

Section Six: Appendices

Appendices

Appendix 1: Organisational Structure

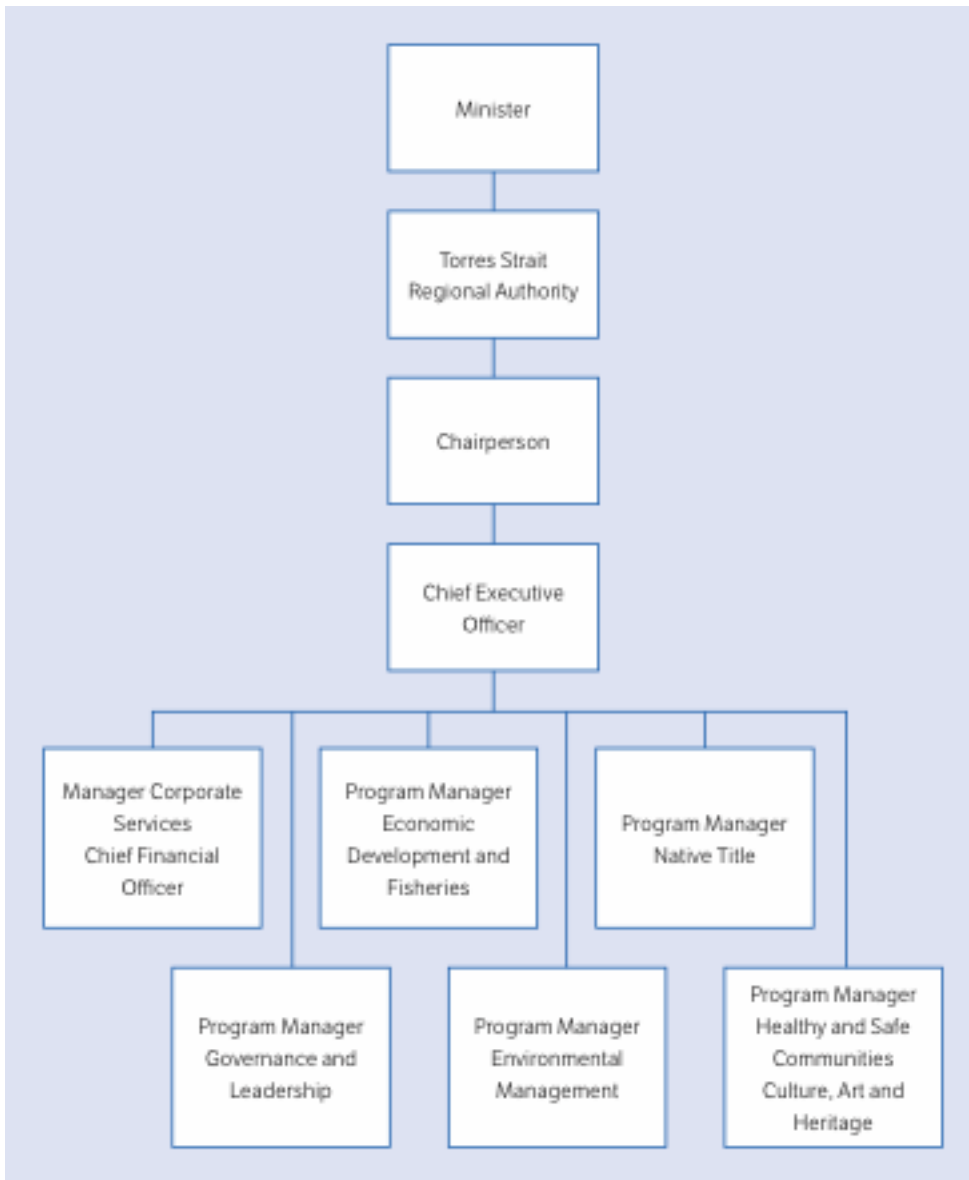


Figure 6-1
TSRA Organisational Chart

Appendix 2: Freedom of Information

From 1 May 2011 agencies subject to the FOI Act are required to publish information to the public as part of the Information Publication Scheme. This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a Section 8 statement in an annual report. An agency plan showing what information is published in accordance with the requirements is available on the TSRA's website (<http://www.tsra.gov.au/publications/information-publication-scheme/tsra-information-publication-scheme-agency-plan.aspx>).

Public comment can be submitted through dedicated community meetings which are conducted for specific policy issues. These meetings provide a mechanism for the public to be informed about the TSRA's activities, and to provide feedback on policy issues. The TSRA routinely provides information and seeks feedback through media notices.

The TSRA is part of the Australian Government's Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) portfolio. Information about the portfolio can be found on the department's website (www.fahcsia.gov.au).

Organisation, functions and decisionmaking powers

The broad functions of the TSRA are described in Section 3 'Report of Operations' in this report. The TSRA's legislative Framework is detailed on page 95.

Categories of Documents

The Corporate Services Section manages paper and electronic documentation on; TSRA budget expenditure, financial records, wages, client accounts, financial procedures, asset register, property management records, workplace agreement, recruitment, personnel files of TSRA officers, grants and personnel policy documents, and instructions from the; Australian Public Service and Information Commissioner, Department of Employment and Workplace Relations, Remuneration Tribunal, National Archives, and Comcare.

The Corporate Services Section is also responsible for documentation in relation to; engagement of consultants, Workplace Health and Safety, Equal Employment Opportunities, Industrial Democracy, responses to the Office of the Federal Privacy Commissioner, statistics for the Australian Bureau of Statistics, information for the Australian Quarantine Inspection Service, survey for the Australian National Audit Office, information for the Australian Public Service, information for the Remuneration Tribunal and responses to Freedom of Information activities.

A number of manuals and guidelines are used in the TSRA's decision-making processes, including; TSRA Decision Making Principles, Finance Procedures manual, and Program, Administration and Personnel Delegation manuals.

The Governance and Leadership program area provides administrative support services to the office of the Chairperson and maintains copies of; submissions that have been presented to TSRA Board meetings, minutes of the TSRA Board meetings, TSRA Decision Sheets, and financial records relating to payment of TSRA members and costs of meetings, Register for Ministerial Briefings Responses to the Ombudsman. The TSRA's Program areas maintain records relating to program-specific activities.

Members of the public can make representations in writing to the TSRA concerning any matters related to the organisation. The TSRA aims to provide information requested by public informally, wherever possible, and through disclosure in its IPS. FOI requests can also be directed to the TSRA FOI Co-ordinator. The TSRA holds documents either as paper records or on digital media. Requests for access to documents must be made in writing to the address shown below and include an address in Australia to which notices and documents can be sent:

By email: foi@tsra.gov.au

By post: Torres Strait Regional Authority
PO Box 261
Thursday Island, Queensland, 4875

By hand: Torres Strait Regional Authority
Torres Haus
Level 1, 46 Victoria Parade
Thursday Island, Queensland

By fax: (07) 4069 1879

FOI applications are subject to administrative charges. The TSRA provides applicants with an estimate of the administrative charges for each request. If applicants are dissatisfied with a decision made under the FOI Act, they may apply for an internal review of the decision. In certain circumstances — such as financial hardship or if the release of the document in question is in the general public interest — administrative charges may be waived under section 29 of the FOI Act.

No applications to the Administrative Appeals Tribunal for external review of decisions made under the FOI Act were received during 2011 - 2012. No applications to amend records under the FOI Act were received during 2011 - 2012.

Freedom of Information statistics

Activity	Number
Number of Requests on hand at 1 July 2011	Nil
New requests received during 2011 - 2012	4

Number of Requests Finalised During Period	4
Total requests on hand 30 June 2012	Nil

Table 6-1
Freedom of Information Statistics 2011 – 2012

Appendix 3: Advertising and Market Research

The TSRA advertises all on-going vacancies and non-on-going vacancies which exceed twelve months duration using the Online APS Jobs and SEEK websites, as well as other selected national advertising. The TSRA uses the Commonwealth Government's preferred supplier AdCorp Australia Ltd National to advertise tenders and recruitment notices.

The TSRA also uses Far North Queensland region based print media for advertising job vacancies, publishing media releases and for the distribution of the TSRA Community Newsletters, in line with Australian Government Procurement Guidelines.

No market research or polling and direct mailing of organisations was undertaken in 2011 - 2012 by the TSRA.

Appendix 4: Details of Grants

Grantee	Purpose	Amount
Aboriginal and Torres Strait Islander Community Legal Services (Townsville N.Q.) Ltd	Legal Services for Torres Strait	180,965
Badhulgaw Kuthinaw Mudh TSI Corporation	Silicon, bronze and aluminium casting foundry	15,000
Badhulgaw Kuthinaw Mudh TSI Corporation	Badhulgaw Kuthinaw Mudh Operations	50,000
Badu Island Foundation Ltd	Quarry Cultural Survey	9,100
Badu Island Foundation Ltd	Upgrade Wireless and Server Project	16,364
Badu Island Foundation Ltd	Fuel storage security fencing project	19,090
Badu Island Foundation Ltd	Lagau Supermarket	20,000
Badu Island Foundation Ltd	Tama Mudh Motel Refurbishment	28,000
Badu Island Foundation Ltd	Badu Nursery Business Restructure	33,863
Badu Island Foundation Ltd	Badu Quarry Maintenance Project	52,000
Badu Island Foundation Ltd	Badu Quarry Benching Project	230,000
Betty Margaret Tekahika	Provide traditional entertainment on Thursday Island	10,000
Budhu Lagau Saral Torres Strait Islander Corporation	Instruction in the making of traditional dance apparatus	6,730
Budhu Lagau Saral Torres Strait Islander Corporation	Urab Dancers 2012 Cultural Festival	15,000
Community Enterprises Australia (Torres Strait)	Hammond Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Saibai Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Warraber Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Murray Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Coconut Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Yam Island Structured Arts Working Group Art materials	4,500
Community Enterprises Australia (Torres Strait)	Community Development Employment Projects (CDEP) TSRA	15,142,594
Erub Erwer Meta Torres Strait Islander Corporation	Island Echoes Project	5,000
Erub Erwer Meta Torres Strait Islander	5 day weaving workshop	30,000

Grantee	Purpose	Amount
Corporation		
Erub Erwer Meta Torres Strait Islander Corporation	Erub Erwer Meta Operations	50,000
Erubam Le Traditional Land & Sea Owners Corporation	PBC Administrative Support	4,000
Erubam Le Traditional Land & Sea Owners Corporation	Attend Aurora PBC Conference	14,000
Ged Erub Trading Homeland Enterprise (TSI) Corporation	Capacity Building	35,000
Iama Mura Mabaigal TSI Corporation	Capacity Building	20,000
Kailag Enterprises	Enterprise Divestment	10,000
Kailag Enterprises	Sponge Farm Product Development	86,000
Kaziw Asesered Le Inc	Live Long Live strong Program	43,000
Kaziw Asesered Le Inc	Healthy Ilan Homes	50,000
Kos and Abob Fisheries (TSI) Corporation	Ugar Communities Fisheries Development	125,000
Kura Stephen	Kura Stephen Band Travel to CIAF and Website Production	10,000
Lax Charters and Tours	Eco Lodge Feasibility Study and Marketing Plan	30,000
Leftfield Productions Cairns	Produce Documentary "Torres Strait"	20,673
Mer Gedkem Le (TSI) Corporation	PBC Administrative Costs	19,100
Mer Gedkem Le (TSI) Corporation	20th Anniversary Mabo Day Celebrations	25,000
Mer Gedkem Le (TSI) Corporation	Operational Expenses	26,000
Mer, Dowar & Waier (TSI) Corporation for Fisheries	Restart Fishing Industry	100,000
Mura Badulgal (TSI) Corporation	PBC Support Funding	11,500
Mura Kosker Sorority Inc	Patrick Mau CD Production	15,000
Mura Kosker Sorority Inc	Operating Costs	357,000
Ngalmun Lagau Minaral TSI Corporation	Ngalmun Lagau Minaral Operations	50,000
Northern Peninsula Area Regional Council	Arts Workshops	16,845
Northern Peninsula Area Regional Council	Partnership on events coordination activities	35,000
Northern Peninsula Area Regional Council	Tourism Website and Communication Plan	35,000

Grantee	Purpose	Amount
Northern Peninsula Area Regional Council	Northern Peninsula Area Events and Tourism Promotion	60,910
Northern Peninsula Area Regional Council	Hearse Project	140,000
Oxfam Australia	Oxfam Straigh Talk Regional Gathering Torres Strait	32,000
Port Kennedy Association	Fred David CD Production	14,092
Port Kennedy Association	Ephraim Bani FilmResource	17,000
Port Kennedy Association	Northern Xposure CD Production	20,000
Port Kennedy Association	20th Anniversary Mabo Day Celebrations on Mer	25,000
Port Kennedy Association	Community After School Care	80,000
Port Kennedy Association	Operating Costs	180,000
Power of the Spirit Limited	Torres Blue Seafoods	33,773
Power of the Spirit Limited	Occupational Divers Course and Infrastructure	80,000
Saibai Community Development (TSI) Corporation	Capacity Building for Divestment Part 2 Guesthouse	30,000
Saibai Community Development (TSI) Corporation	Enterprise Divestment	93,500
Seisia Community (TSI) Corporation	Coconut Oil Project	23,900
Tagai State College	Tropical Fruit Tree Planting Project	6,500
Torres Shire Council	Events Coordinator Position	35,000
Torres Shire Council	Horn Island Airport Security Upgrade	1,000,000
Torres Strait Island Regional Council	Masig- healthy Community Day 23 Aug 2011	4,500
Torres Strait Island Regional Council	Arts workshops Dauan Island	15,000
Torres Strait Island Regional Council	Reef Line and Spanish Mackerel Dory	33,000
Torres Strait Island Regional Council	Erub Outdoor Exercise Equipment	35,000
Torres Strait Island Regional Council	Events Coordinator Position	35,000
Torres Strait Island Regional Council	Kubin Oyster Farm	40,310
Torres Strait Island Regional Council	Kubin Freezer Upgrade	55,000
Torres Strait Island Regional Council	Remote Indigenous Broadcasting Service (RIBS) Support	56,000
Torres Strait Island Regional Council	Tidal Gauge maintenance	350,000
Torres Strait Island Regional Council	Garbage Trucks	400,000

Grantee	Purpose	Amount
Torres Strait Island Regional Council	Heavy Equipment Management and Training Program	660,000
Torres Strait Island Regional Council	Transport Infrastructure Development Scheme (TIDS)	1,000,000
Torres Strait Island Regional Council	Landfill solid waste management works	1,100,000
Torres Strait Island Regional Council	Water Related Infrastructure Management Support Contributions	1,700,000
Torres Strait Island Regional Council	Works related to the repair and construction of seawalls	3,237,456
Torres Strait Islanders Media Association	Torres Strait Choral Project	15,000
Torres Strait Islanders Media Association	Financial Assistance for Provision of Indigenous Broadcasting	400,907
Torres Strait Islanders Media Association	Provision of Indigenous Broadcasting including Remote Indigenous Media Organisation Services	524,000
Torres Strait Youth and Recreational Sporting association Inc	Operating Costs	450,000
Vocational Education and Training	Language and Cultural Awareness Project	24,000
Wug Danalaig Incorporated	Block Plant Feasibility Study	20,000
Total		\$29,105,672

Table 6-2
Details of Grants (Total from audited Financial Statements, detail unaudited)

Appendix 5: Details of Consultants

Name	Amount	Purpose	Selection Process	Justification
3D Environmental Vegetation Assessment and Mapping Specialists	\$77,600	Ecosystem mapping	Direct Sourcing	B
Accsys Consulting	\$280,112	Accounting and system support	Open Tender	B
Aecom Australia Pty Ltd	\$82,155	Poruma Sea Wall investigation	Direct Sourcing	B
Answerz IT Consulting	\$5,690	IT Support	Direct Sourcing	B
Arafura Consulting	\$60,986	Anthropological Services	Direct Sourcing	B
Arenelle Pty Ltd	\$32,796	Program and Planning Support and Mentoring	Direct Sourcing	C
Australian Public Service Commission	\$2,821	Scribing for recruitment	Direct Sourcing	B
Attorney Generals Department	\$600,000	Legal services	Direct Sourcing	B
Australian Government Solicitor	\$3,554	Legal Services	Direct Sourcing	B
Baiwa Dance Company	\$9,900	Echo of Drums performance at GTCC 28th & 29th September	Direct Sourcing	B
Black & More	\$43,451	Engineering Support	Direct Sourcing	B
Brendan Corrigan	\$5,750	Native Title Claim Support	Direct Sourcing	B
Brett Walker	\$11,500	Native Title Claim Support	Direct Sourcing	B
Catherine Holmes Consulting	\$8,125	Development of a discussion paper on Financial wellbeing services	Direct Sourcing	B
Chalk & Fitzgerald	\$91,603	Native Title Claim Support	Direct Sourcing	B
Data3	\$16,450	IT Support	Direct Sourcing	B
Davidson Workplace Solutions	\$37,399	Enterprise Agreement support	Direct Sourcing	B
Deltapoint Pty Ltd	\$15,265	Human Resources support	Direct Sourcing	B
DELV Pty Ltd	\$90,145	IT Support	Direct Sourcing	B
Department of	\$300,000	Seagrass Monitoring	Direct Sourcing	B

Name	Amount	Purpose	Selection Process	Justification
Employment, Economic Development and Innovation				
Department of Environment and Resource Management	\$10,000	Turtle Research	Direct Sourcing	C
DFK Kidsons	\$34,122	Legal Services Practice Management	Direct Sourcing	C
DFK Kidsons	\$66,575	Grant Controller	Direct Sourcing	C
Diana Abiad	\$6,260	Conduct Arts Workshops	Select Tender	B
Effective Governance	\$139,712	Governance Structure Review	Open Tender	C
Environmental Systems Solutions	\$171,427	Traditional Ecological Knowledge System	Open Tender	B
Eric Lui	\$2,273	Filming of Purple Spider dance performance at Henley.	Direct Sourcing	C
Fieldworx Pty Ltd	\$1,771	Arts workshop	Direct Sourcing	B
Friendly Fire	\$21,726	Procurement of fire equipment	Direct Sourcing	B
Gilkerson Legal	\$269,644	Native Title Claim Support	Direct Sourcing	B
Go Marine Surveyors	\$6,309	Ranger Marine Operations Program	Direct Sourcing	B & C
Hallets Financial Services Group Pty Ltd	\$2,640	Tax Support	Direct Sourcing	B
Harbinger Consultants	\$80,000	Community Cultural Plan	Open Tender	B
Icognition Pty Ltd	\$8,356	IT Support	Direct Sourcing	B
James Cook University	\$10,000	Mangrove Watch Training Workshop	Direct Sourcing	B
James Cook University	\$35,736	ARC Linkage Project	Direct Sourcing	B
Jim Brooks	\$4,856	Native Title Claim Support	Direct Sourcing	B
Julie Baker-Smith & Associates Pty Ltd	\$8,978	Human Resources Support	Direct Sourcing	C
Knight Frank	\$16,120	Native Title Support	Direct Sourcing	C
Leftfield Productions	\$20,673	Documentary on	Select Tender	B

Name	Amount	Purpose	Selection Process	Justification
		Torres Strait Culture		
Lloyd Consulting Pty Ltd ATF The Lloyd Family Trust	\$8,555	Facilitate Program Planning meeting	Direct Sourcing	B
Mariana Babia	\$125	Translator	Direct Sourcing	B
Marybeth Sarran	\$3,245	Human Resources Support	Direct Sourcing	B
Moore Stephens Melbourne Pty Ltd	\$45	Independent Chair of the Audit Committee	Select Tender	C
NGA.Net	\$62,521	Recruitment Software Support	Direct Sourcing	B
Online 365 Pty Ltd	\$17,600	ITC Support	Direct Sourcing	B
P & E Law	\$78,073	Native Title Claim Support	Direct Sourcing	C
PDM Consultancy	\$45	Internal Audit	Select Tender	C
Pegasus Studios	\$30,000	Music and Dance Audit	Direct Sourcing	B
People and Strategy	\$3,528	Human Resources Support	Direct Sourcing	B
Queensland Regional Groups Collective	\$10,000	Spatial coordination project	Direct Sourcing	C
Reef & Rainforest Research Centre	\$76,754	Communications support	Direct Sourcing	B
Robert Blowes	\$29,300	Native Title Claim Support	Direct Sourcing	B
RPS Australia East Pty Ltd	\$5,000	Coastal Imagery	Direct Sourcing	B
Russ Larkin & Associates Pty Ltd	\$900	Valuation	Direct Sourcing	B
Samuel Taylor	\$58,740	ITC Support	Direct Sourcing	B
Shaun Skerritt Consulting	\$39,520	Maritime operations	Direct Sourcing	B
Squiz Australia Pty Ltd	\$66,000	Website Development	Open Tender	B
Sturt Glacken SC	\$4,705	Native Title Claim Support	Direct Sourcing	B
Tagai State College	\$50,000	Horticulture in Schools Project	Direct Sourcing	B
Tina Jowett	\$5,330	Native Title Claim Support	Direct Sourcing	B
University of the Sunshine Coast	\$30,909	Valuation Services	Direct Sourcing	B

Name	Amount	Purpose	Selection Process	Justification
Visual Obsession	\$10,620	IPA filming and DVD production	Direct Sourcing	B
YouMe Training Consultant	\$29,510	Vessel Induction Program	Direct Sourcing	B
Total Consultants	\$3,313,505			

Justification Code:

- A: Skills currently unavailable within TSRA
- B: Need for specialised or professional skills
- C: Need for independent research or assessment

Table 6-3
 Details of Consultants
 (Total from audited Financial Statements, detail unaudited)

Appendix 6: Compliance with Australian Government Statutes and Policies

Under the Commonwealth Authorities (Annual Reporting) Orders 2011, Schedule 1, Clause 12, the TSRA is required to provide particulars of general policies of the Australian Government that were notified to the Commonwealth Authority before 1 July 2008 under Section 28 of the Commonwealth Authorities and Company Act 1997 (Cth).

The following table details the policies (as per clause 12) that apply to the TSRA.

Statute / Government policy	Obligation	Compliance
Aboriginal and Torres Strait Islander Act 2005 (Cth), including the Indigenous Affairs Legislation Amendments Bills Numbers 1 and 2 of 2011	Various	Fully compliant, please see Compliance Index, Section 7
Australian Competitive Grants Register (ACGR)	Comply with eligibility for inclusion on ACGR	Not applicable
Competitive Neutrality (CN)	Comply with CN Policy as provided by Treasury	Compliant
Energy Efficiency in Government Operations	Comply with Australian Greenhouse Office energy data reporting requirements	Compliant
Fraud Policy	Comply with Commonwealth Fraud Control Guidelines	Compliant, the TSRA has a fraud control plan in place
Freedom of Information Act 1982 (Cth)	Comply with Freedom of Information Act 1982 (Cth)	Compliant, See Appendix 2
Privacy Act 1988 (Cth)	Comply with Privacy Act 1988 (Cth) - Personal Information Digest	Compliant, no breaches to Privacy Act 1988 (Cth) during 2011 - 2012
Protective Security Policy Framework	Attorney Generals Department Australian Government Protective Security Survey	Compliant, no breaches to the Protective Security Policy Framework during 2011 - 2012
Senate Continuing Order No.6 as varied by the Senate on 3 December 1998	TSRA to provide FaHCSIA with an indexed list of file title created each six monthly period to comply with Senate Order Number 6.	Compliant. No new files were created in 2011 - 2012. The TSRA is using an Electronic Document Records Management System and is working with the National Archives to ensure continuing compliance with this Order.

Table 6-4

Compliance with Australian Government Statutes and Policies

Appendix 7: Explanation of Program Budget Variance

This appendix is in reference to the Appropriation Program Expenditure Table 2-1 on page 13 and provides additional information on the reason for the variances for each program area's expenditure as compared to budget allocations.

During 2011 - 2012 the TSRA operated under a program structure which was focussed on the delivery of outcomes and realisation of measurable benefits against the Torres Strait and Northern Peninsula Area Regional Plan 2009 - 2029 and the Torres Strait Development Plan 2009 - 2013.

Table 2-1 on page 13 provides actual program spend for 2011 - 2012 compared to budget allocations from appropriation. The actual 2011 - 2012 program spend from appropriation totalled \$42.436 million compared to a budget allocation of \$43.167 million, resulting in a variance \$0.731 million.

In the main, the variances can be attributed to changes in operational activity including a decision to defer some projects until the 2012 - 2013 financial year. Where possible, program underspends were identified early and reallocated to initiatives that could not initially be supported through various funding rounds in 2011 - 2012 or towards planned capital expenditure in the out years.

The following programs recorded variances against budget for the financial year 2011 - 2012.

Program Area	Variance \$'000
Economic Development	105
Culture Arts and Heritage	(147)
Native Title	(46)
Environmental Management	(21)
Governance and Leadership	(240)
Healthy Communities	(3)
Safe Communities	(379)
Total	(731)

Table 6-5
Program Budget Variance
(unaudited)