



BUSINESS PAPER

Ordinary Council Meeting

15 November 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 15 November 2023 at 9:00am**

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

Ordinary Council Meeting - 25 October 2023

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 25 OCTOBER 2023 AT 9.00AM**

PRESENT: Cr Ross Andrews (Mayor),

IN ATTENDANCE: (Director – Corporate Services), Leona Worrell (Minute Taker)

1 MEETING OPEN

At 10.05am Mayor Andrews declared the meeting open.

Apologies: Cr Brian Underwood, Cr Lucrecia Willett, Cr Kenneth Jackson and Cr Hezron Murgha

The Mayor welcomed the staff members present to the meeting.

The Mayor decided to adjourn the meeting to a later date because a quorum was not present.

Meeting adjourned at 10.10am

MONDAY 13 NOVEMBER 2023

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), Leona Worrell (Minute Taker)

At 9.40am Mayor Andrews reconvened the meeting.

The Mayor welcomed councillors and staff members present to the meeting.

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

2 ACKNOWLEDGEMENT OF 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

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 01:25/10/2023

That the minutes of the Ordinary Council Meeting held on 27 September 2023 be adopted.

Moved: Cr Lucrecia Willett

Seconded: Cr Brian Underwood

5/5

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

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 September 2023 / October 2023.

RESOLUTION 02:25/10/2023

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

Moved: Cr Lucretia Willett

Seconded: Cr Kenneth Jackson

5/5

At 10.05am Tony Tikitau and Terry O'Shane entered the meeting.

Mr Tikitau presented to Council on housing construction types being used in Cook Islands, stating they are cyclone & earthquake proof. Mr Tikitau is to send prospectus / details to the CEO.

At 10.30am Tony Tikitau and Terry O'Shane left the meeting.

At 10.35am Meeting adjourned

At 10.46am Meeting reconvened

At 10.47am Director Corporate Services entered the meeting

7.2 YASC MONTHLY FINANCIAL REPORT

PURPOSE OF THE REPORT

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

Director Corporate Services read to the report.

RESOLUTION 03:25/10/2023

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

Moved: Cr Hezron Murgha

Seconded: Cr Kenneth Jackson

5/5

7.6 NEW POLICY - INFORMATION TECHNOLOGY (IT) RESOURCES POLICY

PURPOSE OF THE REPORT

Presentation of the Information Technology (IT) Resources Policy

Councillors agree to amend the commencement date to 13 November 2023.

Director Corporate Services read to the report.

RESOLUTION 04:25/10/2023

That Council resolve to endorse and adopt the draft Information Technology (IT) Resources Policy with a commencement date of 13 November 2023.

Council authorise the implementation action to be carried out by CEO and Director of Corporate Services.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

5/5

At 11.33am Director Corporate Services left the meeting

AT 11.33am Meeting adjourned

Regional Director of Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts, John Buttigieg introduced to Council by Lisa Scott. General discussion over lunch break.

At 12.40pm Meeting reconvened

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.

RESOLUTION 05:25/10/2023

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

Moved: Cr Brian Underwood

Seconded: Cr Ross Andrews

5/5

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 27th September 2023 to 24th of October 2023.

RESOLUTION 06:25/10/2023

That Council accept the Acting Director of Building Report, tabled as read.

Moved: Cr Lucrecia Willett

Seconded: Cr Hezron Murgha

5/5

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

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

RESOLUTION 07:25/10/2023

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

Moved: Cr Brian Underwood

Seconded: Cr Ross Andrews

5/5**7.7 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:**

[REDACTED]

PURPOSE OF THE REPORT

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

RESOLUTION 08:25/10/2023

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:

- [REDACTED]

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

5/5

7.8 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

[REDACTED]

PURPOSE OF THE REPORT

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

RESOLUTION 09:25/10/2023

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:

- [REDACTED]

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

5/5

7.9 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

[REDACTED]

PURPOSE OF THE REPORT

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

RESOLUTION 10:25/10/2023

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:

- [REDACTED]

Moved: Cr Ross Andrews

Seconded: Cr Lucrecia Willett

5/5

8 CORRESPONDENCE**8.1 CORRESPONDENCE - DIRECTOR GENERAL DEPARTMENT OF RESOURCES****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

RESOLUTION 11:25/10/2023

That Council note the correspondence tabled, as read.

Moved: Cr Ross Andrews

Seconded: Cr Lucrecia Willett

5/5**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 15 November 2023.

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

Meeting closed at 12.45pm.

.....
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.20231115

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 October 2023 / November 2023.

KEY FOCUS AREAS

This monthly report covers the period from 18 October 2023 to 13 November 2023.

- **Hawthorn Football Club** – 18 October. 5 of the HFC Women's team with their entourage; CEO, President, General Manager & other staff paid Yarrabah a visit. A Welcome to Country with a cultural induction over lunch was organised by Council & Yarrabah Seahawks. Deputy Mayor Willett, Cr Underwood & Cr Murgha attended.
- **Health & Well-being Queensland Meeting** - 23 October, with Dr Robyn Littlewood. Mayor attended.
- **Balamba Housing Project** –23 October. Smoking ceremony. Mayor & Councillors attended.
- **Kinetic Bus Service Meeting** – 1 November. CEO attended. Discussions with regards to public transport bus service to / from Yarrabah.
- **Yarrabah Advisory Group Meeting** – 6 November. Mayor & CEO attended. Healthy Housing program meeting with key stakeholders.
- **Cairns DDMG Exercise** – 7-9 November. Desktop operation (Semper Paratus) CEO participated.
- **State Library of Queensland and State Library of Western Australia Visit to Yarrabah Knowledge Centre and Council** – 7 November. CEO attended.
- **TCICA** – 8-9 November. Cairns. Deputy Mayor Willett and CEO attended.
- **Thriving Queensland Kids Country Collaborative** (TQKCC) – 10 November. Workshop and ceremonial signing of an MOU between JCU and TQKP at JCU Cairns. Deputy Mayor attended.
- **DATSIP Regional Director** – 13 November. Introduction to Regional Director John Buttigieg by Lisa Scott. Mayor, Councillors and 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 APPROVED DURING PERIOD

- **Australia Day 2024 Community Grants \$15,000** - Funding for activities that will take place on 26th January 2024.

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.
 - 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.
- **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 UNDER CONSIDERATION

- **Federal Governments Reef Guardian Council Funding - \$510,000**
Sewerage Treatment Plant upgrade options include Desludge Lagoons, Increase the number of Non-Solar Powered Surface Aeration, or Improve the Effluent Chlorination.
- **Queensland Governments Minor Infrastructure and Inclusive Facilities Fund - \$415,000**
Funding is available to support new, upgraded and end-of-life field of play and ancillary facilities to meet activity requirements
- **SES Support Grant**
 - Facilities Up to \$85,000 (up to 75% of project costs)
 - Vehicles: Up to \$40,000 (dollar for dollar)

- **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.

AGENDA ACTIONS

Ordinary Meeting –25 October 2023 (Adjourned to 13 November 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	New Policy - Information Technology (IT) Resources Policy	Tabled
7.7	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned
7.8	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned

Item	Agenda item	Status
7.9	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	Actioned
8.1	Correspondence - Director General Department of Resources	Tabled

- Cairns DDMG scheduled cyclone season – 14 November. Mayor & CEO to attend.
- NORSHIP - Maritime Industry Career Paths, Training Paths & Opportunities – 16 November. Mayor & CEO to attend.
- Wugu Nyambil AGM - 16 November. CEO to attend.
- Yarrabah JOM – 16 November. CEO to attend.
- Yarrabah Joint Agency Meeting – 17 November. Mayor & CEO to attend.
- Bishop Malcolm Park Blessing – 19 November. All invited.
- Building Drought Resilient Communities project – 20 November. Mayor & CEO to attend.
- Services Australia – Update on services in Yarrabah – 20 November. Mayor & CEO to attend.
- Education Round Table – 21 November. Mayor & CEO to attend.
- YAG/ Healthy Housing Meeting – 22 November. Mayor & CEO to attend.
- Bureau of Meteorology – 22 November. Mayor, CEO & Councillors to attend.
- DTATSIPCA - Deputy Director General (Rob Willmetts), Executive Director (Dr Bruce Vissers) and Regional Director (John Buttigieg) 23 November. Mayor, CEO & Councillors to attend.
- Yarrabah Joint Agency Monthly Meeting – 24 November. CEO to attend.
- YLF Meeting – 27 November. Mayor & CEO to attend.
- Yarrabah Music & Cultural Festival Post Event De-Brief – 28 November. Mayor & CEO to attend.
- Balamba Update Workshop – 4 December. Mayor, CEO & Councillors to attend.
- FNQ ROC WHS & Wellbeing Committee Meeting – 5 December. CEO To Attend.
- FNQROC Board Meeting – 7 December. Mayor & CEO to attend.
- DDMG Cyclone Season Meeting – 12 December. Mayor & CEO to attend.
- YLF Meeting – 13 December. Mayor & CEO to attend.

Gallery

Hawthorn Football Club Women's team visit to Yarrabah Community to promote women's football.

**ATTACHMENTS**

Nil

RECOMMENDATION

That Council accept the CEO Operational Report for the period to 15 November 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 31 October 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 October 2023
2. Areas of Interest Report October 2023
3. Grants Report October 2023

RECOMMENDATION

That Council accept the 31 October 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 31 October 2023**

FINANCIAL SERVICES

I. Overview of Operating Results as at 31 October 2023

	ACTUAL YTD	BUDGET YTD 22/23	VARIANCE	VARIANCE	BUDGET FY 22/23
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	14,611	95,478	-80,867	-85%	286,433
Other incomes	183,518	211,725	-28,207	-13%	635,175
Rental income	1,008,338	1,011,703	-3,365	0%	3,035,110
Interest received	101,168	36,667	64,502	176%	110,000
Sales & recoverable works	3,218,262	1,271,442	1,946,819	153%	3,814,327
Grants & Subsidies	1,780,209	2,857,757	-1,077,548	-38%	8,573,271
	6,306,107	5,484,772	821,335	15%	16,454,316
Recurrent Expenditure					
Employees costs	2,148,190	2,333,430	-185,240	-8%	7,000,290
Materials and services	3,738,823	3,579,853	158,970	4%	10,739,559
Finance costs	3,365	53,043	-49,678	-94%	159,130
Donations Paid	636	-	636		
Depreciation	2,071,186	2,013,257	57,929	3%	6,039,772
	7,962,201	7,979,584	-17,383	-0.22%	23,938,751
Less: Capitalised Expenses	7,962,201	7,979,584	-17,383	0.22%	23,938,751
Net Operating Profit	-1,656,095	-2,494,812	838,717	-34%	-7,484,435

Council's Operating result is a loss of \$1.656M as at 31 October 2023, which is better than budget by \$839K.

Recurrent income is better than budget by \$821k. Whilst sales from QBuild Planned Maintenance works continues to exceed budget, budgeted FAGS 23-24 funding was prepaid in June 23 resulting in the budget shortfall for Grants & Subsidies.

Recurrent expenditure is \$17K under budget. Staff costs remain under budget as the state wage case has not been finalised to date. Materials and services costs were marginally over budget.

Planned maintenance YTD profit is \$174k. 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	220,716	22,877	12,211	165,286	421,091
Blockholders Service Fees	366,136	1,025	21,010	-	388,171
Commercial Service Fees	199,549	-	-	759	200,308
Grants	479	-	-	55,000	55,479
Ex - Rent (pre 2013)	960,402	648	389	381	961,820
Trustee Leases	24,714	-	-	-	24,714
Commercial Leases	26,865	28,657	8,946	12,700	77,167
Daycare Debtors	109,818	9,091	7,806	4,086	130,800
Housing Current Rent	2,799,725	3,411	-	4,243	2,807,379
TOTAL DEBTORS	4,708,404	1,812	28,488	685,235	5,066,929
TOTAL CREDITORS	11,242	112,948	435	299,004	423,629

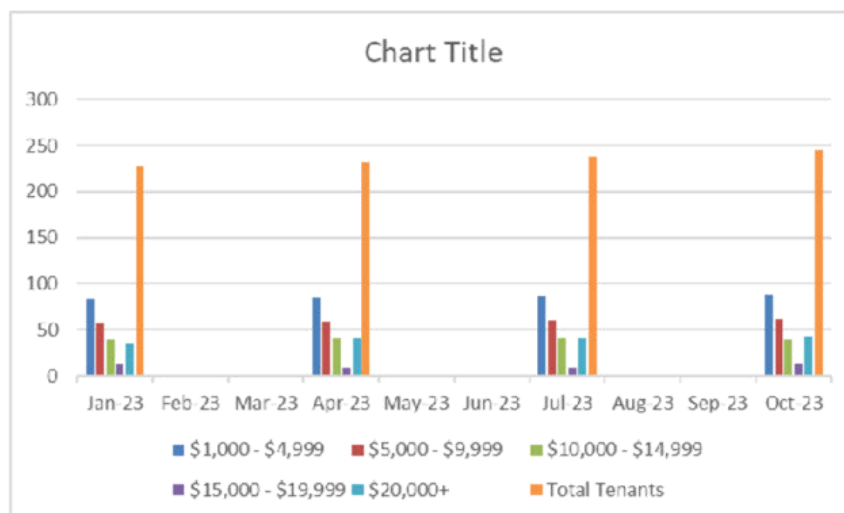
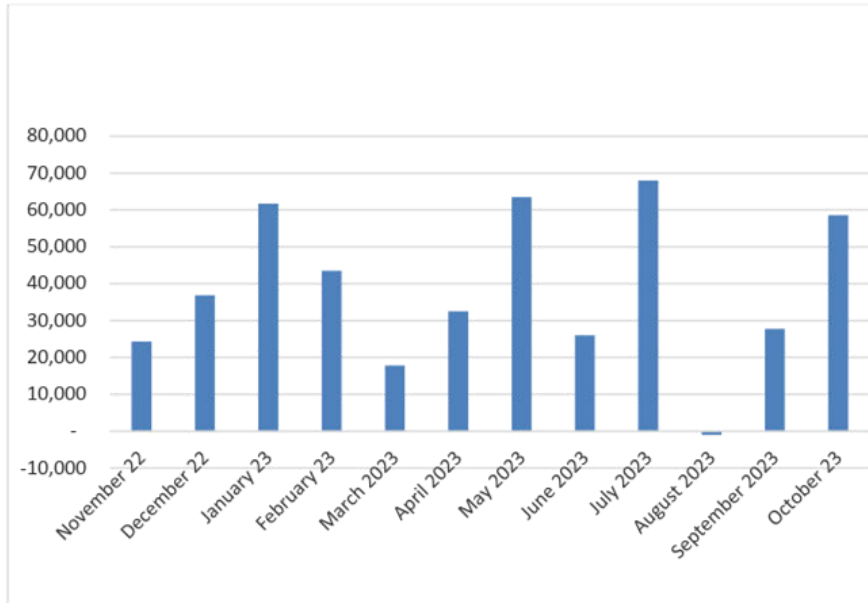
Of the \$5.067M owing to Council, only \$1.06M is estimated as collectable with \$4.004 million included in our provision for doubtful debts.

Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 20% from \$2,348,259 to \$2,807,379. A review of debtors has highlighted the following:

63% of current tenants are in arrears and 245 total tenants owe over \$1,000 which has increased by 7 on that of the previous quarter. September's housing debt increased by \$58,590 compared to the previous month.

The 43 debtors owing over \$20k increased by \$51K on that of last month from \$1.3337M to \$1.394M.



Monthly movement to housing debt	
Month	Actual increase/(decrease)
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
October 23	58,590

	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owning to Council	Jan-23	Apr-23	Jul-23	Oct-23
\$1,000 - \$4,999	83	84	87	88
\$5,000 - \$9,999	58	59	60	61
\$10,000 - \$14,999	39	40	41	39
\$15,000 - \$19,999	12	8	9	14
\$20,000+	36	41	41	43
Total Tenants	228	232	238	245
Percent of tenants in arrears	59%	60%	61%	63%

III. Capital Works

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

<i>Capital Expenditure 31/10/2023</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
Landfill Operational Equipment (DES)	1,728,900	-	-	1,728,900	14T Excavator, 10T Front End Loader, 10T Backhoe, 14T Tipper, Front Load Tractor, Wood Chipper, Machinery Housing Bay
Balamba subdivision (Dept of Housing)	5,000,000	-	-	5,000,000	Balamba area link infrastructure and 20 lots subdivision
	\$19,177,698	\$8,321,939	\$5,940,790		
Estimated Capital Deficit		0			

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
At 31 October 2023		
	Council	
	At 31 October 2023	At 30 June 2023
	\$	\$
Current assets		
Cash and cash equivalents	11,856,254	11,008,756
Trade and other receivables	2,953,233	3,435,416
Inventories	282,522	213,547
Total current assets	15,092,008	14,657,718
Non-current assets		
Property, plant and equipment	156,622,795	154,625,937
Total non-current assets	156,622,795	154,625,937
Total assets	171,714,803	169,283,655
Current liabilities		
Trade and other payables	8,840,434	6,825,804
Provisions	602,972	602,972
Total current liabilities	9,443,405	7,428,776
Non-current liabilities		
Provisions	1,916,481	1,969,216
Total non-current liabilities	1,916,481	1,969,216
Total liabilities	11,359,886	9,397,992
Net community assets	160,354,917	159,885,664
Community equity		
Asset revaluation surplus	104,980,046	104,980,046
Retained surplus/(deficiency)	55,374,871	54,905,618
Total community equity	160,354,917	159,885,664

V. Cash Position

	\$	\$
CBA - General Fund	67,040	
CBA - Housing Fund	176,274	
CBA - Remote Capital	951,989	
CBA - Forward Capital	143,360	
QTC - Leases	328,957	
QTC - Investment	8,194,618	
QTC - Forward Capital	1,988,565	
Cash Floats	<u>5,450</u>	
Total Cash		11,856,254
Trade Debtors	5,066,929	
Provision Doubtful Debts	<u>(4,004,256)</u>	1,062,673
Less: Trade Creditors		(423,629)
Less: Tied Grant Funds		(4,658,407)
Less: Current Commitments		<u>(3,324,750)</u>
Cash Position at EOM		<u>4,512,141</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

Mike Mair

Director Corporate Services



300. Program GL Report with IE Code Detail

9:15 AM
Friday, 10 November, 2023

YARRABAH ABORIGINAL SHIRE COUNCIL

For Period Ending: 31/10/2023

Year : 23/24

33%

	Current Budget	YTD Actual	Order Value	Total Actual	Variance \$	Variance %
Sub Programme: 307 Pool						
Operating Income						
13071000 Pool - Income						
114 Pool Income	5,000.00	0.00	0.00	0.00	5,000.00	0%
Total: 13071000	5,000.00	0.00	0.00	0.00	5,000.00	(
Total Act Type: OPERATING INCOME	5,000.00	0.00	0.00	0.00	5,000.00	0%
Operating Expenditure						
13072000 Pool - Employee Costs						
201 Salaries & Wages	36,914.22	12,392.14	0.00	12,392.14	(24,522.08)	34%
208 Superannuation	4,060.56	1,475.41	0.00	1,475.41	(2,585.15)	36%
211 Workwear	300.00	0.00	370.50	370.50	70.50	124%
212 Workcover	1,375.04	666.47	0.00	666.47	(708.57)	48%
Total: 13072000	42,649.82	14,534.02	370.50	14,904.52	(27,745.30)	(35%)
13072100 Pool - Materials & Services						
304 Cleaning	4,000.00	1.02	0.00	1.02	(3,998.98)	0%
310 Electricity & gas	12,128.89	5,384.15	0.00	5,384.15	(6,744.74)	44%
315 Hire of equipment	1,804.08	0.00	0.00	0.00	(1,804.08)	0%
318 Insurance - Other	36,883.59	6,527.97	0.00	6,527.97	(30,355.62)	18%
321 Materials & operating	32,559.57	6,879.55	9,218.89	16,098.44	(16,461.13)	49%
323 Motor Vehicle - Fuel & oil	500.00	0.00	0.00	0.00	(500.00)	0%
332 Rd&M - Buildings	14,586.85	0.00	2,000.00	2,000.00	(12,586.85)	14%
333 Rd&M - Equipment	3,189.09	718.00	0.00	718.00	(2,471.09)	23%
339 Telephone & internet	1,375.01	156.36	0.00	156.36	(1,218.65)	11%
345 Minor Equipment	2,500.00	0.00	0.00	0.00	(2,500.00)	0%
Total: 13072100	109,527.08	19,667.05	11,218.89	30,885.94	(78,641.14)	(28%)
Total Act Type: OPERATING EXPENDITURE	152,176.90	34,201.07	11,589.39	45,790.46	(106,386.44)	30%
Net Profit/(Loss): Pool	(147,176.90)	(34,201.07)	(11,589.39)	(45,790.46)	(101,386.44)	29%
Sub Programme: 502 Planned Maintenance						
Operating Income						
15021000 Planned Maintenance - Income						
153 Services - Housing Maintenance	3,423,000.00	1,846,450.34	0.00	1,846,450.34	1,576,549.66	54%
154 Services - Contract Works	44,806.73	48,191.00	0.00	48,191.00	(3,384.27)	108%
334 Rd&M - Houses	0.00	(1,096.79)	0.00	(1,096.79)	1,096.79	(100%)
Total: 15021000	3,467,806.73	1,893,544.55	0.00	1,893,544.55	1,574,262.18	55%
Total Act Type: OPERATING INCOME	3,467,806.73	1,893,544.55	0.00	1,893,544.55	1,574,262.18	55%
Operating Expenditure						

201	Salaries & Wages	330,851.49	166,013.02	0.00	166,013.02	(164,838.47)	50%
208	Superannuation	36,393.66	19,833.12	0.00	19,833.12	(16,560.54)	54%
211	Workwear	5,247.82	0.00	0.00	0.00	(5,247.82)	0%
212	Workcover	6,300.85	5,973.39	0.00	5,973.39	(327.46)	95%
334	Rd&M - Houses	11,713.48	0.00	0.00	0.00	(11,713.48)	0%
Total: 15022000		390,507.30	191,819.53	0.00	191,819.53	(198,687.77)	(49%)
15022100	Planned Maintenance - Materials & Services						
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	271.12	0.00	271.12	(772.86)	26%
315	Hire of equipment	14,175.00	0.00	0.00	0.00	(14,175.00)	0%
321	Materials & operating	160,462.01	17,147.72	0.00	17,147.72	(143,314.29)	11%
332	Rd&M - Buildings	12,560.31	17,905.35	0.00	17,905.35	5,345.04	143%
334	Rd&M - Houses	2,439,003.03	1,483,497.44	387,736.73	1,871,234.17	(567,768.86)	77%
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	3,429.44	0.00	3,429.44	(24,546.66)	12%
999	Plant Recovery	24,374.68	4,674.48	0.00	4,674.48	(19,700.20)	19%
Total: 15022100		2,700,418.01	1,527,745.75	391,560.28	1,919,306.03	(781,111.98)	(71%)
Total Act Type: OPERATING EXPENDITURE		3,090,925.31	1,719,565.28	391,560.28	2,111,125.56	(979,799.75)	68%
Net Profit(Loss): Planned Maintenance		376,881.42	173,979.27	(391,560.28)	(217,581.01)	594,462.43	61%
Sub Programme: 701 SGFA - Water							
Operating Income							
17011000	Water - Income						
101	Service Charges	94,221.86	15,400.04	0.00	15,400.04	78,821.82	16%
Total: 17011000		94,221.86	15,400.04	0.00	15,400.04	78,821.82	16%
Total Act Type: OPERATING INCOME		94,221.86	15,400.04	0.00	15,400.04	78,821.82	16%
Operating Expenditure							
17012000	Water - Employee Costs						
201	Salaries & Wages	107,452.00	53,800.81	0.00	53,800.81	(53,651.19)	50%
203	Sick Leave	333.73	217.09	0.00	217.09	(116.64)	65%
206	Annual Leave	10,256.02	1,275.36	0.00	1,275.36	(8,980.66)	12%
208	Superannuation	12,319.72	4,714.48	0.00	4,714.48	(7,605.24)	38%
211	Workwear	1,200.00	128.33	2,259.22	2,387.55	1,187.55	199%
212	Workcover	5,104.73	1,940.00	0.00	1,940.00	(3,164.73)	38%
Total: 17012000		136,666.20	62,076.07	2,259.22	64,335.29	(72,330.91)	(47%)
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	42,116.43	0.00	42,116.43	(72,678.81)	37%
318	Insurance - Other	9,995.50	1,769.10	0.00	1,769.10	(8,226.40)	18%
321	Materials & operating	72,753.80	64,510.74	41,225.04	105,735.78	32,981.98	145%
323	Motor Vehicle - Fuel & oil	5,924.47	2,328.34	0.00	2,328.34	(3,596.13)	39%
327	Motor Vehicle - Rd&M	10,000.00	0.00	0.00	0.00	(10,000.00)	0%
333	Rd&M - Equipment	6,000.00	2,988.98	0.00	2,988.98	(3,011.02)	50%
335	Rd&M - Infrastructure	5,000.00	8,853.28	0.00	8,853.28	3,853.28	177%

339	Telephone & internet	1,592.48	620.99	0.00	620.99	(971.49)	39%
345	Minor Equipment	2,000.00	0.00	0.00	0.00	(2,000.00)	0%
346	Motor Vehicles - expenses	0.00	4,208.27	0.00	4,208.27	4,208.27	(100%)
Total: 17012100		233,419.52	127,396.13	44,004.54	171,400.67	(62,018.85)	(73%)
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)	(0%)
Total Act Type: OPERATING EXPENDITURE		682,252.82	189,472.20	46,263.76	235,735.96	(446,516.86)	35%
Net Profit(Loss): SGFA - Water		(588,030.96)	(174,072.16)	(46,263.76)	(220,335.92)	(367,695.04)	32%
Sub Programme: 802 SGFA - Waste Mgmt							
Operating Income							
18021000	Waste - Income						
101	Service Charges	86,055.66	12,551.55	0.00	12,551.55	73,504.11	15%
130	Waste levy income	99,838.25	0.00	0.00	0.00	99,838.25	0%
Total: 18021000		185,893.91	12,551.55	0.00	12,551.55	173,342.36	7%
Total Act Type: OPERATING INCOME		185,893.91	12,551.55	0.00	12,551.55	173,342.36	7%
Operating Expenditure							
18022000	Waste - Employee Costs						
201	Salaries & Wages	52,990.00	15,785.63	0.00	15,785.63	(37,204.37)	30%
203	Sick Leave	2,036.48	651.26	0.00	651.26	(1,385.22)	32%
206	Annual Leave	3,469.96	2,025.60	0.00	2,025.60	(1,444.36)	58%
208	Superannuation	5,828.90	2,308.81	0.00	2,308.81	(3,520.09)	40%
211	Workwear	500.00	32.08	464.45	496.53	(3.47)	99%
212	Workcover	1,336.37	956.71	0.00	956.71	(379.66)	72%
Total: 18022000		66,161.71	21,760.09	464.45	22,224.54	(43,937.17)	(34%)
18022100	Waste - Materials & Services						
315	Hire of equipment	297,199.70	90,661.87	114,698.95	205,360.82	(91,838.88)	69%
321	Materials & operating	14,319.21	17,741.21	8,549.07	26,290.28	11,971.07	184%
323	Motor Vehicle - Fuel & oil	56.95	409.95	0.00	409.95	353.00	720%
332	R&M - Buildings	0.00	2.51	0.00	2.51	2.51	(100%)
346	Motor Vehicles - expenses	4,012.17	118.38	0.00	118.38	(3,893.79)	3%
Total: 18022100		315,588.03	108,933.92	123,248.02	232,181.94	(83,406.09)	(74%)
Total Act Type: OPERATING EXPENDITURE		381,749.74	130,694.01	123,712.47	254,406.48	(127,343.26)	67%
Net Profit(Loss): SGFA - Waste Mgmt		(195,855.83)	(118,142.46)	(123,712.47)	(241,854.93)	45,999.10	47%



500. SPECIFIC PURPOSE GRANT BALANCES BY PROJECT

YARRABAH ABORIGINAL SHIRE COUNCIL

1:29 PM

Wednesday, 8 November, 2023

as at 31 October 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	(79,848.19)	2,563,433.70
IEDG Grant	0	0	0	(12,918.94)	(12,918.94)
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	(872,800.11)	276,200.18
Works For Queensland	0	0	0	(73.69)	(73.69)
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	(487,013.40)	(335,750.40)
Total: Department of Local Government Racing and Multicultural Affairs	2,932,110.34	1,180,159.14	4,981.04	(1,619,919.33)	2,497,331.19
Queensland Health					
ATSI Health Grant	0	46,930.00	0	(58,194.88)	(11,264.88)
Total: Queensland Health	0	46,930.00	0	(58,194.88)	(11,264.88)
Department of Communities Housing and Digital Economy: Arts Qld					
YCMF 2021 - Local Musicians/Facilitator (FNCF)	3,282.00	0	0	(18,690.00)	(15,408.00)
Forward Remote Capital Program	1,747,608.00	0	24,199.64	0	1,771,807.64
Total: Department of Communities Housing and Digital Economy: Arts Qld	1,750,890.00	0	24,199.64	(18,690.00)	1,756,399.64
Department of Environment and Science: Arts Qld					
Fashion & Wearable Art	248.00	0	0	0	248.00
Arts BIA	(77.00)	0	0	(23,370.48)	(23,447.48)

Conatiner Exchange	3,982.00	0	0	(18,835.20)	(14,853.20)
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	(42,205.68)	22,947.32
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	(8,565.00)	59,310.00
LGGSP - Foreshore Development Plan	(15,105.00)	0	0	(70,525.00)	(85,630.00)
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	(79,300.00)	344,584.79
Dept of the Premier and Cabinet					
YCMF 2021 Premier \$220K	100,000.00	50,000.00	0	(152,970.01)	(2,970.01)
Total: Dept of the Premier and Cabinet	100,000.00	50,000.00	0	(152,970.01)	(2,970.01)
Department of Communities Disability Services and Seniors					
SES Building Upgrade	(65,803.00)	0	0	(7,646.93)	(73,449.93)
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	(7,646.93)	(62,949.93)
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	383,692.40	109,360.00	(277,319.92)	215,732.48
Total: Department of Social Services	0	383,692.40	109,360.00	(277,319.92)	215,732.48

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	(81,970.04)	(25,688.04)
Total: Department of Communications and the Arts	(38,718.00)	95,000.00	0	(81,970.04)	(25,688.04)
Dept of Housing & Public Works					
Interim Remote Capital Program	639,174.00	0	0	(253,775.00)	385,399.00
Total: Dept of Housing & Public Works	639,174.00	0	0	(253,775.00)	385,399.00
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	14,011.32	0	(6,752.50)	7,258.82
Total: Queensland Fire and Emergency Services	0	14,011.32	0	(6,752.50)	7,258.82
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	1,568.18	0	0	7,851.18
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	(17,015.06)	(65,440.98)
Total: Department of Employment Small Business and Training	(48,425.92)	0	0	(17,015.06)	(65,440.98)
State Library of Queensland					
IKC	14,224.00	0	0	(9,835.26)	4,388.74
Total: State Library of Queensland	14,224.00	0	0	(9,835.26)	4,388.74
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	(420.00)	59,835.00
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	(378,821.81)	(429,443.81)
QRRRF 2020	(37,719.00)	0	0	(99,883.46)	(137,602.46)
REPA 2023	(71,634.00)	0	0	(112,028.16)	(183,662.16)
Total: Queensland Reconstruction Authority	30,547.61	7,848.00	0	(592,230.29)	(553,834.68)
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	(5,756.00)	51,621.00
Total: Department of Aboriginal and Torres Strait Islander Partnerships	331,332.17	0	0	(15,756.00)	315,576.17
FNQROC					
Transport Network Plan	0	0	0	0	0
Total: FNQROC	0	0	0	0	0
Untied					
Untied	0	0	4,469,850.73	(4,552,622.30)	(82,771.57)
Total: Untied	0	0	4,469,850.73	(4,552,622.30)	(82,771.57)
Grand Total	6,664,409.97	1,817,283.59	4,608,391.41	(8,021,451.66)	5,068,633.31
				Negative Grants	-2,346,636.05
				Tied Grants	4,658,407.05

7.3 QLD AUDIT OFFICE - FINAL MANAGEMENT LETTER

File Number: 03. MFD_OM.20221115

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

For Council's information.

The Auditor-General has issued an unmodified audit opinion on the Yarrabah Aboriginal Shire Council's Financial Statements for 2022-2023.

BACKGROUND

Each year the QAO report the results of all financial audits and significant issues to parliament. Annual audit fee noted – authorisation covered by CEO financial delegation. Council advised about issues and other matters formally reported to management and update on actions taken by management to resolve these issues.

COMMENT

The QAO have formally reported to management and provided an update in respect to actions taken by management to resolve issues as included in Appendix A in the letter provided.

POLICY/FUNDING CONSIDERATIONS

Internal Audit process and Financial Management.

RISK

Moderate.

CONSULTATION

Internal Audit Committee.

ATTACHMENTS**1. QAO Final Audit Report 2022-23****RECOMMENDATION**

That Council:

1. Endorse the QAO Financial Management Report for 2022/23 Financial Year.
2. CEO and executive management team instructed to ensure appropriate financial standards are met and actions identified for management attention are resolved in a timely manner.



2023 CLOSING REPORT

Yarrabah Aboriginal Shire Council

28 September 2023

**SENSITIVE**

28 September 2023

Richard Wright
 Chief Executive Officer
 Yarrabah Aboriginal Shire Council
 c/- Post Office
 YARRABAH QLD 4871

Dear Mr Wright

2023 Closing report

We present our closing report for Yarrabah Aboriginal Shire Council ("Council") for the financial year ended 30 June 2023. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued on 13 April 2023. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Expected opinion

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below and will provide an update on these matters at the audit and risk committee meeting.

Financial statement maturity

We have rated your financial statement preparation maturity as integrated. Please refer to section 4 [Financial statement maturity](#) for further details.

Control environment

In our interim report dated 6 July 2023, we assessed that your internal control environment does support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment.

Since our interim report we have raised two new deficiencies and one other matter. Please refer to section 3 [Status of issues](#) for further details. We have also increased the rating of a previously raised matter from a deficiency to a significant deficiency. This is in regard to documenting and updating policies and procedures regarding information technology and computer systems, and it has been increased to reflect the increased cyber security threat in the current environment.

Materiality \$516,000

No change to planning materiality.

Estimated final fees**\$74,000****Outstanding matters**

Item	Responsibility
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management and Audit

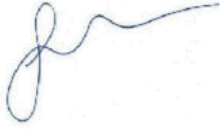
Queensland Audit Office
 Level 13, 53 Albert Street, Brisbane Qld 4000
 PO Box 15396, City East Qld 4002

Phone 07 3149 6000
 Email qao@qao.qld.gov.au
 Web www.qao.qld.gov.au

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 4046 0090.

Yours sincerely



James Gaustad

Director – BDO Audit (NTH QLD) Pty Ltd

Enc.

cc. Cr Ross Andrews, Mayor

Mr Andy Smith, Chair of the audit committee

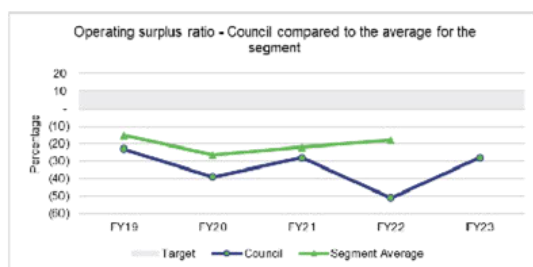
SENSITIVE

1. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that Councils are required to report under the local government regulation. Our assessment of your Council's overall financial sustainability risk is **higher risk**.

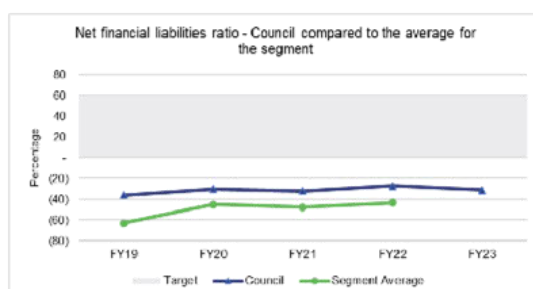
Refer to section 9 [Assessment of financial sustainability](#) for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

Operating surplus ratio



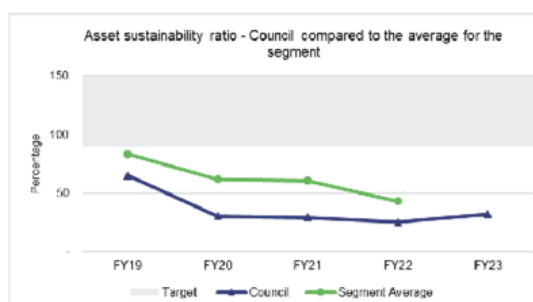
Council's 5-year average operating ratio is negative 34%. The average operating surplus ratio indicates that Council is significantly reliant on grants and contributions from various other sources, in the absence of which Council may not be able to sustain its ongoing operations. This also indicates that Council has limited ability to fund any capital projects without capital grants and contributions. An improvement in recoverability of housing debtors would improve the ratio.

Net financial liabilities ratio



Council's net financial liabilities ratio as at 30 June 2023 is negative 31%. This is better than the target range because of the low level of Council's liabilities, however, if Council intends to obtain debt funding for future capital projects, its negative operating surplus ratio suggests Council may experience difficulty in repaying this debt.

Asset sustainability ratio



Council's average asset sustainability ratio is 36%. A ratio of less than 100% means that the depreciation on infrastructure assets is more than the amount Council is spending on replacing those assets. This indicates that, without additional capital funding, assets may reach the end of their useful lives before Council can replace them, resulting in failure of critical infrastructure.

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2023 Closing report

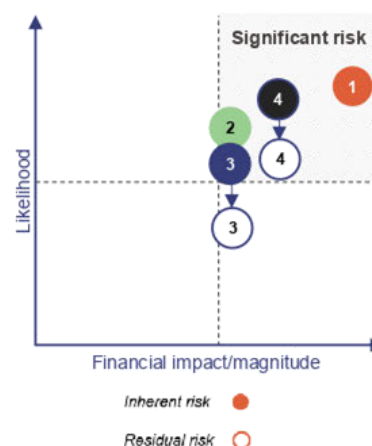
2. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus, together with considering the effectiveness of your internal controls (residual risk), and the financial impact (magnitude).

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	Valuation of non-current assets Valuations contain significant judgements and assumptions, and we are in a period of high inflation impacting prices for goods and services. A combination of comprehensive and desktop valuations was performed this year.	Testing performed A desktop valuation was carried out over the majority of Council infrastructure assets, which resulted in an increase between 5.85% and 8.67% applied to the asset classes. A comprehensive valuation was carried out on the 'other infrastructure' class of assets, and this resulted in a small increase in the carrying value of the assets. We have performed detailed substantive testing over the valuation reports and reasonableness of the calculations. This included comparison of movements against various published indices, comparison against valuation movements of neighbouring Councils, consideration of weather events and impact on condition ratings, and review of movements against movements in Council's actual costs to replace or construct assets. Part of our review is assessing the competence and independence of the valuers and the reliability of the information provided to them, any critical assumptions applied by them and the arithmetical accuracy of calculations and data entry into the general ledger. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.
2	Contract assets and liabilities There is a risk that year end accounting for grants is incorrect, resulting in revenue being recognised in the wrong financial year. Judgement is required in determining the timing and amount of recognition of some grant revenue.	Testing performed We have performed a comprehensive review of material grants and contract balances including a review of the application of accounting standards and Council policy. Our procedures are designed to obtain assurance that grants are accounted for under the appropriate accounting standards and that the values used in the calculation for each grant represent the actual receipts and expenditure in the general ledger.

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Risk	Description of risk	Audit conclusion
		Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.
3	Recoverability of debtors Council continues to struggle to recover rental and other debtors. There is a risk that expected credit losses do not reflect the likelihood of Council being able to collect outstanding debts.	Testing performed We have reviewed management's assessment of the expected credit losses and reperformed the calculations to ensure arithmetic accuracy. We have reviewed the loss rates and considered movements to assess reasonability of the expected losses. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated. We continue to raise a significant deficiency over Councils ability to recover outstanding debts.
4	Occurrence and validity of expenditure Council is responsible for the management of large amounts of public funds. There is a risk that expenditure incurred is not a valid business expense, or that legislative requirements for medium and large transactions are not adhered to, resulting in non-compliance with the Local Government Act and associated regulations, and Council not achieving value for money in its contracting.	Testing performed We have reviewed Council's procurement policy against legislative requirements and controls over the procurement and contract management processes. We have carried out testing as follows: - Performed tests of control over authorisation of payment of expenditure invoices including a review of compliance with internal policies and legislative requirements. - Reviewed large purchases with significant suppliers e.g. transactions over threshold required for quotes and tenders. - Reviewed creditor transactions at year-end to confirm expenditure is recognised in the correct period. - Reviewed for duplicated or unusual payments and reviewed duplicate bank account details in employee and supplier listings. - Reviewed a sample of transactions on corporate credit cards. - Reviewed the selection process for new preferred suppliers. - Performed tests of control over authorisation of employee wages (both casual and permanent staff). - Performed detailed analytical reviews of payroll costs and other expenditure line items. - Reviewed supporting documentation for a sample of new and terminated employees. - Detailed review of payments to Councillors and Key Management Personnel.

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Risk	Description of risk	Audit conclusion
		Reviewed the verification of employee bank account change requests. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated. We have however raised deficiencies in regard to purchasing and expenditure.

Other audit opinions

Each year, we are required under the relevant act and funding agreement to provide an audit opinion on the following grants:

Grant Acquittal	Audit performed
Roads to Recovery	Part 8 <i>National Land Transport Act 2014</i> Subsection 6.2(b) <i>Roads to Recovery Funding Conditions 2019 Agreement</i>
Local Roads and Community Infrastructure Program Extension Phase 2	Section 4 <i>National Land Transport Act 2014</i> Clause 11.3 <i>COVID-19 Local Roads and Community Infrastructure Program Guideline – Phase 2</i>

At the date of this report, audits of the above grant acquittals are yet to be finalised.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have not changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$516k
Performance materiality	\$387k
Clearly trivial threshold	\$25.8k
Specific – property, plant and equipment	\$6.9m

Evaluation of quantitative misstatements

At the date of this report, we have identified quantitative misstatements of \$304,000. Management corrected these misstatements, however there was no change in the operating result.

At the date of this report, we have identified quantitative misstatements of \$60,000 that remain uncorrected by management. If corrected, these would result in an increase in net assets and operating result.

Details of these corrected and uncorrected misstatements are included in section 7 [Misstatements](#).

Evaluation of disclosure misstatements

At the date of this report, we have identified misstatements in disclosures that required correction to the financial statements. These have been corrected by management.

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2023 Closing report

We have also identified misstatements in disclosures that have not been corrected in the financial statements. These uncorrected disclosure misstatements do not materially misstate the financial statements.

Details of these corrected and uncorrected disclosure misstatements are included in section 7 [Misstatements](#).

3. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our final audit are outlined further in this section. Refer to section 6 [Matters previously reported](#) for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	1	7	1
Prior year issues – unresolved	2	1	-
Total issues	3	8	1

Note: *QAO only tracks resolution of other matters where management has committed to implementing action.

The following section details new control deficiencies and other matters identified as at 30 June 2023. It includes a response from management.

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



D Deficiencies

23CR-1 Duplicate invoices paid

Observation

We have identified from our review of duplicate invoice numbers, that five invoices from the same supplier were entered and paid twice, in two separate payment runs. Our understanding is that the system presents a warning message when the same invoice number is entered twice, which can be manually overridden. Overriding the warning message can be done by the person raising the invoice, i.e., it does not require authorisation by a more senior operator to override the warning.

Implication

Council overpaid the supplier resulting in unnecessary cash payments. Management had identified the overpayment prior to our audit visit and contacted the supplier to arrange a credit against future invoices, however this shows that the control has broken down with the warning message being ignored.

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QAO recommendation

We recommend that you contact the software provider to see if the system can be updated to either block the duplicate payments, or to require an authorisation by a senior finance team member to override the warning. If the system cannot be set up to block payments with duplicate invoice numbers, we recommend that training is provided to staff who enter invoices about heeding the warning and considering whether the payment has already been made. We recommend implementing a policy that a senior finance team member is required to approve any instances where the warning is to be overridden.

Management response

Agreed.

Responsible officer: Director of Corporate Services / Finance Manager

Status: Work in Progress

Action date: 31 October 2023

23CR-2 Non-compliance with credit card policy**Observation**

We reviewed a sample of transactions that were paid for using Council credit cards. Our review covered one month of transactions from each of the six credit card holders, plus two additional months at random. From our sample we identified the following:

- One instance of supporting documentation not retained. The credit card procurement policy states that any payments on the credit card must be supported by an invoice or other supporting documentation.
- No evidence of approval of one cardholders credit card reconciliation for the month of June 2023.

Implication

As a result of not retaining supporting documentation and lack of approval/review of credit card reconciliations, there is potential for non-business related costs to be incurred and not detected, therefore potential for public funds to be misused.

QAO recommendation

We recommend ensuring that the review of reconciliations are evidenced, and all missing support for transactions are followed up, with statutory declarations having been completed in cases where the card holder cannot provide a receipt (as a last resort).

Management response

Agreed.

Responsible officer: Director of Corporate Services / Finance Manager

Status: Resolved.

Action date: 30 September 2023

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Other matters

23CR3 Excessive leave balances

Observation

We reviewed annual leave balances at 30 June 2023. There were two staff members who had annual leave balances of over 340 hours (approximately nine weeks). One of those staff members also had long service leave of over 25 weeks accrued.

Implication

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

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

QAO recommendation

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

Management response

Agreed. Excessive balances are noted by some members of the Executive Team and critical support staff. Strategies are being reviewed to arrange suitably qualified staff to provide coverage to allow those identified the ability to access these entitlements without causing any operational deficiencies during periods of absence.

Responsible officer: CEO

Status: Work in progress

Action date: Ongoing

4. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be integrated.

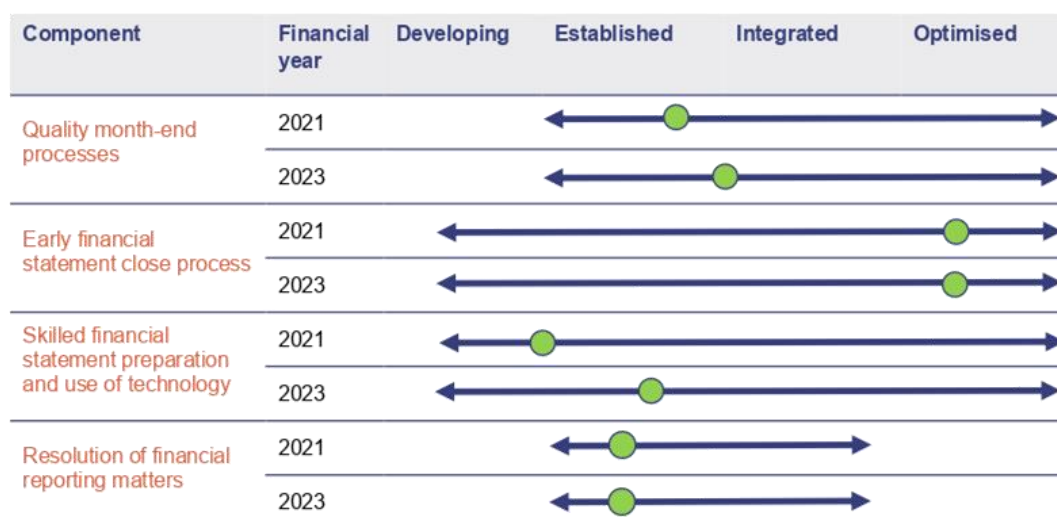
This year, we have reviewed the entity's assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that Council's self-assessed scores and level of maturity were appropriate, with only minor changes in the scores.

The following table sets out the range and average responses for Council's financial statement preparation process for each component for the 2023 financial year. It also provides a comparison to the 2021 assessment.

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The financial statement maturity levels reported in this closing report will also be reported in our upcoming report to parliament on the results of local government audits.

We identified the following key strengths and opportunities to improve based on the 2023 assessment:

Key strengths	Improvement opportunities
- Audit committee chair is heavily involved in the review of financial statements and communication from external auditors. - Non-current asset valuation is completed well before end of financial year. - Financial statement preparation outsourced to skilled contractors.	- Limited integration of data between financial statements and management reporting. - Limited Finance Team resources result in excessive hours worked in the financial reporting period. - Capitalisation of property, plant and equipment is not processed until the end of the financial year.

5. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report. Refer to issues raised in this report for minor non-compliance issues identified.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no material changes to accounting policy information during the period.

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Matters for QAO to consider	How these were addressed
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	We enquired with management regarding: - knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report - knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan, and we are not aware of any fraud or illegal acts during our audit.
Written representations we are requesting	We are required to obtain written representations from management, and where appropriate, those charged with governance. Our requested written representations are included as an appendix to this report. We have discussed these with management, and they are comfortable to make these representations. Those charged with governance should also make appropriate enquiries of management to be satisfied with the written representations made.
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are consistent with the financial report.

6. Matters previously reported

The following table summarises control deficiencies, financial reporting issues and other matters that we previously reported this year in our interim management letter and unresolved issues we raised in prior years.

Ref.	Rating	Issue	Status and comment
19IR-3	S	Rental debtor arrears Rental debtor arrears continue to grow and there are a number of larger term outstanding debt balances that have not been collected	Work in progress Council continues to work through suggestions to improve recovery. Responsible officer: Director Corporate Services Action date: Ongoing
20IR-1	S	Lack of documentation around IT policies and procedures Council has various IT procedures that are not documented, nor are there sufficient documented policies to ensure the ongoing reliable provision of IT services. This has been raised to a significant deficiency given the increasing threat and potential impact of cyber security incidents.	Work in progress Staff turnover has resulted in this not being prioritised. Responsible officer: Director Corporate Services Revised action date: 31 December 2023 Previously revised action date: 31 December 2022 Original action date: 31 December 2020

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Ref.	Rating	Issue	Status and comment
21IR-1		Costs incurred in construction of houses – inadequate job costing processes The works department has not been able to achieve desired profitability on large projects, particularly the construction of residential houses.	Work in progress Ongoing. Charge out rates for Council labour have been increased in the current year, however there is still a lack of evidence of improvement. Responsible officer: Director of Building Services Revised action date: 31 December 2023 Previously revised action date: 31 December 2022 Original action date: 30 September 2021
22IR-4		Council website not up to date Various documents required to be published on the website under the Local Government Regulation were not on the Council website.	Work in progress Only item still to be disclosed on the website in line with section 169 of the Local Government Regulation is the 10-year forecast. Contracts over \$200,000 are now displayed on the website but this is not being updated with all arrangements over \$200,000, including one additional example in 2023. Responsible officer: Director Corporate Services Revised action date: 31 December 2023 Previously revised action date: 31 December 2022 Original action date: 30 June 2022
23IR-1		Review of manual journals Following a review of the two manual journal folders provided at our 2023 financial year audit planning visit, it was identified that a majority of journals do not show evidence of review (e.g., signature) by either the Director of Corporate Services or Finance Manager.	Resolved
23IR-2		Completeness of documentation in employee files During review of employee files, we identified one instance from our sample where an employee file could not be located. We noted a further two employees in our sample did not have evidence in their employee file to support their current pay rates and one did not have evidence to support their termination.	Resolved
23IR-3		Timeliness of Council meeting minutes on website	Resolved pending audit verification

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Ref.	Rating	Issue	Status and comment
		We noted during our review of Council meeting minutes, that minutes of the meeting held on 17 May 2023 were not available on Council's website as at 31 May 2023. Local Government Regulation 2012 section 254F(6) requires minutes to be made publicly available within 10 days of the meeting.	
23IR-4	D	Annual report not published on Council website Based on a review of meeting minutes for the 2023 financial year to date, as well as the Council website, there has been no completion, approval or publication of the annual report for the 2022 financial year.	Resolved
23IR-5	D	Underpayment of junior staff We noted during our interim testing of payroll transactions that a junior staff member had turned 21 and not received an increase in their pay rate to the full award rate under Stream A of the Queensland Local Government Industry Award (QLGIA).	Resolved
23IR-6	D	Up-to-date registers of interest forms During a review of the register of interest forms uploaded to the Council website, it was identified that these are not updated documents. Following further investigation into what forms have been completed by Councillors, it was identified that the 'ROI Annual Confirmations' forms have not been completed since 1 July 2021.	Work in progress Council is exploring alternate website platforms which will improve the efficiency with which documents can be uploaded to the website. Responsible officer: CEO Action date: 31 December 2023

7. Misstatements

Summary of corrected quantitative misstatements

We identified the following quantitative misstatements during the audit. Management subsequently corrected them in the financial statements.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Capital Grants income	304	-	-	-
	Operating Grants income	(304)	-	-	-

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#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
	<i>Reclassify of Natural Disaster Relief and Recovery Arrangements Grants from Capital to operating income.</i>				
	Total	-	-	-	-

Summary of uncorrected quantitative misstatements

Our audit identified the following quantitative misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line item presentations). We concur with management's assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Provision for bad debts	-	60	-	-
	Bad debts	(60)	-	-	-
	<i>Reverse provision for doubtful debts on government entity debtors.</i>				
3	Waste ICCIP – Grant Income	182	-	-	(182)
	Waste ICCIP – Expense	(182)	-	-	182
	<i>Invoice for Waste ICCIP entered in 2023 for services in the 2022 financial year – net impact is an overstatement of expenses in grant income in the 2023 year.</i>				
	Total	(60)	60	-	-

Summary of corrected disclosure misstatements

Various minor disclosure and presentation adjustments were made following audit review of the financial statements. These included:

- Update to some disclosures around current year non-current asset valuations
- Adjustment to contract liability disclosures
- Correction of disclosures around employee numbers
- Update to projected operating surplus ratio.

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8. Next year planning considerations

We identified the following matters during the current year audit for consideration in planning next year's audit.

Next year audit planning considerations	Potential effect on financial statements	Potential effect on audit
New financial management sustainability guidelines	A change in the way financial sustainability is reported, including grouping similar Councils for sustainability monitoring, and in increase in the number of financial sustainability measures to be reported on.	Additional measures to be audited, including non-financial measures such as population growth
Local Government elections scheduled for March 2024	There may be a change in Councillors which could impact disclosures for related parties and key management personnel remuneration.	Additional risks over the completeness of related party disclosures if Council is not able to quickly obtain details of potential related parties of new councillors. Consideration of approval of transactions during caretaker period.

9. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities-current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

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We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses) Insufficient revenue is being generated to fund operations and asset renewal	More than 80% Potential long-term concern over ability to repay debt levels from operating revenue	Less than 50% Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero A risk of long-term reduction in cash reserves and inability to fund asset renewals	60% to 80% Some concerns over the ability to repay debt from operating revenue	50% to 90% Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses) Well positioned to fund operations and asset renewals	Less than 60% No concern over the ability to repay debt from operating revenue	More than 90% Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Our assessment of financial sustainability risk factors does not take into account Council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: - current net financial liabilities more than 80 per cent of operating revenue or - average asset sustainability ratio over the last 5 years is less than 50 per cent or - average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or - realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.

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William Cunningham
Queensland Audit Office
T: 3419 6000
E: william.cunnungham@qao.qld.gov.au

James Gaustad
BDO Audit (NTH QLD) Pty Ltd
T: 4046 0090
E: james.gaustad@bdo.com.au



7.4 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 04.MFD_OM.20231115

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 to 10 November 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 Indigenous Knowledge Centre
4. Yarrabah Arts Cultural Precinct
5. Community Events & Programs
6. Human Resources
7. Workplace Health and Safety and 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 01.07.23 – 31.10.23	Year to Date Rent payments collected 01.07.23 to 31.10.23	Year to Date rent arrears collected
	\$929,990.62	\$711,841.80	\$73,841.80
Revenue – Month OCTOBER	Monthly Rent Charged for housing stock	Monthly Rent Payments collected	Monthly Rental Arrears collected
	\$258,259.30	\$177,043.70	\$15,114.39
Arrears	Total Rent Arrears As at 31.10.2023	Total Rent Arrears (previous years) as at 31.10.2022	Variation from year to year
	Tenants - 237 Amount - \$2,737,000.16	Tenants - 215 Amount - \$1,892,453.39	Increase of \$844,546.77

Property Inspections	Year to date	Monthly inspections Completed	Monthly Inspections Scheduled
	181	18	14
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
	232	1590	346 Applicants 10 New applicants 10 Waitlist updates
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
		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)
			Allowing appropriate response timeframes before Notice to Leaves are sent – As per Housing policy

2. EARLY LEARNING CENTRE

Throughout this month, the Centre has maintained a smooth operation, even with staff taking leave to attend their TAFE Diploma blocks.

New children have seamlessly integrated into our routine, and we've also welcomed inclusion support professionals to engage with the children.

The Centre's staff is currently in the planning stages for the upcoming Christmas Party in December for the children under our care.

The team continues to collaborate effectively, addressing and managing any challenging tasks as they arise.

The primary focus of the Centre's work plan has been to ensure a clean and safe environment for the children. In addition, we have been diligently working on implementing educational programming and mastering the art of documenting the learning journey of each child in our care.

Sections	Number of Children	Waitlist	Total Number of Children
Nursery	8	3	41
Toddler	14		
Kindy	15		
After School Kindy	4		

3. YARRABAH INDIGENOUS KNOWLEDGE CENTRE

For this month the YIKC has been very busy in promoting activities such as First 5 Forever through:

- Story time
- Fun booklets
- Play time

These activities stimulate learning in early childhood development.

We had the privilege of hosting a visit from the State Libraries of Queensland and Western Australia at our YIKC, which was an exciting opportunity. During their visit, we engaged in fruitful discussions, shared ideas, and provided insights into the daily activities at our YIKC. We emphasised that our YIKC also functions as a community hub, where individuals from the community come into complete administrative tasks, and we explained how we assist them in achieving their objectives.

Monthly Stats

First 5 Forever	Door Count	High School Bus Count	Primary School Bus Count
58	446	881	923

The YIKC staff creates a welcoming, relaxed, and clean environment for the community to enjoy their visits. Various activities are provided for children in the afternoons, including drawing, reading, playing board games, or watching a movie.

Furthermore, the staff will be participating in computer training to enhance their capabilities in carrying out daily tasks more effectively.

4. YARRABAH ARTS AND CULTURAL PRECINCT

After a successful commission request for Christopher Harris to produce 250 cups for the AFL Cape York House High Tea function for 'Stand Up Against Domestic and Family Violence' on 15 October. We have packaged this idea and forward to different businesses in the Cairns area as an opportunity for their next conference to commission Christopher Harris to produce ceramic cups with a custom-made stamp imprinted in reference/theme of the conference. We have received a lot of positive feedback.





Andrew Garrett and Valmai Pollard's artwork was showcased as a projection at the CIAF 2023 Urban Blaktivation, refer to image below. They both received \$300 for a one off only agreement to use the art as a projection. The Festival was part of the Qld Music Trail, refer to link for more information:

[CIAF 2023 Urban BLAKtivation | CIAF](#)



Still waiting to hear back on the YACP application to the Backing Indigenous Arts – Art Centre Strategic Development Project Fund. YACP Manager submitted an application 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.

YACP Manager has submitted an IRADF application for funding of \$50,000 to action the Menmuny Museum Significance Assessment report which was conducted by Dr Joanna Wills, Senior Museum Development Officer FNQ Cultures and Histories from Qld Museum on 24 January 2013. The application submitted also included training on museum collections and casual employment.

YACP Manager and Director Corporate Services have provided the IVAIS RRF end of year report and also submitted the BIA Multi Year \$60,000 funding for 2024-2027.

YACP Manager has completed the YACP activity plan for 2023-24 and has delivered the schedule to the YACP artists.

OCTOBER SALES

Number of patrons	Month to Date
	172
Sales	Month to Date
	\$8,560.00

Yarrabah Arts & Cultural Precinct

Team:
Philomena Yeatman
Michelle Yeatman
Edna Ambrym
Wayne Connolly
Kyla Hedanek
Simone Arnol



Dress by Philomena Yeatman



Dress by Philomena Yeatman

Who is our target audience?

What kind of customer do we attract?

Fashion lovers, women who have high expectations, self expressive, culturally aware, loves color & prints, bold – loud, conscious and creative women.

What target age group do we attract?

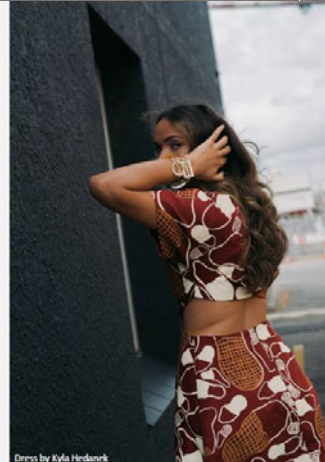
25 – 40 year old women. We aim to make every design a timeless piece that can be handed down, displayed and worn for a lifetime.

Why do our customers choose fashion from Yarrabah?

Our cultural prints are distinct and timeless. Our customer loves to showcase the fashion to make a statement wherever he/she goes.

Mission Statement

Yarrabah Fashion embodies story telling along with our connection to Country. From nature and our surroundings there can always be a powerful creativity that can be drawn from our luscious Country that surrounds us from sea to rainforest. Every shape, print, color and accessory leads us back to our main inspiration... our Country.



Dress by Kyla Hedanek

What will be the next color, **shape**, print, texture and **story** for the Yarrabah Fashion 2024?

Lets get inspired...



Dress by Kyla Hedanek

Linking our fashion story from our Country to yours...



Dress by Philomena Yeatman



5. COMMUNITY EVENTS & PROGRAMS

- Special visit from the **AFLW Hawthorn Football Club** on Wednesday, October 18th six AFLW players, accompanied by their dedicated staff members. During their visit, the Hawthorn Football Club representatives have expressed a strong interest in observing the communities' programs in action and actively engaging with the children.
- Foundation Day and DOGIT Day was set for the 30.10.2023, but was cancelled, due to Sorry Business in Community.
- Funding submitted for the 2024 Australia Day Community Grants was open and submitted, application was successful and planning is underway.
- Yarrabah Home Gardening Pilot Study, organising a project co-design committee including CSO to refine the project.
- Bishop Malcolm Park Blessing 06.10.2023 was cancelled due to sorry business new date for the blessing 19th November 2023.

COMMUNITY FACILITIES

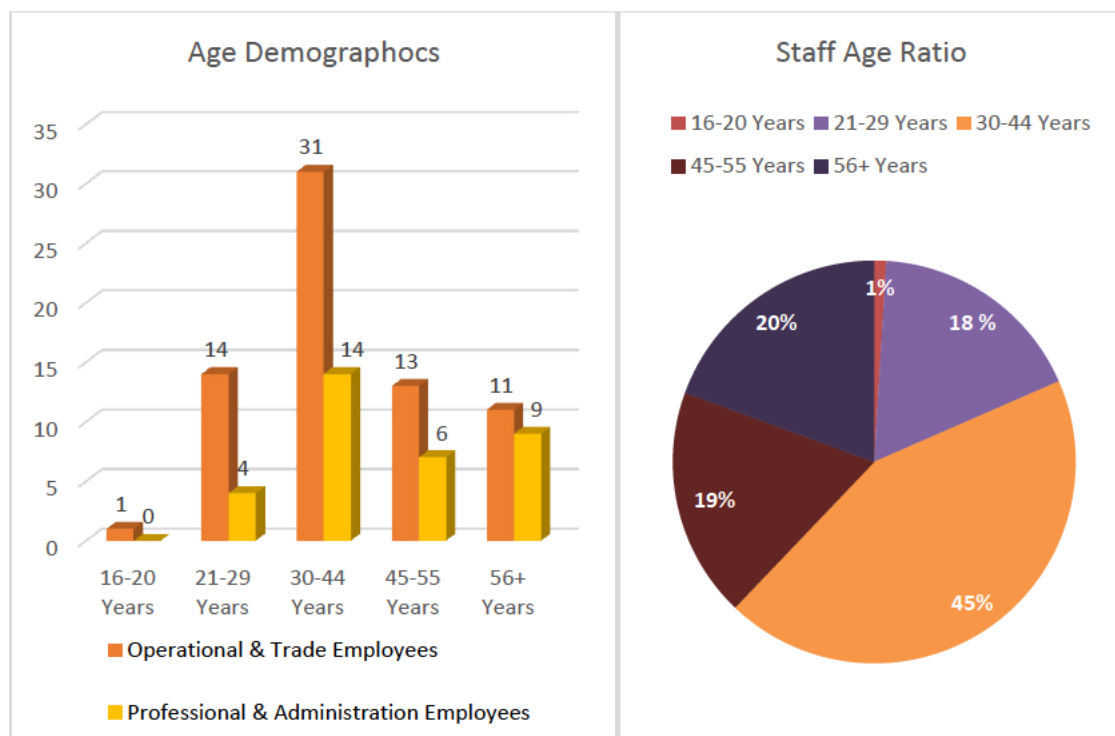
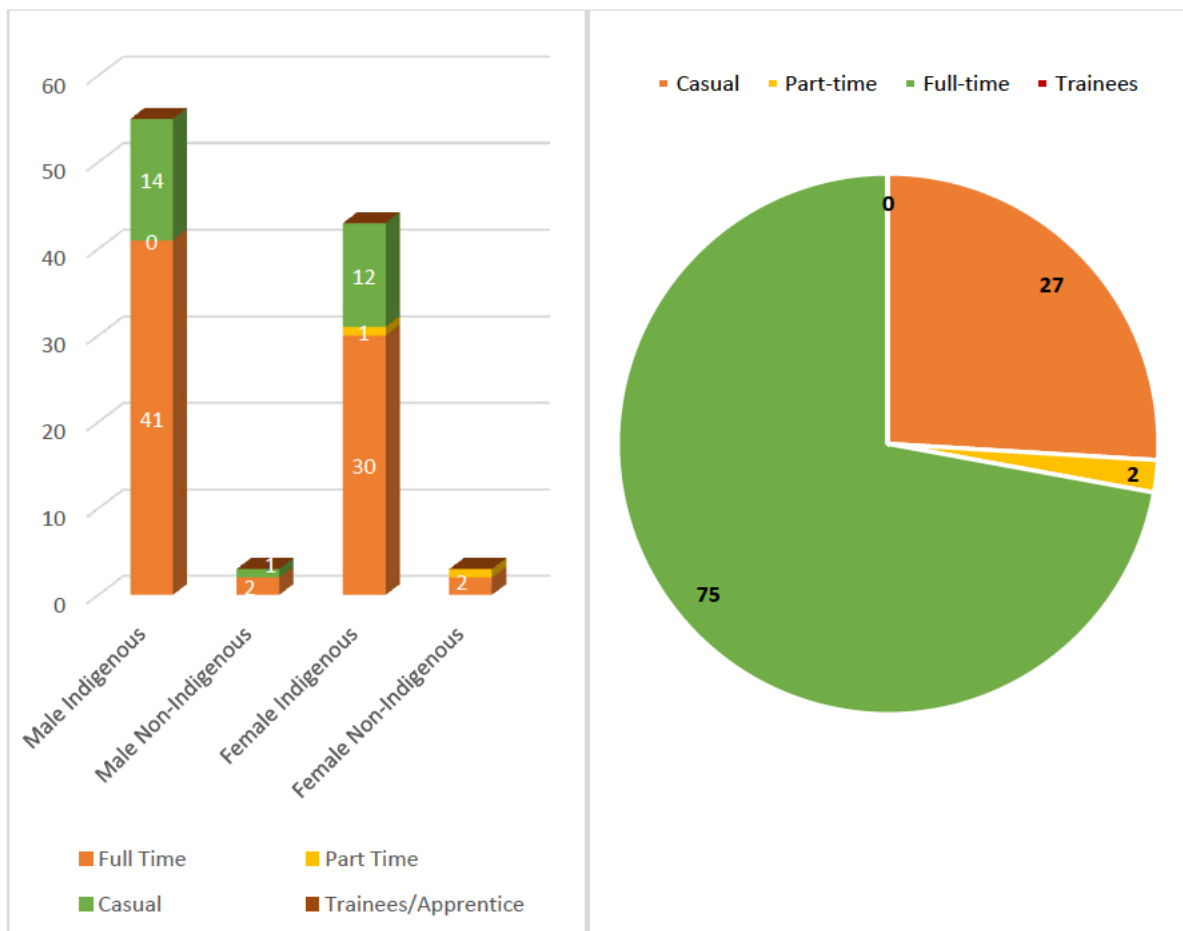
Venue Bookings for the Month total:	
Community Hall	4 Bookings
RTC Rooms	Booked Daily for Training
YIKC Meeting Room	5 Bookings
HR Meeting Room & Training Room	3 Bookings

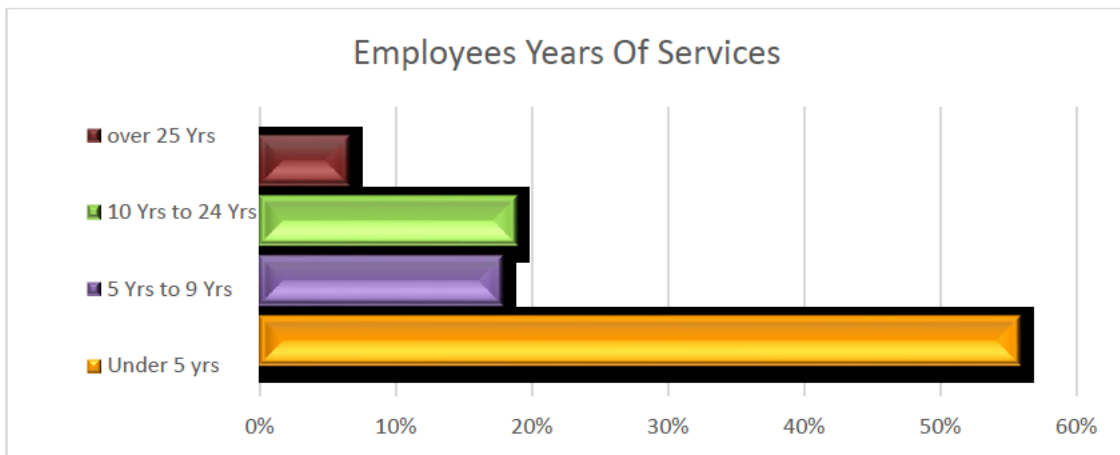
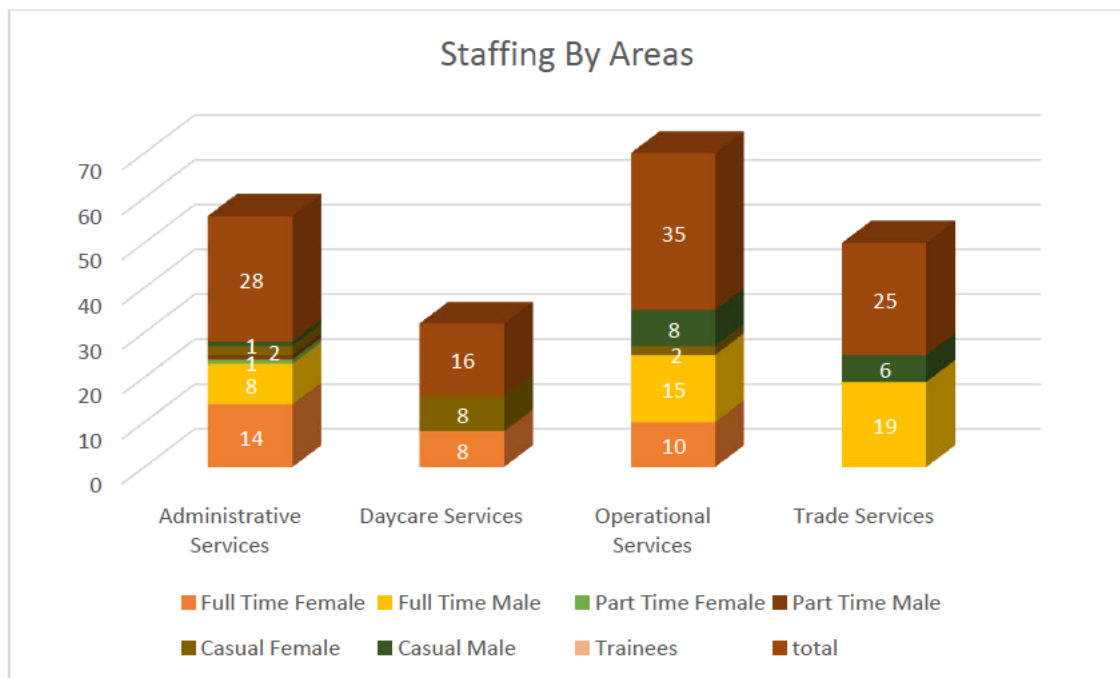
6. HUMAN RESOURCES

STAFFING:

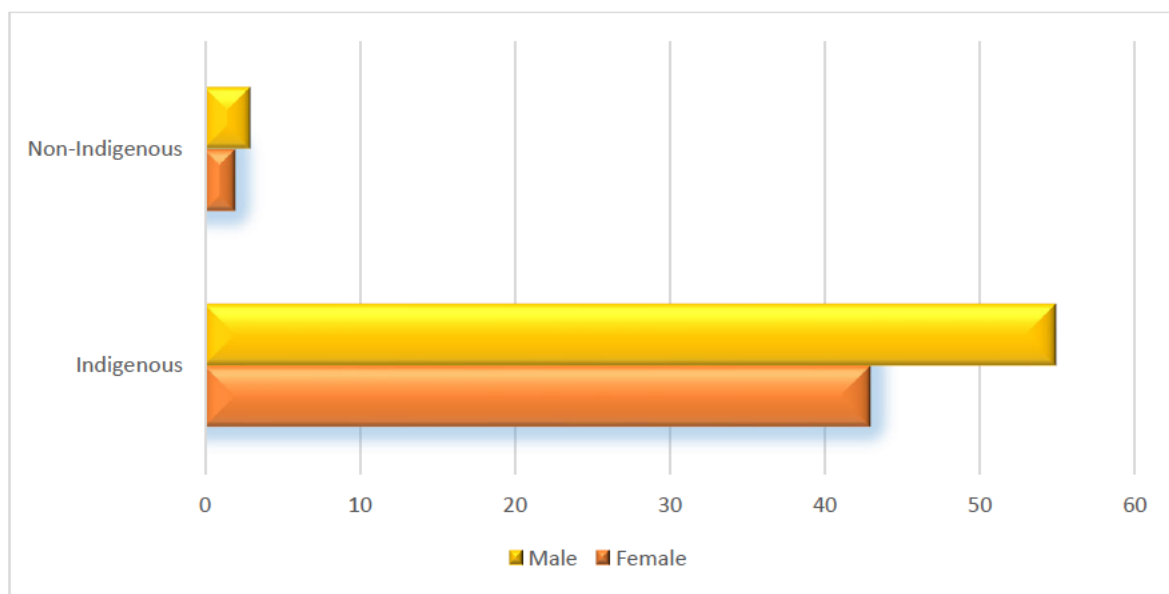
Our current employment Ratios are as follows:-

COUNCIL EMPLOYEES	MALE INDIGENOUS	MALE NON- INDIGENOUS	FEMALE INDIGENOUS	FEMALE NON- INDIGENOUS	TOTAL
Full Time	41	2	30	2	75
Part Time	0	0	1	1	2
Casual	14	1	12	0	27
Trainees/Apprentice – Wugu Participants	0	0	0	0	0
TOTAL	55	3	43	3	104





Graph for indigenous / non indigenous employees



7. WORKSPACE HEALTH AND SAFETY AND SECURITY

- Monthly hazard inspections continue on all council building areas and Work sites in community.
- Safety Circle meetings to be engaged again in all departments once a month with their teams.
- Officer on one week's workers' compensation (longer term injury)
- The RTC and library had no power because vandals have broken into the electrical feeder and tampered with power levers that feed the RTC building. This was a dangerous situation which could have been a serious incident or death. Ergon was notified and they came over to make the feeder safe for the public.
- Security Team have had a more comprehensive log system developed to ensure their accountability during shifts.

ATTACHMENTS

Nil

RECOMMENDATION

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

7.5 INFRASTRUCTURE - OPERATIONAL REPORT

File Number: 05.MFD_OM.20231115

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

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

OPERATIONAL UPDATE

This report covers performance up to and including the 08 November 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:

The YASC Infrastructure Department is diligently preparing for the upcoming wet season by conducting general maintenance activities throughout the community.

INFRASTRUCTURE AREA -GENERALS

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Roads	Routine Maintenance Plan	Road and Road Reserve Maintenance Drains and easements.
Waste Management	Routine Waste Management Plan Coex container exchange	Continuing to collect general waste dumped outside properties Currently in operation Brief report required for extra funding for operations.
Mechanics	Routine Maintenance Plan	General fleet management Reallocation of fleet within departments 5 fleet in workshop for repairs awaiting parts 2 ride-on mowers required major repairs
Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community W4D – Also participating in

		community clean up and Containers for change shed.
Animal Control	Routine preventative Action Plan	Currently collecting and impounding roaming dogs Dog bite complaint received on 27th October, investigation completed and closed. <u>Dogs</u> - 12 dogs were collected and impounded. <u>Horses</u> - Horse round up daily, kids cutting fencing on weekends, public notice to be sent out to community for awareness.
Environmental Health	Routine preventative Action Plan	Assisting animal management team also participating in Healthy Housing program.
ESO	Water Routine Maintenance Plan Sewerage Routine Maintenance Plan	Routine maintenance as per DWQMP YASC engaged Unganco to assist with Scope of works for Business Case including PM for business case tender. Business case RFQ to be submitted in November Ongoing sewerage pump station maintenance, manually pumping and monitoring. Minor upgrades to pumps and critical spares on order.
Aquatic centre	Routine Maintenance Plan,	Operation as per maintenance plan Require Bronze medallion holder for Christmas shift

CAPITALS**Road recovery projects**

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
REPA	Reservoir Rd Betterment	- Contractor Commenced - Anticipate 10 week construction program.	<u>30%</u>
REPA	Buddabadoo Betterment	- Works commenced onsite; Kerb complete. - Works to continue upon completion of Buddabadoo Bridge.	<u>30%</u>
QDRF	Buddabadoo Bridge	- Bridge decks are nearing completion - Earth works commenced - GMYPBC scheduled to be onsite upon commencement of earthworks onsite - YASC completing roadworks to bridge approaches.	<u>50%</u>
REPA	Buddabadoo Landslide	Impacting access to site. As at August 2023 contractor is still unable to commence onsite.	<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%	Report prepared for council
1.13	Bores Security (Fencing)	5%	DSDILGP reviewing project budget
1.15	Replace reservoir roof	10%	RFQ required as per procurement
2.14	SPS 2 Upgrade (pump replacement)	5%	DSDILGP reviewing project budget.

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 will be submitted due to Scope change pending Business Case.

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ATTACHMENTS

Nil

RECOMMENDATION

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

7.6 BUILDING SERVICES - OPERATIONAL REPORT

File Number: 06.MFD_OM.20231115

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 24th of October to 15th of November 2023.

BACKGROUND

This report covers performance up to and including the 15th of November 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.

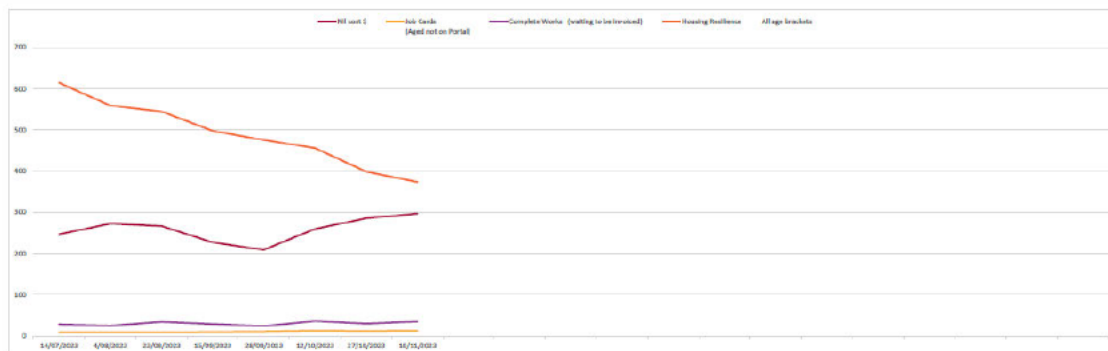
(Chart current as of 13/11/2023)

Workflow		
Unscheduled		166
Work In Progress		809
Awaiting Approval		0
Completed		121
Invoiced		2227

Department of Energy and Public Works: QBuild

YARRABAH ABORIGINAL SHIRE COUNCIL - Aged Job Cards > 60 days

DATE	14/07/2023	04/08/2023	21/08/2023	15/09/2023	28/09/2023	12/10/2023	27/10/2023	09/11/2023											
ALL COST \$	247	275	287	227	209	200	209	237											
Job Cards (Aged not on Portal)	9	9	9	10	11	11	12	13											
Complete Works (Waiting for Inspection)	28	25	34	19	24	36	30	35											
Household Repairs (All age brackets)	615	550	145	490	476	456	209	274											



(Chart current as of 10/11/2023)

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	100%	Completed
	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
1.	Refurbishment – 16 Ambrym St	20%	WIP
2.	Refurbishment – 23 Sawmill Rd	70%	WIP
3.	Refurbishment – 9/15 Workshop St	20%	WIP
4.	Refurbishment – 2/9 Gribble St	20%	WIP
5.	Refurbishment – 24 Workshop St	20%	WIP
6.	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.	1020 Back Beach Rd, Yarrabah - Internal Paint	20%	YASC Procurement
2.	1020 Back Beach Rd, Yarrabah - Internal Pre-Paint	20%	YASC Procurement
3.	32 Workshop Rd, Yarrabah - External Paint	20%	YASC Procurement
4.	32 Workshop Rd, Yarrabah - External Pre-Paint	20%	YASC Procurement
5.	32 Workshop Rd, Yarrabah - Internal Paint	20%	YASC Procurement
6.	32 Workshop Rd, Yarrabah - Internal Pre-Paint	20%	YASC Procurement
7.	9 Schrieber St, Yarrabah - External Paint	20%	YASC Procurement
8.	9 Schrieber St, Yarrabah - External Pre-Paint	20%	YASC Procurement
9.	9 Schrieber St, Yarrabah - Internal Paint	20%	YASC Procurement
10.	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	50%	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	100%	Completed
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>45%</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 – Builders Services, Tabled as read

7.7 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - DUAL OCCUPANCY AT 64 GRIBBLE STREET (LOT 150 SP265165)

File Number: 07.MFD_OM.20231115

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Report prepared by Planz Town Planning, acting as Council's Town Planner.

To seek Council resolution in relation to a Development Application for a Material Change of Use—for the establishment of a Dual occupancy for the purposes of community housing at 64 Gribble Street, Yarrabah (Lot 150 SP2651651).

BACKGROUND

The application is for a new single storey building containing 2 fully self-contained residential dwellings at 64 Gribble Street, Yarrabah. The site is 732m² and proposal is to replace the previous residential dwelling with a Dual Occupancy with 2 x 3 bedroom dwellings.



Figure 1: Location Plan 64 Gribble Street

ADDITIONAL CONSIDERATIONS

In accordance with section 45 (3) of the Planning Act 2016, Code Assessment is an assessment that must be carried out only –

- (a) Against the assessment benchmarks in a categorising instrument for the development; and*
- (b) Having regard to any matters prescribed by regulation for this paragraph.*

Pursuant to section 45 (3) of the Act, the categorising instrument for the development is the Yarrabah Planning Scheme 2019 v1.1. Sections 26 and 27 of the Planning Regulation 2017, prescribe additional assessment benchmarks and matters that must be considered in deciding a Code Assessable development application.

The additional assessment benchmarks and matters that are relevant to the development are identified as follows:

Table 1.0 – Assessment Benchmark Table

Assessment benchmarks	Comment
Planning Regulation Schedule 9	The application does not include development identified Building work under Building Act
Planning Regulation Schedule 10	The application does not include development identified in Schedule 10 as Assessable Development
Regional Plan	Section 2.2 of the Planning Scheme identifies that the Far North Queensland Regional Plan 2009-2031 has been adequately reflected in the Planning Scheme. A separate assessment against the Regional Plan is not required
State Planning Policy, part E	The State interests are reflected in the Planning Scheme. There have been no additional assessment provisions in the current SPP or changes to mapping. As such, further assessment against the SPP is not required.
Temporary State Planning Policy	Not applicable
Local Government Infrastructure Plan	The site is within designated Priority Infrastructure Area and no further assessment is required in this regard.
Any development approval for, and any lawful use of the premises, or adjacent premises	As discussed below
The common material	As discussed below

ASSESSMENT AGAINST THE YARRABAH SHIRE COUNCIL PLANNING SCHEME 2019 V1.1

The use is considered to be a Dual Occupancy and is defined as:

Premises containing two dwellings, each for a separate household, and consisting of:

- *a single lot, where neither dwelling is a secondary dwelling or*
- *2 lots sharing common property where one dwelling is located on each lot.*

The use requires Code Assessment within the Low-Medium Residential Zone and does not require public consultation. The site is included in the following overlays:

- Potential Acid Sulphate Soils
- Coastal Hazards Overlay Code
- Flood Hazard

Assessment Benchmarks

Assessment against the benchmarks and statement of reasons to support the application are as follows.

Planning Scheme v1.1		Scheme Requirements
Zone	Low-Medium Density residential	The proposed development is consistent with the purpose and overall outcomes of the Low-Medium Density Zone code and achieves compliance as summarised below: The development achieves the purpose of the zone code to: 1. provide for a diversity in housing choice through other housing types to cater for different housing needs. 2. provide for a mix of housing types supported by compatible small scale non-residential use activities. 3. ensure development occurs on appropriately sized and shaped lots and is of a form that reinforces the green tropical character of Yarrabah
Land Use	Dual Occupancy Code (8.2.2)	The proposed development is consistent with the purpose and overall outcomes of the Dual Occupancy code and achieves compliance as summarised below: The development achieves the purpose of the land use code by: 1. the development has suitable area and frontage that is sufficient to accommodate a dual occupancy that can deliver a comfortable living environment. 2. proposed development is of a bulk and scale that is compatible with the established form of development in the area. 3. is designed to provide a sense of ownership for residents. 4. neighbouring residential amenity is maintained.
Overlays	Acid Sulfate Soils	The purpose of the code will be achieved through the following overall outcomes: 1. Development ensures that the release of any acid and associated metal contaminant is avoided by not disturbing acid sulfate soils when excavating, removing soil or extracting groundwater or filling land; 2. Development ensures that disturbed acid sulfate soils or drainage waters are treated and, if required, on-going management practices are adopted that minimise the potential for environmental harm from acid sulfate soil and protects corrodible assets from acid sulphate soils. Standard conditions can be applied in this regard.
	Coastal Hazard and Flood Hazard	The site is within the coastal hazard and flood hazard areas. This is typical of most coastal regions. The proposed development is consistent with the purpose and overall outcomes of the Coastal Hazard and Flood Hazard Overlay codes and achieves compliance as summarised below. • Development is designed and constructed to mitigate the risk to an acceptable or tolerable level. • Development does not increase the extent or severity of likely flood or coastal hazard. • Adverse impacts on coastal processes and resources are avoided or minimised
Development Codes	Access, Parking and Servicing Code	The proposed development is consistent with the purpose and overall outcomes of the Access, Parking and Servicing Code and achieves compliance. The development proposes to provide for one (1) covered

	(8.3.1)	space for each unit. The development is at the end of a street of residential uses adjoining an undeveloped road and open space which may accommodate a car from a visitor to the site.
	Filling and Excavation Code (8.3.2)	The proposed development is consistent with the purpose and overall outcomes of the Excavation and Filling Code and achieves compliance. No change to the site level is proposed
	Landscaping Code (8.3.3)	The proposed development is consistent with the purpose and overall outcomes of the Landscaping Code and achieves compliance. No change to the landscaping is proposed

In summary, the proposal has been assessed against the relevant assessment benchmarks prescribed in the applicable Local and State planning instruments. The application largely complies with the relevant assessment benchmarks. The proposed development will have no adverse impact on the amenity of adjoining and surrounding area.

ATTACHMENTS

1. Proposed Plans - Dual Occupancy at 64 Gribble Street

RECOMMENDATION

That Council resolve to approve the application for a Development Permit Material Change of Use – Dual Occupancy over Lot 150 SP265165 at 64 Gribble Street Yarrabah, subject to the following conditions:

APPROVED PLANS

The term ‘approved drawing(s) and / or document(s)’ or other similar expressions means:

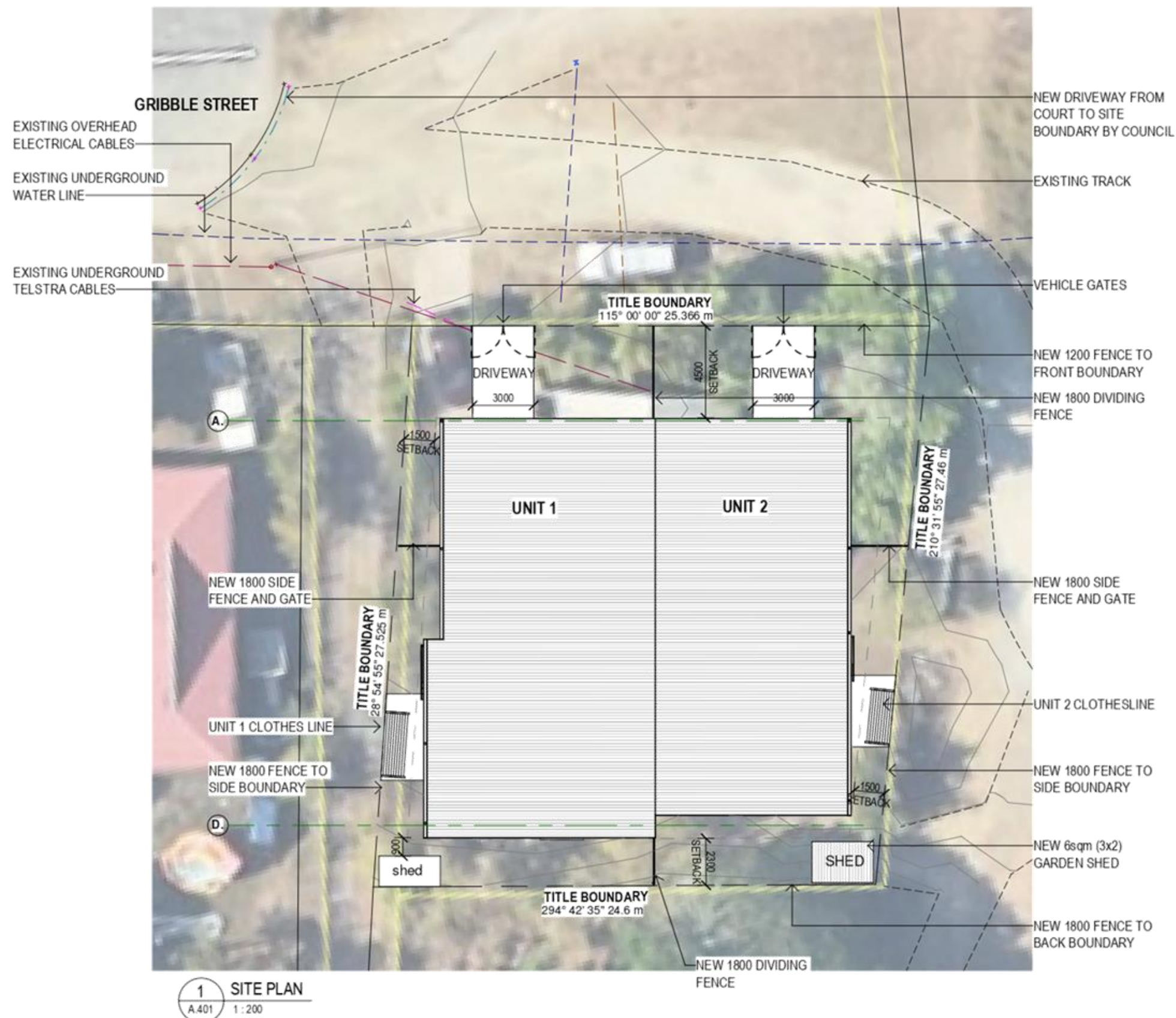
Drawing or Document	Reference	Date
Site Plan	2207 A101 revision B	05/10/2023
Floor Plan	2207 A201 revision B	05/10/2023
Elevation Plan	2207 A401 revision B	05/10/2023

ASSESSMENT MANAGER CONDITIONS

#	Assessment Manager Conditions	Timing
1	Development The development must be carried out substantially in accordance with the approved plans outlined above and the facts and circumstances of the use as submitted with the application, subject to any alterations: a. Found necessary by Council’s delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and b. To ensure compliance with the following conditions of approval.	During the operation and life of the development
2	Timing of effect The conditions of the development permit must be complied with to	Prior to the commencement of the use except where specified otherwise in these conditions of

	the satisfaction of Council's delegated officer. Reason: The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit	approval
3	Access & Driveway a. The bitumen seal on Gribble Street shall be extended to the full frontage of the property. b. A residential access crossover must be constructed (from the edge of the road pavement on Gribble Street to the property boundary. All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer. Reason: To ensure compliant vehicle parking is provided for on site.	Prior to the commencement of the use except where specified otherwise in these conditions of approval
4	Clothes Drying & Storage Area(s) Sufficient area for clothes drying and storage is to be provided in addition to the open space requirements of the units and is to be appropriately screened from view of adjoining properties and the street. Reason: to ensure amenity and functionality of for residents.	Prior to the commencement of the use
5	Minimum Floor Level The proposed development must have a minimum finish floor level of 4.47m AHD as per the attached plans. Reason: For compliance with the Planning scheme and safety.	Prior to the commencement of the use
6	Water Supply The development must be connected to Council's water service in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's Chief Executive Officer. Prior to the water service connection works commencing, a request for a Plumbing Connection is required to be submitted with detailed hydraulic drawings. The connection must be approved by Council prior to the property connection work being undertaken. Reason: To ensure that the premises is appropriately serviced by reticulated water supply infrastructure in accordance with relevant code/s and policy direction.	Prior to the issue of a Building Approval
7	Sewer Connection The development must connect to Council's reticulated sewerage system in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's Chief Executive Officer. Prior to the property connection to the existing sewer main, a request for a Property Connection must be lodged with Council's Chief Executive Officer. The connection must be approved by Council prior to the property connection work being undertaken. Reason: To ensure that the premises are appropriately serviced by Council infrastructure where located in a service area for a sewerage service in accordance with relevant code/s and policy direction.	Prior to the issue of a Building Approval
8	Acid Sulphate Soil Management	Prior to the issue of a Development

	Development does not disturb acid sulfate soils or potential acid sulfate soils. Where disturbance is unavoidable an acid sulfate soils investigation is to be conducted. Should the soils and groundwater investigations reveal the presence of acid sulphate soils or potential acid sulphate soils, an Acid Sulphate Soils Management Plan must be prepared and complied with. Reason: To ensure potential adverse impacts on the natural and built environment, including infrastructure and human health as a result of acid sulphate soils are avoided in accordance with relevant code/s and policy direction	Permit for Building Works
Assessment Manager Advice 1. Infrastructure Charges do not apply to this development. 2. Further Permits Required • Building Works - Development Permit for Building Works to carry out building works prior to works commencing on site.		



DUPLEX 2 BED, 1 BATH
LHDG, GOLD STANDARD

LOT SIZE: 684m²
FPL 4.47

TOTAL SITE COVERAGE: 59 %
(403m² / 684 m²)

No.	Description	Date
A	FOR CLIENT REVIEW	27.09.23
B	FOR DA ISSUE	05.10.23



PEOPLE ORIENTED DESIGN

PO Box 3153 Cairns Qld 4870
www.peopleorienteddesign.com.au

Yarrabah Houses 64 Gribble
Street, Lot 150 on SP265165
Yarrabah, QLD, 4871

drawing
SITE PLAN

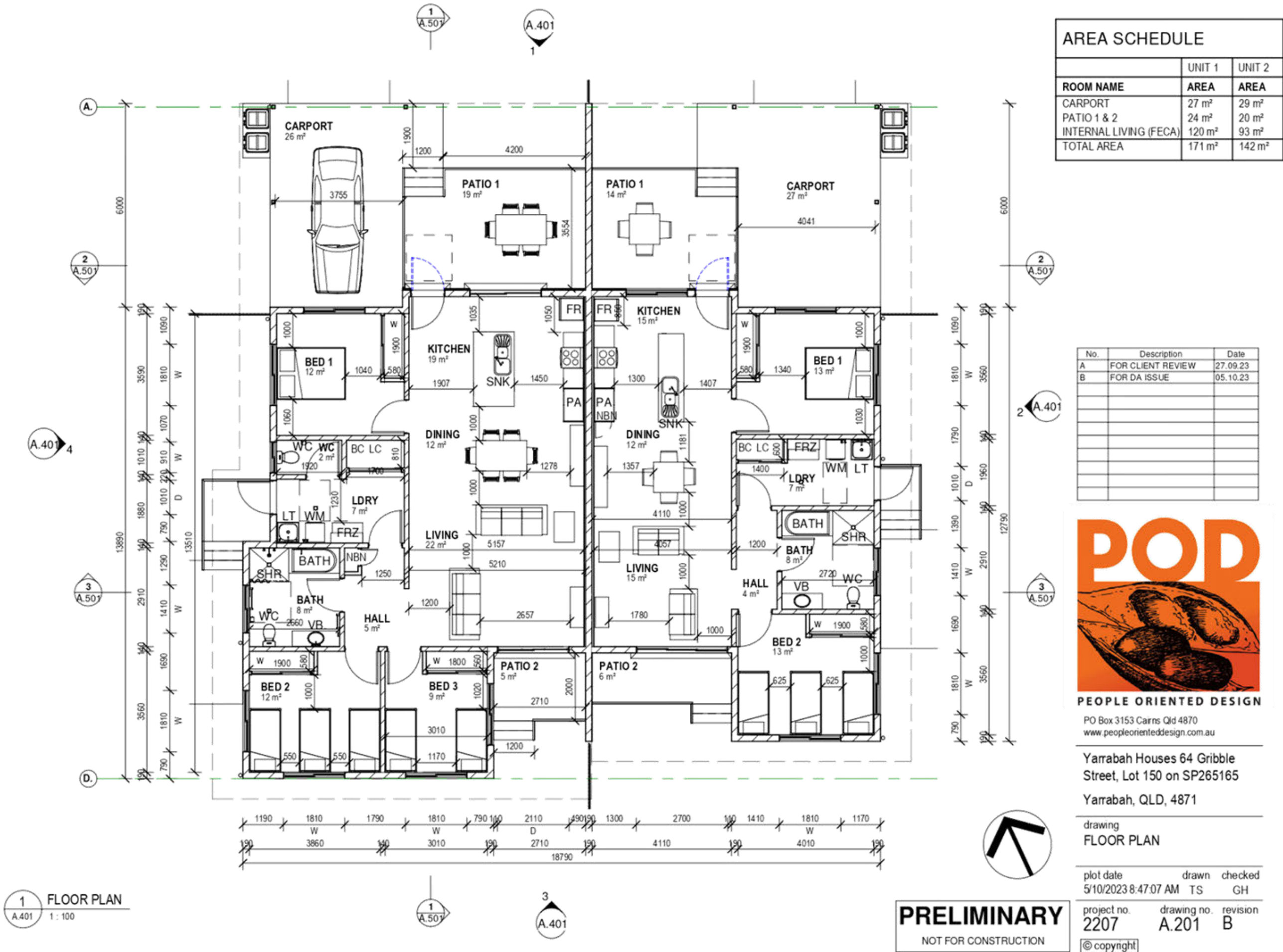
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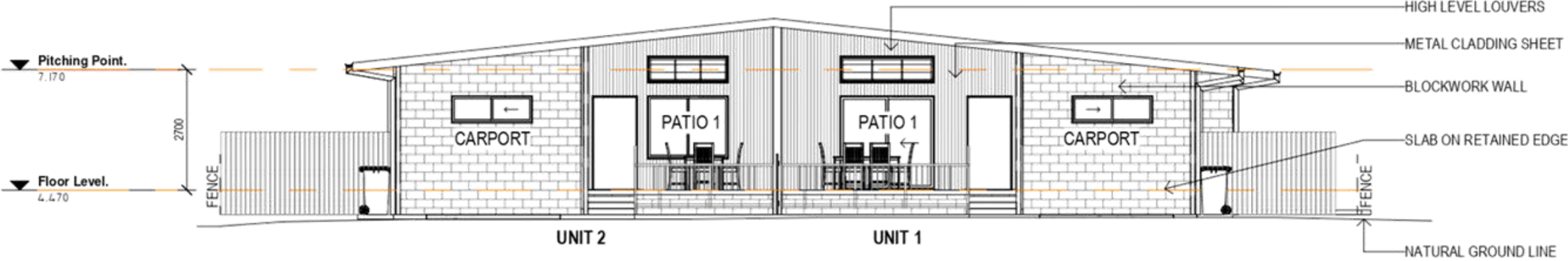
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PRELIMINARY
NOT FOR CONSTRUCTION

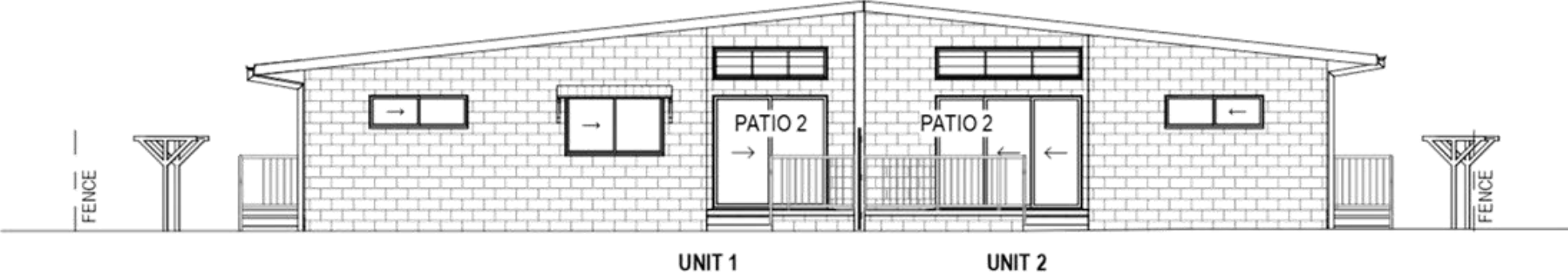




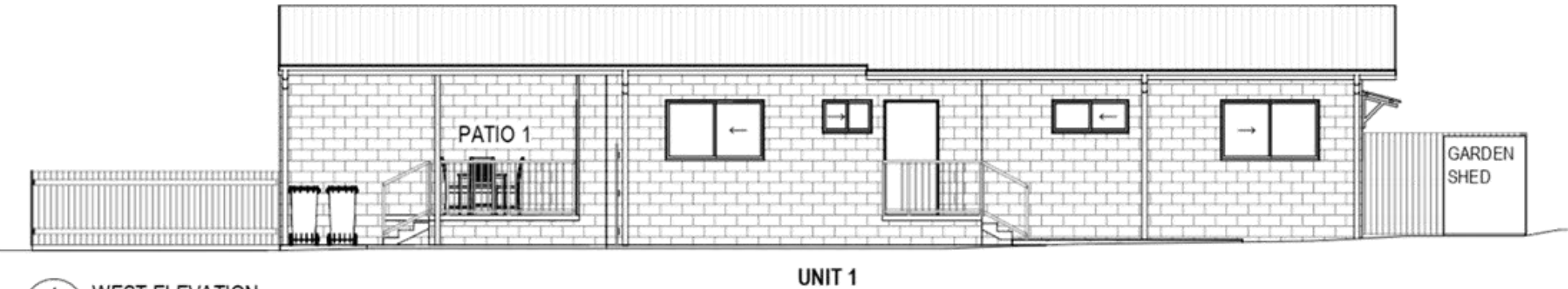
1 NORTH ELEVATION
A.201 1:100



2 EAST ELEVATION
A.201 1:100



3 SOUTH ELEVATION
A.201 1:100



4 WEST ELEVATION
A.201 1:100

No.	Description	Date
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Yarrabah Houses 64 Gribble
Street, Lot 150 on SP265165
Yarrabah, QLD, 4871

drawing
ELEVATIONS

plot date 5/10/2023 8:47:09 AM
drawn TS
checked GH

project no. 2207
drawing no. A.401
revision B

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7.8 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - DUAL OCCUPANCY AT 7 BEACH STREET (LOT 128 SP265165)

File Number: 08.MFD_OM.20231115

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Report prepared by Planz Town Planning, acting as Council's Town Planner.

To seek Council resolution in relation to a Development Application for a Material Change of Use – for the establishment of a Dual occupancy for the purposes of community housing at 7 Beach Street (Lot 128 SP265165).

BACKGROUND

The application is for a new single storey building containing 2 fully self-contained residential dwellings at 7 Beach Street, Yarrabah. The 684m² site is vacant and the proposal is to build a new Dual Occupancy with 1 x 3 bedroom dwelling and 1 x 2 bedroom dwelling.



Figure 1: Location Plan 7 Beach Street

ADDITIONAL CONSIDERATIONS

In accordance with section 45 (3) of the Planning Act 2016, Code Assessment is an assessment that must be carried out only –

- (a) Against the assessment benchmarks in a categorising instrument for the development; and*
- (b) Having regard to any matters prescribed by regulation for this paragraph.*

Pursuant to section 45 (3) of the Act, the categorising instrument for the development is the Yarrabah Planning Scheme 2019 v1.1. Sections 26 and 27 of the Planning Regulation 2017, prescribe additional assessment benchmarks and matters that must be considered in deciding a Code Assessable development application.

The additional assessment benchmarks and matters that are relevant to the development are identified as follows:

Table 1.0 – Assessment Benchmark Table

Assessment benchmarks	Comment
Planning Regulation Schedule 9	The application does not include development identified Building work under Building Act
Planning Regulation Schedule 10	The application does not include development identified in Schedule 10 as Assessable Development
Regional Plan	Section 2.2 of the Planning Scheme identifies that the Far North Queensland Regional Plan 2009-2031 has been adequately reflected in the Planning Scheme. A separate assessment against the Regional Plan is not required
State Planning Policy, part E	The State interests are reflected in the Planning Scheme. There have been no additional assessment provisions in the current SPP or changes to mapping. As such, further assessment against the SPP is not required.
Temporary State Planning Policy	Not applicable
Local Government Infrastructure Plan	The site is within designated Priority Infrastructure Area and no further assessment is required in this regard.
Any development approval for, and any lawful use of the premises, or adjacent premises	As discussed below
The common material	As discussed below

ASSESSMENT AGAINST THE YARRABAH SHIRE COUNCIL PLANNING SCHEME 2019 V1.1

The use is considered to be a Dual Occupancy and is defined as:

Premises containing two dwellings, each for a separate household, and consisting of:

- *a single lot, where neither dwelling is a secondary dwelling or*
- *two lots sharing common property where one dwelling is located on each lot.*

The use requires Code Assessment within the Low-Medium Residential Zone and does not require public consultation.

The subject site is included in the following overlays:

- Potential Acid Sulphate Soils
- Coastal Hazards Overlay Code
- Flood Hazard

Planning Scheme v1.1		Scheme Requirements
Zone	Low-Medium Density	The proposed development is consistent with the purpose and overall outcomes of the Low-Medium Density Zone code and achieves compliance

	residential	as summarised below: The development achieves the purpose of the zone code to: 1. provide for a diversity in housing choice through other housing types to cater for different housing needs. 2. provide for a mix of housing types supported by compatible small scale non-residential use activities. 3. ensure development occurs on appropriately sized and shaped lots and is of a form that reinforces the green tropical character of Yarrabah
Land Use	Dual Occupancy Code (8.2.2)	The proposed development is consistent with the purpose and overall outcomes of the Dual Occupancy code and achieves compliance as summarised below: The development achieves the purpose of the land use code by: 1. the development has suitable area and frontage that is sufficient to accommodate a dual occupancy that can deliver a comfortable living environment. 2. proposed development is of a bulk and scale that is compatible with the established form of development in the area. 3. is designed to provide a sense of ownership for residents. 4. neighbouring residential amenity is maintained.
Overlays	Acid Sulfate Soils	The purpose of the code will be achieved through the following overall outcomes: 1. Development ensures that the release of any acid and associated metal contaminant is avoided by not disturbing acid sulfate soils when excavating, removing soil or extracting groundwater or filling land; 2. Development ensures that disturbed acid sulfate soils or drainage waters are treated and, if required, on-going management practices are adopted that minimise the potential for environmental harm from acid sulfate soil and protects corrodible assets from acid sulphate soils. Standard conditions can be applied in this regard.
	Coastal Hazard and Flood Hazard	The site is within the coastal hazard and flood hazard areas. This is typical of most coastal regions. The proposed development is consistent with the purpose and overall outcomes of the Coastal Hazard and Flood Hazard Overlay codes and achieves compliance as summarised below. • Development is designed and constructed to mitigate the risk to an acceptable or tolerable level. • Development does not increase the extent or severity of likely flood or coastal hazard. • Adverse impacts on coastal processes and resources are avoided or minimised
Development Codes	Access, Parking and Servicing Code (8.3.1)	The proposed development is consistent with the purpose and overall outcomes of the Access, Parking and Servicing Code and achieves compliance. The development proposes to provide for two (2) spaces per unit of which one (1) space is covered.
	Filling and Excavation Code (8.3.2)	The proposed development is consistent with the purpose and overall outcomes of the Excavation and Filling Code and achieves compliance. No change to the site level is proposed

	Landscaping Code (8.3.3)	The proposed development is consistent with the purpose and overall outcomes of the Landscaping Code and achieves compliance. No change to the landscaping is proposed
--	--------------------------	--

In summary, the proposal has been assessed against the relevant assessment benchmarks prescribed in the applicable Local and State planning instruments. The application largely complies with the relevant assessment benchmarks. The proposed development will have no adverse impact on the amenity of adjoining and surrounding area.

CONSULTATION

The application is code assessable and does not require public consultation.

ATTACHMENTS

1. Proposed Plans - Dual Occupancy 7 Beach Street

RECOMMENDATION

That Council resolve to approve the application for a Development Permit Material Change of Use – Dual Occupancy over Lot 128 SP265165 at located at 7 Beach Street Yarrabah, subject to the following conditions:

APPROVED PLANS

The term ‘approved drawing(s) and / or document(s)’ or other similar expressions means:

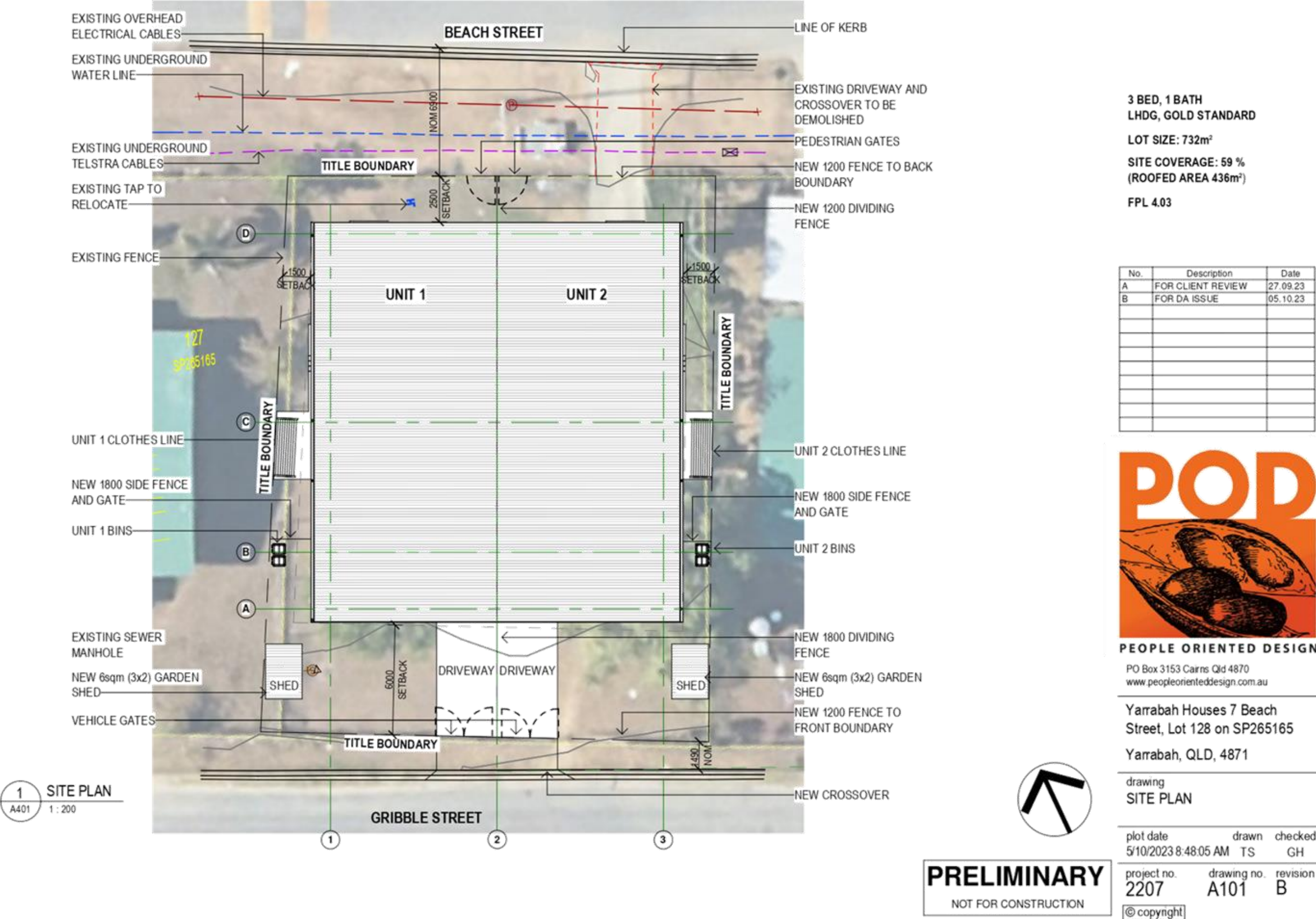
Drawing or Document	Reference	Date
Site Plan	2207 A101 revision B	05/10/2023
Floor Plan	2207 A201 revision B	05/10/2023
Elevation Plan	2207 A401 B	05/10/2023

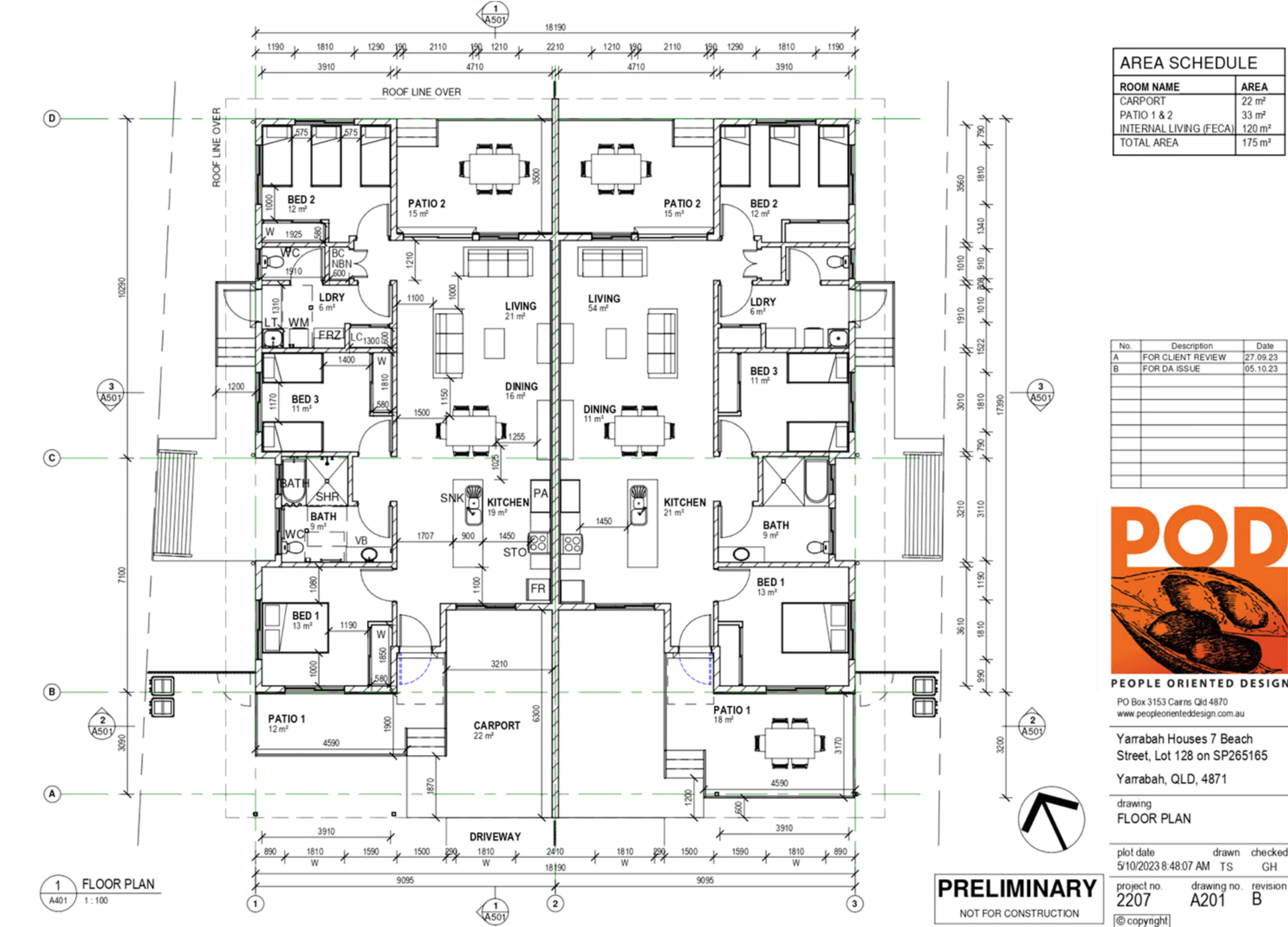
ASSESSMENT MANAGER CONDITIONS

#	Assessment Manager Conditions	Timing
1	Development The development must be carried out substantially in accordance with the approved plans outlined above and the facts and circumstances of the use as submitted with the application, subject to any alterations: a. Found necessary by Council’s delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and b. To ensure compliance with the following conditions of approval.	During the operation and life of the development

2	Timing of effect The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer. Reason: The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit	Prior to the commencement of the use except where specified otherwise in these conditions of approval
3	Access & Driveway A residential access crossover must be constructed (from the edge of the road pavement on Gribble Street to the property boundary. All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer. Reason: To ensure compliant vehicle parking is provided for on site.	Prior to the commencement of the use except where specified otherwise in these conditions of approval
4	Clothes Drying & Storage Area(s) Sufficient area for clothes drying and storage is to be provided in addition to the open space requirements of the units and is to be appropriately screened. Reason: To ensure amenity and functionality of for residents.	Prior to the commencement of the use
5	Flood Immunity of min Floor level The proposed development must have a minimum finish floor level of Max FPL 4.03m AHD. Reason: For compliance with the Planning scheme and safety.	Prior to the commencement of the use
6	Water Supply The development must be connected to Council's water service in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's Chief Executive Officer. Prior to the water service connection works commencing, a request for a Plumbing Connection is required to be submitted with detailed hydraulic drawings. The connection must be approved by Council prior to the property connection work being undertaken. Reason: To ensure that the premises is appropriately serviced by reticulated water supply infrastructure in accordance with relevant code/s and policy direction.	Prior to the issue of a Building Approval
7	Sewer Connection The development must connect to Council's reticulated sewerage system in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's Chief Executive Officer. Prior to the property connection to the existing sewer main, a request for a Property Connection must be lodged with Council's Chief Executive Officer. The connection must be approved by Council prior to the property connection work being undertaken. Reason: To ensure that the premises are appropriately serviced by Council infrastructure where located in a service area for a sewerage service in accordance with relevant code/s and policy direction.	Prior to the issue of a Building Approval
8	Acid Sulphate Soil Management Development does not disturb acid sulfate soils or potential acid sulfate soils. Where disturbance is unavoidable an acid sulfate soils investigation is to be conducted. Should the soils and groundwater investigations reveal the presence of acid sulphate soils or potential acid sulphate soils, an Acid Sulphate Soils	Prior to the issue of a Development Permit for Building Works

	Management Plan must be prepared and complied with. Reason: To ensure potential adverse impacts on the natural and built environment, including infrastructure and human health as a result of acid sulphate soils are avoided in accordance with relevant code/s and policy direction	
Assessment Manager Advice 1. Infrastructure Charges do not apply to this development. 2. Further Permits Required • Building Works - Development Permit for Building Works to carry out building works prior to works commencing on site.		







No.	Description	Date
A	FOR CLIENT REVIEW	27.09.23
B	FOR DA ISSUE	05.10.23



PEOPLE ORIENTED DESIGN

PO Box 3153 Cairns Qld 4870
www.peopleorienteddesign.com.au

Yarrabah Houses 7 Beach
Street, Lot 128 on SP265165
Yarrabah, QLD, 4871

drawing
ELEVATIONS

plot date	drawn	checked
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project no.	drawing no.	revision
2207	A401	B

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7.9 YARRABAH COMMUNITY SAFETY ADVISORY COMMITTEE

File Number: 09.MFD_OM.20231115

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Council Adoption of Yarrabah Community Safety Committee and Expression of Interest.

BACKGROUND

In June 2021, Council endorsed the Community Safety Plan Volume 1 (*Moofella Way - Alcohol Management Strategy 2021*). The aim of Volume 1 was to identify community-led strategies for reducing alcohol misuse and related harm in the Yarrabah Aboriginal Shire. Five (5) Actions Areas were identified in Volume 1.

On 27 September 2023, Council endorsed the Community Safety Plan Volume 2 (*Youfella Way – Your Way*). Volume 2 seeks to identify and address wider community safety concerns in the Shire.

Together, Volumes 1 and 2 comprise Council’s Community Safety Plan.

In endorsing Volume 2 on 27 September 2023, Council instructed the Chief Executive Officer to review the Community Safety Plan to:

- i. identify additional priority actions and service enhancement actions;
- ii. identify additional actions that respond to new or emerging community priorities; and
- iii. allocate timeframes and the budget to the existing and additional actions.

With reference to the Community Safety Plan and the need for the process of community safety to be community-led, it is proposed that a **Community Safety Advisory Committee** be established by Council to have the primary objective of assisting Council by providing a communication link to and from Council to the Yarrabah grassroots community, enabling Council to be better informed of the community’s aspirations and expectations around community safety.

The objective will be achieved by:

- (a) overseeing the prioritisation, implementation, monitoring and reporting of Council’s Action Areas arising out of the CSP (as amended from time to time);
- (b) guiding the development/ evolution of the CSP;
- (c) providing advice to Council on matters of relevance to CSP policy and initiatives; and
- (d) providing advice to Council on emerging issues impacting on community safety.

In preparing a Terms of Reference, Council has engaged the expertise of Dr Chris McLaughlin, Practice Director at culturev8 (who assisted Council to develop the Community Safety Plan). Dr McLaughlin will act as interim Secretariat.

ADVISORY COMMITTEE

The key characteristics of the Advisory Committee shall be:

- It will comprise community membership which represents key community demographics in the Shire (youth/ men/ women/ elders/ LGBTQIA+/ Disability)

- Members will demonstrate high levels of integrity and will be upstanding members of community
- There will be no less than 3 but no more than 5, non-Councillor members
- The Chair will be the Mayor (or Deputy as proxy)
- The Secretariat will be responsible for:
 - arranging meetings of the Committee;
 - preparation and distribution of the agenda for Committee meetings;
 - publication of the agenda for Committee meetings;
 - maintenance of an Action Items Register arising out of Committee meetings;
 - preparation of a summary written report to the Chair of each Committee meeting, to be noted at the next Ordinary Meeting of Council; and
 - facilitating CEO approval of remuneration payments/ expense reimbursement for members.
- Meetings will be monthly
- Meetings will be no more than 2 hours duration
- Meetings will be open to the public (unless closed business)
- Non-Councillor members will be remunerated by a meeting fee
- All members will be entitled to expense reimbursement under Council's Expense Reimbursement Policy
- All meetings will be catered (tea, coffee, light snacks)

MEMBERSHIP EXPRESSION OF INTEREST

Should Council elect to endorse the Terms of Reference as presented to establish the Community Safety Advisory Committee, Council will then proceed to call for public expressions of interest from suitable candidates between November and December 2023. It is anticipated that EOIs shall be submitted to Council at the December Ordinary Meeting and that the first meeting of the Committee shall occur in January 2024.

ATTACHMENTS

1. CSAC Terms Of Reference
2. CSAC EOI Advert
3. CSAC Self-Nomination Form

RECOMMENDATION

That Council resolve:

1. That pursuant to section 264 of the *Local Government Regulation 2012* (Qld), Council resolves to establish the Community Safety Advisory Committee.

2. That pursuant to section 254H (1) of the *Local Government Regulation 2012* (Qld), Council resolves that the Community Safety Advisory Committee shall be exempt from the requirement to take minutes.
3. That pursuant to clause 5.2 of the Community Safety Advisory Committee Terms of Reference, Council resolves a non-Councillor membership meeting fee of \$300 per meeting.



Yarrabah Aboriginal Shire Council

Community Safety Advisory Committee

Terms of Reference

An Advisory Committee established under section 264 of the *Local Government Regulation 2012* (Qld).

1 Background

This Yarrabah Community Safety Advisory Committee ("the Committee") carries forward the work of:

the Moofella Way (Our Way) – Alcohol Management Strategy 2021 (Volume 1)
the Youfella Way (Your Way) – Community Safety Strategy 2022 (Volume 2)

(together "*the Community Safety Plan (CSP)*")

The CSP has been developed by the Yarrabah Aboriginal Shire Council ("Council") in conjunction with the Yarrabah Leader's Forum ("the YLF") and upon wider consultation with community residents and stakeholders.

The intent of the CSP is to identify Action Areas for the Council to focus on in its future strategic planning (including its Corporate Plan, Annual Operational Plans and annual budgets), to improve community safety and perceptions of safety in the Shire.

This CSP and this Committee have been funded by the Queensland Government as represented by the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts, and forms part of the Queensland Government's *new approach* to alcohol management in discrete Aboriginal and Torres Strait Islander communities in Queensland, applying its *Local Thriving Communities* strategy.

The CSP takes a holistic approach to addressing community safety across two (2) interconnected volumes, considering both alcohol management (Volume 1) and wider community safety concerns common to the Shire (Volume 2).

The Action Areas identified in the CSP will likely evolve into specific operational and capital actions of Council and incorporated formally within Council's strategic plans and budgets. The Committee will help inform these.

It is not intended that the CSP provide an exhaustive list of all Council policy and operational/capital responses to community safety concerns in the Shire, however it will highlight focus areas raised by community and stakeholders. The Action Areas identified shall provide compelling support for consideration by Council in future Government funding submissions, as well as future budget and strategic planning deliberations, however Council cannot provide any guarantee of specific action, which shall be subject to factors such as current community circumstances, priorities and need, legislative responsibility, availability of funding, availability of staff and resources, and technical feasibility etc.

2 Objectives

The Committee shall be established by resolution of Council pursuant to section 264 of the *Local Government Regulation 2012* (Qld) as an Advisory Committee to the Council and shall have the primary objective of assisting Council by providing a communication link to and from Council to the Yarrabah grassroots community, enabling Council to be better informed of the community's aspirations and expectations around community safety.

3 Function

The key functions of the Committee are to:

- (a) oversee the prioritisation, implementation, monitoring and reporting of Council's Action Areas arising out of the CSP (as amended from time to time);
- (b) guide the development/ evolution of the CSP;
- (c) provide advice to Council on matters of relevance to CSP policy and initiatives; and
- (d) provide advice to Council on emerging issues impacting on community safety.

The Committee aims to support and increase awareness of community safety issues and initiatives, both within the Shire and beyond.

The Committee is designed to include grassroots community membership which represents key community demographics in the Shire (youth/ men/ women/ elders/ LGBTQIA+/ Disability).

4 Responsibilities

At all times the Committee is to be aware of its obligations and responsibilities to the wider community of the Shire.

The Committee may use its expertise and local knowledge and relationships to provide feedback to Council in the identification of emerging community safety issues, and implementation of community safety initiatives.

Any advice from the Committee is non-binding and endorsement will be at the sole discretion of Council.

The table below outlines the key responsibilities of the Committee:

Responsibility	Action
Identification of community safety issues (including prioritisation of CSP Action Areas)	The Committee shall advise the Council on: • Prioritisation of new/ existing community safety Action Areas • Identification of new and emerging community safety Action Areas. • Driving the update and currency of the CSP

Implementation of community safety Action Areas	The Committee shall advise the Council on: • How Action Areas should be advanced • Who should be engaged to advance Action Areas
Monitoring and reporting on community safety Action Item advancement	The Committee shall advise the Council on: • The status of Action Areas • Community perception around the status of Action Areas • How progress of Action Areas may be improved
Community engagement on community safety issues and initiatives	The Committee shall advise and assist the Council on: • How best to communicate with community regarding community safety matters • How best to engage with community on new and existing community safety initiatives

5 Members

Participation in the Committee will require a commitment from members, including:

- availability and ongoing commitment to contribute in a positive way and deliver outcomes associated with the Action Areas.
- availability to meet monthly, or as determined by the Committee.
- preparation for meetings (including reading of meeting notes, reports, and proposals).
- always seeking to obtain and represent the views of the broader Shire.
- representing the Committee to other community stakeholders and groups.
- communicate openly and honestly with each other over the development and progress of the CSP
- Provide timely advice and/or information. This includes the sharing of non-personal data relating to operations and development in the Shire when needed.

5.1 Conduct

Committee members are required to:

- act with honesty, good faith, and integrity.
- abide by these Terms of Reference.
- attend and actively participate in meetings.
- declare any actual or perceived conflicts of interest at the commencement of the meeting.

- represent the interests of their local community rather than individual interests or issues.
- comply with Council's Code of Conduct and other policies and procedures of Council, including Model Meeting Procedures and Standing Orders; and
- maintain confidentiality of discussions within meetings. Members are not permitted to liaise with the media and represent either the opinions of Council or the Committee.

5.2 Remuneration/ Expense Reimbursement

Non-Councillor Committee members shall be remunerated as resolved by Council.

All Committee members shall be entitled to expense reimbursements in accordance with Council's Expense Reimbursement Policy, pertaining to expenses incurred to attend a meeting of the Committee, or otherwise perform Committee duties/ responsibilities.

5.3 Membership

Membership of the Committee shall comprise:

- The Mayor of the Council (or Deputy Mayor as the Mayor's proxy/ alternate member);
- Not less than three (3) but no more than five (5) non-Councillor members selected by Council resolution by way of Expression of Interest recruitment process. Non-Councillor members must be individuals who pass the following criteria, namely are:
 - of Aboriginal decent;
 - reside in the Shire; and
 - identify as representing one or more of the following demographic categories:
 - Youth (18 – 25)
 - Women
 - Men
 - Elders (>60 years)
 - LGBTQIA+
 - Disability

5.4 Guests

The Chair, upon engagement with members of the Committee, may invite guests to participate in and/or observe Committee meetings.

Standing guest invitations shall be provided to:

- the Chief Executive Officer of the Council (and/or Council delegate(s))
- all Councillors of the Council

5.5 Open Meetings

All meetings of the Committee shall be open to the public unless expressly closed pursuant to sections 254I and 254J of the *Local Government Regulation 2012* (Qld).

5.6 Chairperson

The Mayor of the Council shall be Chair of the Committee and convene all Committee meetings.

In absence of the Mayor, the Deputy Mayor shall be the Mayor's proxy and shall convene the Committee meeting as Chair.

In absence of the Mayor and/or Deputy Mayor, an interim Chair shall be voted from the members present. The interim Chair shall then convene the meeting.

5.7 Secretariat

The Secretariat of the Committee shall be a delegate of the Chief Executive Officer of Council.

The Secretariat shall be responsible for:

- arranging meetings of the Committee;
- preparation and distribution of the agenda for Committee meetings;
- publication of the agenda for Committee meetings;
- maintenance of an Action Items Register arising out of Committee meetings;
- preparation of a summary written report to the Chair of each Committee meeting, to be noted at the next Ordinary Meeting of Council; and
- facilitating CEO approval of remuneration payments/ expense reimbursement for members.

5.8 Conflicts of Interest

As an Advisory Committee of the Local Government, rules pertaining to declaration and appropriate dealings with Conflicts of Interest apply to all members of the Committee under the *Local Government Act 2009* (Qld). Members must ensure all potential conflicts between personal and public interests are notified to the Chief Executive Officer prior to matters being discussed at Committee meetings to ensure they are appropriately addressed.

6 Meetings

6.1 Agendas

All Committee agenda items must be forwarded to the membership at least two (2) working days prior to the next scheduled meeting. Agenda items should support the set of priorities and be agreed through the Chair prior to the next meeting.

Each agenda must be published on Council's website by 5pm the next business day following release of the agenda to members.

6.2 Minutes

By endorsing these Terms of Reference, Council has resolved pursuant to section 254H(1) of the *Local Government Regulation 2012* (Qld) that the Committee shall be exempt from the requirement to take minutes. Notwithstanding, the Committee (via the Chair) must give a written report of the Committee's deliberations and its advice or recommendations, to the next

Page | 6

available Ordinary Meeting of Council. The written report will be prepared by the Secretariat. The written report shall be considered a relevant report forming part of the Ordinary Meeting at which it is presented, and subject to confidentiality, must be disclosed with the meeting agenda and/or minutes.

All meetings of the Committee shall be recorded by the Secretariat and retained digitally for quality, transparency and accountability.

6.3 Frequency of Meetings

The Committee will meet once a month to progress the work of the CSP. The dates and times will be set by the Chair and notified through the Secretariat.

6.4 Format of Meetings

Committee meetings shall enable both in-person and remote attendance by way of technology (ie. video/teleconference). Each Agenda will identify the in-person venue, along with providing a secure link via video/teleconference.

6.5 Voting

All voting at Committee meetings shall be by way of an informal show of hands, with a simple majority prevailing.

In the event of a tie, the Chair shall have a casting vote.

6.6 Quorum

A quorum of a Committee is a majority of its total members.

6.7 Review

A self-assessment review of the Committee's Terms of Reference and performance shall be undertaken at least annually and coordinated by the Secretariat.

6.8 Dispute Resolution/ Complaints

Disputes relating to the work of the Committee, are to be resolved under Council's Complaints Policy.

6.9 Meeting Protocol

For a meeting of the Committee, Council's Standing Orders and Model Meeting Procedures shall apply (to the point of consistency with these Terms of Reference).

7 Definitions

In these terms of reference, the following terms have the following meanings:

CEO	means the Chief Executive Officer of the Council
Committee	means the Yarrabah Community Safety Advisory Committee
Council	means the Yarrabah Aboriginal Shire Council
CSP	means the Yarrabah Aboriginal Shire Council Community Safety Plan (Volumes 1 and 2)
LGBTQIA+	Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Asexual +
LGR	means the <i>Local Government Regulation 2012</i> (Qld)
Shire	means the Yarrabah Aboriginal Shire Council Local Government Area
YLF	means the Yarrabah Leader's Forum

These Terms of Reference were endorsed by Council resolution dated [INSERT].

Signed:

Cr Ross Andrews

Chair/ Mayor

Yarrabah Aboriginal Shire Council



Yarrabah Community Safety Advisory Committee

Yarrabah Aboriginal Shire Council is calling for Expressions of Interest from upstanding community members to be part of this important Community Safety Advisory Committee. The aim of the Committee is to provide a direct communication link between Council and the grassroots Yarrabah community, enabling Council to be better informed of the community's aspirations and expectations around community safety.

3 to 5 non-Councillor Committee Members will be selected by Council. The Committee will meet once a month. Meetings will be approximately 2 hours in duration. Members will receive \$300 per meeting, plus expense reimbursement. Meetings will occur in person in Yarrabah (with videoconference available).

To be eligible for appointment to the Committee, you must:

- ☐ **reside in the Yarrabah Aboriginal Shire; and**
- ☐ **identify as an Aboriginal person; and**
- ☐ **hold a current Blue Card (Working with Children)**

You may nominate to represent one or more of the following community demographics:

- ☐ Youth (18 -25)
- ☐ Women
- ☐ Men
- ☐ Elders (>60 years)
- ☐ LGBTQIA+
- ☐ Disability

If you think you meet the above criteria and would like to be part of the Yarrabah Community Safety Advisory Committee, please complete the self-nomination form, located at the front counter in the Council office or on Council's website (www.yarrabah.qld.gov.au)

All applications can be submitted to YASC office (56 Sawmill Road, Yarrabah QLD 4871) or electronically to ceo@yarrabah.qld.gov.au

Applications close 4pm Friday 15th December 2023



Yarrabah Community Safety Advisory Committee

Self-Nomination Form

All Self-Nomination Forms must be returned to ceo@yarrabah.qld.gov.au or the Council Office (Yarrabah) by **4pm on Friday 15 December** to be considered.

MY CONTACT DETAILS		
Full Name:		
Contact:	Ph:	
	Email:	
Date of Birth:		
MY ELIGIBILITY		
You MUST answer YES to all three (3) eligibility questions to be eligible for appointment to this Advisory Committee.		
YES		
I currently live in Yarrabah, Queensland	☐	Please provide copy of current Blue Card with nomination.
I identify as an Aboriginal person	☐	
I hold a current Blue Card (Working with Children)	☐	
MY REPRESENTATION		
I nominate to represent the following demographic(s) in my community (select 1 or more)	☐	Youth (18 – 25)
	☐	Women
	☐	Men
	☐	Elders (>60 years)
	☐	LGBTQIA+
	☐	Disability
I believe I should be appointed to the Yarrabah Community Safety Advisory Committee to represent my demographic(s) because... (provide a brief introduction)		
ACKNOWLEDGEMENT		
I HEREBY acknowledge by signing this self-nomination form that all of the above information is true and correct and that I am not aware of any personal circumstances that would make me ineligible/unsuitable for appointment to this Local Government Advisory Committee. I acknowledge my availability, if elected, to attend one 2-hour meeting per month.		
Signature:		
Date:		

7.10 NAMING COMMUNITY INFRASTRUCTURE & PLACES POLICY

File Number: 10.MFD_OM.20231115

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Report prepared by Planz Town Planning, acting as Council's Town Planner.

To seek Council endorsement of the draft Naming Community Infrastructure & Places Policy.

BACKGROUND

Council often receives requests from members of the community to name Council owned roads, parks, or infrastructure after a person, a prominent group, event, moments, or people of historic significance with a strong connection to the subject land or area. The purpose of introducing the Naming of Community Infrastructure and Places Policy is to ensure that Council will manage and consider any request submitted whilst maintaining its obligations to the community.

ADDITIONAL CONSIDERATIONS

Responsibility for erecting Signs: Council as the landowner is responsible for the erection of signs including changes, upgrades or new signs associated with the naming or renaming of Community Infrastructure or places. The erection of signs is subject to available funding and operational priorities.

ATTACHMENTS**1. Draft - Naming Community Infrastructure & Places Policy****RECOMMENDATION**

That Council resolve to

1. Endorse the Yarrabah Aboriginal Shire Council Naming Community Infrastructure & Places Policy, effective 15 November 2023
2. Authorise the CEO to take relevant action to implement this policy.



NAMING COMMUNITY INFRASTRUCTURE & PLACES POLICY



15 November 2023
YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Road, Yarrabah, Qld, 4871

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1. LEGISLATION AND AUTHORITY

Local Government Act 2009 (Qld) Ch 3 part 3 Div1 S60 2(C) Control of Roads
Local Government Regulation 2012 (Qld)

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 and 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 allied at all levels.

This policy should 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.

3. PURPOSE

The purpose of Council's NAMING OF COMMUNITY INFRASTRUCTURE AND PLACES POLICY is to outline how Council will manage any request submitted whilst maintaining its obligations to the community.

4. DEFINITION

For the purposes of this policy, the following definition applies:

Community Infrastructure: *is Council owned and/or managed venues and infrastructure, including but not limited to parks, reserves, bridges, paths, trails, sporting fields, grandstands, pools, libraries, roads, streets, suburbs, community buildings and structures or part thereof.*

5. COMMENCEMENT OF POLICY

This Policy will commence from 15 November 2023. It replaces all other Naming of Community Infrastructure and Places Policies of Council whether written or not).

6. APPLICATION OF POLICY

6.1 Naming or Renaming of Council Community Infrastructure

- Council will only consider the naming or renaming of community infrastructure upon receipt of a formal application in writing.

- A request to name or rename community infrastructure (as defined) or a place after a person or group, must meet the community infrastructure naming criteria and other requirements outlined in this policy.
- The proposed name must not identify a corporate, commercial or business entity.
- Charitable organisations may be permitted at Council's discretion.
- Prior to submitting the proposed name to a Council meeting for determination, officers must undertake public consultation to ensure all residents, elected members and interested parties have had opportunity to comment on the proposed name.

6.2 Criteria for Naming Community Infrastructure & Places

Where a request is made to name or rename a place or community infrastructure after a person, a prominent group, event, moments or people of historic significance with a strong connection to the subject land, geographic/natural features located nearby, flora and fauna endemic or native to the area, the proposal must demonstrate that the proposed name is appropriate and must meet the following requirements:

- The person(s) must have lived within the community for more than 20 years or once owned or had a connection with the land that the community infrastructure is located on for more than 20 years; *and*
- The person is considered to have made an important contribution to the community; *and*
- The person is of good repute and is not likely to be the subject of controversy.

AND must satisfy one or more of the following criteria:

- The person was directly involved in a community, environmental, cultural or sporting group(s) associated with the land and made a significant contribution to that group for a minimum of 20 years.
- The person demonstrated outstanding levels of community service for more than 20 years.
- The person donated significant funds for community benefit.
- The person achieved role-model status in the wider community or achieved national or international recognition (including sporting and cultural activities).
- Any other reason deemed significant or worthy by Council.

To ensure that a variety of names are provided for, the names of other community infrastructure in the area must be taken into consideration, including the same or similar names that could cause confusion for users and emergency services.

For pathway and trail naming, names are to apply end to end only. Council will not consider applications for sections be named.

6.3 Dual Naming & Renaming

Council recognises the value of the cultural heritage and the diverse and inclusive community environment within the Yarrabah Aboriginal Shire Council area. Indigenization recognises the validity of local indigenous views, knowledge and perspectives, identifies opportunities for indigeneity to be expresses and incorporates Indigenous ways of knowing and doing.

To acknowledge this heritage, applications can be made to either rename exiting community infrastructure and places with a culturally appropriate and significant name or provide for a dual naming of the community infrastructure or place.

6.4 Removal of Naming

Council has the ability refuse an application or remove an existing name from community infrastructure or place if:

- there is very strong community desire (identified through public consultation) for a name change or removal of a name.
- the name is duplicated elsewhere in the local government area.
- it has been found that the information submitted regarding the naming of the infrastructure is factually incorrect.
- the name is no longer appropriate in historical or geographical terms.
- the name is no longer appropriate because it is likely to cause distress to members of the community.
- any other reason deemed appropriate at Council's discretion.

Information regarding any changes to the naming of a place through this provision of the policy will be made available through public notification.

6.5 Associated fees

Signage associated with the naming or renaming of community infrastructure or places must only be undertaken by Council as the landowner subject to available funding and operational priorities. However, applicants may make a significant donation towards or pay for the cost of establishing the new signage.

6.6 Timing of Effect

The new name or renaming of community infrastructure or place once approved will come into effect immediately after the resolution by Council. This name will stay in place for a period of 20 years and may be considered for renaming upon application after this time has expired.

7. POLICY STATEMENT

Council is committed to ensuring all applications submitted under the **Naming of Community Infrastructure and Places Policy** are considered in a fair and unbiased manner and that the outcome is in the best interest of the community.

8. PROCEDURES: OVERVIEW

To apply for consideration by Council for the allocation of a name to new community infrastructure or place or the renaming of an existing piece of community infrastructure or place, applicants must:

- Complete all sections of the Naming of Community Infrastructure & Places form; and
- Provide photos / maps / aerial photographs of the proposed area or structure; and
- Gain letters of consent from family members; and
- Provide any other relevant supporting documentation.

9. MANAGEMENT PROCESS

All completed applications received by YASC for the naming or renaming of community infrastructure as defined above will be assessed against the criteria outlined in this Policy. The application will undertake a public consultation period for 20 days to ensure that the community is aware of the proposed change and any feedback received will form part of the consideration for this application. This will result in a report being prepared and presented to Council and a decision regarding the outcome of the request will be sent to the nominating applicant.

10. DOCUMENT CONTROL

Adoption Date:		Resolution No:	Version No:
Next Review Date:			
Responsible Officer:			

Richard Wright
Chief Executive Officer

7.11 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 11.MFD_OM.20231115

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.

Due to the urgency of this matter, this application was endorsed by Councillor Murgha and Councillor Jackson on 10th November 2023.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

- [REDACTED]

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

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



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 name is/was _____

The language group and/or home community is

Yarrabah / Gurugulu
aunggandji

Culturally I identify as Aboriginal

I have lived in this community for 15 years

Signature: _____

Date: 08 / 11 / 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: _____

Cr Hezron Murrumbidgee

Position: _____

Councillor

Signature: _____

[Signature]

Date: _____

11 / 11 / 2023

Name: _____

Cr Kenneth Jackson

Position: _____

COUNCILLOR

Signature: _____

[Signature]

Date: _____

11 / 11 / 2023

7.12 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 12.MFD_OM.20231115

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 Murgha and Councillor Underwood on 08th November 2023.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

- [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, _____
(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 YARRABAH

Culturally I identify as ABORIGINAL

I have lived in this community for 21 years → 6 years in Townsville

Signature _____ Date: 6 / 11 / 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>Cr Hezvon M...</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>11 / 11 / 2023</u>
Name: <u>Cr Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>11 / 11 / 2023</u>

7.13 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 13.MFD_OM.20231115

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 Murgha and Councillor Underwood on 09th November 2023.

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

ACTION

Formal resolution by Council endorsing confirmation.

ATTACHMENTS

1. Confirmation of Aboriginality / Community Affiliation Form: [REDACTED]
2. Declaration Of Aboriginality 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 Kalkaringji NT / Cairns Region

Culturally I identify as Aboriginal

I have lived in this community for 1 years

Signature [REDACTED] Date: 08 / 11 / 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>Cr Hezron n/a</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>08 / 11 / 2023</u>
Name: <u>Cr Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>09 / 11 / 2023</u>

Schedule One

**Declaration and Confirmation of Aboriginal and/or Torres Strait Islander Status for
Employment Related Purposes in the Queensland Public Sector**

Part A – Statutory Declaration of Aboriginal and/or Torres Strait Islander status

Statutory Declaration - Oaths Act 1867 (Qld)

I, _____
(full name)

(If you are also known by any other name –

(i.e. maiden name, community or traditional name)

of _____
(address)

do solemnly and sincerely declare that (tick all that apply):

- ☒ I identify as an Aboriginal person;
☐ I identify as a Torres Strait Islander.
☒ I am of Aboriginal descent;
☐ I am of Torres Strait Islander descent;

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.

I understand that is in offence under the Criminal Code Act 1899 to make false declaration.

Signature of person making the declaration	_____
Declared at (place)	Yarrabah
on (day)	9th
of (month and year)	November, 2023
Before me (signature of person before whom the declaration is made)	_____
Full name, qualification and address of person before whom the declaration is made, in accordance with s13 of the Oaths Act 1867 (Qld) (in printed letters)	

Schedule One

Commission Chief Executive Guideline 02/13: Evidence Of Attribute – Aboriginal And/Or Torres Strait
Islander Identified Roles

- 4 -

**Declaration and Confirmation of Aboriginal and/or Torres Strait Islander Status for
Employment Related Purposes in the Queensland Public Sector**

Part B – Confirmation of Aboriginality

Organisational Details:

Name of Organisation: Yarrabah Aboriginal Shire Council
 ABN or other identifier: 30 977 526 871
 Registered address of Organisation: 56 Sawmill Road
YARRABAH Queensland 4871

It is hereby confirmed that the above named person:

- has provided sufficient evidence to indicate that he/she is of:

- ☒ Aboriginal descent; and/or
☐ Torres Strait Islander descent;

and/or

- is accepted as being of Aboriginal and/or Torres Strait Islander descent by the
Yarrabah (Aboriginal and/or Torres Strait Islander) community in which he/she:

- ☒ currently lives; or
☐ formerly lived for _____ years.

Resolution Number: TBC Date of meeting: 15, 11, 2023

Signature: [Signature] (Authorised signatory)

PRINT NAME: Cr Hezron Murgah

Signature: Brian Underwood (Authorised signatory)

PRINT NAME: Cr Brian Underwood



NOTE: This confirmation will only be accepted for the intended purpose of the confirmation if the Aboriginal and Torres Strait Islander organisation exists at the time of the intended purpose of the confirmation.

7.14 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 14.MFD_OM.20231115

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

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

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

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

Due to the urgency of this matter, this application was endorsed by Councillor Murgha and Councillor Underwood on 08th November 2023.

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

ACTION

Formal resolution by Council endorsing confirmation.

ATTACHMENTS

1. Confirmation of Aboriginality / Community Affiliation Form: [REDACTED]
2. Declaration & Confirmation of Aboriginality 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]

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 /wa [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 39 years

Signature: [REDACTED] Date: 08 / 11 / 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>Cr Hezron Murchison</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>08 / 11 / 2023</u>
Name: <u>Cr Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>08 / 11 / 2023</u>

Schedule One

**Declaration and Confirmation of Aboriginal and/or Torres Strait Islander Status for
Employment Related Purposes in the Queensland Public Sector**

Part A – Statutory Declaration of Aboriginal and/or Torres Strait Islander status

Statutory Declaration - Oaths Act 1867 (Qld)

I, _____
(full name)

(If you are also known by any other name –

(i.e. maiden name, community or traditional name)

of _____
(address)

do solemnly and sincerely declare that (tick all that apply):

- ☒ I identify as an Aboriginal person;
☐ I identify as a Torres Strait Islander.
☒ I am of Aboriginal descent;
☐ I am of Torres Strait Islander descent;

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.

I understand that is in offence under the Criminal Code Act 1899 to make false declaration.

Signature of person making the declaration	_____
Declared at (place)	Cairns Hospital, 165 The Esplanade, Cairns Qld 4870
on (day)	Tuesday
of (month and year)	07th November 2023
Before me (signature of person before whom the declaration is made)	_____
Full name, qualification and address of person before whom the declaration is made, in accordance with s13 of the Oaths Act 1867 (Qld) (in printed letters)	Sharon Lee-Ann Reisinger Commissioner for Declarations #89223 44 MARCUS STREET, TRINITY BEACH QLD 4879

Schedule One

**Declaration and Confirmation of Aboriginal and/or Torres Strait Islander Status for
Employment Related Purposes in the Queensland Public Sector**

Part B – Confirmation of Aboriginality

Organisational Details:

Name of Organisation: Yarrabah Aboriginal Shire Council
 ABN or other identifier: 30 977 526 841
 Registered address of Organisation: 56 Sawmill Road
YARRABAH Queensland 4871

It is hereby confirmed that the above named person:

- has provided sufficient evidence to indicate that he/she is of:
 - ☒ Aboriginal descent; and/or
 - ☐ Torres Strait Islander descent;

and/or

- is accepted as being of Aboriginal and/or Torres Strait Islander descent by the
Yarrabah (Aboriginal and/or Torres Strait Islander) community in which he/she:
 - ☒ currently lives; or
 - ☒ formerly lived for 39 years.

Resolution Number: TBC Date of meeting: 15/11/2023

Signature: [Signature] (Authorised signatory)

PRINT NAME: Cr Hezron Alurgha

Signature: Brian Underwood (Authorised signatory)

PRINT NAME: Cr Brian Underwood



Affix organisational seal

NOTE: This confirmation will only be accepted for the intended purpose of the confirmation if the Aboriginal and Torres Strait Islander organisation exists at the time of the intended purpose of the confirmation.

7.15 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 15.MFD_OM.20231115

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] Snr. 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 Murgha and Councillor Underwood on 10th November 2023.

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

ACTION

Formal resolution by Council endorsing confirmation.

ATTACHMENTS

1. Declaration Of Aboriginality Form: [REDACTED]
2. Confirmation of Aboriginality / Community Affiliation Form: [REDACTED]

RECOMMENDATION

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

- [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is /was [REDACTED]

My father's names is/was [REDACTED]

The language group and/or home community is Yarrabah

Culturally I identify as Aboriginal

I have lived in this community for 43 years

Signature: [REDACTED] Date: 9 / 11 / 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>Cr Hezron Munnah</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>10</u> / <u>11</u> / <u>2023</u>
Name: <u>[Signature]</u>	Position: <u>Councillor</u>
Signature: <u>Cr Kenneth Jackson</u>	Date: <u>10</u> / <u>11</u> / <u>2023</u>

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

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(Your full address)

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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 43 years

Sign: [REDACTED] Date: 9 / 11 / 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>Cr Hezron Munn</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>10</u> / <u>11</u> / <u>2023</u>
Name: <u>[Signature]</u>	Position: <u>Councillor</u>
Signature: <u>Cr Kenneth Jackson</u>	Date: <u>10</u> / <u>11</u> / <u>2023</u>

8 CORRESPONDENCE

Nil

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING