HOUSING PROGRAM INSPECTIONS VISITORS TO THE ISLAND HAVE COMPLIMENTED HOW CLEAN THE ISLAND IS – THIS IS DUE TO THE CONTAINERS FOR CHANGE PROGRAM WITH CRYSTAL AILAN
KUBIN	<p>(ISSUES & CONCERNS)</p> <ul style="list-style-type: none"> GRASS IN AROUND LANDFILL NEEDS TO BE MAINTAINED (FIREBREAK) – EMAIL TO BE SENT TO DEO NO EHW VEHICLE
	<p>(POSITIVE NEWS)</p> <ul style="list-style-type: none"> NONE
ST PAULS	<p>(ISSUES & CONCERNS)</p> <ul style="list-style-type: none"> ROAD TO SEWERAGE PONDS NEED TO BE MAINTAINED URGENTLY – ROAD IS CURRENTLY CLOSED AND EHW/EO UNABLE TO CONDUCT SURVEILLANCE AND MAINTENANCE TO SEWERAGE PONDS GRASS IN AND AROUND LANDFILL NEEDS TO BE MAINTAINED (FIREBREAK) – EMAIL SENT TO DEO
	<p>(POSITIVE NEWS)</p> <ul style="list-style-type: none"> NONE



TORRES STRAIT ISLAND REGIONAL COUNCIL

REPORT

DATE: March 2023

SUBJECT Health & Wellbeing/IKC Report

AUTHOR: Ella Kris – Manager Health and Wellbeing/IKC

Human Resources

Health Lifestyle Office/IKC Staffing as at 31st of March 2023. Unable to fill St Pauls and Kubin due to blue card not submitted.

Community	HLO (hours)	IKC (Hours)
Boigu	14	20
Saibai	14	NA
Dauan	14	20
Mabuiag	28	20
Badu	14	20
Kubin	0	20
St Pauls	0	NA
Hammond	38	20
Iama	38	20
Warraber	38	20
Poruma	14	20
Masig	38	NA
Ugar	0	NA
Erub	38	20
Mer	38	NA

Full compliment of IKC Coordinators

Recruitment of HLO to Kubin, St Pauls, additional hours HLO for Warraber and Kubin to be completed early April.

Reporting

1. Weekly follow up of reporting by Program Coordinator Mrs Georgina Thaiday.

Completed Activities

- 1st to 3rd of March – Empowered Women Empower Women Workshop held on Warraber. 43 Torres Strait Island Women, 4 non Torres Strait Island Women attended
 - Program included
 - Community Engagement to develop TSIRC Domestic and Family Violence Action Plan (DSDSATSIP funded activity)
 - Climate Change Awareness Session
 - First 4 Forever Education and Awareness session
 - Empowerment Sessions
 - Team building – Fashion Parade
 - Team Building – Calypso Band Concert
 - Journal writing
- International Women’s Day – 8th of March, was a successful event throughout the Torres Strait. Women who attended the Empowered Women Empower Women Workshop held on Warraber, took lead and implemented programs back in their respective communities.
- Healthy Lifestyle Officer training – Cert III in Fitness held on Thursday Island from 13th of March to 24th of March. Completed by 7 HLOs 4 male and 3 females.
- Whilst attending the two weeks training on TI, HLO undertook Junior League Coaching Training and Sporting Business Administration Workshop provided by QRL.
- Visit to Kubin by Mr Niki Mackie and Ms Ella Kris to give support to IKC Coordinator – newly appointed in March.
- Georgina Thaiday supported IKC Coordinator (newly appointed) on Erub in March.
- Development of TSIRC Domestic and Family Violence Action Plan
- Ella Kris and Raphaela Pearson attended Humanising Work in Brisbane.
- TSIRC supported the registration of Zenadth Kes Juniors. President Mr Sam Joe, V/President Mr George Nona, Registrar Mr Kabay Tamu, Secretary Ms Ella Kris, Treasury Ms Rita Kaitap. Registered through the Office of Fair Trading. Working in partnership with QRL, Mr Terry Abednego.
- HLO and Manager Health and Wellbeing in partnership with QRL organised Junior League Development Camps to be held on Warraber 4th to the 6th of April and Kubin from 3rd of April to 5th of April.

Through the DTIS Funding Participation Pillar Health and wellbeing supported

- Island of Origin
- Boigu Island Junior League
- Erub Island Junior League

- Badu Island Futsal Tournament in Cairns (later withdrew due to availability of flights to Cairns)
- Erub Island BOTI Touch team
- Mer Island Junior League (later withdrew)

Future Events Planned

2. ○
 1. Meeting with HLOS to implement Junior Rugby League – Superheroes Round
 2. ○ Laurie Spina Competition – July 2023 – note registration accepted.
 3. Development of Community Health Action Plans – 5 communities before June 2023
 4. Torres Strait Climate Resilience – Family Wellbeing Program 5 communities before June 2023
 5. Sign off of the DSDSATSIP Domestic and Family Violence Action Plan
 6. Campfire – Reconciliation Event

Approved Proposal for submission

1. Ideas' Box into First 5 Forever Boxes to be used on Saibai, Mer, Ugar and Masig. Develop and implement an outreach F5F program to St Pauls from Kubin.
2. Employment partnership with Meriba Ged Ngalpun Mab.



REGIONAL MANAGER MONTHLY REPORT

Division	4 – Mabuiag Island, 5 – Badu Island, 8 – Hammond, 10 – Warraber, 12 - Masig
Reporting Period:	March 2023
Prepared by:	Larissa Bani

No DM on Hammond and Masig.

MSAO Raphaela Pearson on succession plan. Raphaela submits DM Monthly Report as part of the succession plan.

HR/PWB

- Masig DM interviews scheduled for Wed 12.04.23
- Masig Cleaner Rec Memo submitted for approval 03.04.23
- Badu VAF submitted for Fixed Term MSAO (staff will be on Maternity Leave)

Grants/In-Kind Application

- Warraber & Mabuiag processed In-kind application

Divisional Engagement Funds

- Hammond & Mabuiag accessed DEF in March

Prescribed Activity Permits

- Badu processed permit applications in March

General

- OP Plan Objective – SOP – 7 Procedures implemented (saved in H:Drive) Ready for Review.
- Mabuiag – Still have issues with the digital signage/screen. Addressed in January; continuing to work with Enzo. IT may need to visit.



REGIONAL MANAGER MONTHLY REPORT

FINANCE

Daily Stock Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments)	<input checked="" type="checkbox"/>	Some registers are still unsigned by second reviewer.
Purchase Orders – IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced	<input checked="" type="checkbox"/>	IRF's raised and cross-checked with the Stock Recs.
DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register	<input checked="" type="checkbox"/>	
Gas Register – updated to end of month accurately and reconciles with StockRec	<input type="checkbox"/>	Gas Register to be rechecked with Norman & team. Gas sales info recorded in Stock Recs.
Divisional Engagement Fund Acquittal – acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation	<input checked="" type="checkbox"/>	
Accommodation Register – All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec	<input checked="" type="checkbox"/>	IRF's raised and cross checked with reconciliation report from Veronica

EXTERNAL REPORTING

		Regional Managers Comment
Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests.	<input checked="" type="checkbox"/>	All LFS Reports submitted with nil mismatch.



REGIONAL MANAGER MONTHLY REPORT

Services Australia – <i>Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.</i>	<input checked="" type="checkbox"/> Date submitted:	
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COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – <i>CDMP is current and accurate</i>	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate.
SAT Phone – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	All Cluster SAT Phones tested and working.
HF Radio – <i>tested and in working order</i>	<input type="checkbox"/>	Hammond – another device sent to Hammond, needing to be hooked up. Mabuiag & Warraber – taken for fixture; needs replacing/upgrade. Follow up with Eunice
Situation Report (if any) – <i>provided to Disaster Coordinator</i>	<input checked="" type="checkbox"/>	Hammond submitted Sitrep



REGIONAL MANAGER MONTHLY REPORT

HUMAN RESOURCE:

Timesheets – Accurate recording of work times on timesheets; and timely submission to Payroll.	<input checked="" type="checkbox"/>	Still experiencing late submission of timesheets from couple of Divisional Managers even though reminders are sent. DM's are encouraged to set calendar reminders
Investigation / Complaints – Matter is finalised and file notes sent to People & Wellbeing		
Take 5's – all Divisional Admin staff completed Take 5's for the reporting period.	<input checked="" type="checkbox"/>	
First Aid Kit – Stock replenished, and register is updated to reflect use.	<input checked="" type="checkbox"/>	

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – all R&Ms for the month are reported in TechOne. Outstanding R&Ms are followed up with BSU	<input checked="" type="checkbox"/>	R&M's raised for March All outstanding R&M's followed up. Still a lot of backlog / unfinished works across the region.
Hazard Reports – submitted and filed. Necessary follow up undertaken.	<input checked="" type="checkbox"/>	

MEETINGS



REGIONAL MANAGER MONTHLY REPORT

Description	Date	Purpose of meeting
Warraber Admin Meeting	03.03.23	Operation/council meeting
Badu Admin Team Meeting	08.03.23	Operations
Warraber Community Info session	09.03.23	Information sharing
Mabuiag Staff meeting with Execs Dawson Sailor & Wayne Green & EHW Team	15.03.23	Catch up before Community Meeting
Mabuiag Community Meeting	16.03.23	Update on Environmental Health, Animal Management, Housing Process – Repairs & Maintenance, Capital Housing program,
Badu staff catch up with RM – Larissa	24.03.23	Staffing arrangement, changes, Staff on Mat leave etc.
Warraber Community Info session	24.03.23	Seawall consultation



REGIONAL MANAGER MONTHLY REPORT

Badu RM / DM meeting	27.03.23	Operations and responsibilities
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GENERAL COMMENT

AVDATA machine for Warraber not received yet.

Currently working with Raphaela Pearson on a succession plan for the Hammond DM position.

Alenka still working with Legal to clarify usage of rooms allocated by Cr.Nona to Local Rugby League organisations and if we have an agreement in place.

Alenka to follow up on Sports Oval R&M's / Hazard reports.



REGIONAL MANAGER MONTHLY REPORT – March 2023

Division	01-Boigu 11-Poruma 13-Ugar 14-Erub 15-Mer
Reporting Period:	March 2023
Prepared by:	Mokathani Lui

No DM on Ugar.

HR/PWB

- Mer – no vacancies
- Erub – MSAO PT pending recruitment
- Boigu – no vacancies
- Poruma MSAO PT – interview to be conducted
- Ugar MSAO FT – VAF to be completed

Grants/In-Kind Application

Funeral Grant – Boigu/ Poruma/ Mer

Engagement Grant – NIL

Community Grant-

Regional Grant -



REGIONAL MANAGER MONTHLY REPORT – March 2023

General

- DM Workshop re-planning for February 2023.
- OP Plan Objective – SOP – Working group still finalising SOP's.

EXTERNAL REPORTING

		Regional Managers Comment
Local Fares Scheme – accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests.	<input checked="" type="checkbox"/>	All LFS Reports submitted.
Services Australia – Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.	<input checked="" type="checkbox"/> Date submitted:	Ugar – Access Point Only Poruma – Community Agent Mer – MSAO working more than two hours per day. Laura is kept update by Mer MSAO. Erub – Centrelink needs to be relocated from IKC space. Boigu – no issues Centrelink Agent Services EOI for Mer and Ugar for Centrelink



REGIONAL MANAGER MONTHLY REPORT – March 2023

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – <i>CDMP is current and accurate</i>	<input checked="" type="checkbox"/>	All Cluster CDMP is current and accurate. Contact list to be updated - May 2023
SAT Phone – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	Cluster SAT Phones tested and working. Ugar SAT Phone need charger
HF Radio – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	Future division visit for HF Radio testing - TBC
Situation Report (if any) – <i>provided to Disaster Coordinator</i>	<input checked="" type="checkbox"/>	No SITREP for March

FINANCE

Daily Stock Reconciliation – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i>	<input checked="" type="checkbox"/>	
Accommodation Reconciliation – <i>updated to end of month; signed and filed. (discrepancy to be noted below in comments)</i>		Cluster completed for March.
Purchase Orders – <i>IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</i>	<input checked="" type="checkbox"/>	IPO/ PO are currently updated pending stock delivery to site.
DocFiles – <i>all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</i>	<input checked="" type="checkbox"/>	



REGIONAL MANAGER MONTHLY REPORT – March 2023

Gas Register – <i>updated to end of month accurately and reconciles with Stock Rec</i>	<input checked="" type="checkbox"/>	Manual record by divisions. ECM records to be completed.
Fuel Operation/Reporting – divisional operations Daily ULP/Diesel dips provided by engineering for divisional admin inventory Fuel Order/Delivery Shipment of empty 200L Bowser Tech Issue		Ugar – hand pump replacement cannot measure litres. Reported in June 22/ January 23. New bowser tanks @ Ugar & Mer divisions.
Divisional Engagement Fund Acquittal – <i>acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation</i>	<input checked="" type="checkbox"/>	NIL
Accommodation Register – <i>All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec</i> December Reconciliation due 23rd Jan.	<input checked="" type="checkbox"/>	Reconciliation completed by Erub/Ugar/Poruma/Boigu
Helicopter Subsidy – bookings paid and processed with GBR. Booking data entered in Helicopter Subsidy inbox/ calendar and Ugar Div 13 calendar.	<input checked="" type="checkbox"/>	02 nd March – 2 pax UGR to HID 09 th March – 1 pax UGR to HID 16 th March – 3 pax HID to UGR All inv matched to booking docs in shared inbox. .

HUMAN RESOURCE:



REGIONAL MANAGER MONTHLY REPORT – March 2023

Timesheets – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i>	<input checked="" type="checkbox"/>	Late submission – NIL
LAF – submitted		Mer DM – April 2023 Boigu DM – May 2023
HR Forms (Higher Duties; LAFs; VAFs) – <i>completed and sent to Regional Manager</i>	<input checked="" type="checkbox"/>	HD – Mer MSAO PT/ VAF - Ugar MSAO
Investigation / Complaints – <i>Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.</i>		
Take 5's – <i>all Divisional Admin staff completed Take 5's for the reporting period.</i>	<input checked="" type="checkbox"/>	Completed
First Aid Kit – <i>Stock replenished, and register is updated to reflect use.</i>	<input checked="" type="checkbox"/>	Divisional Kits need to be assessed and restocked

REPAIRS & MAINTENANCE (R&Ms)

R&Ms – <i>all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU</i>	<input checked="" type="checkbox"/>	Ugar -R&M's raised for September - All outstanding R&M's followed up. Electrical backlog
Hazard Reports – <i>submitted and filed. Necessary follow up undertaken.</i>	<input checked="" type="checkbox"/>	

Permit Application Processed:

Division	Permit Type	Permit Date	Permit Holder
Boigu			
Poruma			



REGIONAL MANAGER MONTHLY REPORT – March 2023

Ugar			
Erub			
Mer			

MEETINGS

Community Meeting Dates:

Poruma –

Erub – community preference – Cr Gela to be present. Attendance limited to operation update.

Boigu – Cr Toby will be available at Boigu in October. Seawall official opening.

Mer – guided by Cr Noah's availability.

Ugar – 01st February (proposed by Cr Stephen)

Meeting Description	Date	Purpose of meeting
All Staff Meeting		Information update
Admin Meeting		
Cleaner Meeting		
Community Information Session	21 st March	Poruma TSIRC Operations/ Stakeholders update
Stakeholder Meeting		No information received
Other Meeting		

Absent	Date	Cluster Catch Up Agenda



REGIONAL MANAGER MONTHLY REPORT – March 2023

COMMUNITY PROJECT

Division	Project	Update
Boigu	No Event	
Poruma	Seawall Project Fence Project	Official opening delayed due to pending engineering final inspection Measurements provided for Cemetery
Ugar	Wharf Dredging Fuel Bowser	Final Draft Proposal/ Site Inspection Fuel Tanks arrived at Ugar in February
Erub	Water Leak ANZAC	Ongoing repairs in community DM to liaise with community organiser/ monument project update
Mer	PHC – External Mechanic Shed Community Hall	Project started by WIP Construction Shed dismantled all leases offices relocated to community hall. Project timeframe not known at this stage. No public access due to stakeholder leased temp office.

COUNCIL GEN MEETING DATES:

21 -22 March ——— Warraber Community
18 -19 July Mabuiag Community
19 -20 September Saibai Community



REGIONAL MANAGER MONTHLY REPORT – March 2023

GENERAL COMMENT

All division eftpos have capacity to provide remote sale support. Ugar division has no admin to date.

Mer – Centrelink services still taking up most of the day. Explore option of outsourcing service in community. MGNM has expressed interest in operating this service.

REGIONAL MANAGER MONTHLY REPORT

Division	2 – Dauan Island, 3 – Saibai Island, 6 – Kubin, 7 – St Pauls, 9 - Iama
Reporting Period:	1 st March 2023 – 31 st March 2023
Prepared by:	Peli Ware

Report for St Pauls included in RM Report. Saibai is not able to submit a report due to Connectivity Issues. Iama and Kubin Divisions submitted DM Reports. No Report from Dauan due to Connectivity Issues – late submission pending.

HR/PWB

- Saibai VAF Form MSAO FT – In Progress
- Kubin VAF Form MSAO PT – In Progress

Divisional Engagement Funds

- Division 3 Saibai accessed DEF – IWD celebrated on 11th March 2023
- Division 6 Kubin - IWD Celebration 2023 – To be celebrated 6&8th March consecutively
- Division 7 St Pauls – IWD Celebration – Staff Morning Tea – To be celebrated 8th March 2023
- Division 7 St Pauls – IWD Celebration partnership with MKS and St Pauls Women's Group – 10th March 23

General

- OP Plan Objective – SOP – Working group still finalising SOP

REGIONAL MANAGER MONTHLY REPORT

EXTERNAL REPORTING

		Regional Managers Comment
Local Fares Scheme – <i>accurate and submitted to localfarescheme@translink.qld.gov.au for reporting period. Including corrective actions or submission of audit requests.</i>	<input checked="" type="checkbox"/>	Confirmed LFS Report submitted for lama, Kubin, St Pauls Follow-Up required for Saibai and Dauan
Services Australia – <i>Monthly Customer Traffic date submitted via online portal including additional requests ie Training; Request for Information in line with contract.</i>	<input checked="" type="checkbox"/> Date submitted:	Services Australia report submitted.

COMMUNITY DISASTER MANAGEMENT

Community Disaster Management Plan – <i>CDMP is current and accurate</i>	<input checked="" type="checkbox"/>	All Cluster CDMP updated.
SAT Phone – <i>tested and in working order</i>	<input checked="" type="checkbox"/>	All Cluster SAT Phones tested and working - Inconsistent Communication LCDC to DMs on dates/days to conduct testing. Inconclusive this month. Saibai confirmed test completed.
HF Radio – <i>tested and in working order</i>	<input type="checkbox"/>	Status Follow up with LCDC required

REGIONAL MANAGER MONTHLY REPORT

FINANCE

<p>Daily Stock Reconciliation – updated to end of month; signed and filed. (discrepancy to be noted below in comments) DMs have not addressed Daily Stock data entry signatures and reviewer in a timely manner to some months. Email reminders have been sent within the 1 month window for DMs to action.</p>	☑	<p>All Cluster Stock Recs Updated. Outstanding Signatures for various mths –</p> <ul style="list-style-type: none"> • Jan/Feb – Dauan • Nov-Jan – Kubin • Dec – Saibai • Nov, Dec, July - lama <p>Action Required – Still Outstanding.</p>
<p>Purchase Orders – IPO's goods receipted; Invoice Requests raised for external PO's and Stock Rec is cross-referenced</p>	☑	<p>All Cluster PO/IPO's GR'd and Invoice Requests raised for March as per DM Reports -</p>
<p>DocFiles – all DocFiles are posted and scanned to ECM with Daily Summary and filed together with Fuel Register</p>	☑	<p>All Cluster Doc files updated in Tech1 and uploaded to ECM as per DM Reports – St Pauls, Kubin and lama Only</p>
<p>Gas Register – updated to end of month accurately and reconciles with StockRec</p>	☑	<p>All Cluster Gas Register requires Returns Record Updated – Follow up required with George/Norm. Backlog of entries due to this. lama to update Registers updated and reconciles with Stock Rec for October – DM has been advised to action – delay in communicating issue to relevant manager to update</p>

REGIONAL MANAGER MONTHLY REPORT

Divisional Engagement Fund Acquittal – <i>acquittal submitted to Events@tsirc.qld.gov.au with supporting documentation</i>	<input checked="" type="checkbox"/>	Outstanding Acquittal Report to be submitted for IWD for various Divisions
Accommodation Register – <i>All guests and payment details are entered and accurate; IRFs raised and cross-referenced to Stock Rec</i>	<input type="checkbox"/>	All Accom Registers Up to date .. Saibai - ECM #333093 Dauan – ECM#333090 Kubin – ECM# 333086 lama – ECM# 333089
Accommodation Reconciliation <ul style="list-style-type: none"> ✚ Dauan – o/standing ✚ Saibai – o/standing ✚ Kubin – o/standing ✚ St Pauls – ✚ lama –.. submitted March Accommodation Rec to BSA 	<input type="checkbox"/>	lama is the only division that has actioned March Accommodation Rec to date. Due date for submission is this week of 10th April.

HUMAN RESOURCE:

Timesheets – <i>Accurate recording of work times on timesheets; and timely submission to Payroll.</i> <i>Timesheet submission improving across cluster</i>	<input checked="" type="checkbox"/>	Late Timesheet submission improvement is required across the cluster.
HR Forms (Higher Duties; LAFs; VAFs) – <i>completed and sent to Regional Manager</i>	<input type="checkbox"/>	

REGIONAL MANAGER MONTHLY REPORT

Investigation / Complaints – Matter is finalised and file notes sent to People & Wellbeing or Regional Manager.		Nil
Take 5's – all Divisional Admin staff completed Take 5's for the reporting period.	<input checked="" type="checkbox"/>	All Cluster February Take 5's Refer DM Reports
First Aid Kit – Stock replenished, and register is updated to reflect use.	<input checked="" type="checkbox"/>	Divisions are stocked. Cyclone Kits update from LCDC – Household Kits not provided and possible Defib Kit – Follow Up

REPAIRS & MAINTENANCE (R&Ms)

<p>R&Ms – all R&Ms for the month are reported on TechOne. Outstanding R&Ms are followed up with BSU</p> <p>R&Ms is still not addressed in a timely manner. Recommendation for A Solution can be to possibly have a dedicated R&M team per cluster to carry out works especially around plumbing, electrical, air conditioning and carpentry. Outstanding R&Ms that are at least over a month old requires feedback on the status of R&Ms in divisions. Frequent Communication from BSU with DMs would be appropriate.</p>	<input checked="" type="checkbox"/>	<p>R&M's raised for March – St Pauls, Kubin (Nil), lama (Nil) as per Report</p> <p>All outstanding R&M's- On going Follow up required with BSU DMs have been advised to cc Assets Inbox when follow up is required.</p>
<p>Hazard Reports – submitted and filed. Necessary follow up undertaken. No Hazard was reported to RM for March 2023</p>	<input type="checkbox"/>	

REGIONAL MANAGER MONTHLY REPORT

<p>Container of Stored Oils – Email send to Fuel and Fleet Manager to send IBC Containers to ship Stored Oil off the Island via Sea swift. No Containers received to date. 31.01.23 – Follow Up with Fleet and DEO required</p> <p>Division 6 – Check Council and RTC Buildings – Reports of Collapsed Roofing in Meriba Ged Leased Office Space. Assets Team to take lead and action accordingly.</p> <p>ONGOING – Assets Team to rectify and liaise with DM and Agency</p> <p>Division 2 – Identified R&Ms on-going and in process of being addressd;</p>		
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Division 9 IAMA Hazard Report

- No R&M Reported for Iama.
- RM note that the Power Supply was restored to the Main Council

Provide summary of R&M and Hazard Reports (for the reporting period only)

Work Request #	Brief Description	Date reported	Status Complete or incomplete



REGIONAL MANAGER MONTHLY REPORT

Attach separate sheet / add rows if require more rows

****Email follow up to Cluster BSU Team for Works – Jobs are still outstanding and constant follow-up with BSU is required****
Limited Communication from the BSU Team/Cluster Supervisor etc

Permit Application

Nil Permit processed for March 2023.

St Pauls ECM # 102117

Permit Number	Activity/Event	Date of Activity/Event	Status Approved or awaiting approval/support from whom?

REGIONAL MANAGER MONTHLY REPORT

(Add more rows if required)

Grants/In-Kind Application

Division 7 St Pauls access Community Grants for St Pauls Health – Teen Screening Information Night
Division 7 St Pauls access Community Grants for Kozan Church Day – pending approval

MEETINGS

Saibai, Dauan, Iama, St Pauls, Kubin conducted one or all :
Staff/Agency/Community Meetings for November 22.

Description	Date	Purpose of meeting
Divisional All Staff	22.03.23	Iama – Monthly Catch Up
Stakeholders Meeting	07.03.23	Kubin – JRL Development Camp
Community Info Session		Kubin – Cancelled due to Sorry Business
IWD 2023	06.03.23 – 08.03.23	Embrace Equity – Activity and BBQ at Mualgal Art Centre

REGIONAL MANAGER MONTHLY REPORT

GENERAL COMMENT

- DMs to work on Accommodation Reconciliation Report for March - Delayed due to connectivity issues
- Follow up one on one strategy to be implement to further support DM – Actioned 2nd Monday of each month
- KPI outstanding – PA for Cluster Team and Divisions
- SOP needs to be finalised by RMs as soon as practical so standardised process is implemented and practiced across all divisions to improve service delivery to our constituents – Process still outstanding and yet to be finalised for review
- St Pauls DM Position commenced 27th March 2023 – Michelle Ware
- VAF Form for MSAO Kubin submitted and in progress.
- **Achievements in Divisional Administration to date: DM Report submitted on Time; Helicopter Process improving with Team with Record Keeping and process between MSAO, DM and RM**



REGIONAL MANAGER MONTHLY REPORT

Division 7 St Pauls



Work Request
0008166 - ADMINIST

ORDINARY MEETING

MONTHLY MEETING: April 2023

SUBJECT: CORPORATE SERVICES: Information Report – People & Wellbeing

AUTHOR: Pauline Sam – Acting Manager People & Wellbeing

Recommendation

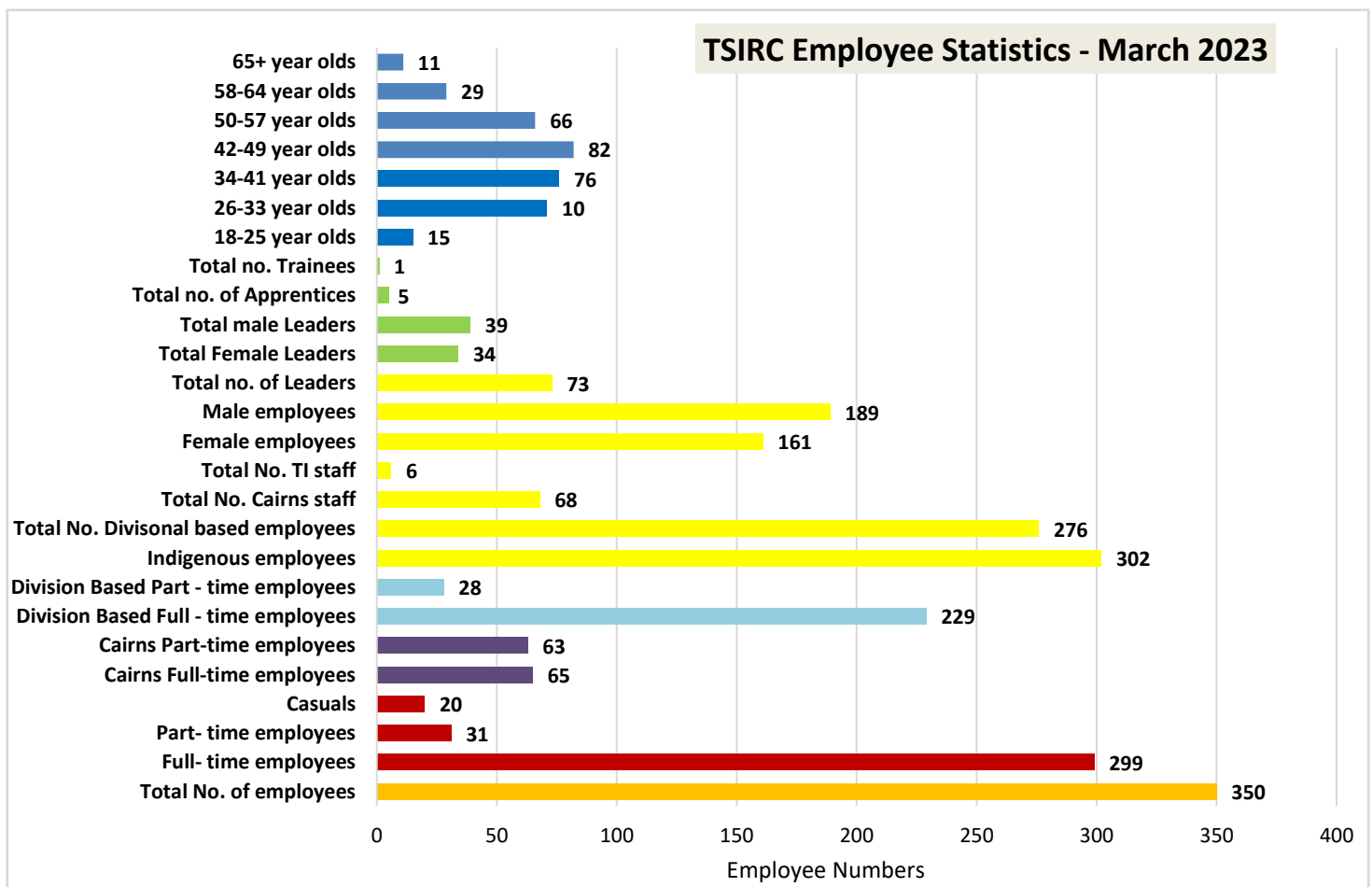
That Council notes this report.

PURPOSE

The purpose of this report is to provide an update to Council on the current workforce statistics and progress of activities and projects undertaken by People and Wellbeing (P&W) including Recruitment, Training and Development and Safety and Wellbeing for the period of 1st March 2023 to 31st March 2023.

TSIRC EMPLOYEE STATISTICS

As of 31st March 2023, Council has 350 employees, 302 are Indigenous employees accounting for 86% of the workforce. The below graph gives a further overview of key Employee Statistics within Council.



Recruitment – Period 1st March 2023 to 31st March 2023

Transition Readiness Rating (TRR) Key:

TRR	Criteria
1	Certificate
2	Diploma
3	Bachelor
4	Post-Graduate/ Masters

Successful Appointments in March 2023: Total [15]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Cleaner	Saibai	Successful appointment – 06/03/2023	External
1	Multi Skilled Administration Officer	Iama	Successful appointment – 06/03/2023	External
1	Creditor's Officer	Cairns	Successful appointment – 13/03/2023	External
1	Multi Skilled Administration Officer	Mabuiag	Successful appointment – 13/03/2023	External
1-2	Environmental Health Worker	Hammond	Successful appointment – 13/03/2023	External
1-2	Environmental Health Worker	Kubin	Successful appointment – 13/03/2023	External
1-2-3	Manager Housing	Warraber	Successful appointment – 20/03/2023	External
1-2-3	Project Accountant	Cairns	Successful appointment – 20/03/2023	External
1-2	People & Wellbeing Officer	Cairns	Successful appointment – 20/03/2023	External
1-2	Senior Administration & Project Support Officer	Saibai	Successful appointment – 20/03/2023	Internal
1	IKC Coordinator	Hammond	Successful appointment – 20/03/2023	External
1	IKC Coordinator	Erub	Successful appointment – 13/03/2023	External
1-2	Divisional Manager	St Paul's	Successful appointment – 27/03/2023	External
1	Healthy Lifestyle Officer	Warraber	Successful appointment – 31/03/2023	External
1	Healthy Lifestyle Officer	Warraber	Successful appointment – 31/03/2023	External

Advertised Positions in March 2023: Total [20]				
TRR	POSITION	LOCATION	STATUS/COMMENTS	APPOINTMENT TYPE
1	Cleaner	Masig	Ad closed 17.03.2023 Interviews completed	Internal/External
1	Debtor's Officer	Based at any TSIRC Division/ Office	Ad closed 17.03.2023 Interviews completed	Internal/ External
1-2-3	Senior Project Engineer	Based at any TSIRC Division/Office	Ad closed 17.03.2023	Internal/ External
1-2-3	Project Engineer – Capital Works	Based at any TSIRC Division/Office	Ad closed 31.03.2023 Interviews completed	Internal/ External
1-2	Divisional Manager	Masig	Ad closed 31.03.2023 Interviews 12.4.2023	Internal/External
1	4 x Sustainability Compliance/Officer/EHW	Based at any TSIRC Division	Ad closed 31.01.2023	Internal/ External
1	Apprentice Carpenter – 4 years apprenticeship	Based at any TSIRC Division	Ad closed 31.03.2023	Internal/ External
1	Apprentice Plumber – 4 years apprenticeship	Based at any TSIRC Division	Ad closed 31.03.2023	Internal/External
1-2-3	Senior Water & Wastewater Engineer	Based at any TSIRC Division/Office	Ad closed 31.03.2023	Internal/External
1-2-3	Engineer Water & Wastewater	Based at any TSIRC Division/Office	Ad closed 31.03.2023	Internal/External
1	Customer Service Officer (Identified)	Based at TSIRC Cairns	Ad close 06.04.2023	Internal/External
1	Multi Skilled Administration Officer Poruma (Part Time)	Poruma	Ad close 06.04.2023	Internal/External
1	Casual Trade Assistant	Based at Badu/Warraber/ Poruma/Mer	Ad close 06.04.2023	Internal/External
1	Trade Assistant	Poruma	Ad close 06.04.2023	Internal/External
1	Carpenter	Badu	Ad close 06.04.2023	Internal/External
1-2-3	Manager Risk & Ethics	Based at any TSIRC Division/Office	Ad close 11.04.2023	Internal/External
1-2-3	Manager Corporate Affairs	Based at any TSIRC Division/Office	Ad close 21.04.2023	Internal/External

Cessation Of Employment in March 2023 TOTAL: [5] Resignations [3] End of Contract [1] Termination [1]		
POSITION TITLE	LOCATION	LAST DAY OF EMPLOYMENT
Executive Assistant to the Mayor	Poruma	10/03/2023
Divisional Manager	Masig	10/03/2023
Environmental Health Worker	Mabuiag	13/03/2023
Manager Governance & Compliance	Cairns	16/03/2023
Fleet Supply & Maintenance Officer	Cairns	17/03/2023

Recruitment Agency Temp in March 2023: Total [5]		
POSITION TITLE	LOCATION	END OF CONTRACT
Temp – Customer Service Officer (x2)	Cairns	3 months
Temp – Senior Procurement Officer	Cairns	3 months
Temp – R&M Admin Officer, BSU (x2)	Cairns	3 months

From Council's Recruitment Hub – Talent Propeller

Below tables shows which platform the applications are coming from for the month of March:

Media Name	# Candidates
<u>Council Direct</u>	<u>9</u>
<u>Council Jobs</u>	<u>21</u>
<u>Facebook</u>	<u>36</u>
<u>Google</u>	<u>14</u>
<u>Indeed</u>	<u>49</u>
<u>Jobsearch</u>	<u>12</u>
<u>Linked In</u>	<u>29</u>
<u>Other</u>	<u>19</u>
<u>Seek</u>	<u>55</u>
<u>TSIRC Career Site</u>	<u>45</u>
<u>TSIRC Noticeboard</u>	<u>58</u>
<u>Talent Propeller</u>	<u>1</u>
<u>Torres News Paper</u>	<u>3</u>
<u>Word of mouth/referral</u>	<u>28</u>

SAFETY AND WELLBEING – Period 1st March 2023 to 31st March 2023

The purpose of this report is to provide an update to Council on the current workforce statistics and progress of activities and projects undertaken by the Safety & Wellbeing team during the Month of March 2023.

Safety Team Meetings:

HSR Meetings - x4 required for HSR on the following divisions. New Nominations to be prefilled by April.

Email sent out to the following division to commence with nominations from staff.

- Mer
- St Pauls
- Kubin
- Boigu

Safety Team Meeting – (16 March 2023)

Safety team meeting held on the 16th to discuss P2fit testing and accident / incident training (Mango)

- Successful trip with Mindful risk group conducting worksite audits on 4 islands following interviews with staff.
- Audit results has been issued as a draft to CEO, Executive Directors, Manager People & Wellbeing Safety team and discussed through consultation with James and Bronwyn from Mindful risk group.

Findings as per Audit results below:

- 8 x Organisational positive findings
- 8 x Organisational areas of improvement
- 15 x Operational findings and Areas of improvements

Incident Management:

Total of 8 incidents that was reported for the period. The reported incidents related to:

- **1 x Plant & Equipment Damage**

Notifiable Incident – Lodged with worksafe Qld. TSIRC has been issued with an improvement notice under reg 204 WHS regulations. '11 for overturning of heavy machinery.

Location: Mabuiag Island

- **1 x Repairs & Maintenance**

Location: Erub – Council infrastructure (still ongoing)

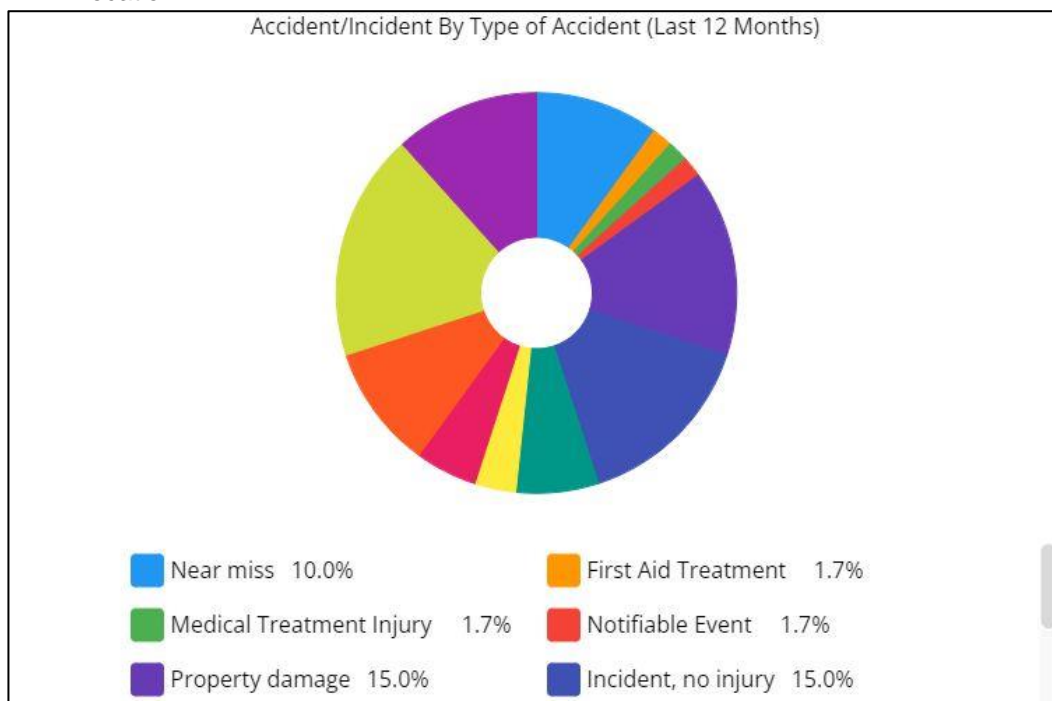
Kubin – EHW office flooring is unsafe. (W/R lodged)

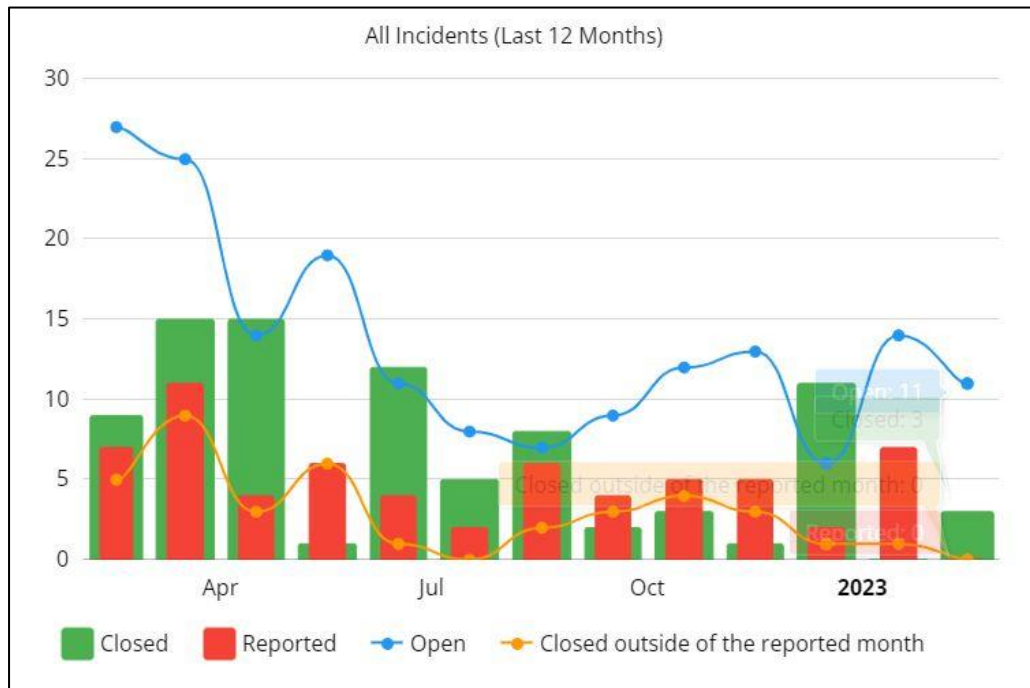
- **0x Medical Treatment Injury**

Location: Nil

- **0x Emergency response**

Location: Nil





Site Visits

No Site visits for March but the safety is preparing for travel to conduct refresher training.

- P2 Fit testing and discuss the awareness around silicosis and the updated COP.
- Accident / Incident Training (Mango)
- Chem watch training
- Safety team checking in staff wellbeing.

Upcoming Visits:

Badu, Dauan, Ugar, Kubin, Iama – April 17th – April 21st, 2023 (Training on Mango, Chem watch, P2 Fit testing)

Fire Drills (Cairns)

Fire Evacuation – Wednesday 29^h March 2023

Safety & Wellbeing current action items:

Ongoing Items:

- Safety Management System – Documents and Hard copy of Manual is completed
- Divisional site visits (Audits, Inspections, Site Observations) Mindful Group
- Monitoring of Mango's Incidents / Accidents, Improvements - Ongoing
- Audit component development in Mango– Update all components to meet legislative requirements.
- Uploading all relevant employee information (details, competency's) within Mango – Ongoing
- First Aid kit Audits & Refills 3months – Ongoing

Monthly:

- Monthly Take 5's development and delivery - World Day of Safety and Health at work will be rolled out next Monday 10th April.
- Fuel, Oil spill and Gas leak emergency response Take 5 – update and review with Engineering staff and roll out refresher training – Ongoing. (6 monthly)

Annual:

- P2 Mask Fit Testing
- Mango – Refresher training
- Chem watch – Refresher training
- Fire Warden & Fire Equipment Training (Drills)

As required:

- Planning to adjust the Safety induction to meet cultural awareness.
- Discuss with L&D regards to refresher training on Fuel & Gas Emergency Procedure

Workers compensation \ Rehabilitation and return to work

- No current workers compensation or Return work

APPRENTICE & TRAINEES - Period 1st March 2023 to 31st March 2023

The purpose of this report is to provide an update to Council on the current workforce statistics and progress of activities and projects undertaken by the Apprentices & Trainees during the Month of March 2023.

TRAINEES

Melora Mene (Division 7 – St Pauls) is halfway through her Business Administration Traineeship and continues to receive positive feedback from TAFE. Melora is currently studying certificate III in Business and will attend Block 4 on Thursday Island in March 2023 and was able to complete three units in one week. Melora is well on track to complete her training in June 2023.

APPRENTICES

Theo Mosby (Thursday Island) Apprentice Air Conditioning & Refrigeration Mechanic	Theo's apprenticeship has been suspended pending the arrival of the new tradesperson with iSource Logistics.
Mark Akiba (Saibai) Apprentice Carpenter	Mark is working with WIP Constructions on Saibai on the school project.
Dennis Messa (Masig) Apprentice Electrician	Dennis is currently working in Cairns with FNQ Equipped. Dennis has had exposure to work he wouldn't get exposure to and is enjoying the opportunity to work on large projects such as works at the Virgin Airline Lounge Cairns Airport.
Joseph Kris (St Pauls) Apprentice Plumber	Joseph continues to be supervised by Paul Ware Constructions.
Taukie Passi (Mer) Apprentice Plumber	Taukie attended TAFE in March to undertake block training.

Recommended:



Pauline Sam
Acting Manager People & Wellbeing

Endorsed:

Noeleen Selke
Executive Director Corporate Services



Approved:
James William
Chief Executive Officer



TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING: April 2023

DATE: 18th – 19th April 2023

ITEM: Information Report for Noting

SUBJECT: Engineering Services – Monthly Water and Wastewater Report

AUTHOR(S): Mark David –Acting Manager - Water & Wastewater

Recommendation

That Council notes this report.

Executive Summary

To provide Council with a status update of the water and wastewater scheme operations, as well as current details of capital works projects for water and wastewater assets.

Background

Council is committed to undertake and deliver a range of maintenance, operations and planning activities associated with Council's water and wastewater schemes. This includes but is not limited to:

- Maintaining an adequate and safe potable water supply for the communities, which meets guidelines and regulatory requirements.
- Effective operation of the water treatment plants, water storage lagoons, reservoirs, water reticulation and associated plant and equipment.
- Effective operation of the wastewater treatment plant, pumping stations, sewerage reticulation and associated plant and equipment.
- Promoting the importance of water conservation to the community and promoting the importance of clean, safe water supply as an essential aspect of community wellbeing.
- Planning for and seeking future funding to ensure the security and reliability of water and wastewater services.
- Undertaking effective preventative and emergency repairs as required to ensure system reliability for both water and wastewater operations.

Comment

Please refer to the Monthly Water and Wastewater Report attached for April 2023.

Options

N/A

Considerations

Risk Management

Detail risk management process planned to be undertaken, key identified risks and how these risks are proposed to be managed. Include financial risk, technical risk, reputational risk, legal risk, participation, and completion risk and or political risk.

Council Finance For capital costs –

If an asset is being proposed (expenditure >\$10,000) whether there are capital funds available. For Operating costs - If resources are required to be spent whether the operating funds are available.

Corporate and Operational Plans

Corporate Plan: People – Outcome 2: Our communities are safe, healthy, and active.

Operational Plan: Objective No. 47 Sustainable Water and Wastewater Management Project.

Statutory Requirements

- Water Supply (Safety and Reliability) Act 2008
- Public Health Act 2005
- Environmental Protection Act 1994

Consultation

- Engineering Staff
- Councillors as appropriate
- Regulators
- Funders

Attachments

1. Monthly Water & Wastewater Report.



Endorsed:

Mark David

Acting Manager Water and Wastewater



Approved:

Terrence Jeppesen

Acting Executive Director Engineering Services



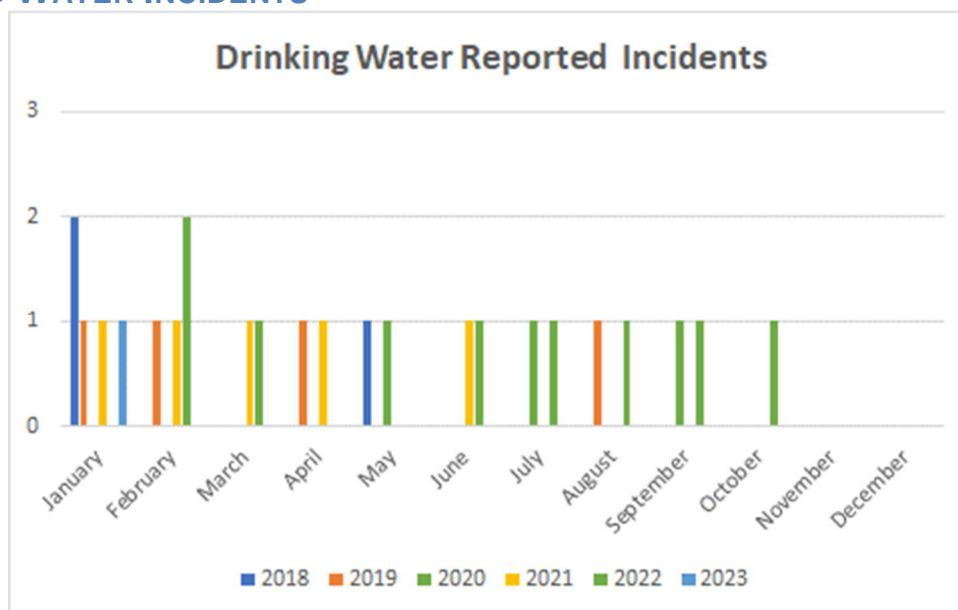
Engineering Services

MONTHLY WATER & WASTEWATER REPORT

April 2023

Author	Reviewer	Revision	Date
M. David	T. Jeppesen	1	12/04/2023

REPORTED WATER INCIDENTS



BOILED WATER UPDATE

Badu

This will be an ongoing issue until a dedicated reservoir outlet main can be installed, it is envisaged that this will be with the next four months, funding has been sourced and preliminary planning has commenced.

Kubin

Boiled water notice raised due to a failure of the chlorine dosing system. Closeout documentation sent to co-regulators Thursday 14 December 2022. Evidence is still being collected on chlorination and turbidity levels to satisfy the co-regulator after recent upgrades to the water treatment plant. Inhouse E. coli testing to be carried out to satisfy co-regulator. Turbidity has improved after receiving updated testing equipment.

Mabuiag

Boiled water notice raised due to a failure of the chlorine dosing system. Ongoing work with Tropical Public Health (TPHS) and Department of Regional Development, Manufacturing & Water (DRDMW) to rectify issue. More information to be collated, and inhouse & Cairns NATA Laboratory E. coli testing to be completed. E coli lab equipment to be deployed and set up permanently on Island to allow in house testing to be conducted in a timely manner. This is due to lack of RPT transport to transfer samples to test locations.

Ugar

Boiled water notice raised due to a failure of an in-house E. Coli test. Recent test submitted to Cairns NATA Laboratory failed at one point, it has since come to light that the testing point is unchlorinated water and discussions with THPS have been conducted to have this testing point removed from the testing regime. This is a lengthy process that involves the Drinking Water Management Plan being altered. Every effort is being made to expedite the process.

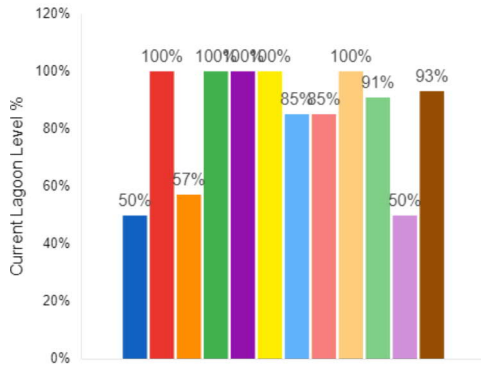
WASTEWATER STATUS

#	Island	Comments
1	Boigu Island	<ul style="list-style-type: none"> Normal operation.
2	Dauan Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
3	Saibai Island	<ul style="list-style-type: none"> RBC failed, one RBC still in operation, repair works to begin on the 8th May 2023.
4	Mabuiag Island	<ul style="list-style-type: none"> Repairs/full upgrade required.
5	Badu Island	<ul style="list-style-type: none"> Normal operation.
6	Kubin Community	<ul style="list-style-type: none"> Normal operation.
7	St Pauls Community	<ul style="list-style-type: none"> Normal operation.
8	Hammond Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
9	Iama Island	<ul style="list-style-type: none"> Normal operation. Repairs/full upgrade required.
10	Warraber Island	<ul style="list-style-type: none"> Normal operation. Repairs required.
11	Poruma Island	<ul style="list-style-type: none"> Not operational. Repairs/full upgrade required.
12	Masig Island	<ul style="list-style-type: none"> Normal operation. Repairs required.
13	Ugar Island	<ul style="list-style-type: none"> No Sewage Treatment Plant
14	Erub Island	<ul style="list-style-type: none"> Normal operation. STP upgrade completed.
15	Mer Island	<ul style="list-style-type: none"> Normal operation. STP upgrade completed.

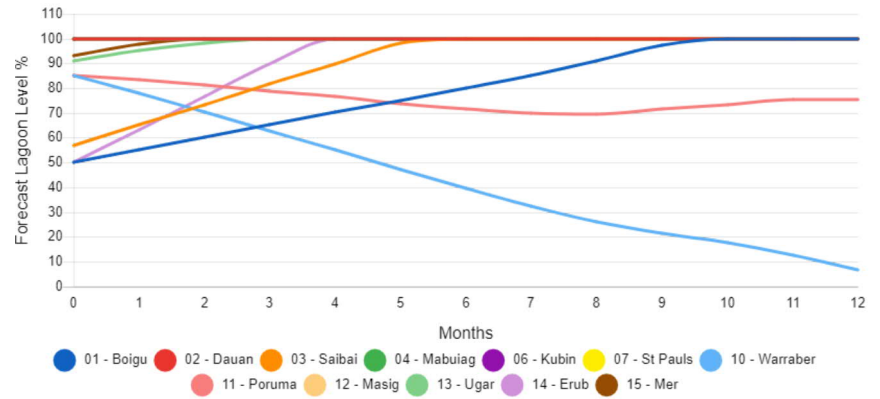
TABLE 2: WASTEWATER STATUS

Water Security

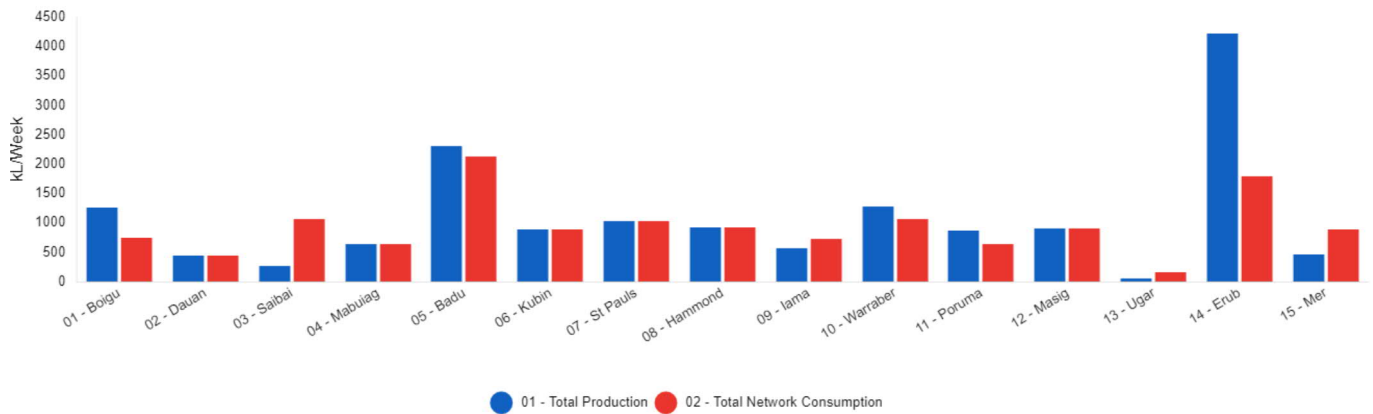
End of Previous Week Lagoon Levels - % Full



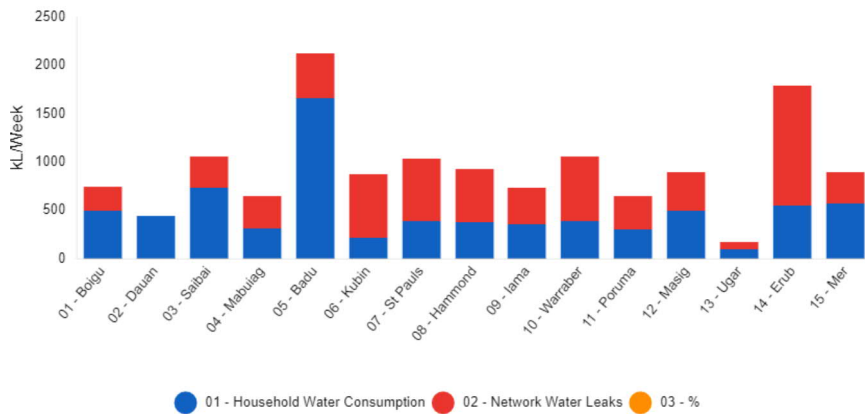
Forecast Lagoon Levels - % (12 Month Lookahead)



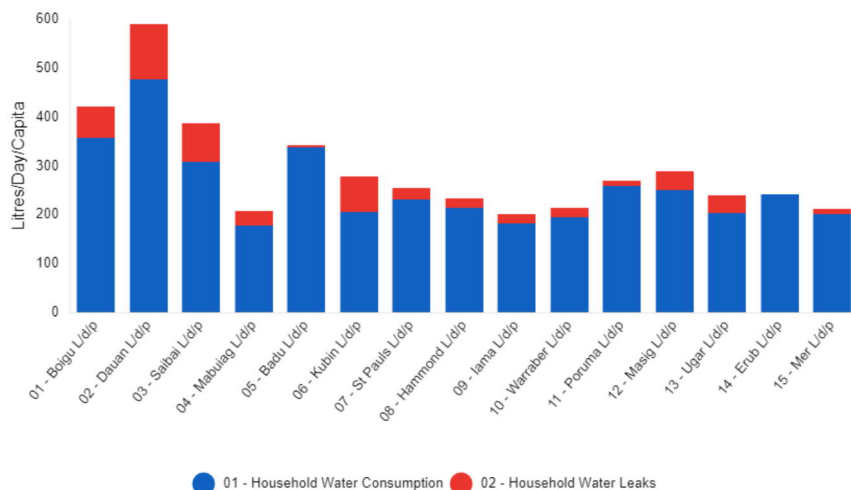
Weekly Water Production vs Consumption



Weekly Water Consumption



Household Water Usage



Description

Current Lagoon Levels

This graph plots the current lagoon level for each island

Forecast Lagoon Levels - % (12 Month Lookahead)

This graph plots the forecast lagoon level as a percentage for 12 months in advance

Weekly Water Production vs Consumption

This graph plots the total water production vs total water consumption for each island

Weekly Water Consumption

The graph to the left plots the total water consumption for each community for the previous week and shows in red the estimated network losses.

Household Water Usage

This bottom graphs show how much of household water consumption is estimated to be leaks vs actual usage.

Performance Targets

Forecast Lagoon Levels - % (12 Month Lookahead)

The forecast lagoon level should never fall to zero within 3 months of the current date

Weekly Water Production vs Consumption

Total water production for each island should exceed total water consumption for each island

Weekly Water Consumption

02 - Network water leaks to be < 20% of household water consumption

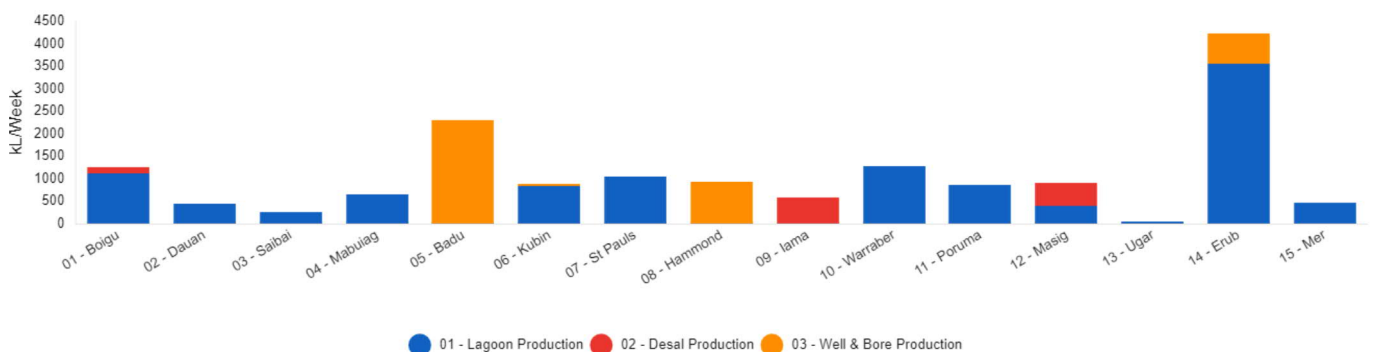
Household Water Usage

01 - Household Water Consumption should be less than 350L/Day/Capita

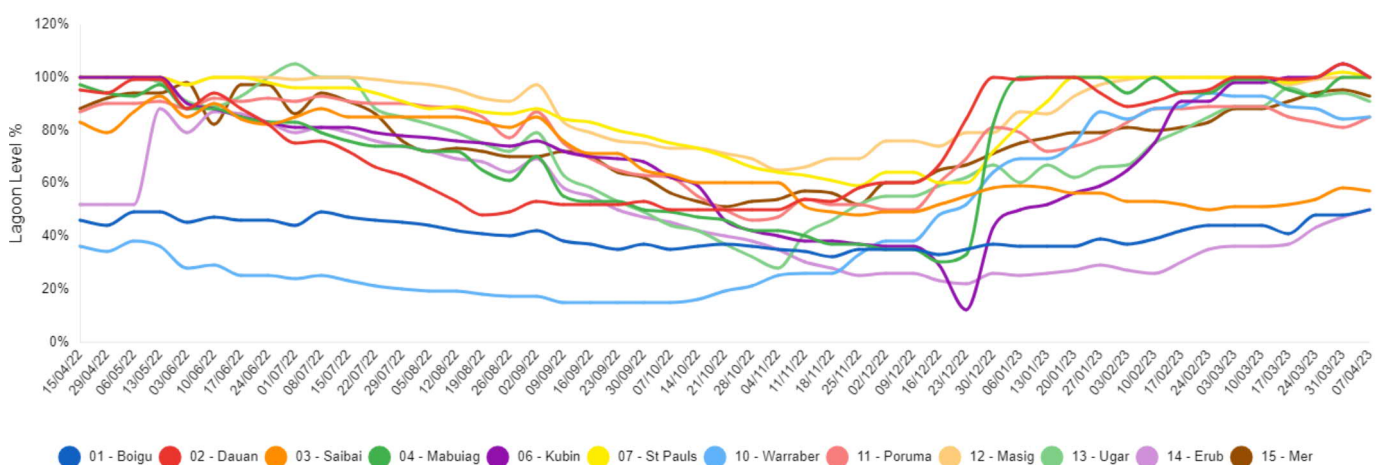
02 - Household Water Leaks should be close to zero

Water Operations

Weekly Water Production (By Source)



Historic Lagoon Levels



Desalination Units Status		
Island	Permanent Desalination Unit Status	Mobile Desalination Unit Status
01 - Boigu	In Service - Fully Operational	-
02 - Dauan	-	On Standby - Fully Operational
03 - Saibai	-	-
04 - Mabuiag	-	In Service - Fully Operational
05 - Badu	-	-
06 - Kubin	-	-
07 - St Pauls	-	-
08 - Hammond	-	-
09 - Iama	In Service - Fully Operational	On Standby - Requires Maintenance
10 - Warraber	In Service - Requires Maintenance	In Service - Fully Operational
11 - Poruma	In Service - Fully Operational	In Service - Fully Operational
12 - Masig	In Service - Fully Operational	-
13 - Ugar	In Service - Fully Operational	-
14 - Erub	-	On Standby - Requires Maintenance
15 - Mer	In Service - Fully Operational	-

Description	
Weekly Water Production (By Source)	
This graph plots displays the total water consumption for each island by water source	
Note: All values for lagoon capture are calculated values	
Historic Lagoon Levels	
The graph above plots the historic lagoon levels for each island	
Desalination Unit Status	
This table shows the current status of desalination units for each island	
Current Water Restrictions	
The table located below describes the current water restriction level for each island, its description, and start date	

Current Water Restrictions			
Island	Water Restriction Level	Water Restriction Level Description	Water Restriction Start Date
10 - Warraber	3	<p>Outdoor Use Restricted Saturday & Sunday 08:00-09:00 & 17:00-18:00 Only</p> <p>Water available between 07:00-21:00 Only</p>	25/08/22

Water Restrictions Legend	
Restriction Levels	
1 - Low	
2 - Medium	
3 - High	
4 - Critical	

Comments

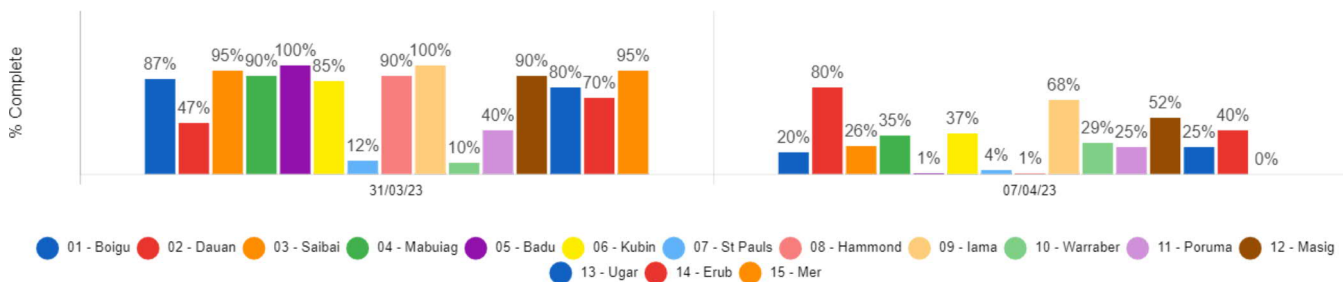
Warraber remains in water restrictions due to high water use and network leaks.

This is reviewed weekly and community will be updated on changes.

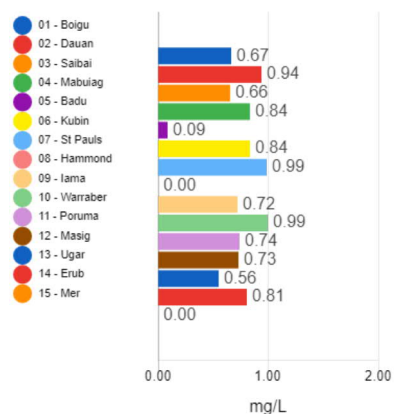
Engineering team are continuing to work to rectify this issue.

Water Operations - SWIM

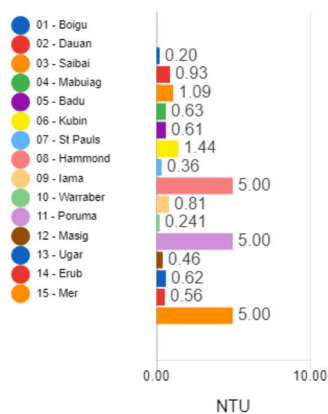
SWIM Data Integrity - % Complete



Chlorine Levels - Average mg/L



Turbidity Levels - Average NTU



Description

The graph above plots the percentage completion of SWIM by the water officer for each island for the previous two weeks.

The graphs to the left plot the average chlorine and turbidity for each community for the previous week.

The table below plots the status of the E. Coli testing and 6 monthly water quality tests for each island.

Green = Completed on time and no failed tests | Red = Failed
Yellow = Not completed on time and no failed tests | Blue = Missed

Performance Targets

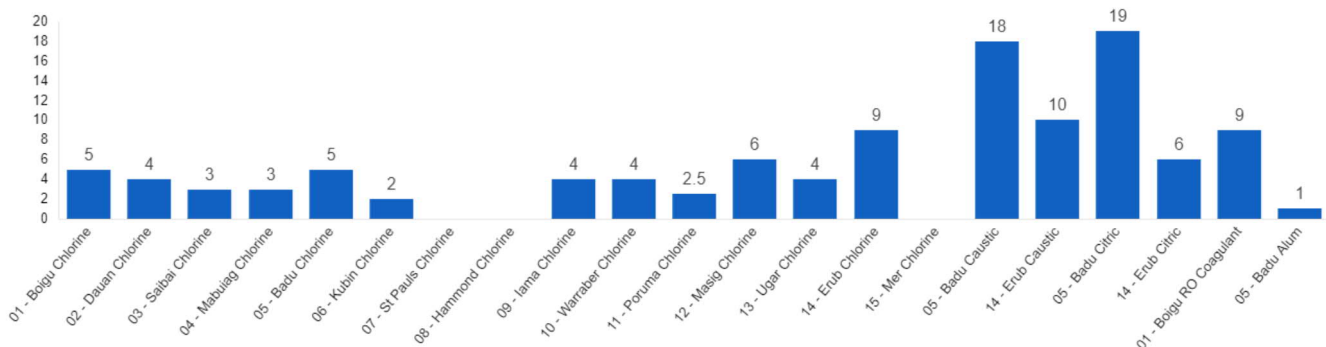
SWIM data integrity should be greater than 90%

Chlorine levels should be greater than 0.2mg/L and less than 5mg/L to comply with ADWG

Average turbidity should be less than 5 NTU to comply with ADWG

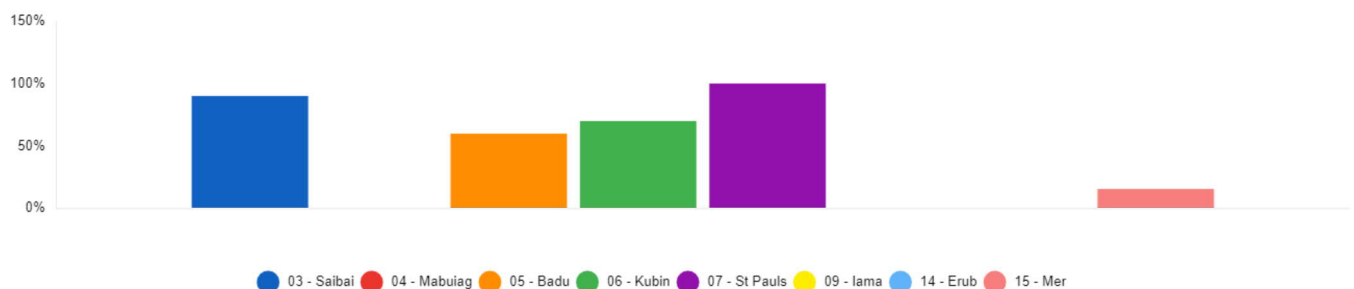
Water testing no missed results or failed tests

Chemical Stock Levels



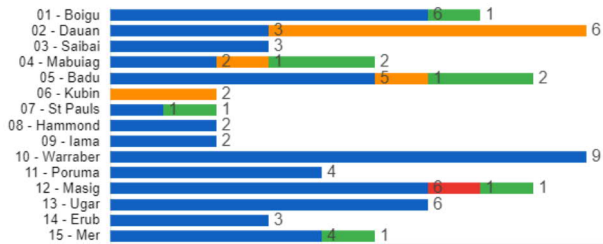
Wastewater Operations - SWIM

SWIM Data Integrity - % Complete



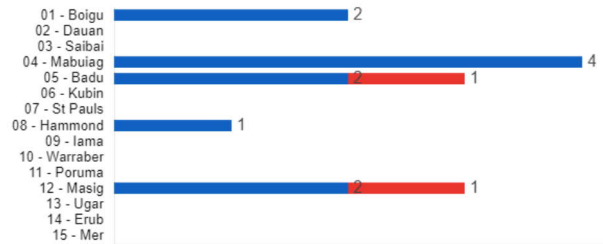
Water Defects, Issues and Leaks Summary

Water Open Tasks Summary



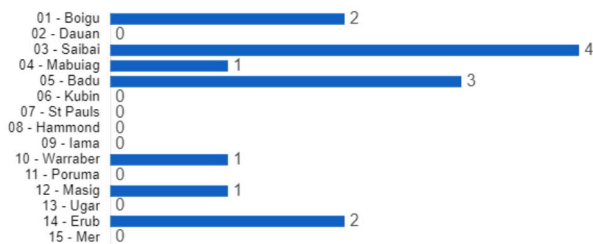
Open Defects Open Maintenance Open Capex Projects Open Funding Required

Water Completed Tasks Summary (60 Days)



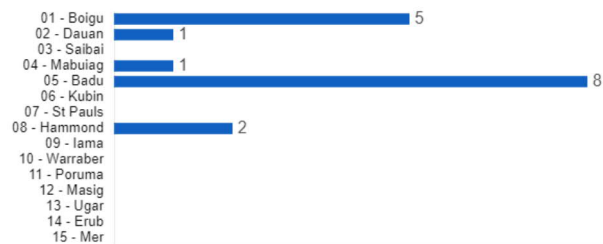
Defects Fixed Maintenance Completed Capex Projects Completed Funding Requested

Number of Open Leaks



Open Water Leaks

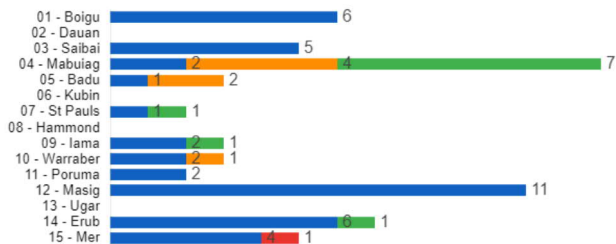
Number of Fixed Leaks



Water Leaks Fixed

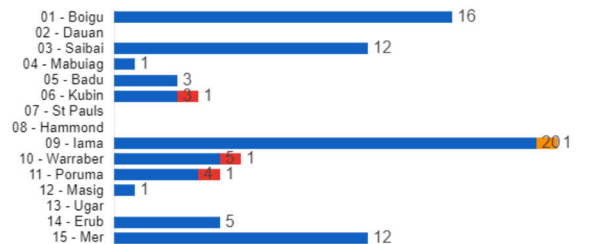
Wastewater Defects and Issues Summary

Wastewater Open Tasks Summary



Open Defects Open Maintenance Open CAPEX Project Funding Required

Wastewater Completed Tasks Summary (60 Days)



Defect Resolved Maintenance Completed CAPEX Projects Completed Funding Requested

Incidents, Complaints and Community Notices Summary

Open Incidents, Complaints and Community Notices

Water or Wastewater	Incident or Complaint	Island	Incident Number	Date of Incident	TPH Notified	Boiled Water Alert Status	DES Notified	Incident Resolved
Water	Incident	05 - Badu	DWI-500-22-09492	01/03/22	●	●	●	●
Water	Incident	06 - Kubin	TBC	27/09/22	●	●	●	●
Water	Incident	13 - Ugar	DWI-500-22-09881	14/10/22	●	●	●	●
Water	Incident	04 - Mabuiag	DWI-500-23-10107	05/01/23	●	●	●	●



TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING:	April 2023
DATE:	18 th – 19 th April 2023
ITEM:	Information Report for <u>Noting</u>
SUBJECT:	Divisional Engineering Operations
AUTHOR(S):	Bradley Pabai – Acting Engineering Operations Supervisor Robert See Kee – Engineering Operations Supervisor

Recommendation:

That Council notes this report.

Purpose:

To provide information regarding the status of Council's Divisional Engineering Operations.

Background:

Council's Engineering Services is committed to undertake and deliver a range of operational and maintenance activities which provide high quality engineering services, public facilities, and amenities, including but not limited to.

- Road drains and ancillary works.
- Parks, gardens, and reserves
- Water and Wastewater (Sewerage) operations/schemes
- Collection and treatment of solid waste
- Airport facilities
- Marine facilities

Works are focusing on tidying up the communities, minimising hazards for the current monsoon season.

Comment:

Division 1: Boigu

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken daily.
- Grass maintenance completed at the Water Treatment Plant.
- RO units 1, 2, 3 are operated daily.
- Water leak investigation undertaken to identify high water users.
- Daily sewer inspection completed at Sewer Pump Station, including cleaning sewer baskets.
- Daily inspection completed Sewerage Treatment Plant.
- Inlet screen at Sewerage Treatment Plant cleaned daily.
- Testing completed daily at Sewerage Treatment Plant.
- Grass maintenance Completed at the Sewerage Treatment Plant, Sewer Pump Stations and 60% around the sewer manholes.
- Aeration pump and mixer pump is operated manually.
- Daily Aerodrome inspection undertaken as required, and log sheets sent to management weekly.
- Seaport Serviceability inspection undertaken.

- Barge duties completed.
- Bin collection completed twice a week Monday and Friday's and roadside litter collection completed during the month.
- White goods and Garden waste are collected from Service areas.
- Landfill inspection undertaken weekly, and stockpiles are pushed back with the backhoe. Due to wet conditions few stockpiles are not moved.
- Grass cutting around council office and recreation centre undertaken.

Division 2: Dauan

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily Helipad inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.
- IBIS trailer collected and disposed of the garbage inside it completed.
- Grass cutting maintenance at the fuel bowser completed.
- Grass cutting maintenance and general tidy up around the council area.
- Grass cutting maintenance along the road shoulders.
- Grass cutting maintenance, trim back tress branches and general tidy-up at the Cemetery completed.
- Cleaning the paved road.
- Grass cutting maintenance at the lagoon completed.
- Grass cutting maintenance at the sport oval.
- Grass cutting maintenance at the Biosecurity shed and Gazebo completed.
- Grass cutting maintenance at well 2 and 4 completed.
- TPHU on site to conduct support and training on ground with the water operations staff.
- Repair gravel road.
- Grass cutting maintenance at the water reservoir completed.

Division 3: Saibai

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- High chlorine dosing issue monitoring dosing pump closely.
- Sewer RBC2 is not operational till further notice due to bearing damage.
- Grass cutting maintenance and housekeeping at the workshop completed.
- Grass cutting maintenance at the water treatment plant completed.
- Grass cutting maintenance at the sewer treatment plant and pump station completed.
- Removing of the old solar lighting pole and installation of new solar lighting hinged pole and solar lights are in progress – currently 3 footing are poured with 1 solar light pole completely installed.
- Grass cutting maintenance at the Aerodrome runway completed.
- Road should grass cutting maintenance ongoing.
- Grass cutting maintenance at the Guest house completed.
- Drainage cleaning completed.
- Cutting back new mangrove growth at runway 12
- Grass cutting maintenance at the Aerodrome waiting shed area completed.

Division 4: Mabuiag

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken daily.
- Monthly water Sample sent to Badu Water Treatment Plant for testing.
- Repair works undertaken on the Chlorine Dosing system; issue identified with non-return valves in system.
- Repair to water leak on New Village Road completed.
- Sewer-Daily sewer tests undertaken.
- Grass Maintenance around Sewer Pump Station 1 and 2 undertaken.
- Weed spraying completed around the Fence Line for fire break.
- New sewer pumps arrived for Sewer Pump Station 1, Technical Officers to be onsite early April to install the new pumps.
- Dispose waste from Inlet screen trailer and drying beds at Sewerage Treatment Plant.
- Daily sewer checks and maintenance Completed.
- Daily Checks (pump stations) flow readings, testing on all tanks, Wash down Johnson screen on Daily basis.
- Daily Aerodrome inspection undertaken on weekly basis.
- Grass maintenance undertaken on airstrip. Vegetation from clearway removed as requested.
- Seaport Serviceability inspection undertaken.
- Stocktake on critical spare parts and lights completed and sent to management as requested.
- Barge duties completed.
- Weekly garbage service undertaken. Changes happen if there's gazetted holidays. Roadside picking up of rubbish undertaken along with White goods and Garden waste collected from Service areas.
- Bins collected twice a week Tuesday and Friday. Changes happen if there's gazetted holidays.
- Landfill inspection undertaken weekly.
- Sorting out of white goods undertaken.
- Grass maintenance completed around Fuel Depot. New spill kit and dipstick ordered.
- Maintain grass around Council Office and Motel.

Division 5: Badu

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Quality control and chlorine readings undertaken daily.
- Grass maintenance around the Water Treatment Plant, well pump station 1, 2, 3, 4 completed.
- Chemicals tanks refilled as required.
- Housing keeping in the Laboratory, UF plant, Chemical room.
- Repaired leaks at Sea Swift depot (toilet), sewer depot, Chapman St (toilet), and Tipoti Close.
- Complete monthly E. coli samples for Kubin water supply.
- Pump station inspection completed at Sewer Pump Stations 1, 2, 3, 4, 5 and 5 plus the sewer ponds done daily.
- Screening baskets cleaned twice week and Wells and probs are hosed down as well.
- Solid debris collected in yellow bin liners and dumped at the landfill.
- Housekeeping at sewer depot undertaken.
- Grass maintenance at Sewer Ponds completed.
- Cleaning of mixers in raw water ponds completed (Sewer Ponds).
- Aerodrome Serviceability inspections completed and sent to management weekly.
- Mowing and Slashing at Aerodrome undertaken.
- Repairs to fence undertaken.
- Grass Maintenance around Airport Terminal, runway, lights and cones undertaken.
- Seaport Serviceability inspection completed weekly.
- General maintenance completed around ramp, jetty, and Wharf Rd.
- Tighten barricade on Jetty, persons still accessing site.

- Weekly garbage service undertaken. Truck washed down after each use.
- Landfill inspection undertaken, and log sheet submitted.
- Landfill maintenance completed waste pushed back with the backhoe and all rubbish separated.
- Maintain illegal dumping outside fence line.
- Grass maintenance inside and outside the dump site
- Grass maintenance completed through Tamwoy St, Mairu St, Yalla St, Tipoti Close, Chapman St, Gulkunau Yabu, Majela Road, Warria Close, Nona St, School Road, Ahmat St and Baira street.
- General maintenance undertaken at all 6 parks twice a week.
- Road maintenance undertaken on Dump Road Church Road and Tamwoy St crossing including commencing drainage cleaning. Maintain Bowser Road and repair washout.
- Grass maintenance around all stop and give way signed undertaken.
- Mowing around council office undertaken.

Division 6: Kubin

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- New starter casual Engineering Officer commenced with the EO team 6/02/23.
- Green waste collected from the sidewalk within the community completed.
- Water treatment plant upgrade completed by contractor.
- Continue to pump out sewer pond bladder into sewer pond.
- Jetty Closed until further notice.
- Grass cutting maintenance at the Community Hall, RTC and Childcare Centre completed.
- General clean up and picking up rubbish at the Brage lay down area completed.
- Flushing water line within the community water line completed.
- Fix water leak at Lot 89 completed.
- Grass cutting maintenance within the aerodrome completed.
- Road shoulder grass cutting maintenance along Wagalgau Yabu to the airport completed.
- Road shoulder grass cutting maintenance along the access road to Lizzie Nawia Motel completed.
- All Engineering Officer attended First Aid training at St Pauls completed.
- TSIRC Engineering and Mualgau Rangers grass cutting maintenance and cut back overgrown vegetation at the top office completed.
- Remove and make safe fallen tree from Twin Spring access road completed.
- Remove and make safe fallen tree – Kubin to St Paul access road near the Landfill completed.
- Grass cutting maintenance inside and outside at the Sewer Pump Station 2 and 3 completed.
- Road shoulder grass cutting maintenance at the barge ramp access completed.
- Monthly Barge ramp pressure cleaning completed.
- Mualgau Rangers assist TSIRC with the Grass cutting maintenance at St Peter's Church area, Sport oval and the Basketball Court completed.
- Mualgau Rangers assist TSIRC with the road shoulder grass cutting maintenance along Mualgau Yabu and Italgau Yabu completed.
- Fix access road to the Wier and Twin Spring completed.
- Pressure clean the Boat ramp completed.
- Grass cutting maintenance behind the Health Centre batter completed.
- Road should grass cutting maintenance along Newilgau Yabu completed.
- Landfill Road Maintenance completed.
- Road Maintenance along Dogai Rd to allow better access.
- Drainage Maintenance at Tamwoy St.

Division 7: St Pauls

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.
- Jetty Closed until further notice.
- Chlorine dosing pump faulty, fixed, and operational.
- Broken water pipeline at the water treatment plant fixed completed.
- Monthly barge ramp pressure cleaned completed.
- Grass cutting maintenance to at the seaport area completed.
- Road shoulder grass cutting maintenance within the community completed.
- Grass cutting maintenance at the Sporting complex and community Hall completed.
- Green waste collected from the sidewalk left by Ergon.
- Back fill pothole at the corner of the big church ongoing.
- Grass cutting maintenance at the water reservoir completed.
- Grass cutting maintenance at the Council Office area and TSIRC compound completed.
- Grass cutting maintenance along to the outside of the sewer lagoon fence line completed.
- Barge ramp access road maintenance completed.

Division 8: Hammond

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Chemicals tanks refilled daily and weekly basis.
- Grass maintenance around the reservoir and water treatment plant completed.
- Seaport Serviceability inspection completed weekly.
- Tidy up the laydown area at the ramp.
- General Cleaning and maintenance at the Ramp completed, during the king tides.
- Pressure cleaning of the ramp undertaken.
- Landfill inspection undertaken, and log sheet submitted. Level out green waste mound with the backhoe and Clear stormwater drain Near Landfill.
- Grass maintenance completed through Roadsides, Drains, Docherty Drive Subdivision, Compound site and Louis Road.
- Gras maintenance around Council Office.
- Grass maintenance around Childcare, basketball court and surrounding areas.
- Completed Grass duties through SES shed and surrounding areas and remove rubbish stockpiles from site.
- Bin collection completed Monday and Friday with the utility trailer. Washed down Ute and Trailer.
- Grass cutting at the cargo drop off area near the ramp.
- Filling potholes through esplanade and clear Storm water drain main road esplanade.
- Assist contractor with repairs to pontoon liner.
- Pressure clean barge ramp.

Division 9: Iama

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation.
- Desalination Units Operated daily.
- Daily Water Treatment Plant checks and maintenance completed.
- Reservoir road maintenance completed.
- Daily checks completed SWIMs data entered daily, Pump station inspection completed.
- Seaport Serviceability inspection completed weekly.
- Tidy up the laydown area at the ramp.

- Grass maintenance
- Pressure blasts the ramp. Complete and remove craypots from the main channel for the food barge.
- Landfill inspection undertaken, and log sheet submitted.
- Aerodrome inspection done daily, and 70% vegetation removed from fence line.
- Housing keeping around waiting shed completed.
- Grass maintenance completed through council office and surrounding areas.
- Grass Maintenance around Basketball courts, Council office and Motel completed.
- Debris from the esplanade collected and disposed of at landfill.
- Gazebos maintenance completed grass trimmed and debris collected and removed to landfill.
- Grass maintenance completed, grass along drainage, Leaf and debris collected transported to the landfill.
- Bin collection completed Monday and Friday.
- White goods collected from service area and taken to the landfill.
- Daily inspection completed, Mowing and slashing completed and repairs to Fencing completed.
- Grass duties through waiting housing and surrounding areas completed.
- Grass cutting at the cargo drop off area near the ramp surrounding areas.
- Drains maintained, grass is trimmed along the roadside, gutters are cleaned, and all debris are removed from the roads.
- Potholes patched on the airport road.

Division 10: Warraber

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Grass maintenance around the lagoon fence completed and 80% completed on the fencing edge.
- East side and west drain maintenance has been completed.
- Daily checks completed SWIMS data entered daily, Pump station 1, 2, 3 inspection and maintenance completed on weekly basis.
- Technical Officer and Operations Manager - Wastewater fixed several defects on the sewerage treatment plant, replaced flow meters, Final effluent and Recycle tanks completed.
- Maintained 1, 2, 3 Pumps at the Well stations.
- Landfill inspection undertaken, and log sheet submitted.
- Site is compact twice a week.
- General waste, white goods and green waste segregation undertaken.
- Closed southeast gate due to wind direction.
- Grass maintenance on service area's and surrounding areas, wharf, cemetery, guest house, CBD completed.
- Bin collection completed Monday and Thursday and the ibis trailer is collected once week.
- Garden waste is collected from the service areas and transported to the landfill on weekly basis.
- Daily inspection completed, Mowing and slashing completed and repairs to Fencing completed.
- Seaport-Inspection completed 80% and storage area kept cleaned and prepared for the food barge.

Division 11: Poruma

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily Desalination checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Seawall sandbag inspecting undertaken.

- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.
- Housekeeping carried out at the water treatment plant and office completed.
- Grass cutting maintenance at the water lagoon 50% completed.
- Grass cutting maintenance along the Aerodrome fence line, helipad and lights, cones and gable markers completed.
- Aerodrome repainting of runway line marks.
- Remove excess sand off the barge ramp completed.
- Jetty platform maintenance x 5
- Clean up LPG storage area completed.
- General clean up on all gazebo completed.
- Prune back overhang branches along Maka esplanade and the airport car park completed.
- Prune back overhanging branches and grass cutting maintenance along the back road and Murray St completed.
- Back fill potholes along the airport road completed.
- Grass cutting maintenance at the Aerodrome completed.
- Deliver builders materials from the Barge laydown area to their storage shed completed.

Division 12: Masig

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily Desalination checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.
- Housekeeping at the water treatment plant completed.
- Grass cutting around water storage lagoon undertaken.
- Grass cutting maintenance at the Sewer Treatment Plant completed.
- Tree Trimming at Sewer Pump Station 2 completed.
- Grass cutting maintenance at the Aerodrome completed.
- Grass cutting maintenance at the Airport waiting shed completed.
- Grass cutting undertaken at Dump Site with slasher.
- Green waste and white good collection undertaken.
- General tidy up at Brage ramp laydown area completed.
- Commence preparations for ANZAC day memorial.

Division 13: Ugar

- Daily waterlog sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily Helipad inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.

Division 14: Erub

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.

- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Pushing rubbish at rubbish tip
- Clean up of green waste area at landfill undertaken.
- Road maintenance – pothole repairs in progress
- Mogor road - all pothole repair completed.
- Grass maintenance on airport runway and runway lights
- Aerodrome apron area parking tidy undertaken.
- Approach and take off gables tidy undertaken.
- Monitoring temporary water storage arrangement.
- Grass cutting around temporary water storage arrangement.

Division 15: Mer

- Daily water and sewer log sheets data recorded into SWIMS undertaken.
- Daily water chlorine residual tests undertaken at 5 locations in water reticulation undertaken.
- Daily Water Treatment Plant checks and maintenance undertaken.
- Daily sewer tests undertaken.
- Daily sewer checks and maintenance undertaken.
- Daily Aerodrome inspection undertaken.
- Seaport Serviceability inspection undertaken.
- Weekly garbage service undertaken.
- Landfill inspection undertaken and log sheet submitted.
- Daily fuel operational undertaken.
- Grass cutting maintenance at the Desalination Plant and raw water plant completed.
- Grass cutting maintenance at the sewer treatment plant completed.
- Manually removed land slide at the sewer treatment plant completed.
- Grass cutting maintenance at the water lagoon ongoing.
- Grass cutting at the Aerodrome completed.
- Technical issue with the mixers at sewer treatment plant has been resolved and operational.
- Road shoulders grass cutting maintenance on ongoing.
- Pressure clean floor under the Igloo completed.
- Maintenance carried out on the desal pumps and raw water pumps by Tech Officer, also onsite training for the staff on ground.
- Assist with emptying the IBIS rubbish trailer completed.
- Maintenance carried at sewer pump station 3 fire hose reel completed.
- Replaced old faulty water pump at sewer pump station 2 completed.
- Road shoulder clearing from the airport to area 3 ongoing.

Considerations:

Risk Management

Our communities are safe, healthy, and active.

Council Finance

Operating Cost - As per approved budget

Consultation:

- Executive Director, Engineering Services.
- Manager, Engineering Operations
- Manager, Water & Wastewater
- Manager, Capital Works
- Manager, Fuel & Fleet
- Divisional Engineering Officers

Statutory Requirements:

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

Attachments:

NIL

Author(s)

Bradley Pabai

Acting Engineering Operations Supervisor



Robert See Kee

Engineering Operations Supervisor

Endorsed

Mathew Brodbeck
Manager, Engineering Operations

Recommended

Terrence Jeppesen
Acting Executive Director, Engineering
Services



TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING: April 2023

DATE: 18th – 19th April 2023

ITEM: Information Report for Noting by Council

SUBJECT: Disaster Management

AUTHOR: Mathew Brodbeck – Manager, Engineering Operations.

Recommendation:

That Council notes this report.

Purpose:

To provide Council with an update of Disaster Management related activities, including reports relating to Prevention, Preparedness, Response and Recovery (PPRR).

Background:

Council is committed to developing effective Disaster Management programs by designing, reviewing, and assessing plans and procedures to reduce the adverse effects of an event and preparing for, responding to and recovery from a disaster event.

Comment:

Weather Events

Weather Warning Notification(s) issued since previous monthly report:

NIL

Seasonal Outlook

April to June minimum temperatures is likely to (60% to greater than 80% chance) to be warmer than median for northern Cape York Peninsula, and south-western and far south-eastern parts of Australia, while below median temperatures are likely (60 to 80% chance) for areas of northern and central Australia.

A tropical low is forecast to develop in the Timor or Arafura seas adjacent to northern Australia in the coming days, leading to an increased risk of tropical cyclone development around north-western Australia during and after the Easter weekend. Depending on its location and movement, the tropical low may contribute to significant rainfall totals for parts of the Australian tropics during the next week, extending from northern Cape York Peninsula in Queensland, across the Top End of the Northern Territory and into far northern Western Australia. During this period, notable rainfall totals are not expected elsewhere in northern Australia further south of these regions.

A strengthening pulse of the Madden–Julian Oscillation (MJO) recently moved into the Western Pacific region. Climate models generally agree that this pulse of the MJO will continue to strengthen as it tracks towards the central Pacific region later this week. It is then likely to weaken and may become indiscernible by the middle of April.

An MJO pulse over the tropical Western Pacific at this time of the year typically leads to an increased chance of above-average rainfall for parts of far northern Australia, particularly around Cape York Peninsula, Queensland and the Top End of the Northern Territory. Above-average rainfall is also likely for the Southwest Pacific region. There is also an increased risk of tropical low and tropical cyclone development across the northern Australia and the Southwest Pacific regions in this scenario.

As the MJO tracks into the central Pacific region, its influence on rainfall patterns across northern Australia weakens and becomes negligible. There remains a slightly increased tendency for enhanced rainfall across the Southwest Pacific region in this situation though.

Communications

Satellite phone testing/checks is now being conducted on a fortnightly basis by Local Community Disaster Co-ordinator (LCDC). A program for testing has been put in place and advised to the Divisional Managers and Divisional Engineering Officers at each division.

(Attachment 1 provides an overview of the results of the Satellite Phone checks).

A testing regime for the HF Radio's is being developed and delivered to the communities. Monthly testing has been scheduled for the HF Radio's. The monthly testing is tasked to the Divisional Engineering Officers to complete, with the LCDC coordinating the testing.

Hammond HF Radio has been repaired and sent back to Hammond. The unit will need to be installed once it's received at Hammond. The new unit for Warraber has sent from Cairns and will need to be installed once it is received. Council staff have advised that these have now arrived on divisions, installation is to be arranged.

Kubin currently does not have a HF radio installed.

(Attachment 2 provides an overview of the results of HF Radio checks).

Community Disaster Management Groups (CDMG's)

There were no CDMG's over the last month even though LCDC had advised to have one before the recent weather condition.

Community Training

No training was held in the communities during the reporting period.

Nominated SES members attended SES conference and workshop held in Cairns from 24th -26th March 2023.

Community Disaster Management Plans

All Community Disaster Management Plans (CDMP's) are due to updated by end of July 2023 and will be disseminated to the Community Disaster Management Groups for review. The CDMG's will be requested to meet to review the plan.

(Attachment 3 details the amendment status of CDMP's).

Torres Strait Local Disaster Management Plan (TSLDMP) and Sub-plans

Torres Strait Local Disaster Management Plan and its operational subplans have all been reviewed and are current. Next review of the plan is to be completed by July 2023. Plans will be disseminated to the core members, with a request for review and feedback prior to July 2023, so they can be adopted at the July TSLDMG meeting.

Local Disaster Management Group (LDMG)

Torres Strait Local Disaster Management Group did not meet during the last month.

District Disaster Management Group (DDMG)

Cairns District Disaster Management Group met on 14 March 2023. The purpose of the meeting was to give an update on the High-Risk Weather Season and the forecast moving forward.

Joint presentation by Cairns and Hinterland and Torres and Cape Hospital and Health Services regarding vulnerable patient management for the respective areas being impacted. An overview was also provided in the event of a full-scale evacuation of Cairns Base Hospital.

The next meeting of the Cairns DDMG is scheduled for 14 November 2023.

Considerations

Risk Management

Reputational Risk – failure to provide appropriate preparedness, preparation and mitigation to the communities has potential for reputational damage to Council.

Council Finance

Operational Costs as per approved Budget

Consultation:

Queensland Fire & Emergency Services
Queensland Health
Queensland Police Service
Australian Border Force
Department of Affairs and Trade.
Torres Strait LDMG Members & Advisors

Statutory Requirements:

Disaster Management Act 2003 (Qld)

Torres Strait Local Disaster Management Plan

Conclusion:

That Council notes this report

Attachments:

Attachment 1 – SATPHONE Serviceability Checks
Attachment 2 – HF Radio Serviceability Checks
Attachment 3 – Community Disaster Management Plans Status
Attachment 4 – Operational Sub Plans Status
Attachment 5 – Disaster Management Meetings

Author:

A handwritten signature in black ink, appearing to read 'Mathew Brodbeck', with a stylized, cursive script.

Mathew Brodbeck
Manager, Engineering Operations

Recommended:

A handwritten signature in black ink, appearing to read 'Terrence Jeppesen', with a stylized, cursive script.

Terrence Jeppesen
Acting Executive Director, Engineering
Services

SAT PHONE SERVICEABILITY CHECK													
		2022									2023		
Island Community	SAT Phone number	April	May	June	July	August	September	October	November	December	January	February	March
Boigu	0147 181 217	U/S	U/S	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dauan	0147 181 228	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Saibai	0147 169 314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mabuiag	0147 169 325	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Badu	0147 181 778	✓	✓	✓	✓	✓	✓	U/S	✓	✓	✓	✓	✓
Kubin	0147 181 178	✓	✓	✓	U/S	U/S	✓	✓	✓	✓	✓	U/S	✓
ST Paul's	0147 169 653	U/S	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓	✓	✓
Hammond	0147 181 490	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓
Iama	0147 181 295	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓
Warraber	0147 168 409	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓	✓	✓	✓
Poruma	0147 180 275	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Masig	0147 181 972	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ugar	0147 167 527	✓	✓	X	X	X	X	✓	✓	✓	U/S	✓	✓
Erub	0147 168 918	U/S	U/S	U/S	U/S	U/S	✓	✓	✓	✓	✓	✓	✓
Mer	0147 168 220	✓	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓
TI Office	0147 168 689	X	✓	X	X	X	X	X	X	✓	✓	✓	X
TI Engineering	0147 183 853	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X
Cairns	0147 186 884	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

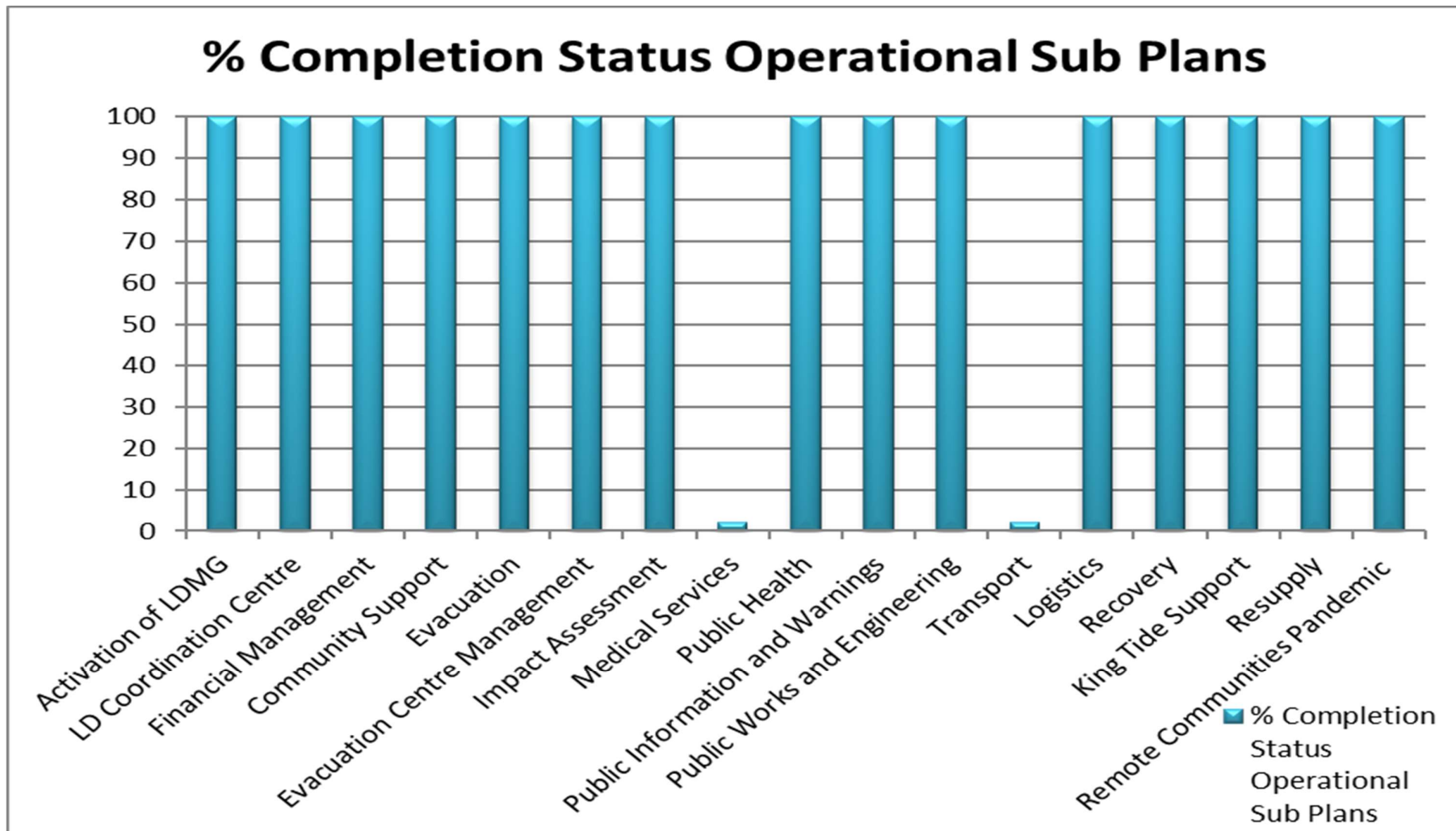
✓	Indicates succesful test
X	Indicates fail - test was not completed
U/S	Indicated Equipment requires servicing

HF RADIO SERVICEABILITY CHECK												
	2022									2023		
Island Community	April	May	June	July	August	September	October	November	December	January	February	March
Boigu	X	X	X	X	X	X	X	X	X	X	X	X
Dauan	X	X	X	X	X	X	X	X	X	X	X	X
Saibai	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Mabuiag	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Badu	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Kubin	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
ST Paul's	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Hammond	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S
Iama	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Warraber	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S
Poruma	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	X	X	X
Masig	X	X	X	X	X	X	X	X	X	X	X	X
Ugar	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S	U/S
Erub	X	X	X	X	X	X	X	X	X	X	X	X
Mer	X	X	X	X	X	X	X	X	X	X	X	X

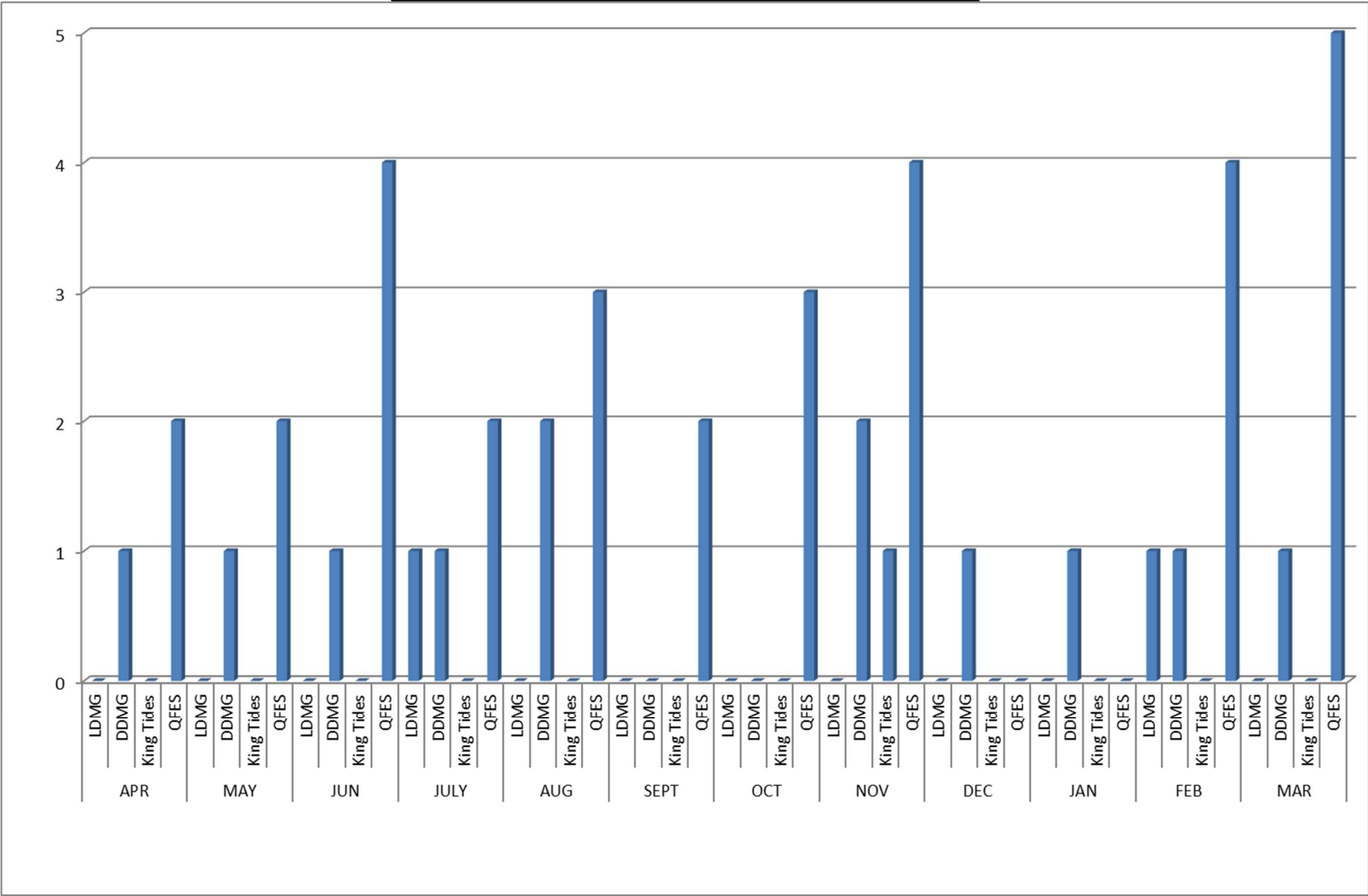
✓	Indicates succesful test
X	Indicates fail - test was not completed
U/S	Indicated Equipment requires servicing

Attachment 3
Community Disaster Management Plans Status

DIVISION	COMMUNITY	DATE OF PREVIOUS REVIEW	DATE OF NEXT REVIEW	STATUS
1	Boigu Island	28-Jun-22	28-Jun-23	
2	Dauan Island	29-Jun-22	29-Jun-23	
3	Saibai Island	24-Jun-22	24-Jun-23	
4	Mabuiag Island	28-Jun-22	28-Jun-23	
5	Badu Island	27-Jun-22	27-Jun-23	
6	Kubin Village	27-Jun-22	27-Jun-23	
7	St Pauls Village	27-Jun-22	27-Jun-23	
8	Hammond Island	27-Jun-22	27-Jun-23	
9	Iama Island	28-Jun-22	28-Jun-23	
10	Warraber Island	28-Jun-22	28-Jun-23	
11	Poruma Island	28-Jun-22	28-Jun-23	
12	Masig Island	27-Jun-22	27-Jun-23	
13	Ugar Island	13-Jan-22	13-Jan-23	
14	Erub Island	29-Jun-22	29-Jun-23	
15	Mer Island	29-Jun-22	29-Jun-23	
		CURRENT	REVIEWED WITHIN LAST 6 MONTHS	
		DUE for REVIEW	REVIEWED WITHIN LAST 12 MONTHS	
		REVIEW DATE EXPIRED	REVIEW DATE GREATER THAN 12 MONTHS	



DISASTER MANAGEMENT MEETINGS





TORRES STRAIT ISLAND REGIONAL COUNCIL

INFORMATION REPORT

ORDINARY MEETING:	April 2023
DATE:	18 th – 19 th April 2023
ITEM:	Information Report for <u>Noting</u> by Council
SUBJECT:	Capital Works Projects Update
AUTHOR:	Adeah Kabai - Manager, Capital Works

Recommendation

That Council notes this report.

Background

The Engineering Department's Capital Works team is managing the delivery of a variety of capital works projects.

Note: other capital works are being undertaken by the Water and Wastewater section and are listed in their Information Report.

The projects are funded by a combination of the following Government agencies:

- Australian Government:
 - o National Indigenous Australians Agency (NIAA)
- Queensland Government:
 - o now Department of State Development, Infrastructure, Local Government and Planning (previously Department of Local Government, Racing and Multicultural Affairs (DLGRMA))
 - o Department of Transport and Main Roads (TMR)
 - o Queensland Reconstruction Authority (QRA)
- Local Government Association of Queensland (LGAQ)
- Torres Strait Regional Authority (TSRA)

Monthly Highlights

- Seawalls information session was held on Warraber following the March Council Ordinary Meeting on Friday 24th March 2023. Key discussion was the change in design from rock armour solution to geobag option, similar to Poruma seawalls.
- Iama Seawalls (initially packaged together with Warraber) is still under procurement stage with Warraber descope.
- Metal Waste Legacy Stockpile Cleanup Project has been progressing relatively well with 11 out of 15 communities completed (Erub, Mer, Saibai & Boigu yet to be completed). Strait Support has been engaged to assist Council with preparation works which has been a great success at Erub and Mer.
- Capital Works team welcomed Yakopeta Akiba-Bowie who was successful in the role of Senior Administration and Project Support position. Yakopeta will bring wealth of TSIRC knowledge and experience and will be based out of the Saibai office.

Items to Monitor

- Damage to Poruma Seawalls at Stage 4 has been identified. Councillor informed and planning for remedial works is underway. Divisional Engineering staff to monitor wall during for any defects that can be fixed.
- ATSI TIDS Nominations for 2023/24 Financial Year have closed on the 15th February 2023. Four eligible projects have been nominated. Successful nominations will be announced in May 2023.
- Metal Waste Project delivery and consultation with communities prior to mobilisation of the contractor to site. Logistical issues are being managed to minimise delays.
- QRA DRFA funding applications for REPA roll over works which include additional works have been submitted to QRA.
- Environmental & Development Approvals for Masig, Warraber and Iama Seawalls projects. Extension of Time has been approved until 28 April 2023.

Funding

Table below outlines funding opportunities that are currently available to Council, status of funding applications and submissions.

Funding	Closing-Date	Projects Nominated	Status
2023/24 ATSI TIDS	February 2023	1. Masig Aerodrome Safety Improvements 2. Mabuiag jetty feasibility study 3. Masig Aerodrome Helipad Upgrade 4. Mer Island Jetty desktop feasibility study	Pending

Process and Improvement

- Project Register
 - Smartsheet will be utilised to track and monitor capital portfolio of projects (current and upcoming projects). This will provide increased transparency over the projects which the team are working on.
- Project Finances
 - Cashflow Spreadsheet developed to capture expected 2022/2023 Financial Year spend
 - EOFY Purchase Order review progressed well with minimal delays.

Resources

- Resource planning for 2023/24 projects to be evaluated in conjunction with the approval of funding for new approved projects.
- Engineering Capital Works currently going through recruitment process for the two vacancies:
 - Project Engineer – Capital Works
 - Senior Project Engineer – Capital Works

Risks/Opportunities

- Individual project risks assessments have been completed for each project. Key risks have been mentioned within the attached project summary table.
- Opportunities currently being evaluated to have key contractors complete some smaller packages or works whilst mobilised to varying Sites.

Considerations

Corporate and Operational Plans

Corporate Plan: Sustainability - Outcome 5: We plan effectively for the future of our individual communities

Operational Plan: N/A

Statutory Requirements

Nil

Consultation

- TSIRC Engineering Staff
- Councillors as appropriate
- Relevant Funders

Conclusion

It is recommended that Council notes the information in this report.

Attachment

1. Nil

Recommended:

Adeah Kabai
Manager, Capital Works

Approved:

Terrence Jeppesen
Acting Executive Director Engineering Services