I hereby give notice that an Ordinary Meeting of Council will be held on:

Date:	**Tuesday, 21 April 2026**
Time:	**9.00am**
Location:	**Torres Shire Council Office**
	68 Douglas Street - Thursday Island

AGENDA AND BUSINESS PAPERS

Ordinary Council Meeting

21 April 2026

Mary Bani
Chief Executive Officer

ORDER OF BUSINESS

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AGENDA CONTENTS

ATTENDANCE

MEETING OPENED

APOLOGIES

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.

CONDOLENCES

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

DECLARATIONS OF INTEREST

CONFIRMATION OF MINUTES

Ordinary Meeting – 17 March 2026

BUSINESS ARISING

NOTIFIED MOTIONS

Nil

COUNCILLORS REPORTS

EXECUTIVE SERVICES REPORTS

LATE ITEMS

Nil

CONFIDENTIAL REPORTS

GENERAL BUSINESS

8.1 Confirmation of Minutes Ordinary Meeting 17 March 2026

File Number **BSC/Governance/Reporting/Executive Services Report/2026**
Author: **Mary Bani, Chief Executive Officer**
Authoriser: **Mary Bani, Chief Executive Officer**
Attachments: **Minutes Ordinary Council Meeting 17 March 2026**

RECOMMENDATION
That the minutes of the Ordinary Council Meeting held on 17 March 2026 be confirmed.

11.1 Councillor's Monthly Reports

File Number **BSC/Governance/Reporting/Executive Services Report/2026**
Author: **Office of the Mayor**
Authoriser: **Mary Bani, Chief Executive Officer**
Attachments: **Cr. Elsie Seriat – Monthly Report**

SUMMARY
Councillors' monthly activity reports.

BACKGROUND/HISTORY
Each month the Councillors report on their external activities. An endorsement of the report is an endorsement of the attended and future activities. Not all activities will be listed in advance due to time constraints. Councillors who are unable to provide a written report will have the opportunity to provide verbal updates at the Ordinary Council Meeting.

LINK TO CORPORATE PLAN

Our Community
1.5 Our Reputation for Integrity and Services (PROVIDE)
A well-informed community with a great awareness of Council's achievements.

Our People
2.4 Our Organisational Alignment and Performance Planning (PROVIDE)
Council delivered strategic outcomes and is resilient and responsive to change.

Our Business
3.3 Our Governance (LEAD)
Council maintain effective governance processes
- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and registers
  - Maintain and meet audit requirements.

CONSULTATION
As per Mayoral Report.

LEGAL IMPLICATIONS
Nil

POLICY IMPLICATIONS
Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)
Approved Operational Budget

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

12.1 Final Management Report 2024 – 2025

File Name: **External Audit - Final Management Report 2024/25**
Author: **Office of the Mayor**
Authoriser: **Mary Bani, Chief Executive Officer**
Attachments: **1. Torres Shire Council 2025 Final Management Report**

Background

Section 213 – Local Government Regulation 2012

Presentation of auditor-general's observation report
(1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.

(2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

(*3) The mayor must present a copy of the report at the next ordinary meeting of the local government.*

Please note that the outcome of the audit for the financial year ended 30 June 2024 is detailed in the final management report which is attached to this report.

Specific points to note:

- Queensland Audit Office (QAO) issued an unmodified (unqualified) opinion on the financial statements 2024-25.
- There were 5 issues and 2 observations raised during the audit of the financial year 2024-25.
- A total of 6 issues from prior years were outstanding at the end of 2024-25.
- There were 5 issues closed during the financial year 2024-25.
- Total outstanding issues at the end of the financial year 2024-25 were **11** (2024: **13**).

LINK TO CORPORATE PLAN

Our Business:
3.3. Our Governance (LEAD)

Council maintain effective governance processes
- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and register
  - Maintain and meet audit requirements.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISK)

Section 213 – Local Government Regulation 2012
Presentation of auditor-general's observation report

POLICY IMPLICATIONS

N/A

CONSULTATION

- External Auditors
- Executive Management

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

N/A

RECOMMENDATION

- That Council note the Torres Shire Council Final Management Report 2024-25.

12.2 Chief Executive Officer's Monthly Report

File Number **BSC/Governance/Reporting/Executive Services Report/2026**
Author: **Mary Bani, Chief Executive Officer**
Authoriser: **Mary Bani, Chief Executive Officer**
Attachments: **CEO Monthly Report**

SUMMARY
Chief Executive Officer's monthly report.

BACKGROUND/HISTORY
Each month the Chief Executive Office reports on her external activities. An endorsement of the report is an endorsement of the attended and future activities. Not all activities will be listed in advance due to time constraints.

LINK TO CORPORATE PLAN
Our Community
1.5 Our Reputation for Integrity and Services (PROVIDE)
A well-informed community with a great awareness of Council's achievements.
Develop and implement a communication strategy.

Our People
2.4 Our Organisational Alignment and Performance Planning (PROVIDE)
Council delivered strategic outcomes and is resilient and responsive to change.

Our Business
3.3 Our Governance (LEAD)
Council maintain effective governance processes
- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and registers
  - Maintain and meet audit requirements.

CONSULTATION
Various groups and community members as indicated in the attached.

LEGAL IMPLICATIONS
Nil

POLICY IMPLICATIONS
Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)
As per approved Operational Budget

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

12.3 Corporate and Community Services – Financial Report

File Number **Corporate and Community Services**
Author: **Karren MacClure, Director Corporate and Community Services**
Authoriser: **Mary Bani, Chief Executive Officer**
Items: **Financial Statements – March 2026**

1. **Cash Position**
2. **Income & Expenditure-Airport**
3. **Income & Expenditure-All of Council**
4. **Revenue Graph - Actuals vs Budget**
5. **Expenses Graph – Actuals vs Budget**
6. **Statement of Financial Position**

SUMMARY

Presentation of the financial reports for the month of March 2026 as required under Section 204 of the *Local Government Regulation 2012*.

This report is presented for noting. The March 2026 actual operating result shows an operating deficit of $3.5 million, compared with the year-to-date (YTD) budgeted deficit of $5.0 million. The slightly improved position is primarily due to overall net operating revenue ahead of budget by $1.1 million and underspend in operating expenses by $401,189.

Attachment 1 - Cash Position
As at 31 March 2026, Council's net cash on hand was $28.1 million, an increase from $27.4 million in the previous month. Of this balance, $28.3 million is held as restricted cash, reserved for specific purposes including unspent grants, internally restricted funds, employee entitlements and provision for next month's wages and creditor payments.

Attachment 2 - Airport Financials
Year-to-date airport revenue totalled $6,505,073, exceeding the YTD budget by $1,220,799. Expenses and cash outflows for the same period amounted to $4,134,524 which includes a $1.35 million cash investment added to the QTC investment portfolio.

The QTC investment balance at the end of March 2026 was $6.5 million.

Attachments 3, 4 & 5 - Whole of Council Financials, Revenue and Expenses Graphs

The YTD net surplus, inclusive of capital grants, was $914,794, compared with the YTD budgeted surplus of $2.0 million.

Total operating revenue YTD is $22.5 million, compared with the YTD budget of $21.4 million. Increase in revenue is mainly due to the rates and charges have been issued for the second half of the financial year.

Total operating expenses YTD were $26.0 million, currently below the YTD budget by $401,189. The underspend is mainly in materials and services.

Capital Expenditure

As at March 2026, capital expenditure spent totalled $4.7 million, against the full year capital budget of $24.7 million.

BACKGROUND/HISTORY

COMMENTS

LINK TO CORPORATE PLAN

Our Business:

3.3. Our Governance (LEAD)

Council maintain effective governance processes

- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and register
  - Maintain and meet audit requirements.

Our Future:

4.1. Our Revenue Generation

Provide a sustainable Community

- Research and build a long-term approach to diversifying Council's revenue streams to support strategic planning imperatives and reduce reliance of rates income
- Research, plan and implement an approach to securing funding for key elements of Council's accountabilities to ensure sustainability of service provision and asset maintenance.

CONSULTATION

- Executive Leadership Team
- Managers and relevant operational staff

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012 (QLD) in particular section 204, which states:

(1) The local government must prepare a financial report

(2) The chief executive officer must present the financial report –

   a. If the local government meets less frequently than monthly – at each meeting of the local government; or

   b. Otherwise – at a meeting of the local government once a month.

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

POLICY IMPLICATIONS

The following Council policies are relevant to the financial statements.

- Investment Policy
- Debt Policy
- Revenue Policy
- Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The March 2026 actual operating result shows an operating deficit of $3.5 million, compared with the year-to-date (YTD) budgeted deficit of $5.0 million. The slightly improved position is primarily due to overall net operating revenue ahead of budget by $1.1 million and underspend in operating expenses by $401,189.

As at 31 March 2026, Council's net cash on hand was $28.1 million, an increase from $27.4 million in the previous month. Of this balance, $28.3 million is held as restricted cash, reserved for specific purposes including unspent grants, internally restricted funds, employee entitlements and provision for next month's wages and creditor payments.

RECOMMENDATION

That Council:

- Note the Financial Report for the period ended March 2026 as presented.
- Note the attachments for the period ended March 2026 listed as follows:
    1. Cash Position March 2026
    2. Income and Expenditure Airport March 2026
    3. Income and Expenditure all of Council March 2026
    4. Revenue Graph Actual vs Budget March 2026
    5. Expenses Graph Actual vs Budget March 2026
    6. Statement of Financial Position March 2026

12.4 Adoption of Revenue Policy 2026/27

File Number **BSC/Governance/Reporting/Executive Services Report/2026**
Author: **Claire Alexander, Finance Consultant**
Authoriser: **Mary Bani, Chief Executive Officer**
Attachments: **1. Revenue Policy 2026/27 Final**
2. Revenue Policy 2026/27 Marked Up

Background

Chapter 4, Part 1 and Part 2 of the *Local Government Act 2009* sets out the requirements of levying rates and charges to rateable land and services that a local government provides to the community.

It is a requirement under Section 193 of the *Local Government Regulation 2012*, that the Revenue Policy must be reviewed in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Section 169 (2) (c) of the *Local Government Regulation 2012* also requires for a Revenue Policy to be included in the budget documents.

Key points to note:

- The Revenue Policy applies to revenue raised by general rates, utility charges and fees and charges including charges for development.
- It also applies to the making, levying, recovery and concessions for rates and utility charges and the setting of regulatory and commercial fees and charges for Council.
- Council may allow a discount where payment is received in full on or before the due date.
- Council may consider granting a concession to a class of landowner, for example eligible pensioners.
- Council will charge interest on all overdue rates and charges.
- A local government must decide, by resolution at the local government's budget meeting what rates and charges are to be levied, granting of discount and concession, interest on overdue rates and charges and other budget resolutions.
- There were no changes made to the existing Revenue Policy

LINK TO CORPORATE PLAN

Our Business:

3.3. Our Governance (LEAD)
Council maintain effective governance processes

- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and register

- Maintain and meet audit requirements.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISK)
Chapter 4, Part 1 and Part 2 of the Local Government Act 2009 sets out the requirements of levying rates and charges to rateable land and services that a local government provides to its community.

Section 169 (2) (c) of the Local Government Regulation 2012 also requires for a Revenue Policy to be included in the budget documents.

POLICY IMPLICATIONS
The Revenue Policy must be reviewed in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

CONSULTATION
Executive Management Team

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)
Preparation of Draft Budget 2026/27

RECOMMENDATION

That the Council:

1. Adopts the Revenue Policy 2026/27

12.5 Corporate and Community Services Report

File Number BSC/Governance/Reporting/Executive Services Report/2026
Author: Director Corporate and Community Services
Authoriser: Mary Bani, Chief Executive Officer
Attachments: Nil

Background

The purpose of this report is to inform council of key data relating to the Corporate and Community Services business unit.

Items:
1. **Debtors**
2. **Facebook Performance**
3. **Council Facility Hire**
4. **Events**
5. **Sports Complex**

1. DEBTORS

Rates:

	Total Due	Current	Year 1	Year 2	Year 3	Year 4+	Interest	Paid in advance
March 2026	$ 639,847	$ 542,935	$ 69,196	$ 37,456	$ 6,490	$ 4,108	$ 42,421	-$ 62,759
February 2026	$ 3,413,090	$ 3,294,134	$ 75,506	$ 37,457	$ 6,490	$ 4,108	$ 41,565	-$ 46,170
January 2026	$ 554,356	$ 140,665	$ 101,416	$ 63,214	$ 37,602	$ 142,708	$ 204,015	-$ 135,264

Notes: (1) Rates issued 28th February 2026, due 30th March 2026.

Sundry Debtors:

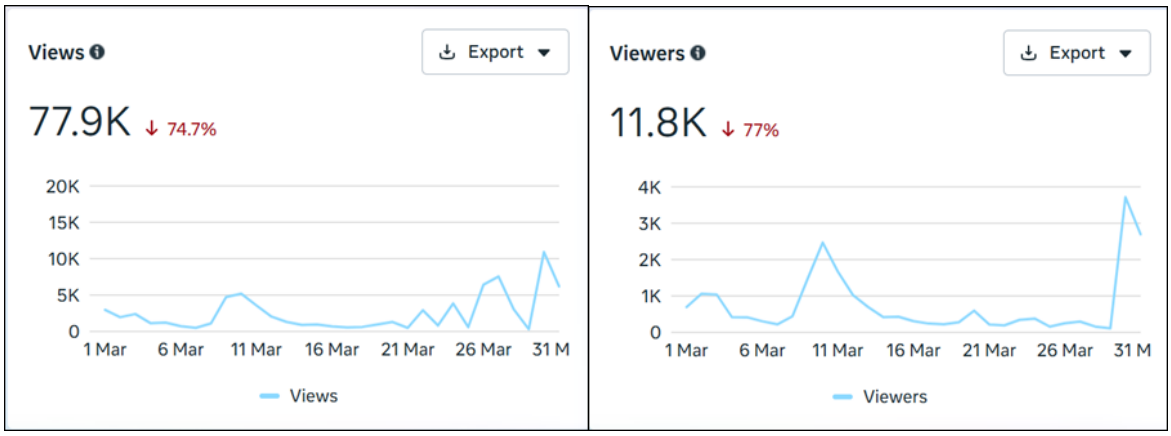
Sundry Debtor Balance as at:	Period 3	Period 2	Period 1	Current	Total
31-Mar-26	$ 232,720	$ 104,642	$ 334,017	$ 613,045	$ 1,284,423
28-Feb-26	$ 229,101	$ 201,191	$ 232,899	$ 793,007	$ 1,456,199
31-Jan-26	$ 94,122	$ 156,946	$ 453,533	$ 736,116	$ 1,440,718

Notes: High value in period 3 relates to timing of grant funding. Invoices issued, awaiting funding.

2. COUNCIL FACEBOOK PERFORMANCE

MARCH 2026

Torres Shire Council Facebook continues to be a key tool to communicate with our community.



Title	Date published	Views	Reach
Torres Strait Regional Authority and Tor... Multi media • Torres Strait Regional Au... Boost	26 March 10:17	12,291	4,090
This post has no text Photo • Crossposted • Torr... Boost	30 March 18:46	8,602	4,203
NOMINATIONS ARE NOW OPEN... Photo • Crossposted • Torr... Boost	31 March 12:29	5,895	3,216
COMMUNITY NOTICE! – Voluntary V... Photo • Torres Shire Council Boost	11 March 08:35	3,191	1,900
RATE NOTICES HAVE BEEN ISSUED... Photo • Crossposted • Torr... Boost	3 March 12:16	2,353	1,171
Mark your calendars - Clean Up Australi... Photo • Torres Shire Council Boost	24 March 14:55	1,509	841

3. COUNCIL FACILITY HIRE DATA

Torres Shire Council facilities have been well utilised by the community during March Ken Brown Oval hire increased in preparation for Foley Shield Cup and the start of Junior League. TI stadium utilisation remained strong with the Community Fitness Program classes being extended to an 8-week program.

12 Months Data:

Facility	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
ANZAC Park	0	0	1	0	1	2	2	3	1	0	0	0
Ken Brown Oval	12	10	31	4	25	1	5	7	0	10	11	16
TI Pool	0	6	6	1	11	0	0		1	2	17	20
TI Stadium	7	10	18	11	12	3	5	18	9	2	20	37
Loban Road Hall	11	11	11	11	8	3	5	17	12	9	15	11
Tamwoy Hall	5	20	13	12	9	3	5	10	9	12	11	16
HI Stadium	1	0	1	1	0	0	1	4	2	0	5	1
HI Conf. Room	5	4	2	2	0	0	0		0	2	0	1
Total	**41**	**61**	**83**	42	**66**	**12**	**23**	**59**	**34**	**37**	**79**	**102**

4. EVENTS

Clean up Australia Day – 28th March 2026

The postponed clean-up day on Thursday Island and Horn Island was held on Saturday 28th March 2026 starting at 7am and finishing with a free sausage sizzle at 12. Thanks to council staff and community volunteers with around 40 rubbish bags and 10 recycling bags collected.





2026 UPCOMING EVENTS

Date	Event
8-Apr-26	Cruise Ship - Viking Orian
25-Apr-26	Anzac Day (Green Hill 5:30am, Anzac Park 9am)
10July 26	NAIDOC Awards
15 Aug26	OBON Ceremony
24-Aug-26	Cruise Ship -Le Jacques Cartier
18-Sep-26	Multicultura Festival
10-Nov-26	Cruise Ship -Riviera
13-Nov-26	Cruise Ship - Viking Venus
2-Dec-26	Cruise Ship - Viking Orion
16-Dec-26	Cruise Ship - Le Soleal
12-Dec-26	Christmas Extavaganza - TI
Dec 26	Christmas Carols - HI
1 - 14 Dec26	Christmas Lights Competition
31-Dec-26	New Years Eve Fireworks

5. SPORTS COMPLEX

Entry Numbers

Gym usage continues to increase month on month as a direct response to the Gym refurbishment project last year. High stadium numbers during March reflect the strong community attendance to the extended fitness program and strong pool entry numbers reflect the use of pool complex for birthday parties and the return of school boarders utilising the facility.

Month	Gym #	Stadium #	Pool #	Total #
Mar-26	1,192	171	1,690	**3,053**
Feb-26	1,133	142	1,671	**2,946**
Jan-26	952	53	1,024	**2,029**
Dec-25	827	93	1,056	**1,976**
Nov-25	629	143	1,690	**2,462**
Oct-25	604	124	1,652	**2,380**

March Initiatives

- Community Fitness Program – extended to an 8 week program

Provided free to community through the Torres Strait Community Sport and Recreation Program, Torres Shire Council partnered with Strait Fitness to deliver a free 4-week fitness program at the TI Sports Complex catering for all levels of fitness (5 classes a week mix of morning and afternoon). Due to popular demand this program was again extended to a total of 8 weeks finishing in March 2026.

- Horn Island Sports Complex - refresh

Work commenced on finalisation of the Horn Island Sports Complex refresh project, this includes refurbishment of change rooms and toilets, replacement of doors, internal painting and carpet replacement. New basketball backboards have also been ordered for the outside basketball court.

Works already completed include gym flooring, electrical repairs, inside and outside basketball courts cleaned.

The gym and meeting room remain available to the community; however the basketball area is closed until the works are completed to ensure community safety.

- Ken Brown Oval (KBO)

Funding received from Legends of League has been utilised to order a new line marker for use at KBO. In addition, new goal post pads have been ordered through the Torres Strait Community Sport and Recreation Program funding.

LINK TO CORPORATE PLAN

Our People (PROVIDE):

2.4. Our Organisation Alignment and Performance Planning

- Council delivers strategic outcomes and is resilient and responsive to change

Our Governance (LEAD):

3.3. Council maintain effective governance processes

- Maintain best practice financial and risk management practices
- Maintain policies, procedures, frameworks and register
  - Maintain and meet audit requirements.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISK)

- Debt Recovery

POLICY IMPLICATIONS

- Procurement Policy
- Debt Policy

CONSULTATION

- Corporate & Community Services Managers & Staff

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

- As per approved operational budget
- Debt recovery

RECOMMENDATION

That Council note the Corporate and Community Services Report for March 2026 as presented.

12.6 Council Meeting Dates 2026 adjustment

File: BSC/Governance/Reporting/Executive Services Report/2026
Author: Director Corporate & Community Services
Authoriser: Mary Bani, Chief Executive Officer
Item: Council Meeting Dates 2026 - adjustment
Attachments: Nil

SUMMARY

Proposing a change to the Torres Shire Council Ordinary Council Meeting Dates for May 2026 and October 2026.

BACKGROUND

Section 257 of the *Local Government Regulation 2012* requires a Shire Council to meet at least once a month. Torres Shire Council has displayed a responsible approach to municipal business by holding an Ordinary meeting every month. This has been the third Tuesday of each month with the January meeting held on the fourth Tuesday and the December meeting held on the second Tuesday.

The Torres Shire Council's Ordinary Council Meeting dates and times for 2026 were approved at the November 2025 council meeting as follows:

November 2025 Council Meeting Minutes:

13.1 CEO REPORT – 2026 COUNCIL ORDINARY MEETING DATES

RECOMMENDATION Min. 25/11/12
Moved: Mayor Elsie Seriat
Seconded: Cr Thomas Loban

That pursuant to Section 257 of the *Local Government Regulation 2012*, that Ordinary Meetings of the Council be held on the third Tuesday of each month except for the January meeting to be held on the fourth Tuesday and the December meeting to be held on the first Tuesday.

2026		
Month	**Date**	**Time**
January	Tuesday, 27 January	9.00am
February	Tuesday, 17 February	9.00am
March	Tuesday, 17 March	9.00am
April	Tuesday, 21 April	9.00am
May	Tuesday, 19 May	9.00am
June	Tuesday, 16 June	9.00am
July	Tuesday, 21 July	9.00am
August	Tuesday, 18 August	9.00am

September	Tuesday, 15 September	9.00am
October	Tuesday, 20 October	9.00am
November	Tuesday, 17 November	9.00am
December	Tuesday, 8 December	9.00am

CARRIED

The current May 2026 council meeting date coincides with the Torres Shire Council hosted Housing Forum and the October 2026 council meeting date coincides with the LGAQ conference. Elected members will be attending both these events therefore it is proposed to change the council meeting dates by 1 week.

LINK TO CORPORATE PLAN
This item is in accordance with the Councils Statutory obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012.*

CONSULTATION
Executive Management Team
Elected Members

LEGAL IMPLICATIONS
Nil

POLICY IMPLICATIONS
Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)
Nil

RECOMMENDATION:

That pursuant to Section 257 of the *Local Government Regulation 2012* the Ordinary Meeting of Council dates for the month of May 2026 and November 2026 be amended to the following:

Amended 2026 OCM Dates		
Month	**Date**	**Time**
May	Tuesday, 26 May	9.00am
October	Tuesday, 27 October	9.00am

And that the changes be published on the Council Website.

12.7 Capital Works Program Report

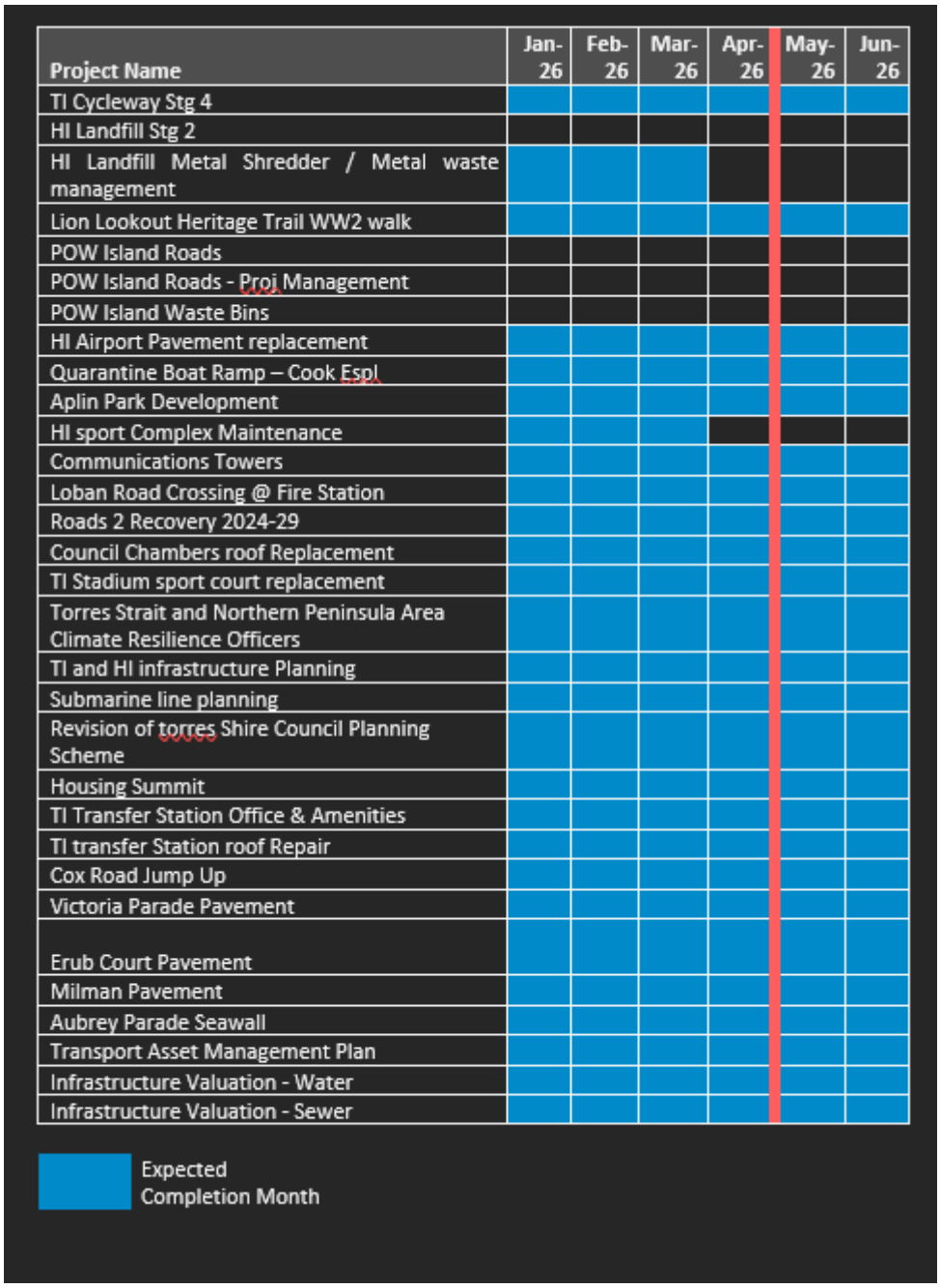
File Number BSC/Governance/Reporting/Executive Services Report/2026
Author Edward Kulpa, Director Projects, Planning & Environment
Authoriser Mary Bani, Chief Executive Officer
Attachments Nil

SUMMARY
Project Report
The report outlines progress of Council's Capital Works Program for April 2026. The following covers engineering and infrastructure capital works for the Torres Shire Council.

Project Name	Funding Scheme	Budget ($ ex GST)	Remaining Funds ($ ex GST)	Comment
TI Cycleway Stg 4	DTMR	$ 2,067,883	$ 576,622	Works Planned to start post-2026 wet season
HI Landfill Stg 2	TSRA, CMIG round 3 18/19	$ 1,000,000	$ 782,131	Seeking co-funding
HI Landfill Metal Shredder / Metal waste management	DLGRMA	$ 2,699,400	$ 475,019	SIMS Metal contract completed. Vehicle pick up across Thursday Island completed. Cross Harbour movement of vehicles scheduling underway. Project anticipated to be completed within budget
Lion Lookout Heritage Trail WW2 walk	Dept Veteran Affairs (139,487), Qld Remembers (35,718)	$ 175,205	$ 21,050	Contractor Engaged
HI, TI, POW Island Roads	QRA	$ 1,173,309	$ 1,173,309	POW Island works on hold
HI, TI, POW Island Roads - Project Management	QRA	$ 192,619	$ 17,079	underway
POW Island Waste Bins	Regional and Remote Recycling Modernisation Fund	$ 115,000	$ 115,000	Alternatives being sought
HI Airport Pavement replacement	ATSI-TIDS 2024-25	$ 500,000	$ 230,794	Helicopter pad pavement replacement underway. Delays due to wet season
Quarantine Boat Ramp – Cook Espl	MSQ, LGGSP 2024-28	$ 395,000	$ -	Design contract awarded to Haskoning
Aplin Park Development	W4Q 2024-27	$ 415,000	$ 415,000	Community consultation undertaken and results being collated
HI sport Complex Maintenance	LRCI Phase 4	$ 156,288	-$ 6,215	Funding budget expended due to

				works including required additions such as new toilet cubicles. Cost overruns to be met through the building repairs and maintenance budget.
Communications Towers	Council Internal Project	$ 257,000	$ 212,426	Ongoing
Loban Road Crossing @ Fire Station	QRA	$ 527,202	$ 101,552	Contract awarded. Pre-start meeting undertaken.
Roads 2 Recovery 2024-29	Roads 2 Recovery 2024-29	$ 1,375,339	$ 1,375,339	To be started
Council Chambers roof Replacement	W4Q 2024-27	$ 489,000	$ 457,000	Tender assessment underway
TI Stadium sport court replacement	W4Q 2024-27	$ 126,000	$ 126,000	To be awarded
Torres Strait and Northern Peninsula Area Climate Resilience Officers	Department of Industry, Science and Resources	$ 3,079,000	$ 3,079,000	Positions scoped and to be advertised
TI and HI infrastructure Planning	Residential Activation fund	$ 1,125,000	$ 1,117,800	Tender assessment underway
Submarine line planning	Residential Activation fund	$ 515,000	$ 507,800	Tender assessment underway
Revision of Torres Shire Council Planning Scheme	TSC SSF 2024-26 - Path 2 - Alloc 001435 - 002423	$ 238,500	$ 238,500	To be started, follows HI Housing Growth Master Plan
Housing Summit	TSC SSF 2024-26 - Path 1 - Alloc 001435 - 002423	$ 100,000	$ 23,010	Summit proposed for May 2026
TI Transfer Station Office & Amenities	Council Internal Project	$ 140,909	-$ 11,428	Project has incorporated required upgrades to Council digital network. Costs to be re-allocated against required project codes.
TI transfer Station roof Repair	Council Internal Project	$ 200,000	$ 200,000	Seeking quotes
Cox Road Jump Up	QRA	$ 5,644,685	$ 5,644,685	On Hold
Victoria Parade Pavement	QRA	$ 3,181,711	$ 3,127,711	tender documentation being prepared
Erub Court Pavement	QRA	$ 987,427	$ 961,427	tender documentation being prepared
Milman Pavement	QRA	$ 1,239,354	$ 1,203,354	tender documentation being prepared
Aubrey Parade Seawall	QRA	$ 570,160	$ 536,160	tender documentation being prepared

Transport Asset Management Plan	Council Internal Project	$ 15,000	$ -	First draft completed and under review
Infrastructure Valuation - Water	Council Internal Project	$ 20,005	$ -	works progressing in accordance with reporting timeframes
Infrastructure Valuation - Sewer	Council Internal Project	$ 20,005	$ -	works progressing in accordance with reporting timeframes



LINK TO CORPORATE PLAN

Our People (PROVIDE)

2.4 Our Organisation Alignment and Performance Planning

- Council delivers strategic outcomes and is resilient and responsive to change

Our Governance (LEAD)

3.3 Council maintains effective governance processes

- Maintains best practice financial and risk management procedures
- Maintains policies, procedures, frameworks and registers;
    - Maintain and meet audit requirements

CONSULTATION

- Executive Leadership Team
- Stakeholder Funding Bodies

LEGAL IMPLICATIONS

- Nil

POLICY IMPLICATIONS

- Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

- As per approved Operational Budget

RECOMMENDATION

That Council receives and notes the Capital Works Program Report for April 2026.

12.8 Minor Change to Development Permit for Material Change of Use Dwelling Unit and Undefined Land Use (Cultural Activities) –IDAS24/02 – Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync – 42 Douglas Street, Thursday Island

File Name **BSC/Governance/Reporting/Executive Services Report/2026**
Author **Reel Planning Pty Ltd**
Authoriser **Mary Bani, Chief Executive Officer**
Attachments **A - Proposed amended plan of development (stage 1)**
B – Proposed amended plan of development (stage 2)

SUMMARY

PROPERTY DETAILS	
Site address	42 Douglas Street, Thursday Island
RPD	Lot 1 RP716988
Landowner	Joey Josia Laifoo & Melissa Leanne Crump
Existing Use of Land	Food and Drink Outlet and Shop (and ancillary workshops)
ORIGINAL APPROVAL DETAILS	
Application No.	IDAS24/02
Applicant	Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync
Approval Description	Development Permit for a Material Change of Use – Dwelling Unit and Undefined Land Use (Cultural Activities)
Date of Original Decision	16 July 2024
Date of Original Decision Notice	18 July 2024
CHANGE APPLICATION DETAILS	
Application No.	IDAS24/02
Applicant	Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync
Application Description	Development Permit for Material Change of Use – Dwelling Unit and Undefined Land Use (Cultural Activities)
Application Lodged	28 January 2026
Decision Due Date	20 March 2026 (applicant agreed extension)
Council Meeting	17 March 2026

EXECUTIVE SUMMARY

This application seeks Council approval for a minor change to the development permit under section 78 of the *Planning Act 2016.*

This application seeks to amend the approved plans to reflect changes to how development will be undertaken on the site.

There are two current development approvals over the site. The first approval, (file reference IDAS24/02) was for a dwelling unit above the existing shop and an undercover entertainment structure to the rear of the site. The second approval (file reference IDAS25/20) was for a four (4) bedroom unit, approved as rooming accommodation above the entertainment structure.

The entire development across both approvals was initially planned to be undertaken at the same time. The applicant has indicated that due to funding the undercover entertainment area (approved under IDAS24/02) and the four (4) bedroom rooming accommodation above the structure (approved under IDAS25/20) will be constructed first and the dwelling unit (approved under IDAS24/02) will be constructed at a later date.

The change results in changes to both approvals. A separate report will be presented to Council seeking a negotiated decision notice for the second approval for the rooming accommodation.

To facilitate the proposed timing of construction this report recommends a minor change of decision notice is issued, amending the approved plans, condition 2.

RECOMMENDATION A – DECISION NOTICE

That Torres Shire Council approve the Change Application (Minor) for a Development Permit for Material Change of Use– Dwelling Unit and Undefined Land Use (Cultural Activities) on land located at 42 Douglas Street, Thursday Island, formally described as Lot 1 RP716988, subject to the following conditions:

(A) That condition 2.1 be amended as follows;

2.0 Approved Plans and Documents

2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except were amended by the conditions of this permit. — At all times

Drawing No.	Document Name	Revision	Date	Drawn by
~~SK01~~	~~Cover Sheet~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK02~~	~~Perspective Views~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK03~~	~~Site Plan~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK04~~	~~Ground Floor Plan~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK05~~	~~First Floor Plan~~	~~2~~	~~20/12/2023~~	~~Nevele~~

~~SK06~~	~~Roof Plan~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK07~~	~~Elevations~~	~~2~~	~~20/12/2023~~	~~Nevele~~
~~SK08~~	~~Section A-A~~	~~2~~	~~20/12/2023~~	~~Nevele~~
Stage 1				
SK01	**Cover Sheet**	**4**	**21/01/2026**	**Nevele**
SK03	**Ground Floor Plan**	**4**	**20/12/2023**	**Nevele**
SK06	**Elevations**	**4**	**21/01/2026**	**Nevele**
Stage 2				
SK01	**Cover Sheet**	**5**	**21/01/2026**	**Nevele**
SK03	**Ground Floor Plan**	**2**	**20/12/2023**	**Nevele**
SK04	**First Floor Plan**	**2**	**20/12/2023**	**Nevele**
SK05	**Roof Plan**	**2**	**20/12/2023**	**Nevele**
SK06	**Elevations**	**2**	**20/12/2023**	**Nevele**

(B) All other conditions remain as per decision notice dated 18 July 2024.

1.0 SITE AND SURROUNDING DESCRIPTION

The subject site is located at the eastern end of Douglas Street, one lot removed from the corner. Surrounding development comprises a mix of commercial uses and adjoins the See Hop Trading supermarket to the west and north (rear) and commercial offices and rear dwelling unit to the east.

Existing development on the site comprises a single storey building, built to the front boundary with an awning over the footpath. There is an existing vehicle access driveway located along the eastern side boundary to a former carport which is currently used as an outdoor covered dining area. There is no onsite carparking available.

Douglas Street fronting the site is bitumen seal with formalised kerb and channel along the site frontage. The on street carparking is currently un-line marked due to bitumen reseal works

The site has access to water, sewer, electricity and telecommunication services. There are no easements burdening the site.



FIGURE 1: Subject Site

2.0 BACKGROUND

The existing use of the premises for a food and drink outlet, shop and ancillary workshops was subject to an Exemption Certificate issued on 18 July 2022 under section 46(3)(b) of the *Planning Act 2016* (File ref IDAS22/06). The material change of use triggered code assessable development due to the designation of the site in the coastal hazard overlay and the identification of the area as a local heritage place. The Exemption Certificate was issued as the effect of the development was deemed minor and inconsequential as the use was within an existing building, involved no building work and there was no evidence the building was a former pearl shed.

The food and drink outlet, shop and ancillary workshops have been operating from the site since 2022.

In July 2024 Council approved a development application for a three (3) bedroom dwelling unit above the existing shop and approval to formalise the cultural activities, including dance shows and workshops. A new roofed unenclosed structure for the entertainment activities was approved to the rear of the site (Council file reference IDAS24/02 Decision Notice dated 18 July 2024).

In September 2025 Council approved amendments to the approved plans reducing the roof pitch and overall height of the roofed structure and changes to the proposed dwelling unit deck (generally in accordance letter dated 30 September 2025).

The dwelling unit and roofed entertainment structure have not been constructed.

Council at its meeting held on 18 November 2025, approved subject to conditions an additional accommodation unit for staff comprising of a four (4) bedroom self-contained dwelling unit above the proposed covered entertainment structure (Council file reference IDAS25/20 Decision Notice dated 21 November 2025).

3.0 DESCRIPTION OF APPROVED USE

A café (food and drink outlet) and shop operating as 'Laguw Titui' (Island Stars) currently operates from the existing building. Ancillary to the shop and café use, workshops and cultural activities are held within the building, undercover area extending along the eastern side of the building and temporary structures to the rear. Occasional events and functions are held within the building. Ancillary workshops and cultural activities may extend outside the café opening hours, up to 9.00 pm.

The approval was for a staged development for:

(a) Stage 1 – construction of a roofed structure to the rear of the site providing an undercover entertainment area and formalisation of cultural activities comprising of dance shows, events and workshops; and

(b) Stage 2 - first floor extension for a dwelling unit comprising three (3) bedrooms.

In association with the cultural events the existing kitchen on the ground floor was proposed to be extended by approximately 26.4m² and new toilets for customers.

4.0 DESCRIPTION OF PROPOSED AMENDMENT

This application is seeking approval for changes to the approved plan of development, clearly identifying the two stages of the development under this approval.

- Stage 1 will involve the construction of the undercover entertainment structure; and
- Stage 2 will involve the construction of the dwelling unit above the existing shop.

The proposed kitchen extension is no longer proposed and replaced with an 'under croft' area. The location of the proposed external stairs to access the dwelling unit has been relocated and minor changes to the internal layout of the dwelling unit.
The applicant has indicated that the four (4) bedroom rooming accommodation unit above the entertainment structure (approved under a separate approval IDAS25/20) will be constructed as part of stage 1 of the overall development.
The proposed change will not affect the development to operate as intended.

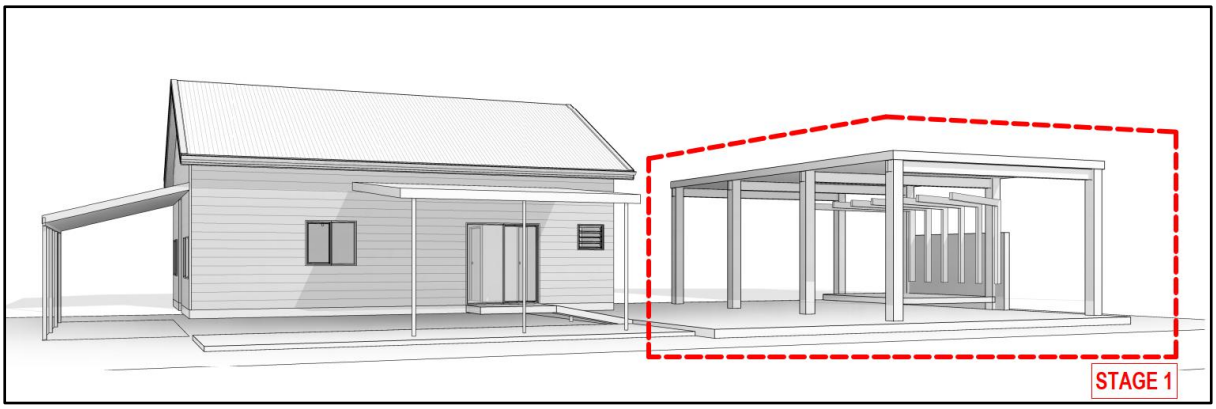


Figure 2** – Proposed Plan (stage 1**)

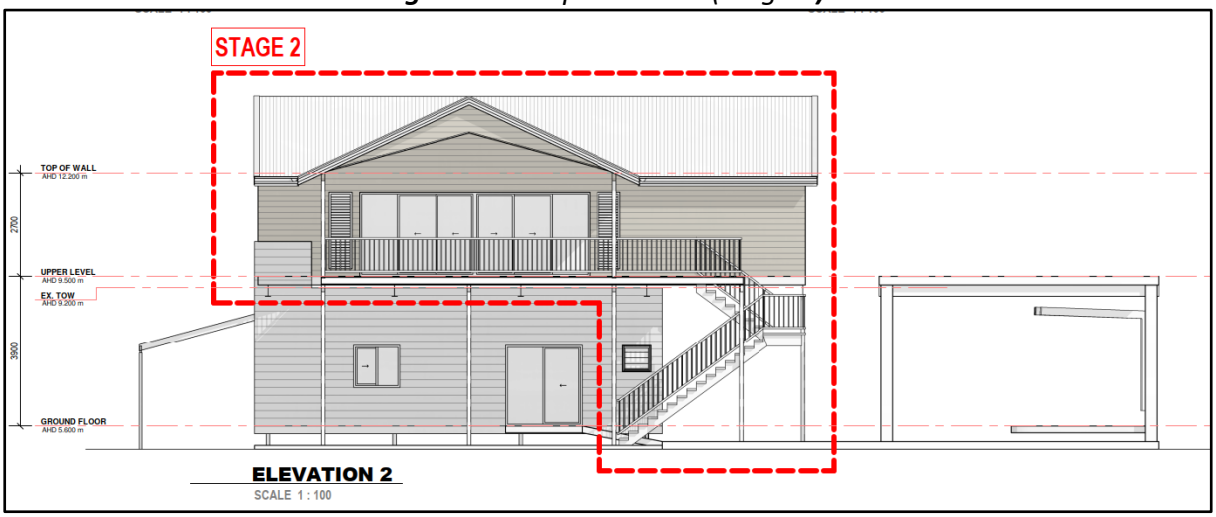


***Figure 3** – Proposed Plan (stage 2)*



***FIGURE 4 –** Proposed plan overall development (including the approved rooming accommodation dwelling unit above existing shop under separate approval)*

5.0 PLANNING ASSESSMENT

A change application is made under section 78 of the *Planning Act 2016.* A minor change application must comply with the criteria for a minor change as defined under Schedule 2 of the *Planning Act 2016*. It is considered that the proposed change constitutes a minor change, as demonstrated in Table 1 and Table 2 below.

TABLE 1 – MINOR CHANGE CRITERIA

CRITERIA	RESPONSE
(i) *Does not result in substantially different development*	Refer to Table 2
(ii) *If the application, including the change, were made when the change is made – would not cause –*	See below (A) – (D)
(A) *The inclusion of prohibited development in the application; or*	Complies – The proposal would not result in prohibited development under Schedule 10 of the *Planning Regulation 2017*.
(B) *Referral to a referral agency, other than to the chief executive; or*	Complies - The development does not require referral to a referral agency under Schedule 10 of the *Planning Regulation 2017*.
(C) *Referral to a referral agency if there were no referral agencies for the development application; or*	Complies – The development does not require referral to a referral agency under Schedule 10 of the *Planning Regulation 2017*.
(D) *A referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55 (2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made; or*	Not Applicable – See response to (B) and (C).
(E) *Public notification if public notification was not required for the development application*	Not Applicable public notification not required

TABLE 2 – CRITERIA FOR SUBSTANTIALLY DIFFERENT DEVELOPMENT

CRITERIA	RESPONSE
(a) *Involves a new use; or*	Complies – does not incorporate a new use
(b) *Results in the application applying to a new parcel of land; or*	Complies – the application relates to the same parcel of land.
(c) *Dramatically changes the built form in terms of scale, bulk and appearance; or*	Complies – will result in no significant change to the built form.

CRITERIA	RESPONSE
(d) *Changes the ability of the proposed development to operate as intended; or*	Complies – no change to the ability of the development to operate as intended.
(e) *Removes a component that is integral to the operation of the development; or*	Complies – No components integral to the approved use are proposed to be removed as part of the change application.
(f) *Significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*	Complies –the proposal will not result in an increase in traffic to the site.
(g) *Introduces new impacts or increase the severity of known impacts; or*	Complies – the proposed change will result in a change to the location of the stairs to the dwelling unit. The change will not introduce new impacts.
(h) *Removes an incentive or offset component that would have balanced a negative impact of the development; or*	Complies – approval included no incentive or offsets.
(i) *Impacts on infrastructure provisions.*	Complies – no change.

In accordance with section 81(2) of the *Planning Act* the matters outlined in Table 3 must be considered in the assessment of the change application.

TABLE 3 – MATTERS TO CONSIDER FOR CHANGE APPLICATION

MATTER TO CONSIDER	RESPONSE
2(a). The information the applicant included with the application; and	The assessment has considered all information the applicant has provided regarding the change application.
2(b). If the responsible entity is the assessment manager – any properly made submissions about the development application or another change application that was approved; and	The original application was Impact Assessable and subject to public notification. During the notification period no submissions were received.
2(c). Any pre-request response notice or response notice given in relation to the change application; and	No pre-request response notice or response notice given in relation to the change application.

MATTER TO CONSIDER	RESPONSE
*2(d). If the responsibly entity is, under section 78(**3) (**ba) or (bb), the Minister – all matters the Minister would or may assess against or have regard to, if the change application were a development application called in by the Minister; and*	The responsible entity is Torres Shire Council not the Minister.
2(e). if paragraph (d) does not apply – all matters the responsible entity would or may assess against or have regard to, if the change application were a development application; and	The proposed change does not result in any changes that require additional matters to be assessed.
2(f). Another matter the responsible entity considers relevant.	There are no other matters identified as being relevant to the assessment.
(3). Subsections (4) and (5) apply if the responsible entity must, in assessing the change application under subsection (2)(d) or (da), consider— *(a)a statutory instrument; or* *(b)another document applied, adopted or incorporated (with or without changes) in a statutory instrument.*	The application was lodged and assessed against the current *Torres Shire Planning Scheme 2022.*
(4). The responsible entity must consider the statutory instrument, or other document, as in effect when the development application for the development approval was properly made.	As above
(5). However, the responsible entity may give the weight the responsible entity considers is appropriate, in the circumstances, to— *(a)the statutory instrument or other document as in effect when the change application was made; or* *(b)if the statutory instrument or other document is amended or replaced after the change application is made but before it is decided—the*	As above

MATTER TO CONSIDER	RESPONSE
amended or replacement instrument or document; or *(c)another statutory instrument—* *(i)that comes into effect after the change application is made but before it is decided; and* *(ii)that the responsible entity would have been required to consider if the instrument had been in effect when the development application for the development approval was properly made.*	

6.0 INFRASTRUCTURE CHARGES

The proposed change will result in no changes to the infrastructure charges calculations or charges notice.

7.0 CONCLUSION

It is recommended the change application is approved subject to changes to the approved plan of development.

The following reasons for the decisions are to be included in the Notice of Decision required under section 63(5) of the *Planning Act 2016*.

(a) The proposed change is minor, does not trigger additional referrals and does not result in any additional areas of non-compliance with the relevant assessment benchmarks under the *Torres Shire Planning Scheme 2022*.

12.9 Change Representations - Development Approval – IDAS 25/20 – Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync – 42 Douglas Street, Thursday Island

File Name BSC/Governance/Reporting/Executive Services Report/2026
Author Reel Planning Pty Ltd
Authoriser Mary Bani, Chief Executive Officer
Attachments A - Proposed amended plan of development (stage 1)
B – Proposed amended plan of development (stage 2)

PROPERTY DETAILS	
Site Address	42 Douglas Street, Thursday Island
RPD	Lot 1 RP716988
Landowner	Joey Josia Laifoo & Melissa Leanne Crump
Existing Use of Land	Food and Drink Outlet and Shop (and ancillary workshops)
APPROVAL DETAILS	
Application No.	IDAS25/20
Applicant	Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync
Application Description	Development Permit for Material Change of Use – Rooming Accommodation
Council Meeting	18 November 2025
Decision Notice date	21 November 2025
CHANGE REPRESENTATIONS - APPLICATION DETAILS	
Application No.	IDAS25/20
Applicant	Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync
Application Description	Change Representations to Development Permit for Material Change of Use – Rooming Accommodation
Council Meeting	17 February 2026
Decision Due Date	20 March 2026 (applicant agreed extension)

EXECUTIVE SUMMARY

There are two current development approvals over the site. The first approval (file reference IDAS24/02) was for a dwelling unit above the existing shop and an undercover entertainment structure to the rear of the site. The second approval (file reference IDAS25/20) was for a four (4) bedroom unit, approved as rooming accommodation above the entertainment structure.

The entire development across both approvals was initially planned to be undertaken at the same time. The applicant has indicated that due to funding the undercover entertainment area (approved under IDAS24/02) and the four (4) bedroom rooming accommodation above the structure (approved under IDAS25/20) will be constructed first and the dwelling unit (approved under IDAS24/02) will be constructed at a later date.

The change results in changes to both approvals. A separate report will be presented to Council seeking a minor change to the first approval.

The request to change the rooming accommodation approval has been submitted during the suspended applicant appeal period.

To facilitate the proposed timing of construction this report recommends a negotiated decision notice is issued, amending condition 2 (approved plans) and deleting condition 3 (timing condition).

RECOMMENDATION

1. That the application by Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync seeking a Negotiated Decision Notice for the Development Approval for the Material Change of Use for Rooming Accommodation over Lot 1 RP716988 located at 42 Douglas Street, Thursday Island be approved in full.
2. That condition 2.1 be amended as follows;

<table>
<tr><td>2.0</td><td colspan="5">Approved Plans and Documents</td></tr>
<tr><td>2.1</td><td colspan="5">The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit.</td><td>At all times</td></tr>
<tr><td></td><td>Drawing No.</td><td>Document Name</td><td>Revision</td><td>Date</td><td>Drawn by</td><td></td></tr>
<tr><td></td><td>SK01</td><td>Cover Sheet</td><td>4</td><td>21/01/2026</td><td>Nevele</td><td></td></tr>
<tr><td></td><td>SK02</td><td>Site Plan</td><td>4</td><td>21/01/2026</td><td>Nevele</td><td></td></tr>
<tr><td></td><td>SK04</td><td>Ground Floor Plan</td><td>4</td><td>21/01/2026</td><td>Nevele</td><td></td></tr>
<tr><td></td><td>SK07</td><td>Elevations</td><td>4</td><td>21/01/2026</td><td>Nevele</td><td></td></tr>
<tr><td></td><td colspan="5"></td><td></td></tr>
</table>

3. That condition 3.0, including condition 3.1 and condition 3.2 be deleted.

1.0 THE SUBJECT SITE



FIGURE 1: Subject Site

2.0 BACKGROUND

The existing use of the premises for a food and drink outlet, shop and ancillary workshops was subject to an Exemption Certificate issued on 18 July 2022 under section 46(3)(b) of the *Planning Act 2016* (File ref IDAS22/06). The material change of use triggered code assessable development due to the designation of the site in the coastal hazard overlay and the identification of the area as a local heritage place. The Exemption Certificate was issued as the effect of the development was deemed minor and inconsequential as the use was within an existing building, involved no building work and there was no evidence the building was a former pearl shed.

The food and drink outlet, shop and ancillary workshops have been operating from the site since 2022.

In July 2024 Council approved a development application for a three (3) bedroom dwelling unit above the existing shop and approval to formalise the cultural activities, including dance shows and workshops. A new roofed unenclosed structure for the entertainment activities was approved to the rear of the site (Council file reference IDAS24/02 Decision Notice dated 18 July 2024).

In September 2025 Council approved amendments to the approved plans reducing the roof pitch and overall height of the roofed structure and changes to the proposed dwelling unit deck (generally in accordance letter dated 30 September 2025).

The dwelling unit and roofed entertainment structure have not been constructed.

Council at its meeting held on 18 November 2025, approved subject to conditions an additional accommodation unit for staff comprising of a four (4) bedroom self-contained dwelling unit above the

proposed covered entertainment structure (Council file reference IDAS25/20 Decision Notice dated 21 November 2025).

3.0 CHANGE REPRESENTATIONS

In accordance with section 75(1) of the *Planning Act 2016*, the applicant submitted change representations as outlined in the change request letter dated 19 January 2026 and email received on 11 February 2026.

The applicant is seeking to amend the approved plans and delete condition 3 (timing condition).

The proposed amended plans are provided in Attachment 1 and extract in Figure 3.

For comparision, Figure 1 and 2 captures the overall development as approved and the proposed change. The main change is the inclusion of a separate set of stairs to the rear of the rooming accommodation.

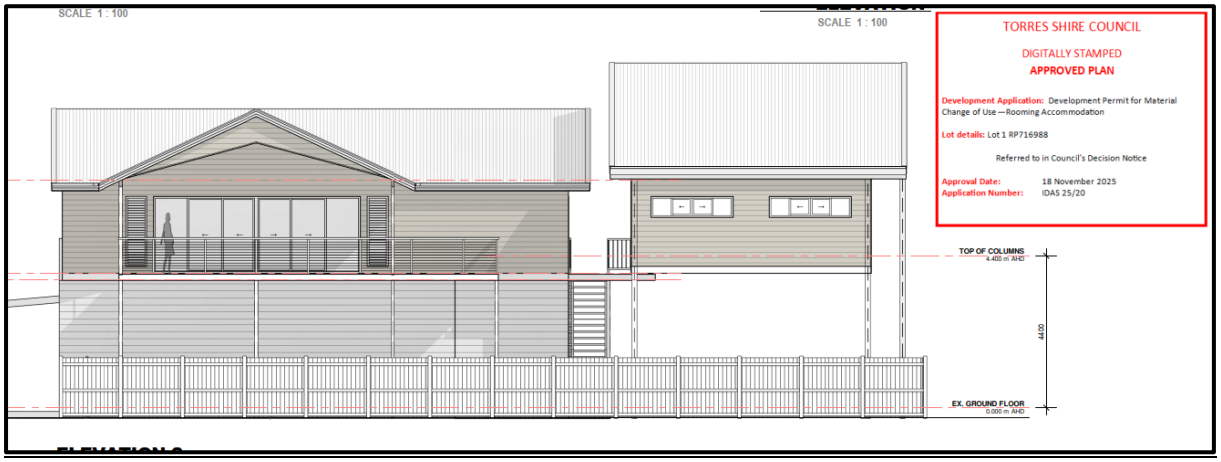


FIGURE 1 – *Approved plan (including the approved dwelling unit above existing shop under separate approval)*



FIGURE 2 – *Proposed plan (including the approved dwelling unit above existing shop under separate approval)*

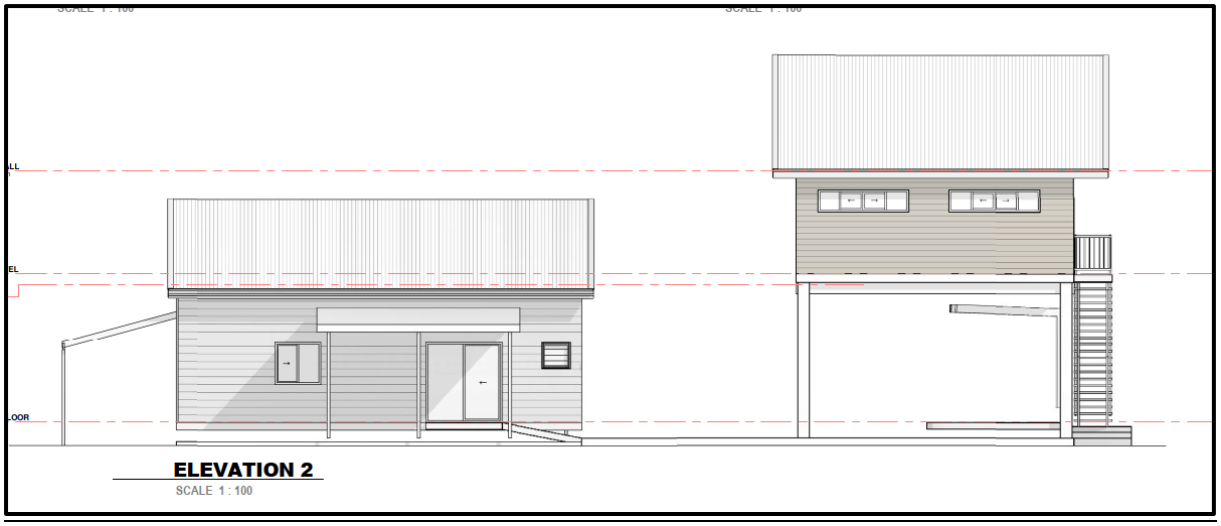


FIGURE 3 – *Proposed plan (rooming accommodation unit)*

4.0 PLANNING ASSESSMENT

The proposed change, in conjunction with the minor change to an earlier approval will result in the development being undertaken in two stages over two separate approvals.

- Stage 1 will involve the construction of the undercover entertainment structure (approved under IDAS24/02) and the rooming accommodation above the structure (approved under IDAS25/20); and
- Stage 2 will involve the construction of the dwelling unit above the existing shop (approved under IDAS24/02).

The proposed change will not affect the development to operate as intended, however the visual appearance of the building as viewed from the street frontage will be different for stage 1, with the rooming accommodation structure visible as depicted in Figure 4 below.

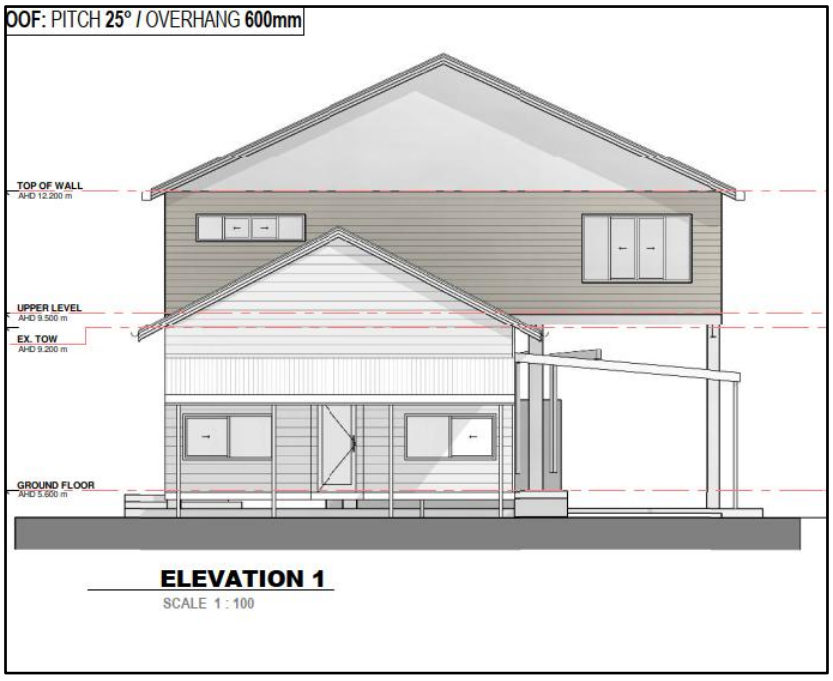


FIGURE 4 – *Proposed plan (rooming accommodation unit as viewed from Douglas Street frontage)*

Condition 3 of the approval required the dwelling unit above the shop and covered entertainment structure to be constructed before or at the same time as the rooming accommodation.

The approval is amended to change the staging and plans to result in the rooming accommodation being a stand-alone development which could proceed at any time irrespective of the other approval.

Original condition 3.1 and 3.2 can be deleted.

3.0	**Evidence of compliance with earlier approval**	
3.1	Provide written evidence to Council that the building approval has been issued for the dwelling unit and covered entertainment structure subject to the earlier approval (IDAS 24/02). **note- the development can form part of the same building approval*	Prior to the issue of the development permit for building work
3.2	Provide written evidence to Council that the certificate of occupancy has been issued for the dwelling unit and covered entertainment structure subject to the earlier approval (IDAS 24/02). **note- the development can form part of the same building approval*	Prior to the issue of the certificate of occupancy and commencement of use

Overall, no concerns are raised with the proposal and the change does not introduce any other additional assessment considerations.

5.0 REFERRALS

The original application did not trigger a referral under Schedule 10 of the *Planning Regulation 2017*.

6.0 INFRASTRUCTURE CHARGES

The proposed change will result in no changes to the Infrastructure Charges calculations.

7.0 CONCLUSION

The proposed change representation seeking a Negotiated Decision Notice is recommended for approval.

The following reasons for the decisions are to be included in the Notice of Decision required under section 63(5) of the *Planning Act 2016*.

The proposed change to the condition will not affect the development to operate as intended.

12.10 TI Post Office Relocation Report

File Number BSC/Governance/Reporting/Executive Services Report/2025
Author Edward Kulpa, Director Projects, Planning & Environment
Authoriser Mary Bani, Chief Executive Officer
Attachments: Attachment A – CEQ Correspondence

BACKGROUND

The Thursday Island Post Office location has been in a state of flux for the last several months following the closure of the office space located at 44-48 Douglas Street (See Hop Trading Store), Thursday Island. As a temporary measure, Australia Post and the management of the Mura Kosker Sorority agreed to utilise the Sorority's premises at 156 Douglas Street as a temporary post office until a new location could be found.

The new post office station is now located at 79 Douglas Street, adjacent to R&R Motors. The layout of the office is shown in **Figure 1** (provided by Australia Post).

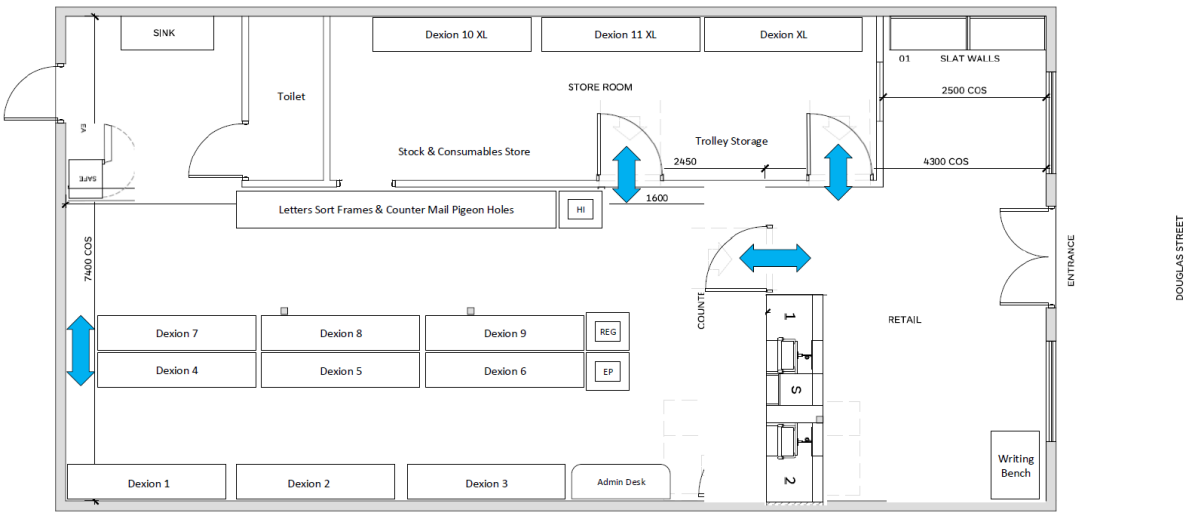


Figure 1 79 Douglas Street Post Office Layout

PROPOSAL

Australia Post and the Torres Shire Council's Director Projects, Planning and Environment (DPPE) met onsite at 79 Douglas Street to review the new office location and discuss operational management of the office. The two immediate matters are the location of the post office box shipping container and the street frontage of the post office.

1. **Post Office Boxes**

Post office boxes for the community are currently managed by a converted shipping container that is currently located still at 150 Douglas Street. It is acknowledged that this is not a practical long-term outcome and relocation of the boxes closer to the office is preferred. The DPPE asked if it was intended to install the post boxes into the building frontage, similar to the historical arrangement at 44-48 Douglas Street. Australia Post noted that it would be difficult to achieve, given the limited building frontage (**Figure 2**) and the number of boxes to be accommodated. A significant redevelopment of the site/ store layout would be required to accommodate the boxes within the office.



Figure 2 79 Douglas Street Building Frontage

Acknowledging the limited car parking in the vicinity of the office, the business demands of the neighbouring stores and that Douglas Street is under the control of the Dept. Transport and Main Roads, installation of the post office box container in the on-street car parking area was not considered viable.

The adjacent lot (85 Douglas Street) is currently utilised by Community Enterprise Queensland (CEQ) as secured storage for the Mitre10 and Col Jones businesses. The DPPE contact CEQ with regards to their plans for the site (**Attachment A**). CEQ advised that there are no plans

within the next 12 months to develop the site beyond its current usage and confirmed that site access is via the Blackall Street frontage.

Due to the nearby competing land uses, Australia Post has requested from Council if the Post Office shipping container could be placed within the Blackall Street road reserve, adjacent to the public phone as per **Figure 3**.



Figure 3 Proposed Post Office Box Location

Australia Post is seeking a 12-24 month usage of the location until they are able to accommodate the PO Boxes in a more long term option. The DPPE pressed Australia Post on this option but was advised that it is commercial-in-confidence at the time of the meeting.

Australia Post acknowledged that the location of the boxes is not ideal however gave a commitment to install a concrete slab and linking footpath to the boxes to ensure ease of access for the community whilst at the location.

Until a Council resolution is passed regarding this proposed site usage, the PO Boxes would continue to operate from 156 Douglas Street.

2. Post Office Street Frontage

The current frontage of the 79 Douglas Street Post Office is predominately utilised by R&R motor mechanic customers and as a taxi waiting area. The inclusion of the post office will further increase road frontage use requiring consideration of a layout amendment.

Twice a week the post office will receive parcel deliveries via a Sea Swift shipping container. Letters arrive via aerial delivery and do not require a reserve space. To safely accommodate the twice-weekly Sea Swift container, it is proposed that a combined loading zone/ parking space be implemented, with an area designated as a loading zone from 8.00pm to 8.00am and general parking from 8.00am to 8.00pm. Australia Post advised that these hours will align with the container delivery and pick-up times.

There are currently no all-access car park spaces in the vicinity of the post office. To accommodate users, it is proposed to reallocate the car park space closest to the R&R Motors driveway to a disabled car par bay to allow wheelchair users to access the post office via the same driveway. Given the limited vehicle usage of the driveway, minimal conflicts are anticipated.

The existing taxi waiting area has been based on historical usage by taxi drivers waiting for fares underneath the trees. As there are no business reasons for this waiting space, it is considered that an alternative taxi waiting space can be designated elsewhere on the island, preferably in an alternative shaded location. Suggested areas may include the Courthouse frontage, Our Lady of the Sacred Heart School basketball court frontage, Royal Hotel frontage, etc.

A summary of the proposed changes is shown in **Figure 3**.



Figure 4 Proposed Douglas Street Frontage

KEY CONSIDERATIONS

1. Post Office Boxes

The provision of a postal service is a key community service, particularly in regional areas where mail is the only practical access to some goods supply. It is logical to have the postal services as closely located together as possible. Subsequently the ongoing placement of the PO Boxes at 156 Douglas Street is not considered a practical outcome.

The proposed location of the PO Boxes in the Blackall Street reserve will not impact CEQ's usage of their lot. Council also has road verge hire identified within their fees & charges and at the 2025-26 rates, the verge usage fee would be as per **Table 1** and **Figure 5**.

Table 1 Verge Hire Summary

Fees & Charges 2025-26 (No GST)	12 Month Hire	24 Month Hire
Application Fee ($287.00)	$287.00	$287.00
Licence – monthly fee ($591.00)	$7,092	$14,184
Total	**$7,379**	**$14,471**

COMMERCIAL USE OF ROADS & COUNCIL LAND (PER OBJECT)							
Application Fee	$287.00	per application	No GST	Local Government Act 2009 and Regulations 2012	Local Law 1 Administration 2013	Regulatory	2350-1300-0
Licence, placement or encroachment fee - monthly (or part thereof) payable in advance	$591.00	per month	No GST	Local Government Act 2009 and Regulations 2012	Local Law 1 Administration 2013	Regulatory	2350-1300-0

Figure 5 Fees & Charges 2025-26 Page 17 Extract

Acknowledging the separation between the Post Boxes and the Office, it is recommended that Council encourages Australia Post to plan for building development to incorporate the boxes within the office space, or alternatively, negotiate a lease arrangement with CEQ regarding their adjoining site development to incorporate post boxes within the facia of the new build, close to the office.

Recommendation

1. Advise Australia Post that the placement of the PO Boxes shipping container is accepted for the next 12-24 months, pending the payment of associated hire fees, and
2. Support Australia Post in developing an outcome to incorporate the PO Boxes within/ closer to the office space at 79 Douglas Street within the next 12-24 months.

2. Post Office Street Frontage

The Douglas Street Road reserve is under the management of the Dept. Transport and Main Roads, therefore there are limited options available for road usage that the Department would be agreeable too.

The Post Office requires a safe delivery location twice a week to manage parcels which form the bulk of their services. A clearly defined, dedicated space will ensure steady business operations. Due to the depth of the road verge, any vehicles parked over night blocking the space can be accommodated by the post container being placed in front of the adjoining tree. The community is anticipated to accommodate the changed arrangements quickly.

Taxi operators are anticipated to initially express concern regarding a relocation of the taxi waiting space, however the need of the wider community in having ready access to the Post Office is considered a more practical usage of the road parking. An advisory notice issued to

the taxi operators explaining the situation and alternative options is recommended for preparation and issue.

Dedicating a single space for disabled parking is anticipated to have minimal impact on community, due to the wide verge available and number of existing car parks along the street. It will also provide a service for other nearby businesses such as Laifoo's Convenience Store.

Recommendation

1. Council adopts all proposed street frontage changes as shown in **Figure 4**, and
2. Prepares and issues an advisory letter to the Taxi Operators advising of the change in conditions prior to their implementation.

LINK TO CORPORATE PLAN
Our Community:

1.6. Our Entrepreneurship and Innovation (PROVIDE)

- Retain, encourage and foster business, business growth and community development

Our Future:

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISK)
Torres Shire Council Local Law No. 1 (Administration) 2013

POLICY IMPLICATIONS
Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)
Fee collection for verge hire usage

RECOMMENDATION
It is recommended that Council:

a) Approves the application to conduct a commercial activity on Local Government Controlled Areas and Roads under Local Law 1 (Administration) for the usage of road verge to host the Thursday Island Post Office box container,
b) Advises Australia Post that the verge hire will attract a usage fee in accordance with Council's adopted Fees & Chrages 2025-26,
c) Prepares a letter of support to Australia Post in ultimately locating the PO Boxes within the office building, or within a nearby lot,
d) Prepare an advisory letter to the Taxi Operators advising of the proposed road parking change
e) Prepare an advisory public notice to community advising of the Douglas Street parking change, and
f) Delegate authority to the Chief Executive Officer to direct changes made to the road reserve designation.

12.11 New Mooring Application – Torres Strait Shipping Revised coordinates

File Number BSC/Governance/Reporting/Executive Services Report/2025
Author Edward Kulpa, Director Projects, Planning & Environment
Authoriser Mary Bani, Chief Executive Officer
Attachments: NIL

SUMMARY

In January 2026, Torres Strait shipping requested a letter of no objection for a proposed buoy mooring. Torres Strait Shipping contacted Council late February requesting a new letter of no objection, as their application to MSQ had resulted in a coordinate change.

The revised coordinates are as follows:

Latitude: 10°36.426’ South

Longitude: 142°13.800 East

The revised location is identified in **Figure 1**.

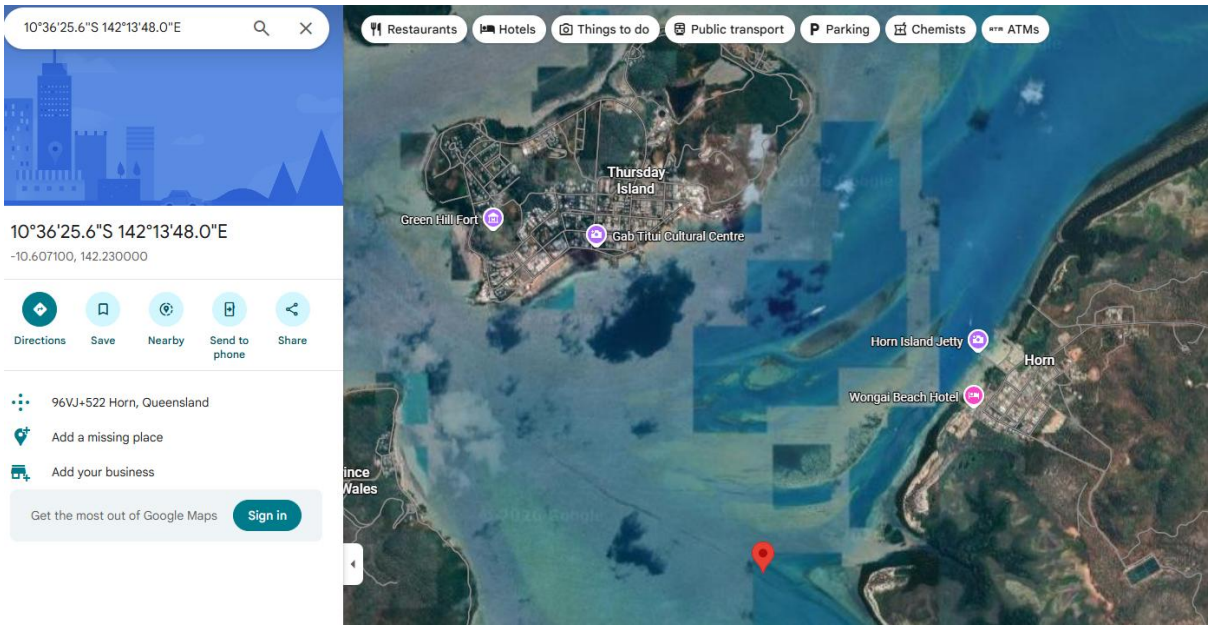


Figure 1 – Provided Map

Torres Strait Pty Ltd propose that the purpose of the buoy mooring is to serve as a secure anchorage point. To accompany the application to Maritime Safety Queensland (MSQ) the applicant is seeking a letter of no objection from Torres Shire Council.

MARITIME SAFETY QUEENSLAND CONSIDERATIONS

Council officers have liaised with Maritime Safety Queensland (MSQ) with regards to how they undertake an assessment on buoy suitability. MSQ advised that the primary review is undertaken by their officers located within the local / nearest catchment due to their familiarity with local conditions with further input provided by their District Office (e.g. Cairns with respect to the Torres Straits) on an as-needs basis.

MSQ advised that they consider several items when assessing a buoy mooring application.

- Water Traffic Flow: is the buoy mooring likely to impede or be impacted by known water traffic movements. For example, moorings located in waterways with restricted travel paths.
- Tidal Areas: will the mooring for the registered boat result in the vessel becoming stuck or inaccessible during a low tide
- Proximity: how close the proposed mooring will be to other vessel moorings
- Lighting: lighting requirements for the buoy and mooring are dependant on the buoy and vessel types. When a vessel is moored, it is required to have lighting activated.

The above items form the basis of recommended changes and approvals.

COUNCIL CONSIDERATIONS

The location of the proposed buoy mooring is not located in the Torres Shire Council local government tidal area and Council does not have any policies, regulations or by-laws that are applicable to the mooring. The mooring is well removed from Council's submarine water pipe infrastructure.

LINK TO CORPORATE PLAN

Our Community:

1.1. Our Region (LEAD)

Council is a partner in the determination of significant regional issues

• Engage with Regional, Local, State and Federal Bodies to deliver the community aspiration

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISK)

Planning Act 2016 (Qld) (as amended)

Planning Regulation 2017 (Qld) (As amended)

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That Council delegates authority to the Chief Executive Officer to prepare a letter of response to be provided to the customer advising Council has no concerns with the proposal with respect to its location regarding known Council assets.

12.12 Operational Works Program

File Number BSC/Governance/Reporting/Executive Services Report/2026
Author: Roger Naido, Director Engineering and Infrastructure Services
Authoriser: Mry Bani, Chief Executive Officer
Attachments: Nil

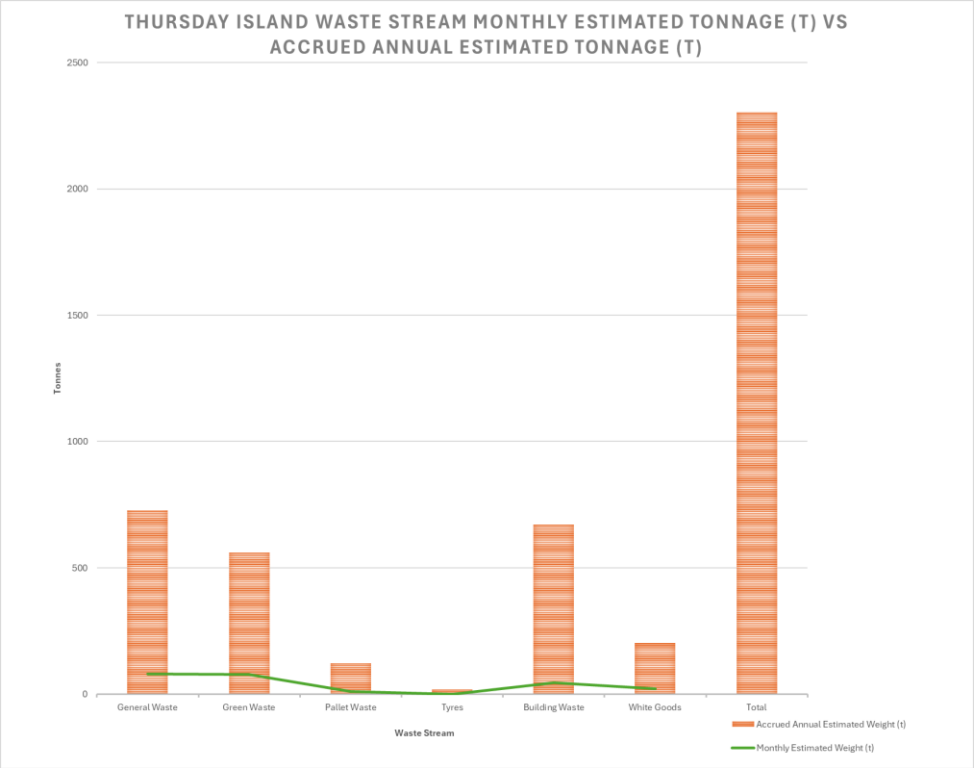
WORKS SUMMARY

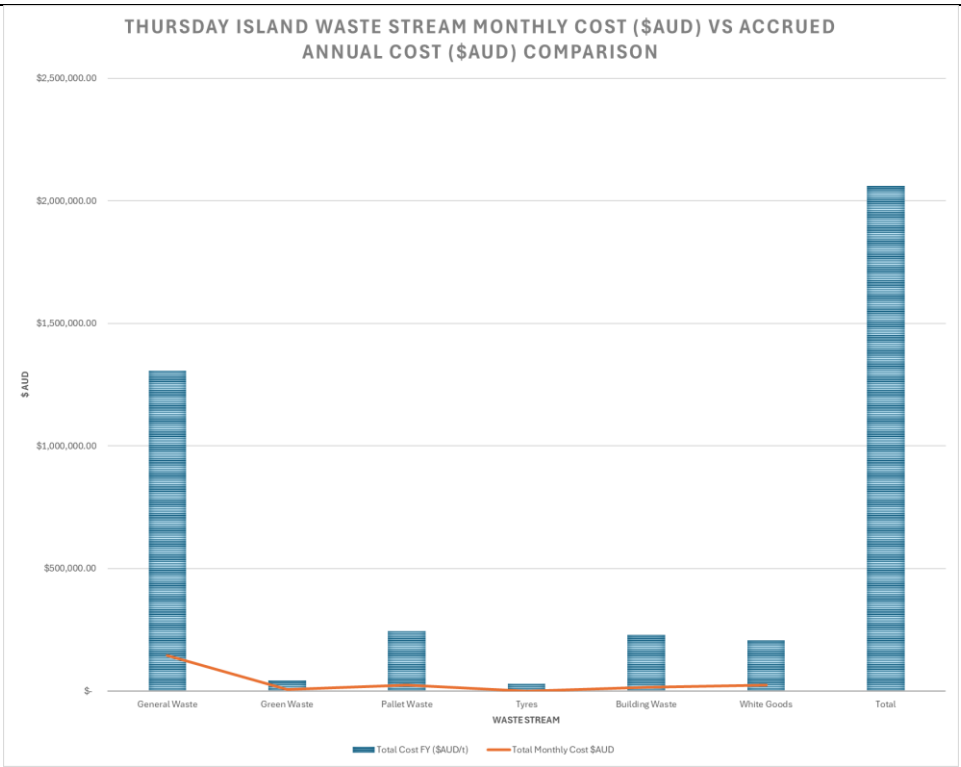
<table>
<tr><th>AREA</th><th>WORKS COMPLETED</th></tr>
<tr><td>1 Roads & Drainage</td><td>Ongoing Maintenance</td></tr>
<tr><td>2 Parks & Gardens</td><td>Ongoing Maintenance</td></tr>
<tr><td>3 Street/Park Lighting</td><td>Non-working lights reported to Ergon</td></tr>
<tr><td>4 Airport</td><td>Paving Works to resume at end of April</td></tr>
<tr><td>5 Quarry</td><td>N/A</td></tr>
<tr><td>6 Private works</td><td>N/A</td></tr>
<tr><td>7 Boat ramps</td><td>Nothing to report</td></tr>
<tr><td>8 Plant workshop</td><td>Ongoing works</td></tr>
<tr><td>9 Depot</td><td>Ongoing works</td></tr>
<tr><td>10 Waste Services</td><td>Thursday Island Transfer station (NB tonnage totals are approximations only calculated through industry standard conversion factors.)
Financial year vs monthly waste volume and tonnage totals
<table>
<tr><th rowspan="2">Item</th><th colspan="2">Total to date (FY)</th><th colspan="2">Monthly Total (March 25)</th></tr>
<tr><th>m^3</th><th>t</th><th>m^3</th><th>t</th></tr>
<tr><td>General Waste</td><td>5472</td><td>727.78</td><td>608</td><td>80.864</td></tr>
<tr><td>Green Waste</td><td>2272</td><td>561.184</td><td>320</td><td>79.04</td></tr>
<tr><td>Pallet Waste</td><td>640</td><td>121.6</td><td>60</td><td>11.4</td></tr>
<tr><td>Tyres</td><td>60</td><td>18</td><td>0</td><td>0</td></tr>
<tr><td>Building Waste</td><td>960</td><td>672</td><td>64</td><td>44.8</td></tr>
</table></td></tr>
</table>

White Goods	405	202.5	45	22.5
Totals	9809	2303.064	1097	238.604

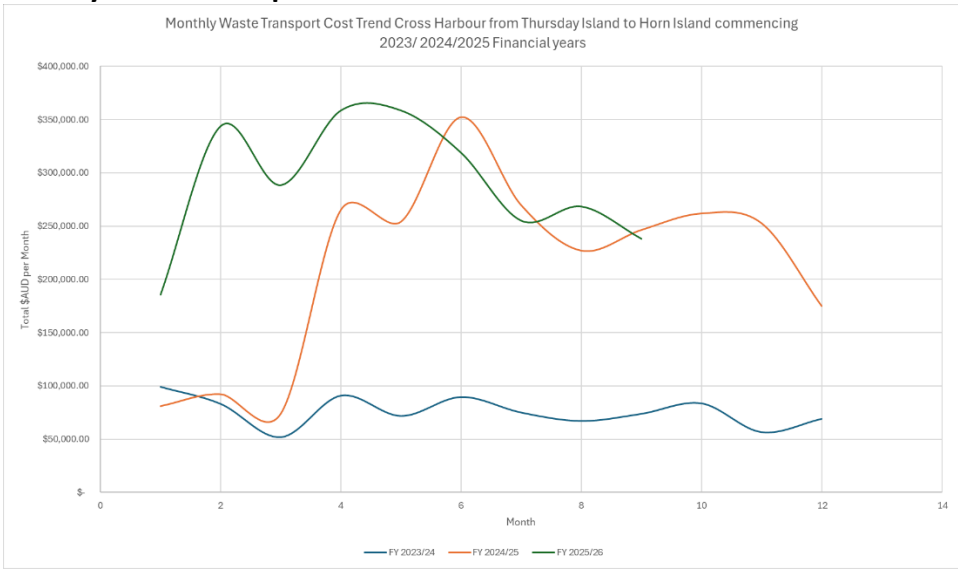
Thursday Island Transfer Station Customer numbers

	Total FY	Monthly (March 25)
Transactions	TBC	TBC





Three year cost comparison



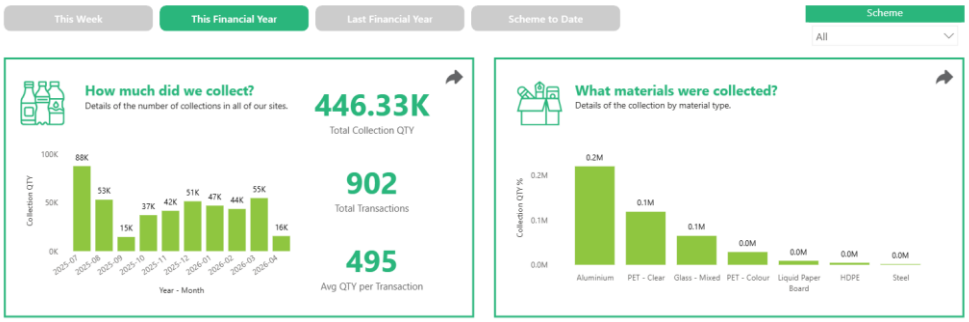
Scrap Metal Project.

In February a tender was released to engage a suitable contractor to transport cars from TI to HI landfill. The tender has yet to be awarded to a contractor to continue with the project.

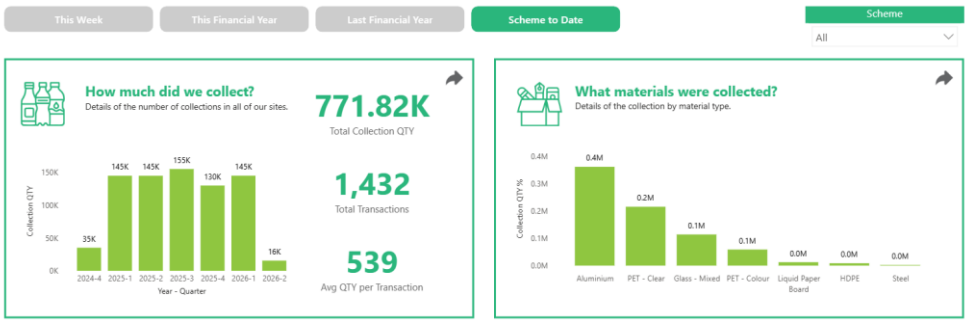
Containers for Change

Diverted material COEX Project	Number of Containers counted (each)	Exported material (t)
Total	**894675**	**45.130**
March 2026	**75745**	**1919**

Scheme info gram below – Scheme this financial Year



Scheme info gram below – Scheme to date

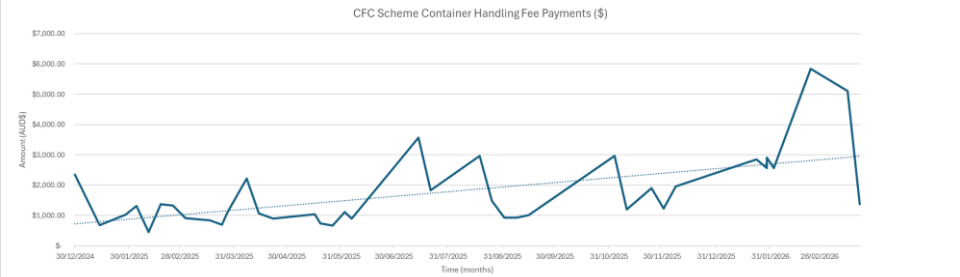


Since the commencement of this program containers generated in the main office have been collected and credited at $0.10/ container to Councils general account to assist with in kind donations to the community. On receiving 240L bins, Torres Shire Council has placed and collects containers through kerbside bins which are placed at Anzac Park, JS Glass and Aluminium and in front of the Council office on Douglas Street. The below infogram displays the amount generated by this process to date.

Containers collected and paid to Torres Shire Council account

<table>
<tr><td></td><td>


Council receives a handling fee for the number of containers counted. The below graph indicates the trend since commencement.



</td></tr>
<tr><td>11 Water Supply

Water

Horn Island Water</td><td>Loggy Creek Dam level 100.950 %.
2674 .954 ML.
15.142 M.
Restriction Level 1.

Horn Is Township bulk flow meter faulty. On average monthly usage 492 L/P Day. New meter on order.

Upgrade of Communication Processor (CP12) to Communication Processor to (CP 35)
• CP 35 installed at water pump station
• CP 35 installed at chlorine plant
• one more site to change to CP 35 at the filtration plant
• Replace chlorine pump at Horn Is filtration plant
• Replace valve actuator on train 2 filtration plant
• Replace 300mm flow meter to treated water reservoir
• Replace 150mm flow meter to HI township
• Replace wastewater pump</td></tr>
</table>

	Total water supply to Township 76029 ML. 690 L/P Day.
Thursday Island	Upgrade of Communication Processor (CP12) to Communication Processor to (CP 3) • CP35 installed at Clarifier water pump station • CP35 installed at Chlorine plant • CP35 installed at 1ML reservoir valve control • CP35 installed at 4ML reservoir
Hammond Island	Replaced turbidity analyser • Total water supplied 7.368 ML. • Major leak rate at 11 L/sec. Still have water leak for the last 2 years leak rate at .52 L/s. MOU still in discussion/development
12 Sewerage Services	
Thursday Island	• Decant weir failure out of line which jams trough in its tracks. Staff costing the repair. • Socks to decant yet to be replace by staff. • Sludge feed pumps yet to install by staff. • Sea swift sewer pump station required a new switch board this requirement need to take place before a fixed generator can be install and upgrade to CP 35. • The 2 main sewer pump station require CP 35 installation below. Hospital and Waiben. After the above installation TSC have 5 left to do.
Horn Island	• Staff to consider aeration on each sewer ponds. Conversation to install solar, but high maintenance cost. Ongoing discussion to install 3 phase power. • Seeking quote to supply and install 100mm outflow meter to record total monthly flow to Jardine Passage. • Yet to receive quotes to supply and install CP 35 to Stadium and airport sewer pump stations. • Airport sewer to extend sewer pump out line from terminal to new soakage trench further upstream. • Staff looking into a mobile sewer treatment plant to cater for Helicopter hangers. This section requires daily pump out.

13 Staff Housing	**84A Hargrave street back deck is expected to be started by 17 April 2026** **Awaiting material for 84B Hargrave street**
14 Building Infrastructure Management	Horn Island Stadium refurbishment Most of the fit-out has been completed. Awaiting supply of the toilet cubicles to fit. Cubicles are currently in transit and expected to arrive in the next couple of weeks. The painter commences painting the internal spaces on 27 April 2026. The weights and gym room will be first. Public notices will be arranged for the closure of that room to be painted Airport Kiosk Repairs have been carried out on the Airport Kiosk but there is still more to repair. Airport Manger's House Repairs have been completed on the Airport mangers house back stairs (replacement of the landing decking and post that holds up the landing) TRAWQ Hall Refurbishment – Internal repaint completed, electrical lighting replacement completed, workstations ordered, set to arrive late April and carpet replacement started in March will be completed by mid-April.
15 Festivals – Department Support	Nil
16 Recreation/ Leisure/ Community infrastructure	Nil
17 Construction/ Maintenance	Ongoing Works
18 Disaster Management – support	Nil
19 Cemeteries - Maintenance	Ongoing Maintenance

LINK TO CORPORATE PLAN

Our People (PROVIDE)

2.4 Our Organisation Alignment and Performance Planning

- Council delivers strategic outcomes and is resilient and responsive to change

Our Governance (LEAD)

3.3 Council maintains effective governance processes

- Maintains best practice financial and risk management procedures
- Maintains policies, procedures, frameworks and registers;
    - Maintain and meet audit requirements

CONSULTATION

Executive Leadership Team
Stakeholder Funding Bodies

LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

As per approved Operational Budget

RECOMMENDATION

That Council receives and notes the Operational Works Program Report for April 2026.

LATE ITEMS

13.1 Late Items – Audit Risk Committee Meeting Minutes 16 March 2026

13.2 Late Items – Local Government Legislation Reform

CONFIDENTIAL REPORTS

14.1 In Committee – Scrap Metal Project – Request to Engage a Barge Company for Cross Harbour Transport of Vehicles

This matter is considered to be confidential under s.254J(3)(g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

14.2 In Committee – TI Stadium Floor Repair Tender Award

This matter is considered to be confidential under s.254J(3)(g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

14.3 In Committee – Consideration of Request for Road Reserve Purchase 67 Summer Street

This matter is considered to be confidential under s.254J(3)(g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

14.4 In Committee – Horn Island Airport License Agreement

This matter is considered to be confidential under s.254J(3)(g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

14.5 In Committee – Horn Island Airport Fees and Charges 2026/27

This matter is considered to be confidential under s.254J(3)(c) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government budget

14.6 In Committee – Chief Executive Officer (CEO) Contract Update

This matter is considered to be confidential under s.254J(3)(a) of the *Local Government Regulations 2012,* and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the Chief Executive Officer contact.

TORRES SHIRE COUNCIL

MATTERS FOR ACTION

from

Council Meeting Minute Resolutions

COUNCIL ORDINARY MEETING –17 MARCH 2026

DISTRIBUTED TO DIRECTORS FOR COMMENTS/ACTION TAKEN

- CEO - Mary Bani
- DCCS – Karren MacClure
- DEIS – Roger Naidoo
- DPPE – Edward Kulpa

For Chief Executive Officer on completion

Records – Karyn Robertson

Action Required for Resolutions	Officer responsible	Comments or Actions Taken
CORPORATE AND COMMUNITY SERVICES		
CORPORATE AND COMMUNITY SERVICES – FINANCIAL REPORT **Min. 26/3/7** - That Council: • Note the Financial Report for the period ended February 2026 as presented. • Note the attachments for the period ended February 2026 listed as follows: 1. Cash Position February 2026 2. Income and Expenditure Airport February 2026 3. Income and Expenditure all of Council February 2026 4. Revenue Graph Actual vs Budget February 2026 5. Expenses Graph Actual vs Budget February 2026 6. Statement of Financial Position February 2026	**FIN MGR**	NFA
CORPORATE AND COMMUNITY SERVICES REPORT **Min. 26/3/8 -** That Council note the Corporate and Community Services Report for February 2026 as presented.	**DCCS**	NFA
ENGINEERING AND INFRASTRUCTURE SERVICES		
OPERATIONAL WORKS PROGRAM REPORT **Min. 26/3/12** - That Council receives and notes the Operational Works Update Report for March 2026.	**DEIS**	NFA
PROJECTS, PLANNING AND ENVIRONMENT		
CAPITAL WORKS PROGRAM REPORT **Min. 26/3/9** - That Council receives and notes the Capital Works Program Report for February 2026.	**DPPE**	NFA
MINOR CHANGE TO DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE DWELLING UNIT AND UNDEFINED LAND USE (CULTURAL ACTIVITIES) –IDAS24/02 – JOEY JOSIA LAIFOO & MELISSA LEANNE CRUMP C/ URBAN SYNC – 42 DOUGLAS STREET, THURSDAY ISLAND **-DEFER** This agenda item is put on the table as quorum was not achieved.	**DPPE**	No quorum, Item Deferred for next meeting
CHANGE REPRESENTATIONS - DEVELOPMENT APPROVAL – IDAS 25/20 – JOEY JOSIA LAIFOO & MELISSA LEANNE CRUMP C/ URBAN SYNC – 42 DOUGLAS STREET, THURSDAY ISLAND **-DEFER** This agenda item is put on the table as quorum was not achieved.	**DPPE**	No Quorum, Item Deferred for next meeting

PROPOSED BUOY MOORING – FREE SPIRIT (MATT BIRNEY BUILDERS) **Min. 26/3/10 -** That Council delegates authority to the Chief Executive Officer to prepare a letter of response to be provided to the customer advising Council has no concerns with the proposal for the new mooring as per the provided location.	**DPPE**	NFA
ENQUIRY – PROPOSED BUOY MOORING – TORRES STRAIT SHIPPING PTY **Min. 26/3/10 -** That Council leaves item on the table pending further information regarding the item	**DPPE**	Item on the table pending further information, deferred for next meeting

IN COMMITTEE **REQUEST FOR EXTENDED LEASE PERIOD – BABCOCK HELICOPTER, HORN ISLAND** **Min. 26/3/13** That Council: 1. Notes the request from Babcock Australasia seeking an extended Lease Term for the new Helicopter Base facility at Horn Island Airport; and 2. Declines the request for a Lease structure of ten (10) years with eight (8) additional five-year options (total term of 50 years); and 3. Confirms that Council will continue to apply the current aviation lease framework of 10 years with a 10-year extension option (10 + 10) at Horn Island Airport; and **4.** Authorises the Chief Executive Officer to advise Babcock Australasia that Council remains supportive of its ongoing operations and is willing to negotiate lease arrangements within the existing 10 + 10 leasing framework.	**DEIS**	NFA
TI STADIUM FLOOR REPAIR TENDER AWARD **Min. 26/3/14** That Council leaves item on the table for next meeting for additional information to be provided.	**DPPE**	Item on the table pending further information, deferred for next meeting
LOBAN ROAD UPGRADE TENDER AWARD **Min. 2/3/15** It is recommended that Council: 1) Appoint **TI Concrete Works** as preferred tenderer to enter into a contract with Torres Shire Council for QRA Funded Works Loban Road Upgrade, Thursday Island for the amount of **$397,595.00 GST inclusive,** and 2) delegates authority to the Chief Executive Officer, under section 257 of the *Local Government Act 2009 (QLD)*, the ability to execute the contract, approve payments, negotiate and finalise minor administrative or financial amendments and approve any variations, if required.	**DPPE**	Letter of tender issued and pre-start undertaken.

CONSIDERATION OF REQUEST FOR ROAD RESERVE PURCHASE 67 SUMMER STREET **- DEFER** **This agenda item is put on the table as quorum was not achieved.**	**DPPE**	No quorum, Item Deferred for next meeting
SCRAP METAL PROJECT – REQUEST TO ENGAGE A BARGE COMPANY FOR CROSS HARBOUR TRANSPORT OF VEHICLES **– DEFER** **This agenda item is put on the table as quorum was not achieved.**	**DEIS**	No quorum, Item Deferred for next meeting

MINUTES

Ordinary Council Meeting

17 March 2026

Unconfirmed

MINUTES OF TORRES SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, THURSDAY ISLAND ON TUESDAY 17 MARCH 2026

1 AGENDA CONTENTS

2 ATTENDANCE

Cr Elsie Seriat (Mayor), Cr Thomas Loban, Cr Thomas Fujii (Jnr), Mary Bani (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), Dorene Riley (Finance Manager) and Kimberley Yorkston (Executive Secretary).

3 MEETING OPENED

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

4 APOLOGIES

Deputy Mayor Toshio
Nakata Cr. Gabriel Bani

RECOMMENDATION Min. 26/ 3/1
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

That Council receive the apology from Mayor Elsie Seriat.

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.

Mrs Betty Tekahika nee Mabo
Ms Ruth Nuggin nee Dubbins
Mrs Henrietta Haslan nee Wymarra
Mrs Marcella Levi nee Dewis

Unconfirmed

7 DECLARATIONS OF INTEREST

7.1 DECLARATION OF INTEREST – CR – THOMAS FUJII

Cr Thomas Fujii. stated that he has a declarable a conflict of interest in item 12.5 – 12.6, (as defined by *Local Government Act 2009, section 150ES (3)(a)(i)*) as follows:

I, Cr Thomas Fujii, inform the meeting that I have a declarable conflict of interest due to being close family relative to the applicant, Joey Laifoo.

As a result of this declarable conflict of interest, a quorum not achieved and Items 12.5 and 12.6 will remain on the table.

RECOMMENDATION Min. 26/2/2
Moved: Cr Thomas Loban
Seconded: Mayor Elsie Seriat

CARRIED

7.2 DECLARATION OF INTEREST – CR – THOMAS LOBAN

Cr Thomas Loban. stated that he has a declarable a conflict of interest in item 14.4 & 14.5, (as defined by *Local Government Act 2009, section 150ES (3)(a)(i)*) as follows:

I, Cr Thomas Loban, inform the meeting that I have a declarable conflict of interest due to being close family associate to the applicants.

As a result of this declarable conflict of interest, a quorum not achieved and Items 14.4 and 12.5 will remain on the table.

RECOMMENDATION Min. 26/2/3
Moved: Cr Thomas Fujii
Seconded: Mayor Elsie Seriat

CARRIED

8 CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING – 17 FEBRUARY 2026

RECOMMENDATION Min. 26/3/4

Moved: Cr Thomas Loban
Seconded: Mayor Elsie Seriat

That the minutes of the Ordinary Council Meeting held on 17 February 2026 be confirmed.

CARRIED

Unconfirmed

9 BUSINESS ARISING

CEO referred to the 'Matters for Action following a Council Meeting' document provided to Councillors with updated information on the 17 March 2026 Council Meeting.

10 NOTIFIED MOTIONS

Nil

11 COUNCILLORS REPORTS

11.1 COUNCILLOR'S MONTHLY REPORTS

RECOMMENDATION Min. 26/3/5
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

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

CARRIED

DEPARTURE: **MARY BANI, CEO LEFT 9:45AM**

ARRIVAL: **MARY BANI CEO ENTERED 9:46AM**
NERU DOOLAH, IT SUPPORT ENTERED 9:48AM

DEPARTURE: **NERU DOOLAH departed at 9:50am**

12 EXECUTIVE SERVICES REPORTS

12.1 CHIEF EXECUTIVE OFFICER'S MONTHLY REPORT

RECOMMENDATION Min. 26/3/6
Moved: Cr Thomas Loban
Seconded: Cr Thomas Fujii

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

CARRIED

SANDIE EDWARDS DEPUTATION

ADOURNMENT: The meeting adjourned for a presentation on the Regional Housing Matters at 9:45am and resumed 9:53am.

Sandie Edwards and Suzanna Edwards, CEO of Rebels Marine & Nick Hardy, Director of Hardy Town Planning (via teams) provided the presentation and departed the meeting room at 10:16am following his presentation.

Unconfirmed

DEPARTURE: Mayor Seriat 10:16am

ARRIVAL: Mayor Seriat 10:18am

ATTENTIS TECHNOLOGY DEPUTATION

ADOURNMENT: The meeting adjourned for a presentation on the Torres Strait Initiative Community Coast Watch Program at 10:21am and resumed 10:22am.

Cameron McKenna, Managing Director, J Easterby-Wood provided the presentation and departed the meeting room at 10:44am following his presentation.

ADJOURNMENT: The meeting is adjourned for Morning Tea at 10:44am and resumed 11:16am.

ARRIVAL: **Dorene Riley entered into room at 11:16am**

12.2 CORPORATE AND COMMUNITY SERVICES – FINANCIAL REPORT

RECOMMENDATION Min. 26/3/7
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

That Council:

- Note the Financial Report for the period ended February 2026 as presented.
- Note the attachments for the period ended February 2026 listed as follows:
    1. Cash Position February 2026
    2. Income and Expenditure Airport February 2026
    3. Income and Expenditure all of Council February 2026
    4. Revenue Graph Actual vs Budget February 2026
    5. Expenses Graph Actual vs Budget February 2026
    6. Statement of Financial Position February 2026

CARRIED

DEPARTURE: Dorene Riley (Finance Manager) departed the Council Meeting at 11:55am.

CARRIED

12.3 CORPORATE AND COMMUNITY SERVICES

RECOMMENDATION Min. 26/3/8
Moved: Mayor Elsie Seriat
Seconded: Cr Thomas Loban

That Council note the Corporate and Community Services Report for February 2026 as presented.

CARRIED

Unconfirmed

ADJOURNMENT: The meeting is adjourned for Lunch at 12:30am and resumed 1:31am.

12.4 CAPITAL WORKS PROGRAM REPORT

RECOMMENDATION Min. 26/3/9
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

That Council receives and notes the Capital Works Program Report for February 2026.

CARRIED

12.5 Minor Change to Development Permit for Material Change of Use Dwelling Unit and Undefined Land Use (Cultural Activities) –IDAS24/02 – Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync – 42 Douglas Street, Thursday Island

This agenda item is put on the table as quorum was not achieved.

12.6 Change Representations - Development Approval – IDAS 25/20 – Joey Josia Laifoo & Melissa Leanne Crump c/ Urban Sync – 42 Douglas Street, Thursday Island

This agenda item is put on the table as quorum was not achieved.

12.7 Proposed Buoy Mooring – Free Spirit (Matt Birney Builders)

RECOMMENDATION Min. 26/3/10
Moved: Mayor Elsie Seriat
Seconded: Cr Thomas Fujii

That Council delegates authority to the Chief Executive Officer to prepare a letter of response to be provided to the customer advising Council has no concerns with the proposal for the new mooring as per the provided location.

CARRIED

12.8 Enquiry – Proposed Buoy Mooring – Torres Strait Shipping Pty

RECOMMENDATION Min. 26/3/11
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

That Council leaves item on the table pending further information regarding the item

CARRIED

Unconfirmed

12.4 OPERATIONAL WORKS PROGRAM REPORT

RECOMMENDATION Min. 26/3/12
Moved: Cr Thomas Fujii
Seconded: Mayor Elsie Seriat

That Council receives and notes the Operational Works Update Report for March 2026.

CARRIED

13 LATE ITEMS

Nil

14 CONFIDENTIAL REPORTS

RECOMMENDATION

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 Request for Extended Lease Period – Babcock Helicopter, Horn Island
14.2 TI Stadium Floor Repair Tender Award
14.3 Loban Road Upgrade Tender Award
14.4 Consideration of Request for Road Reserve Purchase 67 Summer Street
14.5 Scrap Metal Project – Request to Engage a Barge Company for Cross Harbour Transport of Vehicles

Time: 2.29pm
RECOMMENDATION Min. 26/3/11
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

That Council go into In Committee.

CARRIED

Time:3: 52pm
RECOMMENDATION Min. 26/3/12
Moved: Mayor Elsie Seriat
Seconded: Cr Thomas Fujii

That Council come out of In Committee.

CARRIED

14.1 Request for Extended Lease Period – Babcock Helicopter, Horn Island

RECOMMENDATION Min. 26/3/13
Moved: Cr Thomas Fujii

Unconfirmed

Seconded: Cr Thomas Loban

That Council:

1. Notes the request from Babcock Australasia seeking an extended Lease Term for the new Helicopter Base facility at Horn Island Airport; and
2. Declines the request for a Lease structure of ten (10) years with eight (8) additional five-year options (total term of 50 years); and
3. Confirms that Council will continue to apply the current aviation lease framework of 10 years with a 10-year extension option (10 + 10) at Horn Island Airport; and
4. Authorises the Chief Executive Officer to advise Babcock Australasia that Council remains supportive of its ongoing operations and is willing to negotiate lease arrangements within the existing 10 + 10 leasing framework.

CARRIED

14.2 TI Stadium Floor Repair Tender Award

RECOMMENDATION Min. 26/3/14
Moved: Mayor Elsie Seriat
Seconded: Cr Thomas Fujii

That Council leaves item on the table for next meeting for additional information to be provided.

CARRIED

14.3 Loban Road Upgrade Tender Award

RECOMMENDATION Min. 26/3/15
Moved: Cr Thomas Fujii
Seconded: Cr Thomas Loban

It is recommended that Council:

1) Appoint **TI Concrete Works** as preferred tenderer to enter into a contract with Torres Shire Council for QRA Funded Works Loban Road Upgrade, Thursday Island for the amount of **$397,595.00 GST inclusive,** and
2) delegates authority to the Chief Executive Officer, under section 257 of the *Local Government Act 2009 (QLD)*, the ability to execute the contract, approve payments, negotiate and finalise minor administrative or financial amendments and approve any variations, if required.

CARRIED

DEPARTURE: **Mayor Elsie Seriat 3.34pm**

ATTENDANCE: **Mayor Elsie Seriat 3.36pm**

Unconfirmed

14.4 Consideration of Request for Road Reserve Purchase 67 Summer Street - DEFER

This agenda item is put on the table as quorum was not achieved.

14.5 Scrap Metal Project – Request to Engage a Barge Company for Cross Harbour Transport of Vehicles – DEFER

This agenda item is put on the table as quorum was not achieved.

DATE OF NEXT MEETING: Tuesday, 21 April 2026

CLOSURE: The meeting closed with a prayer by Mayor Eslie Seriat at 4.49pm.

Confirmed this day of

MAYOR

Unconfirmed



2025 FINAL MANAGEMENT REPORT

Torres Shire Council

13 March 2026

Queensland Audit Office

Better public services

Queensland Audit Office
Better public services

Cr Elsie Seriat
Mayor
Torres Shire Council

Dear Councillor Seriat

Final management report for Torres Shire Council

We have completed our 2025 financial audit for Torres Shire Council. QAO has issued an unmodified audit opinion on your financial statements.

The purpose of this report is to update you on any matters that have arisen since we presented our interim report to you on 5 August 2025.

Reporting on issues identified after the closing report

We have identified one new issue since the presentation of our closing report to the audit committee. The new issue is in relation to the annual report not being adopted within the legislative timeframe. In addition, we bring to your attention the following:

- We identified new 2025 findings in relation to one of the prior year significant deficiencies and have included an update on these findings on page 1 and 2 of this letter.
- There are 4 significant deficiencies and 7 deficiencies that remain unresolved

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your Council's next ordinary meeting.

Report to parliament

Each year, we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of your entity in our report to parliament *Local Government 2025*. We will comment on the results of our audit, any significant internal control issues, and the overall results for the sector, including major transactions and events. We will discuss the proposed report content with your entity contact and continue to consult as we draft it. Formally, entities have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

Audit fee

The final audit fee for this year is $159,620, exclusive of GST. This fee is higher than the $149,900 estimated in our external audit plan. We have discussed the key factors contributing to the fee variation with your Chief Executive Officer. In summary, these matters were due to the identification of two new significant deficiencies, three new deficiencies and two other matters that required additional time to investigate, document and complete the audit.

We would like to thank you and your staff for your engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this report or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 4046 0051 or Will Cunningham, QAO – Engagement Leader on 3149 6042

Yours sincerely

Margaret Dewhurst
Partner, BDO Audit (NTH QLD) Pty Ltd

cc: Ms Mary Bani, Chief Executive Officer
cc: Mr Stephen Coates, Chair, Audit and Risk Committee

Queensland Audit Office
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Queensland Audit Office (QAO)

Appendix A1 – Status of issues

Internal control issues

This section provides an update on the significant control deficiencies and other matters we have identified. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



S FM25-1 Lack of demonstration of sound contracting principles

Observation

In our 2024 final management report we raised a significant deficiency in relation to a lack of demonstrated regard to sound contracting principles – value for money and open and effective competition. The significant deficiency identified three examples relating to a consultant contract, documentation of decision of award of tender in Council minutes and awarding of a significant tender to a sole supplier. We reviewed the status of these contracts during the 2024/2025 year and noted the following in relation to two of the examples.

Consultant (Example 1 2024 Final Management Report)

We reviewed the status of the contract with the consultant who was referred to in example 1 of the original issue (24CR-1) in our 2024 final management report. Based on our review, we provide the following additional observations:

We were not provided with any evidence that this contract was evaluated for value for money prior to being extended in April 2024 or during the performance of the contract.

The contract provided for the contract sum and provision of subsidised housing. The consultant was also provided with the use of a Council motor vehicle which was an additional benefit to the benefits documented in the contract. The additional benefit should have been included in the calculation of the total contract sum within the contract, and in the contract register and delegation for approval.

We had previously raised concerns regarding exposure to Council regarding considerations and obligations between classification as contractor vs employee recommending that legal advice be obtained. We have not been provided with evidence that the legal advice in relation to the contract was obtained. Where consultants are provided with benefits outside a standard consultancy arrangement, particularly where those benefits are similar to employee entitlements, Council should obtain legal advice to assess whether the engagement has been appropriately classified as a contractor rather than an employee.

On 4 July 2025 the consultant was paid out a contract termination totalling $49,500; the payout was approved by the previous CEO. The payout was made as the termination clause in the contract renewal made provisions for a three month pay out if the contract was terminated with 7 days' notice and there were no grounds for termination. There is no evidence that the consultant's performance was formally monitored or assessed during the term of the contract. In the absence of documented performance management, the Council had limited ability to identify issues as they arose or to demonstrate whether contractual obligations were being met. More structured monitoring may have provided a clearer basis for managing under performance, including consideration of contractual remedies, and may have reduced the risk of a termination outcome requiring a payout.

Contractor (Example 3 2024 Final Management Report)

We reviewed the status of the contract with the supplier who was referred to in example 3 of the original issue (24CR-1) in our 2024 final management report. Based on our review, we provide the following additional observations:

The contract between the Council and the supplier refers to periodic reviews on the following dates - 30 December 2024, 30 June 2025, 30 December 2025, and 30 June 2026. Reviews were not performed on 30 December 2024 and 30 June 2025. We also noted that the maximum amount of contract sum payable per the contract was $886,839 (GST excl); however, the total amount invoiced for the period 1 July 2024 to 30 June 2025 was $958,140 (GST excl) with an additional amount of $71,280 invoiced during the period.

In both of the above examples, we noted that a purchase order was raised against each invoice rather than one purchase order for the contract sum. Raising purchase orders against individual invoices rather than a single purchase order for the approved contract sum may reduce visibility over total contract commitments. This approach can make it more difficult to monitor expenditure against approved limits and to demonstrate that payments align with agreed contract terms and procurement delegations.

Additional Procurement Observations

A supplier who provided specialised equipment for the Airport was determined to be the only available supplier; however, there was no evidence that a resolution was passed by Council confirming this exception to the procurement process**.** LGR section 235(a) requires that a "local government resolves it is satisfied that there is only 1 supplier who is reasonably available".

Implication

Council is exposed to risk of not being able to demonstrate compliance with sound contracting principles, including how value for money is achieved.

In addition, Council has not complied with its own policies or the Local Government Regulation 2012, which means that sound contracting principles have not always been documented. This could result in contracts being entered into that do not provide the highest quality goods or services or best value for money.

QAO recommendation

Procurement decisions by Council should be made under sound contracting principles, in accordance with Council's policies and the Local Government Regulations. Specifically, Council should ensure that:

- All large contractual arrangements are actively managed through documented contract performance reviews. Performance reviews should be undertaken at appropriate intervals and prior to any extension, variation, or continuation, to ensure Council can demonstrate ongoing value for money, ethical behaviour, and sound governance in accordance with section 104 of the Local Government Act 2009.
- Legal advice is obtained where contracts contain non-standard or amended contractual clauses.
- Expenditure under contracts should be managed via a single purchase order issued for the approved contract value, rather than raising a purchase order for each invoice to ensure proper budget control and transparency over total contract commitments.
- Where exceptions to the procurement process are relied upon, appropriate resolutions are documented detailing Council's decisions and the basis for the decision.

Management response

Management agrees with the recommendation. Noting that the above processes will apply to new contracts entered by the council from 1 January 2026.

Responsible Officer: Director, Corporate and Community Services

Status: Work in Progress

Action date: June 2026

CR25-1 Stores and stocktake controls

Observation

We identified several weaknesses in Council's inventory management processes.

The stock count sheet provided as evidence of the stock count did not include all items in the inventory system; therefore, we were unable to determine if the stock count was complete.

We were unable to complete stock counts at year end as there were no store employees available at the time of our visit to assist with the stock counts.

We performed stock counts on a sample of items at the time of the final audit visit; however, these did not agree to the balances recorded in the system at the date of visit. The initial variance in relation to the sample was $55,015. We performed additional procedures to obtain sufficient evidence that the balance was not materially misstated. Additional procedures included reviewing stock movements (purchases and issues) between 1 July 2025 and date of the audit count. After performance of additional procedures, we assessed a potential overstatement of $70,414 by extrapolating the variance noted over the population at year end.

We discussed the variances with stores personnel, the external procurement consultant and the finance manager and identified the following control issues in relation to stores stock:

- Stock count worksheet provided included the stock item number and quantity only. It included 367 items, whereas there were 567 items recorded in the store's module. Stock count sheets were not printed from the store's module, therefore unable to determine the completeness of the stock count.
- Counts per the stock count worksheet were not applied into the store's module as at 30 June 2025, as finance did not have confidence in the stock count. There appears to be a lack of communication between the external procurement consultant and finance in relation to the stores stock count.
- Issues from stores were not up to date at final audit visit. We sighted manual store issue worksheets that are used to record the issues these were all marked as processed; however, there were no movements recorded in the store's module. Upon investigation, it was noted that although the data had been entered, the process had not been appropriately completed, and the data had not been recorded as an issue and a corresponding reduction in the quantity of the stock item. We have sighted evidence that this has now been rectified.
- There is a lack of clarity about which items are store items and should be tracked via the stores system and items that are ordered directly for Council jobs.

Implication

The above control issues compromise the reliability of stock reporting and increase the risk of material misstatement in the financial statements. Inadequate documentation and delayed stock updates may result in inaccurate stock valuation and impact on the accuracy of job costing. The lack of an adequate year end stock count reduces assurance over inventory existence, completeness and valuation, and increases the risk of fraud, as without accurate tracking of stock items missing stock may go unnoticed.

QAO recommendation

The Council should implement a stores management framework that includes:

- Formal year end stocktake procedures with clear timelines, responsibilities, and documentation requirements. This should also include clear guidelines in relation to treatment of stock movements during the stock count process to prevent any cut-off errors.
- Complete and accurate stock count sheets that reconcile with the stores module and include item values.
- Availability of trained store staff during scheduled counts to support accurate and complete verification.
- Clear classification guidelines to distinguish between store-held items and job-specific purchases.

- Timely recording of inventory receipts and issues to ensure system accuracy and reduce reconciliation issues.
- Regular reconciliations and variance investigations to maintain control and accountability over stores stock.
- Training for all employees involved in data entry of store issues to ensure that the accurate and complete process is implemented.

These measures will enhance inventory accuracy, support reliable financial reporting, and strengthen internal controls.

Management response

Agree with the recommendations listed in the report. Review of the stores activities and staff training currently in progress.

Responsible officer: Procurement Officer

Status: Work in progress

Action date: June 2026

D CR25-2 Payroll processing and compliance

Observation

We identified one instance where an employee (classified as Stream A - Division 2 - Section 1, Level 7 Band 1) was paid overtime; however, per the Torres Shire Council Certified Agreement, employees employed under Stream A - Division 2 - Section 1, Level 6 or above, are not entitled to overtime but should accrue time off in lieu entitlements. We note that the hours per the timesheet were approved by the supervisor; however, no distinction was made whether the additional time was to be treated as overtime or time off in lieu. We extended our sample and reviewed other employees above Level 6 and noted one further employee who was Level 6 and was paid overtime.

Implication

In this instance Council may be overpaying employees where they are being paid overtime, but this is outside the requirements of the certified agreement.

QAO recommendation

We recommend that Council perform a review to ensure employees are paid in accordance with the Certified Agreement. In addition, we recommend that training is provided to the employees responsible for approving and processing payroll to ensure they understand the entitlements under the agreement. Where overtime is paid over and above the requirement of the certified agreement, this should be clearly documented and appropriately approved.

