

# AGENDA

TORRES STRAIT ISLAND REGIONAL COUNCIL

December 2022

Tuesday 13<sup>th</sup> December 2022, 10:15am – 5:00pm

Wednesday 14<sup>th</sup> December 2022, 9:00am – 5:00pm

Video Conference

## **COUNCIL ORDINARY MEETING**

**Tuesday, 13<sup>th</sup> December 2022**

### **Agenda Items:**

- |   |                           |  |
|---|---------------------------|--|
| 1.                                      | <u>10:15am – 10:20am</u>  | <u>Welcome and Opening Remarks</u>   |
| 2.                                      | <u>10:20am – 10:25am</u>  | <u>Apologies</u>   |
| 3.                                      | <u>10:25am – 10:30am</u>  | <u>Declaration of Conflict of Interest (COI) (Prescribed and Declarable)</u>   |
| 4.                                      | <u>10:30am – 10:35am</u>  | <u>Confirmation of Previous Council Ordinary Meeting Minutes</u> <ul style="list-style-type: none"><li>• 17<sup>th</sup> and 18<sup>th</sup> November 2022</li></ul> |
| 5.                                      | <u>10:35am – 10:40am</u>  | <u>Confirmation of Economic Growth Committee Minutes</u> <ul style="list-style-type: none"><li>• 18<sup>th</sup> October 2022</li></ul>                              |
| 6.                                      | <u>10:40a0m – 10:45am</u> | <u>Confirmation of Economic Growth Committee Minutes</u> <ul style="list-style-type: none"><li>• 2<sup>nd</sup> December 2022</li></ul>                              |
| 7.                                      | <u>10:45am – 10:50am</u>  | <u>Confirmation of Special Meeting Minutes</u> <ul style="list-style-type: none"><li>• 4<sup>th</sup> November 2022</li></ul>  |
| 8.                                      | <u>10:50am – 10:55am</u>  | <u>Confirmation of Special Meeting Minutes</u> <ul style="list-style-type: none"><li>• 7<sup>th</sup> November 2022</li></ul>  |
| 9.                                      | <u>10:55am – 11:05am</u>  | <u>Outstanding Council Ordinary Meeting Action Items</u>   |
| 10.                                     | <u>11:05am – 11:25am</u>  | <u>CORPORATE – Funding Acquisition Report</u>  |
| 11.                                     | <u>11:25am – 11:40am</u>  | <u>CORPORATE – Community Grants Program – December 2022</u>  |
| 12.                                     | <u>11:40am – 12:00pm</u>  | <u>CORPORATE – Policy Matter – Councillor Remuneration, Reimbursement and Facilities Provision Policy</u>  |
| 13.                                     | <u>12:00pm – 12:15pm</u>  | <u>BUILDING – Building Services Update (November) 2022</u>   |
| 14.                                     | <u>12:15pm – 12:35pm</u>  | <u>FINANCE – Budget Review 2022/2023</u>   |
| 15.                                     | <u>12:35pm – 12:50pm</u>  | <u>FINANCE – Debt Recovery Policy</u>  |
| 16.                                     | <u>12:50pm – 1:05pm</u>   | <u>FINANCE – Accounts Receivable Credit Policy</u>   |
| <br><b><u>LUNCH 1:05pm – 1:35pm</u></b> |                           |  |
| 17.                                     | <u>1:35pm – 1:35pm</u>    | <u>COUNCIL MOVES INTO CLOSED BUSINESS</u>  |
| 18.                                     | <u>1:35pm – 1:55pm</u>    | <u>FINANCE – CB – Financial Dashboard Report</u>   |
| 19.                                     | <u>1:55pm – 2:15pm</u>    | <u>ENGINEERING – CB – Funding Matter – TSIRC.0025.2122J</u><br><u>REC Disaster Recovery Funding Arrangement (DRFA)</u>   |
| 20.                                     | <u>2:15pm – 2:35pm</u>    | <u>ENGINEERING – CB – Funding Matter – Building Our Regions Round 6 Funding Agreement</u>  |
| 21.                                     | <u>2:35pm – 2:35pm</u>    | <u>COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES</u><br><u>IN OPEN BUSINESS</u>   |
| 22.                                     | <u>2:35pm – 2:50pm</u>    | <u>CORPORATE – Proposed Ordinary Meeting Dates for 2023</u>  |
| 23.                                     | <u>2:50pm – 2:55pm</u>    | <u>Closing Remarks and Prayer</u>  |

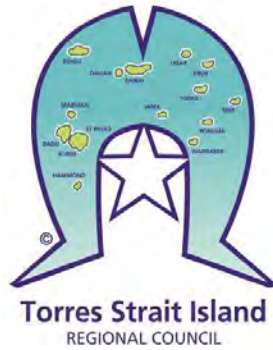
**COUNCIL ORDINARY MEETING**  
**Wednesday, 14<sup>th</sup> December 2022**

**Agenda Items:**

- |     |                         |   |
|-----|-------------------------|---|
| 24. | <u>9:00am – 9:05am</u>  | <u>Welcome and Opening Prayer.</u>  |
| 25. | <u>9:05am – 9:10am</u>  | <u>Business Arising from Information Reports</u>  |
| 26. | <u>9:10am – 9:15am</u>  | <u>Next Council Meeting Date – date to be advised</u>   |
| 27. | <u>9:15am – 9:30am</u>  | <u>Strategic Matters</u>  |
| 28. | <u>9:30am – 10:00am</u> | <u>Discussions on Border/Treaty matters with Deputy Mayor Cr Getano Lui</u><br><u>before meeting with PNG Councillors</u> |

**MORNING TEA 10:00am – 10:20am**

- |     |                         |  |
|-----|-------------------------|--|
| 29. | <u>10:30am – 1:00pm</u> | <u>Deputation   Andrew Berryman – Torres Strait Treaty Liaison Officer</u><br><u>and PNG Treaty Village Councillors (13 Councillors and 2 x Border</u><br><u>Staff (total of 15)</u> |
| 30. | <u>1:00pm – 1:05pm</u>  | <u>Closing Remarks and Prayer</u>  |



# DRAFT MINUTES

TORRES STRAIT ISLAND REGIONAL COUNCIL

November 2022

Thursday 17<sup>th</sup> November 2022, 11:00am – 4:32pm

Friday 18<sup>th</sup> November 2022, 9:20am – 12:35pm

Cavalry Christian Church Cairns

**PRESENT:**

Cr Phillemon Mosby, Mayor  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Lama Trinkoon, Division 6 – Kubin (Arkai), Mua Island  
Cr John Levi, Division 7 – Wug (St Pauls), Mua Island  
Cr Getano Lui Jnr, Deputy Mayor, Division 9 – Iama (Yam)  
Cr Kabay Tamu, Division 10 – Warraber (Sue)  
Cr Francis Pearson, Division 11 – Poruma (Coconut)  
Cr Hilda Mosby, Division 12 – Masig (Yorke)  
Cr Rocky Stephen, Division 13 – Ugar (Stephen)  
Cr Jimmy Gela, Division 14 – Erub (Darnley)  
Cr Aven Noah, Division 15 – Mer (Murray)

**STAFF:**

Mr James William, Chief Executive Officer (CEO)  
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS)  
Mr David Baldwin, Executive Director, Engineering Services (EDES)  
Mr Wayne Green, Executive Director Building Services (EDBS)  
Mr Dawson Sailor, Head of Community Services (HOCS)  
Ms Julia Maurus, Senior Legal Officer (SLO)  
Ms Trudy Lui, Executive Assistant to the Mayor (EA)  
Mr Jacob Matysek, Executive Officer (EO)  
Ms May Mosby, Acting Secretariat Officer (A/SO)

**APOLOGIES:**

Cr Keith Fell, Division 4 – Mabuiag  
Cr Laurie Nona, Division 5 – Badu  
Cr Conwell Tabuai, Division 3 – Saibai  
Cr Seriako Dorante, Division 8 – Kirriri (Hammond)  
Ms Julie Marino, Executive Assistant to the CEO

**COUNCIL ORDINARY MEETING**  
**Thursday, 17<sup>th</sup> November 2022**

1. **11.00am – 11:05am**

**Welcome and Opening Remarks**

Mayor Mosby opened the Council Ordinary Meeting for the month of November and welcomed Councillors and Executive Staff to the meeting

2. **11:05am – 11:10am**

**Apologies**

Cr Keith Fell, Division 4 – Mabuiag – Attendance at First Nations Housing Conference in Brisbane  
Cr Laurie Nona, Division 5 – Badu – Attendance at First Nations Housing Conference in Brisbane

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Lama Trinkoon*

That Council accepts the apologies of Cr Keith Fell and Cr Laurie Nona for the November 2022 Ordinary Meeting.

**MOTION CARRIED UNANIMOUS**

Cr Conwell Tabuai, Division 3 – Saibai – Travel to Saibai for sorry business

**RESOLUTION:**

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

That Council accepts the apologies of Cr Conwell Tabuai for the November 2022 Ordinary Meeting.

**MOTION CARRIED UNANIMOUS**

Cr Seriako Dorante, Division 8 – Hammond – Sorry business

**RESOLUTION:**

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

That Council accepts the apologies of Cr Seriako Dorante for the November 2022 Ordinary Meeting.

**MOTION CARRIED UNANIMOUS**

3. **11:10am – 11:10am**

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

Mayor Mosby encouraged Councillors to make a declaration of a Conflict of Interest or any relevant legal proceedings at any time during the meeting. There are no relevant legal proceedings against any Councillor.

4. **11:10am – 11:15am**

**Confirmation of Previous Council Ordinary Meeting Minutes**

- 11<sup>th</sup> October 2022

**RESOLUTION:**

*Moved: Cr Jimmy Gela; Second: Cr Francis Pearson*

That Council resolves to accept the minutes of the Ordinary Meeting held on 11<sup>th</sup> October 2022 to be a true and accurate account of that meeting.

**MOTION CARRIED UNANIMOUS**

**ACTION:**

**Secretariat to amend Minutes of the Ordinary Meeting held on 11<sup>th</sup> October 2022 to include Mr Dawson Sailor, Head of Community Services Staff attendance at the meeting.**

5. **11:15am – 11:17am**

**Confirmation of Economic Growth Standing Committee Minutes**

- 18<sup>th</sup> October 2022

Cr Rocky Stephen, Chair, expressed his apologies that he did not review the meeting minutes beforehand and asked that the Meeting Minutes lay on the table for the December meeting which was supported.

**MINUTES TO LAY ON THE TABLE**

6. **11:17am – 11:20am** **Confirmation of Strategic Advisory Reference Group Minutes**

- 4<sup>th</sup> October 2022

**RESOLUTION:**

*Moved: Cr Dimas Toby; Second: Cr Hilda Mosby*

That Council resolves to accept the minutes of the Strategic Advisory Reference Group (SARG) held on 4<sup>th</sup> October 2022, to be a true and accurate account of that meeting.

**MOTION CARRIED UNANIMOUS**

**ACTION:**

**Secretariat to amend Minutes of the SARG Meeting held on 4<sup>th</sup> October 2022 to include Cr Noah attendance at the meeting.**

**Confirmation of Strategic Advisory Reference Group Minutes**

- 1<sup>st</sup> November 2022

**RESOLUTION:**

*Moved: Cr Aven Noah; Second: Cr Torenzo Elisala*

That Council resolves to accept the minutes of the Strategic Advisory Reference Group (SARG) held on 1<sup>st</sup> November 2022, to be a true and accurate account of that meeting.

**MOTION CARRIED UNANIMOUS**

7. **11:20am – 11:22am** **Confirmation of Special Meeting Minutes**

- 4<sup>th</sup> November 2022

Due to no quorum the special meeting did not proceed.

**MEETING MINUTES TO LAY ON THE TABLE**

**Confirmation of Special Meeting Minutes**

- 7<sup>th</sup> November 2022

**MEETING MINUTES TO LAY ON THE TABLE**

**(to be reviewed and resubmitted for December OM)**

**ACTION:**

**Legal Services to confirm whether Minutes are required for the 4<sup>th</sup> November 2022 Special Meeting given that the meeting was adjourned due to no quorum.**

8. **11:25am – 11:25am** **Outstanding Council Ordinary Meeting Action Items**

No Outstanding Action Items

9. **11:25am – 11:35am** **CORPORATE – Community Grants Allocation Program – November 2022**

Executive Director Financial Services, Ms Hollie Faithfull spoke to the report on the following Community Grants Applications for the month of November 2022.

**Wug Village Dance Team**

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Lama Trinkoon*

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

- Wug Village Dance Team for the eligible amount of \$7,584.00 exclusive of GST, as per submitted application.

**MOTION CARRIED UNANIMOUS**

**Boigu Events Organising Committee**

**RESOLUTION:**

*Moved: Cr Kabay Tamu; Second: Cr John Levi*

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

- Boigu Events Organising Committee for the eligible amount of \$7,847.00 exclusive of GST, as per submitted application.

**MOTION CARRIED UNANIMOUS**

**Tagai College – St Paul’s Campus**

**RESOLUTION:**

*Moved: Cr Lama Trinkoon; Second: Cr Jimmy Gela*

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

- Tagai College – St Paul’s Campus for the eligible amount of \$2,000.00 exclusive of GST, as per submitted application.

**Iama Orchids – not supported by Cr Getano Lui**

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Aven Noah*

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

- Iama Orchids the eligible amount of \$2,000.00 exclusive of GST, as per submitted application.

**MOTION CARRIED BY MAJORITY**

**VOTE AGAINST: Cr Lui**

Cr Getano Lui asked Cr Torenzo to provide further clarification on the grant application as he was not aware of application. The application was submitted to attend the Dauan Touch Carnival in January 2023 however Cr Elisala advised that the carnival is now postponed. The application is not supported by Cr Lui.

**Mabuygiw Garkaziw Kupay TSI Corp – not supported by Cr Keith Fell**

Contribution towards costs associated with participating in the Mabuyag Community Cultural Heritage Management Program, 2023.

Council do not support the application.

**MOTION LOST**

**Individual Applicant:**

**Pastor Marama**

**RESOLUTION:**

*Moved: Cr Dimas Toby; Second: Cr Jimmy Gela*

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

- Pastor Namiah Marama for the eligible amount of \$2,500.00 exclusive of GST, as per submitted application.

**MOTION CARRIED UNANIMOUS**

**ACTION:**

**In future, the Community Grants report is to include three-year history of each applicant concerning any previous grants by Council.**

**10. 11:35am – 11:37am BUILDING – BSU Update**

Mr Wayne Green, Executive Director Building Services spoke to the report. The report outlines the current business activities of the Building Services Unit for the report period of October 2022.

**RESOLUTION:**

*Moved: Cr Lama Trinkoon; Second: Cr Dimas Toby*

Council resolves to note the Building Services Report for October 2022.

**MOTION CARRIED UNANIMOUS**

**11. 11:37am – 11:49am FINANCE – Procurement and Ethical Sourcing Policy**

Ms Hollie Faithfull, Executive Director Financial Services spoke to the report.

Deputy Mayor, Cr Getano Lui asked if the policy could be renamed “Indigenous” Procurement.



**RESOLUTION:**

*Moved: Cr John Levi; Second: Cr Francis Pearson*

1. To adopt the Procurement & Ethical Sourcing Policy in the form attached;
2. Pursuant to sections 236 and 257 of the Local Government Act 2009 (Qld), to delegate to the Chief Executive Officer (CEO) the power to:
  - a) Enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers up to a value of \$200,000 (ex. GST), subject to the limitations provided for in the Procurement & Ethical Sourcing Policy; and
  - b) Enter into, negotiate, make, sign, amend or discharge contracts or sub-delegate such powers for recurring operational expenditure, subject to the limitations provided for in the Procurement & Ethical Sourcing Policy.

**MOTION CARRIED UNANIMOUS**

12. **11:49am – 11:53am**

**FINANCE – Sole Suppliers**

Ms Hollie Faithfull, Executive Director Financial Services spoke to the report.

**RESOLUTION:**

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

That Council resolves:

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

**MOTION CARRIED UNANIMOUS**

13. **11:53am -11:55am**

**FINANCE – Engagement of the Queensland Treasury Corporation**

Ms Hollie Faithfull, Executive Director Financial Services spoke to the report.

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Hilda Mosby*

That Council:

1. Resolves to enter into the Services Standing Offer and Project Confirmation in accordance with QTC's Standard Services Terms;
2. Resolves pursuant to Sections 236 and 257 of the *Local Government Act 2009* (Qld), to delegate to the Chief Executive Officer the power to negotiate, make, sign, amend or discharge the Services Standing Offer and Project Confirmation in accordance with QTC's Standard Services Terms.

**MOTION CARRIED UNANIMOUS**

14. **11:55am -11:58am**

**FINANCE – Audit Committee Membership Renewal**

Ms Hollie Faithfull spoke to the report regarding renewal of the appointment of Mr Paul Shipperly as the external independent member of TSIRC Audit Committee.

**RESOLUTION:**

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

That Council resolves to renew the services of Mr Paul Shipperley as an external independent member of the Torres Strait Island Regional Council Audit Committee until 31 December 2023.

**MOTION CARRIED UNANIMOUS**

15. **11:58am – 12:00pm**

**FINANCE – Credit Card Policy**

Ms Hollie Faithfull spoke to the report on the draft Corporate Card Policy.

**RESOLUTION:**

*Moved: Cr John Levi; Second: Cr Francis Pearson*

Council resolves:

1. to adopt the Corporate Credit Card Policy in the form attached 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 amended and endorsed policies, including the power to make any further minor administrative amendments to the policy as they arise.

**MOTION CARRIED UNANIMOUS**

16. **12:00pm – 12:00pm**

**COUNCIL MOVES INTO CLOSED BUSINESS**

**RESOLUTION:**

*Moved: Cr Kabay Tamu; Second: Cr Torenzo Elisala*

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

- (c) local government budget.
- (e) legal advice obtained by the local government or legal proceedings involving 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 UNANIMOUS**

17. FINANCE – CB – Financial Dashboard Report

18. **12:10pm – 12:10pm**

**COUNCIL MOVES OUT OF CLOSED BUSINESS AND RESUMES  
IN OPEN BUSINESS**

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Hilda Mosby*

That Council resolves to move out of closed business and resume in open business.

**MOTION CARRIED UNANIMOUS**

**Resolution and Minutes for noting following closed business:**

**12.02pm - 12:10pm**

**FINANCE – CB Financial Dashboard Report 2022**

**RESOLUTION:**

*Moved: Cr Rocky Stephen; Second: Cr Dimas Toby*

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

**MOTION CARRIED UNANIMOUS**

19. **12:10pm – 12:20pm**

**CORPORATE SERVICES – Operational Plan 2022-23 Q1 Update**

Ms Hollie Faithfull spoke to the report.

**RESOLUTION:**

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

Council resolves to note the Operational Plan 2022-23 Quarter 1 Update.

**MOTION CARRIED UNANIMOUS**

20. **12:20pm – 12:24pm**

**CORPORATE – Cr Fell and Cr Nona – Authorised Council  
Activity – First Nation Housing Conference 2022 – Brisbane –  
Late**

Mr James William, Chief Executive Officer spoke to the report.

**RESOLUTION:**

*Moved: Cr Torenzo Elisala; Second: Cr Rocky Stephen*

It is recommended Council resolves to:

1. In accordance with the *Local Government Act 2009* (Qld) and TSIRC's Councillor Remuneration, Reimbursement and Facilities Provision Policy or any other Council policy, that Council resolves to approve any Councillor leave taken from 16 - 20 November 2022, as leave taken for "previously approved official Council business" for Cr. Laurie Nona and Cr. Keith Fell so they can attend and represent Council at the First Nation Housing Conference held in Brisbane.
2. Confirms that Council authorises the payment of Monthly Sitting Fees for both Cr. Nona and Cr. Fell for November 2022.

**MOTION CARRIED UNANIMOUS**

21. **12:24pm – 12:50pm**

**LEGAL – Addressing Councillor COI re GBK**

Ms Julia Maurus, Senior Legal Officer spoke to the report. The purpose of the report is to address a Council action item from August 2020 to seek a Ministerial exemption to allow councillors with a conflict of interest in relation to Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation ("GBK") to participate in discussion and decision-making in relation to GBK.

In-depth discussions took place on the options available to Council, in particular the rules relating to delegations and any Ministerial exemption.

**RESOLUTION:**

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

1. That Council note the following Councillor perceivable interests and declarable interests in matters concerning Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation (GBK):

<b>Councillor</b>	<b>Personal Interest</b>
Cr Phillemon Mosby (Poruma)	Chair for Porumalgai (Torres Strait Islanders) Corporation RNTBC. Previous Director of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation. Member and director of Malu Lamar (Torres Strait Islander) Corporation RNTBC.
Cr Dimas Toby (Boigu)	<u>Member of Malui Ki'ai (Torres Strait Islanders) Corporation RNTBC.</u> Director of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation. <u>Member and director of Malu Lamar (Torres Strait Islander) Corporation RNTBC.</u>
Cr Torenzo Elisala (Dauan)	Director and Secretary of the Dauanlgaw (Torres Strait Islanders) Corporation RNTBC. <u>Director of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation.</u> <u>Member and director of Malu Lamar (Torres Strait Islander) Corporation RNTBC.</u>
Cr Conwell Tabuai (Saibai) (NOT PRESENT)	<u>Director and Member of Saibai Mura Buway (Torres Strait Islanders) Corporation RNTBC.</u> <u>(*SLO to confirm)</u>
Cr Keith Fell (Mabuiag) (NOT PRESENT)	<i>No personal interest</i> (previous Member of Goemulgaw (Torres Strait Islanders) Corporation RNTBC). <i>(*SLO to confirm)</i>
Cr Laurie Nona (NOT PRESENT)	<u>Member of Mura Badulgal (Torres Strait Islanders) Corporation RNTBC.</u> <i>(*SLO to confirm)</i>
Cr Lama Trinkoon	<i>No personal interest</i>
Cr John Levi	<i>No personal interest</i>

<u>Cr Seriako Dorante</u> <u>(NOT PRESENT)</u>	<u>No personal interest (*SLO to confirm)</u>
<u>Cr Getano Lui, Deputy Mayor (Iama)</u>	<u>No personal interest</u>
<u>Cr Kabay Tamu (Warraber)</u>	Chair for Warraberalgal (Torres Strait Islanders) Corporation RNTBC. Member and director of Malu Lamar (Torres Strait Islander) Corporation RNTBC. Member and director of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation.
<u>Cr Francis Pearson (Poruma)</u>	Board member of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation. Deputy Chair of Porumalgal (Torres Strait Islanders) Corporation RNTBC. Member of Malu Lamar (Torres Strait Islander) Corporation RNTBC.
<u>Cr Hilda Mosby</u>	Member of Masigalgal (Torres Strait Islanders) Corporation RNTBC.
<u>Cr Rocky Stephen</u>	Member of Ugar Ged Kem Le Zeuber Er Kep Le (Torres Strait Islanders) Corporation RNTBC.
<u>Cr Jimmy Gela (Erub)</u>	Chair of Erubam Le Traditional Land and Sea Owners (Torres Strait Islanders) Corporation RNTBC. Director of Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation. Member and director of Malu Lamar (Torres Strait Islander) Corporation RNTBC.
<u>Cr Aven Noah</u>	Former employee of Mer Gedkem Le (Torres Strait Islanders) Corporation.

AND

2. That pursuant to section 257 of the *Local Government Act*, Council resolve to delegate the consideration and decision-making power for matters concerning Gur A Baradharaw Kod Sea and Land Council Torres Strait Islander Corporation ("GBK") to the Governance and Leadership Standing Committee.

**MOTION CARRIED UNANIMOUS**

**ACTION:**

**Senior Legal Officer (SLO) to confirm with Cr Tabuai, Cr Fell, Cr Nona, Cr Dorante whether they have any personal interests to declare in matters concerning GBK.**

**22. 12:50pm – 1:00pm Business Arising from Information Reports**

Mayor Mosby gave an opportunity for Councillors to raise any matters in the Information Reports.

Cr Getano Lui advised Council that Foreign Affairs has been in contact with him and if in agreeance, bring Councillors from across the border to meet at Boigu to update on the border issues over the 30 days/90 days period. After 30 days, see if it's working. So far so good and Foreign Affairs are quite happy on how things are going. Further discussions took place on the subject and the views of Cr Toby.

**LUNCH – 1:00PM – 1:30PM**

23. 1:35pm – 2:55pm Deputation | Cynthia Lui, Member for Cook
24. 2:55pm – 3:50pm Deputation | TCCHHS – Guiding Principles Project
25. 3:50pm – 3:55pm LEGAL - Appointment of Acting CEO – **Late**

Ms Julia Maurus, Senior Legal Officer spoke to the report.

**RESOLUTION:**

*Moved: Cr Dimas Toby; Second: Cr Torenzo Elisala*

That under Section 195 of the *Local Government Act 2009*, Council appoints David Baldwin, Executive Director, Engineering Services, to act as the Chief Executive Officer from 5pm Monday 12 December 2022 until 8am Friday 16 December 2022 while James William is on leave and confirms that James William will resume his appointment as Chief Executive Officer on and from his return from leave.

**MOTION CARRIED UNANIMOUS**

26. 3:55pm – 4:20pm OFFICE OF THE CEO – Mirabou Energy – **Late**

Mr James William, Chief Executive Officer spoke to the report.

**RESOLUTION:**

*Moved: Cr Hilda Mosby; Second: Cr Kabay Tamu*

That Council notes this Report and confirms its commitment to encouraging and delivering renewable energy and emission reduction solutions including by having Council officers:

1. Liaise with Mirabou Energy to investigate proposals for renewable/sustainable energy solutions with a view to making recommendations to Council;
2. Make all enquiries necessary including of third parties in relation to the funding of a project of this nature;
3. Liaise with and seek recommendation Council's Climate Change Adaption and Environment Committee; and
4. Provide a further report to Council in relation to the above.

**MOTION CARRIED UNANIMOUS**

**ACTION:** Chief Executive Officer to invite Mirabou Energy to present to Climate Adaptation and Environment Committee.

Cr Aven Noah raised the question of presenters presenting to Council should identify with our Corporate Plan and beneficial to the plight of our people. Mayor Mosby proposed a Choice of Partner Policy be developed following Cr Noah's comments regarding the expectation of Council so there is consistency. Further discussions took place on the matter.

**ACTION:**

**That Chief Executive Officer develop a draft Choice of Partner/Capability Partner Policy.**

27. 4:20pm – 4:30pm OFFICE OF THE CEO – Mayor's Accommodation – Verbal - **Late**

Mr James William, Chief Executive Officer provided a verbal update.

4:21pm – Mayor Mosby left the meeting

Deputy Mayor, Cr Getano Lui chaired the meeting in the interim.

**ACTION:**

**That Council direct the Chief Executive Officer to investigate accommodation options for the Mayor and present a new report for Council's consideration at the December Ordinary Meeting.**

4:27pm – Mayor Mosby re-joined the meeting.

28. **4:30pm – 4:32pm** **Closing Remarks and Prayer**

Mayor Mosby thanked Councillors and Executive Staff for their attendance and participation today and invited Cr Getano Lui to close the meeting in a word of prayer.

**MEETING CLOSED – 4:32PM**

**COUNCIL ORDINARY MEETING**  
**Friday, 18<sup>th</sup> November 2022**

**PRESENT:**

Cr Phillemon Mosby, Mayor  
Cr Dimas Toby, Division 1 – Boigu  
Cr Torenzo Elisala, Division 2 – Dauan  
Cr Keith Fell, Division 4 – Mabuiag  
Cr Lama Trinkoon, Division 6 – Kubin (Arkai), Mua Island  
Cr John Levi, Division 7 – Wug (St Pauls), Mua Island  
Cr Getano Lui Jnr, Deputy Mayor, Division 9 – Iama (Yam)  
Cr Kabay Tamu, Division 10 – Warraber (Sue)  
Cr Francis Pearson, Division 11 – Poruma (Coconut)  
Cr Hilda Mosby, Division 12 – Masig (Yorke)  
Cr Rocky Stephen, Division 13 – Ugar (Stephen)  
Cr Jimmy Gela, Division 14 – Erub (Darnley)  
Cr Aven Noah, Division 15 – Mer (Murray)

**STAFF:**

Mr James William, Chief Executive Officer (CEO)  
Ms Hollie Faithfull, Executive Director, Financial Services (EDFS)  
Mr David Baldwin, Executive Director, Engineering Services (EDES)  
Mr Wayne Green, Executive Director Building Services (EDBS)  
Ms Trudy Lui, Executive Assistant to the Mayor (EA)  
Mr Jacob Matysek, Executive Officer (EO)  
Ms May Mosby, Acting Secretariat Officer(A/SO)

**APOLOGIES:**

Cr Laurie Nona, Division 5 – Badu  
Cr Conwell Tabuai, Division 3 – Saibai  
Cr Seriako Dorante, Division 8 – Kiriri (Hammond)  
Mr Dawson Sailor, Head of Community Services (HOCS)  
Ms Julie Marino, Executive Assistant to the CEO

**COUNCIL ORDINARY MEETING**  
**Friday, 18<sup>th</sup> November 2022**

**29.      9:20am – 9:40am                      Welcome and Opening Prayer**

Mayor Phillemon Mosby welcomed Councillors and Executive Staff to the second day of Council's Ordinary Meeting and acknowledged our Heavenly father for his blessings upon youme, our families, our organisation, our people and region and to the following:

- Traditional owners and custodians of the land we meet today and belong to;
- Our Ancestors, past, present and emerging;
- Elders and leaders;

Mayor Mosby invited Cr John Levi to open the meeting in a word of prayer at 9.30am.

Mayor Mosby expressed his appreciation and gratitude to Councillors, Deputy Mayor and Executive Staff for their support over the two weeks of Council Workshop and Council Ordinary Meeting. Mayor Mosby invited Deputy Mayor, Cr Getano Lui to say a few words.

9:22am – Cr Kabay Tamu joined the meeting.

9:28am – Cr Aven Noah joined the meeting.

**30.      9:40am – 9.42am                      CORPORATE - Change of Meeting Location – Late**

9:41am – Cr Torenzo Elisala joined the meeting.

Mr James William, Chief Executive Officer spoke to the report.

**RESOLUTION:**

*Moved: Cr Dimas Toby; Second: Cr Torenzo Elisala*

Council resolves to change the location of the December 2022 Ordinary Meeting of Council, to be held on 13-14 December 2022, from Badu to Boigu.

**MOTION CARRIED UNANIMOUS**

**9:42am – 10:45am**

Discussions took place on infrastructure in the region to raise with Hon. Mark Bailey, Minister for Transport and Main Roads at the deputation.

**MORNING TEA – 10:45AM – 11:00AM**

**31.      11:00am – 12:05pm                      Deputation 3 | Hon. Mark Bailey, Minister for Transport and Main Roads**

11:00am – Ms Cynthia Lui, Member for Cook joined the deputation with Council.

12:00pm – Ms Cynthia Lui left the meeting.

**32.      12:05pm – 12:35pm                      CORPORATE - Establishment of two Regional Bodies: A Regional Organisation and a Regional Organisation of Councils (ROC) – Late**

Mr James William, Chief Executive Officer spoke to the report. Full discussions took place on this subject.

**RESOLUTION:**

*Moved: Cr Getano Lui; Second: Cr Dimas Toby*

That Council resolves to:



1. Become a founding member and authorise any incidental matter necessary to establish, in accordance with the *Local Government Act 2009* (Qld) and *Local Government Regulation 2012* (Qld), a Regional Organisation, however structured, with The Northern Peninsula Area Regional Council, Torres Shire Council, The Torres Strait Regional Authority, Gur A Baradharaw Kod Torres Strait Sea and Land Council and potentially Ipima Ikaya Aboriginal Corporation.

2. Become a founding member and authorise any incidental matter necessary to establish, in accordance with the *Local Government Act 2009* (Qld) and *Local Government Regulation 2012* (Qld), a Regional Organisation of Councils (ROC), however structured, with The Northern Peninsula Area Regional Council and Torres Shire Council.

3. Pursuant to the *Local Government Act 2009* (Qld), including, but not limited to sections 236 and 257, and for the purpose of establishing both a Regional Organisation and Regional Organisation of Councils (ROC), delegate to the CEO, the power to sub-delegate, negotiate, make, sign, amend or discharge any agreement with The Northern Peninsula Area Regional Council, Torres Shire Council, The Torres Strait Regional Authority, Gur A Baradharaw Kod Torres Strait Sea and Land Council and any other Regional Organisation or Land Council or any other statutory body and to make payment of any appropriate annual contribution fee, registration fee and any other future recurring fees within the CEOs delegation.

**MOTION CARRIED UNANIMOUS**

33. **12.35pm – 12:35pm** **Next Council Meeting Date – 13<sup>th</sup> and 14<sup>th</sup> December 2022 - Boigu**

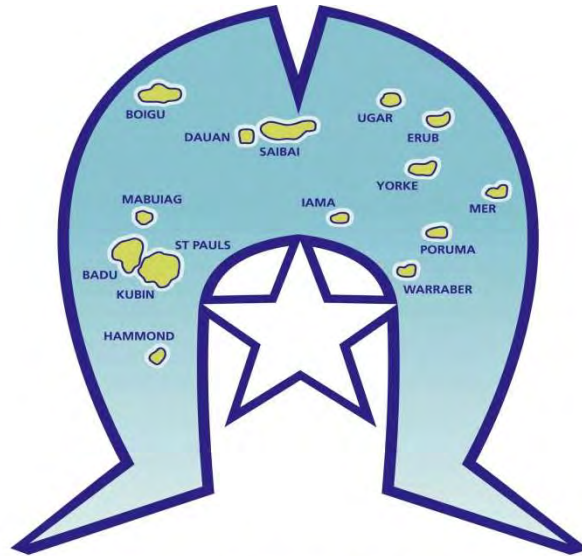
34. **12:35pm – 12:35pm** **Closing Remarks and Prayer**

Mayor Mosby expressed his gratitude and appreciation to Councillors and Executive Staff for a productive two days of meetings and for their attendance and contributions. Mayor Mosby asked Deputy Mayor, Cr Getano Lui to close the meeting in prayer.

**MEETING CLOSED – 12:35PM**

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

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



**Torres Strait Island**  
REGIONAL COUNCIL

# Draft Minutes

## ECONOMIC GROWTH COMMITTEE

Date: 18<sup>th</sup> October 2022  
Time: 10:10am to 12:45pm  
Venue: VMR #7 – 0299 165 401

**PRESENT:**

Cr Rocky Stephen – Chair – Ugar (Stephen)  
Cr Jimmy Gela – Committee Member – Division 14, Erub  
(Darnley)  
Ms Hollie Faithfull, Executive Director Financial Services  
Ms Melissa Wright, Acting Manager Enterprise Development & Delivery  
Ms Nicola Daniels, Head of Financial Services  
Mr Warren Jenkins, Manager IT Services  
Mr Jacob Matysek, Executive Officer  
Ms May Mosby, Secretariat Officer

**APOLOGIES:**

Cr Conwell Tabuai – Committee Member – Division 3, Saibai

## **Agenda**

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

Chair, Cr Rocky Stephen welcomed Cr Jimmy Gela and Staff to the meeting.

### **2. Opening Prayer**

Chair, Cr Rocky Stephen opened the meeting in a word of prayer at 10:10am.

### **3. Apology**

- Cr Conwell Tabuai

#### **RESOLUTION:**

*Move: Cr Jimmy Gela; Second: Cr Rocky Stephen*

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

**MOTION CARRIED UNANIMOUS**

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

No Conflict of Interest from Cr Rocky Stephen

Cr Jimmy Gela declared a Conflict of Interest on the following positions:

- Board member of GBK and CDEP

Executive Director Financial Services advised that due to no legal representative present to provide legal advice on Cr Gela's COI, that a conservative approach be taken and Cr Gela dial out of the meeting when topics that relates to GBK is discussed.

### **5. Noting of previous Ratified Minutes – 27<sup>th</sup> January 2022**

- 27<sup>th</sup> January 2022 – VC - Ratified at February 2022 Ordinary Meeting

#### **RESOLUTION:**

*Move: Cr Rocky Stephen; Second: Cr Jimmy Gela*

**That the Committee notes the Minutes of the meeting held on 27<sup>th</sup> January 2022 as true and accurate account of that meeting.**

**MOTION CARRIED UNANIMOUS**

### **6. Action Items List**

Ms Hollie Faithfull, Executive Director Financial Services provided the Committee with an update from January's actions items.

10:25am – Ms Nicola Daniels, Head of Financial Services joined the meeting.

## 7. Procurement and Ethical Sourcing Policy

Ms Nicola Daniels, Head of Financial Services spoke to this report and explained what the policy entails. There is a strong focus on promoting local procurement opportunities so we can deliver improved economic environmental and social outcomes for the Torres Strait region and people.

### **RESOLUTION:**

*Moved: Cr Jimmy Gela; Second: Cr Rocky Stephen*

That the Economic Growth Committee supports the endorsement of the Procurement & Ethical Policy and recommend for presentation at the November 2022 SARG Meeting.

**MOTION CARRIED UNANIMOUS**

Cr Stephen thanked everyone involved in putting the policy together especially, Head of Financial Services, Nicola Daniels, Executive Director Financial Services, Hollie Faithfull and Peter Morichovitis from Peak Services.

11:05am – Ms Nicola Daniels, Head of Financial Services left the meeting.

11.06am – Ms Melissa Wright, Acting Manager Enterprise Development and Delivery, entered the meeting.

## 8. Enterprise Development Strategy – Verbal

Ms Melissa Wright, Acting Manager, Enterprise Development & Delivery joined the meeting and spoke on the topic. The Enterprise Development Strategy is jointly funded through the Gambling Community Benefit Fund whereby we requested an extension of that funding until June 2023. No further extensions will be given and we therefore need to get this strategy happening sooner rather than later. TSRA is partially funding the strategy through flights out of the Tourism Officer and Events Coordinator program. That program is now finished however flights are sitting in credit with BLT. Awaiting approval from TSRA to keep the flight credits.

**ACTION:** Executive Director Financial Services to work offline with Cr Stephen and Manager Enterprise Development & Delivery to prepare a consultation schedule, based on the availability of the consultant, to endorse at the next SARG meeting.

## 9. Enterprise Divestment Policy – Verbal

Ms Hollie Faithfull, Executive Director Financial Services spoke to this topic.

Former Manager Legal Services, Mr Peter Krebs, have proposed to workshop this policy at the November Workshop so that there could be further discussions on the matter and that the Senior Legal Officer could get some direction in relation to where the policy needs to go and what concerns/risks the legal team regarding its implementation.

**ACTION:** Executive Director Financial Services to request time on November Workshop agenda to discuss way forward with Enterprise Divestment Policy.

**10. Ugar and Dauan Community Access Business Case – Verbal**

Ms Melissa Wright, Acting Manager Enterprise Development and Delivery spoke to the topic. Funding has not been secured for this business case to date. TSRA had indicated that TSIRC can utilise a portion of unallocated funding from the Ugar Safe Access Funding Agreement. Estimated cost is approximately \$75k to complete the business case.

**ACTION: Request for Funding letter to be sent to the TSRA before the next TSRA board meeting.**

**ACTION: Executive Director Financial Services to send to the Committee Members a copy of the letter to TSRA.**

Cr Stephen thanked Acting Manager Enterprise Development and Delivery, Melissa Wright for providing the update

11:32am – Ms Melissa Wright, Acting Manager Enterprise Development and Delivery left the meeting.

11:34am – Mr Warren Jenkins, Manager IT Services joined the meeting

**11. Copper services solution in Torres Strait Update**

Mr Warren Jenkins, Manager IT Services provided the Committee with an update on the copper wire solution and satellite services. Mr Warren Jenkins advised that the expected date Telstra will disconnect copper wire services was the end of February 2023. TSIRC is working with Telstra and consultant to transition to a satellite service. After numerous unsuccessful attempts to obtain external funding, TSIRC had no other option but to fund transition through their own source funds. The actual plan for the network upgrade comes in two parts as 4G service and satellite service. The satellite service will be the main carrier as it is the fastest and most reliable connection particularly during inclement weather and 4G as the failsafe network.

**ACTION: That the Corporate Services Team write a report in relation to the effect the ending of the copper wire services will have on community.**

**12. Submarine Telecommunication Cable viability for TSIRC**

11:40am – Mr Jacob Matysek, Executive Officer joined the meeting.

Mr Jacob Matysek provided an update on the Hawaiki Nui submarine cable. The project is still ongoing and currently in the preliminary stages of undergoing feasibility studies. Not much has progressed since our last May Workshop in terms of their stakeholder engagements.

Cr Stephen asked that this topic be kept on the agenda to check on progress.

Cr Stephen thanked Mr Jacob Matysek, Executive Officer and Mr Warren Jenkins, Manager IT Services for their updates.

12:02pm – Mr Jacob Matysek, Executive Officer and Mr Warren Jenkins, Manager IT Services left the meeting.

**13. Economic Development Policy and Plan – Verbal**

Cr Stephen spoke to the topic. This topic was raised by Mayor Mosby in October's SARG meeting. TSIRC presently does not have a policy around economic development.

**ACTION:** Executive Director Financial Services to check with CEO to see if there is room on the November Workshop agenda to discuss Council's views on the development of an Economic Development Policy for Council.

**14. COMMITTEE MOVES INTO CLOSED BUSINESS**

**RESOLUTION:**

*Moved: Cr Jimmy Gela; Second: Cr Rocky Stephen*

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

(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 UNANIMOUS**

- 15. Elphinstone Close – CB – Verbal
- 16. Fuel Business Proposal – Verbal
- 17. Building Services Unit (BSU) Update – Verbal
- 18. CDEP Proposal Submission – Verbal

**COMMITTEE MOVES OUT OF CLOSED BUSINESS AND RESUMES IN OPEN BUSINESS**

**RESOLUTION:**

*Moved: Cr Rocky Stephen; Second: Cr Jimmy Gela*

That the Committee move out of Closed Business.

**MOTION CARRIED UNANIMOUS**

**Elphinstone Close Business Proposal – Verbal**

Ms Hollie Faithfull suggested to leave this topic on the agenda for the next meeting scheduled for 2<sup>nd</sup> December 2022 as CEO was not available to provide an update.

**ACTION:** Secretariat Officer to add this agenda topic to the next meeting agenda on 2<sup>nd</sup> December 2022 for a further update to the Committee.

**ACTION:** Executive Director Financial Services to find out timeframe on the works undertaken and respond back to the committee before it goes to SARG.

**Fuel Business Proposal – Verbal**

Topic noted on the agenda for the November Workshop.

### **Building Services Unit (BSU) Update – Verbal**

Ms Hollie Faithfull suggested to leave this topic on the agenda for the next meeting scheduled for 2<sup>nd</sup> December 2022 as Executive Director Building Services was not available to provide an update.

**ACTION: Mr Wayne Green, Executive Director Building Services to attend the 2<sup>nd</sup> of December Committee Meeting to provide an update on the re-design of BSU.**

### **CDEP Proposal Submission – Verbal**

Chair referred this topic for discussion at the November Workshop. No further discussion occurred on this topic.

### **19. General/ Other Business (on notice)**

Cr Stephen spoke on the following matters:

- World Indigenous Tourism Summit held in Perth next year on the 13-16 March 2023.
- Use of Professional Development Fund.
- Business proposal for outboard mechanic

Cr Jimmy Gela enquired as to how locals could start their own business on their vacant land.

**ACTION: Executive Director Financial Services to find out the deputation process to deputise at committee meetings.**

**ACTION: Executive Director Financial Services email committee members with details of the World Indigenous Tourism Summit.**

**ACTION: Legal Services to contact Cr Gela and provide advice on community members operating businesses from private land.**

### **20. Next meeting date:**

- Friday, 2<sup>nd</sup> December 2022 - 10am – 12pm

### **21. Closing Remarks and Prayer**

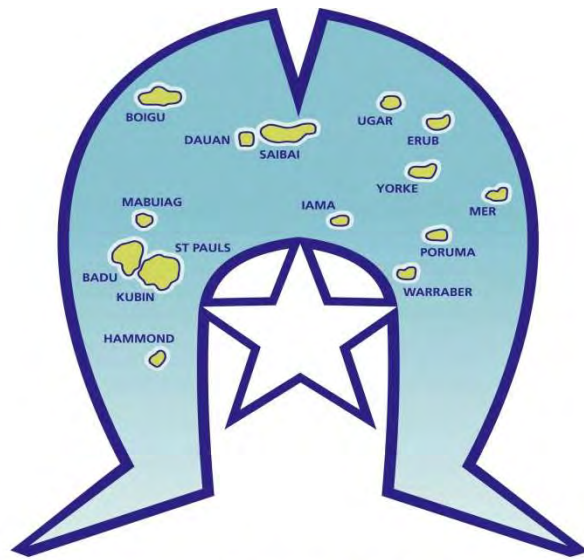
Chair, Cr Rocky Stephen thanked everyone for their attendance and participation at today's Committee Meeting and closed the Committee Meeting in a word of prayer.

**MEETING CLOSED – 12:45PM**



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

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



**Torres Strait Island**  
REGIONAL COUNCIL

# Draft Minutes

## ECONOMIC GROWTH COMMITTEE

Date: 2<sup>nd</sup> December 2022  
Time: 10:39am to 12:44pm  
Venue: VMR #7 – 0299 165 401

PRESENT:

Cr Rocky Stephen – Chair – Ugar (Stephen)  
Cr Jimmy Gela – Committee Member – Division 14, Erub  
(Darnley)  
Ms Hollie Faithfull, Executive Director Financial Services  
Ms May Mosby, Secretariat Officer

APOLOGIES:

Cr Conwell Tabuai – Committee Member – Division 3, Saibai

## **AGENDA**

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

Chair, Cr Rocky Stephen, welcomed Cr Jimmy Gela and Staff to the meeting and apologised for the late start due to the Audit Committee Meeting which went over time.

### **2. Opening Prayer**

Chair, Cr Rocky Stephen opened the meeting in a word of prayer at 10:39am.

### **3. Apologies**

- Cr Conwell Tabuai – community commitments

#### **RESOLUTION:**

*Move: Cr Jimmy Gela; Second: Cr Rocky Stephen*

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

**MOTION CARRIED UNANIMOUS**

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

No Conflict of Interest from Cr Rocky Stephen.

Cr Jimmy Gela declared a Conflict of Interest on the following positions:

- Board member of GBK and CDEP

Executive Director Financial Services advised that due to no legal representative present to provide legal advice on Cr Gela's COI, that a conservative approach be taken and Cr Gela dial out of the meeting when topics that relates to GBK is discussed.

### **5. Noting of previous Draft Minutes – 18 October 2022**

#### **RESOLUTION:**

*Move: Cr Jimmy Gela; Second: Cr Rocky Stephen*

**That the Committee notes the Minutes of the meeting held on 18<sup>th</sup> October 2022 as true and accurate account of that meeting.**

**MOTION CARRIED UNANIMOUS**

### **6. Action Items List – Economic Growth Committee**

Ms Hollie Faithfull, Executive Director Financial Services updated the action items list from last committee meeting held on 18<sup>th</sup> October 2022.

## **7. Enterprise Development Strategy – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services provided a verbal update on this topic. TSIRC sent a letter to TSRA regarding the matter. Currently awaiting a response from TSRA. Staff are unable to progress further with scheduling of community consultations for strategy until TSIRC know the outcome of the funding.

Chair, Cr Stephen advised he met with TSRA's CEO and Operations Manager last week and raised the concern of the continuation of the funding. TSRA advised that they are supportive of the funding and will investigate the matter further.

Cr Stephen recommended an out of session meeting to discuss how we can progress further once Ms Hollie Faithfull hears back from TSRA.

### **ACTION:**

**Executive Director Financial Services to keep Committee up to date with the status of the TSRA funding.**

## **8. Enterprise Divestment Policy – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services spoke to the topic. An out of session meeting will need to be called specifically to discuss this topic and invite Ms Julia Maurus, Senior Legal Officer to attend. Discussions will be about which assets we can divest that is not going to have a financial effect on Council's financial sustainability.

### **ACTION:**

**Chair of Economic Growth Committee and Executive Director Financial Services to draft email to Senior Legal Officer on topics Committee would like further advice on.**

### **ACTION:**

**Executive Director Financial Services to arrange an out of session Committee Meeting in February to discuss way forward with Enterprise Divestment Policy.**

## **9. Ugar and Dauan Community Access Business Case – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services provided a verbal update on this topic. At the last meeting Enterprise Development functions was requested to draft a letter to TSRA requesting funding for the business case. Letter was issued to TSRA's CEO and TSIRC is currently awaiting a response.

Chair Stephen also recommended that Cr Torenzo Elisala be engaged in the discussions.

**ACTION:**

**Executive Director Financial Services to keep committee updated on the status of the response from TSRA.**

**10. Copper services solution in Torres Strait Update – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services advised that the Manager Information Technology was unable to attend. Update to be provided next meeting.

**ACTION:**

**That Manager Information Technology be invited to the next Committee Meeting to provide a verbal update on Cooper Services Solutions for TSIRC.**

**ACTION:**

**That Manager IT in conjunction with Corporate Affairs to develop an information sheet for committee explaining the effects of removal of Cooper services from island.**

**11. Submarine Telecommunication Cable viability for TSIRC – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services advised the Committee that Mr Jacob Matysek attended a meeting on Thursday Island this week with Queensland Chief Information Officer Mr Chris McLaren and suggested that the committee be provided an update at the next committee meeting.

**ACTION:**

**That Executive Officer be invited to the next Committee Meeting to provide a verbal update on the discussions held with Queensland Chief Information Officer.**

**12. Economic Policy – Verbal**

Ms Hollie Faithfull, Executive Director Financial Services spoke to this topic. Unfortunately, due to time constraints with the November Workshop agenda, the committee was unable to discuss the topic with full Council. The Committee proposes to develop numerous questions for the Elected Councillors to complete so direction can be provided to the Committee in the development of the policy. It is proposed that the draft policy be worked at the May 2023 Councillor Workshop.

**ACTION:**

**That Chair of Economic Growth Committee and Executive Director Financial Services to have an out of session discussion to develop questions regarding Economic Policy to be distributed to Elected Councillors.**

### **13. COMMITTEE MOVES INTO CLOSED BUSINESS**

#### **RESOLUTION:**

*Moved: Cr Jimmy Gela; Second: Cr Rocky Stephen*

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

(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 UNANIMOUS**

- 14.** Elphinstone Close Business Proposal – Verbal
- 15.** Fuel Business Proposal – Verbal
- 16.** Building Services Unit (BSU) Update – Verbal
- 17.** CDEP Proposal Submission – Verbal

11.22am - Ms Hollie Faithfull left the meeting

11.26am - Ms Hollie Faithfull re-joined the meeting

11:26am – Mr Wayne Green, Executive Director Building Services joined the meeting.

11:31am - Mr James William, Chief Executive Officer joined the meeting.

11:51am – Mr Wayne Green left the meeting.

#### **ACTION:**

**That an out of session meeting to be called in February to discuss Elphinstone Close Business Proposal and the Fuel Business proposal.**

12:09pm - Cr. Jimmy Gela left the meeting due to a conflict of interest.

Executive Director Financial Services advised that due to no legal representative present to provide legal advice on Cr Gela's COI, that a conservative approach be taken and that Cr Gela dial out of the meeting when topics that relates to GBK/CDEP are discussed.

#### **ACTION:**

**That Chief Executive Officer develop a paper on the positions of CDEP Elphinstone Close and Fuel Business Proposal.**

12:32pm – Mr James William, Chief Executive Officer left the meeting.

12:33pm – Cr Jimmy Gela re-joined the meeting.

### **18. COMMITTEE MOVES OUT OF CLOSED BUSINESS**

#### **RESOLUTION:**

*Moved: Cr Rocky Stephen; Second: Cr Jimmy Gela*

That the Committee move out of Closed Business.

**MOTION CARRIED UNANIMOUS**

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

**a. World Indigenous Tourism Summit**

Ms Hollie Faithfull provided an update on the World Indigenous Tourism Summit in Perth in March 2023. Hollie will send an email out to the Committee members of the dates, program and link.

**ACTION:**

**Executive Director Financial Services to send out the program and registration to Committee Members.**

**20. Next meeting date – to be advised once dates are confirmed in the December Council meeting.**

**ACTION:**

**Executive Director Financial Services to liaise with Executive Assistant to the CEO on the proposed meeting dates for Economic Growth Committee for the month of March, June, September and December 2023.**

**21. Closing Remarks and Prayer**

Chair, Cr Rocky Stephen expressed his thanks and appreciation to Cr Jimmy Gela and Cr Conwell Tabuai for their support and participation throughout the year and in particular, Ms Hollie Faithfull, Executive Director Financial Services for her support and Ms May Mosby for minute taking and wished everyone a Merry Christmas and look forward to working with everyone again in 2023.

Cr Jimmy Gela, Ms Hollie Faithfull and Ms May Mosby also expressed their gratitude and wished everyone a Merry Christmas.

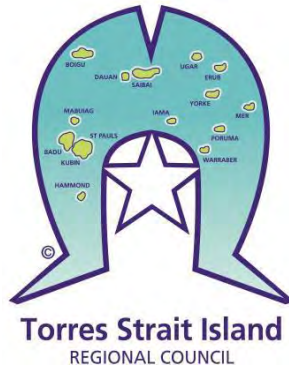
Chair, Cr Rocky Stephen closed the meeting in a word of prayer.

**MEETING CLOSED - 12:44PM**

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

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





# Draft Minutes

TORRES STRAIT ISLAND REGIONAL COUNCIL

## SPECIAL MEETING

Friday 4<sup>th</sup> November 2022, 9:00am – 9:30am

Video Conference

## **COUNCIL SPECIAL MEETING**

**Friday 4<sup>th</sup> November 2022**

### **PRESENT**

Cr Seriako Dorante, Division 8, Hammond

Cr Jimmy Gela, Division 14, Erub (Darnley)

### **STAFF**

Mr James William, Chief Executive Officer (CEO)

Mr Dawson Sailor, Head of Community Services

Ms Hollie Faithfull, Executive Director Financial Services

Mr Jacob Matysek, Executive Officer (EO)

Ms Danyela Stoute, Secretariat Officer (SO)

### **APOLOGIES**

Cr Philemon Mosby, Mayor

Cr Getano Lui, Deputy Mayor, Division 9, Iama

Cr Torenzo Elisala, Division 2, Dauan

Cr Rocky Stephen, Division 13, Ugar

**COUNCIL SPECIAL MEETING**

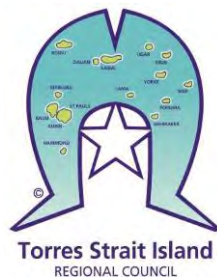
**Friday 4<sup>th</sup> November 2022**

Meeting could not proceed due to not having a Quorum.

The Special Council Meeting was adjourned to Monday 7<sup>th</sup> November at 3.30pm.

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

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



# Draft Minutes

TORRES STRAIT ISLAND REGIONAL COUNCIL

## SPECIAL MEETING

Monday 7<sup>th</sup> November 2022

3:39pm – 4:26pm

Calvary Christian Church  
108 Grafton Street, Cairns

## **COUNCIL SPECIAL MEETING**

**Monday 7<sup>th</sup> November 2022**

### **PRESENT**

Cr Phillemon Mosby, Mayor  
Cr Getano Lui, Deputy Mayor, Division 9, Iama  
Cr Dimas Toby, Division 1, Boigu  
Cr Torenzo Elisala Division 2, Dauan  
Cr Conwell Tabuai, Division 3, Saibai  
Cr Keith Fell, Division 4, Mabuiag  
Cr Laurie Nona, Division 5, Badu  
Cr Lama Trinkoon, Division 6, Kubin  
Cr John Levi, Division 7, Wug (St Pauls), Mua Island  
Cr Seriako Dorante, Division 8, Hammond  
Cr Francis Pearson, Division 11, Poruma (Coconut)  
Cr Rocky Stephen, Division 13, Ugar  
Cr Jimmy Gela, Division 14, Erub (Darnley)

### **STAFF:**

Mr James William, Chief Executive Officer (CEO)  
Mr Dawson Sailor, Head of Community Services  
Mr Jacob Matysek, Executive Officer  
Ms Trudy Lui, Executive Assistant to Mayor (EA)  
Ms Danyela Stoute, Secretariat Officer (SO)

### **APOLOGIES**

Cr Kabay Tamu, Division 10, Warraber

## **COUNCIL SPECIAL MEETING**

**Monday 7<sup>th</sup> November 2022**

### **Minutes**

**1. 3:39pm – 3:41pm Welcome and Opening Remarks**

Mayor Mosby welcomed Councillors and Staff to the meeting and welcomed Andrew Kerr from Moray and Agnew Lawyers to the meeting.

**2. 3:41pm – 3:41pm Apologies**

Apologies noted from Cr Kabay Tamu, Division 10, Warraber due to prior commitments.

**RESOLUTION:**

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

**That Council resolves to accept the apologies of Cr. Tamu, Division 10, Warraber.**

**MOTION CARRIED UNANIMOUS**

**3. 3:41pm – 3:43pm Declaration of Conflict of Interest (COI) (Prescribed and Declarable)**

Cr Toby advised that he was a director of GBK - Gur A Baradharaw Kod Torres Strait Sea and Land Council formerly TSRA.

Mayor Mosby advised that unless you are a Kaurareg Director or a Kaurareg Member you do not have any conflict of interest.

**4. 3:43pm – 3:43pm Council to move into Closed Business**

**RESOLUTION:**

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

**That Council resolves to move out of open business and move into closed business.**

**MOTION CARRIED UNANIMOUS**

**5. 3:43pm – 4:20pm Proposed consent determination (Kaurareg #3 native title Claim)**

**RESOLUTION:**

*Moved: Cr Sereako Dorante; Second: Cr Conwell Tabuai*

**(a) That Council notes the report from Preston Law;**

**(b) That the Mayor and Chief Executive Officer be authorised to agree to any minor amendments required to be agreed prior to the determination hearing on 30 November 2022;**

**(c) Subject to (b) above that Andrew Kerr from Moray & Agnew Lawyers be authorised to sign the 3 agreements under section 87 and 87A on Council's behalf.**

**MOTION CARRIED UNANIMOUS**

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6. 4:20pm – 4:20pm Council to move out of Closed Business

RESOLUTION:

Moved: Cr Torenzo Elisala; Second: Cr Laurie Nona

That Council resolves to move out of closed business and resume in open business.

MOTION CARRIED UNANIMOUS

7. 4:20pm – 4:26pm Closing Remarks and Prayer

Mayor Mosby thanked Councillors and Staff for their time and attendance at the Special Meeting and invited Cr Getano Lui to close the meeting in a word of prayer.

MEETING CLOSED – 4:26PM

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

Date:

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

Date:

**STATEGIC AND OPERATIONAL ACTIONS FROM COUNCIL TRUSTEE/ORDINARY MEETING**

Date	Month of Meeting	Year	Type of Meeting	Community	Agenda Report	Action	Lead Officer	Lead Officer Comments	ETA
17	November	2022	Ordinary	Cairns	Confirmation of Previous Council Ordinary Meeting Minutes - 11th October 2022	Secretariat to amend Minutes of the Ordinary Meeting held on 11th October 2022 to include Mr Dawson Sailor, Head of Community Services Staff attendance at the meeting.	Secretariat	Completed	
17	November	2022	Ordinary	Cairns	Confirmation of SARG Minutes - 4th October 2022	Secretariat to amend Minutes of the SARG Meeting held on 4th October 2022 to include Cr Noah's attendance at the meeting.	Secretariat	Completed	
17	November	2022	Ordinary	Cairns	Confirmation of Special Meeting Minutes - 7th November 2022	Legal Services to confirm whether Minutes are required for the 4 <sup>th</sup> November 2022 Special Meeting given that the meeting was adjourned due to no quorum.	Legal Services	The advice received from MacDonnells Law is that <b>YES</b> , Minutes are still required when a local government meeting is adjourned due to no quorum.	
17	November	2022	Ordinary	Cairns	Community Grants Allocation Program	In future, the Community Grants report is to include three-year history of each applicant concerning any previous grants by Council.	Corporate Services		
17	November	2022	Ordinary	Cairns	Legal - Addressing Councillors COI re GBK	Senior Legal Officer (SLO) to confirm with Cr Tabuai, Cr Fell, Cr Nona, Cr Dorante whether they have any personal interests to declare in matters concerning GBK.	Senior Legal Officer	Completed	
17	November	2022	Ordinary	Cairns	Office of the CEO - Mirabou Energy	Chief Executive Officer to invite Mirabou Energy to present to Climate Adaptation and Environment Committee.	Chief Executive Officer		
17	November	2022	Ordinary	Cairns	Office of the CEO - Choice of Partner/Capability Partner Policy	That Chief Executive Officer develop a draft Choice of Partner/Capability Partner Policy.	Chief Executive Officer		





# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	December 2022
<b>DATE:</b>	13 <sup>th</sup> & 14 <sup>th</sup> December 2022
<b>ITEM:</b>	Agenda Report
<b>SUBJECT:</b>	Funding Acquisition Report
<b>AUTHOR:</b>	Melissa Wright - Acting Manager Enterprise Development & Delivery

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### **Recommendation:**

That Council resolves to note this report and its content.

### **Executive Summary:**

This report provides an update on and summary of Council's recent grant acquisition activities.

### **New Agreements/Variations:**

The following is a list of all new agreements and/or variations that were executed during the month of November 2022 within the Chief Executive Officer's financial delegation limit of \$1,000,000 as per Council's Strategic External Grant Funding Policy:

- Department of Justice and Attorney General  
Investing in Queensland Women  
\$15,000
- QRA  
DRFA Emergency Works Hammond Island  
Reimbursement of additional Council spent funds  
\$38,400

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

- Nil

### Current Application Status Report:

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

Operational Funding								
Funding Stream	Total	2022/23 FY	2023/24 FY	2024/25 FY	Project Details	Date of Application	Outcome	Current Status Report
<i>Department of Environment &amp; Science - Queensland Feral Pest Initiative Rd 7</i>	\$53,000	-	\$53,000	-	<i>Funding to monitor and collect data on the population of black rats on Poruma and other islands.</i>	<i>30<sup>th</sup> November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Environment &amp; Science - Queensland Feral Pest Initiative Rd 7</i>	\$81,500	-	\$81,500	-	<i>Funding to conduct in-depth community education and awareness about the Brown Dog Tick which carries the Ecanis virus. Mitigating the risk of spread using preventative veterinary measures.</i>	<i>30<sup>th</sup> November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Environment &amp; Science- Queensland Feral Pest Initiative Rd 7</i>	\$130,000	-	\$130,000	-	<i>Funding to monitor and collect data on the population of feral horses on MOA (St Pauls, Kubin) and Badu.</i>	<i>30<sup>th</sup> November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Queensland Fire and Emergency Services – SES Support Grant</i>	\$75,000	-	\$75,000	-	<i>Funding to restore the Mabuiag SES shed which is currently in disrepair.</i>	<i>30<sup>th</sup> November 2022</i>	<i>Pending</i>	<i>TBA</i>
<i>Department of Agriculture, Fisheries &amp; Forestry – Biosecurity Business Grants Round 2</i>	\$389,000	-	\$194,500	\$194,500	<i>Funding to provide critical infrastructure required to effectively manage biosecurity risks associated with the storage, treatment and transport of waste and materials in the Torres Strait region and through the Protected Biosecurity Zone.</i>	<i>14<sup>th</sup> November 2022</i>	<i>Pending</i>	<i>TBA</i>

<i>Department of Children, Youth Justice &amp; Multicultural Affairs - Celebrating Multicultural QLD Youth &amp; Community Connections Projects</i>	\$87,000	\$87,000	-	-	<i>Funding to support a youth rugby league mentorship program on the school holidays to promote community inclusion.</i>	12 <sup>th</sup> November 2022	Pending	TBA
<i>Department of Social Services - Strong and Resilient Communities (SARC)</i>	\$360,000	-	\$180,000	\$180,000	<i>Funding to provide vocational opportunities to our year 10-12 students boarding in Cairns.</i>	3 <sup>rd</sup> November 2022	Pending	TBA
<i>Department of Justice and Attorney General – Safe and Diverse Communities Grants Program</i>	\$25,000				<i>Funding for activities centred around introducing the new DFV action plan.</i>	28 <sup>th</sup> October 2022	Pending	<i>The outcome of this funding is expected by Feb 2023</i>
<i>Department of Veteran Affairs – Saluting Their Service</i>	\$10,000				<i>Funding to restore the St Pauls war memorial.</i>	11 <sup>th</sup> October 2022	Pending	<i>The outcome of this funding is expected by Feb 23</i>
<i>Department of Tourism, Innovation and Sport – Eco certified tourism destination program</i>	\$121,150	-	-	-	<i>Funding to support Masig and Poruma Islands in obtaining or advancing certified destination status.</i>	7 <sup>th</sup> October 2022	Unsuccessful	<i>There was a high volume of applicants and not being able to contribute financially influenced the outcome.</i>
<i>National Australia Bank- NAB Foundation Community Grants</i>	\$10,000	\$10,000	-	-	<i>To fund education and awareness activities which promote and encourage sustainable and integrated practices.</i>	31 <sup>st</sup> August 2022	Successful	
<i>Department of Environmental Science- Looking After Country Grant Program</i>	\$75,000	-	-	-	<i>To fund activities outlined in newly developed Feral Horse Management Program 2022/2023. Activities include control and compliance measures, education, and maintenance.</i>	25 <sup>th</sup> August 2022	Unsuccessful	<i>The suggested activities did not align with the Dept's expectations of community collaboration.</i>
<i>Department of Justice and Attorney General- Investing in QLD Women Grant Program</i>	\$15,000	\$15,000	-	-	<i>To fund activities during International Women's Week 2023. Theme is to be centred around DFV action plan, which is set to be finalised this year.</i>	5 <sup>th</sup> August 2022	Successful	

<i>Department of Environment and Science - Illegal Dumping Partnerships Program</i>	<i>\$170,000</i>	<i>\$85,000</i>	<i>\$85,000</i>	<i>-</i>	<i>Employment of 4x part time waste management officers to carry out education awareness for illegal dumping.</i>	<i>27<sup>th</sup> July 2022</i>	<i>Successful</i>	
<i>Department of State Development, Infrastructure and Local Government Planning - Qld Resilience &amp; Risk Reduction Fund – Formal Application</i>	<i>\$290,000</i>	<i>\$145,000</i>	<i>\$145,000</i>	<i>-</i>	<i>Employment of a Coastal Hazard Resilience Officer</i>	<i>16<sup>th</sup> May 2022</i>	<i>Successful</i>	
<i>Department of Agriculture and Fisheries - Enhancing Local Government Biosecurity Capacity in FNQ</i>	<i>\$115,000</i>	<i>\$57,500</i>	<i>\$57,500</i>	<i>-</i>	<i>Sustainability Biosecurity Project – Employment of 2 FTE Biosecurity Officers to implement the Waste &amp; Material Biosecurity Management Plan</i>	<i>14<sup>th</sup> May 2022</i>	<i>Successful</i>	
<b>Total of Funding Applied</b> <i>*Noting funding can span over numerous financial years</i>	<b>2,006,650</b>							
<i>Total of Funding Successful</i>	<i>600,000</i>							
<i>Total of Funding Unsuccessful</i>	<i>196,150</i>							
<i>Total of Funding Pending</i>	<i>1,210,500</i>							

Capital Project Funding					
Funding Stream	Total	Project Details	Date of Application	Outcome	Current Status Report
Department of Environment & Science – Metal Waste Legacy Stockpile Clean-up	\$1,750,000	Funding for the removal of legacy metal waste from the 6 outer islands that are not currently covered by the metal waste clean-up contract.	14 <sup>th</sup> October 2022	Successful	
Building our Regions Round 6 – Warraber Sewer Replacement –	\$1,875,000	Replacement of sewer Pumpstation 1 on Warraber Island	17 <sup>th</sup> May 2022	Successful	
Building our Regions Round 6 – Badu & Mabuig Water Network Management –	\$280,000	Implementation of smart meters and additional valving into water network	17 <sup>th</sup> May 2022	Successful	
Building our Regions Round 6 – Badu Reservoir Main – formal Application	\$500,000	Construction of a new section of water main from the reservoir to the town network – Badu	17 <sup>th</sup> May 2022	Successful	
<b>Total of Funding Applied</b> *Noting funding can span over numerous financial years	<b>4,405,000</b>				
Total of Funding Successful	4,405,000				
Total of Funding Unsuccessful	-				
Total of Funding Pending	-				

## **Annual Local Government Funding**

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

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

**Councilor's Top 5 Priorities Status:**

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

**Links to Strategic Plans:**

- Corporate Plan 2020-2025:
  - People - Outcome 4: We are a transparent, open and engaging Council.
  - Sustainability - Outcome 8: We manage Council affairs responsibly to the benefit of our communities.
- Operational Plan 2022-2022:
  - Objective 11: Further develop a good governance and risk culture across Council.

**Statutory Requirements:**

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

**Conclusion:**

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

**Recommended:**

Hollie Faithfull  
Executive Director of Financial Services

**Approved:**

James William  
Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## AGENDA REPORT

<b>ORDINARY MEETING:</b>	December 2022
<b>DATE:</b>	13 <sup>th</sup> – 14 <sup>th</sup> December 2022
<b>ITEM:</b>	Agenda Item for Resolution by Council
<b>SUBJECT:</b>	Community Grants Program Allocation – December 2022
<b>AUTHOR:</b>	Katherine Epseg, Customer Services Officer, Enterprise Development and Delivery Team

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### **Recommendation:**

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

- Based on the balance of available funds in the Badu Community grants of \$2,706.42, such funds be apportioned to the two applicants as follows:
  - Dhahdin Geai Warriors for the amount of \$2,500 exclusive of GST, being 25% of the grant funds requested
  - Bayside Boys for the amount of \$206.42 exclusive of GST, being approximately 25% of the grant funds requested

### **Executive Summary:**

In line with Council's Community Grants Policy, endorsed by Council at the December 2021 Ordinary Meeting, and further advice provided by MacDonnells Law, Community Grant applications must be decided upon, on one occasion at any time during the month.

### **Community Grants Background:**

For the month of December, two (2) 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 each applicant.



The two (2) applications which meet eligibility requirements are:

Community Entity Applicants	Amount Requested	Project/Event	Amount Supported by Councillor	Location
Dhahdin Geai Warriors	\$10,000.00 Noting Badu's available community grant balance being only \$2,706.42 and another application has been submitted this month from Badu.	Contribution towards accommodation costs associated with participating in the 2023 Island of Origin Touch Carnival on Badu Island, 16-18/06/2023	*Awaiting response from Cr Nona	Badu
Bayside Boys	\$800.00 Noting Badu's available community grant balance being only \$2,706.42 and another application greater than the remainder balance was submitted prior to this application.	Contribution towards costs associated with participating in the 2023 Kuki Touch Football Carnival on Badu Island, 12-15-01/2023	*Awaiting response from Cr Nona	Badu

### Out of Cycle – Community Grants Background:

In line with Council's Community Grants Policy, Council recognises that there may be occasions where urgent assessment of Community Grants is required. This is particularly in relation to emergent projects and/or extenuating circumstances. Such requests will be assessed by the Enterprise Development and Delivery Team, at request of the Chief Executive Officer, for eligibility and finally approved or rejected by the Mayor or delegate Councillor and Chief Executive Officer based on assessment.

For this month's reporting period, four (4) Out of Cycle Community Grants application received. Three (3) applications were approved and one (1) application not approved.

#### Approved Applications:

Community Entity Applicants	Amount Requested	Project/Event	Amount Supported by Councillor	Location
Daisy Pabai & Gainau Marama	\$2,000.00	Contribution towards catering costs associated with hosting the Climate Case Celebration on Boigu Island, 12/11/2022	\$2,000.00 supported by Cr Toby	Boigu
Badu Futsal Club	\$1,722.00	Contribution towards costs associated with participating in the Annual FNQ Futsal Championship in Cairns, 12-13/11/2022	\$1,722.00 supported by Cr Nona	Badu
Edward Wapau	\$500.00	Contribution towards costs associated with hosting the End of Year - Christmas Concert at Tagai St Paul's Campus, 30/11/2022	\$500.00 supported by Cr Levi	St Paul's

#### Not Approved Applications:

Community Entity Applicants	Amount Requested	Project/Event	Amount Supported by Councillor	Location
Mabuygiw Garkaziw Kupay TSI Corporation	\$4,500.00	Contribution towards accommodation costs associated with participating in the Mabuyag's Annual Men's Gathering Event	Not supported by Cr Fell	Mabuiag

### Regional Grants Background:

In line with Council's Community Grants Policy, eligible Regional Grants applications are submitted during three (3) funding rounds per financial year. First funding round for Regional Grants Applications opened from 1<sup>st</sup> September – 22<sup>nd</sup> September 2022 – applications received were tabled at Council's October Ordinary meeting for determination.

The second funding round will be open for submissions from 15<sup>th</sup> January – 1<sup>st</sup> February 2023 – applications received will be tabled at Council's 2023 February Ordinary meeting for determination.

**Funeral Donations Background:**

In line with Council's Community Grants Policy, applications for funeral grants may be made at any time throughout the financial year. Funeral Donation and Funeral Travel Assistance applications are assessed by Council Officers according to the eligibility criteria and endorsed by the Chief Executive Officer for the maximum threshold of \$5,000.00, per community – per funeral.

These applications will be determined by the Chief Executive Officer having regard to the recommendations of the Divisional Councillor, and approvals from the Executive Directors of Building and Community Services and Corporate Services.

The following table refers to all funeral grants that were received for this month's reporting period:

- Three (3) applications were received and approved.

Applicants	Amount Requested	Description	Amount Approved	Location
Wilson Ware	\$5,000.00	Contribution towards funeral-related costs associated with the funeral of the Late Miss Kailang Ware of St Paul's Community. This application was approved to cover the remaining expenses of the funeral directors.	\$5,000.00	St Paul's
Gidina Ware	\$2,000.00	Contribution towards funeral-related catering costs to host the funeral wake of the Late Mrs Rona Warusam of Saibai Island, 18/11/2022	\$2,000.00	Saibai
Margaret Warusam	\$1,500.00	Contribution towards funeral-related catering costs to host the funeral wake of the Late Mrs Rona Warusam of Saibai Island, 18/11/2022	\$1,500.00	Saibai

**In-Kind Assistance Background:**

In line with Council's Community Grants Policy, applications for In-Kind Assistance can be made at any time for the use of Council's facilities and/or assets through waiver of fees for the purposes of the project and/or activity. Reasonable applications will be determined by the Chief Executive Officer having regard to the recommendations of the Divisional Councillor, and approvals from the Executive Directors of Building and Community Services, Engineering Services and Corporate Services.

Approved In-Kind Assistance applications do not impact divisional budget allocations.

In-Kind Assistance will be reported as part of Council's contributions made to the community.

The following table highlights the approved In-Kind Assistance applications received for this month's reporting period.

Applicant	Description	Division	Waiver of Fees
Laura Gibson	Hire of Erub Stadium to host the 2022 Year 6 Graduation Ceremony, 18/11/2022	Erub	\$312.00
Wagie Ware	Hire of the Community Hall, Kubin Pool Vehicle & Divisional Backhoe to assist with the funeral of the Late Ms Kailang Ware of St Paul's Community, 18-19/11/2022	St Paul's	\$1,873.00
Gainau Marama	Hire of the Boigu Community Hall to host the 2022 Year 6 Graduation Ceremony on Boigu Island, 29/11/2022	Boigu	\$156.00

#### Links to Strategic Plans:

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

#### Finance & Risk:

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

#### Sustainability:

N/A

#### Statutory Requirements:

*Local Government Act 2009*

#### Conclusion:

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



**Recommended:**  
Hollie Faithfull  
Executive Director,  
Financial Services



**Approved:**  
James William  
Chief Executive Officer

**Attachment:** *Fund Balances*

**Attachment: Fund Balances**

(Balance after payment of applications are endorsed at the November 2022 OM)

<b>Division</b>	<b>Councillor</b>	<b>Budget</b>	<b>Less Approved Funding</b>	<b>Funds allocated towards August 23 Travel</b>	<b>Closing Balance</b>
Boigu	Cr. Toby	\$25,000.00	\$17,000.00	\$8,000.00	\$0.00
Hammond	Cr. Dorante	\$25,000.00	\$2,200.00	\$7,500.00	\$15,300.00
St Pauls	Cr. Levi	\$25,000.00	\$16,898.42	\$0.00	\$8,101.58
Ugar	Cr. Stephen	\$25,000.00	\$5,000.00	\$7,500.00	\$12,500.00
Badu	Cr. Nona	\$25,000.00	\$22,293.58	\$0.00	\$2,706.42
Dauan	Cr. Elisala	\$25,000.00	\$12,956.52	\$7,500.00	\$4,543.48
Erub	Cr. Gela	\$25,000.00	\$12,282.40	\$12,500.00	\$217.60
Iama	Cr. Lui	\$25,000.00	\$1,553.45	\$0.00	\$23,446.55
Kubin	Cr. Trinkoon	\$25,000.00	\$21,274.87	\$0.00	\$3,725.13
Mabuiag	Cr. Fell	\$25,000.00	\$19,288.63	\$0.00	\$5,711.37
Mer	Cr. Noah	\$25,000.00	\$11,400.38	\$0.00	\$13,599.62
Poruma	Cr. Pearson	\$25,000.00	\$17,069.14	\$7,500.00	\$430.86
Saibai	Cr. Tabuai	\$25,000.00	\$15,033.19	\$0.00	\$9,966.81
Warraber	Cr. Tamu	\$25,000.00	\$9,000.00	\$7,500.00	\$8,500.00
Yorke	Cr. Mosby	\$25,000.00	\$13,327.56	\$0.00	\$11,672.44
Mayor	Cr. Mosby	\$30,000.00	\$20,000.00	\$0.00	\$10,000.00
Regional Grant		\$50,000.00	\$2,500.00	\$0.00	\$47,500.00
		<b>\$455,000.00</b>	<b>\$219,078.14</b>	<b>\$58,000.00</b>	<b>\$177,921.86</b>



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	December 2022
<b>DATE:</b>	13-14 December 2022
<b>ITEM:</b>	Agenda Item for Resolution
<b>SUBJECT:</b>	Policy Matter – Councillor Remuneration, Reimbursement and Facilities Provision Policy
<b>AUTHOR:</b>	Mette Nordling, Manager of Governance and Compliance

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### Recommendation:

That Council resolves to:

1. amend and endorse Council's Councillor Remuneration, Reimbursement and Facilities Provision Policy, to increase the Professional Development allocation for Councillors from \$5,000 per term to \$5,000 per financial year
- 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 amended and endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise.

### Executive Summary:

In accordance with *Local Government Act 2009* and the *Local Government Regulation 2012* Council is required to endorse a Councillor remuneration policy. Regular monitoring and review of these are necessary to reflect legislative changes, operational governance and to continuously improve Council governance.

The Councillor Remuneration, Reimbursement and Facilities Provision Policy was adopted in June 2022 but has not been amended following a decision made at the November 2022 Council meeting to increase the Professional Development allocation for Councillors.

### Comment:

During the Councillor workshop in November 2022, where a budget review was undertaken, Council decided to increase the Professional Development allocation from \$5,000 per term to \$5,000 per financial year per Councillor. To effect this change, the Councillor Remuneration, Reimbursement and Facilities Provision Policy must be updated.

The policy was last endorsed on 28 June 2022 to update the Councillor remuneration to reflect the Local Government Remuneration Commission Annual Report 2021.

### Consultation:

- Executive Director Financial Services

**Links to Strategic Plans:**

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

**Risk:**

N/A

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

That Council resolves to adopt the amended policy and delegates to the Chief Executive Officer to make further minor administrative amendments as they arise.

**Author:**

Mette Nordling  
Manager, Governance and Compliance

**Approved:**

James William  
Chief Executive Officer

**Attachments:**

- Amended Councillor Remuneration, Reimbursement and Facilities Provision Policy

# **Councillor Remuneration, Reimbursement and Facilities Provision Policy**

<b>Responsible Manager:</b>	Manager, Governance and Compliance
<b>Head of power:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Authorised by:</b>	Council
<b>Authorised on:</b>	December 2022
<b>Implemented from:</b>	December 2022
<b>Last reviewed:</b>	November 2022
<b>Review history:</b>	2020, 2021, 2022
<b>To be reviewed:</b>	June 2023
<b>Corporate Plan:</b>	People, Sustainability and Prosperity



## 1. Purpose

To clarify the extent of remuneration, expense reimbursement and support provided to Torres Strait Island Regional Council Councillors.

## 2. Application

This policy applies to all duly elected representatives of Torres Strait Island Regional Council.

## 3. Legislation

In accordance with section 250 of the *Local Government Regulation 2012* (Regulation) Council must prepare an Expenses Reimbursement Policy and adopt this by resolution. The discussion and resolution of this policy must be conducted in open session.

This policy must provide for:

- Payment of reasonable expenses incurred, or to be incurred, by Councillors discharging their duties and responsibilities as councillors
- Provision of facilities to the councillors for that purpose

## 4. Councillor Remuneration

In accordance with section 177 of the *Local Government Act 2009*, the Local Government Remuneration Commission is responsible for deciding the maximum amount of remuneration that is payable to Councillors. The Commission must annually decide and publish the maximum amount of remuneration payable from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government.

As required by section 246 of the Regulation the Local Government Remuneration Commission have prepared a remuneration schedule for the 2022/23 Financial Year:

Position	Remuneration amount effective 1 July 2022
Mayor	\$110,386
Deputy Mayor	\$63,684
Councillor	\$55,192*

\*The Commission has determined that for Category 1 Councils, including Torres Strait Island Regional Council, Councillors remuneration will be paid a base salary of \$36,794.67 (50%) from 1 July 2022 and a meeting fee of \$1,533.11 per calendar month is payable for attendance at, and participation in, scheduled Council meetings. The Mayor and/or Chief Executive Officer must certify the attendance and participation. This determination does not include the Mayor and the Deputy Mayor, who are to receive the full annual remuneration.

The remuneration fixed above is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. Remuneration payments are made in fortnightly instalments.

Councillors who serve only part of a given financial year, shall receive remuneration pro-rata only.

## **Advance Payment**

Meaning in this section:

**Advance Payment** means a payment of a Councillor's base salary in advance of when it is due to be paid.

This section applies to Advance Payments and the circumstances in which an Advance Payment may be paid to a Councillor on approval from the Chief Executive Officer. Any requests by Councillors which do not meet the requirements of this Policy will need to go to a Council meeting.

Upon a request being received by a Councillor, the Chief Executive Officer may approve for payment to a Councillor an Advance Payment if:

1. the Chief Executive Officer is satisfied that the Advance Payment is for:
  - financial hardship;
  - emergency relief; or
  - for another genuine reason
2. a Councillor has made the request in writing and has provided the information required to complete the Advance Payment Repayment Form demonstrating how it is intended to be repaid (attached as Appendix A to this Policy);
3. the payment of an Advance Payment is not requested to be made within the first two months of the Councillor's term;
4. the payment of an Advance Payment is not requested to be made within the last six months of the Councillor's term;
5. the total of Advance Payment/s made to any one Councillor does not exceed one fortnight's base salary.

All Advance Payments are to be repaid to Council by the Councillor within the following fortnightly pay period for the Councillor.

The Chief Executive Officer, may at the Chief Executive Officer's discretion, request a Councillor to produce material to substantiate their application for an Advance Payment which the Chief Executive Officer considers relevant to their assessment.

The Chief Executive Officer, in their discretion, can refuse any application by a Councillor for an Advance Payment whatsoever. Any approval given by the Chief Executive Officer must be in writing.

This section only applies to an Advance Payment, relating to a Councillor's base salary component, and does not cover or permit any other advance. To avoid any doubt, a Councillor's meeting fee component cannot be paid in advance.

Before any Advance Payment is made a signed copy of the Advance Payment Repayment Form must be provided.

## **Tax**

At the beginning of each financial year, Councillors must nominate a tax withholding amount to be applied by Council.

## **More than one meeting per month**

If there are two or more meetings scheduled in a given calendar month, Councillors shall be

required to meet attend and participate in each meeting in order to be entitled to the meeting fee for that month. If a particular meeting commences in one calendar month and continues into the next calendar month, the meeting is treated as having taken place in the calendar month in which the meeting commenced.

### **Attendance at Meetings**

There is a requirement that the Councillor attend the whole of the monthly meeting to ensure that the meeting fee is paid, unless there is an emergency circumstance approved the Mayor and Chief Executive Officer. The payment for partial attendance approval via emergency circumstances will be by a formal approval by the Mayor and Chief Executive Officer.

### **Approved Leave**

Council will pay the monthly meeting fee to a Councillor who is absent from the monthly meeting only following approval being granted at that meeting and only for the following reasons:

1. Death of an immediate family member
2. Councillor attending other previously approved official Council business
3. Councillor or immediate family member is unwell or needing urgent medical attention
4. Councillor is required to attend court or tribunal as a witness
5. As a result of a natural disaster

The leave application must be provided to the Mayor and Chief Executive Officer prior to leave being taken.

## **5. Provision of Facilities and Support**

Certain equipment separately identified in this policy is provided to the Councillor once; this equipment will remain the property of the Councillor upon the completion of the entire term of Council. All other equipment and facilities not separately identified remain the property of Council and must be returned to Council when a Councillor's term expires.

### **Private use of Council owned facilities**

Based on the principle, that no private benefit is to be gained, the facilities provided to Councillor's by Council owned facilities are to be used only for Council business unless prior approval has been granted by resolution of Council.

### **Office Facilities**

Councillors will be provided with the following facilities and support:

- Mayor: Separate office accommodation on home island, Thursday Island and in Cairns Office with Secretarial and Executive Assistant Support
- Deputy Mayor and Councillors: Office accommodation and administrative support in accordance with the established staff structure and Council's Communications Guidelines (Acceptable Request Guidelines) on the Councillor's home island.

Councillors are provided with access to shared facsimile, scanner, printer, photocopier and paper shredder for business use.

Use of Council landline telephones and internet access in Council offices for Council business.

## **Uniform Provision**

The Council will provide Councillors with a Council uniform allocation, aligned to the general employee uniform allowance.

## **Motor Vehicles**

On the choice of the Mayor or Councillor:

Council will provide a 2WD dual cab utility or similar vehicle dependent upon availability on a full private use basis, that being, any member of the Councillor's family with a current driver's licence can drive this vehicle and transport passengers.

The Councillor will pay \$25 a week as hire and provide all fuel.

The Council will be responsible for the routine maintenance and insurance of the vehicle and all fair wear and tear repairs. Where repairs are required other than as a result of fair wear and tear, the Councillor will pay the full cost (including any freight costs) of rectification or, if the vehicle cannot be repaired, replacement of the vehicle. Repair or replacement must be carried out in a timely manner— within two months of damage being identified, or as soon as reasonably practicable.

Vehicle hire may be suspended for a period of time where the vehicle is taken out of operation for repairs and maintenance and an alternative vehicle is not available.

Motor vehicles will not be allocated to Councillors with outstanding unpaid charges for maintenance and unfair wear and tear repairs from previous hire arrangements through Council.

Council shall retain property in the vehicle. At the end of the Councillor's term the vehicle shall be returned to Council in the same condition as when the vehicle was provided, subject to fair wear and tear.

A Councillor will not be entitled to access any other Council vehicle, for Council business or private.

## **Computers and Telecommunication**

Council will only provide one mobile phone handset and one piece of portable IT hardware equipment to a Councillor at the start of their term of office. At the conclusion of the term these items will become the property of the Councillor. A standard suite of Council software will be provided with each piece of portable IT hardware equipment issued to the Councillor. Any additional software provision and/or installation will be at the discretion of the Chief Executive Officer and must comply with licencing and ICT Standard Operating Environment Procedure. This software will be removed at the end of the Councillor's term.

Support for the Council supplied IT hardware will be provided through the Information Services Helpdesk (within standard business hours). If rectification requires more than phone support the Council provided IT hardware must be returned to the Cairns office by the Councillor.

Any lost, damaged, stolen or superseded devices will be repaired or replaced by Council at the sole discretion of the Chief Executive Officer, who shall consider the reasonableness of the request.

Use of IT equipment provided by Council must comply with IT Policy and Procedures and in particular the ICT Acceptable Use Procedure.

A voice and data plan will be paid for by Council for business use only during the term of the Councillor.

### **General legal advice**

General legal advice is available to Councillors on Council-related matters. Legal advice is provided by Council's Legal Services Team.

## **6. Reimbursement of Expenses**

### **Representing Council**

Where Council resolves, or the Mayor and Chief Executive Officer consider relevant, that Councillors are required to attend study tours, conferences or workshops to either deliver a paper, to receive knowledge or as a delegate of Council; Council will pay for or reimburse expenses, associated with attending the event since participation is part of the business of Council.

Each Councillor who attends an event on behalf of Council must provide a written report to the whole Council at the second ordinary meeting after the event and a verbal report upon request.

#### Mandatory professional development

Where Council resolves or the Mayor and Chief Executive Officer consider, that all Councillors are to attend training courses or workshops for skills development related to a Councillor's role, the Council will pay for or reimburse expenses, being the total cost of the course plus associated expenses.

#### Discretionary professional development

Where a Councillor identifies a need to attend a conference, workshop or training to improve skills, other than mandatory training, Council will pay for or reimburse expenses to a maximum of \$5,000 ~~for the current term of their office~~per financial year. The professional development must be related to the skill development of the Councillor in their capacity as Councillor.

### **Travel as required to represent Council**

A local government may pay for or reimburse local, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- A Councillor is an official representative of Council; and
- The activity/event and travel have been endorsed by resolution of Council; or
- The Mayor and Chief Executive Officer consider necessary to incur the travel on behalf of Council

Council will pay for reasonable expenses incurred for overnight accommodation. All travel expenses will be paid in advance of travel with any unused allowance recovered from future claims.

If a Councillor travels using their private vehicle, a log is to be kept of the kilometres travelled and the reimbursement will be on a cents-per-kilometre method in accordance with the Australian Taxation Office rulings for the engine capacity of the vehicle used. Claim can only be made to a maximum of 5,000 business kilometres per year per vehicle.

If a Councillor travels using a private vessel, reimbursement will be based on actual costs incurred (such as fuel costs). A log is to be kept and receipts provided to substantiate reimbursement of expenses. The claim must not exceed the cost of the same travel using economy flights plus taxi transfers.

#### Travel bookings

All Councillor approved air travel will be booked and paid for by Council. For the purpose of travelling for Council (not as a result of a third-party request and payment) economy class is to be used, however for journeys of two (2) hours or more, business class may be used where available.

Class of travel for third-party travel requests such as attendance at board or other meetings of the third party will be at the discretion of the Chief Executive Officer.

Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the Councillor.)

#### Travel transfer costs

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. For example: trains, taxis, buses and ferry fares as well as possible hire cars.

Cab charge fast cards may also be used where Councillors are required to undertake duties relating to the business of Council. Cab charge statements are reviewed monthly by Councils Senior Executive Assistant to the Mayor and Chief Executive Officer against approved Council travel dates.

On the mainland only, for travel periods of longer than 3 days, the Councillor has an option of obtaining a hire car. The hire car will be the equivalent of the Avis car classes being either Full Size or Standard class vehicle. This is to be arranged by Council. All fuel costs and non-direct hire costs (e.g. cleaning) associated with the hire car will be borne by the Councillor.

If the Chief Executive Officer consider it an operational advantage or that savings can be achieved by hiring a car, this is at the Chief Executive Officer's discretion.

In exceptional circumstances where there is no Council vehicle or taxi service reasonably available, a hire car may be approved, for travel periods of less than 3 days, at the Chief Executive Officer discretion.

Travel costs including car-hire, parking costs and fuel, when attending conferences, will be considered by the Chief Executive Officer on a case-by-case basis. For example: hire car including fuel and parking to attend a conference or other official Council business requiring road-based travel from the nearest airport.

NOTE: Any fines incurred while travelling in Council-owned vehicles or Council arranged hire vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

Costs listed on invoices to Council which are not covered by the Council hire arrangement including fines, fees, refuelling, vehicle repairs and cleaning will be recovered by Council from the next payment made to the Councillor. A copy of the invoice will be forwarded to the Councillor to support the deduction made for the cost recoveries.

### Accommodation

Council will pay for the most economical deal available. Where possible, the minimum and maximum standard for Councillors' accommodation will be four (4) star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

For Cairns events Council has a list of pre-qualified suppliers who offer accommodation services, Councillors will be able to make a choice from these suppliers.

Where a Councillor prefers to organise their own accommodation, an accommodation allowance will be paid as per the Australian Taxation Office Tax Determination for accommodation expenses current at the date of travel. This arrangement must be pre-approved by the Chief Executive Officer.

Tax withholding rate for non-commercial accommodation allowance is a minimum of 20%. If Councillor's ordinary withholding rate is higher than 20%, the tax withholding rate will be at the Councillor's ordinary rate.

### Meals

Council will provide an allowance for meals, in accordance with the Australian Taxation Office ruling on travel expenses current at the date of travel, for a Councillor when a meal is not provided:

- Within the registration costs of the approved activity/event
- During an approved flight
- Any time Councillor is on Council Business

No alcohol will be paid for by Council. If the Councillor is away from home or commences their travel before 8 am or concludes after 9 am a breakfast entitlement is provided. If the Councillor is away from home or commences travel before 12 noon or concludes after 1 pm a lunch entitlement is provided. If the Councillor is away from home or commences travel before 6 pm or concludes after 7 pm a dinner entitlement is provided.

### Incidental allowance

Payment will be made for any overnight travel only; the calculation is to pay on the first day of travel, on the last day of travel and for any day in between. In effect the minimum payment will be two days entitlement.

### Reimbursement of Travel Costs

In the event that a Councillor is absent without approved leave, from a workshop, training or any organised Council business event for which travel costs have been incurred and/or travel allowance paid, the Councillor will be liable for reimbursement of travel costs and/or travel allowance paid.

## **7. Legal Representation for Councillors**

Councillors can seek legal representation by written request to the Chief Executive Officer in relation to a matter that arises from the Councillor's performance of his or her functions. Former Councillors may also request legal representation.

There are four major criteria for determining whether Council will pay the legal representation costs of a Councillor.

These are:

- the legal representation costs must relate to a matter that arises from the performance, by the Councillor, of his or her functions;
- the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- in performing his or her functions, to which the legal representation relates, the Councillor must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- the legal representation costs do not relate to a matter that is of a personal or private nature.

If the above four (4) criteria are satisfied, Council may approve the payment of legal representation costs:

- where proceedings are brought against a Councillor in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Councillor; or
- to enable proceedings to be commenced and/or maintained by a Councillor to permit the Councillor to carry out his or her functions – for example, where a Councillor seeks to take action to obtain a restraining order against a person using threatening behaviour to the Councillor; or
- where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in Council by publicly making adverse personal comments about Councillors.

Council shall only approve the payment of legal representation costs if the Councillor has signed a written statement confirming that the Councillor:

- has acted in good faith, and has not acted unlawfully or in a way that constitutes corrupt conduct or misconduct, in relation to the matter to which the request for legal representation relates;
- has read, and understands, the terms of this Policy relating to legal assistance and associated costs;
- acknowledges that any approval of legal representation costs is conditional on the repayment provisions of subclause R below and any other conditions to which the approval is subject; and
- undertakes to repay to Council any legal representation costs in accordance with subclause R. G. Council will not provide or fund legal advice or representation for Councillors in relation to personal or private matters.

Council will not, unless under exceptional circumstances, provide or fund legal advice or representation for a defamation action or a negligence action instituted by a Councillor.

Council will not, unless under exceptional circumstances, pay for legal advice or representation obtained by a Councillor where the Councillor has not obtained prior written approval from the Chief Executive Officer.

In assessing a request, Council may have regard to any insurance benefits that may be available to the Councillor under Council's insurance policies.



Council may:

- refuse;
- grant; or
- grant subject to conditions a Councillor's request for payment of legal representation costs.

Conditions may include, but are not restricted to:

- Council specifying who will provide the legal services (e.g. Council's Legal Services Division or an external law firm or legal services provider);
- a financial limit;
- a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs; and/or
- an obligation on the Councillor to act reasonably and to disclose to Council anything that could affect representation.

If Council approves a request for payment of legal representation costs, Council:

- shall confirm the scope of the approved legal representation;
- shall take advice on the estimated costs of the matter and set a limit on the costs to be paid by Council;
- shall require full and detailed accounts from the lawyer providing the legal representation to ensure that the representation complies with the scope of Council's approval;
- may make payment of approved legal representation costs either by a direct payment to the approved lawyer (or the relevant firm), or a reimbursement to the Councillor; and
- shall not make payment for any legal services that are outside the scope of Council's approval.

A Councillor may make a further request to Council in respect of the same matter.

Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

Council may, subject to below, determine that a Councillor whose request for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- not acted in good faith, or has acted unlawfully or in a way that constitutes corrupt conduct or misconduct; or
- given false or misleading information in respect of the request.

A determination under the above may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry. Where Council makes a determination under the above, the legal representation costs paid by Council are to be repaid by the Councillor:

- all or part of those costs – in accordance with a determination by Council as per above;
- as much of those costs as are available to be paid by way of set-off – where the Councillor receives monies paid for costs, damages or settlement in respect of the matter for which Council paid the legal representation costs.

Council may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

## **8. Insurance cover**

Councillors will be covered under relevant Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident.

Manager Responsible for Review:

Manager, Governance and Compliance

**Adoption:** December 2022

**Due for Revision:** 30 June 2023

James William

Chief Executive Officer



## TORRES STRAIT ISLAND REGIONAL COUNCIL COUNCILLOR ADVANCE PAYMENT REPAYMENT FORM

### ADVANCE PAYMENT REPAYMENT AUTHORITY FORM

Surname or Family Name:

First Given Name:

Creditor ID:

Division:

### Councillor Authorisation

I authorise and request Torres Strait Island Regional Council (**TSIRC**) to deduct the sum of \$\_\_\_\_\_ from my fortnightly base salary which represents the total amount of Advance Payment.

In the event that I cease being a Councillor for any reason before the total amount of the Advance Payment has been repaid, I agree that the entire remaining balance then owing is to be deducted from any monies which are or which may become payable to me.

This authorisation is to remain in force until the Councillor has repaid the Advance Payment Amount.

Details/Comments

Frequency of repayment: Fortnightly base salary

### INFORMATION PRIVACY STATEMENT

Your Personal Information is protected by law and can only be released to someone else where authorised by law or where you give your permission. Council is collecting your personal information contained in this document for the purpose of Councillor's Remuneration Payment. This collection of Personal Information is authorised by law under the *Local Government Act 2009*. It is Council's usual practice that the Personal Information contained in this document is disclosed to Queensland Audit Office or its Agent(s) as part of its regulatory requirements under the *Local Government Act 2009*. Council is aware that Queensland Audit Office and its Agent(s) may pass your Personal Information on to the Department of State Development, Infrastructure, Local Government and Planning as part of its own regulatory requirements.

Councillor Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	December 2022
<b>DATE:</b>	13-14 December 2022
<b>ITEM:</b>	Agenda Item for Noting by Council
<b>SUBJECT:</b>	Building Services Update (November 2022)
<b>AUTHOR:</b>	Wayne Green – Executive Director TSIRC BSU

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### **Recommendation:**

Council resolves to note the Building Services Report for November 2022.

### **Executive Summary:**

This report outlines the current business activities of the Building Services Unit (BSU) for the reporting period of November 2022.

### **Upgrade & HO Program**

BSU is currently focussing on the delivery of the aged Upgrade and HO projects which are approximately \$5.5m in value.

Upgrades & Home Ownerships as of 31 October 2022.

<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
5	8	34	66

The non-delivery of this works was due to multiple factors including:

- Over forecasting of achievable deliverable outcomes
- Over reporting of non-completed works causing backlog of WIP
- Availability of contractors and resources (vehicles/plant)
- Availability of storage and accommodation

To date, BSU continues to meet with key stakeholders to provide updated programs of backlog and uncompleted works.

Strategies currently being implemented to forward plan for the part delivery of 2022/23 NAHA upgrade program. These strategies include, but are not limited to:

- Prioritisation of essential works
- Bulk tendering of all upgrades at each of the communities
- Ensuring reduced risk to TSIRC (material/freight/flights etc)
- Contractor accountability (liquidated damages)

Communication and updated programs will continue to be delivered through to Councillors and Housing Officers throughout the planning process on a monthly basis.

### **R&M Program**

BSU is currently recruiting for 2 x additional R&M Administration Officers and an R&M supervisor to improve stream lining and efficiencies within the Tier 1 (maintenance) stream. However due to the challenges with recruitment in the current environment alternative temporary measures are being reviewed.

The realignment of the Tier 1 stream will improve service delivery to our customers and most importantly our communities.

Current backlog of maintenance work as of 29 November 2022 (approx \$2.1m)

>366 Days	181-365 Days	121-180 Days	91-120 Days	61-90 Days	30-60 Days
7	226	790	160	198	247

BSU is continuing to work with QBuild to renegotiate the TSIRC Maintenance Agreement Schedule of Rates which was last updated December 2020 and create alternative delivery methods of essential fixtures and fittings improving delivery timeframes.

### **Housing Investment Plan (Capital Housing Program) - \$14.4M**

Stage 1 funding was released 27 September 2022. BSU and Housing working closely with Councillors and staff in each community to revise requests for each division. The updated revised program is currently being formulated to be resubmitted to Department of Communities, Housing and Digital Economy (CHDE) for Minister's approval prior to commencement of works.

Current review is finding challenges with land availability, demolitions of existing buildings.

Strategies being developed to ensure a 'value for money' procurement process and contractor availability.

### **Business Relationships**

BSU has continued to focus on the rectification and close-out of defects in partnership with QBuild.

Meetings are now occurring on a fortnightly basis between BSU and key stakeholders. The quarterly Joint Operations Meeting is next scheduled for 8 December in Thursday Island.

### **Logistics**

BSU is currently developing an improved sustainable waste management plan which has identified a legacy of waste within divisions that is to be removed.

Contract documentation has been updated to ensure all contractors are accountable for the projects that they are delivering and TSIRC will be ensuring the timely delivery of these works.

### **Considerations**

#### **Risk Management**

- Urgent review of tabled works for next financial year to clarify actual projects and financial impact.
- BSU reviewing structure, resourcing and processes within the department to improve delivery of services at all levels.

- Monitoring of performance regularly being undertaken to manage revenue, expenses, service delivery and outcomes to community.
- Minimum works being delivered over the Christmas Closure due most contractors closing down for the Christmas break (3-4 week closure)

### **Consultation:**

- Building Services Executive Director
- Building Services Management
- Business Services Accountant
- Building Services Construction Software
- Procore Published Industry statistical data

### **Links to Strategic Plans**

Corporate Plan 2020-2025

- Operational Plan 2022-2023
- 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 notes the information contained in this report.



### **Recommended:**

Wayne Green  
Executive Director Building Services



### **Approved:**

James William  
Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

**ORDINARY MEETING:** December 2022

**DATE:** 13 & 14 December 2022

**ITEM:** Agenda Item for Resolution by Council

**SUBJECT:** 2022/2023 Budget Review 1

**AUTHOR:** Hollie Faithfull, Executive Director, Financial Services

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### **RECOMMENDATIONS**

1. *That Council adopts in accordance with s169 and s170 of the Local Government Regulation 2012 an amended budget for the 2022-2023 Financial Year as presented, incorporating:*
  - (i) *The statements of financial position;*
  - (ii) *The statements of cashflow;*
  - (iii) *The statements of income and expenditure;*
  - (iv) *The statements of changes in equity;*
  - (v) *The long-term financial forecast;*
  - (vi) *The relevant measures of financial sustainability; and*
  - (vii) *The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget; and*
  - (viii) *Capital budget.*

## **PURPOSE**

The purpose of this report is to update Council on the current budget position and resolve for adoption the Amended Budget for the 2022-2023 Financial Year.

## **BACKGROUND**

Over the past months, officers have undertaken a comprehensive review of the 2022-2023 Original Budget. This review was to ensure that each department was tracking in-line with Original Budget expectations and identified any changes to the budget where necessary.

## **COMMENT**

The budget review has been formulated from analysing current operating activities and incorporating new grant funding agreements. In addition, any known changes to Council's service delivery have also been considered.

## **SUBSEQUENT EVENTS**

Subsequent to presenting the 2022-2023 Budget Review and associated financial models to Council at the November Workshop, Council officers have made the following adjustments which are reflected in the attached documents:

- Increased councillor training budget to \$5,000 per councillor per annum. (Previously \$5,000 per councillor over elected term);
- ROC membership - \$10,000.

## **2022/2023 BUDGET REVIEW AT A GLANCE**

<b>Statement of Income and Expenditure</b>		<b>\$'000</b>
<b>Operating Revenue</b>		67,208
<b>Operating Expenses(Excl Depn)</b>		74,906
<b>Net Operating Result(exc Depn)</b>		<b>(7,697)</b>
<b>Depreciation</b>		53,129
<b>Capital Revenue</b>		66,098
<b>Capital Expenses</b>		2,866
<b>Net Result</b>		<b>2,406</b>
<b>Capital Expenditure (\$'000)</b>		
<b>Capital Works Program</b>		69,358

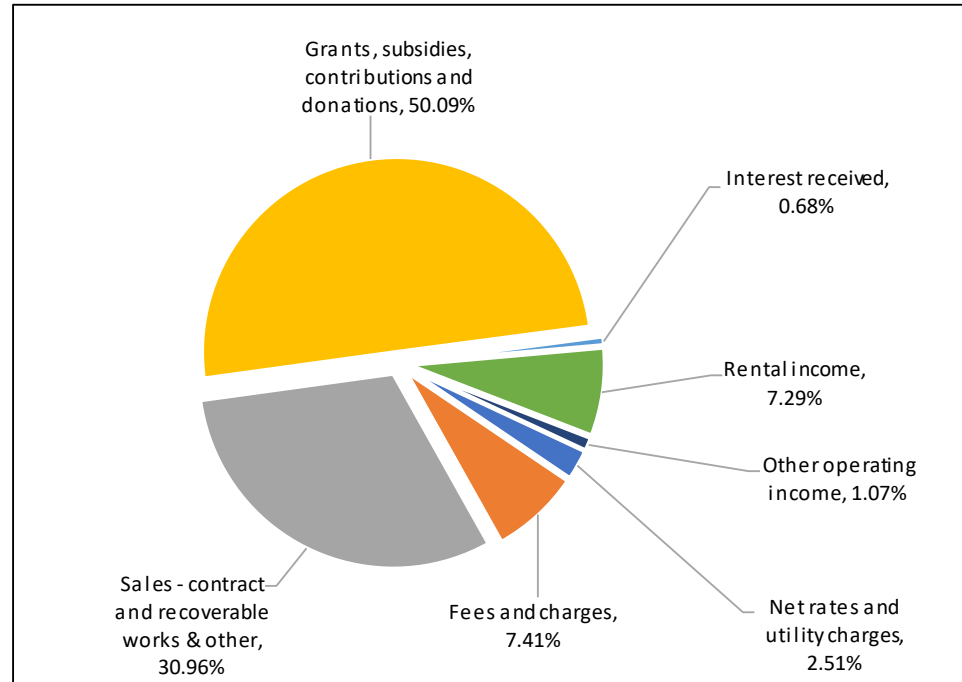


## **CONSOLIDATED PERFORMANCE**

### **Operating Revenue**

**OPERATING REVENUE CATEGORIES 2022/23 Budget Review**

Category	Budget \$'000
Net rates and utility charges	1,688
Fees and charges	4,979
Sales - contract & recoverable works and other	20,809
Grants, subsidies, contributions and donations	33,663
Interest received	455
Rental income	4,897
Other operating income	719
<b>Total Operating Revenue</b>	<b>67,208</b>

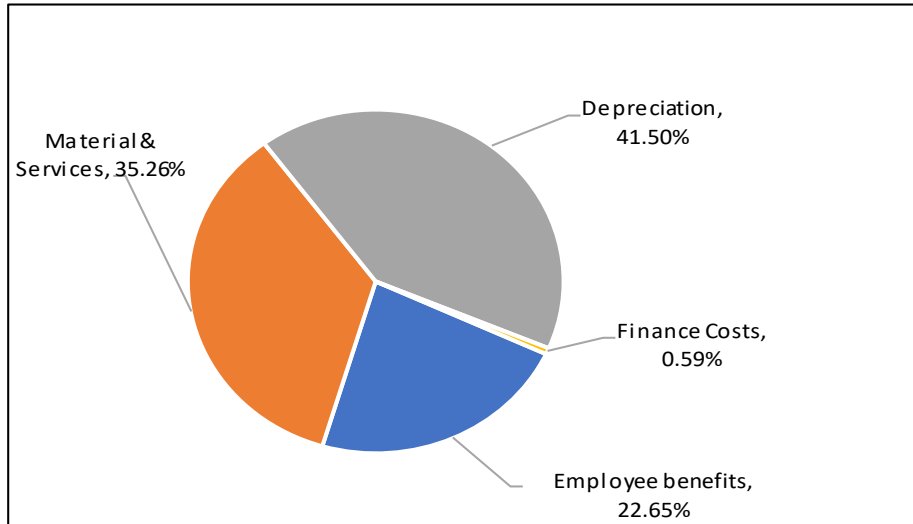


Contracts and recoverable works along with grants, subsidies, contributions, and donations continue to be the major source of income for Council at 30.96% and 50.09% of total operating revenue respectively.

## Operating Expenditure

### OPERATING EXPENSES CATEGORIES 2022/23 Budget Review

Category	Budget \$'000
Employee benefits	29,005
Material & Services	45,146
Depreciation	53,129
Finance Costs	755
<b>Total Operating Expenses</b>	<b>128,034</b>



Materials and services together with employee benefits comprise 57.92% of the Council's forecast total operating expenditure. Council is responsible for the provision of water and waste services maintenance, community, sport and cultural services and infrastructure for the community.

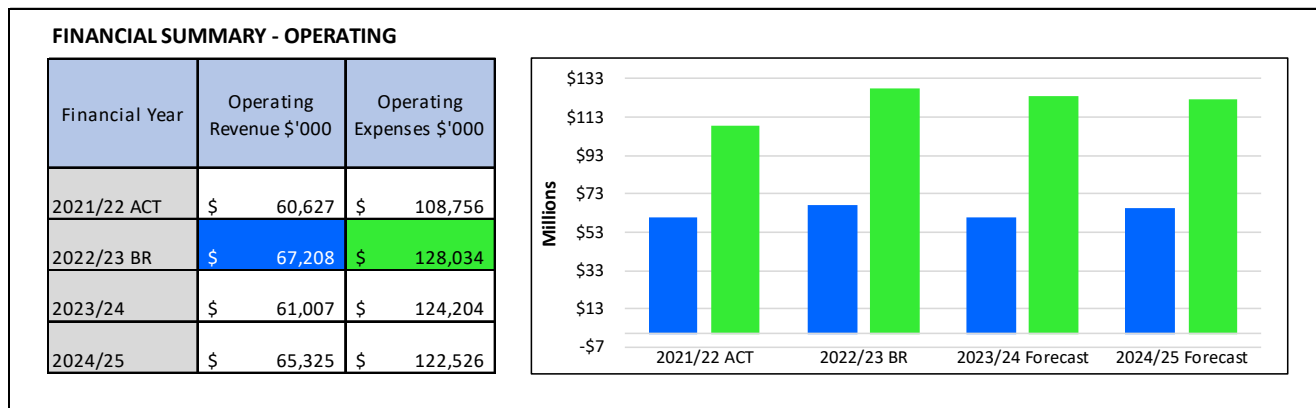
In addition to these expenses, depreciation makes up 41.50% of Council's planned expenditure. Depreciation represents an allocation of the use, or wear and tear of an asset over its expected useful life. It is impacted by the age, condition, pattern of use and disposal of existing assets, as well as the purchase and construction of new assets.

## Operating Capability

Council's budgeted Operating Capability (before depreciation) is budgeted as a deficit of \$7,697,372 for 2022-2023 financial year.

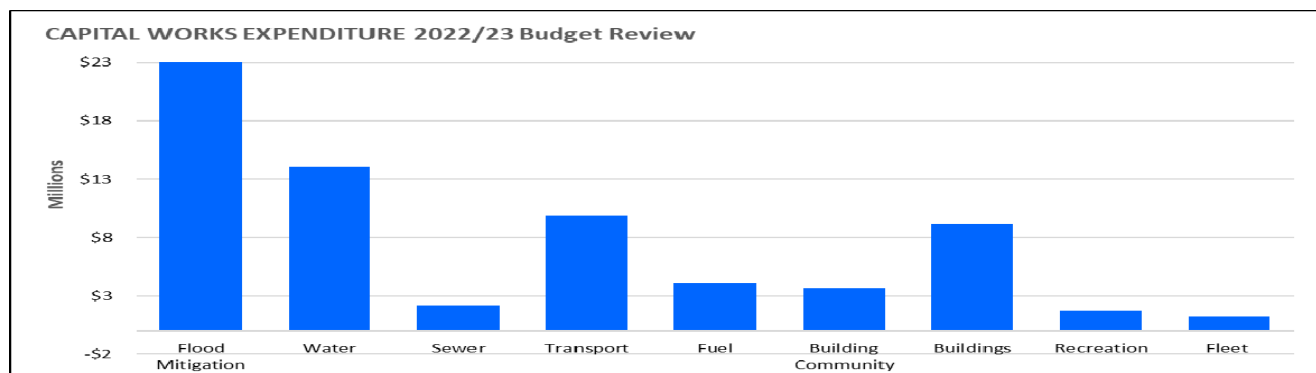
Total budgeted depreciation expense for 2022-2023 Budget Review is forecast to be \$53,128,603. The Operating Capability (after depreciation and before capital items) is a consolidated budgeted deficit position of \$60,825,975.

The graph below summarises the estimated operating revenue and expenditure (including depreciation) for the previous financial year and the next three years.



## Capital Budget

The Capital Expenditure Budget for 2022-2023 Budget Review totals \$69,357,931. Council will utilise a combination of revenue, capital grants and capital contributions to fund Council's capital budget. The following table provides a breakdown of the proposed capital works for the 2022-2023 year by asset category.



Council capital revenue for 2022-2023 Budget Review is budgeted to be \$66,098,028.

## **LINKS WITH STRATEGIC PLANS**

The budget review has been developed in accordance with Council's Operational and Corporate Plans.

## **STATUTORY REQUIREMENTS**

The ***Local Government Regulation 2012*** requires:

### **S. 169 *Preparation and content of budget***

- (1) *A local government's budget for each financial year must—*
  - (a) *be prepared on an accrual basis; and*
  - (b) *include statements of the following for the financial year for which it is prepared and the next 2 financial years—*
    - (i) *financial position;*
    - (ii) *cash flow;*
    - (iii) *income and expenditure;*
    - (iv) *changes in equity.*
- (2) *The budget must also include—*
  - (a) *a long-term financial forecast; and*
  - (b) *a revenue statement; and*
  - (c) *a revenue policy.*
- (3) *The statement of income and expenditure must state each of the following—*
  - (a) *rates and utility charges excluding discounts and rebates;*
  - (b) *contributions from developers;*
  - (c) *fees and charges;*
  - (d) *interest;*
  - (e) *grants and subsidies;*
  - (f) *depreciation;*
  - (g) *finance costs;*
  - (h) *net result;*
  - (i) *the estimated costs of—*
    - (i) *the local government's significant business activities carried on using a full cost pricing basis; and*
    - (ii) *the activities of the local government's commercial business units; and*
    - (iii) *the local government's significant business activities.*
- (4) *The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years.*

- (5) The **relevant measures of financial sustainability** are the following measures as described in the financial management (sustainability) guideline—
  - (a) asset sustainability ratio;
  - (b) net financial liabilities ratio;
  - (c) operating surplus ratio.
- (6) The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- (7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.
- (8) The budget must be consistent with the following documents of the local government—
  - (a) its 5-year corporate plan;
  - (b) its annual operational plan.
- (9) In this section—**financial management (sustainability) guideline** means the document called ‘Financial Management (Sustainability) Guideline 2013’, version 1, made by the department.

#### **S.170 Adoption and amendment of budget**

- (1) A local government must adopt its budget for a financial year—
  - (a) after 31 May in the year before the financial year; but
  - (b) before—
    - (i) 1 August in the financial year; or
    - (ii) a later day decided by the Minister.
- (2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.
- (3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.
- (4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect—
  - (a) section 169;
- (b) the local government's decision about the rates and charges to be levied for the financial year made at the budget meeting for the financial year.

## **CONSULTATION**

There has been significant consultation on the framing of the 2022-2023 Budget Review including internal meetings/workshops with Executives and Managers coupled with liaisons with external funding agencies and lobbying government departments to secure funding commitments. Additionally, workshops were held with Councillors and Executive Officers throughout the budget process.

## **CONCLUSION**

The Budget Review has been prepared in accordance with the aforementioned legislative requirements and recommended for adoption.



Recommended  
**Hollie Faithfull**  
**Executive Director, Financial Services**



Approved  
**James William**  
**Chief Executive Officer**

## **ATTACHMENTS:**

Attached for Council endorsement is Model 1:

### **Model 1 – Continuing Internal Tenancy Management – Confirmed sources of capital funding only.**

- *Model 1 - Statement of Financial Position;*
- *Model 1 - Statement of Cash flow;*
- *Model 1 - Statement of Income and Expenditure;*
- *Model 1 - Statement of Changes in Equity;*
- *Model 1 - Sustainability Ratios;*
- *Model 1 - Long Term Financial Forecast;*
- *Capital Budget*

# Torres Strait Island Regional Council

## Statement of Financial Position

For the period July 2022 to June 2025

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000
<b>Current assets</b>				
Cash assets and cash equivalents	33,267	23,421	17,140	14,352
Inventories	323	323	323	323
Receivables	7,083	548	573	593
Prepayments	470	470	470	470
Other current assets	12,384	12,384	12,384	12,384
<b>Total current assets</b>	<b>53,527</b>	<b>37,146</b>	<b>30,890</b>	<b>28,122</b>
<b>Non-current assets</b>				
Property, plant and equipment	993,380	1,006,109	959,801	911,025
Intangible assets	-	-	-	-
Capital works in progress	-	-	-	-
Other non-current assets	12,326	12,326	12,326	12,326
<b>Total non-current assets</b>	<b>1,005,706</b>	<b>1,018,435</b>	<b>972,127</b>	<b>923,351</b>
<b>Total assets</b>	<b>1,059,233</b>	<b>1,055,581</b>	<b>1,003,017</b>	<b>951,473</b>
<b>Current liabilities</b>				
Overdraft	-	-	-	-
Trade and other payables	8,290	2,233	1,169	1,207
Borrowings	-	-	-	-
Other current liabilities	13,980	13,980	13,980	13,980
Provisions	-	-	-	-
<b>Total current liabilities</b>	<b>22,270</b>	<b>16,213</b>	<b>15,149</b>	<b>15,187</b>
<b>Non-current liabilities</b>				
Loans	-	-	-	-
Other non-current liabilities	1,238	1,238	1,238	1,238
Provisions	12,489	12,489	12,489	12,489
<b>Total non-current liabilities</b>	<b>13,726</b>	<b>13,726</b>	<b>13,726</b>	<b>13,726</b>
<b>Total liabilities</b>	<b>35,997</b>	<b>29,939</b>	<b>28,875</b>	<b>28,914</b>
<b>Net community assets</b>	<b>1,023,236</b>	<b>1,025,642</b>	<b>974,142</b>	<b>922,560</b>
<b>Community equity</b>				
Asset revaluation reserve	625,629	625,629	625,629	625,629
Retained surplus (deficiency)	397,607	400,013	348,513	296,931
<b>Total community equity</b>	<b>1,023,236</b>	<b>1,025,642</b>	<b>974,142</b>	<b>922,560</b>



# Torres Strait Island Regional Council

## Statement of Cashflow

For the period July 2022 to June 2025

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000
Cash flows from operating activities:				
Receipts from customers	27,609	34,729	28,649	31,491
Receipt from rental income	4,768	4,897	5,044	5,195
Payment to suppliers and employees	(62,659)	(80,963)	(68,915)	(69,834)
	(30,282)	(41,338)	(35,222)	(33,149)
Interest received	179	455	115	85
Non-capital grants and contributions	31,866	33,663	27,174	28,534
Finance costs	(22)	-	-	-
Net cash inflow (outflow) from operating activities	1,742	(7,220)	(7,933)	(4,530)
Cash flows from investing activities:				
Payments for property, plant and equipment	(35,177)	(69,358)	(10,045)	(3,877)
Payments for intangible assets	-	-	-	-
Proceeds from sale of property, plant and equipment	-	-	-	-
Subsidies, donations and contributions for new capital expenditure	21,182	66,098	11,696	5,619
Other	377	634	-	-
Net cash inflow (outflow) from investing activities	(13,617)	(2,626)	1,652	1,742
Cash flows from financing activities				
Repayment of borrowings	(36)	-	-	-
Other	-	-	-	-
Net cash inflow (outflow) from financing activities	(36)	-	-	-
Net increase (decrease) in cash held	(11,912)	(9,846)	(6,281)	(2,788)
Cash at beginning of reporting period	45,180	33,268	23,422	17,140
Cash at end of reporting period	33,268	23,422	17,140	14,353
QTC recommended working capital	15,307	18,726	16,963	17,468
Variance	17,961	4,695	178	(3,115)

# Torres Strait Island Regional Council

## Statement of Income and Expenditure

For the period July 2022 to June 2025

**Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only**

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000
<b>Revenue</b>				
<b>Recurrent revenue:</b>				
Net rates and utility charges	1,646	1,688	1,772	1,861
Fees and charges	4,531	4,979	5,215	5,350
Sales - contract and recoverable works	15,643	17,956	18,024	20,529
Sales - other	2,594	2,853	2,988	3,078
Grants, subsidies, contributions and donations	30,357	33,663	27,174	28,534
Interest received	194	455	115	85
Rental income	4,768	4,897	5,044	5,195
Other recurrent income	894	719	674	693
<b>Total recurrent revenue</b>	<b>60,627</b>	<b>67,208</b>	<b>61,007</b>	<b>65,325</b>
<b>Capital revenue:</b>				
Government subsidies and grants	34,523	66,098	11,696	5,619
Capital contribution	-	-	-	-
Developer contributions	-	-	-	-
<b>Total capital revenue</b>	<b>34,523</b>	<b>66,098</b>	<b>11,696</b>	<b>5,619</b>
<b>Total income</b>	<b>95,150</b>	<b>133,306</b>	<b>72,703</b>	<b>70,944</b>
<b>Expenses</b>				
<b>Recurrent expenses:</b>				
Employee benefits	26,371	29,005	30,556	31,472
Materials and services	31,511	45,146	36,541	37,646
Depreciation and amortisation	47,529	53,129	56,353	52,653
Finance costs	3,344	755	755	755
<b>Total recurrent expenses</b>	<b>108,756</b>	<b>128,034</b>	<b>124,204</b>	<b>122,526</b>
<b>Capital expenses:</b>				
Other capital expenses	9,875	2,866	-	-
<b>Total capital expenses</b>	<b>9,875</b>	<b>2,866</b>	<b>-</b>	<b>-</b>
<b>Total expenses</b>	<b>118,631</b>	<b>130,900</b>	<b>124,204</b>	<b>122,526</b>
<b>Net operating surplus/(deficit) exc capital and depreciation</b>	<b>(599)</b>	<b>(7,697)</b>	<b>(6,844)</b>	<b>(4,548)</b>
<b>Net operating surplus/(deficit) inc depreciation</b>	<b>(48,128)</b>	<b>(60,826)</b>	<b>(63,197)</b>	<b>(57,201)</b>
<b>Net result attributable to Council</b>	<b>(23,481)</b>	<b>2,406</b>	<b>(51,501)</b>	<b>(51,582)</b>

Torres Strait Island Regional Council

Statement of Changes in Equity

For the period July 2022 to June 2025

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Total \$'000	Retained surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000
Balance at 30 Jun 2022 Actuals	1,023,236	397,607	625,629	-
Net result for the period	2,406	2,406	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2023 Budget Review	1,025,642	400,013	625,629	-
Net result for the period	(51,501)	(51,501)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2024 Forecast	974,142	348,513	625,629	-
Net result for the period	(51,582)	(51,582)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2025 Forecast	922,560	296,931	625,629	-

Torres Strait Island Regional Council

Statement of Financial Position

For the period July 2022 to June 2032

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000
Current assets											
Cash assets and cash equivalents	33,267	23,421	17,140	14,352	11,757	9,270	6,781	4,134	1,460	-	-
Inventories	323	323	323	323	323	323	323	323	323	323	323
Receivables	7,083	548	573	593	612	631	650	673	695	718	739
Prepayments	470	470	470	470	470	470	470	470	470	470	470
Other current assets	12,384	12,384	12,384	12,384	12,384	12,384	12,384	12,384	12,384	12,384	12,384
Total current assets	53,527	37,146	30,890	28,122	25,546	23,078	20,609	17,984	15,332	13,895	13,916
Non-current assets											
Property, plant and equipment	993,380	1,006,109	959,801	911,025	869,264	824,064	781,417	748,687	712,020	678,276	653,880
Intangible assets	-	-	-	-	-	-	-	-	-	-	-
Capital works in progress	-	-	-	-	-	-	-	-	-	-	-
Other non-current assets	12,326	12,326	12,326	12,326	12,326	12,326	12,326	12,326	12,326	12,326	12,326
Total non-current assets	1,005,706	1,018,435	972,127	923,351	881,591	836,390	793,743	761,013	724,346	690,602	666,206
Total assets	1,059,233	1,055,581	1,003,017	951,473	907,137	859,468	814,352	778,997	739,678	704,497	680,123
Current liabilities											
Overdraft	-	-	-	-	-	-	-	-	-	1,257	4,201
Trade and other payables	8,290	2,233	1,169	1,207	1,243	1,281	1,315	1,359	1,399	1,441	1,481
Borrowings	-	-	-	-	-	-	-	-	-	-	-
Other current liabilities	13,980	13,980	13,980	13,980	13,980	13,980	13,980	13,980	13,980	13,980	13,980
Provisions	-	-	-	-	-	-	-	-	-	-	-
Total current liabilities	22,270	16,213	15,149	15,187	15,223	15,261	15,296	15,339	15,379	16,678	19,662
Non-current liabilities											
Loans	-	-	-	-	-	-	-	-	-	-	-
Other non-current liabilities	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238
Provisions	12,489	12,489	12,489	12,489	12,489	12,489	12,489	12,489	12,489	12,489	12,489
Total non-current liabilities	13,726	13,726	13,726	13,726	13,726	13,726	13,726	13,726	13,726	13,726	13,726
Total liabilities	35,997	29,939	28,875	28,914	28,950	28,987	29,022	29,065	29,106	30,405	33,388
Net community assets	1,023,236	1,025,642	974,142	922,560	878,187	830,481	785,330	749,932	710,572	674,093	646,734
Community equity											
Asset revaluation reserve	625,629	625,629	625,629	625,629	632,131	632,131	632,131	638,870	638,870	638,870	645,851
Retained surplus (deficiency)	397,607	400,013	348,513	296,931	246,056	198,350	153,199	111,062	71,702	35,223	884
Total community equity	1,023,236	1,025,642	974,142	922,560	878,187	830,481	785,330	749,932	710,572	674,093	646,734

Torres Strait Island Regional Council

Statement of Cashflow

For the period July 2022 to June 2032

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000
Cash flows from operating activities:											
Receipts from customers	27,609	34,729	28,649	31,491	32,861	34,294	35,794	37,358	38,999	40,715	42,512
Receipt from rental income	4,768	4,897	5,044	5,195	5,351	5,511	5,677	5,847	6,023	6,203	6,389
Payment to suppliers and employees	(62,659)	(80,963)	(68,915)	(69,834)	(72,180)	(74,626)	(77,286)	(80,207)	(83,113)	(86,146)	(89,478)
	(30,282)	(41,338)	(35,222)	(33,149)	(33,967)	(34,821)	(35,816)	(37,003)	(38,091)	(39,228)	(40,576)
Interest received	179	455	115	85	67	53	40	28	18	6	(17)
Non-capital grants and contributions	31,866	33,663	27,174	28,534	29,389	30,269	31,175	32,109	33,070	34,061	35,081
Finance costs	(22)	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from operating activities	1,742	(7,220)	(7,933)	(4,530)	(4,511)	(4,500)	(4,601)	(4,866)	(5,003)	(5,162)	(5,512)
Cash flows from investing activities:											
Payments for property, plant and equipment	(35,177)	(69,358)	(10,045)	(3,877)	(4,265)	(4,478)	(4,702)	(4,937)	(5,184)	(5,443)	(5,716)
Payments for intangible assets	-	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	-	-	-	-	-	-	-	-	-	-	-
Subsidies, donations and contributions for new capital expenditure	21,182	66,098	11,696	5,619	6,181	6,490	6,815	7,156	7,513	7,889	8,283
Other	377	634	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from investing activities	(13,617)	(2,626)	1,652	1,742	1,916	2,012	2,113	2,218	2,329	2,446	2,568
Cash flows from financing activities											
Repayment of borrowings	(36)	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from financing activities	(36)	-	-	-	-	-	-	-	-	-	-
Net increase (decrease) in cash held	(11,912)	(9,846)	(6,281)	(2,788)	(2,595)	(2,488)	(2,488)	(2,648)	(2,674)	(2,716)	(2,944)
Cash at beginning of reporting period	45,180	33,268	23,422	17,140	14,353	11,758	9,270	6,782	4,134	1,460	(1,256)
Cash at end of reporting period *	33,268	23,422	17,140	14,353	11,758	9,270	6,782	4,134	1,460	(1,256)	(4,201)
QTC recommended working capital	15,307	18,726	16,963	17,468	18,054	18,666	19,330	20,063	20,788	21,548	22,383
Variance	17,961	4,695	178	(3,115)	(6,296)	(9,396)	(12,548)	(15,928)	(19,328)	(22,804)	(26,584)

\* Actual Balance as at 30 June 2022

Torres Strait Island Regional Council

Statement of Income and Expenditure

For the period July 2022 to June 2032

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000
Revenue											
Recurrent revenue:											
Net rates and utility charges	1,646	1,688	1,772	1,861	1,954	2,052	2,154	2,262	2,375	2,494	2,619
Fees and charges	4,531	4,979	5,215	5,350	5,489	5,631	5,777	5,927	6,081	6,239	6,402
Sales - contract and recoverable works	15,643	17,956	18,024	20,529	21,555	22,633	23,765	24,953	26,201	27,511	28,886
Sales - other	2,594	2,853	2,988	3,078	3,170	3,265	3,363	3,464	3,568	3,675	3,785
Grants, subsidies, contributions and donations	30,357	33,663	27,174	28,534	29,389	30,269	31,175	32,109	33,070	34,061	35,081
Interest received	194	455	115	85	67	53	40	28	18	9	-
Rental income	4,768	4,897	5,044	5,195	5,351	5,511	5,677	5,847	6,023	6,203	6,389
Other recurrent income	894	719	674	693	712	732	753	774	796	819	842
Total recurrent revenue	60,627	67,208	61,007	65,325	67,688	70,146	72,704	75,365	78,132	81,010	84,004
Capital revenue:											
Government subsidies and grants	34,523	66,098	11,696	5,619	6,181	6,490	6,815	7,156	7,513	7,889	8,283
Capital contribution	-	-	-	-	-	-	-	-	-	-	-
Developer contributions	-	-	-	-	-	-	-	-	-	-	-
Total capital revenue	34,523	66,098	11,696	5,619	6,181	6,490	6,815	7,156	7,513	7,889	8,283
Total income	95,150	133,306	72,703	70,944	73,869	76,637	79,519	82,520	85,645	88,899	92,287
Expenses											
Recurrent expenses:											
Employee benefits	26,371	29,005	30,556	31,472	32,417	33,389	34,391	35,422	36,485	37,580	38,707
Materials and services	31,511	45,146	36,541	37,646	39,045	40,520	42,175	44,073	45,914	47,854	50,055
Depreciation and amortisation	47,529	53,129	56,353	52,653	52,528	49,679	47,349	44,406	41,851	39,187	37,093
Finance costs	3,344	755	755	755	755	755	755	755	755	758	772
Total recurrent expenses	108,756	128,034	124,204	122,526	124,744	124,343	124,670	124,657	125,005	125,378	126,627
Capital expenses:											
Other capital expenses	9,875	2,866	-	-	-	-	-	-	-	-	-
Total capital expenses	9,875	2,866	-	-	-	-	-	-	-	-	-
Total expenses	118,631	130,900	124,204	122,526	124,744	124,343	124,670	124,657	125,005	125,378	126,627
Net operating surplus/(deficit) exc capital and depreciation	(599)	(7,697)	(6,844)	(4,548)	(4,528)	(4,517)	(4,617)	(4,886)	(5,022)	(5,181)	(5,530)
Net operating surplus/(deficit) inc depreciation	(48,128)	(60,826)	(63,197)	(57,201)	(57,056)	(54,196)	(51,966)	(49,292)	(46,873)	(44,368)	(42,623)
Net result attributable to Council	(23,481)	2,406	(51,501)	(51,582)	(50,875)	(47,706)	(45,151)	(42,137)	(39,360)	(36,479)	(34,339)

Torres Strait Island Regional Council

Statement of Changes in Equity

For the period July 2022 to June 2032

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Total \$'000	Retained surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000
Balance at 30 Jun 2022 Actuals	1,023,236	397,607	625,629	-
Net result for the period	2,406	2,406	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2023 Budget Review	1,025,642	400,013	625,629	-
Net result for the period	(51,501)	(51,501)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2024 Forecast	974,142	348,513	625,629	-
Net result for the period	(51,582)	(51,582)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2025 Forecast	922,560	296,931	625,629	-
Net result for the period	(50,875)	(50,875)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	6,502	-	6,502	-
Balance at 30 Jun 2026 Forecast	878,187	246,056	632,131	-
Net result for the period	(47,706)	(47,706)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2027 Forecast	830,481	198,350	632,131	-
Net result for the period	(45,151)	(45,151)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2028 Forecast	785,330	153,199	632,131	-
Net result for the period	(42,137)	(42,137)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	6,739	-	6,739	-
Balance at 30 Jun 2029 Forecast	749,932	111,062	638,870	-
Net result for the period	(39,360)	(39,360)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2030 Forecast	710,572	71,702	638,870	-
Net result for the period	(36,479)	(36,479)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	-	-	-	-
Balance at 30 Jun 2031 Forecast	674,093	35,223	638,870	-
Net result for the period	(34,339)	(34,339)	-	-
Transfers to reserves	-	-	-	-
Transfers from reserves	-	-	-	-
Asset revaluation adjustment	6,981	-	6,981	-
Balance at 30 Jun 2032 Forecast	646,734	884	645,851	-

Torres Strait Island Regional Council

Statement of Key Sustainability Ratios

For the period July 2022 to June 2032

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Actuals 30 June 2022 \$'000	Original Budget 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000	Forecast 30 June 2026 \$'000	Forecast 30 June 2027 \$'000	Forecast 30 June 2028 \$'000	Forecast 30 June 2029 \$'000	Forecast 30 June 2030 \$'000	Forecast 30 June 2031 \$'000	Forecast 30 June 2032 \$'000
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1 Operating Surplus Ratio

(Net Operating Surplus / Total Operating Revenue) (%)	(79)%	(91)%	(104)%	(88)%	(84)%	(77)%	(71)%	(65)%	(60)%	(55)%	(51)%
(Net Operating Surplus / (Total Operating Revenue - Depreciation Expense on Community Housing) (%)	(49)%	(57)%	(67)%	(54)%	(53)%	(48)%	(46)%	(44)%	(41)%	(38)%	(36)%

Target is between 0% and 10% (on average over the long-term)

This is an indicator of the extent to which revenues raised cover operational expenses or are available for capital funding purposes.  
The percentage indicates the percentage increase in Operating Revenue needed to break-even  
A negative ratio result indicates that Council is expecting to not generate sufficient revenue to cover operating expenses (including depreciation) or fund from own sources capital items.  
This ratio includes Depreciation Expense of \$47.5M for the 22/23 financial year and projected \$53.1M for the 23/24 financial year.  
A secondary Operating Surplus Ratio has been calculated removing depreciation expenses on community housing. A improvement on average of 27% can be seen in Council's Operating Surplus Ratio with the removal of Community Housing depreciation which accounts for approximately \$22.6M in 22/23 and \$22.6M in 23/24

2 Net Financial Asset / Liability Ratio

((Total Liabilities - Current Assets) / Total Operating Revenue)	(29)%	(11)%	(3)%	1%	5%	8%	12%	15%	18%	20%	23%
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Target is <60% (on average over the long-term)

This is an indicator of the extent to which net financial liabilities can be serviced/repaid from operating revenues.  
A negative indicator is favourable as it is below the target of 60%  
The negative indicators show that Council has more current assets than liabilities as a percentage of Total Operating Revenue

3 Asset Sustainability Ratio

(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	19%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%
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Target is >90% (on average over the long-term)

This is the extent to which assets are being replaced as they reach the end of their useful life.  
Council is dependent on State and Federal funding for renewal of infrastructure assets. Timing of renewal programs do not always coincide with the annual allocation of depreciation.



# Torres Strait Island Regional Council

## Rates and Utility charges

For the period July 2022 to June 2025

Model 1 - Same Service Level - Continuing Internal Tenancy Management - Confirmed sources of capital funding only

	Budget Review 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Forecast 30 June 2024 \$'000	Forecast 30 June 2025 \$'000
Rates and utility charges				
General rates	-	-	-	-
Separate rates	-	-	-	-
Levies	59	61	64	68
Water	425	430	451	474
Sewerage	915	983	1,032	1,084
Waste management	208	214	225	236
Other rates and utilities revenue	-			
Total rates and utility charge revenue	1,607	1,688	1,772	1,861
	Budget Review 30 June 2022 \$'000	Budget Review 30 June 2023 \$'000	Variance \$'000	Variance %
Rates and utility charges - value of change				
Gross rates and utility charges	1,607	1,688	81	5%

Summary 2022/23 Budget Review	Capital Expenditure				BR 22/23 Revenue expected 22/23			BR 22/23 Revenue expected 23/24 & Onwards			BR 22/23 Total Revenue for full life of project		
CP Project Code Desc	Balance to EOFY 21/22	(BR 22/23) Budget Review 2022/23	(BR 22/23) F/Cast Spend 2023/24	(BR 22/23) Total F/Cast Spend Life of Project	(BR 22/23) COF utilised 22/23 \$	(BR 22/23) FUNDER utilised 22/23 \$	(BR 22/23) Total SOF utilised 22/23 \$	(OB 22/23) COF utilised 23/24 & onwards \$	(OB 22/23) FUNDER utilised 23/24 & onwards \$	(OB 22/23) Total SOF utilised 23/24 & onwards \$	(OB 22/23) Project Life COF \$	(OB 22/23) Project Life FUNDER \$	(OB 22/23) Total SOF Project Life \$
ICCP	32,712,142	15,672,900	-	48,385,042	-	15,672,900	15,672,900	-	-	-	-	48,385,042	48,385,042
Masig Mechanic Shed - Insurance WIP	22,005.53	8,575	-	30,581	8,575	-	8,575	-	-	-	30,581	-	30,581
W4Q.R3 Poruma Airport Waiting Shed	311,429.89	153,570	-	465,000	-	153,570	153,570	-	-	-	-	465,000	465,000
W4Q.R3 Saibai Airport Waiting Shed	79,018.39	385,982	-	465,000	-	385,982	385,982	-	-	-	-	465,000	465,000
W4Q.R3 Masig Builder/Mechanic Workshop	21,915.26	158,085	-	180,000	-	158,085	158,085	-	-	-	-	180,000	180,000
W4Q.R3 Hammond Undercover Shelter	231,493.99	8,506	-	240,000	-	8,506	8,506	-	-	-	-	240,000	240,000
W4Q.R3 Dauan Comm Hall & BBall Court	346,486.98	3,513	-	350,000	-	3,513	3,513	-	-	-	-	350,000	350,000
W4Q.R3 lama Covered Sporting Facility	620,077.47	184,923	-	805,000	-	184,923	184,923	-	-	-	-	805,000	805,000
BLD CORP 19/20 - General COF	107,630	62,370	-	170,000	62,370	-	62,370	-	-	-	170,000	-	170,000
Dauan basketball Court & Grandstand - WI	108,748.17	1,208,340	-	1,317,088	-	1,208,340	1,208,340	-	-	-	26,833	1,290,255	1,317,088
BLD CORP 20/21 - WHS Emergency COF WIP	9,389	170,611	-	180,000	170,611	-	170,611	-	-	-	180,000	-	180,000
Mabuag Point Road Renewal Works -	1,701.82	378,298	-	380,000	378,298	-	378,298	-	-	-	380,000	-	380,000
BLD CORP 21/22 General COF WIP	5,522	159,478	-	165,000	159,478	-	159,478	-	-	-	165,000	-	165,000
BLD CORP 21/22 General COF WIP	610	19,390	-	20,000	19,390	-	19,390	-	-	-	20,000	-	20,000
BLD CORP 21/22 General COF WIP	1,213	63,788	-	65,000	63,788	-	63,788	-	-	-	65,000	-	65,000
BLD CORP 21/22 General COF WIP	4,917	135,083	-	140,000	135,083	-	135,083	-	-	-	140,000	-	140,000
HF Radio Network Update	-	45,000	-	45,000	45,000	-	45,000	-	-	-	45,000	-	45,000
Coastal Inundation	541,443.49	58,360	-	599,804	58,360	-	58,360	-	-	-	96,959	502,845	599,804
DATSIP Coastal Hazard Planning & Design	263,841.98	28,400	-	292,242	28,400	-	28,400	-	-	-	48,142	244,100	292,242
Seawalls Stage 2 WIP	13,788,828	1,208,327	-	14,997,155	-	1,208,327	1,208,327	-	-	-	-	14,997,155	14,997,155
Seawalls Stage 2 WIP	2,604,500	2,395,500	-	5,000,000	-	2,395,500	2,395,500	-	-	-	-	5,000,000	5,000,000
Seawalls Stage 2 WIP	-	6,900,000	-	6,900,000	-	6,900,000	6,900,000	-	-	-	-	6,900,000	6,900,000
Seawalls Stage 2 WIP	-	5,900,000	-	5,900,000	-	5,900,000	5,900,000	-	-	-	-	5,900,000	5,900,000
Seawalls Stage 2 WIP	-	6,900,000	-	6,900,000	-	6,900,000	6,900,000	-	-	-	-	6,900,000	6,900,000
SAIBAI APRON HELIPAD - WIP	1,188,172.81	161,827	-	1,350,000	-	161,827	161,827	-	-	-	-	1,350,000	1,350,000
Dauan Helpad Road upgrade	22,804.34	1,731,396	-	1,754,200	-	1,731,396	1,731,396	-	-	-	-	1,754,200	1,754,200
Ugar Ramp - WIP	101,495.42	363,505	-	465,000	-	363,505	363,505	-	-	-	-	465,000	465,000
Badu Wells Culvert - WIP	15,177.15	567,754	-	582,932	-	567,754	567,754	-	-	-	17,144	565,788	582,932
SCADA Upgrade and Server Upgrade - WIP	175,406.70	92,800	-	268,207	-	92,800	92,800	-	-	-	-	268,207	268,207
Dauan Pontoon Dam & Repl Project	110,408.22	523,972	110,408	744,788	523,972	-	523,972	-	110,408	110,408	744,788	-	744,788
Mabuag STP REM - WIP	168,202.45	21,798	-	190,000	-	21,798	21,798	-	-	-	-	190,000	190,000
Airstrip Condition Assessment	183,637.50	136,363	-	320,000	-	136,363	136,363	-	-	-	-	320,000	320,000
Saibai Hospital Road and School Road Upg	40,765.38	5,765	-	46,531	-	5,765	5,765	-	-	-	11,531	35,000	46,531
Boigu Airport Feasibility Study Apron Pa	50,617.17	49,383	-	100,000	-	49,383	49,383	-	-	-	-	100,000	100,000
Poruma William Street Upgrade	38,145.24	3,145	-	41,290	-	3,145	3,145	-	-	-	6,290	35,000	41,290
Dauan Pontoon and Gangway design	210,490.33	39,510	-	250,000	-	39,510	39,510	-	-	-	-	250,000	250,000
All TSIRC Marine Infrastructure Audit	174,183.33	325,817	-	500,000	-	325,817	325,817	-	-	-	-	500,000	500,000
All TSIRC Marine Infrastructure initiati	-	3,220,000	-	3,220,000	-	3,220,000	3,220,000	-	-	-	-	3,220,000	3,220,000
Fleet 2021/2022 WIP Allocation	486,159.17	53,022	-	539,181	53,022	-	53,022	-	-	-	539,181	-	539,181
Community Housing Infrastructure WIP	190,357.00	1,497,326	-	1,687,683	-	1,497,326	1,497,326	-	-	-	-	1,687,683	1,687,683
Ugar Fuel Bowser WIP	63,098.84	786,901	-	850,000	-	786,901	786,901	-	-	-	277,282	572,718	850,000
Saibai Fuel Infrastructure Upgrade - WIP	712,785.88	363,814	-	1,076,600	-49,636	413,450	363,814	-	-	-	249,700	826,900	1,076,600
TBD	-	70,000	-	70,000	70,000	-	70,000	-	-	-	70,000	-	70,000
W4Q4-001 Badu Sports Oval Gazebos	12,580.14	228,363	-	240,943	-	228,363	228,363	-	-	-	-	240,943	240,943
TSIRC-W4Q4-009 Boigu Fuel Infrastructure	4,567.66	395,432	-	400,000	-	395,432	395,432	-	-	-	-	400,000	400,000
TSIRC-W4Q4-003 Lot 114 Airport Rd Securi	30,611.19	54,389	-	85,000	-	54,389	54,389	-	-	-	-	85,000	85,000
TSIRC-W4Q4-010 Erub Fuel Infrastructure	3,669.62	396,330	-	400,000	-	396,330	396,330	-	-	-	-	400,000	400,000
TSIRC-W4Q4-008 Mabuag Fuel Infrastructu	3,620.13	396,380	-	400,000	-	396,380	396,380	-	-	-	-	400,000	400,000
TSIRC-W4Q4-002 Saveka Yabu Community Hal	57,667.00	7,333	-	65,000	-	7,333	7,333	-	-	-	-	65,000	65,000
TSIRC-W4Q4-004 Warraber Resort Upgrade	27,754.09	1,062,246	-	1,090,000	-	1,062,246	1,062,246	-	-	-	-	1,090,000	1,090,000
TSIRC-W4Q4-005 Ugar Water Shed WIP	-	170,000	-	170,000	-	170,000	170,000	-	-	-	-	170,000	170,000
TSIRC-W4Q4-006 Dauan Water Shed Project	-	170,000	-	170,000	-	170,000	170,000	-	-	-	-	170,000	170,000
TSIRC-W4Q4-007 St Pauls Creek Weir	29,163.00	20,837	-	50,000	-	20,837	20,837	-	-	-	-	50,000	50,000
Dauan Reservoir Rd Pavement - WIP	39,973.61	1,377,337	-	1,417,310	-	1,377,337	1,377,337	-	-	-	-	1,417,310	1,417,310
Boigu Contractor Donga 22/23	-	50,000	-	50,000	50,000	-	50,000	-	-	-	50,000	-	50,000
Kubin BSU House 22/23	-	30,000	-	30,000	30,000	-	30,000	-	-	-	30,000	-	30,000
lama BSU Units 22/23 (Yam)	-	20,000	-	20,000	20,000	-	20,000	-	-	-	20,000	-	20,000
Telstra Upgrade	-	351,000	-	351,000	351,000	-	351,000	-	-	-	351,000	-	351,000
BLD CORP 22/23 WHS Emerg- COF WIP	-	300,000	-	300,000	300,000	-	300,000	-	-	-	300,000	-	300,000
BLD CORP 22/23 Leased & Licence COF WIP	-	200,000	-	200,000	200,000	-	200,000	-	-	-	200,000	-	200,000
BLD CORP 22/23 COF WIP	-	340,000	-	340,000	340,000	-	340,000	-	-	-	340,000	-	340,000
Housing Investment Program	-	3,934,872	5,246,495	9,181,367	-	3,934,872	3,934,872	-	5,246,495	5,246,495	-	9,181,367	9,181,367
RAUP 22/23& 23/24	-	697,919	1,456,638	2,154,557	-	697,919	697,919	-	1,456,638	1,456,638	-	2,154,557	2,154,557
TIDS Erub Aerodrome Safety Project WIP	-	280,000	-	280,000	-	280,000	280,000	-	-	-	-	280,000	280,000
22/23 Emergent Works - Water	-	70,000	-	70,000	70,000	-	70,000	-	-	-	70,000	-	70,000
22/23 Emergent Works - Wastewater	-	30,000	-	30,000	30,000	-	30,000	-	-	-	30,000	-	30,000
22/23 Emergent Works - Transport	-	20,000	-	20,000	20,000	-	20,000	-	-	-	20,000	-	20,000

CP Project Code Desc	Balance to EOFY 21/22	(BR 22/23) Budget Review 2022/23	(BR 22/23) F/Cast Spend 2023/24	(BR 22/23) Total F/Cast Spend Life of Project	(BR 22/23) COF utilised 22/23 \$	(BR 22/23) FUNDER utilised 22/23 \$	(BR 22/23) Total SOF utilised 22/23 \$	(OB 22/23) COF utilised 23/24 & onwards \$	(OB 22/23) FUNDER utilised 23/24 & onwards \$	(OB 22/23) Total SOF utilised 23/24 & onwards \$	(OB 22/23) Project Life COF \$	(OB 22/23) Project Life FUNDER \$	(OB 22/23) Total SOF Project Life \$
Erub Memorial Grant- Council Office	-	10,000	-	10,000	-	10,000	10,000	-	-	-	-	10,000	10,000
22/23 BSU Capitalisation	-	3,629,541	-	3,629,541	-	5,260,205	5,260,205			-	-	5,260,205	5,260,205
23/24 BSU Capitalisation	-	-	3,231,100	3,231,100					4,882,754	4,882,754		4,882,754	4,882,754
Mer Fuel Facility COF WIP	17,210.76	555,506	-	572,717	555,506	-	555,506			-	572,717	-	572,717
Fuel Facility - Hammond Upgrade	23,628.28	1,176,372	-	1,200,000	36,372	1,140,000	1,176,372	-	-	-	60,000	1,140,000	1,200,000
22/23 Fleet Combined	-	1,160,978	-	1,160,978	1,160,978	-	1,160,978				1,160,978		1,160,978
	55,965,265	69,357,931	10,044,641	135,367,837	4,890,567	66,098,028	70,988,595	-	11,696,295	11,696,295	6,488,127	131,962,029	138,450,155



# TORRES STRAIT ISLAND REGIONAL COUNCIL COUNCIL REPORT

**ORDINARY MEETING:** December 2022

**DATE:** 13 -14 November 2022

**ITEM:** Agenda Item

**SUBJECT:** Policy Matter – Debt Recovery Policy

**AUTHOR:** Hollie Faithfull, Executive Director Financial Services

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## **Recommendation:**

Council resolves:

1. to adopt the Debt Recovery Policy in the form attached 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 amended and endorsed policies, including the power to make any further minor administrative amendments to the policies as they arise.

## **Executive Summary:**

In accordance with good governance and internal audit recommendations management has developed a new policy to provide clear guidance to Council officers on debt recovery action Council will undertake when debts are overdue.

## **Comment:**

Policy to be endorsed is listed in the table below with a summary of changes.

Policy	Changes
Debt Recovery Policy	New policy

The policy was then presented at the November Audit Committee and was recommended for adoption by Council.

## **Consultation:**

- Financial Services
- Audit Committee
- Corporate Services

## **Links to Strategic Plans:**

These policies strategically align to specific delivery objectives under all 3 pillars of Council's Corporate Plan, being *People*, *Sustainability* and *Prosperity*.

## **Risk:**

The Debt Recovery Policy ensures that all audit requirements are fulfilled and that best practice procedures are implemented to mitigate risk to Council.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

Council resolves to adopt the Debt Recovery Policy in the form attached.

**Endorsed:**

Nicola Daniels

Head of Financial Services

**Recommended:**

Hollie Faithfull

Executive Director Financial Services

**Approved:**

James William

Chief Executive Officer

**Attachments:**

- Debt Recovery Policy

# Debt Recovery Policy

Responsible Manager	Executive Director – Financial Services
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	
Implemented from	X December 2022
Last reviewed	
Review history	
To be reviewed on	30 June 2025
Corporate Plan	People, Sustainability and Prosperity

## 1. Purpose

The key objectives of this policy are to:

- (a) Ensure a fair, consistent and accountable approach to Council's debt management and collection practice;
- (b) Recognise the importance debt recovery has on the capacity of Council to deliver services to the community;
- (c) Maximise the collection of outstanding debts and to optimise Council's cashflow;
- (d) Establish timelines of communication and debt collection itself, which will deliver consistency of service; and
- (e) Maximise the cost effectiveness of collection processes.

## 2. Scope

This policy applies to outstanding commercial debt owed to Torres Strait Island Regional Council (excluding social housing debt which is covered under the Rental Debt Policy and utility charges debt) and Council staff that are delegated responsibility for carrying out the procedures as well as debt recovery agents who act on behalf of Council.

## 3. Legislation/Policies

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

Debt Collection Guideline for collectors and creditors ACCC/ASIC

Revenue Policy

Fiscal Governance Policy

Accounts Receivable Credit Policy

## 4. Definitions

Term	Definition
<b>Accounts receivable</b>	An amount owed to council in payment for the supply of goods and/or services.
<b>Approved Credit Facility</b>	A formalised agreement between the customer and Council whereby a customer has been authorised to receive goods or services to a predefined value. Once this value is reached no further credit will normally be provided until the debt is paid in accordance with the agreement between the customer and the Council.
<b>Commercial Debtor</b>	Any person, group or entity that owes Council a debt that has applied for under the Accounts Receivable Credit Policy.
<b>Day</b>	Any day of the week, including weekends and public holidays.
<b>Debt</b>	Amount owed to Council including rates, charges, water usage, or payment for goods and/or services provided.
<b>Debt Write-off</b>	Debts which are deemed unrecoverable, or where the cost of recovery is uneconomic, or where there are extraordinary circumstances, may be written-off under appropriate delegation.
<b>Financial Hardship Arrangement</b>	An agreement between the Debtor and Council for repayment of an amount in full over a series of scheduled instalment payments that exceeds 6 months.
<b>Hardship</b>	The debtor's inability to meet agreed debt repayment arrangement due to a genuine event beyond their control, such as illness, injury, death, unemployment, marital dispute, etc.
<b>Overdue</b>	A debt is overdue if any portion of it is unpaid on the day after the due date for payment stated in the original notice.

<b>Repayment Arrangement</b>	Is an arrangement that will repay overdue amounts in a timeframe of no longer than 6 months that Council considers acceptable in the given circumstances.
<b>Reversal / adjustment</b>	Where a charge or an adjustment of a charge is deemed an administrative error, the relevant officer/s are delegated authority to approve an adjustment or a reversal of the charge. Refer to the Fiscal Governance Policy for delegated officers.

## 5. Policy Statement

Effective collection processes are vital to ensure the financial sustainability of Council. Overdue amounts will be strictly monitored, and debt recovery processes rigorously applied as decreased cash inflows affect Council's ability to provide services and facilities to the community.

Debtors that are unable to fulfil their financial commitments to Council by the due date, are expected to communicate and work with Council to make appropriate arrangements to clear their debt. No further debt recovery action will be taken against a debtor who has entered into a mutually acceptable repayment arrangement by which they are abiding.

### DEBT MANAGEMENT

#### Accounts receivable debt recovery process

<i>Request to pay</i>	Commercial invoices are issued with a 30-day payment term
<i>Monthly Statements</i>	List of unpaid invoices, are issued within 5 business day of each calendar month
<b>Overdue Reminders</b>	
Council will issue overdue reminders if invoices remain outstanding after thirty days or more from the issue of the invoice.	
<i>7 days after statement date</i>	First reminder notice requesting full payment to be made within 7 days of date of notice
<i>14 days after statement date</i>	Debtors will be contacted by telephone to make arrangements to pay in full any invoice/s remaining unpaid.
<i>30 days overdue</i>	Contact will be made with the relevant department within Council that provided goods / services advising them of the outstanding debt, actions undertaken and seeking assistance to recover debt if feasible  Debtors will be contacted by phone to follow up on invoices that continue to remain outstanding
<i>60 days overdue</i>	A final overdue reminder will be sent requesting payment be made within 7 days.
<b>Final Demand</b>	
<i>7 days after final overdue reminder</i>	Council will issue final demand letters if the outstanding balance has not been paid in full within seven days of sending the final overdue reminder letter advising legal action will be considered if the matter is not urgently resolved.
<i>90 days overdue</i>	Legal action to be considered by delegated Council Officer after discussion with relevant department within Council that provided the goods / services. Stop credit action may be placed on debtor account until outstanding debt is paid in full or payment arrangement is negotiated.



Telephone and electronic methods of communication are the preferred options, resorting to mail only if other methods are unsuccessful or unavailable.

## **Debt Recovery Actions**

### **Stop Credit**

Council may at any time stop a Debtors credit account or limit services if invoices remain outstanding for over 90 days. Continued disregard of repayment times may result in the Debtor being required to pay cash for all goods / services up-front. This action may be recommended by any officer delegated to do debt recovery duties and approved by either the Head of Financial Services, Executive Director Financial Services and the Chief Executive Officer.

### **Repayment Arrangements**

Debtors with overdue debt may be able to enter into a repayment arrangement.

A repayment arrangement may be negotiated by a delegated officer within the following guidelines:

- a) Repayment arrangement must not exceed 6 months
- b) The payment frequency shall not be longer than monthly
- c) The full amount of the debt plus all scheduled charges that fall within the period must be settled by the end of the repayment arrangement
- d) If the repayment arrangement is not made as scheduled then the arrangement is deemed to be voided and becomes due and payable immediately and recoverable in accordance with this policy.

If the arrangement will exceed six (6) months, a written financial hardship application must be made to Council.

A repayment arrangement within the specified terms of this policy can be signed by the Executive Director Financial Services and the Chief Executive Officer within their appropriate delegations limits.

### **Financial Hardship Arrangement**

A request for a payment arrangement over 6 months will be made under this section. A Council report along with the application must be presented for consideration and resolution at a Council meeting.

Any payment arrangement negotiated under this section must take into account the debtor's capacity to pay and allow the arrangement to be re-negotiated at the request of the debtor if there is a demonstratable change in their circumstances.

If the debtor does not comply with the arrangement, the arrangement may be cancelled, and the full amount will become due and payable immediately and recoverable in accordance with this policy.

### **Legal Action**

Council may commence legal action if the outstanding balance are 90 days overdue.

Legal action is seen as a last resort to enforce collection and will be undertaken if the debtor fails to respond to the contact made by Council officers, following the issue of the previously mentioned correspondence.

Debts will be assessed to ascertain recoverability and the appropriate level of legal action to be taken.

All legal action will be approved by the Chief Executive Officer up to the appropriate level of financial delegation. A Council resolution is required before legal action can commence for amounts above the Chief Executive Officer's financial delegation.

### **Avdata Australia**

Avdata's Billing Service involves invoicing and collecting payments on Council's behalf in relation to Council owned Airports (Landing and Usage). Should the sundry debt be in relation to an Avdata account, then the debt is the responsibility of Avdata until the debt reaches an outstanding period of 90

days. The debt is then the responsibility of Torres Strait Island Regional Council. Council will arrange for Avdata to forward the account to Council's for legal recovery action.

**Debt Write-off**

Any debts written off will need to be done in line with financial delegation per the Fiscal Governance Policy.

Manager Responsible for Review:

Executive Director, Financial Services

Adoption:

Due for revision:

James William  
Chief Executive Officer



# TORRES STRAIT ISLAND REGIONAL COUNCIL COUNCIL REPORT

**ORDINARY MEETING:** December 2022

**DATE:** 13 -14 November 2022

**ITEM:** Agenda Item

**SUBJECT:** Policy Matter – Accounts Receivable Credit Policy

**AUTHOR:** Hollie Faithfull, Executive Director Financial Services

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## **Recommendation:**

Council resolves:

1. to adopt the Accounts Receivable Credit Policy in the form attached 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 amended and endorsed policy, including the power to make any further minor administrative amendments to the policy as they arise.

## **Executive Summary:**

In accordance with good governance and internal audit recommendations management has developed a new policy to provide clear guidance to Council officers on issuing credit to debtors.

## **Comment:**

Policy to be endorsed is listed in the table below with a summary of changes.

Policy	Changes
Accounts Receivable Credit Policy	New policy

The policy was then presented at the November Audit Committee and was recommended for adoption by Council.

## **Consultation:**

- Financial Services
- Audit Committee
- Corporate Services

## **Links to Strategic Plans:**

These policies strategically align to specific delivery objectives under all 3 pillars of Council's Corporate Plan, being *People*, *Sustainability* and *Prosperity*.

## **Risk:**

The Accounts Receivable Credit Policy ensures that all audit requirements are fulfilled and that best practice procedures are implemented to mitigate risk to Council.

**Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Conclusion:**

Council resolves to adopt the Accounts Receivable Credit Policy in the form attached.

**Endorsed:**

Nicola Daniels

Head of Financial Services

**Recommended:**

Hollie Faithfull

Executive Director Financial Services

**Approved:**

James William

Chief Executive Officer

**Attachments:**

- Accounts Receivable Credit Policy

# Accounts Receivable Credit Policy

Responsible Manager	Executive Director Financial Services
Head of power	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Authorised by	Council
Authorised on	
Implemented from	X December 2022
Last reviewed	n/a
Review history	n/a
To be reviewed on	30 June 2025
Corporate Plan	People, Sustainability and Prosperity

## **1. Purpose**

All extension of credit to Torres Strait Island Regional Council (Council) customers is controlled by this policy and attached Standards. The extension of unapproved or informal credit outside this policy is not permitted.

All credit facilities must be established in compliance with Attachment A – Standards.

## **2. Scope**

This policy applies to all prospective customers of Debtor Management except:

- those customers required to be raised as a result of statutory/regulatory obligations of the Council
- government agencies
- accounts relating to recoverable private works
- accounts raised as a result of a Council Decision
- accounts specifically set up for utility charges or social housing
- Avdata
- at the discretion of the Chief Executive Officer or delegate

This policy applies to all directorates and all council officers.

## **3. Legislation/Policies**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

*Privacy Act 988*

Debt Recovery Policy

Manager Responsible for Review:

Executive Director, Financial Services

Adoption:

Due for revision:

James William  
Chief Executive Officer

## Attachment A - Standards

### **1. Supplier's Obligations**

- An approved credit facility is required before goods/services are supplied.
- All suppliers of good/services within the scope of the policy are to determine if the customer has an approved credit facility with the Accounts Receivable department when the goods/services are requested on a credit basis.
- All prospective customers requesting a credit facility are to complete a Commercial Credit Application Form and attach additional documents where relevant.
- All completed Commercial Credit Application Forms and attachments are to be forwarded to Rates and Debt Recovery officer for evaluation.

### **2. Company Director and Personal Guarantees**

- Director's Guarantees are required from all directors where the applicant is a company.
- Personal guarantees are required from all applicants other than companies where the estimated monthly usage is greater than \$500.

### **3. Special Consideration**

- Where the applicant is a community organisation, a Commercial Credit Application will still be required but details in respect of trade references will not be required. A credit check will not be undertaken and a guarantee will not be required.
- If the applicant is a new business and trade references cannot be supplied, personal references for directors/owners or other relevant documentation may be requested.
- Credit facilities will not be granted to former customers where a receivable account has been written off as a bad debt unless the debt is paid in full or where other overdue accounts exist including rates and/or other charges.
- When the requirement for a Commercial Credit Application to be completed is waived at the discretion of the delegated officer, the actioning officer must record the reason for such action.

### **4. Terms**

- A 30-day invoice account will be the maximum term granted. This means the invoice/s are payable within 30 days from date of invoice.
- In the event that the terms are unsatisfactory for the applicant, they will be required to write a letter of request to Council for consideration by way of resolution.
- Unless otherwise approved, all goods and/or services must be fully paid in advance.

### **5. Debtor Management Obligations**

- On receipt of the completed Commercial Credit Application form, the responsible officer will, where required;
  - Perform credit checks – Request for Trade Credit Reference form will be sent to 2 references
  - Confirm that the applicant has not had a prior unpaid debt with Council
  - Collate all documents and replies and forward to the delegated officer for consideration.
- The delegated officer shall review the documentation and determine if a credit facility will be granted. The decision will be at the discretion of the delegated officer giving due consideration of the referees' responses, previous payment history with Council, information provided by the commercial agent together with any other information deemed relevant to the decision making process.
- The officer shall notify the applicant and relevant suppliers of the decision in writing.
- Relevant information in respect of contacts, owners and directors names and telephone numbers together with ABNs will be entered and maintained in the Accounts Receivable system by authorised officers.
- Additional information may be requested from the applicant if the information obtained is insufficient or inadequate to enable an assessment to be made.

## **6. Credit Limit**

- The credit limit is initially considered by the Debtors team and approved by the relevant officer according to financial delegation limits:
  - Chief Executive Officer
  - Executive Director Financial Services
  - Head of Financial Services
- Credit limits are for a monthly spend amount
- Should the credit limit be insufficient for the requirements of the applicant, the applicant must submit a request, outlining reasons for the credit limit increase which must be approved by the officer with the appropriate delegated authority

## **5. Retention of Documents**

The original Commercial Credit Application Form and supporting documentation will be retained by Debtor Management for a period of three years or the life of the account whichever is the longer.





# TORRES STRAIT ISLAND REGIONAL COUNCIL

## COUNCIL REPORT

<b>ORDINARY MEETING:</b>	December 2022
<b>DATE:</b>	13-14 December 2022
<b>ITEM:</b>	Agenda Item for Resolution
<b>SUBJECT:</b>	Ordinary Meeting dates for 2023
<b>AUTHOR:</b>	Mette Nordling, Manager of Governance and Compliance

### Recommendation:

That Council resolves to:

1. Endorse the following dates and venue as the ordinary meeting dates for Council for 2023:

Month 2023	Date	Venue/ Division
January	24-25	Video Conference
February	21-22	Video Conference
March	21-22	F2F
April	18-19	Video Conference
May	25-26	F2F -
June	27-28	Video Conference
July	18-19	F2F -
August	15-16	Video Conference
September	19-20	F2F -
October	24-25	Video Conference
November	16-17	F2F - Cairns
December	12-13	Video Conference
Trustee meetings will commence at 9:00am with Council's ordinary meeting to follow immediately after.		

and

2. Endorse the following dates, times, and venue as the ordinary meeting dates for its standing committees for 2023:

Standing Committee	Meeting dates/times/venue
SARG	Tuesday 10 January 2023   1pm – 4pm
	Tuesday 7 February 2023   1pm – 4pm
	Tuesday 7 March 2023   1pm – 4pm
	Tuesday 4 April 2023   1pm – 4pm
	Tuesday 2 May 2023   1pm – 4pm
	Tuesday 6 June 2023   1pm – 4pm
	Tuesday 4 July 2023   1pm – 4pm

	Tuesday 1 August 2023   1pm – 4pm
	Tuesday 5 September 2023   1pm – 4pm
	Tuesday 3 October 2023   1pm – 4pm
	Tuesday 7 November 2023   1pm – 4pm
	Tuesday 28 November 2023   1pm – 4pm
Governance and Leadership Committee	Monday 27 February 2023   10am – 12pm
	Monday 29 May 2023   10am – 12pm
	Monday 28 August 2023   10am – 12pm
	Monday 27 November 2023   10am – 12pm
Housing and Safe and Healthy Communities Committee	Thursday 2 February 2023   10am – 12pm
	Thursday 1 June 2023   10am – 12pm
	Thursday 28 September 2023   10am – 12pm
	Thursday 30 November 2023   10am – 12pm
Climate Change Adaptation and Environment Committee	Thursday 23 March 2023   10am – 12pm
	Thursday 22 June 2023   10am – 12pm
	Thursday 14 September 2023   10am – 12pm
	Thursday 9 November 2023   10am – 12pm
Economic Growth Committee	Friday 24 March 2023   10am – 12pm
	Friday 23 June 2023   10am – 12pm
	Friday 22 September 2023   10am – 12pm
	Friday 15 December 2023   10am – 12pm
Cultural Arts, Land and Heritage Committee	Wednesday 22 February 2023   10am – 12pm
	Wednesday 24 May 2023   10am – 12pm
	Wednesday 23 August 2023   10am – 12pm
	Wednesday 25 October 2023   10am – 12pm

### Executive Summary:

In accordance with *Local Government Regulation 2012* Council must, at least once in each year, publish a notice of the days and times, when its ordinary will be held and the ordinary meetings of its standing committees will be held.

In 2022 Council published its meeting dates for the year in January following endorsement of the days and times at the December Ordinary Meeting.

This report seeks endorsement of the dates and locations for all ordinary meetings in 2023 to ensure publication can occur in January

### Comment:

In accordance with section 257 of the *Local Government Regulation 2012*, Council must meet at least once in each month, unless Council has sought and been granted a ministerial approval to meet less frequently.

Council is required to publish, at least one in each year, a notice of the days and times when:

- (a) its ordinary meetings will be held; and
- (b) the ordinary meetings of its standing committees will be held.

The notice must be published on the local government's website, and in other ways the local government considers appropriate. Council must as soon as practicable notify of any change to the meeting date and time in the same way as the days and times were previously notified.

All Council meetings are to be held at one of Council's public offices, though Council can resolve to fix another venue for a particular Council meeting. Council can also resolve to hold an ordinary meeting or committee meeting via video conference.

Council prefers to have face-to-face meetings, but due to the significant cost involved in holding face-to-face meetings, it is considered that approximately half of the ordinary Council meetings are held via videoconference to ensure sustainability.

In the current financial year 2022/23, Council will hold five face-to-face ordinary Council meetings. Council's budget for this period anticipates five face-to-face ordinary Council meetings and seven video conferences.

All standing committee ordinary meetings will be undertaken via videoconference.

#### **Consultation:**

- Mayor
- Standing Committee Chairs
- Chief Executive Officer
- Executive Director Financial Services
- Secretariat
- Governance

#### **Links to Strategic Plans:**

Council meetings align to delivery objectives under all the pillars of Council's Corporate Plan.

#### **Risk:**

There is a significant cost to Council when undertaken Council meetings face-to-face.

#### **Statutory Requirements:**

*Local Government Act 2009*

*Local Government Regulation 2012*

#### **Conclusion:**

That Council resolves to adopt ordinary meeting dates and times of Council and the standing committees.



**Author:**  
Mette Nordling



**Approved:**  
James William

Manager, Governance and Compliance

Chief Executive Officer