



# **MINUTES**

**Ordinary Council Meeting**

**19 August 2025**

**MINUTES OF TORRES SHIRE COUNCIL ORDINARY COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS, THURSDAY ISLAND ON TUESDAY 19 AUGUST 2025**

**1 AGENDA CONTENTS**

**2 ATTENDANCE**

Cr Elsie Seriat (Mayor), Cr Toshio Nakata (Deputy Mayor), Cr Gabriel Bani, Cr Thomas Loban, Cr Thomas Fujii (Jnr), Mark Crawley (Interim Chief Executive Officer), Edward Kulpa (Executive Manager Projects and Design), Roger Naidoo (Executive Manager (Engineering and Infrastructure Services), Karren MacClure (Executive Manager Corporate and Community Services), and Isabella Muhamad-Mosby (A/Executive Secretary).

**3 MEETING OPENED**

The meeting opened with a prayer by Mayor Elsie Seriat at 9:10 am.

**4 APOLOGIES**

*Cr Gabriel Bani*

**Min. 25/8/1**

Moved: Cr Thomas Fujii

Seconded: Mayor Elsie Seriat

That Council receive the apology and grant leave of absence to Cr Gabriel Bani.

**CARRIED**

**5 ACKNOWLEDGEMENT OF COUNTRY**

*On behalf of all Councillors, the Mayor acknowledged the Kaurareg people, Traditional Custodians of the land on which we meet today, and paid respects to their Elders past, present and emerging and the Traditional Owners of Zenadth Kes.*

**6 CONDOLENCES**

*A minute's silence was observed as a mark of respect in memory of a deceased person or persons of our community and/or area of the Torres Strait.*

*David Sebasio*

*Miss Winnifred Mauga*

*Ms Dorathy Elu*

**7 DECLARATIONS OF INTEREST****7.1 DECLARATION OF INTEREST – NIL****8 CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING – 15 JULY 2025****Min. 25/8/2**

Moved: Mayor Elsie Seriat

Seconded: Deputy Mayor Toshio Nakata

That the minutes of the Ordinary Council Meeting held on 15 July 2025 be confirmed.

**CARRIED****9 BUSINESS ARISING**

CEO referred to the 'Matters for Action following a Council Meeting' document which will be distributed via email to Councillors with updated information on the 15 August 2025 Council Meeting.

**10 NOTIFIED MOTIONS***Nil***11 COUNCILLORS REPORTS****11.1 COUNCILLOR'S MONTHLY REPORTS****Min. 25/8/3**

Moved: Cr Thomas Fujii

Seconded: Cr Thomas Loban

That the activities contained in the Mayoral monthly report be endorsed by Council.

**CARRIED****12 EXECUTIVE SERVICES REPORTS****12.1 CHIEF EXECUTIVE OFFICER'S MONTHLY REPORT****Min. 25/8/4**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

That the activities contained in the Chief Executive Officer's monthly report be endorsed by Council.

**CARRIED**

**ADJOURNMENT:** The meeting is adjourned for Morning Tea at 10:19am and resumed 10:36am.

#### **REGIONAL COLLABORATIVE GOVERNANCE MODEL DEPUTATION**

**ADOURNMENT:** The meeting adjourned for a presentation on the Regional Collaborative Governance Model at 10:36am and resumed 10:55am.

Grant Stidiford, Regional Director, Far North Qld, Department of Trade, Employment and Training provided the presentation and departed the meeting room at 10:55am following his presentation.

#### **12.2 LGAQ CONFERENCE ATTENDANCE**

**Min. 25/8/5**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

The Council authorise the following delegates and observers to attend the 129th Annual LGAQ Conference on the Gold Coast.

Mayor Elsie Seriat OAM	- Delegate
Deputy Mayor Toshio Nakata	- Delegate
Chief Executive Officer	- Observer
Councillors Bani, Loban and Fujii	- Observers

**CARRIED**

**NOTATION:** Councillors to advise Interim CEO of their availability to attend the Conference to allow sufficient time to complete registration

#### **12.3 SEPTEMBER / OCTOBER ORDINARY MEETING DATE CHANGES**

**Min. 25/8/6**

Moved: Mayor Elsie Seriat

Seconded: Deputy Mayor Toshio Nakata

That Council change the September Ordinary General Meeting date from 16th September 2025 to 23rd September 2025: and

Change the October Ordinary General Meeting date from 21st October 2025 to 28th October 2025: and

advertise the changes in the Torres News, the Public Notice Board at the front of the Council Chambers and update the Council Website with the meeting date change.

**CARRIED**

**12.4 DRAFT POLICY – MEETINGS PROCEDURES****Min. 25/8/7**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Loban

That Council adopt the Policy – Meeting Procedures as presented.

**CARRIED****12.5 DRAFT POLICY – STANDING ORDERS****Min. 25/8/8**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Fujii

That Council adopt the Policy – Standing Orders as presented.

**CARRIED****12.6 POLICY – COMPLAINTS ABOUT THE EXECUTIVE OFFICER****Min. 25/8/9**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Loban

That Council adopt the Policy – Complaints about the Chief Executive Officer as presented.

**CARRIED****12.7 EX-GRATIA PAYMENTS POLICY****Min. 25/8/10**

Moved: Cr Thomas Fujii

Seconded: Mayor Elsie Seriat

That Council adopt the Ex-Gratia Payment Policy.

**CARRIED****12.8 POLICY – REQUEST FOR ASSISTANCE OR INFORMATION POLICY****Min. 25/8/11**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Fujii

That Council adopt the Policy – Request for Assistance or Information Policy as presented.

**CARRIED**

**12.9 REQUEST FOR ADMINISTRATIVE SUPPORT GUIDELINES****Min. 25/8/12**

Moved: Cr Thomas Fujii  
Seconded: Cr Thomas Loban

That Council adopt the Councillor Administrative Support Guidelines as presented.

**CARRIED****12.10 CORPORATE AND COMMUNITY SERVICES REPORT JULY 2025****Min. 25/8/13**

Moved: Cr Thomas Loban  
Seconded: Deputy Mayor Toshio Nakata

That Council note the Corporate and Community Services Report for July 2025 as presented.

**CARRIED****12.11 PUBLIC INTEREST DISCLOSURE POLICY AND PROCEDURE****Min. 25/8/14**

Moved: Cr Thomas Fujii  
Seconded: Cr Thomas Loban

That Council:

1. adopt Council Policy 3.1 – Public Interest Disclosure Policy; and
2. adopt Council Procedure 3.2 – Public Interest Disclosure Procedure

**CARRIED**

**DEPARTURE:** Cr. Thomas Loban departed the Council Meeting at 11:37am.

**ARRIVAL:** Cr. Thomas Loban returned to the Council Meeting at 11:39am

**12.12 OPERATIONAL WORKS PROGRAM REPORT****Min. 25/8/15**

Moved: Cr Thomas Fujii  
Seconded: Mayor Elsie Seriat

That Council receives and notes the Operational Works Update Report for July 2025.

**CARRIED**

**DEPARTURE:** Deputy Mayor Toshio Nakata departed the Council Meeting at 11:44am.

**ARRIVAL:** Deputy Mayor Toshio Nakata returned to the Council Meeting at 11:47am

**DECLARATION OF INTEREST**

Cr Nakata stated that he has a declarable conflict of interest in item 12.13, (as defined by *Local Government Act 2009, section 150ES (3)(a)(i)*) as follows:

I, Cr Nakata, inform the meeting that I have a declarable conflict of interest due to being a close associate of business operators that are contained in the following capital works program report.

Although I have a declarable conflict of interest, I do believe I am able to stay in the meeting and participate due to the report being for receive and note. Therefore, I will choose to remain in the meeting.

Mayor Elsie Seriat stated that she has a declarable conflict of interest in item 12.13, (as defined by *Local Government Act 2009, section 150ES (3)(a)(i)*) as follows:

I, Mayor Seriat, inform the meeting that I have a declarable conflict of interest due to being a close associate of business operators that are contained in the following capital works program report.

Although I have a declarable conflict of interest, I do believe I am able to stay in the meeting and participate due to the report being for receive and note. Therefore, I will choose to remain in the meeting.

**12.13 CAPITAL WORKS PROGRAM REPORT**

**Min. 25/8/16**

Moved: Cr Thomas Fujii

Seconded: Cr Thomas Loban

That Council receives and notes the Capital Works Program Report for July 2025.

**CARRIED**

**ATTENDANCE:**

Claire Alexander (Finance Consultant) attends the Council Meeting at 12:02pm (via Teams) to present the Item 12.15 - Corporate and Community Services Financial Report, 12.16 – Indexation review Report 2024/2025, 12.19 – Comprehensive Valuation 2024/2025 and 12.20 - Unconfirmed minutes audit and risk committee 5 August 2025.

**SUSPEND STANDING ORDERS****Min. 25/8/17**

Moved: Cr Thomas Fujii  
Seconded: Cr Thomas Loban

That Council suspend standing orders at 12:02pm to consider the financial reports while the Finance Consultant is dialled into the meeting.

**CARRIED**

**DEPARTURE:** Edward Kulpa (Executive Manager Projects and Design) departed the Council Meeting at 12:03pm.

**ARRIVAL:** Edward Kulpa (Executive Manager Projects and Design) returned to the Council Meeting at 12:05pm

**12.15 CORPORATE AND COMMUNITY SERVICES – FINANCIAL REPORT****Min. 25/8/18**

Moved: Cr Thomas Fujii  
Seconded: Mayor Elsie Seriat

That Council note the Financial Report and attachments for the month of July 2025 as presented.

**CARRIED**

**DEPARTURE:** CEO departed the Council Meeting at 12:08pm.

**ARRIVAL:** CEO returned to the Council Meeting at 12:11pm.

**12.16 INDEXATION REVIEW REPORT 2024/2025****Min. 25/8/19**

Moved: Deputy Mayor Toshio Nakata  
Seconded: Cr Thomas Loban

That Council

- 1) Note the TSC Indexation Report for financial reporting purposes as of 30 June 2025; and
- 2) Endorse that indexation is not applied to the following asset classes for the year ending 30 June 2025
  - Land
  - Buildings and other structures
  - Sewerage infrastructure; and



- 3) Endorse the application of an indexation rate of 5.0 % to water infrastructure assets effective 30 June 2025.

**CARRIED**

#### **12.19 COMPREHENSIVE VALUATION REPORT 2024/2025**

**Min. 25/8/20**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Fujii

That Council

- 1) Note the Roads & Drainage, Stormwater and Airport comprehensive valuation report for financial reporting purposes as of 30 June 2025; and
- 2) Endorse the application of the updated fair values for the roads and drainage, stormwater and airport infrastructure effective 30 June 2025.

**CARRIED**

#### **12.20 UNCONFIRMED MINUTES AUDIT AND RISK COMMITTEE 5 AUGUST 2025**

**Min. 25/8/21**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

That Council notes the minutes of the audit and risk committee meeting held on 5 August 2025.

**CARRIED**

**DEPARTURE:** Claire Alexander (Finance Consultant) departed the Council Meeting at 12:33pm.

#### **RESUME STANDING ORDERS**

**Min. 25/8/22**

Moved: Cr Thomas Fujii

Seconded: Mayor Elsie Seriat

That Council resume standing orders at 12:34pm to return to the agenda reports.

**CARRIED**

**ADJOURNMENT:** The meeting was adjourned for Lunch at 12:35pm and resumed at 1:20pm with Cr Thomas Loban not in attendance.

**APOLOGIES**

*Cr Thomas Loban for the remainder of the meeting.*

**Min. 25/8/23**

Moved: Cr Thomas Fujii

Seconded: Mayor Elsie Seriat

That Council grant leave of absence for the remainder of the meeting for Cr Thomas Loban.

**CARRIED**

**12.14 IDAS 10/03 – MINOR CHANGE – 1 TOM STREET, HORN ISLAND**

**Min. 25/8/24**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

1. That Torres Shire Council approve the change application (minor) for a Development Permit for Material Change of Use – two stage accommodation building (24 x studio accommodation units) and Caretakers Residence (2 bedrooms) – Stage 1 (16 Accommodation units and Caretakers Residence) and Stage 2 (8 Accommodation Units) on land located at 1 Tom Street, Horn Island, formally described as Lot 1 on RP846845, subject to the following conditions.

**(A) Amend the following conditions:**

**Approved Plans**

2. The approved plans are as follows:

Plan Description	Reference	Date
<u>Site Plan</u>	<u>001-TOM</u> <u>Sheet3-14</u>	<u>11.03.24 (as amended n</u> <u>red 5 October 2024)</u>
<del>Site Plan – Staging Plans (stage 1-3)</del>	<del>001 TOM</del> <del>Sheet Number 1-3</del>	<del>Sept 2021</del>
<u>Cabin Floor plan and elevation</u> <u>(slab on ground)</u>	<u>001 TOM</u>	<u>June 2014</u>
Cabin Floor plan and elevation (elevated)	001 TOM Sheet 4-14	3/4/19
Caretakers floor plan and elevation	001 TOM Sheet 4-14	3/4/19
Garage plans	001 TOM Sheet 6-14	3/4/19

Amended site plan (depicting amended location of unit 7 and laundries)	001 TOM	
Amended site plan (depicting carparking layout, laundries and refuse area)	001 TOM	

## (2a) Staging

- (a) The staging of the proposed development must be undertaken in accordance with the approved plans and as follows:

## Stage 1

- 16 accommodation units (units 1-16)
- Caretakers accommodation and office
- Recreation / BBQ area
- Three (3) carparking spaces, including one (1) accessible (disabled) parking space off Miskin Street
- Two (2) carparking spaces within garage accessed off Tom Street

## Stage 2

- Eight (8) accommodation units (units 17-18 & 25-30)
- Swimming pool
- Two (2) carparking spaces accessed off Tom Street

~~Stage 2~~

- ~~• Eight (8) accommodation units (units 17-18 & 25-30)~~

~~Stage 3~~

- ~~• Six (6) accommodation units (units 19, 20-24)~~
- ~~• Two (2) carparking spaces access off Tom Street~~

- ~~(b) The existing storage shed in the location of proposed units 22 & 23 (Stage 3) must be removed at the time of completion of proposed Stage 2.~~

(B) Include the following condition**34 (a) WATER SAVING MEASURES – POOL – STAGE 2**

A water tank with a minimum capacity of 5,000L must be installed providing alternative water source for the pool.

Water saving measures must be undertaken, including but not limited to a pool cover to mitigate evaporation.

- (C) **All other conditions remain as per decision notice dated 29 November 2021.**

**CARRIED**

**12.17 HORN ISLAND LEASE MATTER****Min. 25/8/25**

Moved: Deputy Mayor Toshio Nakata

Seconded: Mayor Elsie Seriat

That Council:

1. Approves the assignment of the Lessee interest in Lease G SP 211686 (Lease 721644561) and the Licence interest in the Apron Licence from Forster Helicopters Pty Ltd ACN 125 780 412 to Microflite Pty Ltd ACN 006 504 463 subject to the following conditions:
  - all rent, rates and other charges to be paid to the date of assignment;
  - the security deposit under the Lease is to be increased from \$3,000 to \$4,200 as from the date of assignment;
  - all Council legal and other costs relative to the assignment to be in full prior to completion of the assignment.
2. Hereby delegates power to the Interim Chief Executive Officer under the provisions of the *Local Government Act 2009* to take all necessary steps including signature of all necessary documents to give effect to this resolution.

**CARRIED****12.18 ICT MANAGED SERVICES AGREEMENT RENEWAL****Min. 25/8/26**

Moved: Deputy Mayor Toshio Nakata

Seconded: Cr Thomas Fujii

That Council:

1. Approve the engagement of Fourier Technologies Pty Ltd under Local Buy Contract LB308 for the provision of ICT Managed Services and Support for a 3-year base term, with two-year and one-year extension options (3+2+1).
2. Authorise the CEO (or delegate) to finalise, execute, and administer the agreement.

**CARRIED**

**12.21 RoPS TENDER REPORT****Min. 25/8/27**

Moved: Deptuy Mayor Toshio Nakata

Seconded: Cr Thomas Fujii

That Council:

1. Appoint as registered pre-qualified suppliers, subject to finalisation of any outstanding clarifications:
  - a. 03/2025 - Register of Prequalified Suppliers Trade Services (per figure 1 listing below); and
  - b. 04/2025 - Register of Prequalified Suppliers Wet & Dry Plant and Equipment Hire (per figure 2 listing below)
2. Delegate authority to the Interim Chief Executive Officer in accordance with the *Local Government Act 2009*, to negotiate and enter into contract, finalise, and execute any and all matters in relation to this procurement activity.

**FIGURE 1:****03/2025 - Register of Prequalified Suppliers Trade Services**

AA Taylors Tree Lopping The Trustee for DL and CM Taylor Family Trust
Advance Torres Strait Services Pty Ltd
Babinda Electrics
Bay Electrical Contractors
Dickinson Painting Contractors Pty Ltd
Dynamic Communication Services Pty Ltd
Flick Anticimex Pty Ltd
FNQ Cable Locators Pty Ltd
Fusion Solution Services Pty Ltd
H.C. Building & Construction t/a HCCM Pty Ltd
Jaryd Joseph Christopher Berrill
JY Refrigeration and Airconditioning Services
Kennelly Constructions Pty Ltd
Konka Constructions Pty Ltd
Mark Milbourne Constructions Pty Ltd

Mine Safety & Compliance QLD Pty Ltd
Murphy's Remedial Builders Pty Limited
Ozone Services Australia Pty Ltd
Robert Clarke Builders Pty Ltd
T.I. Concrete and Building t/a T.I. Concrete Works Pty Ltd

**FIGURE 2:****04/2025 - Register of Prequalified Suppliers Wet & Dry Plant and Equipment Hire**

Ausroad Plant Services Pty Ltd
Flexihire Pty Ltd
Hastings Deering (Australia) Limited
Torres Contracting Pty Ltd
Tutt Bryant Hire Pty Ltd
Jaryd Joseph Christopher Berrill

**CARRIED****13 LATE ITEMS***Nil***14 CONFIDENTIAL REPORTS**

That Council consider the confidential report(s) listed below in a meeting closed to the public in accordance with Regulation s.254J of the *Local Government Regulation 2012*:

- 14.1 Reallocation of Growing Indigenous Tourism in Queensland Funds
- 14.2 Debt Recovering TSA
- 14.3 November 2025 Legends of League Match

Time: 2:09pm

**Min. 25/8/28**

Moved: Mayor Elsie Seriat

Seconded: Cr Thomas Fujii

That Council go into In Committee and close the meeting to the public.

**CARRIED**

Time: 2:49pm

**Min. 25/8/29**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

That Council come out of Committee and open the meeting to the public.

**CARRIED**

**14.1 REALLOCATION OF GROWING INDIGENOUS TOURISM IN QUEENSLAND FUNDS**

**Min. 25/8/30**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

That Council;

- a) Provides an acquittal of the funds that it has outlaid for the Thursday Island Community Hub and anticipated further funds to complete the site investigation and advise the Department it is supportive of transferring the balance of unspent grant funds to the Department for further allocation upon reimbursement of its outlays; and
- b) Seeks additional information in relation to the Torres Strait Pearl Luger Project before committing its support. Consideration of the overall proposed projects which includes interpretive signage, art installations, beautification efforts and employment opportunities, who is the project lead, the risk management of the project and the location of the Pearl Luggers along with the ongoing maintenance and responsibility for the project upon completion.

**CARRIED**

**14.2 DEBT RECOVERY TSA**

**Min. 25/8/31**

Moved: Mayor Elsie Seriat

Seconded: Deputy Mayor Toshio Nakata

That Council resolves to:

1. Note the Report; and

2. Delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the *Local Government Act 2009*, the power to take all necessary steps to resolve and recover the debt owed to Torres Shire Council (**Council**) by Torres Strait Air Pty Ltd, including the power to sign any documents required on behalf of Council.

**CARRIED**

#### **14.3 NOVEMBER 2025 LEGENDS OF LEAGUE MATCH**

**Min. 25/8/32**

Moved: Cr Thomas Fujii

Seconded: Deputy Mayor Toshio Nakata

That Council

Delegate to the Mayor, Deputy Mayor and Interim CEO to consider the proposal following a review of the budget to ascertain if funding is available for the event and provide a response to the organisers within the next two weeks.

**CARRIED**

#### **ACTING CHIEF EXECUTIVE OFFICER**

**Min. 25/8/33**

Moved: Cr Thomas Fujii

Seconded: Mayor Elsie Seriat

That Ed Kula, Executive Manager Projects and Design be appointed to Acting CEO during the absence of the Interim CEO from 1<sup>st</sup> to 14<sup>th</sup> September 2025.

**CARRIED**

**DATE OF NEXT MEETING:** Tuesday, 23 September 2025

**CLOSURE:** The meeting closed with a prayer by Mayor Elsie Seriat at 3:23pm.

Confirmed this

day of

**MAYOR**