Management response

Agree with the recommendation. Human Resource Manager to undertake training on EBA related entitlements to responsible officers.

Responsible officer: Human Resources Manager

Status: Work in progress

Action date: June 2026

D CR25-3 Non-compliance with AASB 16 lease recognition

Observation

During the review of property rental expenses, it was noted that certain lease arrangements meet the recognition criteria under AASB 16 but have not been recognised in Council's financial statements. We identified two leases that expired on 30 June 2025. Council continues to lease the properties without any consideration whether the lease terms should be extended. If the lease term was extended for a further year, this would result in an additional lease liability and right of use asset of $153,770. This has been included in section 7 *Misstatements* as an uncorrected misstatement. Furthermore, Council should consider formally extending these leases if there is a continued need to lease over the longer term.

Implication

Failure to recognise leases and additional lease liabilities in accordance with AASB 16 may result in material misstatement of both assets and liabilities.

QAO recommendation

Council should undertake a comprehensive review of all lease arrangements to ensure compliance with AASB 16. This includes identifying leases that meet recognition criteria, including the consideration of whether expired leases continue and that the lease terms may need to be amended, accurately recording right-of-use assets and lease liabilities and updating lease balances to reflect changes in rental terms. Ongoing monitoring and periodic reassessment of lease agreements should be embedded into financial reporting processes to maintain compliance and ensure accurate disclosure. A lease register should be maintained for all leases where Council is a lessee. The register should record Council's assessment of the lease, relevant terms and its assessment of the recognition of the lease in accordance with AASB 16.

Management response

Agree with the recommendation. Community Services Manager (CSM) handles all leases of Council. CSM will communicate with the Finance Manager (FM) with any changes to the lease agreements. Once the lease agreement and relevant information is received, the lease register will be updated to account for potential recognition of lease assets and liabilities.

Responsible officer: Finance Manager and Community Services Manager

Status: Work in progress

Action date: June 2026

D FM25-2 Annual report not adopted within legislative timeline

Observation

We note that the annual report for the year ended 30 June 2025 has not been adopted by Council. Local Government Regulation 2012 (LGR) section 182(2) require that the annual report is adopted by Council within one month after the day the Council's financial statements have been certified by the Auditor-General. The Council's financial statements were certified on 31 October 2025, thereby the annual report should have been adopted by Council by 1 December 2025 and published on the Council website within two weeks of adoption. We also advise that the annual report is required to be provided to audit for review before being formally adopted. We had agreed with management that this would be provided by 30 November 2025, and this was formally documented in the representation letter signed by the CEO.

Implication

The annual report is a key mechanism by which the Council demonstrates performance, stewardship of public funds, and progress against objectives. Delayed adoption/publication undermines the ability of residents and other stakeholders to access timely information and weakens transparency and accountability expected of Council.

QAO recommendation

Council should ensure that the draft annual report is provided for audit review as soon as possible. Once audit clearance has been obtained, Council should formally adopt the outstanding annual report at the earliest practicable Council meeting and publish the adopted report on the Council's website within two weeks of adoption, in accordance with section 182 of the Local Government Regulation 2012 (Qld). In addition, as part of the year end reporting process, a detailed annual reporting timeline is implemented. The timeline should include milestones and assigned responsibilities for the various sections of the annual report.

Management response

Agree with the recommendation.

Responsible officer: Chief Executive Officer

Status: Work in Progress

Action date: 30 June 2026

CR25-4 Excessive leave balances

Observation

We reviewed annual leave balances at year end and identified three instances of staff who had leave balances in excess of 10 weeks, including three staff with more than 20 weeks of long service leave.

Implication

If staff accrue excessive leave balances, the impact is an increased cost to Council, as leave is paid at the rate applicable when it is taken or paid out which is likely to be at a higher rate than when it was accrued.

There is also an increased risk of employee burnout if leave is not taken regularly.

QAO recommendation

We recommend that management reviews current leave balances and works with employees with high balances to reduce the hours accrued through scheduling leave or having a portion paid out.

Management response

Recommendation to this issue is noted. Human Resources team will review the current leave balance for executive management to implement a reduction strategy.

Responsible officer: Human Resources Manager

Status: Work in progress

Action date: June 2026

CR25-5 Incomplete register of interest

Observation

During the review of related party disclosures, it was identified that one Key Management Personnel (KMP) did not complete and submit the required Form 61 – Register of Interests. This form is a mandatory declaration under the Local Government Act and supports transparency and accountability in financial reporting and decision-making. We note that the KMP did complete an internal Related Party Declaration for KMP form, and we did not identify any related parties that had not been disclosed.

Implication

Incomplete or inaccurate Registers of Interest may result in non-compliance with disclosure requirements and increase the risk of undetected related party transactions.

QAO recommendation

We recommend that Council ensure that all required forms are competed as part of the induction process. A periodic review should be implemented to confirm with KMP that there are no changes to their related parties.

Management response

Recommendation to this issue is noted. Management will implement a process to ensure executive positions, either on an employee arrangement or contractor, complete Register of Interest forms.

Responsible officer: Human Resources Manager

Status: Work in progress

Action date: June 2026

Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues, and other matters that have previously been raised some of which may have been reported as resolved in the closing report. The listing includes issues from our report this year and those issues raised in prior years.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.

Internal control issues

S – Significant deficiency | D – Deficiency | O – Other matter

Financial reporting issues

H – High | M – Medium | L – Low

Internal control issues

Ref.	Rating	Issue	Status and comment
24CR-2	S	**Lack of policy with respect to ex-gratia payments** Council does not have a policy in place for circumstances in which ex-gratia payments might be considered.	**Resolved**
24CR-3	S	**Non-compliance with corporate card policy** Credit card reconciliations not completed on a timely basis and receipts not retained.	**Resolved**
23CR-1	S	**Management of grant revenue** We noted that there is no formal schedule or register of grants. Due to lack of resources, there is no regular review of grant revenue or contract balances during the year. Errors noted from prior years as amounts acquitted but not reported to finance.	**Work in progress (overdue)** A register of grants is provided; however, errors still occur as grants are finalised and acquitted by other divisions and not communicated to Finance. Refer section 7 *Misstatements* for corrected misstatement. Responsible officer: Finance Manager Original Action date: 30 June 2023 Revised action date: 30 June 2025 Revised action date: 31 July 2026
23IR-1	S	**Lack of internal audit function** Council did not engage an internal auditor, and no internal audit work was performed during the 2023FY. *Update: There was no internal audit work performed to date for the 2024/2025 year.*	**Work in progress** To resolve this deficiency, we will need to sight the internal audit reports. Action date: 30 September 2024 Revised action date: 28 February 2025 Revised action date: 30 June 2025 Revised action date: 30 June 2026
22CR-1	S	**Lack of management review over asset revaluation process and errors in accounting for asset disposals** The valuation process did not have clear instructions, as only 42% of the underground assets were valued. Management had also not undertaken a review of the underlying assumptions made by the valuer in determining the rates.	**Resolved**

Ref.	Rating	Issue	Status and comment
23IR-2	D	**Risk management and governance procedures are insufficient** We noted that the risk register had not been updated or reviewed in the 2023 FY and that processes were limited.	**Work in progress (overdue)** Responsible officer: Chief Executive Officer Action date: 30 June 2024 Revised action date: 30 June 2025 Revised action date: 31 August 2026
23IR-3	D	**Insufficient fraud risk management** We noted that Council does not regularly table and discuss fraud risk and fraud risk management. Fraud risk framework and fraud policy are not actively implemented.	**Work in progress (overdue)** Responsible officer: Chief Executive Officer Action date: 30 June 2024 Revised action date: 30 June 2025 Revised action date: 30 June 2026
23IR-5	D	**Month-end and year-end financial reporting processes** Material balances are not being accrued and adjusted on a regular basis including accrued expenditure, payroll accruals, contract assets and liabilities, asset capitalisations, and clearance of work in progress.	**Resolved**
23IR-6	D	**Council does not perform criminal history checks for high-risk positions** There is no guidance in Council's recruitment policy and procedures to determine if and when any checks are required for high-risk positions.	**Resolved**
22CR-5	D	**Contract register is missing key information** Contract register was missing fundamental information including: • Start and end date • Contract manager assigned to contract • Trigger date to renew or extend the contract.	**Work in progress (overdue)** Responsible officer: Director Corporate and Community Services Original action date: 30 June 2023 Revised action date: 30 June 2025 Revised action date: 31 August 2026
23CR-6	D	**Publishing of policies, procedures and notices on Council website are incomplete** We have reviewed the information on Council's website against the requirements of the Local Government Act and associated Regulation, and identified that several policies, agendas and minutes for Council meetings and contracts over $200k were not disclosed on the website.	**Work in progress (overdue)** This has been upgraded to a deficiency due to the length of time it has been outstanding. During the year there were agendas and minutes that were missing. We noted that a meeting held on 15 September 2025 was not available on the Council website as at 25 October 2025. Original action date: 30 June 2023 Revised action date: 30 June 2025 Revised action date: 30 May 2026



qao.qld.gov.au/reports-resources/reports-parliament

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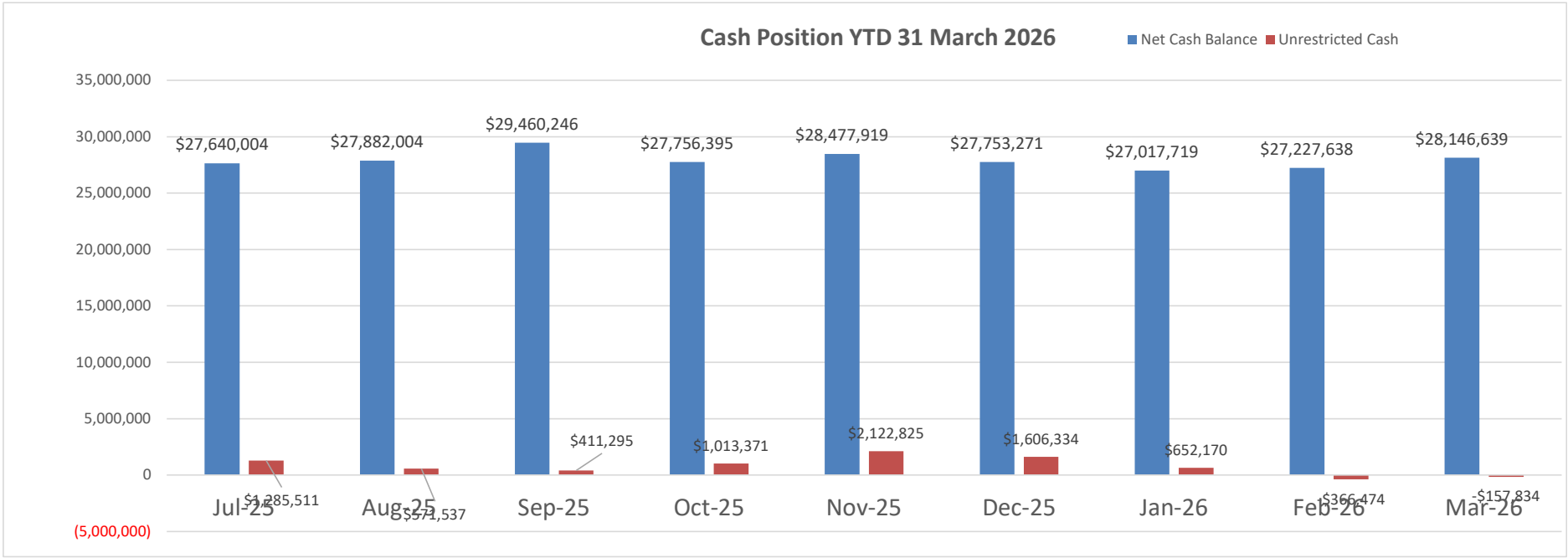
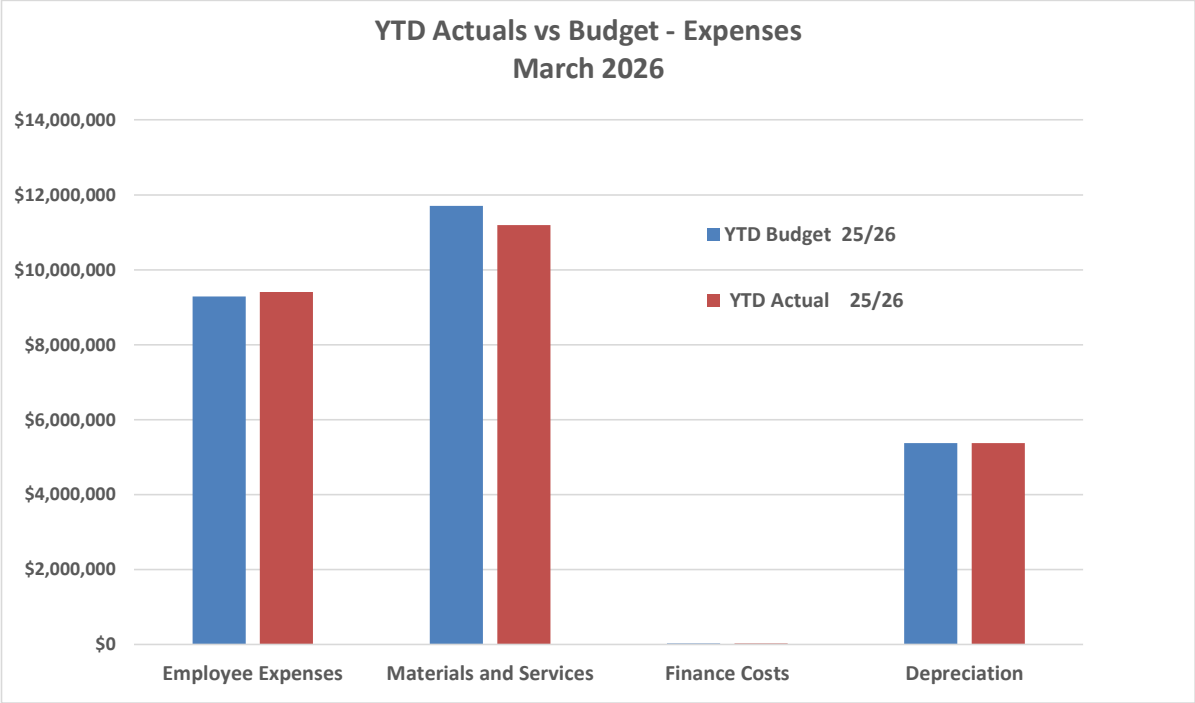
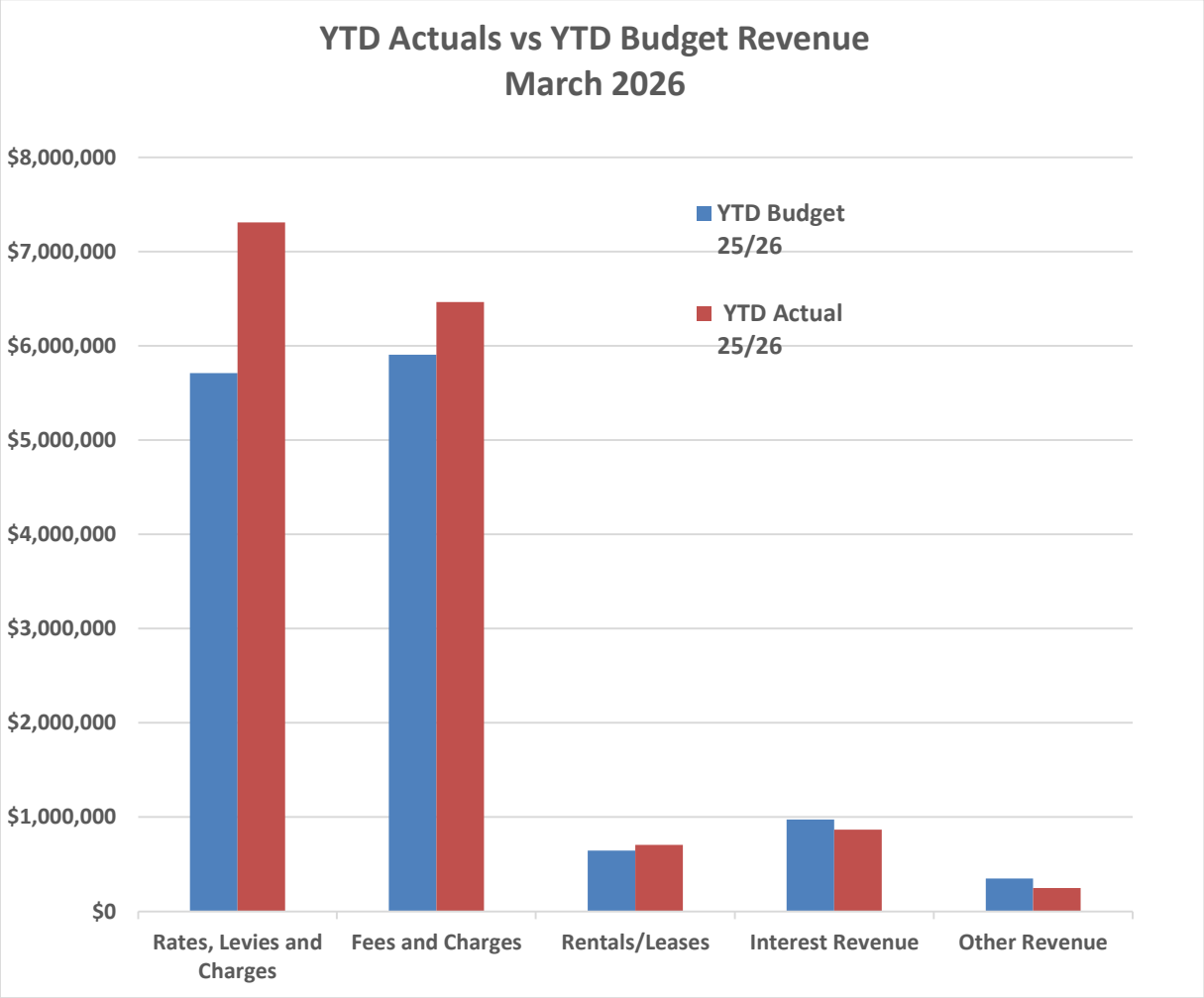
Queensland Audit Office
Better public services

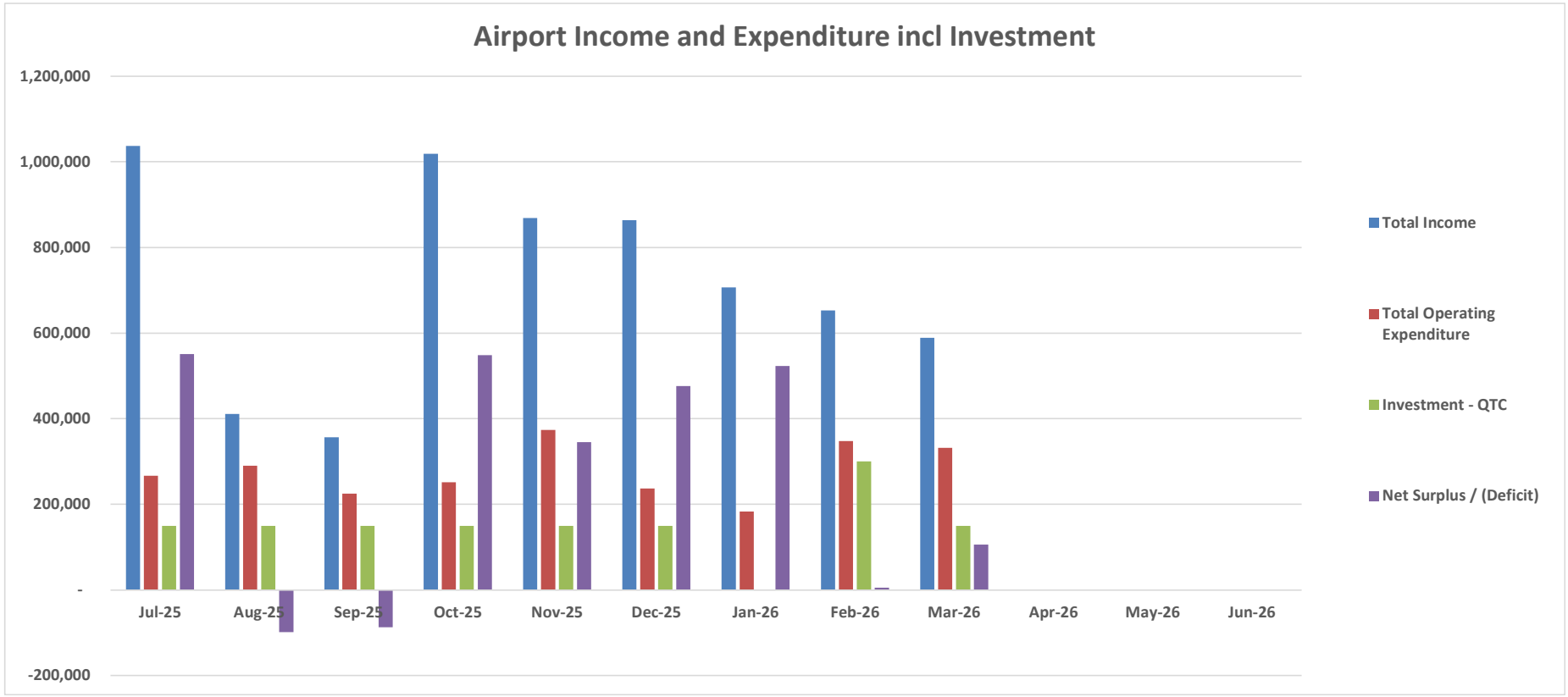

Cash Position YTD 31 March 2026
Net Cash Balance
Unrestricted Cash
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
(5,000,000)
$27,640,004
$1,285,511
$27,882,004
$571,537
$29,460,246
$411,295
$27,756,395
$1,013,371
$28,477,919
$2,122,825
$27,753,271
$1,606,334
$27,017,719
$652,170
$27,227,638
$366,474
$28,146,639
$157,834
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26

TORRES SHIRE COUNCIL



TORRES SHIRE COUNCIL




Airport Income and Expenditure incl Investment
1,200,000
1,000,000
800,000
600,000
400,000
200,000
-
-200,000
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Total Income
Total Operating Expenditure
Investment - QTC
Net Surplus / (Deficit)

TORRES SHIRE COUNCIL

STATEMENT OF COMPREHENSIVE INCOME

For the period ended 31 March 2026

	YTD Actual 25/26	Annual Budget to June 2026	YTD Budget 25/26
Income			
Rates, Levies and Charges	$ 7,310,564	$ 7,614,505	$ 5,710,879
Fees and Charges	$ 6,465,689	$ 7,872,339	$ 5,904,254
Rentals/Leases	$ 705,837	$ 859,586	$ 644,690
Interest Revenue	$ 867,528	$ 1,300,000	$ 975,000
Other Revenue	$ 248,324	$ 466,184	$ 349,638
Operating Grants/Subsidies	$ 6,898,410	$ 10,433,113	$ 7,824,835
Total Operating Income	**$ 22,496,352**	**$ 28,545,727**	**$ 21,409,295**
Capital Revenue			
Grants, subsidies, contributions and donations	$ 4,426,123	$ 9,361,673	$ 7,021,255
Total Income	**$ 26,922,475**	**$ 37,907,400**	**$ 28,430,550**
Operating Expenditure			
Employee Expenses	$ 9,404,856	$ 12,392,963	$ 9,294,722
Materials and Services	$ 11,194,196	$ 15,605,301	$ 11,703,976
Finance Costs	$ 33,311	$ 46,473	$ 34,855
Depreciation	$ 5,375,317	$ 7,167,089	$ 5,375,317
Total Operating expenditure	**$ 26,007,681**	**$ 35,211,826**	**$ 26,408,870**
Operating Result	**-$ 3,511,329**	**-$ 6,666,099**	**-$ 4,999,574**
Net Surplus/(Deficit)	**$ 914,794**	**$ 2,695,574**	**$ 2,021,681**

TORRES SHIRE COUNCIL

STATEMENT OF FINANCIAL POSITION

as at 31 March 2026

	Actual Balance 25/26	Original Budget 30 June 2026
Current Assets		
Cash & cash equivalents	$ 28,146,639	$ 11,725,398
Trade & other receivables	$ 8,777,929	$ 3,250,866
Inventory	$ 1,165,958	$ 828,624
Total Current Assets	**$ 38,090,525**	**$ 15,804,888**
Non Current Assets		
Property, plant & equipment	$ 244,405,963	$ 252,975,585
Right of use assets	$ 151,789	$ 100,000
Total Non Current Assets	**$ 244,557,752**	**$ 253,075,585**
Total Assets	**$ 282,648,277**	**$ 268,880,473**
Current Liabilities		
Trade & other payables	$ 47,231	$ 1,756,988
Contract liabilities	$ 10,112,094	$ 6,817,442
Provisions	$ 2,725,046	$ 768,728
Total Current Liabilities	**$ 12,884,372**	**$ 9,343,158**
Non Current Liabilities		
NC Lease Liabilities	$ 79,262	$ -
NC Provision	$ 1,261,179	$ 1,158,835
Total Non Current Liabilities	**$ 1,340,441**	**$ 1,158,835**
Total Liabilities	**$ 14,224,813**	**$ 10,501,993**
Net Assets	**$ 268,423,464**	**$ 258,378,480**
Equity		
Asset Revaluation Surplus	$ 133,464,508	$ 123,945,607
Accumulated Surplus/Deficit	$ 134,958,956	$ 134,432,873
Total Equity	**$ 268,423,464**	**$ 258,378,480**

COUNCIL POLICY 2.1
Revenue Policy 2026/27

Version: V2-

PURPOSE

The purpose of this Revenue Policy is to set out the principles used by Torres Shire Council ("TSC") in 2026/27 for:

- The making and levying of rates and charges
- Granting concessions for rates and charges (including the purpose of those concessions)
- Recovering overdue rates and charges
- Cost-recovery methods
- This Revenue Policy also addresses the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development

MAKING AND LEVYING OF RATES

DETERMINING RATES AND CHARGES

TSC rating policy is that revenue generated from general rates levied on the rateable value of land in the Shire, and minimum general rates shall be sufficient to meet the cost of providing the various services and activities after allowing for any grants, subsidies or contributions received in respect of such services and activities; internal revenue subsidies; and the transfer of any funds from Council's own reserves to assist in meeting the cost of undertaking any capital works activities.

In determining its rates and charges, Council will have regard to the principles of:-

- Transparency in the making of rates and charges;
- Having in place a rating regime that is simple and inexpensive to administer;
- Equity by taking into account different levels of demand on, and use of, Council services;
- Flexibility to take account of changes to the local economy;
- Consistency by limiting the overall increase in revenue across the Shire from year to year.

Council will ensure that the costs of delivering services are recovered equitably from the various sectors of the community by making and levying differential general rates and applying the 'user pays' principle with regard to all utility charges.

Council may levy special and separate rates and charges where appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayer.

Council may allow a discount on rates and charges where payment is received in full on or before the due date.

LEVYING RATES AND CHARGES

Rates and charges will be levied at a level taking into account:

- Revenue that can be achieved from rates, fees and charges, grants and subsidies, contract works and other revenue, interest on investments and other sources;
- The cost of maintaining existing facilities and necessary services;
- The need for additional facilities and services;
- The varying levels of access to and use of Council services throughout the Shire.

In levying rates Council will also apply the principles of:

- Making clear what is Council's and each ratepayers' responsibility to the rating system;
- Making the levying system simple and inexpensive to administer;
- Timing the levy of rates to ensure a sustainable cash flow for the operation of Council and to spread the burden to the ratepayer over the financial year;

GRANTING CONCESSIONS FOR RATES AND CHARGES

In considering the application of concessions, Council will be guided by the principles of:

- Consistency applying the same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

Concessions may be granted by Council for the purpose of alleviating the full rate burden on ratepayers, where appropriate, having regard to the Principles outlined above.

Council may consider granting a concession to a class of landowner without the need for an individual application (see Chapter 4, Part 10 - Local Government Regulation 2012)).

RECOVERING OVERDUE RATES AND CHARGES

Council will exercise its rate recovery powers in order to reduce the overall rate burden to ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances.
- Flexibility by responding where necessary to changes in the local economy.

Council will charge interest on all overdue rates and charges.

COST-RECOVERY FEES

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees.

The Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals.

This is considered to be the most equitable and effective revenue approach, and is founded on the basis that the Shire's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which, the fee applies.

OTHER COMMERCIAL FEES AND CHARGES

Council will apply, as a minimum and as far as practicable, the principle of full cost recovery (including overheads) in setting charges for services and facilities, including community or non-profit organisations. Council may give consideration to charging at less than the full cost of the service / facility when it considers it appropriate to do so in order to achieve social, economic or environmental goals. When the service or facility supplied is of a commercial nature, then Council will give consideration to including a 'return on investment' element in the charge. Such consideration will be made on a case by case basis.

FEES AND CHARGES FOR BUSINESS ACTIVITIES
(SUBJECT TO NATIONAL COMPETITION POLICY)

In setting charges for a business under National Competition Policy reforms, Council's pricing strategy will apply full cost pricing principles whilst also meeting other economic, efficiency and social objectives. Full cost pricing means that on average, prices should fully recover all the relevant costs of supplying a product or service including:

(a) direct costs;
(b) indirect non-capital costs;
(c) capital costs (includes return on capital, interest payments, debt guarantee fees and return of capital (depreciation));
(d) tax equivalent adjustments; and
(e) other competitive neutrality adjustments.

Council may decide to apply charges at less than full cost pricing in order to achieve social, economic, environmental or other objective. In making any such decision the reason for the decision will be clearly set out in the resolution together with the estimated amount of revenue to be foregone in the subject year.

When any such decision is applied to a Commercialised Business Unit, the direction to the Commercialised Business Unit will be recognised as a 'community service obligation' and a subsidy shall be paid to the Commercialised Business Unit and that subsidy shall be recognised in the accounts of the Commercialised Business Unit.

PHYSICAL AND SOCIAL INFRASTRUCTURE COSTS FOR NEW DEVELOPMENT

Council requires developers to pay reasonable and relevant contributions towards the cost of physical and social infrastructure required to support the development. Specific charges are detailed in the policies and other material supporting Councils' town planning scheme.

These policies are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the Shire, it may be necessary to bring forward physical and social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely

affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

DOCUMENT CONTROL

Version	Resolution Date	Resolution No.	Policy Author
V1	15 April 2025	25/4/19	Financial Consultant
V2	21 April 2026	xx	xx

Review Frequency: Yearly

COUNCIL POLICY 2.1 Revenue Policy – 20265/276

Version: V21- 25/4/19

PURPOSE

The purpose of this Revenue Policy is to set out the principles used by Torres Shire Council ("TSC") in 2026/275/26 for:

- The making and levying of rates and charges
- Granting concessions for rates and charges (including the purpose of those concessions)
- Recovering overdue rates and charges
- Cost-recovery methods
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MAKING AND LEVYING OF RATES

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DOCUMENT CONTROL

Version	Resolution Date	Resolution No.	Policy Author
V1	15 April 2025	25/4/19	Financial Consultant
V2	21 April 2026	xx	xx

Review Frequency: Yearly

PLEASE NOTE: SUBSTITUTION OF ANY STRUCTURAL MEMBERS, & OR VARIATIONS TO ANY PART OF THE DESIGN, **WILL VOID** ANY RESPONSIBILITIES OF THE BUILDER DESIGNER FOR THE STRUCTURAL INTEGRITY @ PERFORMANCE OF THE BUILDING

C:\Users\ChrisDimarco\Chris Dimarco Dropbox\Chris Dimarco\Nevele\Projects\01\1702 - 42 Douglas Street, Thursday Island - Island Stars\Drawings\Concept\1702P02B - 42 Douglas Street, Thursday Island - Island Stars (Stage 1).pln

GENERAL NOTES

ALL PLANS ARE TO BE READ IN CONJUNCTION WITH THE CONSTRUCTION NOTES.

ABBREVIATIONS:

A.F.L.	ABOVE FLOOR LEVEL
A.F.F.L.	ABOVE FINISHED FLOOR LEVEL
APPROX.	APPROXIMATE
B	BENCH
BH	BULKHEAD
BR	BROOM CUPBOARD
BTH	BATH TUB
C.O.S.	CONFIRM ON SITE
CPD	CUPBOARD
CT	COOKTOP
CL	CLOTHESLINE
DFW	DRY FLOOR WASTE
DIA.	DIAMETER
DN	DOWN
DP	DOWNPIPE
DWR	DRAWERS
DW	DISHWASHER
FF	FROG FLAP
FW	FLOOR WASTE
HC	HOSE COCK
LN	LINEN
MSB	MAIN SWITCH BOARD
N.S.L.	NATURAL SURFACE LEVEL
OA	OVERALL
O/H	OVERHANG
O/HC	OVERHEAD CUPBOARD
ORG	OVERFLOW RELIEF GULLY
OV	OVEN
PAD	BUILDING PAD
PIT	STORMWATER PIT
PTY	PANTRY
RA	RODDING ACCESS
REF	REFRIGERATOR SPACE
ROBE	WARDROBE
RV	ROOF VENT
SA	SMOKE ALARM
SB	SPLASH BACK
S/B	SETBACK
SH	SHELF FIXED
SHR	SHOWER
S-HWU	SOLAR HOT WATER UNIT
SJ	SAW JOINT
SK	SINK
SVP	50Ø SOIL VENT PIPE
TUB	LAUNDRY TUB
VB	VANITY BASIN
WC	TOILET
WCJ	WALL CONTROL JOINT
WM	WASHING MACHINE
U.N.O.	UNLESS NOTED OTHERWISE

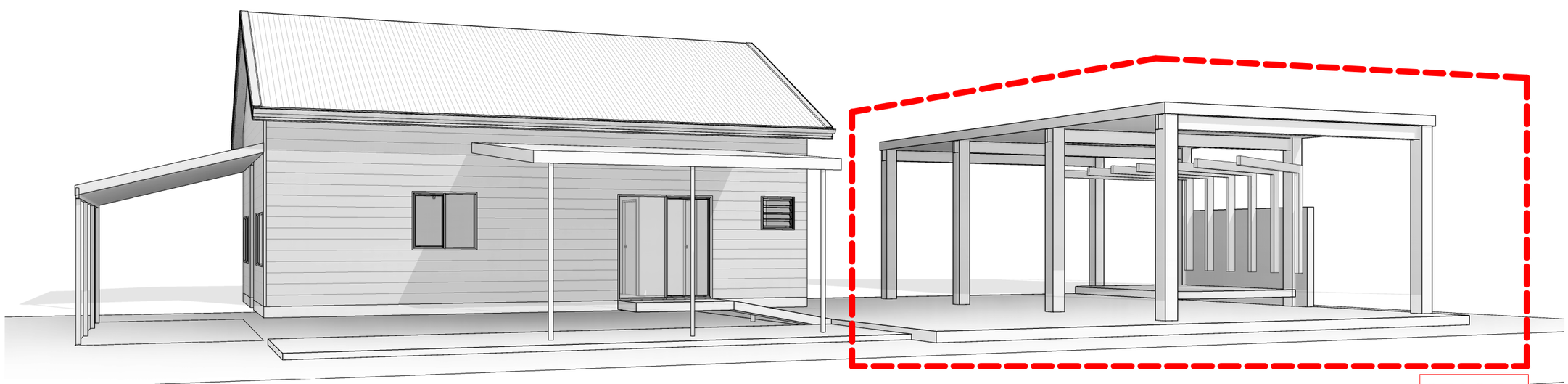
GENERAL NOTES:

1. SCOPE EXTENT TO BE CONFIRMED/ VERIFIED PRIOR TO COMMENCING ANY WORK ON SITE. ALL MEASUREMENTS TO BE CONFIRMED/ VERIFIED ON SITE BY THE MANAGING CONTRACTOR.
2. ALL SHOP DRAWINGS SHALL BE SUBMITTED TO THE DESIGNER. THE MANUFACTURER SHALL NOT COMMENCE ANY WORKS PRIOR TO THE RETURN OF REVIEWED SHOP DRAWINGS SIGNED BY THE RELEVANT CONSULTANT.
3. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
4. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH SPECIFICATION (WHERE SUPPLIED) AND ALL CONSULTANT DRAWINGS AND SPECIFICATIONS.
5. ALL BUILDING WORK SHALL COMPLY WITH ALL THE LOCAL AUTHORITY REGULATIONS AND ALL RELEVANT STANDARDS.
6. THE CONTRACTOR IS RESPONSIBLE FOR THE WATERTIGHTNESS OF THE BUILDING AND MUST PROVIDE FLASHINGS, TANKING AND DPC REQUIRED TO PREVENT THE ENTRY OF MOISTURE INTO THE BUILDING.
7. PRIOR TO COMMENCEMENT OF WORK ON SITE ALL RELEVANT AUTHORITIES MUST BE CONTACTED TO DETERMINE LOCATION OF ALL POSSIBLE UNDERGROUND SERVICES.
8. PRIOR TO SETOUT & CONSTRUCTION OF ALL CONCRETE WALLS, CONFIRM ALL DIMENSIONS OF WALL THICKNESSES ON THESE DRAWINGS AGAINST THE LATEST STRUCTURAL ENGINEER'S DRAWINGS & ALL SUBCONTRACTOR DRAWINGS.
9. CROSS REFERENCE ALL DOOR OPENINGS AS DIMENSIONED WITH DOOR SCHEDULE PRIOR TO CONSTRUCTION.

DRAWING LIST

NUMBER	DESCRIPTION	ISSUE DATE	REVISION No.
SK01	COVER SHEET	21/01/2026	4
SK02	SITE PLAN	21/01/2026	4
SK03	GROUND FLOOR PLAN	21/01/2026	4
SK04	FIRST FLOOR PLAN	21/01/2026	4
SK05	ROOF PLAN	21/01/2026	4
SK06	ELEVATIONS	21/01/2026	4
SK07	SECTION A-A	21/01/2026	4

ISLAND STARS ADDITIONS
42 DOUGLAS STREET,
THURSDAY ISLAND



ASSESSMENT ISSUE - STAGE 1

1. ALL DESIGN, CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
2. NOTIFY DESIGNER OF ANY DISCREPANCIES ON THE PLANS, OTHERWISE WE ACCEPT NO LIABILITY.
3. DO NOT SCALE FROM DRAWINGS.
4. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION OF ANY SHOP DRAWINGS.

DRAWING IS COPYRIGHT TO **NEVELE ARCHITECTS©** AND **MUST NOT BE ALTERED OR REPLICATED.**

PROPOSED ADDITIONS
ISLAND STARS
42 (LOT 1) DOUGLAS STREET, THURSDAY ISLAND

NEVELE
ABN 31 639 960 704 | **Reg No.** 5977
m 0410 633 159 | **p** 07 42 433 588 | **w** nevele.com.au
a shop 5, 116 -118 Reed Road, Trinity Park, Q 4879

No	DATE	DETAILS
1	17/11/2023	PRELIMINARY ISSUE A
2	20/12/2023	PRELIMINARY ISSUE B
3	01/10/2025	ASSESSMENT ISSUE A
4	21/01/2026	ASSESSMENT ISSUE B (STAGE 1)

DRAWN BY:	CD
SCALE:	N.T.S.
START DATE:	OCTOBER 2023
REVISION DATE:	21/01/2026
JOB No:	11-1702
SHEET No:	SK01
REV No:	4

SMOKE DETECTORS:

REFER PART 9.5.4. OF THE NCC VOL 2: SMOKE ALARMS IN THE DWELLING MUST:
i) BE PHOTOELECTRIC (AS 3786-2014); AND
ii) NOT ALSO CONTAIN AN IONISATION SENSOR; AND
iii) BE HARDWIRED TO THE MAINS POWER SUPPLY WITH A SECONDARY POWER SOURCE (I.E. BATTERY);
iv) BE INTERCONNECTED WITH EVERY OTHER SMOKE ALARM IN THE DWELLING SO ALL ACTIVATE TOGETHER. SMOKE ALARMS MUST BE INSTALLED ON EACH STOREY:
i) IN EACH BEDROOM; AND
ii) IN HALLWAYS WHICH CONNECT BEDROOMS AND THE REST OF THE DWELLING; OR
iii) IF THERE IS NO HALLWAY, BETWEEN THE BEDROOMS AND OTHER PARTS OF THE STOREY;
iv) IF THERE ARE NO BEDROOMS ON A STOREY AT LEAST ONE SMOKE ALARM MUST BE INSTALLED IN THE MOST LIKELY PATH OF TRAVEL TO EXIT THE DWELLING. WHERE PRACTICABLE SMOKE ALARMS MUST BE PLACED ON THE CEILING.

SMOKE ALARMS MUST NOT BE PLACED:
i) WITHIN 300MM OF A CORNER OF A CEILING AND A WALL;
ii) WITHIN 300MM OF A LIGHT FITTING;
iii) WITHIN 400MM OF AN AIR-CONDITIONING VENT;
iv) WITHIN 400MM OF THE BLADES OF A CEILING FAN.

THERE ARE SPECIAL REQUIREMENTS FOR STAIRWAYS, SLOPING CEILINGS, AND CEILINGS WITH EXPOSED BEAMS. SPECIFIC REQUIREMENTS WILL BE EXPLAINED IN THE BUILDING FIRE SAFETY REGULATION 2008.
IF IMPRACTICAL FOR THE PRESCRIBED LOCATION REQUIREMENTS TO BE MET (E.G. MAY BE AFFECTED BY STEAM FROM SHOWER OR FUMES FROM COOKING), THE OWNER MAY PUT THE ALARM AT ANOTHER LOCATION THAT WILL PROVIDE A WARNING TO OCCUPANTS OF THE DWELLING.

WATERPROOFING NOTES:

1. WET AREA WATERPROOFING TO COMPLY WITH **PART F1.7 OF THE NCC VOL 1** AND **AS3740**, TILES AND WETSTOP ANGLES REQUIRED AT DOORWAYS (WET AREAS) OR WATERPROOF VINYL TESTED IN ACCORDANCE WITH AS3740 TO BE USED.
2. WATERPROOFING TO EXTEND A MINIMUM OF 1500mm FROM WHERE THE SHOWER POINT MEETS THE WALL.

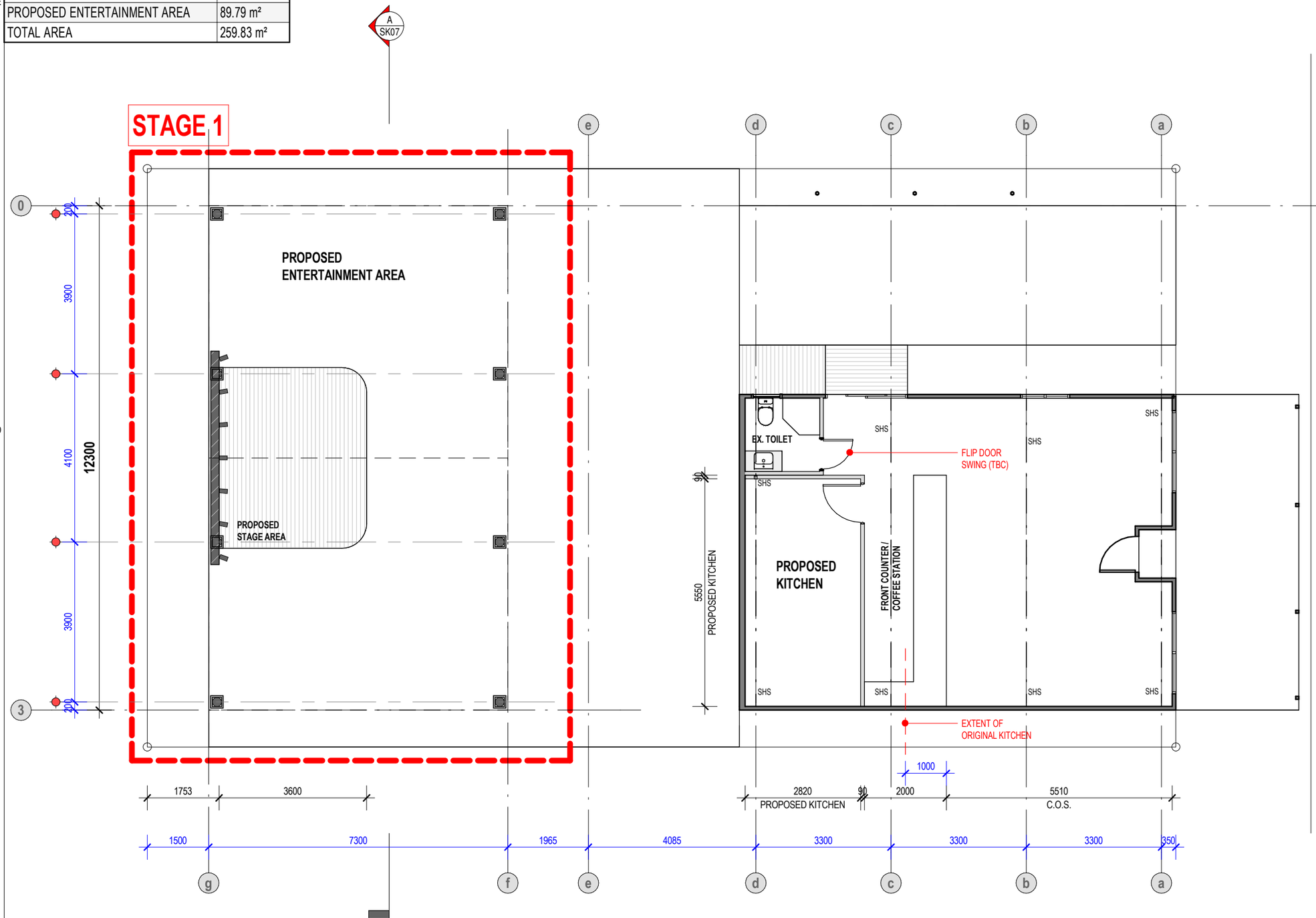
OPERATION OF LATCH:

NCC 2019 BCA VOLUME ONE PART D2.21(A)
a) A DOOR IN A REQUIRED EXIT, FORMING PART OF A REQUIRED EXIT OR IN THE PATH OF TRAVEL TO A REQUIRED EXIT MUST BE READILY OPENABLE WITHOUT A KEY FROM EACH SIDE THAT FACES A PERSON SEEKING EGRESS BY;
(i) A SINGLE HAND DOWNWARD ACTION ON A SINGLE DEVICE WHICH IS LOCATED BETWEEN 900mm AND 1100mm FROM THE FLOOR AND IF SERVING AN AREA REQUIRED TO BE ACCESSIBLE BY PART D3 -
(A) BE SUCH THAT THE HAND OF A PERSON WHO CANNOT GRIP WILL NOT SLIP FROM THE HANDLE DURING THE OPERATION OF THE LATCH; AND
(B) HAVE A CLEARANCE BETWEEN THE HANDLE AND THE BACK PLATE OR DOOR FACE AT THE CENTRE GRIP SECTION OF THE HANDLE OF NOT LESS THEN 35mm AND NOT MORE THEN 45mm; OR
(ii) A SINGLE HAND PUSHING ACTION ON A SINGLE DEVICE WHICH IS LOCATED BETWEEN 900mm AND 1.2m FROM THE FLOOR; AND
(iii) WHERE THE LATCH OPERATION DEVICE REFERRED TO IN
(ii) IS NOT LOCATED ON THE DOOR LEAF ITSELF -
(A) MANUAL CONTROLS TO POWER-OPERATED DOORS MUST BE AT LEAST 25mm WIDE, PROUD OF THE SURROUNDING SURFACE AND LOCATED -
(aa) NOT LESS THAN 500mm FROM AN INTERNAL CORNER; AND
(bb) FOR A HINGED DOOR, BETWEEN 1m AND 2m FROM THE DOOR LEAF IN ANY POSITION; AND
(cc) FOR A SLIDING DOOR, WITHIN 2m OF THE DOORWAY AND CLEAR OF A SURFACE MOUNTED DOOR IN THE OPEN POSITION.
(B) BRAILLE AND TACTILE SIGNAGE COMPLYING WITH CLAUSE 3 AND 6 OF SPECIFICATION D3.6 MUST IDENTIFY THE LATCH OPERATION DEVICE.

PRINT IN **COLOUR** (A3)

AREA SCHEDULE

ROOM NAME	AREA
EXISTING COMMERCIAL	80.94 m²
PROPOSED ACCOMMODATION	89.10 m²
PROPOSED ENTERTAINMENT AREA	89.79 m²
TOTAL AREA	259.83 m²



GROUND FLOOR
SCALE 1 : 100

DOUGLAS STREET

ASSESSMENT ISSUE - STAGE 1

ELEVATION KEY

1. ALL DESIGN, CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
2. NOTIFY DESIGNER OF ANY DISCREPANCIES ON THE PLANS, OTHERWISE WE ACCEPT NO LIABILITY.
3. DO NOT SCALE FROM DRAWINGS.
4. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION OF ANY SHOP DRAWINGS.

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PROPOSED ADDITIONS
ISLAND STARS
42 (LOT 1) DOUGLAS STREET, THURSDAY ISLAND

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2	20/12/2023	PRELIMINARY ISSUE B
3	01/10/2025	ASSESSMENT ISSUE A
4	21/01/2026	ASSESSMENT ISSUE B (STAGE 1)

DRAWN BY:	CD
SCALE:	1 : 100
START DATE:	OCTOBER 2023
REVISION DATE:	21/01/2026
JOB No:	11-1702
SHEET No:	SK03
REV No:	4

PLEASE NOTE: SUBSTITUTION OF ANY STRUCTURAL MEMBERS, & OR VARIATIONS TO ANY PART OF THE DESIGN, **WILL VOID** ANY RESPONSIBILITIES OF THE BUILDER DESIGNER FOR THE STRUCTURAL INTEGRITY @ PERFORMANCE OF THE BUILDING

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NOTES:

1. EYEBROW FLASHINGS TO BE INSTALLED ABOVE THE HEADS OF ALL EXPOSED WINDOW OPENINGS.

2. STAIRS CONSTRUCTION TO COMPLY WITH NCC VOL 1, PART D3D14 FOR THE COMPOSITION OF THE STRINGERS, TREAD TYPES, GOINGS AND RISERS.

3. SLIP RESISTANCE REQUIREMENTS FOR STAIR TREADS IN REFERENCE TO NCC VOL 1, **TABLE D3D15** SLIP-RESISTANCE CLASSIFICATION.

4. BALUSTRADE BE CONSTRUCTED IN ACCORDANCE WITH NCC 2022, **PART D3D17**. STRUCTURAL DESIGN IN ACCORDANCE WITH AS1107.1

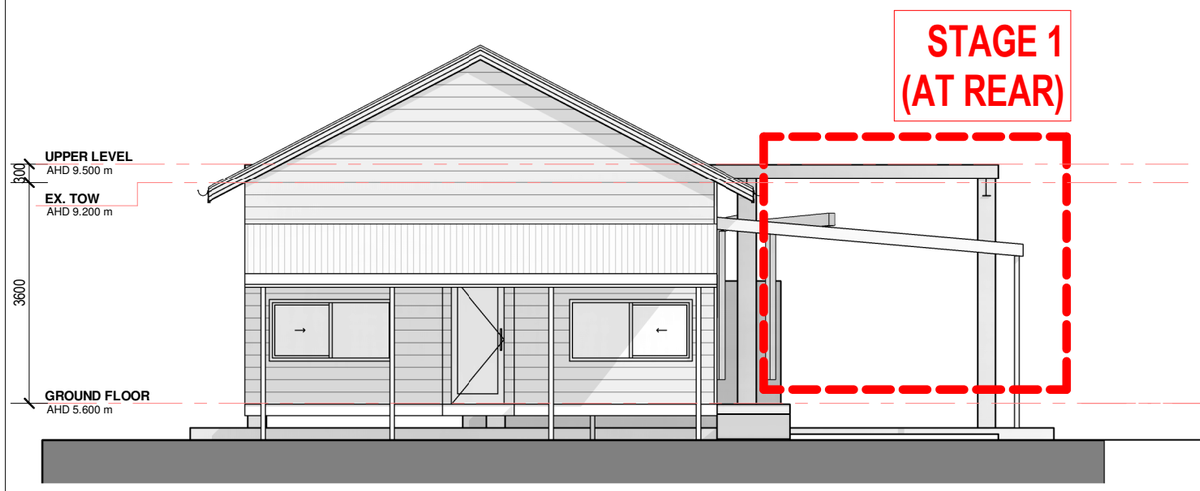
5. FALL PROTECTION ON WINDOWS TO BE IN ACCORDANCE WITH NCC REQUIREMENTS **PART D3D29.**

6. ROOFING TO BE INSTALLED TO PREVENT WATER PENETRATION INTO THE BUILDING STRUCTURE. (**NCC VOL 2 PART 7.2**).

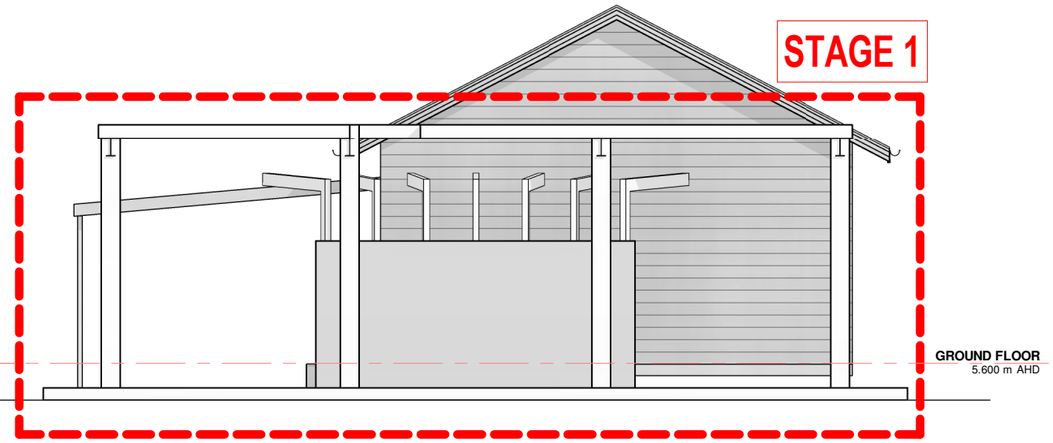
NON-COMBUSTIBLE ELEMENTS:

EXTERNAL WALLS AND ANCILLARY BUILDING ELEMENTS (AWNINGS / WINDOW HOODS, BALUSTRADE, AND SCREENS) TO BE CONSTRUCTED FROM NON-COMBUSTIBLE MATERIALS.

ROOF: PITCH **25°** / OVERHANG **600mm**



ELEVATION 1
SCALE 1 : 100



ELEVATION 3
SCALE 1 : 100



ELEVATION 2
SCALE 1 : 100

ASSESSMENT ISSUE - STAGE 1

PRINT IN **COLOUR** (A3)

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GENERAL NOTES

ALL PLANS ARE TO BE READ IN CONJUNCTION WITH THE CONSTRUCTION NOTES.

ABBREVIATIONS:

A.F.L.	ABOVE FLOOR LEVEL
A.F.F.L.	ABOVE FINISHED FLOOR LEVEL
APPROX.	APPROXIMATE
B	BENCH
BH	BULKHEAD
BR	BROOM CUPBOARD
BTH	BATH TUB
C.O.S.	CONFIRM ON SITE
CPD	CUPBOARD
CT	COOKTOP
CL	CLOTHESLINE
DFW	DRY FLOOR WASTE
DIA.	DIAMETER
DN	DOWN
DP	DOWNPIPE
DWR	DRAWERS
DW	DISHWASHER
FF	FROG FLAP
FW	FLOOR WASTE
HC	HOSE COCK
LN	LINEN
MSB	MAIN SWITCH BOARD
N.S.L.	NATURAL SURFACE LEVEL
OA	OVERALL
O/H	OVERHANG
O/HC	OVERHEAD CUPBOARD
ORG	OVERFLOW RELIEF GULLY
OV	OVEN
PAD	BUILDING PAD
PIT	STORMWATER PIT
PTY	PANTRY
RA	RODDING ACCESS
REF	REFRIGERATOR SPACE
ROBE	WARDROBE
RV	ROOF VENT
SA	SMOKE ALARM
SB	SPLASH BACK
S/B	SETBACK
SH	SHELF FIXED
SHR	SHOWER
S-HWU	SOLAR HOT WATER UNIT
SJ	SAW JOINT
SK	SINK
SVP	50Ø SOIL VENT PIPE
TUB	LAUNDRY TUB
VB	VANITY BASIN
WC	TOILET
WCJ	WALL CONTROL JOINT
WM	WASHING MACHINE
U.N.O.	UNLESS NOTED OTHERWISE

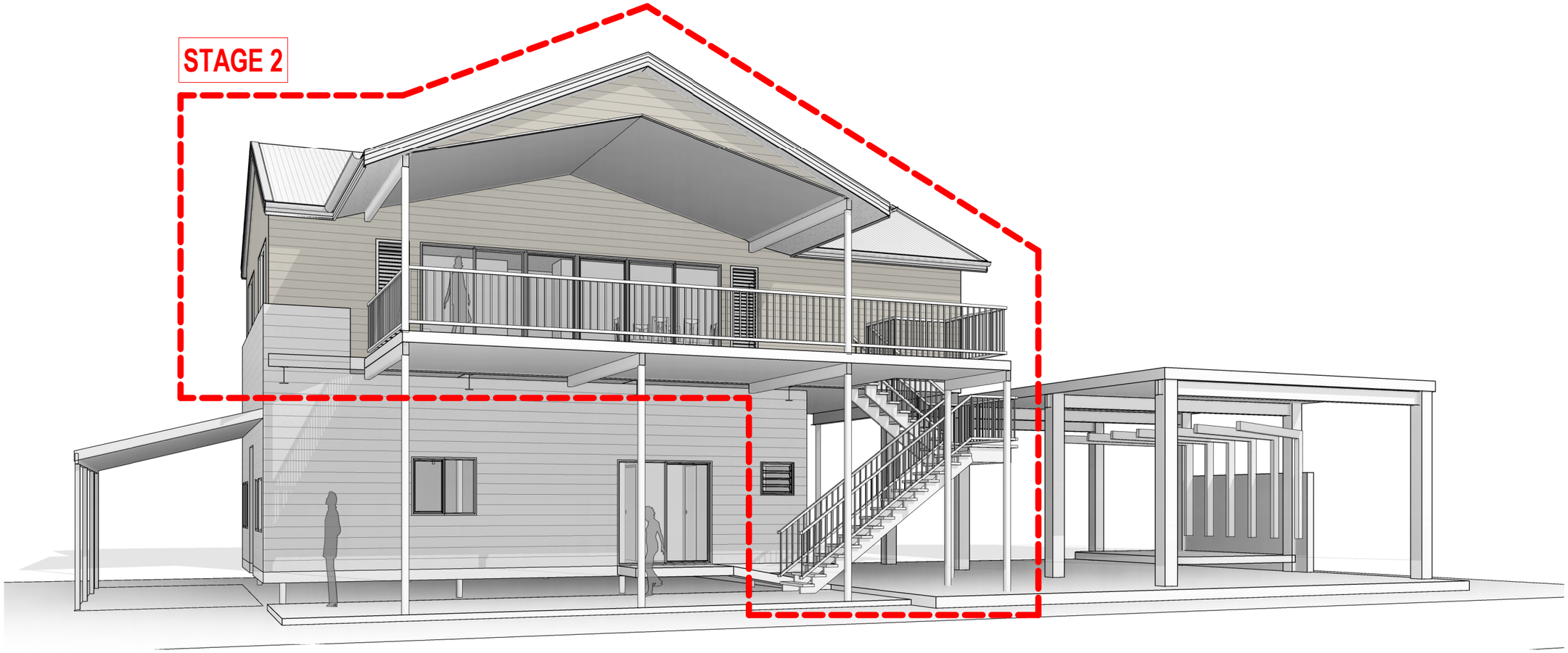
GENERAL NOTES:

1. SCOPE EXTENT TO BE CONFIRMED/ VERIFIED PRIOR TO COMMENCING ANY WORK ON SITE. ALL MEASUREMENTS TO BE CONFIRMED/ VERIFIED ON SITE BY THE MANAGING CONTRACTOR.
2. ALL SHOP DRAWINGS SHALL BE SUBMITTED TO THE DESIGNER. THE MANUFACTURER SHALL NOT COMMENCE ANY WORKS PRIOR TO THE RETURN OF REVIEWED SHOP DRAWINGS SIGNED BY THE RELEVANT CONSULTANT.
3. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
4. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH SPECIFICATION (WHERE SUPPLIED) AND ALL CONSULTANT DRAWINGS AND SPECIFICATIONS.
5. ALL BUILDING WORK SHALL COMPLY WITH ALL THE LOCAL AUTHORITY REGULATIONS AND ALL RELEVANT STANDARDS.
6. THE CONTRACTOR IS RESPONSIBLE FOR THE WATERTIGHTNESS OF THE BUILDING AND MUST PROVIDE FLASHINGS, TANKING AND DPC REQUIRED TO PREVENT THE ENTRY OF MOISTURE INTO THE BUILDING.
7. PRIOR TO COMMENCEMENT OF WORK ON SITE ALL RELEVANT AUTHORITIES MUST BE CONTACTED TO DETERMINE LOCATION OF ALL POSSIBLE UNDERGROUND SERVICES.
8. PRIOR TO SETOUT & CONSTRUCTION OF ALL CONCRETE WALLS, CONFIRM ALL DIMENSIONS OF WALL THICKNESSES ON THESE DRAWINGS AGAINST THE LATEST STRUCTURAL ENGINEER'S DRAWINGS & ALL SUBCONTRACTOR DRAWINGS.
9. CROSS REFERENCE ALL DOOR OPENINGS AS DIMENSIONED WITH DOOR SCHEDULE PRIOR TO CONSTRUCTION.

DRAWING LIST

NUMBER	DESCRIPTION	ISSUE DATE	REVISION No.
SK01	COVER SHEET	21/01/2026	5
SK02	SITE PLAN	21/01/2026	5
SK03	GROUND FLOOR PLAN	21/01/2026	5
SK04	FIRST FLOOR PLAN	21/01/2026	5
SK05	ROOF PLAN	21/01/2026	5
SK06	ELEVATIONS	21/01/2026	5
SK07	SECTION A-A	21/01/2026	5

ISLAND STARS ADDITIONS
42 DOUGLAS STREET, THURSDAY ISLAND



ASSESSMENT ISSUE - STAGE 2

1. ALL DESIGN, CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
2. NOTIFY DESIGNER OF ANY DISCREPANCIES ON THE PLANS, OTHERWISE WE ACCEPT NO LIABILITY.
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4. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION OF ANY SHOP DRAWINGS.

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2	20/12/2023	PRELIMINARY ISSUE B
3	01/10/2025	ASSESSMENT ISSUE A
4	21/01/2026	ASSESSMENT ISSUE B (STAGE 1)
5	21/01/2026	ASSESSMENT ISSUE C (STAGE 2)

DRAWN BY: CD
SCALE: N.T.S.
START DATE: OCTOBER 2023
REVISION DATE: 21/01/2026
JOB No: 11-1702
SHEET No: SK01
REV No: 5

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SMOKE DETECTORS:

REFER PART 9.5.4. OF THE NCC VOL 2: SMOKE ALARMS IN THE DWELLING MUST:
i) BE PHOTOELECTRIC (AS 3786-2014); AND
ii) NOT ALSO CONTAIN AN IONISATION SENSOR; AND
iii) BE HARDWIRED TO THE MAINS POWER SUPPLY WITH A SECONDARY POWER SOURCE (I.E. BATTERY);
iv) BE INTERCONNECTED WITH EVERY OTHER SMOKE ALARM IN THE DWELLING SO ALL ACTIVATE TOGETHER. SMOKE ALARMS MUST BE INSTALLED ON EACH STOREY:
i) IN EACH BEDROOM; AND
ii) IN HALLWAYS WHICH CONNECT BEDROOMS AND THE REST OF THE DWELLING; OR
iii) IF THERE IS NO HALLWAY, BETWEEN THE BEDROOMS AND OTHER PARTS OF THE STOREY;
iv) IF THERE ARE NO BEDROOMS ON A STOREY AT LEAST ONE SMOKE ALARM MUST BE INSTALLED IN THE MOST LIKELY PATH OF TRAVEL TO EXIT THE DWELLING. WHERE PRACTICABLE SMOKE ALARMS MUST BE PLACED ON THE CEILING.

SMOKE ALARMS MUST NOT BE PLACED:
i) WITHIN 300MM OF A CORNER OF A CEILING AND A WALL;
ii) WITHIN 300MM OF A LIGHT FITTING;
iii) WITHIN 400MM OF AN AIR-CONDITIONING VENT;
iv) WITHIN 400MM OF THE BLADES OF A CEILING FAN.

THERE ARE SPECIAL REQUIREMENTS FOR STAIRWAYS, SLOPING CEILINGS, AND CEILINGS WITH EXPOSED BEAMS. SPECIFIC REQUIREMENTS WILL BE EXPLAINED IN THE BUILDING FIRE SAFETY REGULATION 2008.
IF IMPRACTICAL FOR THE PRESCRIBED LOCATION REQUIREMENTS TO BE MET (E.G. MAY BE AFFECTED BY STEAM FROM SHOWER OR FUMES FROM COOKING), THE OWNER MAY PUT THE ALARM AT ANOTHER LOCATION THAT WILL PROVIDE A WARNING TO OCCUPANTS OF THE DWELLING.

WATERPROOFING NOTES:

1. WET AREA WATERPROOFING TO COMPLY WITH **PART F1.7 OF THE NCC VOL 1** AND **AS3740**, TILES AND WETSTOP ANGLES REQUIRED AT DOORWAYS (WET AREAS) OR WATERPROOF VINYL TESTED IN ACCORDANCE WITH AS3740 TO BE USED.
2. WATERPROOFING TO EXTEND A MINIMUM OF 1500mm FROM WHERE THE SHOWER POINT MEETS THE WALL.

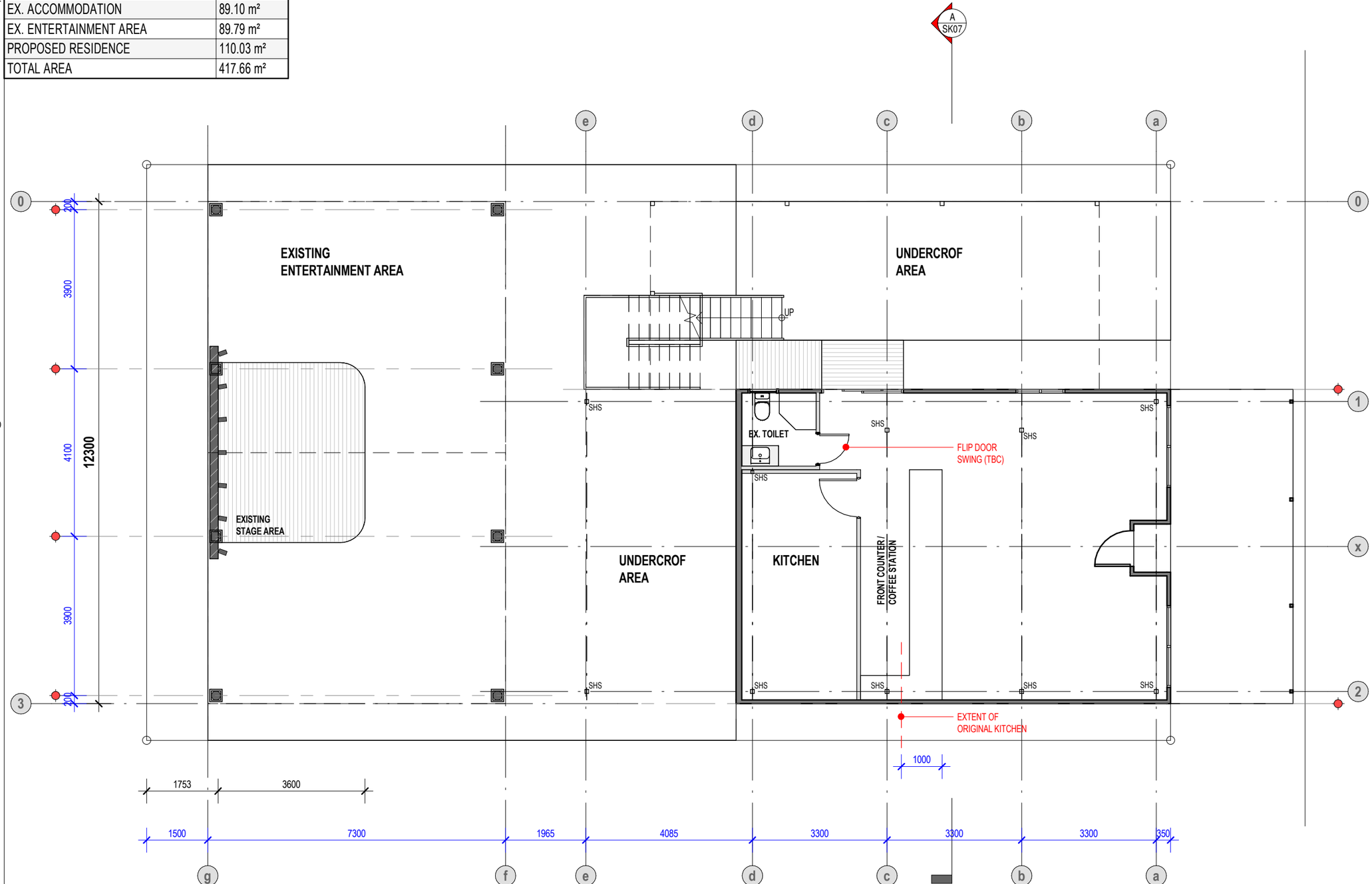
OPERATION OF LATCH:

NCC 2019 BCA VOLUME ONE PART D2.21(A)
a) A DOOR IN A REQUIRED EXIT, FORMING PART OF A REQUIRED EXIT OR IN THE PATH OF TRAVEL TO A REQUIRED EXIT MUST BE READILY OPENABLE WITHOUT A KEY FROM EACH SIDE THAT FACES A PERSON SEEKING EGRESS BY;
(i) A SINGLE HAND DOWNWARD ACTION ON A SINGLE DEVICE WHICH IS LOCATED BETWEEN 900mm AND 1100mm FROM THE FLOOR AND IF SERVING AN AREA REQUIRED TO BE ACCESSIBLE BY PART D3 -
(A) BE SUCH THAT THE HAND OF A PERSON WHO CANNOT GRIP WILL NOT SLIP FROM THE HANDLE DURING THE OPERATION OF THE LATCH; AND
(B) HAVE A CLEARANCE BETWEEN THE HANDLE AND THE BACK PLATE OR DOOR FACE AT THE CENTRE GRIP SECTION OF THE HANDLE OF NOT LESS THEN 35mm AND NOT MORE THEN 45mm; OR
(ii) A SINGLE HAND PUSHING ACTION ON A SINGLE DEVICE WHICH IS LOCATED BETWEEN 900mm AND 1.2m FROM THE FLOOR; AND
(iii) WHERE THE LATCH OPERATION DEVICE REFERRED TO IN
(ii) IS NOT LOCATED ON THE DOOR LEAF ITSELF -
(A) MANUAL CONTROLS TO POWER-OPERATED DOORS MUST BE AT LEAST 25mm WIDE, PROUD OF THE SURROUNDING SURFACE AND LOCATED -
(aa) NOT LESS THAN 500mm FROM AN INTERNAL CORNER; AND
(bb) FOR A HINGED DOOR, BETWEEN 1m AND 2m FROM THE DOOR LEAF IN ANY POSITION; AND
(cc) FOR A SLIDING DOOR, WITHIN 2m OF THE DOORWAY AND CLEAR OF A SURFACE MOUNTED DOOR IN THE OPEN POSITION.
(B) BRAILLE AND TACTILE SIGNAGE COMPLYING WITH CLAUSE 3 AND 6 OF SPECIFICATION D3.6 MUST IDENTIFY THE LATCH OPERATION DEVICE.

PRINT IN **COLOUR** (A3)

AREA SCHEDULE

ROOM NAME	AREA
PROPOSED OUTDOOR LIVING	47.79 m²
EX. COMMERCIAL	80.94 m²
EX. ACCOMMODATION	89.10 m²
EX. ENTERTAINMENT AREA	89.79 m²
PROPOSED RESIDENCE	110.03 m²
TOTAL AREA	417.66 m²



GROUND FLOOR
SCALE 1 : 100

DOUGLAS STREET

ASSESSMENT ISSUE - STAGE 2

2 / 3 / 1 / -
ELEVATION KEY

1. ALL DESIGN, CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
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5	21/01/2026	ASSESSMENT ISSUE C (STAGE 2)

DRAWN BY:	CD
SCALE:	1 : 100
START DATE:	OCTOBER 2023
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JOB No:	11-1702
SHEET No:	SK03
REV No:	5

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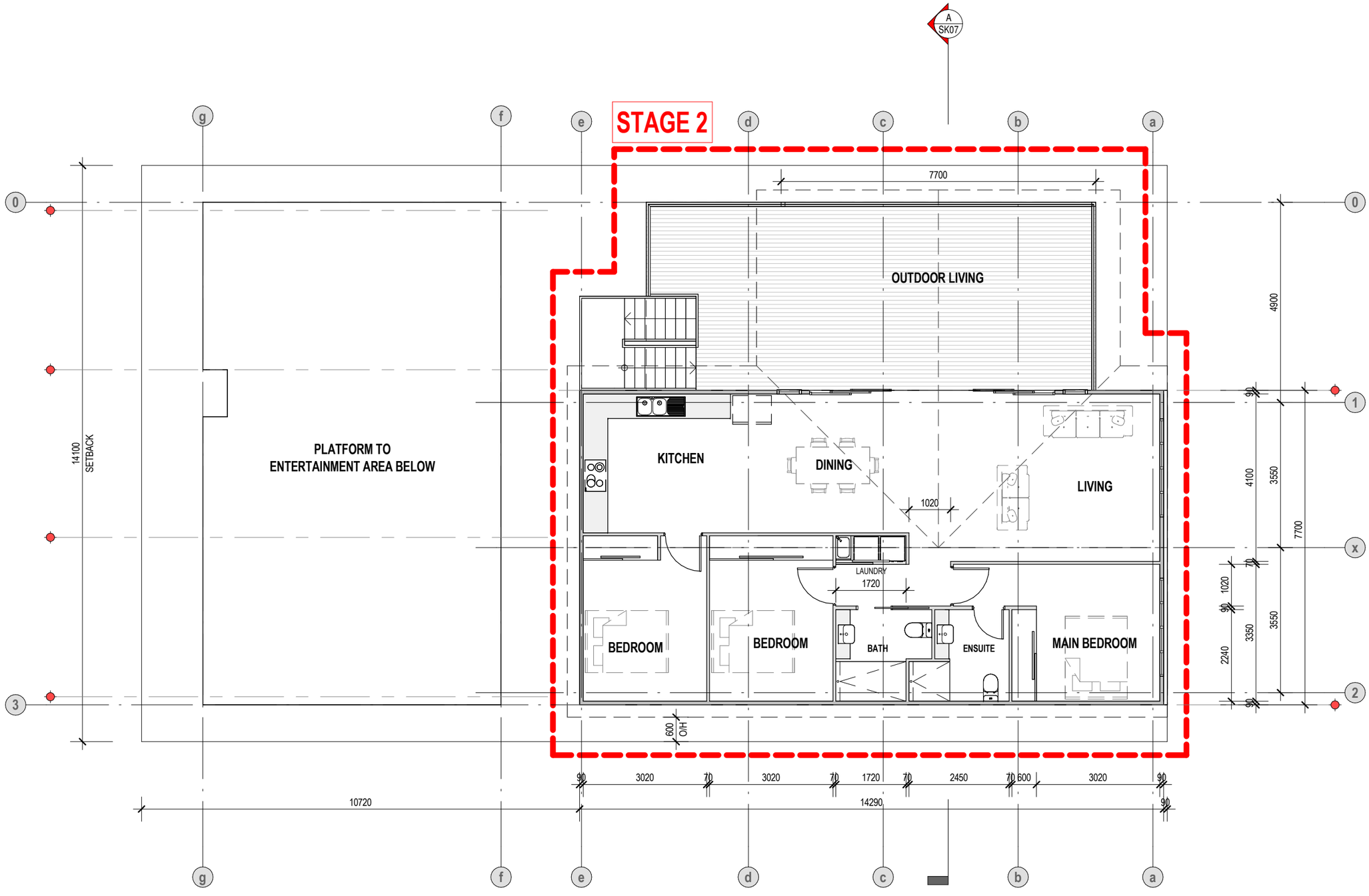
SMOKE ALARM:

SA - TO COMPLY WITH (AS3786-2014)



UPPER LEVEL

SCALE 1 : 100

ASSESSMENT ISSUE - STAGE 2

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DRAWN BY:	CD
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START DATE:	OCTOBER 2023
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SHEET No:	SK04
REV No:	5

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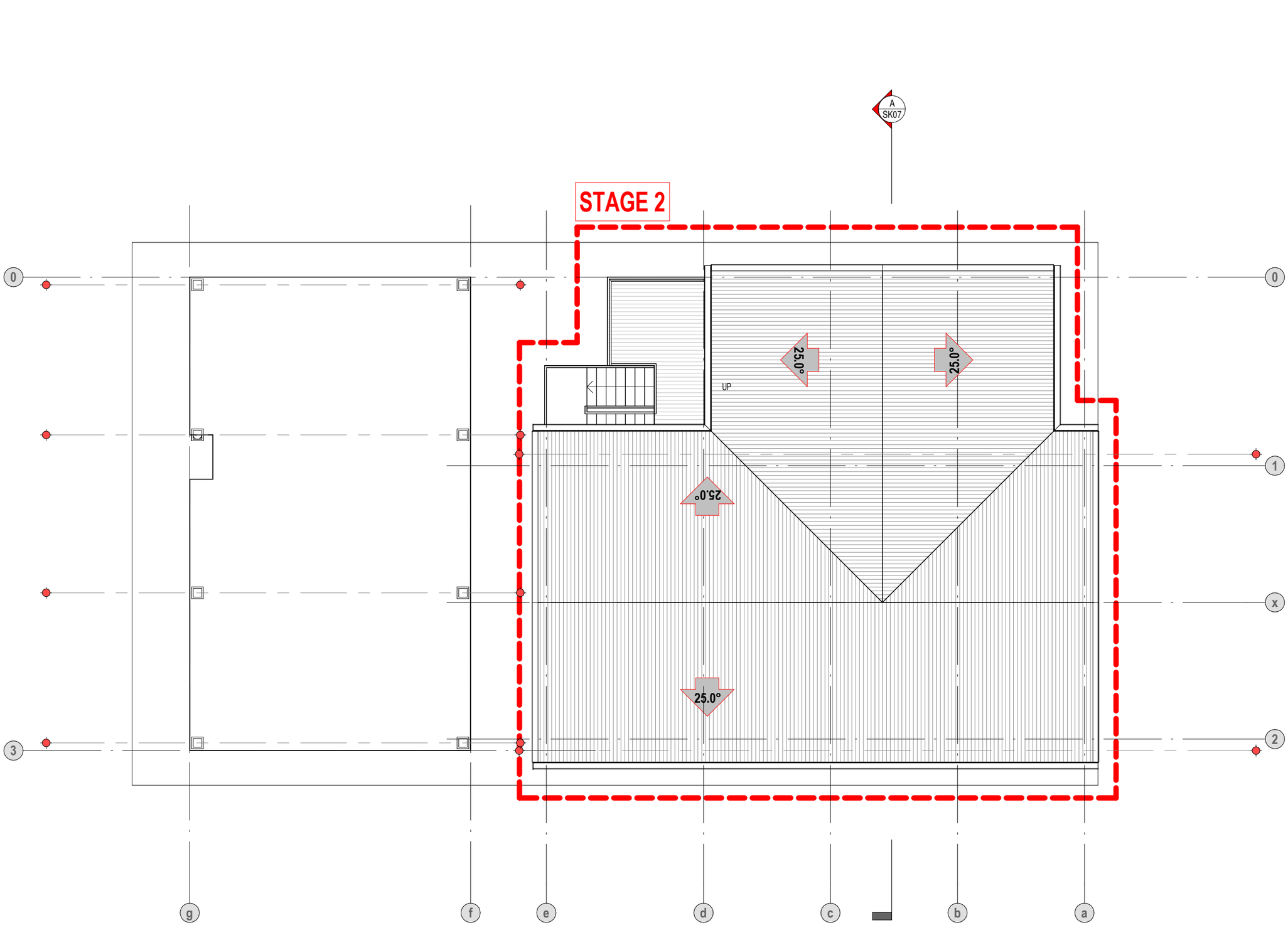
ROOF NOTES:

1. REFER TO HYDRAULIC DRAWINGS FOR ROOF PENETRATIONS WHERE PROVIDED.

2. REFER TO ELECTRICAL DRAWINGS FOR ROOF MOUNTED SATELLITE DISHES AND THE LIKE.

3. ENSURE ROOF MOUNTED EQUIPMENT IS COMPATIBLE WITH SPECIFIED ROOFING MATERIALS.

4. POSITION OF DOWNPIPES INDICATIVE ONLY - CONFIRM LOCATION WITH SUITABLY QUALIFIED HYDRAULIC PROFESSIONAL. ALLOW MINIMUM OF 90mm uPVC DOWNPIPES 1 PER 35 SQ.M.



ROOF PLAN
SCALE 1 : 100

ASSESSMENT ISSUE - STAGE 2

PRINT IN **COLOUR** (A3)

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4	21/01/2026	ASSESSMENT ISSUE B (STAGE 1)
5	21/01/2026	ASSESSMENT ISSUE C (STAGE 2)

DRAWN BY:	CD
SCALE:	1 : 100
START DATE:	OCTOBER 2023
REVISION DATE:	21/01/2026
JOB No:	11-1702
SHEET No:	SK05
REV No:	5

NOTES:

1. EYEBROW FLASHINGS TO BE INSTALLED ABOVE THE HEADS OF ALL EXPOSED WINDOW OPENINGS.

2. STAIRS CONSTRUCTION TO COMPLY WITH NCC VOL 1, PART D3D14 FOR THE COMPOSITION OF THE STRINGERS, TREAD TYPES, GOINGS AND RISERS.

3. SLIP RESISTANCE REQUIREMENTS FOR STAIR TREADS IN REFERENCE TO NCC VOL 1, **TABLE D3D15** SLIP-RESISTANCE CLASSIFICATION.

4. BALUSTRADE BE CONSTRUCTED IN ACCORDANCE WITH NCC 2022, **PART D3D17**. STRUCTURAL DESIGN IN ACCORDANCE WITH AS1107.1

5. FALL PROTECTION ON WINDOWS TO BE IN ACCORDANCE WITH NCC REQUIREMENTS **PART D3D29.**

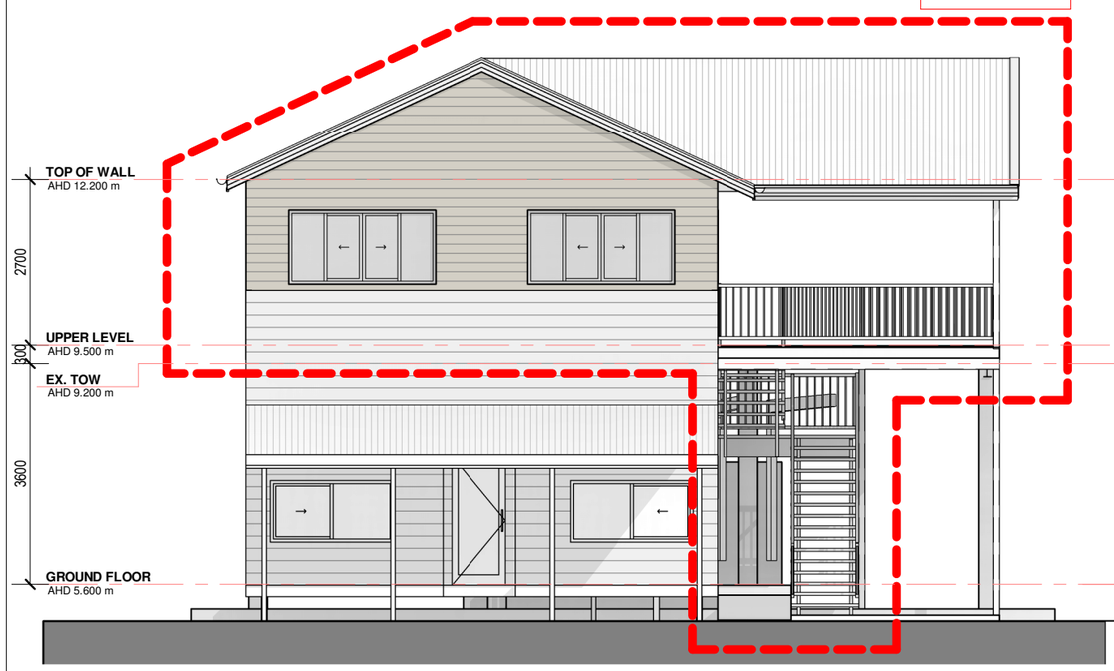
6. ROOFING TO BE INSTALLED TO PREVENT WATER PENETRATION INTO THE BUILDING STRUCTURE. (**NCC VOL 2 PART 7.2**).

NON-COMBUSTIBLE ELEMENTS:

EXTERNAL WALLS AND ANCILLARY BUILDING ELEMENTS (AWNINGS / WINDOW HOODS, BALUSTRADE, AND SCREENS) TO BE CONSTRUCTED FROM NON-COMBUSTIBLE MATERIALS.

ROOF: PITCH **25°** / OVERHANG **600mm**

STAGE 2



ELEVATION 1

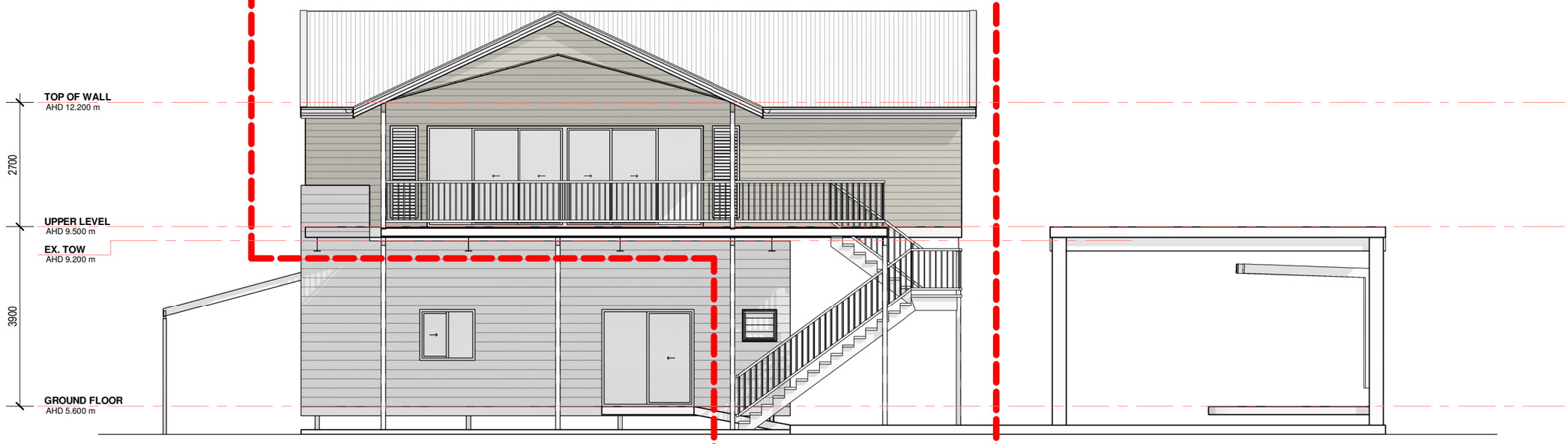
SCALE 1 : 100



ELEVATION 3

SCALE 1 : 100

STAGE 2



ELEVATION 2

SCALE 1 : 100

ASSESSMENT ISSUE - STAGE 2

PRINT IN **COLOUR** (A3)

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2. NOTIFY DESIGNER OF ANY DISCREPANCIES ON THE PLANS, OTHERWISE WE ACCEPT NO LIABILITY.
3. DO NOT SCALE FROM DRAWINGS.
4. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION OF ANY SHOP DRAWINGS.

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PROPOSED ADDITIONS

ISLAND STARS

42 (LOT 1) DOUGLAS STREET, THURSDAY ISLAND

NEVELE

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DRAWN BY:	CD
SCALE:	1 : 100
START DATE:	OCTOBER 2023
REVISION DATE:	21/01/2026

JOB No: **11-1702**

SHEET No: **SK06**

REV No: **5**

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C:\Users\ChrisDimarco\Chris Dimarco Dropbox\Chris Dimarco\Nevele\Projects\01\1702 - 42 Douglas Street, Thursday Island - Island Stars\Drawings\Concept\1702P02A - 42 Douglas Street, Thursday Island - Island Stars (Stage 1).pln

GENERAL NOTES

ALL PLANS ARE TO BE READ IN CONJUNCTION WITH THE CONSTRUCTION NOTES.

ABBREVIATIONS:

A.F.L.	ABOVE FLOOR LEVEL
A.F.F.L.	ABOVE FINISHED FLOOR LEVEL
APPROX.	APPROXIMATE
B	BENCH
BH	BULKHEAD
BR	BROOM CUPBOARD
BTH	BATH TUB
C.O.S.	CONFIRM ON SITE
CPD	CUPBOARD
CT	COOKTOP
CL	CLOTHESLINE
DFW	DRY FLOOR WASTE
DIA.	DIAMETER
DN	DOWN
DP	DOWNPIPE
DWR	DRAWERS
DW	DISHWASHER
FF	FROG FLAP
FW	FLOOR WASTE
HC	HOSE COCK
LN	LINEN
MSB	MAIN SWITCH BOARD
N.S.L.	NATURAL SURFACE LEVEL
OA	OVERALL
O/H	OVERHANG
O/HC	OVERHEAD CUPBOARD
ORG	OVERFLOW RELIEF GULLY
OV	OVEN
PAD	BUILDING PAD
PIT	STORMWATER PIT
PTY	PANTRY
RA	RODDING ACCESS
REF	REFRIGERATOR SPACE
ROBE	WARDROBE
RV	ROOF VENT
SA	SMOKE ALARM
SB	SPLASH BACK
S/B	SETBACK
SH	SHELF FIXED
SHR	SHOWER
S-HWU	SOLAR HOT WATER UNIT
SJ	SAW JOINT
SK	SINK
SVP	50Ø SOIL VENT PIPE
TUB	LAUNDRY TUB
VB	VANITY BASIN
WC	TOILET
WCJ	WALL CONTROL JOINT
WM	WASHING MACHINE
U.N.O.	UNLESS NOTED OTHERWISE

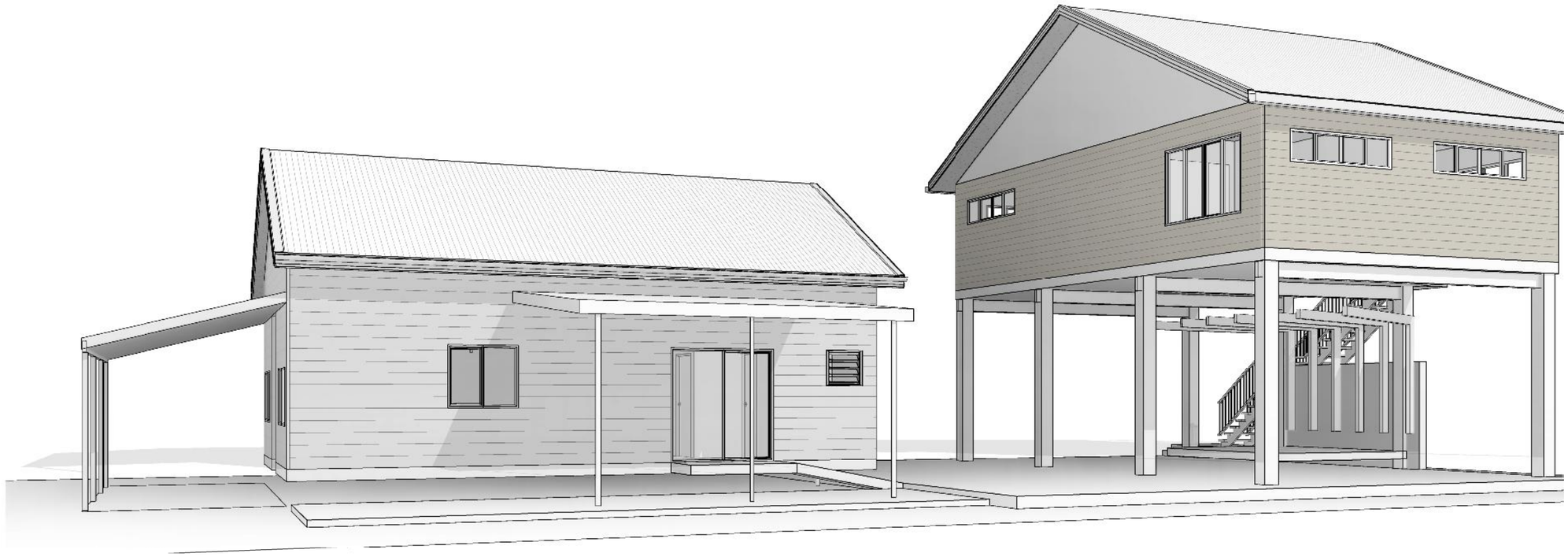
GENERAL NOTES:

1. SCOPE EXTENT TO BE CONFIRMED/ VERIFIED PRIOR TO COMMENCING ANY WORK ON SITE. ALL MEASUREMENTS TO BE CONFIRMED/ VERIFIED ON SITE BY THE MANAGING CONTRACTOR.
2. ALL SHOP DRAWINGS SHALL BE SUBMITTED TO THE DESIGNER. THE MANUFACTURER SHALL NOT COMMENCE ANY WORKS PRIOR TO THE RETURN OF REVIEWED SHOP DRAWINGS SIGNED BY THE RELEVANT CONSULTANT.
3. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
4. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH SPECIFICATION (WHERE SUPPLIED) AND ALL CONSULTANT DRAWINGS AND SPECIFICATIONS.
5. ALL BUILDING WORK SHALL COMPLY WITH ALL THE LOCAL AUTHORITY REGULATIONS AND ALL RELEVANT STANDARDS.
6. THE CONTRACTOR IS RESPONSIBLE FOR THE WATERTIGHTNESS OF THE BUILDING AND MUST PROVIDE FLASHINGS, TANKING AND DPC REQUIRED TO PREVENT THE ENTRY OF MOISTURE INTO THE BUILDING.
7. PRIOR TO COMMENCEMENT OF WORK ON SITE ALL RELEVANT AUTHORITIES MUST BE CONTACTED TO DETERMINE LOCATION OF ALL POSSIBLE UNDERGROUND SERVICES.
8. PRIOR TO SETOUT & CONSTRUCTION OF ALL CONCRETE WALLS, CONFIRM ALL DIMENSIONS OF WALL THICKNESSES ON THESE DRAWINGS AGAINST THE LATEST STRUCTURAL ENGINEER'S DRAWINGS & ALL SUBCONTRACTOR DRAWINGS.
9. CROSS REFERENCE ALL DOOR OPENINGS AS DIMENSIONED WITH DOOR SCHEDULE PRIOR TO CONSTRUCTION.

DRAWING LIST

NUMBER	DESCRIPTION	ISSUE DATE	REVISION No.
SK01	COVER SHEET	21/01/2026	4
SK02	SITE PLAN	21/01/2026	4
SK03	GROUND FLOOR PLAN	21/01/2026	4
SK04	FIRST FLOOR PLAN	21/01/2026	4
SK05	FIRST FLOOR PLA	21/01/2026	4
SK06	ROOF PLAN	21/01/2026	4
SK07	ELEVATIONS	21/01/2026	4
SK08	ELEVATIONS	21/01/2026	4
SK09	SECTION A-A	21/01/2026	4

ISLAND STARS ADDITIONS
42 DOUGLAS STREET,
THURSDAY ISLAND



ASSESSMENT ISSUE

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PROPOSED ADDITIONS
ISLAND STARS
42 (LOT 1) DOUGLAS STREET, THURSDAY ISLAND

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DRAWN BY: CD
SCALE: N.T.S.
START DATE: OCTOBER 2023
REVISION DATE: 21/01/2026
JOB No: 11-1702
SHEET No: SK01
REV No: 4

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PROPERTY INFORMATION

LOT NUMBER	**LOT 1**
PLAN NUMBER	**RP716988**
SITE AREA	**354 m2**
LOCAL GOVERNMENT	**TORRES SHIRE**

ELECTRICAL NOTES

METER BOX LOCATION TO BE DETERMINED BY ELECTRICIAN ON SITE (CLOSEST PRACTICAL LOCATION TO CONNECTION).

FLOOD INUNDATION

ALL CONSTRUCTED IS TO BE ABOVE Q-100 FLOOD LEVEL ACCORDING TO LOCAL AUTHORITY REQUIREMENTS.

HOUSE DRAINAGE LAYOUT

REFER DRAINAGE PLAN FOR HOUSE DRAINAGE LAYOUT.

SITE NOTES:

1. BOUNDARIES BASED UPON SURVEY DRAWING. CONTRACTOR TO CONFIRM ON SITE PRIOR TO ANY CONSTRUCTION.
2. EXISTING SERVICES LOCATIONS ARE INDICATIVE ONLY. CONTRACTOR TO VERIFY ON SITE.
3. REFER TO SLAB PLAN FOR SETOUT.
4. REFER TO SERVICES CONSULTANT DRAWINGS FOR WORKS TO NEW & EXISTING SERVICES.
5. VERIFY ALL BEARING AND DIMENSIONS ON SITE PRIOR TO ANY CONSTRUCTION. ALL MISSING PEGS TO BE REINSTATED PRIOR TO ANY CONSTRUCTION. NOTIFY THIS OFFICE IMMEDIATELY OF ANY DISCREPANCIES IN SETOUT DIMENSIONS.
6. DISCLOSURE PLAN ONLY. DO NOT START CONSTRUCTION UNTIL BOUNDARIES ARE CONFIRMED.
7. APPROXIMATE POSITION OF SEWER JUMP UP. VERIFY POSITION ON SITE PRIOR TO CONSTRUCTION. CONNECT 100Dia LINE TO COUNCIL REQUIREMENTS.
8. THE FILL USED ON THIS SITE WILL HAVE CONTROLLED PLACEMENT.

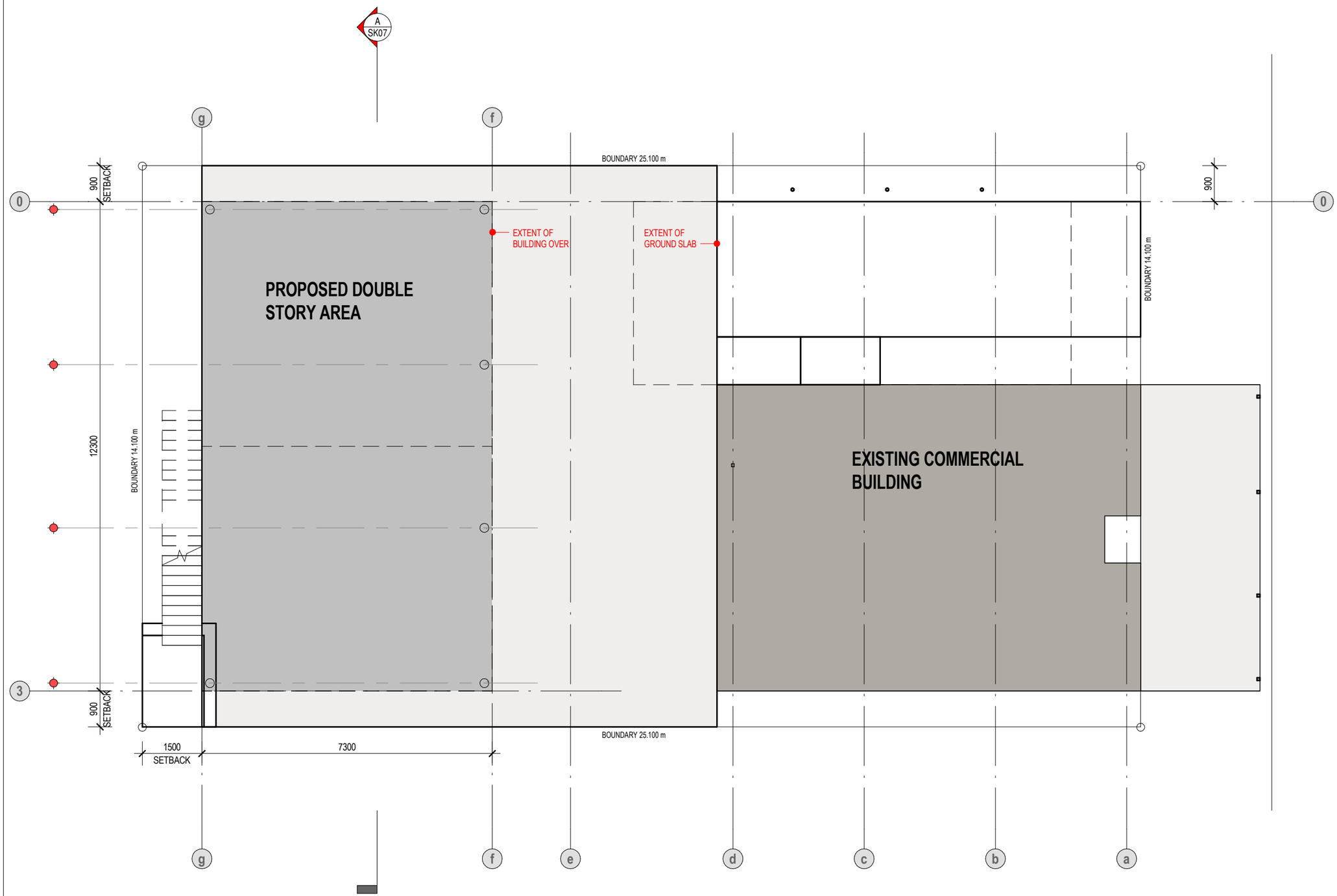
NOTES:

DESIGN & CONSTRUCTION STANDARDS
COMPLY WITH INDUSTRY STANDARDS INCLUDING:
- QUEENSLAND BUILDING ACT - 1975 INCLUDING AMENDMENTS.
- QUEENSLAND DEVELOPMENT CODE - APPLICABLE STANDARDS.
- NATION CONSTRUCTION CODE SERIES (VOLUME 2) INCLUDING ALL REFERENCED AUSTRALIAN STANDARDS.
- TRADAC TIMBER FRAMING MANUAL TO SUIT THE SPECIFIED DESIGN LOADS.
- THE APPLICABLE MANUFACTURERS PRINTED INSTRUCTIONS FOR THE INSTALLATION OF ALL PROPRIETARY PRODUCTS AND FINISHES.
- ALL PRIMARY BUILDING MATERIALS ARE TO BE CONSTRUCTED OF TERMITE RESISTANT MATERIALS IN ACCORDANCE WITH THE NCC.

CONNECTION TO SERVICES
APPLY TO THE RELEVANT SUPPLY AUTHORITIES FOR THE CONNECTION & APPROVAL OF WATER, SANITARY, ELECTRICAL CONNECTIONS AND ANY OTHER SERVICES REQUIRED.

SITE DRAINAGE:

GRADE FINISHED GROUND LEVEL TO ENSURE WATER IS DIVERTED AWAY FROM NEIGHBOURING PROPERTIES & TO KERB & CHANNEL OR STORMWATER EASEMENT IF AVAILABLE. PLATFORM IMMEDIATELY SURROUNDING THE RESIDENCE TO FALL AWAY FROM THE RESIDENCE AT A SLOPE OF 1 : 200. SURFACE DRAINAGE IS TO DISCHARGE EVENLY WITHIN THE SITE & WITHOUT NUISANCE TO ADJOINING PROPERTIES. REFER TO SITE PREPARATION NOTES & COMPLY WITH AS 3798 - GUIDELINES ON EARTHWORKS FOR COMMERCIAL & RESIDENTIAL DEVELOPMENT.



SITE PLAN
SCALE 1 : 100

PRINT IN **COLOUR** (A3)

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DRAWN BY:	CD
SCALE:	1 : 100
START DATE:	OCTOBER 2023
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JOB No:	11-1702
SHEET No:	SK02
REV No:	4

ASSESSMENT ISSUE

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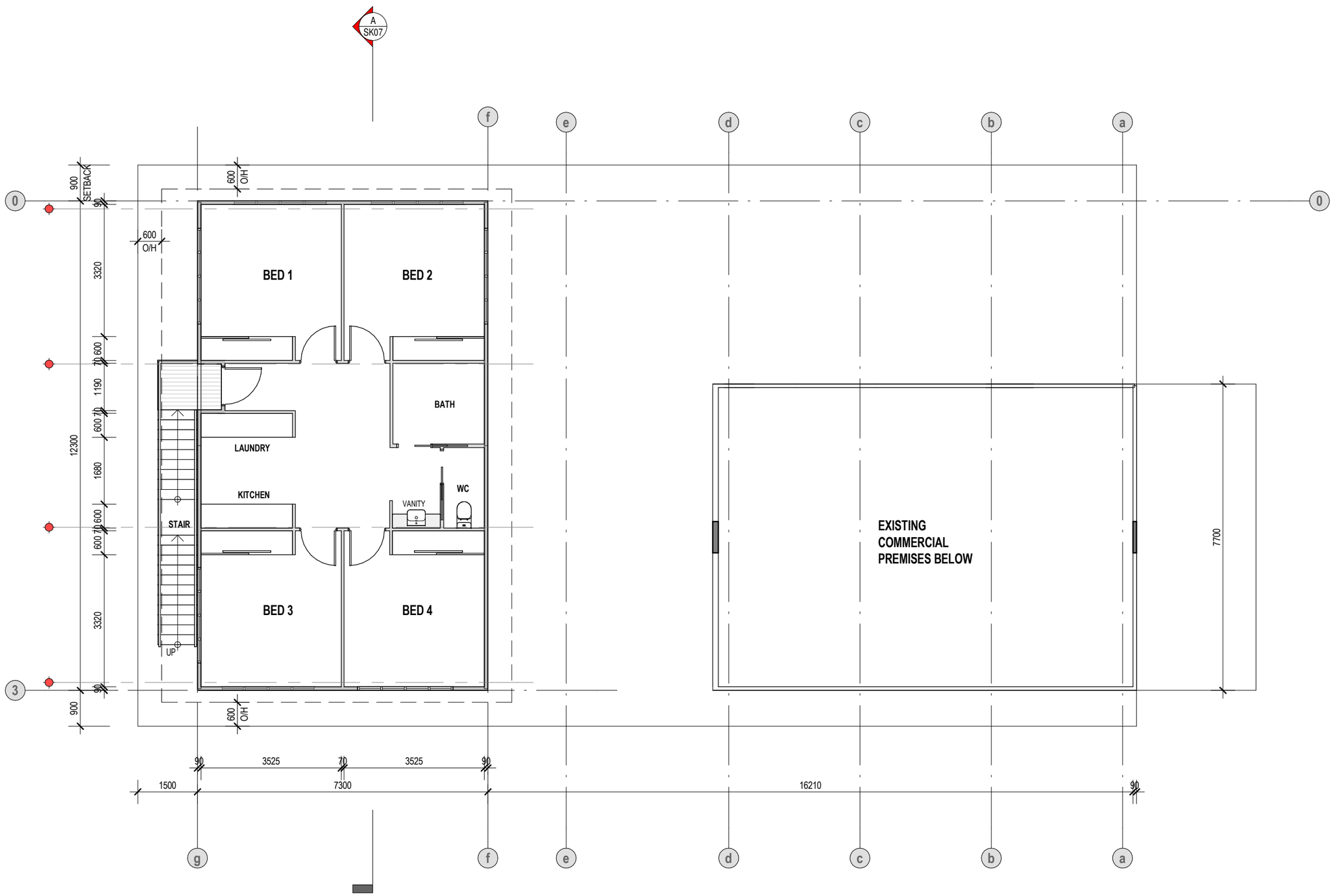
SMOKE ALARM:

SA - TO COMPLY WITH (AS3786-2014)



UPPER LEVEL

SCALE 1 : 100

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ROOF: PITCH **25°** / OVERHANG **600mm**



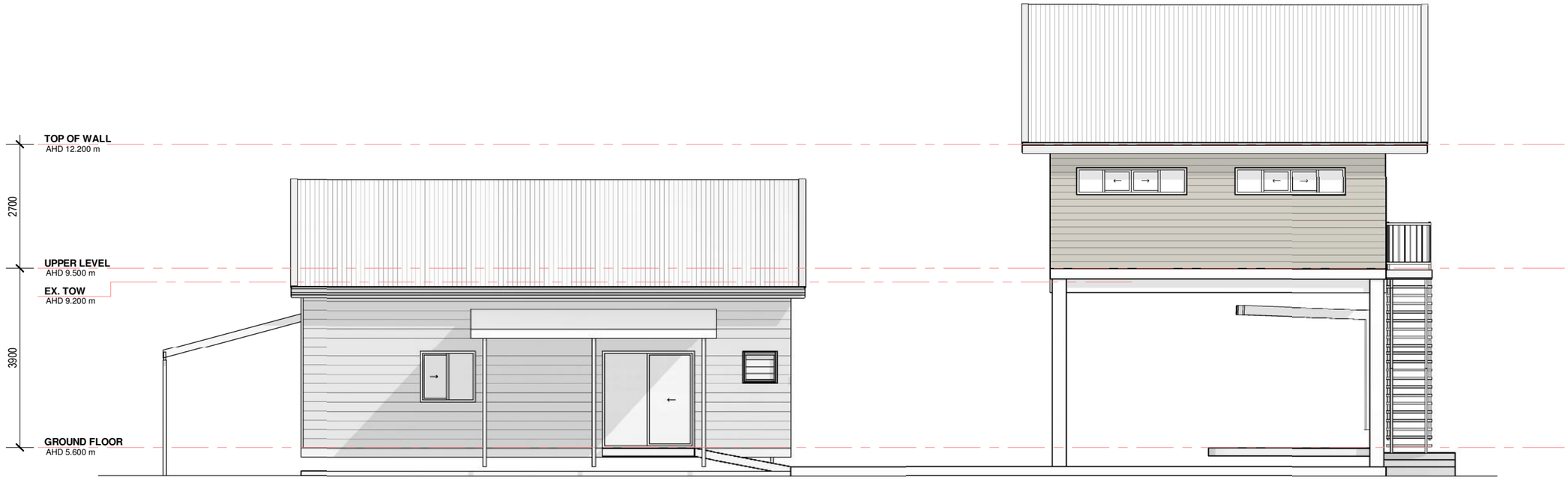
ELEVATION 1

SCALE 1 : 100



ELEVATION 3

SCALE 1 : 100



ELEVATION 2

SCALE 1 : 100

ASSESSMENT ISSUE

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JOB No: **11-1702**

SHEET No: **SK07**

REV No: **4**

Kimberley Yorkston

From: randal.crabbe@ceqld.org.au
Sent: Monday, 30 March 2026 9:01 AM
To: Ed Kulpa
Cc: records; Mary Bani; Michael Dykes
Subject: RE: Torres Shire Council Douglas Street Planning - CEQ Site at 85 Douglas St query

Good morning Ed,

Regarding 85 Douglas St, CEQ does have an approved DA for the development of a new hardware store on this site.
Given current considerations, not least being the international circumstances, it is unlikely that this project will commence within 12 months.
However, CEQ will continue to utilise the property in the interim to support the Mitre 10 and Col Jones business requirements.

Blackall St entry is expected to remain the primary access to the property over the next 12 months.

I hope this answers your questions.
Please reach out if I can be of more assistance.

Regards,
Randal

Randal Crabbe
General Manager – Business Development
Community Enterprise Queensland

Shop 4, 269-277 Mulgrave Road
Cairns, QLD, 4870
P: (07) 4050 4334 | M: 0437 105 371
randal.crabbe@ceqld.org.au
www.ceqld.org.au

From: Michael Dykes <michael.dykes@ceqld.org.au>
Sent: Thursday, 26 March 2026 1:33 PM
To: Ed Kulpa <ed.kulpa@torres.qld.gov.au>
Cc: records <records@torres.qld.gov.au>; Mary Bani <mary.bani@torres.qld.gov.au>; Randal Crabbe <randal.crabbe@ceqld.org.au>
Subject: RE: Torres Shire Council Douglas Street Planning - CEQ Site at 85 Douglas St query

Hi Ed,

Thanks for reaching out.

I understand our team here did have some discussions with Australia Post around that location so I will let Randal from my team come back to you with an update on CEQ plans and the impact on the road area.

Thanks,

Michael

Michael Dykes
Chief Executive Officer
Community Enterprise Queensland

Shop 4, 269-277 Mulgrave Road
Cairns, QLD, 4870
P: (07) 4050 4322 | M: 0477 802 967
michael.dykes@ceqld.org.au
www.ceqld.org.au

From: Ed Kulpa <ed.kulpa@torres.qld.gov.au>
Sent: Thursday, 26 March 2026 1:07 PM
To: Michael Dykes <michael.dykes@ceqld.org.au>
Cc: records <records@torres.qld.gov.au>; Mary Bani <mary.bani@torres.qld.gov.au>
Subject: Torres Shire Council Douglas Street Planning - CEQ Site at 85 Douglas St query

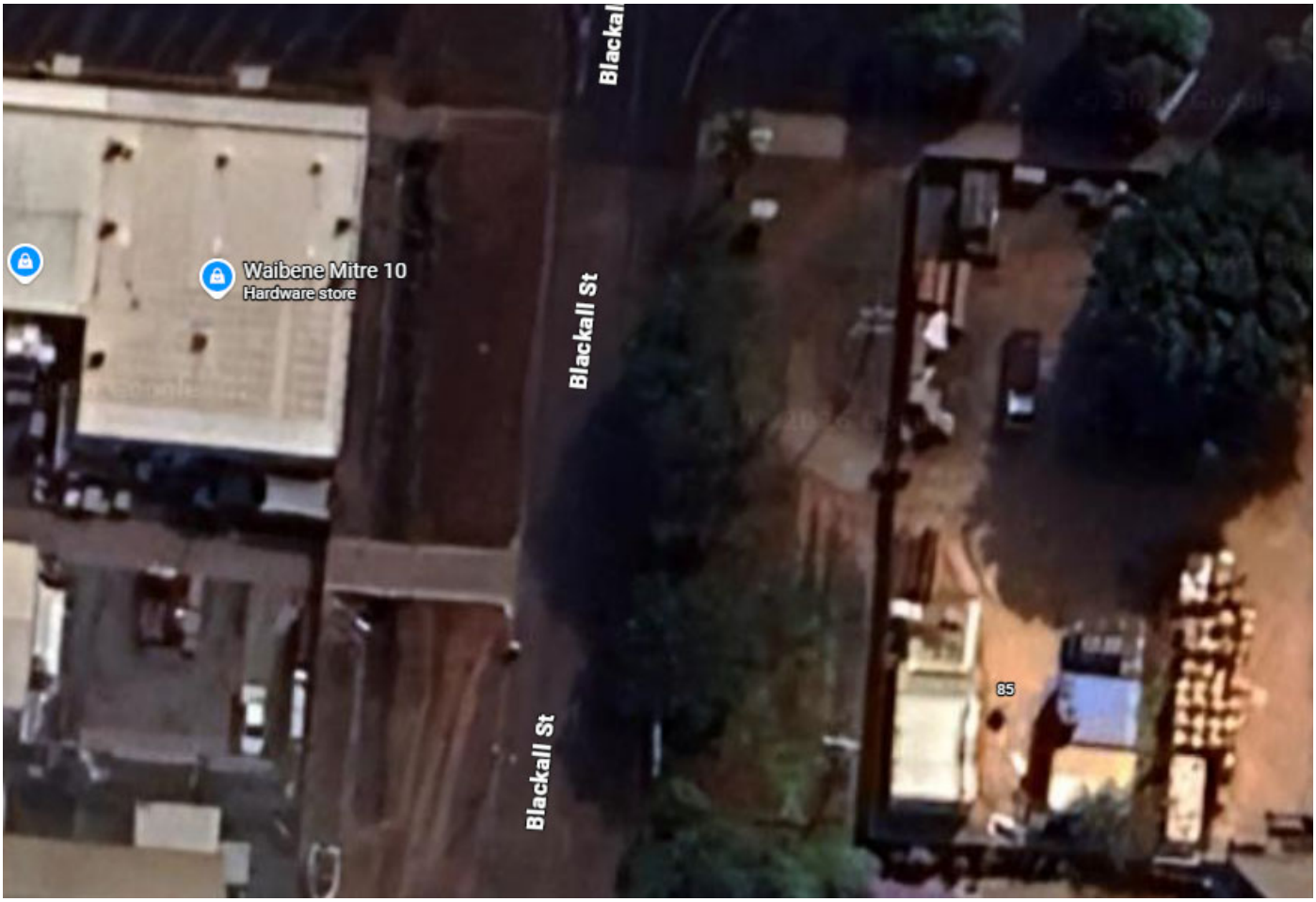
⚠ **EXTERNAL EMAIL :: Do not click links or open any attachments unless you trust the sender and know the content is safe** ⚠

Good afternoon Michael

You may be aware that the Thursday Island post office has been in a state of change over the last several months with the office moving from 42 Douglas St (See Hop's building) to a temporary position at 156 Douglas St (Mura Kosker Sorority building).

The location of the post office has now been finalised and it will be established at 79 Douglas Street over this coming weekend.

Due to the nature of Post Office operations, Council is considering the current road corridor form with respect to on-street carparking, access ramping, loading zones, etc. and is in the processing of planning out any revisions to best accommodate the needs of the community. It is understood that 85 Douglas Street is owned/ managed by CEQ and is currently used as overflow storage for the nearby Mitre10 store.



To ensure that Council is able to make an informed decision with regards to any proposed car parking, access points or other road form changes that work best with all stakeholders, are you able to please advise if CEQ have any plans or proposals for re-development of 85 Douglas Street in the next 12 – 24 months.

I am aware that CEQ did have a proposal a few years ago for an updated Mitre10 store and onsite accommodation a few years ago at no 85, however Council has not seen any advice recently regarding that proposal or alternatives.

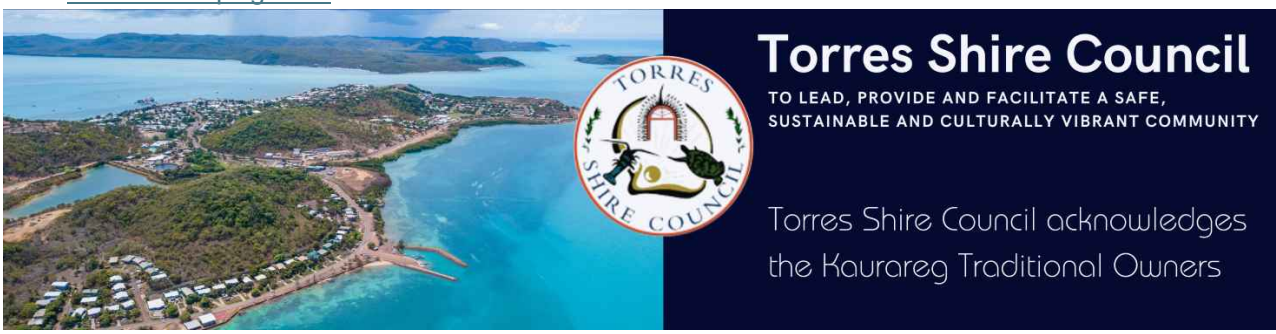
Acknowledging some plans may be commercial in confidence at this time, Council is predominately interested in any planned changes to site accesses to no 85 from either Blackall St or Douglas St that may impact any road form changes.

If you are able to please advise on the above, or alternatively have another person in the CEQ team that you can forward on to assist with this query, that would be most appreciated. I am looking to provide a report to the Council's next Ordinary meeting on the 21st April and would therefore need the report finalised by the 14th.

If you or the team have any queries, please do not hesitate to reach out.

Kind regards
Ed

Ed Kulpa | Director Projects, Planning & Environment
Torres Shire Council | Main Office
PO Box 171 | 68 Douglas Street | Thursday Island QLD 4875
P: 07 4083 1200 | D: 07 4083 1239 | M: 0436 949 229
email: ed.kulpa@torres.qld.gov.au
web: www.torres.qld.gov.au



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