



BUSINESS PAPER

Ordinary Council Meeting

23 August 2023

**Notice is hereby given that an Ordinary Meeting of Council of the
Yarrabah Aboriginal Shire Council
will be held in the Yarrabah Aboriginal Shire Council Chambers on:
Wednesday 23 August 2023 at 9.00 AM**

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- 1 WELCOME**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES**
- 4 CONFIRMATION OF PREVIOUS MINUTES**

Ordinary Council Meeting - 26 July 2023

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 26 JULY 2023 AT 9.00AM**

PRESENT: Cr Brian Underwood, Cr Kenneth Jackson, Cr Hezron Murgha

IN ATTENDANCE: Richard Wright (CEO), Leona Worrell (EA - Minute Taker)

1 MEETING OPEN

Attending Councillors discussed and agreed that Cr Jackson was to Chair the meeting.

Cr Jackson declared the meeting open at 9.38am.

Cr Jackson welcomed councillors and staff members present to the meeting.

One minute silence was observed to respect those who have passed away.

Councillor Cr Hezron Murgha opened with a word of Prayer.

2 ACKNOWLEDGEMENT OF COUNTRY

Cr Jackson acknowledged the traditional custodians the Gunggandji People whose country this meeting is being held today, acknowledgement to their elders, past present and emerging.

Acknowledgment also offered to the other Trustees of this land the Northern & Southern PBCs, the Stolen Generations and for our historical descendants whose elders past present and emerging also call Yarrabah home and support progress in the Shire.

3 APOLOGIES

CEO advised Council that Mayor was presently away, as per previous advice to Councillors and CEO. Due to the importance of discussions relating to the adoption of the 2023-2024 budget, the Mayor would be available to participate by telephone for this discussion, if approved by Council.

CEO advised Council that Cr Lucrecia Willett (Deputy Mayor) remained on sick leave and was not able to attend the meeting.

RESOLUTION 01:26/07/2023

Council accept the apology of the Mayor and approve the Mayor's participation by telephone in consideration of the 2023-2024 budget being tabled in this meeting.

Council accept the apology of Cr Willett.

Moved: Cr Hezron Murgha

Seconded: Cr Brian Underwood

CARRIED 3/3

4 CONFIRMATION OF PREVIOUS MINUTES

Minutes tabled and accepted without change.

RESOLUTION 02:26/07/2023

That the minutes of the Ordinary Council Meeting held on 29 June 2023 be adopted.

Moved: Cr Brian Underwood

Seconded: Cr Kenneth Jackson

CARRIED 3/3

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

Cr Jackson reminded the Councillors of the requirement to declare their conflicts of interest to the CEO prior to the meeting and called on all councillors to re-declare then now.

Cr Murgha declared a prescribed Conflict of Interest, pursuant to section 150EL of the Local Government Act 2009 in relation to Agenda item 7.8 *“Change To Existing Conditions Community Care Centre And Reconfiguring A Lot Over Part Of Lot 18 Sp284220”*. Cr Murgha is an employee of the applicant organisation, however has no decision making powers in this position.

Cr Underwood declared a declarable Conflict of Interest, pursuant to section 150EQ of the Local Government Act 2009 in relation to Agenda item 7.8 *“Change To Existing Conditions Community Care Centre And Reconfiguring A Lot Over Part Of Lot 18 Sp284220”*. Cr Underwood is on the Board of Directors of the applicant organisation, and therefore has decision making powers in this position.

7 MATTERS FOR DISCUSSION

CEO advised that due to staffing availability, the CEO would table and read to all Departmental operational reports, with the exception of Finance papers, and take any questions that could not be satisfactorily responded to on notice.

7.1 CEO OPERATIONAL REPORT

PURPOSE OF THE REPORT

Monthly Council meeting report on the operational and strategic performance of council business for months of June 2023 / July 2023.

The CEO read to the Report.

RESOLUTION 03:26/07/2023

That Council accept the CEO Operational Report for the period to 17 July 2023.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

CARRIED 3/3

10.20am meeting Adjourned

10.34am meeting reconvened

10.34am Director – Corporate Services entered the meeting

7.2 YASC MONTHLY FINANCIAL REPORT

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 30 June 2023.

Director Corporate Services read to the Report.

RESOLUTION 04:26/07/2023

That Council accept the 30 June 2023 Finance Reports as tabled.

1. Operating results
2. Current Debtors:
 - Trade Debtors & Creditors,
 - Housing Debtors
3. Capital works
4. Balance sheet
5. Cash position
6. Status of Commercial leases
7. Areas of Interest Report
8. Grants Report

Moved: Cr Hezron Murgha

Seconded: Cr Kenneth Jackson

CARRIED 3/3

11.21am Mayor called into meeting by telephone

7.3 2023-2024 BUDGET**PURPOSE OF THE REPORT**

Council to adopt the 2023/24 Budget

Director Corporate Services read to the Report.

Council noted that the budget had been prepared in conjunction with all Directors and workshopped with Councillors prior to presentation. Relevant adjustments identified during this process were now implemented in the papers presented.

RESOLUTION 05:26/07/2023

That Council resolve to adopt Council's budget for 2023-2024.

Moved: Cr Brian Underwood

Seconded: Cr Kenneth Jackson

CARRIED 4/4

11.31am Mayor Ross Andrews left the meeting

7.4 FEES, RATES, CHARGES 2023-2024**PURPOSE OF THE REPORT**

Council to adopt the 2023/24 Schedule of Fees & Charges

Director Corporate Services read to the Report.

RESOLUTION 06:26/07/2023

That Council resolve to adopt the 2023/24 Schedule of Fees & Charges

Moved: Cr Hezron Murgha

Seconded: Cr Brian Underwood

CARRIED 3/3

11.38am Director Corporate Services left the meeting

11.39am Meeting adjourned

12.40pm Meeting reconvened

7.5 PEOPLE & COMMUNITIES - OPERATIONAL REPORT**PURPOSE OF THE REPORT**

To provide Council an update on operational activities undertake within the Department of People and Communities for the period June 2023 to July 2023.

CEO read to the Report.

RESOLUTION 07:26/07/2023

That Council accept the Director of People and Communities Operational Report, tabled as read.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

CARRIED 3/3

7.6 BUILDING SERVICES - OPERATIONAL REPORT**PURPOSE OF THE REPORT**

To report to Council the status/activities of Building Services areas for the month of June 29th up to July 26th 2023

CEO read to the Report.

RESOLUTION 08:26/07/2023

That Council accept the report of the Director – Building Services, tabled as read.

Moved: Cr Hezron Murgha

Seconded: Cr Brian Underwood

CARRIED 3/3

7.7 INFRASTRUCTURE - OPERATIONAL REPORT**PURPOSE OF THE REPORT**

To report to Council the status/activities of Infrastructure Department areas for the month June up to 08 July 2023.

CEO read to the Report.

RESOLUTION 09:26/07/2023

That Council accept the report of the Director – Infrastructure, tabled as read.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

CARRIED 3/3

7.8 CHANGE TO EXISTING CONDITIONS COMMUNITY CARE CENTRE AND RECONFIGURING A LOT OVER PART OF LOT 18 SP284220**PURPOSE OF THE REPORT**

Report prepared by Planz Town Planning

To seek Council resolution to correct an error in the conditions for the Development Application for Material Change of Use – Community Care Centre and Reconfiguring A Lot –over part of Lot 18 SP284220 at Muka Street.

Cr Jackson advised that due to the declared conflicts of Cr Murgha and Cr Underwood this matter to be deferred to the next meeting, to allow participation of the Mayor & Deputy Mayor in its consideration.

MOTION – DECISION DEFERRED

Moved: Cr Kenneth Jackson

7.9 REQUEST BY THE GUNGGANDJI-MANDINGALBAY YIDINJI PEOPLES PRESCRIBED BODY CORPORATE FOR APPROVAL TO TEMPORARILY OCCUPY PART OF LOT 308 SP278074**PURPOSE OF THE REPORT**

Report prepared by Planz Town Planning

To obtain Council's approval for the Gunggandji-Mandingalbay Yidinji Peoples Prescribed Body Corporate (GMYP) to temporarily use part of Lot 308 SP278074 for GMYP administration and ranger purposes.

The CEO read to the report.

Due to the importance of and impact any decision made would have in relation to ongoing decisions of a similar nature, Councillors in attendance decided that this matter should be deferred to allow participation of the Mayor and Deputy Mayor in any determination..

MOTION– DECISION DEFERRED

Moved: Cr Kenneth Jackson

Seconded: Cr Hezron Murgha

CARRIED 3/3

7.10 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

██████████

PURPOSE OF THE REPORT

Present information to council from community resident seeking Confirmation of Aboriginality endorsement consideration. Applicant – ██████████.

RESOLUTION 10:26/07/2023

That Council resolve, in relation to the application for confirmation of Aboriginality/Community Affiliation as submitted by ██████████

1. To accept the application as submitted.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

CARRIED 3/3

8 CORRESPONDENCE

Nil

9 STRATEGIC PORTFOLIO UPDATE

Cr Murgha represented Council at FNQROC in Canberra on 31 July – 2 August 2023.

10 CONFIDENTIAL MATTERS

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 23 August 2023.

Cr Jackson thanked the councillors and staff for their participation and attendance at the meeting.

Meeting closed at 1.56 pm.

.....

Cr Jackson (Chair)

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

7 MATTERS FOR DISCUSSION

7.1 CEO OPERATIONAL REPORT

File Number: 01.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Monthly Council meeting report on the operational and strategic performance of council business for months of July 2023 / August 2023.

KEY FOCUS AREAS

This monthly report covers the period from 26 July 2023 to 18 August 2023.

- **Yarrabah Water Multi-Agency** - Ongoing meetings during this reporting period with Government Departments and other stakeholders. Council should note that water in our reticulation system remains within safe drinking guidelines and is routinely inspected. The Director – Infrastructure will provide Council with an update as to the implementation of critical upgrades.
- **Yarrabah Joint Agencies Meeting**. – 28 July 2023. YASC / Health Services / Police monthly meeting.
- **Biosecurity Queensland** – 31 July 2023. Attended by CEO and Director – Infrastructure. Discussion in relation to electric ants eradication program and zones. Opportunities for training of Rangers and staff as well as community engagement / education. Refer to separate report.
- **FNQROC (Canberra)** – 1 to 3 August 2023. Attended by Cr Murgha.
- **QBuild** – 2 August 2023. Representations to QBuild in relation to Council not being aware of any urgent works being undertaken by external contractors. A number of complaints to Council of which we had no oversight. Confirmed Building Team now had systems in place to address operational needs. Assigning of all urgent works being returned for management by Council.
- **Resignation of Director – People & Communities** - 2 August 2023. Formal notice received, effective 20 October 2023. Due to reasons approved by CEO, Director will be taking immediate extended leave for several weeks prior to this date. Due to critical events relevant to this portfolio, temporary placement obtained to cover this period and to assist in related recruitment process.

- **Yarrabah Technical Working Group** - 4 August 2023. Attended by Mayor, CEO and Director – Infrastructure.
- **Cr Peter Hemphill visit from Hobsons Bay City Council** – 10 August 2023. Attended by Mayor, Cr Murgha and CEO.
- **Councillor refresher training workshop** - 14 August 2023 – conducted by Local Government Division, Department of State Development, Infrastructure, Local Government and Planning. Attended by Mayor, Crs Jackson, Underwood, Murgha and CEO. Apologies from Cr Willett (on sick leave).
- **Community Engagement / BBQ** – 15 August 2023. Due to cancellation of community meeting with Senator Malarndirri McCarthy – Assistant Minister for Indigenous Australians and Indigenous Health, presentation given to community in relation to YLF and Council’s Infrastructure Strategies paper (including Balamba housing development). Attended by Mayor, Cr Murgha, Cr Underwood and CEO. Approximately 75 community members attended.
- **Horse Management** – 16 August 2023 - Plan Next Steps
- **Yarrabah IGEM Assessment** – 21 August 2023
- **LGAQ Elected Member Update** – 21 August 2023
- **RDA Regional Development Australia** – 22 August 2023 - General introductions and discussion of Council’s priority projects and upcoming grant opportunities
- **Department of Transport and Main Roads** - 22 August 2023 - Road safety concerns

GOVERNANCE:

Internal processes continued to be monitored to ensure compliance with legislative requirements.

GRANT MANAGEMENT

Grants Team continue to build a comprehensive list/status of all grant briefs, grants considered, grants applied and forecast opportunities in collaboration with each Department.

GRANTS APPLIED

Growing our Regions Program - \$4,462,320

1. Balamba Social Infrastructure Project/ Ambrym Street capital works
This application is seeking funding to make the new suburb of Balamba, Resilient, Smart, Safe, Low-emission, Affordable and Connected:
 - Resilient and responsive – flood, cyclone, bushfire through CCTV
 - Safe for community members through CCTV security and surveillance
 - Smart, low-emission, affordable and accessible through EV and micro-mobility readiness
 - Smart, low-emission, affordable and connected through Social Charging Hubs

- Connected, low-emission and affordable through on-street separated road cycle lanes and separate pedestrian paths.

2. Regional Transaction Centre – \$15,000,000

Construction of a new general store for Yarrabah, and commercial/office tenancy space, including:

- New supermarket and shops
- New ground floor commercial/offices
- New first floor commercial/ offices
- Reliable telecommunications (server room)
- Amenities including the first parent's room in Yarrabah
- Training rooms / meeting rooms for community groups and service providers
- An increase in rent to Council (at full occupancy) of approximately \$180,000 p.a.

3. Deadly Short Stay Cabins - \$3,850,000

Deadly Short Stay Cabins are 10 purpose-built accommodation. The Cabins will:

- generate jobs in bookings, cleaning, maintenance and promoting a self-sustaining community.
- Enable tourism contributing to the viability of local food, art, and tourism businesses, enhancing socio-economic opportunities.

GRANTS APPROVED DURING PERIOD

- **Get Ready Queensland Disaster Resilience - \$8,720**

1. Purchase of speciality Emergency Kits, and Flood cameras.
2. Supply of fridge magnets - a quick access list of emergency contacts, Radio Stations to tune into, and council dashboard web address.

- **Gather and Grow for a home gardening pilot study** – Grant funding in conjunction with QLD Government Health and Wellbeing program. The project will provide up to 20 families/homes receiving a minimum of one gardening pod to grow fruit and/or vegetables (details may vary on the needs of the families that participate).

GRANTS AWAITING OUTCOME

- **ILSC Our Country Our Future Program - \$250,000.00** as a co-contribution to the Yarrabah Microgrid Project Stage 1.
- **Regional Connectivity Program - \$ 670,476.00** NBN as lead applicant. Fixed Wireless internet for Yarrabah.

GRANTS UNDER CONSIDERATION

- **Federal Governments Reef Guardian Council Funding - \$920,000** over 3 years
 1. De-sludge, aerators
 2. Replace fuel bowser / tank at depot and remove the tank in town

- **Queensland Day - \$ 15,000** Funding for community events on Queensland Day 06 June 2024.

FORECAST OPPORTUNITIES

- **Transport and Main Roads Track to Treaty program - \$500,000**
Mobility Strategy - to design, plan and implement a transport system for Yarrabah including micro mobility and light public transport.
- **Queensland Destination Events Program - \$100,000**
Proposed funding contribution for the 2024 Yarrabah Music and Cultural Festival
- **National Water Grid Fund - \$5million (minor project) or > \$5million + for major projects.**
 - PH Correction/Controller – This system is only temporary until water treatment plant upgrade completed, most instruments can be salvaged and utilise for a longer term solution with the new water treatment plant upgrade.
 - Chlorine Analyser – This Infrastructure will be installed at the Reservoir and will be utilised as a permanent infrastructure pre and post treatment plant upgrade.

The Grants' Team are continuing to build a comprehensive current list/status of all projects, grants applied, forecast opportunities, and grant briefs, in collaboration with each YASC Department.

AGENDA ACTIONS

Ordinary Meeting –26 July 2023

Item	Agenda item	Status
7.1	CEO Operational Report	Tabled
7.2	YASC Monthly Financial Report	Tabled
7.3	YASC BUDGET 2023 -2024 Report	Tabled
7.4	Fees, Rates, Charges 2023 - 2024 Report	Tabled
7.5	People & Communities – Operational Report	Tabled
7.6	Building Services - Operational Report	Tabled
7.7	Infrastructure - Operational Report	Tabled
7.8	Change to existing Conditions Community Care Centre and reconfiguring a lot over part of lot 18 SP284220	Decision deferred
7.9	Request by the Gunggandji-Mandingalbay Yidinji Peoples Prescribed Body Corporate for approval to temporarily occupy part of Lot 308 SP278074	Decision deferred

Item	Agenda item	Status
7.10	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned

UPCOMING MATTERS:

- JLT Risk Solutions/LG Workcare - 24 August 2023 - Health & Safety Management system
- Yarrabah Joint Agencies Meeting - 25 August 2023
- TPHS IMT – 28 August 2023 - Yarrabah water
- Town Planner – 29 August 2023 - Foreshore workshop with Councillors, Northern PBC & YLF
- Multi Agency working group – 29 August 2023
- Minister Shannon Fentiman, Minister for Health, Mental Health and Ambulance Services and Minister for Women - 31 August 2023
- Yarrabah Clontarf Academy – 31 August 2023 – Father’s Day Event - Jilara Oval
- Arts Queensland (Funding Body) – 31 August 2023
- Police Summit – 4 & 5 September 2023 - First Nations Mayors Summit – Mayor & CEO to attend
- Indigenous Council Sustainability Project - 6 September 2023
- General Women's Safety and Violence Prevention - 6 September 2023 - with the School, Gindaja & Women’s Shelter
- TCICA – 7 September 2023 – Mayor & CEO to attend
- Department of Youth Justice - 7 September 2023 - Ms Tracey Harding, Regional Director- meet & greet morning tea at the PCYC
- Healthy Housing Program Update – 14 September 2023

- **DCHDE** - 14 September 2023 - Funding agreements and housing construction programs
- **Town Planning** – 19 September 2023 - Balamba Development Workshop – with Councillors, PBC, & YLF

ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the CEO Operational Report for the period to 18 August 2023.

7.2 YASC MONTHLY FINANCIAL REPORT

File Number: 02.MFD_OM.20230823

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 31 July 2023.

BACKGROUND

This report is created with the following in mind:

Local Government Regulations, s204 - Financial

(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.

CEO delegates the reporting responsibility to the Corporate Services Director – Mike Mair.

COMMENT

The information provided in this report reflects the financial accounts and statements for the month end.

The content of the reports to include information on the following:

Overview of

1. Operating results
2. Current Debtors
 - Trade Debtors & Trade Creditors,
 - Housing Debtors
3. Capital works
4. Balance sheet
5. Cash position
6. Commercial leases

POLICY/FUNDING CONSIDERATIONS

Local Government Regulations, s204 - Financial

RISK

Compliance.

CONSULTATION

Executive Leadership Team

Finance Manager

ATTACHMENTS**1. Financial Report July 2023****RECOMMENDATION**

That Council accept the 31 July 2023 Finance Reports as tabled.

1. Operating results
2. Current Debtors:
 - Trade Debtors & Creditors,
 - Housing Debtors
3. Capital works
4. Balance sheet
5. Cash position
6. Status of Commercial leases

**CORPORATE SERVICES REPORT
TO THE YARRABAH ABORIGINAL SHIRE COUNCIL
For the Period Ended 31 July 2023**

FINANCIAL SERVICES

I. Overview of Operating Results at 31 July 2023

	ACTUAL YTD	BUDGET YTD 22/23	VARIANCE	VARIANCE	BUDGET FY 22/23
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	9,472	23,869	-14,397	-60%	286,433
Other incomes	45,132	52,931	-7,799	-15%	635,175
Rental income	284,689	252,926	31,763	13%	3,035,110
Interest received	0	9,167	-9,167	-100%	110,000
Sales & recoverable works	776,973	317,861	459,113	144%	3,814,327
Grants & Subsidies	268,124	714,439	-446,316	-62%	8,573,271
	1,384,391	1,371,193	13,198	1%	16,454,316
Recurrent Expenditure					
Employees costs	370,956	583,358	-212,401	-36%	7,000,290
Materials and services	997,289	894,963	102,326	11%	10,739,559
Finance costs	187	13,261	-13,074	-99%	159,130
Donations Paid	636	-	636		
Depreciation	477,853	503,314	-25,462	-5%	6,039,772
	1,846,922	1,994,896	-147,974	-7.42%	23,938,751
Less: Capitalised Expenses					
	1,846,922	1,994,896	-147,974	7.42%	23,938,751
Net Operating Profit	-462,531	-623,703	161,172	-26%	-7,484,435

Council's Operating result is a loss of \$463K as at 31 July 2023, which is better than budget by \$161k.

Recurrent income is \$14K over budget. Recurrent expenditure is \$148K better than budget.

Employee Costs are under budget by 212K. Materials and Services costs exceeded budget by \$102K. Depreciation is \$25K under budget.

Detailed reporting of QBuild R&M results will recommence in August 2023 reports.

Liquidity Highlights

II. Current Trade Debtors, Housing Debtors & Trade Creditors

	90 Days	60 Days	30 Days	Current	Total
Total Debtor Type	-	-	-	-	-
Debtors Sundry	234,910	31,841	210,062	197,376	674,189
Blockholders Service Fees	379,169	-	-	51	379,118
Commercial Service Fees	181,580	17,311	-	658	199,550
Grants	479	-	-	33,000	32,522
Ex - Rent (pre 2013)	961,781	-	348	333	962,461
Trustee Leases	24,914	-	-	-	24,914
Commercial Leases	60,372	-	339	7,271	67,982
Daycare Debtors	97,905	2,434	2,259	4,553	107,151
Housing Current Rent	2,620,241	4,041	960	2,782	2,628,024
TOTAL DEBTORS	4,561,351	1,812	28,488	685,235	5,010,867
TOTAL CREDITORS	18,190	74,922	117,001	717,996	928,108

Of the \$5.011M owing to Council, only \$1.007M is estimated as collectable with \$4.004 million included in our provision for doubtful debts.

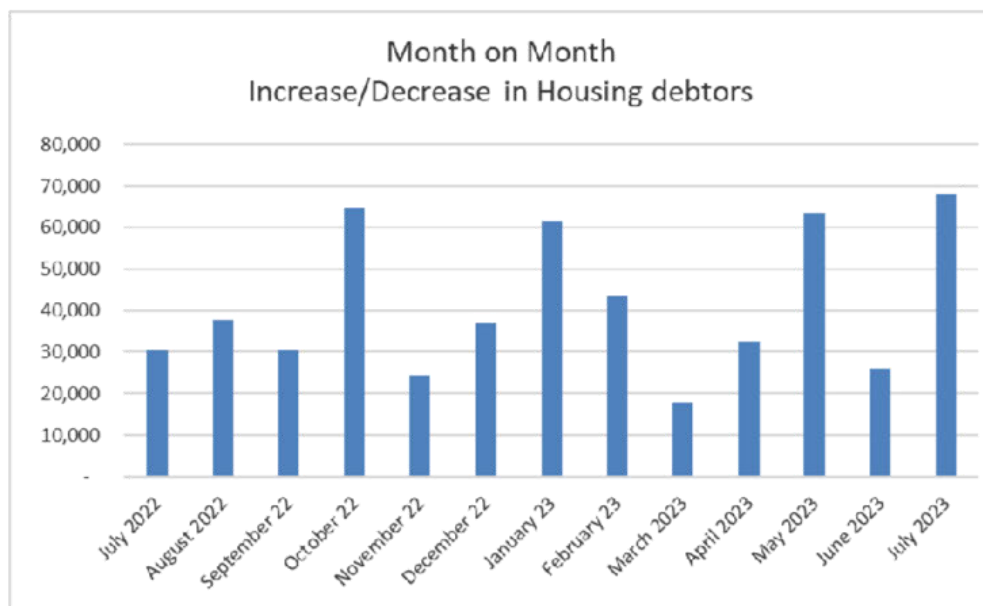
Creditors have decreased by \$983M on that of June 2023. This due to the 2023-24 ISR premium being paid in July.

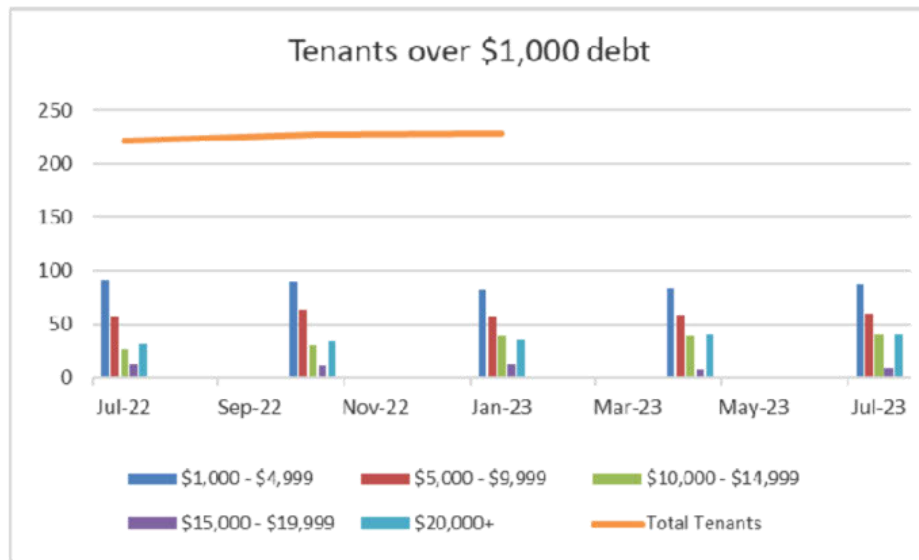
Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 23% from \$2,215,416 to \$2,722,033. A review of debtors has highlighted the following:

61% of current tenants are in arrears and 87 total tenants owe over \$1,000 which is the same as the previous quarter. July's housing debt increased by \$68,018 on that of the previous month.

The 41 debtors owing over \$20k increased by \$18K on that of last month from \$1.298M to \$1.316M.





Monthly movement to housing debt	
Month	Actual increase/(decrease)
July 2022	30,408
August 2022	37,678
September 22	30,490
October 22	64,674
November 22	24,317
December 22	36,835
January 23	61,714
February 23	43,492
March 2023	17,811
April 2023	32,537
May 2023	63,458
June 2023	25,991
July 2023	68,018

	# Tenants	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owning to Council	Jul-22	Oct-22	Jan-23	Apr-23	Jul-23
\$1,000 - \$4,999	92	89	83	84	87
\$5,000 - \$9,999	58	63	58	59	60
\$10,000 - \$14,999	27	30	39	40	41
\$15,000 - \$19,999	12	11	12	8	9
\$20,000+	32	34	36	41	41
Total Tenants	221	227	228	232	238
Percent of tenants in arrears	57%	59%	59%	60%	61%

III. Capital Works

The following is an overview of Capital Works for specific large projects. The capital project reviews are for the total project from start to completion. This means the below totals may encompass more than one financial year.

<i>Capital Expenditure 31/07/2023</i>	Total Grant Budget	Monies Received to Date	Expenses to Date	Variation v Budget	Brief Description
Interim Remote Capital Program	2,139,036	1,283,423	1,239,650	899,386	5 lots 6A Djenghi Estate
Works for Qld 4 - 21/24	3,280,000	1,640,000	888,059	2,391,941	Fibre Optic installation, Housing driveways, Security fencing, Council buildings upgrade and refurbishment, Yarrabah beautification
Roads to recovery	42,409	31,337	11,150	31,259	Construction or maintenance of roads
Sewerage Pump Stations (ICCIP)	1,210,455	1,222,865	408,878	801,577	Replace gantrys, pump upgrades and maintenance, SCADA, assesment of future expansion, new switchboard pump 3
Water Mains Upgrade (ICCIP)	1,260,720	916,753	1,208,701	52,019	Replace water main Back Beach Road, SCADA, Fit bore 2 & 7 pumps, water treatment upgrade.
Qbuild Housing demolition and construction	3,498,000	291,050	382,708	3,115,292	14 Smith St, 4 Dabah Close, 19 Smith St, 32 Workshop Rd, 7 Beach St, 64 Gribble St
Qbuild Housing construction	2,093,892	2,341,403	2,366,853	- 272,961	Lots 601, 611 Millie, 701, 702, 715 Gurmga St Houses construction
Forward Capital Program	5,927,444	1,780,796	39,871	5,887,573	16 Lots Djenghi, 10 houses Gurmga St
Water Treatment Plant Upgrade (LGGSP)	1,253,159	375,948	21,032	1,232,127	Water Treatment Plant upgrade
Buddabadoo Road drainage upgrades (QRA)	566,475	-	55,067	511,408	Buddabadoo Road drainage upgrades
	\$21,271,590	\$9,932,605	\$6,621,969		
Estimated Capital Deficit		0			

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
At 30 July 2023		
	Council	
	At 30 July 2023	At 30 June 2023
	\$	\$
Current assets		
Cash and cash equivalents	9,998,544	11,152,024
Trade and other receivables	3,042,505	3,327,722
Inventories	249,124	213,547
Total current assets	13,290,173	14,693,293
Non-current assets		
Property, plant and equipment	145,801,556	145,519,300
Total non-current assets	145,801,556	145,519,300
Total assets	159,091,729	160,212,593
Current liabilities		
Trade and other payables	5,908,101	6,915,949
Provisions	602,972	602,972
Total current liabilities	6,511,073	7,518,921
Non-current liabilities		
Provisions	1,738,000	1,912,917
Total non-current liabilities	1,738,000	1,912,917
Total liabilities	8,249,073	9,431,837
Net community assets	150,842,656	150,780,755
Community equity		
Asset revaluation surplus	95,873,414	95,873,414
Retained surplus/(deficiency)	54,969,242	54,907,341
Total community equity	150,842,656	150,780,755
	-	

V. Cash Position

	\$	\$
CBA - General Fund	891,297	
CBA - Housing Fund	1,597,957	
CBA - Remote Capital	951,989	
CBA - Forward Capital	143,360	
QTC - Leases	325,053	
QTC - Investment	4,123,474	
QTC - Forward Capital	1,964,964	
Cash Floats	<u>450</u>	
Total Cash		9,998,544
Trade Debtors	4,787,891	
Provision Doubtful Debts	<u>(4,004,256)</u>	783,636
Less: Trade Creditors		1,039,409
Less: Tied Grant Funds		(7,949,281)
Less: Current Commitments		(2,551,873)
Cash Position at EOM		<u><u>1,320,435</u></u>

VI. Commercial Leases

Status of Council Commercial Leases	No.
Total Council leasable properties	21
No. of current leases outstanding	2
<i>Being made up of those:</i>	
- Expression of interest released	0
- awaiting signature of tenant	2
- Expression of interest to be done	0

VII. Other

The areas of interest and grant position reports will recommence in August's monthly report when all closing 22-23 balances are signed off by Queensland Audit Office.

Mike Mair

Director Corporate Services

7.3 QAO 2023 INTERIM AUDIT REPORT

File Number: 03.MFD_OM.20230823

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Provide Council with the QAO 2023 Interim Audit Report.

BACKGROUND

The report is presented in accordance with:

Local Government Regulation, s213 – Presentation of Auditor General’s Observation Report

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

POLICY/FUNDING CONSIDERATIONS

Local Government Regulations, s213 – Presentation of Auditor General’s General Observation Report

RISK

Compliance

ATTACHMENTS**1. QAO Interim Audit Report 2023****RECOMMENDATION**

That Council resolve to note and accept the QAO 2023 Interim Audit Report as tabled.



2023 INTERIM REPORT

Yarrabah Aboriginal Shire Council

6 July 2023



Our ref: 100256

6 July 2023

Ross Andrews
Mayor
Yarrabah Aboriginal Shire Council
c/- Post Office
YARRABAH QLD 4871

Dear Cr Andrews

2023 Interim report

We present our interim report for Yarrabah Aboriginal Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 May 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your Council's next ordinary meeting.

Results of our interim audit

In this audit, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Significant deficiencies:

- 1 raised in the current year
- 1 unresolved from prior years

Deficiencies:

- 5 raised in the current year
- 3 unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to *section 1* [Status of issues](#) for further details.

If you have any questions or would like to discuss the audit report, please contact me on 4046 0051 or Luke Cecolini on 4046 0037.

Yours sincerely

Margaret Dewhurst
Director – BDO Audit (NTH QLD) Pty Ltd

Enc.

cc.

Richard Wright, Chief Executive Officer
Mr Andy Smith, Chair of the Audit Committee

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

2023 Interim report

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	1	5	-
Prior year issues – unresolved	1	3	-
Total issues	2	8	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 31 May 2023. It includes a response from management.

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



SENSITIVE

2023 Interim report

Significant deficiencies

23IR-1 Review of manual journals

Observation

Following a review of the two manual journal folders provided at our 2023 financial year audit planning visit, it was identified that a majority of journals do not show evidence of review (e.g. signature) by either the Director of Corporate Services or Finance Manager.

Implication

This shows a lack of appropriate documentation of full processes and can possibly create issues in the future in determining whether items have been appropriately reviewed.

QAO recommendation

We recommend that all manual journals are reviewed and evidenced by way of the name, date and signature of preparers and reviewers.

Management response

Given only the FM and DCS prepare journals and that monthly financial results are prepared by the Finance Manager and then reviewed by the Director, there is an inbuilt check for discrepancies from journals. However, Council will implement confirmation signatures on general journals as a matter of best practice.

Responsible officer: Finance Manager, Director Corporate Services

Status: Resolved

Action date: 6 June 2023

SENSITIVE

2

2023 Interim report

D Deficiencies

23IR-2 Completeness of documentation in employee files

Observation

During review of employee files, we identified one instance from our sample where an employee file could not be located. We noted a further two employees in our sample did not have evidence in their employee file to support their current pay rates and one did not have evidence to support their termination.

Implication

Failing to maintain complete employee files exposes Council to errors and fraud in payroll processing, and a potential misstatement in employee benefits expenses in the financial statements.

QAO recommendation

We recommend a review of employee files to ensure they are consistently updated with relevant information including changes in pay rates, hours of work and position descriptions.

Management response

Due to limited resources within the HR section, Council acknowledges some deficiencies in the HR filing system. Council will fix these filing deficiencies by employing a qualified casual employee to address.

Responsible officer: Director People & Communities

Status: Work in progress – casual employee engaged

Action date: 3 July 2023

23IR-3 Timeliness of Council meeting minutes on website

Observation

We noted during our review of Council meeting minutes, that minutes of the meeting held on 17 May 2023 were not available on Council's website as at 31 May 2023. Local Government Regulation 2012 section 254F(6) requires minutes to be made publicly available within 10 days of the meeting.

Implication

The effect is non-compliance with the disclosure requirements of the Local Government Regulation.

QAO recommendation

We recommend implementing a process to ensure documents are uploaded to the website within the required statutory timeframes.

Management response

Agreed. Council has issues with the current website design and are exploring alternate platforms.

Responsible officer: CEO

Status: Work in progress

Action date: 3 December 2023

SENSITIVE

2023 Interim report

D Deficiencies (continued)**23IR-4 Annual report not published on Council website****Observation**

Based on a review of meeting minutes for the 2023 financial year to date, as well as the Council website, there has been no completion, approval or publication of the annual report for the 2022 financial year.

Implication

This is not in accordance with s182(2) of the Local Government Regulation 2012, which states the Local Government must adopt its annual report within one month after the day the auditor-general gives the auditor-general's audit report about the financial statements for the financial year to the Local Government and publish the annual report on its website two weeks after adoption.

QAO recommendation

We recommend that Council ensure that annual reports are prepared, reviewed, approved, and published on the Council website within the required time frame to ensure compliance with the relevant regulations. We recommend that the 2022 annual report is completed and adopted as soon as possible.

Management response

Agreed. Council has issues with the current website design and are exploring alternate platforms.

Responsible officer: CEO

Status: Resolved

Action date: 30 June 2023

23IR-5 Underpayment of junior staff**Observation**

We noted during our interim testing of payroll transactions that a junior staff member had turned 21 and not received an increase in their pay rate to the full award rate under Stream A of the Queensland Local Government Industry Award (QLGIA).

Implication

While not material, the effect is an understatement of employee benefits expense and a backpay required to the employee. If not identified and corrected, any underpayments of employee benefits could become significant as they accumulate. Council could also be exposed to potential legal action and negative publicity.

QAO recommendation

We recommend a comprehensive and targeted review of junior pay rates to ensure no other employees are exposed to underpayment. Further, we recommend a review of the processes in place to identify when these types of pay rate movements occur to ensure they are identified and adjusted on a timely basis.

Management response

Agreed. Review was conducted and one additional staff found to be underpaid. Staff back pays have been done.

Responsible officer: Finance Manager

Status: Resolved

Action date: 28 June 2023

SENSITIVE

4

2023 Interim report

D Deficiencies (continued)**23IR-6 Up-to-date registers of interest forms****Observation**

During a review of the register of interest forms uploaded to the Council website, it was identified that these are not updated documents. Following further investigation into what forms have been completed by Councillors, it was identified that the 'ROI Annual Confirmations' forms have not been completed since 1 July 2021.

Implication

As detailed on the 'ROI Annual Confirmation' forms, it is a requirement that these forms be completed by Councillors and key management personnel each year to confirm that their original completed register of interest form is still up to date. Otherwise, if changes have been made to interests, a separate form must be submitted detailing changes to interests.

Further, it is a requirement that up-to-date forms be made available to the public in accordance with local government regulation. If the above is not done, the Council may be subject to penalties as a result of non-compliance.

QAO recommendation

We recommend that the Council ensure register of interest forms, whether they be to disclose updates to interests or confirm appropriateness of existing forms, be completed each year, and made available to the public in a timely manner via the Council website.

Management response

Agreed. Council has issues with the current website design and are exploring alternate platforms.

Responsible officer: CEO

Status: Work in progress

Action date: 30 September 20223

SENSITIVE

5

2023 Interim report

D Deficiencies (continued)**23IR-7 Quotation records not retained****Observation**

We identified a purchase made relating to concreting work performed by a supplier which involved quoted rates that were not in line with the supplier's approved rates per their preferred supplier application. Management advised that the work performed was outside the scope of the preferred supplier arrangement, therefore quotes had been requested from suppliers in 2021. Management provided the quotation response from the supplier, and an approved purchase order which agreed to the response. Management however could not provide details of which other suppliers quotes were requested from, or evidence of review of the quotes in selecting the chosen supplier.

Implication

We are unable to confirm Managements' assertion that Councils procurement policies and the Local Government Regulation 2012 have been complied with in engaging the supplier.

QAO recommendation

We recommend that Council ensures that a record of quotation requests and details of the assessment of the responses are retained for a period of time consistent with Council's other record keeping procedures.

Management response

Agreed.

Responsible officer: Director Building Services, Director Corporate Services

Status: Ongoing

Action date: 30 June 2023

SENSITIVE**6**

2023 Interim report

2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
19IR-3	S	Rental debtor arrears Rental debtor arrears continue to grow and there are a number of large long term outstanding debt balances that have not been collected.	Work in progress Council continues to work through suggestions to improve recovery. Responsible officer: Director Corporate Services Action date: Ongoing
20IR-1	D	Lack of documentation around IT policies and procedures Council has various IT procedures that are not documented, nor are there sufficient documented policies to ensure the ongoing reliable provision of IT services.	Work in progress Staff turnover has resulted in this not being prioritised. Responsible officer: Director Corporate Services Revised action date: 31 December 2023 Previously revised action date: 31 December 2022 Original action date: 31 December 2020
21IR-1	D	Costs incurred in construction of houses – inadequate job costing processes The works department has not been able to achieve desired profitability on large projects, particularly the construction of residential houses.	Work in progress Ongoing. Charge out rates for Council labour have been increased in the current year, however, results are still to be reviewed. Action date: Ongoing
22IR-3	D	Independent review of employee and supplier bank account change requests No formal documentation of independent verification of change requests.	Resolved Follow-up calls to suppliers regarding bank account change requests is being formally documented. In the instance of change requests for employees, an audit trail report is reviewed by independent individuals as part of the fortnightly payroll review process.
22IR-4	D	Council website not up to date Various documents required to be published on the website under the Local Government Regulation were not on the Council website.	Work in progress Only item still to be disclosed on the website in line with section 169 of the Local Government Regulation is the 10-year forecast. Contracts over \$200,000 are now displayed on the website but this is not being updated with all arrangements over \$200,000. Responsible officer: Director Corporate Services Revised action date: 30 June 2023 Previously revised action date: 31 December 2022 Original action date: 30 June 2022

SENSITIVE

7



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7.4 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 04.MFD_OM.20230823

Author: Lyn Russell, Acting Director People and Communities

PURPOSE OF THE REPORT

To provide Council an update on operational activities undertake within the Department of People and Communities.

OPERATIONAL UPDATE

This report covers activities for the period 27 July 2023 to 16 August 2023 and provides Council information on activities and progress of projects for the Department in-line with Council functions, community services, funding agreements and project timelines.

The Acting Director commenced on August 8, 2023 and has focused on meeting with staff and identifying and actioning current issues and challenges in the Department.

The immediate priority has been to arrange temporary HR support so as to undertake urgent recruitment to fill a number of key roles currently vacant in the organisation, including this Director's position. A temporary HR/Recruitment Consultant has been engaged and commences on Tuesday August 22 to assist with these critical processes.

The Acting Director is also focusing on clarifying Council's responsibilities in relation to the forthcoming Yarrabah Music Festival on Saturday October 7.

HOUSING

Total Number of stock	Year to Date Occupied	Current Vacant	Total Stock
	384	1 Vacant 1 Awaiting upgrade 1 Vacant awaiting scope of works	387
Revenue - Year	Total rent charged for housing stock 01.07.22 – 31.07.23	Year to Date Rent payments collected 01.07.22 to 31.07.23	Year to Date rent arrears collected
	\$2,946,077.96	\$2,224,790.91	\$229,949.94
Revenue – Month JULY	Monthly Rent Charged for housing stock	Monthly Rent Payments collected	Monthly Rental Arrears collected
	\$257,937.87	\$159,095.02	\$17,487.82
Arrears	Total Rent Arrears As at 31.07.2023	Total Rent Arrears (previous years) as at 30.06.2022	Variation from year to year
	Tenants - 246 Amount - \$2,287,142.15	Tenants - 202 Amount - \$1,743,033.18	Increase of \$544,108.97

Property Inspections	Year to date	Monthly inspections Completed	Monthly Inspections Scheduled
	150	11	18
Engagement activities	Number of discussions with tenants regarding arrears/enquiries Month to Date	Number of discussions with tenants regarding arrears/enquiries Year to Date	Waitlist Applicants
	179	1157	329 Applicants
Arrears Management (Form11)	First Notice Form11's Rental Arrears issued Month to Date	Total Form 11's Rental Arrears issued Year to Date	Monthly Rental statements
	11	255	385
Arrears Management (Form11)	Second Notice 11's issued Month to Date	Third Notice 11's issued Month to date	Number of notice to leave (form12)
	1	10	Allowing appropriate response timeframes before Notice to Leaves are sent – As per Housing policy

- Form 11 has recommenced in July was on hold due to increased sorry business in the month of June.
- 4x Notice to remedy breach – Noise Complaints issued
- 2x new allocations

DAY CARE

The previous Assistant Daycare Director has assumed the role of Acting Daycare Director, as the Director has left this position. Recent discussions among the Educators led to plans for changes in room arrangements for the remainder of the year.

Throughout the year, there has been a smooth and steady progression with both the children and the Educators settling into a routine.

In the previous month, our Centre faced a significant challenge when it was subjected to a break-in by young individuals, resulting in substantial damage. To address this, the Council had to enlist the services of professional cleaners to restore the Centre to its original state.

Our collaboration with Mission Australia has been particularly constructive, as we strategised for the upcoming Under 8's Day. The input of all Educators was invaluable in determining the range of

activities we intend to organise for that day. The positive response from the team conveyed their enthusiasm and gratitude for this opportunity, fostering a sense of inclusion.

During the week of 07/08/2023, an outbreak of hand, foot & mouth disease affected our centre. Our team members conscientiously followed both the Health and Safety Policy and the Infectious Disease Policy, which provided them with guidance throughout this challenging situation. Their exceptional efforts were evident in their adept handling of the circumstances to curtail the spread of the disease. By collaborating with stakeholders and drawing on the strong relationships with parents and caregivers, they effectively navigated through this period.

42 Placements in total

Number of Children	Current enrolment 0-15 months	Current enrolment 15months-5years
	8	21
Outside School Hours Care	Enrolments	
	5	

TRANSPORT

We are presently in active and very constructive discussions with Translink to clarify the actual numbers of students using our bus service, with a view to substantially increasing our funding for this service.

YARRABAH ARTS AND CULTURAL PRECINCT

Number of patrons	Month to Date	Year to Date
	28	28
Sales	Month to Date	Year to Date
	\$13042	13042

- Official opening of the Balaclava State School Library was held on Thursday, 13th July 2023. The Balaclava State School used Auntie Edna Ambrym's art work as a filter on their library window, image below.



- **CIAF** started on 13-16 July. YACP participated in the CIAF Markets, CIAF Art Fair (high end art) and the CIAF Fashion Performance. Artwork was purchased from the Art Fair by Queensland Art Gallery (QAG) and Gallery of Modern Art (GOMA), sit 150 metres apart in the Queensland Cultural Centre in Brisbane. The Executive Director of QAGOMA selected the artwork personally himself and also spoke with the artist. Uncle Errol Thomas was also selected a finalist for the CIAF Emerging Artist award.



- **Certificate III in Visual Arts** has commenced on 31 July. The course is delivered by TAFE Qld at the YACP and will run 3 days a week for 20 weeks. There are 15 students from Yarrabah Community participating. Hopefully after the course finishes we will have more artists on board and more importantly the next generation of artist' to come through.
- **Loreto Normanhurst College** based in NSW visited the YACP in 4 groups, totalling 120 students in week. We held screen printing workshops with each student and a tour through the museum.
- YACP has been nominated as finalist in the **National Indigenous Fashion Awards** in 2 separate categories: **Community Award** and **Textile Design Award**. We attended the announcement and our collection in the Country to Couture in Darwin (DAAF) on 8-9 August.
- The **undercover area** and paving is nearly completed and looks so good. We will now have wheelchair access as well. Waiting on the timeframe for the completion of the new front fence/gate.
- The **cement benches** have arrived for the Gateway Building. We can now set up a work space in there for someone to greet/host and be the first point of contact.
- The **Parks and Gardens/WFD** crew mowed on 31 July and did an awesome job. They also mowed behind the back pond, creek in front of the YACP up to the corner shop and the fence line around YACP.

COMMUNITY EVENTS & PROGRAMS

Acting Community Services Officer currently working on planning towards the Yarrabah Aboriginal Shire Council upcoming events and in-house promotions of weekly awareness's and days of celebrations.

- Gillian Bann facility completed and the official opening Friday 6 October 2023 (11.00am – 2.00pm) a confirmation from the Office of the Hon Stirling Hinchliffe MP to attend has been received.
 - Bishop Malcolm Park Blessing
 - Yarrabah Container Refund Point Depot Official Opening – 21 September 2023
 - DOGIT Day – 30 October 2023
 - Christmas Carols
 - New Year's Eve Fireworks Celebration - 31st December 2023
- Yarrabah Aboriginal Shire Council **NAIDOC** Celebration 7 July 2023 was a huge success we saw large gatherings with other networks in the Community during the week 02 -09 July 2023
 - **Yarrabah Cultural and Music Festival**
 - QMF website was launched on 7 July 2023 with tickets opened to local residents. There are still a set number of hard tickets available at the IKC and Council Reception
 - The Event Producer's Progress Report 1 was presented 10 August 2023. There was a major change in the QMF Team with members from previous years departing and a change in name to Queensland Music Trail - QMT
 - QMT Production Team will visit Yarrabah on 24th - 26th August to meet with Council, Event Producer, Stakeholders, Council internal working group, to continue coordination of the event
 - We are in the process of setting up an internal working group to ensure we plan the aspects of Council's support and involvement with the QMT, logistical issues, parking, security, volunteers, ticketing arrangements, the preceding VIP event; marketing, Council fees for stallholders, contingency planning for weather events, generators and water supply
 - Event producer is in the process of finalising EOI's and volunteers for stall holders, and employment

COMMUNITY FACILITIES

Venue Bookings for the Month total:	
Community Hall Booking	5 bookings
RTC Rooms	Booked daily
HR Meeting room	1 booking

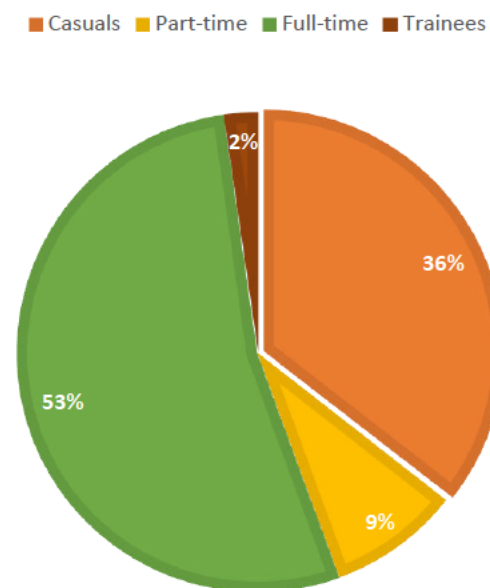
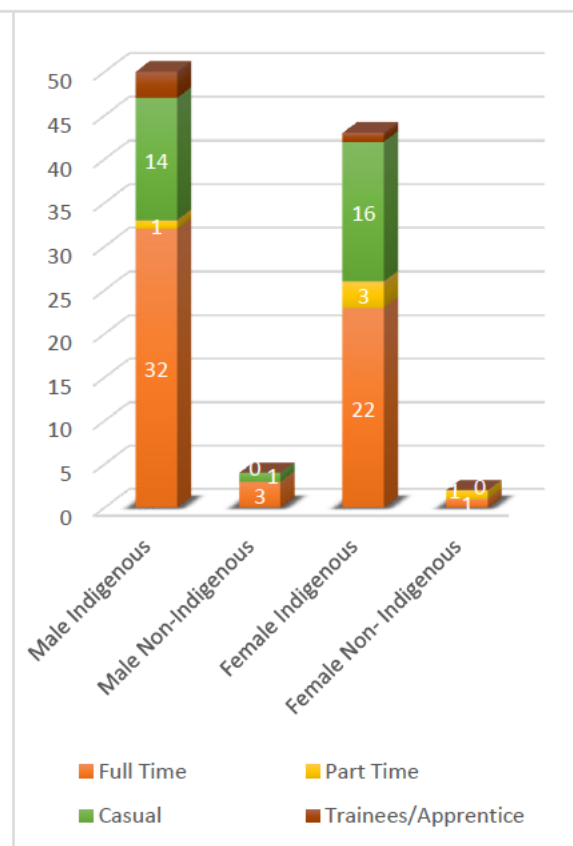
HR Training room

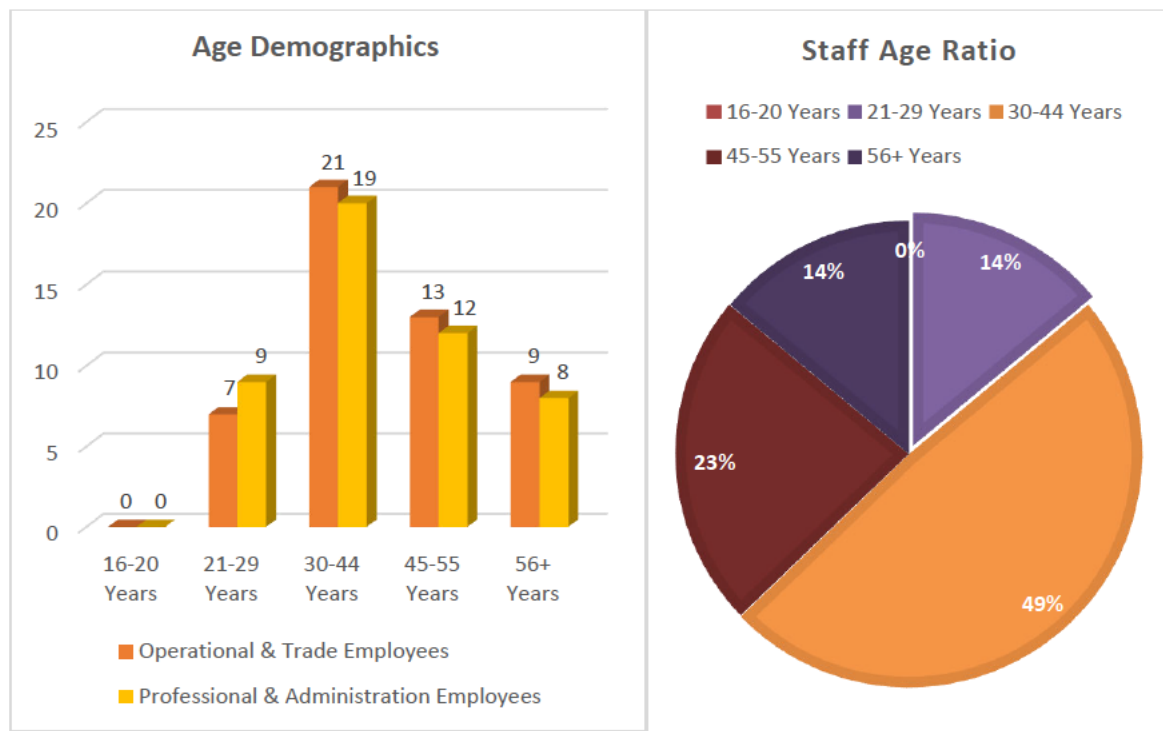
1 booking

HUMAN RESOURCES**STAFFING:**

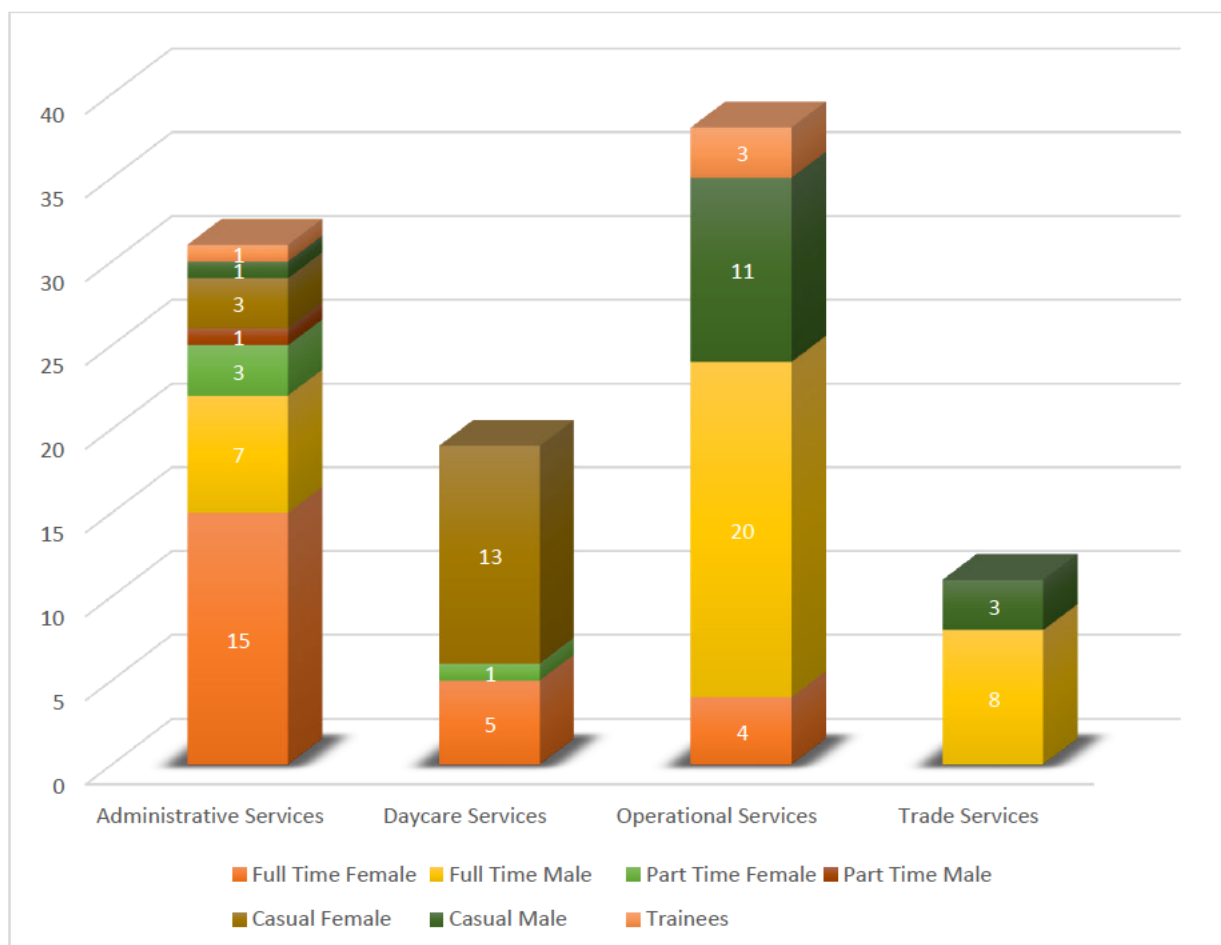
Our current employment Ratios are as follows:-

COUNCIL EMPLOYEES	MALE INDIGENOUS	MALE NON- INDIGENOUS	FEMALE INDIGENOUS	FEMALE NON- INDIGENOUS	TOTAL
Full Time	32	3	22	1	59
Part Time	1	0	3	1	5
Casual	14	1	16	0	31
Trainees/Apprentice – Wugu Participants	3	0	1	0	4
TOTAL	50	04	42	02	98

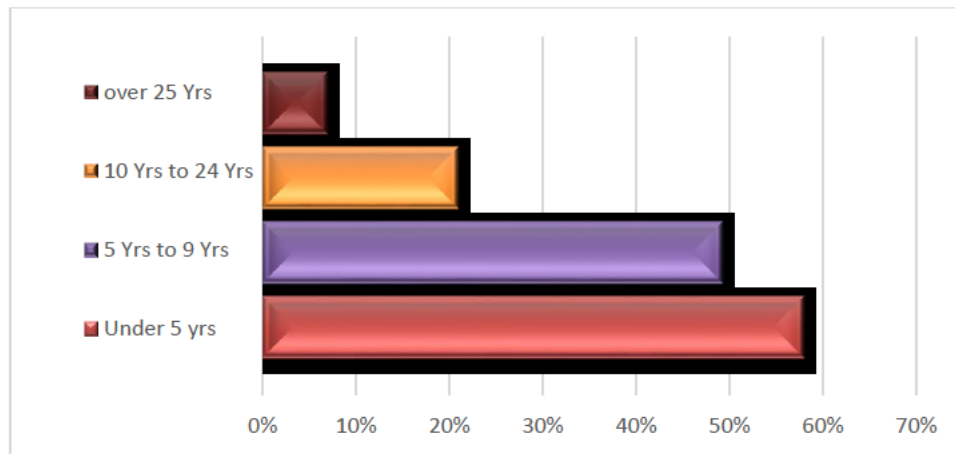




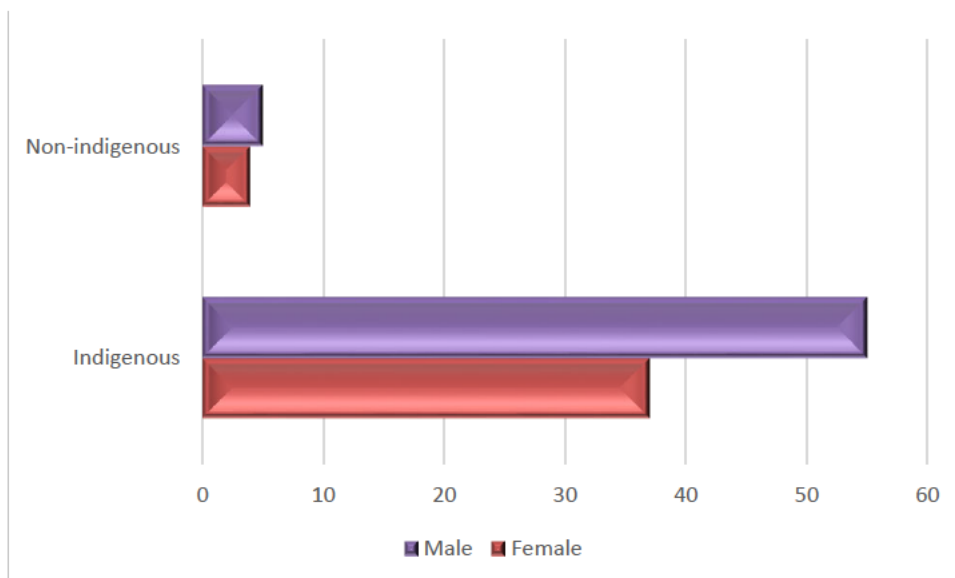
Staffing By Areas



Employees Years Of Service



Graph for indigenous / non indigenous employees

RESIGNATIONS / TERMINATIONS

1 x resignation, temporary replacement has been engaged.

CURRENTLY VACANT / RECRUITING:

Director – People & Communities
 Daycare Manager
 Housing Services Manager
 Human Resources Officer
 Grants & Governance Officer
 Community Services Officer

TRAINING UPDATE

- Traineeships for 2023 – 2024 are being researched.

SAFETY

1. Liaising with QBuild to ensure legislative compliance. (Contractors)
2. Safety committee meeting is due this week discussing safety issues of YASC.
3. SWMS on going with YASC workers.
4. Coex container project, finalising safety documentation.
5. Break in and damages to Daycare Centre and 'Wugu' RTC buildings, being addressed.
6. Yarrabah council First Aid boxes in all departments have been restocked by Alpha First Aid supplies Cairns.
7. Evacuation Diagrams have been completed for all training rooms at the RTC, Community Hall, Leisure Centre and the new Coex recycling shed done by Flaming North Cairns.

Workplace Incidents / injuries/ Suitable Duties

1. One staff member will be on a suitable duties program after their shoulder injury.
2. One staff member is on light duties at the store, the suitable duties plan is 3 days light duties at the store and 2 days back on the tools that will be on going for 2 months.
3. One staff member is on Works compensation due to hurting their knee at work and has returned to work.

Workplace Incident/ Issues

1. Yarrabah School bus has been vandalised when students are being transported from the school to the community and vice versa. The mechanics are getting quotes to repair the seats on the bus, the seats and covers were slashed possibly by a stanley knife.
2. Yarrabah Daycare Centre had a Hand, foot and mouth disease outbreak last week, a report has been completed which resulted in getting advice from Queensland Health and recommendations on getting the Daycare centre cleaned and disinfected by which has been completed by Cairns Cleaning Contractors on Sunday 13/08/23.
3. In addition to the other request, Yarrabah also had two further break and enters on the 30/07/2023.
4. Reported to Police - refers 17:30-18:00hrs – RTC Building - 1 Noble Drive Wugu Nyambil approximately six juvenile children smashed their way into the building and caused damage before throwing property around inside and outside. Children tried to smash their way into further buildings nearby.
5. Reported to Police - refers 18:45-19:00hrs Yarrabah Daycare centre again multiple juvenile children smashed their way in and damaged property.

DRUG & ALCOHOL TESTING

- Random Drug and Alcohol testing of staff and contractors no cases this month.

SECURITY

Call outs Monthly	Year to Date Call outs	Concerns/issues
A lot of Ergon works in the community		Security logs identify Hazards. Job requests have been identified
Daycare security alarm to be fixed Monday 14/08/23 due to the the break in.	Break in at the Daycare Centre on Sunday 30/07/23 and 'Wugu' RTC, rubbish and vandalism from youths.	Bishop Malcom Park is still a concern. With vandalism on the stage with the 240 power sockets been damaged a least 4 times already and replaced by electrician.
Video footage of the break in at the RTC and Daycare have all been forwarded onto the Police as evidence.	Saturday 12/08/23 received a text from security team that the security office was being flooded by a broken water pipe in ceiling. The Building works team were informed and a plumber was engaged to fix the leak.	Public toilets at Bishop Malcom Park- the 3 toilets are all barrel bolted and padlocks to secure the toilets from vandalism.

ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the Acting Director of People and Communities Operational Report, tabled as read.

7.5 INFRASTRUCTURE - OPERATIONAL REPORT

File Number: 05.MFD_OM.20230823

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

To report to Council the status/activities of Infrastructure Department areas for the month July up to 08 August 2023.

OPERATIONAL UPDATE

This report covers performance up to and including the 08 August 2023. Items contained below reflect actions and tasks performed to progress the projects in-line with funding agreements and project plans.

Planning and engagement with stakeholders and consultants about programmed / scheduled works.

NOTE:

YASC Infrastructure Staff continuing to participate in all community events facilitated by YASC, between day to day operations. W4Q staff will return to W4Q projects upon completion of QRA road program.

INFRASTRUCTURE AREA -GENERALS

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Roads	Routine Maintenance Plan	Road and Road Reserve Maintenance W4Q and Roads currently commenced REPA works out Buddabudoo, Nursery Road (Balamba), Swamp access Road and Kings Beach Road Attended FNQROC RRTG meeting/tour in Cooktown and Coen on the 26th 27th & 28th of July. Review of existing projects and forecasting future projects within regions. Note: YASC have proposed to use ATSI TIDS annual allocation to reconstruct sections of Backbeach road. YASC have also lodged our 2023 QRA and REPA road recovery submission, awaiting approval.
Waste Management	Routine Waste Management Plan	Continuing to collect general waste dumped outside property Authority to recruit submitted to engage supervisor for the operations, WFD

	Coex container exchange	participants commenced training for labourers positions Soft opening on schedule for early September 2023, pending outstanding WH & S items completed and approved by COEX. Arrangements progressing for official opening.
Mechanics	Routine Maintenance Plan	General fleet management Reallocation of fleet within departments. 2 fleet in workshop for repairs awaiting parts. 1 ride on mowers in for repair awaiting on parts YASC purchased two 4X4 for works department, which will allow carpenters to upgrade from aged fleets
Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community W4D Currently supervised by Supervisor Clifford Ambrym, carrying out general lawn maintenance throughout YASC facilities.
Animal Control	Routine preventative Action Plan	Currently collecting and impounding roaming dogs and horse, preplanning community consultation day regarding animal management. VET scheduled to visit in August 2023 <u>Dogs</u> - 6 dogs were collected and impounded. <u>Horses</u> - Horse round up daily, kids cutting fencing on weekends Further discussion with FNQROC regarding horse management plan
Environmental Health	Routine preventative Action Plan	Assisting animal management team also participating in Healthy Housing program.
ESO	Water Routine Maintenance Plan	Routine maintenance as per DWQMP ESO team on 7 day roster to monitor water quality and supply. DSDILGP and RDMW have approved further funding for YASC to install some short term

	Sewerage Routine Maintenance Plan	temporary critical infrastructure prior to the WTP project. The upgrade includes the following: - PH Correction (Completed 25th July) - Chlorine Analyser (WIP) - Reservoir clean (Commencing August) - Hydraulics upgrades including valve replacements (Commencing August) Ongoing sewerage pump station maintenance manually pumping and monitoring. Minor upgrades to pumps and critical spares required.
Aquatic centre	Routine Maintenance Plan,	Operation as per maintenance plan Despite best efforts from Council to employ local staff and retain staff to manage the pool, Council is experiencing challenges in recruiting staff and financial losses in operating the pool and will be set to increase these losses over the 2023-24 year. There are many examples in Queensland of Council's leasing their community pools to community organisations to reduce the costs to the community. Council to consider implementing an Expression of Interest calling for community groups or commercial groups to operate the pool. An Expression of Interest could be implemented just for Yarrabah community and commercial groups and if no successful tenderers received this would be sent wider throughout the nation to attract interested parties wanting to invest in the community.

CAPITALS

Road recovery projects

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
REPA	Reservoir Rd Betterment	○ Contractor commencing onsite Monday 21st of August 2023. ○ Anticipate 10 week construction	<u>10%</u>

		program	
REPA	Seal Package	○ 2021/22 sealed works package complete ○ 2023 package has been submitted to QRA and awaiting approval	<u>100%</u>
REPA	Unsealed Package	○ Gravel Re-sheeting program nearing completion. ○ Wungu Road to be completed	95%
REPA	Buddabadoo Betterment	○ Works commenced onsite, Kerb complete. ○ Works to continue upon completion of Buddabadoo Bridge	<u>25%</u>
QDRF	Buddabadoo Bridge	○ Bridge decks are nearing completion. ○ Anticipate earthworks to commence late August 2023. ○ GMYPPBC scheduled to be onsite upon commencement of earthworks onsite ○ YASC completing roadworks to bridge approaches	<u>40%</u>
REPA	Buddabadoo Landslide	○ WIP, EOT submitted by contractor due to wet weather, impacting access to site. As at August 2023 contractor is still unable to commence onsite.	<u>80%</u>

CAPITALS**ICCIP – Indigenous Council Critical Infrastructure Program**

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
1.05	Water and Sewer combined SCADA upgrade ICCIP 1.05 -	5%	Awaiting quote to repair existing infrastructure
1.13	Bores Security (Fencing)	5%	DSDILGP reviewing project
1.15	Replace reservoir roof	10%	EOT submitted including variation for change of scope
2.14	SPS 2 Upgrade (pump replacement)	5%	DSDILGP reviewing project

LGGSP Water treatment plant upgrade - CAPITAL WORKS

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
LGGSP	Water treatment plant refurbishment	10%	Report prepared for council. Operations to review project scope and delivery.

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ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the report of the Director – Infrastructure, tabled as read.

7.6 BUILDING SERVICES - OPERATIONAL REPORT**File Number:** 06.MFD_OM.20230823**Author:** Preston Andrews, Director - Building Services**PURPOSE OF THE REPORT**

To report to Council the status/activities of Building Services areas for the month of 27th July 2023 to 21st August 2023.

BACKGROUND

This report covers performance up to and including the 21st of August 2023. Items contained below reflect actions and tasks performed to progress the projects in-line with funding agreements and project plans.

Planning and engagement with stakeholders and consultants about programmed / scheduled works.

BUILDING / CONSTRUCTION AREAS - GENERALS**Repairs & Maintenances & Healthy Housing Pilot Program**

The following tables contains the data for workflow activities in the works department for building and construction and field workers:

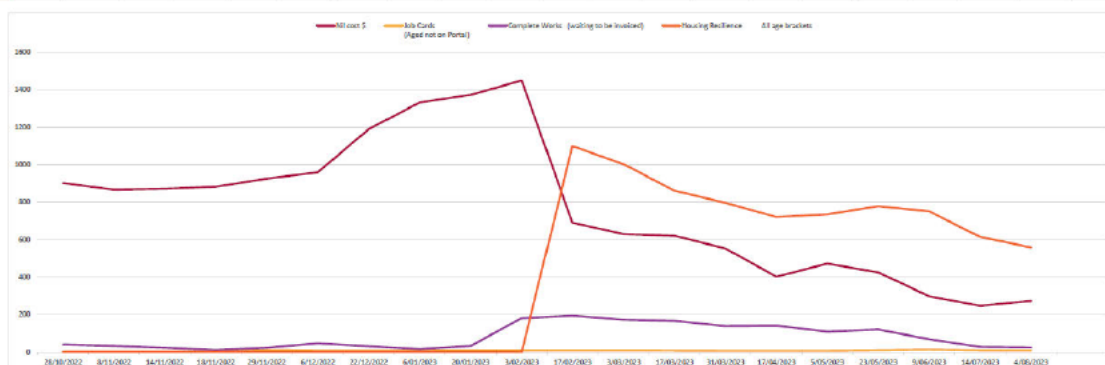
Current Workflow below for QBuild Work Orders.

(Chart current as of 21/08/2023)

Workflow		
Unscheduled		27
Work In Progress		1059
Awaiting Approval		0
Completed		359
Invoiced		5617

Department of Energy and Public Works, QBuild

YARRABAH ABORIGINAL SHIRE COUNCIL - Aged Job Cards > 60 days																				
Date	28/08/2022	6/11/2022	16/11/2022	18/11/2022	26/11/2022	6/12/2022	22/12/2022	6/01/2023	20/01/2023	3/02/2023	17/02/2023	3/03/2023	13/03/2023	31/03/2023	12/04/2023	3/05/2023	23/05/2023	6/06/2023	14/07/2023	6/08/2023
Not cost \$	903	867	872	883	926	959	1190	1332	1373	1449	691	630	621	553	403	472	426	298	247	273
Job Cards (Aged not on Portal)	1	2	2	2	11	8	8	8	9	9	9	9	8	7	7	7	10	13	9	9
Complete Works (waiting to be issued)	41	33	23	11	23	47	31	16	33	181	195	173	167	139	141	109	120	69	28	25
Issuing first time all age brackets	0	0	0	0	0	0	0	0	0	0	1099	1003	861	797	721	735	779	751	615	559



NAHA UPGRADES & MAINTENANCES

PROJECT ID	JOB DESCRIPTION	COMPLETED	ACTIONS
	2022-2023 Planned Projects		
	PRE-PAINT & PAINT WORKS		
1.	37 BACK BEACH RD – Carry out Internal Paint	70%	WIP
2.	39 SAWMILL RD – Carry out Internal Works	20%	WIP
3.	39 SAWMILL RD – Carry out Internal Paint	20%	WIP
4.	39 SAWMILL RD – Carry out External Works	20%	WIP
5.	39 SAWMILL RD – Carry out Internal Paint	20%	WIP
	BATHROOM UPGRADES		
6.	Bathroom, CLI 3A Stone-Wig	70%	WIP
7.	Bathroom. 15 Stanley St	20%	WIP
	REFURBISHMENTS		

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
	2022-2023 Planned Projects		
	PRE-PAINT & PAINT WORKS		
8.	Refurbishment – 11/9 Gribble St	20%	WIP
9.	Refurbishment – 38 Sawmill Rd	20%	WIP
10.	Refurbishment – 10 Sawmill Rd	20%	WIP
11.	Refurbishment – 67 Workshop St	20%	WIP
12.	Refurbishment – 9 Gribble St	20%	WIP
13.	Refurbishment – 16 Ambrym St	20%	WIP
14.	Refurbishment – 23 Sawmill Rd	20%	WIP
15.	Refurbishment – 9/15 Workshop St	20%	WIP
16.	Refurbishment – 2/9 Gribble St	20%	WIP
17.	Refurbishment – 24 Workshop St	20%	WIP
18.	Refurbishment – 24 Sawmill Rd	30%	WIP
19.	Refurbishment – 25 Sawmill Rd	95%	WIP

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
	2023-2024 Planned Projects		
	PRE-PAINT & PAINT WORKS		
1.	2 Ambrym St, Yarrabah - Internal Paint	10%	QBuild Procurement
2.	2 Ambrym St, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
3.	9 Walker Cl, Yarrabah - Internal Paint	10%	QBuild Procurement
4.	9 Walker Cl, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
5.	41 Sawmill Rd, Yarrabah - External Paint	10%	QBuild Procurement
6.	41 Sawmill Rd, Yarrabah - External Pre-Paint	10%	QBuild Procurement
7.	54B Workshop Rd, Yarrabah - External Paint	10%	QBuild Procurement
8.	54B Workshop Rd, Yarrabah - External	10%	QBuild Procurement

	Pre-Paint		
9.	54B Workshop Rd, Yarrabah - Internal Paint	10%	QBuild Procurement
10.	54B Workshop Rd, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
11.	1020 Back Beach Rd, Yarrabah - Internal Paint	10%	QBuild Procurement
12.	1020 Back Beach Rd, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
13.	6 Major Cl, Yarrabah - External Paint	10%	QBuild Procurement
14.	6 Major Cl, Yarrabah - External Pre-Paint	10%	QBuild Procurement
15.	6 Major Cl, Yarrabah - Internal Paint	10%	QBuild Procurement
16.	6 Major Cl, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
17.	32 Workshop Rd, Yarrabah - External Paint	10%	QBuild Procurement
18.	32 Workshop Rd, Yarrabah - External Pre-Paint	10%	QBuild Procurement
19.	32 Workshop Rd, Yarrabah - Internal Paint	10%	QBuild Procurement
20.	32 Workshop Rd, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
21.	9 Schrieber St, Yarrabah - External Paint	10%	QBuild Procurement
22.	9 Schrieber St, Yarrabah - External Pre-Paint	10%	QBuild Procurement
23.	9 Schrieber St, Yarrabah - Internal Paint	10%	QBuild Procurement
24.	9 Schrieber St, Yarrabah - Internal Pre-Paint	10%	QBuild Procurement
	KITCHEN UPGRADES		
25.	Kitchen, CLI 4 Dabah Cl,	10%	QBuild Procurement
26.	Kitchen, CLI 21 Sawmill Rd,	10%	QBuild Procurement
27.	Kitchen, CLI 23 Sawmill Rd,	10%	QBuild Procurement
28.	Kitchen, CLI 58 Stanley St,	10%	QBuild Procurement
29.	Kitchen, CLI 62 Stanley St,	10%	QBuild Procurement
30.	Kitchen, CLI 76 Workshop Rd,	10%	QBuild Procurement
31.	Kitchen, CLI 49 Back Beach Rd,	10%	QBuild Procurement
	FLOOR COVERING		
32.	Floor Coverings, CLI 18 Gribble St,	10%	QBuild Procurement
33.	Floor Covering, CLI 20 Workshop Rd,	10%	QBuild Procurement
34.	Floor Coverings, CLI 21 Sawmill Rd,	10%	QBuild Procurement
35.	Floor Coverings, CLI 62 Stanley St,	10%	QBuild Procurement
36.	Floor Coverings, CLI 43 Workshop Rd,	10%	QBuild Procurement

37.	Floor Coverings, CLI 1020 Back Beach Rd,	10%	QBuild Procurement
38.	Floor Coverings, CLI 152 Range Rd,	10%	QBuild Procurement
	ROOFING		
39.	Roofing, CLI 44 Stanley St,	10%	QBuild Procurement
	FENCING		
40.	Fencing, CLI 16 Workshop Rd	10%	QBuild Procurement
	BATHROOM UPGRADES		
41.	Bathroom, CLI 20 Workshop Rd,	10%	QBuild Procurement
42.	Bathroom, CLI 58 Stanley St,	10%	QBuild Procurement
43.	Bathroom, CLI 47 Workshop Rd,	10%	QBuild Procurement
44.	Bathroom, CLI 57 Workshop Rd,	10%	QBuild Procurement
45.	Bathroom, CLI 59 Workshop Rd,	10%	QBuild Procurement
46.	Bathroom, CLI 82 Workshop Rd,	10%	QBuild Procurement
47.	Bathroom, CLI 119A Back Beach Rd,	10%	QBuild Procurement
48.	Bathroom, CLI 4 Major Cl,	10%	QBuild Procurement
49.	Bathroom, CLI 8 Ambrym St,	10%	QBuild Procurement
50.	Bathroom, CLI 152 Range Rd,	10%	QBuild Procurement
	LAUNDRY UPGRADES		
51.	Laundry, CLI 59 Workshop Rd,	10%	QBuild Procurement
52.	Laundry, CLI 4 Major Cl,	10%	QBuild Procurement
	DRIVE-WAYS		
53.	Driveway/paths, CLI 10 Beach Rd,	10%	QBuild Procurement
54.	Driveway/paths, CLI 1020 Back Beach Rd,	10%	QBuild Procurement
	REFURBISHMENTS		
55.	Refurbishments, CLI 70 Workshop Rd	10%	QBuild Procurement
56.	Refurbishments, CLI 8 Sawmill Rd	10%	QBuild Procurement
57.	Refurbishments, CLI 3 Beach Rd	10%	QBuild Procurement
58.	Refurbishments, CLI 209 Back Beach Rd	10%	QBuild Procurement

WORK 4 QLD AREA - CAPITAL WORKS

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
WFQ COVID	Malcolm Park Redevelopment	10%	Planning Stage - WIP
WFQ 4	Works Department Shed Improvement	40%	WIP
WFQ 4	Leisure Centre & Community Hall (Lighting, Landscape, Fencing & Patio)	30%	Planning Stage - WIP
WFQ 4	Community Hall – New Covered Area (Beach Front Side)	30%	Planning Stage - WIP
WFQ 4	Arts Precinct – Covered Pathway & Fencing improvements	80%	WIP
WFQ 4	Jilara Oval – Building Extension / Toilet Upgrades / Patio Area / CCTV	40%	WIP
WFQ 4	RTC/YKC – Fencing / Undercover Parking / Out-Door Patio Area	10%	Planning Stage - WIP

CAPITALS

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
<u>81907</u>	<u>4 Demolitions + 5 New House and 1 x 2 Bedroom Extension.</u>	<u>10%</u>	• Construction Drawings received • Procurement complete • Orders being issued to subcontractors and suppliers • Notice issued to 4 Dabah Close residents ○ Council to liaise with tenants regarding commencement ➤ Anticipate commencement onsite mid-September 32 Workshop, 19 Smith, 14 Smith and 4 Dabah Close

			Variation approved by QBuild 10/08/2023 for Duplex sites at 64 Gribble and 7 Beach Street • Architects provided approval to proceed with updated design 10/08/2023 • Awaiting design program from Architects ➤ Anticipate receiving completed designs mid-September 2023.
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ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the report of the Director – Building Services, tabled as read.

7.7 ENDORSEMENT OF YARRABAH LDMP 2023

File Number: 07.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To seek Council approval of the amended Yarrabah Local Disaster Management Plan 2023

BACKGROUND

Section 59 of *The Disaster Management Act 2003* requires the Yarrabah Local Disaster Management Plan to be reviewed annually and submitted to the LDMG Members for acceptance or amendment prior to being approved by Council.

As a result, the Emergency Management Coordinator (QFES) and the Local Disaster Coordinator (YASC CEO) conducted the annual review. Amendments were made to reflect current positional and organisational changes as well as updating community statistics and resources.

The draft plan was then circulated to LDMG members on 8 August 2023 (for acceptance or amendment) by way of a Flying Minute, with a closing date for amendments being 16 August 2023, otherwise acceptance of the draft would be presumed. No requests for further amendments have been received.

As a result, the plan is now presented to Council for formal approval, following which it will be signed by the Mayor (as Chair of the Yarrabah LDMG) and CEO (as Local Disaster Coordinator) and posted on Council's website.

ADDITIONAL CONSIDERATIONS

Legislative compliance to The Disaster Management Act 2003.

ATTACHMENTS**1. Draft - Yarrabah Local Disaster Management Plan 2023****RECOMMENDATION**

That Council resolve to endorse the Yarrabah Local Disaster Management Plan 2023

1. Authorise the Mayor (as Chair of the Yarrabah LDMG) and CEO (as Local Disaster Coordinator) to sign the plan.
2. CEO to have the endorsed plan posted on Council's website.

Yarrabah Aboriginal Shire



2023

Local Disaster Management Plan

Prepared under the provisions of the Disaster Management Act 2003, ss. 57 & 58

Foreword

This document has been developed and approved by the Yarrabah Local Disaster Management Group at its meeting on the 21 August 2017. This plan describes the arrangements required under the Disaster Management Act 2003, outlining the disaster management system and specifying agreed roles and responsibilities. It also describes how the disaster management system works during an event.

The focus of the document is on using an 'all-hazards' functional approach, minimising impacts on disaster-affected communities, by ensuring a coordinated effort by all levels of government and non-government entities with responsibilities or capabilities in comprehensive disaster management.

This is a dynamic, risk-based document that will be kept up to date to match changes in legislation, or in the community's risk profile, and to reflect learnings from disaster events here and elsewhere.

As a community we are unable to prevent a disaster from happening, however, we are able to minimise the adverse effects a disaster has on a community (both economically and socially) through comprehensive planning and preparation and managing effective response and recovery.

Chairperson

Yarrabah Local Disaster Management Group

Dated: / /2023



Yarrabah Aboriginal Shire Council
acknowledges the assistance of the
Queensland and Australian
Governments in the facilitation of this
project through funding from the
Community Development and
Recovery Package, Natural Disaster
Relief and Recovery Arrangements



Endorsement

The preparation of this Local Disaster Management Plan has been undertaken in accordance with the Disaster Management Act 2003 (the Act), to provide for effective disaster management in the local government area.

The plan is endorsed for distribution by the Yarrabah Aboriginal Shire Council.

Chief Executive Officer

Yarrabah Aboriginal Shire Council

Dated: / /2023

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Yarrabah Local Disaster Management Plan

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Administration and Governance

Document Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Yarrabah Aboriginal Shire Council Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator
Chief Executive Officer
C/- Post Office,
Yarrabah,
Qld. 4871.

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the local government.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

Amendment Register

Amendment History		
No / Ref	Issue Date	Inserted by
Counter Disaster Plan	December 1996	Nil Recorded
Counter Disaster Plan	May 2000	Nil Recorded
Disaster Management Plan 2009	Nil Recorded	Nil Recorded
2011 V. 1	July 2011	EMQ
Amendment of demographics information	September 2011	CEO
Final edit of draft	September 2011	LDMG
Complete Review and Redevelopment	26 June 2013	RCM Disaster Management Services
Version 1 - 2013		CEO / LDC
Version 2.0	13 April 2016	CEO LDC
Version 2.1	21 August 2017	CEO LDC
Version 2.2	31 May 2018	CEO LDC
Version 3.0	05 August 2019	CEO/LDC
Version 3.1	19 September 2020	CEO/LDC
Version 3.2	30 April 2021	CEO/LDC
Version 3.3	28 July 2022	CEO/LDC
Version 3.4	XXXXXX	CEO/LDC

Distribution

This plan is distributed in accordance with the distribution list at Annexure A.

DRAFT

Definitions

Advisor	A person invited to participate in the business of a disaster management group in an advisory capacity on an as-required basis.
Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.
Chair	The person appointed by the local government as the Chair of the Local Disaster Management Group.
Community	A group of people with a commonality of association and generally defined by location, shared experience, or function.
Community Resilience	The adaptive capacity of its members to respond to and influence the consequences of disasters to continue an acceptable level in functioning and structure (Adapted from the United Nations International Strategy for Disaster Reduction; 2002; and The Community Resilience Manual, Canada, 2000)
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc) in accordance with priorities set by disaster management groups. Coordination operations horizontally across organisations and agencies.
Coordination centre	A facility established at State, district or local level as a centre of communication and coordination during times of disaster operations.
Deputy Chair	The person appointed by the local government as the Deputy Chair of the Local Disaster Management Group.
Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community to recover from the disruption (Disaster Management Act 2003).
Disaster district	Part of the state prescribed under a regulation as a disaster district.
Disaster management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering a disaster (Disaster Management Act 2003)
Disaster management functions	The services essential to managing the impacts and consequences of an event.
Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event (Disaster Management Act 2003)
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event (Disaster Management Act 2003)

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Disaster preparedness	The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event (Disaster Management Act 2003)
Disaster research	May be broadly understood as a systematic inquiry, before and after a disaster, into a relevant disaster management problem (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support (Disaster Management Act 2003)
Disaster response capability	The ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government's area (Disaster Management Act 2003)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster (Disaster Management Act 2003)
Disaster recovery	The taking of appropriate measures to recovery from an event, including action taken to support disaster affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment (Disaster Management Act 2003)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster (Disaster Management Act 2003)
Disaster relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002).
District Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.
District Disaster Management Group	The group established under the Disaster Management Act 2003 to provide coordinated State government support and resources to Local Disaster Management Groups.
District Disaster Management Plan	A plan prepared under the Disaster Management Act 2003 that documents planning and resource management to counter the effects of a disaster within the disaster district.

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Event	Any of the following: (a) A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening; (b) An explosion or fire, a chemical, fuel or oil spill, or a gas leak; (c) An infestation, plague or epidemic; (d) A failure of, or disruption to, an essential service or infrastructure; (e) An attack against the State; (f) Another event similar to an event mentioned in paragraphs (a) - (e). An event may be natural or caused by human acts or omissions (Disaster Management Act 2003)
Executive Officer DDMG	A person appointed to the position of Executive Officer to the District Disaster Management Group by the Commissioner, Qld Police Service
Executive Team	The Chair, Deputy Chair and Local Disaster Coordinator of a local group
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead organisations that provide support roles. Local Disaster Management Interim Guidelines – Final Draft August 2011
Guidelines	Guidelines are developed under s63 of the Disaster Management Act 2003 to inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	A source of potential harm, or a situation with a potential to cause loss (Emergency Management Australia, 2004)
Lean forward	An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby; prepared but not activated.
Local Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster operations for the Local Disaster Management Group.
Local Disaster Management Group	The group established under the Disaster Management Act 2003 to manage disaster planning and operations on behalf of the local government.
Local Disaster Management Plan	A plan that documents arrangements to manage disaster planning and operations within the local government area of responsibility.
Post-disaster assessment	Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system (Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.

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Queensland Disaster Management Arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment (Disaster Management Act 2003)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. (EMA: Australian Emergency Management Glossary)
Residual risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk' (AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines)
Risk	The effect of uncertainty on objectives (ISO Guide 73:2009 Risk management – Vocabulary)
Risk identification	The process of finding, recognising and describing risks (ISO Guide 73:2009 Risk management – Vocabulary)
Risk management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk (Australian Emergency Management Glossary)
Risk management process	The systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk (ISO Guide 73:2009 Risk management – Vocabulary)
Risk reduction	Risk treatments that deal with negative consequences (ISO Guide 73:2009 Risk management – Vocabulary)
Risk register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk treatment	A process to modify risk. Risk treatment can involve avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk; taking or increasing the risk in order to pursue an opportunity; removing the risk source; changing the likelihood; changing the consequences; sharing the risk with another party or parties; and retaining the risk by informed decision (ISO Guide 73:2009 Risk management – Vocabulary)
Serious disruption	Serious disruption means: a. loss of human life, or illness or injury to humans; b. widespread or severe property loss or damage; or c. widespread or severe damage to the environment (Disaster Management Act 2003)
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

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Stand up	The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
State Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster response operations for the State Disaster Management Group.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's disaster management arrangements, including agency roles and responsibilities.
State Recovery Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact

Acronyms & Abbreviations

BoM	Bureau of Meteorology
DCS	Department of Community Safety
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DM	Disaster Management
HazMat	Hazardous materials (in the context of emergency response)
YASC	Yarrabah Aboriginal Shire Council
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
NDRP	Natural Disaster Resilience Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
PPRR	Prevention, preparedness, response and recovery
QAS	Queensland Ambulance Service
QFES	Queensland Fire and Emergency Service
QFES (RFS)	Rural Fire Service
QPS	Queensland Police Service

Yarrabah Local Disaster Management Plan

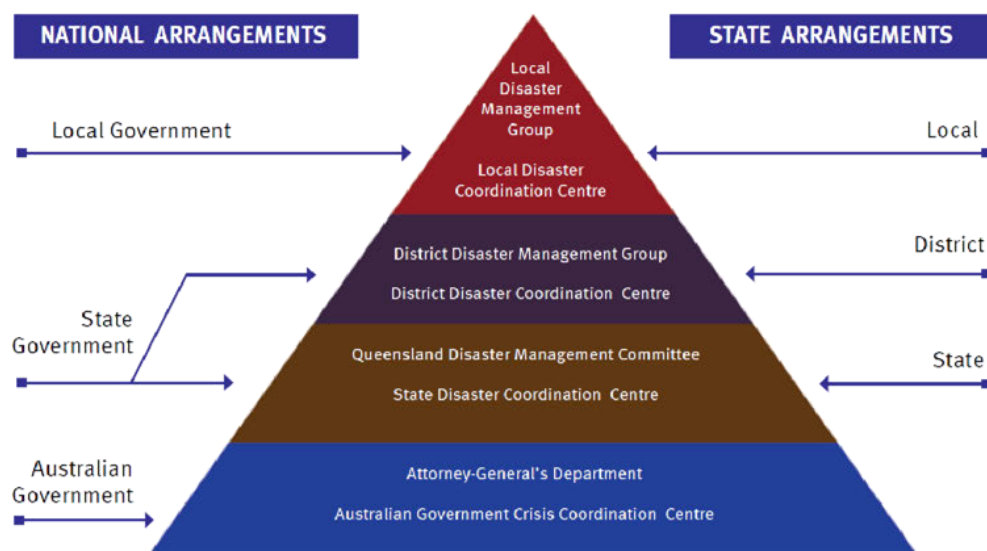
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
SDCC	State Disaster Coordination Centre
QFES (SES)	State Emergency Service
SITREP	Situation report

The Disaster Management Structure in Queensland

The Disaster Management Act 2003 (the Act) provides the legislative basis for the Queensland Disaster Management Arrangements (QDMA) including:

- Establishment of disaster management groups for the State, Districts and local government areas;
- Detailing planning requirements at each level;
- Maintaining the role and operations of the State Emergency Service (SES) and establishment of Emergency Service Units; and
- The conferring of powers on selected individuals and groups.

Queensland's whole-of-government disaster management arrangements are based upon partnerships between government, government owned corporations, non-government organisations, commerce and industry sectors, and the local community. These arrangements recognise each level of the QDMA must work collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management. The QDMA is based on a four-tiered system, incorporating the three levels of government (Australian, State and Local), with an additional State government tier known as disaster districts.



The principal structures comprising the Queensland Disaster Management Arrangements are:

- Local, District and State disaster management groups, responsible for the planning, organisation, coordination and implementation of all measures to mitigate, prevent, prepare for, respond to and recover from disasters.
- Local, district and State coordination centres to support disaster management groups in coordinating information, resources and services necessary for disaster operations.
- State government functional lead agencies through which the disaster management functions and responsibilities of the State are managed and coordinated.
- State government hazard-specific primary agencies responsible for the preparation of plans for, and management of, specific hazards.

Authority to Plan

This Plan has been developed by the Yarrabah Local Disaster Management Group, appointed by and on behalf of the Yarrabah Aboriginal Shire Council.

This plan details the arrangements within the Yarrabah Aboriginal Shire Council to plan and coordinate capability in disaster management and disaster operations.

This Plan has been prepared under the provisions of s. 57 of the Act, which states:

“

- (1) *A local government must prepare a plan (a local disaster management plan) for disaster management in the local government's area.*
- (2) *The plan must include provision for the following—*
 - (a) the State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;*
 - (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area;*
 - (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);*
 - (d) events that are likely to happen in the area;*
 - (e) strategies and priorities for disaster management for the area;*
 - (f) the matters stated in the disaster management guidelines as matters to be included in the plan;*
 - (g) other matters about disaster management in the area the local government considers appropriate.”*

Purpose of the Plan

The purpose of the Yarrabah Local Disaster Management Plan is to:

- Ensure the safety and sustainability of the local community
- Reduce or eliminate risk to the community and community infrastructure
- Inform disaster management responses at the District and State levels
- Be consistent with best practice disaster management issues
- Promote effective liaison between the Council and other agencies involved in disaster management
- Ensure compliance with the Disaster Management Act 2003.

NB It is important that all agencies understand that there are major differences between 'Incident Management' and 'Disaster Management'.

- **Incidents** can be managed via the emergency services or other agencies, employing resources normally available to them. This includes traffic accidents, missing persons, etc. Incidents do not usually cause major community disruption.
- **Disasters** require a coordinated multi-agency, multi-jurisdictional response, and usually result in some sort of community dislocation or severe disruption.

Incident Management

- Single site response
- Minor off-site co-ordination
- Single agency responsibility
- Resources available
- Support available
- Support agencies practiced
- Day to day business
- Core function
- Short term effects

Disaster Management

- Multi-site response
- Major off-site co-ordination
- Multi agency responsibility
- Multi-faceted problems
- External resources required
- External support required
- Government Dept involvement
- Community affected
- Long term effects

This document does not address Incident Management.

Objective

The objective of the Local Disaster Management Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements including:

- The development, review and assessment of effective disaster management for the local government area, including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster
- Compliance with the QLD Disaster Management Committee (QDMC) Strategic Policy Framework; the State Disaster Management Plan; the Local Disaster Management Guidelines, and any other Guidelines relevant to local level disaster management and disaster operations;
- The development, implementation and monitoring of priorities for disaster management for the local government area.

Strategic Policy Framework

Disaster management and disaster operations in Yarrabah are consistent with the Disaster Management Strategic Policy Framework. This is achieved by:

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms
- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders promoting community resilience and economic sustainability through disaster risk reduction.

Scope

This plan details the arrangements necessary to undertake disaster management of community-controlled lands within Yarrabah Aboriginal Shire.

Disaster Management Priorities

Disaster management priorities for the Yarrabah Aboriginal Shire Council will ensure compliance with the disaster management legislation and will provide a sound legal grounding for disaster management within Yarrabah.

The Yarrabah Aboriginal Shire Council Local Disaster Management Plan addresses disaster management priorities in the following terms:

Our Mission

We will engage the community and stakeholders to develop plans to build a safe, healthy and vibrant community.

The Local Disaster Management Plan also identifies a number of issues which are addressed as a part of the hazard and risk assessment process undertaken in concert with the development and maintenance of this Local Disaster Management Plan. Such issues include governance, collaboration, health, the environment, economic and infrastructure development, etc, all of which can impact on the resilience of the community.

Each of these areas have been identified as priorities for the general business of Council, but are also priorities for Council's broader disaster management efforts, and will be documented as a part of this Local Disaster Management Plan.

Review and Renew Plan

S. 59 of the Act allows Council to review or renew the plan as appropriate, but requires that the Plan be assessed for effectiveness on an annual basis.

Review of Local Disaster Management Plan

The Local Disaster Management Plan should be reviewed by a working group from the Local Disaster Management Group as follows:

Annually	Working group reviews and amends (as required) the main plan
Annually	Draft plan submitted to full Local Disaster Management Group for acceptance or amendment
Annually	Reviewed plan submitted to Council for approval as required
November	Update plan submitted (as required) to District Disaster Management Group for endorsement

Review of Risk Treatment Strategies

The risk treatment strategies should be reviewed on a regular basis, preferably prior to the annual budgetary determinations by Council in relation to its annual Operation Plan.

Review of Operational and Recovery Sub Plans

The Disaster Management Operational and Recovery Sub-Plans should be reviewed by LDMG working groups as follows:

Annually	Working groups review and amend (as required) the supporting plans
Annually	Draft amended plans submitted to full Local Disaster Management Group for acceptance or further amendment

N.B. If at any time during the year, it becomes apparent that an urgent amendment to or review of the planning documentation is required for operational effectiveness, then such review or amendment must be implemented expeditiously.

The Plan should also be reviewed as a result of any changes in legislation, guidelines or policy, and as a result of any changes recommended subsequent to the annual District Assessment.

The master contact list for all organisations/persons involved in the Council's disaster management arrangements should be updated at each LDMG meeting and will be held by the Local Disaster Coordinator.

Local Disaster Management Group

Establishment

The Yarrabah Local Disaster Management Group is established in accordance with s. 29 of the Act.

Membership

Yarrabah Aboriginal Shire Council has appointed the following Executive and Core Members of the Local Disaster Management Group, in accordance with sections 33 & 34 of the Act

LDMG Executive Membership	
Yarrabah Aboriginal Shire Council	Chair, LDMG - Mayor
Yarrabah Aboriginal Shire Council	Deputy Chair, LDMG – Deputy Mayor
Yarrabah Aboriginal Shire Council	Local Disaster Coordinator - CEO
Yarrabah Aboriginal Shire Council	Deputy Local Disaster Coordinator – Director People & Communities
Yarrabah Aboriginal Shire Council	LDMG Secretariat – Executive Assistant to CEO & Mayor

(It is the view of Council that the LDC appointee has the necessary experience or expertise to perform the function. The appointee has the authority and necessary delegations within Council to perform the role effectively.)

LDMG Membership	
Yarrabah Aboriginal Shire Council	Director - Building Services
Yarrabah Aboriginal Shire Council	Director - Infrastructure
Yarrabah Aboriginal Shire Council	Environmental Health Officer
SES	Local Controller
QFES Rural	First Officer - Yarrabah
QPS	Officer in Charge
QAS	Officer in Charge
Queensland Fire and Emergency Service	Emergency Management Coordinator
Queensland Health	Representative
Gurriny Yealamucka Health Service	Clinical Manager
LDMG Advisors	
Yarrabah State School - Principal	
DSDSATSIP	
Mutkin Aged Care facility	
GMYPPBC Prescribed Body Corporate	
Gunggandji Prescribed Body Corporate	
Gindaja Treatment and Healing Centre	
Wugu Nymbul	

It is the view of Council and their respective parent agencies that members of the LDMG have the necessary experience or expertise to perform the function and have the authority and necessary delegations within their organisations to perform the role effectively. Deputies (as required) will be appointed by signed notice with approval of the Chair of the LDMG. The LDMG will advise Emergency Management Queensland annually the membership of the LDMG.

Personal contact details for LDMG members are retained separately, in compliance with privacy requirements.

Terms of Reference

Aim: To outline the extent of Council's responsibility for and commitment to managing disaster events in the local government area.

The Yarrabah Local Disaster Management Group has the following functions for its area:

[Disaster Management Act s.30(1)]

- To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under this Act;
- To perform a function incidental to a function mentioned above.

Roles and Responsibilities - LDMG Members

ALL core members of the LDMG have the following common roles and responsibilities:

Attend LDMG activities with a full knowledge of their agency resources and services and the expectations of their agency;

Are available and appropriately briefed to actively participate in LDMG activities to ensure that plans, projects and operations use the full potential of their agency or function, while recognising any limitations;

Are appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities; and

Have a deputy who is appropriately trained to take on their responsibilities should they be unavailable or to provide additional support during extended operations.

The Disaster Management Executive have specific responsibilities:

<u>LDMG Position</u>	<u>Individual Responsibilities</u>
Chairperson	Manage and coordinate the business of the group; Ensure, as far as practicable, that the group performs its functions; and Report regularly to the relevant district group and the Chief Executive DCS about the performance by the group of its functions. Preside at LDMG meetings. DMA s.34A
Deputy Chairperson	Preside at LDMG meetings if the Chairperson is absent from the meeting
Local Disaster Coordinator	Coordinate disaster operations for the local group; Report regularly to the local group about disaster operations; and Ensure, as far as practicable, that any decisions of the local group about disaster operations are implemented. DMA s. 36
Deputy Local Disaster Coordinator	Carry out this role if the Local Disaster Coordinator is absent
Secretariat	Maintenance and distribution of LDMG records (as required)

Organisation	Organisational Responsibilities (Local Level)
Yarrabah Aboriginal Shire Council	To ensure it has a disaster response capability To approve its local disaster management plan To ensure information about an event or a disaster in its area is promptly given to the district disaster coordinator for the disaster district in which its area is situated; DMA s.80 Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) Maintenance of normal Local Government services to the community: - Refuse disposal - Public health - Animal control - Environmental protection Development and maintenance of fire breaks as appropriate Dissemination of disaster-related information to the community.
Local Disaster Management Group	Development of the comprehensive Local Disaster Management Planning strategies Design and maintenance of a public education/awareness program Design, maintenance and operation of a Local Disaster Coordination Centre, including the training of sufficient personnel to operate the Centre Coordination of support to response agencies Reconnaissance and impact assessment Provision of public information prior to, during and following disaster event impacts Recommendations re areas to be considered for directed evacuation, and/or public advice re voluntary evacuation. Identification, resourcing, staffing and operation of Evacuation Centre(s) Provision of locally based community support services
Queensland Fire and Emergency Service (Emergency Management)	Provide advice and support to the LDMG in relation to disaster management and disaster operations Manage resupply operations Coordinate, support and manage the deployment of State Emergency Service resources Coordinate, support and manage the deployment of Helicopter Rescue resources
Queensland Health	Coordination of medical resources Public health advice and warnings to participating agencies and the community Psychological and counselling services for disaster affected persons Ongoing medical and health services required during the recovery period to preserve the general health of the community

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Queensland Police Service	Preserve peace and good order Prevent crime Maintain any site as a possible crime scene Conduct traffic control, including assistance with road closures Coordinate evacuation operations Coordinate search and rescue operations Manage the registration of evacuees and associated inquiries Provide security for damaged or evacuated premises
Queensland Ambulance Service	Access, assess, treat and transport sick and/or injured persons Protect persons from injury or death, during rescue and other related activities Participate in search and rescue and evacuation operations Participate in Health Facility evacuations Collaborate with Queensland Health in mass casualty management systems
Queensland Fire and Emergency Service (Rural)	Primary agency for bushfire Primary agency for chemical / hazardous materials (HazMat) related incidents Support the Queensland Hazardous Materials Incident Recovery Plan Provide logistical and communications support to disasters within capabilities
Ergon Energy	Maintenance of electrical power supply Provision of appropriate safety advice
State Emergency Service	To perform rescue or similar operations in an emergency situation; To perform search operations in an emergency or similar situation; To perform other operations in an emergency situation to— (i) help injured persons; or (ii) protect persons or property from danger or potential danger associated with the emergency; To perform other activities to help communities prepare for, respond to and recover from an event or a disaster; DMA s.82 Public Education Emergency repair/protection of damaged/vulnerable buildings Assistance with debris clearance First Aid Emergency Traffic Control Assistance with impact assessment Assistance with communications Assistance with lighting

Meeting Deputies

S. 40A of the Act provides for Meeting deputies for particular members

- A member of a disaster management group may, with the approval of the chairperson of the group, appoint by signed notice another person as his or her deputy.
- The deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under this Act at the meeting.
- A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

Advisors to the LDMG

The LDMG may invite participants from a range of entities, such as industry and community organisations to participate in the business of the group in an advisory capacity, as required.

It is suggested the list of LDMG advisors is regularly reviewed to reflect current disaster management arrangements for the local government area. Whilst advisor input is considered by members in their decision making, meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of a quorum.

Where it is important that an advisor has full voting rights, the LDMG should consider whether to appoint the person as a member under s. 33 of the Act.

It is recommended that contact details for advisors are maintained, updated and treated the same as member details in order to be prepared for operational and post-operational activities.

LDMG Sub-Groups

LDMGs may have cause to create sub-groups, whether permanent or temporary, to assist the group with its business. Examples of this may be a Local Recovery Group, an evacuation project team, a cyclone shelter operations management group or a sub-group formed to deal with a particular issue relating to that local government area.

In these circumstances, the creation of a sub-group must be passed as a LDMG meeting resolution. Terms of Reference should be established to give clear guidance on the establishment, role and function, required outcomes and conduct of business of the sub-group. All sub-groups should be required to provide the LDMG with regular updates at LDMG meetings.

It should also be noted that any decisions made or actions taken by or on behalf of these sub-groups should be endorsed by the LDMG during normal business, or during disaster operations by the LDMG or LDC, to ensure the validity of decisions under the Act.

Membership Records

Each LDMG is required to maintain a register of its current members and advisors for reference during both general business and operational periods. As a minimum, details should consist of:

- full name;
- designated position title;
- department/organisation or agency name;
- work address;
- business and after hours telephone numbers (both landline and mobile); and
- email address.

Templates to collect and store LDMG member contact details, for agencies to advise the LDMG of a change to their member details and to develop a membership register are available on the DM Portal.

Membership records must be collected, stored and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the Information Privacy Act 2009.

When the LDMG member register is altered, an updated copy should be provided to the relevant DDC. If the alteration relates to a member of the Executive Team of the LDMG, it is also important that the SDCC is advised to maintain currency of contact details in case of a disaster event.

Meeting Schedules and Processes

In accordance with s. 38 of the Act, the LDMG may conduct its business, including its meetings, in a way it considers appropriate.

The Act prescribes the following requirements with regards to the conduct of meetings:

- Meetings must be held at least once every six months at times and places decided by the Chairperson (s. 39). Additional meetings may be held as required, but must be held if asked for in writing by at least one-half of LDMG members, or by the DDC.
- A quorum is required for meeting resolutions to be officiated (s. 40) equal to one-half of LDMG members plus one, or when one-half is not a whole number, the next highest whole number. An appointed deputy attending a meeting on behalf of a LDMG member is to be counted in the quorum (s. 40A). A template for recording attendance at LDMG meetings is available on the DM Portal.
- The Chairperson or Deputy Chairperson is to preside at meeting (s. 41). If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to preside. If both offices are vacant the group will choose a member to preside.
- Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions (s. 42). Members participating through these means are taken to be present at the meeting.
- Resolutions may be passed at meetings, however are also considered valid if a majority of members give written agreement and notice of the resolution is given under the group's approved procedures (s. 42).
- Minutes of meetings must be kept (s. 43).

A variety of templates to assist LDMGs to manage business and meetings are available on the DM Portal.

Attendance	If a member, or their appointed Deputy, continually does not attend LDMG meetings it is suggested that the LDMG Executive Team meet with the member to discuss the ongoing non-attendance at LDMG meetings. A formal record of LDMG member attendance should be maintained and this can be used to monitor member attendance across meetings. A template to monitor progressive meeting attendance is available on the DM Portal.
Meeting Minutes	The LDMG meeting minutes should provide a summary of key discussion points and resolutions and may be subject to public scrutiny under the Right to Information Act 2009. It should be noted in the minutes whether or not a quorum was established at the meeting. The meeting attendance sheet should then be attached to the back as an accurate account of who attended the meeting and whether the meeting had a quorum, thus making any resolutions or decisions valid.

	An example of a LDMG meeting Minutes template is available on the DM Portal.
Flying minute	A flying minute may be used to progress business of an urgent nature in the instance where convening a meeting of the LDMG is not practicable. The passing of resolutions via flying minute is allowed under s. 42 of the Act if a majority of members provide written agreement. Templates for LDMG flying minute, LDMG briefing paper and LDMG agenda are available on the DM Portal.
Resolution statement	In addition to meeting minutes, the LDMG Secretariat should produce a resolution statement to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions. Once acquitted the resolution should be recorded on a resolution register. An example of a LDMG Resolution Statement is available on the DM Portal.
Resolutions register	For governance purposes, a register detailing each resolution passed by the LDMG and details of actions undertaken to acquit the resolution should be kept. This provides an easy reference document and a historical record of past LDMG resolutions. An example of a LDMG Resolutions Register is available on the DM Portal.
Letterhead/Logo	As LDMG business is conducted on behalf of the relevant local government or combined local governments, the relevant local government/s letterhead and logos should be used for all LDMG business.
Records Maintenance	When managing LDMG records, the LDMG must comply with the requirements of the Public Records Act 2002 and records may be subjected to public scrutiny under the Right to Information Act 2009. The Queensland State Archives General Retention and Disposal Schedule for Administrative Records outlines the requirements for retaining documents in accordance with the Public Records Act 2002. The Schedule and further information for LDMGs, including managing records during disaster events, can be obtained at www.archives.qld.gov.au in the section "Recordkeeping for Government".

District Disaster Management Group Representative

Section 24 of the Act requires the local government to nominate a representative to the District Disaster Management Group and advise the Executive Officer of the State and District Groups of the appointment. The Mayor, Yarrabah Aboriginal Shire Council has been appointed to this position.

The role of Council's representative on the DDMG is to:

- (a) Attend meetings of the DDMG
- (b) Assist the chairperson to coordinate the prevention, preparation, response and recovery activities associated with the disaster event at the district level
- (c) Commit the Council's resources, as required, in support of efforts to combat the disaster event.

Reporting

Agency Status Reports

Written member status reports on behalf of member agencies are used to update other LDMG members on the status of the member agency's disaster management initiatives, projects, training, community awareness, disaster management plans, operations or contact information.

This information assists the LDMG to evaluate the status of the disaster management and disaster operations for the local government area. Member status reports are provided at LDMG meetings by exception

Annual Reports

The LDMG is required to complete a status report at the end of each financial year and provide the completed report to the District Disaster Coordinator, Cairns Disaster District. The report will be furnished in the format and at the time stipulated by the DDC.

This report will also be furnished to Council as an Annual Report of the activities of the Local Disaster Management Group.

The Local Disaster Coordinator is responsible for the development of the report.

Disaster Risk Assessment - Community Context

Geography

The Yarrabah Aboriginal Community is situated on Cape Grafton, due east of Cairns in Far North Queensland.

Geographically, the land area could generally be described as a long slender shape bounded in the west by the Murray Prior Range and the Pacific coast on the east. It has an overall length of about thirty (30) kilometres and is about 2.5 kilometres wide in the south, but broadens out to almost 8 kilometres across the northern part, comprising a total area of total area of 159.4 km².

The shire has a number of small townships - Yarrabah, Reeves Creek, Mourigan and Djenghi. These areas are all within a seven kilometre stretch of road and along the southern corridor. There are also number of smaller housing settlements spread throughout the shire - Bukki, Oombunghi, Wungu, Jilji, Judil, Woikinu, Kunjurra and Buddabadoo.



Image Source: Queensland Regional Profile for Yarrabah Shire Local Government Area, Government Statistician, Queensland Treasury and Trade.

Climate and Weather

Yarrabah has a tropical climate with hot, moist summers and warm, dry winters. Rainfall is highly seasonal, with most rain occurring during the summer months.

The nearest Bureau of Meteorology recording station is at their Regional Office, situated on the grounds of the Cairns Airport, some 15 kilometres distant from the community. Recordings from that location are considered to be an appropriate reflection of the weather conditions in Yarrabah.

Temperature	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean maximum temperature (°C)	31.4	31.2	30.6	29.2	27.6	26.0	25.7	26.6	28.1	29.5	30.6	31.4	29.0	1942 2012
Mean minimum temperature (°C)	23.7	23.8	23.1	21.6	19.9	17.8	17.1	17.4	18.7	20.6	22.3	23.4	20.8	1942 2012

Rainfall	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean rainfall (mm)	395.3	455.3	427.7	196.5	90.2	45.5	29.3	27.0	33.7	46.6	93.8	178.8	2018.3	1942 2013

Source: Bureau of Meteorology: Product IDCJCM0027 Prepared 28 Feb 2013

Population

Based on information from the Office of Economic and Statistical Research, Queensland Treasury – Queensland Regional Profiles

As at 30 June 2021, the estimated resident population of Yarrabah Aboriginal Shire was 2,505 persons. At the time of the 2021 Census, there were 2,402 persons (or 95.9 per cent of the total population in Yarrabah Shire) who stated they were of Aboriginal or Torres Strait Islander origin.

NB: The official figures are deemed by members of the LDMG to be understated considerably, with a figure of closer to 4500 residents suggested as being more reflective of the actual population. This figure is based on data collected by both Queensland Police Service and the Gurriny Yealamucka Primary Health Centre.

Projected Population

The population is projected to increase by an average annual growth rate of 2 per cent over the 20 year period between 2011 and 2031. Based on this assumption, Yarrabah Aboriginal Shire's population in 2031 is projected to be 5,9381 persons.

¹ This is based on the assumption that the population as at 3/6/2017 is 4500

Persons in Need of Assistance

In need of assistance' includes people with a profound disability or severe disability. People with a profound or severe disability are defined as needing help or assistance in one or more of the three core activity areas of self-care, mobility and communication because of a disability, long term health condition (6 months or more) or old age. **At the 2011 census, 66 people in the Yarrabah were identified as being in need of assistance.**

Building Stock

At the time of the Census there were 423 occupied private dwellings counted in Yarrabah, with 87.5% being social housing properties.

The majority of buildings in the Yarrabah are low-set, masonry/concrete construction with iron roofing. There are also a number of raised residences, clad with weatherboard or fibro.

A significant percentage of the building stock is under 30 years old and was constructed after the introduction of improved wind-rated building codes. Light industry facilities where they exist usually have steel frames and iron roofing and cladding.

There are numerous makeshift permanent dwellings in the beach areas, which do not comply with any building codes or standards.

Community Capacity / Preparedness

Council and the various member agencies of the Local Disaster Management Group provide community awareness information in relation to potential hazards and how the community and individuals should respond.

Yarrabah Aboriginal Shire Council is the major employer in the region, but has limited resources and personnel to contribute considerably to the response demands of any disastrous event.

There is a limited emergency services response capacity, commensurate with the remote environment. This includes permanent staff from the Queensland Police Service and Queensland Ambulance Service, along with Queensland Fire & Emergency Service, (Rural Fire) and State Emergency Service volunteers.

Normal emergency services support systems are available from external areas to supplement local resources, and effectively, most assistance would arrive from within the Cairns Regional Council area.

The limited medical facilities and response capacity would require urgent external assistance for any serious multi-casualty events, such as a major transportation incident.

Significant external assistance would also be required to assist in the facilitation of the community's recovery from a major event.

In disastrous or catastrophic circumstances, there is the potential for those members of the community who have a disaster or emergency response role to be themselves impacted by the event, rendering them unable to perform their allocated role. In these circumstances, outside response assistance will be required from the disaster management system, and that assistance will be obtained as per the graphic on page 56 of this document.

Industry

Most employed people in the area either work for the Council or for state government agencies.

There are a number of small retail and tourism businesses.

Critical Infrastructure / Essential Services

Transport (Roads)

The bulk of the roads within the township of Yarrabah are sealed, but roads outside the township are of unsealed gravel construction.

The main road from Yarrabah to the 'outside world' is Pine Creek Road, which traverses the Yarrabah Range, through East Trinity, leading to the Bruce Highway at Wrights Creek, south of Edmonton. The road is sealed, and rarely floods, although there are some low-lying areas which have been known to be affected on an annual basis for a number of hours.

Transport (Air)

There are no airstrips in the Shire.

There is an officially registered heliport (YYBH) at latitude 16 54.36 S, longitude 145 52.19 E (on the western side of Swamp Road, between Sawmill Road and Workshop Road). The pad is 3 metres above Mean Sea Level, which is 1.14 metres above Highest Astronomical Tide, rendering the site unserviceable in the event of even a relatively minor storm tide inundation.

Power

Yarrabah is connected to the electricity grid - supply is provided through an Ergon Energy power station. Electricity supply is distributed via overhead and underground reticulation throughout the community.

Most of the community relies on bottled gas for cooking purposes.

Water Supply

The Council delivers on average more than 210 ML water per day to householders and non-householders through five bores in the Reeves Creek area and five pumping stations and associated equipment, and approximately 15 kilometres of distribution mains. Approximately 4500 consumers are supplied through approximately 529 water connections.

Sewerage

Yarrabah township is fully seweraged. Alternative power is available to operate the pump stations as required.

The Council is responsible for the maintenance of 9 km of trunk mains, 9 pump stations and 6 treatment ponds one of which is aerated, while the others are aerobic

Telecommunications

Telephone System

There is an efficient landline telephone system within the community, but mobile telephone coverage (via Telstra and Optus networks) is limited to only the township of Yarrabah and its close environs. Council is in current upgrade negotiations with one of the service providers.

NB – An approach was made to the Regional Manager, Telstra Countrywide in an effort to obtain a more detailed description of the communications facilities to the community, but the request was declined as the information was deemed to be 'commercial in confidence'.

Council has a Starlink system maintained at the DCC for emergency use.

Television, Broadcast Radio and Internet

Mainstream free to air television stations are available in the community, along with satellite television services..

The area is well served by ABC and commercial radio.

Bumma Bippera Media - Radio 98.7 and Blackstar Radio 92.9 are community based radio stations, which is popular in Yarrabah.

Internet connection is available via ADSL, dial-up or wireless service (restricted to the areas covered by the 4G mobile telephone network), and on-line social networking is extremely popular in the community.

2-Way Radio Communications Systems

The area has a significant radio communication capacity. Council has coverage of most of the populated areas of the Shire via base stations and most of their vehicle fleet, as do Police, Rural Fire Service, Ambulance and the State Emergency Service.

All emergency services have radio communications with areas outside the region, if required.

A UHF CB radio repeater system (repeater located on Mt Yarrabah) covers the community.

The Council and Primary Health Centre has video conferencing facilities.

Emergency Services

Queensland Police Service

QPS provide a full-time permanent staff of ten personnel, but allowing for leave, transfers, training, etc it would be reasonable to assume an in-community strength of 5-8 personnel at any given time.

Queensland Ambulance Service

There is a permanent Queensland Ambulance Service presence, with four personnel based at the Primary Health Centre.

Queensland Fire & Emergency Service

QFES operate a volunteer Rural Fire Service in the community, currently manned by 5 volunteers, and equipped with a light attack rural fire appliance and a medium attack rural fire appliance.

State Emergency Service

The SES Unit has 10 registered members with 8 active members usually available to respond to activations.

There is limited response capacity for road crash rescue and structural fires - assistance is usually provided from the Queensland Fire & Emergency Service station at Gordonvale.

Medical

Medical and Health services is consolidated under the one roof at Gurriny Yealamucka Primary Health Care Centre.

Queensland Ambulance Service, Gurriny Yealamucka Health Service Aboriginal Corporation, and Queensland Health (Emergency & Accident).

Local Services	Regular General Practice type clinics Emergency care - 24 hours / 7 days per week Child Health Womens Health which incorporates Antenatal and Postnatal care Well Womens Health Chronic Disease Management Basic Radiographer services
Visiting Services	General Physician - daily Obstetrics and Gynaecology clinic - six weekly Outreach Mobile Women's Health Nurse Clinic - monthly Diabetic outreach team - quarterly ENT - quarterly Australian Hearing Service – quarterly
Mortuary Capacity	There is accommodation for 2 deceased persons.

