



BUSINESS PAPER

Ordinary Council Meeting

25 October 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 25 October 2023 at 9.00AM**

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

Ordinary Council Meeting - 27 September 2023

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 27 SEPTEMBER 2023 AT 9.00AM**

PRESENT: Cr Ross Andrews (Mayor), Cr Brian Underwood, Cr Lucrecia Willett, Cr Kenneth Jackson, Cr Hezron Murgha

IN ATTENDANCE: Richard Wright (CEO), Mike Mair (Director – Corporate Services), Preston Andrews (Director – Building Services), Sam Bann (Director – Infrastructure), Lyn Russell (Acting Director – People & Community Services) Leona Worrell (Minute Taker)

1 MEETING OPEN

Mayor Andrews declared the meeting open at 10.51am.

The Mayor 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 ACKNOWLEDEMENT TO COUNTRY

The Mayor 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

Mayor noted apology from Cr Lucrecia Willett who was delayed and would be attending shortly. As quorum existed, meeting to proceed.

4 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 01:27/09/2023

That the minutes of the Ordinary Council Meeting held on 23 August 2023 be adopted.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

The Mayor 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.

No declarations made

11.05am Cr Lucretia Willett entered the meeting

7 MATTERS FOR DISCUSSION**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 August 2023 / September 2023.

CEO read to the report.

RESOLUTION 02:27/09/2023

That Council accept the CEO Operational Report for the period to 21 September 2023.

Moved: Cr Hezron Murgha

Seconded: Cr Kenneth Jackson

5/5

11.23am, meeting was adjourned

11.37am meeting was reconvened

11.38am 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 31 August 2023.

Director Corporate Services read to the report.

RESOLUTION 03:27/09/2023

That Council accept the 31 August 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 Kenneth Jackson

Seconded: Cr Brian Underwood

5/5

12.17pm Director – Corporate Services left the meeting

12.20pm, meeting was adjourned

12.49pm, meeting was reconvened

12.50pm Acting Director – People & Communities entered the meeting

7.3 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

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

Acting Director People and Communities read to the report.

The CEO and the Councillors conveyed their appreciation to the Housing team for their exceptional work in debt recovery efforts within this area.

RESOLUTION 04:27/09/2023

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

Moved: Cr Kenneth Jackson

Seconded: Cr Hezron Murgha

5/5

1.22pm Acting Director – People & Communities left the meeting

1.23pm Cr Willett was excused from the meeting

1.30pm Director – Building Services entered the meeting

7.4 BUILDING SERVICES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

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

Director Building Services read to the report.

The CEO and the Councillors commended the Building Services team for their work in transforming the previously deficit-ridden area into a positive financial position.

RESOLUTION 05:27/09/2023

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

Moved: Cr Brian Underwood

Seconded: Cr Kenneth Jackson

4/4

1.43pm Director – Building Services left the meeting
1.44pm meeting was adjourned
1.54pm meeting was reconvened
1.55pm Director – Infrastructure entered the meeting

7.5 INFRASTRUCTURE - OPERATIONAL REPORT

PURPOSE OF THE REPORT

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

Director Infrastructure read to the report.

The CEO and the Councillors expressed their appreciation to the Water Gang and the Director of Infrastructure for their exceptional work in the overnight cleaning and maintenance of the water reservoir on Thursday, September 21, 2023.

RESOLUTION 06:27/09/2023

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

Moved: Cr Kenneth Jackson

Seconded: Cr Hezron Murgha

4/4

2.15pm Director – Infrastructure left the meeting

7.6 ADOPTION OF THE COMMUNITY SAFETY PLAN

PURPOSE OF THE REPORT

To consider and adopt the:

- Community Safety Plan Volume 2 (Yoofella Way – Your Way 2022)
- Community Safety Plan Volume 1 (Moofella Way - Alcohol Management Strategy 2021)

CEO read to the report.

RESOLUTION 07:27/09/2023

That Council resolve to:

- a. Instruct the CEO to arrange the replacement of the image on page 18 of the Community Safety Plan Volume 1 (Moofella Way - Alcohol Management Strategy 2021)
- b. Following actions identified in part a, adopt the Community Safety Plan Volume 2 (Yoofella Way – Your Way 2022) and the Community Safety Plan Volume 1 (Moofella Way - Alcohol Management Strategy 2021)
- c. Review the Community Safety Plans (Vol 1 and Vol 2) and identify:
 - i. additional priority actions and service enhancement actions
 - ii. additional actions that respond to new or emerging community priorities
 - iii. allocate timeframes and the budget to the existing and additional actions.

Moved: Cr Ross Andrews

Seconded: Cr Kenneth Jackson

4/4

7.7 HOUSING AND LAND SUPPLY: 10 YEAR CAPITAL WORKS PROGRAM**PURPOSE OF THE REPORT**

To provide council with information on the 10 Year Housing and Land Supply Capital Works Program.

CEO read to the report.

RESOLUTION 08:27/09/2023

That Council resolve to endorse:-

1. the 10 Year Capital Works Program
2. Authorise the CEO to advise the Department of Housing accordingly.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4

7.8 RECOMMENDATION FOR ANNUAL CLOSEDOWN - CHRISTMAS PERIOD 2023**PURPOSE OF THE REPORT**

To report to Council proposed options for Annual Closure during Christmas & Festive Season – 2023.

CEO read to the report.

RESOLUTION 09:27/09/2023

That Council resolve to

1. In accordance with clause 19 of the *Queensland Local Government Industry (Streams A, B & C) Award – State 2017*, Council resolve to declare the Annual Closedown period for from close of business on Thursday 21 December 2023 to Friday 29 December 2023 with staff retuning to work on Tuesday 2 January 2024.
2. Council further resolves to provide 1 paid “Council Shutdown” day to all employees during this period.
3. Council further resolves that staff required to work as part of required service delivery during this period will accumulate the 1 paid “Council Shutdown” day and will be required to take this day in the first quarter of 2024.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

4/4

7.9 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 – ██████████

CEO read to the report.

RESOLUTION 10:27/09/2023

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:

- ██████████

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

Moved: Cr Kenneth Jackson

Seconded: Cr Ross Andrews

4/4

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 – ██████████.

CEO read to the report.

RESOLUTION 11:27/09/2023

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:

- ██████████

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

Moved: Cr Kenneth Jackson

Seconded: Cr Ross Andrews

4/4

8 CORRESPONDENCE**8.1 CORRESPONDENCE - MINISTER FOR HOUSING****PURPOSE OF THE REPORT**

Tabling of correspondence from the Minister for Housing, the Honourable Meaghan Scanlon MP, dated 25 August 2023.

CEO read to the report.

RESOLUTION 12:27/09/2023

That Council note the correspondence tabled, as read.

Moved: Cr Ross Andrews

Seconded: Cr Kenneth Jackson

4/4

9 STRATEGIC PORTFOLIO UPDATE

Councillors to provide updates on Meetings and Trips and other information for the meeting.

10 CONFIDENTIAL MATTERS

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 25 October 2023.

The Mayor thanked the councillors and staff for their participation and attendance at the meeting.

Meeting closed at 2.57 pm.

.....

MAYOR

- 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.20231025

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 September 2023 / October 2023.

KEY FOCUS AREAS

This monthly report covers the period from 28 September 2023 to 20 October 2023.

- **FNQROC Board Meeting** - 4/5 October. Hope Vale. Mayor & CEO attended.
- **COEX Official Opening** - 6 October. Opened by Hon Minister Hinchliffe, Minister for Tourism, Innovation and Sport and Minister Assisting the Premier on Olympics and Paralympics Sport and Engagement. Mayor, CEO & Councillors attended.
- **Gillian Bann Female Facility Official Opening** - 6 October. Opened by Hon Minister Hinchliffe, Minister for Tourism, Innovation and Sport and Minister Assisting the Premier on Olympics and Paralympics Sport and Engagement. Mayor, CEO & Councillors attended.
- **Hon Leanne Enoch MP**, Minister for Treaty, Minister for Aboriginal and Torres Strait Islander Partnerships, Minister for Communities and Minister for the Arts – 6 October. Mayor, Deputy Mayor, CEO attended.
- **Yarrabah Music Festival** - 7 October. Attended by all.
- **Audit & Risk Committee Meeting** - 9 October. Mayor & Councillor Jackson attended.
- **Digital Services Hub meeting** - 9 October. With the Manager of Wugu Nyambil & the Enterprise Development Consultant. Mayor & CEO attended
- **Remote Indigenous Mayors Meeting** - 10 October. Mayor & CEO attended.
- **Foundation area – People – First Nations Innovation Meeting** - 10 October. Mayor invited to speak at the Queensland Plan Ambassadors Council meeting at James Cook University.
- **PCYC - learner driver program – Braking the Cycle Changing Gears** - 10 October. Meeting with GM-Community, Cultural & Social Innovation. Mayor & CEO attended.
- **FNQROC WHS & Wellbeing Committee Meeting** – 10 October. Cairns Regional Council – CEO attended.
- **Interview with Journalist, from the Courier Mail** – 11 October. Mayor attended.

- **Queensland Disaster Management Committee Meeting** - 13 October. Weather briefing from the Bureau of Meteorology. Mayor attended.
- **LGAQ Annual Conference** – 16 – 19 October. Gladstone - CEO attended.
- **Reef Guardian Councils Executive Committee Meeting** - 19 October. Gladstone - CEO attended.

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

- **The Indigenous Regional Arts Development Fund (IRADF) - \$45,000**
 - Cultural Maintenance - keeping culture strong through passing on of cultural knowledge and practice by recognised, respected Elders, leaders and peers.
 - Arts Development – community and individuals’ arts practice, participation and skills development.

GRANTS AWAITING OUTCOME

- **Federal Governments Reef Guardian Council Funding - \$920,000 over 3 years**
 - Yarrabah Sewage Treatment Plant Upgrade - Surface Aerators to improve the quality of the final effluent prior to discharge to the local creek by installing a surface aeration system.
 - De-'car'-bonising Yarrabah: e-Mobility Strategy and Pilot - Implement a pilot project for an e-transport network.
 - Fuel Tank Upgrades - Remove and replace existing underground fuel tanks and replace with above ground tanks and fuel bowser. Includes removing the old fuel tank near the supermarket.
- **Regional Connectivity Program - \$ 670,476** NBN as lead applicant. Fixed Wireless internet for Yarrabah.
- **Growing our Regions Program –**
 - **\$4,462,320** - Balamba Social Infrastructure & Ambrym St capital works
 - **\$15,000,000** - Regional Transaction Centre –New store, and commercial/office tenancy space
 - **\$3,850,000** - Deadly Short Stay Cabins - - Deadly Short Stay Cabins are 10 purpose-built accommodations.

GRANTS UNDER CONSIDERATION

- SES Support Grant
 - Facilities Up to \$85,000 (up to 75% of project costs)
 - Vehicles: Up to \$40,000 (dollar for dollar)
- 2024 Australia Day Community Grants - **\$15,000** for community events.
- **National Road Safety Action Grants Program - \$25,500** First Nations Road Safety
- **Queensland Resilience and Risk Reduction Fund (QRRRF) – 13.1m** - mitigation infrastructure, e.g. stormwater detention, levees and disaster management equipment, such as emergency generators
- **Regional Precincts and Partnerships Program \$500,000** – Yarrabah Town Centre Precinct Plan

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.
- **Transport and Main Roads Cycle Network Grants (CNLGG) program (\$TBC)**
Funding for local government to plan, design and construct projects on the principal cycle network.

The grants team are meeting with Council Directors on 31st October to review and plan upcoming grants and forecast opportunities.

AGENDA ACTIONS**Ordinary Meeting –27 September 2023**

Item	Agenda item	Status
7.1	CEO Operational Report	Tabled
7.2	YASC Monthly Financial Report	Tabled
7.3	People & Communities – Operational Report	Tabled
7.4	Building Services - Operational Report	Tabled
7.5	Infrastructure - Operational Report	Tabled
7.6	Adoption Of The Community Safety Plan	Tabled

Item	Agenda item	Status
7.7	Housing And Land Supply: 10 Year Capital Works Program	Tabled
7.8	Recommendation For Annual Closedown - Christmas Period 2023	Actioned
7.9	Confirmation Of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned
7.10	Confirmation Of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned
8.1	Correspondence - Minister For Housing	Tabled

UPCOMING MATTERS:

- Health & Well-being Queensland Meeting with CEO, Dr Robyn Littlewood – 23 October. Mayor & CEO to attend.
- Balamba Housing Project – Smoking ceremony. 23 October. Mayor, Councillors & CEO to attend.
- Yarrabah Leaders Forum Meeting – 24 October. Mayor & CEO to attend.
- QMF Meeting – Debrief – 26 October. Mayor & CEO to attend.
- Suicide Prevention Capacity Building Program – 26 October. Supporting those who are most vulnerable – Mayor to attend.
- Yarrabah Joint Agency Meeting – 27 October. CEO to attend.
- Yarrabah DOGIT Day – 30 October. Foundation day church event held in the morning. YASC Family event organised at Jilara Oval.
- Kinetic Bus Service Meeting – 1 November. CEO to attend.
- Yarrabah Advisory Group Meeting – 6 November. Mayor & CEO to attend.
- Cairns DDMG Exercise – 7-9 November. CEO to attend.
- State Library of Queensland and State Library of Western Australia Visit to Yarrabah Knowledge Centre and Council – 7 November. CEO to attend.

- **Thriving Queensland Kids Country Collaborative** (TQKCC) – 10 November. Workshop and ceremonial signing of an MOU between JCU and TQKP at JCU Cairns. Mayor to attend.
- **DATSIP Regional Director** – 13 November. Mayor & CEO to attend.
- **Cairns DDMG scheduled cyclone season** – 14 November. Mayor & CEO to attend.

GALLERY

- Yarrabah Containers For Change Facility – Official Opening on the 6th October 2023.



- Hon Minister Enoch & Hon Minister Hinchliffe & with Mayor Andrews & Deputy Mayor Willett with the Yarrabah Elders. 6th October 2023.



- Gillian Bann Female Facility Official Opening by Hon Minister Hinchliffe, 6th October 2023.





- Yarrabah Music Festival, 7th October 2023





- Welcome Smoking Ceremony for the Hawthorn AFL Women's Team & their entourage on Wednesday 18 October 2023.



ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the CEO Operational Report for the period to 20 October 2023.

7.2 YASC MONTHLY FINANCIAL REPORT

File Number: 02.MFD_OM.20231025

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 30 September 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
7. Areas of Interest Report
8. Grants Report

POLICY/FUNDING CONSIDERATIONS

Local Government Regulations, s204 - Financial

RISK

Compliance.

CONSULTATION

Executive Leadership Team

Finance Manager

ATTACHMENTS

1. Finance Report September 2023
2. Areas of Interest Report September 2023
3. Grants Report September 2023

RECOMMENDATION

That Council accept the 30 September 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

**CORPORATE SERVICES REPORT
TO THE YARRABAH ABORIGINAL SHIRE COUNCIL
For the Period Ended 30 September 2023**

FINANCIAL SERVICES

I. Overview of Operating Results as at 30 September 2023

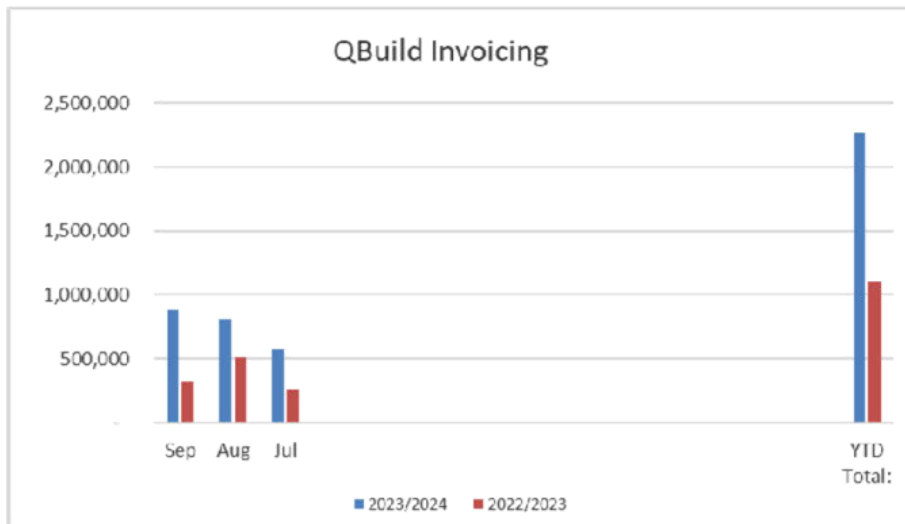
	ACTUAL YTD	BUDGET YTD 22/23	VARIANCE	VARIANCE	BUDGET FY 22/23
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	12,665	71,608	-58,944	-82%	286,433
Other incomes	110,465	158,794	-48,328	-30%	635,175
Rental income	727,971	758,777	-30,806	-4%	3,035,110
Interest received	60,677	27,500	33,177	121%	110,000
Sales & recoverable works	1,459,905	953,582	506,323	53%	3,814,327
Grants & Subsidies	1,551,403	2,143,318	-591,915	-28%	8,573,271
	3,923,085	4,113,579	-190,494	-5%	16,454,316
Recurrent Expenditure					
Employees costs	1,568,447	1,750,073	-181,626	-10%	7,000,290
Materials and services	2,891,941	2,684,890	207,051	8%	10,739,559
Finance costs	2,175	39,783	-37,608	-95%	159,130
Donations Paid	636	-	636		
Depreciation	1,549,511	1,509,943	39,568	3%	6,039,772
	6,012,709	5,984,688	28,022	0.47%	23,938,751
Less: Capitalised Expenses	6,012,709	5,984,688	28,022	-0.47%	23,938,751
Net Operating Profit	-2,089,624	-1,871,109	-218,515	12%	-7,484,435

Council's Operating result is a loss of \$2.090M as at 30 September 2023, which exceeded budget loss by \$219K.

Recurrent income is below budget. Whilst sales from QBuild Planned Maintenance works continues to exceed budget, budgeted FAGS 23-24 funding was prepaid in June 23 resulting in the overall budget shortfall of \$190k.

Recurrent expenditure is \$28K over budget. Staff costs remain under budget as the state wage case has not been finalised to date. Materials and services costs were over budget in direct line with the increased QBuild Planned maintenance works being carried out.

QBuild Revenues have increased by \$1.162M on that of last year. This is mainly due to the extension of the Healthy Housing program from October 2022 to October 2023.



Planned maintenance YTD profit is \$111k. Whilst a positive result, Council needs to be aware that the net profit ratio is still below the budgeted ratio, showing more corrective action still needs to be taken.

Liquidity Highlights

II. Current Trade Debtors, Housing Debtors & Trade Creditors

	90 Days	60 Days	30 Days	Current	Total
Total Debtor Type	-	-	-	-	-
Debtors Sundry	268,736	6,977	22,877	110,715	409,305
Blockholders Service Fees	394,347	200	1,025	26,817	368,755
Commercial Service Fees	199,549	-	-	-	199,549
Grants	479	-	-	-	479
Ex - Rent (pre 2013)	960,495	438	648	389	961,970
Trustee Leases	24,754	-	-	-	24,754
Commercial Leases	25,652	9,463	29,234	9,086	73,435
Daycare Debtors	108,666	9,091	6,692	3,882	128,331
Housing Current Rent	2,737,408	8,661	1,561	1,160	2,748,789
TOTAL DEBTORS	4,720,087	1,812	28,488	685,235	4,915,367
TOTAL CREDITORS	30,984	26,883	225,186	1,149,169	1,432,222

Of the \$4.915M owing to Council, only \$911K is estimated as collectable with \$4.004 million included in our provision for doubtful debts.

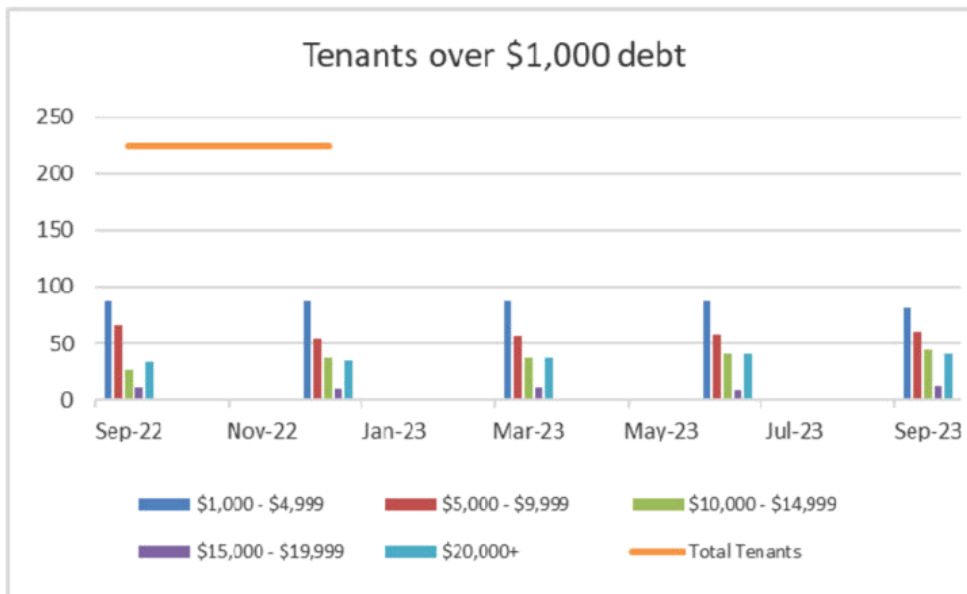
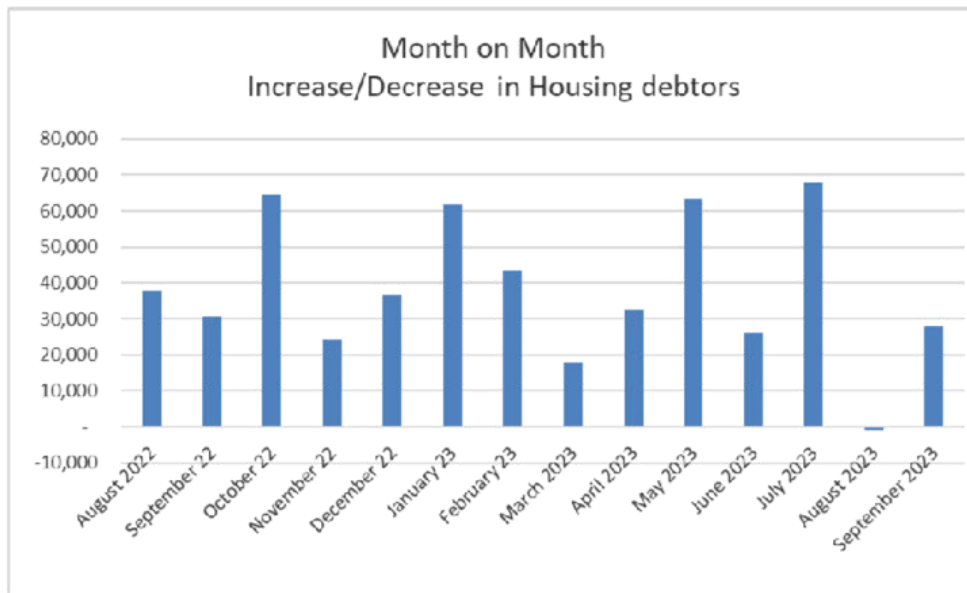
Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 20% from \$2,283,585 to \$2,748,789. A review of debtors has highlighted the following:

62% of current tenants are in arrears and 82 total tenants owe over \$1,000 which has decreased by 5 on that of the previous quarter. September's housing debt increased by \$27,783 on that of the previous month.

The 41 debtors owing over \$20k increased by \$13K on that of last month from \$1.324M to \$1.337M.

Whilst housing debtors increased by \$27k over last month's position, the appointment of the acting Housing Manager to the permanent position should see the increased enforcement of the debt recovery policy. Similar to QBuild, Council needs to maintain a heavy focus on this area and monitor the next few months results.



Monthly movement to housing debt	
Month	Actual increase/(decrease)
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
August 2023	(\$1,027)
September 2023	27,783

	# Tenants	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owing to Council	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23
\$1,000 - \$4,999	87	87	87	87	82
\$5,000 - \$9,999	66	54	57	58	60
\$10,000 - \$14,999	26	38	38	41	44
\$15,000 - \$19,999	11	10	12	9	13
\$20,000+	34	35	38	41	41
Total Tenants	224	224	232	236	240
Percent of tenants in arrears	58%	58%	60%	61%	62%

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 30/09/2023</i>	Total Grant Budget	Monies Received to Date	Expenses to Date	Variation v Budget	Brief Description
Interim Remote Capital Program	2,139,036	1,925,134	1,503,659	635,378	5 Lots 6A Djenghi Estate
Works for Qld 4 - 21/24	3,280,000	1,640,000	1,948,258	1,331,742	Driveways, Security, Council Buildings Upgrade & 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	459,995	750,460	Replace gantrys, pump upgrades and maintenance, SCADA, assesment of future expansion, new switchboard pump 3
Water Mains Upgrade (ICCIP)	1,260,720	916,753	1,320,837	- 60,117	Replace water main Back Beach Road, SCADA, Fit bore 2 & 7 pumps, water treatment upgrade.
Qbuild Housing demolition and construction	3,498,000	235,942	479,200	3,018,800	14 Smith St, 4 Dabah Close, 19 Smith St, 32 Workshop Rd, 7 Beach St, 64 Gribble St
Forward Capital Program	5,927,444	1,804,019	39,871	5,887,573	16 Lots Djenghi, 10 houses Gurmga St
Water Treatment Plant Upgrade (LGGSP)	1,253,159	375,948	25,179	1,227,980	Water Treatment Plant upgrade
Buddabadoo Road drainage upgrades (QRA)	566,475	169,943	152,640	413,835	Buddabadoo Road drainage upgrades
	\$21,316,355	\$10,767,483	\$8,384,108		
Estimated Capital Deficit		0			

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
At 30 September 2023		
	Council	
	At 30 September 2023	At 30 June 2023
	\$	\$
Current assets		
Cash and cash equivalents	13,194,941	11,152,024
Trade and other receivables	2,663,537	3,327,722
Inventories	280,868	213,547
Total current assets	16,139,346	14,693,293
Non-current assets		
Property, plant and equipment	156,181,366	145,519,300
Total non-current assets	156,181,366	145,519,300
Total assets	172,320,711	160,212,593
Current liabilities		
Trade and other payables	9,912,763	6,915,949
Provisions	684,006	602,972
Total current liabilities	10,596,769	7,518,921
Non-current liabilities		
Provisions	1,656,965	1,912,917
Total non-current liabilities	1,656,965	1,912,917
Total liabilities	12,253,734	9,431,837
Net community assets	160,066,977	150,780,755
Community equity		
Asset revaluation surplus	104,980,046	95,873,414
Retained surplus/(deficiency)	55,086,931	54,907,341
Total community equity	160,066,977	150,780,755

V. Cash Position

	\$	\$
CBA - General Fund	161,671	
CBA - Housing Fund	1,464,789	
CBA - Remote Capital	951,989	
CBA - Forward Capital	143,360	
QTC - Leases	327,723	
QTC - Investment	8,163,859	
QTC - Forward Capital	1,981,101	
Cash Floats	<u>450</u>	
Total Cash		13,194,941
Trade Debtors	4,915,367	
Provision Doubtful Debts	<u>(4,004,256)</u>	911,111
Less: Trade Creditors		(1,432,222)
Less: Tied Grant Funds		(4,584,571)
Less: Current Commitments		(3,393,274)
Cash Position at EOM		<u>4,695,985</u>

VI. Commercial Leases

Status of Council Commercial Leases	No.
Total Council leasable properties	21
No. of current leases outstanding	1
<i>Being made up of those:</i>	
- Expression of interest released	0
- awaiting signature of tenant	0
- Expression of interest to be done	1

VII. Other

Another tender for Trades and Services is currently being processed to expand the number of preferred suppliers operating in community to cope with the additional QBuild, Department of Housing works both current and future.

Mike Mair

Director Corporate Services



300. Program GL Report with IE Code Detail

8:20 AM
Wednesday, 18 October, 2023

YARRABAH ABORIGINAL SHIRE COUNCIL

For Period Ending: 30/09/2023

Year : 23/24

25%

		Current Budget	YTD Actual	Order Value	Total Actual	Variance \$	Variance %
Capital Income							
15011000	Upgrades (Contract Works) - Income						
154	Services - Contract Works	2,920,000.00	738,904.27	0.00	738,904.27	2,181,095.73	25%
	Total: 15011000	2,920,000.00	738,904.27	0.00	738,904.27	2,181,095.73	25%
	Total Act Type: CAPITAL INCOME	2,920,000.00	738,904.27	0.00	738,904.27	2,181,095.73	25%
Capital Expenditure							
15019020	Upgrades (Contract Works) - Capital Houses						
201	Salaries & Wages	85,600.00	8,199.20	0.00	8,199.20	(77,400.80)	10%
208	Superannuation	9,416.00	2,737.77	0.00	2,737.77	(6,678.23)	29%
212	Workcover	7,760.21	0.00	1,548.42	1,548.42	(6,211.79)	20%
321	Materials & operating	9,985.55	35.13	0.00	35.13	(9,950.42)	0%
332	R&M - Buildings	2,614.50	0.00	0.00	0.00	(2,614.50)	0%
334	R&M - Houses	37,681.50	0.00	0.00	0.00	(37,681.50)	0%
338	Subscriptions	5,000.00	0.00	0.00	0.00	(5,000.00)	0%
860	Capital Purchases	2,433,330.00	527,204.18	323,575.56	850,779.74	(1,582,550.26)	35%
998	Stock Overheads	1,476.66	7.03	0.00	7.03	(1,469.63)	0%
999	Plant Recovery	8,441.32	0.00	0.00	0.00	(8,441.32)	0%
	Total: 15019020	2,601,305.74	538,183.31	325,123.98	863,307.29	(1,737,998.45)	(33%)
	Total Act Type: CAPITAL EXPENDITURE	2,601,305.74	538,183.31	325,123.98	863,307.29	(1,737,998.45)	33%
	Net Profit/(Loss): Upgrades (Contract Works)	318,694.26	200,720.96	(325,123.98)	(124,403.02)	443,097.28	29%
Sub Programme: 502 Planned Maintenance							
Operating Income							
15021000	Planned Maintenance - Income						
153	Services - Housing Maintenance	3,423,000.00	1,281,784.67	0.00	1,281,784.67	2,141,215.33	37%
154	Services - Contract Works	44,806.73	48,191.00	0.00	48,191.00	(3,384.27)	108%
334	R&M - Houses	0.00	(556.26)	0.00	(556.26)	556.26	(100%)
	Total: 15021000	3,467,806.73	1,329,419.41	0.00	1,329,419.41	2,138,387.32	38%
	Total Act Type: OPERATING INCOME	3,467,806.73	1,329,419.41	0.00	1,329,419.41	2,138,387.32	38%
Operating Expenditure							
15022000	Planned Maintenance - Employee Costs						
201	Salaries & Wages	330,851.49	127,141.46	0.00	127,141.46	(203,710.03)	38%
208	Superannuation	36,393.66	15,676.26	0.00	15,676.26	(20,717.40)	43%
211	Workwear	5,247.82	0.00	0.00	0.00	(5,247.82)	0%
212	Workcover	6,300.85	0.00	5,973.39	5,973.39	(327.46)	95%
334	R&M - Houses	11,713.48	0.00	0.00	0.00	(11,713.48)	0%
	Total: 15022000	389,507.30	148,817.72	5,973.39	148,817.72	(240,689.58)	(39%)

201	Salaries & Wages	0.00	627.71	0.00	627.71	627.71	(100%)
211	Workwear	0.00	192.49	3,823.55	4,016.04	4,016.04	(100%)
310	Electricity & gas	1,043.98	229.72	0.00	229.72	(814.26)	22%
315	Hire of equipment	14,175.00	0.00	0.00	0.00	(14,175.00)	0%
321	Materials & operating	160,462.01	15,211.13	0.00	15,211.13	(145,250.88)	9%
332	R&M - Buildings	12,560.31	17,770.35	0.00	17,770.35	5,210.04	141%
334	R&M - Houses	2,439,003.03	1,038,925.69	401,332.53	1,440,258.22	(998,744.81)	59%
338	Subscriptions	6,822.90	0.00	0.00	0.00	(6,822.90)	0%
345	Minor Equipment	4,000.00	0.00	0.00	0.00	(4,000.00)	0%
346	Motor Vehicles - expenses	10,000.00	0.00	0.00	0.00	(10,000.00)	0%
998	Stock Overheads	27,976.10	3,042.15	0.00	3,042.15	(24,933.95)	11%
999	Plant Recovery	24,374.68	0.00	0.00	0.00	(24,374.68)	0%
Total: 15022100		2,700,418.01	1,075,999.24	405,156.08	1,481,155.32	(1,219,262.69)	(55%)
Total Act Type: OPERATING EXPENDITURE		3,090,925.31	1,218,816.96	411,129.47	1,629,946.43	(1,460,978.88)	53%
Net Profit/(Loss): Planned Maintenance		376,881.42	110,602.45	(411,129.47)	(300,527.02)	677,408.44	45%
Sub Programme: 701 SGFA - Water							
Operating Income							
17011000	Water - Income						
101	Service Charges	94,221.86	0.00	0.00	0.00	94,221.86	0%
Total: 17011000		94,221.86	0.00	0.00	0.00	94,221.86	(
Total Act Type: OPERATING INCOME		94,221.86	0.00	0.00	0.00	94,221.86	0%
Operating Expenditure							
17012000	Water - Employee Costs						
201	Salaries & Wages	107,452.00	44,378.36	0.00	44,378.36	(63,073.64)	41%
203	Sick Leave	333.73	217.09	0.00	217.09	(116.64)	65%
206	Annual Leave	10,256.02	1,020.29	0.00	1,020.29	(9,235.73)	10%
208	Superannuation	12,319.72	3,658.39	0.00	3,658.39	(8,661.33)	30%
211	Workwear	1,200.00	128.33	2,259.22	2,387.55	1,187.55	199%
212	Workcover	5,104.73	0.00	1,940.00	1,940.00	(3,164.73)	38%
Total: 17012000		136,666.20	49,402.46	4,199.22	53,601.68	(83,064.52)	(39%)
17012100	Water - Materials & Services						
308	Contractors fees	1,000.00	0.00	0.00	0.00	(1,000.00)	0%
310	Electricity & gas	114,795.24	31,287.24	0.00	31,287.24	(83,508.00)	27%
318	Insurance - Other	9,995.50	1,769.10	0.00	1,769.10	(8,226.40)	18%
321	Materials & operating	72,753.80	41,035.17	24,428.45	65,463.62	(7,290.18)	90%
323	Motor Vehicle - Fuel & oil	5,924.47	2,328.34	0.00	2,328.34	(3,596.13)	39%
327	Motor Vehicle - R&M	10,000.00	0.00	0.00	0.00	(10,000.00)	0%
333	R&M - Equipment	6,000.00	2,602.98	226.00	2,828.98	(3,171.02)	47%
335	R&M - Infrastructure	5,000.00	4,134.37	4,600.00	8,734.37	3,734.37	175%
338	Subscriptions	4,358.03	0.00	2,779.50	2,779.50	(1,578.53)	64%
339	Telephone & internet	1,592.48	456.87	0.00	456.87	(1,135.61)	29%
345	Minor Equipment	2,000.00	0.00	0.00	0.00	(2,000.00)	0%
Total: 17012100		233,419.52	83,614.07	32,033.95	115,648.02	(117,771.50)	(50%)
17018000	Water - Depreciation						
901	Buildings Depreciation	312,167.10	0.00	0.00	0.00	(312,167.10)	0%
Total: 17018000		312,167.10	0.00	0.00	0.00	(312,167.10)	(

Net Profit/(Loss): SGFA - Water	(588,030.96)	(133,016.53)	(36,233.17)	(169,249.70)	(418,781.26)	22%
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500. SPECIFIC PURPOSE GRANT BALANCES BY PROJECT

YARRABAH ABORIGINAL SHIRE COUNCIL

10:06 AM

Thursday, 19 October, 2023

as at 30 September 2023

	Opening Balance	Receipts Grants	Receipts Other	Disbursements	Closing Balance
Department of Local Government Racing and Multicultural Affairs					
FAGS	2,607,142.00	36,139.89	0	(44,239.13)	2,599,042.76
IEDG Grant	0	0	0	(7,238.00)	(7,238.00)
Works for Qld COVID	0	0	0	0	0
Revenue Replacement Grant	0	0	0	0	0
SGFA	0	1,144,019.25	4,981.04	(625,934.94)	523,065.35
Works For Queensland	0	0	0	(50.15)	(50.15)
Advancing the Planning Act	26,823.00	0	0	0	26,823.00
Sewerage Pumps Stations Upgrade ICCIP	762,869.00	0	0	0	762,869.00
Water Mains Upgrade ICCIP	(236,820.00)	0	0	(167,265.00)	(404,085.00)
Bukki Road Upgrade Stage 2 (LGGSP)	(19,826.66)	0	0	0	(19,826.66)
Waste ICCIP	(359,340.00)	0	0	0	(359,340.00)
Works for Qld 4	151,263.00	0	0	(310,373.45)	(159,110.45)
Total: Department of Local Government Racing and Multicultural Affairs	2,932,110.34	1,180,159.14	4,981.04	(1,155,100.67)	2,962,149.85
Queensland Health					
ATSI Health Grant	0	46,930.00	0	(42,773.40)	4,156.60
Total: Queensland Health	0	46,930.00	0	(42,773.40)	4,156.60
Department of Communities Housing and Digital Economy: Arts Qld					
YCMF 2021 - Local Musicians/Facilitator (FNCF)	3,282.00	0	0	(8,190.00)	(4,908.00)
Forward Remote Capital Program	1,747,608.00	0	16,540.25	0	1,764,148.25
Total: Department of Communities Housing and Digital Economy: Arts Qld	1,750,890.00	0	16,540.25	(8,190.00)	1,759,240.25
Department of Environment and Science: Arts Qld					
Fashion & Wearable Art	248.00	0	0	0	248.00
Arts BIA	(77.00)	0	0	(18,367.66)	(18,444.66)

Conatiner Exchange	3,982.00	0	0	(17,214.00)	(13,232.00)
Roadside Litter Program	7,000.00	0	0	0	7,000.00
Total: Department of Environment and Science: Arts Qld	65,153.00	0	0	(35,581.66)	29,571.34
Dept of Infrastructure Transport Regional Development & Communications					
Arts IVAIS Relief & Recovery	24,978.24	0	0	0	24,978.24
LRCI 21-22	(33,867.00)	29,024.55	0	0	(4,842.45)
LRCI 22-23	67,875.00	0	0	(4,050.00)	63,825.00
LGGSP - Foreshore Development Plan	(15,105.00)	0	0	(70,000.00)	(85,105.00)
LGGSP - Water Treatment Plant upgrade	350,979.00	0	0	(210.00)	350,769.00
Total: Dept of Infrastructure Transport Regional Development & Communica	394,860.24	29,024.55	0	(74,260.00)	349,624.79
Dept of the Premier and Cabinet					
YCMF 2021 Premier \$220K	100,000.00	0	0	(84,367.54)	15,632.46
Total: Dept of the Premier and Cabinet	100,000.00	0	0	(84,367.54)	15,632.46
Department of Communities Disability Services and Seniors					
SES Building Upgrade	(65,803.00)	0	0	0	(65,803.00)
NAIDOC \$500	500.00	0	0	0	500.00
Local Thriving Communities	10,000.00	0	0	0	10,000.00
Total: Department of Communities Disability Services and Seniors	(55,303.00)	0	0	0	(55,303.00)
Australia Council for the Arts					
Arts Adapt to Digital Era	1,852.92	0	0	0	1,852.92
Yarrabah Fashion Style 2023	(1,536.00)	0	0	0	(1,536.00)
Total: Australia Council for the Arts	316.92	0	0	0	316.92
National Australia Day Council					
National Australia Day Council	1,243.00	0	0	(1,540.57)	(297.57)
Total: National Australia Day Council	1,243.00	0	0	(1,540.57)	(297.57)
Department of Social Services					
Daycare Centre Grant	0	219,252.80	80,845.00	(204,950.63)	95,147.17
Total: Department of Social Services	0	219,252.80	80,845.00	(204,950.63)	95,147.17

QGAP Grant	0	0	0	0	0
Total: Department of Science Information Technology & Innovation	0	0	0	0	0
Department of Communications and the Arts					
IVAIS	(38,718.00)	95,000.00	0	(63,019.97)	(6,737.97)
Total: Department of Communications and the Arts	(38,718.00)	95,000.00	0	(63,019.97)	(6,737.97)
Dept of Housing & Public Works					
Interim Remote Capital Program	639,174.00	0	0	(217,700.00)	421,474.00
Total: Dept of Housing & Public Works	639,174.00	0	0	(217,700.00)	421,474.00
Department of Prime Minister and Cabinet					
CDP Like Activities	377,983.35	0	0	0	377,983.35
Community Message Sign (NIAA)	2,225.00	0	0	0	2,225.00
Total: Department of Prime Minister and Cabinet	380,208.35	0	0	0	380,208.35
National Indigenous Australians Agency					
Market Garden Feasibility Study	27,129.52	0	0	0	27,129.52
YCMF 2021 (NIAA)	100,000.00	0	0	(100,000.00)	0
NAIDOC	0	9,050.00	0	(17,476.89)	(8,426.89)
Total: National Indigenous Australians Agency	127,129.52	9,050.00	0	(117,476.89)	18,702.63
Queensland Fire and Emergency Services					
SES	0	0	0	(6,102.42)	(6,102.42)
Total: Queensland Fire and Emergency Services	0	0	0	(6,102.42)	(6,102.42)
Department of Innovation and Tourism Industry Development					
Deadly Active Sports & Rec Program	77,592.00	0	0	(87,351.00)	(9,759.00)
Total: Department of Innovation and Tourism Industry Development	77,592.00	0	0	(87,351.00)	(9,759.00)
Department of Education					
Daycare ISP Grant	6,283.00	1,212.73	0	0	7,495.73
Vacation Care Grant	6,885.00	0	0	0	6,885.00
	- - - - -	- - - - -	-	-	- - - - -

Department of Employment Small Business and Training					
Work First Start	(48,425.92)	0	0	(14,954.06)	(63,379.98)
Total: Department of Employment Small Business and Training	(48,425.92)	0	0	(14,954.06)	(63,379.98)
State Library of Queensland					
IKC	14,224.00	0	0	(8,703.83)	5,520.17
Total: State Library of Queensland	14,224.00	0	0	(8,703.83)	5,520.17
Office of Liquor and Gaming Regulation					
Total: Office of Liquor and Gaming Regulation	0	0	0	0	0
Queensland Reconstruction Authority					
Get Ready Qld	10,703.00	7,848.00	0	(1,076.86)	17,474.14
NQNDMP Flood Study	60,255.00	0	0	0	60,255.00
NQNDMP Buddabadoo Road Drainage Upgrades	114,875.00	0	0	0	114,875.00
QDRF	4,689.61	0	0	0	4,689.61
REPA 2021	(50,622.00)	0	0	(344,125.31)	(394,747.31)
QRRRF 2020	(37,719.00)	0	0	(97,573.46)	(135,292.46)
REPA 2023	(71,634.00)	0	0	(112,028.16)	(183,662.16)
Total: Queensland Reconstruction Authority	30,547.61	7,848.00	0	(554,803.79)	(516,408.18)
LGAQ					
Coastal Hazard Adaption	(49,655.00)	0	0	0	(49,655.00)
Total: LGAQ	(49,655.00)	0	0	0	(49,655.00)
Department of Transport and Main Roads					
TIDS	(7,816.00)	0	0	(2,180.00)	(9,996.00)
Cycle Paths Stage 1	20,164.92	0	0	0	20,164.92
Cycle Paths Stage 2	(34,567.50)	0	0	0	(34,567.50)
Total: Department of Transport and Main Roads	(22,218.58)	0	0	(2,180.00)	(24,398.58)
Department of Infrastructure & Regional Dev					
Water Emergent Works 2023-24	0	0	0	(26,700.00)	(26,700.00)
Roads to Recovery	20,781.32	0	0	0	20,781.32

Department of State Development					
RTC Extension Design (MIPP2)	0	0	0	0	0
Total: Department of State Development	0	0	0	0	0
Department of Aboriginal and Torres Strait Islander Partnerships					
DFV Social Reinvestment	15,455.00	0	0	(10,000.00)	5,455.00
Service Enhancement	27,000.00	0	0	0	27,000.00
Yarrabah Leaders Forum	200,000.00	0	0	0	200,000.00
Social Reinvestment Project	31,500.17	0	0	0	31,500.17
Community Safety Plan	57,377.00	0	0	(756.00)	56,621.00
Total: Department of Aboriginal and Torres Strait Islander Partnerships	331,332.17	0	0	(10,756.00)	320,576.17
FNQROC					
Transport Network Plan	0	0	0	0	0
Total: FNQROC	0	0	0	0	0
Untied					
Untied	0	0	3,008,220.65	(3,436,909.38)	(428,688.73)
Total: Untied	0	0	3,008,220.65	(3,436,909.38)	(428,688.73)
Grand Total	6,664,409.97	1,588,477.22	3,110,586.94	(6,153,421.81)	5,210,052.32
				Negative Grants	-2,067,937.63
				Tied Grants	4,584,570.57

7.3 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 03.MFD_OM.20231025

Author: Lyn Russell, Acting Director People and Communities

PURPOSE OF THE REPORT

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

OPERATIONAL UPDATE

This report covers activities for the period 28 September 2023 to 20 October 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 in these areas:

1. Community Housing
2. Early Learning Centre
3. Yarrabah Knowledge Centre
4. Yarrabah Arts Cultural Precinct
5. Community Events & Programs
6. Human Resources
7. Workplace Health and Safety
8. Security

1. COMMUNITY 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 – 30.09.23	Year to Date Rent payments collected 01.07.22 to 31.08.23	Year to Date rent arrears collected
	\$3,359,871.04	\$2,600,493.99	\$270,803.65
Revenue – Month AUGUST	Monthly Rent Charged for housing stock	Monthly Rent Payments collected	Monthly Rental Arrears collected
	\$206,607.44	\$169,788.78	\$18,802.14
Arrears	Total Rent Arrears As at 30.09.2023	Total Rent Arrears (previous years) as at 30.09.2022	Variation from year to year
	Tenants - 236 Amount - \$2,315,044.58	Tenants - 208 Amount - \$1,833,572.88	Increase of \$481,471.70

Property Inspections	Year to date	Monthly inspections Completed	Monthly Inspections Scheduled
	167	1	1
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
	167	1541	339 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
	22	316	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)
	3	0	Allowing appropriate response timeframes before Notice to Leaves are sent – As per Housing policy

Highlights

- 17x Tenants have paid off outstanding rental arrears.

2. EARLY LEARNING CENTRE

The newly appointed Manager commences work on November 6. The team have been having staff meetings monthly and addressing issues as they arise, and are now looking forward to their Christmas Party here in December for the children attending the centre. We have 1 student starting with us for work placement; that student is doing 1 day every week to make up her hours. We also have 3 Staff who will be attending their residential in another 2 weeks at TAFE Cairns, then 4 of our Casuals attending their block a week later at TAFE which we then have to call in our casual call ins from the Casual Pool.

FINANCIAL MATTERS

- Five parents have entered into a payment plan.
- All aged debt has now been taken to Finance for this to be passed on to a debt collector if required.
- Money that has been collected for daycare will now come through fortnightly so we can keep a better watch on payments and accounts as accounts can become quite high in a 60 day period.
- Payment plans have been honored so far.

- All active families have had the new Debt policy attached to their monthly statements.

Our work plan has been to maintain a clean and safe environment for children, implementing our programming and learning how to document the learning journey of each child.

Sections	Number of Children	Waitlist	Total Number of Children
Nursery	8	1	42
Toddler	14		
Kindy	16		
After School Kindy	4		

3. YARRABAH KNOWLEDGE CENTRE

FIRST 5 PROGRAM

On the 12th, 19th, 26th of September 3rd and 10th of October the YKC conducted the First 5 Forever program. 24 children attended with their parents in this month, and were given booklets which included

- Educational charts such as color charts, number charts, alphabet charts, fun coloring in, nursery rhymes.
- Age appropriate books
- Soft toys
- Catered lunch
- Bag with accessories

This program brings a lot of educational benefits to our children, and will be promoted more so the community can engage with the program.

ARTS N CRAFTS

On the 13th, 19th, 23th September, YKC hosted an arts n craft session for all ages and also catered lunches. Participants did paintings, drawing, used glitter and other resources to create beautiful artwork.

STORY TIME

On the 14th and 20th of September YKC introduced story time, believing that reading a book can implement many advantages in a child's learning. With this particular program 24 children engaged with story time on separate occasions.

MOVIE DAY

YKC had about 35 children per session totaling around 105 for this program, which included lunch. From this experience staff figured out what kids like and what programs they best interact with.

BASKET WEAVING

YKC had 6 participants during this session and had fun trying their best to create baskets, finding that some of the children are very talented.

YARNING CIRCLE

On the 21 September YKC had a few older women sitting and yarning, relaxing and sharing their thoughts on different subjects of what's happening in and around our beautiful paradise by the sea. Participants appreciated just to sit and have a cuppa tea and quiet time, great for personal wellbeing.

EVERY DAY ROUTINE

- On a daily basis YKC team help community members scan, email, print, photocopy and much more; the computers are used constantly; e.g. banking and resumes.
- Room bookings for the RTC and YKC.
- Children also attend from 2.45 to 4 .00 after school doing programs like drawing, playing games on the computer and reading books.

YMF REGISTRATION

For the past 2 months YKC team have also been busy with the Yarrabah Festival ticket registrations, registering 600 people.

SCHOOL BUS SERVICE

15 September to 13 October 2023

BUS RUN	WK 1	WK 2	WK 3	WK 4
Primary School Students	Holidays	Holidays	259	274
Secondary School Students	Holidays	Holidays	299	198

	WK 1	WK 2	WK 3	WK 4
YKC Door Count	326	298	197	206
First 5 Forever Activity	8	10	10	12

4. YARRABAH ARTS AND CULTURAL PRECINCTNARRATIVE OF ACTIVITIES

Following on from the collection created for the Cairns Indigenous Art Fair fashion performance in July, which was in support of the Yarrabah Affirmation and was the collection title. We used the power of fashion promoting the collection to raise awareness of the call for a Yes vote. We organised 7 models from the Yarrabah community, make-up by Tarlia Bassini, photography by Simone Arnol and Bernard Singleton and the designs/sewing by Simone Arnol, making this project special as it is 100% sourced by Yarrabah.

The models and makeup artist were paid for this project. We also organised ABC radio/tv to join us on the day to promote through their channels on radio, TV and social media. The TV story went live on Queensland state news at 7am on Wednesday 4 October.



From the ABC news article 4 October 2023:

- “Seven models pose solemnly for the camera and, without saying a word, let the fashion do the talking.
- The words emblazoned on their hand-stitched pieces for this photo shoot have a far bigger message than any fashion trend on display.
- The Yarrabah Affirmation in April 2022 was a follow-up to the Uluru Statement from the Heart.
- Yarrabah artists and young people have created a fashion collection from the statement.”

Christopher Harris has been commissioned \$3300 to produce 200 cups for the AFL Cape York House High Tea function for ‘Stand Up Against Domestic and Family Violence’ on 15 October. The cups will be used for all guests to drink their tea from. Refer to image below:



Michelle Yeatman's artwork was showcased at the Shine on Gimuy Festival, refer to image below.

The Festival was part of the Qld Music Trail, refer to link for more information:

<https://shineonproductions.au/press>



YACP submitted an application to the Backing Indigenous Arts – Art Centre Strategic Development Project Fund. The application was for a total of \$50,000 which included costs to finalise the YACP website to make online sales. Also, funding will go towards upcoming exhibitions and workshops. The funding objective was based on the increased capacity of artists and organisations to meet cultural obligations and market demand.

We are in week 9 of the Certificate III in Visual Arts which commenced on 31 July. The course is delivered by TAFE Qld at the YACP and runs 3 days a week for 20 weeks. This month the students focused on lino cutting and print. At the start 15 students from the Yarrabah Community were participating and the number has now dropped to 6 students.

After a 2 week break due to the September school holidays. The Gurriny Women's Group continue to attend every Tuesday to conduct their art workshops from 11am-2pm.

Currently talking with Daren Miller about the Men's Group. The Men's group would like to attend one day a week to possibly hold their workshops in the back shed. Firstly, we need to clean the shed and complete a safety check to see if it is a safe area and then discussions can progress.

Currently working with Elverina Johnson around the VIP event for the upcoming Yarrabah Music and Cultural Festival on Saturday 7 October. The artist also printed 250 shirts for the Volunteers, refer to the image below.



- NDIS hired the Kiosk Area for a workshop/conference on 26 September.
- Simone Arnol organised Dr Joanna Wills, Senior Museum Development Officer FNQ Cultures and Histories from Qld Museum to meet on 11 September. Dr Joanna previously completed a Significance Assessment report on the Menmyny Museum collection on 24 January 2013. Simone will work with Dr Joanna to see what has been completed in the assessment report and what still needs to be done. Simone and Dr Joanna are also working on a funding application with IRADF which will hopefully assist financially to action and complete the assessment report.
- YACP will be participating in the Tarnanthi Art Fair online. Bump in will open on 28 September. Tarnanthi Art Fair is held in Adelaide and is a premium Indigenous Art Fair and will provide additional exposure and sales.
- The Parks and Garden/CDEP crew have mowed on and did another awesome job.

MAINTENANCE:

- The Museum side back door has been replaced (just waiting on the handles to be delivered and installed).
- The ceiling in the women's toilet in the Gateway Building has a leak.
- The pathways/undercover and front fence is completed.
- We have a serious problems with birds coming in the Art Centre building at night and leaving a huge mess. Currently working with Security to see how we can fix it.

SEPTEMBER SALES

Number of patrons	Month to Date
	273
Sales	Month to Date
	\$12,356.75

5. COMMUNITY EVENTS & PROGRAMS

Community Services Officer is currently planning the remainder of events for 2023. Due to a number of sorry business and personal family reasons some of the community events were cancelled and postponed for another date. The VIP Function at the Art Centre and the Queensland Music Festival 7th October 2023, despite a few showers was a very successful event with so much positive feedback from the community and everyone who attended from elsewhere; a great big team effort and everyone did a great job to make sure the Festival was a success.

- **Gillian Bann Female Facility** and the **Yarrabah Container Refund Point Depot** were both Officially Opened on the 06 October 2023 by Minister Hinchcliffe, followed by light refreshments.
- **Bishop Malcolm Park Blessing** 06 October 2023 was postponed due to sorry business.
- **DOGIT Day & Foundation Day** on 26 October 2023. Planning for these events is underway.
- **Book, The Art of Sacrifice** - Artists George Petrou and Geoff Wharton enjoyed their visit and were grateful for the warm welcome to the community on Monday 11th of September. Artists George Petrou, Geoff Wharton, and Greg Choikee met with descendants of Jack Baker to present the final Book 'The Art of Sacrifice' and a painting of Jack Baker which is now on display at the Knowledge Centre. CSO is having discussions with RSL Committee for Remembrance Day 11 November 2023 and to invite families to attend the event and to see the painting displayed at the YKC.
- **Get Ready pre-cyclone** clean up planning is underway.
- **Christmas light display** competition is in planning stage.
- **Christmas Carols:** to confirm the date for December with St Albans Church.
- **Elders end of year function** - Currently proposing a big 'dance off' shake a leg for kids in the community and to finalise our year for our Elders; will need to have discussion with community groups and provide feedback before Christmas.
- **New Year's Eve Fireworks** display is confirmed for the 31 December 2023, CSO will be organising a BBQ and light refreshments for our Elders before the fireworks display.
- **Survival day 2024** planning underway.

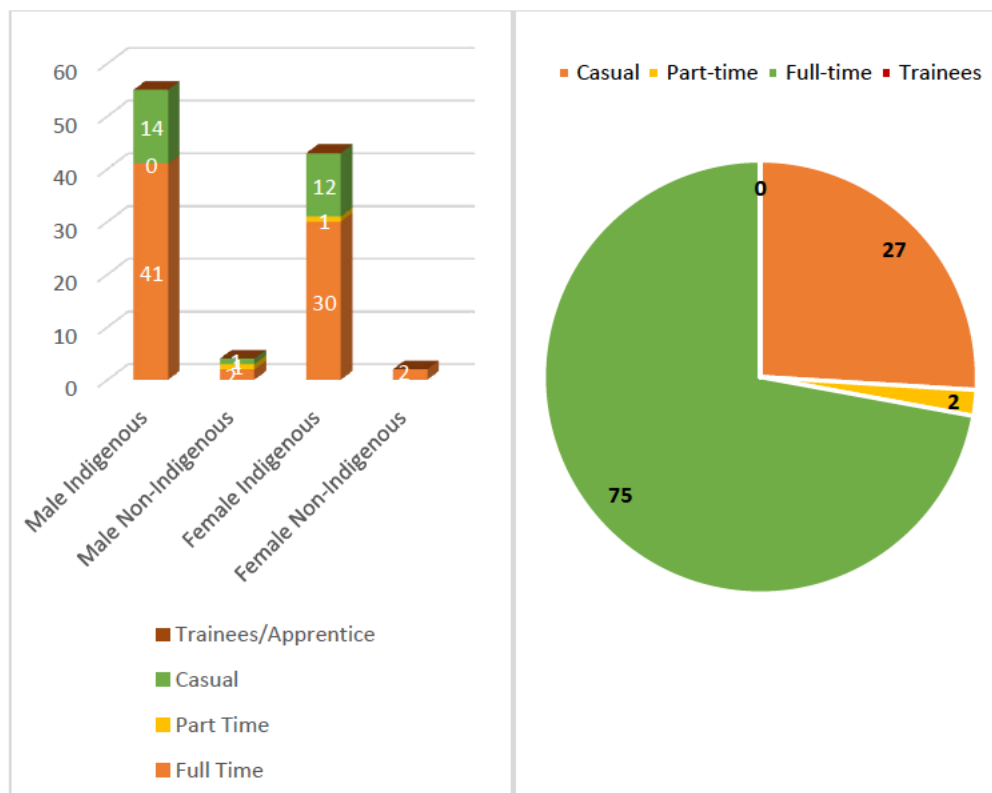
COMMUNITY VENUES

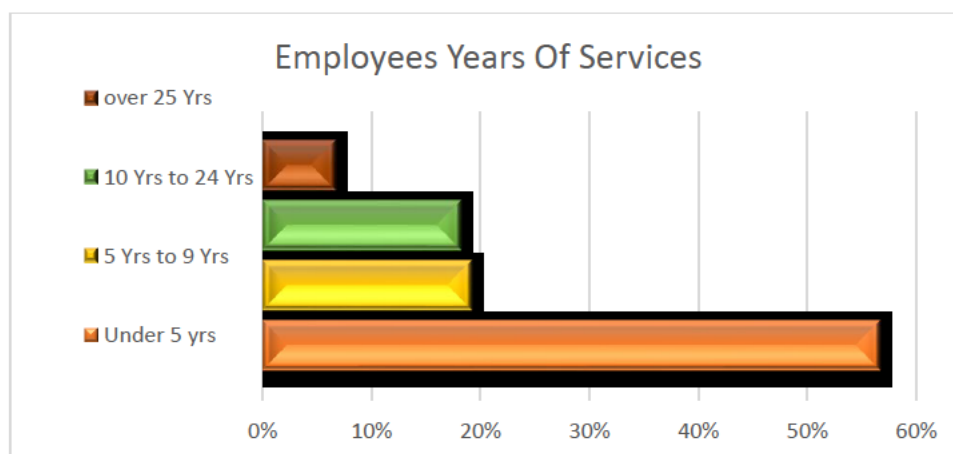
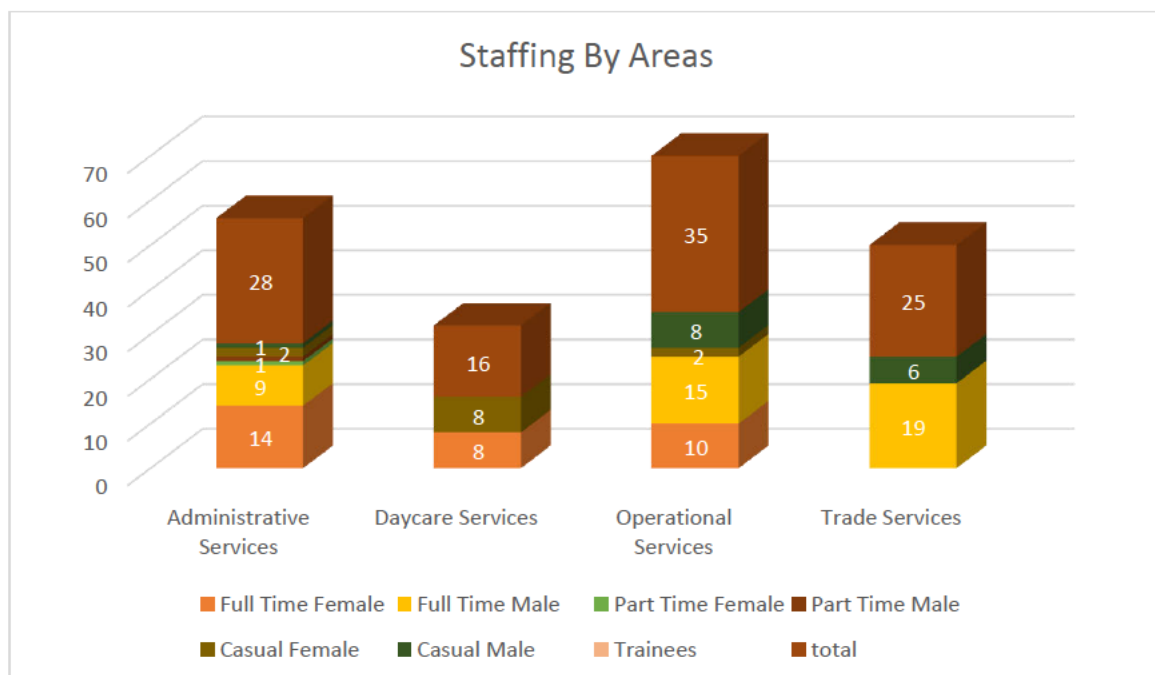
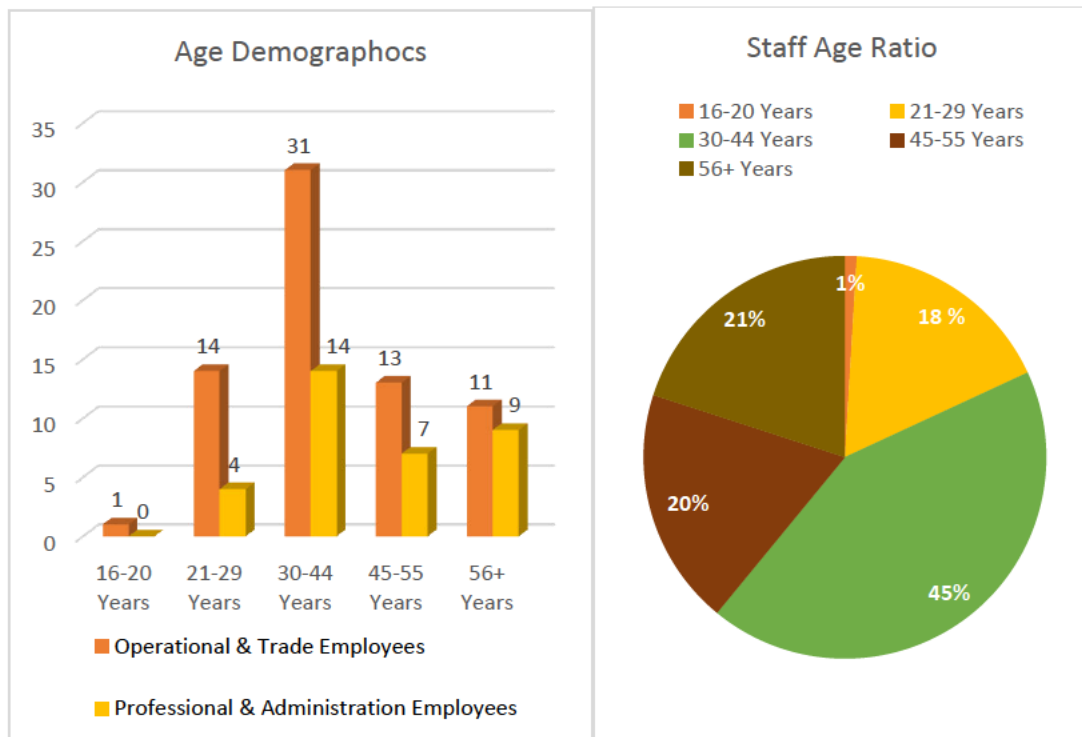
Venue Bookings for the Month total:	
Community Hall	5 Bookings
RTC Rooms	Booked Daily for Training
YKC Meeting Room	4 Bookings
HR Meeting Rooms	5 Bookings

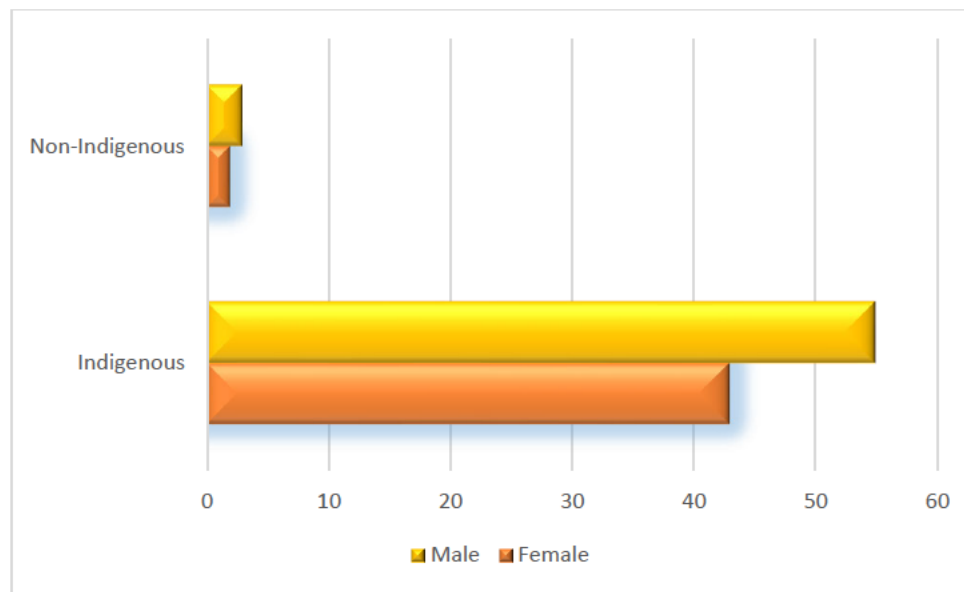
6. HUMAN RESOURCESSTAFFING:

Our current employment Ratios are as follows:-

COUNCIL EMPLOYEES	MALE INDIGENOUS	MALE NON-INDIGENOUS	FEMALE INDIGENOUS	FEMALE NON-INDIGENOUS	TOTAL
Full Time	41	2	30	2	75
Part Time	0	1	1	0	2
Casual	14	1	12	0	27
Trainees/Apprentice – Wugu Participants	0	0	0	0	0
TOTAL	55	4	44	2	104





Graph for indigenous / non indigenous employees**RECRUITING:**

- Director – People & Communities
- Housing Services Manager (appointment made)
- Early Learning Centre Manager (appointment made)
- Community Services Officer
- Human Resources Officer
- Grants & Governance Officer
- Administration Support Officer, Works Depot (Casual)

7. WORKSPACE HEALTH AND SAFETY

- Liaising with QBuild to ensure legislative compliance for contractors (ongoing).
- Safety committee meeting to be scheduled.
- SWMS on going with YASC workers.
- Coex container project safety documentation is complete and the Coex recycling is now up and running.
- Fire Drill in the planning for Main Administration and Works Department building in the coming weeks.
- Safety induction has been organised for the Work experience student.
- Test and Tagging all YASC buildings are due next month.
- Liaising with HR Officer to organise First Aid Training with outside workforce.

- LG Workcare will be visiting Yarrabah Aboriginal Shire Council to discuss the Safety Management Plan.
- Security was arranged leading up to the Yarrabah Music Festival which resulted in no vandalism and damages to any property of YASC and hired equipment.

The Safety Officer carried out additional duties as Council's project manager and assistant the site manager for the Yarrabah Festival, making sure that all aspects of logistics for Council were provided leading up to the event. The YASC workforce worked hard behind the scenes and in preparing Jilara Oval for the event, and have been acknowledged at subsequent staff briefings.

Special mention should be made of the workers who turned up on the Saturday of the event to do the last minute setups, and then on Sunday when a couple of the workers returned to pull everything down. A great effort all around.

Workplace Incidents / injuries/ Suitable Duties

- Two officers are back on suitable duties after injury.
- One officer is currently off work (Workers Compensation due to a hand injury).

Workplace Incident/ Issues

- Bishop Malcom Park has had a repaint of the undercover stage area for the 3rd time.
- 8/8/23 2 people have broken into Works Compound and stolen a 65 inch plasma TV and a Microwave oven from the Works Department smoko room which wasn't locked. The thefts have been reported to the police.

8. SECURITY

Call outs Monthly	Year to Date Call outs	Concerns/issues
		Security logs identify Hazards. Job requests have been identified.
Security office swipe entry needs to be fixed; organising Chubb to fix issues.	No breaks-in have been happening; security team have been doing their roles patrolling.	Bishop Malcom Park lighting on stage area has to stay on at all times for security purposes. Bishop Malcom Park: painters were engaged to cover graffiti on wall getting ready for the Blessing.
An electrical company has made cages up to cover and protect the lighting in front of the Library which has been smashed repeatedly by juveniles. It is working so far.	No callouts	

ATTACHMENTS

Nil

RECOMMENDATION

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

7.4 BUILDING SERVICES - OPERATIONAL REPORT

File Number: 04.MFD_OM.20231025

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 September 2023 to 24th of October 2023.

BACKGROUND

This report covers performance up to and including the 24th of October 2023. Items contained below reflect actions and tasks performed to progress the projects in-line with funding agreements and project plans.

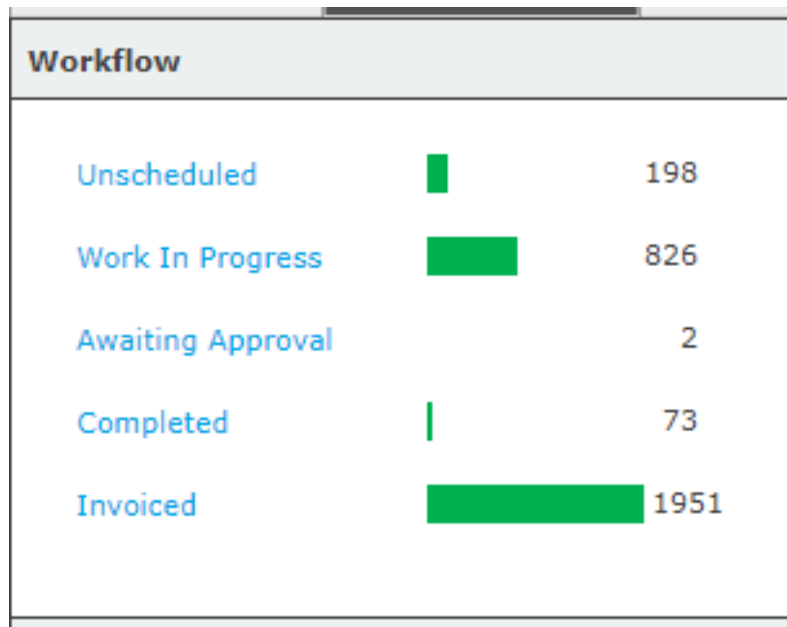
Planning and engagement with stakeholders and consultants about programmed / scheduled works.

BUILDING / CONSTRUCTION AREAS - GENERALS

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 19/10/2023)



(Chart current as of 12/10/2023)

Department of Energy and Public Works, QBuild

YARRABAH ABORIGINAL SHIRE COUNCIL - Aged Job Cards > 60 days													
Date	31/07/2023	31/08/2023	31/09/2023	31/10/2023	31/11/2023	31/12/2023							
NE cost \$	247	273	267	227	269	269							
Job Cards (aged not on Portal)	9	9	9	10	11	13							
Complete Works (waiting to be finished)	28	25	34	29	24	36							
Housing Resilience All age brackets	613	559	545	490	470	458							

**NAHA UPGRADES & MAINTENANCES**

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
	2022-2023 Planned Projects		
	PRE-PAINT & PAINT WORKS		
1.	39 SAWMILL RD – Carry out Internal Works	20%	WIP
2.	39 SAWMILL RD – Carry out Internal Paint	20%	WIP
3.	39 SAWMILL RD – Carry out External Works	20%	WIP
4.	39 SAWMILL RD – Carry out Internal Paint	20%	WIP
6.	48 GRIBBLE ST – Carry out External Painting	50%	WIP
	BATHROOM UPGRADES		
1.	Bathroom. 17A Stanley St	20%	WIP

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
	REFURBISHMENTS		
1.	Refurbishment – 11/9 Gribble St	20%	WIP
2.	Refurbishment – 38 Sawmill Rd	20%	WIP
3.	Refurbishment – 10 Sawmill Rd	20%	WIP
4.	Refurbishment – 67 Workshop St	20%	WIP
5.	Refurbishment – 9 Gribble St	20%	WIP
6.	Refurbishment – 16 Ambrym St	20%	WIP
7.	Refurbishment – 23 Sawmill Rd	20%	WIP
8.	Refurbishment – 9/15 Workshop St	20%	WIP
9.	Refurbishment – 2/9 Gribble St	20%	WIP
10.	Refurbishment – 24 Workshop St	20%	WIP
11.	Refurbishment – 24 Sawmill Rd	30%	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	100%	Completed
2.	2 Ambrym St, Yarrabah - Internal Pre-Paint	100%	Completed
3.	54B Workshop Rd, Yarrabah - External Paint	100%	Completed
4.	54B Workshop Rd, Yarrabah - External Pre-Paint	100%	Completed
5.	54B Workshop Rd, Yarrabah - Internal Paint	100%	Completed
6.	54B Workshop Rd, Yarrabah - Internal Pre-Paint	100%	Completed
7.	1020 Back Beach Rd, Yarrabah - Internal Paint	20%	YASC Procurement
8.	1020 Back Beach Rd, Yarrabah - Internal Pre-Paint	20%	YASC Procurement
9.	32 Workshop Rd, Yarrabah - External Paint	20%	YASC Procurement
10.	32 Workshop Rd, Yarrabah - External Pre-Paint	20%	YASC Procurement
11.	1. 32 Workshop Rd, Yarrabah - Internal	20%	YASC Procurement

	Paint		
12.	32 Workshop Rd, Yarrabah - Internal Pre-Paint	20%	YASC Procurement
13.	9 Schrieber St, Yarrabah - External Paint	20%	YASC Procurement
14.	9 Schrieber St, Yarrabah - External Pre-Paint	20%	YASC Procurement
15.	9 Schrieber St, Yarrabah - Internal Paint	20%	YASC Procurement
16.	9 Schrieber St, Yarrabah - Internal Pre-Paint	20%	YASC Procurement
	KITCHEN UPGRADES		
1.	Kitchen, CLI 4 Dabah Cl,	10%	QBuild Procurement
2.	Kitchen, CLI 21 Sawmill Rd,	10%	QBuild Procurement
3.	Kitchen, CLI 23 Sawmill Rd,	10%	QBuild Procurement
4.	Kitchen, CLI 58 Stanley St,	10%	QBuild Procurement
5.	Kitchen, CLI 62 Stanley St,	10%	QBuild Procurement
6.	Kitchen, CLI 76 Workshop Rd,	10%	QBuild Procurement
7.	Kitchen, CLI 49 Back Beach Rd,	10%	QBuild Procurement
	FLOOR COVERING		
1.	Floor Coverings, CLI 18 Gribble St,	10%	QBuild Procurement
2.	Floor Covering, CLI 20 Workshop Rd,	10%	QBuild Procurement
3.	Floor Coverings, CLI 21 Sawmill Rd,	10%	QBuild Procurement
4.	Floor Coverings, CLI 62 Stanley St,	10%	QBuild Procurement
5.	Floor Coverings, CLI 43 Workshop Rd,	10%	QBuild Procurement
6.	Floor Coverings, CLI 1020 Back Beach Rd,	10%	QBuild Procurement
7.	Floor Coverings, CLI 152 Range Rd,	10%	QBuild Procurement
	ROOFING		
1.	Roofing, CLI 44 Stanley St,	10%	QBuild Procurement
	FENCING		
1.	Fencing, CLI 16 Workshop Rd	10%	QBuild Procurement
	BATHROOM UPGRADES		
1.	Bathroom, CLI 20 Workshop Rd,	10%	QBuild Procurement
2.	Bathroom, CLI 58 Stanley St,	10%	QBuild Procurement
3.	Bathroom, CLI 47 Workshop Rd,	10%	QBuild Procurement
4.	Bathroom, CLI 57 Workshop Rd,	10%	QBuild Procurement
5.	Bathroom, CLI 59 Workshop Rd,	10%	QBuild Procurement
6.	Bathroom, CLI 82 Workshop Rd,	10%	QBuild Procurement
7.	Bathroom, CLI 119A Back Beach Rd,	10%	QBuild Procurement

8.	Bathroom, CLI 4 Major Cl,	10%	QBuild Procurement
9.	Bathroom, CLI 8 Ambrym St,	10%	QBuild Procurement
10.	Bathroom, CLI 152 Range Rd,	10%	QBuild Procurement
	LAUNDRY UPGRADES		
1.	Laundry, CLI 59 Workshop Rd,	10%	QBuild Procurement
2.	Laundry, CLI 4 Major Cl,	10%	QBuild Procurement
	DRIVE-WAYS		
1.	Driveway/paths, CLI 10 Beach Rd,	10%	QBuild Procurement
2.	Driveway/paths, CLI 1020 Back Beach Rd,	10%	QBuild Procurement
	REFURBISHMENTS		
1.	Refurbishments, CLI 70 Workshop Rd	10%	QBuild Procurement
2.	Refurbishments, CLI 8 Sawmill Rd	10%	QBuild Procurement
3.	Refurbishments, CLI 3 Beach Rd	10%	QBuild Procurement
4.	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 – Building materials arrived on site – 19/10/23
WFQ 4	Leisure Centre & Community Hall (Lighting, Landscape, Fencing & Patio)	30%	Planning Stage - WIP
WFQ 4	Community Hall – New Covered Area (Beach Front Side)	40%	Planning Stage - WIP
WFQ 4	Arts Precinct – Covered Pathway & Fencing improvements	90%	WIP
WFQ 4	Jilara Oval – Building Extension / Toilet Upgrades / Patio Area / CCTV	70%	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>40%</u>	Works in Progress Variation approved by QBuild 10/08/2023 for Duplex sites at 64 Gribble and 7 Beach Street • Awaiting design program from Architects

ATTACHMENTS

Nil

RECOMMENDATION

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

7.5 INFRASTRUCTURE - OPERATIONAL REPORT

File Number: 05.MFD_OM.20231025

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

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

OPERATIONAL UPDATE

This report covers performance for September to 08 October 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. All departments will resume their regular work routines after YMF.

INFRASTRUCTURE AREA -GENERALS

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Roads	Routine Maintenance Plan	Road and Road Reserve Maintenance YASC awaiting on 2023 QRA and REPA road recovery submission
Waste Management	Routine Waste Management Plan Coex container exchange	Continuing to collect general waste dumped outside property Opening Date confirmed for 06 th October 2023 Open for operation on 09 of October
Mechanics	Routine Maintenance Plan	General fleet management Reallocation of fleet within departments. 3 fleet in workshop for repairs awaiting parts.
Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Waste Management	Routine Waste Management Plan Coex container exchange	Continuing to collect general waste dumped outside property John Richards to supervise Containers for change project on operation opening WFD participants also commenced training on labour/sorting role.
Mechanics	Routine Maintenance Plan	General fleet management 3 x fleet in for repairs
Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community W4D continuing to assist community clean up and participate in container shed operation
Animal Control	Routine preventative Action Plan	Currently collecting and impounding roaming dogs and horse, preplanning community consultation day regarding animal management. <u>Dogs</u> - 10 dogs were collected and impounded <u>Horses</u> - Horse round up daily, kids cutting fencing on weekends
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.

	Sewerage Routine Maintenance Plan	Funding for Emergent works commenced: PH Corrections – Completed Chlorine Analyser – Completed Reservoir Hydraulics – Completed Reservoir Clean – Completed 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

CAPITALS

Road recovery projects

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
REPA	Reservoir Rd Betterment	WIP	<u>30%</u>
REPA	Buddabadoo Betterment	WIP	<u>20%</u>
QDRF	Buddabadoo Bridge	WIP	<u>25%</u>
REPA	Buddabadoo Landslide	WIP, EOT submitted.	<u>80%</u>

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 on proposal for upgrade of existing infrastructure
1.13	Bores Security (Fencing)	5%	DSDILGP reviewing project
1.15	Replace reservoir roof	10%	EOT submitted pending approval new project request
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%	EOT to be submitted due to scope change.

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ATTACHMENTS

Nil

RECOMMENDATION

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

7.6 NEW POLICY - INFORMATION TECHNOLOGY (IT) RESOURCES POLICY

File Number: 06.MFD_OM.20231025

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Presentation of the Information Technology (IT) Resources Policy

COMMENT

As a result of an audit finding by QAO that identified a deficiency within Council's control framework, a new policy in relation to Information Technology has been drawn up for Council's review and approval.

POLICY/FUNDING CONSIDERATIONS

Policy review

RISK

- Policy compliance
- Regulatory compliance
- Communication
- Service standard
- Disaster Recovery

CONSULTATION

- YASC CEO

ATTACHMENTS**1. Draft Information Technology (IT) Policy****RECOMMENDATION**

That Council resolve to endorse and adopt the draft Information Technology (IT) Resources Policy. Council authorise the implementation action to be carried out by CEO and Director of Corporate Services.



INFORMATION TECHNOLOGY RESOURCES POLICY

CORPORATE SERVICES
YASC POL XX – V1



2023

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Records Act 2009 (Qld)
Right to Information Act 2009 (Qld)
Information Privacy Act 2009 (Qld)
Privacy Act 1988 (Cth)

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council ('Council') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of Council will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing Council must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with relevant legislation and the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with Council's principles:-

PURPOSE

Yarrabah Aboriginal Shire Council (Council) is a highly computerised organisation with various hardware and software resources being used to undertake core functions of Council.

This document describes the user and the management responsibilities when using these resources, as well as the best practice procedure for the various IT resources.

This document also discusses the replacement and renewal of the IT Assets and their effective disposal.

3. COMMENCEMENT OF POLICY

This Policy will commence from 26 October 2023.

4. DEFINITIONS

IT Officer:- The term IT Officer refers to an employee of the organization or contracted third party service provider, tasked with the responsibility of administering all aspects of Council's information technology platforms.

Resources - The term Resources refers to anything owned, controlled or paid for by the Council regardless of its state of repair or future use within the organisation. This includes, but is not limited to:

Physical Resources such as:

- Equipment e.g., Computer equipment, software, power tools, machinery, cameras, motor vehicles, fuel,
- spare parts and accessories, office equipment and stationery, consumable materials used in a process, off-cut materials
- Surplus materials that have been costed but not used on a project
- Waste products able to be recycled

- Recyclable materials and items – including metals
- Packaging and storage items
- Materials subject to deterioration, which are regularly replaced to maintain safety or quality standards.
- Perishable items that have exceeded their used by date.
- Items in good condition, but deemed unusable due to circumstance
- Damaged, inefficient, or non-working items considered to be uneconomical to repair
- Items of low value that are not controlled by the asset register
- Assets originally of high value that have diminished in value over time

Intellectual Resources such as:

- Council correspondence, reports or records (other than those documents on the public record).

Financial Resources such as:

- Petty cash, purchase orders, purchasing identification cards

People Resources such as:

- An employee's work time or the work time of others

Natural Resources such as:

- Water, trees, shrubs, seedlings and flowers

Mobile Device - A portable computing device such as a smart phone or a tablet computer

6. ROLES AND RESPONSIBILITIES

This policy applies to:

- Any person, whether a permanent, temporary, contracted, casual employee, Councillor or trainee of Council who has access to Council's IT resources
- All guests/visitors of the Council
- Any other authorised users or organisations accessing Council's resources

7. COMPUTER SOFTWARE AND HARDWARE

The Council provides computer hardware and the software to enable the staff and the Councillors to perform their various functions within the Council.

7.1 **Software**

All software installed in Council computers (desktops or notebooks) must have valid licences. Council is liable for any illegal software installed on computers. The IT Officer must be notified, and licences verified prior to the installation of any software on Council computers.

Any new software is to be validated by the IT Officer without exception. All the software will be validated by Council's Managed Services Support to check whether they are compatible with cloud environment and then will decide whether they have to be installed locally or on to the cloud.

Personal software must not be installed on Council computers. The IT Officer or Support Services undertakes audits for inclusion in the IT Software Register. Any illegal software found will be uninstalled and notified to the Director Corporate Services.

7.2 **Hardware**

Hardware includes the computers (desktop or notebook) equipment and attached peripherals including keyboard, mouse, printer, audio devices, mobile phones, iPads/Tablets, hard drives, UPS.

The Staff and the Councillors are responsible for the good care of their equipment. Faults or problems must be reported to the IT Officer as soon as practical.

All purchases or acquisitions of hardware must be validated by the IT Officer without exception. The IT Officer should undertake annual audits and checks for inclusion/exclusion in the IT asset register.

7.2.1 **Mobile Devices**

7.2.1.1 **Issuing and Return of Mobile Device**

The mobile device will be issued to staff based on their position description or on an email from the CEO. The person to whom the mobile device has been issued, will be responsible for any damage or theft. Each person who is issued with a mobile device should sign a mobile devices agreement form Appendix 3 and should abide to the terms and conditions as set out in the form. The mobile device and all the accessories (cover, sim card, transfer cable and charger) are assets owned by the Council and must be returned to the issuing Officer if personnel resign.

If the person decides to keep the mobile device, the amount equivalent to the market price must be paid to the council.

Staff are not permitted to keep the Council service number (mobile no.).

7.2.1.2 Theft and Accidental Damage

In case of theft the Director of Corporate Services must be notified immediately in order that the required actions will be taken. Any damages to the mobile device will be considered for repair if possible.

In both the cases, the costs will be invoiced to the users.

8. **REPLACEMENT PROCEDURE FOR HARDWARE**

8.1 Scope

This section implies how the IT hardware including the computers/laptops, printers, UPS and mobile devices are replaced.

8.2 Renewal Plan

The assets requiring renewal are identified from the IT Asset Register (annually updated) based on the life and warranty of the asset or upon a reasonable request from the users Manager. The assets that require general replacement are to be budgeted for approval. The useful life and warranty of assets can be found in the Appendix 1.

8.2.1 Outdated Hardware

- a) The hardware to be replaced should be identified from the Asset Register. The majority of hardware are purchased with a 3-year warranty.
- b) After the three-year warranty period, if the hardware is found to have no issues, it is not then considered for replacement until it reaches its useful life period or in case of significant issues hardware replacements are done. Please refer to Appendix 1
- c) In case of the mobile devices, they will not be replaced within three years unless a malfunction has occurred.
- d) Hardware being replaced is to be returned for the Director of Corporate Services to dispose of as per the Asset Disposal Policy

8.2.2 Malfunctioning Hardware

- a) Any malfunctioning hardware is to be reported to the IT Officer.
- b) The IT Officer will arrange inspection and will send the hardware away for repairs, if economically repairable.
- c) Where it is not economically practical for repair, it will be considered for replacement.

8.2.3 Hardware Renewal Requests

- a) All the Managers and relevant staff are provided with laptops. If any other user having a desktop wants to swap with a laptop, a business case to be put forward through their respective Manager.

- b) All the Managers and relevant staff may be provided with a mobile phone with a basic configuration.
- c) In case of the renewal requests for laptops and computers with higher configuration from the users, a Request for Renewal Form (Appendix 2) should be submitted to the IT department after authorisation from their respective Manager.
- d) However, after considering the requests, the IT department has the right to decline if the request is not reasonable.

9. TRAINING

For Software - training will be provided for Council issued software; based on the user's previous knowledge and level of usage of the software.

For Hardware - training will be provided on the usage of the hardware which includes desktop/laptop, printers and mobile devices on request by the users.

10. REVIEW TRIGGER

Policy is to be reviews every 2 years.

11. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

12. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

13. DOCUMENT CONTROL

Adoption Date:	26 October 2023	Resolution No: XX:25/10/2023	Version No: 1
Next Review Date:	October 2024		
Responsible Officer:	Director – Corporate Services		

Mike Mair
Director – Corporate Services

APPENDIX 1

CATEGORY	WARRANTY	USEFUL LIFE
Monitors	3 years	4-5 years
Desktops/Laptops	3 years	4-5 years
UPS	2 years	End of life
Printers	3 years	5-6 years
Mobile devices	2-3 years	3 years
Photocopiers	Life of lease	
Auxiliary Equipment		5-7 years

APPENDIX 2

Request for Renewal Form

NAME:

DATE:

POSITION:

SUPERVISOR:

DEPARTMENT:

REASON FOR RENEWAL:

EMPLOYEES SIGNATURE:

SUPERVISOR/MANAGER SIGNATURE:

APPENDIX 3**MOBILE DEVICES AGREEMENT**

1. The mobile device provided is your own responsibility.
2. The device should be password protected and the password must not be shared.
3. Sensitive data should not be copied or stored in unapproved applications on the device and is restricted to share with unauthorised persons.
4. Any loss or damage to the device to be reported immediately and the damage or loss will be costed to your account based on the market value.
5. No calls to be made from the I Pads or Tablets. Any excess charges to the mobile data or personal calls will be charged to respective accounts.
6. Download of malware and content from the illegal websites on the device is prohibited.
7. At any point of time the mobile device should not contain any offensive images or texts, material of sexual nature, indecent or pornographic material and gambling websites.

I abide to the above-mentioned conditions.

Name:

Date:

Signature:

7.7 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM: [REDACTED]

File Number: 07.MFD_OM.20231025

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] and Father, [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 Underwood on 25th September 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 Applicant 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



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 Yarrabah

Culturally I identify as Aboriginal

I have lived in this community for 12 years

Signature [REDACTED] Date: 25 / 09 / 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: <u>Kenneth Jack</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>25 / 09 / 2023</u>
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>25 / 09 / 2023</u>

7.8 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 08.MFD_OM.20231025

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] and Father, [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 Underwood on 25th September 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 Applicant 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



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 Yarrabah

Culturally I identify as Aboriginal

I have lived in this community for 13 years 0 years

Signature: [REDACTED] Date: 25 / 09 / 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: <u>Kenneth Jack</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>25 / 09 / 2023</u>
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>25 / 09 / 2023</u>

7.9 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 09.MFD_OM.20231025

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 Applicant Form: [REDACTED]

RECOMMENDATION

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

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, _____
(First Name) (Other Name) (Last Name)

Born on _____
(Location of birth)

And now living at _____
(Your full address)

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

My mother's name is/was _____

My father's names is/was _____

The language group and/or home community is Yidindji

Culturally I identify as Aboriginal

I have lived in this community for 18 years

Signature: _____ Date: 20 / 09 / 23

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 - DIRECTOR GENERAL DEPARTMENT OF RESOURCES

File Number: 01.COR_OM.20231025

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Seeking feedback on 3 consultation papers outlining proposals to:

- strengthen Queensland's coexistence institutions and subsidence management framework
- enhance the regulatory framework for mining claims
- improve regulatory efficiency for the resource sector

BACKGROUND

Within the framework of the Queensland Resources Industry Development Plan (QRIDP), the Department of Resources has been actively engaging with diverse stakeholders. These consultations have focused on several actions outlined in the QRIDP:

- A review of Queensland's land access and coexistence institutions
- Reforms to the regulatory framework for small scale mining
- A more effective & efficient regulatory framework for the resources sector.

Government is preparing to consult further on a range of regulatory reforms before a Bill is introduced into Parliament early next year.

Click on the following for further information:

<http://www.resources.qld.gov.au/gridp/have-your-say>

ATTACHMENTS

1. Correspondence from the DG of Department of Resources

RECOMMENDATION

That Council note the correspondence tabled, as read.

Ref CTS 18436/23

28 September 2023



Department of **Resources**

Cr Ross Andrews
Mayor
Yarrabah Aboriginal Shire Council
secretary@yarrabah.qld.gov.au

Dear Mayor

I am writing to update you on the progress of various reforms under the Queensland Resources Industry Development Plan (QRIDP).

As you will be aware, the Department of Resources has been consulting extensively with various stakeholders regarding several actions identified in QRIDP, including:

- a review of Queensland's land access and coexistence institutions;
- reforms to the regulatory framework for small-scale mining; and
- a more effective and efficient regulatory framework for the resources sector.

The department has considered the feedback received to date to refine the proposals and determine the legislative changes required to implement these reforms. Government is now preparing to consult further on a range of regulatory reforms before a Bill is introduced into Parliament early next year.

The department released three consultation papers on 27 September 2023, which seek feedback on proposals to:

- strengthen Queensland's coexistence institutions and subsidence management framework;
- enhance the regulatory framework for mining claims; and
- improve regulatory efficiency for the resource sector.

The department will be in contact with key stakeholders during the consultation period. You can find the paper and details of how to provide feedback online at www.resources.qld.gov.au/qridp/have-your-say.

Consultation will remain open until 8 December 2023 and I encourage you, your residents and other interested stakeholders to provide feedback by completing the online form or by making a submission to ResourcesPolicy@resources.qld.gov.au.

Should you have any further enquiries or would like to meet to consult on the proposed reforms, please contact Ms Claire Cooper, Acting Executive Director, Georesources Policy, Department of Resources on telephone 0439 651 286 or email claire.cooper@resources.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read "W Agnew".

Warwick Agnew
Director-General

Cc: Mr Richard Wright
secretary@yarrabah.qld.gov.au

1 William Street Brisbane
PO Box 15216 City East
Queensland 4002 Australia
www.resources.qld.gov.au
ABN 59 020 847 551

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING