



Economic Growth Committee

Minutes

Date: 27 October 2023

Time: 10.00am to 12.00nn

Venue: (VC) VMR 8 – 0299 165 402
Guest PIN 6905#

1. Welcome (Chair)

The Committee Chairperson (Cr Rocky Stephen) opened the meeting at 10.10am and welcomed Committee Members and staff.

2. Opening Prayer

Cr Conwell Tabuai delivered the opening prayer.

3. Attendance / Apologies

There were no Committee Member apologies. The following attendees were noted:

Chairperson & Committee Members**Chairperson**

Cr Rocky Stephen

Member

Cr Conwell Tabuai

Member

Cr Jimmy Gela

TSIRC Officers

Executive Director Financial Services

Ms Hollie Faithfull

Acting Executive Director Corporate Services

Mr Gary Stevenson PSM

TSIRC Secretariat

Darryl Brooks

The Committee noted that the Chief Executive Officer, the Executive Director Building Services and the Executive Director Community Services were not available for this meeting and an out of session Committee Meeting will be held on 3 November 2023 (3.00pm to 4.30pm) to address additional matters pertaining to their portfolios.

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

The Chairperson invited Committee Members to make any relevant conflict of interest declarations. No specific declarations were made.

5. Confirmation of Draft Minutes of Meeting held on 5 July 2023**RESOLUTION:***Moved: Cr Jimmy Gela**Seconded: Cr Conwell Tabuai*

That the Draft Minutes of the Economic Development Committee meeting held on 9 May 2023 be now read as confirmed and are to be submitted to the next Ordinary Council Meeting for ratification.

MOTION CARRIED UNANIMOUSLY

6. Action Items from Previous Meetings (verbal update)

The Executive Director Financial Services provided the Committee with a verbal update on the status of action items from the previous meeting, as well as outstanding actions from other previous meetings. The Committee noted the update.

7. Procurement & Ethical Sourcing Policy (verbal discussion)

The Executive Director Financial Services discussed a request on behalf of the Executive Director Building Services for the Committee to consider recommending to Council that the current Procurement and Ethical Sourcing Policy (endorsed at the June 2023 Ordinary Council Meeting) be amended to delegate to the Chief Executive Officer the power to procure products in relation to home ownership or Tier 2 (upgrades program). The purpose of this change is to expedite the completion of projects on the ground (i.e. concreting works, ordering/transportation of items, etc.) without having to seek Council approval across each stage of the same project.

The current policy allows the CEO delegated authority of up to \$1,000,000 in relation to acting on QBuild quotes and tenders (and for the CEO to sub-delegate a similar limit of up to \$500,000 to the Executive Director, Building Services in relation to QBuild quotes and tenders).

The Committee agreed with the request, adding that the proposed recommendation to Council include a stipulation that the CEO provide a biannual report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) entered into.

RESOLUTION:

Moved: Cr Conwell Tabuai

Seconded: Cr Jimmy Gela

The Committee recommends that:

- (a) Pursuant to sections 236, 257 and 262 of the *Local Government Act 2009 (Qld)* and subject to the limitations provided for in the Procurement & Ethical Sourcing Policy, that Council agree to delegate to the Chief Executive Officer (CEO) the power to enter into, negotiate, make, sign, amend or discharge contracts for materials, goods and services required in order for Council's Building Services team to comply with any contractual obligations Council has to undertake works for QBuild, provided such contract for materials, goods or services does not exceed, \$1,000,000 excluding GST;**
- (b) The CEO may not sub-delegate its delegated powers under resolution 2 above where such sub-delegation would exceed \$500,000 excluding GST; and**
- (c) that Council also direct the CEO to provide a biannual report to Council reporting on any contracts entered into pursuant to the delegation (and sub-delegation) conferred by Council.**

MOTION CARRIED UNANIMOUSLY

Action/s:

Executive Directors Financial Services, to table amended policy to November 2023 Council meeting

8. 2022-23 Financial Statement (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) highlighting that this is an unmodified report for Council and that the report has been cleared by the Audit Committee and external audit.

The Committee noted the update.

RESOLUTION:

Moved: Cr Jimmy Gela

Seconded: Cr Conwell Tabuai

The Committee notes the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY

Action/s:

Executive Director Financial Services to submit the TSIRC Financial Statements for the year ended 30 June 2023 (2022-23 Financial Statement) to the November 2023 Ordinary Council Meeting

9. 2022-23 Closing Report (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of the Auditor-General's 2023 Closing Report for the year ending 30 June 2023.

Council has previously noted the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2023 (refer AI 16 of the September 2023 Ordinary Council Meeting).

The Committee noted the update.

RESOLUTION:

Moved: Cr Rocky Stephen

Seconded: Cr Jimmy Gela

The Committee notes the Auditor-General's 2023 Closing Report for the year ending 30 June 2023 and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY

Action/s:

Executive Director Financial Services to submit the Auditor-General's 2023 Closing Report for the year ending 30 June 2023 to the November 2023 Ordinary Council Meeting

10. Corporate Card Policy (verbal discussion)

The Executive Director Financial Services provided the Committee with an overview of a matter in relation to Council's Corporate Card Policy. The Council has previously noted the Auditor-General's Observation Report on the interim audit for the year ending 30 June 2023 (refer AI 16 of the September 2023 Ordinary Council Meeting) where a significant deficiency had been raised relating to producing receipts for credit card purchases.

The Executive Director Financial Services has since provided all Corporate Card holders with training and each card holder has now signed documents outlining their obligations in relation to their Corporate Card.

Another recommendation from the interim audit was for the policy to be amended to clarify arrangements around authorising officers responsible for the cancellation of corporate cards of non-compliant users. It is proposed that the amended policy state that the authorising officer to cancel the Chief Executive Officer's Corporate Card will be the Mayor and the authorising officer to cancel all other Corporate Card holders will be the Chief Executive Officer.

The Executive Director Financial Services will also need to provide training to the Mayor in relation to his responsibilities for the Chief Executive Officer's Corporate Card obligations.

The Executive Director Financial Services tabled the proposed changes for the Committee's endorsement and recommendation to Council.

RESOLUTION:*Moved: Cr Conwell Tabuai**Seconded: Cr Jimmy Gela*

The Committee supports an amendment to the TSIRC Corporate Card Policy to state that the authorising officer to cancel the Chief Executive Officer's Corporate Card will be the Mayor and the authorising officer to cancel all other Corporate Card holders will be the Chief Executive Officer and recommends that the report be submitted to the November 2023 Ordinary Council Meeting.

MOTION CARRIED UNANIMOUSLY**Action/s:**

Executive Director Financial Services to submit an amended TSIRC Corporate Card Policy clarifying authorising officer responsibilities to the November 2023 Ordinary Council Meeting.

11. Ugar & Dauan Access Feasibility Study – Scope of Project (verbal discussion)

The Executive Director Financial Services advised the Committee that this was an action item from the July 2023 Committee meeting for implementation by the Executive Director Corporate Services and the Manager of Enterprise Development and Delivery. Both officers are no longer employed by TSIRC and it appears that no further action has been taken on this item.

Executive Director Financial Services, Executive Director Community Services and the Acting Executive Director Corporate Services to meet out of session to progress this matter, particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA). In addition, similar action will be required in relation to the Hammond Island Access Study (Ferry Service) as a completely separate issue.

The Committee recommended that these matters be actioned prior to the November 2023 Council Workshop and that a side meeting be organised for Committee members and Cr Torenzo Elisala (Dauan) during the November 2023 Council Workshop to discuss the matter.

Actions:

1. Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the **Ugar & Dauan Access Feasibility Study – Scope of Project**, particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA).
2. Executive Directors Financial Services, Community Services and Corporate Services to meet out of session to progress the **Hammond Island Access Study (Ferry Service)** - as a completely separate issue - particularly in relation to formal communication with the Torres Strait Regional Authority (TSRA).
3. Executive Director Corporate Services to organise a side meeting for Committee members and Cr Torenzo Elisala (Dauan) during the November 2023 Council Workshop to discuss progress on these matters.

12. Hammond Island Access Study – Status of TSRA letter (verbal discussion)

Refer AI 11 above.

13. Condition Assessment for Council Community Assets (verbal discussion)

The Executive Director Financial Services advised that this matter is an action item assigned to the Committee by Council requesting that condition assessments be done on all Council community assets (ranging from offices, community halls to stadiums, accommodation, etc). The Executive Directors Financial Services and Building Services have been working with Cr Stephen on this matter exploring opportunities in partnership with QBuild (who do similar work with Queensland Health) to assist with this project. Costings provided back from QBuild will then be compiled for a formal submission to the Torres Strait Regional Authority (TSRA) for funding.

14. Home Care Packages – Economic Component (verbal discussion)

The Executive Director Financial Services advised that this item relates to the Committee's request to explore ideas to create economic opportunities around components of the Home Care Packages (i.e. gardening services, etc) and that the relevant portfolio for advice on this issue sits with the Executive Director Community Services.

The Committee agreed that this matter be considered at the Committee meeting on 3 November 2023.

15. General / Other Business (on notice)

No other matters.

16. Next Meeting Date (OOS): Friday, 3 November 2023 (3.00pm)

The Committee noted the next meeting date of 3 November 2023.

Cr Conwell Tabuai suggested that the Committee meeting scheduled for 15 December 2023 be a face-to-face meeting in Cairns. The Chairperson recommended that Committee members contact the Executive Director Financial Services to clarify their PDF balances to ascertain if the face-to-face meeting in December 2023 can proceed.

17. Closing Remarks & Prayer

The Chairperson thanked Committee Members and Administrative Staff for their attendance and contributions at the meeting. The Chairperson welcomed the Acting Executive Director Corporate Services (Mr Gary Stevenson PSM) to the Committee.

The Chairperson formally closed the meeting with prayer at 11.55am.

Cr Rocky Stephen
Chairperson
Economic Growth Committee

27 October 2023

RATIFIED AT THE NOVEMBER 2023 ORDINARY COUNCIL MEETING.



.....
Mr James William
Chief Executive Officer
Torres Strait Island Regional Council
Date: 16 November 2023



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Cr Getano Lui (Jnr) AM
Deputy Mayor / Acting Chairperson
Torres Strait Island Regional Council
Date: 16 November 2023