



BUSINESS PAPER

Ordinary Council Meeting

30 April 2024

**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:
Tuesday 30 April 2024 at 9.00AM**

Order Of Business

1	Welcome.....	5
2	Acknowledgement to Country	5
3	Apologies	5
4	Confirmation of Previous Minutes	5
5	Business Arising from Previous Minutes.....	14
6	Disclosure of Interest – Council / Register Updates	14
7	Matters for Discussion.....	15
7.1	CEO Operational Report	15
7.2	YASC Monthly Financial Report.....	22
7.3	People & Communities - Operational Report	41
7.4	Building Services - Operational Report	57
7.5	Infrastructure - Operational Report	67
7.6	Appointment to Audit Committee	72
7.7	Award Kerbside Collection to JJ's Waste and Recycling.....	73
7.8	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED] [REDACTED]	122
7.9	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	125
7.10	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED]	127
7.11	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED] [REDACTED]	129
7.12	Confirmation of Aboriginality / Community Affiliation Applicant Form: [REDACTED] [REDACTED]	131
8	Correspondence	133
8.1	Correspondence - Minister for Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts	133
8.2	Correspondence - Director General - Department of Local Government.....	136
9	Confidential Matters	140
	Nil	
10	Close of Meeting	140

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

Ordinary Council Meeting - 11 March 2024

Special Council Meeting - 4 April 2024

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON MONDAY, 11 MARCH 2024 AT 9.00AM**

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

IN ATTENDANCE: Richard Wright (CEO), Mike Mair (Director – Corporate Services), Leona Worrell (Minute Taker)

1 MEETING OPEN

Mayor Andrews declared the meeting open at 9.35am.

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

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

Deputy Mayor Willett opened with a word of Prayer.

2 ACKNOWLEDGEMENT TO COUNTRY

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

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

3 APOLOGIES

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 01:11/03/2024

That the minutes of the Ordinary Council Meeting held on 21 February 2024 be adopted.

Moved: Cr Kenneth Jackson

Seconded: Cr Brian Underwood

5/5

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

The Mayor to remind the Councillors of the requirement to declare their conflicts of interest to the CEO prior to the meeting and calls on all councillors to re-declare them 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 February 2024 / March 2024.

CEO read to the report.

RESOLUTION 02:11/03/2024

That Council accept the CEO Operational Report for the period to 8 March 2024.

Moved: Cr Lucrecia Willett

Seconded: Cr Kenneth Jackson

5/5

At 10.16am meeting adjourned

At 10.31am meeting reconvened.

At 10.32am 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 29 February 2024.

Director Corporate Services read to the report.

RESOLUTION 03:11/03/2024

That Council accept the 29 February 2024 Finance Reports as tabled.

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

Moved: Cr Kenneth Jackson

Seconded: Cr Hezron Murgha

5/5

At 11.23am Director Corporate Services left the meeting.

7.3 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 04:11/03/2024

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

Moved: Cr Lucrecia Willett

Seconded: Cr Brian Underwood

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 February 2024.

CEO read to the report

RESOLUTION 05:11/03/2024

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

.Moved: Cr Lucrecia Willett

Seconded: Cr Brian Underwood

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 February 2024 up to 08 March 2024.

CEO read to the report.

RESOLUTION 06:11/03/2024 RESOLUTION 07:11/03/2024

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

Moved: Cr Brian Underwood

Seconded: Cr Kenneth Jackson

5/5**8 CORRESPONDENCE**

Nil

9 STRATEGIC PORTFOLIO UPDATE

Councillors provided updates on Meetings and Trips for the meeting.

10 CONFIDENTIAL MATTERS

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 24 April 2024.

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

Meeting closed at 12.32 pm.

.....
MAYOR

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON THURSDAY, 4 APRIL 2024 AT 1.00PM**

PRESENT: Cr Daryl Sexton (Mayor), Cr Amy Neal, Cr Brian Underwood, Cr Hezron Murgha, Cr Michael Sands

IN ATTENDANCE: Richard Wright (CEO), Executive Assistant Leona Worrell (Minute Taker)

1 WELCOME

Mayor Sexton declared the meeting open at 1.30pm.

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

Cr Amy Neal opened with a word of Prayer.

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

2 ACKNOWLEDGEMENT TO COUNTRY

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

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

3 APOLOGIES

Nil

4 MATTERS FOR DISCUSSION

4.1 POST - LOCAL GOVERNMENT ELECTIONS - LEGISLATIVE REQUIREMENTS

PURPOSE OF THE REPORT

Post Local Government Elections – 2024. Legislative requirements for Council’s consideration.

Section 175(2) of the Local Government Act 2009 the Local Government must, by resolution, appoint a Deputy Mayor from its Councillors (other than the mayor) at that meeting and at the first meeting after the office of the Councillor who is deputy mayor becomes vacant.

Council debated. Agreed of the importance of this role in the absence of the Mayor and that during such times, priority was to be given to these duties over other employment. The system of rotating this position annually provided opportunity for all Councillors to grow in their roles and knowledge of Council business. It was agreed that Cr Sands be appointed to this role for the first annual period. Cr Sands accepted.

RESOLUTION 01:04/04/2024

That Council resolve to appoint Cr Michael Sands to the position of Deputy Mayor for a period of twelve months, such term commencing this day and expiring at the Ordinary Council meeting in March 2025, at which point Council will make a further appointment to this position.

Moved: Cr Underwood

Seconded: Cr Neal

CARRIED 5/5

Section 256 of the Local Government Regulations 2012 states that the matters a local government must consider at a post-election meeting including the day and time for holding other meetings.

Section 257 of the Local Government Regulations 2012 states that a local government must meet at least once a month.

Council debated. Council noted the CEO's advice relating to previous meeting dates and the pending absence of the Mayor and CEO in Brisbane on 17 April 2024. Deputy Mayor noted that the proposed date of 24 April 2024 conflicted with Sorry Business he was attending in Hopevale. It was agreed that a suitable date for the Ordinary Meeting of April would be 30 April 2024. From that date, the dates would be in accordance with the CEO's recommendation.

RESOLUTION 02:04/04/2024

That Council resolve that

1. the Council meeting for the month of April 2024, will be at 9am on Tuesday 30th April 2024.
2. The Council meetings will then be held at 9am on the third Wednesday of each month.

Moved: Cr Sands

Seconded: Cr Neal

CARRIED 5/5

Section 29 of the Disaster Management Act 2003 states that a local government must establish a Local Disaster Management Group.

Section 10 of the Disaster Management Regulation 2014 states that the chairperson and deputy chairperson of a local group are the persons appointed by the relevant local government for the local group to be the chairperson and deputy chairperson and the chairperson must be a councillor of a local government.

Council debated. It was noted that the Deputy Mayor had considerable experience performing this role previously. It was agreed by all Councillors and accepted by the Deputy Mayor that he be appointed as the Chair of the Yarrabah LDMG.

Council further debated the appointment to the position of Deputy Chair of the Yarrabah LDMG. As with the Deputy Mayor role, it was suggested that the system of rotating these positions annually provided opportunity for all Councillors to grow in their roles and knowledge of Council business. It was agreed that Cr Neal be appointed to this role for the first annual period. Cr Neal accepted.

RESOLUTION 03:04/04/2024

That Council resolve to

1. Appoint the Councillor Michael Sands to the position of Chairperson of the Yarrabah Local Disaster

Management Group. And

2. Appoint the Councillor Amy Neal to the position of Deputy Chairperson of the Yarrabah Local Disaster Management Group.
3. Appointments will be for a period of twelve months, such term commencing this day and expiring at the Ordinary Council meeting in March 2025, at which point Council will make further appointments to these positions.

Moved: Cr Underwood

Seconded: Cr Murgha

CARRIED 5/5

5 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Tuesday 30 April 2024.

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

Meeting closed at 2.08 pm

.....

MAYOR

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

7 MATTERS FOR DISCUSSION

7.1 CEO OPERATIONAL REPORT

File Number: 01.MFD_OM.20240430

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 March 2024 / April 2024.

KEY FOCUS AREAS

This monthly report covers the period from 8 March 2024 to 26 April 2024.

LGMA-ILG CEO Forum - 8 March. CEO attended.

Mayi Kuwai Research Findings -12 March. Presentation to YLF - Mayor & CEO attended.

DDMG Meeting #5 - 12 March. Mayor & CEO attended.

NEMA Meeting - 13 March. CEO attended.

Hon Curtis Pitt - State ember for Mulgrave - 13 March. Mayor & CEO attended.

Qld Local Council Elections - 16 March.

YAG Healthy Housing Meeting - 21 March. CEO attended.

Swearing in of the new YASC Councillors - 4 April. Community event held at the Community Hall.



LG Leaders Program - Australian Institute of Company Directors Training for Mayors -Brisbane - 15-16 April. Mayor attended.

LGAQ Special Mayors Forum - Parliament House Brisbane - 17 April. Mayor & CEO attended.

FNQROC - Cairns - 18 April. Mayor & CEO attended.

YAG Healthy Housing Meeting – 23 April. Mayor & CEO attended.

Queensland Parliament Supermarket Pricing Select Committee - 23 April. Mayor & CEO attended.

ANZAC Day – Yarrabah RSL – 25 April. Mayor, Councillors & CEO attended.

GOVERNANCE

Internal processes continued to be monitored to ensure compliance with legislative requirements. Ensuring compliance through Councillors Post-election Checklist provided by the Department of Local Government.

GRANTS 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.

Council has acquired a Contract Management Software that will be used to record all grants and ensure better visibility of contractual obligations and milestones. This is being implemented.

GRANTS SUBMITTED DURING PERIOD

- **NAB Foundation – NAB Foundation Community Grants Program** - Emergency Response Equipment – Chainsaws, portable barriers and LED signs - **\$15,000**

GRANTS APPROVED DURING PERIOD

- **RACQ Foundation** – Emergency Resilience Package -Street numbering and Weather Station - **\$30,000**

GRANTS AWAITING OUTCOME

- **Arts Queensland – Grown Cultural Tourism Fund** – Yarrabah Music and Cultural Festival 2024 - **\$78,977**
- **National Indigenous Australians Agency – NAIDOC Celebration 2024** – NAIDOC celebration 2024 be organised in partnership with Northern and Southern PBC. **\$ 36,965**
- **Queensland Government – Department of Tourism, Innovation and Sport- Active Women and Girls Program** – Sports and training program and activities targeting Girls and Women - **\$25,000**

- **REPA (Reconstruction of Essential Public Assets) – Queensland Reconstruction Authority-** Reconstruction of assets affected by Northern and Central Queensland Monsoon and Flooding 20 December 2022 – 30 April 2023 - **\$ 713,928.71**
- **Queensland Resilience and Risk Reduction Fund (QRRRF) – Queensland Reconstruction Authority**
 1. Generator for the Local Disaster Control Centre. – **\$136,000**
 2. Emergency Equipment Package. Light Tower, LED signs, Chainsaw. – **\$52,000**
- **Growing Regions Program - Deadly Short Stay Cabins are 10 purpose-built accommodations. \$5,790,000**
- **2023-24 Australian Cultural Diplomacy Grants Program – Australian Government Department of Foreign Affairs and Trade.** Supporting artists to showcase the Charcoal collection in an exhibition at the JGM Gallery, London in February – March 2025 – **\$ 59,500**

GRANTS UNDER CONSIDERATION

- **Queensland Government - Queensland Reconstruction Authority - Betterment Fund 2022-23** - Support the rebuilding of essential public assets damaged during the Northern and Central Queensland Monsoon and Flooding 20 December 2022 - 30 April 2023
- **Australian Government – Department of Industry, Science and Resources – Department of Infrastructure, Transport, Regional Development Communications and the Arts - Regional Precincts and Partnerships Program**
 - **Stream one - Precinct development and planning.** Grants available for master planning, consultation, design, business cases and partnership establishment. **\$500,000 to \$5 million**
 - **Stream two -Precinct delivery.** Grants available to help deliver one or more elements of a precinct. It could be enabling infrastructure (roads, pathways, and underground infrastructure), public infrastructure, or open spaces between elements or a particular building that activates other investment. - **\$5 million to \$50 million**
- **Community Gambling Benefit Fund – Round 121 – 30th Anniversary super round** - funding to help provide services, leisure activities and opportunities for Queensland communities. **Up to \$100,000**
- **Australian Government – Department of Health and Aged Care - Play Our Way**
 - **Stream1** - Facilities: Funding to support modifying, upgrading, or building facilities and playing areas/spaces for sport and physical activity, specifically catering to women and girls. **\$50,000 - \$1.5 million**
 - **Stream2** - Funding to support modifying/developing new sustainable programs and equipment to reduce discrimination and inequality, enhancing women and girls' participation in sport and physical activity. **50,000- \$1million**

- **Housing Support Program Housing Support Program - Stream 1** – to support the delivery of increased housing supply, Stream 1 will provide funding to state, territory and local governments for projects that will improve planning capability.- **Up to \$5 million**

Yarrabah Music and Cultural Festival - possible funding sources

- **Queensland Government – Queensland Destination Event Program – Significant Event Investment** – Yarrabah Music and Cultural Festival 2024 **50k**
- **Arts Qld – First Nations Commissioning Fund-** Yarrabah Music and Cultural Festival 2024 **70k**
- **Arts QLD – Touring QLD Fund** – Yarrabah Music and Cultural Festival 2024
- **Queensland Government - Department of Premier and Cabinet – Discretionary Sponsorship funding** - Yarrabah Music and Cultural Festival 2024 - **150k**

COMMUNITY PLANNING

10 Short Term Accommodation Cabins

- The Growing Regions Grant application for all 10 cabins has been submitted to the Federal Government.
- Funding for up to 5 cabins has been secured through the state government.
- The civil engineering design for access, water, sewerage etc has commenced.
- The tender has been called for the supply and installation of the 5 to 10 cabins.
- There is a high level of awareness of this project in the community and it has community support.
- Next Steps: a tender for civil construction will be undertaken once the civil design is complete. The civil construction should be complete by November to allow the delivery of the cabins between November 2024 and May 2025.

Ambrym Street Housing Project

- All residents in Ambrym Street have met with the Project Team, led by CA Architects and The Fulcrum Agency.
- CA Architects are preparing up to 3 housing designs to suit the Ambrym Street re-development and these house designs will be the start of the 'Yarrabah House' which should include a number of different houses that meet the needs of residents, and the climate including taking advantage of the predominant breeze and rainfall directions. Input from Council's housing and construction officers will be undertaken in March.
- The subdivision design is progressing, and it is expected that up to 25 lots will be created, where there is currently 15.
- Engineering work on the design has started including water and sewerage planning; earthworks design and discussions with ERGON about undergrounding of power, to be consistent with the rest of the Djenghi Estate.

- Next Steps: Once the subdivision design is finalised, it will require Council approval. It is anticipated that there will be 4-6 months of onsite civil works to prepare the new house sites; housing construction is expected to commence in May 2025.

Balamba Housing Project

- CA Architects are preparing a preliminary masterplan based on community feedback, engineering input (flood / fill levels, water and sewerage requirements), vegetation assessment.
- The Cultural Heritage investigation and reporting is expected to commence in May 2024.
- An invitation to one-on-one consultation has been extended to the landholders who have leases in Balamba.
- There is a high level of awareness of this project in the community and it has good community support.
- Next Steps: Once the Cultural Heritage report is completed it will inform the final draft masterplan, which can then be presented to council for consideration (in July 2024) and then to the community for consultation.

EOI Home Ownership.

- Council as the Trustee for land in the DOGIT has requested a Policy to guide Trustee Decisions on EOIs for leases to ensure consistency of decisions over time, and in the best long-term interest of leaseholders and the Trustee.
- Preliminary discussion has been held with RILIPO, Department of Resources and the northern and southern PBCs who have provided preliminary information for consideration and all have expressed an interest in participating in a Policy workshop.
- The workshop is expected to be held in early May.

House Numbering:

- A project to assign each property in Yarrabah with a clearly marked house number and align all existing house the numbering systems (Council, the Tenants, Department of Housing, Ergon etc) to ensure that there is only one numbering system for houses in Yarrabah.
- House numbering will make it easier for grocery delivery, parcel delivery, ambulance and emergency services response.
- There are several locations where there are multiple properties with the same house number (e.g. 2 x 20 Stanley St, 2 x 28 Schrieber St).
- If there are multiple houses using the same driveway to access, each address will be posted at the entrance of the driveway.
- For properties that are located on long roads such as Bukki Road and Backbeach Road a rural addressing system will be assigned.
- A grant from the RACQ has been received to physically put the numbers on each property.

- Next steps: Each resident will be given written advice confirming their house number. For many properties there will be no change. Where there is a change, residents will be given the opportunity to discuss the numbering before it is finalised. Other public notification including Council's website and Facebook page will be used to ensure everyone is aware of the process. The physical house numbering is expected to start in June.

Yarrabah Microgrid

- In the 18 months to October 2023, Yarrabah had 183 hours of no power in 32 events – average 5.7hours per event.
- That is: 183 hours of food going off in fridges and 183 hours of no air conditioning.
- Of the power outages 21 were unplanned outages (52 hours) and 11 planned outages (73 hours).
- The Yarrabah Microgrid will provide a community battery and a solar farm in the form of roof top solar to improve the reliability of electricity in Yarrabah.
- Rooftop solar is expected to reduce electricity bills for each household by 20%.
- Next steps: The detailed planning for the microgrid, including community engagement will complete by December 2024, which will allow for a funding application to the Australian Renewable Energy Agency (ARENA) for the funding for Rooftop solar and community battery. The community engagement is being undertaken by Indigenous Energy Australia, starting in May 2024.

MEETING ACTIONS

Ordinary Meeting –11 March 2024

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

Special Meeting –4 April 2024

Item	Agenda item	Status
4.1	• Appointment of Deputy Mayor • Determination of Meeting Dates • Appointment of Chair and Deputy Chair of Yarrabah LDMG	Actioned

OTHER IMPORTANT DATES

- ◇ Councillor Training Dept of Local Government – 29 April. Mayor & Councillors to attend
- ◇ Hon Assistant Minister Malarndirri McCarthy, Assistant Minister for Indigenous Australians & Assistant Minister for Indigenous Health – 30 April. Mayor, Councillors & CEO to attend.
- ◇ Ordinary Council Meeting - 30 April. Mayor, Councillors & CEO to attend.
- ◇ QLD Disaster Management Arrangements Training and LDMG Inductions – 2 May. Mayor Councillors & CEO to attend.
- ◇ Ordinary Council Meeting – 15 May. Mayor, Councillors & CEO to attend.
- Civic Leaders Forum – 21-22 May. Gold Coast. Mayor & CEO to attend.

ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the CEO Operational Report for the period to 26 April 2024.

7.2 YASC MONTHLY FINANCIAL REPORT

File Number: 02.MFD_OM.20240430

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 31st March 2024.

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 March 2024
2. Areas of Interest Report March 2024
3. Grants Reports March 2024

RECOMMENDATION

That Council accept the 31st March 2024 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 March 2024**

FINANCIAL SERVICES

I. Overview of Operating Results as 31 March 2024

	ACTUAL YTD	BUDGET YTD 23/24	VARIANCE	VARIANCE	BUDGET FY 23/24
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	23,970	214,825	-190,855	-89%	286,433
Other incomes	496,929	476,381	20,548	4%	635,175
Rental income	2,246,036	2,276,332	-30,296	-1%	3,035,110
Interest received	306,697	82,500	224,197	272%	110,000
Sales & recoverable works	3,941,607	2,860,745	1,080,862	38%	3,814,327
Grants & Subsidies	5,423,489	6,429,954	-1,006,465	-16%	8,573,271
	12,438,729	12,340,737	97,992	1%	16,454,316
Recurrent Expenditure					
Employees costs	4,869,656	5,250,218	-380,561	-7%	7,000,290
Materials and services	7,700,389	8,054,669	-354,280	-4%	10,739,559
Finance costs	9,237	119,348	-110,111	-92%	159,130
Donations Paid	1,000	-	1,000		
Depreciation	4,612,167	4,529,829	82,338	2%	6,039,772
	17,192,449	17,954,063	-761,614	-4.24%	23,938,751
Less: Capitalised Expenses	17,192,449	17,954,063	-761,614	4.24%	23,938,751
Net Operating Profit	-4,753,720	-5,613,326	859,606	-15%	-7,484,435

Council's Operating result is a loss of \$4.754M as at 31 March, better than budget by \$860K.

Recurrent income is over budget by 98K. 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 \$762K under budget. Staff costs remain under budget by \$381K due to the state wage case being finalised and effected in April 2024. Materials and services costs are under budget by \$354K (as compared to 327K under budget in February), thus in line with increased turnover from QBuild Planned Maintenance.

Planned maintenance YTD profit is \$193K. Whilst continuing positive results, Council needs to be aware that the net profit ratio is still below the budgeted ratio, and in addition, performance reports sent by QBuild show Council is still not recovering money receivable in a timely basis. Corporate Services have redeployed one of their staff two days a week to assist building services improve their invoicing efficiency. The new Building Services Director is focusing on improving processes as well as productivity of the Building Services team.

Liquidity Highlights

II. Current Trade Debtors, Housing Debtors & Trade Creditors

	90 Days	60 Days	30 Days	Current	Total
Total Debtor Type	-	-	-	-	-
Debtors Sundry	185,898	2,031	31,598	275,742	495,270
Blockholders Service Fees	369,179	8,855	7,263	54,970	440,267
Commercial Service Fees	163,608	-	3,971	58,331	225,909
Grants	479	-	-	-	479
Ex - Rent (pre 2013)	960,564	645	415	-	961,624
Trustee Leases	24,794	-	-	1,366	26,161
Commercial Leases	56,199	322	9,091	19,404	85,016
Daycare Debtors	129,531	6,686	4,127	4,845	145,190
Housing Current Rent	2,857,565	155	2,109	12,287	2,872,116
TOTAL DEBTORS	4,747,817	1,812	28,488	685,235	5,252,031
TOTAL CREDITORS	6,169	11,508	35,992	389,347	443,017

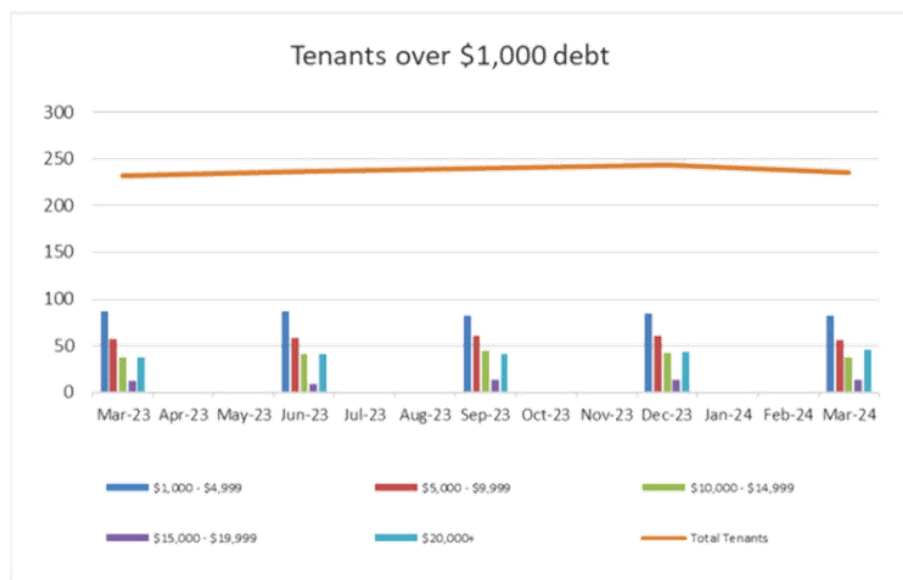
Of the \$5.252M owing to Council, only \$1.248K is estimated as collectable with \$4.004 million included in our provision for doubtful debts.

Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 13% from \$2,532,028 to \$2,872,116. A review of debtors has highlighted the following:

61% of current tenants are in arrears and 235 total tenants owe over \$1,000 which has decreased by 8 on that of the previous quarter.

The 46 debtors owing over \$20K increased \$1.469M to \$1.520M.



Monthly movement to housing debt	
Month	Actual increase/(decrease)
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
November 23	17,763
December 23	34,112
January 24	49,832
February 24	23,009
March 2024	15,076

	# Tenants	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owning to Council	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
\$1,000 - \$4,999	87	87	82	84	82
\$5,000 - \$9,999	57	58	60	60	56
\$10,000 - \$14,999	38	41	44	42	38
\$15,000 - \$19,999	12	9	13	14	13
\$20,000+	38	41	41	43	46
Total Tenants	232	236	240	243	235
Percent of tenants in arrears	60%	61%	62%	63%	61%

III. Capital Works

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

<i>Capital Expenditure 31/03/2024</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	1,938,005	201,032	5 Lots 6A Djenghi Estate
Works for Qld 4 - 21/24	3,280,000	2,952,000	2,402,117	877,883	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	459,996	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	1,320,282	1,482,555	- 221,835	Replace water main Back Beach Road, SCADA, Fit bore 2 & 7 pumps, water treatment upgrade.
Qbuild Housing demolition and construction	3,498,000	970,880	1,187,337	2,310,663	14 Smith St, 4 Dabah Close, 19 Smith St, 32 Workshop Rd, 7 Beach St, 64 Gribble St
Forward Capital Program	5,927,444	1,852,499	16,000	5,911,444	16 Lots Djenghi, 10 houses Gurmga St
Water Treatment Plant Upgrade (LGGSP)	1,253,159	375,948	73,356	1,179,803	Water Treatment Plant upgrade
Buddabadoo Road drainage upgrades (QRA)	566,475	169,943	114,617	451,858	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	1,500,000	-	5,000,000	Balamba area link infrastructure and 20 lots subdivision
	\$25,906,598	\$11,558,017	\$7,685,132		

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
At 31 March 2024		
	Council	
	At 31 March 2024	At 30 June 2023
	\$	\$
Current assets		
Cash and cash equivalents	10,689,110	11,008,756
Trade and other receivables	2,593,939	3,435,416
Inventories	272,375	213,547
Total current assets	13,555,424	14,657,718
Non-current assets		
Property, plant and equipment	159,924,736	154,625,937
Total non-current assets	159,924,736	154,625,937
Total assets	173,480,161	169,283,655
Current liabilities		
Trade and other payables	6,518,483	6,825,804
Provisions	683,473	602,972
Total current liabilities	7,201,955	7,428,776
Non-current liabilities		
Provisions	1,682,419	1,969,216
Total non-current liabilities	1,682,419	1,969,216
Total liabilities	8,884,374	9,397,992
Net community assets	164,595,787	159,885,664
Community equity		
Asset revaluation surplus	104,980,046	104,980,046
Retained surplus/(deficiency)	59,615,740	54,905,618
Total community equity	164,595,787	159,885,664

V. Cash Position

CBA - General Fund	127,964	
CBA - Housing Fund	180,251	
CBA - Remote Capital	392,601	
CBA - Forward Capital	143,360	
QTC - Leases	335,544	
QTC - Investment	7,473,692	
QTC - Forward Capital	2,028,385	
Cash Floats	<u>7,312</u>	
Total Cash		10,689,110
Trade Debtors	5,252,031	
Provision Doubtful Debts	<u>(3,938,398)</u>	1,313,633
Less: Trade Creditors		(443,017)
Less: Tied Grant Funds		(4,330,388)
Less: Current Commitments		<u>(3,890,928)</u>
Cash Position at EOM		<u>3,338,410</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	1
- awaiting signature of tenant	0
- Expression of interest to be done	0

VII. Other

Queensland Audit Office interim audit is due to commence 7th May. The final audit is due to start September 2024.

The renewal of Industrial Special Risks insurance for 2024-2025 will commence late May 24 and be tabled at the June Council meeting. This is always a major expense for Council every year.

Mike Mair

Director Corporate Services



300. Program GL Report with IE Code Detail

4:53 PM
Wednesday, 3 April, 2024

YARRABAH ABORIGINAL SHIRE COUNCIL

For Period Ending: 31/03/2024

Year : 23/24

75%

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	0
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	19,483.38	0.00	19,483.38	(17,430.84)	53%
208	Superannuation	4,060.56	1,894.78	0.00	1,894.78	(2,165.78)	47%
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	22,044.63	370.50	22,415.13	(20,234.69)	(53%)
13072100	Pool - Materials & Services						
304	Cleaning	4,000.00	170.70	0.00	170.70	(3,829.30)	4%
310	Electricity & gas	12,128.89	11,276.98	0.00	11,276.98	(851.91)	93%
315	Hire of equipment	1,804.08	0.00	0.00	0.00	(1,804.08)	0%
318	Insurance - Other	36,883.59	19,583.91	0.00	19,583.91	(17,299.68)	53%
321	Materials & operating	32,559.57	15,119.29	5,027.06	20,146.35	(12,413.22)	62%
323	Motor Vehicle - Fuel & oil	500.00	9.55	0.00	9.55	(490.45)	2%
332	R&M - Buildings	14,586.85	6,608.49	2,000.00	8,608.49	(5,978.36)	59%
333	R&M - Equipment	3,189.09	718.00	2,400.00	3,118.00	(71.09)	98%
339	Telephone & internet	1,375.01	351.84	0.00	351.84	(1,023.17)	26%
345	Minor Equipment	2,500.00	0.00	0.00	0.00	(2,500.00)	0%
Total: 13072100		109,527.08	53,838.76	9,427.06	63,265.82	(46,261.26)	(58%)
Total Act Type: OPERATING EXPENDITURE		152,176.90	75,883.39	9,797.56	85,680.95	(66,495.95)	56%
Net Profit/(Loss): Pool		(147,176.90)	(75,883.39)	(9,797.56)	(85,680.95)	(61,495.95)	55%

Operating Income

15021000	Planned Maintenance - Income						
153	Services - Housing Maintenance	3,423,000.00	3,601,250.46	0.00	3,601,250.46	(178,250.46)	105%
154	Services - Contract Works	44,806.73	104,191.00	0.00	104,191.00	(59,384.27)	233%
334	R&M - Houses	0.00	(1,096.79)	0.00	(1,096.79)	1,096.79	(100%)
Total: 15021000		3,467,806.73	3,704,344.67	0.00	3,704,344.67	(236,537.94)	107%
Total Act Type: OPERATING INCOME		3,467,806.73	3,704,344.67	0.00	3,704,344.67	(236,537.94)	107%

Operating Expenditure

15022000	Planned Maintenance - Employee Costs						
201	Salaries & Wages	330,851.49	383,512.69	0.00	383,512.69	52,661.20	116%
208	Superannuation	36,393.66	39,638.23	0.00	39,638.23	3,244.57	109%
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	R&M - Houses	11,713.48	0.00	0.00	0.00	(11,713.48)	0%
Total: 15022000		390,507.30	429,124.31	0.00	429,124.31	38,617.01	(110%)
15022100	Planned Maintenance - Materials & Services						
153	Services - Housing Maintenance	0.00	(2,640.01)	0.00	(2,640.01)	(2,640.01)	(100%)
201	Salaries & Wages	0.00	1,235.83	0.00	1,235.83	1,235.83	(100%)
211	Workwear	0.00	192.49	3,823.55	4,016.04	4,016.04	(100%)
310	Electricity & gas	1,043.98	1,288.34	0.00	1,288.34	244.36	123%
315	Hire of equipment	14,175.00	0.00	0.00	0.00	(14,175.00)	0%
321	Materials & operating	160,462.01	30,153.28	227.17	30,380.45	(130,081.56)	19%
332	R&M - Buildings	12,560.31	36,224.30	272.73	36,497.03	23,936.72	291%
334	R&M - Houses	2,439,003.03	3,006,316.58	313,456.02	3,319,772.60	880,769.57	136%
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%
860	Capital Purchases	0.00	(3,500.00)	6,730.00	3,230.00	3,230.00	(100%)
998	Stock Overheads	27,976.10	5,908.14	0.00	5,908.14	(22,067.96)	21%
999	Plant Recovery	24,374.68	7,460.12	0.00	7,460.12	(16,914.56)	31%
Total: 15022100		2,700,418.01	3,082,639.07	324,509.47	3,407,148.54	706,730.53	(126%)
Total Act Type: OPERATING EXPENDITURE		3,090,925.31	3,511,763.38	324,509.47	3,836,272.85	745,347.54	124%
Net Profit/(Loss): Planned Maintenance		376,881.42	192,581.29	(324,509.47)	(131,928.18)	508,809.60	115%

Operating Income

17011000	Water - Income							
101	Service Charges	94,221.86	67,445.29	0.00	67,445.29	26,776.57	72%	
	Total: 17011000	94,221.86	67,445.29	0.00	67,445.29	26,776.57	72%	
	Total Act Type: OPERATING INCOME	94,221.86	67,445.29	0.00	67,445.29	26,776.57	72%	

Operating Expenditure

17012000	Water - Employee Costs						
201	Salaries & Wages	107,452.00	113,075.13	0.00	113,075.13	5,623.13	105%
203	Sick Leave	333.73	1,404.67	0.00	1,404.67	1,070.94	421%
206	Annual Leave	10,256.02	7,811.48	0.00	7,811.48	(2,444.54)	76%
208	Superannuation	12,319.72	10,337.90	0.00	10,337.90	(1,981.82)	84%
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	134,697.51	2,259.22	136,956.73	290.53	(100%)
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	95,133.99	0.00	95,133.99	(19,661.25)	83%
318	Insurance - Other	9,995.50	5,307.30	0.00	5,307.30	(4,688.20)	53%
321	Materials & operating	72,753.80	120,005.42	41,335.70	161,341.12	88,587.32	222%
323	Motor Vehicle - Fuel & oil	5,924.47	7,424.87	0.00	7,424.87	1,500.40	125%
327	Motor Vehicle - R&M	10,000.00	0.00	0.00	0.00	(10,000.00)	0%
333	R&M - Equipment	6,000.00	4,467.17	3,402.42	7,869.59	1,869.59	131%
335	R&M - Infrastructure	5,000.00	10,748.28	0.00	10,748.28	5,748.28	215%
338	Subscriptions	4,358.03	2,779.50	0.00	2,779.50	(1,578.53)	64%
339	Telephone & internet	1,592.48	1,305.74	0.00	1,305.74	(286.74)	82%
345	Minor Equipment	2,000.00	0.00	0.00	0.00	(2,000.00)	0%
346	Motor Vehicles - expenses	0.00	6,316.60	0.00	6,316.60	6,316.60	(100%)
Total: 17012100		233,419.52	253,488.87	44,738.12	298,226.99	64,807.47	(128%)
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	388,186.38	46,997.34	435,183.72	(247,069.10)	64%
Net Profit(Loss): SGFA - Water		(588,030.96)	(320,741.09)	(46,997.34)	(367,738.43)	(220,292.53)	65%

Operating Income

18021000	Waste - Income						
101	Service Charges	86,055.66	64,806.83	0.00	64,806.83	21,248.83	75%
130	Waste levy income	99,838.25	99,838.25	0.00	99,838.25	0.00	100%
Total: 18021000		185,893.91	164,645.08	0.00	164,645.08	21,248.83	89%
Total Act Type: OPERATING INCOME		185,893.91	164,645.08	0.00	164,645.08	21,248.83	89%

Operating Expenditure

18022000	Waste - Employee Costs						
201	Salaries & Wages	52,990.00	34,921.61	0.00	34,921.61	(18,068.39)	66%
203	Sick Leave	2,036.48	1,059.90	0.00	1,059.90	(976.58)	52%
206	Annual Leave	3,469.96	5,311.56	0.00	5,311.56	1,841.60	153%
208	Superannuation	5,828.90	4,713.35	0.00	4,713.35	(1,115.55)	81%
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	46,995.21	464.45	47,459.66	(18,702.05)	(72%)
18022100	Waste - Materials & Services						
315	Hire of equipment	297,199.70	235,924.72	108,836.51	344,761.23	47,561.53	116%
321	Materials & operating	14,319.21	41,782.24	60,616.51	102,398.75	88,079.54	715%
323	Motor Vehicle - Fuel & oil	56.95	710.52	0.00	710.52	653.57	1248%
332	R&M - Buildings	0.00	2.51	0.00	2.51	2.51	(100%)
346	Motor Vehicles - expenses	4,012.17	283.78	0.00	283.78	(3,728.39)	7%
Total: 18022100		315,588.03	278,703.77	169,453.02	448,156.79	132,568.76	(142%)
Total Act Type: OPERATING EXPENDITURE		381,749.74	325,698.98	169,917.47	495,616.45	113,866.71	130%
Net Profit(Loss): SGFA - Waste Mgmt		(195,855.83)	(161,053.90)	(169,917.47)	(330,971.37)	135,115.54	116%

Sub Programme: 819 Container Exchange**Operating Income**

18091700	Container Exchange - Grant Income						
172	State Government Grants - Operating	0.00	25,664.00	0.00	25,664.00	(25,664.00)	(100%)
Total: 18091700		0.00	25,664.00	0.00	25,664.00	(25,664.00)	(100%)
18091710	Container Exchange - Sales Income Gen						
121	Commission	0.00	23,175.32	0.00	23,175.32	(23,175.32)	(100%)
Total: 18091710		0.00	23,175.32	0.00	23,175.32	(23,175.32)	(100%)
Total Act Type: OPERATING INCOME		0.00	48,839.32	0.00	48,839.32	(48,839.32)	(100%)

Operating Expenditure

18092000	Container Exchange - Employee costs						
201	Salaries & Wages	0.00	26,873.99	0.00	26,873.99	26,873.99	(100%)
208	Superannuation	0.00	3,458.85	0.00	3,458.85	3,458.85	(100%)
Total: 18092000		0.00	30,332.84	0.00	30,332.84	30,332.84	(100%)
18092100	Container Exchange - Materials and Services						
321	Materials & operating	0.00	14,722.30	0.00	14,722.30	14,722.30	(100%)
339	Telephone & internet	0.00	11,219.09	0.00	11,219.09	11,219.09	(100%)
345	Minor Equipment	0.00	445.45	0.00	445.45	445.45	(100%)
Total: 18092100		0.00	26,386.84	0.00	26,386.84	26,386.84	(100%)
Total Act Type: OPERATING EXPENDITURE		0.00	56,719.68	0.00	56,719.68	56,719.68	(100%)
Net Profit(Loss): Container Exchange		0.00	(7,880.36)	0.00	(7,880.36)	7,880.36	(100%)



500. SPECIFIC PURPOSE GRANT BALANCES BY PROJECT

YARRABAH ABORIGINAL SHIRE COUNCIL

4:54 PM
Wednesday, 3 April, 2024

as at 31 March 2024

	Opening Balance	Receipts Grants	Receipts Other	Disbursements	Closing Balance
Department of Local Government Racing and Multicultural Affairs					
FAGS	2,607,142.00	82,528.89	0	(161,448.96)	2,528,221.93
IEDG Grant	0	0	0	(81,925.76)	(81,925.76)
Works for Qld COVID	0	0	0	0	0
Revenue Replacement Grant	0	0	0	0	0
SGFA	(67,230.00)	3,432,057.75	4,981.04	(1,942,504.65)	1,427,304.14
Works For Queensland	0	0	0	(286.88)	(286.88)
Advancing the Planning Act	26,823.00	0	0	0	26,823.00
Sewerage Pumps Stations Upgrade ICCIP	0	0	0	0	0
Water Mains Upgrade ICCIP	166,709.00	0	0	(328,982.38)	(162,273.38)
Bukki Road Upgrade Stage 2 (LGGSP)	(19,826.66)	0	0	0	(19,826.66)
Waste ICCIP	0	0	0	0	0
Works for Qld 4	151,263.00	1,312,000.00	0	(764,232.68)	699,030.32
Total: Department of Local Government Racing and Multicultural Affairs	2,864,880.34	4,826,586.64	4,981.04	(3,279,381.31)	4,417,066.71
Queensland Health					
ATSI Health Grant	(7,321.00)	232,043.00	0	(122,397.96)	102,324.04
Total: Queensland Health	(7,321.00)	232,043.00	0	(122,397.96)	102,324.04
Department of Communities Housing and Digital Economy: Arts Qld					
IRADF Grant	1,255.15	42,750.00	0	0	44,005.15
YCMF 2021 - Local Musicians/Facilitator (FNCF)	3,282.00	0	0	(3,282.00)	0
Forward Remote Capital Program	1,747,608.00	0	65,020.27	23,870.79	1,836,499.06
Total: Department of Communities Housing and Digital Economy: Arts Qld	1,752,145.15	42,750.00	65,020.27	20,588.79	1,880,504.21

Fashion & Wearable Art	240.00	0	0	0	240.00
Arts BIA	(77.00)	48,000.00	0	(34,813.82)	13,109.18
QMF 2021 (Open Air)	54,000.00	0	0	(60,000.00)	(6,000.00)
Container Exchange	3,982.00	25,664.00	23,175.32	(56,719.68)	(3,898.36)
Roadside Litter Program	7,000.00	0	0	0	7,000.00
Total: Department of Environment and Science: Arts Qld	65,145.00	73,664.00	23,175.32	(151,533.50)	10,450.82
Dept of Infrastructure Transport Regional Development & Communications					
Arts IVAIS Relief & Recovery	0	0	0	0	0
LRCI 2020 Traffic Calming Devices	1,050.00	0	0	0	1,050.00
LRCI 21-22	(33,867.00)	29,024.55	0	0	(4,842.45)
LRCI 22-23	66,825.00	0	0	(14,865.00)	51,960.00
LGGSP - Foreshore Development Plan	(15,105.00)	0	0	(73,025.00)	(88,130.00)
LGGSP - Water Treatment Plant upgrade	350,979.00	0	0	(48,386.68)	302,592.32
Total: Dept of Infrastructure Transport Regional Development & Communica	369,882.00	29,024.55	0	(136,276.68)	262,629.87
Dept of the Premier and Cabinet					
YCMF 2021 Premier \$220K	100,000.00	120,000.00	0	(235,779.45)	(15,779.45)
Total: Dept of the Premier and Cabinet	100,000.00	120,000.00	0	(235,779.45)	(15,779.45)
Department of Communities Disability Services and Seniors					
SES Building Upgrade	(65,803.00)	29,990.00	0	(6,706.00)	(42,519.00)
NAIDOC \$500	500.00	0	0	0	500.00
Local Thriving Communities	10,000.00	0	0	0	10,000.00
Total: Department of Communities Disability Services and Seniors	(55,303.00)	29,990.00	0	(6,706.00)	(32,019.00)
Australia Council for the Arts					
Arts Adapt to Digital Era	1,852.92	0	0	0	1,852.92
Yarrabah Fashion Style 2023	(1,536.00)	0	0	0	(1,536.00)
Total: Australia Council for the Arts	316.92	0	0	0	316.92
National Australia Day Council					
National Australia Day Council	1,243.00	0	0	(19,509.01)	(18,266.01)
Total: National Australia Day Council	1,243.00	0	0	(19,509.01)	(18,266.01)
Department of Social Services					
Daycare Centre Grant	5,475.00	449,340.40	204,953.45	(627,746.19)	32,022.66
Emergency Relief Grant	0	0	0	(162.72)	(162.72)
Total: Department of Social Services	5,475.00	449,340.40	204,953.45	(627,908.91)	31,859.94

QGAP Grant	32,180.00	0	0	0	32,180.00
Reef Action Plan	0	272,727.28	0	0	272,727.28
Total: Department of Science Information Technology & Innovation	32,180.00	272,727.28	0	0	304,907.28
Department of Communications and the Arts					
IVAIS	(38,718.00)	190,000.00	0	(193,406.80)	(42,124.80)
Total: Department of Communications and the Arts	(38,718.00)	190,000.00	0	(193,406.80)	(42,124.80)
Dept of Housing & Public Works					
Interim Remote Capital Program	639,174.00	0	0	(652,045.79)	(12,871.79)
Total: Dept of Housing & Public Works	639,174.00	0	0	(652,045.79)	(12,871.79)
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	(5,822.00)	9,050.00	0	(17,476.89)	(14,248.89)
Total: National Indigenous Australians Agency	121,307.52	9,050.00	0	(117,476.89)	12,880.63

SES	(4,172.00)	14,011.32	0	(20,241.69)	(10,402.37)
Total: Queensland Fire and Emergency Services	(4,172.00)	14,011.32	0	(20,241.69)	(10,402.37)
Department of Innovation and Tourism Industry Development					
Deadly Active Sports & Rec Program	77,592.00	0	0	(97,549.00)	(19,957.00)
Total: Department of Innovation and Tourism Industry Development	77,592.00	0	0	(97,549.00)	(19,957.00)
Department of Education					
Daycare ISP Grant	6,283.00	4,411.83	0	0	10,694.83
Vacation Care Grant	6,885.00	0	0	0	6,885.00
Total: Department of Education	13,168.00	4,411.83	0	0	17,579.83
Department of Employment Small Business and Training					
Work First Start	(76,093.00)	2,272.73	0	(31,926.86)	(105,747.13)
Total: Department of Employment Small Business and Training	(76,093.00)	2,272.73	0	(31,926.86)	(105,747.13)
State Library of Queensland					
IKC	14,224.00	25,193.00	0	(14,278.92)	25,138.08
Total: State Library of Queensland	14,224.00	25,193.00	0	(14,278.92)	25,138.08
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	(9,559.65)	8,991.35
NQNDMP Flood Study	60,255.00	0	0	(32,742.00)	27,513.00
NQNDMP Buddabadoo Road Drainage Upgrades	114,875.00	0	0	(59,550.00)	55,325.00
QDRF	4,689.61	0	0	0	4,689.61
REPA 2021	(50,622.00)	488,856.71	0	(1,038,999.45)	(600,764.74)
QRRRF 2020	(37,719.00)	6,804.16	0	(228,229.20)	(259,144.04)
REPA 2023	(71,634.00)	183,661.78	0	(393,528.54)	(281,500.76)
Total: Queensland Reconstruction Authority	30,547.61	687,170.65	0	(1,762,608.84)	(1,044,890.58)

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	(35,532.00)	(43,348.00)
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	(35,532.00)	(57,750.58)
Department of Infrastructure & Regional Dev					
Water Emergent Works 2023-24	0	0	0	9,964.15	9,964.15
Roads to Recovery	20,781.32	0	0	0	20,781.32
Total: Department of Infrastructure & Regional Dev	20,781.32	0	0	9,964.15	30,745.47
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	(25,455.00)	(10,000.00)
Service Enhancement	27,000.00	0	0	0	27,000.00
Yarrabah Seahawks (DATSIP)	0	15,000.00	0	0	15,000.00
Showcasing Yarrabah (DATSIP)	0	47,500.00	0	0	47,500.00
Yarrabah Leaders Forum	200,000.00	0	0	(71,048.32)	128,951.68
Social Reinvestment Project	31,500.17	0	0	0	31,500.17
Community Safety Plan	57,377.00	0	0	(13,184.00)	44,193.00
Total: Department of Aboriginal and Torres Strait Islander Partnerships	331,332.17	62,500.00	0	(109,687.32)	284,144.85
FNQROC					
Transport Network Plan	0	0	0	0	0
Total: FNQROC	0	0	0	0	0
Untied					
Untied	0	4,545.45	10,280,379.91	(10,619,486.84)	(334,561.48)
Total: Untied	0	4,545.45	10,280,379.91	(10,619,486.84)	(334,561.48)
Grand Total	6,566,121.80	7,075,280.85	10,578,509.99	(18,203,180.83)	6,016,731.81
				Negative Grants	-1,934,621.14
				Tied Grants	4,330,388.36

7.3 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 03.MFD_OM.20240430

Author: Richard Fitowski, 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 from 12 March February to 19 April 2024 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
	385	1 Awaiting upgrade 1 Vacant awaiting scope of works	387
Revenue - Year	Total rent charged for housing stock 01.07.23 – 31.03.2024	Year to Date Rent payments collected 01.07.23 to 31.03.2024	Year to Date rent arrears collected 01.07.23 to 31.03.2024
	\$2,015,237.90	\$1,619,200.27	\$164,562.05
Revenue - Month FEBRUARY	Monthly Rent Charged for housing stock	Monthly Rent Payments collected	Monthly Rental Arrears collected
	\$207,147.44	\$195,218.17	\$22,517.14
Arrears	Total Rent Arrears As at 29.02.2024	Total Rent Arrears (previous years) as at 28.02.2023	Variation from year to year
	Tenants - 232 Amount - \$2,473,697.70	Tenants - 216 Amount - \$2,058,040.94	Increase of \$415,656.76
Property Inspections	Year to date - complete	Monthly inspections Completed	Monthly Inspections Scheduled

	243	21	32
Engagement activities	Number of discussions with tenants regarding arrears/enquiries Month to Date	Number of discussions with tenants regarding arrears/enquiries FY2023 to Date	Waitlist Applicants
	208	2664	362 Applicants 2 New applicants 7 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
	0	331	0
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)
	0	0	Allowing appropriate response timeframes before Notice to Leaves are sent – As per Housing policy

- During the month of March the YASC housing team has continued with the approach of House visits for rental arrears. This has been successful with receiving \$10,587.87 in additional rental arrears repayments as per Chintaro records.

2. EARLY LEARNING CENTRE (DAYCARE)

The Early Learning Centre (ELC) is now open once again at 7:30am to cater for parents and children's needs in the community.

- We have our ELC photo's on the 23rd of April By Northpoint Photographers.
- On the 13th of June we're going to bring in your "Elders Day" at the center from 9:30am to 11:30am. The ELC will provide a light refreshment for all the Elders that join us in the morning to share stories, face painting and interact with the children. We believe it is important that we acknowledge and share all of our cultural experiences and grow together within the community. We will also organise two "Elders" from Regional Victoria to share a story with each of the rooms and present a couple of story books which the children can have fun with. A great learning and sharing morning for all who will participate in the event.
- The Guinea Pigs also survived their time alone for the Easter period and quite excited to receive fresh carrots and kibble on our return.

- The new fresh food menu is now becoming popular with the children. No processed foods, no package foods and low natural sugar diet. The behaviour has been notably changed with children being more settled and not as many high and lows throughout the day.
- With the rain now hopefully gone the staff visits to Smithfield Childcare Centre will recommence. Staff from the Yarrabah Centre will attend Smithfield Childcare Centre and will observe and interact with the children for a period of four hours to gain an insight to how a different Centre operates. This is an excellent training opportunity to broaden staff knowledge here within the centre. Ideas on promoting nutrition, health, hygiene and making children feel safe within the centre and the community.
- The monthly newsletter is becoming quite popular with the parents, they enjoy the bright colourful appearance as well as photos around the daycare. This is a great opportunity to connect closer to parents/carers and support the early learning development of their children as well as opening the line of communication between management and caregivers.

FINANCIAL MATTERS

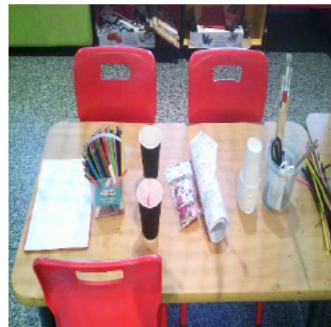
- All outstanding debts have now been forwarded to our Corporate service Director to be actioned.
- Active accounts that have had no payments made in line with the Council policy have had their accounts suspended until they enter into an acceptable payment plan with council.
- Currently the outstanding debit amount is a total of \$ 114748.56, **this** includes past and present children from the last 3 years that have not paid their fees. \$68422.30 is the amount for parents who are no longer at the daycare and \$46241.26 is the current amount owing with the parents still here.
- There is a demand of parents wanting to enrol their children into the nursery and at this stage there is a wait list. We are looking into possibly increasing staff into the rooms to cater for the demand.
- A grant sustainability payment of \$65,648.00 (ex GST) has now been released from Access and Inclusion of the Early Learning Programs, Department of Education.
- We will also receive a further \$5500 from Qld Inclusion Support for assistance with an autistic child.
- The Early Learning Centre has been earmarked for a community Foodcube site by the Health and Wellbeing of Queensland. This is quite exciting that the children will participate in growing vegetables and then providing the cook to use them in their daily meals. I think it's important for us to set an example for health and nutrition in early childhood education and gardening is a great learning experience, plus a lot of fun.
- Queensland First Nation Heath and Well Being (GIVIT) who the Early Learning Centre Manager has been dealing with, are organising new toilets and sinks (donated by large business) for the children to use. All we have to do is to get someone to install them. This adjustment will also enhance hygiene practices for the children by facilitating easier handwashing, while simultaneously contributing to the aesthetic appeal of the bathroom area. This is worth over \$10,000 which will be a donation. They are also donating several hundred toothbrushes and tooth paste for the children to use to improve dental care.

NUMBER OF CHILDREN IN ATTENDANCE ON AVERAGE DAILY

Nursery	8
Toddler	14
Kindy	6
Afterschool care	4
Suspended children	0
TOTAL	32

3. YARRABAH INDIGENOUS KNOWLEDGE CENTRE

FIRST 5 FOREVER



On March 13th, we hosted a successful promotional day for the First 5 Forever program. It featured numerous activities, story time sessions, and a delightful lunch.

School Bus Service

We are currently gathering the forms from parents & guardians for the use of the school bus. So far, there have been no issues with the children, and we have received positive feedback from the supervisor regarding their good behaviour.

Easter Activities

For the week of 25 March YIKC hosted a number of activities including basket making, colouring in, fun story time & movies.



First 5 forever	Bus service high school	Bus Service Primary School	<u>Door count</u>
53	487	673	237

This past month, we've seen many community members utilising the YIKC for various important tasks, including online shopping, work-related activities, research, document scanning, and reading. Additionally, we're excited to announce the arrival of a fresh batch of new books.

Venue Bookings

<u>YIKC Meeting Room</u>	<u>RTC ROOM 1</u>	<u>RTC ROOM 2</u>	<u>RTC ROOM 3</u>	<u>RTC ROOM 4</u>
14	9	35	35	35

4. YARRABAH ARTS AND CULTURAL PRECINCT

Number of patrons	Month to Date	Year to Date
	72	1460
Sales	Month to Date	Year to Date (from 1 July 2023)
	\$7,450	\$119,100

Program update and funding

- Successful in obtaining an additional \$180,000 from the BIA funding, which is additional funding on top of our main IVAIS funding. This is to be used over 3 years with \$60 000 being released each year over the 3 years.
- The IRADF grant application for project 'Cultural Maintenance –Menmuny Museum' has been successful. YACP Manager submitted an IRADF application for funding of \$50,000 to action the Menmuny Museum Significance Assessment report which was completed in January 2013. The application submitted also includes training on museum collections and casual employment. The Collection Officer role has been advertised and is now closed. Training will commence in April.
- YACP Manager has submitted a \$60,000 Australian Cultural Diplomacy Grants Program (ACDGP) which supports projects that promote Australia's creative sector and First Nations identity to deepen bilateral partnerships and strengthen reputation as a modern diverse nation internationally, objectives. YACP Manager has contacted JGM Gallery in London who already showcases Yarrabah Artist works, a new partnership developed 6 months ago. If successful the exhibition will be launched in February 2025.

Upcoming events, projects and art awards

- **UMI Arts Exhibition** launched on 8 March. Wayne Connolly works is on showcase, ends on 10 May.

you & me

a group members exhibition showcasing the
diversity of the arts, stories and culture
of Far North Queensland's First Nations

OFFICIAL OPENING TONIGHT

4/1 JENSEN ST MANOORA
DOORS OPEN 6PM
ALL WELCOME



- Auntie Philly and Auntie Michelle Yeatman's works were exhibited at the **Brisbane Parliament House** last week as part of the **CIAF 'We Are Still Here' exhibition**.
- **Belongings exhibition** at the National Museum Gallery in Canberra is currently on tour, we are in discussion on an idea they proposed to animate Yarrabah Artist artwork as an educational platform.
- Philomena Yeatman's application in the Ravenswood Women's art award was unsuccessful (winner receives \$35,000).
- Philomena Yeatman and Michelle Yeatman's applications for the Telstra NATSIAA application were unsuccessful – 3D category (winner receives \$100,000).
- Submitted **NIFA applications** for Christopher Harris – Textile Category and Philomena Yeatman Traditional Adornment category (winner receives \$5000).



- Michelle Yeatman has been asked to be part of the CIAF 15 Year celebration. CIAF have selected 15 artist across QLD to participate.
- Our artists displayed their artwork at the **Indigenous Fair Trade** event held at the Cairns Convention Centre on April 16th.
- Celebrating **World Art Day**, 15 April, with a special theme: 'A GARDEN OF EXPRESSION: Cultivating Community through Art.' The Yarrabah Arts & Cultural Precinct is blending traditional dance with canvas, featuring 'Buri Guman Irribamu' (One Fire) from Yarrabah



- Aunty Philomena has been busy creating her waterfall series with traditional Indigenous woven pandanus edging.



- Uncle Christopher Harris on the wheel, creating works for the upcoming Charcoal Exhibition.



Training

- Flying Arts visited the Art Centre on 1 March to discuss upcoming grants, programs and training.
- Webinar 18 March 2024 – Australian Tourism Industry Group:
 - Marketing strategies to reach and engage Australian travellers
 - Tips for crafting compelling email campaigns
 - Secrets to building a loyal customer base from Australia & abroad
 - Keeping clients engaged in the off-season
 - Incentivising bookings
 - Live Q&A session with our email marketing experts



5. COMMUNITY EVENTS

We are pleased to announce the addition of a new Community Services Officer to our team, who commenced their role on Monday, April 22nd, 2024.

During March we have organised and/ or assisted with the following events-

- Archbishop's visit to Yarrabah
- Local Government elections
- St. Alban's Easter Activities at Bishop Malcolm Park
- ANZAC Ceremony – collaborating with Uncle Greg Choikee and RSL Committee Members.

Upcoming events

- Food Cubes Project, the project is postponed. Currently in discussions with all agencies and stakeholders. Further updates will be provided as the project gets confirmed
- DP&C's & CSO had a meeting with the two Executive Officers - trustees Northern and Southern PBC to discuss planning for NAIDOC, a joint funding grant application was submitted to NIAA, currently waiting on an outcome to commence planning for the event.

YASC VENUE BOOKINGS

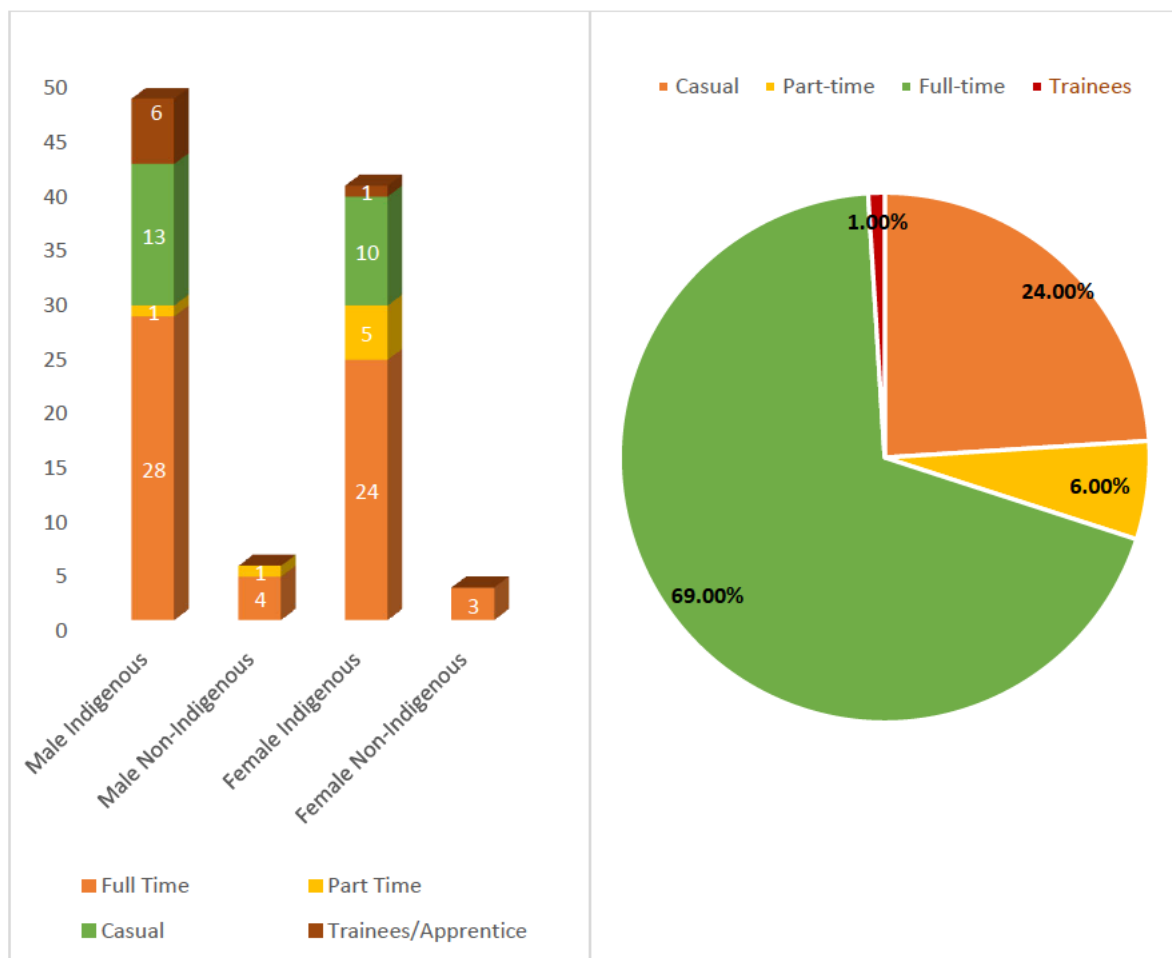
For the Month total:	
Community Hall Booking	8 Bookings
RTC Room	Booked Daily for Training
IKC Meeting Room	6 Booking
HR Training Room / meeting	15 Bookings

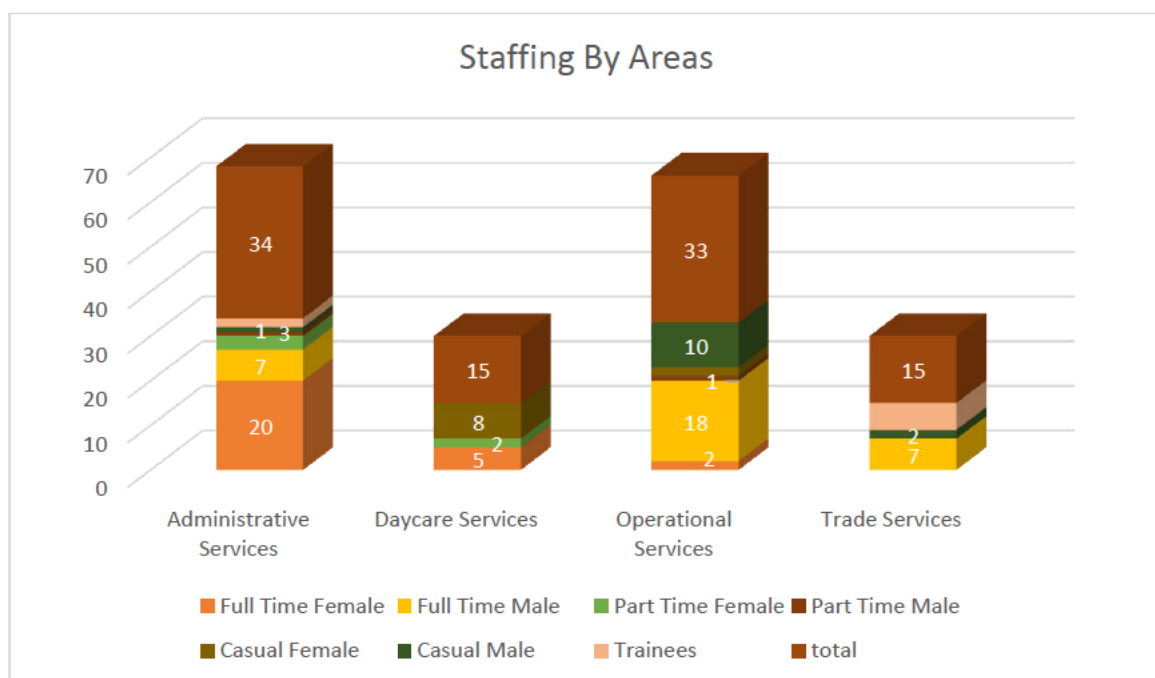
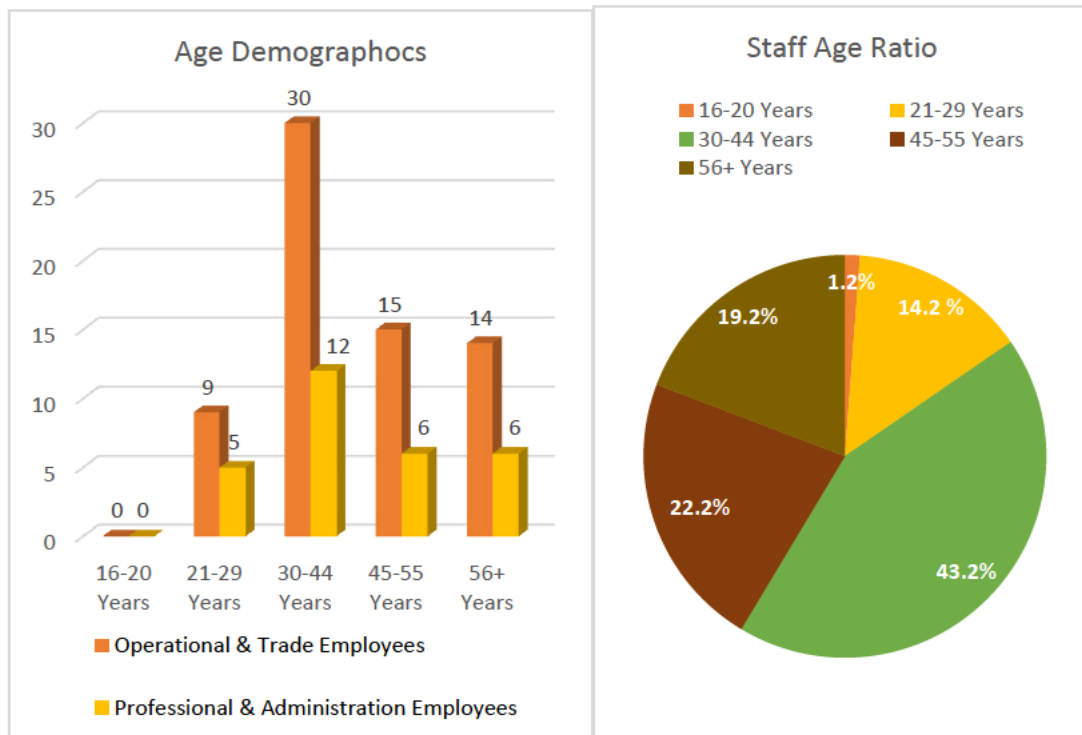
6. HUMAN RESOURCES

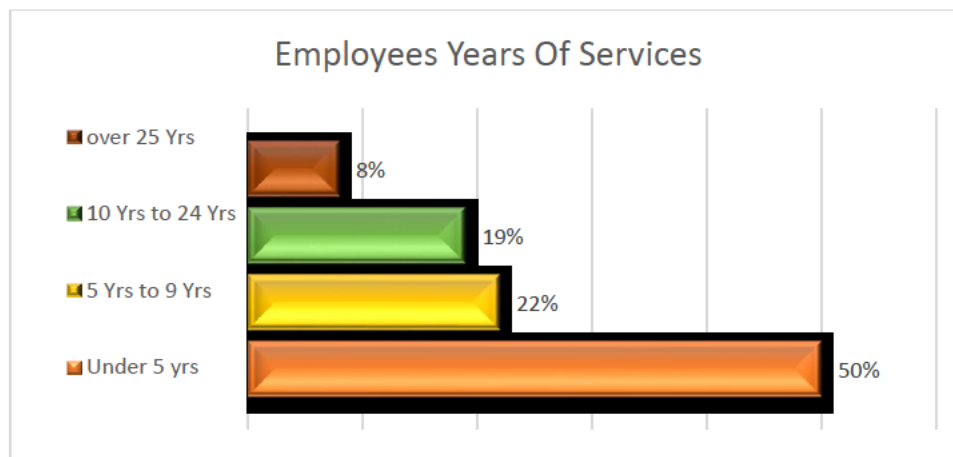
STAFFING:

Our current employment Ratios are as follows:-

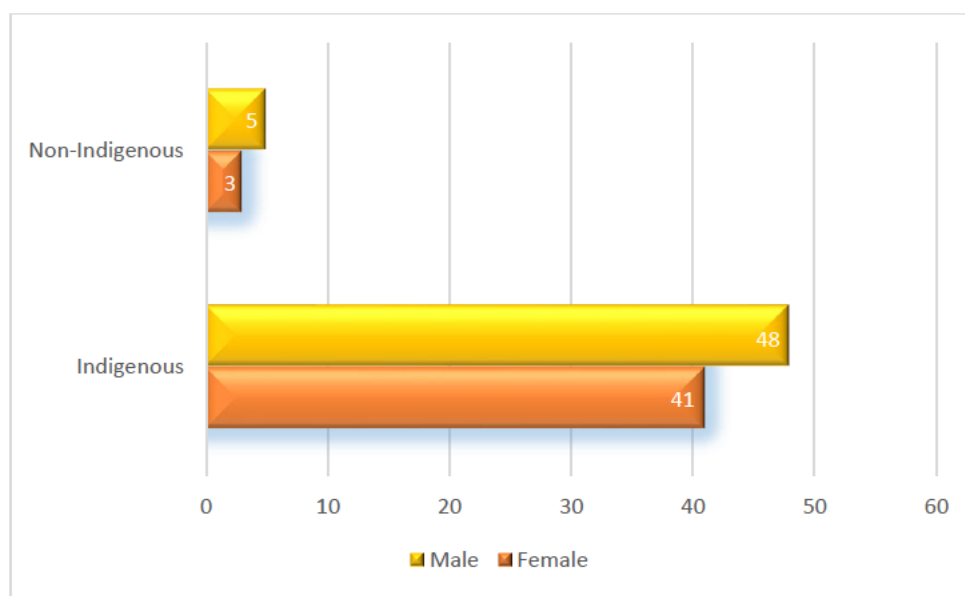
COUNCIL EMPLOYEES	MALE INDIGENOUS	MALE NON-INDIGENOUS	FEMALE INDIGENOUS	FEMALE NON-INDIGENOUS	TOTAL
Full Time	28	4	24	3	59
Part Time	1	1	5	0	7
Casual	13	0	10	0	23
Trainees/Apprentice – Wugu Participants	6	0	2	0	8
TOTAL	48	5	41	3	97







Graph for indigenous / non indigenous employees



RESIGNATIONS / TERMINATIONS

- Early Learning Centre Cook
- Community Services Officer

RECRUITING:

- Child Services Worker, Casual Pool
- Community Services Officer
- Animal Management Officer
- Environmental Health Officer
- Housing Officer
- Project Officer, Menmyny Museum

TRAINING

We are currently undertaking a comprehensive review to plan our training initiatives for the upcoming financial year.

7. WORKPLACE HEALTH AND SAFETY AND SECURITY

TEST AND TAGGING

- Test & Tagging of YASC buildings at RTC, Library, Main Administration, Works Department, Daycare, Museum and Arts Centre are all done.

RESIDUAL CURRENT DEVICES

- Current **RCDs** (Residual Current Device) in all switch boards at these location have all been tested and are compliant. WHSO and Building Services Manager are in discussion with the electrical contractor to finalise testing in all other council buildings. This process is part of our WHS compliance.
- Council New Administration Building switch board room will need repairs as we have found excessive condensation that can cause damage to both Master Switch board and the Sub board. This is being addressed urgently to prevent damage to the equipment.

SAFETY INDUCTIONS

- YASC Safety Inductions have been carried out by WHSO. All council employees, works and administration departments, have completed their refresher induction. Our external contractors will also complete their induction. It is being delivered in stages to accommodate their availability. To comply with the current legislative requirements that Safety Inductions will be delivered every two years.

WORKPLACE HEALTH AND SAFETY AUDIT

- **WHS Audit** is due towards the end of this calendar year. We are currently reviewing our Safety policies and procedures to ensure we are compliant and ready for this Audit.
 - YASC Workplace Health and Safety Management Plan 2023- 2025 sets out how YASC will achieve the goal of '**Everyone Home Safe and Well Today**' by choosing to work inside the 'Safety Circle'.
 - Objective 1. Workplace Health and Safety Management System is suitable and Effective.
 - Objective 2. Employees are given adequate training to safety tasks required as part of their role.
 - Objective 3. Improve compliance with asbestos management in line with YASC WHSM System.
 - Objective 4. Reinvigorate coaching diamond interactions.
 - P&C Director, HR and WHSO are also working on Council Work Health & Safety Management System, which is a part of this audit.
 - WHSO and Building Services Manager are completing our asbestos audit. This requires testing over 40 council buildings (built before 2003). Once completed this data will be used to develop Asbestos Register and Asbestos management Plan.

TRAINING

Training needs analysis is ongoing and the HR department is in discussion with all the other directorates about their staff current and future training requirements. Training courses coming up are First Aid, Swimming Life Saving Bronze Medallion, and Traffic Controllers.

SAFETY COMMITTEE

The WHS Safety committee meets on a regular basis, the last meeting was held on the 20/03/24. Committee ensures Council operations are conducted in a safe manner, complying with all relevant policies and procedures.

INCIDENTS

Since the last Report there has been one Incident. A council employee hurt his back and was off work because of the injury, compensation was approved by LGW.

DRUG AND ALCOHOL TESTING

Random drug and alcohol testing of both staff and contractors has been conducted this month, with no reported cases.

OTHER SAFETY UPDATES

All footpaths around the main admin building have been cleaned with a water pressure cleaner to address the slippery surface problem. We also are planning to complete this cleaning around the RTC complex in a near future.

SECURITY

Security team are constantly patrolling all YASC Buildings and property making sure there is no break ins or damage to Council property. Security team have been instructed to also focus on the Smith Street and monitor the new houses currently being built.

ATTACHMENTS

Nil

RECOMMENDATION

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

7.4 BUILDING SERVICES - OPERATIONAL REPORT

File Number: 04.MFD_OM.20240430

Author: Wayne Douglas, Director Building Services

PURPOSE OF THE REPORT

To report to Council the status/activities of Building Services areas for the months of March/April 2024.

FOCUS AREAS

- Asset control over the Healthy Housing Round 1 program with the aim to be complete by 30/06/2024 – Planning works are progressing well with all completed works now identified and closure of these work orders is in progress. Uncompleted works are now mostly identified (98% - 1 property yet to be inspected) and measures are currently being put in place to have these completed by the due date.
- Reduce numbers of aged unplanned maintenance job cards – Ultimate goal is to achieve nothing over 90 days. Changes in the way the department operates are being implemented which will ultimately aid in reaching this goal and maintaining a more manageable workload for staff.
- Complete as much planned works (Upgrades) as possible to reduce carry forwards into the coming financial year. By increasing our performance in this area Yarrabah community will benefit by increases to the future upgrade programs identified by the Department of Housing.
- Delivering improvements to communication levels between the Yarrabah community and the Building Services Department with aim to increase the community's confidence in the service we provide.
- Delivering improvements to communication levels between all contractors and the Building Services Department.
- Start Implementing processes to improve the working conditions for staff and reducing the stress levels within the department.
- Promote a team environment where everyone feels important and willing to help others.
- Staff skills need to be improved we are identifying these areas for training
- We have started office training for Wesley Gray with the ultimate aim of having Wesley progress his career into a supervisory role within the Building Services Department.
- Further changes to the structure of the department will be looked at in order to improve the productivity and service levels delivered to the Yarrabah community.

QBUILD

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.

	Unplanned Maintenance		Healthy Housing Program	
Days	9 th February 2024	24 th April 2024	9 th February 2024	24 th April 2024
+ 365	16	5	165	143
181 - 365	85	143	61	45
121 - 180	106	128	17	1
91 - 120	104	64	3	29
61 - 90	94	64	NIL	*25
30 - 60	133	187	NIL	*7
< 30	282	272	*62	*55
TOTAL	820	863	308	305

Healthy Housing Program – Stage 1 (Due to be finalised June – extended to October 2023)

* Healthy Housing Program – Stage 2 (Commenced January 2024)

NAHA UPGRADES & MAINTENANCES

2022-2023 Planned Projects		
PRE-PAINT & PAINT WORKS		
<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
All works completed		

REFURBISHMENTS		
Refurbishment – 11/9 Gribble St	10%	QBuild Procurement
Refurbishment – 38 Sawmill Rd	10%	QBuild Procurement – on hold
Refurbishment – 10 Sawmill Rd	40%	WIP – PFD 31/05/2024
Refurbishment – 67 Workshop St	10%	QBuild Procurement
Refurbishment – 9/9 Gribble St	5%	Change to scope of works - QBuild
Refurbishment – 16 Ambrym St	10%	QBuild Procurement – awaiting change of scope

VACANT HOUSING		
9/15 Workshop Road	90%	To be completed within 2 weeks
8/15 Workshop Road	90%	To be completed within 2 weeks

PRE-PAINT & PAINT WORKS		
All works completed		

KITCHEN UPGRADES		
Kitchen, CLI 4 Dabah Cl,	30%	WIP – Purchase Order issued to contractor. Kitchen under manufacture
Kitchen, CLI 21 Sawmill Rd,	30%	WIP – Purchase Order issued to contractor. Kitchen under manufacture
Kitchen, CLI 23 Sawmill Rd,	100%	Works fully complete
Kitchen, CLI 58 Stanley St,	30%	WIP – Purchase Order issued to contractor. Kitchen under manufacture
Kitchen, CLI 62 Stanley St,	30%	WIP – Purchase Order issued to contractor. Kitchen under manufacture
Kitchen, CLI 76 Workshop Rd,	30%	WIP – Purchase Order issued to contractor. Kitchen under manufacture
Kitchen, CLI 49 Back Beach Rd,	95%	WIP – Works to be completed by end of April

FLOOR COVERING		
Floor Covering, CLI 20 Workshop Rd,	5%	Not yet sent to Council for tendering
Floor Coverings, CLI 21 Sawmill Rd,	5%	Not yet sent to Council for tendering
Floor Coverings, CLI 62 Stanley St,	5%	Not yet sent to Council for tendering
Floor Coverings, CLI 43 Workshop Rd,	5%	Not yet sent to Council for tendering
Floor Coverings, CLI 1020 Back Beach Rd,	5%	Not yet sent to Council for tendering
Floor Coverings, CLI 152 Range Rd,	5%	Not yet sent to Council for tendering

FENCING		
Fencing, CLI 16 Workshop Rd	5%	Not yet sent to Council for tendering

BATHROOM UPGRADES		
Bathroom, CLI 20 Workshop Rd,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 58 Stanley St,	0%	Cancelled. Works completed under OT brief
Bathroom, CLI 47 Workshop Rd,	10%	QBuild Procurement
Bathroom, CLI 57 Workshop Rd,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 59 Workshop Rd,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 82 Workshop Rd,	10%	QBuild Procurement
Bathroom, CLI 119A Back Beach Rd,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 4 Major Cl,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 8 Ambrym St,	20%	WIP – Purchase Order issued to contractor
Bathroom, CLI 152 Range Rd,	20%	WIP – Purchase Order issued to contractor

LAUNDRY UPGRADES		
Laundry, CLI 4 Major Cl,	10%	WIP – Purchase Order to be issued to contractor

REFURBISHMENTS		
Refurbishments, CLI 70 Workshop Rd		
Refurbishments, CLI 8 Sawmill Rd	10%	QBuild Procurement
Refurbishments, CLI 3 Beach Rd	10%	QBuild Procurement

COLA		
Cola, CLI 147 Pine Crescent	98%	Completion within the week

CURRENT WORKS IN PLANNING AND IN WORKS

RSL HALL

- We are looking to have some improvement works in place under a grant scheme which is currently being worked on. Works have been identified and a builder's quote has been received.

PLACE OF REFUGE (PCYC)

- We are ready to start the external works to rectify the stormwater issues which have damaged the internal offices. PCYC are planning the internal upgrades including changes to the office layout and internal electrical upgrades. The power pole to the grounds has been detected by Ergon Energy with a generous timeframe given to rectify. A quote from a contractor is currently being worked on.

DAY CARE CENTRE

- A solution to the stormwater problems to the grounds has been identified and this has progressed to contractors for pricing.

WORKS FOR QUEENSLAND 4**A) Project: Community Hall****Progress Update:**

- Work in progress (WIP) – Car Park lighting improvements, it was identified during repair works, the southern Car Park lights are non-functional and have no power supply. Electrical works are being undertaken to reinstate power supply and replace the car park lights. These works are expected to be finalised early May 24
- Work in progress (WIP) – Construction to create additional space inside Community Hall
 - Construction is currently underway to expand the interior space of the Community Hall, addressing the community's need for more versatile and accommodating facilities.
 - Works will recommence week of 29/04/24
- **Program:**
 - Community related events have resulted in delays to the project therefore these works are now expected to be finalised by June 2024

B) Project: Works Department Sheds**Progress Update:**

- Work in progress (WIP) – ‘Old plumbers shed’ dismantling / demolition
 - Safely dismantle the ‘old plumbers shed’ and dispose - complete
 - Works include construction of a covered awning over the existing generator - complete
 - Council crew have been working on assembly of steel posts and beams for new roof over generator - complete
 - Electrical switchboard shutdown and reinstatement - complete
 - Roofing for new generator cover commencing - complete

- Custom flashing ordered for new roof to be installed May 24



- Work in progress (WIP) – Works and Infrastructure crew sheds
 - Planning / programming - complete
 - Shed kits procurement - complete
 - Shed 1: Earthworks, Slab and footings - complete
 - Shed 2: Earthworks earthworks complete
 - Approx. 700t imported
 - Overall completion June 2024
 - Some delays caused due to inclement weather
 - Delays for delivery of quarry materials



- Work in progress (WIP) – Machinery Storage Shed
 - Earthworks - complete
 - Anticipate commencement of Machinery Storage shed June 2024



- Work in progress (WIP) – Hygiene Shed building
 - Refurbishment – nearing completion
 - Internal repaint, flooring and benches to be installed
 - Anticipate completion by May 2024

C) Project: Jilara Oval

Progress Update:

- Complete - Dressing sheds
 - Retiling of home teams dressing shed showers and repair damaged plumbing fixtures - complete

D) Project: Council Chambers Stormwater

Progress Update:

- Designs complete
- RFQ issued November 2023
 - Approx. \$200k to complete works
- YASC to consider and confirm funding options prior to commencement
- Nil progress due to budgetary constraints
- Potential funding stream identified and funding submission lodged

E) Project: Cemetery Fencing

Progress Update:

- CEO confirmed design for Cemetery fencing project
- PO issued for materials required to complete including vehicle/machinery access gates and pedestrian gates
- Set-out completed including a site visit with Vince Schrieber
- YASC can self-deliver this Project. Anticipate commencement March 24
- Procurement – complete
- Augur post holes and commence onsite May 24

Project 81907 – New Construction

A) Project: 32 Workshop Road

Progress Update:

- Completed works
 - Earthworks
 - Concrete foundation and slab
 - External and internal blockwork
 - Truss install and Roofing
 - Patio ceilings
 - Electrical and plumbing rough in
 - Initial Paint
 - Windows
 - Internal ceilings
 - Stormwater
 - Kitchen and cabinets
 - Flooring
 - Fix out
 - Electrical and plumbing fix out
- Works in Progress
 - Painting / final touch ups WIP
 - Landscaping / turfing
 - Electrical connection (with ERGON)
 - Anticipate May connection due to ERGON capacity issues

B) 4 Dabah Road**Progress Update:**

- Completed works
 - Initial earthworks
 - Concrete foundation and slab
 - External and internal blockwork
 - Truss install
 - Initial Paint
 - Windows
 - Trusses and roofing
 - Cabinets
 - Stormwater
 - Fix out

- Electrical and plumbing fix out
- Works in Progress
 - Flooring
 - Final paint
 - Landscaping / turfing

C) 19 Smith Street

Progress Update:

- Completed works
 - Initial earthworks
 - Concrete foundation and slab
 - External and internal blockwork
 - Truss install
 - Initial Paint
 - Windows
 - Trusses and roofing
 - Stormwater
 - Fix out
- Works in Progress
 - Kitchen and cabinets
 - Flooring scheduled May 24
 - Electrical and plumbing fix out
 - Final paint
 - Landscaping / turfing



D) 14 Smith Street

Progress Update:

- Completed works
 - Initial earthworks
 - Concrete foundation and slab
 - External and internal blockwork
 - Truss install
- Works in Progress
 - Roofing
 - Ceiling battens



- Soffits
- Window measure up
- Stormwater

E) 7 Beach Street

Progress Update:

- Completed works
 - Engineering and design
 - Building Approval
 - Development approval (QBuild)
- Works in Progress
 - RFQ's received by Council and assessments underway
 - Anticipate commencement onsite May 24

F) 64 Gribble Street

Progress Update:

- Completed works
 - Engineering and design
 - Building Approval
 - Development approval (QBuild)
- Works in Progress
 - RFQ's received by Council and assessments underway
 - Anticipate commencement onsite May 24

.

ATTACHMENTS

Nil

RECOMMENDATION

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

7.5 INFRASTRUCTURE - OPERATIONAL REPORT

File Number: 05.MFD_OM.20240430

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

To report to Council the status/activities of Infrastructure Department areas for the month March 2024 up to 8 April 2024.

OPERATIONAL UPDATE

This report covers performance up to and including the 08 April 2024. Items contained below reflect actions and tasks performed to progress the projects in-line with funding agreements and project plans.

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

NOTE:

YASC Infrastructure Department continuing routine preventative maintenance plan. Various staff involved in QRA Emergent works post TC Jasper.

4 of 6 Trainees have completed 80% of their Cert III civil construction training course, 2 trainees are 25% completed

INFRASTRUCTURE AREA -GENERALS

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Roads	Routine and Reactive Maintenance Plan	Road and Road Reserve Maintenance Drains and easements. Continuing emergent works under QRA Attended FNQROC RRTG on the 15/03/24 – Regarding ATSI Annual allocation and Regional Reseal project delivery.
Waste Management	Routine Waste Management Plan	Continuing current waste management strategy. Rubbish collection and waste management at the tip Containers Shed currently in operation. Enhance Waste Management project: Awaiting on department to execute deeds to purchase plant and equipment including waste facility management.
Mechanics	Routine Maintenance Plan	General fleet management 2 fleet in workshop for repairs awaiting parts. 2 ride on required repairs

Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community W4D – Continuing YASC facility maintenance.
<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Animal Control	Routine preventative Action Plan	10 dogs collected & unclaimed 10 dogs treated for fleas/ticks and worms VET program scheduled for April Participating in Healthy housing program.
Environmental Health	Routine preventative Action Plan	Public amenities facility maintenance 4 Healthy housing inspection Pest management treatment in progress Conduct pest management at the RTC Building and surrounds IWO to be raised for pest management throughout all YASC facilities including Water and Waste water facility.
ESO	Water Routine and Reactive Maintenance Plan Sewerage Routine and reactive Maintenance Plan	Routine maintenance as per DWQMP Water Quality monitoring Hydraulic repairs to main breaks etc Ongoing sewerage pump station maintenance manually pumping and monitoring. Minor upgrades to pumps and critical spares required.
Aquatic centre	Routine Maintenance Plan,	Pool operator position filled internally for 3 months, carrying out pool maintenance until bronze medallion course completed before opening to public.

CAPITALSRoad recovery projects

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
QRA	Emergent works TC Jasper 2023	Pavement repairs, Drainage works and Debris clean up	<u>WIP</u> <u>EOT approved for June 30</u>
ATSI TIDS	ANNUAL ALLOCATION Reseal project	FGF scheduled to commence Mid May	<u>50%</u>
ATSI TIDS	ANNUAL ALLOCATION Reconstruction project	PNQ scheduled to commence Mid May	<u>50%</u>
ATSI TIDS	Range Road, Nursery Road Intersection Upgrade	Contract awarded. Scheduled to start mid-March	<u>15%</u>
REPA	Buddabadoo Betterment	- Community stormwater improvements including Buddabadoo Road, Works to continue upon completion of Buddabadoo Bridge - Note: EOT/Change of scope submitted as priorities have changed since the grant approval. Requesting approval to extend on round-a-bout works	<u>40%</u>
REPA	Buddabadoo Landslide	WIP Weather Impacting site access WIP	<u>80%</u>

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

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
1.09	Water treatment upgrade	80%	Project scope changed to Business case (Water security)
1.05	Water and Sewer combined SCADA upgrade ICCIP 1.05 -	5%	Project prepared for council.
1.13	Bores Security (Fencing)	5%	RFQ to be submitted
1.15	Replace reservoir roof	10%	Contract awarded, construction program to be submitted
2.12	STP short term upgrade		Project scope change due to other funding source
1.16	Generator for Bore 6	5%	RFQ submitted
2.14	SPS 2 Upgrade (pump replacement)	5%	RFQ submitted
2.15	Fencing to Sewerage Pump Stations	5%	RFQ to be submitted
1.11	Digital water metering		Variation to be submitted for scope change to install flow meters through reticulation system
1.22	Generator to Pump Station 6&7		New project request submitted
2.16	Install New Fencing to Sewerage Treatment Plant		New project request submitted

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 pending outcome of Water business case.

Reef Guardian Council Grant - CAPITAL WORKS

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
ALCRAP000060	Reef action plan – STP de-sludge & upgrade electrical switchboard		RFQ submitted for project management
ALCRAP000012	Reef action plan – STP Upgrade – Surface Aerators		RFQ submitted for project management
ALCRAP000011	Reef action plan – Above Ground Fuel Tanks		RFQ submitted for project management

ATTACHMENTS

Nil

RECOMMENDATION

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

7.6 APPOINTMENT TO AUDIT COMMITTEE

File Number: 06.MFD_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To inform Council of requirement for appointments for positions to be filled on the Audit Committee.

To seek appointment of Councillors to this position.

BACKGROUND

As a result of the quadrennial local elections conducted on 16 March 2024, the positions of Councillors on the Audit Committee have been vacated. The next scheduled appointment for the meeting of this Committee is Thursday 23 May 2024.

COMMENT

Council should consider debating the appointment of two Councillors to take up these roles. Determination of these positions at this meeting will provide sufficient time for the Director – Corporate Services to brief the appointed Councillors as to the functions of this committee.

POLICY/FUNDING CONSIDERATIONS

Audit Committee Charter.

RISK

Non compliance with Local Government Act 2009.

CONSULTATION

Councillors to consult and resolve.

ATTACHMENTS

Nil

RECOMMENDATION

That Council resolve to appoint two Councillors to the vacated positions on Audit Committee, effective 30 April 2024.

7.7 AWARD KERBSIDE COLLECTION TO JJ'S WASTE AND RECYCLING

File Number: 07.MFD_OM.20240430

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

To seek Council endorsement to award Kerbside Collection in Yarrabah to JJ's Waste and Recycling for the sum of \$346,615.36 (Ex GST) per year noting annual CPI increases.

BACKGROUND

The contract for kerbside rubbish collection was up for renewal. Accordingly, a tender was issued through the Vendor Panel system, resulting in the receipt of two tenders.

A review of these tenders (attached) was conducted and recommendation provided to the CEO. The awarding of this contract exceeds the CEO's financial delegation and the matter is referred to Council for consideration.

ATTACHMENTS

1. Request Summary Report
2. Tender Review Report
3. Cleanaway RFQ
4. JJ's Waste and Recycling RFQ

RECOMMENDATION

That Council resolve to award the Kerbside Collection for the sum of \$346,615.36 (Ex GST) per year.



Yarrabah Aboriginal Shire Council

Request for :

RFQ - Kerbside Collection in Yarrabah ASC

Request type : Public Tender

VP reference Number : VP403677

Opens 05/Mar/2024 : Closes 28/Mar/2024 05:00 PM E. Australia Standard Time

Cut-off date for supplier queries : Saturday 23 March 2024 05:00 PM E. Australia Standard Time

This Request is not finalized.

2 Supplier responses as of the 09/Apr/2024 03:09 PM

Request created by:

Michael Geoghegan (mgeoghegan@yarrabah.qld.gov.au)

You have attached 1 document to this Request. You can find it in this zip file under '/RequestDocs/'

[Yarrabah Aboriginal Shire Council - VendorPanel](#)

Details of the Request

RFQ - Kerbside Collection in Yarrabah ASC

Estimated Value	\$100,000 to 150,000 (hidden from suppliers)
Budgeted Value	Unknown

Buyer Details

Business:	Yarrabah Aboriginal Shire Council												
Location:	56 Sawmill Rd Yarrabah, Queensland 4871 Australia												
Web Site:	https://www.yarrabah.qld.gov.au/												
Business Overview:	The Aboriginal Shire of Yarrabah is a special local government area in Far North Queensland, Queensland, Australia, east and southeast of Cairns on Cape Grafton. It is managed under a Deed of Grant in Trust under the Local Government (Community Government Areas) Act 2004.												
Contact:	<table> <tr> <td><i>Contact Name:</i></td><td>Michael Geoghegan</td></tr> <tr> <td><i>Position:</i></td><td>Project Manager</td></tr> <tr> <td><i>Main Phone:</i></td><td>07 4056 9120</td></tr> <tr> <td><i>Mobile Phone:</i></td><td>None Provided</td></tr> <tr> <td><i>Email:</i></td><td>mgeoghegan@yarrabah.qld.gov.au</td></tr> <tr> <td><i>Local Group:</i></td><td>Contractors</td></tr> </table>	<i>Contact Name:</i>	Michael Geoghegan	<i>Position:</i>	Project Manager	<i>Main Phone:</i>	07 4056 9120	<i>Mobile Phone:</i>	None Provided	<i>Email:</i>	mgeoghegan@yarrabah.qld.gov.au	<i>Local Group:</i>	Contractors
<i>Contact Name:</i>	Michael Geoghegan												
<i>Position:</i>	Project Manager												
<i>Main Phone:</i>	07 4056 9120												
<i>Mobile Phone:</i>	None Provided												
<i>Email:</i>	mgeoghegan@yarrabah.qld.gov.au												
<i>Local Group:</i>	Contractors												

Dates:

Can be responded between:	05/Mar/2024 and 28/Mar/2024 05:00 PM E. Australia Standard Time
Supplier query cut-off:	Saturday 23 March 2024 05:00 PM (E. Australia Standard Time)
Decision Date:	25/Apr/2024

What's required

Yarrabah Aboriginal Shire Council is posting an RFQ for Kerbside Waste Collection on a 24 month contract;

- Kerbside collection of mixed general waste
- Twice per week
- 52 weeks per year
- Based on previous estimates maximum 12 tonnes per week disposed
- Total kerbside bins to collect is approx 680 bins
- Includes collection within Yarrabah and servicing homes up to 10km along Back Beach Road and 7km along Wungu Road

Please provide a quote for collection and a tonnage rate for disposal (outside of Yarrabah) based on the approximate values above.

Background information / Compatibility requirements

To ensure suppliers provide accurate quotes, YASC will be available to run through the collection route. Please request an appointment via Samuel Bann (YASC - Director of Infrastructure) on 0413 098 632.

Questions asked by the buyer

1. [Required] - Please provide your kerbside collection rate (day rate).
2. [Required] - Please provide your disposal rate for mixed general waste (tonnage rate)

The following supplier lists were selected

1. Waste Management & Landfill Type: Public

The following categories were selected**- Waste Management & Landfill**

1. Waste Collection & Disposal

Regions of service locations**- Queensland**

1. Far North

All Regions of Service locations are within Australia.

Information requested by others

None...

Updates made to this Request

None...

Response from:

Response ID: VPR701574

Created Date: Thursday 28 March 2024 09:24 AM

Posted Date: Thursday 28 March 2024 09:28 AM

Response reference: None provided

Response via: Waste Management & Landfill

Business: Cleanaway Industrial Solutions Pty Ltd

ABN 57099813546

Location: level 4 / 441 St Kilda Rd
Melbourne, Victoria 3004
Australia



Contact: *Contact Name:* Tenders Team
Position: Bid and Tender Business Partner
Main Phone: 0383975100
Mobile Phone: None Provided
Email: tenders@cleanaway.com.au

Web Site: <https://www.cleanaway.com.au>

Description: Our philosophy is that all waste is a resource. Our aim is to incorporate resource recovery, recycling and reuse in all our operations through tailored solutions that integrate with our customer's existing business processes and requirements.
A publicly listed ASX100 company with net revenue in FY19 of \$2.2 billion, Cleanaway continues to achieve outstanding growth through both organic expansion and strategic acquisition. As an Australian company with deep roots back to the 1870's, we're now Australia's leading total waste management, industrial and environmental services company, providing over 300 products and services nationally, from more than 260 sites.
The acquisition of companies such as Toxfree and Daniels' Health makes Cleanaway the industry leader in all aspects of total waste management and industrial services. We now offer comprehensive total waste management solutions that will help you meet the triple bottom line of sustainability - economic, environmental and social. With a fleet of over 4,500 and our professionally trained and service-oriented workforce totaling more than 6,000+ employees, Cleanaway is proud to support customers and communities across Australia.
Everything we've done to grow so far has been to enable us to better service our customers, including
- building Australia's first purpose-built hydrogenation plant for waste oil
- the southern hemisphere's most advanced Material Recovery Facility
- turning organic waste into beneficial soil conditioners
- recovering precious resources from e-waste through BluBox technology
- specialists in industrial services

Docs attached by the list admin to this supplier: None...

Compliance Details:

Modern Slavery Statement Statement submitted

Selection Status:

Your decision Undecided

Your personal notes:

None added

Your attachments to this response

None provided

Suppliers response:

Please see attached.

Your criteria/questions

Q1 - [Required]: Please provide your kerbside collection rate (day rate).

please see rate in attached document.

Q2 - [Required]: Please provide your disposal rate for mixed general waste (tonnage rate)

please see rate in attached document.

Supplier provided pricing

Price EXCLUDING Tax:	None provided
Tax component:	None provided
TOTAL PRICE:	None provided.
Comments:	Not provided.

Invoicing Details

If successful, the supplier will invoice with the following details

Business Name:	Cleanaway Industrial Solutions Pty Ltd
Business Number:	57 099 813 546 (ABN)

Suppliers Attachments

The supplier has attached 1 document to this response. You can find it in this zip file under
'/Responses/Cleanaway_Industrial_Solutions_Pty_Ltd/VPR701574/Response Docs/'

Response from:

Response ID: VPR701674

Created Date: Thursday 28 March 2024 11:35 AM

Posted Date: Thursday 28 March 2024 11:39 AM

Response reference: None provided

Response via: Waste Management & Landfill

Business: **JJ's Waste & Recycling**
Validated Business Name: J.J. RICHARDS & SONS PTY LTD

ACN **000805425**

Location: 3 Grant St
Cleveland, Queensland 4163
Australia

Contact: *Contact Name:* JJ's Waste Tendering Department
Position: Tendering
Main Phone: 0734889600
Mobile Phone: None Provided
Email: tendering@jjswaste.com.au

Web Site: <http://www.jjswaste.com.au>

Description: JJ's Waste is the largest, privately owned waste management Company in Australia and has over 90 years of experience in the waste management industry. The Company employs over 2,700 people and currently services 56 local Councils and over 140,000 commercial customers throughout Australia and in New Zealand.

Docs attached by the list admin to this supplier: None...

Compliance Details:



Selection Status:

Your decision Undecided

Your personal notes:

None added

Your attachments to this response

None provided

Suppliers response:

Please refer to JJ's Waste & Recycling RFQ response attached

Your criteria/questions

Q1 - [Required]: Please provide your kerbside collection rate (day rate).

Please refer to the attached Pricing Schedule

Q2 - [Required]: Please provide your disposal rate for mixed general waste (tonnage rate)

Please refer to the attached Pricing Schedule

Supplier provided pricing

Price EXCLUDING Tax:	None provided
Tax component:	None provided
TOTAL PRICE:	None provided.
Comments:	Please refer to attached Pricing Schedule and Pricing Summary

Invoicing Details

If successful, the supplier will invoice with the following details

Business Name:	JJ's Waste & Recycling
Business Number:	000 805 425 (ACN)

Suppliers Attachments

The supplier has attached 1 document to this response. You can find it in this zip file under
'/Responses/JJs_Waste_&_Recycling/VP701674/Response Docs/'



TENDER REVIEW REPORT

Kerbside Collection in Yarrabah ASC

VendorPanel Reference # VP403677

Date: 9th of April 2024

**Scope of Request for Tender**

Yarrabah Aboriginal Shire Council (YASC) advertised VP403677 from suitably qualified and experienced contractors to provide prices for Kerbside Collection.

The Tender was advertised using VendorPanel, Reference Number VP395229

Tender Opening Date: 05th of March 2024

Tender Closing Date: 28th of March 2024

Tenders Received

Statistics

- Supplier lists chosen
 - Waste Management & Landfill
 - Waste Collection & Disposal

Compliant responses received by;

1. Cleanaway Industrial Solutions Pty Ltd
2. JJ's Waste & Recycling

Tender Review Team

Tuesday 9th of April 2024 an Evaluation was undertaken by the following parties;

- Director of Infrastructure
- Consulting Project Manager

Summary of Tender Response***Cleanaway Industrial Solutions Pty Ltd***

Day rate - \$1,858.50 excl GST per day

Disposal rate - \$273.58 excl GST per tonne

Estimated 6tons per day

= \$273.58 x 6 = \$1,641.48 (tonnage disposal) + \$1,858.50 (day rate) = \$3,499.98 excl gst

= \$363,997.92 per year excl GST

JJ's Waste and Recycling

Day rate - \$1,497.00 excl GST per day

Disposal rate - \$303.64 excl GST per tonne

Estimated 6tons per day

= \$303.64 x 6 = \$1,821.84 (tonnage disposal) + \$1,497.00 (day rate) = \$3,332.84 excl gst

= \$346,615.36 per year excl GST

**Recommendation to CEO**

Following this evaluation and WFQ Program review, it is recommended Council proceed as follows;

- Council award the Kerbside Collection package to JJ's Waste and Recycling noting increases each year with CPI

Should Council have any questions or queries relating to the RFQ responses or RFQ Summary, please do not hesitate to contact any or all members from the Tender Team.

Regards,
Samuel Bann
Director of Infrastructure



Yarrabah Aboriginal Shire Council

RFQ – Kerbside Collections



Tender Details: VP403677

Date: 28 March 2024





ACKNOWLEDGEMENT OF COUNTRY

Cleanaway acknowledges the Traditional Owners of the land on which we operate and in the communities in which we exist.

We pay our respect to all Aboriginal and Torres Strait Islander peoples. We are proud to pay our respect to Elders past, present and future for they hold the traditions and the culture, and together we hold the hopes of a truly reconciliated Australia.

Executive Summary

Cleanaway appreciates the opportunity and is pleased to submit this Request for Quotation for Yarrabah Aboriginal Shire Council for your consideration.

At Cleanaway, we aim to work together in partnership with Aboriginal and Torres Strait Islander peoples; to build respect and understanding of Aboriginal and Torres Strait Islander peoples' culture, and to create sustainable opportunities in the Aboriginal and Torres Strait Islander peoples' communities in which we live and operate.

Cleanaway acknowledges that Council is looking to partner with an organisation that understands the importance of delivering excellence in sustainable waste management to the Yarrabah community. Cleanaway is the Australian market leader in Waste Management, Industrial and Environmental Services. We have developed clarity and alignment for our organisation, defining it through an operating model referred to as Our Cleanaway Way. At the heart of Our Cleanaway Way is our Mission: To make a sustainable future possible together. This statement creates clarity of purpose across our business, ensuring that everything we do contributes to this outcome.

Relevant Experience and Key Personnel

Cleanaway has been operating municipal waste contracts in Australia since the 1970s. Over the last 50 years, we have built an enviable reputation for the delivery of safe, efficient, innovative, and value-for-money services to hundreds of local councils and their communities. We currently provide services across every state and territory in Australia, including an Alliance with Brisbane City Council which is the largest Resource Recovery contract in Australia. Our service delivery to Moreton Bay Regional Council, for example, has seen the introduction of many new innovative initiatives and produced an enviable record of over 99% fully compliant service delivery, coupled with a default record of only 0.03% which is best in class in the industry.

Since no two Councils are alike, it is important that Yarrabah Aboriginal Shire Council work with a partner who can deliver flexible, reliable, and proven solutions that have been adapted to local service requirements and environments. As the largest provider of total waste management services in Australia, Cleanaway can leverage the strength, systems and support that comes with our size and ability to scale our resources for significant contracts such as this. Combining this with the knowledge, expertise, and experience of our local people we can deliver customised and regionally specific solutions for Council.

Resources and Availability

With more than 7,500 employees, over 6,100 vehicles and circa 330 sites across the nation, Cleanaway is proudly an Australian-based ASX Top 100 company. Our extremely strong financial performance and balance sheet position clearly demonstrates our continued ability and capacity to partner with Council over the term of the contract.

Cleanaway's ability to mobilise very quickly to commence municipal contracts is well known within the Australian waste and recycling industry. Our large team has extensive experience

Our aim is to be a positive extension of the Yarrabah ASC and to actively engage with all stakeholders to plan and deliver a successful waste management program.



in executing every necessary step to have people, vehicles, and systems ready to go for the successful first day or operations.

For the Yarrabah Aboriginal Shire Council, we have been performing these services for many years now and we have the capability and knowledge within our existing fleet and staff to continue seamlessly. This is a great opportunity to build on a long relationship between Yarrabah Shire Council and Cleanaway to create a valuable waste management partnership.

Cleanaway can offer you a complete service that always manages your waste in a compliant manner.

- Seamless services implementation and transition
- Consolidated Invoicing
- Efficient service and maintenance

Understanding Yarrabah ASC's requirements

We understand there are looking for the following service delivery outcomes:

- Services are delivered in a manner that is effective, flexible, efficient, economical and sustainable, including lower greenhouse house gas emissions.
- A waste service partner that adapts to changes in industry standards, responding to technological advances and reflects community expectations.
- Constantly working on sustainable systems of waste management services that encourage circular economy with regards to end markets for recovered waste materials.
- A cost-effective and value-for-money service that ensures continuity of service provision over the contract term
- A partner that is well experienced and qualified with a proven ability to deliver the required services.

Our Approach in addressing Yarrabah ASC's requirements

By choosing Cleanaway, Yarrabah ASC will be partnering with an appropriately skilled, experienced, capable, and qualified service provider who is flexible and will evolve throughout the contract term to ultimately supporting Yarrabah ASC in meeting its own sustainability goals. Cleanaway would offer this and provide cost effective and efficient solutions based on today's environment and into the future.

Summarised below is our approach in addressing Yarrabah ASC's requirements:

- Regular twice weekly kerbside general waste collections
- Compliant disposal at a licenced waste management facility

Cleanaway's Value Proposition

We are delighted to have the opportunity to outline the unique benefits Cleanaway will deliver to Yarrabah ASC in addressing your requirements:

- Locally based, capable and highly experienced team that know, live and work in the North Queensland community who have been directly servicing the residents of Yarrabah for many years.
- Low-emissions diesel vehicles fitted with the latest safety features.
- Safe, reliable and compliant collection operations
- Australian owned and operated facilities
- Embracing the principles of a circular economy through the significant local investment we have made in resource recovery.
- Better sustainability outcomes through education. Cleanaway has access to education programs which engage communities in their waste and recycling services to further develop a sustainability mindset in households, schools and businesses.
- Ethical disposal of general waste and recycling of materials as per the DESI guidelines.
- Control and delivery of service in full and on time (SIFOT).
- Safe and secure services.
 - Invoice and reporting accuracy – invoicing and reporting accurately and in line with the requirements outline in the Scope of Work.
 - Cost control and management – a set of service rates and transparency through communication on annual cost changes.
 - Dedicated Contract Management to provide proactive management of service and troubleshooting as required.

Benefit to Yarrabah Aboriginal Shire Council

Our company history, benchmark waste solutions, customer service support infrastructure, resources, culture and dedicated account management team demonstrates our capability to deliver a benchmark waste management service for Yarrabah Aboriginal Shire Council

Proof of our results

Cleanaway's service capability and expertise means we're ideally positioned to meet all the contract requirements for the provision of kerbside waste collection services. As Australia's largest waste management and industrial solutions provider, we work with a diverse portfolio of national customers across healthcare, manufacturing, logistics, defence, mining, utilities, education, local and federal government, and retail sectors.

We have an enviable list of long-standing relationships with large, complex and dynamic clients, who can attest to our safety, professionalism, agility and value.

At Cleanaway we value our customer partnerships and strive to be "easy to do business with".

Thank you again for allowing us the opportunity to submit our Request for Quotation proposal. If you have any questions in relation to this proposal, or any other matter, please do not hesitate to contact Wayne Morris on 0417 744 524 or email, wayne.morris@cleanaway.com.au





Tender Response



Service Scope

Our Understanding of the service requirements are as follows.

- Kerbside collection of mixed general waste
- Collections twice per week
- 52 weeks per year
- Based on previous estimates maximum 12 tonnes per week disposed
- Total kerbside bins to collect is approx. 680 bins.
- Includes collection within Yarrabah and servicing homes up to 10km along Back Beach Road and 7km along Wungu Road.

Equipment and Vehicle Livery

We propose to continue to use the current sidelifift vehicle, after some significant maintenance upgrades at the start of the contract, to ensure the vehicle remains fit for purpose for the duration of the term.

Prior to commencement, Cleanaway will re-paint the vehicle in suitable livery consistent with our Reconciliation Action Plan and artwork of indigenous design, approved for use by Cleanaway. We're also happy to discuss with Yarrabah ASC using other indigenous artwork localised to, and more meaningful for, the Yarrabah community.

Contract Commencement

As the incumbent provider, Cleanaway is ideally placed to continue current services with no risk of any service interruptions at contract commencement. We propose the new contract commences on 1st May 2024 for a 2-year period.

Rates Offered

Twice weekly Service (Day Rate)	\$1858.50 per day
Disposal of collected waste	\$273.58 per tonne

The Day Rate is subject to a CPI increase annually on 1st May each year, utilising the CPI for All Groups (Brisbane). All pricing is GST exclusive.

Any increases in Cleanaway's disposal costs will be passed through to Yarrabah ASC as and when they occur, including any increase in the Qld Waste Levy.

The rates offered are on the basis of the bins (approx. 680 in total) being collected in a single load. If the no. of bins increases to the point where a second load is required to be legally transported, then the rates above will need to be renegotiated.

Account Management

A dedicated Territory Manager can oversee all aspects of the account and will be the main point of contact for contract management including operational service delivery, billing and any amendments to the account or servicing. Cleanaway also have a dedicated Customer Service team based in Cairns who are available to handle all day-to-day enquiries or service booking requirements via our 4046 7400 local phone number.



Wayne Morris is Cleanaway's Branch Manager based in Cairns and is available for escalation of any issues as necessary, contactable on 0417 744 524.

Appendix | Cleanaway Overview

Cleanaway Overview



Why Cleanaway?...

Cleanaway is a large organisation with a national footprint of over 330 sites across Metropolitan and Regional towns across Australia. This coupled with a 7500+ strong employee base gives us the capability to service our customer base of more than 165,000 across Australia.

Cleanaway's service capability and expertise means we are ideally positioned to meet all the waste management requirements for Yarrabah ASC. Our team has proven technical capability coupled with extensive experience in providing waste management services to a wide range of clients, including Yarrabah ASC. As an industry leader for well over 50 years, our local teams are supported by national expertise to provide future-thinking solutions for our customers.

Service Delivery

Cleanaway's service proposition to Yarrabah ASC is based on the following four pillars of excellence:

- **Quality of Service:** this is core to our operational culture and our drive to exceed the requirements and expectations of our clients. Our commitment to Yarrabah ASC is to guarantee service standards that meet or exceed scope of works requirements.
- **Reliability of Service:** in conjunction with quality of service, provision of reliable services underpins our market position and brand. Our commitment to Yarrabah ASC is to guarantee consistent service capability on time, every time by leveraging the extensive resources, systems and experiences of the company across its local, regional and national footprint.
- **Responsiveness of Service:** Cleanaway understands the criticality of the waste management supply chain and its potential impact on operational performance.
- **Agility of Service:** not all waste streams can be planned with regularity and certainty but require confidence in the knowledge they will be managed efficiently and effortlessly. Our commitment to Yarrabah ASC is to guarantee service innovation that will meet all kerbside general waste service delivery challenges and deliver a one-stop-shop through Cleanaway.

Key Differentiators

Cleanaway offer our customers an unrivalled capacity to collect, process, treat, recycle or safely dispose of any type of waste. Because we see all waste as a resource, managing Australia's waste needs isn't a matter of asking "where does it go now?", but "what can it be next?" Our experience and expertise in the industry means we're always finding better, smarter and cleaner ways to make a sustainable future possible.

- **Strategic partner** who invests in the latest innovative equipment and infrastructure.
- Material that should not be going to landfill is recovered through a practical **and commercially viable recycling solution**.
- Recycling systems are implemented thoroughly and supported by **education and accountability** to ensure ongoing compliance.
- **Waste stream rationalisation** to ensure bin systems support actual waste generation and disposal schedules.



Commercial in Confidence

Page 4

Cleanaway Overview



- An overall culture shift to a [sustainability mindset](#).
- Transparency and access to data that allows for [continuous improvement](#) over time.
- Consistent delivery of service supported by [proactive account management](#).
- Consolidation of diverted waste streams through our [treatment plants and recycling centres](#).

Operational Confidence

Cleanaway is the industry leader in all aspects of total waste management and industrial services, and we bring a proven track record in the provision of the range of services offered in the tender. Operational capability is delivered through strong leadership, management and qualified operators trained to correctly carry out all the tasks as identified in the Request for Quotation.

Safety and Environmental Excellence

- In FY23, Cleanaway's Total Recordable Injury Frequency Rate (TRIFR) was 3.8. This is a decrease on FY22 results at 4.1, continuing a downward five-year trend. A foundation of Blueprint 2030 is zero harm to people and the environment, and we continue to work intensively on safety risk initiatives and workforce engagement.
- All waste collected and managed by Cleanaway is processed with the best environmental solution in mind.
- Cleanaway provides an industry leading network of prized assets ensuring we always have safe and environmentally sustainable waste management solutions. This network is supported with a fit-for-purpose fleet of EPA-licensed vehicles and a documented chain of responsibility is in place for waste tracking.
- A range of spill solutions backed up with a 24-hour Emergency Response Team for industrial clean up in the event of an emergency, whether it is related to this contract.
- Compliance with all specific site HSE Management Systems and Procedures.
- Cleanaway is self-insured by Comcare and is regulated by Comcare nationally, Cleanaway works under the WHS Act and Regulations of the Commonwealth.

Community Commitment

- Cleanaway is committed to supporting the communities where we operate through engagement, education and employment.
- Our mission to make a sustainable future possible together starts at the local community level and we work hard with our clients and stakeholders to minimise the impact our work has on the community.



Commercial in Confidence

Page 5

Cleanaway Overview



Cleanaway's strategic direction

Blueprint 2030 an Introduction

Blueprint 2030 is Cleanaway's customer-led strategy to integrate and extend our leading network of infrastructure assets to provide high-circularity, low-carbon solutions, seamless service and value for money for our customers with a foundation of safety and environmental protection. This strategy provides 14 "blueprints" for the business to focus on to enable our success. In the next three years, some of our key objectives include:

- Our digital transformation - Digitising and automating our systems to improve access to business intelligence and streamline administrative processes. This objective will be achieved through streamlined tools and improved data insights, infrastructure and governance, this transformation is underpinned by two Blueprints: Blueprint 10, Data & Analytics and Blueprint 11, CustomerConnect.
- High-circularity, low carbon solutions - the following strategies are enablers of our sustainable customer solutions commitment:
 - **Organics:** we're growing our network of processing facilities in metro and regional areas to meet demand in advance of state-based government FOGO policies coming into effect from 2025.
 - **Landfill optimisation:** by increasing resource recovery across the waste hierarchy, we're ensuring only residual waste goes to landfill. From there, we're installing more wells to capture methane, reduce carbon emissions and protect the environment.
 - **Energy-from-waste:** landfill capacity is limited so we're working on planning, development, community and government engagement to develop safe and industry leading energy-from-waste facilities as an alternative to landfill for residual waste.
 - **Renewable fuel:** Our Fats to Fuel strategy is creating a circular economy for Fats, Oils and Grease by refining it into renewable diesel that reduces carbon emissions by 90%.
- Culture and HSE roadmap - our vision to be an industry leader in health, safety and environment enabled by our people. The strategies we will be focusing on to achieve this include:
 - **Respect@Cleanaway** - A holistic program aimed to prevent and respond to workplace bullying, harassment and discrimination more effectively, setting a new standard to ensure our people can perform at their best and flourish in other areas of their life.
 - **New values rollout** - Following on from the Respect program, our new values will align to our standards of behaviour - empowering individuals, encouraging an open and learning culture, and caring for the planet, community and each other.



Commercial in Confidence

Page 6

Cleanaway Overview



- **HSE roadmap** - This strategy is underpinned by five strategic imperatives: brilliant at the basics; grow HSE leadership; deliver safe, reliable and sustainable fleet and assets; drive business resilience and protection; and embed a learning culture.



Commercial in Confidence

Page 7

Cleanaway Overview



Resourcing the circular economy

Cleanaway, our philosophy is that all waste is a resource. Through our infrastructure strategy we aim to incorporate resource recovery, recycling and reuse in all our operations through tailored solutions in the right locations to manage Australia's growing waste needs.

A publicly listed ASX100 company with a gross revenue in FY23 of \$3.5 billion, Cleanaway continues to achieve outstanding growth through both organic expansion and strategic acquisition. As an Australian company with deep roots back to the 1870s, Cleanaway is now Australia's leading total waste management, industrial and environmental services company, providing over 300 products and services nationally, from more than 330 sites.

Everything we've done to grow so far has been to enable us to better service our customers, including:

- Reprocessing plastics e.g. PET in Albury-Wodonga (operational); PET, HDPE and PP in Perth; and HDPE, LDPE and PP in Melbourne (under development).
- Operating state-of-the-art facilities to sort, decontaminate and shred food organics and green organics (FOGO) to recover more organic waste and scaling up bioconversion facilities.
- Improving recycling capability through our Victorian Commingled Resource Recovery (VCRR) network and recently acquired Sydney Resource Network.
- Providing collection and processing for container deposit schemes (CDS) in QLD, Victoria, NSW and WA.
- Servicing over 100 Councils and two million residences each week through Australia's largest solid waste and recycling services fleet.
- Running Australia's largest hydrocarbons recycling business and reducing national waste oil requirement by 900,000 barrels each year.
- Offering specialised PFAS treatment methods for decontaminating and destroying PFAS in water, soil, and foam.
- Turning residual waste into energy and reducing carbon footprint via Energy-from-Waste (EfW) infrastructure in Victoria, NSW and Queensland.
- Processing 140 million litres of mineral oil and 680 million litres of hazardous and non-hazardous liquids each year through our Liquids and Technical Services (LTS) business unit.
- Recovering and sorting waste from construction and demolition (C&D) industry including at our Kemps Creek facility in NSW which has an asbestos license.
- Handling all waste generated from the healthcare sector with Cleanaway Daniels.



Commercial in Confidence

Page 8

Cleanaway Overview



The circular economy can only be achieved through collaboration across the value chain. This includes joint ventures with commercial partners to enable complementary capabilities and aligned interests e.g. conducting plastic-to-plastic advanced recycling feasibility study with Australia's largest plastics manufacturer Qenos and increasing PET plastic recycling capacity with Pact Group, Asahi Beverages and Coca-Cola Europacific Partners (CCEP) as Circular Plastics Australia (CPA); strong government relationships; and sector partners e.g. Australian Packaging Covenant Organisation (APCO), Waste Management and Resource Recovery Association of Australia (WMRR), National Waste and Recycling Industry Council (NWRIC) and Vinyl Council of Australia (VCA).

By being actively involved with these bodies, we stay at the forefront of our industry to influence outcomes that are truly sustainable and add value for our customers.

Our Corporate Structure and Operating Model

Our corporate structure and operating model ensure clarity and alignment – focusing our business on creating value for our customers and adding value by leveraging key differentiators. Value is created across strategic business units including Solid Waste Services, Industrial Waste Services, Liquid Waste and Health Services. Our fit-for-purpose corporate structure leverages capability across the business units and drives value down the chain to maximise resource recovery through the entire material life cycle.

Identifying resource recovery, refining, and processing as key opportunities in the value chain, as well as naming waste to energy as a priority, drives our focus in these areas. Landfill sits below waste to energy in the chain as it will always play a critical role in the safe management and disposal of residual waste that can't be captured through any other resource recovery or waste to energy streams.



Commercial in Confidence

Page 9

Cleanaway Overview



Our Prized Assets

Turning waste into valuable commodities

We're investing in advanced infrastructure to increase resource recovery and meet Australia's waste management needs. From sorting and baling, to processing and refinement, our fully licenced facilities feature unique and state-of-the-art technology that delivers an unrivalled scale and resource recovery capability. Here are some facilities in our network of strategically located prized assets.



Sydney Resource Network (SRN)
2 landfill operations and 5 transfer stations bring integrated resource recovery solutions to our customers in the Greater Sydney region.



Victoria Commingled Resource Recovery network (VCRR)
Network of facilities across Victoria sort and process 200 kt of kerbside recyclables each year.



Perth Material Recovery Facility
Processes 200 ktpa of recyclables each year. 90% recovery of usable product and 99.5% purity across all fibre and plastic outputs.



Eastern Creek container sorting facility in NSW
Counts, sorts and processes 250,000 containers/hour for NSW's 'Return and Earn' container deposit scheme.



Cleanaway Daniels Dandenong South Medical Waste Services
Robotic washline sanitises 1.2 million reusable sharps containers from the health industry each year.



Albury-Wodonga PET facility
Australia's largest PET plant is capable of recycling 1 billion PET bottles/year and increase amount of locally sourced PET to 50 ktpa.



Waste oil refineries in NSW
2 refineries in NSW recycle waste oil from 35,000 workshops and businesses to offset Australia's oil requirements by 900,000 barrels.



MRL energy-from-waste (EfW)
Melbourne Regional Landfill captures landfill gas and converts it into renewable electricity to power on average 13,000 Victorian homes.



Cleanaway ResourceCo Resource Recovery Facility (RRF)
150 kt of eco-friendly process engineered fuel (PEF) each year.



Commercial in Confidence

Page 10

Cleanaway Overview



Supporting social sustainability and diversity

We work in partnership with the community to ensure our contribution is more than just an essential service provider.

We have entered a joint venture with Pilbara Environmental Services (PES) in partnership with KingKira Group which is 100% female Aboriginal-owned and with Fresh Start Australia for a First Nations program in metro Sydney which employs Aboriginal truck drivers for PPE deliveries.



Our tendering process encourages and prefers Indigenous-owned suppliers and social enterprises. In FY23 we spent over \$15.0M with ATSI business and social enterprises.



Cleanaway works with Whitebox, a social enterprise that helps other social enterprises build capacity. Whitebox hopes to enable 5,000 jobs through social enterprise by 2030.



Cleanaway is proud to be announcing a new partnership with TradeMutt, a social enterprise that produces eye-catching workwear designed to start a conversation about mental health in the workplace. Funds from the sale of shirts go towards a free text and call mental health support service for tradies and blue-collar workers. With a lot of additional stress being put on our teams, their families, and the community, we believe the timing is right to introduce this partnership and send a clear message to our workforce that we want them to speak up about mental health.



Our employees have diverse backgrounds, experience, skills and needs. This gives us a deep appreciation of the competitiveness, flexibility, and resilience that diversity brings. Our engagement plan focuses on workforce profile, pay equity, talent management, engagement and retention, and diversity, equity and inclusion awareness programs.

Female participation

In a traditionally male dominated industry, we are committed to creating opportunities across our organisation for greater gender balance, and recognise the social, financial and ethical benefits in doing so.

Throughout FY23, we made significant progress in increasing the number of females employed across Cleanaway; however, we acknowledge there is more work to be done. Females in operational roles increased to 10.0%, up from 7.4% in the previous year. Similarly, the overall proportion of females employed at Cleanaway increased to 22.8%, up from 20.8% in the previous year.

Our new parental leave policy, flexible work arrangements, our Driver Academy and initiatives such as *Respect@Cleanaway* are some examples of what we are doing to create opportunities for greater gender balance.



Commercial in Confidence

Page 11

Cleanaway Overview



Traditional Owner engagement

At Cleanaway, our pride and dedication lie in fostering a reconciled Australia as we firmly believe the prosperity of our First Nations communities translates to the prosperity of all. Our organisation has upheld a strong commitment to reconciliation for several years, launching our initial Reconciliation Action Plan (RAP) in 2016. Since then, we have made significant strides in advancing our initiatives.

Our efforts have borne fruit, with 3% of our workforce now comprising of Aboriginal and Torres Strait Islander individuals. Additionally, our commitment to supporting First Nation suppliers has led us to increase our annual spend with them to over \$1M. Cleanaway is also a member of Supply Nation.

Looking ahead, we are currently working on our next iteration of the Reconciliation Action Plan, which we anticipate unveiling in FY24. This ongoing commitment underscores our determination to play a positive role in creating a more inclusive and harmonious society for all Australians.

Here are some specific examples of how Cleanaway is increasing Aboriginal and Torres Strait Islander visibility and participation in our business:

- Indigenous tender questions inclusion for all potential suppliers to ensure visibility of supplier commitment and alignment
- Baler and conveyor to Cherbourg Aboriginal Shire Council to establish a MRF, along with operator training
- Rolling out Aboriginal Cultural Awareness training to BU leadership teams
- Spreading the message in respect to Reconciliation Week and NAIDOC Week across the enterprise with various events, including continuing to be proud platinum sponsors of Perth NAIDOC Week until 2020
- Other sponsorship and participation at numerous other events such as Dance Rites festival at Sydney Opera House and Yarbun Festival NSW
- Aboriginal truck skin artwork
- Uplift to our Aboriginal and Torres Strait Islander employee representation to 2.4% or 160 employees in FY22 (FY21: 1.6% or 103 employees)
- Increase from \$1,660,000 in FY20 to \$10,120,000 spend with Aboriginal and Torres Strait Islander businesses for FY22
- Piloted a program to use an innovative delivery service through Aboriginal owned service provider, New Start Australia, which creates jobs for Aboriginal drivers
- Donation of side lift truck to Kowanyama Aboriginal Shire Council
- Traditional Owner formal acknowledgment and Welcome to Country smoking ceremony at new depot openings.



Commercial in Confidence

Page 12

Cleanaway Overview



Community Impact Management

A foundation of Blueprint 2030 is zero harm to people and the environment. To ensure that we are on track to achieving this goal, it is important that we learn how our operations are currently, and in future, impacting communities.

Our services, while essential to the safe and healthy functioning of Australian households and businesses, can impact the communities in which we operate. Issues may include noise and traffic congestion from our fleet, traffic accidents involving community members, odour and dust from landfills, and other unintended impacts on local amenities. Managing the impact of waste management services on the community is critical to maintaining a social licence to operate.

Our approach to managing our impacts is to:

1. 'Design out' impacts

Where possible, we aim to identify potential impacts from operations and avoid them through design. Examples include installing litter fences at sites to prevent windblown litter and planning collection routes to minimise disturbance from our fleet on suburban streets.

2. Fix and learn

When incidents occur, we fix them and incorporate any lessons into our systems.

3. Engage and receive feedback

We build strong relationships with government and community stakeholders in order to listen to feedback, address concerns, and engage transparently about our activities and future plans. Channels for community feedback include our website, social media, customer service network and Community Hotline.

Clean Up Australia

Cleanaway and Clean Up Australia first joined forces in 2016 in a major national partnership. Cleanaway is proud to continue supporting Clean Up Australia as a Founding Sustainability Partner, working together to encourage communities to operate more sustainably and engage more people in being part of the solution. This year saw us team up once again with our communities across the country to champion Clean Up Australia Day.



Clean Up Australia and Cleanaway

Cleanaway has extended its partnership with Clean Up Australia until 2024. By extending our partnership we have continued to work together to encourage communities to operate more sustainably and engage people in being part of the solution.

Together, we encourage and demonstrate how resources can be recovered, re-used, recycled or become energy feedstock: this is the circular economy in action.

While there is incredible community participation in annual Clean Up Australia Day events, we know the work continues all year round as the organisation works with communities, governments and businesses to inspire and empower Australians to clean up, fix up and conserve the environment - while tackling waste at its source.



Commercial in Confidence

Page 13



13 13 39
cleanaway.com.au

REQUEST FOR QUOTE FOR:

Kerbside Collection in Yarrabah ACS

VP REFERENCE NUMBER:

VP403677

**YARRABAH
ABORIGINAL
SHIRE
COUNCIL****LODGEMENT DATE:**

5:00 PM Thursday, 28 March, 2024

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quote— Kerbside Collection in Yarrabah ASC

28 March 2024



ABN 40 000 805 425

3 Grant Street Cleveland QLD 4163

PO Box 235 Cleveland QLD 4163

T (07) 3488 9600 F (07) 3488 9699

tendering@jjswaste.com.au

www.jjswaste.com.au

Yarrabah Aboriginal Shire Council
56 Sawmill Rd
YARRABAH QLD 4871

Dear Sir / Madam,

Request for Quote – Kerbside Waste Collection

J.J. Richards & Sons Pty Ltd, trading as JJ's Waste & Recycling (JJ's Waste) is pleased to provide our request for quote response to Yarrabah Aboriginal Shire Council (Council) for the above services. Our submission includes information regarding our Company and details potential service delivery solutions.

JJ's Waste is the largest, privately owned waste management Company in Australia and has over 90 years of experience in the waste management industry. The Company employs over 2,700 people and currently services 56 local Councils and over 140,000 commercial customers throughout Australia and in New Zealand.

JJ's Waste is committed to meeting all of Council's objectives whilst maintaining the highest level of safety, environmental and legislative standards. This is achieved by incorporating industry best practice with our core company values of integrity, responsibility and commitment into all aspects of our operations.

JJ's Waste have the resources and skills necessary to fulfil Council's waste management requirements. Should you have any questions please do not hesitate to contact me via:

- Telephone: (07) 3488 9600;
- Mobile: 0434 315 138; or
- Email: tendering@jjswaste.com.au; toni.mcdougall@jjswaste.com.au

Yours faithfully,
JJ's Waste & Recycling

Toni McDougall

Toni McDougall
Senior Business Analyst



PROPOSAL

JJ's Waste welcomes the chance to achieve long term waste management goals of Yarrabah Aboriginal Shire Council (YASC). We are committed to providing the highest possible service standard to Council. At all times, we put short term financial targets behind protection of reputation.

The incentive for us to do this is the long-term success of our business. During each contract term, we endeavour to perform in a manner that Yarrabah Aboriginal Shire Council will seek to have our company as their contractor during subsequent contract terms. We also understand that our pricing must be competitive in terms of overall value, and we continually research new equipment, improved operating procedures, recycling and landfill options to ensure our service is as efficient as possible.

JJ's Waste will provide waste management services using the latest technology and most efficient standard. JJ's Waste will ensure that any leakage, spillage or other discharge of liquids or solids is immediately cleaned up in such a way that no trace remains on pavers, footpaths, landscaped areas or on any adjacent building structures.

BENEFITS OF SELECTING JJ'S WASTE AS YOUR SUPPLIER

- We are a proudly Australian owned and operated family business with over 90 years' experience in the waste management industry.
- The Company has operated its own engineering facilities since 1950, constantly applying vision and innovation to practice. This, combined with a passionate commitment to customer satisfaction, has resulted in some of the most outstanding developments in the waste management industry worldwide.
- We have invested in a companywide Integrated Management System (IMS) to ensure we maintain our industry leadership in safety, reliability and quality customer service.
- We have the best industrial relations record of any major waste management company in Australia. In over 90 years of operation, we have never missed a collection day due to industrial action.

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services

JJ'S WASTE CORPORATE INFORMATION

Name of Tenderer	J.J. Richards & Sons Pty Ltd t/as JJ's Waste & Recycling																																																											
ACN	000 805 425	ABN	40 000 805 425																																																									
Contact Person																																																												
Name:	Toni McDougall																																																											
Position:	Senior Business Analyst																																																											
Telephone:	07 3488 9600																																																											
Email:	toni.mcdougall@jjswaste.com.au																																																											
Registered Business Office	3 Grant Street, Cleveland QLD 4163																																																											
Years in Business	91 years (established 1932)																																																											
Years Under Current Business Name / Date of Incorporation	53 years (incorporated 30 th June 1970)																																																											
Estimated No of Employees	Approximately 2,770																																																											
Directors	John Joseph Richards	Philip Benjamin Richards	Jennifer Mary Parsons																																																									
Company Profile	Please see Company Profile attached.																																																											
Website	www.jjswaste.com.au																																																											
Divisions and Associated Companies	JJ's Waste is a wholly owned private company. Provided below are details of the company's divisions and associated companies. <table><thead><tr><th>COMPANY NAME</th><th>% OWNED</th><th>ABN</th></tr></thead><tbody><tr><td>J.J. Richards & Sons Pty Ltd</td><td>100% owned</td><td>40 000 805 425</td></tr><tr><td>J.J. Richards & Sons NZ Pty Ltd</td><td>100% owned</td><td>Not Applicable</td></tr><tr><td>JJR Engineering Pty Ltd</td><td>100% owned</td><td>51 079 215 133</td></tr><tr><td>JJ's North End Pty Ltd</td><td>100% owned</td><td>99 116 100 200</td></tr><tr><td>JJ's Health & Hygiene</td><td>100% owned</td><td>40 000 805 425</td></tr><tr><td>EnviroCom Australia</td><td>100% owned</td><td>40 000 805 425</td></tr><tr><td>In Vitro Technologies Pty Ltd</td><td>100% owned</td><td>27 102 379 895</td></tr><tr><td>In Vitro Technologies NZ Pty Ltd</td><td>100% owned</td><td>Not Applicable</td></tr><tr><td>Pulpmaster Australia Pty Ltd</td><td>100% owned</td><td>86 107 377 855</td></tr><tr><td>Southern Oil Collection Pty Ltd</td><td>100% owned</td><td>79 081 145 904</td></tr><tr><td>Aztech Services Pty Ltd</td><td>100% owned</td><td>76 612 469 084</td></tr><tr><td>CreatEnergy</td><td>100% owned</td><td>40 000 805 425</td></tr><tr><td>Northern Oil Refineries Pty Ltd</td><td>75% owned</td><td>47 151 738 966</td></tr><tr><td>Southern Oil Pty Ltd</td><td>50% owned</td><td>73 090 944 906</td></tr><tr><td>Ti Tree BioEnergy Facility</td><td>50% owned</td><td>67 450 387 919</td></tr><tr><td>Blackmoth Vision Systems Pty Ltd</td><td>50% owned</td><td>14 600 570 278</td></tr><tr><td>NT Oil Collections Pty Ltd</td><td>50% owned</td><td>22 600 871 645</td></tr><tr><td>Phoenix Power Recyclers Pty Ltd</td><td>50% owned</td><td>16 618 583 985</td></tr></tbody></table>			COMPANY NAME	% OWNED	ABN	J.J. Richards & Sons Pty Ltd	100% owned	40 000 805 425	J.J. Richards & Sons NZ Pty Ltd	100% owned	Not Applicable	JJR Engineering Pty Ltd	100% owned	51 079 215 133	JJ's North End Pty Ltd	100% owned	99 116 100 200	JJ's Health & Hygiene	100% owned	40 000 805 425	EnviroCom Australia	100% owned	40 000 805 425	In Vitro Technologies Pty Ltd	100% owned	27 102 379 895	In Vitro Technologies NZ Pty Ltd	100% owned	Not Applicable	Pulpmaster Australia Pty Ltd	100% owned	86 107 377 855	Southern Oil Collection Pty Ltd	100% owned	79 081 145 904	Aztech Services Pty Ltd	100% owned	76 612 469 084	CreatEnergy	100% owned	40 000 805 425	Northern Oil Refineries Pty Ltd	75% owned	47 151 738 966	Southern Oil Pty Ltd	50% owned	73 090 944 906	Ti Tree BioEnergy Facility	50% owned	67 450 387 919	Blackmoth Vision Systems Pty Ltd	50% owned	14 600 570 278	NT Oil Collections Pty Ltd	50% owned	22 600 871 645	Phoenix Power Recyclers Pty Ltd	50% owned	16 618 583 985
COMPANY NAME	% OWNED	ABN																																																										
J.J. Richards & Sons Pty Ltd	100% owned	40 000 805 425																																																										
J.J. Richards & Sons NZ Pty Ltd	100% owned	Not Applicable																																																										
JJR Engineering Pty Ltd	100% owned	51 079 215 133																																																										
JJ's North End Pty Ltd	100% owned	99 116 100 200																																																										
JJ's Health & Hygiene	100% owned	40 000 805 425																																																										
EnviroCom Australia	100% owned	40 000 805 425																																																										
In Vitro Technologies Pty Ltd	100% owned	27 102 379 895																																																										
In Vitro Technologies NZ Pty Ltd	100% owned	Not Applicable																																																										
Pulpmaster Australia Pty Ltd	100% owned	86 107 377 855																																																										
Southern Oil Collection Pty Ltd	100% owned	79 081 145 904																																																										
Aztech Services Pty Ltd	100% owned	76 612 469 084																																																										
CreatEnergy	100% owned	40 000 805 425																																																										
Northern Oil Refineries Pty Ltd	75% owned	47 151 738 966																																																										
Southern Oil Pty Ltd	50% owned	73 090 944 906																																																										
Ti Tree BioEnergy Facility	50% owned	67 450 387 919																																																										
Blackmoth Vision Systems Pty Ltd	50% owned	14 600 570 278																																																										
NT Oil Collections Pty Ltd	50% owned	22 600 871 645																																																										
Phoenix Power Recyclers Pty Ltd	50% owned	16 618 583 985																																																										

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services



SERVICE PROVISION

JJ's Waste have created Work Procedures, Standard Work Instructions and Forms to guide staff in performing the activities that make the Company function. These documents form part of the Company's Integrated Management System.

A 'Work Procedure' is an overall description of what is required to perform a job from start to finish.

A 'Standard Work Instruction' identifies specific actions within a work procedure that pose safety or environmental risks. It details the task, action to be taken and alerts the operator to potential hazards.

'Forms' are generated from Work Procedures. Forms may need to be filled out to highlight that a task is complete or that there needs to be further action.

'Handbook/ Manuals' are developed to incorporate Risk Assessments, JSEA's, Work Procedures and Standard Work Instructions into concise and user-friendly driver information specific to the vehicle being operated.

The following Handbook/ Manuals will be utilised in provision of services to YASC:

- **Facility Operating Manual**

The Facility Operating Manual encompasses a variety of procedures into one consolidated document. The manual provides practical, consolidated guidance for maintaining a high standard of quality, health and safety in our workplaces and sets out a framework for compliance.

- **Transport Manual (Australia)**

The Transport Manual provides guidance on JJ's Waste's minimum standards for the management of fleet vehicles to ensure we comply with relevant laws and insurance requirements. It also ensures the transport and disposal of waste satisfies the requirements of environmental and other associated laws.

- **SOLO Operator Handbook**

JJ'S WASTE RESPONSIBILITIES

JJ's Waste will be responsible for ensuring all waste collected from YASC will be transported in line with regulations and in accordance with legislation. JJ's Waste are licensed by the DES to transport waste throughout Queensland.



Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services



ACCREDITATIONS

JJ's Waste operates an Integrated Management System (IMS) throughout its operations, integrating quality, health and safety, risk management, emergency response and environmental management aspects into a system that can be practically and consistently applied to meet operational and legislative requirements.

The system has been developed in compliance with Federal, State and Local Legislation, Australian Standards and Industry Codes of Practice and is Quality (AS/NZS ISO9001), Safety (AS/NZS ISO45001) and Environmentally (AS/NZS ISO14001) certified.

All sites throughout Australia and New Zealand operate under the IMS, and are provided with various Manuals and Handbooks for the day to day management of their operations. All employees of JJ's Waste are provided with access to the intranet based IMS which provides employees with work procedures to enable them to perform their daily duties.



MANAGEMENT AND REPORTING

Contract Management Key Personnel

To ensure Council are continually provided with the most effective waste collection services, JJ's Waste will designate a Contract Manager. The Contract Manager will be responsible for:

- Coordination of service delivery;
- Reporting;
- Attending performance review meetings; and
- Coordinating and identifying current and future waste servicing improvements.

CONTRACT MANAGEMENT ROLES AND PROCESSES

During the course of the contract, the Contract Manager will closely monitor any collection issues to ensure all services are being performed in line with the contract specification. Collection data recorded by drivers via Daily Run Sheets will be monitored and measured against Key Performance Indicators agreed upon with Council.

Additionally, JJ's Waste runs detailed daily reports through our Management Information Relay Asset (MIRA) system. This gives management access to truck running data, productivities and tracks trend in performance. It is also used as a tool to ensure drivers are performing services in a safe and efficient manner, adhering to the contract specification and meeting customer expectations.

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services



Any customer service queries raised by YASC will be reviewed and analysed regularly by relevant members of the JJ's Waste Management Team to:

- Identify any concerns or potential problems for timely address;
- Assess the overall quality of service provision;
- Provide benchmarks for continual fine-tuning and improvement of service provision; and
- Implement corrective action as required.
- JJ's Waste Contract Representative will meet with local Council sites on a regular basis to discuss any collection / contract issues encountered during the provision of services.

PRICING SUMMARY

JJ's Waste is pleased to submit our pricing to Yarrabah Aboriginal Shire Council. Our prices are based on the following assumptions:

- As no commencement date is provided, we could begin services within 60 days of official notification.
- Supply and maintenance of all collection containers are to be at the cost of YASC for the duration of the agreement.
- Changes in disposal fees or governmental levies will be passed on directly at the time of notification. The variation request will be submitted with all supporting documentation.
- Prices are offered on a daily rate with kerbside services provided two days per week (Mondays & Thursdays) for the duration of the agreement.
- Prices will be adjusted every 12 months using CPI All Groups Brisbane index.

PRICING SCHEDULE

Kerbside Collection Day Rate

DESCRIPTION	FREQUENCY	DURATION	DAY RATE (excl. GST)
Kerbside Collections of mixed general waste.	2 x days per week (Mondays & Thursdays)	2 Year Agreement	\$1,497.00 per day

Disposal Rate

DESCRIPTION	TONNAGE RATE (excl. GST)
Mixed General Waste	\$303.64 per tonne

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services



COMPANY PROFILE

JJ's Waste & Recycling

Commercial in Confidence

Submitted to Yarrabah Aboriginal Shire Council for the purpose of assessing
Request for Quotation - Kerbside Collection Services





The collage features several images illustrating the company's capabilities: a worker in safety gear, a large white tanker truck with 'JJ's Waste & Recycling' and '3208 8055' on its side, a green recycling bin with the company logo and '6278 1000', a white truck with a green recycling bin being loaded, a close-up of a recycling bin, a worker in a yellow safety vest, a large yellow and grey recycling bin labeled 'CARDBOARD ONLY' with 'JJ's Waste & Recycling' and '6278 1000', a white truck with a yellow crane, a worker in a green safety vest, a large white tanker truck, and a worker in a yellow safety vest operating a forklift.

Our Capabilities

Australia's Largest Privately Owned Waste Management Company



Company Profile



Our History

J.J. Richards & Sons Pty Ltd, trading as JJ's Waste & Recycling (JJ's Waste) was established in 1932 and is the largest privately owned waste management company in Australia. The Company is owned and managed by the family of the founder - John Joseph Richards.



Today JJ's Waste:

- employs over 2,700 people worldwide;
- has a fleet of over 1,600 specialist vehicles;
- performs solid, hazardous and liquid waste services for over 130,000 commercial customers; and
- performs over 3.0 million domestic garbage, recycling and green waste collection services for 56 local councils.

The Company has operated its own engineering facilities since 1950, constantly applying vision and innovation to practice. This, combined with a passionate commitment to customer satisfaction, has resulted in some of the most outstanding developments in the waste management industry worldwide.

We have diversified into such specialised areas as:

- Materials Recovery Facility design and construction;
- Transfer Station design and operation;
- Regulated waste collection and treatment;
- Environmental education and technical services consultancy; and
- Waste disposal / conversion technologies.



Total Waste Management Solutions

JJ's Waste has extensive experience in assessing waste management requirements. We can design, implement and operate the most safe, efficient and cost effective waste disposal and recycling solutions to suit our customers needs.



General Services



Industrial Services



Liquid Waste Services



Waste Oil Collection



Clinical Waste Services



Recycling Services



Towable Bin Services



Skip Bin Services



Washroom Services



Compactor Services



Industrial Bin Services



JJR Waste Water Solutions



Hazardous & Chemical Services



Wheelie Bin Services



j-Track



Waste Disposal Facilities

JJ's Waste is committed to ensuring that our activities are conducted in an ecologically sustainable manner, maintaining a high standard of environmental performance. It is for this reason the Company has heavily invested in establishing a network of resource recovery facilities.



CQ Compost

(67% owned by JJ's Waste)

Manufactures high quality composts and soil conditioners for the agricultural, horticultural and degraded land rehabilitation markets.



Pulpmaster Australia

(100% owned by JJ's Waste)

Manufactures high quality composts and soil conditioners for the agricultural, horticultural and degraded land rehabilitation markets.



Phoenix Power Recyclers

(50% owned by JJ's Waste)

Specialises in organic waste recovery and recycling via composting.



WestRex Services

(50% Owned)

This facility accepts, treats and disposes of treated and untreated effluent, grease trap waste, septic, sullage, grey water and drilling mud brine.

Applied Organics

(50% owned by JJ's Waste)

Reuses and recycles liquid food waste, cooking oil, food sludges, oil and grease reclaimed from grease trap waste.



Waste Oil & Industrial Waste

Water Resource Recovery

JJ's Waste is committed to raising the industry standard providing true used oil recycling services to Queensland in order to reduce the reliance on burning oil as the only disposal option for used oil in the State.

This commitment has lead JJ's Waste to develop a specialised oil collection fleet and facility at Wacol, QLD. This is the first site in the establishment of a regional network of used oil treatment, recovery and aggregation facilities across the State that will enable collection and bulk transfer of waste oil to re- refineries.

G Force

(100% owned by JJ's Waste)

This facility utilises specialist equipment (G Force) to optimise the recovery of oil from oily waste streams to maximise the feedstock available to the re-refinery.

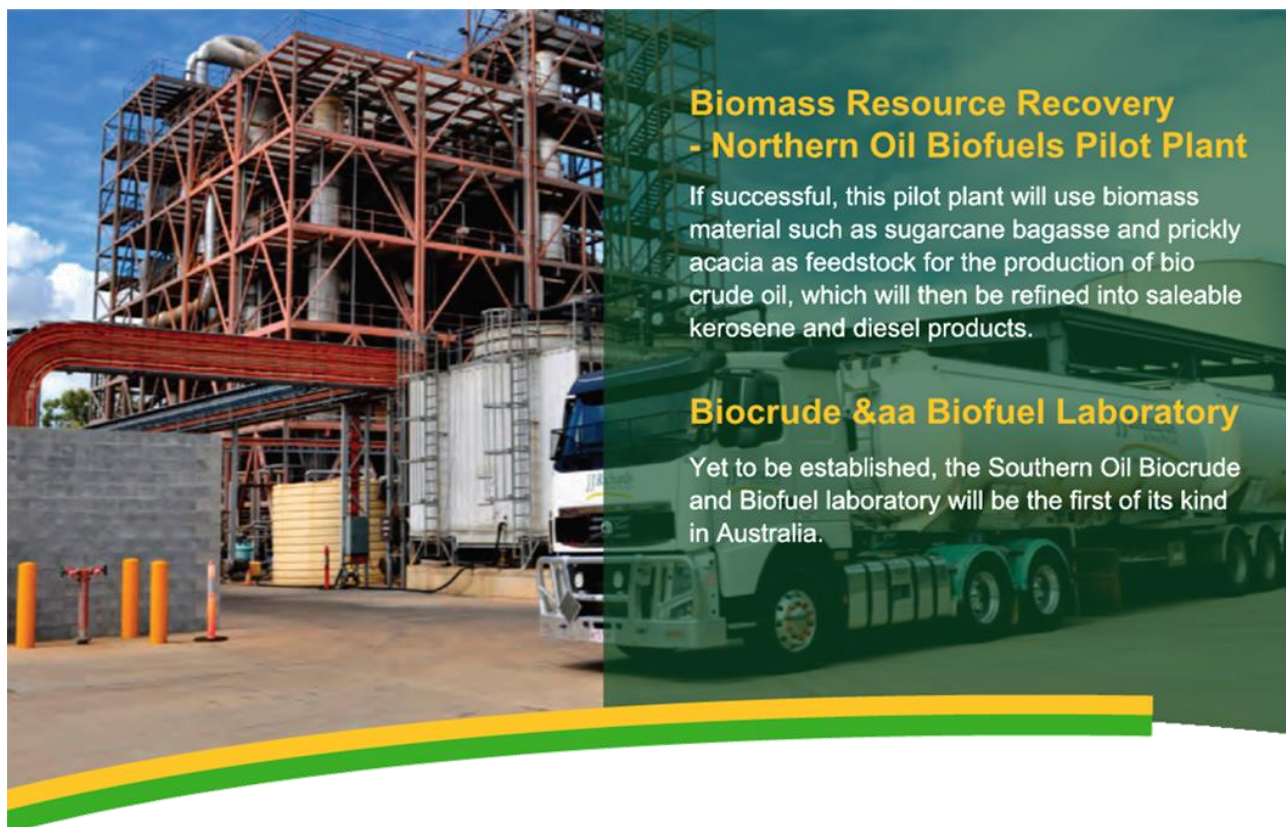


Southern Oil & Northern Oil

(50% owned by JJ's Waste)

Used oil refinery which produces a range of quality base oil products all manufactured from recycled lube oils, rather than crude oil as at traditional refineries.





Biomass Resource Recovery - Northern Oil Biofuels Pilot Plant

If successful, this pilot plant will use biomass material such as sugarcane bagasse and prickly acacia as feedstock for the production of bio crude oil, which will then be refined into saleable kerosene and diesel products.

Biocrude & Biofuel Laboratory

Yet to be established, the Southern Oil Biocrude and Biofuel laboratory will be the first of its kind in Australia.

TiTree BioEnergy

The TiTree BioEnergy Facility is a joint venture developed by JJ's Waste and Veolia Environmental Services. The facility is situated on a former open cut coal mine near Ipswich in South East Queensland and uses specially designed landfill cells to rapidly decompose the waste and generate biogas (BioEnergy).



The Benefits of BioEnergy:

- Controlled production and capture of gas generated by waste
- Rapid degradation of the organic fraction of waste, limiting potential environmental harm
- Generation of electricity from renewable sources (green energy)
- Rehabilitation of existing open cut mine sites
- Efficient, responsible management of waste
- Potential to generate green power for more than 10,000 households.

Water Solutions

Our water solutions specialises in the design, manufacture and installation of industrial waste water treatment systems that allows the water to be recycled, legally discharged to sewer or used for irrigation. The systems can be implemented by any industry where water is used in either wash down or process applications.



Our business offers its staff and customers a unique blend of innovation, flexibility and family values. This combination has been the basis of our continued growth and development into the 21st century.

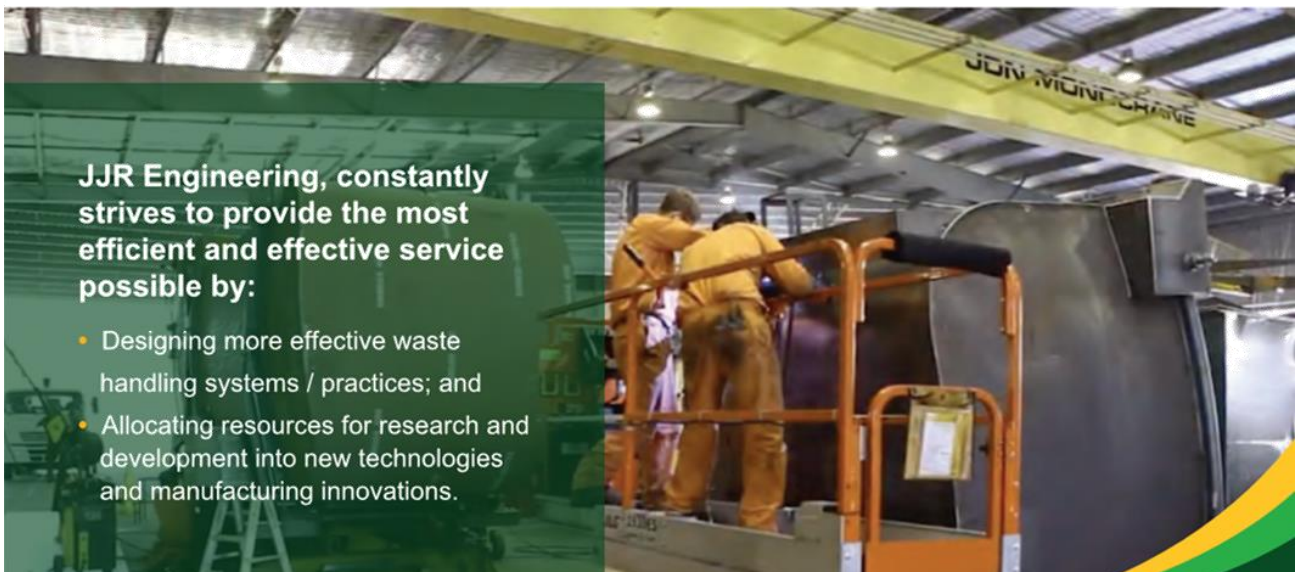
JJR Engineering

JJ's Waste has operated its own engineering company, JJR Engineering, since 1950 which designs and customised waste management plant and equipment for JJ's Waste and its customers. They are all custom designed to meet customer needs.



JJR Engineering, constantly strives to provide the most efficient and effective service possible by:

- Designing more effective waste handling systems / practices; and
- Allocating resources for research and development into new technologies and manufacturing innovations.





JJ's Health & Hygiene



JJ's Health & Hygiene offers customers over 20 years experience in the specialised field of medical waste management, hygiene, sanitary and washroom services. The division has a network often servicing depots situated throughout Queensland allowing these services to be provided to over 3,000 customers in all parts of the state.

JJ's Health & Hygiene is licensed by the State Environmental Agency and can also offer automated waste tracking systems to customers. Waste assessment, management and training can also be provided.

EnviroCom Australia®



EnviroCom Australia was established in 1998 as an independent consulting division of JJ's Waste specialising in waste issues central to environmental sustainability and education. Personnel are qualified environmental practitioners with experience in the diverse disciplines of science, social interaction, training, teaching and communications.

EnviroCom has four offices nationally and has worked with a broad range of customers in both the private and public sectors to help deliver sustainable waste solutions.



Specialist Areas

- Waste auditing
- Data collection
- Landfill composition analysis
- Waste management studies
- Waste management plans
- Waste management training packages
- Waste education strategies & support programs

Leadership Development Program

Our Leadership Development Program provides university graduates with an opportunity to develop core business skills as a Business Trainee.



This pathway is designed to provide the opportunity for graduates to learn the many aspects of the operation of a large waste management / transport logistics company.

Trainees spend time in fleet management, operations, sales, driving/plant operator, workshop, administration and systems management. This allows the Trainee and the Company to identify the Trainee's strengths and weaknesses with the aim of ensuring each Trainee has the necessary skills and competencies to progress into other roles throughout JJ's Waste based on their expertise and interests.

School Based Traineeships

Our School-to-Work program offers an opportunity for students commencing their Senior schooling to complete a school-based traineeship during Years 11-12.

The program works through partnerships with JJ's Waste approved schools, the students and the students' parent/s or guardian/s.



Our Capabilities

Australia's Largest Privately Owned Waste Management Company

JJ's Waste & Recycling Services

JJ's Waste is a wholly Australian family owned company established in 1932 and is the largest private waste management company in Australia

- General Waste
- Recycling Services
- Green Waste
- Municipal Services
- Industrial Bins
- Skips/ Hooklife Bins
- Compactors
- Pulpmaster
- Packaged Waste
- Contaminated Soil
- Regulated/Hazardous/ Prescribed Waste
- Clinical Waste
- Cytotoxic Waste
- Pharmaceutical Waste
- Sharps
- Secure Destruction
- Sanitary Bins
- Washroom Services
- Septic/Holding Tank
- Grease Trap
- Oily Water
- Used Oil Recycling
- Coolant
- Oily Filter Removal
- Oil Rags Removal
- Contaminated Fuel
- Wash Down Water
- Grey Water
- Sludges
- Separator Servicing
- Industrial Services
- Used Paint
- Composting
- Waste Auditing & Composition Analysis



7.8 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 08.MFD_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

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

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

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

ACTION

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

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

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

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

1. To accept the application as submitted

or

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]
And now living at: [REDACTED]

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 name is / was: [REDACTED]

My language group and /or home community is: Yidinji

Connection with this community: Family connection

Culturally I identify as: Aboriginal

I have lived or formally lived in this community for 1 years.

Contact email address: [REDACTED]

Contact phone #: [REDACTED]

Signature: [REDACTED] Date 11 / 4 / 2024

(Sign only, person or guardian, person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

7.9 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 09.MFD_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

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

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

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

ACTION

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

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

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

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

1. To accept the application as submitted

or

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



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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

[Redacted Name]

(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 name is / was: [Redacted]

My language group and /or home community is: Yarrabah Aboriginal Shire Council

Connection with this community [Redacted]

Culturally I identify as: Gunggandji Descent

I have lived or formally lived in this community for 12 years.

Contact email address: [Redacted]

Contact phone # [Redacted]

Signature: [Redacted] Date 19, 04, 2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

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

YASCCOA202401_V2



7.10 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 10.MFD_OM.20240430

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]. The following documents have been prepared in accordance with the provisions of the Local Government Act 2009 and other relevant statutes.

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

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

ACTION

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

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

ATTACHMENTS**1. Confirmation Of Aboriginality Form: [REDACTED]****RECOMMENDATION**

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

1. To accept the application as submitted

or

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is /was [REDACTED]

My father's names is/was [REDACTED]

The language group and/or home community is Kukujungun/ Yarrabah Language (gransfrathers Community)

Culturally I identify as Indigenous

I have lived in this community for 0 years

Signature: [REDACTED] Date: 6, 3, 2024

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

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

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

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

7.11 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 11.MFD_OM.20240430

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]. The following documents have been prepared in accordance with the provisions of the Local Government Act 2009 and other relevant statutes.

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

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

ACTION

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

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

ATTACHMENTS**1. Confirmation Of Aboriginality Form: [REDACTED]****RECOMMENDATION**

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

1. To accept the application as submitted

or

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, [REDACTED]

(First Name) (Other Name) (Last Name)

Born on [REDACTED]

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 Kukujungun/Yarrabah

Culturally I identify as Aboriginal

I have lived in this community for 0 years

Signature: [REDACTED] Date: 06 / 03 / 2024

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

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

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

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

Name: _____ Position: _____

Signature: _____ Date: ____/____/____



File Number: 12.MFD_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

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

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

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

ACTION

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

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

ATTACHMENTS

1. Confirmation Of Aboriginality Form: [REDACTED]

RECOMMENDATION

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

1. To accept the application as submitted

or

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

I, [REDACTED]

(First Name)

(Other Name)

(Last Name)

Born on [REDACTED]

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 name is / was: [REDACTED]

My language group and /or home community is: Yarrabah Aboriginal Shire Council

Connection with this community: [REDACTED]

Culturally I identify as: Yidinji Descent

I have lived or formally lived in this community for 30 years.

Contact email address: [REDACTED]

Contact phone # [REDACTED]

Signature: [REDACTED] Date 19 / 04 / 2024

(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

8 CORRESPONDENCE**8.1 CORRESPONDENCE - MINISTER FOR TREATY, ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS, COMMUNITIES AND THE ARTS**

File Number: 01.COR_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Tabling of correspondence from the Minister for Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts, the Honourable Leeanne Enoch MP, dated 15 April 2024.

BACKGROUND

The Mayor is commended on his recent election victory. Furthermore, the letter introduces the department's dedication to the Yarrabah Community and provides information regarding the Ministerial Champion and the Government Champion for Yarrabah.

ATTACHMENTS

1. Minister for Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

RECOMMENDATION

That Council note the correspondence tabled, as read.



Minister for Treaty
Minister for Aboriginal and Torres Strait Islander Partnerships
Minister for Communities and Minister for the Arts

Our reference: MN01295-2024

15 APR 2024

1 William Street
Brisbane Queensland
GPO Box 806 Brisbane
Queensland 4001 Australia
T: +617 3719 7150
E: treatyandcommunities@ministerial.qld.gov.au

Councillor Daryl Sexton
Mayor
Yarrabah Aboriginal Shire Council
C/- Post Office
YARRABAH QLD 4871
C/o rwright@yarrabah.qld.gov.au

Dear Mayor Sexton

I would like to congratulate you on your recent election as Mayor of Yarrabah Aboriginal Shire Council.

The Queensland Government is committed to partnering with Aboriginal and Torres Strait Islander peoples, families, and communities to support and foster a strong, safe, resilient, and thriving Aboriginal and Torres Strait Island community.

I look forward to working with you and your community to develop and strengthen these partnerships, and ensure that the key Government initiatives are realised including:

- establishing the First Nations Treaty Institute and Truth Telling and Healing Inquiry
- driving implementation of the National Agreement on Closing the Gap, including developing formal partnerships and shared responsibility; building the community controlled sector; transforming Government agencies; and shared access to data and information at a regional level
- supporting the delivery of early interventions to improve outcomes for children, young people, and families to help break intergenerational cycles of disadvantage, and help prevent youth offending, with a special focus on First Nations peoples
- ensuring the community recovery from natural disasters, serious crime incidents, and other crises is of the highest quality.

We are committed to increasing the capability of Government to deliver innovative, efficient, effective and integrated services for Aboriginal and Torres Strait Islander peoples across Queensland, particularly to those who live in remote and discrete Indigenous communities. The Champions program brings together Chief Executive Officers of departments and Government Ministers to partner with individual communities.

Queensland Ministers act as individual champions for discrete Aboriginal and Torres Strait Islander communities. Under the Ministerial Government Champion's program, Ministers work closely with Mayors and community leaders from their partner community to engage more effectively with Cabinet on the opportunities and challenges facing Aboriginal and Torres Strait Islander communities.

We are pleased to advise that the Honourable Michael Healy MP, Minister for Tourism and Sport, is the Ministerial Champion for your community of Yarrabah.

– 2 –

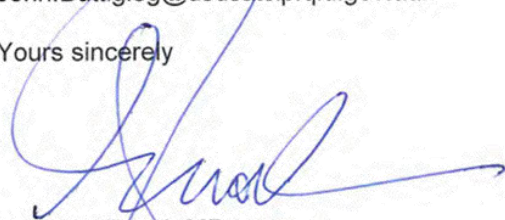
We are also pleased to confirm that Mr Michael De'Ath, Director-General, Department of Education, is the Government Champion for your community of Yarrabah.

Some communities may also be allocated Assistant Ministerial or Government Champions. For more details on these allocations please visit the department's website at www.dsdsatsip.qld.gov.au.

Thank you for your support in reframing the relationship with Aboriginal and Torres Strait Islander peoples of Queensland.

If you require any information or support from the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts, please contact Mr John Buttigieg, Regional Director, Far North Queensland Region, on 0477 307 879 or by email at John.Buttigieg@dsdsatsip.qld.gov.au.

Yours sincerely



Leeanne Enoch MP

Minister for Treaty

Minister for Aboriginal and Torres Strait Islander Partnerships

Minister for Communities and Minister for the Arts

Cc: Mr Richard Wright, rwright@yarrabah.qld.gov.au

8.2 CORRESPONDENCE - DIRECTOR GENERAL - DEPARTMENT OF LOCAL GOVERNMENT

File Number: 02.COR_OM.20240430

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Tabling of correspondence from the Director General, Mark Cridland of the Department of Local Government dated 17 April 2024.

BACKGROUND

Letter from Department of Local Government regarding the Chief Executive Officer's obligation to his Councillors on the following areas:

- **Notice of Mandatory Councillor Training**
- **Councillor Inductions**
- **Access to LG Central**
- **Post-election checklist**
- **Registers of Interest**
- **Election Summary returns**

ATTACHMENTS

- 1. Letter from Director General - Department of Local Government**

RECOMMENDATION

That Council note the correspondence tabled, as read.

Our reference: DGBN24/118

17 April 2024

Mr Richard Wright
Chief Executive Officer
Yarrabah Aboriginal Shire Council
rwright@yarrabah.qld.gov.au



Office of the
Director-General

Department of
**Housing, Local Government,
Planning and Public Works**

Dear Mr Wright

I write regarding the commencement of the new council term and to alert you of your obligations as Chief Executive Officer and to the obligations of your councillors.

Notice of mandatory councillor training

All councillors must complete approved councillor training about the responsibilities of councillors. This requirement came into force in November 2023.

The approved councillor training that all councillors must complete is the Compliance (Mandatory) module of the LG Leaders Program, which covers the following three topics:

- 112. Code of Conduct
- 113. Registers of Interests
- 114. Conflicts of Interests.

This approved training must be completed in the period ending 6 months after the conclusion of the local government election. Yarrabah Aboriginal Shire Council councillors must complete the mandatory training modules by 30 September 2024. Serious penalties may apply for non-compliance including suspension and dismissal as outlined in sections 120 and 122 of the *Local Government Act 2009* (LGA). The Department of Housing, Local Government, Planning and Public Works (the department) chief executive may extend the prescribed period if they are satisfied it would be appropriate in the circumstances.

To access the LG Leaders Program and complete the mandatory training, councillors must log in to [LG Central](#). The system will identify each councillor who starts the training and will record when the training has been completed.

More information about LG Central is provided later in this letter. New councillors or mayors will have received an email inviting them to set up a LG Central account. Returning councillors and mayors hold accounts already and will have received an email to remind them of their account details.

If councillors experience difficulties accessing LG Central or the LG Leaders Program, including the mandatory training modules, they should contact lgcentral@dsdilgp.qld.gov.au or 3452 7148.

This notice is issued in accordance with section 169A(5)(a) of the LGA and the *City of Brisbane Act 2010* (CoBA), section 254AA of the *Local Government Regulation 2012* and section 242AA of the *City of Brisbane Regulation 2012*.

-2-

Inductions

At the start of each new council term, the department offers an induction to all mayors and councillors. Your council may have arranged a time and date with our departmental Regional Advisors for that induction to occur.

The topics explored in the department's induction are:

- Considering what it takes to be an LG Leader, and how to be effective in the role.
- Councillor obligations – registers of interests, conflicts of interest and the code of conduct.
- Councillors focus on strategic issues and plans; council staff deal with operational matters.
- Preparing for and attending council meetings.
- The obligations of a councillor.
- Using the LG Leaders Program to support councillors and council staff.

It will provide the opportunity to ask questions about key obligations and establish contact with Regional Advisors, who as always, will be available on an ongoing basis to provide support and assistance to mayors, councillors and council staff.

LG Central

[LG Central](#) houses much more than the LG Leaders program. It is the online local government knowledge centre that provides councillors, council staff and departmental staff with access to resources such as online training, policies, and procedures. The portal is designed to support councils and includes topics on governance, finance, and compliance to provide information on local laws, meeting procedures, reporting and much more. A reminder that if you have any issues accessing LG Central, please email lgcentral@dsdilgp.qld.gov.au.

Post-election checklist

The department has created a post-election checklist as a resource to assist councillors and councils with post-election processes. The checklist covers mandatory legislative requirements and administrative actions necessary during the initial period of a new council term. The post-election checklist can be accessed on [LG Central](#).

Registers of interest

Under section 201A(2) of the LGA and section 198A(2) of the CoBA, councillors must inform their CEO of interests that must be recorded in a register of interests for the councillor and a person who is related to the councillor, within **30 days** after the day the councillor's term starts. Councillor advisors must also comply with this requirement within 30 days after the advisor is appointed. Contravention of this section by a councillor is misconduct that may result in disciplinary action.

Election summary returns

All election participants must lodge an election summary return before **1 July 2024**. An election summary return is a return given after an election that summarises the total expenditure incurred by an election participant and total gifts and loans received or made by an election participant. If your councillors do not lodge their election summary return by the due date, they will be immediately removed from office. An election summary return must be lodged even if no electoral expenditure was incurred, and no gifts or loans were received.

-3-

Election summary returns can be lodged online via ECQ's [Electronic Disclosure System \(EDS\)](#). For more information, please see ECQ's [election summary returns factsheet](#) or contact ECQ by phone at 1300 881 665 or email at fad@ecq.qld.gov.au.

I look forward to working with you throughout the term.

Yours sincerely



Mark Cridland
Director-General

1 William Street
Brisbane Queensland 4000
GPO Box 806 Brisbane
Queensland 4001 Australia

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING