

# AGENDA

TORRES STRAIT ISLAND REGIONAL COUNCIL

SEPTEMBER 2021

Tuesday 21<sup>st</sup> September 2021, 11:20am – 5:00pm

Wednesday 22<sup>nd</sup> September 2021, 9:00am – 5:00pm

Hammond Island – Division 8

## **COUNCIL ORDINARY MEETING**

**Tuesday 21<sup>st</sup> September 2021**

### **Agenda Items:**

1. 11:20am – 11:30am Welcome and Opening Remarks
2. 11:30am – 11:35am Apologies
3. 11:35am – 11:45am Declaration of Conflict of Interest (COI) (Prescribed and Declarable)
4. 11:45am – 12:00pm Confirmation of Previous Council Ordinary Meeting Minutes
  - 17<sup>th</sup> & 18<sup>th</sup> August 2021 – VC
  - 10<sup>th</sup> September 2020 – Special Meeting
  - 10<sup>th</sup> September 2020 – Special Meeting
  - 11<sup>th</sup> November 2020 – Special Meeting
  - 11<sup>th</sup> March 2021 – Special Meeting
  - 18<sup>th</sup> June 2021 – Special Meeting
5. Confirmation of Previous SARG Meeting Minutes
  - 2<sup>nd</sup> September 2020
  - 16<sup>th</sup> October 2020
  - 3<sup>rd</sup> November 2020
  - 19<sup>th</sup> January 2021
  - 9<sup>th</sup> February 2021
  - 2<sup>nd</sup> March 2021
  - 6<sup>th</sup> April 2021
  - 15<sup>th</sup> June 2021
  - 13<sup>th</sup> July 2021
  - 12<sup>th</sup> August 2021
  - 7<sup>th</sup> September 2021
6. Confirmation of Previous Climate Adaptation and Environment Committee Meeting Minutes
  - 10<sup>th</sup> February 2021
  - 22 June 2021
  - 25 August 2021
7. Confirmation of Previous Culture, Arts, Land and Heritage Committee Meeting Minutes
  - 12<sup>th</sup> February 2021
  - 27<sup>th</sup> August 2021 - **Late**
8. Confirmation of Previous Economic Growth Committee Meeting Minutes
  - 26<sup>th</sup> August 2021 - **Late**
9. Confirmation of Previous Governance and Leadership Meeting Minutes
  - 11<sup>th</sup> February 2021
10. Confirmation of Previous Housing and Safe and Healthy Communities Meeting Minutes
  - 9<sup>th</sup> February 2021
  - 22<sup>nd</sup> June 2021
  - 24<sup>th</sup> August 2021

11.	<u>12:15pm – 12:30pm</u>	<u>Outstanding Council Ordinary Meeting Action Items</u>
		<b><u>LUNCH 12:30pm – 1:30pm</u></b>
12.	<u>1:30pm – 1:40pm</u>	<u>Standing Agenda Items:</u> <ul style="list-style-type: none"> <li>• Chief Operating Officer - Housing Authority (verbal)</li> </ul>
13.	<u>1:40pm – 2:00pm</u>	<u>BUSINESS SERVICES – LGW Membership Renewal 2021-2022</u>
14.	<u>2:00pm – 2:20pm</u>	<u>BUSINESS SERVICES – Fitness for Work Policy</u>
15.	<u>2:20pm – 2:40pm</u>	<u>BUSINESS SERVICES – Diversity and Inclusion Policy</u>
16.	<u>2:40pm – 3:00pm</u>	<u>BUSINESS SERVICES – Christmas Festive Period Closedown 2021/2022</u>
		<b><u>AFTERNOON TEA 3:00pm – 3:20pm</u></b>
17.	<u>3:20pm – 3:20pm</u>	<u>COUNCIL MOVES INTO CLOSED BUSINESS</u>
18.	<u>3:20pm – 3:40pm</u>	<u>BUILDING SERVICES – Housing Investment Plan – <b>Late</b></u>
19.	<u>3:40pm – 4:00pm</u>	<u>BUILDING SERVICES – Plug-in Project – <b>Late</b></u>
20.	<u>4:00pm – 4:00pm</u>	<u>COUNCIL MOVES OUT OF CLOSED BUSINESS</u>
21.	<u>4:00pm – 4:15pm</u>	<u>COMMUNITY SERVICES – POLICY – Housing – Deceased Tenant</u>
22.	<u>4:15pm – 4:30pm</u>	<u>COMMUNITY SERVICES – Policy Matter – Policy Review, Special Holidays</u>
23.	<u>4:30pm – 4:50pm</u>	<u>LEGAL – Development Application Mer Primary Health Clinic</u>
24.	<u>4:50pm – 5:00pm</u>	<u>Closing Remarks and Prayer</u>

**COUNCIL ORDINARY MEETING**  
**Wednesday 22<sup>nd</sup> September 2021**  
**Agenda Items:**

25. 9:00am – 9:05am Welcome and opening prayer.
26. 9:05am – 10:05am **Deputation 1:** – Mr Aaron Fa'Aoso – Media Community Consultation and Strait to the Plate Season 2

**MORNING TEA – 10:05am – 10:30am**

27. 10:30am – 12:00pm **Deputation 2:** – Queensland Climate Resilient Council
28. 12:00pm – 12:30pm **Deputation 3:** - Mr Brian Arndt – Community Petition

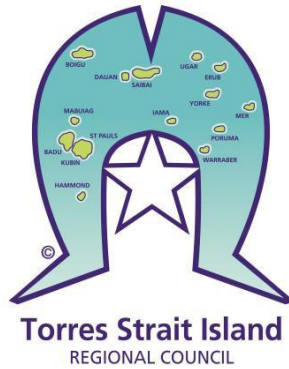
**LUNCH 12:30pm – 1:30pm**

29. 1:30pm – 1:30pm COUNCIL MOVE INTO CLOSED BUSINESS
30. 1:30pm – 1:45pm OCEO – Cairns Lease – **Late Report**
31. 1:45pm – 2:00pm OCEO – Legal Action Involving Council – Verbal Update
32. 2:00pm – 2:40pm BUSINESS SERVICES – Monthly Financial Update
33. 2:40pm – 3:10pm BUILDING SERVICES - Update
34. 3:10pm – 3:10pm COUNCIL MOVE OUT OF CLOSED BUSINESS

**AFTERNOON TEA 3:10pm – 3:30pm**

35. 3:30pm – 3:50pm BUSINESS SERVICES – Community Grants Program Allocation – September 2021
36. 3:50pm – 4:20pm BUSINESS SERVICES – Auditor-General's Observation report on the interim audit for the year ending 30 June 2021
37. 4:20pm – 4:25pm Next Council Meeting dates – 19<sup>th</sup> October 2021 and 20<sup>th</sup> October 2021 – Video Conference
38. 4:25pm – 4:35pm Business Arising from Information Reports
39. 4:35pm – 4:55pm Strategic Matters
40. 4:55pm – 5:00pm Closing Remarks and Prayer





# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

AUGUST 2021

Tuesday 17<sup>th</sup> August 2021, 10:30am – 5:00pm

Wednesday 18<sup>th</sup> August 2021, 9:00am – 4:15pm

Video Conference

## **Council Ordinary Meeting – Tuesday 17<sup>th</sup> August 2021**

### **PRESENT**

Cr Phillemon Mosby, Mayor (Cairns)  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Seriako Dorante, Division 8 – Kiriri  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Francis Pearson, Division 11 – Poruma  
Cr Hilda Mosby, Division 12 – Masig  
Cr Rocky Stephen, Division 13 – Ugar – (Cairns)  
Cr Jimmy Gela, Division 14 – Erub  
Cr Aven Noah, Division 15 - Mer

Mr David Baldwin, Acting Chief Executive Officer (ACEO) (Cairns)  
Ms Hollie Faithfull, Chief Financial Officer (CFO) (Cairns)  
Mr Ilario Sabatino, Chief Operating Officer (ACOO) (Warraber)  
Mr Adeah Kabai, Acting Chief Engineer (ACE) (Saibai)  
Mr Peter Krebs, Senior Legal Counsel (SLC) (Cairns)  
Mrs Kathy Cochran, Executive Assistant, Mayor (EA) (Cairns)  
Ms Naila Nomoa, Secretariat Officer (SO) (Cairns)

### **APOLOGY:**

Cr Conwell Tabuai, Division 3 – Saibai  
Mrs Ursula Nai, Senior Executive Assistant (SEA)

**COUNCIL ORDINARY MEETING**  
**Tuesday 17<sup>th</sup> AUGUST 2021**  
**Agenda**

1. **10:17am – 10:18am** **Welcome and Opening Remarks**

Mayor Mosby welcomed everyone and declared the August 2021 Council Ordinary meeting open.

2. **10:18am – 10:24am** **Apologies**

- Cr Conwell Tabuai – Division 3 - Saibai

**RESOLUTION:**

Moved: Cr Dimas Toby; Second: Cr Jimmy Gela

**That Council accepts the apology of Cr Conwell Tabuai for his absence at this meeting.**

**MOTION CARRIED**

**ACTION:** SEA to place on agenda for November 2021 Workshop – Granting leave of absence for Councillors who concurrently attend other employment.

3. **10:24am – 10:25am** **Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**

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

4. **10:25am – 10:29am** **Confirmation of Previous Council Ordinary Meeting Minutes**

**Amendments:**

Item: 33 – Change Chief Financial Officer to Acting Chief Engineer.

Item: 15 – Financial year in the resolution to read “2021-2022”

Item: 26 – Cr Noah’s name is repeated in the attendance list.

- 20<sup>th</sup> July 2021 – Iama

**RESOLUTION:**

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

**That Council accepts the Minutes of day one of the Ordinary meeting held on the 20<sup>th</sup> July 2021 as a true and accurate record of that meeting.**

**MOTION CARRIED**

- 21<sup>st</sup> July 2021 - Iama

**RESOLUTION:**

**Moved:** Cr Torenzo Elisala ; **Second:** Cr Jimmy Gela

**That Council accepts the Minutes of day two of the Ordinary meeting held on the 21<sup>st</sup> July 2021 as a true and accurate record of that meeting.**

**MOTION CARRIED**

5. **10:29am – 10:39am** **Outstanding Council Ordinary Meeting Action Items**

Acting Chief Executive Officer spoke to this report and updated Council on all matters listed on the Outstanding Action Items register.

6. **10:39am – 10:40am**

**Standing Agenda Items:**

- Chief Operating Officer - Housing Authority (verbal)

Chief Operating Officer, Mr Ilario Sabatino, provided Council with a brief verbal update.

**ACTION:** Chief Operating Officer to also provide the Housing Authority verbal update to the next SARG Meeting. To be discussed at the Housing and Safe and Healthy Communities Committee meeting for input.

7. **10:40am – 11:09am**

**BUSINESS SERVICES – Monthly Financial Update**

Chief Financial Officer, Ms Hollie Faithfull spoke to the report.

**RESOLUTION:**

*Moved:* Cr Kabay Tamu ; *Second:* Cr Keith Fell

**That Council receive and endorse the monthly financial statements attached to the officer's report for the 2021 -22 year to the date, for the period ended 31 July 2021, as required under Section 204 Local Government Regulation 2012.**

**MOTION CARRIED**

**ACTION:** Chief Operating Officer / Housing Manager – Provide confirmation and current process for writing of debts for deceased tenants, and whether the debts are shown in the current housing debt figures.

**MORNING TEA - 11:09am – 11:27am**

8. **11:27am – 1:00pm**

**BUSINESS SERVICES – Asset Management Plan**

Chief Financial Officer, Ms Hollie Faithfull spoke briefly to the report and invited Todd Svanberg from Jones Lang LaSalle and Tony Wynen from TSIRC Asset management team to the meeting to present to Councillors and staff the strategic asset management plan.

**ACTION:** Chief Financial Officer to provide Council with a snapshot of AMP information.

**LUNCH - 1:00pm – 2:00pm**

**2:03pm – 2:41pm**

**BUSINESS SERVICES – Asset Management Plan continued**

Mayor Mosby did a roll call to establish quorum. All Councillors and staff present. Todd Svanberg continued with the presentation.

**ACTION:** Chief Financial Officer to develop a proposal for additional resources for the asset management function to be considered at Budget Review.

**RESOLUTION:**

*Moved:* Cr Rocky Stephen; *Second:* Cr Laurie Nona

**That Council resolves to:**

1. Endorse the Torres Strait Island Regional Council's Strategic Asset Management Plan; and
2. Endorse the following Torres Strait Island Regional Council's Asset Management Plans:
  - a. Corporate Building
  - b. Community Buildings
  - c. Recreation
  - d. Transport
  - e. Wastewater

- f. Water
- g. Waste
- h. Fleet
- i. ITC

And

3. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to implement and exercise the functions and powers assigned to the Chief Executive Officer under the endorsed plans, including the power to make any further minor administrative amendments to the plans as they arise.

**MOTION CARRIED**

**ACTION:** Review of the visitor's notification form to include additional information such as COVID related risk.

Cr Nona raised the fire escape from the top floor of the TSIRC Badu office.

9. **2:41pm- 4:27pm**

**BUSINESS SERVICES – Operational Plan – Q4**

Chief Financial Officer, Ms Hollie Faithfull initially spoke to the report on the Business Services and Corporate Affairs section of the plan and invited each Chief Officer to speak to their respective section of the Operational Plan.

**2:55pm** – Acting Chief Executive Officer left the meeting due being sick.

**ACTION:** Cr Toby raised; Telstra should provide the region with the same level of connectivity as Cairns.

**4:27pm – 4:41pm** - FIRE ALARM in the Grafton Street, Cairns office building went off and all staff was evacuated from the building. Fire brigade arrived and established a false alarm.

**4:41pm – 4:50pm** – Cairns Staff back in the meeting. Mayor Mosby thanked Councillors and staff for their contribution and adjourned Agenda items 10-13 to tomorrow's meeting and closed the meeting in prayer.

**MEETING CLOSED – 4:50pm**

## **Council Ordinary Meeting – Wednesday 18<sup>th</sup> August 2021**

### **PRESENT**

Cr Phillemon Mosby, Mayor (Cairns)  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Seriako Dorante, Division 8 – Kiriri  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Francis Pearson, Division 11 – Poruma  
Cr Hilda Mosby, Division 12 – Masig  
Cr Rocky Stephen, Division 13 – Ugar – (Cairns)  
Cr Jimmy Gela, Division 14 – Erub  
Cr Aven Noah, Division 15 - Mer

Mr David Baldwin, Acting Chief Executive Officer (ACEO) (Cairns)  
Ms Hollie Faithfull, Chief Financial Officer (CFO) (Cairns)  
Mr Ilario Sabatino, Chief Operating Officer (ACOO) (Warraber)  
Mr Adeah Kabai, Acting Chief Engineer (ACE) (Saibai)  
Mr Peter Krebs, Senior Legal Counsel (SLC) (Cairns)  
Mrs Kathy Cochran, Executive Assistant, Mayor (EA) (Cairns)  
Ms Naila Nomoa, Secretariat Officer (SO) (Cairns)

### **APOLOGY:**

Cr Conwell Tabuai, Division 3 – Saibai  
Mrs Ursula Nai, Senior Executive Assistant (SEA) (Kiriri)

**COUNCIL ORDINARY MEETING**  
**Tuesday 17<sup>th</sup> AUGUST 2021**

**Agenda**

10. **9:05pm – 9:09pm** **Welcome and Opening Prayer**
- Mayor Mosby welcomed everyone to the second day of the meeting and thanked them for their time.
11. **9:09am – 9:13am** **Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**
- Cr Gela declared a declarable conflict of interest; he is a board member of TSIMA. Legal advice provided, Cr Gela has a declarable conflict and can remain in the room.
12. **9:13am – 10:03am** **Deputation1: Dementia Research Update – Australian Institute of Tropical Health and Medicine – Mr Fintan Thompson**
13. **10:03am – 10:28am** **CORPORATE SERVICES – Operational Plan Q 4 continued**
- Senior Legal Counsel, Mr Peter Krebs spoke to the Legal Services section of the Operational Plan. Discussion were had around the need for cultural heritage protocol – documents for each island (aim to finalise by end of year). Human Rights Act applies for Ailan Kastom.
- Mayor postponed this agenda item to later in the day.
- MORNING TEA – 10:38am -10:57am**
14. **10:57am – 11:25am** **Deputation 2: TSIMA – Update Council on RIBS program in Torres Strait Region – Ms Diat Alferink and Yuriko Nakachi**
- Mayor Mosby requested a formal report from TSIMA to Council with their request to be tabled at the next Council meeting and to also be tabled at the Culture Arts Land and Heritage Committee meeting.
15. **11:25am – 11:38am** **BUILDING SERVICES – Update**
- Chief Operating Officer provided Council with a verbal update.
- RESOLUTION:**  
*Moved:* Cr Kabay Tamu; *Second:* Cr Rocky Stephen  
**That Council notes the report.**
- MOTION CARRIED**
- ACTION:** ACEO to review Saibai building contracts payment delay issue.
- 11:34am** – Cr Fell joined the meeting.
16. **11:38am – 11:55am** **CORPORATE SERVICES – Operational Plan Q4 continued**
- Acting Chief Executive Officer spoke to the People and Wellbeing section of the Operational Plan.
- 11:41am** – Mayor Mosby left meeting. Deputy Mayor - Cr Lui chaired the meeting.
- RESOLUTION:**  
*Moved:* Cr Aven Noah; *Second:* Cr Lama Trinkoon  
**That Council resolves to note the Operational Plan 2020-21 Quarter 4 Update.**
- MOTION CARRIED**
- ACTION:** ACEO/ TAP Refresher at the September 2021 Ordinary meeting and then to go on agenda for November 2021 Workshop.
- ACTION:** CFO/ Acting Head of People and Wellbeing to advise Councillors of their respective Safety officers in their Divisions.

Chief Financial Officer, Ms Hollie spoke to the report.

Community Grant Applications:

Applicant 1 – Isaac Harry

**RESOLUTION:**

*Moved:* Cr John Levi; *Second:* Cr Torenzo Elisala

**Council resolves to allocate Community Grants Program funding to Isaac Harry for the eligible amount of \$2000.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

Applicant 2 – Jack Pearson

- Cr Pearson declared a prescribed conflict of interest – the applicant is a close relative. Cr Pearson left the meeting at 11:56am

**RESOLUTION:**

*Moved:* Cr Jimmy Gela; *Second:* Cr Aven Noah

**Council resolves to allocate Community Grants Program funding to Jack Pearson for the eligible amount of \$315.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

Applicant 3 – Thugerr Warriors RLFC

- Chief Financial Officer advised Cr Tabuai had declared a prescribed conflict of interest.
- Cr Elisala declared a prescribed conflict of interest as he's the Manager of the team. Cr Elisala left the room at 11:59am.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Kabay Tamu

**Council resolves to allocate Community Grants Program funding to Thugerr Warriors RLFC for the eligible amount of \$4000.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

Applicant 4 – Annexation Celebration Group

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Lama Trinkoon

**Council resolves to allocate Community Grants Program funding to Annexation Celebration Group for the eligible amount of \$1000.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

Applicant 5 – St Pauls Campus Tagai

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Laurie Nona

**Council resolves to allocate Community Grants Program funding to St Pauls Campus Tagai for the eligible amount of \$1,500.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**



Applicant 6 – Tomisina Ahwang

Cr Dorante declared a conflict of interest and left the room at 12:33pm.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Francis Pearson

**Council resolves to allocate Community Grants Program funding to Tomisina Ahwang for the eligible amount of \$2,500.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

Applicant 7 – Evelyn Cowley

Cr Dorante declared a conflict of interest and left the room at 12:33pm.

**RESOLUTION:**

*Moved:* Cr Jimmy Gela; *Second:* Cr Torenzo Elisala

**Council resolves to allocate Community Grants Program funding to Evelyn Cowley for the eligible amount of \$2,500.00 exclusive of GST, as per the submitted application in accordance with the Community Grants Policy.**

**MOTION CARRIED**

**12:36pm** – Mayor Mosby returned to the meeting.

**18. 12:40pm – 12:45pm**

**LEGAL – Correction of Minutes July 2020 – Late**

Senior Legal Counsel, Mr Peter Krebs spoke to the report.

**RESOLUTION:**

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

**That Council resolves to correct the minutes of its ordinary meeting on 21 July 2020 by adding the following resolutions to the official minutes of that meeting;**

**1. That Council resolves to:**

**Adopt the amended organisational structure as presented. And**

**Delegate authority to the Chief Executive Officer to implement the adopted organisational structure.**

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

**2. It is resolved that Council notes the results of the interim report from the Queensland Audit Office for the 2019/2020 financial year.**

**Moved:** Cr Trinkoon; **Second:** Cr Levi

**3. That Council resolves to:**

**Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contracts, negotiate, finalise and execute any and all matters in relation to a possible extension of three months to the current contract for provision of freight services and fuel supply. And;**

**Increase the Chief Executive Officer's Financial and Contractual delegation in accordance with the Local Government Act 2009 from \$200,000 to \$1,000,000 to enter into contracts, negotiate, finalise and execute any and all matters in relation to the provision of freight services and fuel supply for a three-month period, expiring 31 October 2020, subject to relevant legislation and in accordance with council's Procurement Policy and Procedure and submission of monthly Purchase Order reporting to each Ordinary Meeting.**

**Moved:** Cr Fell; **Second:** Cr Toby

**MOTION CARRIED**

**LUNCH – 12:45pm – 1:33pm**

Mayor did a roll call to establish quorum.

19. **1:33pm – 4:45pm** **ENGINEERING – Tender Award – Kubin & St Pauls Weirs Renewal**  
Acting Chief Engineer, Mr Adeah Kabai spoke to the report.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Lama Trinkoon

**That Council resolves to delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to:**

- Award Tender No. TSIRC2019-207 ICCIP Project #45 & #69 – Kubin & St Pauls Weirs Renewal Project to Northern Water Ltd Pty for the amount of \$1,353,505.00 excl. GST:
- Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variation as per Council's procurement policy.

**MOTION CARRIED**

20. **4:45pm – 5:00pm** **ENGINEERING – Tender Award – Badu, Kubin and St Pauls Wastewater Lagoon De-Sludge**

Acting Chief Engineer, Mr Adeah Kabai spoke to the report.

**RESOLUTION:**

*Moved:* Cr Lama Trinkoon; *Second:* Cr Aven Noah

**That Council resolves to delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to:**

- Award the Works for Tender No. TSIRC 2020-331 – ICCIP Project #8, #46 & #70 – Badu, Kubin & St Pauls Wastewater Lagoon De-Sludge to Maxitool (Aust) Pty Ltd for an amount of \$617,900.86 excl. GST;
- Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

**MOTION CARRIED**

21. **1:49pm – 1:49pm** **COUNCIL MOVE INTO CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Kabay Tamu ; *Second:* Cr Jimmy Gela

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

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

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

**MOTION CARRIED**

- ENGINEERING – CB – Tender Award – TSIRC Metal Waste Legacy Stockpile Clean-up
- ENGINEERING – CB – Superintendent Award – TSIRC Metal Waste Legacy Stockpile Clean-up
- OCEO – CB – SeaSwift Tender – verbal update
- OCEO – CB – Elphinstone Close – verbal update
- OCEO – CB – Employment Matter – Late

22. **1:15pm – 1:15pm** **COUNCIL MOVE OUT OF CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Elisala; *Second:* Cr Nona

**That Council resolves to move out of closed business.**

**MOTION CARRIED**

23. **ENGINEERING – CB – Tender Award – TSIRC Metal Waste Legacy Stockpile Clean-Up**

Acting Chief Engineer spoke to the report.

Cr Dorante declared a conflict of interest as he is an employee of Sea Swift and left the room at 1:50pm

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Aven Noah

**That Council resolves to;**

- **Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to:**
- **Award Tender No. TSIRC 2020-339 ICCIP Project #1 - TSIRC Metal Waste Legacy Clean-Up to McMahon Services Australia Pty Ltd up to the amount of \$4,044,501.45 (ex GST).**
- **Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's Procurement and Ethical Sourcing policy.**

**MOTION CARRIED**

24. **ENGINEERING – CB – Superintendent Award – TSIRC Metal Waste Legacy Stockpile Clean Up**

Acting Chief Engineer spoke to the report.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Laurie Nona

**Subject to the resolution of Award of Contract for Tender No. TSIRC 2020-339- ICCIP Project #1 – TSIRC Metal Waste Legacy Stockpile Clean-Up that;**

**Council resolves to delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to:**

- **Award Contract Administration (Superintendent Duties) for TSIRC 2020-339 ICCIP Project #1 - TSIRC Metal Waste Legacy Clean-Up to ARO Industries Pty Ltd up to the amount of \$220,660.00 (ex GST).**
- **Negotiate, finalise, and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.**

**MOTION CARRIED**

25. **OCEO – CB – SeaSwift Tender – verbal update**

Cr Dorante remained out of the room.

Acting Chief Executive Officer provided Council with a brief verbal update.

26. **OCEO – CB – Elphinstone Close – verbal update**

Acting Chief Executive Officer provided Council with a brief verbal update.

**ACTION:** ACEO – Write a letter to Warren Entsch MP Office re: support for the building better regions funding outcome. Provide a paper to the September 2021 Ordinary Meeting.

27. **OCEO – CB – Employment Matter – Late**

All staff except ACEO directed to leave the meeting. Acting Chief Executive Officer provided Council with a verbal briefing.

**RESOLUTION:**

*Moved:* Cr Keith Fell; *Second:* Cr Jimmy Gela

**Council resolves:**

(a) pursuant to section 257(1)(b) of the Local Government Act 2009, to delegate to the Chief Executive Officer the power to exercise any functions and powers of Council under any Contract of Employment, subject to item (b) and (c) below;

(b) that the Chief Executive Officer may not further delegate their power set out in paragraph (a) of this resolution pursuant to section 259(1) of the Local Government Act 2009 in respect of Contract of Employment of senior executive staff (which includes, without limitation, persons employed or acting under a "Head", "Chiefs" or "Director" capacity);

(c) in this resolution "Contract of Employment":

(i) subject to subparagraph (ii) below, means any document under which a person is engaged as an employee of Council, whether or not the document is called a Contract of Employment, and includes letters of appointment;

(ii) excludes the Contract of Employment between Council and the Chief Executive Officer, or the person acting in the role of Chief Executive Officer from time to time at the time the power is exercised.

**MOTION CARRIED**

28. **3:15pm – 4:00pm**

**COMMUNITY SERVICES – Special Holidays 2022 - Late**

Chief Operating Officer spoke to the report.

MATTER LEFT LYING ON THE TABLE FOR FURTHER DISCUSSION WITH COMMUNITY AND COUNCILLORS.

29. **4:00pm – 4:05pm**

**Next Council Meeting dates – 21<sup>st</sup> and 22<sup>nd</sup> September 2021 – Kirriri**

Mayor Mosby confirmed the September Ordinary meeting will be held at Kirriri on 21<sup>st</sup> and 22<sup>nd</sup> September 2021.

30. **4:05pm – 4:25pm**

**Business Arising from Information Reports**

No business arising.

31. **3:40pm – 4:55pm**

**Strategic Matters**

Cr Toby – Can staff assist with access to Trustee Fund

Cr Elisala – Staff taking issues raised on notice but not following up and the Helicopter subsidy

Cr Tamu – Informed Council he had a meeting with Minister Wyatt regarding climate change in his capacity as one of the Torres Strait 8.

Cr Lui – Unauthorised visitors via boat, are we charging mooring fees. Indigenous Procurement Policy.

Cr Trinkoon – Waste Management – sharing garbage truck, Kubin requested a truck of their own.

Cr Stephen – Invite Dr Brown to the September 2021 Ordinary meeting in relation to covid update.

Cr Noah – Cultural protocol to enter trust lands

Cr Levi – Utilising asset management plans when deputising for funding to bring TSIRC Asset up to an acceptable standard before divestment to community organisations.

Cr Fell – Regional Governance meeting on TI – Request that Mayor attend.

Cr Nona – Remote housing communities missing out. Asbestos removal in Badu. Raised the difference between the 99 year lease and the Katter lease when it comes to purchasing the house. Making ordinary meeting a three day meeting.

Cr Lui – Human Rights Act impacts and requested an information report to Council.

Cr Mosby – Raised decarbonisation case studies – utilise the data when deputising with Ministers. Work with GBK to put forward a case regarding climate change.

Cr Pearson – requested an update on the appointment of a new CEO and was advised short listing had been completed and interview to be conducted shortly.

Cr Fell raised he cannot make it to the September Ordinary meeting in person and requested the Mayor to approve his attendance via video conference.

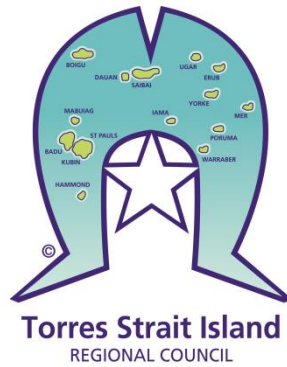
**32.      4:44pm – 4:46pm                      Closing Remarks and Prayer**

Mayor Mosby said he welcomed any recommendations from Councillor on how we do things better. Thanked CEO and staff for meeting the challenges over the past few weeks. Mayor invited Cr Fell to close the meeting in prayer.

**MEETING CLOSED – 4:46pm**

.....  
**Mr David Baldwin**  
**Acting Chief Executive Officer**  
**Torres Strait Island Regional Council**  
**21<sup>st</sup> September 2021**

.....  
**Cr Phillemon Mosby**  
**Mayor**  
**Torres Strait Island Regional Council**  
**21<sup>st</sup> September 2021**



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

**SEPTEMBER 2020**

**SPECIAL MEETING**

Thursday 10<sup>th</sup> September 2020, 9:22am – 9:52am

Video Conference

## **COUNCIL SPECIAL MEETING**

**Thursday 10<sup>th</sup> September 2020**

### **Agenda Items**

- |    |                          |   |
|----|--------------------------|---|
| 1. | <u>09:00am – 09:05am</u> | <u>Welcome and Opening Remarks</u>  |
| 2. | <u>09:05am – 09:10am</u> | <u>Apologies</u>  |
| 3. | <u>09:10am – 09:20am</u> | <u>Declaration of Conflict of Interest (COI) / Material Person Interest (MPI)</u> |
| 4. | <u>09:20am – 09:55am</u> | <u>CORPORATE – Community Grants</u>   |
| 5. | <u>09:55am – 10:00am</u> | <u>Closing Remarks and Prayer</u>   |

DRAFT

**Thursday 10<sup>th</sup> September 2020**

**Present**

Cr Phillemon Mosby, Mayor  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Conwell Tabuai, Division 3 – Saibai  
Cr Laurie Nona, Division 5 – Badu  
Cr Keith Fell, Division 4 – Mabuiag  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Francis Pearson, Division 11 – Poruma  
Cr Boggo Gela, Division 14 – Erub  
Cr Aven Noah, Division 15 – Mer

Ms Hollie Faithfull, Chief Financial Officer (Acting CEO)  
Mr Ilario Sabatino, Chief Operating Officer (COO)  
Mr David Baldwin, Head of Engineering (HOE)  
Mr Luke Ranga, Head of Corporate Affairs (HCA)  
Mrs Kathy Cochran, Senior Executive Assistant (SEA)  
Ms Naila Nomoa – Secretariat Officer (Acting SO)  
Ms Mette Nordling – Manager Governance and Compliance (MGC)

**Apologies**

Cr Dimas Toby, Division 1 – Boigu  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr Seriako Dorante, Division 8 – Kiririri  
Cr Hilda Mosby, Division 12 – Masig  
Cr Rocky Stephen, Division 13 – Ugar



**1. 9:22am – 9:24am Welcome and Opening Remarks**

- Acknowledge Traditional landowners meet.
- Elders, Leaders, past and present.
- Papa God.

Mayor Mosby invited Cr Pearson to open with prayer.

**2. 9:24am - 9:25am Apologies**

- Cr Dimas Toby, Division 1 – Boigu
- Cr Seriako Dorante, Division 8 – Kirriri
- Cr Hilda Mosby, Division 12 – Masig
- Cr Rocky Stephen, Division 13 – Ugar
- Cr Lama Trinkoon, Division 6 – Kubin, Mua Island

**RESOLUTION:**

*Moved:* Cr Levi; *Second:* Cr Tabuai

**That Council accepts the apology from the following Councillors**

- **Cr Dimas Toby, Division 1 – Boigu**
  - **Cr Seriako Dorante, Division 8 - Kirriri**
  - **Cr Hilda Mosby, Division 12 – Masig**
  - **Cr Rocky Stephen, Division 13 – Ugar and**
  - **Cr Lama Trinkoon, Division 6 – Kubin, Mua Island**
- for their absence at this meeting.**

**MOTION CARRIED**

**3. 9:25am – 9:28am Declaration of Conflict of Interest (COI) or  
Material personal interest (MPI)**

Head of Corporate Affair and Engagement reads out the name of the applicants and provide opportunity for Councillors to make their declaration.

**9:27am** - Cr Nona joined the meeting.

- *1. Mabel Walit for the eligible amount of \$2,500 exclusive of GST, as per the submitted application.*

No conflict.

- *2. Kiwat Lui for the eligible amount of \$1,500 exclusive of GST, as per the submitted application.*

Cr Lui – COI (brother)  
 Cr Levi - COI (brother-in-law, fellow minister of gospel)  
 Cr Noah – COI (brother)  
 Cr Gela – COI (uncle)  
 Cr Tabuai – COI (work colleague)

- *3. Clara Tamu for the eligible amount of \$2,500 exclusive of GST, as per the submitted application.*

Cr Tamu – COI (mother)  
 Cr Noah – COI (sister)  
 Cr Lui – COI (niece)

- *4. Sarah Whap for the eligible amount of \$2,500 exclusive of GST, as per the submitted application.*

No conflict.

#### **4. 9:28am – 9:52am**

#### **CORPORATE – Community Grants**

Head of Corporate and Engagement spoke to the report.

- *1. Mabel Walit for the eligible amount of \$2,500 exclusive of GST, as per the submitted application.*

#### **RESOLUTION**

**Moved: Cr Elisala; Second: Cr Nona**

That Council resolves to allocate Community Grant funding to the applicant Mabel Walit for the eligible amount of \$2500 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

- **2. *Kiwat Lui for the eligible amount of \$1,500 exclusive of GST, as per the submitted application.***

Cr Lui – COI (brother)

Cr Levi - COI (brother-in-law, fellow minister of the church)

Cr Noah – COI (brother)

Cr Gela – COI (uncle)

Cr Tabuai – COI (co- worker) perceived conflict

Acting Chief Executive Officer confirms there is no quorum to deal with application 2 – Kiwat Lui.

Cr Nona raised the issue that cultural protocols and sensitivities should be captured in the community grants policy and for a review to be done.

After some deliberation and due to the number of Councillors with conflicts of interest the Council unanimously decided to delegate the authority to the Acting Chief Executive Officer to process the four (4) tabled applications in accordance with the Community Grants Policy.

#### **RESOLUTION:**

***Move: Cr Pearson; Second: Cr Tabuai***

**That Council resolves to delegate the authority to the Chief Executive Officer to allocate Community Grant funding to the following applicants in accordance with the Community Grants Policy:**

**1. Mabel Walit for the eligible amount of \$2,500 exclusive of GST, as per the submitted application from Saibai community grant fund.**

**2. Kiwat Lui for the eligible amount of \$1,500 exclusive of GST, as per the submitted application from the Wug community grant fund.**

**3. Clara Tamu for the eligible amount of \$2,500 exclusive of GST, as per the submitted application from the Warraber community grant fund.**

**4. Sarah Whap for the eligible amount of \$2,500 exclusive of GST, as per the submitted application from the Mabuia community grant fund.**

**MOTION CARRIED**

Acting Chief Executive Officer asked Cr Elisala and Cr Nona to confirm they rescind moving and seconding application 1 for Mabel Walit. Both Cr Elisala and Cr Nona agreed to rescind.

**Cr Lui** – asked if there's a report on Community Grants Policy going to the next council meeting. Acting Chief Executive Officer sought approval from the Mayor to amend the agenda of the September 2020 Ordinary meeting to include the Community Grant Policy report.

**Mayor Mosby** – approve for the agenda to be amended to include the Community Grants Policy report.

**ACTION:** Secretariat to amend the September 2020 Ordinary meeting agenda to include the Community Grants Policy report.

**ACTION:** Head of Corporate Affairs and Engagement to prepare a report on the Community Grants Policy for tabling at the September 2020 Ordinary meeting.

**Acting Chief Executive Officer** – advised Council to close this meeting and pass a resolution to hold another special meeting to discuss the closed business matter as it wasn't on the agenda and to comply and follow due process.

Acting Chief Executive officer asked the Manager of Governance and compliance, Ms Mette Nordling to come up with a resolution to hold a special meeting and read out to the Council.

**RESOLUTION:**

*Moved:* Cr Nona; *Second:* Cr Tamu

**That Council resolves to call a special meeting to commence at 9.52am on Thursday 10<sup>th</sup> September 2020 to discuss a closed business matter.**

**MOTION CARRIED**

**Meeting Closed at 9:52am**

.....  
Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
21<sup>st</sup> September 2021

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
21<sup>st</sup> September 2021



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

SEPTEMBER 2020

**SPECIAL MEETING**

Thursday 10<sup>th</sup> September 2020, 9:52am – 10:32am

Video Conference

## **Thursday 10<sup>th</sup> September 2020**

### **Present**

Cr Phillemon Mosby, Mayor  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Conwell Tabuai, Division 3 – Saibai  
Cr Laurie Nona, Division 5 – Badu  
Cr Keith Fell, Division 4 – Mabuiag  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Francis Pearson, Division 11 – Poruma  
Cr Boggo Gela, Division 14 – Erub  
Cr Aven Noah, Division 15 – Mer

Ms Hollie Faithfull, Chief Financial Officer (Acting CEO)

### **Apologies**

Cr Dimas Toby, Division 1 – Boigu  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr Seriako Dorante, Division 8 – Kirriri  
Cr Hilda Mosby, Division 12 – Masig  
Cr Rocky Stephen, Division 13 – Ugar

## **COUNCIL SPECIAL MEETING**

**Thursday 10<sup>th</sup> September 2020**

### **Agenda**

- |                             |   |
|-----------------------------|---|
| 1. <u>9:52am – 09:53am</u>  | <u>Council Move into Closed Business</u>                    |
| 2. <u>9:53am – 10:30am</u>  | <u>Closed Business matter – Councillors only (no staff)</u> |
| 3. <u>10:30am – 10:30am</u> | <u>Council Move out of Closed Business</u>                  |
| 4. <u>10:30am – 10:32am</u> | <u>Closing Remarks and Prayer</u>                           |



**COUNCIL SPECIAL MEETING**

**Thursday 10<sup>th</sup> September 2020**

**Agenda Items**

1. **9:52am – 9:53am**                      **Council Move into Closed Business**

**RESOLUTION:**

*Moved:* Cr Noah; *Second:* Cr Nona

**That Council moves into closed business.**

**MOTION CARRIED**

**9:53am** - Mayor Mosby asked all staff to leave the room and informed the Acting Chief Executive Officer he will call her to come back into the meeting.

2. **9:53am – 10:30am**                      **Closed Business matter – Councillors only (no staff)**

3. **10:30am – 10:30am**                      **Council Move out of Closed Business**

**RESOLUTION:**

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

**That Council moves out of closed business.**

**MOTION CARRIED**

4. **10:30am – 10:32am**                      **Closing Remarks and Prayer**

Mayor Mosby thanked all Councillors and Acting Chief Executive Officer for their time and closed the meeting in prayer.

**Meeting Closed – 10:32am**

.....

Mr David Baldwin

Acting Chief Executive Officer

Torres Strait Island Regional Council

21<sup>st</sup> September 2021

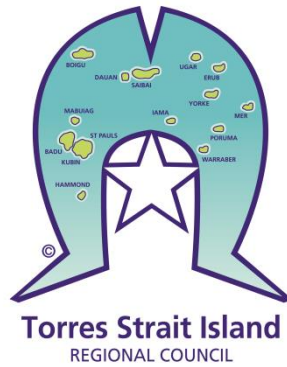
.....

Cr Phillemon Mosby

Mayor

Torres Strait Island Regional Council

21<sup>st</sup> September 2021



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

NOVEMBER 2020

**SPECIAL MEETING**

Wednesday 11th November 2020

Corporate Conference Room, Barlow Park  
Cnr of Scott and Severin Street, CAIRNS

&

VMR# 8 – 0299 165 402

## **COUNCIL SPECIAL ORDINARY MEETING**

**Wednesday 11<sup>th</sup> November 2020**

### **Agenda Items**

1. **9:17am – 9:20am** **Welcome and Opening Remarks**  
Mayor Mosby welcomed everyone to the meeting and observed a minute silence. Mayor Mosby invited Cr Levi to open the special meeting in prayer.
2. **9:20am – 9:20am** **Apologies**  
No apologies.
3. **9:21am – 9:22am** **Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**  
No declaration made. Mayor Mosby encouraged Councillors to declare at any time throughout the meeting.
4. **9:22am – 9:43am** **LEGAL – Councillor Vacancy for Division 14 (Erub)**  
Mayor Mosby and Cr Lui provided Council with a brief update on their visit to Erub and the community meeting that was held to hear the community's view. Senior Legal Counsel spoke to this report.

#### **RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Elisala

**That Council directs that the Councillor vacancy for Division 14 (Erub) be determined by calling for a by-election under the Local Government Act under the supervision and arrangement by the Electoral Commission Queensland.**

**MOTION CARRIED**

**ACTION:** ACEO to arrange for a letter to be sent to the former Councillor of Erub, thanking him for his service and wish him well in his future endeavours.

5. **9:43am – 10:45am** **TSIRC 2019/2020 Annual Report**  
Acting Chief Executive Officer spoke to this report and review the document with the full Council.  
  
**ACTION:** Cr Nona requested through the Mayor that his attendance record be checked and clarified before printing.

#### **RESOLUTION:**

*Moved:* Cr Noah; *Second:* Cr Toby

**That Council resolves to:**

1. **Adopt the Annual Report for the period of 1 July 2019 to 30 June 2020 for the Torres Strait Island Regional Council in accordance with the requirements of the *Local Government Act 2009* and associated regulation.**
2. **Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to finalise all matters associated with publishing this report.**

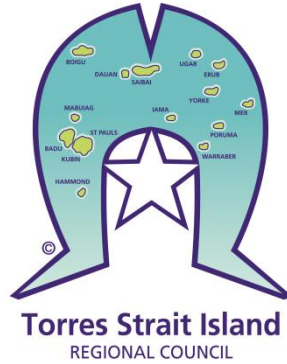
**MOTION CARRIED**

6. **10:45am – 10:46am** **Closing Remarks and Prayer**  
Mayor Mosby closed the special meeting.

.....  
**David Baldwin**  
**Acting Chief Executive Officer**  
**Torres Strait Island Regional Council**

.....  
**Phillemon Mosby**  
**Mayor**  
**Torres Strait Island Regional Council**

DRAFT



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

MARCH 2021

**SPECIAL MEETING**

Thursday 11<sup>th</sup> March 2021

Video Conference

**Thursday 11<sup>th</sup> March 2021**

**Present**

Mayor Phillemon Mosby

Cr Dimas Toby – Division 1 - Boigu

Cr Torenzo Elisala – Division 2 – Dauan

Cr Laurie Nona – Division 5 - Badu

Cr Lama Trinkoon – Division 6 – Kubin Community

Cr John Levi – Division 7 – St Pauls Community

Cr Seriako Dorante – Division 8 - Kiriri

Cr Getano Lui – Division 9 - Iama

Cr Kabay Tamu – Division 10 - Warraber

Cr Francis Pearson – Division 11 - Poruma

Cr Hilda Mosby – Division 12 - Masig

Cr Rocky Stephen – Division 13 - Ugar

Cr Boggo Gela – Division 14 - Erub

Cr Aven Noah – Division 15 – Mer

Mr Ilario Sabatino, Acting Chief Executive Officer

Ms Hollie Faithfull, Chief Financial Officer

Mr Julian Bodenmann – Preston Law

Mrs Ursula Nai, Senior Executive Assistant

Mrs Kathy Cochran, Secretariat Officer

**Apology**

Cr Conwell Tabuai – Division 3 - Saibai

Cr Keith Fell – Division 4 - Mabuiag

**COUNCIL SPECIAL MEETING**

**Thursday 11<sup>th</sup> March 2021**

**Agenda Items**

- |    |                            |  |
|----|----------------------------|--|
| 1. | <u>10:00am – 10:05am</u>   | <u>Welcome and Opening Remarks</u>                                       |
| 2. | <u>10:05am – 10:10am</u>   | <u>Apologies</u>   |
| 3. | <u>10:10am – 10:20am</u>   | <u>Declaration of Conflict of Interest (COI) Prescribed / Declarable</u> |
| 4. | <u>10:20am – 10:40am</u>   | <u>COUNCIL MOVE INTO CLOSED BUSINESS</u>                                 |
| 5. | <u>10:40am – 11:00am</u>   | <u>MAYOR – CB - Employment Matter</u>                                    |
| 6. | <u>11:00am – 11:55am</u>   | <u>COUNCIL MOVE OUT OF CLOSED BUSINESS</u>                               |
| 7. | <u>11:55am – 12:00noon</u> | <u>Closing Remarks and Prayer</u>  |



## **COUNCIL SPECIAL MEETING**

**Thursday 11<sup>th</sup> March 2021**

**1. 10:05am – 10:06am**

**Welcome and Opening Remarks**

Mayor Mosby welcomed Councillors and staff to the meeting. He acknowledged and gave thanks to Papa God and paid respects to;

- Traditional owners across Zenadth Kes
- Traditional owners for the Cairns area and
- Families in sorry business

Mayor Mosby invited Cr Levi to open the meeting in prayer and Council observed a minute silence for families in sorry business.

**2. 10:08am – 10:10am**

**Apologies**

- Cr Conwell Tabuai – Division 2 - Saibai
- Cr Keith Fell – Division 4 - Mabuiag

**10:09am** – Cr Elisala joined the meeting.

**RESOLUTION:**

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

**That Council accepts the apology of Cr Conwell Tabuai and Cr Keith Fell for their attendance at this Special meeting.**

**MOTION CARRIED**

**3. 10:08am – 10:08am**

**Declaration of Conflict of Interest (COI) Prescribed / Declarable**

No declaration made.

**4. 10:08am – 12:06am**

**COUNCIL MOVE INTO CLOSED BUSINESS**

**10:13am** – Cr Nona joined the meeting

**10:13am** – Secretariat Officer left the meeting

**RESOLUTION:**

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

**That in accordance with section 254J (3)(e) of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:**

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

**MOTION CARRIED**

**5. MAYOR – CB - Employment Matter**

6. 12:06am – 12:07am

COUNCIL MOVE OUT OF CLOSED BUSINESS

RESOLUTION:

*Moved:* Cr Dorante; *Second:* Cr Tamu

That Council move out of closed business.

MOTION CARRIED

5. MAYOR – CB – Employment Matter

RESOLUTION:

Moved: Cr Noah; Second: Cr Trinkoon

That Council resolves to delegate to the Mayor authority to advance the negotiation regarding the employment contract considered at the closed session of this meeting, on the terms set out at the closed session of this meeting.

MOTION CARRIED

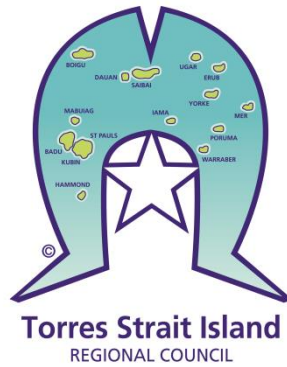
7. 12:07am – 12:08pm

Closing Remarks and Prayer

Mayor thanked everyone for their attendance and declared the special meeting closed.

.....  
David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
21<sup>st</sup> September 2021

.....  
Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
21<sup>st</sup> September 2021



# MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

JUNE 2021

**SPECIAL MEETING**

Friday 18<sup>th</sup> June 2021

Video Conference

## **COUNCIL SPECIAL MEETING**

**Friday 18<sup>th</sup> June 2021**

### **Agenda Items**

- |    |                            |  |
|----|----------------------------|--|
| 1. | <u>10:00am – 10:05am</u>   | <u>Welcome and Opening Prayer</u>  |
| 2. | <u>10:05am – 10:10am</u>   | <u>Apologies (Cr Tabuai, Cr Elisala)</u>                                 |
| 3. | <u>10:10am – 10:20am</u>   | <u>Declaration of Conflict of Interest (COI) Prescribed / Declarable</u> |
| 4. | <u>10:20am – 11:55am</u>   | <u>Community Grants Applications</u>                                     |
| 5. | <u>11:55am – 12:00noon</u> | <u>Closing Remarks and Prayer</u>  |

DRAFT

**SPECIAL Meeting – 18<sup>th</sup> June 2021**

**PRESENT:**

Cr Conwell Tabuai, Division 3 – Saibai  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu (phone – Darwin)  
Cr Lama Trinkoon, Division 6 – Kubin, Mua Island  
Cr John Levi, Division 7 – St Pauls, Mua Island  
Cr Seriako Dorante, Division 8 – Kiririri (phone)  
Cr Getano Lui Jnr, Division 9 – Iama  
Cr Hilda Mosby, Division 12 – Masig  
Cr Rocky Stephen, Division 13 – Ugar (Cairns)  
Cr Aven Noah, Division 15 – Mer

Mr David Baldwin, Acting Chief Executive Officer (ACEO)  
Ms Hollie Faithfull, Chief Financial Officer (CFO)  
Mr Adeah Kabai, Acting Chief Engineer (ACE)  
Mr Peter Krebs, Senior Legal Counsel  
Ms Ursula Nai, Senior Executive Assistant (SEA)  
Ms Kathy Cochran, Secretariat Officer (SO)

**APOLOGY:**

Cr Dimas Toby, Division 1 – Boigu  
Cr Francis Pearson, Division 11 – Poruma  
Cr Kabay Tamu, Division 10 – Warraber  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Jimmy Gela, Division 14 – Erub

## **COUNCIL SPECIAL MEETING**

**Friday 18<sup>th</sup> June 2021**

### **Agenda Items**

1. 10:00am – 10:05am Welcome and Opening Prayer

Cr Lui, Deputy Mayor welcomed everyone to the Special Meeting and informed he will Chair the meeting as the Mayor has given an apology, he is attending to another commitment.

Cr Lui invited Cr Fell to open the meeting in prayer.

2. 10:05am – 10:10am Apologies (Cr Tabuai, Cr Elisala)

Apologies received from the following Councillors;

- Cr Elisala, Division 2 – Dauan (other commitments)
- Cr Toby, Division 1 – Boigu (other commitments)
- Cr Pearson, Division 11 – Poruma (other commitments)
- Cr Tamu, Division 10 – Warraber (other commitments)
- Cr Jimmy Gela, Division 14 – Erub (sorry business)
- Mayor Phillemon Mosby (other commitments)

#### **RESOLUTION:**

*Moved:* Cr Levi; *Second:* Cr Noah

That Council accepts the apology of Cr Torenzo Elisala, Cr Dimas Toby, Cr Francis Pearson, Cr Kabay Tamu, Cr Jimmy Gela, and Cr Phillemon Mosby for their absence at this Special meeting.

**MOTION CARRIED**

3. 10:10am – 10:20am Declaration of Conflict of Interest (COI) Prescribed / Declarable

- Cr Tabuai declared a declarable conflict of interest in the application from Thugarr Warriors – Cr Tabuai is the Coach.

4. 10:20am – 11:55am Community Grants Applications

#### **Applicant 1 – Urab Dart Team**

#### **RESOLUTION:**

*Moved:* Cr Nona; *Second:* Cr Tabuai

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

- Urab Dart Team for the eligible amount of \$1,819.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 2 – Thugerr Warriors RLFC**

- COI - Cr Tabuai declared a declarable conflict of interest as he is the coach of the team. Council agree for Cr Tabuai to remain in the room for the discussion but not vote on the matter.

#### **RESOLUTION:**

*Moved: Cr Noah; Second: Cr Fell*

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

- Thugerr Warriors RLFC for the eligible amount of \$2,000.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 3 – Dauan Community Group**

#### **RESOLUTION:**

*Moved: Cr Fell; Second: Cr Noah*

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

- Dauan Committee Group for the eligible amount of \$10,000.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 4 – Boeygu Ekalasiyaw Buway**

#### **RESOLUTION:**

*Moved: Cr Trinkoon; Second: Cr Fell*

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

- Boeygu Ekalasiyaw Buway for the eligible amount of \$7,320.94 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 5 – Gelam Youth Sports and Rec**

#### **RESOLUTION:**

*Moved: Cr Noah; Second: Cr Trinkoon*

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

- Gelam Youth Sports & Rec for the eligible amount of \$4,939.80 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 6 – Simon Naawi**

##### **RESOLUTION:**

*Moved:* Cr Mosby; *Second:* Cr Tabuai

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

- **Simon Naawi for the eligible amount of \$1,547.00 exclusive of GST, as per the submitted application.**

**MOTION CARRIED**

#### **Applicant 7 – Saibai Stags**

- COI – Chief Engineer, Mr Adeah Kabai declared a declarable conflict as he is a member of the Saibai Stags organising committee. Council allows Mr Adeah Kabai to remain in the room as he is not deciding or voting on the matter.

##### **RESOLUTION:**

*Moved:* Cr Noah; *Second:* Cr Nona

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

- **Saibai Stags for the eligible amount of \$3,465.00 exclusive of GST, as per the submitted application.**

**MOTION CARRIED**

#### **Applicant 8 – TSI Anglican**

Council had a robust discussion about the Community Grants Policy. Senior Legal Counsel provided legal advice to Council around the delegation of the Chief Executive Officer.

##### **RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Noah

**Council resolves to delegate the matter to the Acting Chief Executive Officer to decide the application.**

**MOTION CARRIED**

**ACTION:** Council to review and have further discussion regarding the Community Grant Policy

#### **Applicant 9 – Kigu Dance Team**

##### **RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Noah

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

- **Kigu Dance Team for the eligible amount of \$4,000.00 exclusive of GST, as per the submitted application subject to confirmation by close of business on 25<sup>th</sup> June 2021 that the Zenadth Kes Festival is still happening.**

**MOTION CARRIED**



**ACTION:** Community Grants to get confirmation from the Festival committee of the Zenadth Kes Festival that the event is still proceeding by close of business Friday 25<sup>th</sup> June 2021.

Cr Hilda Mosby raised a point regarding a previous community grant application being granted and then the event got cancelled and the money was paid back to Council from the supplier and Cr Mosby was not notified of this process. Suggested the process be amended to include keeping the Councillor informed if the money is refunded back into the community grants total and provide the reason.

**ACTION:** Chief Financial Officer to take on notice and have the discussions with the Community Grants Team and Cr Mosby to have the process changed to include notifying the Councillor of any changes to funds be refunded etc.

**Applicant 10 – Besi Darts Team**

- COI - Cr Fell declared a prescribed conflict of interest as he is a member of the Besi Darts Team. Cr Fell left the room at 11:13am.

**RESOLUTION:**

Moved: Cr Tabuai; Second: Cr Mosby

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

- Besi Darts Team for the eligible amount of \$2,916.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

11:15am - Cr Fell back in the room

**Applicant 11 – St Mary's Church**

**RESOLUTION:**

Moved: Cr Tabuai; Second: Cr Noah

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

- St Mary's Church for the eligible amount of \$1,000.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

**Applicant 12 – Sania Whap**

**RESOLUTION:**

Moved: Cr Nona; Second: Cr Tabuai

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

- Sania Whap for the eligible amount of \$1,000.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 13 – Bau Au Stingers Womens Rugby League Team**

##### **RESOLUTION:**

*Moved:* Cr Trinkoon; *Second:* Cr Nona

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

- Bau Au Stingers Womens Rugby League Team for the eligible amount of \$4,700.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 14 – Goemu Bau Raiders Rugby League Team**

##### **RESOLUTION:**

*Moved:* Cr Nona; *Second:* Cr Levi

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

- Goemu Bau Raiders Rugby League Team for the eligible amount of \$4,700.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 15 – Dauan Campus Sport Carnival**

##### **RESOLUTION:**

*Moved:* Cr Tabuai; *Second:* Cr Nona

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

- Dauan Campus Sport Carnival for the eligible amount of \$2,000.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 16 – Boigu Community**

Note: Cr Toby requested the amount be increased to the remaining amount available in Funds. Advice received; the Policy states the amount that can be granted can only be the amount stated on the application.

##### **RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Noah

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

- Boigu Community for the eligible amount of \$900.00 exclusive of GST, as per the submitted application.

**MOTION CARRIED**

#### **Applicant 17 – Ugar Community**

Cr Stephen informed Council the funds are for the charter of four helicopters to take community members to Erub for the 150<sup>th</sup> Coming of the Light celebrations. Council had a robust discussion regarding the Community Grants Policy and Procedures

Chief Financial Officer noted that the increased amount of \$17700 is outside of Policy and it may be raised at Audit. Chief Financial Officer explained the Audit process around deficiency, significant deficiency, and other matter.

**ACTION:** CFO to bring the Community Grant Policy and Procedure to SARG for review to capture and recognise Island Kastom.

- COI – Cr Stephen declares a declarable conflict of interest as some of the community members travelling are related. Council allows Cr Stephen to remain in the room and participate in the discussion and allow to vote on the matter.

#### **RESOLUTION:**

*Moved:* Cr Tabuai; *Second:* Cr Noah

**Council resolves to allocate Community Grants Program funding to the following applicants in accordance with the Community Grants Policy to Ugar Community for the eligible amount of \$17,700.00 exclusive of GST, Council notes that this grant is outside of Council Community Grants Procedure, but due to the significance of the Coming of the Light 150<sup>th</sup> anniversary celebrations under Ailan Kastom resolves to make the grant as an exception to the policy.**

**MOTION CARRIED**

#### **Applicant 18 – Ms Maryanne Barsa**

#### **RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Tabuai

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

- **Ms Maryanne Barsa for the eligible amount of \$1,000.00 exclusive of GST, as per the submitted application.**

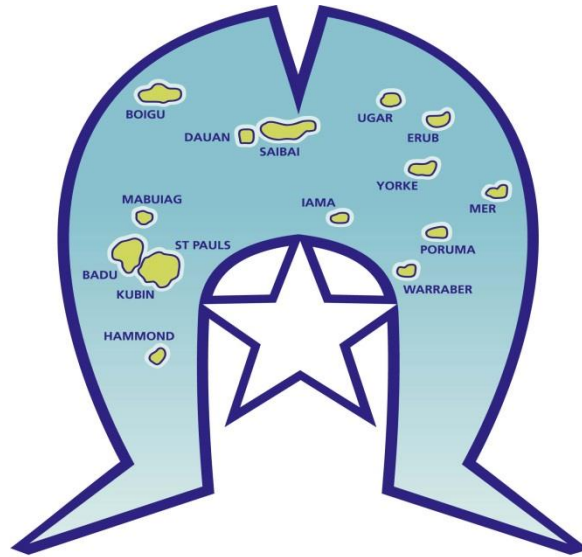
**MOTION CARRIED**

5. 11:55am – 12:00noon

Closing Remarks and Prayer

Deputy Mayor thanked everyone for their attendance and Cr Tabuai for his flexibility and invited Cr Levi to close the meeting prayer.

**Meeting Closed – 11:56am**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 2<sup>nd</sup> September 2020

Time: 09:00am – 2:00pm

Venue: Video conference – VMR# 8 – 02 9916 5402

**SARG Meeting  
Video Conference**

**Tuesday 2<sup>nd</sup> September 2020  
09:00am – 2:00pm**

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**Present:**

Mayor Mosby (Cairns)  
Cr Aven Noah (Mer)  
Cr Getano Lui Jnr (Iama)  
Cr Hilda Mosby (Masig)  
Cr Francis Pearson (Poruma)  
Hollie Faithfull, acting Chief Executive Officer (Cairns)  
Ilario Sabatino, Chief Operating Officer (Hammond)  
Peter Krebs, Senior Legal Counsel (via phone)  
Luke Ranga, Head of Corporate Affairs and Engagement (Cairns)  
Mette Nordling, Manager Governance and Compliance (Cairns)  
Ursula Nai, Senior Executive Assistant (Thursday Island)

**Apologies:**

Cr Keith Fell, SARG Member  
Cr Torenzo Elisala, SARG Proxy Member  
Cr Rocky Stephen (Ugar)  
David Baldwin, Chief Engineer (Cairns)  
Naila Nomoa, acting Secretariat (Cairns)

**Opening Prayer:**

Mayor Mosby invited Cr Noah to open the SARG meeting in prayer.

**Acknowledgements:**

Mayor Mosby acknowledged and paid respects to Traditional owners of the land on which we meet.

**COI/ MPI Disclosures:**

Mayor Mosby

- Gur A Baradharaw Kod - Director
- Malu Lamar – Director
- Porumalgal RNTBC Chair

Cr Noah

- Torres Strait Regional Authority – Board Member
- RNTBC – Mer Ged Kem Le – staff member

Cr Lui

- Torres Strait Regional Authority – Board Member

Cr Mosby

- Torres Strait Regional Authority – Board Member
- Masigal PBC – Board Member

### **Outstanding Strategic Action Items**

- Action Items updated

Minutes – SARG Meeting – July

Minutes will be provided at the next SARG meeting.

### **Minutes – SARG Meeting – 10<sup>th</sup> August 2020**

Minutes to be amended to remove Gur A Baradharaw Kod and Malu Lamar from Cr Noah COI/MPI Disclosures.

Minutes to be amended to add Porumalgal RNTBC Chair as a COI/MPI Disclosure for Mayor Mosby.

### **RESOLUTION:**

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

**That the minutes of the SARG meeting held on 10<sup>th</sup> August 2020 is endorsed as an accurate record of that meeting taking into account the above amendment.**

**MOTION CARRIED**

### **Strategic Updates:**

#### **a. Acting Chief Executive Officer: -**

#### **1. SARG Meeting Dates**

Acting Chief Executive Officer spoke to this report.

A robust discussion was held around the dates for the Standing Committee and the Senior Executive Assistant will liaise with Committee Chair's for dates that align to their calendar's and SARG.

**ACTION:** Senior Executive Assistant to provide a paper to the next SARG on the proposed Committee Dates for this quarter.

### **RESOLUTION:**

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

**That the Strategic Advisory Reference Group review and confirm the following meeting dates for 2020**

### **Option 2 – 2 weeks before Council Meeting**

- **Tuesday 6th October 2020 (1pm – 4pm)**
- **Tuesday 3rd November 2020 (1pm – 4pm)**
- **Friday 27th November 2020 (1pm – 4pm)**

### **MOTION CARRIED**

## **2. Christmas Shutdown Dates**

Acting Chief Executive Officer spoke to this report.

Cr Lui would like the title of the report changed from Christmas Shutdown to Christmas Break Period and for staff to be aware that they will be required to work if and when required.

**ACTION:** Chief Executive Officer to work with Chief Engineer and Chief Operating Officer to prepare an Information Report to Council on the roster of staff over the Christmas Break Period.

SARG members noted the report and supported the closure.

## **3. LGAQ Membership**

Head of Corporate Affairs and Engagement spoke to this briefing paper and provided SARG a review and overview of TSIRC's LGAQ membership.

Benefits included within Membership are:

- Advocacy
- Indigenous Leadership Forum (ILF)
- Support and Resources
- Human Resources
- Procurement
- Legal Opinions
- Insurance
- Enterprise Risk Management (ERM)
- Training

The Head of Corporate Affairs and Engagement strongly recommends that Council remains a member of LGAQ, however a comprehensive gap analysis is recommended to drive value for money and further ensure a full realisation of the membership benefits which would include:

1. Detailed overview sessions for all Managers within Council, including:
  - Establishing individual access and training for LG Online (member-only portal).
  - Dedicated intranet page and quick reference guide provided on services available and how to access.
2. Detailed overview of services provided to all Councillors, as part of the Elected Member Update (EMU), scheduled for the November 2020 workshop in Cairns, and also including:
  - Established individual access and training for LG Online (Member only portal).

- Dedicated intranet Page and quick reference guide provided on services available and how to access.

Mayor Mosby has requested a complete gap analysis on the value for money vs LGAQ engagement with Councillors and their powers of veto as trustee and all TSIRC Managers including Divisional Managers and Divisional Engineering Officers in our region.

Deputy Mayor Lui would like evidence of how LGAQ has utilised our contribution to help the people and communities of the Torres Straits.

The current membership is paid until 30 June 2021.

The Chief Operating Officer would like the alliance between the state and LGAQ in relation to the training fund looked into or if there is an option for TSIRC to have this relationship directly with the state.

**ACTION:** Head of Corporate Affairs and Engagement to complete a gap analysis on the value for money vs LGAQ engagement with Councillors and TSIRC Managers including Divisional Managers and Divisional Engineering Officers also to provide further information on what services LGAQ provide.

**ACTION:** Head of Corporate Affairs and Engagement to provide training to all Managers on LGAQ and the services they provide and how to access these services and how this benefits the Torres Strait Communities.

#### **4. Local Housing Plan**

Mayor Mosby welcomed Zachariah Matysek and Tim Poole from the Housing Unit of the Department of Housing and Engagement and Partnerships Team of the Department of Housing and Public Works to discuss the Local Housing Plans they would like to develop in the TSIRC footprint.

The Local Housing Plans are a key commitment under the Aboriginal and Torres Strait Islander Housing Action Plan.

The Local Housing Plan is action 1 of the Aboriginal and Torres Strait Islander Housing Action Plan and the Department of Housing and Public Works is committed and supporting healthy and empowered Aboriginal and Torres Strait Islander communities through local decision making, opportunity for each community to be involved with key stakeholders to come together and discuss the aspirations for the region and together draft a plan and way forward for each division. Key stakeholders would be:

- TSIRC Council Staff
- Traditional Owners
- Community Members

Zachariah would like to discuss the possibility of the Department of Housing and Public Works request for TSIRC support for the following:



1. To deliver the Local Housing Plan sessions to each island via TSIRC existing Video Conferencing facilities.
2. What support would TSIRC be able to provide on the ground to facilitate these workshops

Mayor Mosby has requested the Departments reasoning behind virtual meetings rather than face to face sessions in each division. Tim mentioned there are a number of reasons however the main reason for this request is due to COVID-19 restrictions and the timing to undertake some of the engagement prior to the regional summit.

Mayor Mosby, Deputy Mayor Lui and Cr Noah discussed their concerns regarding the importance and sensitivity of the topics that will be discussed and believe that these sessions must be held face to face in each community.

Mayor Mosby also mentioned the disadvantages of our broadband width within the TSIRC region and connectivity of using Video Conferencing.

SARG members are in support of the sessions being:

1. In person face to face sessions
2. Sessions are to be COVID Safe and in a cultural appropriate setting
3. 2 weeks' notice

Deputy Mayor Lui would like the Housing Standing Committee to add this topic to their agenda.

Mayor Mosby has nominated Chief Operating Officer as TSIRC key contact on this housing plan to work with Department of Housing and Public Works.

**ACTION:** Zachariah Matysek to forward a digital copy of the Aboriginal and Torres Strait Islander Housing Action Plan to SARG members.

**ACTION:** The Secretariat to add Local Housing Plan as a Standing Agenda Item at their committee meeting.

**ACTION:** Senior Executive Assistant to send Chief Operating Officers details to Zachariah as he will be TSIRC key contact.

## **5. TCICA Membership**

The Chief Operating Officer spoke to this report and a robust discussion was held.

The Deputy Mayor commended the Chief Operating Officer on the structure of the report as this clearly outlines how the report relates to the Councillor and community.

Mayor Mosby confirms that membership is \$10,000.00 and is currently outstanding

### **RESOLUTION:**

Moved: Cr Noah; Second: Cr Hilda Mosby

**That Council resolve that TCICA:**

- **Membership is not renewed. TSIRC to firmly retain Cultural Integrity, Relevance, and purpose as standalone entity.**
- **Non-member relations be maintained same as with other indigenous councils. Engagement enabled through invitations from either party that is consistent with other councils' connections with TCICA.**
- **Focus and resources (10k) is optimised and channelled to TSIRC priorities i.e. strengthening of Regional Governance between TSIRC, TSC and NPARC**

**b. Mayor Update:**

Mayor Mosby asked all staff to leave the discussion.

**RESOLUTION:**

Moved: Cr Hilda Mosby; Second: Cr Aven Noah

**That in accordance with section 275 (1) of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:**

**h) Business for which public discussion would be likely to prejudice the interests of Council or someone else or enable a person to gain a financial advantage.**

**MOTION CARRIED**

**RESOLUTION:**

Moved: Cr Aven Noah; Second: Cr Hilda Mosby

**That Council move out of Closed Business**

**MOTION CARRIED**

**Mayors Update**

**1. Local Housing Plan**

Mayor Mosby spoke to this report and reiterated what was discussed in previous Local Housing session.

**2a. Terms of Reference for Cultural, Arts and Heritage – Cr. Aven Noah**

**2b. Terms of Reference for the Governance and Leadership Committee – Cr. Getano Lui**

**2c. Terms of Reference for Economic Growth Committee – Cr. Rocky Stephen**

**2d. Terms of Reference for Safe and Healthy Communities – Cr. Keith Fell**

**2e. Terms of Reference for Climate Change Adaptation and Environment Committee – Cr. Hilda Mosby**

**2f. Terms of Reference for Strategic Action Reference Group (SARG) – Mayor Phillemon Mosby**

Manager of Governance spoke to all six reports. The reports have been updated as per discussions from August Council Meeting along with the members' update.

The Mayor would like Housing to be added to the title of the Safe and Healthy Communities Committee. All SARG members agreed the new name would be Housing and Safe and Healthy Communities Committee.

The Mayor has been added as a member of each of the standing committees however there is only a certain number of meetings the Mayor is required to attend.

The committee chairs are able to invite external stakeholders to deputise with their committee however they would not have voting rights. The standing committees must feed back into SARG and back to Council Meetings.

SARG members accepted all changes and recommended the reports be adopted at the upcoming September Council Meeting.

**ACTION:** Manager of Governance to include a proxy member into all Committee Terms of Reference

**ACTION:** Senior Executive Assistant to liaise with the Chair each committee for dates for their first quarterly meeting.

**ACTION:** Manager of Governance to change the title of the Safe and Healthy Communities Committee to Housing and Safe and Healthy Communities Committee.

## **2. State Deputations**

Mayor Mosby and the Chief Engineer provided a verbal update on the State Deputations attended by the Mayor, acting Chief Executive Officer and Chief Engineer earlier in the week.

Mayor Mosby thanked the acting Chief Executive Officer, Chief Engineer and Head of Corporate Affairs and Engagement for their contributed effort in.

## **3. November Workshop**

Cr. Getano Lui would like team building session for Councillors to productive and provide outcomes and benefit to the Councillors.

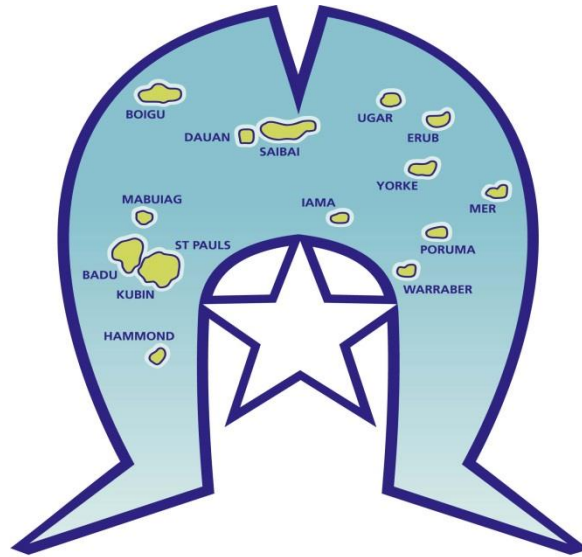
**ACTION:** Senior Executive Assistant to send out email to Councillors for their suggestions on Team Building activities for inclusion in the November workshop

## **4. Next SARG Meeting Date**

6<sup>th</sup> October 2020

**ACTION:** Manager of Governance to update the meeting handbook and provide the draft handbook for review at the next SARG meeting

Meeting Closed in Prayer by Cr Hilda Mosby.



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Friday 16<sup>th</sup> October 2020

Time: 9:17am – 12:00pm

Venue: Video conference – VMR# 8 – 02 9916 5402

**SARG Meeting  
Video Conference**

**Friday 16<sup>th</sup> October 2020  
9:17am – 12:00pm**

---

**Present:**

Mayor Mosby (Cairns)  
Cr Aven Noah (Mer)  
Cr Getano Lui Jnr (Iama)  
Cr Hilda Mosby (Masig)  
Cr Keith Fell, SARG Member  
Cr Francis Pearson (Poruma)  
Cr Rocky Stephen (Ugar)  
Cr Torenzo Elisala, SARG Proxy Member  
Hollie Faithfull, Acting Chief Executive Officer (Cairns)  
Ilario Sabatino, Chief Operating Officer (Hammond)  
David Baldwin, Chief Engineer (Cairns)  
Ms Nicola Daniels, Acting Chief Financial Officer (Cairns)  
Peter Krebs, Senior Legal Counsel (via phone)  
Luke Ranga, Head of Corporate Affairs and Engagement (Cairns)  
Mette Nordling, Manager Governance and Compliance (Cairns)  
Ursula Nai, Senior Executive Assistant (Thursday Island)

**Apologies:**

Nil. Mayor advised SARG Cr Mosby is running a little late.

**Welcome (Chair):**

Mayor Mosby acknowledged and paid respects to;

- Our Heavenly Father
- Traditional owners of the land on which we are dialling in from
- Acting CEO and staff

**Opening Prayer:**

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

**COI/ MPI Disclosures:**

No declaration. Mayor encouraged SARG to make a declaration at any time.

**Outstanding Strategic Action Items**

- Action Items updated

## **Minutes – SARG Meeting – 2<sup>nd</sup> September 2020**

### **RESOLUTION:**

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

**That the minutes of the SARG meeting held on 2<sup>nd</sup> September 2020 is endorsed as an accurate record of that meeting.**

**MOTION CARRIED**

### **Strategic Updates:**

#### **a. Acting Chief Executive Officer: -**

##### **1. 2019/2020 Year End Audit Management Report**

Acting Chief Executive Officer spoke to this report and briefed SARG summary.

Cr Lui commended and congratulation Acting Chief Executive Officer and her team on an unqualified report.

A report will be going to the full Council in October seeking a resolution.

##### **2. LEGAL – Proposed Moa Quarry**

9:59am – Cr Hilda Mosby – Division 12 joined the meeting.

Cr Getano Lui declared a COI as a relative.

Manager of Legal Services spoke to this report.

Mayor would like an invitation extended to Mualgal Holdings to present to the new Council.

**ACTION:** Manager Legal Service to extend an invitation to Mualgal Holdings to present at the November/December Ordinary meeting.

##### **3. LEGAL – Church use of Council facilities**

Manager of Legal Services spoke to this report.

The process needs to be formalised through a policy and have procedures in place to be part of the licence requirements. Cr Lui also flagged when drafting the policy to adhere to the sensitivity of the issue.

#### **4. Closed Business – Risk**

Chief Operating Officer spoke to this report.

##### **RESOLUTION:**

Moved: Cr Noah; Second: Cr Stephen

**That in accordance with section 275 (1) of the Local Government Regulation 2012 (Qld) it is resolved for the meeting to go into closed session to discuss matters of the following nature:**

**h) Business for which public discussion would be likely to prejudice the interests of Council or someone else or enable a person to gain a financial advantage.**

**MOTION CARRIED**

- Closed Business – Risk

##### **RESOLUTION:**

Moved: Cr Aven Noah, Second: Cr Hilda Mosby

**That Council move out of Closed Business**

**MOTION CARRIED**

#### **b. Mayor Update:**

##### **1. Standing Committee's Update on Dates**

Mayor Mosby advised SARG that the meeting dates for the Standing Committee meetings needs to be endorsed by the Council and advertised and uploaded to the website.

**ACTION:** Senior Executive Assistant will contact each Chair of the Standing Committees to work on the dates for their quarterly meetings. Then present dates to the Council for endorsement.

##### **2. Regional Assembly – Project Manager Position**

Mayor Mosby spoke to this item. To progress we will need to:

- Develop a Steering Committee
- Develop the Terms of Reference for the Committee
- Appoint a Project Manager to drive this project forward.

There is a budget of \$20k, we will need to approach TSRA for more funds and TSC and NPARC for their contribution towards the project as discussed in previous discussion.

Resolution to go to the Minister for approval. TSRA currently in Caretaker mode.

### 3. Strategic Plans and Policies

- Enterprise Divestment – update provided
- DOGIT Transfer Plan – A process currently in place
- DOGIT - Work with Standing Committee on what funds are available. What will be the process for the DOGIT Trust Funds? Develop a Policy and Procedure. Workshop in a community meeting, the minutes to then be presented to the CFO/CEO to determine between Capital and Operational.

**ACTION:** Paper to come to Council to change the name of Culture, Arts, Land and Heritage. All Councillors support.

- Regional ILUA – update provided

### 4. Proposed change to Head Office for TSIRC

Current head office in on Hammond Island which is our registered business address. Cr Lui suggested the discussion be held at the Council meeting. Cr Fell understands for the office to sit on one of the outer islands and raised the fact that all government agencies are located on TI. Cr Hilda Mosby raised the fact that the current office is too close to another Local Government Council (Torres Shire Council). Mayor Mosby made it clear he has no interest in having the head office on Poruma. Mayor suggested we consider the Pros and Cons

**ACTION:** Senior Executive Assistant to send out email to Councillors for their suggestions on Team Building activities for inclusion in the November workshop

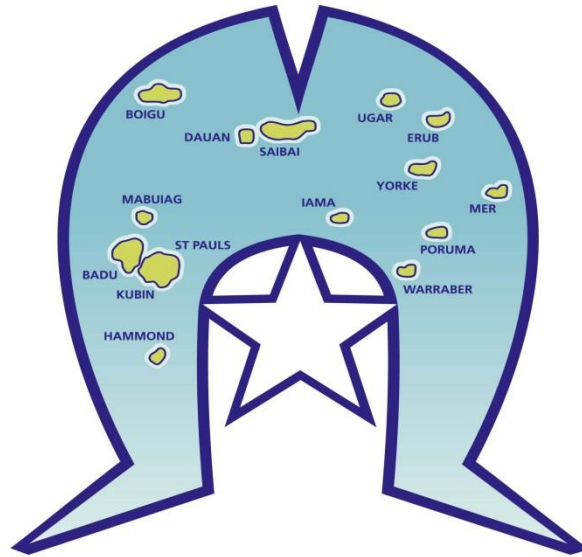
### Next SARG Meeting Date

3<sup>rd</sup> November 2020

**ACTION:** Manager of Governance to update the meeting handbook and provide the draft handbook for review at the next SARG meeting

Meeting Closed in Prayer by Cr Hilda Mosby.





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 3<sup>rd</sup> November 2020

Time: 1:15pm – 2:00pm

Venue: Video conference – VMR# 8 – 02 9916 5402

**SARG Meeting  
Video Conference**

**Tuesday 3<sup>rd</sup> November 2020  
1:15pm – 2:00pm**

---

**Present:** Mayor Mosby (Cairns)  
Cr Getano Lui Jnr (Iama)  
Cr Rocky Stephen (Cairns)  
Cr Aven Noah (Mer)  
Hollie Faithfull, Acting Chief Executive Officer (Cairns)  
Ilario Sabatino, Chief Operating Officer (Hammond)  
David Baldwin, Chief Engineer (Cairns)  
Julia Maurus, Manager Legal Services (via phone)  
Ursula Nai, Senior Executive Assistant (Cairns)  
Kathy Cochran, Secretariat Officer (Cairns)

**Apologies:** Cr Keith Fell, SARG Member (Mabuiag)  
Cr Hilda Mosby, SARG Member (Masig)  
Cr Torenzo Elisala, SARG Proxy Member (Dauan)

**Opening Prayer:**

Mayor Mosby invited Cr Stephen to open the SARG meeting in prayer.

**Acknowledgements:**

Mayor Mosby acknowledged and paid respects to Traditional owners of the land on which we meet (Cairns) and the Zenadth Kes Region. Mayor also paid respect and condolences to families in sorry business.

Mayor welcomed the Chief Executive Officers, Councillors, and staff and informed SARG, Cr Mosby may join the meeting later as she is attending to another matter on ground.

**Apologies:**

Moved: Cr Stephen; Second: Cr Noah

**That the apology of Cr Keith Fell and Cr Hilda Mosby be accepted.**

**MOTION CARRIED**

**COI/ MPI Disclosures:**

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

### **Outstanding Strategic Action Items**

- Action Items updated

**ACTION:** Add Churches in-kind support for VC and conference rooms for inclusion in discussion of in-kind policy at November workshop.

**ACTION:** Team to ensure regular update is provide to SARG on action items until completed.

Mayor requested an update on the Regional Assembly and the position of a Project Manager assigned to commencing the groundwork for the Assembly and informed SARG the project has the full support of the Council. CEO informed SARG the Team is waiting on Legal advice on whether to have it in house or with TSRA.

### **Minutes – SARG Meeting – 10<sup>th</sup> August 2020**

Amendment – Cover sheet – date of the meeting to read 16<sup>th</sup> October 2020.

Amendment – Mayor Update – numbering of items to be corrected.

#### **RESOLUTION:**

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

**That the minutes of the SARG meeting held on 16<sup>th</sup> October 2020 is endorsed as an accurate record of that meeting taking into account the above amendment.**

**MOTION CARRIED**

### **Strategic Updates:**

a. Acting Chief Executive Officer: -

#### **1. Industrial relation matter**

#### **RESOLUTION:**

*Moved:* Cr Lui; *Second:* Cr Stephen

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

**b) industrial matters affecting employees.**

**MOTION CARRIED**

- 1. Industrial Relation Matter

#### **RESOLUTION:**

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

**That SARG move out of closed business.**

**MOTION CARRIED**

**b. Mayor Update:**

**1. Standing Committee's Executive Support Officer**

Mayor Mosby invited Acting Chief Executive Officer to speak on the proposed Executive support officer for the Standing Committees.

- Cultural Arts, Land and Heritage – Executive support – Chief Operating Officer
- Economic Growth – Executive support – Acting Chief Financial Officer
- Governance and Leadership – Executive Support – Chief Operating Officer
- Housing, Safe and Healthy Communities – Executive Support – Chief Operating Officer
- Climate Change Adaptation and Environment – Executive Support – Chief Engineer

After some discussion, it was suggested the Housing, Safe and Healthy Community Executive support be shared between Chief Operating Officer and Chief Engineer due to some cross overs with housing infrastructures and council services.

**RESOLUTION:**

Moved: Cr Lui; Second: Cr Stephen

**That SARG accept the Executive supports officer for the following Standing Committees;**

- Cultural Arts, Land and Heritage – Executive support – Chief Operating Officer
- Economic Growth – Executive support – Acting Chief Financial Officer
- Governance and Leadership – Executive Support – Chief Operating Officer
- Housing, Safe and Healthy Communities – Executive Support – Chief Operating Officer and Chief Engineer
- Climate Change Adaptation and Environment – Executive Support – Chief Engineer

**MOTION CARRIED**

**2. Regional Assembly**

Mayor Mosby provided a verbal update on the Regional Assembly and spoke about a consultant to work with TSIRC on the Framework and the Terms of reference and having a separate Secretariate that sits outside of the three entities (TSRA, TSC and TSIRC).

**ACTION:** ACEO to obtain legal advice on setting up a separate secretariat.

**ACTION:** ACEO - The current budgeted amount of \$25k be topped up at Budget Review and contact TSRA to see what fund they have to contribute and what funding is available to access.

2:34pm – Cr Hilda Mosby joins the meeting

**ACTION:** Team to contact Dr Sara to have a deputation with the new Council.

**3. Indigenous Employment Policy**

- Framework
- Reconciliation Act Plan

**ACTION:** Team to workshop with Councillor - Indigenous Employment Policy and Framework and Reconciliation Act Plan for TSIRC.

Mayor Mosby suggested a Committee be formed within the organisation to steer the working group with a collective and cohesive approach and aligning it to Regional Governance

#### **4. Draft Councillor Workshop Agenda**

Acting CEO advised the November Workshop agenda will be distributed to SARG members tonight for comment.

**ACTION:** ACEO to send out Workshop agenda out to SARG members for comment.

#### **5. Project Management Plan**

- Elphinstone Close Business Case for Logistics

Mayor requested a time allocation on the Workshop Agenda for an update on the Business cases including what the funding obligation are and what has TSIRC signed up for.

**ACTION:** Team to provide SARG with the partnership agreement with the AFL House.

#### **6. Local Regional Housing Plans**

Mayor provided and update to SARG focusing on

- Clear picture for future Housing in the Region
- Housing Register of needs
- Concept of Housing Authority

#### **7. Risk – Closed Business**

For later discussion.

#### **8. International Development**

Mayor flagged the idea of a Sister city – staff to do research on Regional Governance and similar issues that other countries have faced.

## **9. General Business**

Cr Lui suggested the newly appointed Foreign Affairs staff member on TI be invited to deputise with Council at the next meeting to discuss traditional inhabitants under the Treaty obligation and for the constant dialogue.

**ACTION:** Team to extend an invitation to the new Foreign Affairs appointment on TI to meet the full Council to discuss traditional inhabitants under the Treaty obligation.

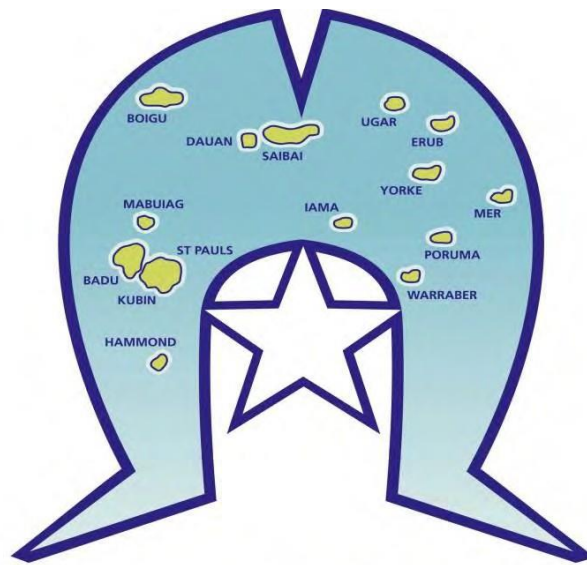
Mayor Mosby thanked everyone for their attendance.

## **10. Next Meeting Dates**

- 27<sup>th</sup> November 2020

## **11. Closing prayer**

Mayor Mosby closed the meeting in prayer.



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 19<sup>th</sup> January 2021  
Time: 9:28am to 5:45pm  
Venue: Committee Room,  
TSIRC Cairns Office

**SARG Meeting  
TSIRC Committee Room, Cairns**

**Tuesday 19<sup>th</sup> January 2021  
09:28am – 5:45pm**

---

**Present:** Mayor Mosby (Cairns)  
Cr Aven Noah (Mer)  
Cr Getano Lui Jnr (Iama)  
Cr Hilda Mosby (Masig)  
Cr Francis Pearson (Poruma)  
Hollie Faithfull, acting Chief Executive Officer (Cairns)  
Ilario Sabatino, Chief Operating Officer (Hammond)  
Peter Krebs, Senior Legal Counsel (via phone)  
Luke Ranga, Head of Corporate Affairs and Engagement (Cairns)  
Mette Nordling, Manager Governance and Compliance (Cairns)  
Ursula Nai, Senior Executive Assistant (Thursday Island)

**Apologies:** Cr Keith Fell, SARG Member  
Cr Torenzo Elisala, SARG Proxy Member  
Cr Rocky Stephen (Ugar)  
David Baldwin, Chief Engineer (Cairns)  
Naila Nomoa, acting Secretariat (Cairns)

**1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting.

**2. Opening Prayer**

Mayor invited Cr Fell to open the meeting in prayer.

**3. Apologies**

No apologies

**4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

No declaration made,

**5. Outstanding Strategic Action Items**

Acting Chief Executive Officer updated the SARG Committee on the Action Items



**6. Minutes – SARG Meeting – November 2020 – VC**

**RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Noah

That the minutes for the November 2020 SARG meeting be adopted as true and accurate.

**MOTION CARRIED**

**7. Strategic Updates**

**a. Mayor**

**1. Closed Business – Legal Advice – Holding Redlich – Regional Governance**

Mayor Mosby welcomed Eleanor from Holding Redlich to provide SARG Committee with an update.

SARG Committee moves into Closed Session

**RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Stephen

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

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

- ***Legal Advice – Holding Redlich***

**MOTION CARRIED**

Staff left the room at 9:36am

Staff back in the room – 11:10am

**RESOLUTION:**

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

That the Strategic Advisory Reference Group move out of Closed Session.

**MOTION CARRIED**

### Standing Committee's Minute Review

- Cultural, Arts and Heritage – Cr. Aven Noah
- Governance and Leadership – Cr. Getano Lui
- Economic Growth – Cr. Rocky Stephen
- Safe and Healthy Communities – Cr. Keith Fell
- Climate Change Adaptation and Environment – Cr. Hilda Mosby

### **RESOLUTION:**

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

**That the Strategic Advisory Reference Group notes the Minutes from the following Standing Committee meetings;**

- **Cultural, Arts and Heritage – Cr. Aven Noah**
- **Governance and Leadership – Cr. Getano Lui**
- **Economic Growth – Cr. Rocky Stephen**
- **Safe and Healthy Communities – Cr. Keith Fell**
- **Climate Change Adaptation and Environment – Cr Hilda Mosby**

**MOTION CARRIED**

**ACTION:** Cr Fell elaborated on the fencing program and suggest the team look at sourcing funds to fence other houses who were not covered in the other funding streams.

**ACTION:** Cr Fell also raised the tank program and asked if the water pumps to these tanks can be reviewed.

### **LUNCH – 12:15pm – 12:45pm**

#### **b. Chief Engineer**

##### ***1. Proposed Local Law and Fees and Charges Amendments for Waste Management Measures***

Chief Engineer, Mr David Baldwin spoke to the report.

### **RESOLUTION:**

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

**That the SARG Committee notes the report and recommend it be table at the January 2021 Ordinary Meeting.**

**MOTION CARRIED**

**c. Chief Executive Officer**

*1. Fraud and Corruption Prevention Policy Update*

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to the report.  
SARG support the amendments.

**RESOLUTION:**

*Moved:* Cr Noah; *Second:* Cr Fell

**That the SARG Committee supports the amendments and changes to the Policy.**

**MOTION CARRIED**

*2. Monthly Financial Report*

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to the report.

**ACTION:** Secretariat to place as a standing agenda item for the Ordinary Meeting.

**RESOLUTION:**

*Moved* Cr Fell; *Second:* Cr Noah

**That Council**

- 1. review the draft report presented and provide feedback,**
- 2. approves the new format to be presented at the Ordinary meeting in March 2021,**
- 3. agrees the report presented may require minor changes dependent upon further assessment of what information should be provided for better decision making,**
- 4. agree that changes should be made to the report from time to time, to ensure the necessary financial information required for informed decision making is provided, or where the Finance team observe that there have been changes to best practice for reports of this nature to ensure the reports provided to Council remain accurate, timely, relevant, topical and in line with best practice.**

**MOTION CARRIED**

*3. Update on Reconciliation Action Plan*

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to the report. It was suggested the Head of People and Wellbeing be the lead officer.

**RESOLUTION:**

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

**That the Strategic Advisory Reference Group resolves to:**

- a) note the contents of this report; and**
- b) receive updates on the status of the Reconciliation Action Plan on a monthly basis.**

**MOTION CARRIED**

#### *4. Community Survey*

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to the report. Councillors asked for lots of notice and communicate be provided to community prior to the survey going out.

**ACTION:** Provide SARG with a hard copy of the last survey and what the data was used for.

Information dissemination to community;

- Facebook
- Notice Board
- Postal Drop
- Lamp Post posters
- Door knock and drop
- Community Meeting

**RESOLUTION:**

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

**That the Strategic Advisory Reference Group review and notes this report.**

**MOTION CARRIED**

#### *5. Project Plans*

Acting Chief Executive Officer, Ms Hollie Faithfull spoke to the report.

**RESOLUTION:**

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

**That the Strategic Advisory Reference Group resolves to:**

- 1. Note the contents of the report,**
- 2. Report drafted and priority to Ordinary Meeting,**
- 3. Receive updates on the status of each of the attached project plans on a monthly basis.**

**MOTION CARRIED**

**ACTION:** Secretariat to place on the agenda of the Ordinary and SARG meeting as a standing agenda item.

Priority – 1. Change Region name – LG area to Zenadth Kes

**ACTION:** Team to prepare report for next Ordinary Meeting on Change Region name – Local Government area to Zenadth Kes

*SARG moved into Closed Session*

**RESOLUTION:**

*Moved: Cr Fell; Second: Cr Mosby*

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

**(b) industrial matters affecting employees;**

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

**MOTION CARRIED**

- **Update on Transitional Action Plan**
- **Freight Consolidation Business Model**
- **Industrial Matters 1 (verbal)**
- **Industrial Matters 2**

*Secretariat Officer left the room at 3:14pm.*

*Secretariat Officer back in the room 5:40pm*

**RESOLUTION:**

*Moved: Cr Stephen; Second: Cr Noah*

**That the Strategic Advisory Reference Group move out of Closed Session.**

**MOTION CARRIED**

6. Closed Business - Update on Transitional Action Plan
7. Closed Business – Freight Consolidation Business Model
8. Closed Business – Industrial Matters 1 (Verbal)
9. Closed Business – Industrial Matters 2

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

No business arising.

**9.** Next meeting date – February 2021

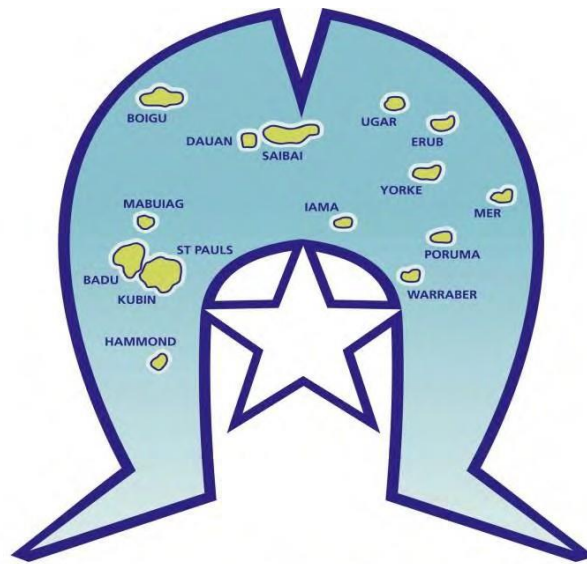
Next meeting date – 2<sup>nd</sup> February 2021 via video conference (1-4pm)

**10.** Closing Remarks and Prayer

Mayor Mosby thanked everyone for their attendance and contribution and invited Cr Lui to close the meeting in prayer.

**Meeting closed – 5:45pm**





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 9<sup>th</sup> February 2021

Time: 9:33am to 12:06pm

Venue: Video Conference



## **Strategic Advisory Reference Group Meeting**

**Tuesday 9<sup>th</sup> February 2021**

### **Agenda**

- |                                  |  |
|----------------------------------|--|
| 1. 9:00am – 9:03am               | Welcome (Chair)  |
| 2. 9:03am – 9:06am               | Opening Prayer   |
| 3. 9:06am – 9:08am               | Apologies  |
| 4. 9:08am – 9:10am               | Conflict of Interest (COI)/ Declarable / Prescribed  |
| 5. 9:10am – 9:15am               | Outstanding Strategic Action Items   |
| 6. 9:15am - 9:20am               | Minutes – SARG Meeting – 19 January 2020 – Cairns  |
| 7. 9:20am – 10:00am<br>Principal | <b>Deputation</b> – TSIRC DOGIT Transfer – Peter Lawrence,<br>Land Officer, Department of Natural Resource and Mines |

### **Morning Tea - 10:00am - 10:15am**

- |                      |                   |
|----------------------|-------------------|
| 8. 10:15am – 11:45am | Strategic Updates |
|----------------------|-------------------|

#### **1. Mayor**

- a. Secretariat for Regional Governance Resolution
- b. State and Federal Deputation Policy
- c. Council Meeting Deputation
- d. 150<sup>th</sup> Community of the Light Celebrations
- e. SWOT Analysis Report
- f. Community Priorities Report Update
- g. Grant Funding Update
- h. May Workshop Agenda (November Councillors Workshop feedback)
- i. Standing Committee's Update - verbal
  - Culture, Arts, Land and Heritage – Cr. Aven Noah
  - Governance and Leadership – Cr. Getano Lui
  - Economic Growth – Cr. Rocky Stephen
  - Housing and Safe and Healthy Communities – Cr. Keith Fell
  - Climate Change Adaptation and Environment – Cr. Hilda Mosby

#### **2. Chief Engineer**

**3. Chief Financial Officer**

- a. CLOSED BUSINESS - Analysis of Freight Consolidation Business Case - **Late**

**4. Chief Executive Officer**

- a. Department of Housing Public Works Funding
- b. Building Services Unit Performance Update
- c. CLOSED BUSINESS – Industrial Matters 2 - **Late**

- |                        |                                     |
|------------------------|-------------------------------------|
| 9. 11:45am – 11:50am   | General/ Other Business (on notice) |
| 10. 11:55am – 11:57am  | Next meeting date – March 2021      |
| 11. 11:567am – 12:00pm | Closing Prayer                      |

**SARG Meeting  
TSIRC Committee Room, Cairns**

**Tuesday 9<sup>th</sup> February 2021  
9:33am – 12:06pm**

---

**Present:** Mayor Mosby (Cairns)  
Cr Getano Lui Jnr (Cairns)  
Cr Keith Fell, (Mabuiag)  
Cr Hilda Mosby (Masig)  
Ilario Sabatino, Acting Chief Executive Officer (Cairns)  
Hollie Faithfull, Chief Financial Officer (Cairns)  
Rachel Pierce, Acting Chief Operating Officer (Cairns)  
Peter Krebs, Senior Legal Counsel (Cairns)  
Ursula Nai, Senior Executive Assistant (Hammond)  
Kathy Cochran, Secretariat Officer (Cairns)

**Apologies:** Cr Aven Noah  
Cr Rocky Stephen  
David Baldwin, Chief Engineer

**1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting. Thanked and acknowledged our Papa God, the Traditional Owner both for Cairns and Zenadth Kes Region.

**2. Opening Prayer**

Mayor invited Cr Hilda Mosby to open the meeting in prayer.

**3. Apologies**

- David Baldwin – Chief Engineer
- Cr Aven Noah – Chair, Culture Art Land and Heritage Committee
- Cr Rocky Stephen – Chair, Economic Growth Committee

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

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

**5. Outstanding Strategic Action Items**

Acting Chief Executive Officer updated the SARG Committee on the Action Items

**6. Minutes – SARG Meeting – 19<sup>th</sup> January 2021 – Cairns**

Minutes to be endorsed after TSIRC DOGIT Transfer presentation.

**7. DEPUTATION – TSIRC DOGIT Transfer – Peter Lawrence, Principal Land Officer, Department of Natural Resource and Mines**

**ACTION:** Under the Mayor's hand a letter of invitation is drafted to respective Minister to discuss the pertinent issue of DOGIT transfer in the Torres Strait

**8. Minutes – SARG Meeting – 19<sup>th</sup> January 2021 – Cairns**

**RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr Noah

That the minutes from the January 2021 SARG meeting be adopted as true and accurate.

**MOTION CARRIED**

**9. Strategic Updates**

**1. Mayor**

*a. Secretariat for Regional Governance Resolution*

**ACTION:** Secretariat to place on Agenda for February 2021 Ordinary meeting. Invite Holding Redlich to February OM.

**ACTION:** Secretariat to place greater emphasis on quality and timings of papers and minutes provided to SARG and Ordinary Meeting. This is to include action items to be sent to Chiefs for implementation in a timely manner.

*b. State and Federal Deputation Policy*

Discussions were held on lessons learnt from previous deputations. The Mayor requested the team develop a clear process for when TSIRC is deputizing with Ministers and other external stakeholders deputise with TSIRC at our Monthly Council Meeting.

**ACTION:** Head of Corporate Affairs and Engagement to develop a draft Policy for State and Federal Deputation that integrates Council Meeting Deputation to be presented at March SARG.

*c. Council Meeting Deputation*

Discussions were held and this process will be incorporated in the Deputation Policy.

**ACTION:** As above.

*d. 150<sup>th</sup> Coming of the Light Celebrations*

Each Division has the \$4k allocation for community events per year. Council to decide on level of contribution (in-kind) of facilities for that day per Division.

**ACTION:** Acting Chief Operating Officer to present a report to February Ordinary Meeting for Council to decide on level of contributions i.e. in-kind of facilities for the day for each division, noting the \$4,000.00 Community and Regional Grant opportunities.

*e. SWOT Analysis Report*

SWOT Analysis workshop completed. Mayor wants value for money and some strategies to come out of the exercise.

**ACTION:** Chief Financial Officer to email the SWOT Analysis Report to Pacifica to inform the Organisational sustainability plan.

**ACTION:** Acting Chief Executive Officer to present the Draft Organisational Sustainability Plan at the March SARG

*f. Community Priorities Report Update*

Team to contact each Councillors to confirm or update their top five (5) priorities and report on whether there's existing funding allocated and or if funding is being sourced.

**ACTION:** Head of Corporate Affairs and Engagement to present a report to the March SARG meeting on the Top 5 Community Priorities.

*g. Grant Funding Update*

New officer appointed and started yesterday.

**MORNING TEA – 11:15am – 11:25am**

*h. May Workshop Agenda (November Councillors Workshop feedback)*

Mayor requested two items;

- QTC – Update – Financial – this training should cover the following:
  - What to look for in reports
  - What questions to ask regarding reports

- Areas of further investigation
  - Financial strengths etc
  - Dashboard for Community – Show Councillors how to interpret the financial report so they can present to Community and have members understand the Financial Status of Council during Community Information sessions.
- LGAQ – this training to cover:
    - Chairing standing committees
    - Agenda Topics

**ACTION:** SEA to contact the above course outline/costing/availability and include on draft May workshop agenda. SEA to seek approval from both the Mayor and CEO on the training contents.

*i. Standing Committee's Update – verbal*

Committee Chair's non-attendance at SARG. As per TOR Chairs are to nominate a proxy to attend.

**ACTION:** Secretariat to follow up and advise at least 1 day out of SARG Meeting.

## **2. Chief Executive Officer**

*a. Department of Housing and Public Works Funding*

Acting Chief Executive Officer spoke to the report.

**ACTION:** Cr Fell requested that Councillors are informed of when works are completed on their Division and ACEO to confirm the rollout.

**ACTION:** Secretariat to provide a copy of the paper to the Housing and Safe and Healthy Communities Committee.

**RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr H Mosby

That SARG resolves to note the Department of Public Works Funding report as presented.

**MOTION CARRIED**

## **SARG MOVES INTO CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Fell; *Second:* Cr H Mosby

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

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

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

**MOTION CARRIED**

- CLOSED BUSINESS – Analysis of Freight Consolidation Business Case
- CLOSED BUSINESS – Industrial Matters 2

**11:45am** – All staff exited meeting except for Chief Financial Officer.

**SARG MOVES OUT OF CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr H Mosby; *Second:* Cr Fell  
That SARG moves out of closed business.

**MOTION CARRIED**

**10. Next Meeting date – March 2021**

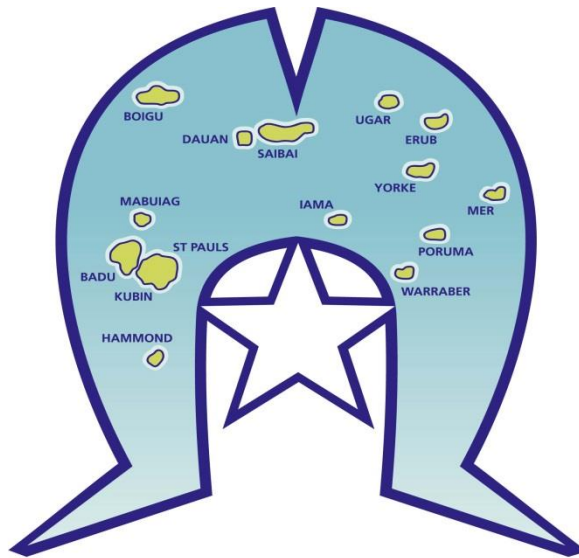
- Tuesday 2<sup>nd</sup> March 2021

**11. Closing Remarks and Prayer**

**12:06pm** – Mayor Mosby closed the meeting in prayer.

.....  
**Ilario Sabatino**  
**Acting Chief Executive Officer**  
**Torres Strait Island Regional Council**  
**2<sup>nd</sup> March 2021**

.....  
**Phillemon Mosby**  
**Mayor**  
**Torres Strait Island Regional Council**  
**2<sup>nd</sup> March 2021**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 2<sup>nd</sup> March 2021

Time: 1:13pm to 5:27pm

Venue: Video Conference



**SARG – Tuesday 2<sup>nd</sup> March 2021**

**Present:**

Mayor Phillemon Mosby  
Cr Getano Lui  
Cr Rocky Stephen  
Cr Aven Noah  
Cr Keith Fell  
Cr Kabay Tamu (Proxy)

Ilario Sabatino – Acting Chief Executive  
Officer Hollie Faithfull – Chief Financial Officer  
David Baldwin – Chief Engineer  
Rachel Pierce – Acting Chief Operating Officer  
Ursula Nai – Senior Executive Assistant  
Kathy Cochran – Secretariat Officer

**Apology**

Cr Hilda Mosby

## **Agenda**

### **1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the March 2021 SARG meeting and paid respects and acknowledge Father God, traditional owners for the Zenadth Kes Region and the Cairns Region.

### **2. Opening Prayer**

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

### **3. Apologies**

- Cr Hilda Mosby is an apology and her nominated proxy Cr Tamu is in attendance.

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

No declaration made; Mayor Mosby encouraged everyone to declare at any time during the meeting if the need arise.

### **5. Confirmation of Minutes - SARG Meeting – 9<sup>th</sup> February 2021 – VC**

#### **RESOLUTION:**

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

That the minutes for the February 2021 SARG meeting be adopted as true and accurate.

**MOTION CARRIED**

### **6. Strategic Action Items Review**

Acting Chief Executive Officer, Mr Ilario Sabatino spoke to the report and provided an update on the Action Items list.

**ACTION:** ACEO to develop recommendation – report to be added to April SARG Agenda.

## 7. **Strategic Updates**

### **a. Mayor**

1. SWOT Analysis - to be added to the April 2021 SARG meeting.
  - Sustainability Plan
  - Strategic Business model
  - Weakness and strength – strategy to address
  - Organisational

Cr Lui suggested we start from scratch and make sure we encompass everything.

Cr Stephen mentioned with the community priority some have already had funds approved so we're not looking for funds.

### 2. Agenda May Workshop

Acting Chief Executive Officer spoke to this item.

CFO – Asset Management Plan for Councillors. Hollie flagged she will be away for the first week of the workshop.

### **b. Chief Executive Officer**

1. Memorandum of Understanding TSRA, GBK, ML, MGNM

Acting Chief Executive officer informed SARG this discussion was placed on hold due to the TSRA elections and conflict of interest issues. SARG can participate in discussion – proxy to attend SARG.

- Lessons learnt from previous MOU
- Partnership
- Look at what's not working in the MOU. Better engagement of the elected arm
- Align TSIRC standing committee with TSRA portfolio members
- Employees

**ACTION:** ACEO to provide a draft with the following for the April SARG meeting.

**ACTION:** TSIRC legal to provide advice on our members and TSRA Legal on their members

**ACTION:** SO to send a copy of the old MOU to SARG members – actioned – sent to SARG members during the meeting.

*SARG moves into Closed Business*

RESOLUTION:

Moved: Cr Noah; Second: Cr Stephen

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

(b) industrial matters affecting employees;

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

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

**MOTION CARRIED**

1. CLOSED BUSINESS - Elphinstone Close
2. CLOSED BUSINESS - Transition Action Plan (TAP)
3. CLOSED BUSINESS - Reconciliation Action Plan (RAP)
4. CLOSED BUSINESS - Strategic Organisation Sustainability Action Plan
5. CLOSED BUSINESS - Industrial Matter – Staffing Issue

**ACTION:** Provide an update to the Mayor and ACEO on Friday afternoon – meeting with QTC.

**2:25pm** – SEA and O leaves the meeting for TAP discussions.

**2:53pm** – SO back in the meeting.

**c. Chief Engineer**

1. CLOSED BUSINESS - MIP 7 Marine Infrastructure

Chief Engineer spoke to the report.

**ACTION:** Send letter under the Mayor's hand to TSRA inquiring about MIP7.

**RECOMMENDATION:**

That the Closed Business - MIP7 Report go to the full Council March Ordinary meeting for noting.

**ACTION:** SEA to arrange for the Mayor to have a deputation with the TSRA Board.

*SARG moves out of Closed Business*

**RESOLUTION:**

Moved: Cr Tamu; Second: Cr Noah  
That SARG moves out of closed business.

**MOTION CARRIED**

**d. Chief Financial Officer**

1. Standing Agenda Item – Project Plan Update – verbal

Chief Financial officer spoke to this item and provided SARG with a verbal update on the Project Plan.

**ACTION:** 1. Send a letter of Intent.

2. Deputation Policy

CFO spoke to this item, draft Policy presented, reviewed by CFO and CEO.

3. Parliamentary Engagement Procedure

CFO spoke to this item and presented a draft Parliamentary Engagement Procedure.

4. Councillors Top 5 Priorities – Late

CFO spoke to this item. Grant funding pipeline – distributed to Executive on 9<sup>th</sup> March.

Cr Fell asked for a timeline for Priority 1. CFO advised it's captured in the pipeline.

**ACTION:** Send a letter under the Mayor's hand to the TSRA Chair with the Councillors top five (5) priorities.

5. Communication Policy

CFO provided an update on the policy.

6. Update on Grant Funding Pipeline – verbal

CFO provide SARG with a verbal update.

7. Update on Asset and Management Planning – verbal

CFO provided an update.

**ACTION:** SEA to place on May Workshop Agenda – Assets Management Plan.

8. Update on Risk Register – Late

**4:40pm** – Nerida Carr joined the meeting.

CFO introduces Nerida and invites her to speak to this item. Nerida provided and SARG with a brief update on the risk.

Cr Lui asked how we are performing with our risk mitigation – asset management plan. CFO explains reactive rather than proactive with repairs.

**ACTION:** Provide a high level overview monthly information report to the Full Council.

**5:02pm** – Nerida Carr and Cr Lui are excused and leaves the meeting.

**e. Chief Operating Officer**

1. Standing Agenda Item – Housing Authority Update – verbal

COO provide SARG with an update.

2. Fuel and Gas transition update – verbal

COO spoke to this item and update SARG on the fuel and gas transition status and informed there will be an agenda report tabled at the April SARG for recommendation to the April OM.

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

Cr Noah asked for a review of the sub local law – visitors coming into community whether permission was granted or not before. Day trippers and contract workers in particular.

**ACTION:** Refer to standing committee to workshop through, next meeting date 21 June 2021.

**ACTION:** Website update to have a comment section on the form. Discussion at OM prior.

Cr Fell asked about Community Grants. CFO informed SARG we are working with McDonald Law – still being workshopped internally.

Cr Lui asked about two applications for community grants. CFO to take offline with Cr Lui.

Cr Lui asked if we have a policy on having virtual meeting (due to COVID) if not we should develop one and ensure it is set up for Councillors.

**5:19pm** – Cr Lui and Cr Tamu both leave the meeting.

Mayor raised the meeting being held by Video conference; he would like to see community attend. Office staff on ground to promote these VC meeting more and provide space in the office and being COVID compliant and or live streaming our meetings.

**ACTION:** IT section to see what's available and space in the Divisional offices.

**9. Next meeting date – proposed Tuesday 6<sup>th</sup> April 2021**

Cr Lui asked if the Member for Cook has been notified of our March OM. SEA confirmed, yes, she was notified.

**10. Closing Remarks and Prayer**

Mayor thanked everyone for their work and contribution and closed the meeting in prayer.



# DRAFT MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP COMMITTEE

Date: Tuesday 6<sup>th</sup> April 2021

Time: 1:00pm to 5:45pm

Venue: Video Conference



## **SARG – Tuesday 6<sup>th</sup> April 2021**

### **Present:**

Mayor Phillemon Mosby  
Cr Rocky Stephen  
Cr Keith Fell  
Cr Aven Noah  
Cr Hilda Mosby

Ilario Sabatino – Acting Chief Executive Officer  
Hollie Faithfull – Chief Financial Officer  
Adeah Kabai – Acting Chief Engineer  
Rachel Pierce – Acting Chief Operating Officer  
Peter Krebs – Senior Legal Counsel  
Ursula Nai – Senior Executive Assistant  
Naila Nomoa – Travel Officer

### **Apology**

Cr Getano Lui

## **Agenda**

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
  - Cr Getano Lui
4. Conflict of Interest (COI) Declarable / Prescribed
5. Confirmation of Minutes - SARG Meeting – 2<sup>nd</sup> March 2021 – VC
6. Strategic Action Items Review
7. DEPUTATION: - **Bartholomew Stanford** – The marginalisation of Indigenous institutions in Queensland's system of local government

## **8. Mayor**

Standing Committee Chair Update –

- *Culture Arts Land and Heritage*
  - a. Local Law – Entry into Trust Land
- *Housing and Safe and Healthy Communities*
  - a. Sea Rescue (Fuel /support)
  - b. Prepare for Disaster (cyclone)
- *Governance and Leadership*
- *Climate Adaptation and Environment*
- *Economic Growth*

## **9. Chief Executive Officer**

1. SWOT Analysis
2. May Councillor Workshop
3. MOA TSRA
4. Information Report Update on Council Name Change
5. Information Report Update on Local Government Area Name Change
6. Information Report Update on Boundary Change
7. Information Report Update on Elphinstone Close
8. Information Report Update on Transition Action Plan (TAP)
9. Information Report Update on Reconciliation Action Plan (RAP)

10. Memorandum of Agreement Update
11. Strategic Organisation Sustainability Action Plan Update

**10. Chief Engineer**

1. Local Disaster Management Group Membership

**11. Chief Financial Officer**

1. Standing Agenda Item – Project Plan Update
2. Briefing Note – Risk Management
3. Action/ Activity Plan – Enterprise Risk Management
4. New Policy – Public Interest Disclosure Policy and Management Program
5. Works for Queensland Project Report
6. The National Voice Submission
7. Community Grant Policies

**12. Chief Operating Officer**

1. Standing Agenda Item – Housing Authority Update
2. Interim Capital Program (plug-ins)
3. Detailed report on tender process for 24 Main St, St Pauls
4. Forward Capital (14.4m)
5. BSU Update
6. Fuel Update
7. Presentation – Interim and Forward Capital Works Programs presented by Aboriginal and Torres Strait Islander Housing Unit

**13. CLOSED BUSINESS**

1. Industrial Matter 1
2. Industrial Matter 2
3. Industrial Matter 3

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

**15. Next meeting date – proposed Tuesday 4<sup>th</sup> May 2021**

**16. Closing Remarks and Prayer**

## **Agenda**

### **17. Welcome (Chair)**

Mayor Mosby acknowledged Heavenly father, family, beautiful region and our organisation.

Pay respect and acknowledge the traditional owners our length and breadth of Zenath Kes, TSIRC offices where we a dialling in from including where our staff are based in Cairns Office and acknowledgement their traditional landowners as well.

Acknowledge families who are mourning for their loss through the length and breadth of our beautiful region.

### **18. Opening Prayer**

Mayor Mosby invited Cr Fell to open with a word of prayer, followed by a minute silence.

### **19. Apologies**

- Cr Getano Lui (Chair of Governance and Leadership Committee)

*Mover; Cr Noah Second; Cr Stephen*

**MOTION CARRIED**

### **20. Conflict of Interest (COI)/ Declarable / Prescribed**

Nil.

### **21. Confirmation of Minutes - SARG Meeting – 2<sup>nd</sup> March 2021 – VC**

#### **RESOLUTION:**

***Moved: Cr Stephen Second: Cr Fell***

That the minutes for the February 2021 SARG meeting be adopted as true and accurate.

### **22. Strategic Action Items Review**

Acting Chief Executive Officer, Mr Ilario Sabatino spoke to report and provided update on the action items list.

Mayor Mosby spoke about the Queensland Treasury Corporation and Local Government Association Queensland workshops to be more interactive sessions to be facilitated

*Mover:* Cr Noah *Second:* Cr Fell  
Noted the action items.

**ACTION:** Mayor Mosby requested Queensland Treasury Corporation and Local Government Association Queensland workshops to be more interactive

**23. DEPUTATION: - Bartholomew Stanford** – The marginalisation of Indigenous institutions in Queensland's system of local government

- Asked for feedback and comments on the paper
- Mainstreaming for indigenous council and used TSIRC as an example.
- Stronger recognition of Native Title rights under Local Government Legislation.

Mayor Mosby

- Paper highlights the conflicting issues that elected representatives have in their community.
- Balance our roles as elected representative under the Local Government Act.
- How do we as Torres Strait Islanders and traditional landowners in our own right put forward and continue to protect Ilan Kustom.
- Local Government Act mentions that may be acknowledged.
- The paper clearly identifies the conflicting roles we have as Councillors and as Torres Strait Islanders.
- The paper could be a key document that we could reference or use to provide a point for self-determination.

Cr Fell

- Mainstream Councils should have Traditional Land-owners representation.

## 24. Mayor

### Community Grants Policy

- Change the Community Grants Policy that didn't restrict how the funds were spent.
- Addressing the recent amendments to the legislations around the discretionary fund.

### Chief Finance Officer provides an update.

- Council in the November workshop did not want to support weddings, graduations.
- Cr Fell wanted to look at each community wanted their set of guidelines within the rights of legislation and policy.
- Working with MacDonnells law, the expected date to go to May SARG due to delays in compliance policy and audit.

### Standing Committee Chair Update –

- *Culture Arts Land and Heritage (Chair Cr Noah provide an update)*
  - a. Local Law – Entry into Trust Land
    - Local law, how it relates to Ilan Kustom and when visitations do occur.
    - Council assists with island protocols that exists throughout the region.
    - Working with Manager Legal Services to advise Committee on a document that TSRA has in place and have a look through as a committee.
    - Entry into Local law- trust land more powerful for allowing corporate travellers or visitors given protocol when they visit in the context of 'Ilan Kustom'
    - Monitor by staff on ground and adhere to protocols in place.
    - Highlights place you can and cannot go.
    - Trial on Mer and work with PBC and see how it goes.

**ACTION Item:** Legal team to come up with a paper and work closely with Culture Arts Land and Heritage Committee. DOGIT on all islands still sits with the Council except Murray Island and Badu Island. Ensure there is consistency across the board.

- **Housing and Safe and Healthy Communities (Cr Fell Update)**
  - a. Sea Rescue (Fuel /support)
  - b. Prepare for Disaster (cyclone)
- Discuss with David Baldwin and Matthew Brodbeck.
- Engagement within communities and key stakeholders will need to be brought up to speed e.g.: Bad weather, not enough fuel or motors spark plug broken.
- Discussion within communities and key stakeholders on safety, the importance of carry EPIRB, phone, fuel, motor parts.
- Revisits the disaster plans and who is responsible for the divisions and how we can make it effective and report it back to Council as a standing agenda item.
- Look at what infrastructures on ground, equipment, control centres and what agencies can be helping and assisting with fuel purchases.
- Police had a standing purchase order in case or emergency for fuel.
- What happens within community “when airplanes go es down” assessment.
- Be prepared for natural disasters.

Acting Chief Engineer- Adeah Kabai

- Limited resources for disaster events that could occur in our region.
- Review disaster management plans and staff plans.
- Finding funding for resources
- Prevent issues from happening.
- Have a PLAN not based around emotions.

**ACTION:** David Baldwin, Matthew Brodbeck and Adeah Kabai to review the disaster management plan.

- Touch base with SES people and visit.
- Police

**ACTION:** Reports standing Agenda items or Information report on the Radios audit, incidents happening in the region, community engagement and Disaster Plan.

## **25. Chief Executive Officer**

1. SWOT Analysis
2. May Councillor Workshop
3. MOA TSRA
4. Information Report Update on Council Name Change
5. Information Report Update on Local Government Area Name Change
6. Information Report Update on Boundary Change
7. Information Report Update on Elphinstone Close
8. Information Report Update on Transition Action Plan (TAP)
9. Information Report Update on Reconciliation Action Plan (RAP)
10. Memorandum of Agreement Update
11. Strategic Organisation Sustainability Action Plan Update

Transition Action Plan, Reconciliation Action Plan and Organisation Sustainability Action Plan update will be presented in May workshop.

Data will inform audit process for continuous improvement.

Council name change, local government area name change, and boundary name change requires an immediate focus.

Recommendations will be to engage a specialist to work on the

- Transition Action Plan (TAP)
- Setting up the reference committee

Contact has been made with Reconciliation Australia, who have specialised people that can work with organisations to develop RAPs. The proposal is to set some money aside to engage somebody with experience to work with council.

Council Name Change, Local Government Area Name Change and Boundary Change will be through the Change Commission and having somebody for a certain amount of time to facilitate that process.

- Administration
- Reporting
- Conjured between Council and the Change Commission to manage and facilitate and manage through this process.

The Senior Executive Assistant gave an update on the May Workshop.

- Currently finalising the quotations of the venues
- Quotations for training the Mayor has requested, working with Chief Finance Officer to provide recommendation to both Mayor and the CEO.



- Priorities of the Agenda.
- Discuss the Workshop dates with Mayor and CEO.

Mayor Mosby receive the documentations from Corporate Affairs regarding the Council Name Change, Local Government Area Name Change and Boundary Change.

- The document needs to be simplified to standard English.

## **26. Chief Engineer – Acting Chief Engineer Adeah Kabai**

### **1. Local Disaster Management Group Membership**

- Gave a brief background on the local disaster management group which was formed in 2013
- Discussion for TSIRC to be a stand-alone disaster group
- Core Membership.
- Advisory Group is restricted.

### **Cr Fell**

- Opportunity for Housing and Safe communities committee to be added to the group membership.
- Never given a disaster management report back to community in their information session e.g.: risk
- Consulting community.

Chief Engineer to take on notice Cr Fell's request for opportunity for Housing and Safe communities committee to be added to the group membership.

### **Mayor Mosby**

- CEO to ensure that all project Plans are consistent.

## **27. Chief Financial Officer**

### **1. Standing Agenda Item – Project Plan Update**

- Acting CEO provided an update under item 9.

### **2. Briefing Note – Risk Management**

- Council has updated its policy.
- GAP analysis which was facilitated by Ian Barton at the November Workshop 2020.

- Executive team was interviewed by Ian Barton individually and has been drafted and comments received.
- Guidelines Framework to go to audit committee and audit required clarification on communication and reporting within council.
- Focus on risk management as it had dropped off the radar several times.
- Communication to be implemented and imbedded in the culture of Council.
- Reporting mechanisms, if the guideline is adopted by Council there will be a report on a monthly basis goes to SARG and reflected through to the full Council through the SARG minutes.
- Report will be endorsed by audit committee and then to full Council as a late report in April for endorsement and then it will become policy.
- Workshop done with Ian Barton on Strategic Risk.
- Ian Barton will be on site to updating Council's operational risk.
- Council recently updated the Fraud and Corruption policy.
- Manage risk and avoid conflicts for employees running for Council election. (separate procedure has been drafted and it is not part of the code of conduct but referred to in the human resources handbook which is currently under review by People and Wellbeing).

Chief Financial Officer – to take on notice Mayor Mosby question regarding family members being employed, and look if there is a policy and if we can add this to an existing policy.

Chief Financial officer will liaise with Head of Corporate Affairs and Engagement as falls under People and Wellbeing.

### 3. Action/ Activity Plan – Enterprise Risk Management

### 4. New Policy – Public Interest Disclosure Policy and Management Program

- Policy has been drafted and reviewed by internal audit and the office of the Qld Ombudsman reviews the policy to see if it was consistent with all legislation.
- Policy will have to be endorsed by SARG to be presented at April Council meeting.
- Policy was recommended as part of the fraud and ethics review that Pacifica undertook 2020.
- Undertook Island communication about fraud and corruption on Dauan, St Pauls and Hammond Island.

Chief Financial Officer read the New Policy – Public Interest Disclosure Policy and Management Program.

**Recommendation**

*Moved; Cr Fell Second; Cr Stephen*

**That the Strategic Advisory Reference Group endorse the Public Interest Disclosure Policy and Management Program for Council resolution.**

5. The National Voice Submission

- Voice proposal document Corporate Affairs would like feedback from councillors.

Mayor Mosby

- Mayor advised that Head of Corporate Affairs send email to Councillors for feedback.
- National voice submission development be consistent with local governments in the regions, current future aspirations for the regional assembly.
- Presented too SARG and Council meeting.

**28. Chief Operating Officer**

1. Standing Agenda Item – Housing Authority Update

- No action item from the March meeting.
- Council to make a resolution about their position in relation to a Housing Authority proposal.
- COO recommendation to the ACEO that there would be an independent analysis of the financial implications in moving to a housing authority and the social impact in moving to a housing authority.

Mayor Mosby to take discussion offline with Chief Operating Officer.

2. Interim Capital Program (plug-ins)

Building Services, Project Manager spoke to report.

- Building services unit will prepare report for consideration to the April meeting.
- take on note the quote from the quantity surveyor.
- Report and resolution will be prepared for the April Meeting for endorsement.

Acting Chief Operating Officer advised that there is no further funding available for the interim funding program.

Cr Fell

- No discussion regarding to the plug-ins.

***Moved; Cr Mosby Second; Cr Noah***

**Recommendation:**

The SARG Committee consider the following two options for the Interim capital delivery (plug- ins) program and recommend one option for Agenda Item for resolution at the April Ordinary Meeting.

**1. Council resolves to**

- A) Give the A/CEO authority to apply to vary the Interim remote capital program funding agreement from seven (7) to Five (5) plug-ins with zero impact to Council's budget.**

**And**

- B) Delegate Power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to execute a letter requesting the aforementioned change, and negotiate, finalise and execute any and all matters associated with or in relation to this agreement including any further variations.**

**OR**

**2. Council resolves to**

**Instruct Building Services Unit to construct the seven (7) plug-ins identified in the Interim remote capital program agreement, with a council contribution of \$1.3 million dollars.**

**Motion left lying on table – recommended to go to full council.**

**MOTION NOT CARRIED**

**3. Detailed report on tender process for 24 Main St, St Pauls**

Building Services, Project Manager spoke to report.

Cr Fell spoke about

- Support
- Build relationships
- Establish our locals.

Project Manager explained the tender process which includes:

- Worker order for Smaller contracts to protects the local workforce.
- Larger contracts the risks become larger as well.

Mayor Mosby discussed:

- Council wants to invest into local business owned by Local people first nations people.
- Benefit indigenous people from start to finish.
- Council to have a policy to our people to take advantage
- How do we as an indigenous local government receiving indigenous money to deliver project for indigenous house.
- Supportive people in any depart in TSIRC help and guide them through, they will make it.
- Empower our people, our people must be properly resourced.
- Indigenous employment strategy has been lost.
- Change document that keeps the cultures of this organisation alive too meet peoples need on a day-to-day base.

Information will be passed onto Head of Building Services.

Mayor Mosby to take discussion offline with Acting Chief Executive Officer.

Cr Fell

- Look at our mission statement.

Chief Financial Officer spoke of:

- Certain criteria and council need to be met for tender.
- Seek legal advice from Julia Manager Legal Services for Mayor Mosby's request (Contact all the tenders to resubmit). Nick Sturges to provide the tender process and provide advice back to council.
- Procurement Policy, when council makes their decision regarding the procurement policy in a strategic way forward, consideration will need to be made in regards the effect that will have with councils Bottomline. BSU currently budget for a 20% profit margin for some of their projects which covers management within BSU to do the operations and any profits BSU makes to fund councils that is not a profit generating area. If council went in a strategic direction that value for money was not the area there would be a financial affect and that will need to be communicated to council to make an informed decision for the policy.

Acting Chief Executive officer spoke of:

- Procurement requires application to go back to council meeting for decision.
- It is negligent if administration do not provide advice. However, Council has the discretion to go against what is recommended by the panel, but it needs to be state why or provide reasons as there are implication financial and compliance considerations.
- As advised by Panel, due process and diligence has been followed as per policy.
- Indigenous employment to be recognised by it also has to be reflected through procurement.

**Recommendation:**

**Moved; Cr Stephen Second; Cr Mosby**

**That the Strategic Advisory Reference Group:**

- **Note this report and**
- **Recommend Council consider the Agenda Report – Contractual Matter 24 Main Street, St Pauls Community at the April Ordinary Meeting.**

**MOTION CARRIED**

Mayor Mosby requested Acting chief executive note the following:

- Administration provides the support and advice to councillors achieving what is best interest of the region.

**4. BSU Update**

Building Services, Project Manager spoke to report

**Recommendation:**

**Moved; Cr Noah Second; Cr Mosby**

**It is recommended that SARG note the information contained in this paper.**

**5. Fuel Update- Verbal**

- Fuel Transition plan stage 1 commenced on the 8<sup>th</sup> of March.
- People and wellbeing and safety workshop completed on 16<sup>th</sup> March to identify the support required to roll out the training across all divisions.
- External training organisation as been identified by Special projects and logistics to provide online compliance learning course for each site the cost \$1600 excluding gst per site per annum.
- Patrick Thaiday and Dick Walit – Special training completed 24<sup>th</sup> of March in Special Projects and logistics to assist staff on daily fuel and site safety inspections.

- Engineering stakeholders workshop completed on 25<sup>th</sup> march on Reports, drum, clean-up, and risk rating.
- Walk through engagement on the project plan, delivers, training and safe fuel operations.
- DEO has been nominated on ground for strategic projects and logistics.
- Safe works and NQ Petro fuel audit – Boigu, Darnley, Hammond, and Mabuiag.
- New equipment- to eliminate drum fuel for bowers that are operational.
- Current estimated to complete works is 12 week or the 4<sup>th</sup> of June 2021
- Total capital outlay for works is estimated at \$273,000 excluding gst.
- Alternative supplier quotes are being requested.
- 553 empty fuel drums have been removed from community and recycled cost \$90,080.
- Liase with seaswift's to pick-up drums.
- Saibai will be made safe until construction of the new depo is completed.

Strategic projects and logistics will provide a information report to the April ordinary meeting including the summary of the fuel transition project achievements to date.

Mayor Mosby requested the value of money lost in the process of fuel for having this issue not addressed in a timely manner.

Mabuiag fuel depo does not need a shed advice came from the consultation process.

- Fuel drum are being covered by tarp and has been advised that is more effective being used to stop the water.
- Refuelling takes place under a covered area no extra shelter is required or PPE for employees.
- The fuel and tanks are considered safe where it is until the pump is refurbished.

Manager Special Projects and Logistics and to raise a report paper to seek additional funds.

6. Presentation – Interim and Forward Capital Works Programs presented by Aboriginal and Torres Strait Islander Housing Unit

- Recent SARG and council meeting papers have been presented in relation too interim delivery program, forward capital delivery program, regional housing plan and associated investment plan one of those agenda reports was left lying on the table for further information to support the request the Aboriginal and Torres Strait Islander Housing Unit was invited to present.
- Presentation prepared Aboriginal and Torres Strait Islander Housing Unit.

Aboriginal and Torres Strait Islander Housing Unit Presenters.

- Zac Matysek – Engagement and Partnerships team
- Sharon Kenyan – Acting Executive Director
- Wade Gevonski – Acting Manager Brisbane (Qld and Torres Straits)
- Hannah Albrow – Acting Principal Manager

*SARG moves into Closed Business*

**RESOLUTION:**

**Moved: Cr Noah Second: Cr Fell**

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

**(b) industrial matters affecting employees.**

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

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

**MOTION CARRIED**

**29. CLOSED BUSINESS**

1. Industrial Matter 1
2. Industrial Matter 2 – Staff leave room
3. Industrial Matter 3- Staff leave room



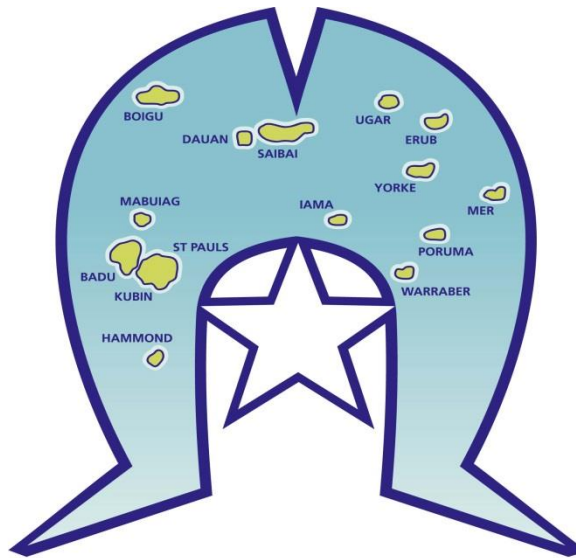
*SARG moves out of Closed Business*

**RESOLUTION:**

***Moved: Cr Noah Second: Cr Fell***

That SARG moves out of closed business.

- 30. General/ Other Business (on notice)
- 31. Next meeting date – proposed Tuesday 4<sup>th</sup> May 2021
- 32. Closing Remarks and Prayer



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 15<sup>th</sup> June 2021

Time: 1:05pm to 5:20pm

Venue: Video Conference

## **Agenda**

### **1. Welcome (Chair)**

Mayor Mosby welcomed everyone to the meeting and invited Cr Stephen to open the meeting in prayer.

### **2. Opening Prayer**

Cr Stephen open the meeting in prayer and a minute silence was observed.

### **3. Apologies**

- Cr Hilda Mosby – sorry business

#### **Resolution:**

*Moved:* Cr Noah, *Second:* Cr Noah

That SARG accepts the apology of Cr Hilda Mosby for this meeting.

#### **All in favour**

Acting Chief Executive Officer also informed the Mayor the Chief Engineer will be in attendance shortly.

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

No declaration made and Mayor encouraged everyone to make a declaration at any time.

### **5. Confirmation of Minutes - SARG Meeting – 6<sup>th</sup> April 2021 – VC**

#### **Resolution:**

*Moved:* Cr Noah, *Second:* Cr Stephen

That the minutes of the April 2021 SARG Meeting be adopted as true and accurate account of that meeting.

#### **All in favour**

## 6. Strategic Action Items Review

Acting Chief Executive Officer, Mr David Baldwin spoke to the report and provided an update on the action items listed.

- Mualgal Holding – MLS to bring back to SARG when Legal has a response from Chris McLaughlin and Council should be guided by Cr Trinkoon and Cr Levi.
- Dr Chris Sara – SEA to again make contact with Dr Sara and reinvoke him to attend Ordinary Meeting (November)
- Update Cr Fell action – old water pumps that were taken out of houses. Cr Fell would like to know what happened to them.
- Update Lead officer from HOCAE to Legal Services

**New Action** – MLS - Provide SARG with an update on where the Name Change process. Cr Lui commented we had already had a deputation with the State.

- DOGIT transfer – Wait until we know what the position of the State is.

**New Action** – Cr Lui - ACEO to ensure when a matter /paper comes to the table for a resolution then it should be endorsed as per the proper process by Council.

- MOU with TSRA – incorporate elected arm of both parties into the document. Cr Lui asked why we can't have an MOU driven from a cultural perspective (elected leaders and how they interact). How this can be done. Need to have an overarching MOU around the different committees. Legal needs to sit with the TSRA heads.

**1:26pm** - Acting Chief Engineer join the meeting.

- DOGIT – Peter Krebs currently working with Allen Cunneen.
- Disaster Management Plan – currently having informal discussion with parties.

**1:53pm** – Chief Financial Officer leaves meeting.

TSRA Board to work with Councillors on ground. TSIRC top 5 priorities need to go to TSRA. We need to make formal request to TSRA regarding MIP7.

**ACTION:** ACEO to send TSRIC 5 top priorities for each Division to TSRA.

**7. Chief Financial Officer**

1. Risk Update – Acting CEO spoke and provided SARG with an update.

**RECOMMENDATION:**

*Moved:* Cr Stephen; *Second:* Mayor Mosby

That the Manager Risk and Ethics update the Risk Management Policy to include the role of SARG.

**ALL IN FAVOUR**

**2:18pm** – Acting Head of People and Wellbeing joined the meeting.

2. Workplace Health and Safety Update – Acting Head of People and Wellbeing, Ms Tracey Barrel spoke to the report and provide SARG with an update. SARG notes the report
3. People and Wellbeing Policy update – Acting Head of People and Wellbeing, Ms Tracey Burrell spoke to the report and briefed SARG on the 3 policies as presented;
  - Code of Conduct Policy
  - Equal Employment Opportunity Policy and
  - Recruitment Policy

**ACTION:** ACEO to ensure staff read and acknowledge the Policies.

Cr Lui asked why councillors were not included in the Policy. Acting Head of People and Wellbeing took on notice.

**RECOMMENDATION:**

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

That the Equal Employment Opportunity Policy be amended to include the Councillors.

**ALL IN FAVOUR**

**2:47pm** – Acting Head of People and Wellbeing leaves the meeting.

4. Community Grant Policies – verbal update

Acting Chief Executive Officer provided SARG with an update. SARG raised a few concerns and noted we don't have a set standard and there needs to be a change to the legislation to incorporate Ailan Kastom.

**ACTION:** ACEO to draft a letter to be send to the Minister requesting special dispensation be granted to TSIRC.

5. Funding since April 2020 Status Report – Late

Acting Chief Executive provided SARG with an update on behalf of the Chief Financial Officer.

Cr Fell raised the issue of the unsuccessful funding application and ask for them to be included in the report and the reasoning why they weren't successful. SARG notes the report.

6. Annual Update of Financial Policies

Chief Executive Officer speaks to this report on behalf of the chief Financial Officer.

**RECOMMENDATION:**

*Moved:* Cr Lui, *Second:* Cr Noah

That SARG supports, recommend and refer the following financial policies;

- Investment Policy;
  - Debt Policy;
  - Revenue Policy;
  - Fiscal Governance Policy;
  - Entertainment and Hospitality Policy;
  - Information Technology Policy; and
  - Procurement and Ethical Sourcing Policy,
- to the full Council for further discussion and endorsement at the June Ordinary Meeting.

**ALL IN FAVOUR**

7. Strategic External Grant Funding Policy

Acting Chief Executive Officer spoke to this report.

**RECOMMENDATION:**

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

That SARG supports and recommend this report go to the full council at the June Ordinary meeting for further discussion and endorsement.

**ALL IN FAVOUR**

## 8. Works for Queensland Projects Report

Acting Chief Engineer spoke to the report and provided SARG with an update on all the Works for Queensland Project and their status. SARG notes the report.

**ACTION:** Send a letter to the funding body and elevate to the elected arm. Send letter also to

- Member for Cook – Cynthia Lui
- Minister for State Development, Infrastructure, Local Government and Planning – Minister Steven Miles
- Government Champion – Minister Shannon Fentiman
- Minister for Aboriginal and Torres Strait Islander Partnerships – Minister Craig Crawford

## 8. Chief Engineer

### 1. Local Disaster Management Group Membership

Acting Chief Engineer spoke to this report and updated SARG on the status of the membership. A meeting was held with Torres Shire Council's CEO and senior staff regarding the separation and they objected to the separation plan and provided us with their position paper.

In the interim Torres Strait Local Disaster Management Group will be business as usual.

TSIRC will meet with Torres Shire for further discussion.

**ACTION:** Acting Chief Executive Officer to look into TSIRC having their own local disaster management group. There are 77 local government areas in Queensland and only 76 local disaster management groups.

**ACTION:** ACEO to submit a late report to Council at the June OM for a recommendation for the separate and a letter to the Minister requesting the separation.

## 9. Chief Executive Officer

### 1. May Councillor Strategic Development Workshop Feedback

Acting Chief Executive Officer provided a verbal feedback.

### 2. MOA TSRA – Legal

Senior Legal Counsel spoke to the report and provided an update. Terms of Reference – see section 142 ATSIC Act.

**ACTION:** Legal to capture in the MOU the Strategic direction. MOU to go to the Governance and Leadership committee for review and input.

3. MOA – Legal – ML, GBK, MNGN – verbal

Verbal update provided by Senior Legal Counsel.

4. Church use of Council Facilities – Legal

Senior legal counsel spoke to this report. Matter left lying on the table.

**ACTION:** Submit this report to the June OM for discussion by the full Council

**10. Chief Operating Officer**

1. Housing Policies

Chief Operating Officer spoke to this report

**RECOMMENDATION:**

*Moved:* Cr Fell; *Second:* Cr Noah

That SARG supports and recommend the Policy paper be put to the full Council at the June Ordinary Meeting for their consideration and or endorsement.

**ALL IN FAVOUR**

2. Capital Funding

Chief Operating officer spoke to this report. Discussion had around how the Housing funding will be divided.

**RECOMMENDATION:**

That SARG supports and recommend for this report go to the June 2021 Ordinary meeting for the full Council's consideration and or endorsement.

**ALL IN FAVOUR**

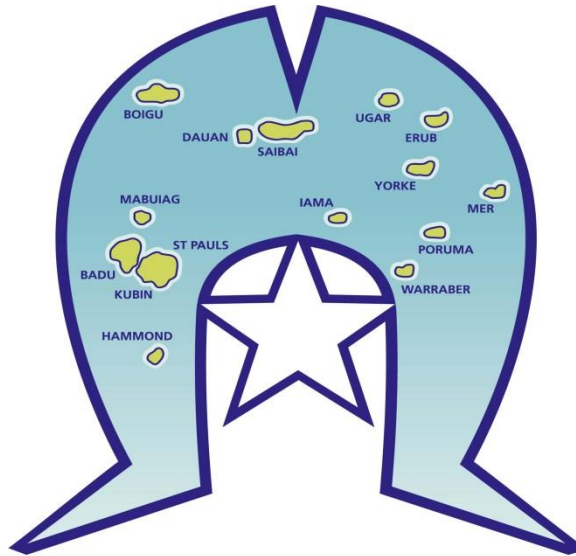
**11.** Next meeting date – proposed Tuesday 13<sup>th</sup> July 2021

**12.** Closing Remarks and Prayer

Mayor Mosby thanked everyone for their contribution and closed the meeting in prayer.

**MEETING CLOSED – 5:20pm**





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 13<sup>th</sup> July 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

## **Attendees**

Mayor Phillemon Mosby – Chair  
Cr Getano Lui  
Cr Keith Fell  
Cr Hilda Mosby  
Cr Rocky Stephen  
Cr Aven Noah

David Baldwin – Acting Chief Executive Officer  
Hollie Faithfull – Chief Finance Officer  
Peter Krebs- Senior Legal Counsel  
Adeah Kabai – Acting Chief Engineer  
Dawson Sailor – Acting Chief Operating Officer  
Naila Nomoa – Acting Secretariat

DRAFT

# **MINUTES**

## **1. Welcome (Chair)**

Mayor Mosby welcomed everyone, thanked them for their time and acknowledged Father God and paid respects to the traditional owners of the lands we meet on.

## **2. Opening Prayer**

Mayor Mosby invited Cr Fell to open the meeting in prayer and observed a minute silence for the loss of loved ones.

## **3. Apologies**

Adeah Kabai - Acting Head of Engineering currently in transit to Coconut Island.

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

No declaration made; Mayor encouraged members to declare at any time.

## **5. Confirmation of Minutes - SARG Meeting – 6th April 2021 – VC**

This item postponed to next SARG meeting.

## **6. Strategic Action Items Review**

Acting Chief Executive Officer provided update on the action items.

Mayor Mosby

- Name change TSIRC
- TSIMA interviewed Mr Patrick Whap
- Continue with our name change process

Cr Fell

- Mr Gabriel Ban will need to talk to Mr Patrick Whop

## **7. Chief Financial Officer**

### **1. Community Survey – Preliminary Results**

Head of Corporate Services spoke to report.

- Survey sent to each division
- 107 responses
- Delivery methods were no suitable
- No survey results from Stephen Island
- Youpla Tok is used as everyday communication
- Why people move or return to our region
- More regular session on assets classes

### **2. Deputation Priority Areas – Head of Corporate services**

- 3- 4 priority
- Feedback LGAQ Policy platform given by Mayor Mosby to incorporate into document
- Feedback
- Acting CEO did state and federal deputation
- Minister were receptive
- Tell us exactly what you want “Feedback”
- Mayor and Acting CEO met with member for Cook Ms Cynthia Lui
  - Clear message
  - Priority

### **3. Investigation Report – discuss with Manager of Legal services**

- Went to council and left lying on the table to go back to SARG
- No change to policy
- Subject for legal review
- Cr Lui - report to be lay on the table for policy to have a touch of ‘Ailan Kastom’ and delegate to the mayor.
- Manager of Legal services suggests reviewing and put to July meeting.
- Complaint made against Mayor Mosby will go to full council

### **MATTER LEFT LYING ON THE TABLE**

#### 4. Regional Waste Management Strategy

Acting Chief executive Officer spoke to report.

- Moving most materials on islands that can't be turned into compost
- Work closely with state, commonwealth, and Bio-security

Acting chief executive reads resolution to be presented in July.

#### **RESOLUTION:**

*Moved: Cr Mosby Second; Cr Stephen*

**Strategic Advisory Reference Group (SARG) resolves to:**

- **Note this report; and**
- **Endorse this report to be presented to full Council at the July 2021 Council Ordinary Meeting**

**MOTION CARRIED**

#### 8. Chief Executive Officer

##### 1. Fuel Update – verbal

- Funding \$400,000 each (Mabuiag, Boigu and Saibai)
- Fuel Improvement – Snapshot report
- Safe operating
- Acting Chief Executive Officer has taken over from Mario Sabatino.
- Saibai “do they pay on Eftpos
- Come up with strategy and different stages.
- Community charge with prices we cannot control
- Divest fuel out
- Acting Chief Engineering and Senior Legal Counsel to work together.
- Saibai was not happy with temporary fuel shed.
- Mabuiag on notice.

Mayor Mosby

- Handover freely
- Bring up to standard
- Flag with minister Crawford
- Member for Cook advised that write letter to her and Minister Shannon Fentamen.

**Action Item:** Acting Chief Executive Officer improve and enhance workplace hazard.

**Action Item:** Acting Chief Executive Officer to come up Action Plan and different stages to determine costing priorities and commitments.

**RESOLUTION:**

*Moved; Cr Aven Noah Seconds; Cr Hilda Mosby.*

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

**MOTION CARRIED**

**9. Chief Operating Officer**

1. Standing Agenda Item – Housing Authority Update

- No current update
- Ilario Sabatino has included \$50,000 for 2021/2021 budget.

Cr Noah

- Badu Island and Murray Island housing
- Future what may or can happen.

**Action Item:** Follow-up with Councillors for Badu Island and Murray Island.

**Action Item:** Murray Island Tenure, get back to Cr Noah divestment has an agreement.

2. **BSU Update**

Manager of building services spoke to report.

Cr Fell wanted update of plug-in on report.

- Business service accountant is currently working on actuals of how much is outstanding.
- Meeting with Regional Director on the 14<sup>th</sup> of July 2021 and will have an update in the next council meeting.

**RESOLUTION:**

*Moved; Cr Aven Noah Second; Cr Keith Fell*

**That Strategic Advisory and Reference Group Committee endorse the referral of this report to the July ordinary meeting of Council.**

**MOTION CARRIED**

### 3. Local Law Enforcement Policy Report

Chief Operating Officer spoke to report.

- 3 minor changes attached to reports
- Enforcement of illegal dumping
- Refer unpaid fines too collection agency
- Continue dealing with spur for fines that a 6months over.
- Roll-out surveillance camera for illegal dumping of dugong and turtle waste.
- Refer debt to spur charges of \$80
- Reputational risk to council

#### **RESOLUTION:**

***Moved; Cr Fell Second; Cr Mosby***

**Council resolves to;**

- **Endorse the updated Enforcement policy, as presented**
- And**
- **Support the review of the Enforcement Procedure and support the proposed approach.**

**MOTION CARRIED**

### 10. CLOSED BUSINESS

#### **RESOLUTION:**

***Moved: Cr Aven Noah; Second: Cr Keith Fell***

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

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

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

1. CEO – Dauan Ponton – Verbal Update
2. CEO – TSIRC Proposed Local Disaster Management Group – Update
3. CEO – Sea Swift 1 – Verbal Update
4. CEO – Sea Swift 2 – Verbal Update
5. CEO - Elphinstone Close – Verbal Update

#### **RESOLUTION:**

*Moved; Cr Aven Noah Second; Cr Rocky Stephen*  
**That SARG move out of closed business.**

**ALL IN FAVOUR**

**1. Dauan Ponton – Verbal Update**

**RESOLUTION:**

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

**Strategic Advisory Reference Group (SARG) resolves to:**

- **Note this report**

**ALL IN FAVOUR**

**2. TSIRC Proposed Local Disaster Management Group – Update**

**RESOLUTION:**

*Moved: Cr Getano Lui Second: Cr Aven Noah*

**That the Strategic Advisory Reference Group (SARG) resolves to note this report and for it to be as a Closed Business Report to full Council at July 2021 OM.**

**ALL IN FAVOUR**

**11. Next meeting date – proposed for Tuesday 3<sup>rd</sup> August 2021**

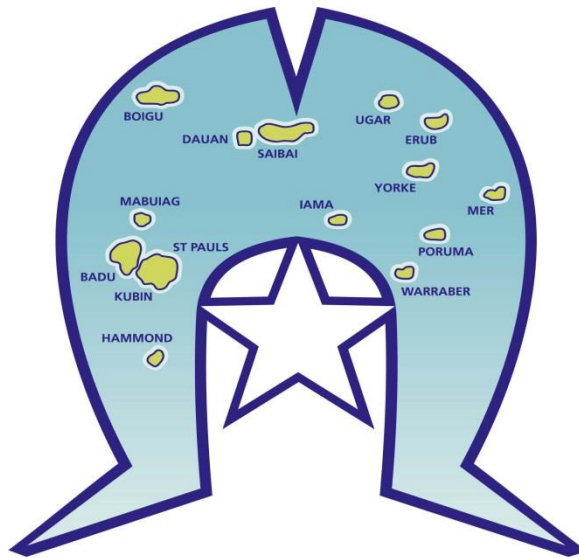
**12. Closing Remarks and Prayer**

Mayor Mosby thanked councillors, SARG Members, Acting Chief Executive Officer, and administration.

Mayor Mosby closed the meeting with a word of prayer.

**Meeting Closed 5:33pm**





**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Thursday 12<sup>th</sup> August 2021

Time: 1:06pm to 5:03pm

Venue: Video Conference

**Strategic Advisory Reference Group Meeting**  
**Thursday 12<sup>th</sup> August 2021**

**PRESENT:**

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

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

**APOLOGIES:**

Cr Keith Fell  
Hollie Faithfull, Chief Financial Officer

**Strategic Advisory Reference Group Meeting**  
**Thursday 12<sup>th</sup> August 2021**

**Agenda**

**1. Welcome (Chair)**

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

**2. Opening Prayer**

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

**3. Apologies**

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

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

- Chief Financial Officer – Ms Hollie Faithfull - Sick

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

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

**5. Confirmation of Minutes - SARG Meeting**

- 15 June 2021 – VC

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

- 13<sup>th</sup> July 2021 – VC

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

**6. Strategic Action Items Review**

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

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

**7. Mayor**

**Transitional Action Plan – Badu feasibility study – verbal update**

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

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

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

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

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

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

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

**Regional Assembly – TSIRC Position to TSRA, TSC & NPARC**

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

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

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

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

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

**8. Chief Financial Officer**

**Standing Agenda item – Project Plan**

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

**Fit for Work Policy**

Acting Chief Executive Officer spoke to this report.

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

**Diversity & Inclusion Policy**

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

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

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

**9. Chief Engineer**

**Standing Agenda item - Fuel Update**

Acting Chief Engineer spoke to the report.

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

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

**10. Chief Operating Officer**

**Standing Agenda Item – Housing Authority Update**

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

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

**Standing Agenda Item - BSU Update**

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

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

### **Special Holidays**

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

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

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

### **Housing Investment Plan**

Chief Operating Officer spoke to the report.

#### **RESOLUTION:**

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

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

**ALL IN FAVOUR**

## **11. Council moved into Closed Business**

#### **RESOLUTION:**

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

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

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

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

**ALL IN FAVOUR**

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

**12. Council Move out of Closed Business**

**RESOLUTION:**

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

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

**ALL IN FAVOUR**

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

**Tender Process – Cr Lui**

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

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

**Local Holidays – Cr Lui**

A discussion was held on local holidays.

**Torres Strait Flag – Cr Lui**

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

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

**Entry onto Trust land– Cr Noah**

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

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



**Pilot Outboard Mechanic visit to island – Cr Noah**

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

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

**Councillors Business Cards – Cr Fell**

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

**Prepare for Disaster / Cyclone – Cr Fell**

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

**Sea Rescue – Fuel / Support – Cr Fell**

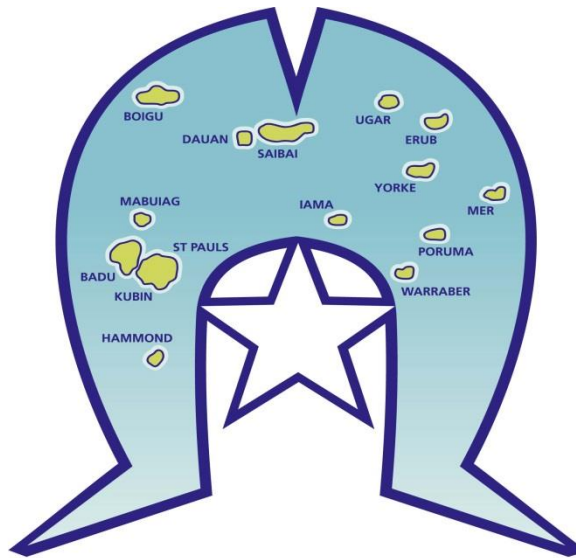
A discussion was held, and the acting Chief Engineer confirmed this is an action from the Council Meeting and the action is currently ongoing.

**14. Next meeting date – proposed for Tuesday 7<sup>th</sup> September 2021**

**15. Closing Remarks and Prayer**

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

**Meeting Closed at 5:03pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## STRATEGIC ADVISORY REFERENCE GROUP

Date: Tuesday 7<sup>th</sup> September 2021

Time: 1:00pm to 4:00pm

Venue: Video Conference

**Strategic Advisory Reference Group Meeting**  
**Tuesday 7<sup>th</sup> of September 2021**

**Attendees**

Mayor Phillemon Mosby – Chair  
Cr Getano Lui  
Cr Keith Fell  
Cr Hilda Mosby  
Cr Jimmy Gela – Proxy for Cr Rocky Stephen  
Cr Trinkoon – Proxy for Cr Getano Lui  
Cr Aven Noah

David Baldwin – Acting Chief Executive Officer  
Hollie Faithfull – Chief Finance Officer  
Peter Krebs – Senior Legal Counsel  
Dawson Sailor – Acting Chief Operating Officer  
Naila Nomoa – Acting Secretariat

**Apology**

Adeah Kabai – Acting Chief Engineer

**Strategic Advisory Reference Group Meeting**  
**Tuesday 7<sup>th</sup> of September 2021**

**Agenda**

**1. Welcome (Chair)**

Mayor Mosby acknowledged our father for our wisdom, knowledge and understanding upon our lives. Favour and blessing upon our council, our leadership, management, organisation, people, and our region. Acknowledge the Traditional Owners through the length and breathe of Zenath Kes including our office in Cairns.

**2. Opening Prayer**

Mayor Mosby invited Cr Fell to open the meeting in a word of prayer.

**3. Apologies**

- Cr Rocky Stephen
- Cr Getano Lui

**RESOLUTION:**

*Moved:* Cr Jimmy Gela; *Second:* Cr Lama Trinkoon

**That the Strategic Advisory Reference Group accept the apology of Cr Stephen and Cr Lui for their absence at this meeting.**

**ALL IN FAVOUR**

- Cr Noah is unavailable
- Cr Mosby is unavailable

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

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

## 5. Confirmation of Minutes - SARG Meeting

- 12 August 2021 – VC

Item 2: Mayor Mosby raised the code of conduct and expectations as part of general housekeeping.

### **RESOLUTION:**

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

**That the Strategic Advisory Refence Group accepts the Minutes of the SARG Meeting held on the 12<sup>th</sup> August 2021 as true and accurate record of that meeting.**

**ALL IN FAVOUR**

## 6. Strategic Action Items Review

Acting Chief Executive Officer spoke to Action Items.

1:29pm – Cr Hilda Mosby joined meeting.

Acting Chief Operating Officer will continue to contact each council to check on their special holidays 2022 for their division.

Senior Legal Counsel spoke about the Torres Strait Flag designed by Late Mr Bernard Namok.

- Copyright signed to former Island Co-ordinating Council
- Locate the original Advertisement for The Torres Strait Flag competitions
- Mayor Mosby signed off on the letter

**ACTION ITEM:** Senior Legal Counsel to update letter to Namok family and cancel planned meetings of 20<sup>th</sup> September

Cr Gela queried if Councillor's response on Visitor Request platform is received by the applicant? Acting COO to confirm and advise Cr Gela.

Cr Trinkoon raised that he received a visitation request from an applicant in south Africa wanting to visit Kubin Community. Councillor consulted community members however no one knew the individual.

Mayor Mosby advised councillors to discuss directly with Rottannah Passi – Visitor Operations Manager.

Cr Fell raised outboard mechanic to travel to islands quarterly.

**ACTION ITEM:** Acting Chief Executive Officer to continue explore opportunities for Outboard mechanic with Economic Development team. Possibility of considering Mechanic on Badu who deputised previously with Council

**7. Mayor**

**1. Community Grants**

Mayor Mosby received a letter from Minister Steven Miles.

Mayor Mosby requested Senior Legal Counsel to read letter from Minister Steven Miles.

- Councillors to put forward their views during September Ordinary Meeting.
- Propose to workshop community grants and invite Local Government
- Meeting with John O'Halloran on Thursday.
- Councillors to engage with administration possibly after September Ordinary meeting, instead of holding the process to November workshop.

**ACTION ITEM:** Acting CEO to arrange a workshop on Thursday 23<sup>rd</sup> Sept between John O'Halloran Regional Manager at Department of Local Government and Community Recovery and Resilience. Councillors and relevant staff to discuss discretion funds and councillors' involvement.

**8. Chief Financial Officer**

**1. Standing Agenda item – Project Plan**

Chief Financial Officer spoke to report and will discuss item 11 on Agenda item 8.2 regarding the 3 and half day annual leave for Christmas shutdown.

**2. Christmas Festive Period Closedown 2021/2022**

Chief Financial Officer spoke to report.

**RECOMMENDATION:**

*Moved:* Cr Keith Fell; *Second:* Cr Lama Trinkoon

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

**ALL IN FAVOUR**

**9. Chief Engineer**

**1. Fuel Improvement Program Update**

Acting Chief Executive Officer spoke to report on behalf of Acting Chief Engineer.

- Take 5 training for new employees
- Water detected in fuel
- New water-resistant drums
- Report provided by Mario Sabatino before his departure.

**RECOMMENDATION:**

*Moved:* Cr Hilda Mosby; *Second:* Cr Jimmy Gela

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

**ALL IN FAVOUR**

Mayor Mosby

- Educating government, the cost to council
- Long term strategically

**10. Chief Operating Officer**

**1. Standing Agenda Item – Housing Authority Update (verbal)**

Acting Chief Operating Officer gave a verbal update on Housing Authority.

- Adoption of 2021/2022 budget includes \$50,000 to engage specialist to scope works of set up of Housing Authority. Acting COO will meet with Governance Manager this week to undertake procurement.
- Mayor Mosby advised that transfer of social housing licence for Mer Island and Badu Island to be priority

**2. Standing Agenda Item - BSU Update**

Acting Chief Operating Officer spoke to report.

Cr Fell questioned if there is information of what is coming in terms of revenue.

Chief Financial Officer advised Cr Fell that they are unable to invoice until the 50% of works are completed. Reporting revenue may be difficult due to different stages of different projects.

Mayor Mosby

- Works not being completed properly
- Reports needs to be clear so councillors can make informed decisions

Chief Financial Officer explained AASBIS to Cr Fell

- AASBI15 relates to Finance standard and how Capital revenue is reflected in Financial reports.
- Adjustments are done on an annual basis.

Cr Fell enquired about the new builds

- How many new builds do we have?
- Are we able to manage it with the 2.4million internally?
- Due to weather, there have been delays.

**RECOMMENDATION:**

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

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

**ALL IN FAVOUR**

**3. Rental Arrears – Deceased tenants**

Acting Chief operating officer spoke to report.

Cr Fell

- Housing, and Safe and Healthy communities Standing committee to be included in the consultations and involvement in improvements and kept informed on subject matters relating to the Committee

Acting Chief Operating Officer advised Cr Fell that the report went through the committee before presented to SARG.

**RECOMMENDATION:**

*Moved:* Cr Lama Trinkoon; *Second:* Cr Jimmy Gela

**That SARG Committee notes the report.**

**ALL IN FAVOUR**



11. **Chief Executive Officer**

1. TSIRC name and boundary change – Legal

Senior Legal Counsell spoke to report.

Mayor Mosby.

- stressed that we should not be subject to decision of Torres Shire
- Traditional owners who have a strong say.
- Torres Shire Council opposes to boundary.
- We need separation and ownership of assets.

Cr Keith Fell:

- Consultation Indigenous Leaders forum in Cairns at Holiday Inn
- Mayor Fred Gela was present.

**ACTION ITEM:** Do a map of proposed boundary change.

**ACTION ITEM:** NPARC is going through the same process contact them.

**ACTION ITEM:** Senior Legal Counsel to contact Tony Good who hosted the Indigenous Leaders Forum.

**ACTION ITEM:** Information sent to councillors for Consultation

**RECOMMENDATION:**

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

**That SARG Committee notes the report.**

**ALL IN FAVOUR**

**12. MOVE INTO CLOSED BUSINESS**

**RESOLUTION:**

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

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

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

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

**ALL IN FAVOUR**

1. Elphinstone and Grafton St Office Review – CB – ACEO (verbal)
2. Transitional Action Plan – CB – ACEO (verbal)

**13. MOVE OUT OF CLOSED BUSINESS**

**RESOLUTION:**

*Moved:* Cr Keith Fell *Second:* Cr Jimmy Gela

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

**ALL IN FAVOUR**

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

No business raised.

**15. Next meeting date – proposed for Tuesday 5<sup>th</sup> October 2021**

Mayor Mosby confirmed the next SARG meeting be held on Tuesday 5<sup>th</sup> October 2021 via video conference.

## 16. Closing Remarks and Prayer

Mayor Mosby thanked the councillors who stepped in as proxies from the committees for their time and commitment. Council meeting is just around the corner and its highly unlikely the Elphinstone report will be presented.

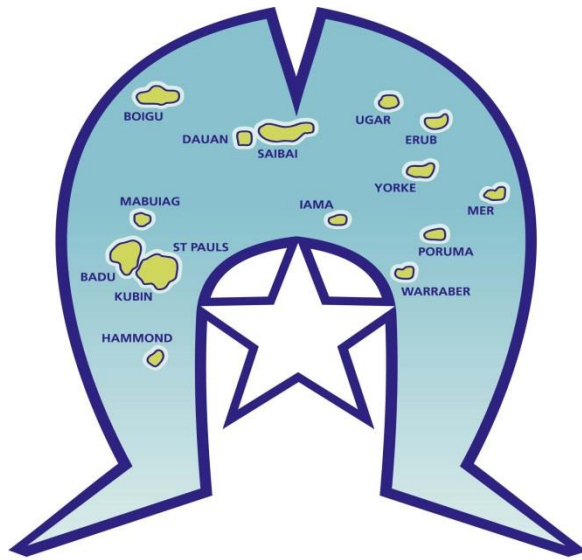
Cr Fell advised that he will be attending the September Hammond Island meeting in Person.

Mayor Mosby invited Cr Mosby to close with a word of prayer.

**3:57pm Meeting Closed.**

.....  
Mr David Baldwin  
Acting Chief Executive Officer  
Torres Strait Island Regional Council  
5<sup>th</sup> October 2021

.....  
Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
5<sup>th</sup> October 2021



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## CLIMATE CHANGE ADAPTATION AND ENVIRONMENT COMMITTEE

Date: 10<sup>th</sup> February 2021  
Time: 1:13pm to 2:23pm  
Venue: VMR #6 – 0292 970 558

## **Agenda**

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Confirmation of Minutes – 2<sup>nd</sup> November 2020
6. Action Items from previous meeting
7. Terms of Reference Discussion
8. Standing Agenda Items Discussion
  - Quarterly update on current and future works in the Region to address Climate change and Environmental issues – Chief Engineer
9. Meeting Dates for 2021
  - 23 June 2021
  - 25 August 2021
  - 27 October 2021
10. General/ Other Business (on notice)
11. Next meeting date – 23 June 2021
12. Closing Prayer

## **CLIMATE CHANGE ADAPTATION AND ENVIRONMENT COMMITTEE**

**Wednesday 10<sup>th</sup> February 2021**

### **PRESENT:**

Cr Hilda Mosby, Chair  
Cr Seriako Dorante, Member

Mr David Baldwin, Chief Engineer  
Mr Peter Krebs, Senior Legal Counsel

### **APOLOGY:**

## **MINUTES**

### **1. Welcome (Chair)**

Cr Hilda Mosby welcomed everyone to the meeting and thanked them for their time.

### **2. Opening Prayer**

Cr Mosby invited Cr Dorante to open the meeting in prayer.

### **3. Apologies**

Cr Tamu not in attendance as yet, Cr Mosby advised she spoke with Cr Tamu and he advised he was attending.

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

- Cr Mosby declared a declarable conflict of interest as she is a member of
  - TSRA Board and
  - CSIRO Indigenous Climate Change Group
- Cr Dorante declared a declarable conflict of interest as he is a member of
  - TSRA Board

**1:19pm** – Cr Tamu joined the meeting.

- Cr Tamu declared a declarable conflict of interest as he is a plaintiff in a United Nation court case on climate change effects on the Torres Strait Region.

### **5. Confirmation of Minutes – 2nd November 2020**

Committee wanted it noted the Minutes of the 2<sup>nd</sup> November 2020 was endorsed at the OM in December 2020 at Badu.

### **6. Action Items from previous meeting**

Action item list updated.

### **7. Terms of Reference Discussion**

No discussion.

## 8. Standing Agenda Items Discussion

- Quarterly update on current and future works in the Region to address Climate change and Environmental issues – Chief Engineer

Chief Engineer, Mr David Baldwin provided the committee with a briefing paper and spoke to the report.

Cr Mosby informs committee the TSRA climate change publication all expires this year and therefore they were not distributed.

Chief Engineer updated committee on the CHASS report, they are still ongoing, a few phases are completed, and phase 4&5 recently went to OM for endorsement.

**ACTION:** Chief Engineer to provide a briefing paper with an update on 4 & 5.

Cr Tamu raised the issue of renewable energy and that the conversation needs to start up again and he asked about Mirabou Energy and other who presented to Council. Senior Legal Counsel provided committee on an update regarding Mirabou.

Cr Tamu suggested its about educating our people on climate change and it's affects. Council needs to have a position on this. Chief Engineer informs committee on the work John Rainbird from TSRA is doing and suggest TSIRC start the conversation with him and work collaboratively in this space and build the relationship. Committee supports the idea and Cr Dorante ask if TSIRC has an MOU with TSRA. Peter Krebs informs the committee there are plans to develop a new MOU with TSRA.

**ACTION:** Senior Legal Counsel to provide an update on the MOU status between TSIRC and TSRA.

### **RECOMMENDATION:**

Moved: Cr Tamu; Second: Cr Dorante

**That the Committee notes and accepts the briefing paper as presented.**

**ALL IN FAVOUR**

## 9. Meeting Dates for 2021

- 23 June 2021
- 25 August 2021
- 27 October 2021

Committee confirms and accepts the dates for the remaining three quarterly meeting for this year.



## 10. General/ Other Business (on notice)

Chief Engineer mentioned the Torres Strait Climate Adaptation and Resilience Plan to be reviews by the Standing Committee with short term objective;

- Regional Adaptation champions
- Create more sustainable and resilient communities
- TSRA to co-fund a position – subject to TSRA funding
- Regional resilience and sustainability position

**1:59pm** – Senior Legal Counsel, Mr Peter Krebs leaves the meeting.

Can the Climate Change Adaptation and Environment Standing Committee influence TSIRC to look at the co-funded position with TSRA.

Cr Tamu stress again the point of educating our people and community and TSIRC need to take a step to show we are playing a part.

Chief Engineer informs Committee there is a concept for the old position description that he can send out to members.

**ACTION:** Chief Engineer to send to all Committee and staff a copy of the old proposed position description.

Cr Dorante supports the position.

**2:11am** – Cr Tamu leaves the meeting.

### **RECOMMENDATION:**

*Moved:* Cr Dorante; *Second:* Cr Mosby

**That the Committee supports and recommends the Chief Engineer draft a report to go to SARG and then to Ordinary Meeting to seek endorsement from Council to liaise with TSRA to seek funding for position for the next three years.**

**ALL IN FAVOUR**

**ACTION:** Chief Engineer to draft report with recommendation and send to Chair for review before going to SARG.

Committee requested an information report from the Manager of Environment and Health updating on Biosecurity and Waste Management quarterly.

**ACTION:** Chief Engineer to contact Manager EHW to provide Committee with a quarterly information report.

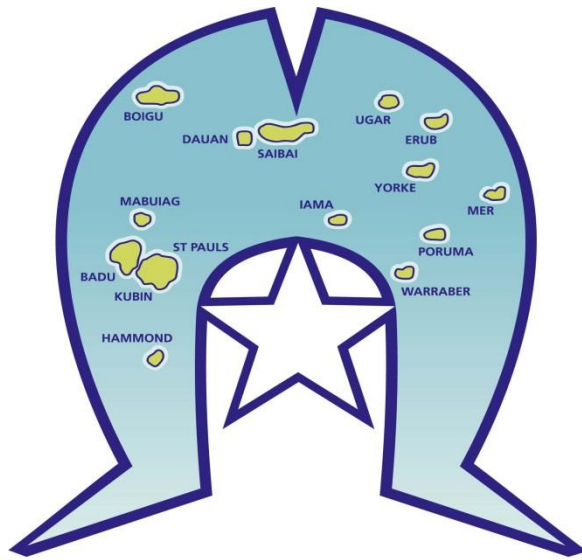
**11. Next meeting date – 23 June 2021**

Next meeting date confirmed for Wednesday 23<sup>rd</sup> June 2021.

**12. Closing Prayer**

Cr Mosby invited Cr Dorante to close the meeting in prayer.

**MEETING CLOSED – 2:23pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## CLIMATE ADAPTATION AND ENVIRONMENT COMMITTEE

Date: Tuesday– 22 June 2021

Time: 10am – 12noon

Venue: VMR #6 – 0292 970 558

**CLIMATE ADAPTATION AND ENVIRONMENT  
STANDING COMMITTEE MEETING  
23<sup>rd</sup> June 2021**

**PRESENT:**

Chair - Cr Hilda Mosby  
Member - Cr Seriako Dorante  
Member - Cr Kabay Tamu

Acting Chief Engineer – Adea Kabai  
Capital Works Engineer - Kristian Duthie  
Waste and Sustainability Engineer - Jarrah Doran-Smith  
Senior Legal Counsel - Peter Krebs  
Secretariat Officer - Kathy Cochran

**Invited Guest:**

Mr Allen Cunneen - LGAQ

**APOLOGY:**

## **Agenda**

### **1. Welcome (Chair)**

Cr Hilda Mosby welcomed everyone to the meeting and thanked them for their time.

### **2. Opening Prayer**

Cr Hilda Mosby invited Cr Seriako Dorante to open the meeting in prayer.

### **3. Apologies**

Nil

### **4. Conflict of Interest (Declarable or Prescribed)**

Cr Hilda Mosby declared a declarable conflict and stated she is a TSRA member with the Climate Change portfolio, a member of the Climate Change National Group - CSIRO

Cr Seriako Dorante declared a declarable conflict and stated he is a TSRA member for Hammond Island.

Cr Kabay Tamu declared a declarable conflict and stated he is a claimant in a United Nation litigation on climate change.

### **5. Confirmation of previous minutes – 10 February 2021**

#### **RESOLUTION:**

*Moved:* Cr Hilda Mosby; *Second:* Cr Seriako Dorante

That the Committee accepts the minutes of the Climate Adaptation and Environment Meeting held on the 10<sup>th</sup> February 2021 as a true and accurate record.

**ALL IN FAVOUR**

**2:12pm** – Cr Kabay Tamu joined the meeting.

### **6. Action Items List**

**ACTION:** Acting Chief Engineer to update Secretariat with the action item list via email and copy Cr Hilda Mosby and Members in.

## **7. Metal Waste Clean Up Presentation**

Acting Chief Engineer spoke to the report and provided an on the engagement and invited Jarrah to speak to the presentation.

## **8. Regional Waste Management (Allen Cunneen – invitee)**

Acting Chief Engineer invited Mr Allen Cunneen from Local Government Association of Queensland to speak to the report.

### **RECOMMENDATION:**

Moved: Cr Hilda Mosby; Second: Cr Kabay Tamu

That the Committee supports and recommends the report goes to SARG for noting and recommending to the Full Council for endorsement.

**ALL IN FAVOUR**

**ACTION:** Secretariat Officer to place report on the July 2021 SARG and Ordinary Meeting Agenda.

**3:22pm** – Mr Allen Cunneen leave the meeting.

## **9. Seawall Projects Update**

Acting Chief Engineer, Mr Adeah Kabay initially spoke to the report and then invited Mr Kristan Duthie, Acting Manager, Capital Works, Mr Kristan Duthie to provide and overview of the project to date.

**ACTION:** Seawall Project Manager, David Stevens to keep Cr Hilda Mosby updated regularly. To note when carrying out geo technical dig/testing to be mindful of native title and cultural sensitivities.

Recommendation that the Committee notes the report. All in favour.

## **10. Master Planning process**

Draft version of each Master Plan for Saibai, Boigu, Dauan and Kubin has been completed and provided to respective Councillors and TSIRC Staff.

Community visits planned for other Divisions as per itinerary in report. Hope to have completed and Plans available for endorsement later in the year.

**ACTION:** Kristan to send update on the Master Plans to Secretariat Officer to distribute to Chair and members.

**ACTION:** Cr Dorante requested an update on his community (Hammond) Master Plan.

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

No general business.

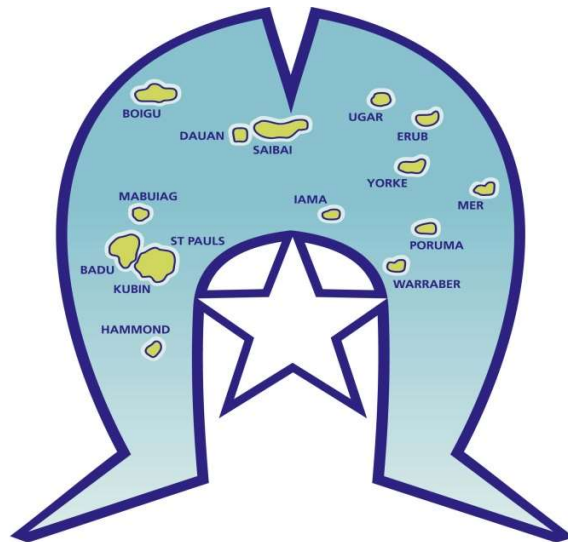
**12. Next meeting date**

- Wednesday 25<sup>th</sup> August 2021

**13. Closing Prayer**

Cr Hilda Mosby invited Cr Seriako Dorante to close the meeting in prayer.

**MEETING CLOSED – 3:56pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# DRAFT MINUTES

## CLIMATE ADAPTATION AND ENVIRONMENT COMMITTEE

Date: Wednesday - 25<sup>th</sup> August 2021  
Time: 10am - 12noon  
Venue: VMR #6 – 0292 970 558



### **Attendees**

Cr Hilda Mosby – Chair  
Cr Kabay Tamu – Committee member  
Cr Seriako Dorante – Committee member  
Adeah Kabai – Acting Chief Engineer  
Naila Nomoa – Acting Secretariat Officer

### **Apologies**

Cr Seriako Dorante

## **1. Welcome (Chair)**

Cr Mosby welcomed everyone to the meeting today and acknowledged the Traditional Landowners of the land we meet today.

## **2. Opening Prayer**

Cr Mosby opened with a word of prayer.

## **3. Apologies**

- Cr Dorante

## **4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

Cr Mosby

- Board member for Torres Strait regional Authority
- Climate Change National Group CISRO

Cr Tamu

- United Nation litigation on climate change.

## **5. Confirmation of previous minutes – 22<sup>nd</sup> June 2021**

Acting Chief Engineer has advised that Kristan Duthie has resigned and all action against Kristan will be reviewed and sent out.

### **RESOLUTION:**

*Moved;* Cr Tamu *Second;* Cr Mosby

That the minutes of the meeting held on the 22<sup>nd</sup> June 2021 is a true and accurate account.

**ALL IN FAVOUR**

## **6. Action Items List**

Acting Chief Engineer spoke to the action items.

## **7. Climate Change Adaptation and Environment Committee – Engineering Services Projects/ Works update**

Acting Chief Engineer spoke to report.

Cr Tamu supports Engineering Civil Crew Leading Hand position to be advertised internally as succession planning for Kevin Malone.

**ACTION:** Manager of capital works to have offline discussion with Cr Mosby in relation to consultant arrived at Masig to undertake Marine Plant Survey.

**Recommendation:**

*Moved; Cr Mosby Second; Cr Tamu*

That;

Climate Change Adaptation and Environment Committee notes this report.

**ACTION:** Invite Manager of Environmental Health to provide report.

**ACTION:** Acting Chief Engineer to provide photos of Saibai seawall cemetery works vs Boigu seawall cemetery works as an example. Seeking funding for phase 3.

## **8. Environmental Policy – Verbal Update**

Acting Chief Engineer gave a verbal update.

- Draft policy fair bit of work before review and endorsement.
- Committee member to review and have input into the policy.

## **9. General/ Other Business (on notice)**

Cr Tamu

- Merbau Energy feedback and discussion
- Renewables in our region
- Fundings

Cr Mosby

- Community resilience.
- Building resilient communities.
- Talk to individual councillors.
- Work closely with Mr John Rainbird.
- Introduction of smart water metres.
- Save environment we live in.
- High level of scope to support that initiative.
- Fortnightly update of works happening in the Environmental and Climate Adaptation space,

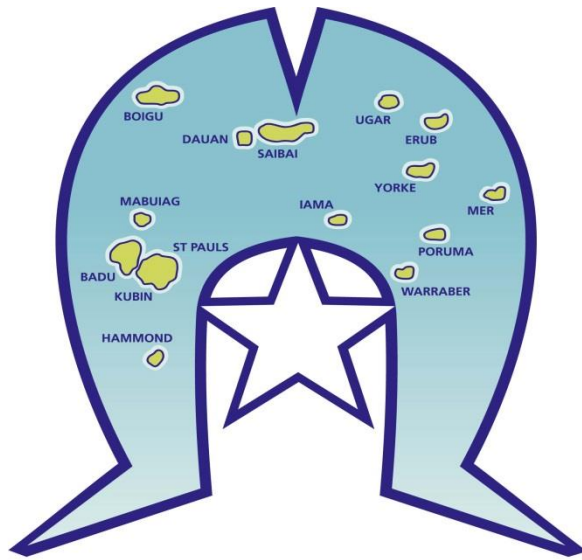
## **10. Next meeting date**

– Wednesday 27<sup>th</sup> October 2021

- Work with Acting Chief Engineer for action items to be updated.

## **11. Closing Prayer**

Cr Mosby closed the meeting with a word of prayer.



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

CULTURE, ARTS, LAND AND HERITAGE COMMITTEE

Date: 12<sup>th</sup> February 2021

Time: 1:00pm to 4:00pm

Venue: VMR #7 – 02 992 165 401

## **Agenda**

### **1. Welcome (Chair)**

Cr Noah welcomed everyone to the meeting and thanked them for their contribution to date.

### **2. Opening Prayer**

Cr Noah invited Cr Elisala to open the meeting in prayer

### **3. Apologies**

Cr Nona

### **4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

No declaration made.

### **5. Confirmation of previous minutes – 2 November 2020**

#### **RESOLUTION:**

*Moved:* Cr Elisala; *Second:* Cr Noah

That the Committee accepts the minutes of the meeting held on 2<sup>nd</sup> November 2020 is a true and accurate account of that meeting.

**ALL MEMBERS IN FAVOUR**

### **6. Action Items**

Action items list updated.

### **7. Trustee Policy Review**

Mr Peter Krebs, Senior Legal Counsel spoke to the report.

### **8. Meeting Dates for 2021**

- 25<sup>th</sup> June 2021
- 27<sup>th</sup> August 2021
- 29<sup>th</sup> October 2021

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

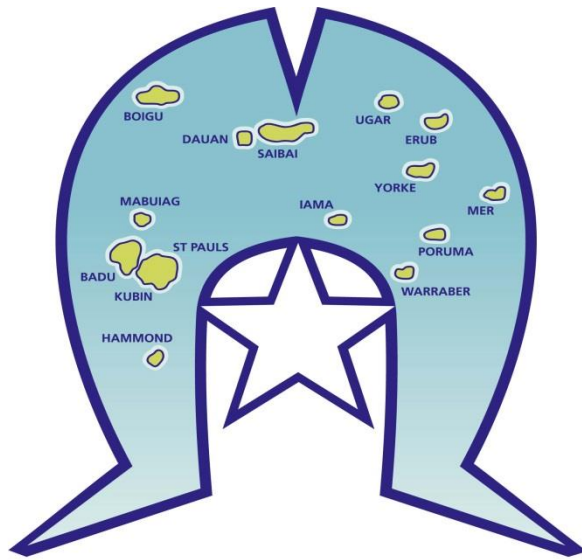
Cr Elisala mentioned Cr Nona's email. Rachel read Cr Nona's email to committee.

**10. Next meeting date – 25<sup>th</sup> June 2021**

Cr Elisala asked about the possibility of having a face to face in the new financial period and if funds can be made available.

**11. Closing Prayer**

Cr Noah thanked everyone for their contribution and closed the meeting in prayer.



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## GOVERNANCE AND LEADERSHIP COMMITTEE

Date: 11<sup>th</sup> February 2021

Time: 1:00pm to 4:00pm

Venue: VMR #6 – 02 92 970 558



## **Agenda**

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Confirmation of previous minutes – 22 December 2020
6. Action Items List
7. Terms of Reference Discussion
8. Standing Agenda Items Discussion
9. Meeting Dates for 2021
  - 21<sup>st</sup> June 2021
  - 23<sup>rd</sup> August 2021
  - 25<sup>th</sup> October 2021
10. General/ Other Business (on notice)
11. Next meeting date – 21<sup>st</sup> June 2021
12. Closing Prayer

## **ATTENDEES**

Cr Getano Lui – Yam (Iama)  
Cr Lama Trinkoon – Kubin Community  
Cr Dimas Toby – Boigu Island  
Mr Ilario Sabatino – Acting CEO  
Naila Nomoa – Travel Officer

**13. Welcome (Chair)**

**14. Opening Prayer**

Cr Lui open in prayer.

**15. Apologies**

Nil.

**16. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

Nil.

**17. Confirmation of previous minutes – 22 December 2020**

*Move;* Cr Toby *Second;* Cr Trinkoon

**18. Action Items List**

Cr Lui went through action items from Committee meeting 22<sup>nd</sup> of December 2020.

- Cr Trinkoon received document for MLS- Mr Peter Krebs
- Template for committee meeting.
- If Committee has any agenda item and improvement to discuss. please pass onto Secretariat to put on agenda.
- Involving the KPI for Acting CEO with Mayor
- Further down the track closer engagement for Someone to sit on standing committee so that issue that come up with strategic and operations.
- Get administration involved so that level so that we can feed through to SARG and not overlap or duplicate.

**19. Terms of Reference Discussion**

- Cr Lui encouraged committee members to look at their own situation locally or what they feel that we could improve and discuss. Don't be isolated to raise the issues because it could also be happening regionally.

Cr Trinkoon advised that he wanted to submit a few agenda items example the Jetty's.

Cr Lui

- Budget, operational, and corporate plans fall into the governance committee for our view for the organisation. We might not agree with things are put to full council. Let staff know to look at ways to simplify it to understand.
- Council now has a new funding and grants officer.
- Participant in various funding that are in the region.
- Attended deputation in Canberra and the ministers advised that there are different funding. Cr Lui advised that the accessibility and criteria of who can apply.

Cr Toby provided an update on Minister White visit to Thursday Island with TSRA Board members.

- Requested that Minister White visit outer islands
- One Boat
- Regional Governance
- MOU -Torres Strait Regional Authority, Torres Strait island Regional Council, Northern Peninsula Council and Torres Shire Council.
- Motion in progress to strengthen partnership
- Raised great need Infrastructure in the outer islands to maintain and it is a challenge for council.
- Minister white will be travelling with Shannon on his next visit.
- Communicate with TSIRC Ministers next visit.
- Standing Agenda for committee 'TAP'

Acting CEO Ilario Sabatino

- Referred an email sent by Eleanor regarding the secretariat to be tabled at council meeting and resolution for council to endorse the establishment of the secretariat an its rule book. Once it is established and appoints its Directors.
- There will be 5 – 6 resolutions that would need to be adopted by the new Zenath Kes Corporation.
- How council will separate its business from Zenath Kes Corporation particular the members.
- Put through resolutions Governance committee and then council meeting for noting.
- Recommends the paper and recommendations go through the Governance and Leadership committee.

Cr Lui asked Acting CEO Illario to give a background on the position. According to Corporate Affairs the position will be focusing on Grants. The Position description that was sent out is not specific.

- Top 5 priorities
- Direct Report
- Regular Reports

- Action has been taken forecasting current grants and upcoming 6-12 months.

Cr Trinkoon also mentioned that he received a call from LGAQ regarding a survey to assist with funding on councils top 5 priorities but did not disclose any information.

Cr Lui – LGAQ, are we getting value for money for paying for our membership.

Cr Toby

- Grants officer is critical and needed within our organisation.
- There are local grants opportunities for example: TSRA, Qld government and is up to us to source.
- Assist no profit organisations, churches, and sport.
- Open communications between CEO and Councillors

Acting CEO – Ilario Sabatino

- As advised by CFO Grants Report will be provided to council monthly.
- Quarantined and Un-tied dollars
- Asset management
- At next council meeting a paper will be tabled with potential projects be submitted under the BBR Funding Community infrastructure component
- As an organisation we are taking steps to improve on our data and reporting.

## **20. Standing Agenda Items Discussion**

- Cr Lui will be sending out draft and can discuss at the next meeting.

## **21. Meeting Dates for 2021 (Ama Kathy to check dates-put in calendar)**

- 21<sup>st</sup> June 2021
- 23<sup>rd</sup> August 2021
- 25<sup>th</sup> October 2021

## **22. General/ Other Business (on notice)**

Cr Lui asked Cr Toby about the Seawall.

Cr Toby

- Engineering hours were dropped
- Staff were not notified
- Hours were dropped due to funding and no work.
- Local labours that were employed- Adeah Kabai is aware of it.
- Planned public meeting and update the progress of the seawall.

- Engineering could keep Cr Toby updated of the work and not caught off guard by community.
- Had same concern as Cr Trinkoon QPS similar concern visiting communities and spoke to Inspector Lacey.
- In respect of protocol effort made to communicate with councillors on ground and courtesy.

Acting CEO, Ilario Sabatino advised Cr Toby that as per current request for information policy he could contact David and copy in the Mayor and CEO with his queries.

Cr Lui

- Suggest that if their discussion does not fall under Governance and Leadership can be discussed and referred to the relevant committee.
- Crucial that we are across the issue and works to be done.

Acting CEO – Ilario Sabatino spoke about things that we could be doing better for our communities.

- Indigenous Opportunities Plan that are attached to the Projects
- Important for council to be involved because it ties in Indigenous employment and Indigenous Business.
- Contractor must follow the plan from state government.
- Councillor is involved together with the PBC and other key stakeholders all the way through that is developed and sign-off at the end the project when completed.

Cr Trinkoon

- Police presence on Moa Island for at least a month, was unaware and should notify Council of their presence.
- Accessed community
- Community concerned about Covid, for police accessing community without ground truthing or where have they been in the last 14days.
- Ground truthing any visitors to the community
- Where are the police travelling from.
- Equitable standard of average Australia's (Compare IBIS and Coles)

Cr Lui advised the if it was a drug situation must remain confidential when Police visit.

Cr Trinkoon as a councillor of the community we should know what's happening in our community and answerable to our community members.

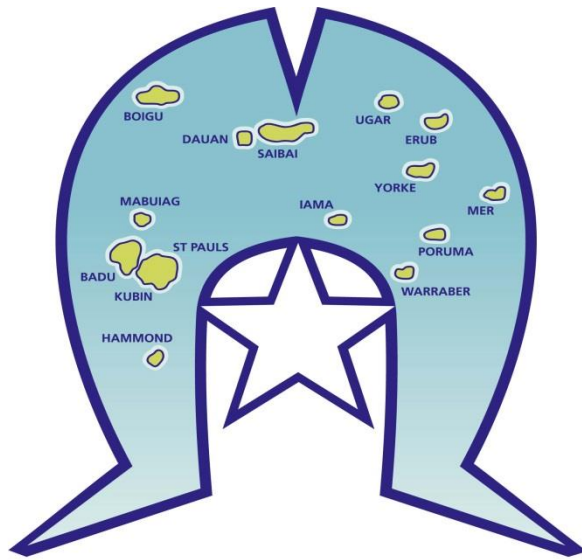
Cr Lui

- 150<sup>th</sup> celebration of July 1 Celebration 2021.
- DATSIP funding Brisbane celebrations.
- How is TSIRC will celebrating as different communities have different dates.

**23. Next meeting date – 21<sup>st</sup> June 2021**

**24. Closing Prayer**

Cr Lui invited Cr Toby to close in prayer.



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## HOUSING AND SAFE AND HEALTHY COMMUNITY COMMITTEE

Date: 9<sup>th</sup> February 2021  
Time: 1:05pm to 3:45pm  
Venue: VMR #8 – 0299 165 402



## **Agenda**

1. Welcome (Chair)
2. Opening Prayer
3. Apologies
4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration
5. Terms of Reference Discussion
6. Standing Agenda Items Discussion
  - Housing Authority
  - Local Housing Plan
7. Meeting Dates for 2021
  - April – June (22<sup>nd</sup> June 2021)
  - July – September (24<sup>th</sup> August 2021)
  - October – December (26<sup>th</sup> October 2021)
8. General/ Other Business (on notice)
9. Next meeting date – 22<sup>nd</sup> June 2021
10. Closing Prayer

**Housing and Safe and Healthy Communities Committee**

**Tuesday 9<sup>th</sup> February 2021**

**PRESENT**

Cr Keith Fell, Chair  
Cr Francis Pearson, Member  
Cr John Levi, Member

Ms Rachel Pierce, Acting Chief Operating Officer (Executive Support)  
Ms Kathy Cochran, Secretariate Officer

**APOLOGIES**

Nil

## **Minutes**

### **1. Welcome (Chair)**

Cr Fell welcomed everyone one to the meeting and thanked for their time.

### **2. Opening Prayer**

Cr Fell invited Cr Levi too to open the meeting in prayer.

### **3. Apologies**

Nil

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

No declaration made. Cr Fell encouraged everyone to declare at any time.

### **5. Terms of Reference Discussion**

Follow up on action item to add a dot point to the Terms of Reference.

**ACTION:** Secretariat to track Committee's suggested changes to TOR and Acting COO to send request to Mette to amend the TOR to include the extra dot point.

### **6. Action Items**

Action item List updated. Acting Chief Operating Officer, provided Committee with a briefing paper addressing all actions on the list.

### **7. Standing Agenda Items Discussion**

- Housing Authority

**ACTION:** ACOO to send Housing Authority Presentation from the November workshop to all members. This was completed during the meeting.

- Local Housing Plan

**ACTION:** ACOO to provide briefing on current Housing stock for the whole region.

Committee discussed the idea of having a face to face meeting to develop and workshop short and long term list of priority and plan for the committee going forward.

Acting Chief Operating Officer suggested to the Committee that we focus on the things TSIRC already doing and have allocated funds to. Also consider looking at the Councillor's top 5 priorities and extract the ones that are relevant to the committee's portfolio.

Cr Pearson asked about paving the back road to the lodge as it is a health risk to community especially in the dry season with dust and community members with asthma.

**ACTION:** ACOO to send members list of Councillors 5 priorities till 30<sup>th</sup> June 2021. This was actioned during the meeting.

Standing Committee to influence existing TSIRC programs or projects in our portfolio area. Governance process for committee to influence SARG and Council.

**ACTION:** SO to start an Action items register

**ACTION:** ACOO to continue with the briefing notes as presented at today's meeting.

### **BREAK – 1:14PM – 1:54PM**

## **8. Confirmation of Minutes – 22<sup>nd</sup> December 2020**

### **RESOLUTION:**

*Moved:* Cr Pearson; *Second:* Cr Levi

**That the Committee resolves to accept the minutes of the meeting on 22<sup>nd</sup> December 2020 as a true and accurate.**

**MOTION CARRIED**

## **9. Meeting Dates for 2021**

- April – June (22<sup>nd</sup> June 2021)
- July – September (24<sup>th</sup> August 2021)
- October – December (26<sup>th</sup> October 2021)

Committee accepts the above dates.

## **10. General/ Other Business (on notice)**

Cr Pearson requested an update on the concrete under some houses in community.

Cr Levi asked about the Katter Lease properties without fences and the safety around horses.

Acting Chief Operating Officer briefs Committee on the Housing Authority presentation from the November 2021 Workshop and provided an update on Councils position.

Cr Levi noted that from a debt of \$15m have now be reduced to \$9m.

Cr Pearson raised the issue of asbestos in our communities.

**ACTION:** Secretariat to check \$5k professional development fund can be used for face to face workshop.

**ACTION:** ACOO to enquire about the use of HF Radios – disaster and power outage (safe communities) and monitor these radios bimonthly.

### **BRIEFING NOTE from ACOO**

#### **RESOLUTION:**

*Moved:* Cr Levi; *Second:* Cr Pearson

That the Committee accepts and notes the report as presented.

**MOTION CARRIED**

Cr Pearson raised overcrowding in houses and houses with only one individual.

Cr Fell – Housing paper to SARG on dividing the \$14m and develop a list of priorities. Committee had a robust discussion around the allocations of the funds. The Committee suggested Council look at overcrowding and the register of needs. Develop a methodology to assist with making their decision for allocation per capita between all the Divisions.

**ACTION:** ACOO to provide briefing note on Housing and Safe and Healthy Communities Committee recommendation for Housing allocation.

Cr Levi would like to raise at next OM – the Caravans – where are they and an update on what Council plans are for them. ACOO informs Committee there is no budget attached to them and have recommended they be handed to Community Service to managed the asset. No policy, no fees, and charges on register etc. Can be utilised in community as short term fixt to overcrowding/ emergency housing.

**ACTION:** ACOO to include status update on caravans in actions briefing note for next meeting.

## **10. Next meeting date**

- Tuesday 22<sup>nd</sup> June 2021

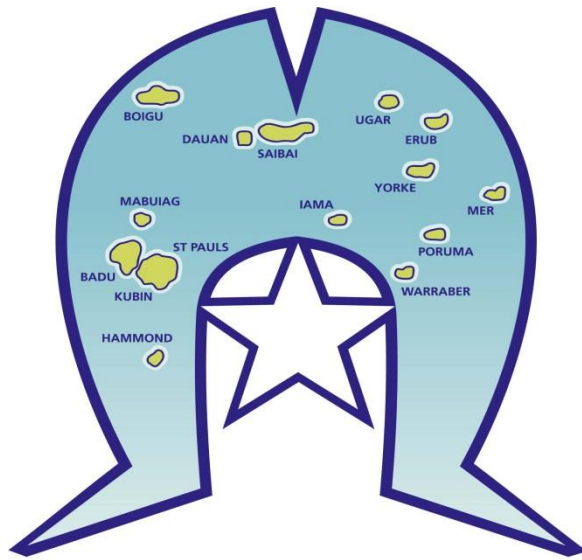
## **11. Closing Remarks and Prayer**

Cr Fell thanked everyone for their input. The committee would like to hold an out of session discussion on 22<sup>nd</sup> June 2021 from 9am- 11am.

**ACTION:** Secretariat to place in outlook calendars of committee members and staff.

Cr Fell invited Cr Levi to close the meeting in prayer.

**MEETING CLOSED – 3:45pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# MINUTES

## HOUSING AND SAFE AND HEALTHY COMMUNITIES COMMITTEE

Date: Tuesday – 22<sup>nd</sup> June 2021

Time: 10:00am to 12:00noon

Venue: VMR #6 – 0292 970 558

## **PRESENT**

Cr Keith Fell – Chair  
Cr Francis Pearson – Committee Member  
Mr Dawson Sailor – Acting Chief Operating Officer  
Ms Julia Maurus – Manager Legal Services  
Kathy Cochran – Secretariat Officer

## **Apology**

Cr John Levi – Committee Member  
Mr Ilario Sabatino – Chief Operating Officer – on leave

## **Agenda**

### **1. Welcome (Chair) and**

Cr Fell welcomed everyone to the meeting and thanked them for their time.

### **2. Opening Prayer**

Cr Fell invited Cr Pearson to open the meeting in Prayer.

### **3. Apologies**

- Cr John Levi – Committee Member – other community commitments
- Ilario Sabatino – Chief Operating Officer – On annual leave

### **4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

No declaration made.

### **5. Confirmation of previous minutes – 9 February 2021**

## **RESOLUTION:**

*Moved:* Cr Pearson; *Second:* Cr Fell

That the minutes of meeting held on the 9<sup>th</sup> February 2021 is a true and accurate account.

## **ALL IN FAVOUR**



## 6. Action Items List

Committee updated the action list.

- COO to have Divisional Manager to regularly check HF radios in each Division at the same time when checking Satellite phones.
- COO to have discussion with Matt Brodbeck to do an audit on the HF radios.
- COO to have discussion with Matt Brodbeck to include Cr Fell as the Chair of the Housing and Safe and Healthy Communities be a member of the TSLDMG.

## 7. LEGAL - Local Law Enforcement Policy

Manager Legal Services, Ms Julia Maurus spoke to the report.

Fines

**ACTION:** Manager Environment and Health to provide Councillors with the stats on fines and SPERS.

Illegal Dumping

For full Council discussion and decision.

### **RECOMMENDATION:**

*Moved:* Cr Fell; *Second:* Cr Pearson

That the Committee supports the paper and recommends the report go to the full Council at the July 2021 Ordinary Meeting for consideration and or endorsement.

### **ALL IN FAVOUR**

**11:12am** – Manager Legal Services left the meeting.

## 8. \$14.2M Housing Funding

Update provided - options were put forward at the last SARG meeting, the report is going to the full Council for discussion, consideration and or endorsement.

## 9. Well-being of staff

Cr Fell raised concerns around Housing officer's well-being. Some of the housing officers have been placed under considerable amount of stress and the EAP number provided to them to seek help is not considered a culturally appropriate way of dealing with the issue. This matter has been reported to the Acting CEO and the COO. Cr Fell also raised the issue of pays going into staff accounts after 5pm on pay day as IBIS generally closed at 5.30pm.

## 10. Lighting in Communities

Cr Fell mentioned some communities within the Region still encounter lighting issues.

**ACTION:** Requested and audit be done on the lighting in each community and follow up with Communities that don't have adequate safe lighting.

## 11. Unsafe Roads and Infrastructure

Cr Elisala raised an issue in his community where emergency services and their vehicles couldn't reach a patient due to unusable and unsafe road in his community.

Engineering to make safe and usable (grade and fill holes) the roads on Dauan and other communities.

Audit to be carried out on unsafe airport sheds, motel buildings not in use and buildings that's been divested in the community

## 12. Sea Rescue / QPS

Inventory requested prior to Ordinary meeting.

**ACTION:** Follow up with QPS if this information can be made available to Council.

## 13. White Cards for visitors (Covid19)

Visitor to community should have a card due to the current COVID-19 climate including essential workers.

**ACTION:** COO to update the online visitor's application form to include vaccination confirmation (1<sup>st</sup> and 2<sup>nd</sup> dose)

#### **14. DV and Child Safety**

Cr Fell advised the Committee he is the Council's champion to sit on the DV and Child Safety committees.

#### **15. Asbestos**

Cr Pearson raised a comment made by Cr Nona at the Council Ordinary meeting regarding asbestos properties in the communities across the whole region and why nothing has been done to address this issue.

**ACTION:** COO to carry out an audit and inventory on all asbestos properties within our Region in a report to the full Council and include a regional plan to address the issue, what has already been done and a plan going forward.

#### **16. Workplace Health and Safety**

Committee asked about hazards in council offices and buildings. What's happening in this space. Any WHS issues identified and addressed. Waiting sheds and old community halls that are dilapidated.

**ACTION:** COO to provide an information report to Council on the last audit carried out on Council buildings and offices. Highlight areas to put forward to the full Council.

#### **17. Katter Leases**

Cr Fell informed Committee this matter was in relation to Cr Levi raising the issue of Katter lease properties and whether they were part of the fencing program. The response from BSU was that those properties weren't part of the program and there is no available funds to fence these properties at the moment.

#### **18. General/ Other Business (on notice)**

Cr Fell asked about the Council Caravans. Cr Pearson mentioned two caravans at Poruma had the electricity disconnected recently (see Engineering department)

**ACTION:** Head of Community Services to provide the committee with an information report on the status of the Council caravans, where they are currently located and the plan going forward.

**ACTION:** Secretariat to place on Agenda at OM under general business for discussion.

**19. Next meeting date**

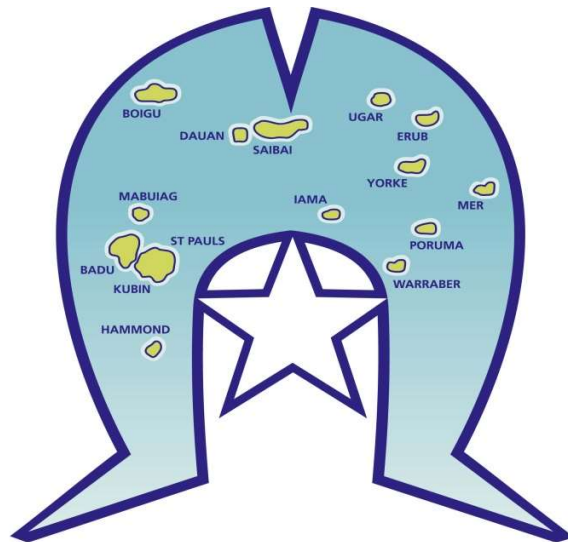
Date agreed to and confirm by committee.

- Tuesday 24<sup>th</sup> August 2021 (10am – 12 noon)

**20. Closing Prayer**

Cr Fell closed the meeting in prayer.

**MEETING CLOSED: - 12:02pm**



**Torres Strait Island**  
REGIONAL COUNCIL

# DRAFT MINUTES

HOUSING AND SAFE AND HEALTHY COMMUNITIES  
COMMITTEE

Date: Tuesday – 24<sup>th</sup> August 2021  
Time: 10:00am to 12:00noon  
Venue: VMR #6 – 0292 970 558

## **PRESENT**

Cr Keith Fell – Chair  
Cr Francis Pearson - Committee Member  
David Baldwin – Acting Chief Executive Officer  
Peter Krebs - Senior Legal Counsel  
Dawson Sailor – Acting Head of Community Services  
Naila Nomoa – Acting Secretariat Officer

## **Apology**

Cr John Levi – Committee Member

DRAFT

## **Agenda**

### **1. Welcome (Chair)**

Cr Fell welcomed everyone to the meeting and thanked them for their time.

### **2. Opening Prayer**

Cr Fell opened the meeting with a word of prayer.

### **3. Apologies**

- Cr John Levi – Committee Member – community meeting

### **4. Conflict of Interest (COI)/ Material Personal Interest (MPI) Declaration**

No Declaration made.

### **5. Confirmation of previous minutes – 22 June 2021**

#### **RESOLUTION:**

*Moved;* Cr Pearson *Second;* Cr Fell

That the minutes of the meeting held on the 22<sup>nd</sup> June 2021 is a true and accurate account.

**ALL IN FAVOUR**

### **6. Action Items List**

Acting Chief Executive Officer and Acting Head of Community Services went through action items.

Cr Fell raised if Trust Fund account be used can be utilised for community street lighting. A/CEO advised of Engineering dept undertaking an audit as part of their Operational Plan objective.

## **7. Housing Authority – Engage Specialist Service**

Acting Head of Community Services spoke to report.

- Budget of \$50,000 has been approved.

### **Recommendation:**

*Moved; Cr Fell Second; Cr Pearson*

The Housing and Safe and Healthy Community Committee notes the information contained in this report and recommend the following for Council endorsement:

- Commence procurement process to engage specialist consultant to explore options for Housing Authority for Council's consideration in line with determined scope of works and
- Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009*:
  - power to make, amend or discharge the resulting contract 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.

### **ALL IN FAVOUR**

**ACTION:** Acting Chief Executive Officer and Head of Community Services to discuss concept presented at November 2020 Councillors workshop.

## **8. Policy – Housing – Deceased Tenant**

Acting Head of Community Services spoke to report.

### **Recommendation:**

*Moved; Cr Pearson Second; Cr Fell*

The Housing and Safe and Healthy Community Committee notes the report

### **ALL IN FAVOUR**



## **9. General/ Other Business (on notice)**

Cr Fell

- follow through with things that has not been done.
- Keep communication open and transparent especially housing.
- Clarify if conversation around the Housing Investment Plan is still occurring. Mabuiag yet to occur.
- Apologises to Head of BSU and all staff that attended the Yam Island meeting with the way he spoke.

Cr Pearson

- Follow-up with councillors how they can spend their professional development.

**Action:** Acting Head of Community Services to investigate how councillors can spend their professional development funds.

Action: Acting Head of Community Services to follow up Housing Investment Plan consultation date with Head of BSU; Manager, and notify Cr Fell

Acting Chief Executive Officer

- Mayor Mosby spoke about precinct planning and intend to liaise with Chair further on the matter
- Advise Chair and Members what it may look like.
- Laydown/ Storage on Moa Island.

## **10. Next meeting date**

- Tuesday 26<sup>th</sup> October 2021

Cr Fell advise that meeting could be moved to September 2021.

## **11. Closing Prayer**

Cr Fell thanked Staff for their time and invited Cr Pearson to close with a word of prayer.

STATEGIC AND OPERATIONAL ACTIONS FROM ORDINARY MEETING AND EXECUTIVE - PLUS OPERATIONAL ACTIONS ONLY FROM SARG TO BE INPUT ONTO THIS DOCUMENT #85075													
No. in Meeting	Month of Meeting	Year	Type of Meeting	Community	Agenda Report	Action	Lead Officer	Strategic or Operational	Advisory Officer	Budget (Y/N)	Plans - Op Plan, AMPs, Risk Register (Y/N)	Lead Officer Comments	ETA
17	August	2021	Council Ordinary	VC	Apologies	Executive Assistant to the Mayor to place on agenda for November 2021 Workshop - Granting Leave in absence for Councillors who concurrently attend other employment.	Executive Assistant to the Mayor		Manager Governance			This has been added to the November Workshop Agenda	Closed
17	August	2021	Council Ordinary	VC	Housing Authority	Chief Operating Officer to provide the Housing Authority verbal update to the next SARG Meeting. To be discussed at the Housing and Safe and Health Communities meeting for input	Chief Operating Officer					Housing Authority is a standing Agenda item on SARG meeting. Secretariat Officer has placed on the next Committee meeting agenda.	Closed
17	August	2021	Council Ordinary	VC	Business Services - Monthly Financial Update	Chief Operating Officer / Housing Manager to provide confirmation and current process for writing off debts for deceased tenants, and whether the debts are shown in the current housing debt figures	Chief Operating Officer		Housing Manager			Agenda Paper will be presented at September Ordinary Meeting	Closed
17	August	2021	Council Ordinary	VC	Business Services - Asset Management	Chief Financial Officer to provide Council with a snapshot of AMP information	Chief Financial Officer					Currently in progress.	Oct 21
17	August	2021	Council Ordinary	VC	Business Services - Asset Management	Chief Financial Officer to develop a proposal for additional resources for the asset management function to be considered at Budget Review	Chief Financial Officer					Currently in progress and will be presented during Budget Review at November Workshop	Nov 21
17	August	2021	Council Ordinary	VC	Business Services - Asset Management	Chief Financial Officer to request a review of the visitor notification form to include additional information such as COVID related risk	Chief Financial Officer					Head of Corporate Affairs has worked with the Chair of Culture Arts and Heritage in conjunction with the acting Chief Operating Officer and an action plan has been developed to make necessary changes	ongoing
17	August	2021	Council Ordinary	VC	Business Services - Operational Plan Q4	Cr Toby raised that Telstra should provide the region with the same level of connectivity as Cairns	Chief Financial Officer		Manager IT			Council to advocate for connectivity during deputation process	ongoing
17	August	2021	Council Ordinary	VC	Building Services - Update	Acting Chief Executive Officer to review the Saibai building contract payment delay issue	Chief Executive Officer		Chief Operating Officer			Chief Operating Officer currently liaising with Qbuild to finalise payment.	ongoing
18	August	2021	Council Ordinary	VC	Corporate Services - Operational Plan Q4	Acting Chief Executive Officer to provide Transitional Action Plan refresher at the September Ordinary Meeting 2021 and then to be placed on the November 2021 Workshop Agenda	Chief Executive Officer					TAP added to the November Workshop Agenda	Nov 21
18	August	2021	Council Ordinary	VC	Corporate Services - Operational Plan Q4	Chief Financial Officer to request acting Head of People and Wellbeing advise Councillors of their respective Safety officers in their Divisions	Chief Financial Officer		Head of People and Wellbeing			Head of People and Wellbeing has actioned this request.	Closed
18	August	2021	Council Ordinary	VC	Closed Business - Elphinstone Close - Verbal Update	Acting Chief Executive Officer to write a letter to Warren Entsch MP regarding support for the building better regions funding outcome and provide an agenda report to the September 2021 Ordinary Meeting	Chief Executive Officer					Written correspondence from the Fed department received this week (also attached) states that the BBRF confirmed projects has been delayed. Verbally an indication was given that mid/late Oct may be announced.	



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 & 22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Queensland Local Government Workcare Renewal 2021-2022
<b>AUTHOR:</b>	Tracey Burrell – Acting Head of People and Wellbeing

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### Recommendation:

Council resolves to

- Renew of Queensland Local Government Workcare (LGW) per correspondence dated 12 August 2021, effective from 1 July 2021 to 30 June 2022  
  
and
- Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* power to approve, finalise and execute all matters associated with or in relation to Queensland Local Government Workcover including without limitation any options and/or variations.

### Executive Summary:

The purpose of this report is to present Local Government Workcare renewal for the 2021-22 financial year.

Local Government Workcare (LGW) was established by the Local Government Association of Queensland (LGAQ) in 1998 and has provided workers' compensation cover to Local Government entities in Queensland. Torres Strait Island Regional Council have been apart of Local Government Workcare for many years.

### Background:

Insurances are required under Chapter 4, Part 3, Section 107 of the *Local Government Act 2009*.

Local Government Mutual Services (LGMS) incorporates the 3 self-insurance schemes of Local Government in Queensland – LGM Liability, LGM Assets and LGW Workcare. The schemes have proven a successful vehicle for mutual ownership and control by Local Government of their liability, property and workers compensation exposures, and have ensured cost stability that would not otherwise be achievable. In addition to the broad cover available, each scheme provides a wide range of risk management resources and assistance to Members.

Council is also a member of LGM Liability and LGM Assets also.

LGW is committed to providing best practice claims and injury management solutions to assist Scheme Members to meet their statutory obligations and contain the cost associated with workplace injury.

Council's annual contribution to LGW is not a contract of indemnity as is the case with commercial insurance policies. It is a contribution by a member to a discretionary trust held for its benefit, not a contract. While the default contracting provisions (contained in Chapter 6, Part 3 of the *Local Government Regulation 2012*) are quite specific in that they require Councils to tender for certain contracts, Members' contributions do not constitute a contract for the purposes of the legislation.

### Comments:

Details of LGW Workcare contributions for the 2021/22 financial year is detailed below:

LGW WORKCARE CONTRIBUTIION 2021/22	
Workers Compensation Membership Contribution	\$ 295,569.91
Workers Compensation Membership Funds Surplus Distribution (CR)	<b>\$17,859.99</b>
<b>BALANCE DUE</b>	<b>\$277,709.92</b>

### Considerations:

#### Risk Management

The LGM schemes provide coverage and risk management solutions for the specific and specialised risks face by Queensland local government. Risk Management Services provided as part of membership include:

- risk management advice, guides and materials
- Workplace Health & Safety and Enterprise Risk Management (ERM) guidance and support
- the ongoing assistance of the LGW staff.

These services support Council in our journey to improve Work Health & Safety practices and provide experienced claims consultants, injury management specialists and qualified WH&S advisors to deliver optimum workers' compensation and WH&S services to members.

### Consultation:

- Acting Head of People and Wellbeing
- Manager Risk and Ethics
- Executive Team

### Links to Strategic Plans:

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

### Statutory Requirements:

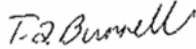
*Local Government Act 2009*  
*Local Government Regulation 2012*

**Conclusion:**

That Council resolves to renew membership of Queensland Local Government Mutual (LGW Workcare) and delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to approve, finalise and execute all matters associated with or in relation to Queensland Local Government Mutual membership including without limitation any options and/or variations.

**Attachment:**

- LGW Membership Contribution Notice 2021-22

**Endorsed:**

Tracey Burrell  
Head of People & Wellbeing

**Recommended:**

Hollie Faithfull  
Chief Financial Officer

**Approved:**

David Baldwin  
Acting Chief Executive Officer



## **CONTRIBUTION DETAILS**

### **Torres Strait Islands Regional Council**

#### **ADJUSTMENT**

Period of insurance: 1 July 2020 to 30 June 2021

Actual Wages -	\$27,668,709.00		
Rate -	0.800%		
		GST	Subtotal
Actual Contribution	\$221,349.67	\$22,134.96	\$243,484.63
Provisional Contribution Paid	\$195,652.20	\$19,565.22	\$215,217.42
<u>Adjustment Amount Payable/(Credit)</u>			\$28,267.21

#### **PROVISIONAL**

Period of insurance: 1 July 2021 to 30 June 2022

Estimated Wages -	\$30,375,308.25		
Rate -	0.800%		
		GST	
Provisional Contribution	\$243,002.46	\$24,300.24	
Provisional Amount Payable			\$267,302.70
<b><u>SUBTOTAL</u></b>			\$295,569.91
Less Distribution of Surplus Funds			\$17,859.99
<b><u>TOTAL AMOUNT DUE and PAYABLE</u></b>			\$277,709.92



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 & 22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution
<b>SUBJECT:</b>	Fitness for Work Policy
<b>AUTHOR:</b>	Tracey Burrell, Acting Head of People & Wellbeing

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### Recommendation

1. adopt the Fitness for Work Policy in the terms presented to Council at today's Ordinary Meeting and endorse the same

And

2. delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to exercise the functions and powers assigned to the Chief Executive Officer under the endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise

### Executive Summary:

In order to meet obligations as defined by the *Work Health and Safety Act 2011* Council is required to demonstrate its approach and commitment to the management of employees and their ability to undertake work. The proposed Fitness for Work Policy and its associated procedure set out the minimum requirements to meet mandatory health and safety obligations to ensure all employees are in a condition to safely carry out work.

The Fitness for Work Policy was presented to the August SARG Meeting and was recommended for Council endorsement.

### Background:

Council has a right to check that employees are fit to perform their roles. This is a critical part for an employer to meet safety obligations.

The concept of fitness for work is broad and deals with the relationship between an employee and their ability to carry out the duties of their role safely and competently. This goes beyond qualifications and experience, fitness for work deals with 'individual' factors such as the effect of:

- Fatigue;
- Alcohol and/or other drug use;
- Medical fitness; and
- Mental health and wellbeing.

Council and employees have responsibilities in regard to fitness for work. For an employee, there is a responsibility to:

- ensure their own safety and health at work (e.g. not turning up to work impaired by the consumption of alcohol); and

- avoid negatively affecting the health and safety of others (e.g. poor decision making while under the influence of alcohol may put work colleagues at risk).

Council has a responsibility to maintain a working environment in which, as far as is practicable, employees are not exposed to hazards (e.g. work arrangements are appropriate to manage fatigue).

The implementation of a Fitness for Work Policy and Procedure will provide guidance to address fitness-for-work issues in the workplace.

**Comment:**

This is a common policy document required to demonstrate Council's commitment to providing a safe workplace and promoting safe work practices by ensuring employees are in a fit condition to perform their work.

**Consultation:**

- Safety and Wellbeing Coordinator
- Manager, Governance and Compliance
- Council's Executive Team
- SARG Committee

**Links to Strategic Plans:**

This policy strategically aligns to the specific delivery objectives under the People and Sustainability pillars of Council's Corporate Plan.

**Statutory Requirements:**

*Work Health and Safety Act 2011 (Qld)*

*Work Health and Safety Regulation 2011 (Qld)*

**Conclusion:**

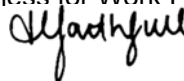
That Council resolves to adopt the proposed Fitness for Work Policy.



**Endorsed:**

Tracey Burrell

**Acting Head of People and Wellbeing**



**Recommended:**

Hollie Faithfull

**Chief Financial Officer**



**Approved:**

David Baldwin

**Acting Chief Executive Officer**



# Fitness for Work Policy

<b>Responsible Manager</b>	Head of People and Wellbeing
<b>Head of power</b>	<i>Work Health &amp; Safety Act 2011 (Qld)</i> <i>Work Health &amp; Safety Regulation 2011 (Qld)</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	TBC 2021
<b>Implemented from</b>	TBC 2021
<b>Last reviewed</b>	June 2021
<b>Review history</b>	2021
<b>To be reviewed on</b>	Month 2024
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## **1. Purpose**

This policy and its associated procedure outlines Torres Strait Island Regional Council's (Council) approach and commitment to the management of staff and their ability to undertake their work, as defined by the Work Health & Safety Act 2011 (Qld).

This policy and the Fitness for Work procedure should be read and implemented in conjunction with Council's Work Health & Safety Policy. Combined they set out the minimum requirements to meet mandatory work health and safety obligations.

The policy and procedure are intended to ensure all employees are in a condition to safely carry out work.

All employees are responsible for reading and understanding the policy and procedure. This policy provides the framework for management of general employee fitness for work, including non-work-related illness and injury. Council has an expectation that all employees are able to undertake the inherent requirements of their role.

This policy and its associated procedure aim to assist employee with their general fitness for work through education, counselling and referral to healthcare practitioners where appropriate. The objective is to ensure that the expectation for employee fitness for work is clearly defined and that Managers have the information required to manage the issues outlined in this Fitness for Work Policy and the associated procedure.

## **2. Application**

This policy applies to Council Officers, including contingent employees, volunteers, and Elected Members.

Council regards it essential that all persons engaged in its operations, are aware of and fully comply with, all legislative and organisational requirements.

## **3. Legislation/Policies**

This policy is established with reference to obligations specified in the Work Health & Safety Act 2011 (Qld), Work Health & Safety Regulation 2011 (Qld) and the Work Health and Safety Policy.

## **4. Provisions**

It is Council's intention to ensure a safe workplace and safe work practices by ensuring that all employees are in a fit condition to perform their work without compromising their own safety, the safety of fellow employees or members of the public. Council is required to comply with Legislative and other work health and safety obligations and must take steps to ensure it meets its obligations to employees and conducts its operations in a safe and responsible manner.

Council is committed to providing a workplace where workers are not exposed to hazards arising from insufficiency of fitness for work.

Whilst the misuse of alcohol and other drugs (AOD) may have an impact on an individual's fitness for work, there are inevitable trade-offs which must be made between individual lifestyle choice and the obligations individuals have to themselves and others with whom they work. Council believes it has established fair and accountable parameters which meet all obligations. The management of the risks associated with the use of AOD at work is essential to ensuring a safe and healthy work environment. Any individual present in the workplace, who has consumed AOD could; endanger lives, present a potential risk to safety, and potentially cause damage to property and equipment which Council seeks to prevent.

This policy is intended to ensure all employees are in a condition to safely carry out work. The unauthorised use of AOD by employees is strictly prohibited. Any employee identified as contravening this policy may be subject to Council's disciplinary procedures, which may include termination of an employee's employment or a contractor's engagement.

TSIRC will enforce this policy by:

- Creating a healthy and safe work environment for all workers, free from the hazards associated with alcohol, drugs, fatigue and work-related mental stress in the workplace.
- Promoting a mentally healthy workplace culture.
- Providing education and awareness training to employees to overcome the inappropriate use of alcohol and drugs, fatigue issues and individual stress levels.
- Ensuring a rehabilitation process is provided for employees with alcohol, drug or fatigue problems.
- Fostering a workplace culture amongst all workers that it is not acceptable to come to work in a condition that will prevent performance of duties in a safe manner.
- Ensuring Council meets its legal obligations by providing a healthy and safe working environment for all workers and other persons.

In meeting this commitment Council will:

- Take measures to help workers maintain alertness while working.
- Increase awareness in their workplaces through support & wellbeing programs, about fitness for work, and alcohol and drug consumption.
- Identify signs of fatigue or other factors which could influence fitness for work.
- Devise realistic time schedules and rosters to minimise fatigue.
- Provide support for effective management of fitness for work.
- Not purchase, supply or serve any alcohol at any Council workplace functions.



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 & 22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution
<b>SUBJECT:</b>	Diversity and Inclusion Policy
<b>AUTHOR:</b>	Tracey Burrell, Acting Head of People & Wellbeing

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### Recommendation

1. adopt the Diversity and Inclusion Policy in the terms presented to Council at today's Ordinary Meeting and endorse the same

And

2. delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to exercise the functions and powers assigned to the Chief Executive Officer under the endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise

### Executive Summary:

A need has been identified for a Diversity and Inclusion Policy to be implemented that reflects Council's commitment to build a workforce that is equal and inclusive, where diversity is encouraged and everyone is respected, welcomed, supported and treated equitably. A Policy has been developed for consideration by Council.

The Diversity and Inclusion Policy was presented to the August SARG Meeting and was recommended for Council endorsement.

### Background:

To meet the Corporate Plan 202-2025 objective "Develop council as an employer of choice within the region and nationally" an identified key deliverable is to develop a diversity and inclusion policy.

Diversity and inclusion in the workplace are considered a business imperative for organisations globally and important for Council as it contributes to the establishment of a positive workplace environment.

The concept of creating a diverse and inclusive workplace has gained traction across various industries, including local governments, as its benefits have become increasingly clear as many employees now make it a deciding factor for choosing their employer.

Promoting a diverse and inclusive workplace can bring benefits such as higher employee engagement, improved performance, greater innovation, retention of talent, improved employee wellbeing and lower levels of unlawful behaviour such as harassment and discrimination.

**Comment:**

The Diversity and Inclusion Policy sets Council's commitment to creating a workplace where diversity is valued, people are included, feel comfortable and supported.

Organisations that create diverse and inclusive work environments are more adaptable, creative, and attract top talent.

**Consultation:**

- Manager, Governance and Compliance
- Executive Team
- SARG Committee

**Links to Strategic Plans:**

This policy strategically aligns to the specific delivery objectives under the People and Sustainability pillars of Council's Corporate Plan.

**Statutory Requirements:**

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Public Service Act 2008*

*Industrial Relations Act 1999*

*Anti-Discrimination Act 1991*

*Sex Discrimination Act 1984*

*Racial Discrimination Act 1975 (Cth)*


*Disability Discrimination Act 1992 (Cth)*

*Human Rights and Equal Opportunity Act 1986 (Cth)*

*Public Sector Ethics Act 1994*

**Conclusion:**

That Council resolves to adopt the proposed Diversity and Inclusion Policy.



**Endorsed:**  
Tracey Burrell  
**Acting Head of People and Wellbeing**



**Recommended:**  
Hollie Faithfull  
**Chief Financial Officer**



**Approved:**  
David Baldwin  
**Acting Chief Executive Officer**

# Diversity and Inclusion Policy

<b>Responsible Manager</b>	Head of People & Wellbeing
<b>Head of power</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Public Service Act 2008</i> <i>Industrial Relations Act 1999</i> <i>Anti-Discrimination Act 1991</i> <i>Sex Discrimination Act 1984</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Human Rights and Equal Opportunity Act 1986 (Cth)</i> <i>Public Sector Ethics Act 1994</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	TBC 2021
<b>Implemented from</b>	TBC 2021
<b>Last reviewed</b>	June 2021
<b>Review history</b>	2021
<b>To be reviewed</b>	June 2024
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## **1. Purpose**

Torres Strait Island Regional Council (Council) is strongly committed to creating a workplace where diversity is valued, people are included, feel comfortable and supported.

Council recognises and respects diversity, individual needs, experiences, and strengths, through the creation of an environment that enables our people to thrive and achieve their aspirations.

This policy will guide decisions on how Council will shape and support our workplace and will also inform Council's various policies, procedures and strategies that align with diversity inclusion and belonging.

## **2. Application**

This policy applies to all Council Officers, including contingent employees, volunteers, and Elected Members.

## **3. Legislation/Policies**

This policy is established with reference to obligations specified in the *Anti-Discrimination Act 1991* and Council's People and Wellbeing Policy.

## **4. Provisions**

Council is committed to fostering, cultivating, and preserving a workplace culture of diversity, equity and inclusion.

Our people are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of Council's purpose and how we deliver for our communities.

We embrace and encourage our employees' difference in gender, gender identity, age, ethnicity, cultural background, religious belief, sexual orientation, marital or family status, disability, socio economic background, perspective or experience and other characteristics that make our employees unique.

Council's diversity and inclusion initiatives are applicable, but not limited, to our practices and policies on recruitment and selection, compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; terminations and the ongoing development of a workplace environment built on the premise that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work arrangements to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater



understanding and respect for their diversity.

All employees of Council, including contingent employees:

- have a responsibility to always treat others with dignity and respect.
- are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Council organised events.
- are encouraged and have a responsibility to respectfully address behaviours that conflict with this policy and Council's values.
- will be required to participate in annual diversity and inclusion awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behaviour that contradicts this policy, may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy, should seek assistance from their line manager, supervisor or People & Wellbeing.



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 & 22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Christmas Festive Period Closedown 2021/2022
<b>AUTHOR:</b>	Tracey Burrell, Acting Head of People & Wellbeing

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### **Recommendation:**

That Council resolves to nominate the close down period for 2021/2022 as being from 12 noon Friday 24 December 2021, returning on Tuesday 4 January 2022.

### **Executive Summary:**

Council approval is sought for the end of year close down period. It is traditional for Council to close between Christmas and the New Year.

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

The closedown arrangements will apply only where departmental requirements permit the absence of employees. Limited staffing arrangements may need to be implemented in some areas of departments to meet essential public needs. In consultation with relevant employee, Council shall select a skeleton crew during this period to meet operational needs.

### **Background:**

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

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

### **Comment:**

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

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

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

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

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

The Strategic Advisory Reference Group (SARG) Committee was consulted and supported the proposed dates at the 7 September 2021 SARG meeting.

**Consultation:**

- Council's Executive Team
- People & Wellbeing
- Business Services
- SARG Committee

**Links to Strategic Plans:**

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

**Conclusion:**

That Council resolves to nominate the close down period for 2021/2022 as being from 12 noon Friday 24 December 2021, returning on Tuesday 4 January 2022.



**Endorsed:**

Tracey Burrell

**Acting Head of People and Wellbeing**



**Recommended:**

Hollie Faithfull

**Chief Financial Officer**



**Approved:**

David Baldwin

**Acting Chief Executive Officer**



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	20 & 21 September 2021
<b>ITEM:</b>	Agenda Item for Noting by the Council
<b>SUBJECT:</b>	POLICY – Housing – Deceased Tenant
<b>AUTHOR:</b>	Harrison Sabatino, Manager Housing

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### Recommendation:

That the Council, notes the information contained in this report.

### Executive Summary:

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

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

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

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

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

### Background:

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

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

There were instances in the past where families will have informal discussions of paying rental arrears on behalf of deceased tenant. In this case, the Housing Coordinator will initiate a payment

plan of a pre-determined amount giving consideration to affordability and individual circumstances.

**Comment:**

Nil

**Considerations**

Risk Management

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

Reputational

Council Finance

**Consultation:**

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

**Links to Strategic Plans:**

Corporate Plan 2020 - 2025

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

Operational Plan 2020-2021

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

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Residential Tenancy and Rooming Act 2008*

**Conclusion:**

The Council notes the content of this report.



**Endorsed:**

Larissa Bani

Acting Head of Community Services



**Recommended:**  
Dawson Sailor  
Acting Chief Operations Officer



**Approved:**  
David Baldwin  
Acting Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	20 - 21 September 2021
<b>ITEM:</b>	Agenda Item for recommendation to Council
<b>SUBJECT:</b>	Policy Matter – Policy Review, SPECIAL HOLIDAYS
<b>AUTHOR:</b>	Larissa Bani, Acting Head of Community Services

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### Recommendation:

That the Council, note the information contained in this report and recommend the following for endorsement:

- Endorse the list of 2022 special holidays outlined in Attachment A to this report

And

- delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to submit the final list of 2022 special holidays to the Minister for Employment and Minister for Education and Minister for Industrial Relations, for approval.

### Executive Summary:

The purpose of this report is to seek Councils endorsement of the 2022 nominated special holidays.

Councils SARG Committee raised concerns surrounding contradictory nature of the following proposed regional holidays:

All TSIRC	TSIRC Amalgamation Day	14/03/2022
All TSIRC	Community Services (Act) Day	31/05/2022

It was suggested that at this Council meeting, the full Council have the opportunity to vote to exclude or have these remain as the proposed regional holidays to be submitted to the department for approval. This exercise will be undertaken through a show of hands, prior to Council endorsing the final list of 2022 Special Holidays.

### Background:

Each year Council submits special holidays for the TSIRC Local Government area to the Minister for Employment and Minister for Education and Minister for Industrial Relations, for approval. The special holidays for 2022 are listed in Attachment A.

### Comment:

Divisional Managers collaborated with respective Divisional Councillors to confirm the special holidays for 2022.

## Considerations

### Risk Management

TSIRC employees are paid at standard rates for gazetted holidays.

### Sustainability

Prior to nominating the special holidays for 2022, Council may consider undertaking a cost-benefit analysis of gazetting each date, on a case-by-case basis.

## Consultation:

- Divisional Councillors
- SARG Committee
- Divisional Managers, Community Services
- Regional Managers, Community Services
- Mette Nordling, Manager Governance
- Dawson Sailor, Acting Head of Community Services

## Links to Strategic Plans:

Corporate Plan 21/22  
Operational Plan 21/22

## Statutory Requirements:

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Holidays Act 1983*

## Conclusion:

That the Council note the information contained in this report and resolves to endorse the recommendation provided.



**Endorsed:**  
Larissa Bani  
Acting Head of Community Services



**Recommended:**  
Dawson Sailor  
Acting Chief Operations Officer



**Approved:**  
David Baldwin  
Acting Chief Executive Officer



## SPECIAL HOLIDAY NOMINATION FOR 2022 - Draft

		2021	12-Jul	2022	
			Actual Date of Event	Proposed nominated dates for 2022	
<b>Council Wide Holidays</b>					
All TSIRC	TSIRC Amalgamation Day	15/03/2021	14-Mar	14/03/2022	
ALL TSIRC	Torres Strait Flag Day	28/05/2021	29-May	30/05/2022	
All TSIRC	Community Services (Act) Day	31/05/2021	31-May	31/05/2022	
All TSIRC	Mabo Day	3/06/2021	3-Jun	3/06/2022	
All TSIRC	Coming of the Light	1/07/2021	1-Jul	1/07/2022	
Cairns Office	Cairns Show Day	19/07/2021	19-Jul		(Cairns Based Staff only) Date to be confirmed
All TSIRC	First Councillors Conference	23/08/2021	23-Aug	23/08/2022	
All Divisional O	Torres Shire Council Cultural Festival Holiday	17/09/2021			Date to be confirmed with TSC
<b>Specific Division Holidays</b>					
<b>Division</b>	<b>Description</b>	<b>Date</b>			
Badu	Deed of Grant in Trust Hand Over Day	1/02/2021	1-Feb	1/02/2022	
Badu	St Marks Church Day	23/04/2021	25-Apr	25/04/2022	
Badu	Coming of the Light to Badu		30-Oct	31/10/2022	(holiday falls on Sunday, day taken is Monday)
Badu	Native Title Determination Day	14/12/2021	14-Dec	14/12/2022	
Boigu	United Pentecostal Church Day (Church of Rock)	1/03/2021	28-Feb	28/02/2022	
Boigu	St Saviour Church Day - Torres Strait Church	21/06/2021	19-Jun	20/06/2022	(holiday falls on Sunday, day taken is Monday 20 June)
Boigu	Coming of the Light	8/07/2021	8-Jul	8/07/2022	
Boigu	August Festival	9/08/2021	7-Aug	8/08/2022	(holiday falls on Sunday, day taken is Monday 08 Aug)
Boigu	Blood Covenant Church Dedication Day	27/09/2021	26-Sep	26/09/2022	
Boigu	Native Title Determination Day	10/12/2021	10-Dec	12/12/2022	(holiday falls on Saturday, day taken is Monday 12 Dec)
Dauan	Ascension Day (Church Day of Parish of Ascension)	13/05/2021	8-May	9/05/2022	(dates fluctuate in the Christian calendar year)
Dauan	Coming of the Light and Native Title Determination Day	6/07/2021	6-Jul	6/07/2022	
Dauan	Church of the Holy Cross Day	14/09/2021	14-Sep	14/09/2022	
Erub	Coming of the Light Celebrations (Service and Re-enactment at Dabad)	2/07/2021	2-Jul	4/07/2022	(holiday falls on Saturday, day taken is Monday)
Erub	The Ark of Transfiguration (Ugar Church Day)	6/08/2021	6-Aug	8/08/2022	holiday falls on Saturday, day taken is Monday
Erub	Annual Daisy Mye Sports Carnival	24/09/2021	24-Sep	26/09/2022	(holiday falls on Saturday, day taken is Monday)
Erub	All Saints Church Day	1/11/2021	1-Nov	1/11/2022	
Erub	Native Title Determination Day	8/12/2021	8-Dec	8/12/2022	(PBC Advised change of date 2 years ago)
Hammond	Patron St Joseph Day	3/05/2021	2-May	2/05/2022	
Hammond	Church Opening Day	15/09/2021	15-Sep	15/09/2022	
Iama	St John Divine Church Day	19/06/2021	19-Jun	20/06/2022	(holiday falls on Sunday, day taken is Monday)
Iama	Turan Tabernacle Church Day Iama UPC	14/09/2021	14-Sep	14/09/2022	
Iama	Native Title Determination Day	13/12/2021	13-Dec	13/12/2022	
Kubin	Mualgal Native Title Determination Day	12/02/2021	12-Feb	14/02/2022	(holiday falls on Saturday, day taken is Monday 14 Feb)

Kubin	St Peter's Church Day	29/06/2021	29-Jun	29/06/2022	
Mabuiag	St Mary's Church Day	2/02/2021	2-Feb	2/02/2022	
Mabuiag	Wagadagam Tribal Chief Initiation Day	29/06/2021	29-Jun	29/06/2022	
Mabuiag	Native Title Determination Day	6/07/2021	6-Jul	6/07/2022	
Mabuiag	St.Mary's Church Dedication Day		1-Aug	1/08/2022	
Mabuiag	Coming of the Light to Mabuiag	3/09/2021	3-Sep	5/09/2022	(Holiday falls on Saturday, day taken is Monday 09 September)
Masig	Halfway Island Native Title Determination Day	21/06/2021	19-Jun	20/06/2022	(Holiday falls on Sunday, day taken is Monday 20 June)
Masig	Parish of Ioane - Independent Church of Torres Strait	24/06/2021	24-Jun	24/06/2022	
Masig	Coming of the Light	5/07/2021	3-Jul	4/07/2022	(Holiday falls on Sunday, day taken is Monday 04 July)
Masig	Native Title Determination	7/07/2021	7-Jul	7/07/2022	
Masig	Aureed Island Native Title Determination Day	7/12/2021	7-Dec	7/12/2022	
Masig	St John the Evangelist Church Day	27/12/2021	27-Dec	27/12/2022	
Mer	Dauar Waier Observance Festival	14/06/2021	14-Jun	14/06/2022	
Mer	Coming of the Light Celebrations	2/07/2021	2-Jul	4/07/2022	(holiday falls on Saturday, day taken is Monday 04 July)
Mer	St. James Anglican Church Day	26/07/2021	25-Jul	25/07/2022	(holiday falls on Sunday, day taken is Monday 26 July)
Mer	Cease Fire Day	16/08/2021	15-Aug	15/08/2022	Formerly "Yam Festival". Cr. Advised to change to correct name "Cease Fire Day/Celebration)
Poruma	Zaranguai Day		8-Jan	8/01/2022	Did not apply in previous years
Poruma	Coming of the Light		1-Jul	1/07/2022	
Poruma	Native Title Determination Day	7/07/2021	7-Jul	7/07/2022	
Poruma	Indigenous Protected Area Celebration		18-Jul	18/07/2022	
Poruma	St Andrews Church Day	30/11/2021	30-Nov	30/11/2022	
Saibai	Saibai Native Title Determination Day	15/02/2021	12-Feb	14/02/2022	Actual Registered date: (12/02/1999). Holiday falls on a Saturday, day taken is Monday 14th
Saibai	Holy Trinity Church Day	7/06/2021	5-Jun	6/06/2022	(dates fluctuate in the Christian calendar year)
Saibai	Annexure Day	2/08/2021	1-Aug	1/08/2022	
Saibai	Church Dedication Day	6/12/2021	4-Dec	5/12/2022	(Holiday falls on Sunday, day taken is Monday 05 December)
St Pauls	St Pauls Anglican Church Day	25/01/2021	25-Jan	25/01/2022	
St Pauls	Mualgal Native Title Determination Day	12/02/2021	12-Feb	14/02/2022	holiday falls on Saturday, day taken is Monday
St Pauls	Kozan Outreach Church Day	19/04/2021	18-Apr	18/04/2022	
St Pauls	Florence Buchanan Day (Coming of the Light)	19/05/2021	19-May	19/05/2022	
Ugar	Coming of the Light Celebrations (service and re-enactment at Dabad)	2/07/2021	2-Jul	4/07/2022	(holiday falls on Saturday, day taken is Monday)
Ugar	The Ark of Transfiguration (Church Day)	6/08/2021	6-Aug	8/08/2022	(holiday falls on Saturday, day taken is Monday)
Ugar	All Saints Church Day	1/11/2021	1-Nov	1/11/2022	
Ugar	Native Title Determination Day	9/12/2021	9-Dec	9/12/2022	
Warraber	Zaranguai Day		8-Jan	8/01/2022	Did not apply in previous years
Warraber	Church Day	29/06/2021	29-Jun	29/06/2022	
Warraber	Native Title Determination - Aureed Island Claim Day	7/07/2021	7-Dec	7/12/2022	
Warraber	Coming of the Light		10-Jul	11/07/2022	Holiday falls on Sunday, day taken is Monday 11th July
Warraber	Indigenous Protected Area Celebration	19/07/2021	18-Jul	18/07/2022	
Warraber	Native Title Determination Day	24/08/2021	24-Aug	24/08/2022	

# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

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### COUNCIL ORDINARY MEETING

**DATE:** 21 September 2021

**SUBJECT:** Development Application — Department of Health —  
Material Change of Use – Mer Island Primary Health  
Care Centre, Mer - Murray Island QLD 4875

**PRESENTER:** Peter Krebs, Senior Legal Counsel

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**APPLICANT:** Torres and Cape Hospital and Health Service (TCHHS) on behalf of  
Department of Health (DoH)

**LOCATION:** Mer Island (Murray Island)

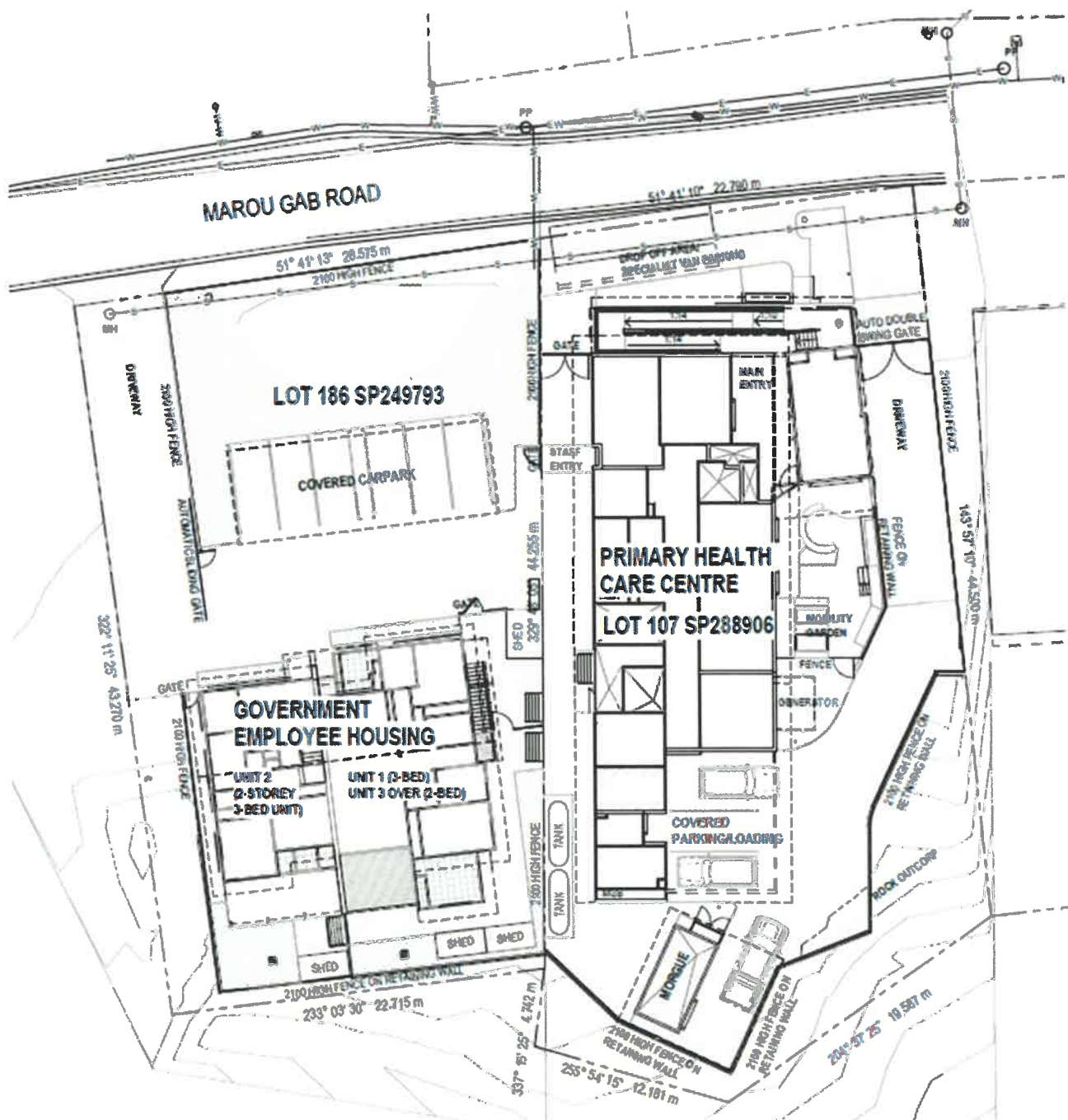
**PROPOSAL:** Material Change of Use for Primary Health Care Centre (Hospital) on Mer Island

**EXISTING PROPERTY DESCRIPTION:** Lot 107 on SP288906

**REFERENCE:** DA 07-21-15(1) Mer Lot 107 10358

### LOCALITY PLAN





## **RECOMMENDATION**

***That Council issue a Development Permit for 'Material Change Of Use' (Hospital) over Lot 107 on SP288906 with the inclusion of the conditions set out in Part 7 of the Agenda Report for Mer Island, QLD 4875.***

## **EXECUTIVE SUMMARY**

Council has received an application from The Torres and Cape Hospital and Health Service (TCHHS), on behalf of the Department of Health for a 'Material Change of Use' for a Primary Health Care Centre (Hospital) over land at Marou Gab Road, Lot 107 on SP288906, Mer Island, which requires planning approval.

The development proposal is for the following works associated with the Primary Health Care Centre at Mer Island:

- Demolition of the existing building on Lot 107 on SP288906;
- Construction of a new Primary Health Care Centre to replace the existing facility;
- Temporary construction lay down area; and
- Demolition of the old facility.

A summary of the relevant matters is provided as follows:

- The proposal involves “Material Change of Use”, which under the *Planning Act 2016* requires Council as the Assessment Manager to issue a formal Development Permit.
- Whilst there are constraints associated with the site and the proposal does not comply with all benchmarks, Mer Island requires the proposed facility and the proposal is considered to be relatively consistent with relevant planning legislation and policies and therefore should be approved by Council.

## DISCUSSION

### 1. PLANNING ACT 2016

#### State Planning Policies

The State Planning Policies of Mining and Extractive Resources, Water Quality, Biodiversity, Cultural Heritage, Emissions and Hazardous Activities, Natural Hazards, Risk and Resilience, Transport Infrastructure and Strategic Airports and Aviation Facilities are not applicable to the application.

### 2. REFERRAL AGENCY

The application was not required to be referred to the State Assessment and Referral Agency (SARA).

### 3. ZENADTH KES TOWN PLANNING SCHEME 2016

The proposed development is reflected below:

Strategic	Township
Zone	Township
Local Plan	Mer Island
Environmental Values	Low Environmental Value area;
Potential Acid Sulphate Soils	Yes, land above 5m AHD and below 20m AHD
Landslide Risk	Yes
Bushfire Risk	No
Coastal Management District	No
Erosion Prone Area	No
Storm Tide Inundation	No
Flood Hazard Area	No

Within the TSIRC Zenadth Kes Planning Scheme, the proposed development is defined as “Hospital”, located within the Township Zone and is subject to Code Assessment.

The proposed development has been assessed against the applicable Codes:

- Township zone code
- Mer Island Local Plan Code
- Infrastructure Works Code
- Water Quality and Acid Sulfate Soils Code



The subject site is zoned for urban purposes and is located outside areas identified as having Environmental Value or Matters of State Environmental Significance. Clearing of existing vegetation will be required for the proposed development, however, the vegetation is not remnant nor classed as significant vegetation.

#### **4. ENGINEERING**

Water, sewer and electricity and telecommunications infrastructure are connected to the existing dwelling located on the site and the proposed Primary Health Care Centre will be connected to these existing services.

The applicant was required to ensure that the proposed building was setback at least 1.5m from the existing sewer located within the road frontage of Lot 107 on SP288906. An easement is to be provided over the sewer line in favour of Council for sewer and other purposes. The applicant has been advised that Council may require access to the sewer at some point in the future.

The proposed facility will have access to the road. New roadworks will be required.

#### **5. PLANNING ISSUES**

The proposed Material Change of Use requires planning approval.

Whilst the subject site is constrained by environmental factors, the proposed facility has been adequately designed to address these constraints. The proposed facility will not have on-site parking, however there is sufficient area for patient drop-off and pick-up at the front of the facility, which will also service in-coming and out-going ambulances.

#### **6. OWNERS CONSENT**

The applicant has obtained consent from the Med Gedkem Le (Torres Strait Islanders) Corporation for the lodgement of this application.

#### **7. RECOMMENDATIONS**

From the information provided, whilst there are constraints associated with the site, the proposed development appears to be relatively consistent with the relevant legislative requirements and planning guidelines which apply to the site and therefore, from a planning perspective, should be supported by Council.

**Based on the above, the recommendation is as follows:**

That Council issue a Development Permit for 'Material Change of Use' with the inclusion of the following conditions:

##### **Approved Plans**

1. The proposed development is to be undertaken in accordance with the following approved drawings

<b>Plan/Document Number</b>	<b>Plan/Document Name</b>	<b>Date</b>
83503/DD/A01.00 Issue P7 Sheet 2	Overall Site Plan – Mer Island Primary Health Care Centre	22/12/2020
83503/DD/A01.01 Issue P3 Sheet 3	Staging Plan	22/12/2020
83503/DD/A01.03 Issue P1 Sheet 4	Demolition Plan	22/12/2020
83503/DD/A01.04 Issue P1 Sheet 5	Site – External Works Plan	22/12/2020

83503/DD/A02.00 Issue P12 Sheet 6	Proposed Floor Plan	22/12/2020
83503/DD/A02.03 Issue P6 Sheet 7	Roof Plan	22/12/2020
83503/DD/A02.04 Issue P6 Sheet 8	FF&E & Finishes Plan	22/12/2020
83503/DD/A02.10 Issue P4 Sheet 9	Access Control & Evacuation Plans	22/12/2020
83503/DD/A03.01 Issue P5 Sheet 10	Reflected Ceiling Plan	22/12/2020
83503/DD/A04.01 Issue P5 Sheet 11	Elevations	22/12/2020
83503/DD/A05.01 Issue P5 Sheet 12	Sections	22/12/2020
83503/DD/A06.01 Issue P1 Sheet 13	Detailed Sections	22/12/2020
83503/DD/A06.02 Issue P1 Sheet 14	Detailed Sections	22/12/2020
83503/DD/A07.01 Issue P1 Sheet 16	Wall Types Schedule	22/12/2020
83503/DD/A07.02 Issue P1 Sheet 17	Stair Details	22/12/2020
83503/DD/A08.01 Issue P1 Sheet 18	Window Schedule	22/12/2020
83503/DD/A09.01 Issue P2 Sheet 19	Door Schedule	22/12/2020
83503/DD/A12.02.1 Issue P3 Sheet 20	RLS Waiting	22/12/2020
83503/DD/A012.02.2 Issue P4 Sheet 21	RLS Waiting	22/12/2020
83503/DD/A012.03.1 Issue P4 Sheet 22	RLS Reception	22/12/2020
83503/DD/A012.03.2 Issue P4 Sheet 23	RLS Reception	22/12/2020
83503/DD/A012.05.1 Issue P4 Sheet 24	RLS Observation	22/12/2020
83503/DD/A012.05.2 Issue P4 Sheet 25	RLS Equipment Bay	22/12/2020
83503/DD/A012.05.3 Issue P3 Sheet 26	RLS Laundry	22/12/2020
83503/DD/A012.06 Issue P4 Sheet 27	RLS Office	22/12/2020
83503/DD/A012.07 Issue P4 Sheet 28	RLS Clean Utility	22/12/2020
83503/DD/A012.08 Issue P4 Sheet 29	RLS Pharmacy	22/12/2020
83503/DD/A012.09 Issue P4 Sheet 30	RLS Dirty Utility / Cleaner	22/12/2020
83503/DD/A012.10 Issue P4 Sheet 31	RLS Staff Rm	22/12/2020
83503/DD/A012.11 Issue P4 Sheet 32	RLS Acc. WC & Shr	22/12/2020
83503/DD/A012.12 Issue P6 Sheet 33	RLS Comms Rm	22/12/2020
83503/DD/A012.13 Issue P4 Sheet 34	RLS Bin Storage	22/12/2020

83503/DD/A012.14 Issue P4 Sheet 35	RLS Bulk Storage	22/12/2020
83503/DD/A012.16.1 Issue P4 Sheet 36	RLS Treatment Rm 2	22/12/2020
83503/DD/A012.16.2 Issue P4 Sheet 37	RLS Treatment Rm 2	22/12/2020
83503/DD/A012.17.1 Issue P4 Sheet 38	RLS Treatment Rm1 (Future)	22/12/2020
83503/DD/A012.17.2 Issue P4 Sheet 39	RLS Treatment Rm 1 (Future)	22/12/2020
83503/DD/A012.18.1 Issue P4 Sheet 40	RLS Consult Rm 2	22/12/2020
83503/DD/A012.18.2 Issue P4 Sheet 41	RLS Consult Rm 2	22/12/2020
83503/DD/A012.19.1 Issue P4 Sheet 42	RLS Consult Rm 1	22/12/2020
83503/DD/A012.19.2 Issue P4 Sheet 43	RLS Consult Rm 1	22/12/2020
83503/DD/A012.20 Issue P4 Sheet 44	RLS Bariatric WC	22/12/2020
83503/DD/A012.21 Issue P4 Sheet 45	RLS AMB. WC M	22/12/2020
83503/DD/A012.22 Issue P4 Sheet 46	RLS AMB. WC F	22/12/2020
83503/DD/A012.23.1 Issue P4 Sheet 47	RLS Health Education	22/12/2020
83503/DD/A012.23.2 Issue P4 Sheet 48	RLS Health Education	22/12/2020
83503/DD/A012.25 Issue P4 Sheet 49	RLS Morgue	22/12/2020
83503/DD/C01.01 Issue A	Civil Works General Arrangement	27/02/2020
83503/DD/E00.01 Issue P3	Cover Page	18/12/2020
83503/DD/E00.02 Issue P3	Legend	18/12/2020
83503/DD/E01.01 Issue P4	Site Plan	22/12/2020
83503/DD/E02.01 Issue P3	Power & Communications Layout	18/12/2020
83503/DD/E03.01 Issue P3	Lighting Layout	18/12/2020
83503/DD/E04.01 Issue P2	Schematics	18/12/2020
83503/DD/H01.01 Issue P3 Sheet 2	Site Plan	20/11/2020
83503/DD/H02.01 Issue P3 Sheet 3	Sanitary Plumbing & Drainage	20/11/2020
83503/DD/H03.01 Issue P3 Sheet 5	Water Services Reticulation	22/11/2020
83503/DD/H05.01 Issue P1 Sheet 6	Details	20/11/2020
83503/DD/L1.01 Issue 1	Landscape Plan	11/12/2020
83503/DD/M03.01 Issue P1	83503/DD/H01.01 Issue P3 Sheet 2	83503/DD/H01.01 Issue P3 Sheet 2

*subject to any alterations:*

- a) *found necessary by Chief Executive Officer at the time of examination of drawings or during construction of the works because of particular financial, engineering or cultural requirements and to ensure the works comply in all respects with the requirements of FNQROC Development Manual and good engineering practice; and*



*b) to comply with project specific conditions*

- 2. All works must be carried out in accordance with the approved plans, conditions and specifications, to the requirements and satisfaction of the Chief Executive Officer.*
- 3. Council's examination of the documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibilities of the Consulting Engineers to resubmit amended plans to Council for Approval and rectify works accordingly.*
- 4. Notwithstanding any approval given to engineering documents, where a discrepancy occurs between these documents and Council's standards, then Council's standards shall apply. All works must be performed in accordance with Council standards and Local Laws and other statutory requirements, unless specifically listed in the project specific conditions.*
- 5. In in fact there are errors, omissions of insufficient detail on the plans for the purpose of construction, these deficiencies shall be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are made good to its satisfaction.*

#### **Potential Damage**

- 6. Any existing Council infrastructure or private property (including but not limited to, services, kerb, concrete structures, pits, channel, pavement, footpath, RCP, RCBC, etc.) damaged due to the proposed works is to be rectified or replaced at the applicant's expense prior to the commencement of use. The applicant must notify Council immediately of the affected infrastructure.*

#### **Services**

- 7. The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.*
- 8. The applicant is to provide an easement for sewerage purposes in favour of Council over the sewer inside the front boundary.*

#### **Hours of Operation**

- 9. All construction works shall be undertaken generally within the following hours of operation, unless alternative arrangement are approved by the Executive Manager – Engineering Services or CEO:*
  - Mon – Friday 8.30am to 5pm*

#### **Erosion and Sedimentation**

- 10. The applicant, or its contractor, are required to ensure that sediment and erosion control measures implemented on the site meet best practice guidelines to mitigate any adverse impacts to surrounding properties.*

#### **Demolition Materials**

- 11. No demolition materials are permitted within the Mer waste depot. Non-toxic materials may be donated or sold to inhabitants of the island for reuse or recycling with the balance of Demolition materials to be disposed of by transportation off site to appropriate facilities on the mainland.*
- 12. No demolition and construction materials are permitted within the islands Waste depot facilities without approval of the Engineering Manager or CEO.*

### **Cultural Heritage**

13. Torres Strait Islander cultural heritage is protected under the *Torres Strait Islander Cultural Heritage Act 2003*. This Act establishes a cultural heritage duty of care and in section 23(1) mandates that a person who carries out an activity must take all reasonable and practicable measures for ensuring activities are managed to avoid or minimise harm to Torres Strait Islander cultural heritage. The Duty of Care Guidelines gazetted pursuant to the *Aboriginal Cultural Heritage Act 2003* provide guidance on identifying and protecting cultural heritage to fulfil the duty of care.

### **Currency**

14. This approval is valid for six (6) years.

**Report Prepared By:**

*RPS (Cairns) – Ian Doust G80633*

**Date Prepared:**

*2 September 2021*

### **CONCLUSION**

As presented,

  
David Baldwin  
A/CEO

  
Peter Krebs  
Manager, Legal Services

### **Attachments:**

1. Approved Plans
  - Attach 1 - Location Plan 10358-80
  - Attach 2 – Proposed Building Plans

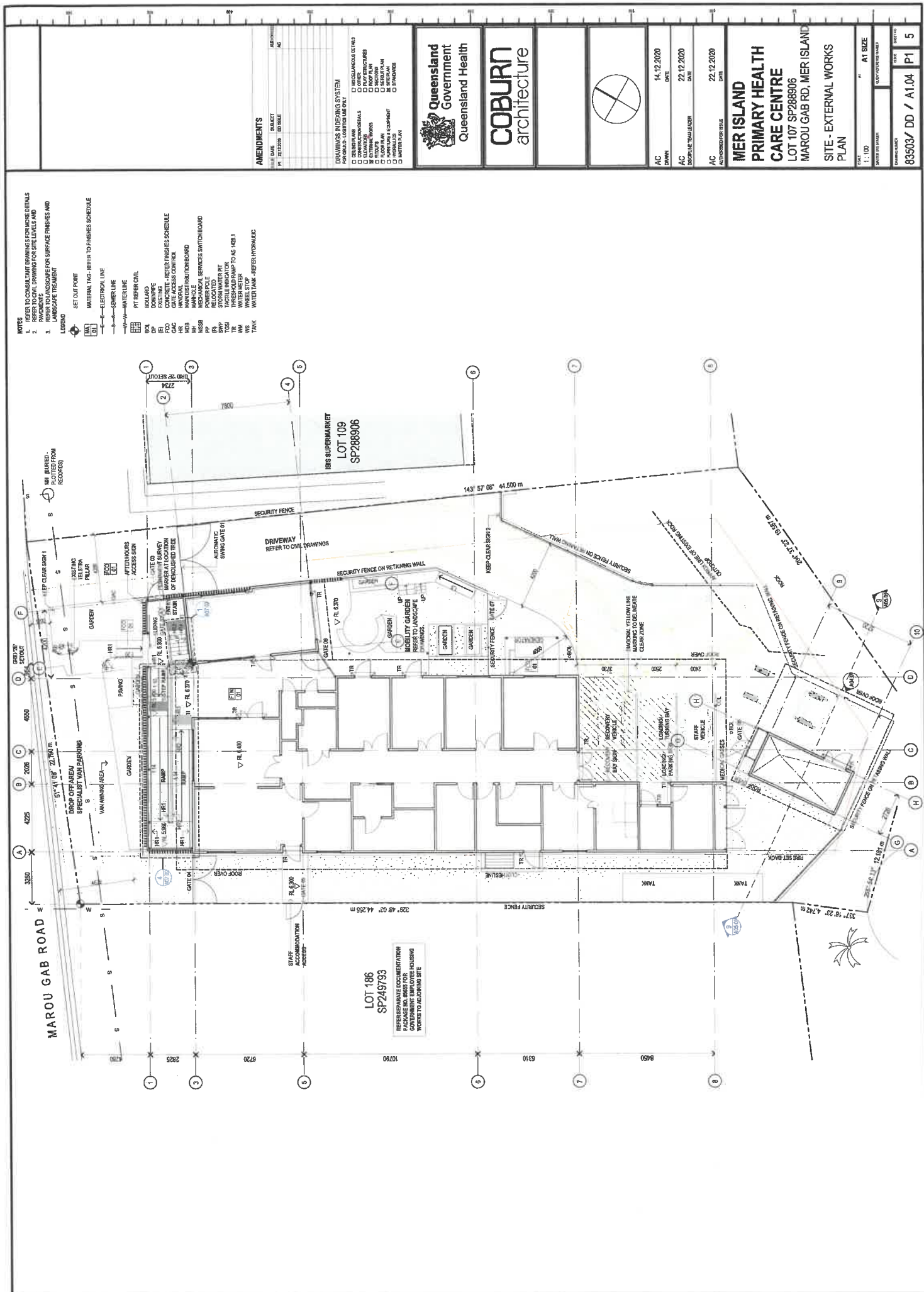
















**NOTES**

1. REFER TO CONSULTANT DRAWINGS FOR MORE DETAIL
2. REFER TO FINISHES PLANS AND FINISHES SCHEDULE FOR FINISHES

**LEGEND**

SET OUT POINT

MATERIAL - REFER FINISHES SCHEDULE

DOWNPIPE

**AMENDMENTS**

NO.	DATE	SUBJECT	BY	CHK
01	21.03.2020	FOR REVIEW	AC	
02	21.03.2020	FOR REVIEW	AC	
03	11.11.2019	FOR COORDINATION	AC	
04	11.11.2019	FOR COORDINATION	AC	
05	21.03.2020	FOR REVIEW	AC	

**DRAWINGS INDEXING SYSTEM**

DO NOT WRITE IN THESE SPACES

NO.	DATE	SUBJECT	BY	CHK
01	21.03.2020	FOR REVIEW	AC	
02	21.03.2020	FOR REVIEW	AC	
03	11.11.2019	FOR COORDINATION	AC	
04	11.11.2019	FOR COORDINATION	AC	
05	21.03.2020	FOR REVIEW	AC	

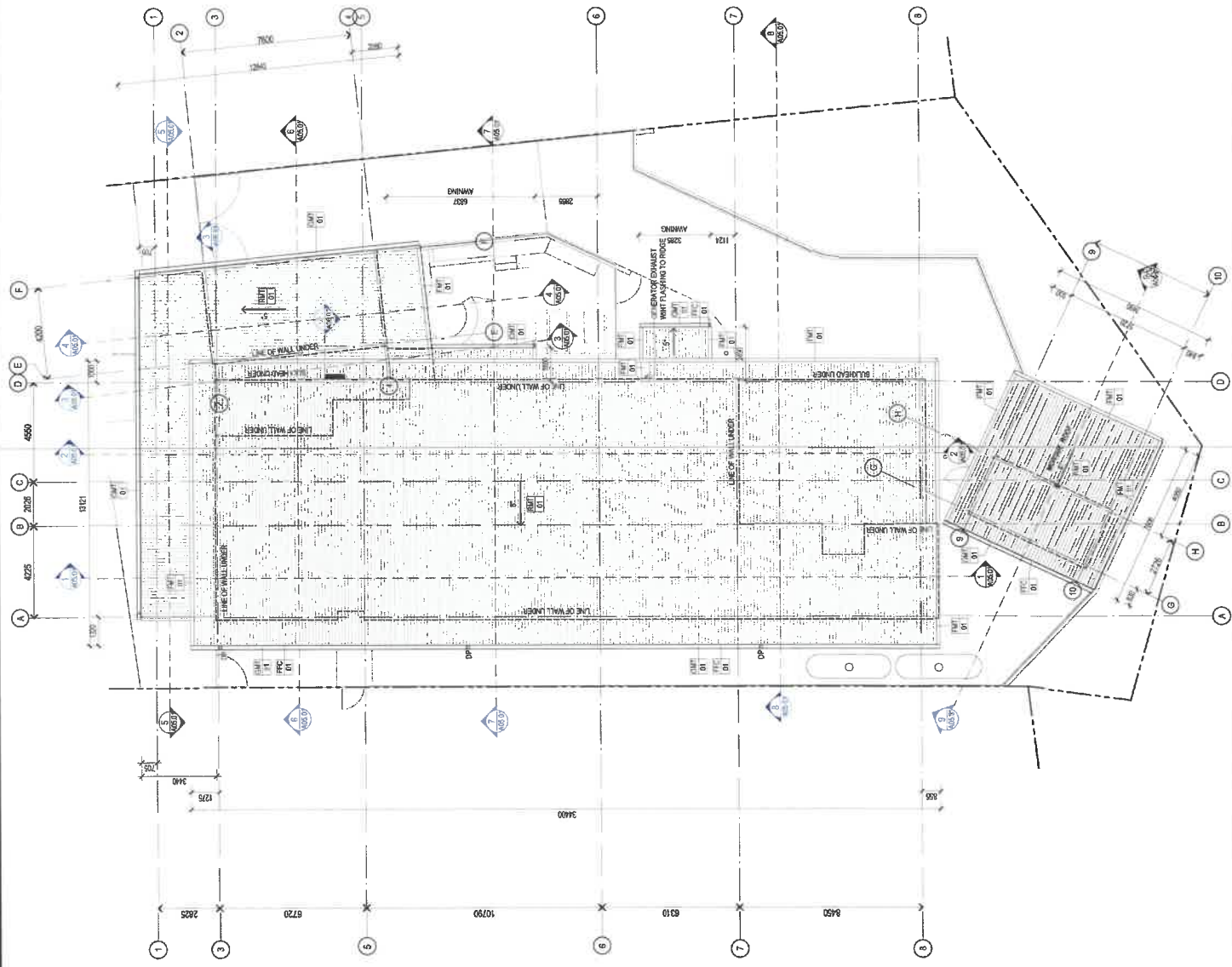


AC	10.20.2020	DATE
AC	22.12.2020	DATE
AC	22.12.2020	DATE

**MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

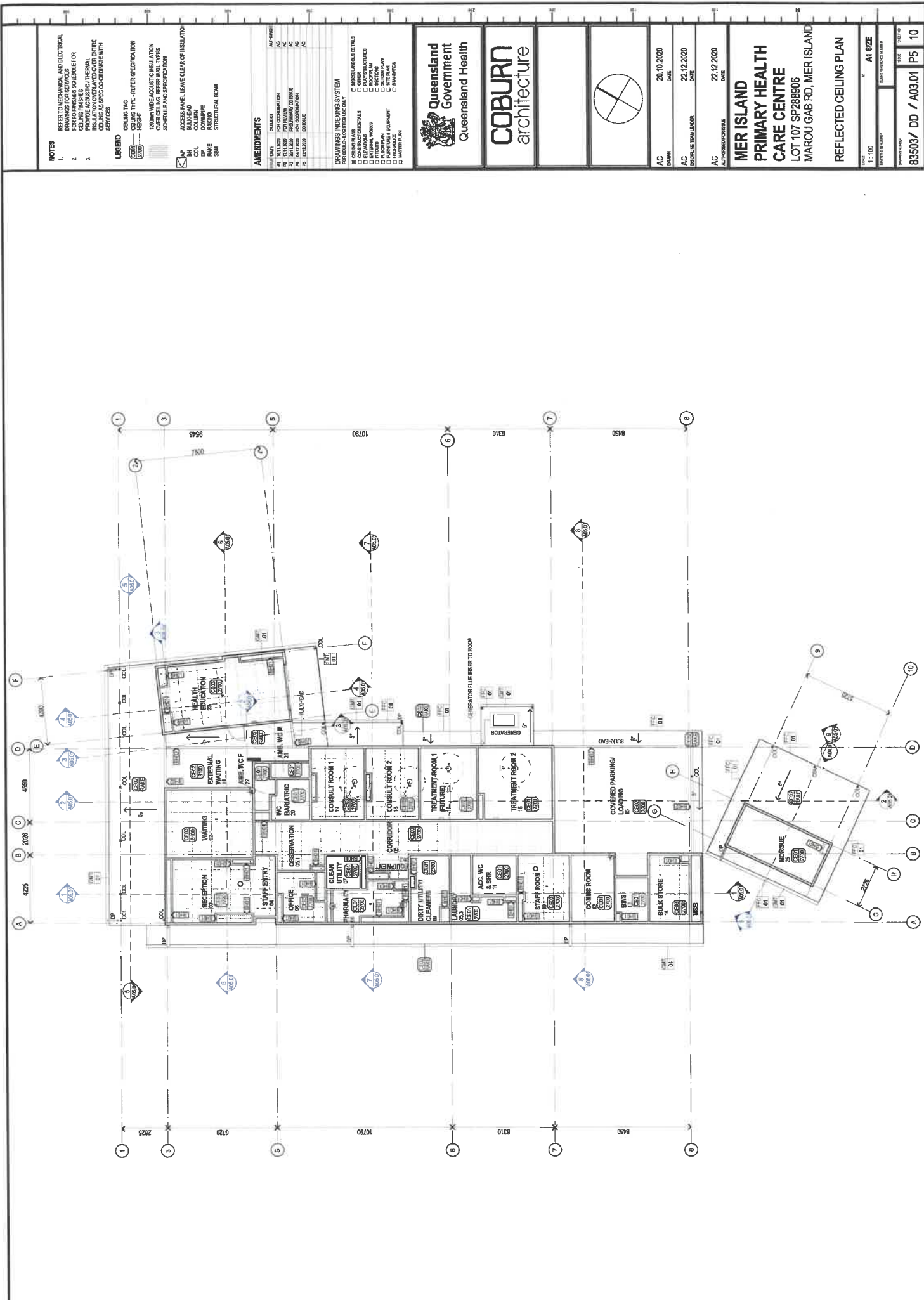
**ROOF PLAN**

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DATE	10.20.2020
BY	AC
CHK	AC
NO.	83503/ DD / A02.03
PAGE	7











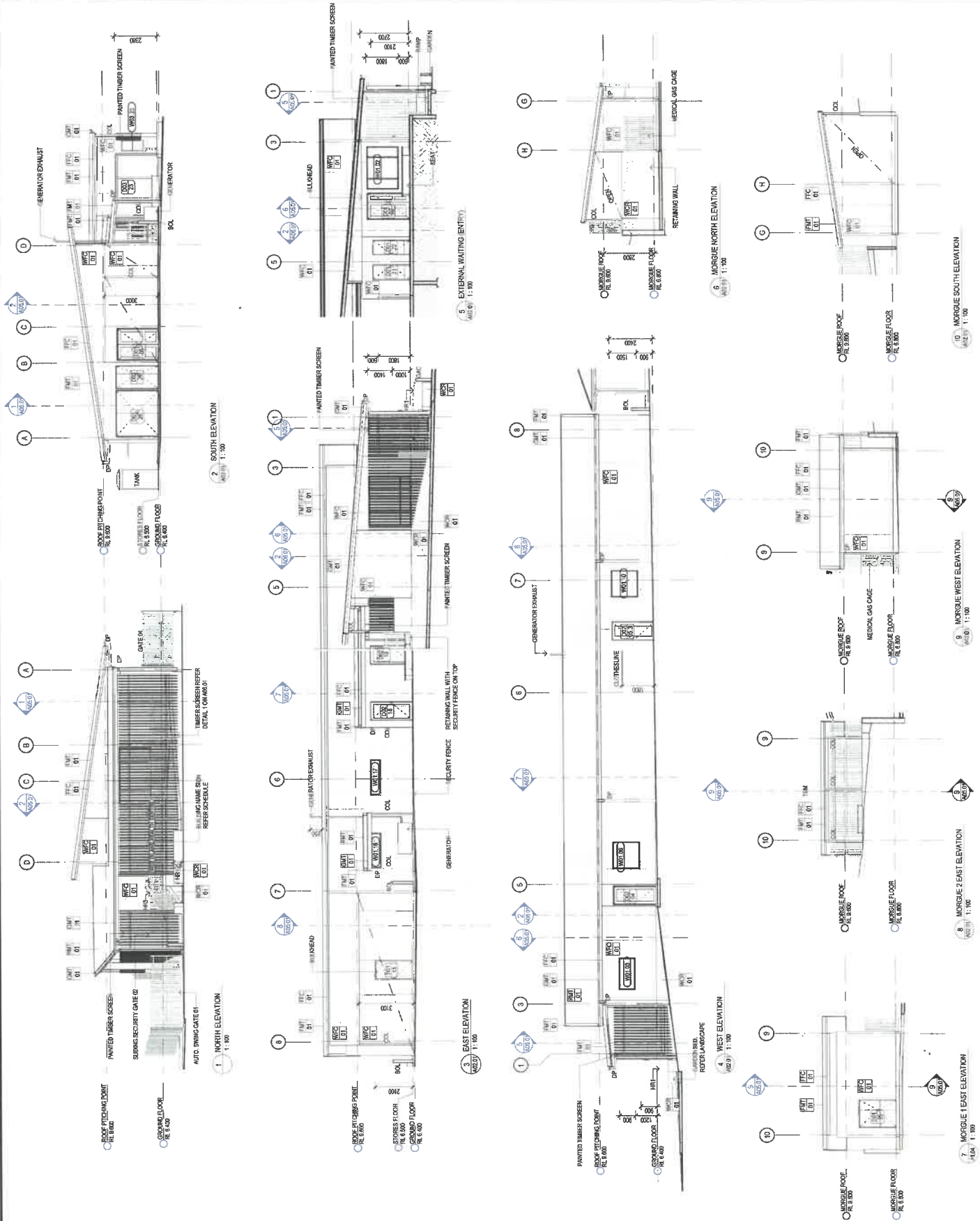
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COL	COLUMN
DIP	DOWNSPIPE
(E)	EXISTING
EDR	ELECTRICAL DISTRIBUTION BOARD
EJ	EXPANSION JOINT
FH	FIRE HYDRANT
FHR	FIRE HOSE REEL
HR	HANDRAIL
MDR	MAIN DISTRIBUTION BOARD
MSBR	MECHANICAL SERVICES SWITCHBOARD
PP	POWER POLE
WTX	WATER TANK

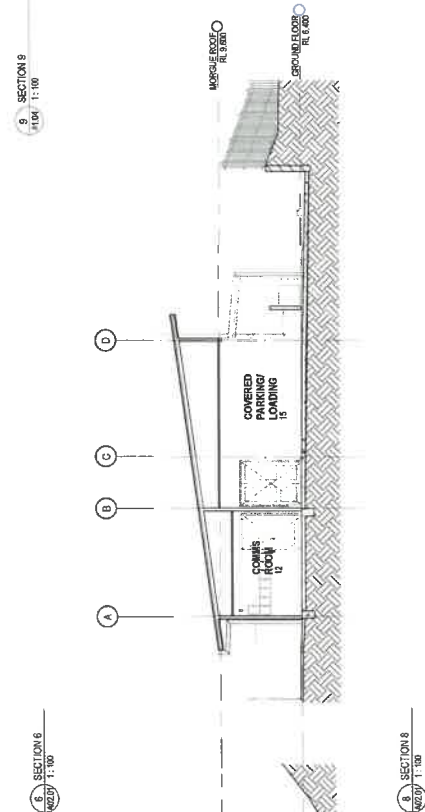
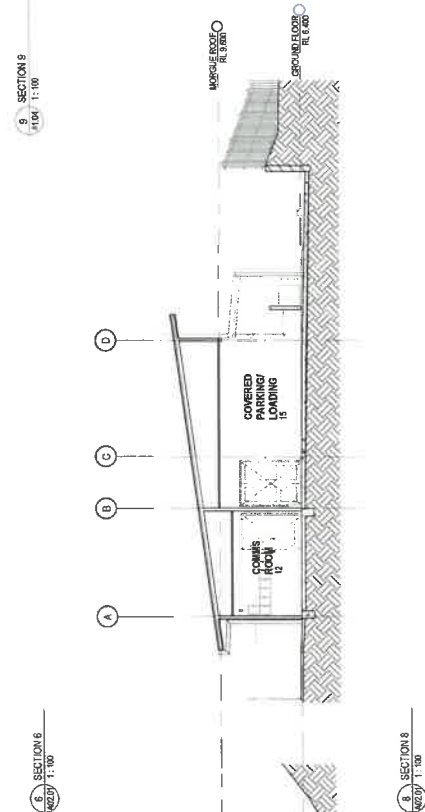
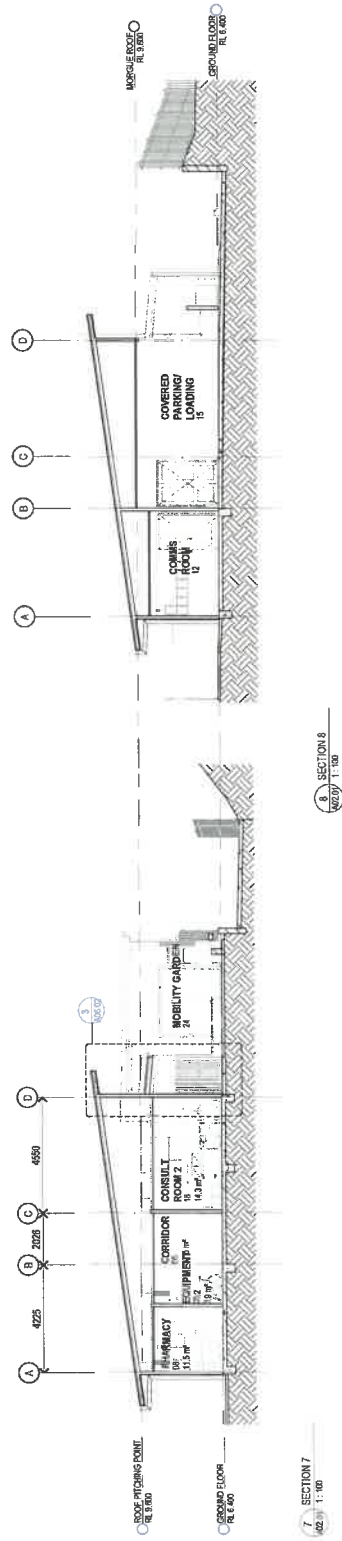
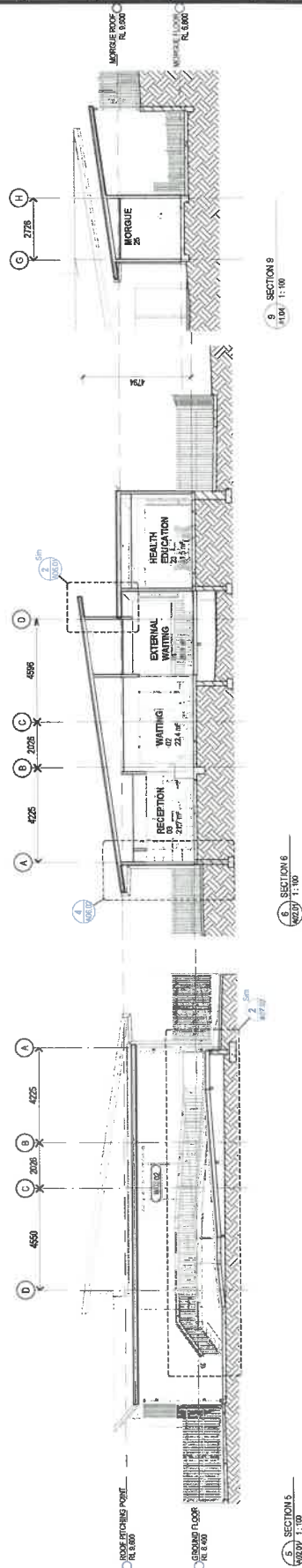
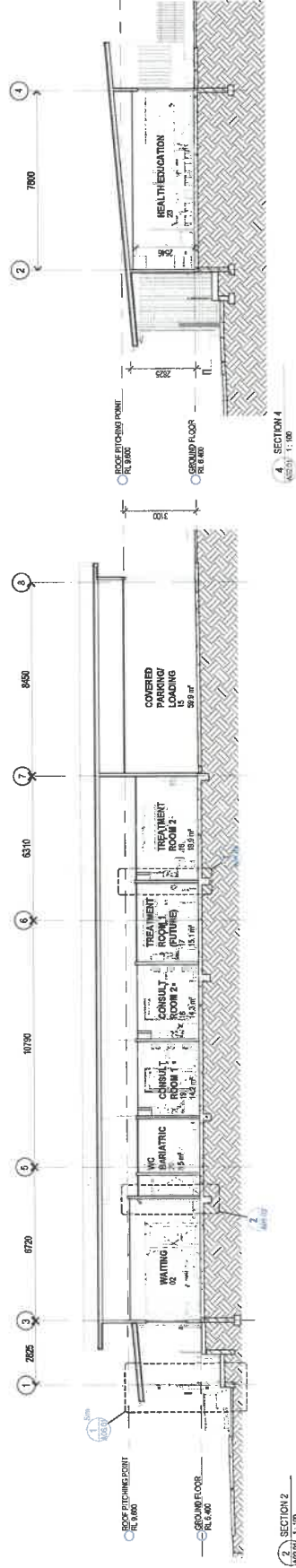
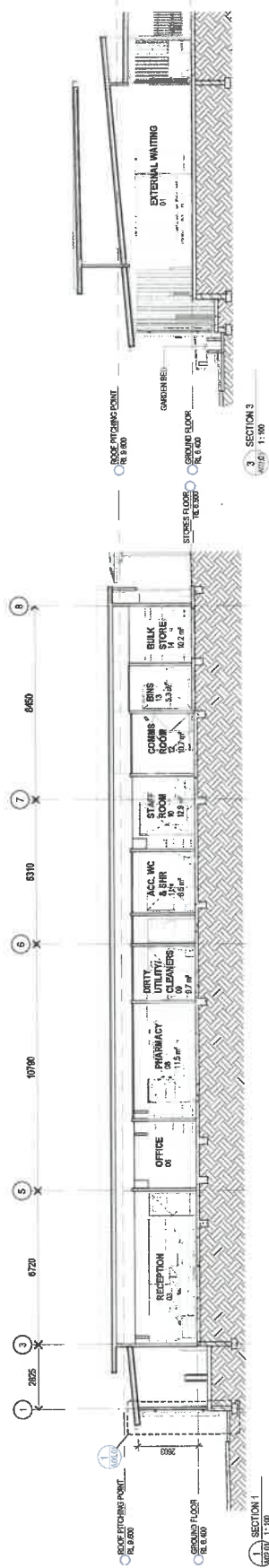
PS	DATE	SUBJECT
P1	16.11.2020	FOR COORDINATION
P2	17.11.2020	FOR REVIEW
P3	20.11.2020	PRELIMINARY D.D. ISSUE
P4	24.12.2020	FOR COORDINATION
P5	22.12.2020	D.D. ISSUE

☐ MASTER PLAN

**MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

DATE	AS	A1 SIZE
1:100		
LAST DATE		
83503/ DD / A04.01		P5





## AMENDMENTS

**DRAWINGS INDEXING SYSTEM**  
FOR BUILD - LOGISTICS ARE ONLY

- ☐ CEILING PLANS
- ☐ CONSTRUCTION DETAILS
- ☐ ELEVATIONS
- ☐ EXTERIOR WORKS
- ☐ FLOORS PLAN
- ☐ FURNITURE & EQUIPMENT
- ☐ HYDRAULICS
- ☐ MECHANICAL DETAILS
- ☐ OTHER
- ☐ PLANT STRUCTURES
- ☐ ROOF PLAN
- ☐ SECTIONS
- ☐ SITE PLAN
- ☐ STAIRWAYS



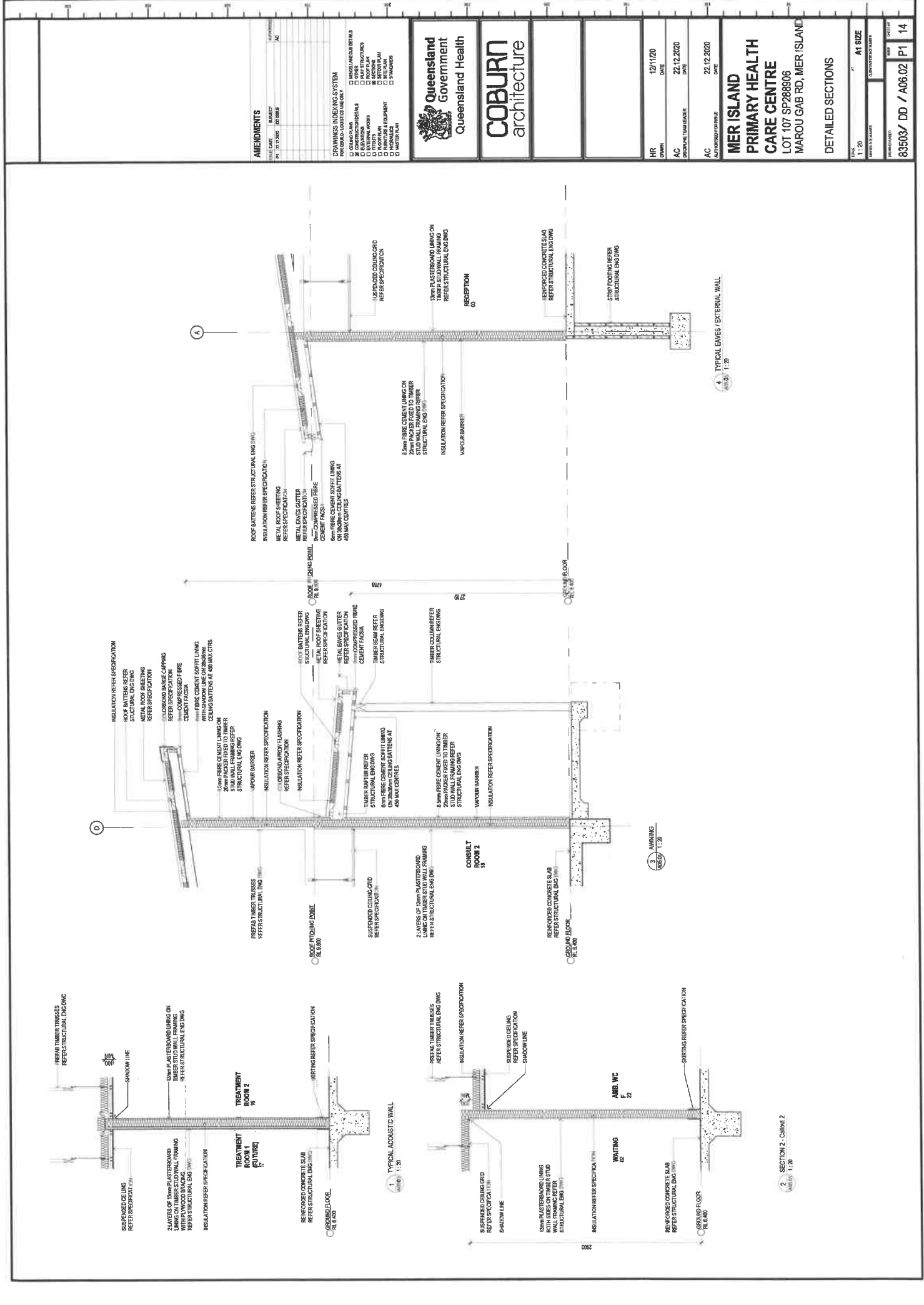
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architecture

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20.10.2020	
22.12.2020	
22.12.2020	

**MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

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33503/ DD / A05.01			33503/ DD / A05.01		33503/ DD / A05.01		





AMENDMENTS

REV	DATE	BY	DESCRIPTION
P1	12.12.2020	AC	FOR ISSUE

- DRAWINGS INCLUDING SYSTEM
- ☐ ROOF PLAN
  - ☐ EXTERIOR WALLS
  - ☐ EXTERIOR ROOF
  - ☐ EXTERIOR FLOORING
  - ☐ EXTERIOR WALLS
  - ☐ EXTERIOR ROOF
  - ☐ EXTERIOR FLOORING
  - ☐ EXTERIOR WALLS
  - ☐ EXTERIOR ROOF
  - ☐ EXTERIOR FLOORING



COBURN  
architecture

HR	12/11/20
DATE	
AC	22.12.2020
DATE	
AC	22.12.2020
DATE	

MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE  
LOT 107 SP7288906  
MAROU GAB RD, MER ISLAND

DETAILED SECTIONS	
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PROJECT	83503/ DD / A06.02









DOOR ID				FRAME				LEAF				DOOR SCHEDULE				HARDWARE				COMMENTS			
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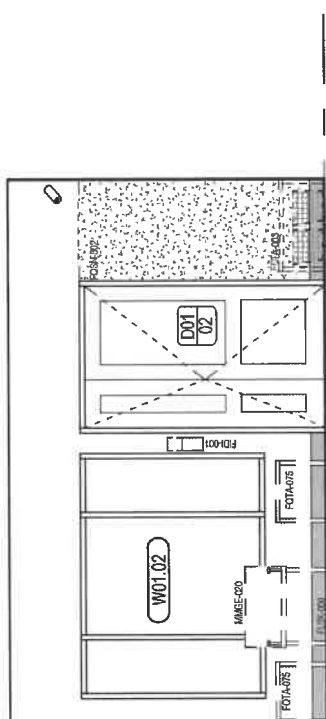
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PRIMARY HEALTH CARE CENTRE	
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MAROU GAB RD, MER ISLAND	
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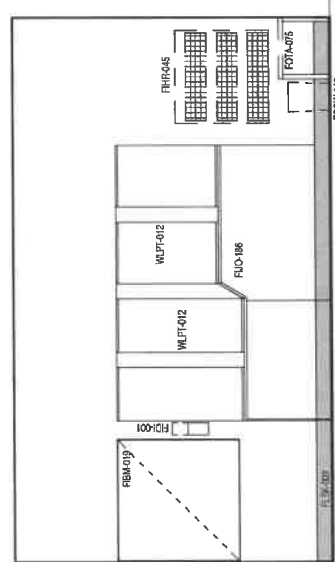
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- REFER TO DRAWING FOR GRAPHICS FILM TO HARDWARE SCHEDULE FOR SELECTIONS
- REFER TO DRAWING FOR GRAPHICS FILM TO HARDWARE SCHEDULE FOR SELECTIONS
- REFER TO DRAWING FOR GRAPHICS FILM TO HARDWARE SCHEDULE FOR SELECTIONS
- REFER TO DRAWING FOR GRAPHICS



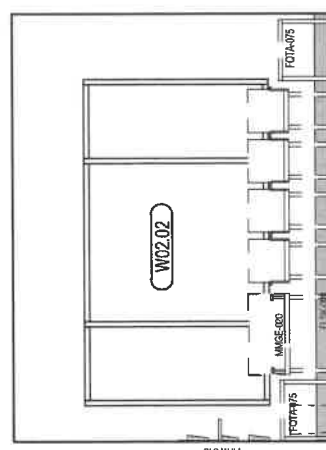
AMENDMENTS		
P4	DD ISSUE	22.12.2020 AC
P3	FOR COORDINATION	04.12.2020 AC
P2	PRELIMINARY DD ISSUE	20.11.2020 AC
P1	FOR COORDINATION	16.11.2020 AC
Issue	Subject	Date
DRAWINGS INDEXING SYSTEM		
FOR BUILD - LOGISTICS USE ONLY		
<input type="checkbox"/> GENERAL PLANS		
<input type="checkbox"/> EXTERIOR DETAILS		
<input type="checkbox"/> ELEVATIONS		
<input type="checkbox"/> EXTERNAL WORKS		
<input type="checkbox"/> FITOUTS		
<input type="checkbox"/> FLOOR PLAN		
<input type="checkbox"/> INTERIORS		
<input type="checkbox"/> LANDSCAPE		
<input type="checkbox"/> HYDRAULICS		
<input type="checkbox"/> MASTER PLAN		
<input type="checkbox"/> MISCELLANEOUS DETAILS		
<input type="checkbox"/> ROOF STRUCTURES		
<input type="checkbox"/> ROOF PLAN		
<input type="checkbox"/> SECTIONS		
<input type="checkbox"/> SETOUT PLAN		
<input type="checkbox"/> SITE PLAN		
<input type="checkbox"/> STANDARDS		
		
Queensland Government		
		
COBURN architecture		
HBU	DRAWN	30.10.2020 DATE
HBU	DISCIPLINE TEAM LEADER	22.12.2020 DATE
AC	AUTHORISED FOR ISSUE	22.12.2020 DATE
MER ISLAND PRIMARY HEALTH CARE CENTRE		
LOT 107 SP288906		
MAROU GAB RD, MER ISLAND		
RLS WAITING		
SCALE	AT	
1:50	A3 SIZE	
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER	
DRAWING NUMBER	ISSUE	SHEET NO
83503	/ DD / A12.02.2	P4 21



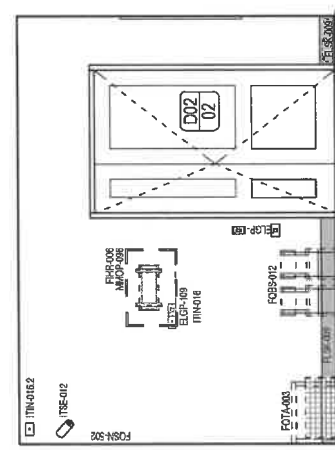
2 ELEVATION 2  
A12.02 1:50



4 ELEVATION 4  
A12.02 1:50



1 ELEVATION 1  
A12.02 1:50



3 ELEVATION 3  
A12.02 1:50

- NOTES
- REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- MA 01 FINISH MATERIAL
- D01 A01 DOOR NUMBER
- W01.001 ROOM NUMBER
- J55 JOINERY TAG - REFER DETAILS A700 SERIES
- BH BULKHEAD
- COL COLUMN
- FW FLOOR WASTE
- PT# PAINT FINISH

GROUND FLOOR  
RL 6.400

GROUND FLOOR  
RL 6.400



# AMENDMENTS

Issue	Subject	Date	Auth
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

## DRAWINGS INDEXING SYSTEM

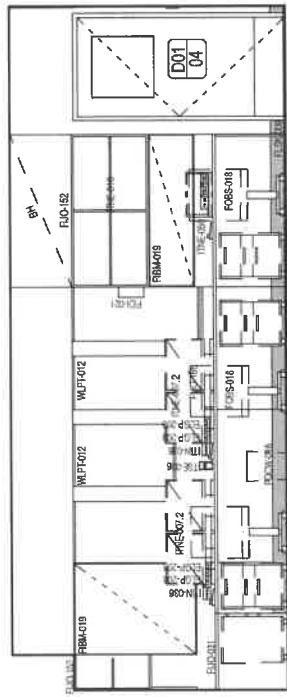
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<input type="checkbox"/> CEILING PLANS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> PLAN STRUCTURES
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> FITTINGS	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SETOUT PLAN
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> WALLS
<input type="checkbox"/> MATERIALS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	



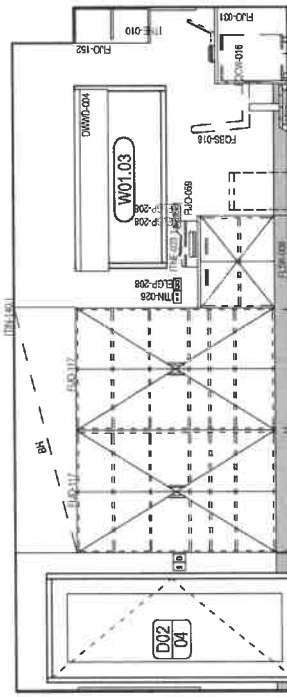
HBU	30.10.2020	DATE
HBU	22.12.2020	DATE
DISCIPLINE TEAM LEADER		DATE
AC	22.12.2020	DATE

**MER ISLAND PRIMARY HEALTH CARE CENTRE**  
 LOT 107 SP288906  
 MAROU GAB RD, MER ISLAND  
 RLS RECEPTION

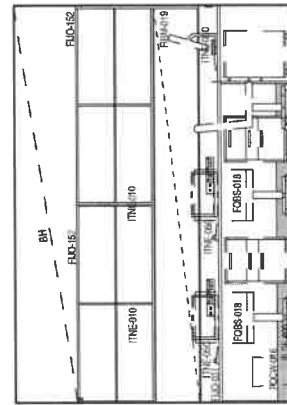
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DRAWING NUMBER	ISSUE
83503 / DD / A12.03.2	P4
	SHEET NO
	23



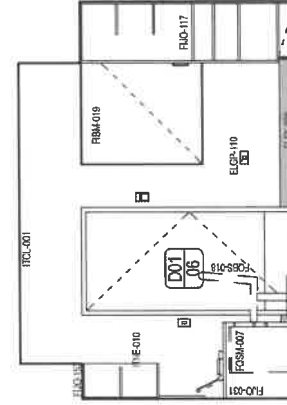
1 ELEVATION 1  
 12.02 1:50



2 ELEVATION 2  
 12.02 1:50



3 ELEVATION 3  
 12.02 1:50



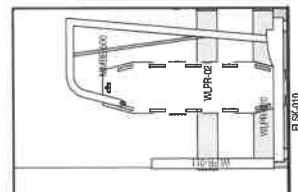
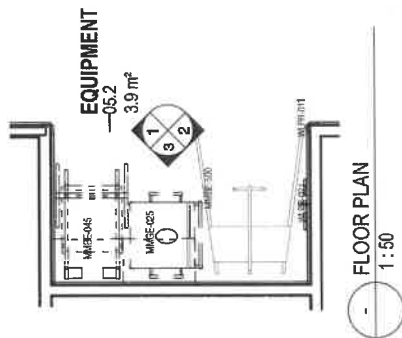
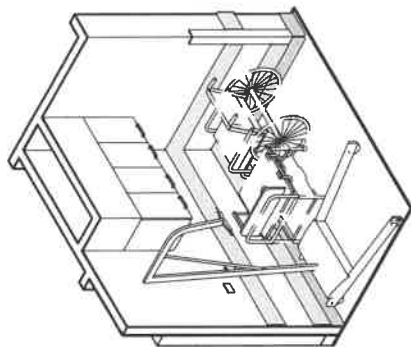
4 ELEVATION 4  
 12.02 1:50

- NOTES**
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND**
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- FINISH MATERIAL**
- MA - FINISH MATERIAL
- 01 - CODE - REFER TO SPEC
- D01 - DOOR NUMBER
- A01 - ROOM NUMBER
- W01.001 - WINDOW NUMBER
- 055 - JOINERY TAG - REFER DETAILS A700 SERIES
- BH - BULKHEAD
- COL - COLUMN
- FW - FLOOR WASTE
- PT# - PAINT FINISH

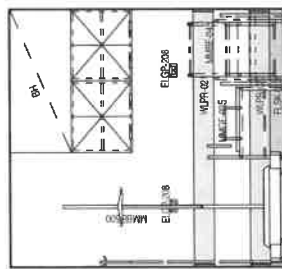




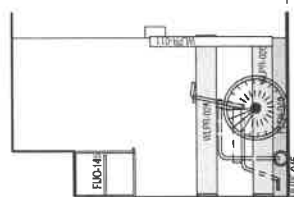
AUTHG CODE	DESCRIPTION	GROUP	QTY
FF&E			
MMBE-025	CHAIR: shower, bariatric, commode	1	1
MMBE-500	HOIST: patient, mobile, bariatric	1	1
HFHR-030	HOOK: equipment, on mounting plate	1	1
MMBE-042	SLIDE: patient	3T	1
MMBE-045	WHEELCHAIR	3	1
JOINERY			
FLUO-145	CUPBOARD: wall mount, double door, adj shelves, lockable	1	2
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	3
WMLPR-011	WALL PROTECTION: corner guards, to 900 AFFL min.	1	2
WMLPR-020	WALL PROTECTION: crash rail, at 350 AFFL	1	3
WMLPR-021	WALL PROTECTION: crash rail, at 900 AFFL	1	3
SERVICES			
ELGP-208	GPO: double, wall mounted	1	2



2 ELEVATION 2  
1:50



3 ELEVATION 3  
1 : 50



1 ELEVATION 1  
1:50

GROUND FLOOR  
RL 6.400

- |         |  |
|---------|--|
| MA      | FINISH MATERIAL                            |
| 01      | CODE - REFER TO SPEC                       |
| D01     | DOOR NUMBER                                |
| A01     | ROOM NUMBER                                |
| W01.001 | ROOM NUMBER                                |
| W01.001 | WINDOW NUMBER                              |
| (155)   | JOINERY TAG - REFER<br>DETAILS A700 SERIES |
| BH      | BULKHEAD                                   |
| COL     | COLUMN                                     |
| FW      | FLOOR WASTE                                |
| PT#     | PAINT FINISH                               |

SCALE	AT	
1 : 50	A3 SIZE	
MASTER SITE NUMBER	CLEVT REFERENCE NUMBER	
DRAWINGS NUMBER	ISSUE	SHEET NO
89503 / DD / A1205.2	P4	25


**Queensland**  
 Government  
 Queensland Health

**COBURN**  
 architecture



JB11	30 10 2020
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DRAWN

HBU 22.12.2020

DISCIPLINE TEAM LEADER DATE

22.12.2020

AUTHORISED FOR ISSUE DATE

SENIOR ISLAND PRIMARY HEALTH  
CARE CENTRE

LOT 107 SP288906

MAROU GAB RD. MERISLAND

RIS EQUIPMENT BAY

SCALE AT

1:50 A3 SIZE

MASTER SITE NUMBER	CLIENT REFERENCE NUMBER
--------------------	-------------------------

DRAWING NUMBER	ISSUE	SHEET NO
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83503	/DP / A12052	PA	25
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AMENDMENTS

P3	DD ISSUE	22.12.2020	AC
P2	FOR COORDINATION	04.12.2020	AC
P1	PRELIMINARY DD ISSUE	20.11.2020	AC

Issue	Subject	Date	Auth
	DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY		
	<input type="checkbox"/> MISCELLANEOUS DETAILS		
	<input type="checkbox"/> CEILING PLANS		
	<input type="checkbox"/> PARTITION DETAILS		
	<input type="checkbox"/> PLAY STRUCTURES		
	<input type="checkbox"/> ELEVATIONS		
	<input type="checkbox"/> EXTERNAL WORKS		
	<input type="checkbox"/> FLOORS		
	<input type="checkbox"/> FLOOR PLAN		
	<input type="checkbox"/> SECTION		
	<input type="checkbox"/> SETOUT PLAN		
	<input type="checkbox"/> EXTERIOR		
	<input type="checkbox"/> STANDARDS		
	<input type="checkbox"/> FLOOR PLAN		
	<input type="checkbox"/> SECTION		
	<input type="checkbox"/> SETOUT PLAN		
	<input type="checkbox"/> EXTERIOR		
	<input type="checkbox"/> STANDARDS		

Queensland Government

Queensland Health

COBURN architecture

HBU

30.10.2020

DATE

HBU

22.12.2020

DATE

DISCIPLINE TEAM LEADER

DATE

AC

22.12.2020

DATE

AUTHORISED FOR ISSUE

DATE

MER ISLAND PRIMARY HEALTH CARE CENTRE

LOT 107 SP288906

MAROU GAB RD, MER ISLAND

RLS LAUNDRY

SCALE

AT

1:50

A3 SIZE

MASTER SITE NUMBER

CLIENT REFERENCE NUMBER

DRAWING NUMBER

83503

DD / A12.5.3

ISSUE

P3

SHEET NO

26

RLS 05.3 - LAUNDRY

AsuHFG CODE	DESCRIPTION	GROUP	QTY
FF&E			
FHR-007	BRACKET for dryer	1	1
FHR-007.2	BRACKET for washing machine	1	1
FQGE-015	DRYER: tumble, clothes	1	1
MMGE-048	LINEN CARRIER: dirty, single	1	1
FQGW-056	MACHINE: washing, commercial	1	1
HYBA-064	SINK: single, laundry	1	1
HYTP-040	TAPWARE: mixer, sink, accessible	1	1
FQSM-030	TROLLEY: laundry, basket	1	1
JOINERY			
FLO-059	BENCH TOP: 600D, joinery under, laminate finish	1	2
FLO-140	CUPBOARD: underbench, single door, adj shelves	1	1
FLO-143	CUPBOARD: wall mount, double door, adj shelves	1	1
FLO-152	CUPBOARD: wall mount, shelf unit, adj shelves	1	1
ROOM FABRICS			
PLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	8
WLWA-007	WALL FINISH: splashback	1	1
SERVICES			
ELGP-208	GPO: double, wall mounted	1	1
ELGP-109	GPO: single, wall mounted	1	2
HYTP-008	OUTLET: cold water	1	1
HYTP-013	OUTLET: hot water	1	1
ELBO-015	SWITCH: light, single	1	2

NOTES:

1. REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS.

2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

LEGEND

GROUP

1. SUPPLIED AND INSTALLED BY CONTRACTOR

2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR

2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR

3. SUPPLIED AND INSTALLED BY CLIENT

T. TRANSFERRED ITEM FROM EXISTING BUILDING

F. FUTURE FITOUT

FINISH MATERIAL

01

CODE - REFER TO SPEC

DOOR NUMBER

ROOM NUMBER

ROOM NUMBER

WINDOW NUMBER

JOINERY TAG - REFER DETAILS A700 SERIES

BH

BULKHEAD

COL

COLUMN

FW

FLOOR/WASTE

PT#

PAINT FINISH

FLOOR PLAN

1:50

GROUND FLOOR

RL 6.400

1 ELEVATION 1

1:50

2 ELEVATION 2

1:50

3 ELEVATION 3

1:50

4 ELEVATION 4

1:50

## AMENDMENTS

Amendment	Date	Author
1	16.11.2020	AC
2	20.11.2020	AC
3	04.12.2020	AC
4	22.12.2020	AC

DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY	
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<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> ELEVATIONS	<input type="checkbox"/> PLAY STRUCTURES
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> FITOUTS	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SITE/TOOT PLAN
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> SITE/POUR PLAN
<input type="checkbox"/> HYDRAULICS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	



**COBURN**  
architecture






HBU	30.10.2020
DRAWN	DATE
HBU	22.12.2020
DISCIPLINE TEAM LEADER	DATE
AC	22.12.2020
AUTHORISED FOR ISSUE	DATE

MER ISLAND PRIMARY HEALTH  
 CARE CENTRE  
 LOT 107 SP289906  
 MAROU GAB RD, MER ISLAND  
 RLS OFFICE

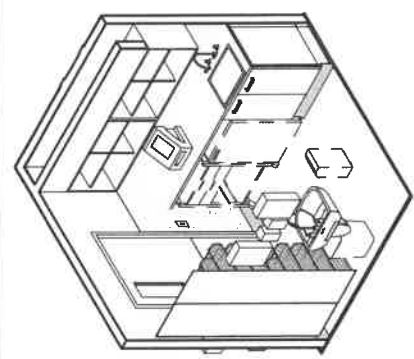
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DRAWING NUMBER		ISSUE	SHEET NO
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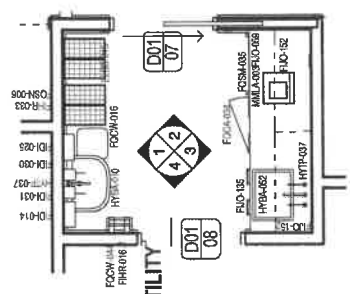


- NOTES**
1. REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS.
  2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. R.L.S SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND**
- GROUP
- |         |   |
|---------|---|
| MA      | FINISH MATERIAL                         |
| 01      | CODE - REFER TO SPEC                    |
| D01     | DOOR NUMBER                             |
| A01     | ROOM NUMBER                             |
| W00.001 | ROOM NUMBER WINDOW NUMBER               |
| (J55)   | JOINERY TAG - REFER DETAILS A700 SERIES |
| BH      | BULKHEAD                                |
| COL     | COLUMN                                  |
| FW      | FLOOR WASTE                             |
| PT#     | PAINT FINISH                            |
1. SUPPLIED AND INSTALLED BY CONTRACTOR
  1. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - 2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  3. SUPPLIED AND INSTALLED BY CLIENT
  - T. TRANSFERRED ITEM FROM EXISTING BUILDING
  - F. FUTURE FITOUT

AMENDMENTS			
Amend	Code	Description	Qty
P4	DO ISSUE	22.12.2020 AC	
P3	FOR COORDINATION	04.12.2020 AC	
P2	PRELIMINARY DO ISSUE	20.11.2020 AC	
P1	FOR COORDINATION	16.11.2020 AC	
Issue	Subst	Date	Auth
DRAWINGS INDEXING SYSTEM FOR GRID - LOGISTICS USE ONLY <input type="checkbox"/> CEILING PLANS <input type="checkbox"/> EXTERIOR DETAILS <input type="checkbox"/> EXTERIOR WORKS <input type="checkbox"/> EXTERIOR WALLS <input type="checkbox"/> EXTERIOR ROOF <input type="checkbox"/> EXTERIOR FLOOR <input type="checkbox"/> EXTERIOR EQUIPMENT <input type="checkbox"/> EXTERIOR UTILITIES <input type="checkbox"/> EXTERIOR MASTER PLAN <input type="checkbox"/> MISCELLANEOUS DETAILS <input type="checkbox"/> PLAY STRUCTURES <input type="checkbox"/> ROOF PLAN <input type="checkbox"/> SECTION <input type="checkbox"/> SETOUT PLAN <input type="checkbox"/> SITE PLAN <input type="checkbox"/> STANDARD			
 <b>Queensland Government</b>  <b>COBURN architecture</b>			
			
HBV	30.10.2020	DATE	
HBV	22.12.2020	DATE	
DISCIPLINE TEAM LEADER	DATE		
AC	22.12.2020	DATE	
AUTHORISED FOR ISSUE <b>MER ISLAND PRIMARY HEALTH CARE CENTRE</b> <b>LOT 107 SP289906</b> <b>MAROU GAB RD, MER ISLAND</b> <b>RLS CLEAN UTILITY</b>			
SCALE	AT		
1:50	A3 SIZE		
MASTER SITE NUMBER	CLEW REFERENCE NUMBER		
DRAWING NUMBER	ISSUE	SHEET NO	
83503 / DD / A12.07	P4	28	

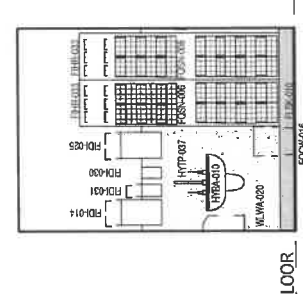
Amend	Code	Description	Qty
FF8E			
MMLA-003	ANALYSER: blood gas, point of care	3T	1
HYBA-010	BASIN: handwash, Type B	1	1
FQSN-006	BIN: storage bins, for wall mounted panel, wire	1	28
FQSN-016	BIN: waste, general, with lid, 20L	3	1
FQSN-044	BIN: waste, sharps, wall mounted	2B	1
FQSN-016.2	BRACKET: for sharps bin	2B	1
FQSN-014	DISPENSER: disposable glove	1	1
FQSN-025	DISPENSER: paper/hand towel	1	1
FQSN-030	DISPENSER: soap	1	1
FQSN-031	DISPENSER: soap antiseptic	1	1
FQSN-038	FRIDGE: domestic, underbench, 80L	2B	1
FQSN-033	PANEL: for storage bins, wall mount	1	2
FQSN-052	SINK: single, 450 x 350 x 250D	1	1
HYTP-037	TAPWARE: mixer, elbow levers	1	2
FQSN-035	TROLLEY: instrument	1	1
JOINERY			
FLUO-059	BENCH TOP: 600D, joinery under, laminate finish	1	1
FLUO-135	CUPBOARD: underbench, double door, adj shelves	1	1
FLUO-152	CUPBOARD: wall mount, shelf unit, adj shelves	1	2
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	8
WLWA-020	WALL FINISH: vinyl, to 1500 AFFL	1	7
SERVICES			
ELGP-208	GPO: double, wall mounted	1	1
ELGP-106	GPO: single, special, for equipment	1	1
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1
ELBO-015	SWITCH: light, single	1	2



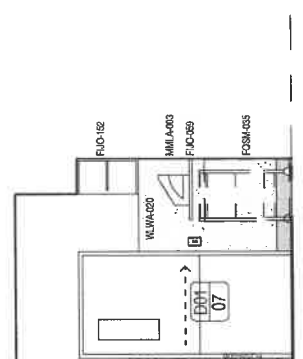


**CLEAN UTILITY**  
07  
4.8 m²

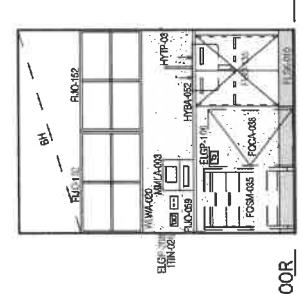
**FLOOR PLAN**  
1:50



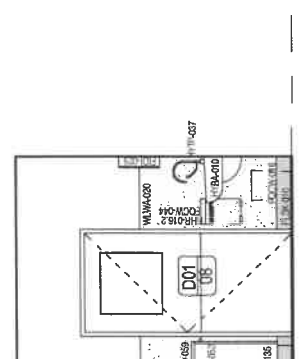
**ELEVATION 1**  
1:50



**ELEVATION 2**  
1:50



**ELEVATION 3**  
1:50



**ELEVATION 4**  
1:50

**GROUND FLOOR**  
RL 6.400

**GROUND FLOOR**  
RL 6.400

**NOTES**

- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
- REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

GROUP

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- BY CONTRACTOR
- TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

**MA** FINISH MATERIAL  
01 CODE - REFER TO SPEC

**D01** DOOR NUMBER  
A01 ROOM NUMBER  
W00.001 ROOM NUMBER  
W00.001 WINDOW NUMBER

**U55** JOINERY TAG - REFER DETAILS A700 SERIES

**BH** BULKHEAD  
**COL** COLUMN  
**FW** FLOOR WASTE  
**PT#** PAINT FINISH



RLS 09 - DIRTY UTILITY / CLEANER		
Aus/HG CODE	DESCRIPTION	GROUP QTY
FF&E		
MMILA-013	ANALYSER: unanalysis	3 1
HYBA-010	BASIN: handwash, Type B	1 1
FCQW-006	BIN: waste, general, 240L	3T 1
FCQW-016	BIN: waste, clinical, with lid, 20L	3 1
FCQW-044	BIN: waste, sharps, wall mounted	2B 1
FIDR-016.2	BRACKET: for sharps bin	2B 1
FIDR-001	DISPENSER: alcohol based hand rub	1 1
FIDR-014	DISPENSER: disposable glove	2B 1
FIDR-025	DISPENSER: paper/hand towel	2B 1
FIDR-030	DISPENSER: soap	2B 1
FIDR-025	HOOK: catheter bag	1 2
HYTP-006	HOSE: spray, pressure control	1 1
FIDR-040	RACK: broom/iron	1 1
FIDR-053	RACK: pan & urnal	1 1
HYBA-040	SINK: cleaner	1 1
HYBA-046	SINK: flushing rim	1 1
HYBA-052	SINK: single, 450 x 350 x 250D	1 1
HYTP-037	TAPWARE: mixer, elbow levers	1 3
MMIC-097	WASHER SANITISER: utensil washer	1 1
JONERY		
FUO-117	CUPBOARD: tall, double door, adj shelves, lockable	1 1
FUO-146	CUPBOARD: well mount, double door, adj shelves, waterproof carcassing	1 1
METALWORK		
FUO-100	BENCH LEGS: stainless steel, for bench top	1 1
FUO-021	BENCH: 600D, open under, stainless steel lipped	1 1
FUO-197	SHELF: stainless steel, underbench	1 1
ROOM FABRICS		
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1 7
WLA-WA-020	WALL FINISH: vinyl, to 1500 AFFL	1 5
SERVICES		
ELGP-208	GPO: double, wall mounted	1 2
ELGP-106	GPO: single, special, for equipment	1 1
ELPR-003	ISOLATOR: electrical, 1ph+n	1 1
HYTP-008	OUTLET: cold water	1 1
ITIN-026	OUTLET: data, double RJ45, wall mounted	1 1
HYTP-013	OUTLET: hot water	1 1
ELBO-015	SWITCH: light, single	1 1

**NOTES**

- REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS.
- REFER TO ELEC DNG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

GROUP

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT; INSTALLED BY CONTRACTOR
- TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

**MA** — FINISH MATERIAL  
**01** — CODE - REFER TO SPEC  
**D01** — DOOR NUMBER  
**A01** — ROOM NUMBER  
**W00.001** — ROOM NUMBER WINDOW NUMBER  
**(55)** — JOINERY TAG - REFER DETAILS A700 SERIES  
**BH** — BULKHEAD  
**COL** — COLUMN  
**FW** — FLOOR WASTE  
**PT#** — PAINT FINISH



**NOTES**

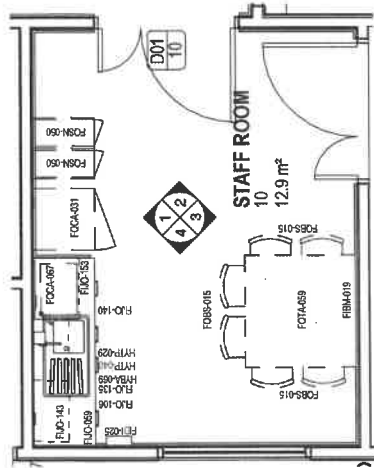
1. REFER TO FEE + FINISHES SCHEDULE FOR SELECTIONS.
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

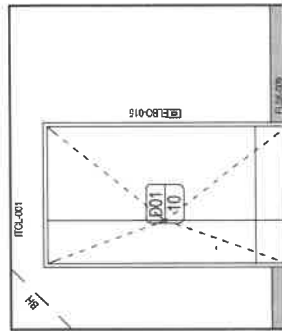
MA	FINISH-MATERIAL
01	CODE - REFER TO SPEC
D01	DOOR NUMBER
A01	ROOM NUMBER
W00.001	ROOM NUMBER
	WINDOW NUMBER
(155)	JOINERY TAG - REFER DETAILS A700 SERIES
BH	BULKHEAD
COL	COLUMN
FW	FLOOR/WASTE
PT#	PAINT FINISH

**GROUP**

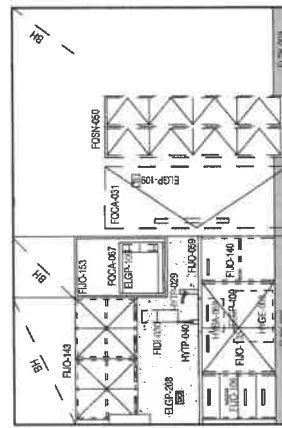
1. SUPPLIED AND INSTALLED BY CONTRACTOR
2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- 2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
3. SUPPLIED AND INSTALLED BY CLIENT
- T. TRANSFERRED ITEM FROM EXISTING BUILDING
- F. FUTURE FITOUT



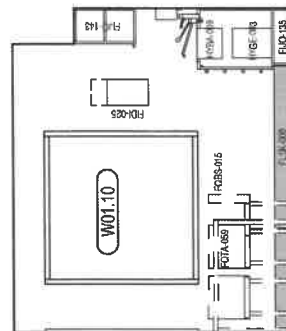
FLOOR PLAN  
1:50



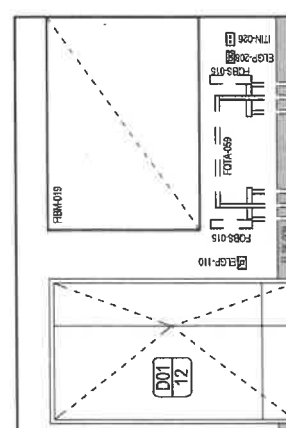
2 ELEVATION 2  
1.50



1 ELEVATION 1  
1:50





4 ELEVATION 4  
1:50






3 ELEVATION 3  
1:50

Auth#6 CODE	DESCRIPTION	GROUP	QTY
FF&E			
FCFW-016	BIN: waste, general, with lid, 20L	3	1
FHYGE-003	BOILING/CHILLED WATER UNIT: Combination	1	1
FQBS-015	CHAIR: dining	1	6
FIDI-025	DISPENSER: paper/hand towel	2B	1
FIDI-030	DISPENSER: soap	2B	1
FQCA-031	FRIDGE: domestic, 250L	1	1
FQSN-050	LOCKER: 4 tier (quarter size)	1	2
FQCA-067	OVEN: microwave, domestic	1	1
FHYBA-069	SINK: single, with drain, 930mmL	1	1
FQTA-059	TABLE: square, 1100W, dining height	1	1
FHYT-029	TAPWARE: boiling/chilled water unit (comb)	1	1
FHYTP-040	TAPWARE: mixer, sink, accessible	1	1
FIBM-019	WHITEBOARD: fixed, magnetic	1	1
JOINERY			
FJLJO-059	BENCH TOP: 600D, joinery under, laminate finish	1	1
FJLJO-106	CUPBOARD: drawer unit, 4 equal	1	1
FJLJO-135	CUPBOARD: underbench, double door, adj shelves	1	1
FJLJO-140	CUPBOARD: underbench, single door, adj shelves	1	1
FJLJO-143	CUPBOARD: wall mount, double door, adj shelves	1	2
FJLJO-153	CUPBOARD: wall mount, shelf unit, adj shelves for microwave	1	1
ROOM FABRICS			
FLSK-009	SKIRTING: vinyl, feather edged, 150H, prefinished	1	7
WLWA-007	WALL FINISH: splashback	1	1
SERVICES			
ITCL-001	ANNUNCIATOR: nurse call	1	1
ITIN-140.1	DATA PANEL: WAP, ceiling mounted	1	1
ELGP-208	GPO: double, wall mounted	1	2
ELGP-109	GPO: single, wall mounted	1	3
ELGP-110	GPO: single, wall mounted, cleaner	1	1
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1
ELBO-015	SWITCH: light, single	1	1

NOTES	LEGEND
1. REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS.	1. SUPPLIED AND INSTALLED BY CONTRACTOR
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.	2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
	2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
	3. SUPPLIED AND INSTALLED BY CLIENT
	T. TRANSFERRED ITEM FROM EXISTING BUILDING
	F. FUTURE FITOUT

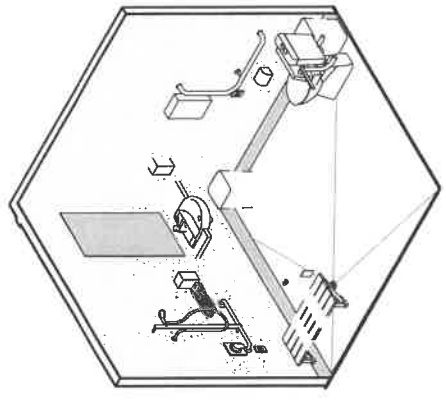
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P4	DD ISSUE	22.12.2020	AC		
P3	FOR COORDINATION	04.12.2020	AC		
P2	PRELIMINARY DD ISSUE	20.11.2020	AC		
F1	FOR COORDINATION	16.11.2020	AC		
<b>Issue</b>	<b>Dated</b>	<b>Date</b>	<b>Date</b>		
DRAWINGS INDEXING SYSTEM FOR CRUILD - LOGISTICS USE ONLY					
<input type="checkbox"/> CEILING PLAN <input type="checkbox"/> MISCELLANEOUS DETAILS <input checked="" type="checkbox"/> CONSTRUCTION DETAILS <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> ELEVATIONS <input type="checkbox"/> PLAY STRUCTURES <input checked="" type="checkbox"/> EXTERNAL WORKS <input type="checkbox"/> ROOF PLANS <input checked="" type="checkbox"/> FLOORS <input type="checkbox"/> SECTION PLAN <input checked="" type="checkbox"/> FINISHES & EQUIPMENT <input type="checkbox"/> SITE PLAN <input type="checkbox"/> HYDRAULICS <input type="checkbox"/> STANDARDS <input type="checkbox"/> MASTER PLAN					
 <b>Queensland</b> Government <b>Queensland Health</b>					
<b>COBURN</b> architecture					
					
HBU	30.10.2020				
DRAWN	DATE				
HBU	22.12.2020				
DISCIPLINE TEAM LEADER	DATE				
AC	22.12.2020				
AUTHORISED FOR ISSUE	DATE				
MER ISLAND PRIMARY HEALTH CARE CENTRE					
LOT 107 SP288906					
MAROU GAB RD, MER ISLAND					
RLS STAFF RM					
SCALE		AT			
1 : 50		A3 SIZE			
MASTER SITE NUMBER		CLIENT REFERENCE NUMBER			
DRAWING NUMBER		ISSUE		SHEET NO.	
83503 / DD / A12.10		P4		31	

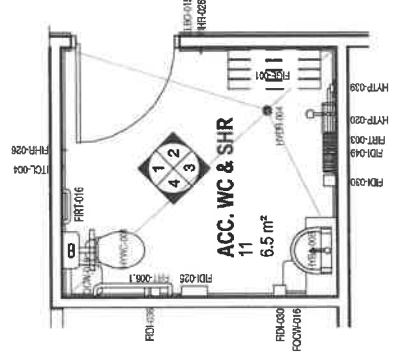


AMENDMENTS			
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC
Issue	Subject	Date	Auth
DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY □ MISCELLANEOUS DETAILS □ CONSTRUCTION DETAILS □ ROOF PLAN □ EXTERNAL WORKS □ FLOOR PLAN □ FURNITURE & EQUIPMENT □ SITE PLAN □ STANDARDS □ MASTER PLAN			
 <b>Queensland Government</b>  <b>COBURN architecture</b>			
			

RLS 11 - STAFF WC / SHR			
AuthFG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-005	BASIN: handwash, accessible	1	1
FICE-001	BENCH SEAT: fixed, fold up/down, wet area, wall mounted	1	1
FQCN-016	BIN: waste, general, with lid, 20L	3	2
FIDH-025	DISPENSER: paper/hand towel	1	1
FIDH-030	DISPENSER: soap	1	2
FIRT-003	GRAB RAIL: shower, horizontal	1	1
FIRT-016	GRAB RAIL: WC, 300	1	1
FIRT-006.1	GRAB RAIL: WC, accessible use	1	1
FIDH-049	HOLDER: soap/shampoo, non-recessed	1	1
FIRH-026	HOOK: coat	1	2
FIRM-006	MIRROR: fixed, glass	1	1
HYTP-020	SHOWER: hand-held	1	1
HYTP-035	TAPWARE: mixer, basin, accessible	1	1
HYTP-039	TAPWARE: mixer, shower, lever action	1	1
HYWC-001	TOILET SUITE: accessible	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	5
WLWA-019	WALL FINISH: vinyl, full height	1	6
SERVICES			
ITCL-004	BUTTON: nurse call, emergency	1	1
ITCL-006	BUTTON: nurse call, patient to staff	1	2
ELBO-015	SWITCH: light, single	1	1

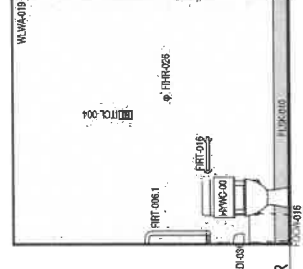
NOTE: ROOM TO COMPLY WITH AS1428.1



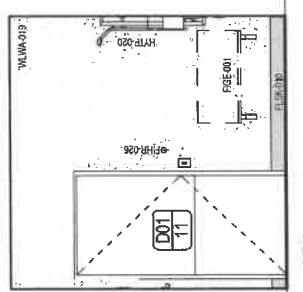


**ACC. WC & SHR**  
11  
6.5 m²

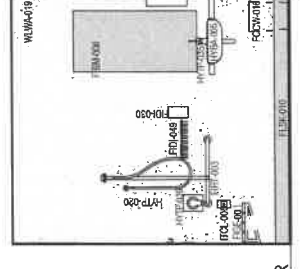
**FLOOR PLAN**  
1:50



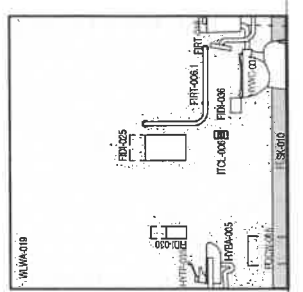
**1 ELEVATION 1**  
1:50



**2 ELEVATION 2**  
1:50



**3 ELEVATION 3**  
1:50



**4 ELEVATION 4**  
1:50

**GROUND FLOOR**  
RL 6.400

**GROUND FLOOR**  
RL 6.400

**NOTES**

- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
- REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

GROUP

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

**MA** — FINISH MATERIAL  
**01** — CODE - REFER TO SPEC  
**D01** — DOOR NUMBER  
**A01** — ROOM NUMBER  
**W00.001** — ROOM NUMBER  
**W00.001** — WINDOW NUMBER  
**055** — JOINERY TAG - REFER DETAILS A700 SERIES  
**BH** — BULKHEAD  
**COL** — COLUMN  
**FW** — FLOOR WASTE  
**PT#** — PAINT FINISH

## AMENDMENTS

6	DD ISSUE	22.12.2020	AC
5	FOR COORDINATION	04.12.2020	AC
4	FOR REVIEW	01.12.2020	AC
3	PRELIMINARY DD ISSUE	20.11.2020	AC
2	FOR COORDINATION	16.11.2020	AC
1	FOR COMMENT	06.11.2020	AC

**DRAWINGS INDEXING SYSTEM**  
FOR BUILD - LOGISTICS USE ONLY

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<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> PLAY STRUCTURES
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> FLOODS	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SET OUT PLAN
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> HYDRAULICS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	



**COBURN**  
architecture



HBU	30.10.2020
DRAWN	DATE
HBU	22.12.2020
DISCIPLINE TEAM LEADER	DATE
AC	22.12.2020
AUTHORISED FOR ISSUE	DATE

MER ISLAND PRIMARY HEALTH

CARE CENTRE

LOT 107 SP288906

MAROU GABRD, MER ISLAND

SCALE	AT	
1 : 50	A3 SIZE	
MASTER SITE NUMBER	CIENT REFERENCE NUMBER	

DRAWING NUMBER	ISSUE	SHEET NO
83503 / DD / A12.12	P6	33



**NOTES**

1. REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

MA	FINISH MATERIAL
01	CODE - REFER TO SPEC
D01	DOOR NUMBER
A01	ROOM NUMBER
W00.001	ROOM NUMBER
	WINDOW NUMBER
455	JOINERY TAG - REFER
	DETAILS A700 SERIES
BH	BULK-HEAD
COL	COLUMN
FW	FLOOR WASTE
PT#	PAINT FINISH

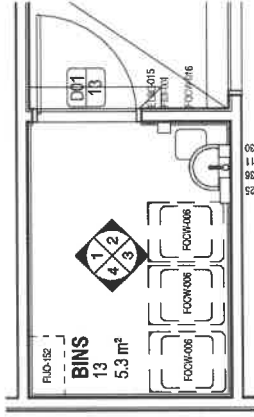
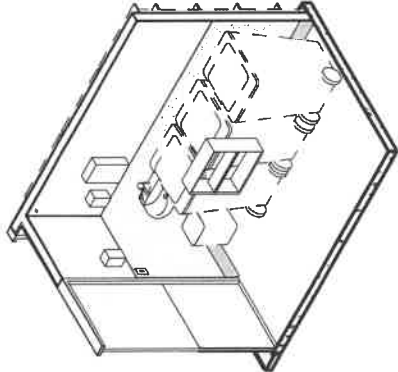
**CONTRACTOR**

1. SUPPLIED AND INSTALLED BY CONTRACTOR
2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
3. SUPPLIED AND INSTALLED BY CLIENT
4. TRANSFERRED ITEM FROM EXISTING BUILDING
5. FUTURE FITOUT
6. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR

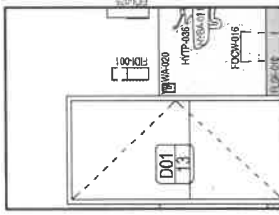
AMENDMENTS			
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC
Issue	Subject	Date	Auth
DRAWINGS INDEXING SYSTEM			
FOR BUILD - LOSSTIES USE ONLY			
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HBV	30.10.2020	DATE	
DRAWN			
HBV	22.12.2020	DATE	
DISCIPLINE TEAM LEADER			
AC	22.12.2020	DATE	
AUTHORISED FOR ISSUE			
<b>MER ISLAND PRIMARY HEALTH CARE CENTRE</b> LOT 107 SP288906 MAROU GAB RD, MER ISLAND <b>RLS BIN STORE</b>			
SCALE	AT		
1:50	A3 SIZE		
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER		
DRAWING NUMBER	ISSUE	SHEET NO	
83503 / DD / A12.13	P4	34	

Auth'g CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-011	BASIN: handwash, Type C	1	1
FOCW-006	BIN: waste, clinical, 240L	3T	3
FOCW-016	BIN: waste, general, with lid, 20L	3	1
FID-001	DISPENSER: alcohol based hand rub	1	1
FID-025	DISPENSER: paper/hand towel	2B	1
FID-030	DISPENSER: soap	2B	1
HYTP-036	TAPWARE: mixer, basin, lever action	1	1
JOINERY			
FLUO-152	CUPBOARD: wall mount, shelf unit, adj shelves	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, unfinished	1	5
VLWA-020	WALL FINISH: vinyl, to 1500 AFFL	1	5
SERVICES			
ELBO-015	SWITCH: light, single	1	1

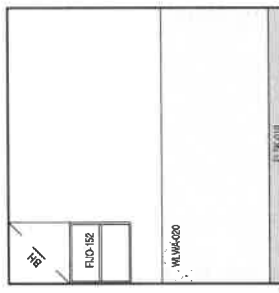
- NOTES**
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS
  - REFER TO ELEC.DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND**
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- MA 01 FINISH MATERIAL  
CODE - REFER TO SPEC
- D01 DOOR NUMBER  
A01 ROOM NUMBER  
W00-001 ROOM NUMBER  
W00-001 WINDOW NUMBER
- (55) JOINERY TAG - REFER DETAILS A700 SERIES
- BH BULKHEAD  
COL COLUMN  
FW FLOOR WASTE  
P1# PAINT FINISH



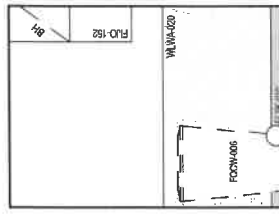
FLOOR PLAN  
1:50



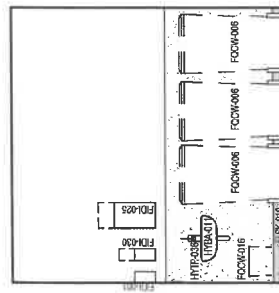
2 ELEVATION 2  
1:50



1 ELEVATION 1  
1:50



4 ELEVATION 4  
1:50



3 ELEVATION 3  
1:50

STORES FLOOR  
RL 6.500

STORES FLOOR  
RL 6.500





# AMENDMENTS

P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

Issue	Subject	Date	Auth
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## DRAWINGS INDEXING SYSTEM

PER BUILD - LOGISTICS USE ONLY

<input type="checkbox"/> CELLULOSIC DETAILS	<input type="checkbox"/> MISCELLANEOUS DETAILS
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> PLAY STRUCTURES
<input type="checkbox"/> ROOF PLAN	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> ELEVATIONS
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<input type="checkbox"/> SECTION	<input type="checkbox"/> SECTION
<input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> EQUIPMENT
<input type="checkbox"/> HYDRAULICS	<input type="checkbox"/> HYDRAULICS
<input type="checkbox"/> STANDARDS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	<input type="checkbox"/> MASTER PLAN



Queensland Government

**COBURN**  
architecture

HBU 30.10.2020 DATE

HBU 22.12.2020 DATE

DISCIPLINE TEAM LEADER DATE

AC 22.12.2020 DATE

AUTHORISED FOR ISSUE DATE

**MER ISLAND PRIMARY HEALTH CARE CENTRE**

LOT 107 SP288906

MAROU GAB RD, MER ISLAND

**RLS TREATMENT RM 2**

SCALE AT

As indicated

A3 SIZE

MASTER SITE NUMBER CLIENT REFERENCE NUMBER

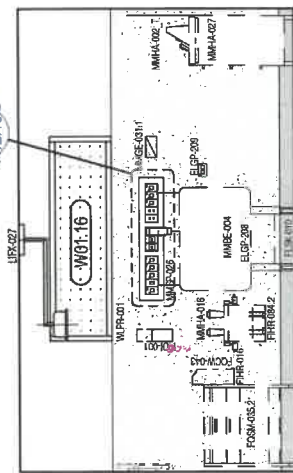
DRAWING NUMBER

ISSUE

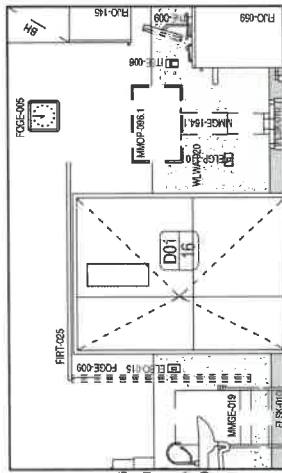
SHEET NO

83503 / DD / A12.16.2 P4 37

5  
A12.16.2

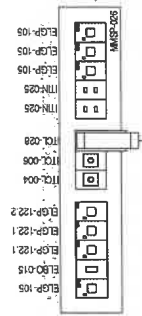


2 ELEVATION 2  
A12.16.2 1:50



4 ELEVATION 4  
A12.16.2 1:50

- NOTES**
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND**
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- MA** FINISH MATERIAL  
01 CODE - REFER TO SPEC
- D01** DOOR NUMBER  
A01 ROOM NUMBER
- W00.001** ROOM NUMBER  
WINDOW NUMBER
- J55** JOINERY TAG - REFER DETAILS A700 SERIES
- BH** BULKHEAD
- COL** COLUMN
- PW** FLOOR WASTE
- PTH** PAINT FINISH



5 MSP TO TREATMENT ROOM  
1:20

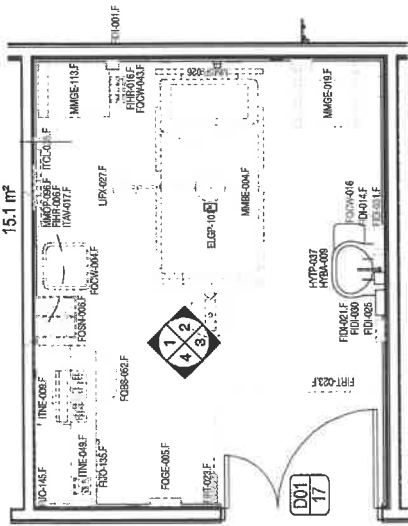
GROUND FLOOR  
RL 6.400

GROUND FLOOR  
RL 6.400

1 ELEVATION 1  
A12.16.2 1:50

3 ELEVATION 3  
A12.16.2 1:50

# TREATMENT ROOM 1 (FUTURE)



FLOOR PLAN  
1:50

## RLS 17 - TREATMENT RM 1 (FUTURE)

ANALOG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-009	BASIN: handwash, Type A, scrub	1	1
MMBE-004.F	BED: patient, bariatric, electric with mattress - future	F	1
FQSN-004.F	BIN: storage bins, for wall mounted panel - future	F	14
FOCW-004.F	BIN: waste, clinical, 120L - future	F	1
FOCW-016	BIN: waste, general, with lid, 20L	3	1
FOCW-043.F	BIN: waste, sharps, on trolley - future	F	1
FIHR-016.F	BIN: waste, general, on trolley - future	F	1
FIHR-006.F	BRACKET: for telehealth screen, wall mounted - future	F	1
NMGE-019.F	CHAIR: patient - future	F	1
FOGE-005.F	CLOCK: analogue, battery operated - future	F	1
ITNE-009.F	COMPUTER: hi performance, for clinical / PACS use - future	F	1
FOGE-009.F	CURTAIN: bed screen - future	F	1
NMGE-034.F	DIAGNOSTIC SET: wall mounted - future	F	1
FID-001.F	DISPENSER: alcohol based hand rub - future	F	1
FID-014.F	DISPENSER: disposable glove - future	F	1
FID-021.F	DISPENSER: mask - future	F	1
FID-025	DISPENSER: paper/hand towel	1	1
FID-030	DISPENSER: soap	1	1
FID-031.F	DISPENSER: soap antiseptic - future	F	1
FIHR-026.F	HOOK: coat - future	F	2
LIFX-027.F	LIGHT: examination, ceiling mounted - future	F	1
FIHR-033.F	PANEL: for storage bins, wall mount - future	F	1
FOBS-052.F	STOOL: mobile, high, adj height - future	F	1
HYTP-037	TAPWARE: mixer, elbow levers	1	1
ITCL-012.F	TELEHEALTH: ceiling mount camera, observation - future	F	1
NMOP-096.F	TELEHEALTH: Screen, wall mount - future	F	1
ITAV-017.F	TELEHEALTH: video conference codec - future	F	1
ITCL-035.F	TELEHEALTH: wall mount camera, patient observation - future	F	1
ITNE-049.F	TELEPHONE: handset, desktop - future	F	1
FIPT-023.F	TRACK: curtain, bed screen, L shaped - future	F	1
NMGE-113.F	TROLLEY: dressing - future	F	1
JOINERY			
FIJO-059.F	BENCH TOP: 600D, joinery under, laminate finish - future	F	1
FIJO-135.F	CUPBOARD: underbench, double door, adj shelves - future	F	1
FIJO-145.F	CUPBOARD: underbench, double door, adj shelves, lockable - future	F	2
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	5
WLWA-020	WALL FINISH: vinyl, to 1500 AFFL	1	4
WLPR-001	WALL PROTECTION: bed protection wall panel	1	1

## RLS 17 - TREATMENT RM 1 (FUTURE)

ANALOG CODE	DESCRIPTION	GROUP	QTY
ITSE-006	BUTTON: duress, fixed	1	1
ITCL-004	BUTTON: nurse call, emergency	1	1
ITCL-006	BUTTON: nurse call, patient to staff	1	1
ELGP-208.1	GPO: double, wall mounted (V)	1	1
ELGP-209	GPO: double, wall mounted, RCD protected	1	1
ELGP-209.1	GPO: double, wall mounted, RCD protected (V)	1	1
ELGP-122.1	GPO: emergency power, single, on services panel (V)	1	2
ELGP-122.2	GPO: RCD, single, on services panel (V)	1	1
ELGP-101	GPO: single, ceiling mounted	1	1
ELGP-105	GPO: single, on services panel	1	4
ELGP-109	GPO: single, wall mounted, cleaner	1	2
ELGP-110	GPO: single, wall mounted, 5 way 240V	1	1
ELGP-108.5	GPO: Special: for telehealth, 5 way 240V	1	1
ITCL-028	HANDSET: nurse call, with patient to staff call button	1	1
ITIN-025	OUTLET: data, double RJ45, on services panel	1	2
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	2
MMSP-026	SERVICES PANEL: wall mounted	1	1
ELBO-015	SWITCH: light, single	1	1

### NOTES

- REFER TO IFF + FINISHES SCHEDULE FOR SELECTIONS.
- REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

### LEGEND

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

MA — FINISH MATERIAL  
01 — CODE - REFER TO SPEC

D01 — DOOR NUMBER  
A01 — ROOM NUMBER

W00.001 — WINDOW NUMBER  
W00.002 — WINDOW NUMBER

J05 — JOINERY TAG - REFER DETAILS A700 SERIES

BH — BULKHEAD  
COL — COLUMN  
FW — FLOOR WASTE  
PT# — PAINT FINISH

### AMENDMENTS

Issue	Subject	Date	Auth
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

### DRAWINGS INDEXING SYSTEM

FOR BUILD - LISTED USE ONLY	□ MISCELLANEOUS DETAILS
□ CEILING PLANS	□ OTHER
□ ELEVATIONS	□ PLAY STRUCTURES
□ EXTERNAL WORKS	□ ROOF PLAN
□ FLOORS	□ SECTIONS
□ FLOOR PLAN	□ SECT PLAN
□ FURNITURE & EQUIPMENT	□ SET PLAN
□ HYDRAULICS	□ STAIRS
□ MASTER PLAN	



COBURN  
architecture



HBU 30.10.2020

DRAWN DATE

HBU 22.12.2020

DISCIPLINE TEAM LEADER DATE

AC 22.12.2020

AUTHORISED FOR ISSUE DATE

MER ISLAND PRIMARY HEALTH  
CARE CENTRE

LOT 107 SP288906

MAROU GAB RD, MER ISLAND

RLS TREATMENT RM 1  
(FUTURE)

SCALE AT

1:50 A3 SIZE

MASTER SITE NUMBER

CLIENT REFERENCE NUMBER

DRAWING NUMBER

83503 / DD / A12.17.1

ISSUE P4

SHEET NO 38

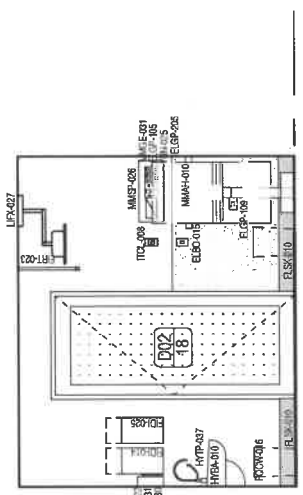








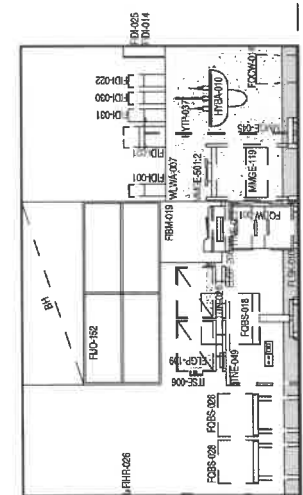
AMENDMENTS		
P4	DD ISSUE	22.12.2020 AC
P3	FOR COORDINATION	04.12.2020 AC
P2	PRELIMINARY DD ISSUE	20.11.2020 AC
P1	FOR COORDINATION	16.11.2020 AC
Issue	Subject	Date
DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY		
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 <b>Queensland Government</b>		
 <b>COBURN architecture</b>		
HBU	01.11.2020	DATE
HBU	22.12.2020	DATE
DISCIPLINE TEAM LEADER	DATE	
AC	22.12.2020	DATE
AUTHORISED FOR ISSUE	DATE	
MER ISLAND PRIMARY HEALTH CARE CENTRE		
LOT 107 SP288906		
MAROU GAB RD, MER ISLAND		
RLS CONSULT RM 2		
SCALE	AT	
1:50	A3 SIZE	
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER	
DRAWING NUMBER	ISSUE	SHEET NO
83503 / DD / A12.18.2	P4	41



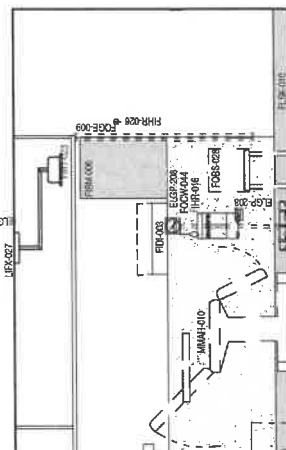
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A12.17 1:50



4 ELEVATION 4  
A12.17 1:50



1 ELEVATION 1  
A12.18 1:50





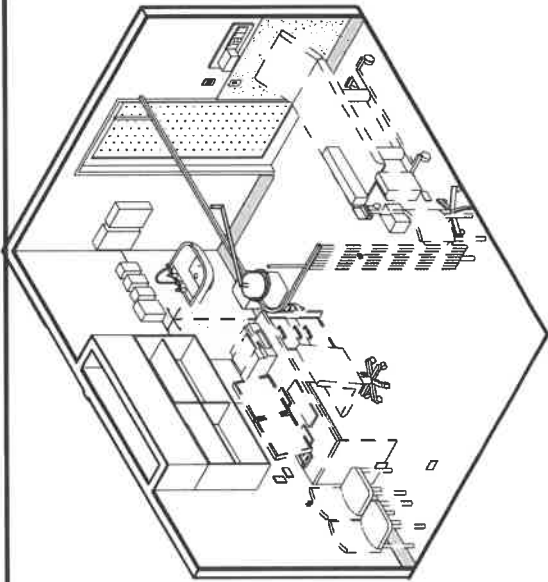
3 ELEVATION 3  
A12.18 1:50

GROUND FLOOR  
RL 6.400

GROUND FLOOR  
RL 6.400

- NOTES
1. REFER TO FFE - FINISHES SCHEDULE FOR SELECTIONS.
  2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND
- GROUP
1. SUPPLIED AND INSTALLED BY CONTRACTOR
  2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - 2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  3. SUPPLIED AND INSTALLED BY CLIENT
  - T. TRANSFERRED ITEM FROM EXISTING BUILDING
  - F. FUTURE FITOUT
- MA — FINISH MATERIAL  
01 — CODE - REFER TO SPEC  
D01 — DOOR NUMBER  
A01 — ROOM NUMBER  
W01.001 — WINDOW NUMBER  
J05 — JOINERY TAG - REFER DETAILS A700 SERIES  
BH — BULKHEAD  
COL — COLUMN  
FW — FLOOR WASTE  
PT# — PAINT FINISH

AMENDMENTS			
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC
Issue	Subject	Date	Auth
DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY			
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 <b>Queensland Government</b> <b>COBURN</b> architecture			
			
HB	DATE	30.10.2020	
HB	DATE	22.12.2020	
DISCIPLINE TEAM LEADER	DATE	22.12.2020	
AC	DATE	22.12.2020	
AUTHORISED FOR ISSUE DATE			
MER ISLAND PRIMARY HEALTH CARE CENTRE			
LOT 107 SP288906			
MAROU GAB RD, MER ISLAND			
RLS CONSULT RM 1			
SCALE	AT	A3 SIZE	
1 : 50			
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER		
DRAWING NUMBER	ISSUE	SHEET NO	
83503 / DD / A12.19.1	P4	42	



RLS 19 - CONSULT RM 1			
ANALOG CODE	DESCRIPTION	GROUP	QTY
JOINERY			
FUO-152	CUPBOARD: wall mount, shelf unit, adj shelves	1	1
FCOW-001	WORKSTATION: 1100W x 600D x 750H norm.	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl covd, 150H, prefinished	1	6
WLWA-007	WALL FINISH: splashback	1	1
WLPR-001	WALL PROTECTION: bed protection wall panel	1	2
SERVICES			
ITSE-008	BUTTON: duress, fixed	1	1
ITCL-009	BUTTON: nurse call, staff assist	1	1
ELGP-205	GPO: double, on services panel	1	2
ELGP-208	GPO: double, wall mounted	1	4
ELGP-101	GPO: single, ceiling mounted	1	1
ELGP-105	GPO: single, on services panel	1	1
ELGP-109	GPO: single, wall mounted	1	2
ELGP-110	GPO: single, wall mounted, cleaner	1	1
ITIN-025	OUTLET: data, double RJ45, on services panel	1	1
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	3
MMSP-026	SERVICES PANEL: wall mounted	1	1
ELBO-015	SWITCH: light, single	1	2

#### NOTES

- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
- REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

#### LEGEND

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

1MA — FINISH MATERIAL

01 — CODE - REFER TO SPEC

001 — DOOR NUMBER

A01 — ROOM NUMBER

W00.001 — ROOM NUMBER

W00.001 — WINDOW NUMBER

155 — JOINERY TAG - REFER

DETAILS A700 SERIES

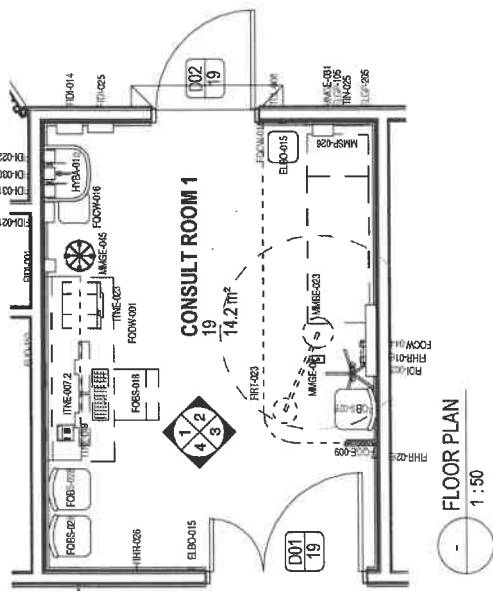
BH BULKHEAD

CCL COLUMNS

FW FLOOR WASTE

PT# PAINT FINISH

RLS 19 - CONSULT RM 1			
ANALOG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-010	BASIN: handwash, Type B	1	1
FCOW-016	BIN: waste, general, with lid, 20L	3	2
FCOW-044	BIN: waste, sharps, wall mounted	3	1
FIHR-016	BRACKET: for sharps bin	1	1
FCBS-018	CHAIR: office, ergonomic	1	1
FCBS-028	CHAIR: visitor, clinical areas	1	3
ITNE-007.2	COMPUTER: desktop, with two display screen	3T	1
MMBE-023	COUCH: examination, electric, mobile	2B	1
FCGE-009	CURTAIN: bed screen	3	1
MMGE-031	DIAGNOSTIC SET: wall mounted	2B	1
FID-001	DISPENSER: alcohol based hand rub	1	1
FID-003	DISPENSER: bedroll	1	1
FID-014	DISPENSER: disposable glove	1	1
FID-021	DISPENSER: mask	1	1
FID-022	DISPENSER: moisturiser	1	1
FID-025	DISPENSER: paper/hand towel	1	1
FID-030	DISPENSER: soap	1	1
FID-031	DISPENSER: soap antiseptic	1	1
FIHR-026	HOOK: coat	1	2
MMGE-045	IV STAND: mobile	3T	1
LIF-027	LIGHT: examination, ceiling mounted	1	1
FIBM-006	MIRROR: fixed, glass	1	1
FCSM-007	PEDESTAL: mobile, drawer unit, 660H	1	1
ITNE-023	PRINTER: networked	3T	1
MMGE-081	SPHYGMOMANOMETER: portable	3	1
HYTP-037	TAPWARE: mixer, elbow levers	1	1
ITNE-049	TELEPHONE: handset, desktop	3	1
FIRT-023	TRACK: curtain, bedscreen, L shaped	1	1
FIBM-019	WHITEBOARD: fixed, magnetic	1	1



# AMENDMENTS

Issue	Subject	Date	Auth
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

Drawings Indexing System	FOR BUILD - LOISTS USE ONLY
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<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> OTHER STRUCTURES
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> FITTINGS	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SET OUT PLAN
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	

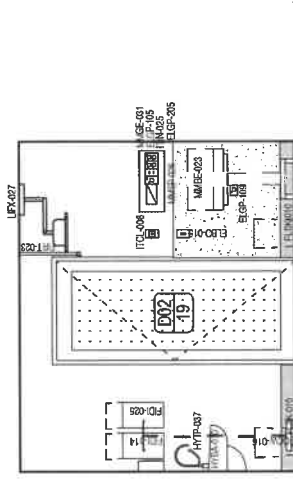


**COBURN**  
architecture

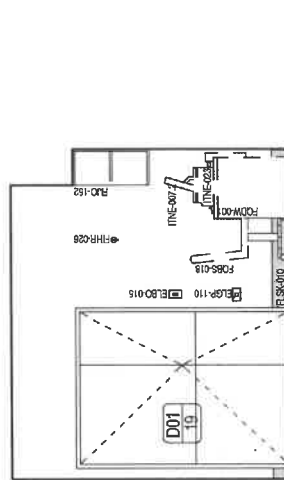
HBU	11.01.2020	DATE
HBU	22.12.2020	DATE
DISCIPLINE TEAM LEADER	DATE	
AC	22.12.2020	DATE
AUTHORISED FOR ISSUE	DATE	

**MER ISLAND PRIMARY HEALTH CARE CENTRE**  
LOT 107 SP288806  
MAROU GAB RD, MER ISLAND  
RLS CONSULT RM 1

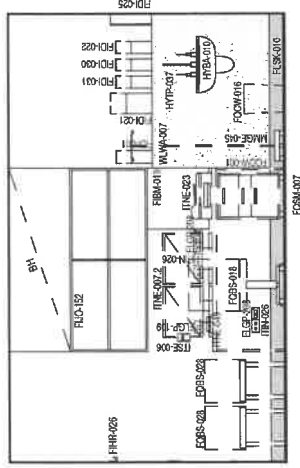
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MASTER SITE NUMBER	CLIENT REFERENCE NUMBER
DRAWING NUMBER	ISSUE
83503 / DD / A12.19.2	P4
	SHEET NO
	43



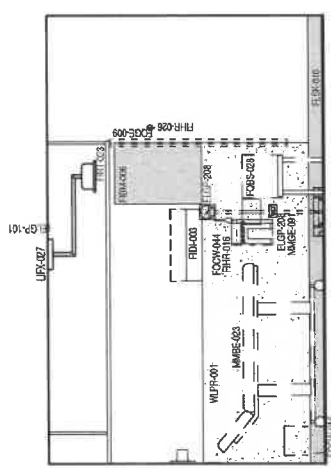
2 ELEVATION 2  
A12.18 / 1:50



4 ELEVATION 4  
A12.18 / 1:50



1 ELEVATION 1  
A12.19 / 1:50



3 ELEVATION 3  
A12.19 / 1:50

- NOTES**
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND**
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- MA** — FINISH MATERIAL  
01 — CODE - REFER TO SPEC  
D01 — DOOR NUMBER  
A01 — ROOM NUMBER  
W00.001 — ROOM NUMBER  
WINDOW NUMBER  
JOINERY TAG - REFER DETAILS A700 SERIES  
BH — BULKHEAD  
COL — COLUMN  
FW — FLOOR WASTE  
PT# — PAINT FINISH

○ GROUND FLOOR  
RL 6.400

○ GROUND FLOOR  
RL 6.400

## AMENDMENTS

Issue	Subject	Date	Auth
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

DRAWINGS INDEXING SYSTEM FOR BUILD - LOGISTICS USE ONLY	
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<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> PLAY STRUCTURES
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOF PLAN
<input type="checkbox"/> FITTINGS	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SETOUT PLAN
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> HYDRAULICS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> MASTER PLAN	



**COBURN**  
architecture



HBU	30.10.2020
DRAWN	DATE
HBU	22.12.2020
DISCIPLINE TEAM LEADER	DATE
AC	22.12.2020
AUTHORISED FOR ISSUE	DATE

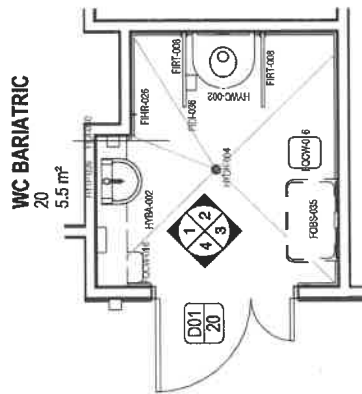
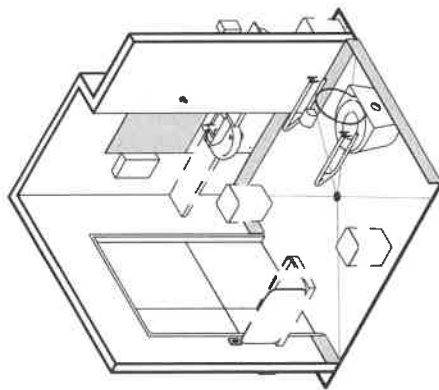
**MER ISLAND PRIMARY HEALTH  
CARE CENTRE  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND  
RLS BARIATRIC WC**

SCALE	AT	A3 SIZE	CLIENT REFERENCE NUMBER
1 : 50			

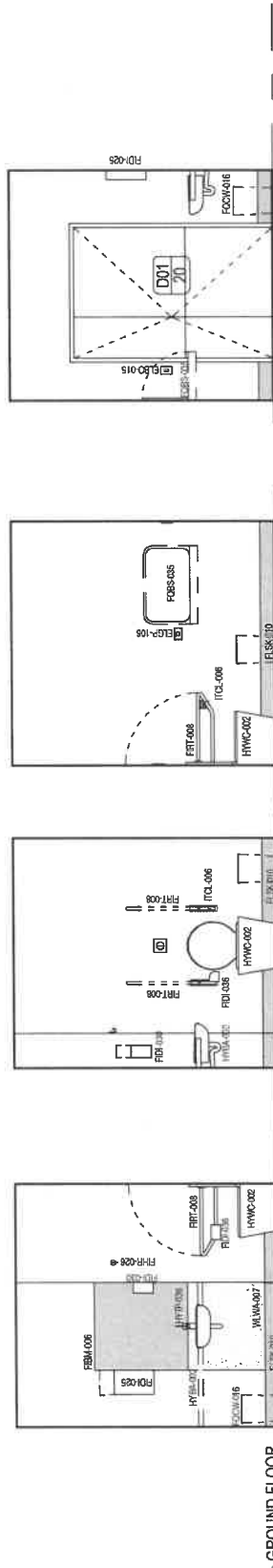
DRAWING NUMBER	ISSUE	SHEET NO
83503 / DD / A12.20	P4	44

RLS 20 - BARIATRIC WC

AusHFG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-002	BASIN: ensuite, with vanity unit	1	1
FCQW-016	BIN: waste, general, with lid, 20L	3	2
FQBS-035	CHANGE TABLE: baby	1	1
FIDJ-025	DISPENSER: paper/hand towel	1	1
FIDI-030	DISPENSER: soap	1	1
FIDI-036	DISPENSER: toilet paper	1	1
FIRT-008	GRAB RAIL: WC, hinged	1	2
FIHR-028	HOOK coat	1	1
FIBM-008	MIRROR: fixed, glass	1	1
FVTP-036	TAPWARE: mixer, basin, lever action	1	1
HYWC-002	TOILET SUITE: biotiatric	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	7
WLWA-007	WALL FINISH: splashback	1	1
SERVICES			
ITCL-006	BUTTON: nurse call, patient to staff	1	1
ELGP-106	GPO: single, special, for equipment	1	1
ELBO-015	SWITCH: light, single	1	1



- FLOOR PLAN  
1:50



4

ELEVATION 4

1:50

3  
ELEVATION 3  
1:50

2 ELEVATION 2  
1:50

1 ELEVATION 1  
1:50

**NOTES**

1. REFER TO FF + FINISHES SCHEDULE FOR SELECTIONS.
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

**GROUP**

1. SUPPLIED AND INSTALLED BY CONTRACTOR
2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- 2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
3. SUPPLIED AND INSTALLED BY CLIENT
1. TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

**FINISH MATERIAL**  
**CODE - REFER TO SPEC**

**DOOR NUMBER**  
**ROOM NUMBER**  
**ROOM NUMBER**  
**WINDOW NUMBER**

**JOINERY TAG - REFER DETAILS A700 SERIES**

**BULKHEAD**  
**COLUMN**  
**FLOOR WASTE**  
**PAINT FINISH**

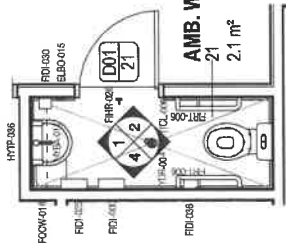
**BH**  
**COL**  
**FW**  
**PT#**

**(J5)**

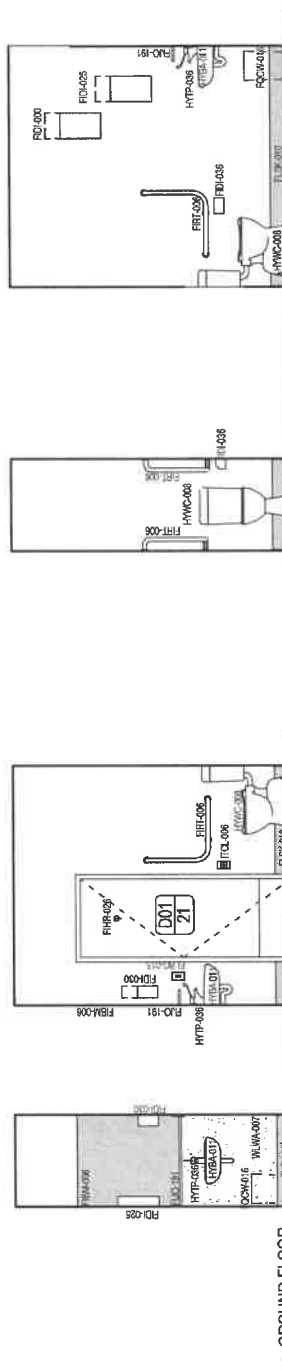
## RLS 21 - AMB. WC M

AsstHG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-011	BASIN: handwash, Type C	1	1
FOCW-016	BIN: waste, general, with lid, 20L	3	1
FIDI-000	DISPENSER: condoms	1	1
FIDI-025	DISPENSER: paper/hand towel	1	1
FIDI-030	DISPENSER: soap	1	1
FIDI-036	DISPENSER: toilet paper	1	1
FIRI-006	GRAB RAIL: WC	1	2
FIHR-026	HOOK: coat	1	1
FIBM-006	MIRROR: fixed, glass	1	1
FHYTP-036	TAPWARE: mixer, basin, lever action	* 1	1
FHYWC-008	TOILET SUITE: standard	1	1
JOINERY			
FUJO-191	SHELF: above basin	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl covered, 150H, prefinished	1	5
WLWA-007	WALL FINISH: splashback	1	1
SERVICES			
ITLC-006	BUTTON: nurse call, patient to staff	1	1
ELBO-015	SWITCH: light, single	1	1

NOTE: ROOM TO COMPLY WITH AS1428.1



- FLOOR PLAN  
1:50



GROUND FLOOR  
R1 6 400

4  
ELEVATION 4  
1:50

3 ELEVATION 3  
1:50

2 ELEVATION 2  
1:50

1 ELEVATION 1  
1.50

**NOTES**

1. REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

**GROUP**

1. SUPPLIED AND INSTALLED BY CONTRACTOR
2. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
3. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
4. SUPPLIED AND INSTALLED BY CLIENT
5. TRANSFERRED ITEM FROM EXISTING BUILDING
6. FUTURE FITOUT

**MA** — FINISH MATERIAL  
**01** — CODE — REFER TO SPEC

**D01** — DOOR NUMBER  
**A01** — ROOM NUMBER

**W01.001** — WINDOW NUMBER

**(155)** — JOINTORY TAG - REFER DETAILS A701 A700 SERIES

**BH** — BULKHEAD  
**COL** — COLUMN  
**FW** — FLOOR WASTE  
**PW** — PAINT FINISH  
**F#** — FINISH

MER ISLAND PRIMARY HEALTH  
CARE CENTRE  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND  
RIS AMB, WC M

SCALE	AT	A3 SIZE	CLIENT REFERENCE NUMBER
1:50			
MASTER SITE NUMBER			
DRAWING NUMBER		ISSUE	SHEET NO
850503 / DD / A1201		P4	45

DRAWING NUMBER	ISSUE	SHEET NO
83503 / DD / A1221	P4	45

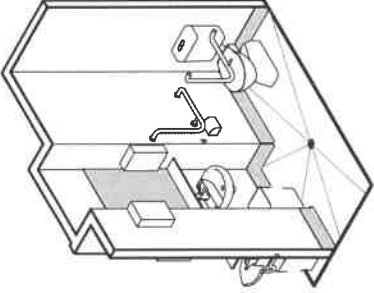
DRAWING NUMBER	ISSUE	SHEET NO
83503 / DD / A1221	P4	45

AMENDMENTS			
P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC
Issue	Sub-Item	Date	Auth
DRAWINGS INDEXING SYSTEM			
FOR BUILD - LOGISTICS USE ONLY			
□ MISCELLANEOUS DETAILS			
□ CULP/PLANS			
□ DRAWINGS FOR DETAILS			
□ ELEVATIONS			
□ EXTERNAL WORKS			
□ FITTINGS			
□ FLOOR PLAN			
□ SECTION			
□ SET OUT PLAN			
□ FURNITURE & EQUIPMENT			
□ HYDRAULICS			
□ STANDARDS			
□ MASTER PLAN			
Queensland Government Queensland Health			
COBURN architecture			
HBV	30.10.2020	DATE	
DRAWN			
HBV	22.12.2020	DATE	
DISCIPLINE TEAM LEADER			
AC	22.12.2020	DATE	
AUTHORISED FOR ISSUE			
MER ISLAND PRIMARY HEALTH CARE CENTRE			
LOT 107 SP288906			
MAROU GAB RD, MER ISLAND			
RLS AMB. WC F			
SCALE	AT		
1:50	A3 SIZE		
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER		
DRAWING NUMBER	ISSUE	SHEET NO	
83503 / DD / A1222	P4	46	

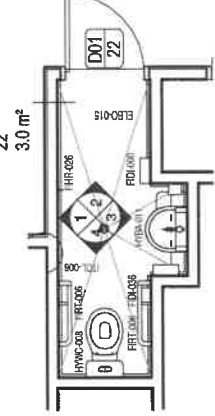
RLS 22 - AMB. WC F

Asm/HG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-011	BASIN: handwash, Type C	1	1
FQCW-016	BIN: waste, general, with lid, 20L	3	1
FID-000	DISPENSER: condoms	1	1
FID-025	DISPENSER: paper/hand towel	1	1
FID-030	DISPENSER: soap	1	1
FID-036	DISPENSER: toilet paper	1	1
FIRT-006	GRAB RAIL: WC	1	2
FHR-026	HOOK: coat	1	1
FIRM-006	MIRROR: fixed, glass	1	1
HYTP-036	TAPWARE: mixer, basin, lever action	1	1
HYWC-008	TOILET SUITE: standard	1	1
JOINERY			
PLUJ-191	SHELF: above basin	1	1
ROOM FABRICS			
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	1	7
SERVICES			
ITCL-006	BUTTON: nurse call, patient to staff	1	1
ELBO-015	SWITCH: light, single	1	1

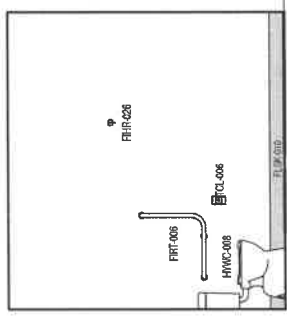
NOTE: ROOM TO COMPLY WITH AS1428.1



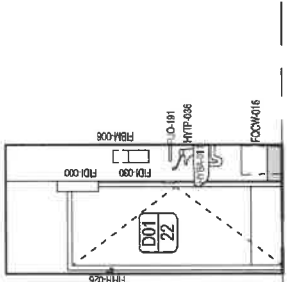
AMB. WC F



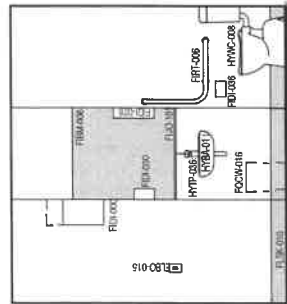
FLOOR PLAN  
1:50



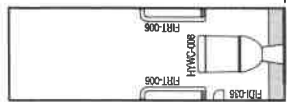
ELEVATION 1  
1:50



ELEVATION 2  
1:50



ELEVATION 3  
1:50



ELEVATION 4  
1:50

- NOTES
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.
- LEGEND
- GROUP
- SUPPLIED AND INSTALLED BY CONTRACTOR
  - SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
  - TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
  - SUPPLIED AND INSTALLED BY CLIENT
  - TRANSFERRED ITEM FROM EXISTING BUILDING
  - FUTURE FITOUT
- MA 01 FINISH MATERIAL CODE - REFER TO SPEC
- D01 DOOR NUMBER
- A01 ROOM NUMBER
- W00.001 ROOM NUMBER
- J55 JOINERY TAG - REFER DETAILS A700 SERIES
- BH BULKHEAD
- COL COLUMN
- FW FLOOR WASTE
- PT# PAINT FINISH

AMENDMENTS

P4	DD ISSUE	22.12.2020	AC
P3	FOR COORDINATION	04.12.2020	AC
P2	PRELIMINARY DD ISSUE	20.11.2020	AC
P1	FOR COORDINATION	16.11.2020	AC

Issue Subject Date Auth

DRAWINGS INDEXING SYSTEM  
FOR BUILD - LOBBIES USE ONLY

☐ CEILING PLANS

☐ FLOOR PLANS

☐ ELEVATIONS

☐ EXTERNAL WORKS

☐ FLOORS

☐ FLOOR PLAN

☐ SECTION

☐ SETOUT PLAN

☐ HYDRAULICS

☐ MASTER PLAN

☐ MISCELLANEOUS DETAILS

☐ OTHER


☐ PLAY STRUCTURES


☐ ROOF PLAN


☐ SECTIONS

☐ EQUIPMENT

☐ STANDARDS

 Queensland Government

 COBURN architecture



HBU

30.10.2020

DATE

DATE

22.12.2020

DATE

DISCIPLINE TEAM LEADER

DATE

22.12.2020

AUTHORISED FOR ISSUE

DATE

22.12.2020

MER ISLAND PRIMARY HEALTH CARE CENTRE

LOT 107 SP288906

MAROU GAB RD, MER ISLAND

RLS HEALTH EDUCATION

SCALE

AT

A3 SIZE

MASTER SITE NUMBER

CLIENT REFERENCE NUMBER

DRAWING NUMBER

ISSUE

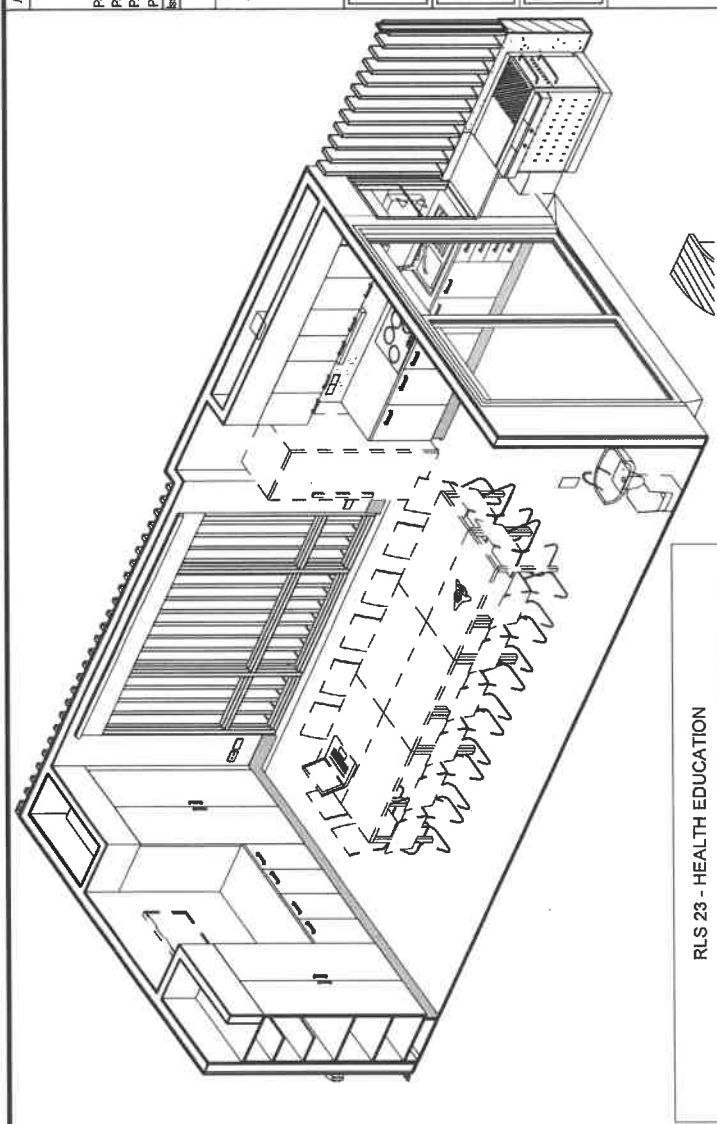
SHEET NO

83503

/ DD / A12.23.1

P4

47



RLS 23 - HEALTH EDUCATION

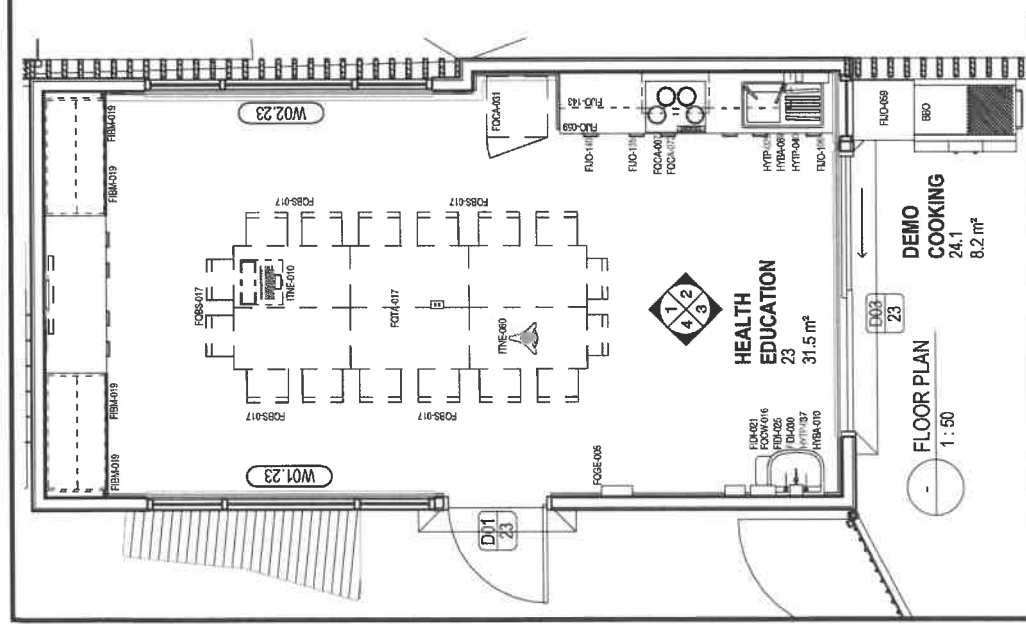
ANALOG CODE	DESCRIPTION	GROUP	QTY
ITNE-010	COMPUTER: laptop or other mobile device	3	1
FOCA-007	COOKTOP: electric	1	1
FIDJ-021	DISPENSER: mask	1	1
FIDJ-025	DISPENSER: paper/hand towel	1	2
FIDJ-030	DISPENSER: soap	1	2
MNOP-006	DISPLAY SCREEN: AV integration	1	1
FOCA-031	FRIDGE: domestic, 250L	1	1
FOCA-072	RANGEHOOD	1	1
HYBA-059	SINK: single, with drainer, 930mmL	1	1
FOTA-017	TABLE: rectangular 1200L x 600W, work height	1	6
HYTP-029	TAPWARE: boiling/chilled water unit (comb)	1	1
HYTP-037	TAPWARE: mixer, elbow levers	1	1
HYTP-040	TAPWARE: mixer, sink, accessible	1	1
ITNE-080	TELEPHONE: teleconferencing module	3	1
FIBM-019	WHITEBOARD: fixed, magnetic	1	4
DWWD-014	WINDOW DRESSING: external window, blackout	1	4
JOINERY			
FLJO-059	BENCH TOP: 600D, joinery under, laminate finish	1	2
FLJO-106	CUPBOARD: drawer unit, 4 equal	1	1
FLJO-117	CUPBOARD: tall, double door, adj shelves, lockable	1	2
FLJO-135	CUPBOARD: underbench, double door, adj shelves	1	2
FLJO-136	CUPBOARD: underbench, double door, adj shelves, lockable	1	2
FLJO-140	CUPBOARD: underbench, single door, adj shelves	1	1
FLJO-143	CUPBOARD: wall mount, double door, adj shelves	1	3
ROOM FABRICS			
FLSK-008	SKIRTING: Vinyl, feather edged, 150H, prefinished	1	11
VLWA-007	WALL FINISH: splashback	1	1
SERVICES			
ITSE-006	BUTTON: dures, fixed	1	1
ITIN-140.1	DATA PANEL: WAP, ceiling mounted	1	1
ELGP-208	GPO: double, wall mounted	1	9
ELGP-109	GPO: single, wall mounted	1	3
ELGP-110	GPO: single, wall mounted, cleaner	1	1
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	6
ELBO-015	SWITCH: light, single	1	1

- NOTES
- REFER TO FFE + FINISHES SCHEDULE FOR SELECTIONS.
  - REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

LEGEND

- SUPPLIED AND INSTALLED BY CONTRACTOR
- SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR
- TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR
- SUPPLIED AND INSTALLED BY CLIENT
- TRANSFERRED ITEM FROM EXISTING BUILDING
- FUTURE FITOUT

- MA — FINISH MATERIAL  
01 — CODE - REFER TO SPEC  
DO1 — DOOR NUMBER  
AO1 — ROOM NUMBER  
W00.001 — ROOM NUMBER  
WINDOW NUMBER  
JOINERY TAG - REFER  
DETAILS A700 SERIES  
BH BULKHEAD  
COL COLUMN  
FW FLOOR WASTE  
PT# PAINT FINISH



RLS 24.1 - DEMO COOKING

ANALOG CODE	DESCRIPTION	GROUP	QTY
FF&E			
HYBA-010	BASIN: handwash, Type B	1	1
FOCA-016	BARBEQUE: 4 burner, Electric	1	1
BBQ	BIN: waste, general, with lid, 20L	3	1
JOINERY			
FLJO-059	BENCH TOP: 600D, joinery under, laminate finish	1	1
RLS 23 - HEALTH EDUCATION			
ANALOG CODE DESCRIPTION GROUP QTY			
FF&E			
HYBA-010	BASIN: handwash, Type B	1	1
FOCA-016	BARBEQUE: 4 burner, Electric	1	1
BBQ	BIN: waste, general, with lid, 20L	3	2
HYGE-003	BOILING/CHILLED WATER UNIT: Combination	1	1
FIHR-008	BRACKET: for display screen, wall mounted	1	1
FOBS-017	CHAIR: meeting room	1	16
FOGE-005	CLOCK: analogue, battery operated	1	1



**NOTES**

1. REFER TO FFE - FINISHERS SCHEDULE FOR SELECTIONS.
2. REFER TO ELEC DWG FOR POWER & DATA REQUIREMENTS. RLS SHOWS SET-OUT OF POWER & DATA ONLY.

**LEGEND**

MA	FINISH MATERIAL
01	CODE - REFER TO SPEC
D01	DOOR NUMBER
A01	ROOM NUMBER
W00.001	ROOM NUMBER
	WINDOW NUMBER
55	JOINERY TAG - REFER DETAILS A700 SERIES
BH	BULKHEAD
COL	COLUMN
FW	FLOOR WASTE
PT#	PAINT FINISH

2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR

3. SUPPLIED AND INSTALLED BY CLIENT
4. SUPPLIED BY CLIENT, INSTALLED BY CONTRACTOR

2B. TRANSFERRED ITEM FROM EXISTING, INSTALLED BY CONTRACTOR

3. SUPPLIED AND INSTALLED BY CLIENT
4. TRANSFERRED ITEM FROM EXISTING BUILDING

F. FUTURE FITOUT

FOR BUILD - LOGS IN THIS USE ONLY

<input type="checkbox"/> CEILING PLANS	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> ELEVATIONS	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> ROOFING
<input checked="" type="checkbox"/> FITOUTS	<input type="checkbox"/> SERVICES
<input checked="" type="checkbox"/> FLOOR PLAN	<input type="checkbox"/> SIGNAGE
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> SITE
<input type="checkbox"/> MATERIALS	<input type="checkbox"/> STRUCTURE

**COBURN**  
architecture



AUTHORISED FOR ISSUE	DATE
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## RLS MORGUE

MASTER SITE NUMBER	CLIENT REFERENCE NUMBER
1	1
2	2
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100	100



○ MORGUE FLOOR  
RL 6.800



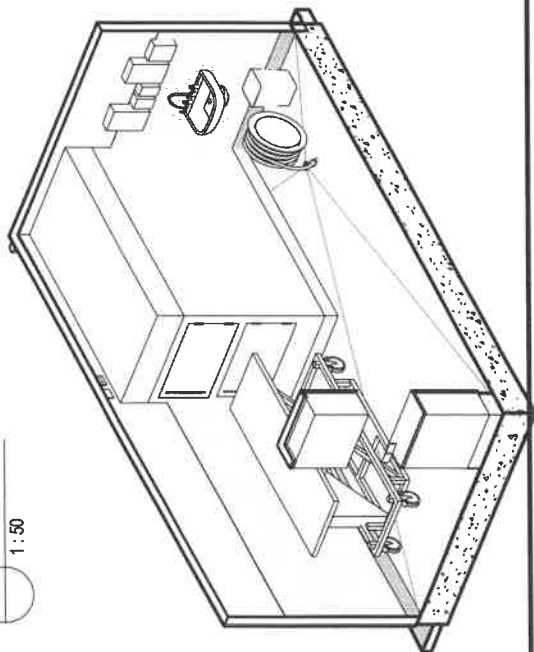
MORGUE FLOOR  
RL 6.800

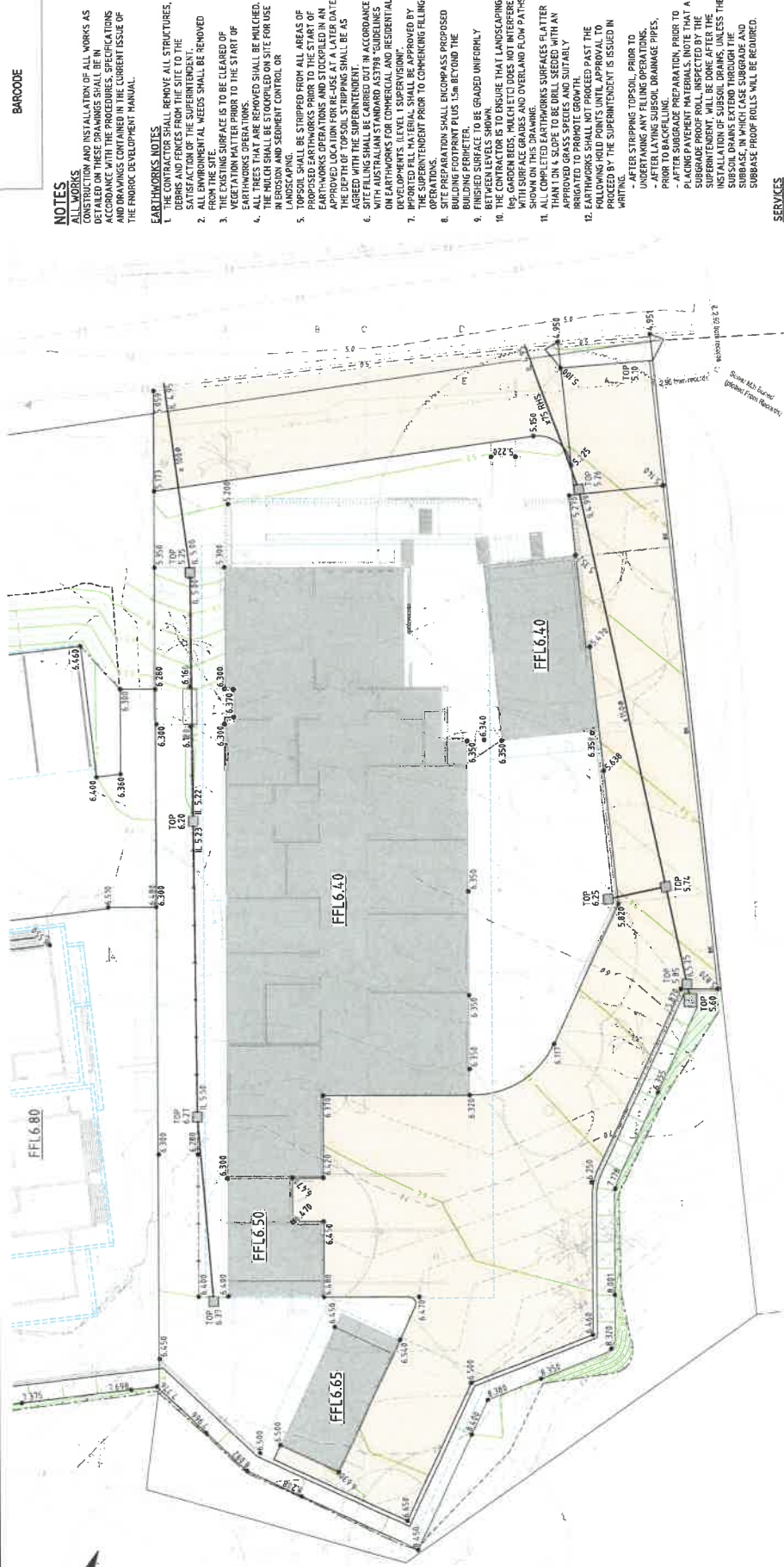
AutHFG CODE		DESCRIPTION	GROUP	QTY
RLS 25 - MORGUE				
FF&E	BASIN: handwash, Type B		1	1
FCW-016	BIN: waste, general, with lid, 20L		3	1
FID-014	DISPENSER: disposable glove		2B	1
FID-021	DISPENSER: mask		1	1
FID-025	DISPENSER: paper/hand towel		2B	1
FID-030	DISPENSER: soap		2B	1
FID-031	DISPENSER: soap antiseptic		1	1
MMGE-505	FRIDGE: mortuary, 2 level, bariatric		1	1
HYTP-003	HOSE REEL: retractable		1	1
HYTP-037	TAPWARE: mixer, elbow levers		1	1
MMGE-133.1	TROLLEY: mortuary, hydraulic, bariatric		1	1
JOINERY				
FJIO-059	BENCH TOP: 600D, joinery under, laminate finish		1	1
FJIO-135	CUPBOARD: underbench, double door, adj shelves		1	1
FJIO-145	CUPBOARD: wall mount, double door, adj shelves, lockable		1	1
ROOM FABRICS				
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished		1	7
WLWLWA-020	WALL FINISH: vinyl, to 1500 AFFL		1	5
SERVICES				
ELGP-208	GPO: double, wall mounted		1	2
ELGP-108.3	GPO: single, special, for equipment - fridge		1	1
ELGP-110	GPO: single, wall mounted, cleaner		1	1
ITIN-025	OUTLET: data, double RJ45, on services panel		1	2
BC-015	SWITCH: light, single		1	1

F. FUTURE FILM

BH BULKHEAD

PT#	PAINT FINISH
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PLAN  
SCALE: 1:500 (A3)

LEGEND

- 450x450 CAST-IN-SITU GRATED INLET PIT WITH CLASS 17 GALV GRATE
- 600x600 CAST-IN-SITU GRATED INLET PIT WITH CLASS 17 GALV GRATE
- 150mm HIGH BARRIER KERB
- DOWNSPIPE CONNECTION TO UNDERGROUND STORMWATER DRAINAGE SYSTEM (1000 UNCL)

- EXISTING SURFACE CONTOUR
- DESIGN SURFACE LEVEL
- DESIGN SURFACE CONTOUR (50mm INTERVAL)
- STORMWATER PIPE
- PIPE SIZE
- TOP OF GRADE LEVEL
- NEW CONCRETE PAVEMENT
- REFER TO STRUCTURAL DRAWINGS FOR DETAILS
- NEW CONCRETE FOOTPATH
- REFER TO STRUCTURAL DRAWINGS FOR DETAILS
- RETAINING WALL
- REFER TO STRUCTURAL DRAWINGS FOR DETAILS
- INVERT LINE OF OVERLAND FLOW PATH

NOTES  
ALL WORKS  
CONSTRUCTION AND INSTALLATION OF ALL WORKS AS  
DETAILED ON THESE DRAWINGS SHALL BE IN  
ACCORDANCE WITH THE PROCEDURES, SPECIFICATIONS  
AND DRAWINGS CONTAINED IN THE CURRENT ISSUE OF  
THE PROLOG DEVELOPMENT MANUAL.

EARTHWORKS NOTES

- THE CONTRACTOR SHALL REMOVE ALL STRUCTURES, DEBRIS AND FENCES FROM THE SITE TO THE SATISFACTION OF THE SUPERINTENDENT.
- ALL ENVIRONMENTAL WEEDS SHALL BE REMOVED FROM THE SITE PRIOR TO THE START OF EARTHWORKS OPERATIONS.
- THE EXISTING SURFACE IS TO BE CLEARED OF VEGETATION MATTER PRIOR TO THE START OF EARTHWORKS OPERATIONS.
- ALL TREES THAT ARE REMOVED SHALL BE MULCHED. THE MULCH SHALL BE SPREAD ON SITE FOR USE IN EROSION AND SEDIMENT CONTROL OR LANDSCAPING.
- TOPSOIL SHALL BE STRIPPED FROM ALL AREAS OF PROPOSED EARTHWORKS PRIOR TO THE START OF EARTHWORKS OPERATIONS. THE STRIPPED TOPSOIL SHALL BE STOCKPILED ON SITE AT A LATER DATE. THE DEPTH OF TOPSOIL STRIPPING SHALL BE AS AGREED WITH THE SUPERINTENDENT.
- SITE FILLING SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROLOG DEVELOPMENT MANUAL. THE FILLING SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROLOG DEVELOPMENT MANUAL. THE FILLING SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROLOG DEVELOPMENT MANUAL.
- IMPORTED FILL MATERIAL SHALL BE APPROVED BY THE SUPERINTENDENT PRIOR TO COMMENCING FILLING OPERATIONS.
- THE CONTRACTOR SHALL ENCOMPASS PROPOSED BUILDING FOOTPRINT PLUS 1.5m BEYOND THE BUILDING PERIMETER.
- FINISHED SURFACE IS TO BE GRADED UNIFORM, LEVEL 1 SUPERVISION.
- THE CONTRACTOR SHALL ENSURE THAT LANDSCAPING AND GARDEN BEDS, MULCH BEDS, DO NOT INTERFERE WITH SURFACE GRADES AND OVERLAND FLOW PATHS SHOWN ON THIS DRAWING.
- ALL COMPLETED EARTHWORKS SURFACES FLATTER THAN 1:100 TO BE UNCL. SLOPED WITH AN IRRIGATION TO PROMOTE GROWTH.
- EARTHWORKS SHALL NOT PROCEED PAST THE FOLLOWING HOLD POINTS UNTIL APPROVAL TO PROCEED BY THE SUPERINTENDENT IS ISSUED IN WRITING.
  - AFTER STRIPPING TOPSOIL, PRIOR TO UNDERTAKING ANY FILLING OPERATIONS.
  - AFTER LAYING SUBSOIL DRAINAGE PIPES, PRIOR TO BACKFILLING.
  - AFTER PREPARATION, PRIOR TO A PLACING PAYMENT MATERIALS, NOTE THAT A SURGRADE PROOF ROLL, INSPECTED BY THE SUPERINTENDENT, WILL BE DONE AFTER THE INSTALLATION OF SUBSOIL DRAINAGE, UNLESS THE SUPERINTENDENT AGREES TO A DIFFERENT SURGRADE, IN WHICH CASE SURGRADE AND SUBGRADE, PROOF ROLLS WILL BE REQUIRED.

SERVICES

THE CONTRACTOR SHALL COORDINATE ALL BUILDING SERVICES (E.G. LANDSCAPING, ELECTRICAL, PLUMBING, MECHANICAL, TEL, COMMUNICATIONS, ETC.) CONSTRUCTION, AND SHALL CHECK FOR ANY SERVICE ALIGNMENT CLASHES PRIOR TO COMMENCING WORKS ON SITE. NOTIFY THE RELEVANT CONSULTANT SHOULD THERE BE ANY PROBLEMS OR CLASHES FOR DESIGN ADJUSTMENTS.

STORMWATER DRAINAGE

- ROOF-WATER DRAINAGE TO BE CONNECTED TO PITS AND PIPES SHOWN ON THE DRAWING AND IN ACCORDANCE WITH HYDRAULIC CONSULTANT'S REQUIREMENTS.
- STORMWATER DRAINAGE PIPES SHOWN ON THIS DRAWING ARE TO BE BORED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS. BACKFILLING TO BE CARRIED OUT IN ACCORDANCE WITH THE PROLOG DEVELOPMENT MANUAL. PROVIDE SAND IS FLOODED WITH WATER AND COMPACTED IN LAYERS NOT EXCEEDING 250mm.
- GRADED INLET PITS ON THESE DRAWINGS ARE TO BE EVENHED SERIES POLYMER PITS WITH CLASS 17 GALV GRATES. PROVIDE 100mm DEPTH OF SAND AND CAST-IN-SITU CONCRETE PITS WITH CLASS 17 GALVANISED STEEL GRATES IN ROADS UNLESS NOTED OTHERWISE.

SCALE	1:100	A1 SIZE	CLIENT APPROVED NUMBER
DATE	27/02/2020	83503/ DD /C01.01	83503/ DD /C01.01
PROJECT NAME	MER ISLAND PRIMARY HEALTH CARE		
PROJECT ADDRESS	LOT 107 SP288906		
PROJECT TYPE	PRIMARY HEALTH CARE CENTER		
PROJECT NO.	CIVIL WORKS GENERAL ARRANGEMENT		

CLIENT NAME	MER ISLAND PRIMARY HEALTH CARE
CLIENT ADDRESS	LOT 107 SP288906
CLIENT TYPE	PRIMARY HEALTH CARE CENTER
CLIENT NO.	CIVIL WORKS GENERAL ARRANGEMENT

CONSULTING ENGINEER	RODGERS
CONSULTING ENGINEER	RODGERS
CONSULTING ENGINEER	RODGERS
CONSULTING ENGINEER	RODGERS

DATE	27/02/2020
DATE	27/02/2020
DATE	27/02/2020
DATE	27/02/2020

PROJECT NAME	MER ISLAND PRIMARY HEALTH CARE
PROJECT ADDRESS	LOT 107 SP288906
PROJECT TYPE	PRIMARY HEALTH CARE CENTER
PROJECT NO.	CIVIL WORKS GENERAL ARRANGEMENT

PROJECT NAME	MER ISLAND PRIMARY HEALTH CARE
PROJECT ADDRESS	LOT 107 SP288906
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PROJECT NO.	CIVIL WORKS GENERAL ARRANGEMENT





### RETICULATION & CIRCUITING LEGEND

## ABBREVIATIONS

### POWER LEGEND

### POWER LEGEND

[illegible]

STEEL WALL PLATE CONTAINING THE FOLLOWING OUTLETS:	
- 1" RCD	
- 2 X DOUBLE DATA	
- 2 X DOUBLE GPO	
PROVIDE ENGLAVE LABELLING	
ENGINE ARGUMENTATIVE SEGREGATION BEHIND WALL PLATE	
TYPE CLIPAL MODULE OR APPROVED EQUAL	
MECHANICAL SERVICES PANEL, CONCRETING OF FLUSH STAINLESS	
- 6 X BA SOCKET OUTLETS	
- 1 X TRIP RCD	
- 2 X DOUBLE RJ45 OUT 6A OUTLETS	
- 1 X MURSE CALL EMERGENCY	
- 1 X LIGHT SWITCH DOWN/UP/LIGHT	
ENGINE ARGUMENTATIVE SEGREGATION BEHIND WALL PLATE	
TYPE CLIPAL MODULE OR APPROVED EQUAL	

[illegible][illegible]

ORDERS WITHIN THE BOOK. LOTS AND SHALL NOT PROTECT YOUR NAME  
IN ACCORDANCE WITH ASPECTS PAGE, PAPER, SHALL, CEMENT, OF FLUOR  
STAINLESS STEEL, WALL PLATE, PROVIDE EXTERNAL, HANDBRAKE BYPASS  
SWITCH APPROVED, OR SHALL BE LIMITED TO LOW LEVEL MISPLACED  
TO SCRAPING, FROM THE MANUFACTURED, DISAPPROVED, UNDESIRABLE  
MANUFACTURE, RETURN TO MANUFACTURERS, DISAPPROVED, UNDESIRABLE

LINE	DATE	SUBJECT	AMOUNT
1	21.11.59	WM CO ISSUE	5M
2	14.12.59	DO ISSUE	5M
3	11.12.59	DO ISSUE	5M

**DRAWINGS INDEXING SYSTEM**  
FOR BUILDING AND ASSET SERVICES - LOGISTICS USE ONLY

<input type="checkbox"/> COMMUNICATIONS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ELECTRONIC SECURITY	<input type="checkbox"/> POWER/OUTLET CONNECTIONS
<input type="checkbox"/> FIRE DETECTION / EWS	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> GENERATING SETS	<input type="checkbox"/> STANDARDS
<input type="checkbox"/> LIFTS	<input type="checkbox"/> SWITCHGEAR
<input type="checkbox"/> LIGHTING / EMERGENCY LIGHTING	<input type="checkbox"/> SWITCHES / TELEPHONE JUNCTION
<input type="checkbox"/> LIGHTNING PROTECTION	



**COBURN**  
architecture

CONSULTANTS  
 David M. Reed, Inc.

BA	18.12.20
CGSWN	DATE
SM	18.12.20
DISCIPLINE TEAM LEADER	DATE
JP	18.12.20
AUTHORIZED PERSON	DATE

**MER ISLAND PRIMARY  
HEALTH CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

## LEGEND

POOL	42	A1 SIZE
1:100		
UNIQUE SITE NUMBER	83503	CLIENT REFERENCE NUMBER
EXPENSE NUMBER	83503 / DD / E00.02	ISSUE
		P3









1842

- **COMMUNICATIONS ROOM**
  - **THROW KEY TO HALL WHEN TELECOMMUNICATIONS CABLE, AIDS SHALL BE PROVIDED. ACCESS TO FRONT HALL AND THE SIDE IS REQUIRED.**
  - **SITE UPS REQUIRED TO BE LOCATED IN COMMUNICATIONS ROOM. FLOOR MOUNTED, FAN RATING AND BATTERY AUTONOMY TYPE IS CURRENTLY BEING CONSIDERED.**
  - **UPS SHALL SUPPLY POWER/ACCORDS PERFORMERS, TELECOMMUNICATIONS CABLE AND SATELLITE EQUIPMENT, PORTABLE OTHER COMPUTER EQUIPMENT.**
  - **REDUCE SPACE FOR SATELLITE/SECURITY EQUIPMENT, UPS EQUIPMENT, CCTV SYSTEM, NETWORK TERMINAL.**
  - **UPS WILL HAVE GENERATOR SUPPLY.**

- THOUGH VERY A MINOR TYPE, TELECOMMUNICATIONS CANNOT, GOES SHALL BE PROVIDED ACCESS TO ENTER, BACK AND THE SIDE IS REQUIRED.
- SITE POSITIONS TO BE LOCATED IN COMMUNICATIONS ROOM, FLOOR FRONTED, NYA SAVING AND BATTERY AUTOMATIC THE IS COMPLETLY BEING COMPLETED.
- UPS SMALL SUPPLY BOMBAY/ACADE FIBRESE, TELECOMMUNICATIONS CABLE AND SATELLITE EQUIPMENT, POTENTIAL OTHER COMPUTER EQUIPMENT.
- REMOVE SPACE FOR GALLERIES SECURITY EQUIPMENT, UPS EQUIPMENT, CCTV SYSTEM, NETWORK TERMINAL.
- UPS WILL HAVE GENERATOR SUPPLY.

**DRAWINGS INDEXING SYSTEM**  
FOR BUILDING AND ASSET SERVICES - LOSS PREVENTION USE ONLY

<input type="checkbox"/> COMMUNICATIONS	<input type="checkbox"/> NOTES
<input type="checkbox"/> ELECTRONIC SECURITY	<input type="checkbox"/> OTHER
<input type="checkbox"/> FIRE DETECTION/ALARM	<input type="checkbox"/> POWER OUTLET/CONNECTIONS
<input type="checkbox"/> GENERATING SETS	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> LIFTS	<input type="checkbox"/> STAIRWAYS
<input type="checkbox"/> LIGHTNING/EMERGENCY LIGHTING	<input type="checkbox"/> SWITCHGEAR
<input type="checkbox"/> LIGHTNING PROTECTION	<input type="checkbox"/> WATER/HAZARDOUS LIQUID SUPPLY



BA	18.12.20
DOWN	DATE
SM	18.12.20
DISCIPLINE TEAM LEADER	DATE
JP	18.12.20
AUTHORISED FOR ISSUE	DATE

**MER ISLAND PRIMARY  
HEALTH CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

POWER &amp; COMMUNICATIONS LAYOUT

83503	DD / E02.01	P3	83503	A1 SIZE
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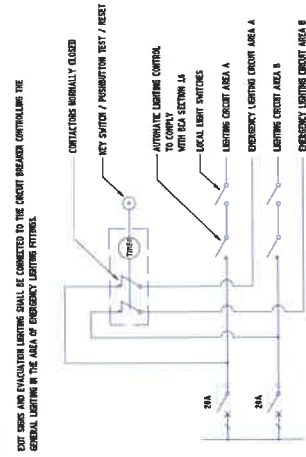
1. AIRVENTS SENSOR SHALL BE PROVIDED WITH SECONDARY OUTPUT POTENTIAL (FREE CONTACT) FOR CONTROL OF EXHAUST FANS, LIAISE WITH MECHANICAL SERVICES. MECHANICAL SERVICES SHALL PROVIDE CABLE AND CONNECTION TO EXHAUST FAN.

SCALE	AS	A1 SIZE	
1:100			
DATE	PROJECT NAME	PROJECT NO.	
8/20/03	83503	83503	P3
83503 / DD / E03.01			

PRELIMINARY  
FOR REVIEW / COMMENTS

## TYPICAL EMERGENCY LIGHTING TEST SWITCH

EXIT SIGNS AND EVACUATION LIGHTING SHALL BE CONNECTED TO THE CIRCUIT BREAKER CONTROLLING THE GENERAL LIGHTING IN THE AREA OF EMERGENCY LIGHTING FITTINGS.

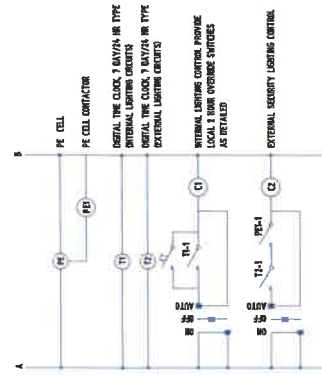
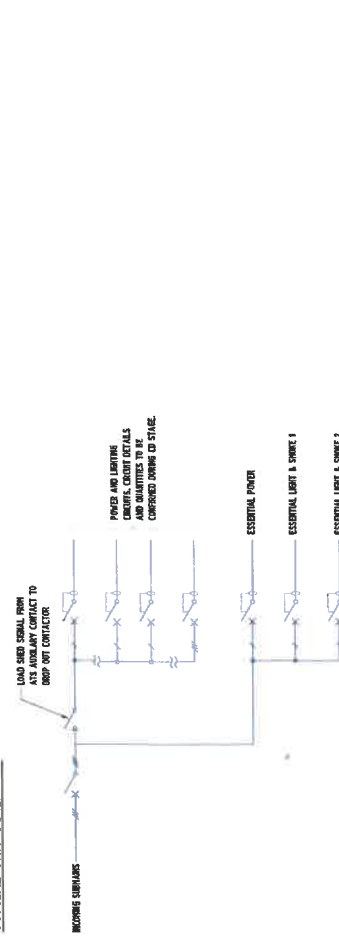


## NOTES

1. PROVIDE A COMPLETE, OPERATIONAL, EMERGENCY LIGHTING SYSTEM CONSISTING OF EVACUATION LUMINAIRES AND FLUORESCENT EXIT SIGNS. THE ENTIRE SYSTEM TESTING AND COMMISSIONING IN ACCORDANCE WITH AS 1938 AND BCA, PROVIDE A MANUAL TEST SWITCH AT EACH DISTRIBUTION RACK SERVING EVACUATION LIGHTING. WHEN DISCONNECTED THE MAIN SUPPLY TO THE LUMINAIRES AND EXITS DECREASES PERFORMANCE. AFTER TESTING, THIS SWITCH MUST AUTOMATICALLY RETURN TO NORMAL OPERATION AND NOT BE RE-TESTED.
2. PROVIDE AN OVERHEAD TRUSS TYPE OR BE TYPICAL TRUSSING HANG TYPE WITH WHITE LISTING ON GREEN BACKGROUND AND DIRECTIONAL ARROWS AS SHOWN.
3. ALL EXIT SIGNS AND EVACUATION LUMINAIRES ARE TO BE SELF-COMING, SHALL BE WIRED AND TESTED IN ACCORDANCE WITH AS 1937, AND SHALL BE CONNECTED TO THE CIRCUIT BREAKER CONTROLLING THE GENERAL LIGHTING IN THE AREA OF THE EMERGENCY LIGHTING LUMINAIRE.
4. PROVIDE ONE EMERGENCY LIGHTING LUMINAIRE EVERY TWO METERS ALONG EACH CORRIDOR THAT RUNS EAST.
5. LOCATE EXIT SIGNS CORRIDORS CAN BE MOUNTED TO THE REDUCED PRESSURE SIGNAGE AS PERMIT, ALLOW TO HOLD SUSPENDED EXIT SIGNS FROM CEILING TO TOP OF SIGN. EXIT SIGN ARE TO BE MOUNTED A MINIMUM OF THREE METERS, TO UNDERSCORE OF SIGN OR DIRECTLY ABOVE DOOR.

- [illegible]

### LIGHTING CONTROL DIAGRAM



## SCHEMATICS

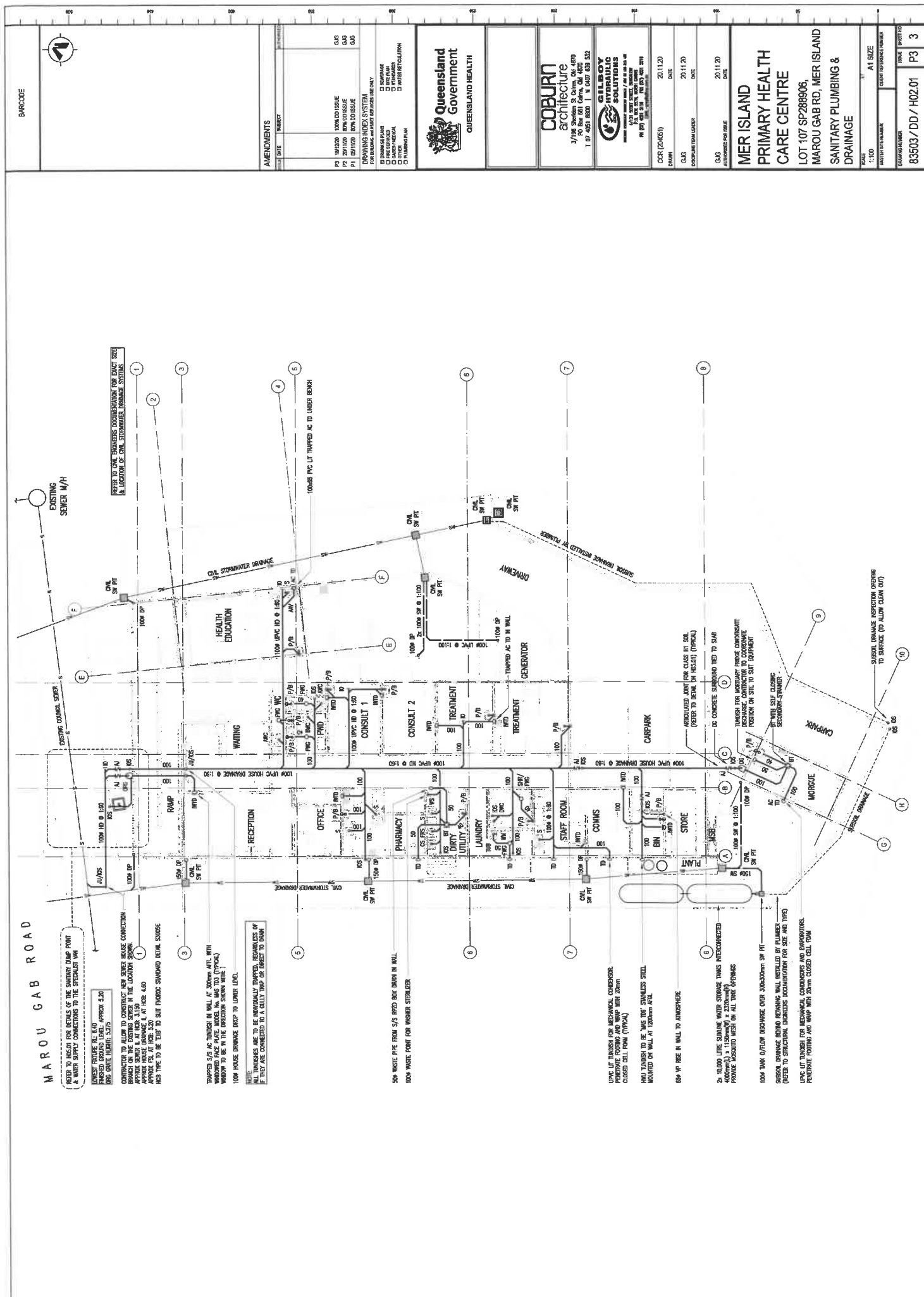
**MER ISLAND PRIMARY  
HEALTH CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

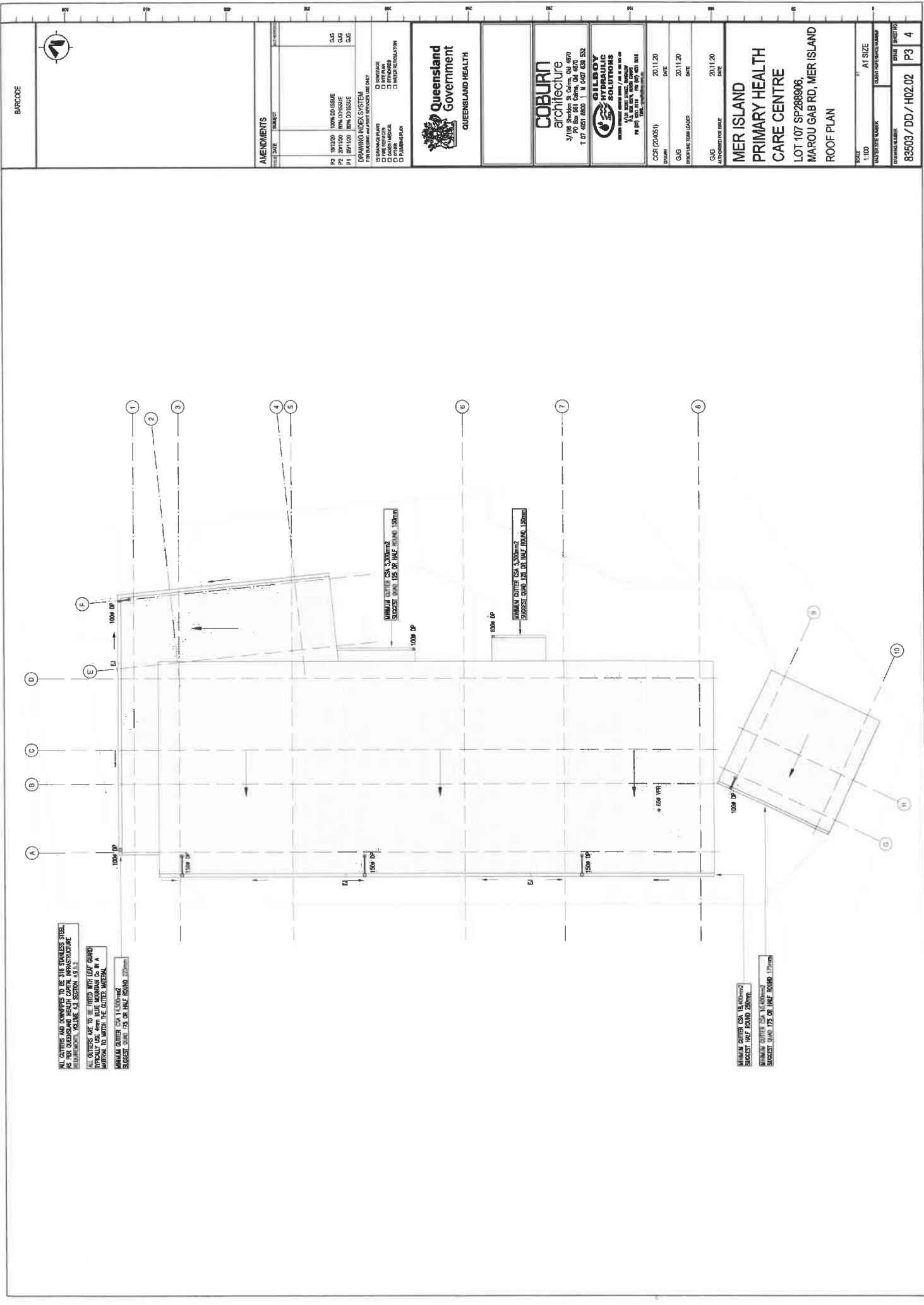
SCALE	AS	A1 SIZE
N.T.S.		
PROJECT NAME	CLIENT PROJECT NAME	
83503	83503	
DATE	DATE	P2
83503 / DD / E04.01		

**PRELIMINARY  
FOR REVIEW / COMMENTS**









ALL GUTTERS AND DOWNPIPES TO BE BLUE ENAMELLED STEEL  
AS PER AUSTRALIAN STANDARDS (AS/NZS 1546.1:2005)  
BLUESCOPE, VOLUME 4.3 SECTION 4.3.2

ALL GUTTERS ARE TO BE FITTED WITH LEAF RAKES  
TYPICALLY USE 4mm BLUE ANOMAL CO. IN A  
MATERIAL TO MATCH THE GUTTER MATERIAL

MINIMUM GUTTER CSA 14,400mm²  
SUGGEST: QUAD 175 OR HALF ROUND 250mm

MINIMUM GUTTER CSA 3,300mm²  
SUGGEST: QUAD 175 OR HALF ROUND 150mm

MINIMUM GUTTER CSA 3,300mm²  
SUGGEST: QUAD 175 OR HALF ROUND 150mm

MINIMUM GUTTER CSA 14,400mm²  
SUGGEST: HALF ROUND 250mm

MINIMUM GUTTER CSA 14,400mm²  
SUGGEST: HALF ROUND 250mm

BARCODE

AMENDMENTS	DATE	SUBJECT
P2	18/03/20	100% CO ISSUE
P3	20/11/20	100% CO ISSUE
P1	06/11/20	100% CO ISSUE

Queensland Government  
QUEENSLAND HEALTH

COBURN architecture  
3/188 Swanton St. Cairns, QLD 4870  
PO Box 888 Cairns, QLD 4870  
T 07 4211 6800 | F 07 4211 6811

GILBOY ENGINEERING SOLUTIONS  
1/12 WILSON ST. CAIRNS  
PO BOX 1011 CAIRNS  
T 07 4211 6811 | F 07 4211 6811

CDR (20/05/20)	20/11/20
DATE	DATE
GJG	20/11/20
DATE	DATE
CDR (20/05/20)	20/11/20
DATE	DATE
GJG	20/11/20
DATE	DATE

MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE  
LOT 107 SP288906,  
MAROU GAB RD, MER ISLAND  
ROOF PLAN

SCALE  
1:100  
A1 SIZE  
QUANTIFIED QUANTITY

DRAWING NUMBER  
83503/DD/H02.02

SCALE  
P3

SHEET NO  
4





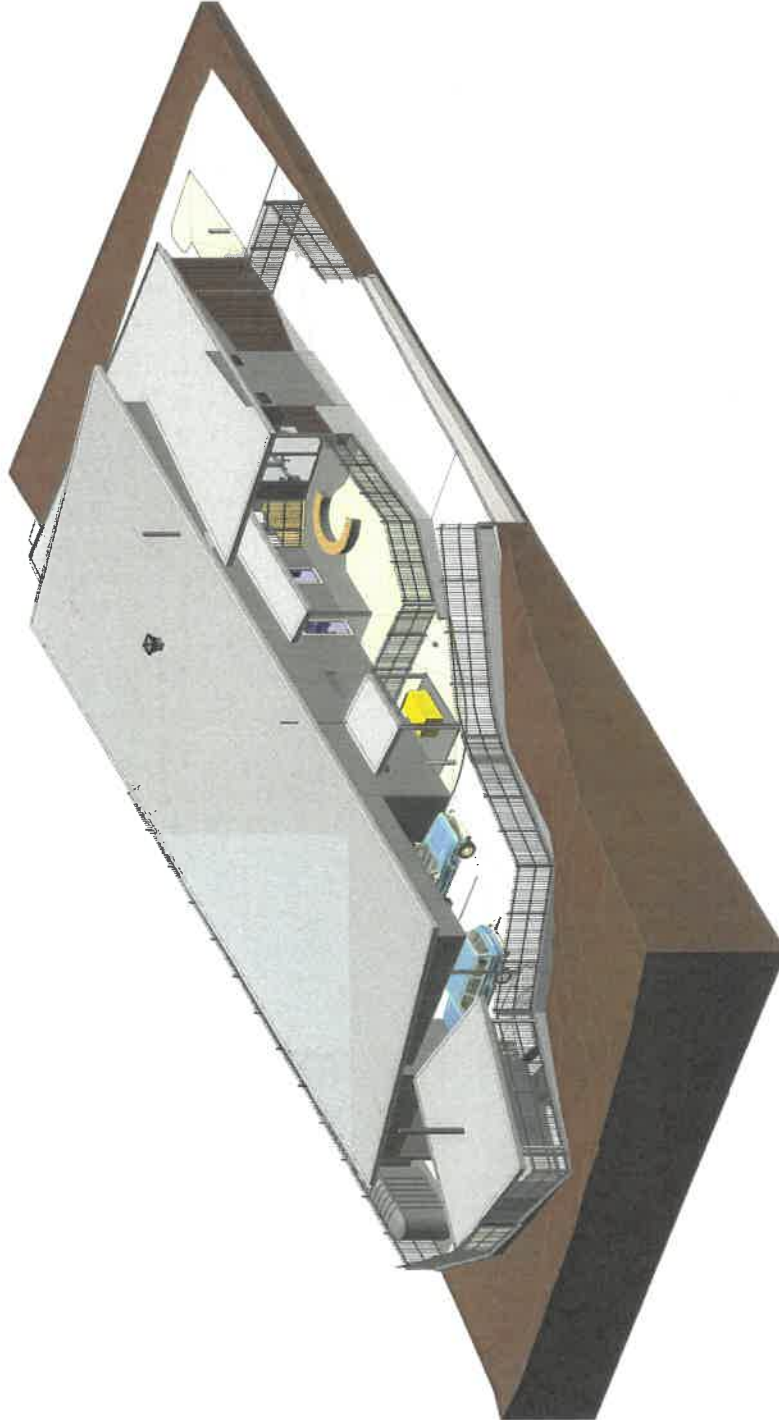






# MECHANICAL DRAWING LIST

SHEET No.	COVER PAGE	SHEET NAME
M0001	COVER PAGE	
M0002	LEGEND AND NOTES	
M0003	MECHANICAL SYSTEMS	
M0004	DETAILS SHEET 1	
M0005	DETAILS SHEET 2	
M0006	DETAILS SHEET 3	
M0007	SCHEDULES	
M0008	AIR CONDITIONING AND VENTILATION LAYOUT	



## AMENDMENTS

NO.	DATE	REMARKS	BY	CHKD.
1	14.12.20			

## DRAWINGS INDEXING SYSTEM

FOR BUILDING AND ASSET SERVICES - LOTTING LINE ONLY

☐ AIR CONDITIONING  
☐ ELECTRICAL  
☐ MECHANICAL  
☐ PLUMBING  
☐ ROOFING  
☐ STRUCTURAL  
☐ TENDERS  
☐ VENTILATION



DATE	14.12.20
BY	
CHKD.	
DATE	14.12.20
BY	
CHKD.	
DATE	14.12.20
BY	
CHKD.	

**MER ISLAND PRIMARY HEALTH CARE CENTRE**  
 LOT 107 SP288906  
 MAROU GAB RD, MER ISLAND

COVER PAGE  
 83503 / DD / M0001

DATE	14.12.20
BY	
CHKD.	
DATE	14.12.20
BY	
CHKD.	
DATE	14.12.20
BY	
CHKD.	

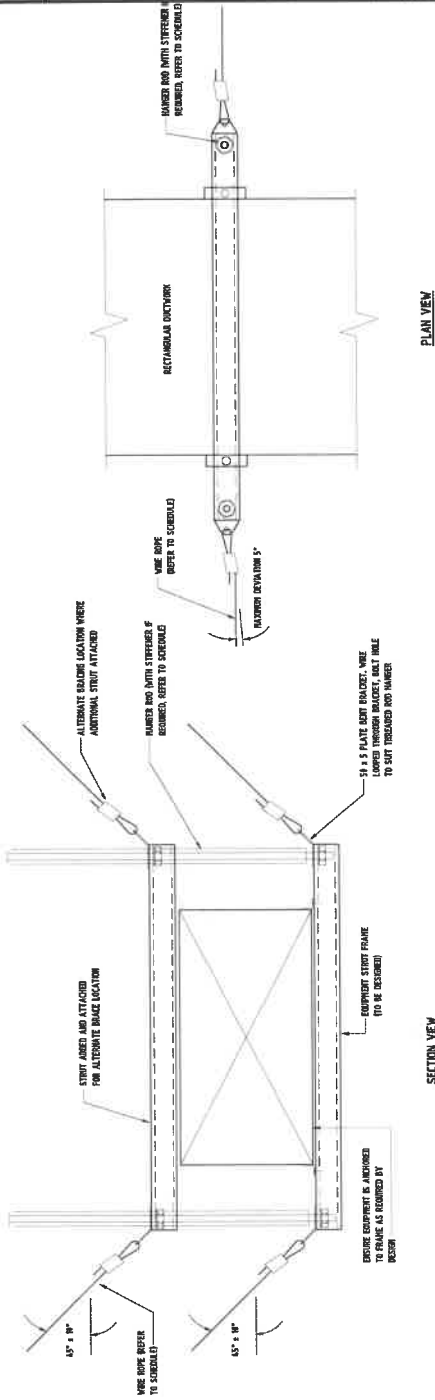
PRELIMINARY  
 FOR REVIEW / COMMENTS



Condition Being Considered	Minimum Clearance	Incident(s)	Verdict
UNRESTRAINED COMPONENT TO UNRESTRAINED COMPONENT (UNRESTRAINED ALLOWED BY A WALL-IMP)	25mm	5mm	5mm
UNRESTRAINED COMPONENT TO RESTRAINED COMPONENT	5mm	5mm	5mm
UNRESTRAINED COMPONENT TO RESTRAINED COMPONENT (PENETRATION THROUGH STRUCTURE SUCH AS WALLS OR FLOOR)	5mm	5mm	5mm
UNRESTRAINED COMPONENT PASSING THROUGH THE CEILING	25mm	25mm	25mm
UNRESTRAINED HEADS WITH TENSILE BOPPER	at	at	at

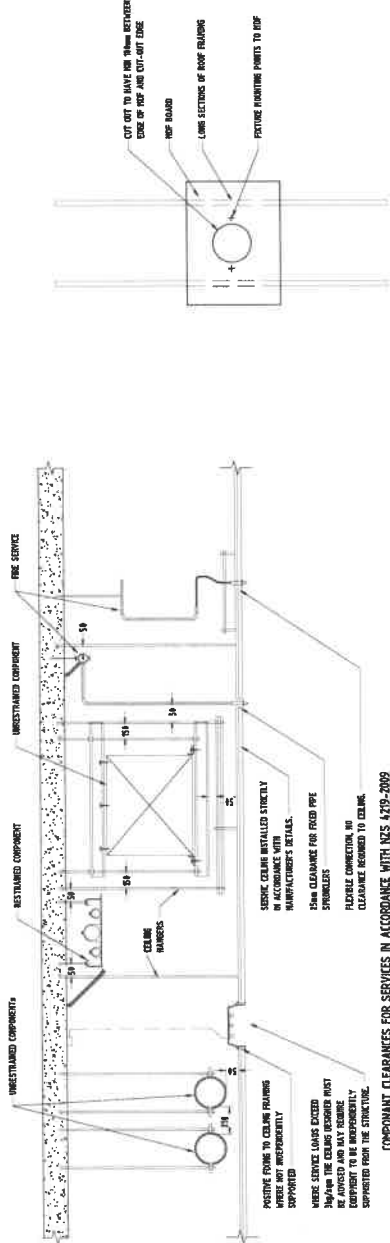
THE RECOMMENDED MAXIMUM SPACING OF RESIN BRACING FOR PIPER CONDUIT AND DUCTWORK IS AS FOLLOWS:

1. 4m FOR TRANSVERSE BRACING OF DUCTILE MATERIALS
2. 5m FOR LONGITUDINAL BRACING OF DUCTILE MATERIAL
3. 0.3m FOR TRANSVERSE BRACING OF NON-DUCTILE MATERIAL UNIFORM
4. 0.2m FOR LONGITUDINAL BRACING OF NON-DUCTILE MATERIAL UNIFORM
5. 0.3m FOR LONGITUDINAL BRACING OF NON-DUCTILE MATERIAL UNIFORM

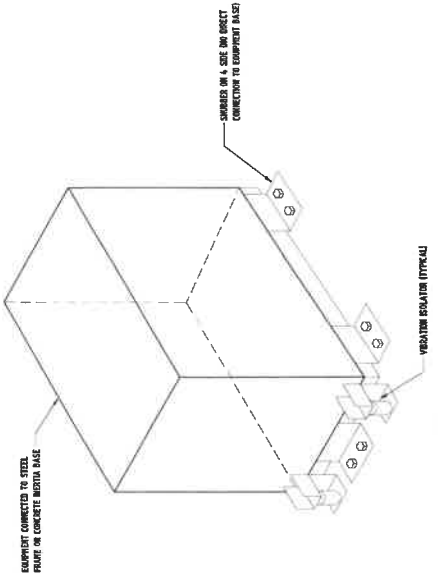


### SECTION VIEW

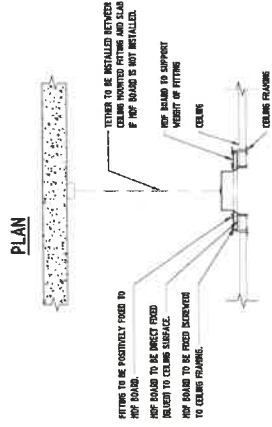
## RECTANGULAR DUCTWORK - TRANSVERSE BRACE



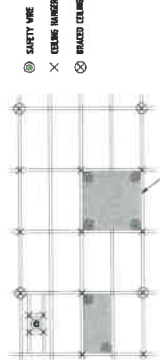
### TYPICAL SEISMIC IN-CEILING CLEARANCES



**SECTION**  
**TYPICAL SEISMIC CEILING MOUNTED SERVICES**



**SAFETY WIRES FOR LIGHT FIXTURES AND CUSHION  
HEAD BOXES IN T-BAR SUSPENDED CEILING GRIDS**



## NOTES

1. SAFETY WIRE TO BE USED TO SECURE UNDESIRABLE STUFF, WIRE AND CLOTHING TO THE CEILING OR WALLS TO PREVENT THEM FROM FALLING DOWN. A NUMBER OF PINS MUST BE USED TO DEVELOP A FIRM HOLD.
2. ALTERNATIVELY USE DASH RATED WIRE AND CLAMPS.
3. WARE IN THE CEILING MUST NOT EXCEED THREE ALLOYS BY THE CEILING.
4. FORM OF SAFETY WIRE TO LIGHT FIXTURES AND CEILING BODIES SHALL BE IN ACCORDANCE WITH THE CURRENT ABOVE FITTING AS FOLLOWS:
  - SAFETY WIRE IS NOT REQUIRED FOR LIGHT FIXTURES OR CEILING BODIES
  - WARE LIGHT FIXTURES AND CEILING BODIES ARE NOT RATED INDEPENDENTLY OF THE CEILING THEIR SAFETY WIRE ARE NOT REQUIRED.
  - WHERE THE CEILING IS NOT BEING SPECIFICALLY DESIGNED TO PROVIDE VERTICAL AND LATERAL RESTRAINT TO THE LIGHT FIXTURES AND CEILING BODIES AND FIXTURES ARE PROVIDED TO TRANSMIT THE EXCESSIVE FORCE FROM THE LIGHTS AND BODIES TO THE CEILING THEIR SAFETY WIRE ARE NOT REQUIRED.

D/W	14/12/20
D/W	DATE
S/G	14/12/20
DISCIPLINE TEAM LEADER	DATE
A/W	14/12/20

**MER ISLAND PRIMARY  
HEALTH CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

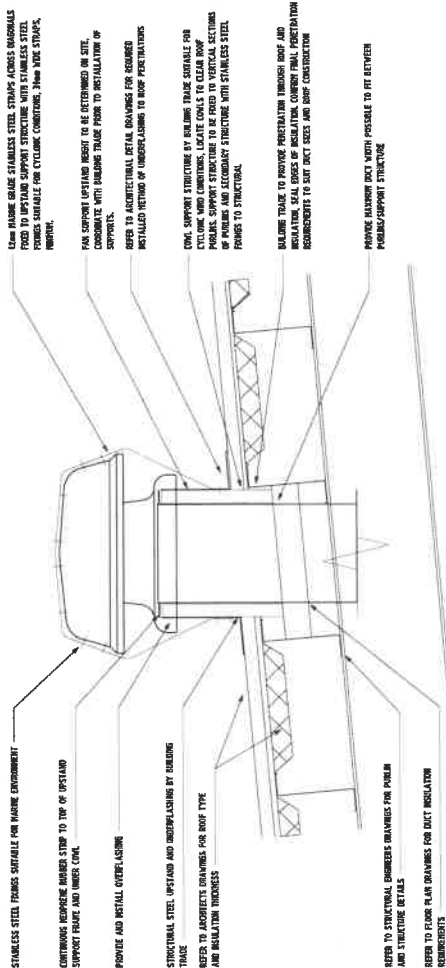
## DETAILS - SEISMIC

SCALE	A2	A1 SIZE	DATE
As Indicated			
WAXTIE & LIZ WAXTIE	83503	CLIENT NOT REPLYING MAILER	
1000 WINDY MOUNTAIN		WYOM	P1
83503 / DD / M03.01			

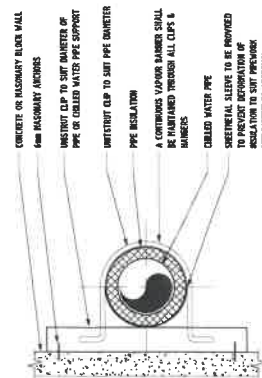
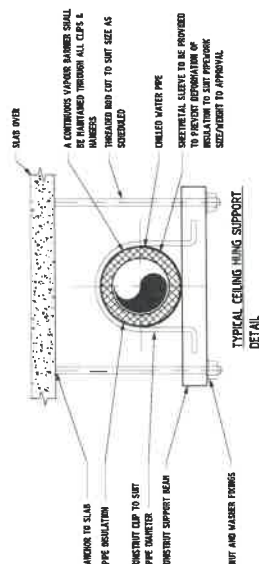
**PRELIMINARY  
FOR REVIEW / COMMENTS**



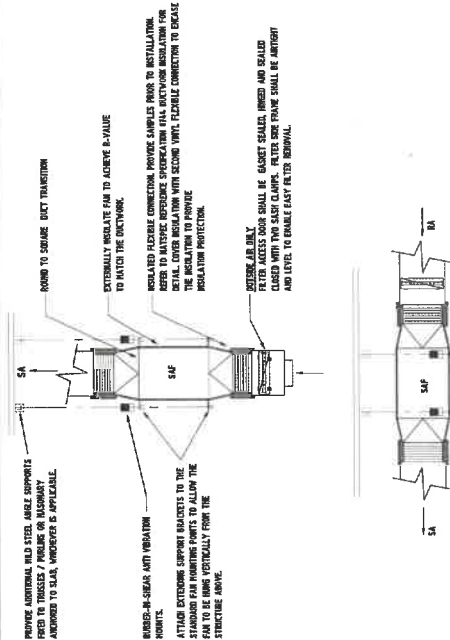




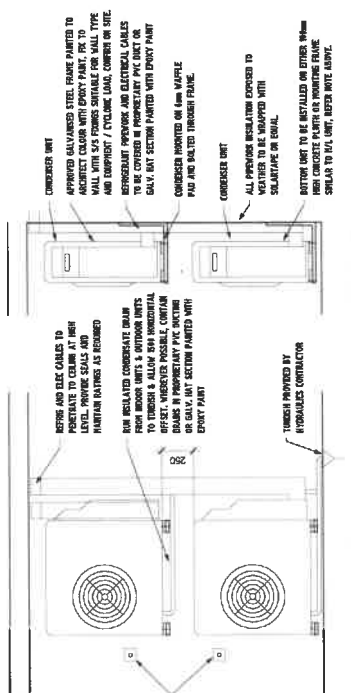
### UNUSUAL ROOF MOUNTED UPSTAND COWL/FAN DETAIL



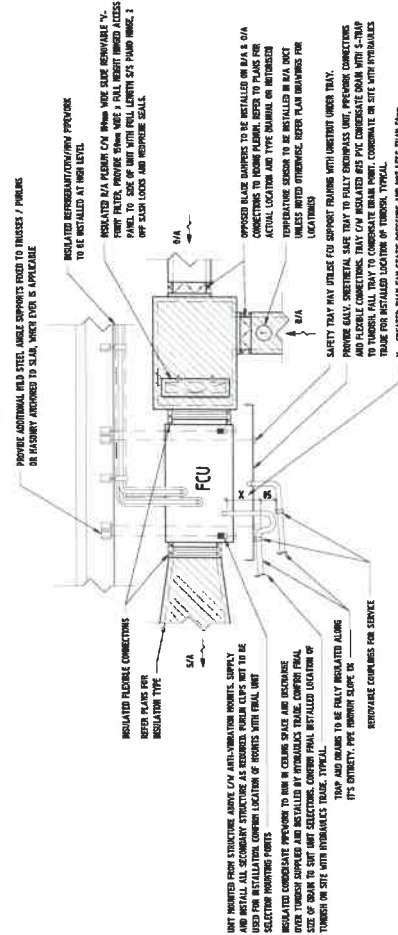
**NOTES:**  
GENERAL HANDING OF ALL PIPES TO CONFORM TO THIS DETAIL.  
FOR UNCALCULATED PIPEWORK FOR HANGERS DIRECTLY TO  
PENELOPE.  
ALL PIPEWORK HANGERS SHALL NOT ALLOW VISIBLE DEFLECTION  
OF THE INSULATION AND VAPOUR BARRIER. PROVIDE SUFFICIENT  
SPREADERS TO PREVENT DEFLECTION AT SUPPORT POINTS.  
MAXIMUM DISTANCE BETWEEN SUPPORTS TO BE AS SCHEDULED.  
REFER SPECIFICATION  
SUPPORTS VIBRATION ISOLATION MOUNTING AT A MINIMUM FOR  
SUPPORTS WITHIN CHILLER PLANTROOM



**TYPICAL SAF INSTALLATION DETAIL**  
(VERTICAL OR HORIZONTAL)



**STACKED CONDENSER UNITS -**  
**TYPICAL DETAIL**



NOT LESS THAN 50000  
**PRELIMINARY**  
**FOR REVIEW / COMMENTS**

Ref	Outside Air	Total		Sensible		Air on		Air Off		Heating		Serving	Comments
		Coiling	DB	Coiling	DB	NB	DB	NB	WB	REVERSE CYCLE	REVERSE CYCLE		
AC-1	48 U/A	31 W/A	25 W/A	23.3 U	18.1 U	53 U	53 U	50 U		REVERSE CYCLE	RECEPTION		
AC-2	75 U/A	21 W/A	21 W/A	21 W/A	18.1 U	53 U	53 U	50 U		REVERSE CYCLE	RECEPTION		
AC-3	48 U/A	41 W/A	21 W/A	23.3 U	18.1 U	53 U	53 U	50 U		REVERSE CYCLE	STAFF ROOM		
AC-4	48 U/A	41 W/A	21 W/A	23.3 U	18.1 U	53 U	53 U	50 U		REVERSE CYCLE	CORRIDOR		
AC-15A	25 U/A	10 W/A	10 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	CORRIDOR		
AC-15B	25 U/A	11 W/A	11 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	CORRIDOR		
AC-15C	95 U/A	10 W/A	10 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	HEALTH EDUCATION		
AC-15D	25 U/A	11 W/A	11 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	HEALTH EDUCATION		
AC-15E	25 U/A	12 W/A	12 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	CONSULT ROOM 1		
AC-15F	25 U/A	12 W/A	12 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	CONSULT ROOM 2		
AC-15G	25 U/A	23 W/A	12 W/A	23.2 U	18.0 U	53 U	53 U	50 U		REVERSE CYCLE	TREATMENT ROOM 1		
AC-15H	0 U/A	19 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15I	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15J	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15K	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15L	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15M	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15N	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15O	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15P	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15Q	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15R	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15S	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15T	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15U	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15V	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15W	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15X	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15Y	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		
AC-15Z	0 U/A	22 W/A	19 W/A	23.0 U	17.5 U	53 U	53 U	50 U		REVERSE CYCLE	PHYS		

OUTDOOR PROCESSING UNIT SCHEDULE											
Ref	Supply		Outside		Total Cooling	Sensible Cooling	Air On		Air Off		Comments
	Flow	Temp	Flow	Temp			DB	WB	DB	WB	
0001	140	140	140	140	0.0	4.1 MW	316 °C	273 °C	195 °C	183 °C	PRIMARY HEALTH CARE BUILDING

Ref	Total	Cooling	Heating	Servicing	Comments
CL-1	9.2 MW	REVERSE CYCLE	AC-1 TO 25		
CL-2	21.3 MW	REVERSE CYCLE	AC-2 TO 10		
CL-3	4.3 MW	REVERSE CYCLE	AC-3 TO 3.3		
CL-4	9.3 MW	COOLING ONLY	COMP ROOM		
CL-5	9.5 MW	COOLING ONLY	COMP ROOM		
CL-6	9.8 MW	REVERSE CYCLE	HARTWAY		
CL-7	9.8 MW	REVERSE CYCLE	HARTWAY		
CL-8	9.8 MW	REVERSE CYCLE	PHARMACY		
CL-9	10.0 MW	REVERSE CYCLE	PHARMACY		

ENERGY RECOVERY VENTILATOR UNIT SCHEDULE						
Ref	Supply		Return		Exhaust	Comments
	Alr	Alr	Alr	Alr		
000.0	50.0	50.0	50.0	50.0	100.0	HEALTH EDUCATION AL-21
000.1	50.0	50.0	50.0	50.0	100.0	HEALTH EDUCATION AL-21

Mark	Make	Model	Air Volume	Fan Speed		SystemServing
				Static	Pressure Drop	
EF-1	Fan	POSD VENT	40 U/A	42	42	MECHANICAL
EF-2	Fan	POSD VENT	40 U/A	42	42	LAUNDRY
EF-3	Fan	POSD VENT	80 U/A	42	42	DIRTY UTILITY / CLEANERS
SC-1	Fan	POSD VENT SLTHT	200 U/A	42	42	MECHANICAL
EF-4	Fan	POSD VENT	80 U/A	42	42	MECHANICAL
EF-5	Fan	POSD VENT	80 U/A	42	42	ACC. H.S. DRP

SUPPLY AIR GRILLE			
Ref.	Neck Size	Face Size	Description Comments
S1	300-200	300-200	ALUMINUM EGG COATE GRILLE PROVIDE CUSHION HEAD BOX
S2	600-260	600-300	ALUMINUM EGG COATE GRILLE

RETURN AIR GRILLE		
Ref.	Face Size	Description
R1	300x300	ALUMINUM EGG CRATE GRILLE
R2	600x300	ALUMINUM EGG CRATE GRILLE
		Comments

EXHAUST AIR GRILLE		
Ref.	Face Size	Description Comments
E1	300-350	ALUMINUM EGG CRATE GRILLE PROVIDE ORD BEHIND
E2	500-350	ALUMINUM EGG CRATE GRILLE

AMENDMENTS			AUTHOR
DATE	SUBJECT		
14.12.26	DO 19.1		34

**DRAWINGS INDEXING SYSTEM**  
FOR BUILDING AND ASSET SERVICES - LOCATIONS USE ONLY

<input type="checkbox"/> ART CONSIGNING	<input type="checkbox"/> MEDICAL EQUIPMENT
<input type="checkbox"/> COLD ROOMS	<input type="checkbox"/> LIFT EQUIPMENT
<input type="checkbox"/> ELECTRICAL COMPONENTS	<input type="checkbox"/> LUBRICANTS
<input type="checkbox"/> FIBREGLASS	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> FUEL SYSTEMS	<input type="checkbox"/> OTHERS
<input type="checkbox"/> GAS STORAGE/ISOLATION	<input type="checkbox"/> POOL SYSTEMS
<input type="checkbox"/> HOT WATER	<input type="checkbox"/> STANCHIONS
<input type="checkbox"/> INDUSTRIAL VENTILATION	<input type="checkbox"/> STEAM
<input type="checkbox"/> KITCHEN EQUIPMENT	<input type="checkbox"/> VENTILATION

COBURN  
architecture

**STP**  
CONSULTANTS

Toronto	Ph: 416 291 9150
Boston	Ph: 617 257 9100
Carroll	Ph: 617 257 9100
Chicago	Ph: 312 257 9100

www.stpconsultants.com

DAH	14.12.20	
DROWN	DATE	
SG	14.12.20	
COOPING TEAM LEADER	DATE	
ADW	14.12.20	
ADW	DATE	

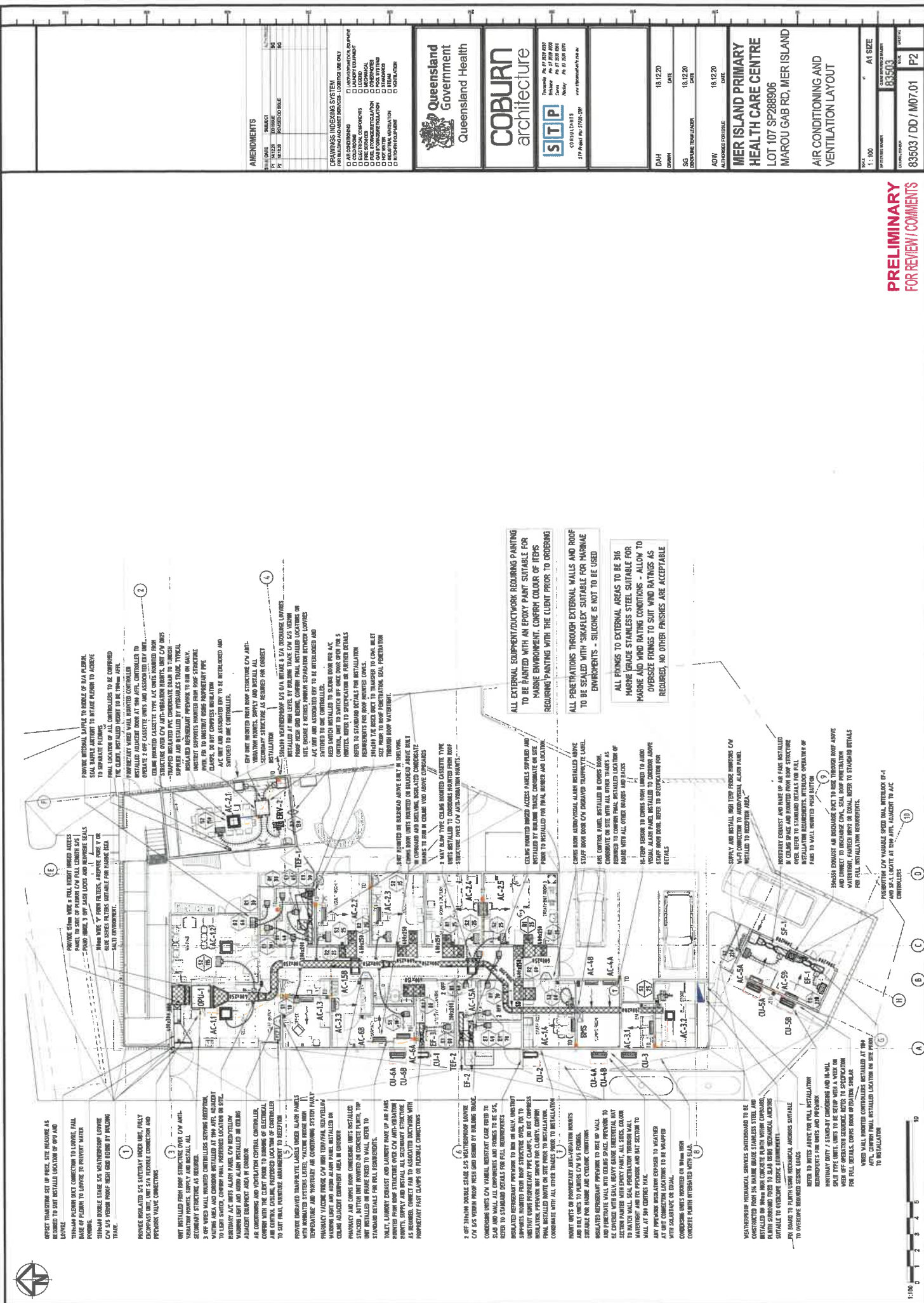
**MER ISLAND PRIMARY  
HEALTH CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND

## SCHEDULES

SIZE	A1 SIZE
47	
COLOR INTERIOR OF LINER	
83503	
WIDE	P1
SHALL IN	
CONCRETE WALLING IN	
83503 / DD / M04.01	

PRELIMINARY  
FOR REVIEW / COMMENTS



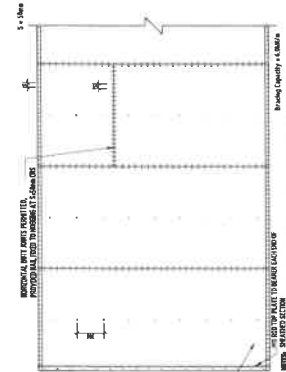
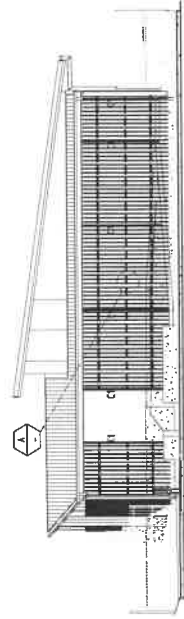
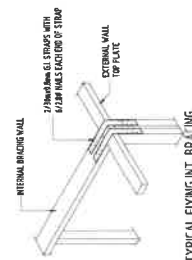
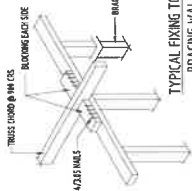
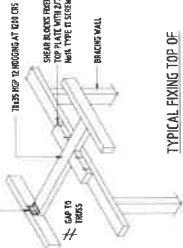
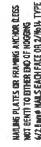
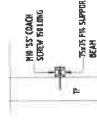
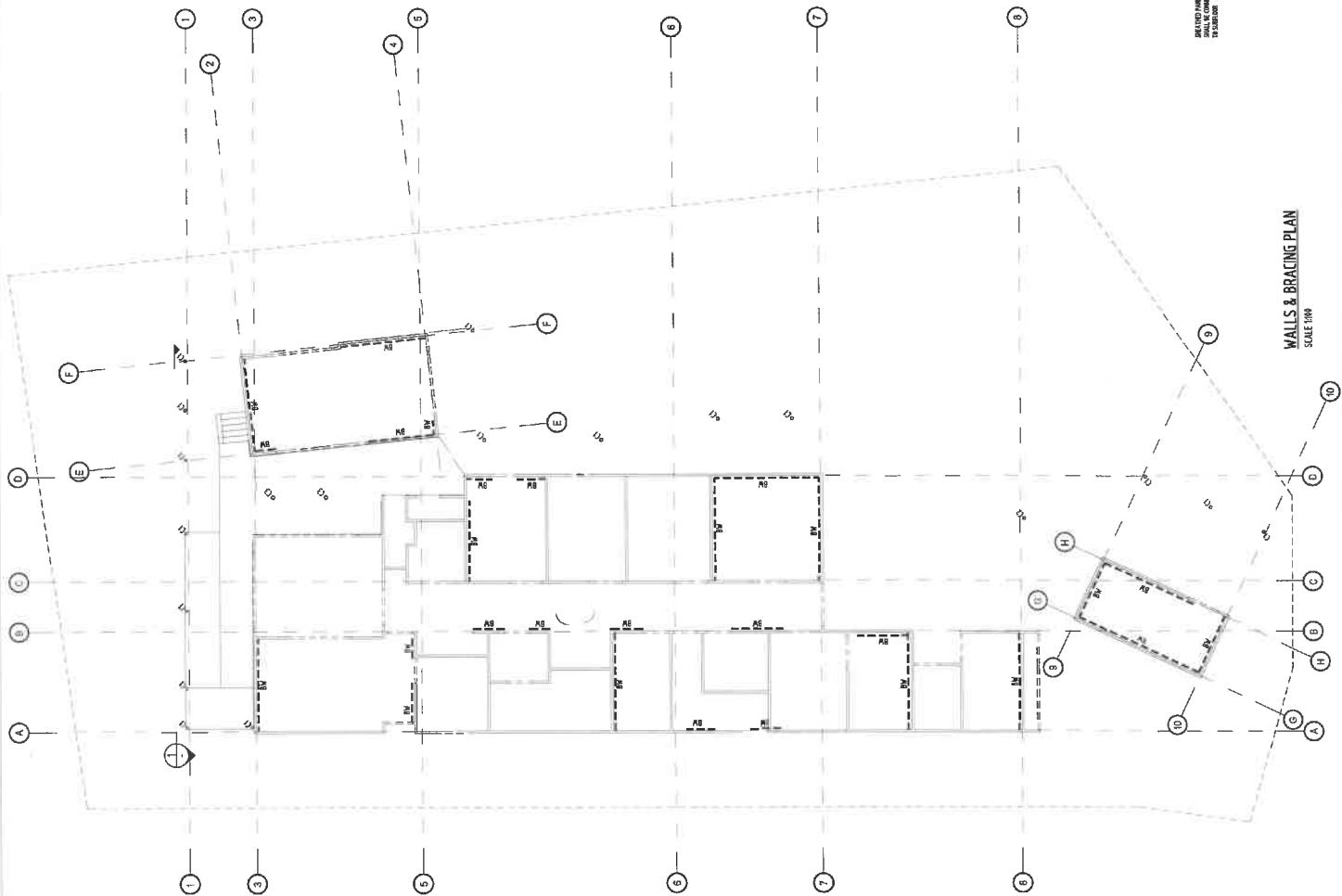












## TIMBER STUD FRAMING NOTES

EXTERNAL WALLS AND INTERNAL LOADING WALLS	
TOP PLATE DOUBLE	96625 HP12
TOP PLATE SINGLE	96625 HP10
STUDS AT 16" C/S	96625 HP12
STUDS - 16" X 16" 2X6S	
2 STUDS AT 19" SPACINGS	
STUD AND INTERNAL BRACING REQUIRED TO OPENINGS	
OPENING	UNITS
4'-8" x 8"	15170
8'-0" x 12'-0"	15170
10'-0" x 12'-0"	15170
12'-0" x 12'-0"	21105
14'-0" x 12'-0"	21105
16'-0" x 12'-0"	21105
18'-0" x 12'-0"	21105
20'-0" x 12'-0"	21105
22'-0" x 12'-0"	21105
24'-0" x 12'-0"	21105
26'-0" x 12'-0"	21105
28'-0" x 12'-0"	21105
30'-0" x 12'-0"	21105
32'-0" x 12'-0"	21105
34'-0" x 12'-0"	21105
36'-0" x 12'-0"	21105
38'-0" x 12'-0"	21105
40'-0" x 12'-0"	21105
42'-0" x 12'-0"	21105
44'-0" x 12'-0"	21105
46'-0" x 12'-0"	21105
48'-0" x 12'-0"	21105
50'-0" x 12'-0"	21105
52'-0" x 12'-0"	21105
54'-0" x 12'-0"	21105
56'-0" x 12'-0"	21105
58'-0" x 12'-0"	21105
60'-0" x 12'-0"	21105
62'-0" x 12'-0"	21105
64'-0" x 12'-0"	21105
66'-0" x 12'-0"	21105
68'-0" x 12'-0"	21105
70'-0" x 12'-0"	21105
72'-0" x 12'-0"	21105
74'-0" x 12'-0"	21105
76'-0" x 12'-0"	21105
78'-0" x 12'-0"	21105
80'-0" x 12'-0"	21105
82'-0" x 12'-0"	21105
84'-0" x 12'-0"	21105
86'-0" x 12'-0"	21105
88'-0" x 12'-0"	21105
90'-0" x 12'-0"	21105
92'-0" x 12'-0"	21105
94'-0" x 12'-0"	21105
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100'-0" x 12'-0"	21105
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148'-0" x 12'-0"	21105
150'-0" x 12'-0"	21105
152'-0" x 12'-0"	21105
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156'-0" x 12'-0"	21105
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160'-0" x 12'-0"	21105
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210'-0" x 12'-0"	21105
212'-0" x 12'-0"	21105
214'-0" x 12'-0"	21105
216'-0" x 12'-0"	21105
218'-0" x 12'-0"	21105
220'-0" x 12'-0"	21105
222'-0	

**GENERAL NOTES**

- M10 DOWN BOLTS SHALL BE INSTALLED FROM TOP PLATE TO BEAMER BEFORE BRACING.
- ALL GENERAL DIMENSIONS AT MAX 126mm GRS.
- ALL OPERATING THICKNESS AND CONNECTIONS SHALL BE IN ACCORDANCE WITH AS/NZS 1594 UNLESS NOTED OTHERWISE.
- ALL MATERIALS AND WORKMANSHIP TO BE IN ACCORDANCE WITH LOCAL COUNCIL REQUIREMENTS.

**BRAICE WALLS**

RIV - IDENTIFY PLYWOOD LINING BRACES WALLS IN ACCORDANCE WITH AS/M24-2 RIV - IDENTIFY RESISTANCE OF 60MM, HIGHER FOR EACH END.

MEMBER SCHEDULE	
J	100 S20 FLA POSTS
C2	100 S40 SRS 100 S20
C3	100 S40 SRS 100 S20
C4	100 S40 SRS 100 S20
C5	100 S40 SRS 100 S20
C6	100 S40 SRS 100 S20
C7	100 S40 SRS 100 S20
C8	100 S40 SRS 100 S20
C9	100 S40 SRS 100 S20
C10	100 S40 SRS 100 S20
C11	100 S40 SRS 100 S20
C12	100 S40 SRS 100 S20
C13	100 S40 SRS 100 S20
C14	100 S40 SRS 100 S20
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C91	100 S40 SRS 100 S20
C92	100 S40 SRS 100 S20
C93	100 S40 SRS 100 S20
C94	100 S40 SRS 100 S20
C95	100 S40 SRS 100 S20
C96	100 S40 SRS 100 S20
C97	100 S40 SRS 100 S20
C98	100 S40 SRS 100 S20
C99	100 S40 SRS 100 S20
C100	100 S40 SRS 100 S20

## AMENDMENTS

DATE	SUBJECT	UNIT PRICE
P1 24.11.2029	95% DIO TISSUE	NR
P2 11.12.2029	100% DIO TISSUE	NR

**DRAWINGS INDEXING SYSTEM**  
FOR BUILDING AND ASSET SERVICES - LOGISTICS USE ONLY

<input type="checkbox"/> CEILING PLANS	<input type="checkbox"/> CONSTRUCTION DETAILS	<input type="checkbox"/> MISCELLANEOUS DETAILS
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> EXTERNAL WORKS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ROUTS	<input type="checkbox"/> FLOOR PLANS	<input type="checkbox"/> FLAT STRUCTURES
<input type="checkbox"/> FURNITURE & EQUIPMENT	<input type="checkbox"/> HYDRAULICS	<input type="checkbox"/> ROOF PLANS
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> SECTIONS
<input type="checkbox"/> PLUMBING	<input type="checkbox"/> SITE PLANS	<input type="checkbox"/> SLOTTED PLANS
<input type="checkbox"/> STANDARDS	<input type="checkbox"/> STANDARDS	<input type="checkbox"/> STANDARDS



**RODGERS** CD 10541 17682 LANGFORDS  
124 SPENCE STREET  
PO BOX 11369  
CAROLINA, NC 27611  
PHONE: 47 8851 3416  
FAX: 87 8851 9437  
e-mail: gfr@rogers.com  
HOURS: 10:00 AM - 5:00 PM  
**HEATH RODGERS RPEQ 72859**

**OFFICIAL RECORDS - OFFICIAL RECORDS**

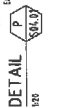
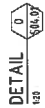
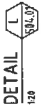
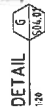
DATE	DISCIPLINE TEAM LEADER
11.12.2020	HR
11.12.2020	HR

**MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND  
WALL & BRACING PLAN

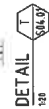
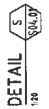
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1:100		
WALLS 812x148	CLIMB SUPPORT IN ALUMINUM	
CHASSIS 148x148	WALL	HEIGHT
83503 / DD		P2

**WALLS & BRACING PLAN**  
SCALE 1/100





MEMBER SCHEDULE	
C1	WM 50'S CLUB
C2	WM 45'S CLUB
C3	TOTALS IN TREATMENT STOPS
T1	WM 50'S MONTHLY TENDER
T2	WM 45'S MONTHLY TENDER
T3	WM 40'S MONTHLY TENDER
T4	WM 35'S MONTHLY TENDER
T5	WM 30'S MONTHLY TENDER
T6	WM 25'S MONTHLY TENDER
T7	WM 20'S MONTHLY TENDER
T8	WM 15'S MONTHLY TENDER
T9	WM 10'S MONTHLY TENDER
T10	WM 5'S MONTHLY TENDER
T11	WM 4'S MONTHLY TENDER
T12	WM 3'S MONTHLY TENDER
T13	WM 2'S MONTHLY TENDER
T14	WM 1'S MONTHLY TENDER
T15	WM 0'S MONTHLY TENDER
T16	WM 0'S MONTHLY TENDER
T17	WM 0'S MONTHLY TENDER
T18	WM 0'S MONTHLY TENDER
T19	WM 0'S MONTHLY TENDER
T20	WM 0'S MONTHLY TENDER
T21	WM 0'S MONTHLY TENDER
T22	WM 0'S MONTHLY TENDER
T23	WM 0'S MONTHLY TENDER
T24	WM 0'S MONTHLY TENDER
T25	WM 0'S MONTHLY TENDER
T26	WM 0'S MONTHLY TENDER
T27	WM 0'S MONTHLY TENDER
T28	WM 0'S MONTHLY TENDER
T29	WM 0'S MONTHLY TENDER
T30	WM 0'S MONTHLY TENDER
T31	WM 0'S MONTHLY TENDER
T32	WM 0'S MONTHLY TENDER
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T39	WM 0'S MONTHLY TENDER
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T95	WM 0'S MONTHLY TENDER
T96	WM 0'S MONTHLY TENDER
T97	WM 0'S MONTHLY TENDER
T98	WM 0'S MONTHLY TENDER
T99	WM 0'S MONTHLY TENDER
T100	WM 0'S MONTHLY TENDER



RE	DATE	SUBJECT	AUTHORIZED
1	11-11-80	REPLY TO LETTER	HR
1	11-12-80	REPLY TO LETTER	HR

**DRAWINGS INDEXING SYSTEM**

FOR BUILDING AND ASSET SERVICES - LOGISTICS USE ONLY

<input type="checkbox"/> MISCELLANEOUS DETAILS	<input type="checkbox"/> FLOOR PLAN
<input type="checkbox"/> OTHER	<input type="checkbox"/> ELEVATIONS
<input type="checkbox"/> PLANT STRUCTURES	<input type="checkbox"/> EXTERIOR WORKS
<input type="checkbox"/> ROOF PLAN	<input type="checkbox"/> PIT/OUT
<input type="checkbox"/> SECTIONS	<input type="checkbox"/> FLOOR PLAN
<input type="checkbox"/> RETAIL PLAN	<input type="checkbox"/> FURNITURE & EQUIPMENT
<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> HYDRAULICS
<input type="checkbox"/> STAIRS	<input type="checkbox"/> STAIR PLAN



**RODGERS** CONSULTING ENGINEERS  
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NAME	DATE
J. J. J.	11.12.2020
IR	11.12.2020
IR	11.12.2020

**MER ISLAND  
PRIMARY HEALTH  
CARE CENTRE**  
LOT 107 SP288906  
MAROU GAB RD, MER ISLAND  
ROOF FRAMING DETAILS

DATE	AT	A1 SIZE
1:100		
INTERVIEW NAME	CLIENT REFERENCE NUMBER	
JANINE ALABERN	ISSUE	SHEET NO
33503 / DD / S04.02	P2	





**LOCALITY**  
NOT TO SCALE



# **DA07-21-15(1) Mer Primary Health Care Centre** Location Plan

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W rpsgroup.com

# TORRES STRAIT ISLAND REGIONAL COUNCIL

## CLOSED BUSINESS AGENDA REPORT

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**ORDINARY MEETING:** September 2021  
**DATE** 21 - 22 September 2021  
**ITEM:** September Agenda Report  
**SUBJECT:** August Financial Dashboard  
**AUTHOR:** Nicola Daniels – Head of Financial Services

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### Officer's recommendation:

That Council receive and endorse the monthly financial statements attached to the officer's report for the 2021-22 year to date, for the period ended 31 August 2021, as required under Section 204 *Local Government Regulation 2012*.

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### **Purpose:**

This report seeks Council endorse the monthly financial statements for the 2021-22 year to date, for the period ended 31 August 2021.

### **Background:**

The 2021-22 budget was adopted in July 2021 and has taken into consideration the current COVID-19 pandemic and the expected impacts on the year ahead.

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 2021-22 figures. (See Appendix 1 for Summary Financial Statements by Department and Appendix 2 Detailed Capital Report).

### **Resource implications:**

The actual operating result for August 2021 YTD is a \$306K deficit compared to a forecasted operating deficit of \$2M for the 2021-22 financial year which is better than budget expectations.



## FINANCIAL PERFORMANCE AT A GLANCE – YTD August 2021

Key financial results	Annual budget	YTD budget	YTD actual	YTD variance \$	YTD variance %	Status
Recurrent revenue	56,714,687	7,662,226	6,956,974	(705,252)	(9.2%)	●
Other income	5,970,586	1,007,596	898,487	(109,109)	(10.8%)	●
Recurrent expenditure (excl. depreciation)	(65,946,914)	(10,655,553)	(8,161,566)	2,493,987	23.4%	●
<b>Operating result (excl. depreciation)</b>	<b>(3,261,641)</b>	<b>(1,985,731)</b>	<b>(306,105)</b>	<b>1,679,626</b>	<b>84.6%</b>	●
Capital revenue	35,111,725	5,928,866	1,876,245	(4,052,621)	(68.4%)	●
Capital expenses	(1,500,000)	1,416,667	0	(1,416,667)	100.0%	●
<b>Net result (excl. depreciation)</b>	<b>30,350,084</b>	<b>5,359,802</b>	<b>1,570,140</b>	<b>(3,789,662)</b>	<b>(70.7%)</b>	●
Depreciation expense	(46,507,984)	(7,751,331)	0	7,751,331	100.0%	●
<b>Net result</b>	<b>(16,157,900)</b>	<b>(2,391,529)</b>	<b>1,570,140</b>	<b>3,961,669</b>	<b>165.7%</b>	●

### Key:

Act Vs Bud Var % is ≤ -10%

Act Vs Bud Var % is > -10% and ≤ -5%

Act Vs Bud Var % is > -5%



### Operating Result

The YTD \$1.7M operating result variance can be attributed to:

- Reduction in employee expenditure which is due to the vacancy rate;
- Material & Services for most departments are currently under budget. This is a combination of good management, reduction in BSU expenditure due to reduced revenue and timing of when funds will be spent.

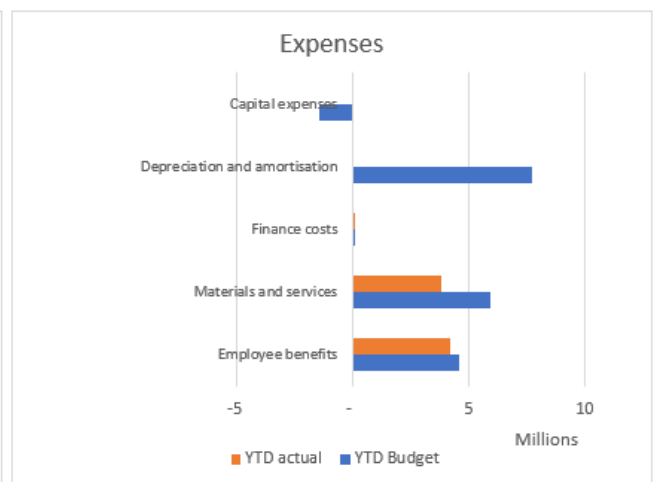
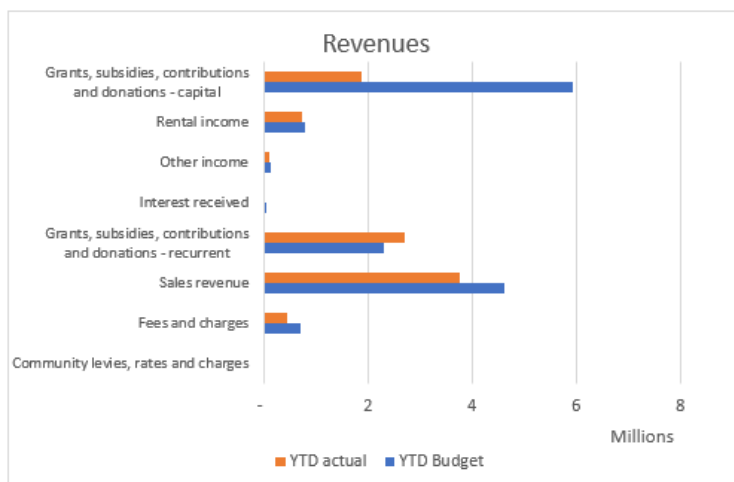
### Net Result

The YTD \$4M net result variance can mainly be attributed to:

- Depreciation not posted to the ledger for August 21 due to asset module in TechOne being unable to be rolled forward into the 21/22 year until QAO sign off the 2020-2021 accounts.

## STATEMENT OF FINANCIAL PERFORMANCE

	Annual Budget	YTD Budget	YTD actual	YTD variance \$	YTD variance %
<b>Income</b>					
<b>Recurrent revenue</b>					
Community levies, rates and charges	1,607,282	0	0	0	0.0%
Fees and charges	4,306,577	721,618	461,977	(259,640)	(36.0%)
Sales revenue	27,780,971	4,630,162	3,780,475	(849,687)	(18.4%)
Grants, subsidies, contributions and donations	23,019,857	2,310,447	2,714,522	404,075	17.5%
	56,714,687	7,662,226	6,956,974	(705,252)	(9.2%)
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	35,111,725	5,928,866	1,876,245	(4,052,621)	(68.4%)
	35,111,725	5,928,866	1,876,245	(4,052,621)	(68.4%)
Interest received	247,236	53,515	36,180	(17,335)	(32.4%)
Other income	844,363	140,917	120,564	(20,353)	(14.4%)
Rental income	4,878,987	813,165	741,743	(71,422)	(8.8%)
<b>Total income</b>	97,796,998	14,598,688	9,731,706	(4,866,982)	(33.3%)
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	28,871,571	4,595,262	4,208,436	386,827	8.4%
Materials and services	36,331,138	5,936,257	3,831,300	2,104,957	35.5%
Finance costs	744,205	124,034	121,830	2,204	1.8%
Depreciation and amortisation	46,507,984	7,751,331	0	7,751,331	100.0%
	112,454,898	18,406,884	8,161,566	10,245,318	55.7%
<b>Capital expenses</b>	1,500,000	(1,416,667)	0	1,416,667	(100.0%)
<b>Total expenses</b>	113,954,898	16,990,217	8,161,566	(8,828,651)	(52.0%)
<b>Net result</b>	(16,157,900)	(2,391,529)	1,570,140	3,961,669	(165.7%)

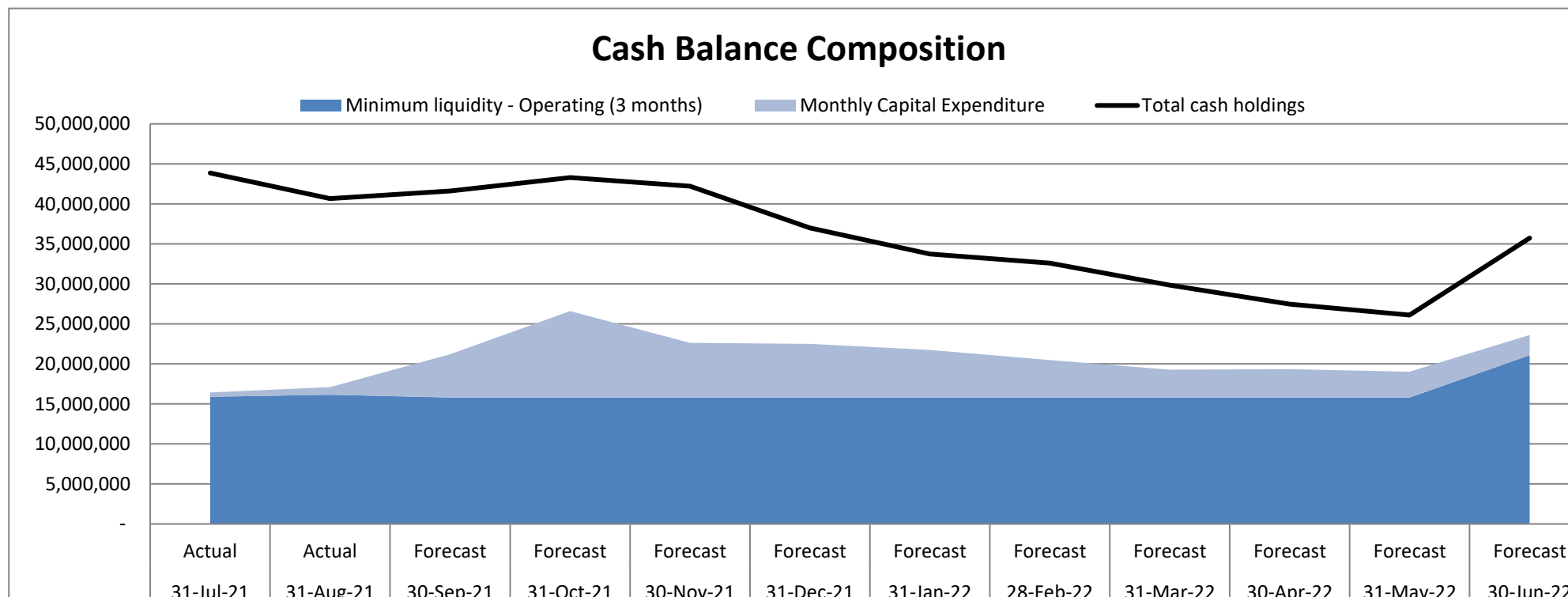


## STATEMENT OF FINANCIAL POSITION

	Current Month 2021	Prior Month 2021	variance \$	variance %
<b>Current assets</b>				
Cash and cash equivalents	31,887,438	40,276,873	(8,389,435)	(20.8%)
Short term deposits	65,374	65,374	0	0.0%
Trade and other receivables	12,625,452	12,182,428	443,024	3.6%
Inventories	257,841	257,841	0	0.0%
Contract assets	2,146,657	2,318,734	(172,077)	(7.4%)
Lease receivables	- 672,468	- 672,468	0	0.0%
<b>Total current assets</b>	<b>46,310,294</b>	<b>54,428,782</b>	<b>(8,118,488)</b>	<b>(14.9%)</b>
<b>Non-current assets</b>				
Lease receivables	14,715,268	14,715,268	(0)	(0.0%)
Property, plant and equipment	867,239,551	865,750,484	1,489,067	0.2%
Right of use assets	698,349	698,349	0	0.0%
Intangible assets	-	-	0	
<b>Total non-current assets</b>	<b>882,653,168</b>	<b>881,164,101</b>	<b>1,489,067</b>	<b>0.2%</b>
<b>Total assets</b>	<b>928,963,462</b>	<b>935,592,883</b>	<b>(6,629,421)</b>	<b>0.1%</b>
<b>Current liabilities</b>				
Trade and other payables	1,217,092	9,408,383	8,191,291	87.1%
Borrowings	787	335	(452)	(134.9%)
Provisions	3,401,346	3,331,695	(69,651)	(2.1%)
Contract liabilities	17,844,335	17,844,335	0	0.0%
Lease liabilities	649,789	649,789	0	0.0%
<b>Total current liabilities</b>	<b>23,113,349</b>	<b>31,234,537</b>	<b>8,121,188</b>	<b>26.0%</b>
<b>Non-current liabilities</b>				
Borrowings	36,100	36,100	0	0.0%
Provisions	3,565,153	3,572,417	7,264	0.2%
Lease liabilities	60,985	60,985	0	0.0%
<b>Total non-current liabilities</b>	<b>3,662,238</b>	<b>3,669,502</b>	<b>7,264</b>	<b>0.2%</b>
<b>Net community assets</b>	<b>902,187,875</b>	<b>900,688,844</b>	<b>1,499,031</b>	<b>0.2%</b>

## 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 21/22 Budget projections. Grant revenue has been forecasted on expected timing of receipt of funds as per funding agreements and Council's adopted Capital Budget has been evenly distributed over the financial year. July and August figures reflect actual cash balances.



## Cashflow Comments

YTD August 2021 - \$41M

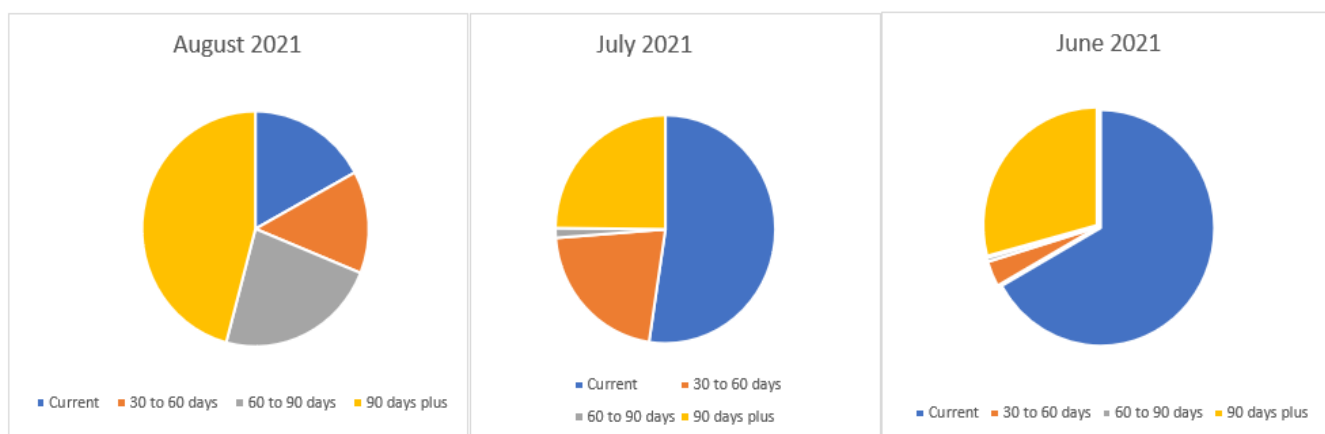
- Although cash holdings remain above QTC recommendations, a majority of this is constrained funding. ICCP works forecast to increase between now and end of the financial year.

## Debtor Analysis

Days outstanding	As at 31 August 2021		As at 31 July 2021		As at 30 June 2021	
	\$	%	\$	%	\$	%
Current	486,874	17%	2,466,873	52%	2,655,064	67%
30 to 60 days	402,196	14%	1,008,005	21%	138,548	3%
60 to 90 days	658,093	23%	65,166	1%	19,998	1%
90 days plus	1,309,732	46%	1,169,071	25%	1,159,720	29%
Total aged debtors	2,856,895	100%	4,709,115	100%	3,973,330	100%
Housing debtors (Note 1)	13,151,260		13,111,208		13,178,232	
Provision	- 13,090,208		- 14,136,051		- 14,136,051	
Net debtors (exc. Unapplied credits)	2,917,946		3,684,271		3,015,511	
Unapplied Credits	- 449,594		- 573,805		- 670,798	

### Notes to table:

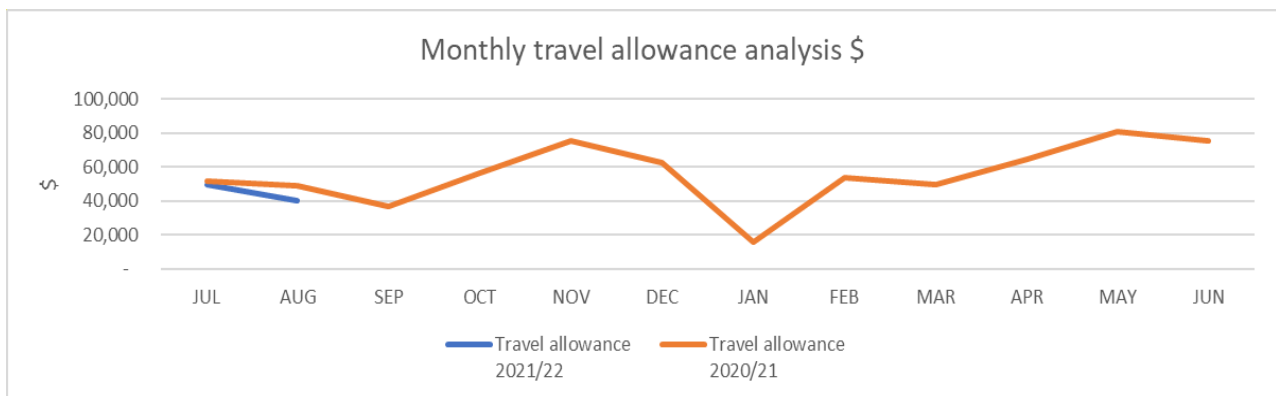
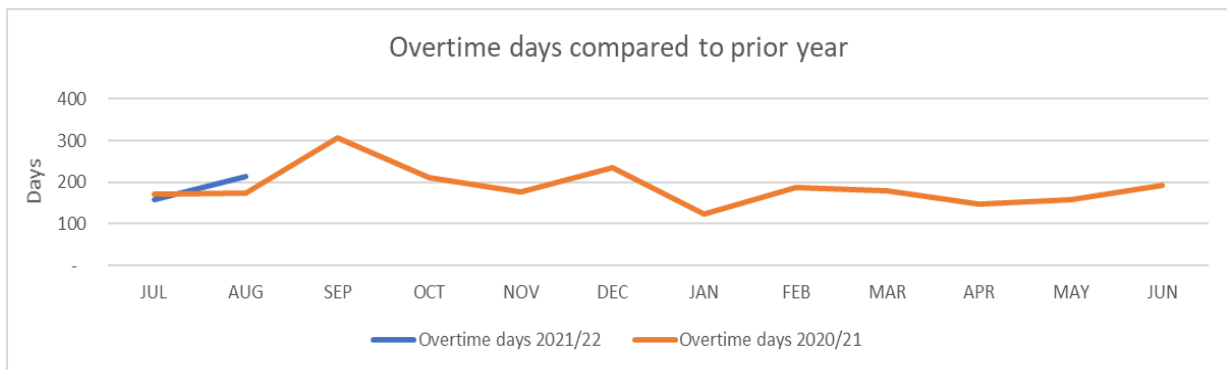
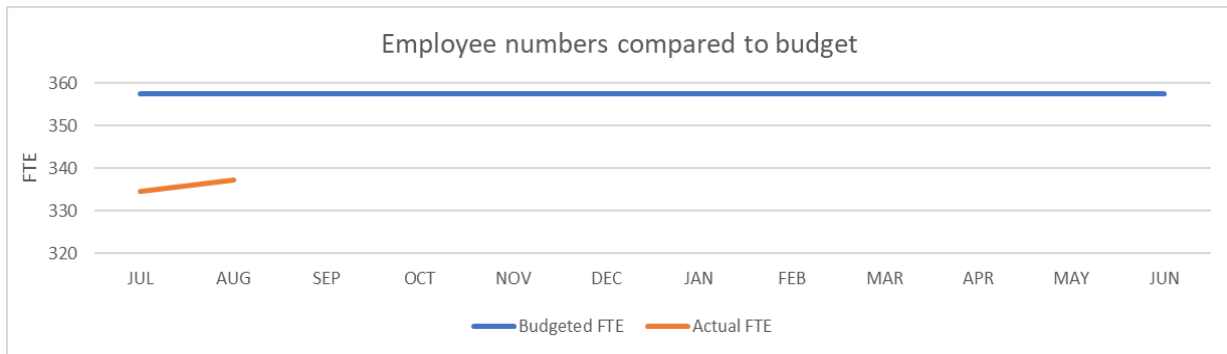
- Unapplied credits relate to funds received for which invoices have not been raised (\$294K grant funding, \$79K housing rent in advance)
- For housing debtors and collection rates analysis refer to monthly Housing Information Report



### Analysis of top five debtors in excess of 90 Days:

Debtor name	Amount outstanding > 90 days	Commentary
Torres Strait Major Infrastructure and Other Projects Trust Fund	133,629.20	Relates to 2 acquittals; the funder has reviewed the claims and requested that new invoices be raised for to exclude expenditure that is non-compliant with original agreement. A variation is pending however it will not be backdated to cover previous expenses.
BIF Badu Island Foundation	120,239.66	Debtor has declined to pay the invoices on the grounds that Council has outstanding lease / licence fees owing from prior years. Legal is following up Council's obligation as there is no evidence of an agreement to substantiate the claim. Debtor has requested that the charges be offset against their debt. There is no right to offset, therefore legal will need to provide further advice on the matter.
Tagai State College	93,487.46	Debtor has previously disputed/questioned the content/property details of invoices - however investigation done by Council staff has confirmed that the debtor has been correctly charged. Debtor has been called again and have agreed to review invoices once they have been sent again. If debtor does not agree to pay recommendation on further action will be given to CEO for approval. Rates and Debt Recovery Officer is currently following up and working with Taigai to resolve the outstanding debt - latest email forwarded to Taigai dated 2nd September 2021.
Ged Erub Trading Homeland Enterprise (TSI) Corporation Tavern	85,931.29	Legal team has provided a formal response regarding the debtors options in line with Council's current Revenue Statement. Response will be sent to the debtor in September and failing a positive outcome a recommendation will be sent to the CEO to approve next course of action.
Badhulgaw Kuthinaw Mudh TSI Corporation Badu Art Centre	85,615.67	Debtor has requested an exemption and has subsequently been requested to submit an official request for a concession. The request will need to go to Council.

## 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**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Treatment</b>	<b>Financial Impact</b>
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**

<b>Risk</b>	<b>Comment</b>
Covid-19 outbreak impact	While risk in Australia is minimal, there will be an on-flow effect from international outbreaks, seen in the shortage of the goods and labour markets. It is expected that government funding will become more restricted. Rollout of the vaccine is expected to help the recovery process however there has been a very faltering start with the rollout well behind target timeframe.

## **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.

Council continues to be impacted by the lingering effects of COVID-19 which has affected overall operations, however business is starting to return to normal. Rollout of the vaccine should see further improvements in the economy. Management will continue to progressively adapt, monitor, and plan into the future as the COVID-19 situation and its impact evolves over the coming months. With continuing uncertainty in the economic climate and the possibility of a 'second wave' of infection, it makes future forecasting quite challenging.



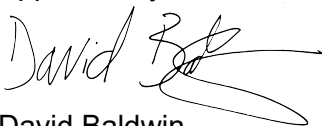
**Nicola Daniels**  
**Head of Financial Services**

**Endorsed by:**



**Hollie Faithfull**  
**Chief Financial Officer**

**Approved by:**



**David Baldwin**  
**Acting Chief Executive Officer**



## Appendix A

### Executive financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	546,200	0	0	0	0.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(3,260,354)	(500,804)	(443,038)	57,766	11.5%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(2,714,154)</b>	<b>(500,804)</b>	<b>(443,038)</b>	<b>57,766</b>	<b>11.5%</b>	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(2,714,154)</b>	<b>(500,804)</b>	<b>(443,038)</b>	<b>57,766</b>	<b>11.5%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>(2,714,154)</b>	<b>(500,804)</b>	<b>(443,038)</b>	<b>57,766</b>	<b>11.5%</b>	●

#### Comments:

Actual expenditure is currently under budget, however it is expected to come in line with budgeted costs as the year progresses.

### Building Services financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	25,098,033	4,183,006	3,445,087	(737,919)	-17.6%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(18,285,825)	(2,996,906)	(2,400,720)	596,186	19.9%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>6,812,208</b>	<b>1,186,100</b>	<b>1,044,367</b>	<b>(141,733)</b>	<b>-11.9%</b>	●
Capital revenue	2,235,207	372,534	0	(372,534)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>9,047,415</b>	<b>1,558,634</b>	<b>1,044,367</b>	<b>(514,267)</b>	<b>-33.0%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>9,047,415</b>	<b>1,558,634</b>	<b>1,044,367</b>	<b>(514,267)</b>	<b>-33.0%</b>	●

#### Comments:

Recurrent revenue for August is below budget due to the revenue target not achieved on upgrade works. As the volume of upgrade works is less than budget, so too is the expenditure that would have been incurred on these jobs.

## Appendix A

### Health and Community Services financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	12,538,110	2,470,273	2,053,117	(417,156)	-16.9%	●
Other income	574,983	95,831	85,808	(10,023)	-10.5%	●
Recurrent expenditure (excl. depreciation)	(14,886,501)	(2,433,887)	(2,182,856)	251,031	10.3%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(1,773,408)</b>	<b>132,217</b>	<b>(43,931)</b>	<b>(176,148)</b>	<b>-133.2%</b>	●
Capital revenue	7,590,004	2,241,369	0	(2,241,369)	-100.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>5,816,596</b>	<b>2,373,586</b>	<b>(43,931)</b>	<b>(2,417,517)</b>	<b>-101.9%</b>	●
Depreciation Expense	(23,695,219)	(3,949,204)	0	3,949,204	100.0%	●
<b>Net result</b>	<b>(17,878,624)</b>	<b>(1,575,618)</b>	<b>(43,931)</b>	<b>1,531,687</b>	<b>-97.2%</b>	●

#### Comments:

Grant income of \$415k (Aragun CC, Hammond OSHC & Health & Wellbeing) collected in August, budgeted for July.

Accommodation income is under budget by \$30k year to date. Internal Accommodation charges currently year to date \$84k under budget.

Commission Income tracking \$7k more than budget year to date

Housing Income is doing very well and currently tracking 5% over budget

Commercial Property Rental Income is \$191k under budget for Aug and \$335k under budget year to date.

Current expenditure running lower this month compared to budget due to accrual reversals.

Depreciation not posted to the ledger for July 21 due to asset module in TechOne being unable to be rolled forward onto the 21/22 year until

QAO sign off the 2020-2021 accounts.

### Business Services financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	18,623,312	1,317,972	1,660,976	343,004	26.0%	●
Other income	200,000	33,333	0	(33,333)	-100.0%	●
Recurrent expenditure (excl. depreciation)	(4,938,363)	(808,287)	(593,951)	214,336	26.5%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>13,884,949</b>	<b>543,018</b>	<b>1,067,025</b>	<b>524,007</b>	<b>96.5%</b>	●
Capital revenue	1,580,070	263,346	0	(263,346)	-100.0%	●
Capital expenses	(3,500,000)	(583,333)	0	583,333	100.0%	●
<b>Net result (excl. depreciation)</b>	<b>11,965,019</b>	<b>223,031</b>	<b>1,067,025</b>	<b>843,994</b>	<b>378.4%</b>	●
Depreciation Expense	(449,100)	(74,850)	0	74,850	100.0%	●
<b>Net result</b>	<b>11,515,919</b>	<b>148,181</b>	<b>1,067,025</b>	<b>918,844</b>	<b>620.1%</b>	●

#### Comments:

##### Operating result > budget

Revenue

- FAGs grant higher than budget

Expenses

- savings in employee benefits - vacant positions

- cost management and timing of expenditure

##### Net result > budget

- no capital revenue / expense YTD - timing

- Depreciation cannot be processed until TechOne is rolled to the 21/22 year, which will be done after QAO sign off the 2020-2021 financial statements.

## Appendix A

### Engineering Services financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	3,693,751	330,217	425,290	95,073	28.8%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(13,802,767)	(2,232,162)	(1,517,130)	715,032	32.0%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(10,109,016)</b>	<b>(1,901,945)</b>	<b>(1,091,840)</b> ✓	<b>810,105</b>	<b>42.6%</b>	●
Capital revenue	22,352,440	3,051,616	1,876,245	(1,175,371)	-38.5%	●
Capital expenses	2,000,000	2,000,000	0	(2,000,000)	100.0%	●
<b>Net result (excl. depreciation)</b>	<b>14,243,424</b>	<b>3,149,671</b>	<b>784,405</b> ✓	<b>(2,365,266)</b> ✓	<b>-75.1%</b>	●
Depreciation Expense	(21,772,716)	(3,628,786)	0	3,628,786	100.0%	●
<b>Net result</b>	<b>(7,529,292)</b>	<b>(479,115)</b>	<b>784,405</b>	<b>1,263,520</b>	<b>263.7%</b>	●

#### Comments:

Operating surplus > budget due to:

- lower recurrent expenditure in contractor, consultants and M&S costs due to timing of operating works.

Capital revenue ahead of budget due to timing of claims

Depreciation not posted to the ledger for July/August 21 due to asset module in TechOne being unable to be rolled forward onto the 21/22 year until QAO sign off the 2020-2021 accounts.

### Corporate Services financial performance at a glance

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	24,899	8,005	7,619	(386)	-4.8%	●
Other income	25,380	5,086	2,841	(2,245)	-44.1%	●
Recurrent expenditure (excl. depreciation)	(4,754,456)	(747,807)	(489,527)	258,280	34.5%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(4,704,177)</b>	<b>(734,716)</b>	<b>(479,067)</b> ✓	<b>255,649</b>	<b>-34.8%</b>	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(4,704,177)</b>	<b>(734,716)</b>	<b>(479,067)</b>	<b>255,649</b> ✓	<b>-34.8%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>(4,704,177)</b>	<b>(734,716)</b>	<b>(479,067)</b>	<b>255,649</b>	<b>34.8%</b>	●

#### Comments:

Corporate Services is newly established department under new structure approved by Council and comprises of the areas of People & Wellbeing, Legal Services & IT Services

Corporate Services: Currently sitting in a good position with actual expenditure less than budgeted. The difference between budget and actuals

**Corporate Affairs financial performance at a glance**

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	19,000	2,500	0	(2,500)	-100.0%	●
Other income	0	0	0	0	0.0%	●
Recurrent expenditure (excl. depreciation)	(1,471,059)	(253,835)	(182,382)	71,453	28.1%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(1,452,059)</b>	<b>(251,335)</b>	<b>(182,382)</b>	<b>68,953</b>	<b>27.4%</b>	●
Capital revenue	0	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(1,452,059)</b>	<b>(251,335)</b>	<b>(182,382)</b>	<b>68,953</b>	<b>27.4%</b>	●
Depreciation Expense	0	0	0	0	0.0%	●
<b>Net result</b>	<b>(1,452,059)</b>	<b>(251,335)</b>	<b>(182,382)</b>	<b>68,953</b>	<b>27.4%</b>	●

**Comments:**

Currently, expenditure running under budget, but will increase later in the year(within budget) due to web update and other digital programs scheduled for the year.

**Fuel & Fleet financial performance at a glance**

Key Financial Results	Annual Budget	YTD Budget	YTD Actual	YTD Variance \$	YTD Variance %	Status
Recurrent revenue	1,316,605	219,434	172,808	(46,626)	-21.2%	●
Other income	25,000	4,167	1,915	(2,252)	-54.0%	●
Recurrent expenditure (excl. depreciation)	(4,547,588)	(682,627)	(351,961)	330,666	48.4%	●
<b>Operating surplus (exc. Depreciation)</b>	<b>(3,205,983)</b>	<b>(459,026)</b>	<b>(177,238)</b>	<b>281,788</b>	<b>61.4%</b>	●
Capital revenue	1,354,004	0	0	0	0.0%	●
Capital expenses	0	0	0	0	0.0%	●
<b>Net result (excl. depreciation)</b>	<b>(1,851,979)</b>	<b>(459,026)</b>	<b>(177,238)</b>	<b>281,788</b>	<b>61.4%</b>	●
Depreciation Expense	(590,949)	(98,492)	0	98,492	100.0%	●
<b>Net result</b>	<b>(2,442,928)</b>	<b>(557,518)</b>	<b>(177,238)</b>	<b>380,280</b>	<b>68.2%</b>	●

**Comments:**

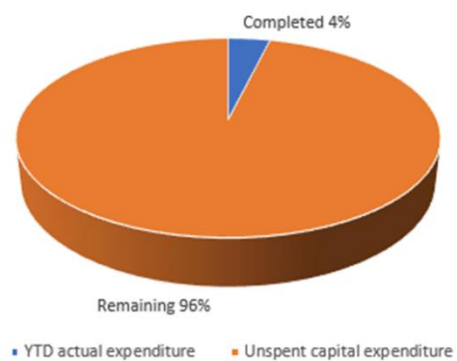
Overall, Operating result before depreciation is currently under budget. Currently developing improved reporting to better manage revenue, cost of goods sold and inventory to ensure keeping track of fuel and gas sales.

Depreciation not posted to the ledger for July/August 21 due to asset module in TechOne being unable to be rolled forward onto the 21/22 year until QAO sign off the 2020-2021 accounts.

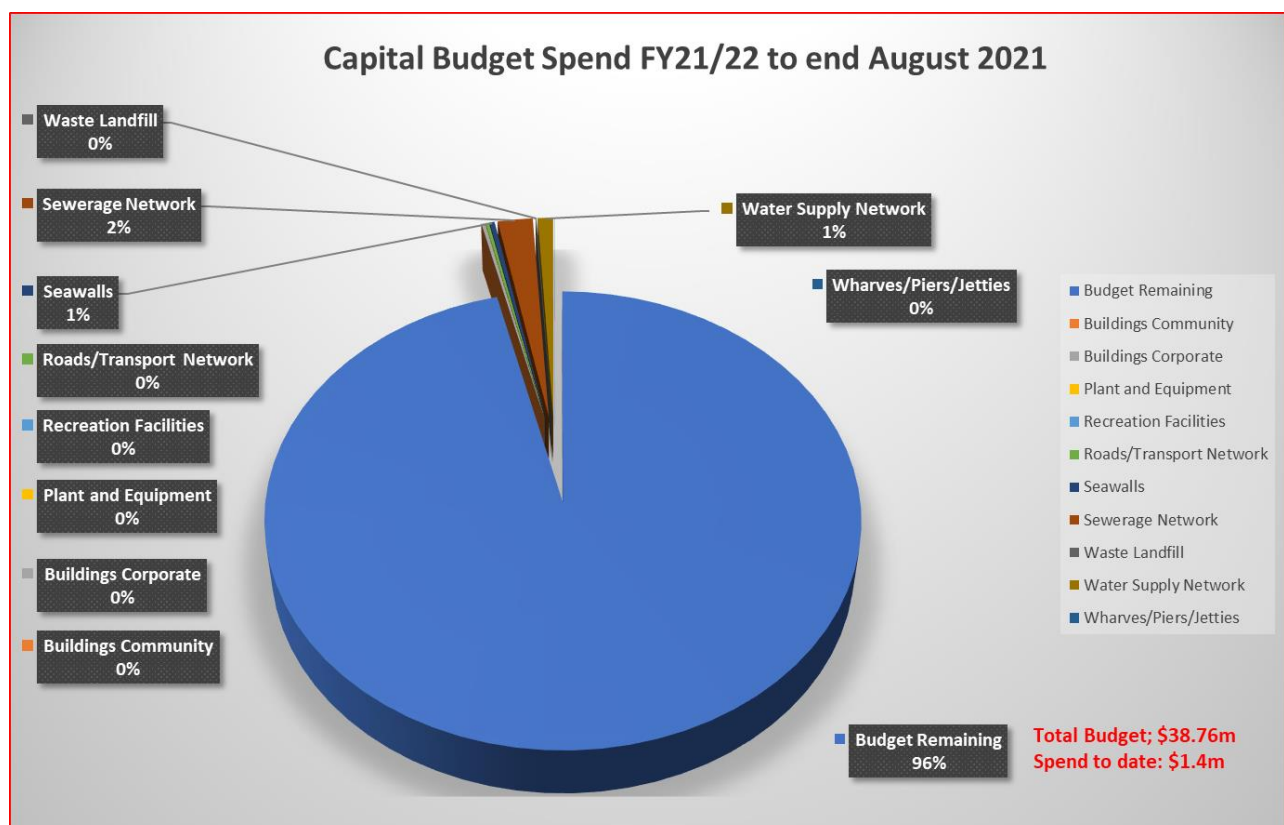
## CAPITAL WORKS PROGRAM

YTD actual expenditure	\$	1,473,955
Unspent capital expenditure	\$	37,286,770
Full year budget capital expenditure	\$	38,760,725

Capital Works Program Expenditure



## CAPITAL SPEND BY ASSET CLASS



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## CLOSED BUSINESS - AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 – 22 September 2021
<b>ITEM:</b>	Agenda Item for Noting by Council
<b>SUBJECT:</b>	Building Services Unit Monthly Report (August 2021)
<b>AUTHOR:</b>	Peter Jacques, Head of Building Services

### Recommendation:

- Council resolves to note the information on this report.

### Executive Summary:

This report outlines the current business activities of the Building Services Unit (BSU) for the reporting period of August 2021.

Housing Investment Plan; In the reporting period, BSU met with Divisional Councillors regarding the needs for their Communities which is now incorporated into the Housing Investment Plan (HIP) template. BSU will provide further details on this exercise in a separate paper to Council.

### Background:

#### Operational Performance

Type of Work	July		August	
	Target (How many were aimed for completion this month)	Actual (How many jobs were completed)	Target (How many jobs were aimed for completion this month)	Actual (How many jobs were completed)
<b>Upgrades Total:</b>	<b>30</b>	<b>21</b>	<b>30</b>	<b>20</b>
DOE HIP	3	0	3	3
Home Ownerships	9	1	9	0
Other	18	20	18	17
<b>R&amp;Ms Total:</b>	<b>510</b>	<b>458</b>	<b>510</b>	<b>517</b>

#### Financial Performance

Value of work required to be performed	July		August	
	Budget (How much revenue was forecast)	Actual (How much we have actually earned to date)	Budget (How much revenue forecast)	Actual (How much we have actually earned to date)
Upgrades	2,267,143	1,028,204	4,534,286	2,307,819
R&Ms	489,600	600,601	979,200	1,067,295
New builds	0	11,200	0	69,974
<b>Total</b>	<b>2,756,743</b>	<b>1,640,005</b>	<b>5,513,486</b>	<b>3,445,087</b>

Upgrades falling below budget due to skill shortages, Freight Delays, Delayed Inspections,. Considering significantly high volume of workload, BSU is currently undertaking review of key resources to address the shortfall and catch up with the work to ensure milestones are being met to increase upgrades invoicing. Performance on upgrades is anticipated to improve in order to meet budget.

New Builds were not included in original budget as the assumption at the time of the budget preparation was that the Warraber new build would be complete by 30 June. However, due to delays, has been extended to 31 December.

Repairs and Maintenance Program performing well and above budget. The program generates revenue for Council for works under the \$2,500 threshold. Management is ensuring R&Ms are costed with revised Schedule of Rates to further improve gross margin.

### Capital Works

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

### Terminology:

**Planning Stage:** Preliminary paperwork being prepared, plans, engineering, Tender Documents

**Out to Tender:** Tender documents have been sent to ROPS for pricing

**Tender Awarded:** Tenders have been assessed and a contractor awarded.

### Comment:

Comments included above.

### Considerations

#### Risk Management

- Monitoring of performance regularly being undertaken to manage budget/revenue, expenses, and service delivery and outcomes to community

## Council Finance

Nil. Revenue generated through current projects does not require additional finance from other council sources.

### **Consultation:**

- Head of Building Services Unit
- Acting Chief Operations Officer
- Business Services Accountant

### **Links to Strategic Plans:**

Corporate Plan 2020-2025

- Sustainability - Objective 7: Our communities are consulted around liveable places, aligned to lifestyle and environmental suitability

Operational Plan 2021-2022

- Delivery of Capital Works program

### **Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

*National Construction Code Building Act 1975, Building Regulation 2006*

*Queensland Building and Construction Commission Act 1991*

*Queensland Building and Construction Commission Regulation 2018*

### **Conclusion:**

That Council resolves to note the information contained in the report.

*Peter Jacques*

#### **Endorsed:**

Peter Jacques  
Head of Building Services Unit



#### **Approved:**

David Baldwin  
Acting Chief Executive Officer



#### **Recommended:**

Dawson Sailor  
Acting Chief Operating Officer





# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21-22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Community Grants Program Allocation – September 2021
<b>AUTHOR:</b>	Kim Kelly, Team Leader – Service Delivery

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### **Recommendation:**

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

#### Community Grant Applications:

- Magun Warriors Football Team for the eligible amount of \$10,000.00 exclusive of GST, as per the submitted application.
- Goshen Ministry Outreach for the eligible amount of \$5,561.90 exclusive of GST, as per the submitted application.
- Malu Kiwai for the eligible amount of \$10,000.00 exclusive of GST, as per the submitted application.
- Gerald Bowie for the eligible amount of \$2,500.00 exclusive of GST, as per the submitted application.
- Kulpiyam Rugby League Team for the eligible amount of \$2,500.00 exclusive of GST, as per the submitted application.
- Mulga Team for the eligible amount of \$7,718.22 exclusive of GST, as per the submitted application.
- Mulga Juniors for the eligible amount of \$2,500.00 exclusive of GST, as per the submitted application.
- Badu Island Fitness Team for the eligible amount of \$2,420.00 exclusive of GST, as per the submitted application.

### **Executive Summary:**

In line with Council's Community Grants Policy, which was endorsed by Council at the July 2020 Ordinary Meeting, and further advice provided by MacDonnell Law, community grant applications must be decided on one occasion at any time during the month.

### **Background:**

For the month of August eight (8) community grant applications meeting the eligibility requirements were received.

An assessment based on eligibility criteria was conducted by Council officers in accordance with the Community Grant Policy. An acknowledgement of each application being received and assessed as compliant was issued to the applicants.

The eight (8) applications, which meet eligibility requirements, are:

Applicant	Project	Location
Magun Warriors	Contribution towards travel and accommodation costs associated with participating in the Torres Strait Cup at Thursday Island	Iama
Malu Kiwai	Contribution towards accommodation and catering costs associated with participating in the Dan Ropeyarn Cup at Bamaga	Boigu
Goshen Ministry Outreach	Contribution towards costs of musical instruments and equipment for church commitments	Boigu
Gerald Bowie	Contribution towards accommodation costs for the Badu Island Fishing Competition	Badu
Kulpiyam RLT	Contribution towards accommodation costs to attend the Dan Ropeyarn Cup at Bamaga	Badu
Mulga Team	Contribution towards travel and catering costs associated with participating in the Torres Strait Cup at Thursday Island	Badu
Mulga Juniors	Contribution towards costs associated with running the Badu Local Junior Competition	Badu
Badu Island Fitness Team	Contributions towards accommodation costs associated with participating in the Steel Fitness Challenge at Bamaga	Badu

**Links to Strategic Plans:**

These projects strategically align to specific delivery objectives under the People and Prosperity pillars 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 applicant in accordance with the Community Grants policy.



**Endorsed:**

Luke Ranga  
Head of Corporate Affairs



**Approved:**

David Baldwin  
Acting Chief Executive Officer



**Recommended:**

Hollie Faithfull  
Chief Financial Officer

**Attachment:** Fund balances

**Attachment: Fund Balances (after payment of August approved applications)**

<b>Division</b>	<b>Councillor</b>	<b>Budget</b>	<b>Less approved funding</b>	<b>Closing Balance</b>
Boigu	Cr. Toby	\$25,000.00	\$9,199.80	15,800.20
Hammond	Cr. Dorante	\$25,000.00	\$7,000.00	18,000.00
St Pauls	Cr. Levi	\$25,000.00	\$11,500.00	13,500.00
Ugar	Cr. Stephen	\$25,000.00	-	25,000.00
Badu	Cr. Nona	\$25,000.00	\$160.00	24,840.00
Dauan	Cr. Elisala	\$25,000.00	-	25,000.00
Erub	Cr. Gela	\$25,000.00	-	25,000.00
Iama	Cr. Lui	\$25,000.00	-	25,000.00
Kubin	Cr. Trinkoon	\$25,000.00	-	25,000.00
Mabuiag	Cr. Fell	\$25,000.00	-	25,000.00
Mer	Cr. Noah	\$25,000.00	\$2,000.00	23,000.00
Poruma	Cr. Pearson	\$25,000.00	-	25,000.00
Saibai	Cr. Tabuai	\$25,000.00	\$7,000.00	18,000.00
Warraber	Cr. Tamu	\$25,000.00	\$15,000.00	10,000.00
Yorke	Cr. Mosby	\$25,000.00	\$6,090.05	18,900.95
Mayor	Cr. Mosby	\$30,000.00	-	30,000.00
Regional Grant		\$50,000.00	-	50,000.00
		<b>\$455,000.00</b>	<b>\$57,958.85</b>	<b>\$397,041.15</b>



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	September 2021
<b>DATE:</b>	21 & 22 September 2021
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Auditor-General's Observation report on the interim audit for the year ending 30 June 2021
<b>AUTHOR:</b>	Hollie Faithfull, Chief Financial Officer

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### Recommendation:

That Council note the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2021.

### Executive Summary:

Each financial year Council's financial statements must be audited per section 212 of the *Local Government Regulation 2012*. The purpose of the audit is to express opinions on the financial statements and the current year financial sustainability statement.

Section 54 of the *Auditor-General Act 2009* enables the QAO to prepare an audit report containing observations and suggestions about anything arising out of the audit. Per section 213 of the *Local Government Regulation 2012* this report must be presented at the next ordinary meeting of the Council.

The Audit Committee has considered and noted this report.

### Comment:

No significant matters were identified by QAO whilst completing their audit procedures, with only three minor internal control issues, one other matters and one financial reporting matter identified. Management has provided formal responses to QAO on the issues raised, these have been presented to and supported by Council's Audit Committee. These responses have also been accepted by QAO, with one already resolved.

### Summary of findings – Issues identified

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No significant deficiencies were identified.

*Extract from 21 Interim report to the Mayor*

**Consultation:**

- External Audit
- Audit Committee
- Executive Team

**Links to Strategic Plans:**

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

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That Council note the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2021.

**Attachment:**

- Auditor-General's Observation Report

**Recommended:**

Hollie Faithfull

**Chief Financial Officer**

**Approved:**

David Baldwin

**Acting Chief Executive Officer**



# Torres Strait Island Regional Council

## 2021 Interim report to the Mayor

6 July 2021

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Our ref: 100351

6 July 2021

Cr Phillemon Mosby  
Mayor  
Torres Strait Island Regional Council  
PO Box 7336  
CAIRNS QLD 4870

Dear Cr Mosby

**2021 Interim report**

We present to you our interim report for Torres Strait Island Regional Council (TSIRC) for the financial year ending 30 June 2021. This report details the results of our interim work performed to date. In this phase, we assess the design and implementation of your internal controls, and whether they are operating effectively. We have also undertaken work over some of the areas of audit significance that were communicated in our external audit plan. To date, our work has not identified any significant deficiencies in your internal controls.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your Council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of local governments.

If you have any questions or would like to discuss the audit report, please contact me on 4046 0051.

Yours sincerely



Margaret Dewhurst  
Partner  
BDO Audit (NTH QLD) Pty Ltd

Enc.

cc. David Baldwin, Acting Chief Executive Officer  
Eric Muir, Chair of the Audit Committee

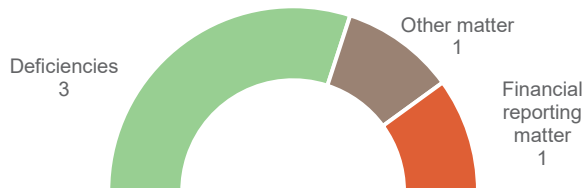
# 1. Summary



We have completed our audit planning phase and an external audit plan was issued on 20 April 2021.

This report details our audit findings from the work performed on the key controls that were identified during the audit planning phase.

## Summary of findings — Issues identified



No significant deficiencies were identified.

Details of our audit findings are explained further in this report. Refer to section on *Internal control deficiencies* and *Financial reporting issues and other matters*.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy that can rely upon these controls.

## Areas of audit focus - On track

In addition to the above, we have also performed work over the areas of audit focus that were identified in the external audit plan.















## 2. Internal control deficiencies



The following table summarises our reporting on deficiencies in internal controls. Further in this section, you will find details of these deficiencies identified during our interim audit. Refer to [Section 4](#) for the status of prior year deficiencies.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 <b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	-	1	
 <b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	
 <b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	-	3	-	
 <b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 <b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	

### Our ratings



#### Effective

No significant deficiencies identified



#### Partially effective

One significant deficiency identified



#### Ineffective

More than one significant deficiency identified



## 2. Internal control deficiencies (continued)



The following table details control deficiencies identified as at 7 May 2021. It includes a response from management.

Our risk ratings are as follows—refer to *Our rating definitions* for more detail.



**Significant deficiency**



**Deficiency**



**Deficiency**

### 21IR-1 Non-compliance with procurement policy

#### Control activities

Council's procurement policy and procedure require the use of purchase requisitions and purchase orders for all purchases with a few documented exceptions. The policy and procedure state that purchase requisitions and purchase orders should be issued to suppliers before they provide the goods and services and issue an invoice for payment. From a sample of ten supplier purchases, we identified two instances where the purchase requisition and purchase order were not prepared prior to provision of goods and services, and were subsequently completed after the goods and services had been received. Discussion with procurement staff indicate these were unlikely to be isolated incidents, however finance staff were unable to run a report during our interim testing that could show the number of times the purchase requisition and/or purchase order were run after the goods or services were received.

#### Implication

There is a risk to Council that goods and services could be purchased that are not in accordance with the budget or that do not deliver the best value for money to Council. There is also a small risk that purchases are being made that are not business related, however there are compensating controls that should identify these purchases.

#### QAO recommendation

We recommend that you regularly remind all staff of the policy and procedure. We also recommend you contact your suppliers and advise them of the need to obtain a purchase order before providing goods and services. Finally, we recommend that you contact your software provider and request that they design a report or enquiry that shows when purchase requisitions and purchase orders are dated after the supplier invoice. This report should be run as part of month end procedures, and the results could be used for targeted training if there are trends regarding orders raised by particular staff members.

#### Management response

Management has sent an all staff email reminding staff of their requirements/responsibility to abide by Council's Procurement and Ethical Sourcing Policy. This email also provided staff with the opportunity to book in procurement training for teams or individuals. To further ensure compliance with the policy, Council's Learning and Development Officer is working with Procurement to develop a "Take 5" online training program centring around the Procurement and Ethical Sourcing Policy and employees responsibilities.

Management has designed and commenced running a report identifying purchase requisitions and purchase orders raised after the supplier invoice date. This report will initially be run on a weekly basis to identify non-compliance. Once the report is at an acceptable level determined by Management, this report will revert to a monthly basis. Targeted training will be provided to particular staff members if trends are identified.

Responsible officer: Head of Corporate Affairs

Status: Work in progress

Action date: 31 July 2021

## 2. Internal control deficiencies (continued)



### Deficiency

#### 21IR-2 Completeness of lease revenue from commercial properties

##### Control activities

We could not obtain evidence that Council carries out a reconciliation or other review to ensure that all lease/rent receivable from commercial properties is received.

##### Implication

There is a risk that Council fails to charge and collect revenue from commercial properties. This could ultimately lead to a misstatement in the financial statements.

##### QAO recommendation

We recommend that a full listing of all commercial properties is drawn up, along with the expected rent for the period. This should be compared to actual revenue recognised for the period and any shortfalls investigated. We recommend that this reconciliation should be performed on a monthly, quarterly or some other regular basis.

##### Management response

Manager Legal Services has drafted the Lease and Licence Administration Procedure, which is currently being reviewed by the Chief Financial Officer. The procedure outlines responsibilities of individuals, key information the lease and licence database should maintain and the reconciliation process. Key reconciliation actions include:

- (a) On a quarterly basis, the Legal Services Division shall request that the Department of Resources provide an island-by-island report of all registered leases, and shall update the lease and licence database as necessary to ensure all registered leases are captured in the lease and licence database.
- (b) On a quarterly basis, Manager Legal Services and Administration Officer (Legal Services) shall review the lease and licence database to ensure it is up-to-date, all amounts falling due have been invoiced, all approaching expiry dates are actioned and any unapplied credits for lease and licence revenue are addressed.
- (c) On a quarterly basis, the Legal Services Division shall provide a list of all registered LHA ("Katter") leases to the Chief Financial Officer for reconciliation against Council's asset register. Note that region-wide LHA resolution is an ongoing project and that for leases registered between 1985 and the commencement of the Aboriginal and Torres Strait Islander Land Holding Act 2013, not all Council assets on LHA lease land have been divested.

A reconciliation for the 2020/2021 financial year will also be carried out prior to finalisation financial statements.

Responsible officer: Manager Legal Services

Status: Work in progress

Action date: 31 July 2021





### Deficiency

#### 21IR-3 Documentation of verification of request from supplier to change bank account

##### Control activities

Management advise that all requests from suppliers to change bank accounts are verified before being processed. However, there has not always been a formally documented record of this verification.

##### Implication

We have seen examples in other Councils where fraud has been committed against Council with the use of fake supplier bank account change requests. This has resulted in real cash losses, as those Councils have paid supplier invoices to the fraudulent bank account, and these losses could not be recovered. If Council has a policy to ensure that there is a written record of the details of the independent verification process (e.g. date, time, who was spoken to and who performed the verification process), it is more likely that the verification will occur.

##### QAO recommendation

We discussed this with the Finance Team and recommended that accounts payable staff continue to independently verify all requests to change supplier bank accounts, with the most effective verification being a phone call to the supplier. We also recommended that it become mandatory for the verification to be documented, which could be as simple as a file note on the supplier file stating who was spoken to at what time and date.

The Finance Team have confirmed that the supplier request form has been amended to require confirmation that the change request has been verified. The process has also been updated to include receipt of evidence such as a copy of a bank statement from the supplier before the change will be processed.

##### Management response

Independent verification of bank account changes of a supplier has been undertaken by the creditors team since 2016 however formal documentation has not always been recorded. Management has updated Council's current procedures and supplier form to document evidence that the task has been carried out. In addition to creditors team contacting the supplier via phone to confirm bank account changes, a copy of a bank statement or something similar containing the bank details, is requested by the supplier as further supporting evidence to bank account change. The supplier form is now also countersigned by a line manager above the Creditors Team Leader.

In addition to the above control, Council undertakes a review of supplier account changes prior to authorising a creditor payment file. An audit report is run prior to any payments being made from AP which the Financial Operations Accountant (or whoever is reviewing the payment file) will review and sign after evidencing the relevant documentation to support the changes. This file is also reviewed by the bank payment authoriser.

Responsible officer: Head of Financial Services

Status: Resolved pending auditor verification

Action date: N/A

### 3. Financial reporting issues and other matters



This table summarises our financial reporting and business improvement opportunities (other matters) identified in the current year. Refer to [Section 4](#) for the status of prior year financial reporting and other matters.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



High



Medium



Low

	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
Current year				
Unresolved	-	-	1	1
Resolved	-	-	-	-
Prior year				
Unresolved	-	-	-	-
Resolved	-	-	-	-

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.



### 3. Financial reporting issues and other matters (continued)



#### Low risk financial reporting issue

##### **21IR-4 AASB 16 lease accounting, AASB 15/1058 grant accounting not updated throughout the financial year**

###### **Observation**

Lease liabilities and right of use assets were capitalised in the 2020 financial year in accordance with AASB 16 Leases. Contract assets and liabilities were also recorded in accordance with AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities. In the 2021 financial year to date, there has been no adjustment to these balances.

There should be regular movements for amortisation of the right of use asset, and recognition of the finance portion of lease payments. In addition, there may also be changes to balances if there are lease modifications or changes in the underlying assumptions such as the likelihood of taking up extension options.

There should also be movement in contract assets and liabilities to reflect the portion of work completed on grant funded projects, and the deferral of any new funding received that will be recorded as work progresses.

###### **Implication**

The monthly financial information being provided to Council for decision making may not be accurate if all balances are not updated.

###### **QAO recommendation**

We recommend that accounting entries for amortisation and interest are posted on a monthly basis. We also recommend that any known changes to underlying assumptions are accounted for once they are known, rather than waiting until the end of the financial year.

###### **Management response**

Due to under resourcing within the financial services department, the posting of accounting entries relating to AASB 16 and AASB 15/1058 was not incorporated within the end of month processes for the 20/21 financial year and were to be undertaken as a year end adjustment. Council has successfully recruited the Manager of Financial Accounting and Assets after a number of unsuccessful attempts who commenced in May 2021.

Effective from 1 July 2021, accounting entries relating to AASB 16 for amortisation and interest will be posted on a monthly basis as part of end of month process. Processes are currently being reviewed and enhanced in relation to AASB 15/1058 and management is expecting monthly processes to be embedded by the end of September 2021.

Responsible officer: Head of Financial Services

Status: Work in progress

Action date: 30 September 2021

### 3. Financial reporting issues and other matters (continued)



#### Other matters

#### 21IR-5 Compliance with Local Government Act 2009 Section 150FA

Section 150FA of the Local Government Act 2009 sets out the requirements for recording Council decisions where a prescribed or declarable conflict has been identified. Section 150FA(2)(e) states that where a matter is voted on by Council after a prescribed or declarable conflict has been identified, the name of each eligible Councillor and how they voted should be recorded in the minutes of the meeting. We noted some examples in the November and December 2020 minutes where declarable conflicts had been identified, and while the Councillors involved correctly left the room for the vote, the names of the remaining Councillors and how they voted were not disclosed.

#### QAO recommendation

We recommend the names of Councillors and how they voted should be disclosed in meeting minutes where a prescribed or declarable conflict has been identified. If all eligible Councillors vote the same way, you could disclose that the vote was unanimous rather than listing all of the names.

#### Management response

Management has advised secretariat team of section 150FA requirement and moving forward all minutes from June 2021 will disclose the names of Councillors and how they voted when prescribed or declarable conflicts have been identified. In addition a control mechanism has been incorporated whereby Manager, Governance and Compliance and Senior Legal Counsel have been advised of the above audit finding and will ensure section 150FA requirements have been disclosed in the minutes as part of their review process.

Responsible officer: Chief Executive Officer

Status: Work in progress

Action date: 31 July 2021



## 4. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Reference	Issue	Status
	Internal control deficiencies	
	Deficiencies	
20FR-1	"Do and Charge" approval process not documented – For a sample of recoverable works invoices, we were not provided with evidence that the works had been approved as completed and ready to invoice.	Resolved pending audit review.
20FR-2	Accuracy of disposal forms – For a sample of asset disposals, the disposal amount on the form did not agree to the disposal amount in the asset register.	Resolved pending audit review.
19FR-1	Asset management plans out of date – The asset management plans had not been updated since 2016.	Original action date 30 June 2020. Work in progress – on track to be completed by revised action date of 30 June 2021, for Council approval by August 2021.





# Appendix A - Our rating definitions



## Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>• the risk of material misstatement in the financial statements</li> <li>• the risk to reputation</li> <li>• the significance of non-compliance with policies and applicable laws and regulations</li> <li>• the potential to cause financial loss including fraud, or</li> <li>• where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

## Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



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