Community Service Organisations

There are numerous community services provided within Yarrabah, including:

- Counselling
- Crisis counselling
- Support, information, advocacy
- Referrals
- Community education and awareness
- Women' Shelter
- Men's Group
- Drug and Alcohol Treatment and Healing Centre
- Aged Care Hostel

Hazardous Sites

There are no designated Major Hazard Facilities (under the Dangerous Goods Safety Management Act 2001) within the boundary of the Yarrabah Aboriginal Shire Council.

There are, however, a number of sites where dangerous goods are stored in significant quantities:

- | | |
|-------------------------|------------------------|
| • Service Station | Fuel and Gas |
| • Council Depot | Fuel, Gases, Chemicals |
| • Supermarket | Gas, Chemicals |
| • Swimming Pool | Chlorine |
| • Water Treatment Plant | Chlorine |
| • Hospital | Chemicals |

Although it is considered that an incident involving an emergency response to any of these sites would be adequately managed by the statutory emergency services with the resources normally available to them, the activation of part (or parts) of the Local Disaster Management Plan may assist the responding agencies.

Such activities may include: Evacuation; Evacuation Centre Management.

Proposed Future Development

Future development proposals are taken into consideration during hazard and risk assessments of the community. There are currently a number of construction projects either under way or in the planning stages.

There are plans for the extension of eco-tourism, and cultural tourism, which will bring significant numbers of people into the community during tourist season.

Longer term tourism planning includes a vision for a ferry jetty in Mission Bay, allowing for tourists to arrive by sea from Cairns, and spend time in the community. This will also link in with ferry transports to and from Green and Fitzroy Islands and the Great Barrier Reef.

Neighbouring relationships

Far North Queensland Regional Organisation of Councils (FNQROC)

Yarrabah Aboriginal Shire Council is an active member of FNQROC. Other members include:

- Cairns Regional Council
- Cassowary Regional Council
- Cook Shire Council
- Croydon Shire Council
- Douglas Shire Council
- Etheridge Shire Council
- Hinchinbrook Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council

Hazards

Past studies and hazard and risk assessments by the Local Disaster Management Group and members of the general community have identified the following hazards as being relevant in Yarrabah.

Further descriptions of natural hazards will be included following the completion by an external consultancy of the Natural Hazard and Risk Assessment project underway at the time of publication of this document.

Tropical Cyclones

Yarrabah is vulnerable to the effects of tropical cyclones. The most significant event recorded was in 1913, when the boy's Quarters at the Mission were blown down, the girl's Quarters were badly damaged, out buildings were unroofed and a baby died.

A significant percentage of the township is vulnerable to storm tide inundation.

The area of highest vulnerability to cyclones is the access road to Yarrabah, which traverses the Yarrabah Range. Fallen trees as a result of cyclonic winds have the potential to close the road for an extended period.

Severe Storms

Yarrabah is subject to severe storms and 'East Coast Lows'. Storm events can include significant wind and rain, and usually occur between October and March, although they may occasionally occur outside that time frame. Storms can affect all parts of the council area.

The most intense rainfalls occur during thunderstorms. Heavy rain may cause building damage by water penetration particularly when accompanied by wind damage to roofs.

Increases in extreme storm events as a result of climate change are expected to cause more flash flooding, affecting infrastructure, including water, sewerage and stormwater, transport and communications.

From the Rockhampton Morning Bulletin, 5 January 1934:

TOTAL WRECK
Mission Launch
NATIVES' VALIANT EFFORTS
BRISBANE. January 4.

Mr W. McCullough, the superintendent of Yarrabah mission, near Cairns, has reported to the mission committee in Brisbane that a 40-ton launch, the Elam, owned by the Church of England Yarrabah mission, became a total wreck. The Elam, which was used for trochus shell and beche-de-mer fishing, was usually worked by 20 native boys. The boys came into the station for their holidays a week before Christmas. On December 10 a party of about eight of them set out in a launch for Buddabadoo, a branch of the settlement, about 18 miles from Yarrabah, near Salt-water Creek. Their purpose was to take the launch out of the way of the cyclone and heavy weather until the holidays were over. As they were rounding Cape Grafton they were caught in a severe squally thunderstorm, which blew them out of their course. The launch sprang a leak, and they made for shelter between a small island and the mainland. They struck a sandbank, and heavy seas broke over the launch. They tried valiantly to bail the launch out, but the sea was too strong for them and they all had to swim more than a mile through shark infested waters to the shore. All attempts to save the launch, which was worth more than £1000 have been abandoned. as she is being smashed to pieces liv the waves.

Flooding

Flooding is part of life in Yarrabah. There have been instances of flood waters entering residences and business premises, but not on a regular basis.

The Yarrabah valley receives runoff from the eastern slopes of the Thompson Range and the western slopes of the low range of hills that separate Yarrabah from Cape Grafton. There is no well-defined drainage in the valley though there are fairly large areas of wetland. The main threat is from flash flooding in creeks that flow off the high country. There appears to be only a limited threat of extended flooding on the valley floor itself.

Wildfire

A 'Bushfire Fire Mitigation Plan' analysis for Yarrabah Council is produced by the Queensland Fire & Emergency Service. For the 2023 / 2024 fire season indicates a generally low to moderate risk of wildfire in the Region and documents preventive measures to mitigate. There are a number of areas of high risk in the more mountainous areas of the Shire.

The Fire Management Group was established in June 2017 and each year a Fire Management Plan will be developed.

Fires are common in the period from March to November, and occasionally come close to populated areas. Although there is a risk of wildfire throughout Yarrabah, it is not considered to be of a level of severity which would necessitate the activation of the disaster management system to coordinate a response in relation to an outbreak.

Structural or Industrial Fire

There are few scenarios within Yarrabah where a structural fire which would cause a level of community dislocation (sufficient to warrant action under this Plan), with the possible exception of a major event at the school. There may, however, be physical, public health or environmental risks as a result of a fire at any of the following facilities:

- Community Store
- Service Station
- Swimming Pool
- Council Store / Workshops

Hazardous Materials Events

No large Hazardous Material/Dangerous Goods Storage sites have been identified in Yarrabah that fall under the definition as per the Dangerous Goods Safety Management Act 2001.

The lack of heavy industry in the Yarrabah means that there are few hazardous materials either stored or being transported through the community, with the obvious exception of petroleum products.

Transportation and storage regulations, individual company policies and procedures and emergency services contingency response plans are in place to safeguard the population and the environment from accidental exposure to any hazardous chemicals, but their presence in and transportation through residential areas is nevertheless a risk to the community. Response to a serious event involving significant chemical hazards would require mobilisation of resources from outside the community.

Oil spills and spills of other noxious substances at sea are not coordinated by the Queensland disaster management system, but are managed under national arrangements - The National Plan to Combat Pollution of the Sea by Oil and other Noxious and Hazardous Substances, which is managed by the Australian Maritime

Safety Authority and Maritime Safety Queensland. All of the shoreline of the Yarrabah local government area north of Buddabadoo Creek is included in the area of responsibility of the Port of Cairns.

Epidemic / Pandemic

The risk of an outbreak of disease throughout the population of the Yarrabah could cause the health system to be taxed to its limits and may involve the isolation and quarantine of large numbers of people for a protracted period.

Most people will have a communicable disease in their lifetime, such as the common cold or a stomach bug. These are usually mild and only last for a few days. But some cases can be more serious.

In Australia, two such threats have and continue to pose real threats to the community of Yarrabah.

Coronaviruses

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China.

On the 11 March 2020 Deeply concerned both by the alarming levels of spread and severity, and by the alarming levels of inaction, the World Health Organisation [WHO] made the assessment that COVID-19 could be characterized as a pandemic.

To date COVID-19 remains at a Pandemic status and has globally affected 216 Countries with 11,327 790 confirmed cases. In Australia, from Jan 25 to 6 July 2020, there have been 8,449 confirmed cases of COVID-19 with 104 deaths

Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

Influenzas

The Influenza Pandemic 2009 H1N1 (commonly known as swine flu) provided an example of how quickly a pandemic can travel across the world, and affect millions of people.

The influenza strain that is still causing some concern is named H5N1 (also known as avian influenza or bird flu). Since avian influenza broke out in late 2003, the World Health Organization (WHO) has warned that should the virus mutate and be easily transferred from human to human, the world could be facing an influenza pandemic with significant consequences.

The outbreak of an epidemic or pandemic would outstretch the medical resources of the region, and given that the impacted area may very well be at a state-wide level, there would be minimal likelihood of external assistance.

Other diseases of concern include dengue fever which is a viral infection transmitted by the mosquito. Dengue is not endemic (ie. naturally occurring in north Queensland). The dengue mosquito is common in north Queensland and outbreaks can occur when the virus is transmitted to the local mosquito population in north Queensland by infected international travellers or residents returning home from overseas.

Dengue is endemic in over 100 countries worldwide and is found primarily in urban settings in the tropics. Between 50 and 100 million cases of dengue are reported around the world each year and over 2.5 billion people are at risk of infection. Several hundred thousand dengue cases each year result in dengue haemorrhagic fever which usually affects children under 15 years of age. The average fatality rate with dengue haemorrhagic fever is 5%.

Emergency Animal or Plant Disease

Animal pests and diseases are a major threat to Australia's livestock and poultry industries and an outbreak could impact on our access to export markets and undermine livelihoods.

Australia is currently free of the world's worst animal diseases such as foot-and-mouth disease and avian influenza, but has been recently impacted by other diseases, such as Equine Influenza and Australian bat lyssavirus.

Screw-worm flies could cost close to \$500 million a year nationally in lost production and control measures if they entered Australia. They would have a devastating effect on northern livestock production.

The social, economic and environmental consequences of a Foot and Mouth Disease worst-case scenario outbreak involves key beef and lamb export markets being closed for an extended period. The Productivity Commission estimates that the cost of a Foot and Mouth Disease incursion under this scenario would be between \$8 billion and \$13 billion of gross domestic product and its consequences would be felt nationally for nearly 10 years after the event. It would be crippling for the livestock industry. Although regarded as a low risk, it is possible that an outbreak of an emergency animal disease could be intentional.

Australia's agricultural industries are fortunate to experience a relative freedom from many pests that adversely affect plant industries worldwide. Maintaining this pest and disease freedom is vital for the ongoing productivity, sustainability and quality of Australia's agricultural industries. The introduction of pests can cause serious production losses to plant industries, jeopardise exports of plants and plant material, and have a significant impact on the environment and economy.

Far North Queensland was affected by papaya fruit fly from 1995 to 1998. This affected a large range of fruit and vegetable crops. Over 700 growers were affected within a 15,000 square kilometre quarantine area. The incursion cost Queensland industry around \$110 million in lost trade, control, treatment and eradication. The Australian Quarantine and Inspection Service (AQIS), through the Northern Australian Quarantine Strategy maintains a system of fruit fly traps across northern Australia.

Australia's geographic isolation and lack of shared borders have in the past, provided a degree of natural protection from exotic threats. Australia's national quarantine system also helps prevent the introduction of pests, diseases and weeds that can harm agricultural industries and the environment.

Climate Change

While climate change is not in itself a hazard, it has the potential to affect the frequency and intensity of severe weather events.

Impacts of climate change on the Yarrabah Aboriginal Shire

(adapted from Climate Change in Far North Queensland - Queensland Office of Climate Change)

Projections for the Far North Queensland region include a slight decline in rainfall with increasing temperature and evaporation, in conjunction with more extreme climate events and sea-level rise. The temperature projections for inaction on climate change suggest a temperature increase well outside the range of temperatures ever experienced over the last 50 years. The projections for temperature and number of hot days are all in the same direction - increasing.

The Far North Queensland region is particularly vulnerable to the impacts of climate change as changes in temperature or rainfall could have significant impacts on the natural resource assets of the region. People will also be affected, as the rate of heat-related health problems increases and increased exposure to catastrophic events, such as cyclones and flooding endanger lives and property.

Overview of climate projections

<u>2030</u> <u>medium emissions scenario</u>	<u>2050</u> <u>low and high emissions scenarios</u>	<u>2070</u> <u>low and high emissions scenarios</u>
Annual and seasonal temperature: Annual mean temperature is projected to increase by 0.9 °C. There is little variation in projections across the seasons. Annual and seasonal rainfall: Annual rainfall is projected to decrease by one per cent (-13 mm). The largest seasonal decrease of five per cent (-7 mm) is projected for spring. Annual and seasonal potential evaporation: Across all seasons the annual 'best estimate' increase is projected to be around three per cent (60 mm), with some models projecting up to a five per cent increase in autumn (21 mm), summer (27 mm) and winter (20 mm).	Annual and seasonal temperature: Annual temperature will increase by 1.1 °C and 1.8 °C under the low and high emissions scenarios respectively. There is little variation in projections across the seasons. Annual and seasonal rainfall: Annual rainfall is projected to decrease by one per cent (-13 mm) and two per cent (-25 mm) under the low and high emissions scenarios respectively. The largest seasonal decrease of 10 per cent (-13 mm) under the high emissions scenario is projected for spring. Annual and seasonal potential evaporation: Under a high emissions scenario an increase in annual potential evaporation of up to nine per cent (180 mm) is projected with the best estimate being six per cent (120 mm). Summer is projected to have the greatest increase of up to 11 per cent (58 mm).	Annual and seasonal temperature: Annual temperature is projected to increase by 1.5 °C and 2.8 °C under the low and high emissions scenarios respectively. There is little variation in projections across the seasons. Annual and seasonal rainfall: Annual rainfall is projected to decrease by two per cent (-25 mm) and three per cent (-38 mm) under the low and high emissions scenarios respectively. The largest seasonal decrease under a high emissions scenario of 16 per cent (-21 mm) is projected for spring. Annual and seasonal potential evaporation: Under a high emissions scenario, annual potential evaporation is projected to increase by as much as 15 per cent (300 mm). Autumn, summer and winter are projected to be the seasons most impacted with increases up to 17 per cent (73 mm, 90 mm and 67 mm respectively) in some models.

There has been minimal change in the average annual temperature in Far North Queensland over the last decade (from 24.4 °C to 24.5 °C).

- There is no definitive projected temperature variation specific data for Yarrabah, but an approximation may be extrapolated from the following:

Projections indicate an increase of up to 3.9 °C by 2070, leading to annual temperatures well beyond those experienced over the last 50 years.

By 2070, Cairns may have more than eight times the number of days over 35 °C (increasing from an average of four per year to an average of 34 per year by 2070).

Note: YASC is actively involved in planning for Climate Change and in 2017 commence governance risk management and planning.

Potential Impact of Climate Change on Cyclones and Sea-Level Rise

Projections of sea surface temperatures near tropical north Australia indicate an increase of approximately 0.7°C by 2030 and by approximately 1.7°C by 2070.

According to the Intergovernmental Panel on Climate Change (IPCC), global sea-level is projected to rise by 18 to 59 cm by 2100, with a possible additional contribution from melting ice sheets of 10 to 20 cm (IPCC, 2007).

Some studies indicate an increase in the proportion of tropical cyclones in the more intense categories, but a possible decrease in the total number.

Response to Climate Change in Yarrabah

The potential impact of climate change on the frequency and intensity of severe weather events will be factored into the annual reviews of the disaster risk treatment strategies.

- The risk of bushfire is predicted to rise as result of the hotter, drier conditions associated with climate change.
- Due to the impact of climate change there will be an increase in the number of high fire danger days.
- An informed public can add significantly to the protection of life and property during bushfire.

The risk of increased frequency and intensity of tropical cyclones, floods or severe storms will be addressed by the Local Disaster Management Group via community awareness campaigns approaching the storm/cyclone seasons annually. The community awareness campaigns will operate in concert with the regular information provided at that time by Emergency Management Queensland.

Earthquakes

Earthquakes have not in the immediate past been a major issue in the Yarrabah area. Recent historical data exists in relation to tremors, but none has caused any great concern. Notwithstanding, the existence of even a slightly volatile seismic environment acts as a prompt for maintaining situational awareness of the threat, and its possible consequences.

The following table represents a sample of the recorded earthquakes to occur within the near vicinity of Yarrabah.

Date	Magnitude (Richter Scale)	Location
13/5/1990	4.3	52 km SE of Yarrabah
28/7/2006	3.9	230 km SE of Yarrabah
4/4/1994	3.4	60 km SE of Yarrabah
15/6/2004	3.2	58 km S of Yarrabah
20/3/2000	3.1	55 km SW of Yarrabah

Adapted from information supplied by Geoscience Australia

Major Infrastructure Failure

One of the most serious issues facing disaster managers in the 21st century is society's dependence upon technology. The same technology which makes life easier for all, and which everyone takes for granted when it is functioning as planned, has the potential to fail, for a variety of reasons, with potentially devastating consequences.

There is the potential for a "ripple effect", where the failure of one essential service may lead to progressive failures of other essential services – eg loss of power would lead to loss of communications, loss of reticulated water supply, loss of sewage treatment capability, etc.

All forms of electronic communication would be affected, affecting such diverse areas as banking and commerce (no automatic teller machines or EFTPOS availability) the transport sector (airline bookings, radar, air traffic control), television, the internet and telephone systems in all businesses and government offices (all spheres of government).

It is important to note that it is probable that the problem will not only affect this area, but would probably have state-wide and possibly national consequences, resulting in a lack of external support capacity.

The table below summarises the location of backup generators in Yarrabah:

Yarrabah Aboriginal Shire Council	1. Council Administration Building 2. Disaster Coordination Centre 3. Water (Bores, Chlorine Shed) 4. Sewerage (Pump Stations) 5. 2 Generators on trailers
Yarrabah Police Station	
Health Centre	
Mutkin Aged Hostel	
PCYC	1 portable generator (up to 60 amp)
Gindaja	
Gurriny Yealamucka Health Services - Pharmacy	(Workshop St)

Major Transportation Event

The potential for a major event involving the transport system is real. Yarrabah lies under the flight path of Cairns International Airport, which is a busy transport hub, involving international, long range domestic and regional flights.

Whilst a response support capacity is usually readily available from Gordonvale and Cairns, any type of transportation incident involving multiple casualties would significantly stretch the emergency services capacity within the community until such support arrived.

Terrorist Act

It is very unlikely that a terrorist act may occur in Yarrabah, but it is possible that such an act could occur elsewhere, but have an effect in the community.

The response to a terrorist event will be managed under separate arrangements, but any community consequences resulting from the event may well be managed using parts of this Plan, such as Evacuation, Evacuation Centre Management, Community Support or Recovery Sub Plans.

Risk Assessment

In May 2012, members of the Yarrabah Local Disaster Management Group, along with various community members came together to undertake a hazard and risk analysis of disaster events and their potential impact on the community of Yarrabah. The process took into consideration a previous risk management study and the potential impact of climate change on the risks.

A risk assessment process (based on the Department of Emergency Services document: the 'Guide to Disaster Risk Management in Queensland Aboriginal and Torres Strait Islander Communities') and in alignment with AS/NZS ISO 31000:2009 was applied to the hazards identified as potentially having an impact on the people, the environment, the economy, public administration, social setting and infrastructure of Yarrabah.

This process identified the risks emanating from each hazard, using Likelihood Descriptors, Risk Descriptors and a Qualitative Analysis Matrix.

The risk register will reviewed in 2023.

NB It should be noted that the risks dealt with in this document are risks related to disaster-related events, as described in the Disaster Management Act 2003, such risks having the potential to cause a 'serious disruption' to the community

Likelihood Table

How often could it happen?	
A.	Could happen at least once a year
B.	Could happen in each generation
C.	Could happen in my lifetime
D.	Could happen, but probably not in my lifetime
E.	Not much chance that it would ever happen

Consequence Table

What might be the result?		
	Slight	Nobody hurt, houses and possession OK, low cost, most services working normally.
	Small	A few people need slight first aid treatment, some pets lost, a few personal possessions damaged, slight house damage, a few people may need to move to other houses until the hazard passes, occasional disruption to some services, nearly all things can be handled by the community and council.
	Medium	Some people need medical treatment for injuries, a few houses have damage that can be fixed within the community, some services fail, council enterprises stop working normally, numbers of people are worried.
	Large	A few lives may be lost, many serious injuries, numbers of houses badly damaged, many people homeless, large costs, damage to culture and traditions, many Community services not working, evacuation likely, external help needed.
	Huge	The community cannot work properly, many lives lost and many serious injuries, most houses and other buildings wrecked or badly damaged, major failures of community services, huge costs, people scared and really worried, fear for traditional community survival, evacuation probable, people may leave the community for good, long term counselling of the community members needed, massive recovery effort needed. Almost all recovery resources must come from outside the community.

Qualitative Risk Matrix

Consequence \ Likelihood	Slight 1	Small 2	Medium 3	Large 4	Huge 5
A Each year at least	H	H	E	E	E
B Each generation	M	H	H	E	E
C In my lifetime	L	M	H	E	E
D Not in my lifetime, but likely	L	L	M	H	E
E Not much chance	L	L	M	H	H

The 'likelihood' of the risk was based upon the chances of the event actually happening. To decide upon the Level of Risk, the pre-determined levels of likelihood and consequence were combined, using the above table.

For example, if a risk was decided to be 'In my lifetime' and the consequences of that risk are "Minor", then use of the table shows that the Level of Risk is "Low".

If a risk was decided to be 'In my lifetime' and the consequences of that risk are "Major", then use of the table shows that the Level of Risk is "High"

Risk Register

The identified risks are recorded in a Community Risk Register (see Annex B) and are reviewed by Council for any necessary attention.

The recommended risk treatment strategies are recorded in the same Annex

As mentioned earlier in this document, the hazard and risk assessment and risk treatment options should be reviewed annually.

Capacity Building

Community Awareness

Part of the role of the Local Disaster Management Group is to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster; (DMA s.30[e]).

To that end, the LDMG will undertake a continual community awareness program, encompassing the following activities:

- Community awareness via the coordination and facilitation of school visits from member organisations of the LDMG
- Provision of a community awareness and preparedness campaign to highlight the emergency animal and plant disease risk in the area
- Provision of a community awareness and preparedness campaign to highlight the severe weather risk in Yarrabah and to encourage individual members of the community and business owners to have their own disaster/emergency plans in place
- Provision of support to Queensland Health (Cairns) in their community awareness and preparedness campaign to highlight the public health risk from a human epidemic/pandemic in the area and to encourage individual mitigatory action.

Community awareness activities will be reported on at each meeting of the LDMG and will be included in the LDMG Annual Report.

The current version of this document will be available at the Council Office and on the YASC web page.

Training

In accordance with the provisions of the Disaster Management Training Framework the following members of the LDMG are required to undertake the below mandatory disaster management training;

Chair and Deputy Chair of the LDMG

Queensland Disaster Management Arrangements
Introduction to Disaster Funding Arrangements
Local and District Disaster Management Group Member Induction

Local Disaster Coordinator

Queensland Disaster Management Arrangements
Introduction to Disaster Management Planning
Introduction to Emergency Risk Management
Introduction to Lessons Management
Introduction to Warnings and Alert Systems
Introduction to Disaster Coordination Centres
Introduction to Evacuation
Introduction to Disaster Funding Arrangements
Local and District Disaster Management Group Member Induction
Disaster / Recovery Coordinator Induction

LDMG Members

Queensland Disaster Management Arrangements
 Introduction to Disaster Management Planning
 Group Committee / Member Induction

Certification of Training

Participants who successfully complete a course or induction under the Framework will be issued with a Certificate of Achievement and their details will be entered into the Disaster Management Training Database which is maintained by QFES.

The database will be used to report on the completion of training by stakeholders in accordance with their training requirements under the Framework.

The Local Disaster Coordinator will be responsible for training management within the Yarrabah LDMG, and will ensure that a training register encompassing all involved personnel is commenced and maintained.

Details of training issues (training conducted, training gaps identified, etc) will be included in the annual report of the LDMG.

Incidental Training

Extra training may be provided to relevant members of the various responding agencies. Such training may include instruction in the Australasian Inter-service Incident Management System (AIIMS).

Exercises

A disaster management exercise is a scenario-driven activity used primarily to train personnel and test capabilities. It is low-risk and involves varying degrees of simulation or 'pretending'.

There are a number of different styles of exercise. The most common types in use in Queensland are:

Exercise styles	Exercise types	Description
Discussion Exercises	Orientation Seminar	The 'walk through' - especially for inductees
	Agency Presentation	Prepare an agency specific action plan and present it in plenary.
	'Hypothetical'	Responses may be prepared in groups, in plenary, or under the guidance of a facilitator who maintains the pace and asks probing questions (the 'hypothetical'). A cost effective and highly efficient exercise method that might be conducted in conjunction with a field exercise as part of a series.

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	Table Top Exercise	Indoor discussion exercises. May feature a model of the area on which a prepared scenario is played out, or simply using a projected map. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed
Field Exercises	Operational Exercise	An exercise in which emergency management organisations and agencies take action in a simulated situation, with deployment of personnel and other resources, to achieve maximum realism. It is conducted on the ground, in real time but under controlled conditions, as though it were a real emergency. A full scale (or Field) exercise might be characterised by some, or all, of: noise, realism, stress, heat and real time. This is resource and cost intensive.

Exercises may be conducted internally, at the instigation of the Local Disaster Coordinator, and with the assistance of personnel from Emergency Management Queensland. Exercises may also be conducted on a district-wide basis, involving a number of different Local Disaster Management Groups, and managed externally, either by the DDMG or by the State Disaster Coordination Centre in Brisbane.

Evaluating the exercise

In determining whether an exercise achieved its original aim, it is important to evaluate to what extent the exercise objectives were met and how the exercise was conducted generally. At the conclusion of an exercise it is also important that debriefs are conducted to capture issues and areas for improvement.

It is recommended that the LDMG consider the use of hot debriefs, conducted immediately following participants' involvement in the exercise; and a more detailed After Action Review conducted within a few days of the exercise, to allow participants time to provide a more considered view of the exercise.

When feedback is being collected it is important to consider issues and action items in two separate categories:

Exercise design and conduct – issues and feedback relating to the exercise format, design and conduct. This feedback will help to inform the design and conduct of future exercises.

Achievement of exercise objectives – the exercise evaluation process should examine to what extent the exercise objectives were achieved. Any gaps or issues identified during this process can be reported as 'findings'. Tabling these findings allows for the development of appropriate treatment options designed to address identified gaps and issues. Exercise findings and treatment options should then be captured in a wider Post-Exercise Report.

Details of exercises (activities conducted, training gaps identified, etc) will be included in the annual report of the LDMG.

Post Disaster Assessment

Post-Disaster Operational Review

Debriefing

Debriefing is a valuable tool in the ongoing improvement of disaster management. Effectively undertaken, debriefing will identify areas of concern in the existing planning or response arrangements, as well as identifying areas of appropriate activity.

There are two different levels of debriefing activity, for two distinct purposes.

- Hot Debrief
- (Post-Event) Operational Debrief

The Hot Debrief

This is a debrief undertaken immediately after operations are complete, giving participants the opportunity to share learning points while the experience is still very fresh in their minds.

Multiple hot debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation - in protracted operations, hot debriefs are to be conducted daily. Debriefs are to be conducted by the Local Disaster Coordinator.

The (Post-Event) Operational Debrief

Post event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity.

The LDMG may consider having the debrief facilitated by an independent person or organisation.

An effective debrief will:

- seek constructive information from those being debriefed
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame
- acknowledge good performance
- focus on improving planning and procedures
- record relevant information to enable reports to be compiled;

The debrief should address:

- What happened during the event
- Areas which were handled well
- Areas where the coordination or the response could be improved
- Identified areas for amendment of plans, procedures, or training programs

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The required amendment to documentation should be included in the regularly programmed review of the Local Disaster Management Plan.

A Post Event Operational Review Report should be completed in association with Emergency Management Queensland, and any perceived gaps in capacity or process should be addressed in the ongoing disaster management program.

DRAFT

Response Strategy

Warning Notification and Dissemination

Warnings are issued from a number of sources in connection with a number of hazardous situations:

Severe Weather Event	Bureau of Meteorology
Hazardous Materials Incident	Queensland Police Service or Queensland Fire & Emergency Service.
Public Health	Queensland Health, DEWS, Yarrabah Aboriginal Shire Council Officers (water/wastewater/environmental health)
Major Infrastructure Failure	The owner of the facility - eg Yarrabah Aboriginal Shire Council, Telstra, Ergon, etc
Bushfires	Queensland Fire & Emergency Service.
Animal or Plant Disease	Department of Agriculture and Fisheries (Biosecurity)
Space Debris Re-entry	Queensland Fire & Emergency Service.
Potential Terrorism Threat	Queensland Police Service

Many of these warnings are disseminated directly to members of the public via mass media communications systems.

It is the role of the Local Disaster Management Group to ensure that the community is in the best position to receive the information contained in the warnings, and to have the best possible situational awareness to enable them to take appropriate action in relation to any event by which they may be affected.

Further details are addressed in the Public Information & Warning Sub Plan.

Activation

The Chairperson of the LDMG is responsible for the decision to activate the LDMG, in consultation with the Local Disaster Coordinator as required.

Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision.

Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable.

The four levels of activation are:

Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.
Lean Forward (Stand By)	An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby; prepared but not activated.
Stand Up (Activate)	The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present

Local Disaster Coordination Centre

The primary Local Disaster Coordination Centre is located in the Yarrabah Aboriginal Shire Council office on Sawmill Road.

Details of the capacities and operations of the Local Disaster Coordination Centre are included in the Disaster Coordination Centre Sub-Plan.

Concept of Operations for Response

Operational Reporting

Agency Situation Reports will be submitted at intervals as determined by the LDC from the member agencies of the Local Disaster Management Group in order to ensure that the Disaster Coordination Centre maintains complete situational awareness.

LDMG Situation Reports will be submitted on a regular basis to the DDC, Far Northern.

Such reports will be required at times stipulated by the DDC Far Northern, and will be in the format as prescribed in the LDCC Sub-Plan.

Financial Management

There are two sets of financial arrangements which, if activated by the Minister (Minister for Police and Community Safety), provide financial support to Queensland communities impacted by a disaster event through the reimbursement of eligible expenditure:

SDRA - The intent of the SDRA is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster event (natural or non-natural).

The SDRA is state funded, and therefore not subject to the Australian Government imposed event eligibility provisions or activation threshold. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.

DRFA - The intent of the DRFA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a disaster event. The arrangements provide a cost sharing formula between the state and Australian Government and include a range of pre-agreed relief measures.

Eligible disasters under DRFA include cyclone, flood, landslide, meteor strike, storm, bushfire, storm Surge, terrorist event, tsunami, tornado and earthquake. Drought, frost, heatwave, epidemic events relating from poor environmental planning, commercial development or personal intervention are not eligible events under DRFA.

To claim for expenditure reimbursement under SDRA or DRFA arrangements:

the relevant arrangements must be activated

the relevant relief measures must be activated and the expenditure must meet the eligibility requirements of that measure

Documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

Media Management

A Public Information and Warnings Sub-Plan has been developed to provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during and after disaster events.

Accessing Support and Allocation of Resources

While the Yarrabah LDMG has available to it the combined resources of all of its member agencies to apply to the response to an event, there will be times when the resources available will be either insufficient or inappropriate.

Where the LDMG requires logistics support and/or resources to meet operational requirements that are beyond local capacity and capability, the LDMG should formally seek assistance through a Request for Assistance forwarded to the DDCC.

The DDCC will provide the resource as requested, and the LDMG will be responsible for the management of that resource at local level.

Resources in this context may include human resources, encompassing response personnel and disaster coordination personnel. It should be noted, however that the management of the response to the event will always remain the responsibility of the LDMG.

The following table depicts the disaster management response (and support) system in operation at local level:



Disaster Declaration

Where there is a requirement for a person or a class of persons to exercise the additional powers available under the provisions of s.77 of the Act, the District Disaster Coordinator may with the approval of the Minister, declare a disaster situation for the Disaster District or a part of the Disaster District).

The District Disaster Coordinator should take reasonable steps to consult with Council prior to any declaration.

There is also provision for the Premier of Queensland and the Minister for Emergency Services to declare a Disaster Situation for the State of a part of the State.

The chairperson of the State Disaster Management Group or the District Disaster Coordinator only may authorise the exercise of additional powers.

The declaration of a disaster situation does not affect Council's responsibilities in relation to the coordination of the response to and recovery from the disaster event.

Resupply

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Further details of the State Resupply Policy are addressed in the Resupply Operations Sub Plan

Hazard Specific Arrangements

The Queensland Disaster Management Arrangements include plans and procedures for specific hazards such as influenza pandemic, animal and plant disease, terrorism and bushfire. Primary agencies are allocated responsibility to prepare for, and respond to, the specific hazard based on their legislated and/or technical capability and authority. The broader arrangements may be activated to provide coordinated support to the hazard specific arrangements.

The State Disaster Management Plan identifies a number of Specific Hazards which are subject of special planning.

Details of the associated State and National Plans, along with the identified Primary Agency responsible for the development and implementation of these plans are included in the following table.

Specific Hazard	Primary Agency	State and National Plans
Biological (human related)	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Bushfire	Queensland Fire and Emergency Service	Wildfire Mitigation and Readiness Plans (Regional)
Chemical	Queensland Fire and Emergency Service	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Influenza Pandemic	Queensland Health	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza Pandemic
Radiological	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Terrorism	Queensland Police Service	Queensland Counter-Terrorism Plan National Counter-Terrorism Plan

Adapted from Interim Queensland State Disaster Management Plan 2012

Recovery Strategy

Local recovery strategies incorporate human-social, infrastructure, economic, and environmental factors in a Recovery Sub Plan.

Disaster recovery is the coordinated process of supporting individuals and communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social and physical wellbeing of those affected following a disaster event.

The recovery phase of disaster management also involves disaster relief in the provision of immediate shelter, life support and human needs to persons affected by, or responding to, a disaster. For this reason the timely coordinated establishment of disaster recovery strategies is equally as important as, and should be activated in conjunction with, an effective disaster response.

Recovery can be a long and complex process which extends beyond immediate support to include repair, reconstruction, rehabilitation, regeneration and restoration of social wellbeing, community development, economic renewal and growth, and the natural environment.

Examples of recovery strategies may include:

- Providing relief measures to assist persons affected by the event who do not have resources to provide for their own personal wellbeing;
- Restoring essential infrastructure in the area or areas affected by the event;
- Restoring the natural and built environment in areas affected by the event;
- Providing personal support to individuals affected by the event, including temporary hospital accommodation, emergency medical supplies, material assistance and counselling services; and/or
- Supporting community development

Further details are addressed in the Recovery Sub Plan

Annexes

Annex A - Distribution List

	Hard Copy	Electronic Copy
Yarrabah Aboriginal Shire Council		1
Mayor (Chair, LDMG)		
Deputy Mayor (Deputy Chair, LDMG)		
CEO (LDC - Master Copy)	1	
Director – People & Communities (Deputy LDC)		
Director –Infrastructure		
Director –Building Services		
Environmental Health Worker		
QFES - EMC		1
Qld Police - Officer in Charge		1
Qld Health (DON)		1
QAS - Officer in Charge		1
QFES Rural - First Officer		1
SES - Local Controller		1
Yarrabah State School - Principal		1
Gurriny Yealamucka Health Service (CEO)		1
District Disaster Coordinator		1

A copy of the Main Plan is required by legislation to be available at the main Council Office, and on Council's web page.

A copy of the Main Plan is available for purchase from Council at a cost of \$25.00.

Annex B - Risk Register / Risk Treatment Plan / Residual Risks

NB It should be noted that the risks dealt with in this document are risks related to disaster-related events, as described in the Disaster Management Act 2003, such risks having the potential to cause a 'serious disruption' to the community. As alluded to on p. 45 of this document, the issue of natural hazard risk is being addressed by an external consultancy, and the results of their deliberations were not made available prior to the publication of this document. When the results are available, they will be included.

Hazard	Important Community Item	Risk	Likelihood	Consequence	Risk Rating	Risk treatment	Recommended	Responsible Agency	Timeline
Disease Pandemic	People	There is a risk that people will be affected by a disease pandemic, causing death or severe illness	C	2	H	• Public awareness campaign, including specific information for schoolchildren	Y	Qld Health	As Required
	Medical Services	There is a risk that medical services will be severely stretched by a disease pandemic	C	4	E	• Ensure that contingency planning maintained to address potential staffing shortages	Y	Qld Health	As Required
	People	There is a risk that the community may be quarantined in isolation for an extended period.	C	3	H	• Ensure social distancing of personnel involved in the receipt and distribution of incoming stores and supplies	Y	YASC Community Store	As Required
Emergency Animal Disease	Economy	There is a risk that animals could be affected by a number of emergency animal diseases, such as foot and mouth disease, screw-worm fly, Hendra virus, lassa virus.	C	3	H	• Maintain quarantine initiatives	Y	YASC	Ongoing
						• Maintain community awareness initiatives	Y	YASC	Ongoing
						• Maintenance of a Pest Management Plan	Y	YASC	Ongoing
Infrastructure Failure - Power	People	There is a risk that the lack of power would result in failure of refrigeration, possibly leading to unsafe food issues	B	3	E	• Community awareness campaign in relation to safe food handling and storage	Y	YASC EHW	As Required
	Infrastructure	There is a risk that the lack of power would result in failure of the water treatment and reticulation system, with associated flow-on risks to fire fighting capacity because of lack of water	B	4	E	• Provision of appropriate portable generators	Y	QFES Rural	Immediate
						• Identify above-ground water sources	Y	QFES Rural	Ongoing
						• Ensure that QRES Rural has sufficient pumping capacity to source water from creeks, etc.	Y	YASC	Ongoing
						• Ensure that council water trucks are available to assist as required	Y	YASC	As Required
		There is a risk that the lack of power would result in failure of the sewerage treatment and pumping system	B	3	H	• Provision of appropriate portable generators	Y	YASC	Ongoing
						• Develop a public health sub plan, to include community awareness material in relation to safe drinking water	Y	YASC	Ongoing
		There is a risk that the lack of power would result in failure of the telephone system, with associated flow-on to the fax, internet and eftpos systems	B	3	H	• Lobby Telstra and Optus to ensure that there is back-up power available to the current repeater tower(s)	Y	YASC	Immediate
						• Ensure that there is access to the telecommunications tower generator to maintain fuel supplies	Y	YASC Telstra	Ongoing
						• Develop a community awareness program aimed at ensuring that residents have an old-fashioned dial telephone available which does not need power to operate	Y	LDMG	Ongoing
		There is a risk that the lack of power would result in failure of radio and television transmission systems, resulting in diminished capacity to inform the community in relation to the event	B	1	M	• Develop/maintain a system of community notice boards in prominent positions in each of the communities	Y	YASC	Ongoing
						• Investigate the development/maintenance of a disaster warden system, similar to Neighbourhood Watch to act as an information conduit to and from the community	Y	YASC LDMG	Ongoing
		There is a risk that the lack of power would result in failure of fuel pumping capacity from below ground tanks	B	1	M	• Encourage the installation of portable generator-driven pumping capacity as a part of normal business continuity planning	Y	LDMG	Ongoing
						• Instigate a policy in relation to Council vehicles maintaining at least half a tank of fuel at all times,	Y	YASC	Ongoing
						• Encourage the community to maintain at least half a tank of fuel at all times,	Y	YASC	Ongoing
						• Maintain data in relation to above ground (gravity-fed) fuel supplies	Y	YASC LDMG	Ongoing
	People	There is a risk that the lack of power would result in the loss of electrical lighting cooking appliances, with associated flow-on risk of fires	B	3	H	• Community awareness campaign concentrating on fire safety in the home	Y	QRES Rural	Ongoing

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Hazardous Chemical Event	People	There is a risk of death or injury as a result of an event involving the delivery, decanting, transportation, storage or application of hazardous chemicals, which include various fuels, acids and gases.	C	2	L	Continual operator training and vehicle and equipment maintenance in accordance with legislative requirements	Y	YASC	Ongoing
	Environment	There is a risk of damage to the environment as a result of an event involving hazardous chemicals	D	2	L	Provision of bund walls as required at relevant locations	Y	Facility Owners	Ongoing
	Infrastructure	There is a risk of damage to buildings by fire as a result of an event involving hazardous chemicals	D	2	L	- Provision of safety training and fire suppression equipment - Continual operator training and vehicle and equipment maintenance in accordance with legislative requirements	Y	Facility Owners	Ongoing
Multi Casualty Events	Infrastructure	There is a risk that medical and ambulance/rescue services will be severely stretched by a multi casualty event	A	4	E	- Provision of community first aid courses - Provision of specific training to other emergency services personnel;	Y	QAS	Ongoing
		There is a risk that there will be insufficient space for the storage of deceased persons following a multi casualty event	A	3	E	Identification of potential alternative storage locations, eg transport freezer containers	Y	QPS	Ongoing
	People	There is a risk of a major event involving a regular air transport passenger flight resulting in death or serious injury	C	3	H	Aerodrome Emergency Plan in place (Cairns Airport)	Y	YASC	Ongoing

Residual Risks

Residual risks are the risks which remain after the Local Disaster Management Group has applied the risk mitigation strategies within their capacity, but those strategies have not sufficiently reduced or eliminated the risk. Residual risks are listed for the information of the Far Northern District Disaster Management Group, in order that they may consider mitigation strategies not available to the Local Disaster Management Group.

The list below are identified residual risks Yarrabah Local Disaster Management Group transfer to the Far Northern DDMG.

Hazard	Vulnerable sector	Risk	Residual Risk
All Hazards (especially those involving multi-casualty scenarios)	People, infrastructure, environment	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity, limited infrastructure, resources and isolation. There is a risk to first responders and to the general population of asbestos contamination from damaged buildings. Due to limited capacity there would be various Public Health Risks that Yarrabah would not be able deal with without significant assistance from the DDMG.	Yarrabah has a limited capability and response capacity, because of its size although there is a permanent Police and Ambulance presence in the community they have limited numbers. State Emergency Service and Rural Fire Service both have a small volunteer presence in the community. While the capacity is there to handle smaller events, any medium or large-scale impact would require the expeditious deployment of external emergency services resources. The Yarrabah LDMG has only a limited capacity to handle minor events; but any medium or large-scale impacts will require significant assistance from the DDMG via QDMA. Yarrabah LDMG identifies all Hazards in this table as Residual Risks and transfers these Risks to the DDMG.
Cyclone Cat 1-3			
Cyclone Cat 4+			
Flood			
Epidemic /Pandemic			
Storm Surge (Cyclonic)			
Bushfire			
Earthquake			
Tsunami			
Terrorist			
Hazardous Materials			
Marine Oil Spill			
Shipping/ Boating Accidents			

Annex C - Disaster Management Operational Sub Plans

This section of the Local Disaster Management Plan identifies the response issues which may need to be addressed as a result of a disaster event.

It is recognised that Yarrabah Aboriginal Shire Council will not be able to address many of the issues required to be dealt with in response to a disaster event without significant assistance from the DDMG. It is expected, however, that the Yarrabah Local Disaster Management Group has been able to develop a portfolio of plans to reflect their current/potential operational capacity, commensurate with their level of vulnerability, and identify any gaps in that capacity.

This part of the disaster management planning document has been developed to reflect the capacity of the community to respond to the impact of a disaster event. While parts of the content may seem obvious, and possibly even superfluous to residents of the Yarrabah community, it should always be borne in mind that effective disaster management arrangements provide for a scenario where the people who would normally be responsible for the response to an event may themselves be affected by the event, and unable to perform their normal role.

It is important, therefore that processes and procedures be documented, so that personnel coming into the community from outside to assist in the response to the event are aware of the wishes of the community and are cognisant of the arrangements already in place.

The Sub Plans contained in this section of the document are, in the main, NOT Standard Operating Procedures, to be followed religiously in response to a set of circumstances. SOPs are appropriately retained at individual agency level. These Sub Plans are a discussion of a series of issues which may need to be addressed in preparing to respond to events. Included in most of the documents is an 'Operational Checklist' which may be used as an aide memoire during response operations to ensure that appropriate issues have been addressed as a part of the response.

Unless otherwise specifically indicated, the Local Disaster Coordinator is responsible for the development and maintenance of each individual Sub Plan.

Operational Sub Plans for the disaster management functions are attached:

- A1. Activation of the LDMG
- A2. Community Support
- A3. Disaster Coordination Centre
- A4. Evacuation
- A5. Evacuation Centre Management
- A6. Financial Management
- A7. Initial Impact & Needs Assessment
- A8. Pandemic Sub Plan COVID-19
- A9. Public Health (**Not yet developed**)
- A10. Public Information & Warnings
- A11. Public Works & Engineering
- A12. Recovery
- A.13 Resupply Operations
- A13. Transport & Logistics

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7.8 CHANGE TO EXISTING CONDITIONS COMMUNITY CARE CENTRE AND RECONFIGURING A LOT OVER PART OF LOT 18 SP284220

File Number: 08.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Deferred from Ordinary Council Meeting on 26th July 2023 (08.MFD_OM.20230726)

Report prepared by Planz Town Planning

To seek Council resolution to correct an error in the conditions for the Development Application for Material Change of Use – Community Care Centre and Reconfiguring A Lot –over part of Lot 18 SP284220 at Muka Street with an interim 10 + 10 + 10 lease option to allow the transition of the lease and gifting and transfer of the demountable building to the Yarrabah Justice entity once fully established, funded and operational, subject to conditions.

APPLICANT

Gindaja Treatment and Healing Indigenous Corporation.

BACKGROUND

At the Council Ordinary Meeting of 17 May 2023, Council resolved to approve the above described application.

Gindaja is now finalising the lease, and as part of that process has requested that conditions 5 and 6 of the development permit, be deleted.

The conditions relate to the provision of parking on the site. The parking for this use will be on-street, and on-site parking is not required for this use in this location. The lease area does not include space for onsite parking.

The conditions were included in error and should be removed from the approval. The conditions read:

5. Access

The applicant/developer must:

- a. Engage a suitably qualified engineer to confirm the access driveways are suitably located providing safe and efficient access to the site, and provide written confirmation to the satisfaction of Council's Chief Executive Officer; and*
- b. Construct commercial access crossovers in the locations shown on the approved plans, except where modified by item a. above. The crossovers must be constructed (from the edge of the road pavement to the property boundary of the subject lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer; and*
- c. Ensure that any redundant vehicle crossovers are removed and the ground surface made good.*

6. Parking/Internal Driveways

The applicant/developer must provide a minimum of 16 on-site parking spaces, including 1 PWD space and 1 emergency vehicle bay.

All spaces must be sealed, line-marked and appropriately drained and designed in accordance with Australian Standard AS2890:1 Off Street Parking – Car Parking and Australian Standard AS2890.6-2009 Off-street parking for people with disabilities as applicable.

All car parking facilities must be maintained to a safe operating standard at all times thereafter.

ADDITIONAL CONSIDERATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

That Council resolve to amend the conditions of the Development Permit Material Change of Use – Community Care Centre and Reconfiguring a Lot over part of Lot 18 SP284220 at Muka Street with a 10 + 10 + 10 lease option to allow the transition of the lease and transfer the new building to the Yarrabah Justice entity once fully established, funded and operational, subject to the following conditions by deleting conditions 5 and 6 as the conditions were included in error and the conditions are not applicable to this use in this location and issue an amended decision notice:

5. Access

The applicant/developer must:

- a. Engage a suitably qualified engineer to confirm the access driveways are suitably located providing safe and efficient access to the site, and provide written confirmation to the satisfaction of Council's Chief Executive Officer; and*
- b. Construct commercial access crossovers in the locations shown on the approved plans, except where modified by item a. above. The crossovers must be constructed (from the edge of the road pavement to the property boundary of the subject lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer; and*
- c. Ensure that any redundant vehicle crossovers are removed and the ground surface made good.*

6. Parking/Internal Driveways

The applicant/developer must provide a minimum of 16 on-site parking spaces, including 1 PWD space and 1 emergency vehicle bay.

All spaces must be sealed, line marked and appropriately drained and designed in accordance with Australian Standard AS2890.1 Off Street Parking – Car Parking and Australian Standard AS2890.6 2009 Off street parking for people with disabilities as applicable.

All car parking facilities must be maintained to a safe operating standard at all times thereafter.

7.9 REQUEST BY THE GUNGGANDJI-MANDINGALBAY YIDINJI PEOPLES PRESCRIBED BODY CORPORATE FOR APPROVAL TO TEMPORARILY OCCUPY PART OF LOT 308 SP278074

File Number: 09.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Deferred from Ordinary Council Meeting on 26th July 2023 (09.MFD_OM.20230726)

Report prepared by Planz Town Planning

To obtain Council's approval for the Gunggandji-Mandingalbay Yidinji Peoples Prescribed Body Corporate (GMYP) to temporarily use part of Lot 308 SP278074 for GMYP administration and ranger purposes.

BACKGROUND

The GMYP would like to move their Administration and Ranger Office:

- **from** the current location (Lot 393 SP167913) next to Gindaja Treatment and Healing Indigenous Corporation. The GMYP have been able to operate from this site through a private agreement with the leaseholders. This private agreement will not be renewed as from the end of the agreed term (Dec 2023) as the leaseholders want to move to the land. Accordingly, there is a need to quickly find a new location for the Administration and Ranger Office. The GMYP is currently undertaking various studies to support the preparation of a planning application to allow the permanent use of the site.
- **to** a new location on (part of Lot 308 SP278074) at Bloomis Point which is within the GMY area.

Figure 1: The existing and proposed locations of the GMYP Administration and Ranger Office



The proposed development site (part of Lot 308 SP278074) at Bloomis Point has previously been illegally occupied by squatters. The GMYP:

- obtained relevant legal direction to have the squatters removed from the site;
- made the site safe;
- removed the rubbish and neglected buildings left by the squatters.

GMYP rangers are now regularly patrolling the site to make sure that new squatters don't move to the site.

REQUEST

GMYP request Council's permission for a temporary use of the site, to move its administrative and ranger operations onto the Bloomis Point site, because the current private agreement allowing them to occupy the land (Lot 393 SP167913) next to Gindaja is due to expire in December 2023.

It will take 6-12 months to prepare the planning application to permanently occupy the site and the information to support the application is being prepared, and current activities include:

- Topo Survey (Drone)
- Alternative access identification
- Local Ecology assessment
- Local Bushfire assessment
- Geotechnical survey to determine site requirement for structures and STP
- Infrastructure investigation and designs
- Precinct Plan development

Council's approval of a Temporary Land use – that is to relocate the administrative and ranger operations onto the Bloomis Point site will prevent double/triple handling of structures (e.g. moving from the current lease to a new lease area and then onto Bloomis Point) and allow GMYP to:

- continue to carry out its functions on GMYP land;
- occupy a vulnerable site, that has previously squatted upon. This will:
 - prevent possible re-squatting of the site
 - provide a good example to the community that relevant approvals are required to occupy any land with the Yarrabah Aboriginal Shire Council area;

CONSIDERATIONS

The main considerations are infrastructure (water and sewerage) and timing for a formal planning application:

1. The GMYP confirm that infrastructure to the temporary use will be in the form of composting toilets and potable water tanks and that suitable access exists.
2. A formal planning application will be made within 6-12 months.

The formal planning application to use of the land for administrative and ranger operations. If the planning application is unsuccessful, the GMYP will remove the structures within 12 months of the decision. This will allow GMYP to undertake relevant studies in support of a development application, and to lodge the development application with Council.

CONSULTATION

GMYP have a vision for the future development of Lot 308 SP278074 at Bloomis Point. The ultimate development would include GMYP Administration offices, Visitor/Research centre, Eco Cultural Tourism Centre, Ranger base and associated Ranger Depot (to secure vehicles, equipment and pest control poisons for weed, pig, dog management in a required safe locked space) as well as a Site Treatment Plant (STP) as the development will exceed 21EP and a Telecommunication facility.

Over several years, the GMYP have discussed the proposed development with DSDILGP, DTATSIPCA and NIAA as well as YASC.

- DTATSIPCA (RILIPO) has agreed to assist GMYP in a Development Application process for the Bloomis Point site
- DTATSIPCA is funding a Precinct Plan inclusive of a Site Development Plan (SDP), Native Title processes, Local Ecology and Bushfire assessments, Infrastructure Investigation, Development establishment cost determination, Surveys (Topographical and Cadastre), Development Application(s).

Figure 2: The existing Administration and Ranger Office at Lot 393 SP167913 next to Gindaja



Figure 3: Bloomis Point – proposed location of the Administration and Ranger Office

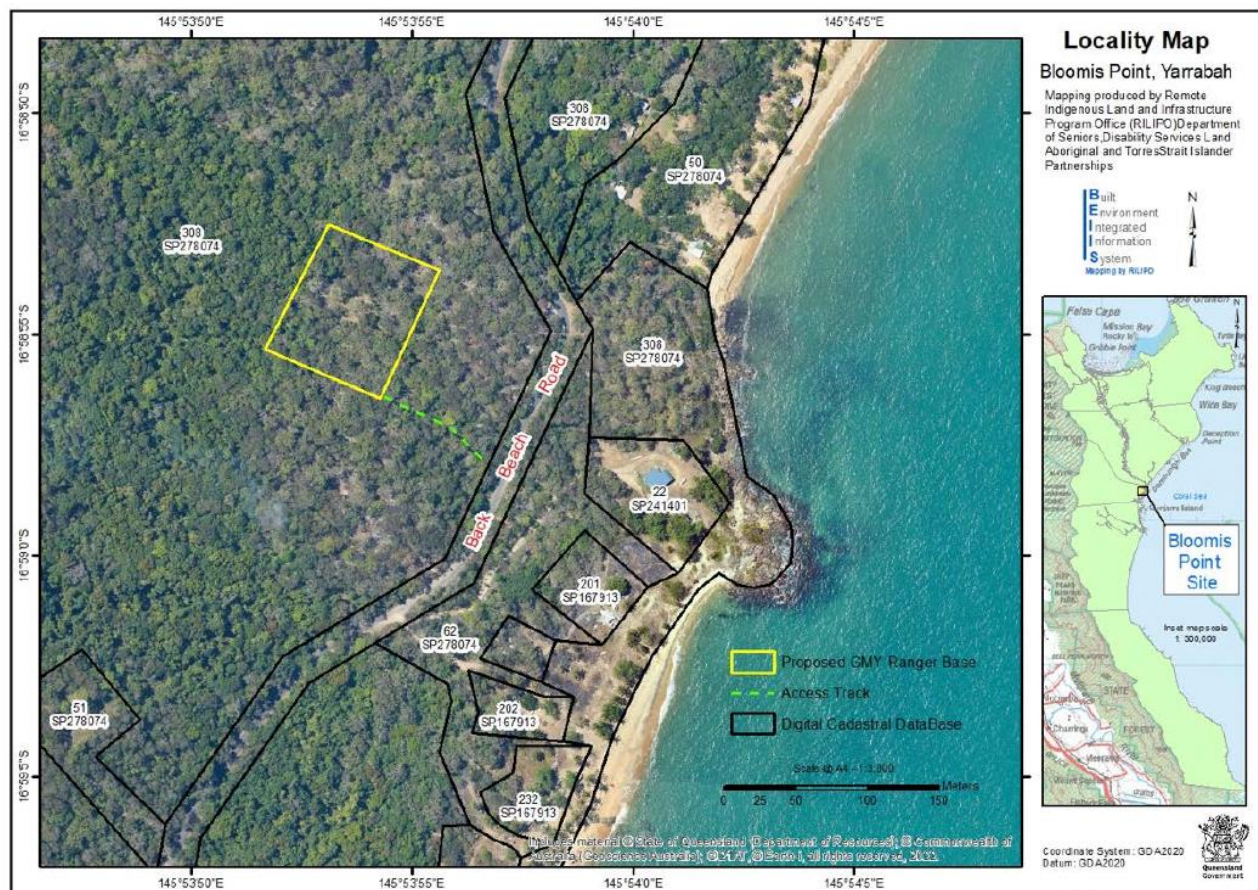


Figure 4: Bloomis Point forms part of the GMYP Potential Development Area 7



ATTACHMENTS**Nil****RECOMMENDATION**

That Council resolve to approve the Gunggandji-Mandingalbay Yidinji Peoples Prescribed Body Corporate (GMYP) request for the temporary use of part of Lot 308 SP278074 for GMYP administration and ranger purposes, subject to the following:

1. The temporary use will be connected to composting toilets and potable water tanks sufficient for the use.
2. A formal planning application for the use is made before 1 July 2024, noting that Council may issue a further extension to this deadline upon request, where that request is supported by appropriate evidence.
3. If the formal planning application is unsuccessful, the GMYP will remove all structures within 12 months of the decision.

7.10 PROPOSED INCREASE TO THE ELECTRIC ANTS BIOSECURITY ZONE

File Number: 10.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To advise and seek Council support of proposed changes to the electric ant biosecurity zone to include the Yarrabah Aboriginal Shire Council local government area.

BACKGROUND

The National Electric Ant Eradication Program is proposing to make an amendment to the Biosecurity Zone to include the Yarrabah Aboriginal Shire Council local government area (and adjacent Cairns Regional Council lots), Low Isles (in the Douglas Shire Council local government area) and the Family Islands (in the Cassowary Coast Regional Council local government area).

An extension to the biosecurity zone to include the Yarrabah Shire (and other localities) will not create any additional constraints unless an electric ant infestation is detected. The proposed increase to the biosecurity zone recognises the risk of spread of electric ant to Yarrabah via transport corridors into Yarrabah from nearby infestations.

COMMENT

This amendment will have no direct impact on the community or residents and reinforces the role of Biosecurity Queensland, Department of Agriculture and Fisheries, in monitoring the waste disposal site in Yarrabah already as a sentinel site.

Biosecurity Queensland advise that the amendment is necessary to ensure that movement controls and eradication measures can be put in place quickly, if electric ant is detected in the area.

To date there have been no reported infestations in the area.

On Monday 31st July 2023, The CEO and Director – Infrastructure met with representatives from Biosecurity Queensland. In addition to these changes, Biosecurity Queensland have advised of possible opportunities for the Program to provide engagement and training within the community. This includes training for ranger groups and council staff as well as digital material, hard copy posters and flyers for display and distribution at key community centres for educational purposes.

POLICY/FUNDING CONSIDERATIONS

Nil.

RISK

Nil – acceptance will allow for more rapid response should a detection of Electric Ants be detected in this local government area.

CONSULTATION

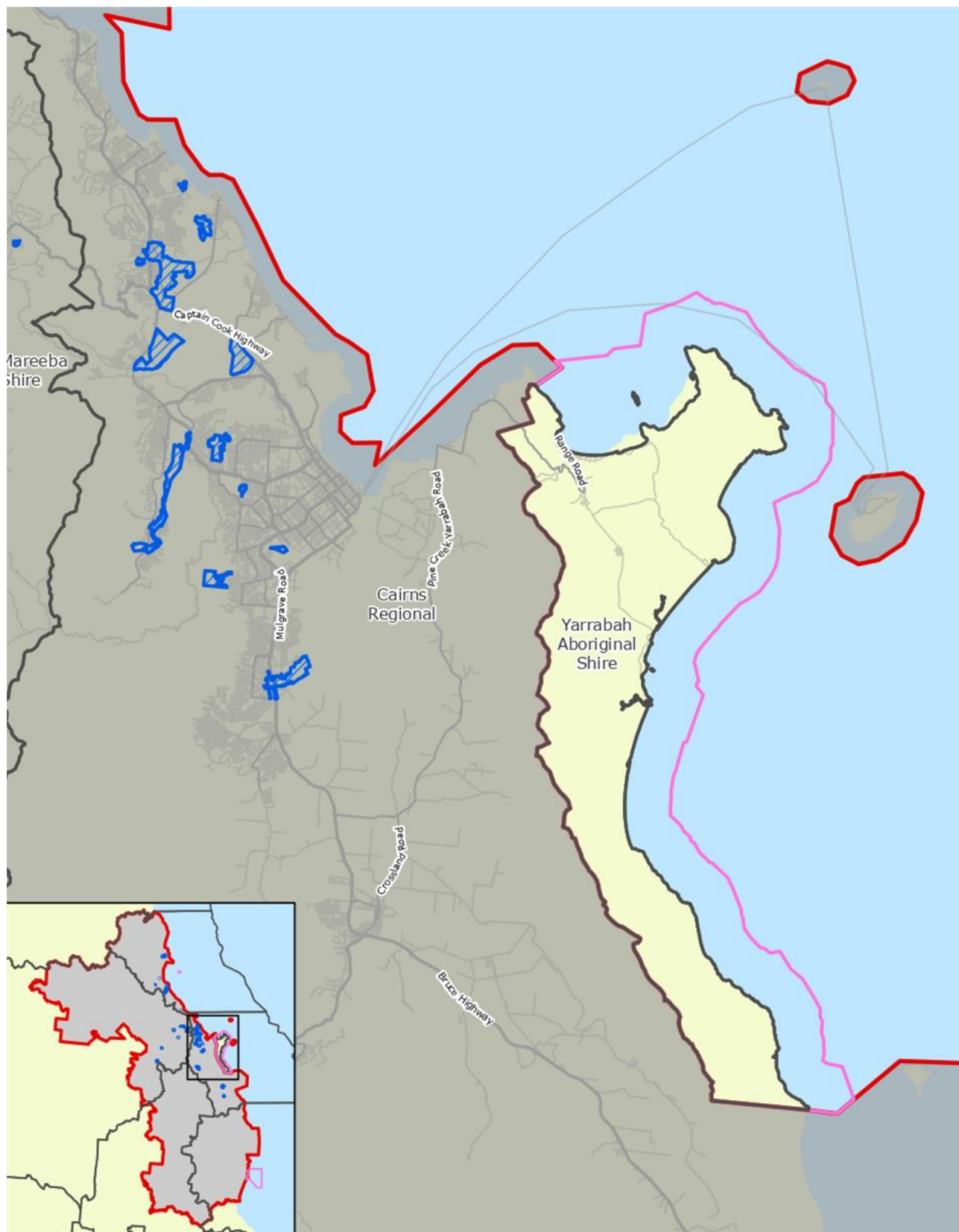
Biosecurity Queensland / YASC CEO and Director - Infrastructure

ATTACHMENTS**1. Proposed boundary change - Electric Ant Biosecurity Zone**

RECOMMENDATION

That Council resolve to

1. Endorse the changes to electric ant biosecurity zone to include the Yarrabah Aboriginal Shire Council local government area.
2. Authorise the CEO to advise Biosecurity Queensland of Council's endorsement of this change.



Attachment 2. Proposed biosecurity zone extension - Yarrabah Shire and adjacent lots

- Proposed extension - Yarrabah Shire and adjacent lots 27,750 ha
- Electric ant biosecurity zone
- Restricted zone (date of effect: 18 November 2022)
- Lesser restrictions area
- Local government area
- Access corridors



0 3 6 km



This map has been prepared using spatial data in existence as at 18 November 2022. Updated spatial data for the land the map applies to can be sourced from <http://qldspatial.information.qld.gov.au/catalogue/> and viewed using the interactive map <https://www.daf.qld.gov.au/ElectricAntMap>. The spatial accuracy of the areas depicted on this map is subject to the accuracy of the Digital Cadastre Data Base dataset supplied under licence by the Queensland Department of Resources. This map also incorporates additional datasets supplied by the Queensland Department of Resources.

7.11 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 11.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Present information to council from community resident seeking Confirmation of Aboriginality endorsement consideration. Applicant – [REDACTED]

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother, [REDACTED]. The following documents have been prepared in accordance with the provisions of the Local Government Act 2009 and other relevant statutes.

Council's process for providing confirmation of persons known to authorised person in Council or have family ties in community. The attached application received from persons seeking Council's confirmation / endorsement. This will grant support to confirm their cultural identity and affiliation to Yarrabah.

As a note, requirements for access to programs or services now calls for applicants to provide confirmation to support Indigenous progress or development. It requires individuals to demonstrate their connection to country and confirm their aboriginality status.

Due to the urgency of this matter, this application was endorsed by Councillor Jackson and Councillor Murgha on 26th July 2023.

The approved form was signed, sealed and recorded in the common seal register.

ACTION

Formal resolution by Council endorsing confirmation.

ATTACHMENTS**1. Confirmation of Aboriginality/Community Affiliation Form - [REDACTED]****RECOMMENDATION**

That Council resolve to endorse the recommendation provided by the CEO to accept the application for confirmation of Aboriginality community affiliation as submitted by the following person:

- [REDACTED]

It is further recommended that this action is moved and seconded by the signing Councillors.



c/- Post Office YARRABAH 4871
56 Sawmill Road YARRABAH
www.yarrabah.qld.gov.au

ABN 30 977 526 871

Phone (07) 4056 9120
Fax (07) 4056 9167
Email: council@yarrabah.qld.gov.au

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, [REDACTED]
(First Name) (Other Name) (Last Name)

Born on [REDACTED]

And now living at [REDACTED]
(Your Full Address)

Declare that I am Aboriginal and/or Torres Strait Islander (cross whichever does not refer to you)

My mother's name is/was [REDACTED]

My Father's names is/was [REDACTED]

The language group and/or home community are English

Culturally I identify as Aboriginal

[REDACTED] unity for 27 years

Signature [REDACTED] Date: 18 / 07 / 23

To completed by ab incorporate Aboriginal and/or Torres Strait Islander Organisation or
association within the applicant's community.

The above person is accepted and recognised as a member or was a member of the Yarrabah
Aboriginal Shire.

Name of Organisation: YARRABAH ABORIGINAL SHIRE COUNCIL	
Name: <u>Kenneth Jackson</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>26 / 07 / 2023</u>
Name: <u>H. Murgha</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>26 / 07 / 2023</u>

* these Signatures must not be members of the Applicant's family



7.12 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 12.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Present information to council from community resident seeking Confirmation of Aboriginality endorsement consideration. Applicant – [REDACTED].

BACKGROUND

Applicant for consideration identified as [REDACTED]. Her parents are [REDACTED] and [REDACTED]. The following documents have been prepared in accordance with the provisions of the Local Government Act 2009 and other relevant statutes.

Council's process for providing confirmation of persons known to authorised person in Council or have family ties in community. The attached application received from persons seeking Council's confirmation / endorsement. This will grant support to confirm their cultural identity and affiliation to Yarrabah.

As a note, requirements for access to programs or services now calls for applicants to provide confirmation to support Indigenous progress or development. It requires individuals to demonstrate their connection to country and confirm their aboriginality status.

ACTION

If confirmed – form to be signed, sealed and recorded in the common seal register.

If not confirmed – Applicant to be advised in writing and referred to make application to the relevant PBC.

ATTACHMENTS

1. Confirmation of Aboriginality/Community Affiliation Form - [REDACTED]

RECOMMENDATION

That Council resolve, in relation to the application for confirmation of Aboriginality/Community Affiliation as submitted by [REDACTED].

1. To accept the application as submitted

or

not accept the application as submitted. The CEO is instructed to advise the applicant in writing to make application to the relevant PBC for determination.

c/- Post Office YARRABAH 4871
56 Sawmill Road YARRABAH
www.yarrabah.qld.gov.au



Phone (07) 4056 9120
Fax (07) 4056 9167
Email: council@yarrabah.qld.gov.au

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, [REDACTED]
(First Name) (Other Name) (Last Name)

Born on [REDACTED]

And now living at [REDACTED]
(Your full address)

Declare that I am Aboriginal and/or Torres Strait Islander (cross whichever refers to you)

My mother's name is /was [REDACTED]

My father's names is/was [REDACTED]

The language group and/or home community is Gunggandji, Yarrabah

Culturally I identify as Gunggandji Women

I have lived in this community for 30 years

Signature: [REDACTED] Date: 16, 6, 2023

To be completed by an incorporated Aboriginal and/or Torres Strait Islander Organisation or association within the applicants community.

The above person is accepted and recognised as a member or was a member of the Yarrabah Aboriginal Shire.

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: _____	Position: _____
Signature: _____	Date: ____/____/____
Name: _____	Position: _____
Signature: _____	Date: ____/____/____

7.13 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 13.MFD_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Present information to council from community resident seeking Confirmation of Aboriginality endorsement consideration. Applicant – [REDACTED].

BACKGROUND

Applicant for consideration identified as [REDACTED]. Parents are [REDACTED] and [REDACTED]. The following documents have been prepared in accordance with the provisions of the Local Government Act 2009 and other relevant statutes.

Council's process for providing confirmation of persons known to authorised person in Council or have family ties in community. The attached application received from persons seeking Council's confirmation / endorsement. This will grant support to confirm their cultural identity and affiliation to Yarrabah.

As a note, requirements for access to programs or services now calls for applicants to provide confirmation to support Indigenous progress or development. It requires individuals to demonstrate their connection to country and confirm their aboriginality status.

ACTION

If confirmed – form to be signed, sealed and recorded in the common seal register.

If not confirmed – Applicant to be advised in writing and referred to make application to the relevant PBC.

ATTACHMENTS

1. Confirmation of Aboriginality/Community Affiliation Form - [REDACTED]

RECOMMENDATION

That Council resolve, in relation to the application for confirmation of Aboriginality/Community Affiliation as submitted by [REDACTED].

1. To accept the application as submitted

or

not accept the application as submitted. The CEO is instructed to advise the applicant in writing to make application to the relevant PBC for determination

c/- Post Office YARRABAH 4871
56 Sawmill Road YARABAH
www.yarrabah.qld.gov.au



Phone (07) 4056 9120
Fax (07) 4056 9167
Email: council@yarrabah.qld.gov.au

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, [REDACTED]

(First Name)

(Other Name)

(Last Name)

Born on [REDACTED]

(Location of birth)

And now living at [REDACTED]

(Your full address)

Declare that I am Aboriginal and/or Torres Strait Islander (cross whichever refers to you)

My mother's name is /was [REDACTED]

My father's names is/was [REDACTED]

The language group and/or home community is GUNGGANDJI / Kuku Djungan

Culturally I identify as ABORIGINAL

I have lived in this community for 16 years

Signature: [REDACTED]

Date: 17/08/2023

To be completed by an incorporated Aboriginal and/or Torres Strait Islander Organisation or association within the applicants community.

The above person is accepted and recognised as a member or was a member of the Yarrabah Aboriginal Shire.

Name of Organisation: **Yarrabah Aboriginal Shire Council**

Name: _____

Position: _____

Signature: _____

Date: ____/____/____

Name: _____

Position: _____

Signature: _____

Date: ____/____/____

8 CORRESPONDENCE

8.1 CORRESPONDENCE - MINISTER FOR HOUSING

File Number: 01.COR_OM.20230823

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Revised proposal regarding the intended program of works for the \$6 520 188 allocation as part of the Forward Remote Capital Program to increase the supply of housing in Aboriginal and Torres Strait Islander communities.

BACKGROUND

On 23 February 2023, Council resolved to seek a variation to existing funding agreements for the Forward Remote Capital Program to undertake (in part)

1. *Master Plan the Staged Development of Balamba and Master Plan Ambrym Street;*
2. *Undertake the construction of serviced lots including earthworks, road works and trunk infrastructure (sewer, water and stormwater) to service establish developable lots for future housing stages;*

Correspondence has now been received from the Minister for Housing confirming approval of the variation request.

ATTACHMENTS

1. Correspondence from the Minister for Housing

RECOMMENDATION

That Council note the correspondence tabled, as read.



Minister for Housing

Our Ref: MN08954-2023

9 August 2023

Councillor Ross Andrews
Mayor
Yarrabah Aboriginal Shire Council
randrews@yarrabah.qld.gov.au

1 William Street
Brisbane Queensland
GPO Box 806 Brisbane
Queensland 4001 Australia
T: +617 3719 7170
E: housing@ministerial.qld.gov.au

Dear Councillor Andrews

Thank you for your revised proposal regarding the intended program of works for the \$6 520 188 allocation as part of the Forward Remote Capital Program to increase the supply of housing in Aboriginal and Torres Strait Islander communities.

I note in the revised submission you have nominated to use the funding to develop five allotments and construct five dwellings for transitional housing, construction of infrastructure to support 14 additional lots in Ambrym Street and the installation and construction of link infrastructure at Balamba to support the initial phase of the residential subdivision. I acknowledge Council would like to manage delivery and I am happy to endorse this proposal.

Please be assured I will continue to advocate to the Australian Government to consider future funding for remote Indigenous housing.

Mr Mark Cridland, Director-General, Department of Housing will write to Council's Chief Executive Officer providing a variation agreement and staff from the department will work with Council to finalise the delivery arrangements for the Forward Remote Capital Program.

I wish Council every success with the delivery of its projects and look forward to seeing the benefits which flow to your community as a result of this important program.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Meaghan Scanlon".

Meaghan Scanlon MP
Minister for Housing

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING