



BUSINESS PAPER

Ordinary Council Meeting

13 May 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:
Monday 13 May 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.....	16
6	Disclosure of Interest – Council / Register Updates	16
7	Matters for Discussion.....	17
7.1	CEO Operational Report	17
7.2	YASC Monthly Financial Report	23
7.3	People & Communities - Operational Report	40
7.4	Building Services - Operational Report	50
7.5	Infrastructure - Operational Report	62
7.6	Proposal for the SCADA upgrade project	65
7.7	Reef Guardian Council Program	99
7.8	Appointment to North Queensland Regional Road and Transport Group (RRTG).....	141
8	Correspondence	142
8.1	Correspondence - LGAQ CEO	142
8.2	Correspondence - Back Beach Road Lot Proposal	145
9	Confidential Matters	147
	Nil	
10	Close of Meeting	147

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

Ordinary Council Meeting - 30 April 2024

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON TUESDAY, 30 APRIL 2024 AT 9.00AM**

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

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

1 MEETING OPEN

Mayor Sexton declared the meeting open at 11.30am

The Mayor welcomed councillors and staff members present to the meeting. The Mayor noted that the commencement of the meeting was delayed due to a Ministerial visit to the community.

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

Councillor Cr Amy Neal 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 all Yarrabah people whose elders past present and emerging also call Yarrabah home and support progress in the Shire.

3 APOLOGIES

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

The CEO advised Council that legislation provided for the confirmation of previous minutes of the former Council. For transparency and accuracy, as they are returning Councillors, perhaps Crs Underwood and Murgha may wish to move and second the minutes for the Ordinary Meeting on 11 March 2024.

RESOLUTION 01:30/04/2024

That the minutes of the Ordinary Council Meeting held on 11 March 2024 and the Special Council Meeting held on 4 April 2024 be adopted.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

CARRIED 5/5

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

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

Deputy Mayor Sands declared a conflict of interest in relation to matter 7.10 and 7.11 due to family ties.

The Mayor declared a conflict of interest in relation to matter 7.10 and 7.11 due to family ties.

CEO confirmed to Council that the Mayor and Deputy Mayor had declared their conflict of interest prior to the meeting and completed the relevant declaration form. Both the Mayor and Deputy Mayor were excluding themselves whilst these matters were discussed and resolved.

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 March 2024 / April 2024.

CEO read to the report.

RESOLUTION 02:30/04/2024

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

Moved: Cr Hezron Murgha

Seconded: Cr Amy Neal

CARRIED 5/5

At 12.02pm meeting adjourned

At 12.19 pm meeting reconvened

At 12.20pm 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 31st March 2024.

Director Corporate Services read to the report.

RESOLUTION 03:30/04/2024

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

Moved: Cr Michael Sands

Seconded: Cr Brian Underwood

CARRIED 5/5

At 1.07pm Director Corporate Services left the meeting

At 1.08pm meeting adjourned

At 1.44 pm meeting reconvened

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

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

CEO read to the report.

RESOLUTION 04:30/04/2024

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

Moved: Mayor Daryl Sexton

Seconded: Cr Brian Underwood

CARRIED 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 months of March/April 2024.

CEO read to the report.

RESOLUTION 05:30/04/2024

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

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

CARRIED 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 March 2024 up to 8 April 2024.

CEO read to the report.

RESOLUTION 06:30/04/2024

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

Moved: Cr Michael Sands

Seconded: Cr Brian Underwood

CARRIED 5/5

At 2.42pm meeting adjourned

AT 2.55pm meet reconvened

7.6 APPOINTMENT TO AUDIT COMMITTEE**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.

CEO read to the report

RESOLUTION 07:30/04/2024

That Council resolve to appoint Mayor Sexton and Councillor Murgha to the vacated positions on Audit Committee, effective 30 April 2024.

Moved: Cr Michael Sands

Seconded: Cr Brian Underwood

CARRIED 5/5

7.7 AWARD KERBSIDE COLLECTION TO JJ'S WASTE AND RECYCLING**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.

CEO read to the report

RESOLUTION 08:30/04/2024

That Council resolve to

1. award the Kerbside Collection contract to JJ's Waste and Recycling for the sum of \$346,615.36 (Ex GST) per year.
2. The CEO is authorised to action accordingly.

Moved: Cr Hezron Murgha

Seconded: Cr Brian Underwood

CARRIED 5/5

7.8 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

██████████

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 09:30/04/2024

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

1. To accept the application as submitted

Moved: Cr Michael Sands

Seconded: Cr Amy Neal

CARRIED 5/5

7.9 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

[REDACTED]

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 10:30/04/2024

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

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

CARRIED 5/5

At 3.10pm Mayor Sexton and Deputy Mayor Sands left the meeting

7.10 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

[REDACTED]

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 11:30/04/2024

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

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

CARRIED 3/3

7.11 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

██████████

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 12:30/04/2024**RESOLUTION 13:30/04/2024**

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

1. To accept the application as submitted

Moved: Cr Brian Underwood

Seconded: Cr Amy Neal

CARRIED 3/3

At 3.13pm Mayor Sexton and Deputy Mayor Sands returned to the meeting.

At 3.14pm meeting adjourned

At 3.22pm meeting reconvened

7.12 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

██████████

PURPOSE OF THE REPORT

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

CEO read to the report.

RESOLUTION 14:30/04/2024

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

1. To accept the application as submitted

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

CARRIED 5/5

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

CEO read to the report.

RESOLUTION 15:30/04/2024

That Council note the correspondence tabled, as read.

Moved: Cr Brian Underwood

Seconded: Mayor Daryl Sexton

CARRIED 5/5

8.2 CORRESPONDENCE - DIRECTOR GENERAL - DEPARTMENT OF LOCAL GOVERNMENT**PURPOSE OF THE REPORT**

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

CEO read to the report.

RESOLUTION 16:30/04/2024

That Council note the correspondence tabled, as read.

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

CARRIED 5/5

9 STRATEGIC PORTFOLIO UPDATE

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

10 CONFIDENTIAL MATTERS

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 15 May 2024.

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

Meeting closed at 3.30 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.20240513

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 April / May 2024.

KEY FOCUS AREAS

This monthly report covers the period from 24 April to 8 May 2024.

- ◇ Councillor Training Dept of Local Government – 29 April. Mayor & Councillors attended

Hon Assistant Minister Malarndirri McCarthy, Assistant Minister for Indigenous Australians & Assistant Minister for Indigenous Health – 30 April. Mayor, Councillors & CEO attended.



- ◇ RATEP Teacher Coordinator – Amanda Barrett – 1 May. Mayor, Deputy Mayor & CEO attended.
- ◇ QLD Disaster Management Arrangements Training and LDMG Inductions – 2 May. Mayor Councillors & CEO attended.
- ◇ Community Water Project – 3 May. CEO & Director-Infrastructure attended.
- ◇ ILG Chiefs Meeting – 3 May. CEO attended

GOVERNANCE

We are diligently monitoring internal processes to ensure alignment with legislative requirements. Additionally, preparations are continuing for mandatory Councillor training following the 2024 election.

GRANTS MANAGEMENT

The Grants Team is actively developing a comprehensive list and status report for all grant briefs, grants under consideration, grants applied for, and forecasted opportunities. This collaboration involves working closely with each department to ensure accuracy and completeness.

Furthermore, the Council has procured a Contract Management Software specifically for recording all grants. This software will enhance visibility regarding contractual obligations and milestones. Implementation of this system is ongoing to streamline and improve grant management processes.

GRANTS SUBMITTED SINCE LAST REPORT

- **Gambling Community Benefit Fund** – Renovation of the RSL Building - **\$98,714**
- **Australian Government – Department of Health and Aged Care – Play Our Way**
 - **Stream 1 – Facilities** - Extension of the Gillian Bann Facility to include Club House and Gym Facility ; Construction of second Field - **\$1,584,000**
 - **Stream 2 – Participation** – Procurement a Trailer LED Screen and Gym Equipment for new facility– **\$137,590**
- **Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Road Safety Actions Grants** – Road Safety Programing Yarrabah with JUTE Theatre Company - **\$272,262**
- **Australian Government - Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Housing Support Program - Stream 1** – Planning for 45 new lots and houses including master planning engineering, town planning civil works community engagement and tender. **\$976,200**
- **Australian Government - National Indigenous Australians Agency – Local Investments Funding Grant Opportunity** – Equipment for Food Cubes Project- **\$42,000** (this includes a \$27,000 underspent from a previous grant)
- **NAB Foundation – NAB Foundation Community Grants Program** - Emergency Response Equipment – Chainsaws, portable barriers and LED signs - **\$15,000**
- **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**
- **Housing Support Program Housing Support Program - Stream 2** – to provide funding for projects that provide enabling infrastructure and amenities such as footpaths, roads and parks to support new housing.- **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**

FORECAST OPPORTUNITIES

- **Queensland Government – State Library of Queensland - 2024-2026 Indigenous Knowledge Centre Establishment and Refurbishment Grant** – refurbishment of the IKC - \$30,000
- **Queensland Government – Department of Transport and Main Roads - Bike Riding Encouragement Program**- provides financial support for activities that help to increase the number of people who regularly ride a bike. –
 - **Stream 1:** Grassroots funding up to \$10,000
 - **Stream 2:** Innovation funding up to \$25,000
- **International Touring and Presentation Fund** - supports international touring, showcasing and presentation opportunities for Australian artists and creative workers - \$5,000 up to \$850,000

MEETING ACTIONS

Ordinary Meeting –30 April 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
7.6	Appointment to Audit Committee	Actioned
7.7	Award Kurbside Collection Contract to JJ's Waste and Recycling	Actioned
7.8	Confirmation of Aboriginality / Community Affiliation Applicant Form: Hannah GIBSON	Actioned
7.9	Confirmation of Aboriginality / Community Affiliation Applicant Form: Krysdelle-Jean SELLIN	Actioned
7.10	Confirmation of Aboriginality / Community Affiliation Applicant Form: Mayatilli GILES	Actioned
7.11	Confirmation of Aboriginality / Community Affiliation Applicant Form: Megan GILES	Actioned
7.12	Confirmation of Aboriginality / Community Affiliation Applicant	Actioned

	Form: Sarah SELLIN	
8.1	Correspondence – Minister for Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts	Tabled
8.2	Correspondence – Director general – Department of Local Government	Tabled

OTHER IMPORTANT DATES

- ◇ **QMF Meeting** – 15 May. Mayor & CEO to attend.
- ◇ **Orange Sky Laundry** – 16 May. Mayor & CEO to attend.
- ◇ **Microgrid Indigenous Energy Australia** – 16 May. Mayor & CEO to attend.
- ◇ **Australian Electoral Commision** – 16 May. CEO & Mayor to attend.
- ◇ **Civic Leaders Forum** – 21-22 May. Gold Coast. Mayor, Councillors & CEO to attend.
- ◇ **Queensland Indigenous Local Government Drinking Water Symposium** – 23 May. Mayor & CEO to attend.
- ◇ **TCICA Meeting** – 28-29 May. CEO & Mayor to attend.
- ◇ **National Sorry Day Event** – 29 May. RTC Building – All invited.
- ◇ **YAG Meeting** – 30 May. Mayor & CEO to attend.
- ◇ **Department of State Development, Infrastructure Local Government and Planning (DSDILGP)** – 31 May. CEO to attend.
- ◇ **Reef Guardian Council Executive Committee meeting** – 5 June. Mayor & CEO to attend.
- ◇ **FNQROC Board Meeting** – 6 June. Mayor & CEO to attend
- ◇ **Yarrabah Microgrid Steering Committee** – 10 June. Mayor & CEO to attend.
- ◇ **TWG Meeting** – 12 June. Mayor & CEO to attend.
- ◇ **Foundation Day Coming Of The Gospel** – 17 June – Yarrabah Gazetted Public Holiday

ATTACHMENTS

Nil

Recommendation
THAT COUNCIL ACCEPT THE CEO OPERATIONAL REPORT FOR THE PERIOD TO 8 MAY 2024.

7.2 YASC MONTHLY FINANCIAL REPORT

File Number: 02.MFD_OM.20240513

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 30th April 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 April 2024
2. Areas of Interest Report April 2024
3. Grants Report April 2024

RECOMMENDATION

That Council accept the 30th April 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 30 April 2024**

FINANCIAL SERVICES

I. Overview of Operating Results as 30 April 2024

	ACTUAL YTD	BUDGET YTD 23/24	VARIANCE	VARIANCE	BUDGET FY 23/24
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	26,365	238,694	-212,329	-89%	286,433
Other incomes	570,299	529,312	40,986	8%	635,175
Rental income	2,515,318	2,529,258	-13,940	-1%	3,035,110
Interest received	349,312	91,667	257,645	281%	110,000
Sales & recoverable works	4,407,454	3,178,606	1,228,848	39%	3,814,327
Grants & Subsidies	6,711,251	7,144,393	-433,142	-6%	8,573,271
	14,579,999	13,711,930	868,069	6%	16,454,316
Recurrent Expenditure					
Employees costs	5,528,737	5,833,575	-304,838	-5%	7,000,290
Materials and services	8,428,093	8,949,632	-521,539	-6%	10,739,559
Finance costs	10,556	132,608	-122,053	-92%	159,130
Donations Paid	1,000	-	1,000		
Depreciation	5,123,790	5,033,144	90,646	2%	6,039,772
	19,092,176	19,948,959	-856,783	-4.29%	23,938,751
Less: Capitalised Expenses	19,092,176	19,948,959	-856,783	4.29%	23,938,751
Net Operating Profit	-4,512,177	-6,237,029	1,724,852	-28%	-7,484,435

Council's Operating result is a loss of \$4.512M as at 30 April, better than budget by \$1.725M.

Recurrent income is over budget by 868K. 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 \$857K under budget. Staff costs remain under budget by \$305K following the state wage case being finalised and effected in April 2024. Materials and services costs are under budget by \$522K (as compared to 354K under budget in March), thus in line with increased turnover from QBuild Planned Maintenance.

Planned maintenance YTD profit is \$345K (as compared to \$193K in March 2024). 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. The redeployment of a part time Corporate Services administrative staff member for two days a week has assisted building services improve their invoicing efficiency, however this arrangement was finalised at 30 April 2024. Alternative staffing arrangements are being sourced.

Liquidity Highlights

II. Current Trade Debtors, Housing Debtors & Trade Creditors

	90 Days	60 Days	30 Days	Current	Total
Total Debtor Type	-	-	-	-	-
Debtors Sundry	186,090	30,608	29,761	270,194	516,653
Blockholders Service Fees	378,218	7,100	53,107	- 976	437,449
Commercial Service Fees	133,456	3,971	759	-	138,185
Grants	479	-	-	-	479
Ex - Rent (pre 2013)	960,847	415	-	- 250	961,012
Trustee Leases	24,754	-	1,366	-	26,121
Commercial Leases	56,196	8,828	9,974	13,412	88,409
Daycare Debtors	129,960	7,421	5,552	7,417	150,350
Housing Current Rent	2,904,071	3,169	12,608	3,060	2,922,907
TOTAL DEBTORS	4,774,070	1,812	28,488	685,235	5,241,564
TOTAL CREDITORS	5,790	753	104,730	393,816	505,088

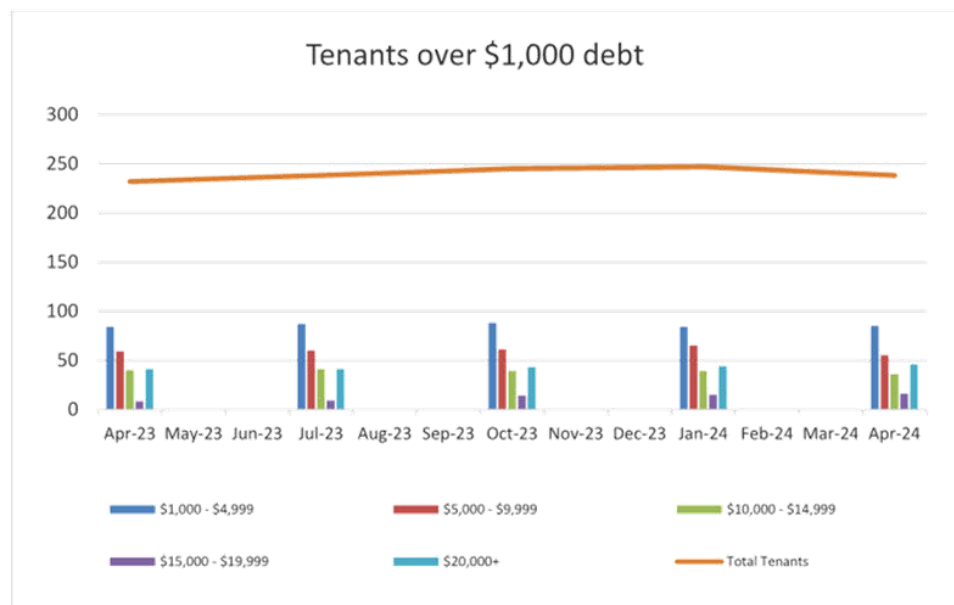
Of the \$5.241M owing to Council, only \$1.238K is estimated as collectable with \$4.004 million included in our provision for doubtful debts.

Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 14% from \$2,564,565 to \$2,922,907. A review of debtors has highlighted the following:

61% of current tenants are in arrears and 238 total tenants owe over \$1,000 which has decreased by 9 on that of the previous quarter.

The 46 debtors owing over \$18K increased \$1.520M to \$1.538M.



Monthly movement to housing debt	
Month	Actual increase/(decrease)
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 2023	58,590
November 2023	17,763
December 2023	34,112
January 2024	49,832
February 2024	23,009
March 2024	15,076
April 2024	50,791

	# Tenants	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owing to Council	Apr-23	Jul-23	Oct-23	Jan-24	Apr-24
\$1,000 - \$4,999	84	87	88	84	85
\$5,000 - \$9,999	59	60	61	65	55
\$10,000 - \$14,999	40	41	39	39	36
\$15,000 - \$19,999	8	9	14	15	16
\$20,000+	41	41	43	44	46
Total Tenants	232	238	245	247	238
Percent of tenants in arrears	60%	61%	63%	64%	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.

Capital Expenditure 30/04/2024	Total Grant Budget	Monies Received to Date	Expenses to Date	Percentage of Completion	Variation v Budget	Brief Description
Interim Remote Capital Program	2,139,036	1,925,134	1,981,525		157,511	5 Lots 6A Djenghi Estate
Works for Qld 4 - 21/24	3,280,000	2,952,000	2,540,335		739,665	Driveways, Security, Council Buildings Upgrade & Refurbishment, Yarrabah Beautification
Roads to recovery	42,409	31,337	31,931		10,478	Construction or maintenance of roads
Sewerage Pump Stations (ICCIP)	1,210,455	531,308	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	1,573,363		- 312,643	Replace water main Back Beach Road, SCADA, Fit bore 2 & 7 pumps, water treatment upgrade.
Qbuild Housing demolition and construction	3,498,000	1,374,222	1,369,097		2,128,903	14 Smith St, 4 Dabah Close, 19 Smith St, 32 Workshop Rd, 7 Beach St, 64 Gribble St
Forward Capital Program	5,927,444	1,860,992	- 7,871		5,935,314	16 Lots Djenghi, 10 houses Gurmga St
Water Treatment Plant Upgrade (LGGSP)	1,253,159	375,948	79,328		1,173,831	Water Treatment Plant upgrade
Buddabadoo Road drainage upgrades (QRA)	566,475	169,943	160,384		406,091	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
Remote Indigenous Capital - 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	\$12,041,164	\$8,188,088			

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
At 30 April 2024		
	Council	
	At 30 April 2024	At 30 June 2023
	\$	\$
Current assets		
Cash and cash equivalents	12,802,636	11,008,756
Trade and other receivables	2,484,818	3,435,416
Inventories	322,947	213,547
Total current assets	15,610,402	14,657,718
Non-current assets		
Property, plant and equipment	160,485,335	154,625,937
Total non-current assets	160,485,335	154,625,937
Total assets	176,095,737	169,283,655
Current liabilities		
Trade and other payables	6,366,428	6,825,804
Provisions	683,473	602,972
Total current liabilities	7,049,900	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	8,732,319	9,397,992
Net community assets	167,363,418	159,885,664
Community equity		
Asset revaluation surplus	104,980,046	104,980,046
Retained surplus/(deficiency)	62,383,372	54,905,618
Total community equity	167,363,418	159,885,664

V. Cash Position

	\$	\$
CBA - General Fund	1,004,460	
CBA - Housing Fund	373,722	
CBA - Remote Capital	392,601	
CBA - Remote Indigenous Capital	1,500,000	
CBA - Forward Capital	143,360	
QTC - Leases	336,915	
QTC - Investment	7,005,612	
QTC - Forward Capital	2,036,671	
Cash Floats	9,294	
Total Cash		12,802,636
Trade Debtors	5,241,564	
Provision Doubtful Debts	(3,938,398)	1,303,166
Less: Trade Creditors		(505,088)
Less: Tied Grant Funds		(5,817,024)
Less: Current Commitments		(3,471,021)
Cash Position at EOM		4,312,668

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

The renewal of Industrial Special Risks insurance for 2024-2025 will commence 16 May with a review meeting with our broker. The recommendation will be tabled at the June Council meeting.

Budget reviews have been conducted with all applicable stakeholders and a draft consolidated result will finalised for an initial workshop with CEO and Directors next week. Workshops with Councillors will commence after that.

A new telephone system has been ordered and is being prepped for installation onsite in June /July this year. This will increase Council's contactability with more extensions being available in all Departments which has been a constraint of the current aged hardware being used.

Mike Mair

Director Corporate Services



300. Program GL Report with IE Code Detail

8:20 AM
Monday, 6 May, 2024

YARRABAH ABORIGINAL SHIRE COUNCIL

For Period Ending: 30/04/2024

Year : 23/24

83%

		Current Budget	YTD Actual	Order Value	Total Actual	Variance \$	Variance %
Sub Programme: 307 Pool							
Operating Income							
13071000	Pool - Income						
114	Pool Income	5,000.00	0.00	0.00	0.00	5,000.00	0%
	Total: 13071000	5,000.00	0.00	0.00	0.00	5,000.00	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	24,309.92	0.00	24,309.92	(12,604.30)	66%
203	Sick Leave	0.00	276.61	0.00	276.61	276.61	(100%)
206	Annual Leave	0.00	269.79	0.00	269.79	269.79	(100%)
208	Superannuation	4,060.56	2,418.12	0.00	2,418.12	(1,642.44)	60%
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	27,949.91	370.50	28,311.41	(14,338.41)	(66%)
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	21,759.90	0.00	21,759.90	(15,123.69)	59%
321	Materials & operating	32,559.57	17,090.49	5,027.06	22,117.55	(10,442.02)	68%
323	Motor Vehicle - Fuel & oil	500.00	9.55	0.00	9.55	(490.45)	2%
332	R&M - Buildings	14,586.85	7,881.22	503.57	8,384.79	(6,202.06)	57%
333	R&M - Equipment	3,189.09	718.00	2,400.00	3,118.00	(71.09)	98%
339	Telephone & internet	1,375.01	390.93	0.00	390.93	(984.08)	28%
345	Minor Equipment	2,500.00	0.00	0.00	0.00	(2,500.00)	0%
	Total: 13072100	109,527.08	59,297.77	7,930.63	67,228.40	(42,298.68)	(61%)
	Total Act Type: OPERATING EXPENDITURE	152,176.90	87,238.68	8,301.13	95,539.81	(56,637.09)	63%
	Net Profit/(Loss): Pool	(147,176.90)	(87,238.68)	(8,301.13)	(95,539.81)	(51,637.09)	61%
Sub Programme: 502 Planned Maintenance							
Operating Income							
15021000	Planned Maintenance - Income						
153	Services - Housing Maintenance	3,423,000.00	4,043,474.56	0.00	4,043,474.56	(620,474.56)	118%
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	4,146,568.77	0.00	4,146,568.77	(678,762.04)	120%
	Total Act Type: OPERATING INCOME	3,467,806.73	4,146,568.77	0.00	4,146,568.77	(678,762.04)	120%
Operating Expenditure							
15022000	Planned Maintenance - Employee Costs						
201	Salaries & Wages	330,851.49	422,571.33	0.00	422,571.33	91,719.84	128%
208	Superannuation	36,393.66	43,327.55	0.00	43,327.55	6,933.89	119%
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	471,872.27	0.00	471,872.27	81,364.97	(121%)
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	1,514.90	0.00	1,514.90	470.92	145%
315	Hire of equipment	14,175.00	0.00	0.00	0.00	(14,175.00)	0%
321	Materials & operating	160,462.01	33,516.00	230.64	33,746.64	(126,715.37)	21%
332	R&M - Buildings	12,560.31	38,928.60	272.73	39,201.33	26,641.02	312%
334	R&M - Houses	2,439,003.03	3,242,256.29	300,006.31	3,542,262.60	1,103,259.57	145%
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	6,547.17	0.00	6,547.17	(21,428.93)	23%
999	Plant Recovery	24,374.68	11,343.62	0.00	11,343.62	(13,031.06)	47%
	Total: 15022100	2,700,418.01	3,329,394.89	311,063.23	3,640,458.12	940,040.11	(135%)
	Total Act Type: OPERATING EXPENDITURE	3,090,925.31	3,801,267.16	311,063.23	4,112,330.39	1,021,405.08	133%
	Net Profit/(Loss): Planned Maintenance	376,881.42	345,301.61	(311,063.23)	34,238.38	342,643.04	126%

Sub Programme: 701 SGFA - Water

Operating Income

17011000	Water - Income						
101	Service Charges	94,221.86	63,397.09	0.00	63,397.09	30,824.77	67%
Total: 17011000		94,221.86	63,397.09	0.00	63,397.09	30,824.77	67%
Total Act Type: OPERATING INCOME		94,221.86	63,397.09	0.00	63,397.09	30,824.77	67%

Operating Expenditure

17012000	Water - Employee Costs						
201	Salaries & Wages	107,452.00	126,565.66	0.00	126,565.66	19,113.66	118%
203	Sick Leave	333.73	1,695.23	0.00	1,695.23	1,361.50	508%
206	Annual Leave	10,256.02	8,081.27	0.00	8,081.27	(2,174.75)	79%
208	Superannuation	12,319.72	11,873.20	0.00	11,873.20	(446.52)	96%
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	150,283.69	2,259.22	152,542.91	15,876.71	(112%)
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	95,385.64	0.00	95,385.64	(19,409.60)	83%
318	Insurance - Other	9,995.50	5,897.00	0.00	5,897.00	(4,098.50)	59%
321	Materials & operating	72,753.80	126,953.97	35,400.80	162,354.77	89,600.97	223%
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	5,368.26	3,402.42	8,770.68	2,770.68	146%
335	R&M - Infrastructure	5,000.00	13,834.87	0.00	13,834.87	8,834.87	277%
338	Subscriptions	4,358.03	2,779.50	0.00	2,779.50	(1,578.53)	64%
339	Telephone & internet	1,592.48	1,469.64	0.00	1,469.64	(122.84)	92%
345	Minor Equipment	2,000.00	0.00	0.00	0.00	(2,000.00)	0%
346	Motor Vehicles - expenses	0.00	6,712.96	0.00	6,712.96	6,712.96	(100%)
Total: 17012100		233,419.52	265,826.71	38,803.22	304,629.93	71,210.41	(131%)
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	416,110.40	41,062.44	457,172.84	(225,079.98)	67%
Net Profit/(Loss): SGFA - Water		(588,030.96)	(352,713.31)	(41,062.44)	(393,775.75)	(194,255.21)	67%

Sub Programme: 802 SGFA - Waste Mgmt

Operating Income

18021000	Waste - Income						
101	Service Charges	86,055.66	60,242.67	0.00	60,242.67	25,812.99	70%
130	Waste levy income	99,838.25	99,838.25	0.00	99,838.25	0.00	100%
Total: 18021000		185,893.91	160,080.92	0.00	160,080.92	25,812.99	86%
Total Act Type: OPERATING INCOME		185,893.91	160,080.92	0.00	160,080.92	25,812.99	86%

Operating Expenditure

18022000	Waste - Employee Costs						
201	Salaries & Wages	52,990.00	41,149.28	0.00	41,149.28	(11,840.72)	78%
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	5,591.69	0.00	5,591.69	(237.21)	96%
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	54,101.22	464.45	54,565.67	(11,596.04)	(82%)
18022100	Waste - Materials & Services						
315	Hire of equipment	297,199.70	271,637.97	98,214.50	369,852.47	72,652.77	124%
321	Materials & operating	14,319.21	42,398.49	60,343.11	102,741.60	88,422.39	718%
323	Motor Vehicle - Fuel & oil	56.95	995.97	0.00	995.97	939.02	1749%
332	R&M - Buildings	0.00	2.51	0.00	2.51	2.51	(100%)
346	Motor Vehicles - expenses	4,012.17	404.68	0.00	404.68	(3,607.49)	10%
Total: 18022100		315,588.03	315,439.62	158,557.61	473,997.23	158,409.20	(150%)
Total Act Type: OPERATING EXPENDITURE		381,749.74	369,540.84	159,022.06	528,562.90	146,813.16	138%
Net Profit/(Loss): SGFA - Waste Mgmt		(195,855.83)	(209,459.92)	(159,022.06)	(368,481.98)	172,626.15	121%

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	25,397.60	0.00	25,397.60	(25,397.60)	(100%)
Total: 18091710		0.00	25,397.60	0.00	25,397.60	(25,397.60)	(100%)
Total Act Type: OPERATING INCOME		0.00	51,061.60	0.00	51,061.60	(51,061.60)	(100%)

Operating Expenditure

18092000	Container Exchange - Employee costs						
201	Salaries & Wages	0.00	29,820.32	0.00	29,820.32	29,820.32	(100%)
208	Superannuation	0.00	4,347.22	0.00	4,347.22	4,347.22	(100%)
Total: 18092000		0.00	34,167.54	0.00	34,167.54	34,167.54	(100%)
18092100	Container Exchange - Materials and Services						
321	Materials & operating	0.00	14,732.01	0.00	14,732.01	14,732.01	(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	26,396.55	0.00	26,396.55	26,396.55	(100%)
Total Act Type: OPERATING EXPENDITURE		0.00	60,564.09	0.00	60,564.09	60,564.09	(100%)
Net Profit/(Loss): Container Exchange		0.00	(9,502.49)	0.00	(9,502.49)	9,502.49	(100%)



500. SPECIFIC PURPOSE GRANT BALANCES BY PROJECT

YARRABAH ABORIGINAL SHIRE COUNCIL

8:21 AM
Monday, 6 May, 2024

as at 30 April 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	(179,468.99)	2,510,201.90
IEDG Grant	0	0	0	(102,123.25)	(102,123.25)
Works for Qld COVID	0	0	0	0	0
Revenue Replacement Grant	0	0	0	0	0
SGFA	(67,230.00)	3,813,397.50	4,981.04	(2,198,827.09)	1,552,321.45
Works For Queensland	0	0	0	(401.71)	(401.71)
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	(419,790.78)	(253,081.78)
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	(902,449.81)	560,813.19
Total: Department of Local Government Racing and Multicultural Affairs	2,864,880.34	5,207,926.39	4,981.04	(3,803,061.63)	4,274,726.14
National Australia Day Council					
National Australia Day Council	1,243.00	12,000.00	0	(19,509.01)	(6,266.01)
Total: National Australia Day Council	1,243.00	12,000.00	0	(19,509.01)	(6,266.01)
Queensland Health					
ATSI Health Grant	(7,321.00)	331,612.00	0	(151,644.77)	172,646.23
Total: Queensland Health	(7,321.00)	331,612.00	0	(151,644.77)	172,646.23
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
Total: Department of Communities Housing and Digital Economy: Arts Qld	4,537.15	42,750.00	0	(3,282.00)	44,005.15

Department of Environment and Science: Arts Qld

Fashion & Wearable Art	240.00	0	0	0	240.00
Arts BIA	(77.00)	48,000.00	0	(44,537.60)	3,385.40
QMF 2021 (Open Air)	54,000.00	0	0	(60,000.00)	(6,000.00)
Conatiner Exchange	3,982.00	25,664.00	25,397.60	(60,564.09)	(5,520.49)
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	25,397.60	(165,101.69)	(895.09)

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	(90,000.00)	(23,175.00)
LGGSP - Foreshore Development Plan	(15,105.00)	0	0	(75,525.00)	(90,630.00)
LGGSP - Water Treatment Plant upgrade	350,979.00	0	0	(54,359.04)	296,619.96
Total: Dept of Infrastructure Transport Regional Development &	369,882.00	29,024.55	0	(219,884.04)	179,022.51

Dept of the Premier and Cabinet

YCMF 2021 Premier \$220K	100,000.00	120,000.00	0	(236,415.57)	(16,415.57)
Total: Dept of the Premier and Cabinet	100,000.00	120,000.00	0	(236,415.57)	(16,415.57)

Department of Communities Disability Services and Seniors

SES Building Upgrade	(65,803.00)	29,990.00	0	(8,013.28)	(43,826.28)
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	(8,013.28)	(33,326.28)

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

Department of Social Services

Daycare Centre Grant	5,475.00	613,780.00	229,363.45	(715,242.60)	133,375.85
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Emergency Relief Grant	0	0	0	(162.72)	(162.72)
Total: Department of Social Services	5,475.00	613,780.00	229,363.45	(715,405.32)	133,213.13
Department of Science Information Technology & Innovation					
QGAP Grant	32,180.00	32,180.00	0	0	64,360.00
Reef Action Plan	0	300,000.00	0	0	300,000.00
Total: Department of Science Information Technology & Innovation	32,180.00	332,180.00	0	0	364,360.00
Department of Communications and the Arts					
IVAIS	(38,718.00)	190,000.00	0	(216,635.75)	(65,353.75)
Total: Department of Communications and the Arts	(38,718.00)	190,000.00	0	(216,635.75)	(65,353.75)
Dept of Housing & Public Works					
Interim Remote Capital Program	639,174.00	0	0	(695,566.58)	(56,392.58)
Forward Remote Capital Program	1,747,608.00	0	73,513.45	47,741.58	1,868,863.03
Remote Indigenous Capital	0	1,500,000.00	0	0	1,500,000.00
Total: Dept of Housing & Public Works	2,386,782.00	1,500,000.00	73,513.45	(647,825.00)	3,312,470.45
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	(17,658.71)	(14,430.71)
Total: National Indigenous Australians Agency	121,307.52	9,050.00	0	(117,658.71)	12,698.81
Queensland Fire and Emergency Services					
SES	(4,172.00)	14,011.32	0	(20,802.52)	(10,963.20)
Total: Queensland Fire and Emergency Services	(4,172.00)	14,011.32	0	(20,802.52)	(10,963.20)
Department of Innovation and Tourism Industry Development					
Deadly Active Sports & Rec Program	77,592.00	43,675.50	0	(97,549.00)	23,718.50

Total: Department of Innovation and Tourism Industry Development	77,592.00	43,675.50	0	(97,549.00)	23,718.50
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	(35,705.29)	(109,525.56)
Total: Department of Employment Small Business and Training	(76,093.00)	2,272.73	0	(35,705.29)	(109,525.56)
State Library of Queensland					
IKC	14,224.00	25,193.00	0	(15,162.82)	24,254.18
Total: State Library of Queensland	14,224.00	25,193.00	0	(15,162.82)	24,254.18
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	(105,317.39)	9,557.61
QDRF	4,689.61	0	0	0	4,689.61
REPA 2021	(50,622.00)	893,627.00	0	(1,070,341.32)	(227,336.32)
QRRRF 2020	(37,719.00)	6,804.16	0	(89,590.81)	(120,505.65)
REPA 2023	(71,634.00)	333,449.95	0	(478,921.73)	(217,105.78)
Total: Queensland Reconstruction Authority	30,547.61	1,241,729.11	0	(1,786,472.90)	(514,196.18)
LGAQ					
Coastal Hazard Adaption	(49,655.00)	0	0	0	(49,655.00)
Total: LGAQ	(49,655.00)	0	0	0	(49,655.00)
Department of Transport and Main Roads					
TIDS	(7,816.00)	0	0	(39,627.00)	(47,443.00)
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	(39,627.00)	(61,845.58)
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	(20,781.00)	0.32	
Total: Department of Infrastructure & Regional Dev		20,781.32	0	0	(10,816.85)	9,964.47
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	(93,475.29)	106,524.71	
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	(132,114.29)	261,717.88
FNQROC						
Transport Network Plan	0	0	0	0	0	
Total: FNQROC		0	0	0	0	0
Untied						
Untied	0	4,545.45	11,615,992.24	(11,738,907.66)	(118,369.97)	
Total: Untied		0	4,545.45	11,615,992.24	(11,738,907.66)	(118,369.97)
Grand Total		6,566,121.80	9,890,315.88	11,949,247.78	(20,181,595.10)	8,224,090.36
					Negative Grants	-1,537,086.97
					Tied Grants	5,817,023.95

7.3 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 03.MFD_OM.20240513

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 24 April February to 6 May 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	2x undergoing upgrade	387
Revenue - Year	Total rent charged for housing stock 01.07.23 – 30.04.2024	Year to Date Rent payments collected 01.07.23 - 30.04.2024	Year to Date rent arrears collected 01.07.23 – 30.04.2024
	\$2,273,342.90	\$1,794,530.95	\$183,702.33
Revenue – Month APRIL	Monthly Rent Charged for housing stock	Monthly Rent Payments collected	Monthly Rental Arrears collected
	\$258,105.00	\$175,435.68	\$19,035.28
Arrears	Total Rent Arrears As at 30.04.2024	Total Rent Arrears (previous years) as at 30.04.2023	Variation from year to year
	Tenants - 240 Amount - \$2,519,109.65	Tenants - 205 Amount - \$2,118,208.38	\$400,901.27 Increase
Property Inspections	Year to date - complete	Monthly inspections Completed	Monthly Inspections Scheduled
	280	37	60

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
	279	2943	368 Applicants 6 New applicants 11 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 APRIL the YASC housing team has continued with the approach of House visits for rental arrears. 21 Centrepay deductions have been commenced for tenants in arrears.

2. EARLY LEARNING CENTRE (DAYCARE)

The Day Care Center has been working hard to ensure full capacity of children (42) and overdue fees are collected or a payment plan has been implemented to assist parents/guardians.

We have also assisted parents with help with Services Australia Childcare subsidy applications and have formed a good communication with the local Yarrabah Service Australia Office.

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 currently considering a business case to increase children's numbers from 42 to 60 children enrolled to meet the community's needs.

We had a meeting with Health and Wellbeing of Queensland about a Foodcube project. We have now been potentially earmarked for two Foodcubes, which would come with everything including tools and gloves for the children to use. This is quite exciting that the children will participate in growing vegetables and then providing the cook to use them in their daily meals. It is 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.

On the 13th of June we're going to bring in your "Elders Day" at the center from 9:30am to 11:30am. The Daycare 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. It is vital that we acknowledge and share all of our cultural experiences and grow together within the community. We will be sending out invitations to council for anyone who wishes to join us for the morning's activities. Health and Wellbeing service will be attending and handing out free water bottles for the children.

The monthly newsletter is becoming quite popular with the parents and they enjoy the bright colourful appearance as well as photos around the Early Learning Centre. 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.

A new Safety Representative has been appointed for the Early Learning Centre and she has wasted no time in checking equipment and condition of our play equipment.

FINANCIAL MATTERS

In the month of March we had an outstanding debt amount of \$ 114,748.56, this includes past and present children from the last 3 years that have not paid their fees. \$68,422.30 is the amount for parent's children who are no longer at the Early Learning Centre and \$46,241.26 amount owing with the parents' children currently attending. All outstanding debts have now been forwarded to our Corporate Services Director to be actioned.

So far for the last week of April and early week of May 2024 we have received the most amount payments in any other month this year. A total of \$12,295.52 has been paid, this also includes parents that pay regularly.

After advising parents that we were reviewing their child/children's enrolments we received eleven payment plan applications in three days. We also had parents pay substantial outstanding fees. For this period of April and first 3 days of May this deficit has only increased by \$2,305.64 which is a significant turn in trend as we were approximately increasing our deficit by \$7,500 of non-paying fees per month.

The 2023-2024 Compliance and Operations Report that was completed and submitted in April.

AVERAGE ATTENDANCE DAILY

Nursery	<u>9</u>
Toddler	<u>15</u>
Kindy	<u>13</u>
Afterschool care	<u>5</u>
Suspended children	<u>0</u>
	<u>42</u>

3. YARRABAH INDIGENOUS KNOWLEDGE CENTRE

FIRST 5 FOREVER

The First 5 program is advancing smoothly, and we are noticing a rise in the number of children attending. Currently, we are engaged in learning nursery rhymes to sing and share with children at home. Additionally, we are enjoying reading engaging books, playing with puppets, and exploring creative play with blocks.

First 5 forever	Bus service Primary School	Bus Service high school	<u>Door count</u>
14	937	745	187

4. YARRABAH ARTS AND CULTURAL PRECINCT

Throughout this period, the YACP has continued its mission to foster artistic expression, promote cultural heritage, and engage with the community. Below is a summary of key highlights and developments.

Number of patrons	Month to Date	Year to Date
	63	1523
Sales	Month to Date	Year to Date (from 1 July 2023)
	\$1690.00	\$120,790.00

Upcoming events, projects and art awards

- Indigenous Fair Trade at the Cairns Convention Centre on 16 April.
- Charcoal Exhibition launches on 25 May at the Cairns Courthouse. Invitations have been emailed and marketing has commenced with articles featured in the Arts Hub and the Cairns Vibrance magazine.

- CIAF: Art Fair, Markets and Fashion is on in 25 July.
- Domestic Violence Exhibition – May DV month.
- Year 9 students from the High School are attending in May for Art History lesson.

- Year 2-3 are planning to visit and speak with Elders from the community about the History of Yarrabah.
- Entered artist in the Works on Paper Award.
- Blak Flair project with Northsite. Northsite have been asked by the Cairns Convention Centre to use artwork from Ruben Ambrym and Philomena Yeatman as covers of their notebooks.

Program operational update and funding

- Qld Museum will start training on 7 May as part of the requirements under the Menmuny Museum Assessment Report 2013. The funding sourced is through the IRADF Funding.

This will improve the cultural maintenance, documentation and management of the Menmuny Museum collection. The funding allows YACP to employ a Project Officer which we have advertised and successfully fulfilled this month. The Project Officer will engage with Queensland Museum to deliver training to provide best practice, advice and build community capacity. The following training will be provided:

- Workshop 1: 7 May 2024
- Workshop 2: TBC
- Workshop 3: TBC
- 4 Reviews over 18 months

Training

- YACP staff member has participated in SAM (Stories and Monies) consignment training. SAM is an online artwork management system built specifically for Aboriginal and Torres Strait Islander (ATSI) art centres. The platform allows for the cataloguing of artwork, artists, products, inventory and certificate of authenticity.

As we move forward, it is imperative that we continue to address work health and safety concerns, maximise funding opportunities, and support our artists in their creative endeavours. We commend the dedication and hard work of our staff and artists in maintaining the vibrancy of the YACP.

5. COMMUNITY EVENTS

During April we have organised and/ or assisted with the following events:

- Councillors' Declaration of office
- ANZAC Day
- Assistant Minister McCarthy's visit

Upcoming events

The recently appointed Community Services Officer is settling into her role well. The CSO attends all required meetings to learn all aspects of the role, meet local as well as external stakeholders to get a thorough understanding of community networks and organisations. CSO is also researching and preparing upcoming events, both on monthly and annual basis. During the next month CSO will prepare a brief outline and overview of the main upcoming events

YASC VENUE BOOKINGS

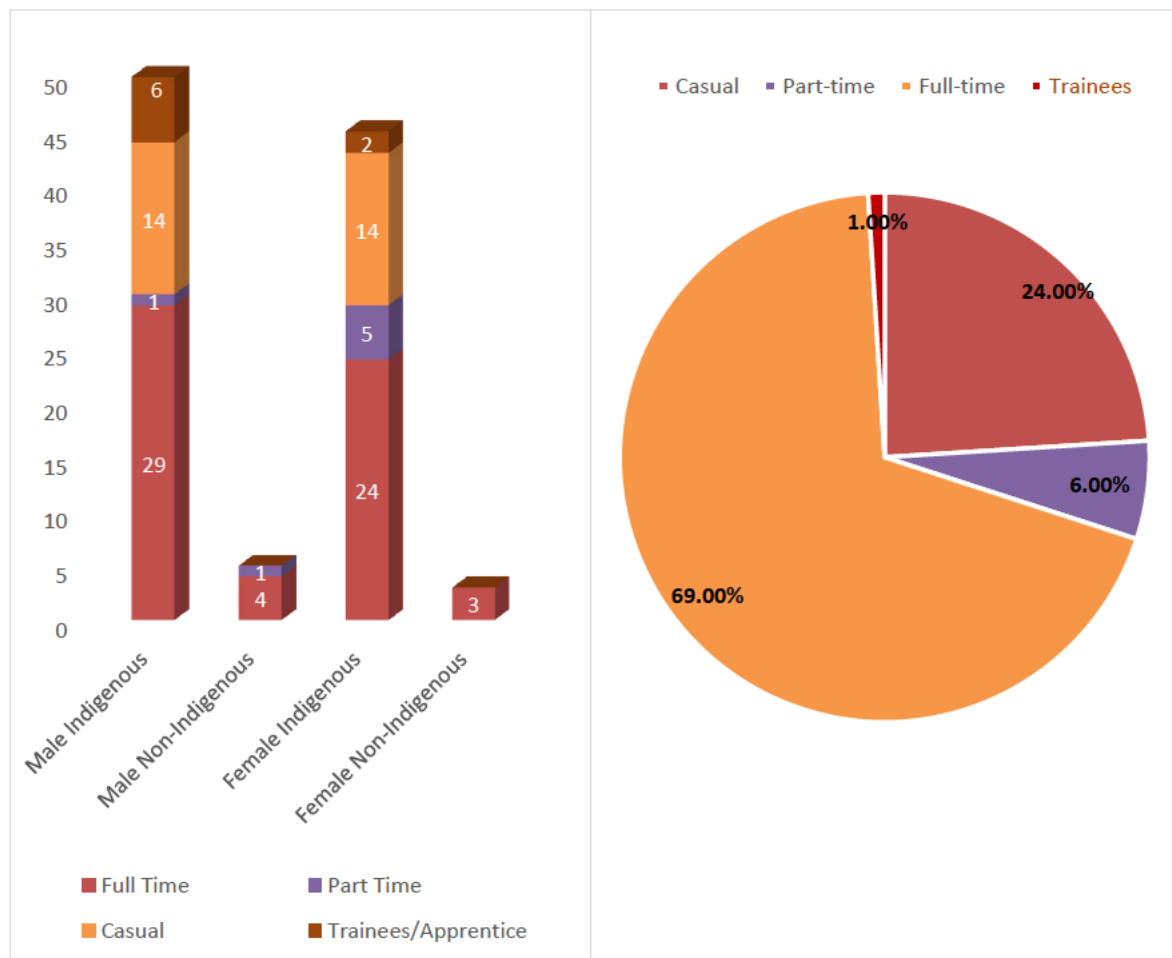
Monthly Totals	
Community Hall Booking	7 Bookings
RTC Rooms	Booked Daily for Training
IKC Meeting Room	14 Booking
HR Training Room / meeting	0 Bookings

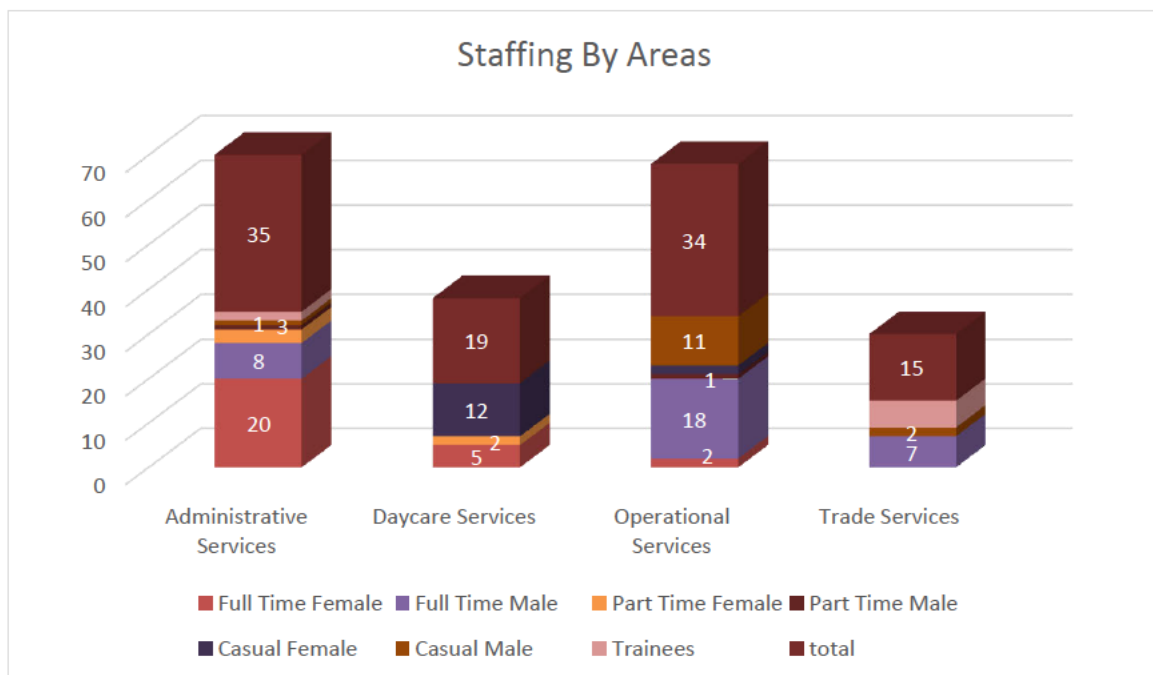
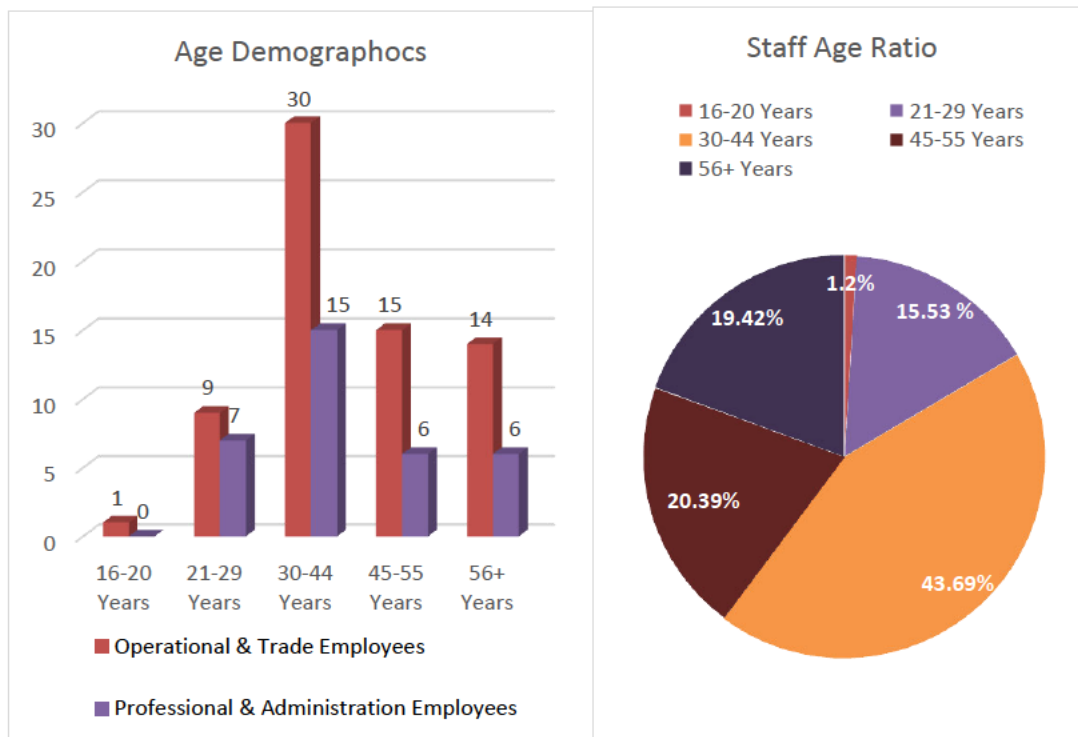
6. HUMAN RESOURCES

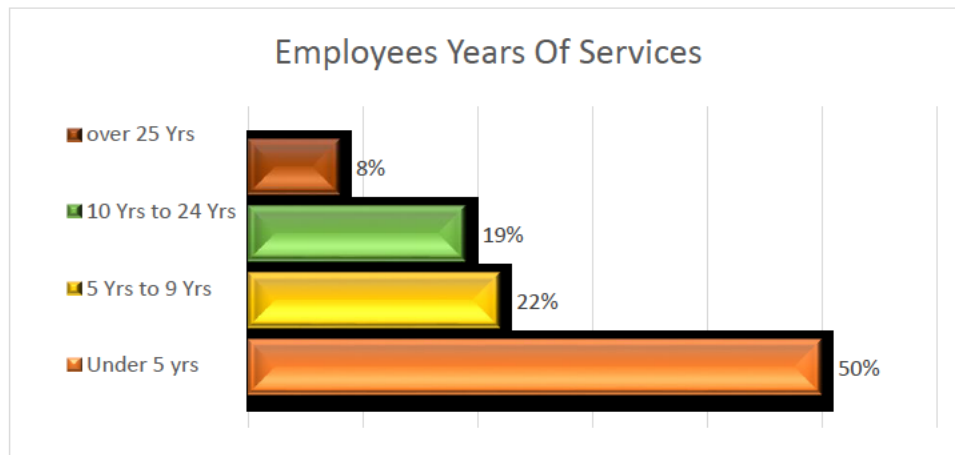
STAFFING:

Our current employment Ratios are as follows:-

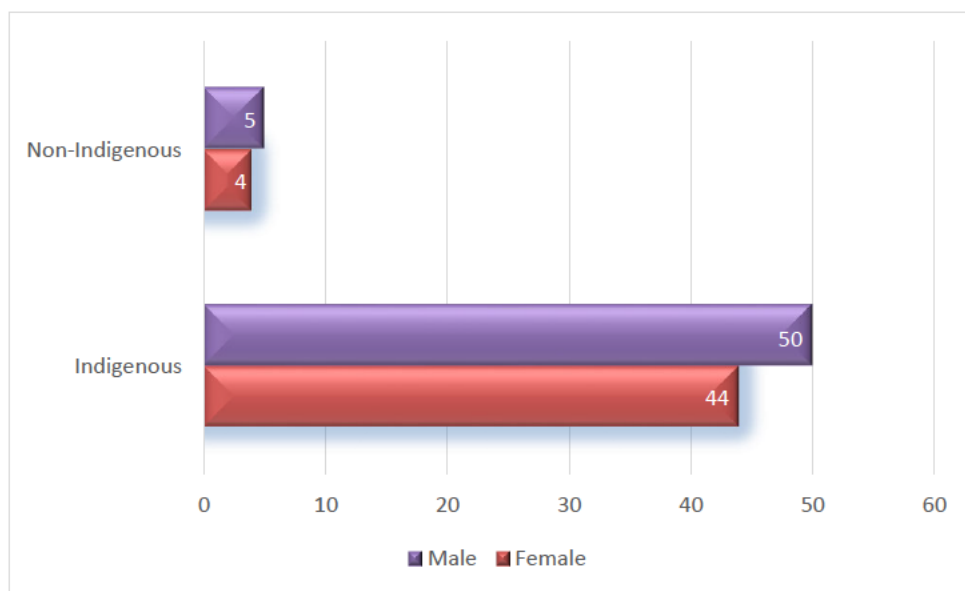
COUNCIL EMPLOYEES	MALE INDIGENOUS	MALE NON-INDIGENOUS	FEMALE INDIGENOUS	FEMALE NON-INDIGENOUS	TOTAL
Full Time	29	4	24	3	60
Part Time	1	1	5	0	7
Casual	14	0	14	0	28
Trainees/Apprentice – Wugu Participants	6 3	0	2	0	8
TOTAL	48	7	45	3	103







Graph for indigenous / non indigenous employees



RESIGNATIONS / TERMINATIONS

No resignations

RECRUITING:

- Child Services Worker, Casual Pool
- Animal Management Officer
- Environmental Health Officer
- Youth Engagement Officers

TRAINING

Bronze Medallion training will be held the week of 6th of May

Traffic Control Training will be held the week of 20th of May

7. WORKPLACE HEALTH AND SAFETY**TEST AND TAGGING**

All Electrical Test & Tagging is up date in all Council buildings, RCD Testing is also all current and compliant. RCD upgrades on all Council switch boards are going out to tender to YASC preferred suppliers.

SAFETY INDUCTIONS

Safety Inductions for contractors have now been completed, three Safety Inductions were held in the past six weeks to ensure everyone is Inducted to YASC Safety processes. Induction of new Council employees will be completed in the upcoming weeks.

WORKPLACE HEALTH AND SAFETY AUDIT

The LGW audit is ongoing. LGW representative has been away on holidays for a month, but has now returned and we will continue working towards getting council prepped for the upcoming audit.

Asbestos Audit

Building Services Manager and WHS Coordinator are currently consolidating a list of pre- 2003 buildings that will need to be tested. Audit is in progress

INCIDENTS

Security The team is constantly patrolling all YASC buildings and Work sites and monitor those areas for break and entry and other damage

SECURITY

The team is constantly patrolling all YASC buildings and Work sites and monitor those areas for break and entry and other damage

The two abandoned houses on Smith Street are of a concern due to their poor condition and possible asbestos. It is important we confirm the ownership and secure the buildings as to prevent any entry by children and or youth

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.20240513

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 April/ May 2024.

FOCUS AREAS

- Assert control over the Healthy Housing Round 1 program with aim to have fully 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 training with identification of skills needing to be improved.

We are continuing with 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	3 rd May 2024	9 th February 2024	3 rd May 2024
+ 365	16	3	165	140
181 - 365	85	165	61	32
121 - 180	106	104	17	0
91 - 120	104	49	3	27
61 - 90	94	84	NIL	*23
30 - 60	133	136	NIL	*18
< 30	282	349	*62	*69
TOTAL	820	890	308	199 – 110*

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

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

Unplanned maintenance has 118 work orders over 90 days completed and progressing to invoice. Once invoiced the over 90 days figures would reduce from 321 down to 203.

Healthy Housing round 1 numbers are now reducing daily and outstanding works have all been identified with action plans in place.

Healthy Housing round 2 will ramp up again next week and these numbers will increase below 60 days. For the existing work orders already in place action plans are currently being worked on to complete these with invoice to QBuild.

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

2022-2023 Planned Projects		
PRE-PAINT & PAINT WORKS		
<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
Refurbishment – 10 Sawmill Rd	60%	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	95%	To be completed within 1 week
8/15 Workshop Road	95%	To be completed within 1 week

2023-2024 Planned Projects		
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,	100%	Completed
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,	20%	WIP – Purchase Order issued to contractor
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,	20%	WIP – Purchase Order 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	100%	Completed

CURRENT WORKS IN PLANNING AND IN WORKS

RSL HALL

- A grant has been lodged and awaiting outcome.

PLACE OF REFUGE (PCYC)

- We are due to start the external works on 13/05/2024 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 defected by Ergon Energy with a generous timeframe given to rectify. A quote from a contractor is currently being worked on.

EARLY LEARNING CENTRE / DAY CARE CENTRE

- Works have been tendered with a contractor chosen for the stormwater rectification works. Contractor is awaiting council PO with intentions of a pre-start meeting to be held next week on site.

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

- Completed works: Car Park lighting improvements. Electrical works are being undertaken to reinstate power supply and replace the car park lights.
- 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.
 - Renderer onsite 13/05/2024 to complete rendering
 - Carpentry crew frame out new ceiling 15/05/2024
 - Electrical rough-in works will upgrade switchboard, emergency lights and room lights 16/05/2024
 - Carpentry crew onsite 20/05/2024 resheet ceiling, install doors, vermin proof to underside of roof sheet
 - Electrical fit off 22/05/2024
 - Paint and complete 24/04/2024
- **Program:**
 - Community related events have resulted in delays to the project therefor 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 – complete
- To be completed
 - Custom flashing ordered for new roof to be installed May 24
 - Reinstatement of fencing – materials on order and being delivered 10/05/2024



- **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
- Program
 - Some delays caused due to inclement weather and other projects
 - Delays for delivery of quarry materials
- WFQ crew are currently undertaking Cert 3 in Civil Construction anticipate completion within 6 months.

- **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

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 via LRRG funding

E) Project: Cemetery Fencing**Progress Update:**

- Procurement – complete
- Works commenced onsite
- Local painting contractor engaged for repainting existing stone wall and gates
- New construction crew commenced onsite with Council subcontractor to augur post holes and commence fence installation
 - Work for Dole program is also being established for this project and future fencing works
 - New construction crew are currently undertaking Cert 3 in Civil Construction

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)
 - Laundry tiling
 - Security screens install
 - Sheds

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
 - Flooring
 - Plumbing fit off
 - Carpentry 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
- Flooring
- Works in Progress
 - Kitchen and cabinets 09/05/2024
 - Electrical and plumbing fix out
 - Final paint
 - Landscaping / turfing
 - Security screens
 - Balustrade



D) 14 Smith Street

Progress Update:

- Completed works
 - Initial earthworks
 - Concrete foundation and slab
 - External and internal blockwork
 - Truss install
 - Roofing
 - Ceiling battens
 - Soffits
 - Window measure up
 -

- Works in Progress
 - Stormwater
 - Driveways
 - Electrical and plumbing rough in
 - Windows



E) 7 Beach Street

Progress Update:

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

F) 64 Gribble Street

Progress Update:

- Completed works
 - Engineering and design
 - Building Approval
 - Development approval (QBuild)
 - RFQ's received by Council and assessments
- Works in Progress
 - 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.20240513

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

To report to Council the status/activities of Infrastructure Department areas for the month of April 2024 up to 08 May 2024.

OPERATIONAL UPDATE

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

Attended QLD Water Regulators workshop on the 23rd of April to workshop new reporting requirements including QICWON quarterly meeting.

INFRASTRUCTURE AREA –GENERALS**CAPITALS****Road recovery projects**

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
ATSI TIDS	ANNUAL ALLOCATION	Reconstruct sections of Backbeach Rd Multiple chainages. (WIP)	40%
		FNQROC Reseal & line marking project	Schedule to commence mid to late May
ATSI TIDS	Range Road, Nursery Road Intersection Upgrade	Contractor commenced WIP	<u>10%</u>
REPA	Reservoir Rd Betterment	Construction completed Defects list WIP	<u>95%</u>
REPA	Buddabadoo Betterment	- Community stormwater improvements including Buddabadoo Road, Works to continue upon completion of Buddabadoo Bridge - Note: EOT/Change of scope	<u>40%</u>

		submitted as priorities have changed since the grant approval. Requesting approval to extend on round-a-bout works to	
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) Concept design workshop held on 03 rd of April 2024
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 Completed tender evaluation period
ALCRAP000012	Reef action plan – STP Upgrade – Surface Aerators		RFQ Completed tender evaluation period
ALCRAP000011	Reef action plan – Above Ground Fuel Tanks		RFQ Completed tender evaluation period

ATTACHMENTS

Nil

RECOMMENDATION

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

7.6 PROPOSAL FOR THE SCADA UPGRADE PROJECT

File Number: 06.MFD_OM.20240513

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

To seek Council endorsement to award the SCADA upgrade to AUSTEK through the approved ICCIP funding.

- YASC 1.05 - Water mains and system upgrades - Update SCADA system for the water treatment system and install monitoring equipment to second reservoir.
- YASC 2.11 - SCADA system for the sewerage systems and install additional monitoring equipment.

BACKGROUND

YASC is seeking to upgrade the existing water and wastewater SCADA system to achieve higher levels of service with respect to potable water supply quality and reliability and environmental stewardship.

The current SCADA system is in poor condition and is unable to provide adequate support of water and wastewater operations without significant investment. The most critical issues which must be addressed include:

- All process controllers are beyond design life and are at risk of failure.
- The computer that is essentially the primary operator control terminal is beyond design life and is at risk of failure.
- All 10 sewage pumping stations are not communicating to the SCADA system resulting in no automated alarming to operational staff. Sewer overflows are only detected visually onsite.
- The raw water extraction rates from the bores are not monitored and recorded.

COMMENT

Yarrabah Aboriginal Shire Council's (YASC) is responsible for the provision of water and wastewater services to the Yarrabah community. The potable and wastewater system utilised to provide this service relies on reliable and functional mechanical and electrical equipment supported by online instrumentation and control systems.

The scope of work can be broadly expressed as the upgrade of the control system hardware and software which manages the operation of the bore field, the water treatment plant and the wastewater pump-stations.

To assist, Council engaged UNGANCO to undertake a review of the Austek proposal to confirm and refine scope and highlight and mitigate project risk. UNGANCO in consultation with YASC officers liaised with Austek to refine the submission to suit operational requirements within the project constraints

POLICY/FUNDING CONSIDERATIONS

Only one tender was sought from AUSTEK, who are a preferred supplier and listed on Localbuy 299. This action was taken due to the specialised services required and local support available and their historical knowledge of Council's systems.

As a result, this requires with Council's legislative and Procurement Policy requirements.

RISK

Refer to Background information (above).

CONSULTATION

- Department of Regional Development, Manufacturing and Water.
- UGANCO
- Council Infrastructure Department

ATTACHMENTS

1. YASC SCADA Submission Summary
2. AUSTEK SCADA Network Upgrade

RECOMMENDATION

That Council resolve to award the SCADA upgrade to AUSTEK through the approved ICCIP funding.



SUBMISSION SUMMARY REPORT

FOR

YARRABAH ABORIGINAL SHIRE COUNCIL
WATER AND WASTEWATER SCADA UPGRADE

Document Control

Approval			
Author signature 		Review signature	
Name	John Bishop	Name	Samual Bann
Title	Owners Engineer Representative	Title	Director Infrastructure
Date	20 th February 2024	Date	
Version	1.0		



EXECUTIVE SUMMARY

Yarrabah Aboriginal Shire Council's (YASC) is responsible for the provision of water and wastewater services to the Yarrabah community. The potable and wastewater system utilised to provide this service relies on reliable and functional mechanical and electrical equipment supported by online instrumentation and control systems.

YASC's water and wastewater control system (SCADA) is in poor condition and does not provide an adequate level of control to facilitate reliable provision of potable water services and responsible management of wastewater. The SCADA hardware and software requires redesign to meet contemporary standards and replacement of obsolete hardware.

In late 2023, YASC sought a quotation from Austek who are the current and preferred SCADA support contractor. Austek were the original installer of the YASC SCADA system in 2012.

UNGANCO were requested by YASC to undertake a review of the Austek proposal to confirm and refine scope and highlight and mitigate project risk. UNGANCO in consultation with YASC officers liaised with Austek to refine the submission to suit operational requirements within the project constraints.

On 31st January 2024, Austek provided version 4 of the proposal. UNGANCO are satisfied that this proposal represents a robust and effective solution to the current challenges faced by YASC. From a technical perspective UNGANCO do not have concerns in proceeding with this offer.

1. PROJECT DETAILS

1.1. Aim and Description

Yarrabah is an Aboriginal community located approximately 12km east of Cairns. By road, the coastal community is 60km from the Cairns central business district (CBD). The location of the key infrastructure associated with the water infrastructure is provided in the image below.

YASC is seeking to upgrade the existing water and wastewater SCADA system to achieve higher levels of service with respect to potable water supply quality and reliability and environmental stewardship.

The current SCADA system is in poor condition and is unable to provide adequate support of water and wastewater operations without significant investment. The most critical issues which must be addressed include:

- All process controllers are beyond design life and are at risk of failure.
- The computer that is essentially the primary operator control terminal is beyond design life and is at risk of failure.
- All 10 sewage pumping stations are not communicating to the SCADA system resulting in no automated alarming to operational staff. Sewer overflows are only detected visually onsite.
- The raw water extraction rates from the bores are not monitored and recorded.

1.2. Proposal Scope and Review

The scope of work can be broadly expressed as the upgrade of the control system hardware and software which manages the operation of the bore field, the water treatment plant and the wastewater pumpstations. The project involves replacement of the obsolete process controllers (RTU's) and reinstatement/upgrade of critical instrumentation and re-design and programming of the process control logic and operator interfaces. In addition, the upgrade will bring the control system in line with contemporary standards with respect to cyber security.

Initially, the project was to include the upgrade of all currently used and historical SCADA sites. Through the review and scope clarification process, the immediate need for upgrade of these site was evaluated and rationalised. The full scope of works is detailed in the attached Austek proposal (v4) however to summarise, the assets remaining in scope are as follows:

- Bores 5, 6 and 7
- Master RTU and workshop SCADA PC
- Potable water reservoir site
- Sewage pumpstations 1 to 10.

Bore 2, Reeves Creek inlet valve and the sewage treatment lagoons were removed from scope as they are not currently essential for the operation of the system. These sites will be reinstated as required under the scope of future projects.

UNGANCO completed a review of the initial proposal provided by Austek and developed a register of comments and clarifications to be resolved by Austek. This register is also attached to this document. Austek provided responses to all points of clarification and reissued a revised proposal. This revised proposal allowed for a level of flexibility in terms of which assets could be removed from scope to strike a balance between what works are essential and the available budget. Further minor negotiations and clarifications were sought prior to the finalisation of version 4 of the proposal. This proposal represents a fit for purpose and robust solution to resolve the current operational challenges faced by YASC. UNGANCO do not have concerns in proceeding with this scope of works.

Annex 1

AUSTEK PROPOSAL v1 – v4

Yarrabah SCADA Upgrade – Submission Summary Report
February 2024

v1.0

Annex 2

UNGANCO/AUSTEK Clarification Register



YARRABAH SCADA UPGRADE 2023

V4**02/2024**

PROJECT PROPOSAL

**STRICTLY PRIVATE AND CONFIDENTIAL****Prepared for:**

YARRABAH ABORIGINAL SHIRE COUNCIL

Issued

07.02.2024

Prepared By:

Seren Whitnell

Electrical Department
Manager



Wednesday, 07 February 2024

Dear Yarrabah Aboriginal Shire Council,

We thank you for this opportunity to submit our proposal for the SCADA Upgrades.

Austek is a leading provider in industrial, electrical, automation, SCADA, telemetry and communications systems. Established in 1988 we have had a long history of delivering successful turnkey solutions throughout North Queensland and the Torres Straits over the past 15 years. The following proposal has been tailored for your requirements, to not only meet, but to surpass your expectations.

Through this proposal, we would like to highlight the value and assurance Austek is able to bring to the project.

- Knowledge and skills learned from completed sewerage and water projects at neighbouring townships and islands.
- Reliable, proven, less labour-intensive treatment solutions which can handle fluctuating water quality and demand.
- Project delivery in compliance with health, safety and environmental requirements

We trust that our following submission is in line with your project requirements. Should you require any additional information or clarifications on our submission, please feel free to contact our head office on 07 4035 5554.

We assure you of our best services and look forward to working with you on this project.

Sincerely,

Seren Whitnell

Electrical Department Manager

Austek PTY LTD

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E: Seren@austek.net.au

W.Bryan Mitchell

Managing Director

Austek PTY LTD

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Austek Pty Ltd



Table of Contents

1	AUSTEK OVERVIEW	4
2	PROPOSAL SUMMARY	5
2.1	Our Offer.....	5
2.2	Overview of the General SCADA Upgrade	6
2.3	Previous Experience – SCADA and Automation	8
2.4	Previous Experience – Switchboards and Electrical	13
2.5	Previous Experience – Chemical Dosing	14
2.6	Austek Personal Experience	15
2.7	References	16
3	PROJECT PROPOSAL	17
3.1	Yarrabah SCADA Upgrade:	17
4	PRICING SCHEDULE	19
5	TESTING AND EXCLUSIONS	25
5.1	Testing and Commissioning	25
5.2	Exclusions	25
6	COMMERCIALS	26
6.1	Delivery	26
6.2	Payment	26
6.3	Validity	26
6.4	Warranty	26
6.5	Standards	26



1 AUSTEK OVERVIEW

Austek Pty Ltd is the leading industrial, electrical, automation, SCADA, telemetry and communications system provider in North Queensland. We provide quoting, design, manufacture, fabrication, supply, installation and ongoing maintenance for our wide range of products and services. Our capabilities extend from small projects through to large turnkey solutions, providing the client with design, engineering, integration, construction, commissioning and documentation services.

Our capabilities include engineering and project management across the design and implementation of control systems including the RTU hardware, SCADA software, radio and telemetry communications networks, associated electrical works and sheet metal fabrication.

We service all areas of North Queensland, from Townsville North to the Torres Straits and West into the Northern Territory. Our head office is located in Cairns and is a fully equipped facility with service and manufacturing workshops staffed by experienced electrical, radio and fabrication technicians. All technical personnel have had extensive involvement in a variety of projects, both large and small, in many parts of Queensland.

We also have a remote northern office situated on Thursday Island which holds stock and vital spares that may be needed in surrounding islands and communities.

We service clients across a broad geographic area, from Townsville to the Torres Straits, including outback stations and remote mountain tops. Our team are qualified to work at height (riggers and doggers) and our fleet includes a Helicopter and 4WD vehicles, enabling us to mobilise quickly and efficiently to reach your site. Work can be completed off-site, at our professional factory and modern workshop, on-site or a combination of both to deliver superior, cost effective solutions for your requirements.

For more information please visit us at <http://www.austek.net.au/>



2 PROPOSAL SUMMARY

2.1 OUR OFFER

Austek PTY LTD is made up of four distinct departments that will all provide a high level of expertise and knowledge throughout the course of this project. Whilst the Electrical department will be the primary project manager for this proposal, the following list highlights the resources that will be utilised throughout the duration of the job.

Industrial Electrical / W&WW Management

- Project Management
- Switchboard Enclosure Design
- Electrical Drafting and Design
- Chemical Dosing Systems
- Water Quality Instruments
- 2D & 3D Modelling
- Onsite Installations
- Service and Maintenance
- Handover Documentation and Training Manuals

SCADA & Automation

- SCADA Systems
- Automation Integrator
- Service and Maintenance

RF Communications

- Tower and Mast Installations
- Remote Communications
- Point-to-Point Links
- Radio Pathway analysis

Sheet Metal Fabrication

- Switchboard Enclosure Design and Fabrication
- Tower and Mast Fabrication
- Custom Design
- Complete Fabrication workshop
- 2D and 3D Modelling

This large range of specialised work allows Austek to complete entire projects with minimal need for external contractors and assistance. This allows Austek to retain more control of the project's design, lead time, overall price and accountability of the project's performance. The less amount of subcontractors involved results in less markup and significantly less risk margin is factored into our pricing submission. These cost savings are all passed onto the council to ensure that we can provide a turnkey solution at an affordable cost.



2.2 OVERVIEW OF THE GENERAL SCADA UPGRADE

The Yarrabah Aboriginal Shire Council Citect SCADA and Kingfisher system was supplied and installed by Austek back in 2012. This original system is still operational at some sites throughout the water and wastewater network, however the technology is heavily outdated. Since the original upgrade, cyber security has also become a leading discussion topic throughout our industry causing many advancements to W&WW systems. Kingfisher, Schneider and Citect SCADA have continued to develop their product to ensure it stays relevant with new standards and expectations which is why there are still leading providers in the industry.

Due to Austek installing the original system back in 2012, all of the networking parameters, path surveys, memory maps, ladder logic, communication files and PLC drawings are still in our possession. Having this information available to us allows for a more accurate estimation of project costs and the design requirements to carry out the new scope of work.

2.2.1 Austek's Overview of Generic Allowances:

Austek's overall objective is to complete the list of upgrades requested by the council whilst also filling in any gaps in the scope that we deem necessary to provide an entire turn-key solution. Our overall submission lump sum may suffer by making these allowances, however we want to provide a price that will result in the council receiving a complete project without constant variations. Listed below are some generic allowances that have been made throughout each line item;

Landfill and Waste Removal:

Removal of all industrial waste will be completed outside of Yarrabah A.S.C landfills. Generic waste will be disposed of by Austek in the local landfill (unless directed otherwise).

Electrical & Instrumentation Cable:

In most applications throughout this proposal, Austek has costed to replace the instrumentation cabling for all new equipment. This has been allowed to ensure all electrical compliance is met and extend the longevity of the installation.

Existing Switchboards and Hardware:

At this stage, Austek has costed to retain all the existing major & minor electrical componentry within the MCC switchboards like *contactors, relays, fuses, terminals, timers, switches, pilot lights* ect. A provisional sum has been included within each section of our proposal to allow for some minor hardware to be replaced if required to obtain the IO inputs for SCADA. If this provisional sum is used per site, a breakdown of equipment will be provided within the invoice for council reference. This allowance has been made so Austek can minimise the potential of future variations within the works contract.

2.2.2 Austek's Recognition with Kingfisher PLCs:

Austek is a formally recognised and approved partner/system integrator with the Kingfisher product line. This relationship spans over 20 consecutive years of featuring in Australia's top 5 integrators.

Our previous automation experience with the Kingfisher RTU is highlighted in section 2.3.

2.2.3 Austek's Channel Partnership with ABB:

Austek is the licenced Channel partner in FNQ with ABB for their water monitoring and analytic product line. This partnership with ABB has granted Austek constant training to provide ongoing support and technical assistance post-installation.

We will draw upon these resources to ensure the selected products are fit for purpose and meet all installation guidelines set out by ABB. Austek also carries a large quantity of hardware and spares for ABB flow meters and water monitoring equipment. This ensures that we can provide quick turnaround on support, troubleshooting and maintenance in the future.

2.2.4 Austek's Recognition with Queensland Health:



Austek has an extensive background in designing, manufacturing, installing and servicing chlorine disinfection systems throughout Queensland. Throughout this process, Austek has consistently worked in with Queensland Health to ensure all guidelines are met and training is carried out effectively. Austek has provided multiple Queensland Health operators training so they are also able to provide training on Austek's system.

Throughout the automation design of Austek's disinfection system, Queensland Health provided ongoing commentary and reviews to ensure all parties would be confident in the success of the product.

Austek is formally endorsed by members of the Queensland Health Services.



2.3 PREVIOUS EXPERIENCE – SCADA AND AUTOMATION

Austek has designed, manufactured, installed and interfaced SCADA systems at the following sites:

Torres Shire Council

- Thursday Island
 - Sewerage Treatment Plant
 - High Lift Pump Station
 - Chlorine Treatment Building
 - 2x Clear Water Reservoirs
 - 13x Sewerage Pump Stations
- Horn Island
 - 4 Train UF Water Treatment Plant (110L/S)
 - Standby Water Treatment Plant
 - Chlorine Treatment Building
 - 2x Clear Water Reservoirs
 - 3x Sewerage Pump Stations
 - Sewerage Lagoons

Torres Strait Island Regional Council

- Hammond Island
 - Reservoir
 - Water Treatment Plant
 - 1x Well
- Badu Island
 - Water Treatment Plant
 - Reservoir
 - 3x Well
 - Clear Water Tank
 - High Lift Pumps
 - Sewerage Lagoons / Aerators
 - Tide Monitoring
- Coconut Island
 - Reservoir
 - Covered Storage Lagoon
 - Raw Water Pumps
 - RO Desalination Plant
 - Chlorine Treatment Building
- Dauan Island



- 3x Wells
 - Western Reservoir
 - Eastern Reservoir
 - Chlorine Treatment System
 - Water Treatment Plant
 - Covered Storage Lagoon
- Kubin Island
 - 1x Well
 - Weir
 - Reservoir
 - Water Treatment Plant / Chlorine Treatment System
 - Covered Storage Lagoon
 - 3x Sewerage Pump Stations
- St Pauls Island
 - 2x Wells
 - Chlorine Treatment Plant
 - Covered Storage Lagoons
 - Reservoir
 - 3x Sewerage Pump Stations
- Mer Island
 - RO Desalination Plant
 - Raw Water Intake
 - Clear Water Tank
 - 2x Clear Water Reservoirs
 - Chlorine Treatment Plant
 - 6x Sewerage Pump Stations
 - Sewerage Treatment Plant
- Stephen Island
 - 2x Bores
 - Covered Storage Lagoon
 - 2x Reservoirs
 - Constant Pressure Pump Site
 - Chlorine Treatment Plant
- Warraber Island
 - Raw Water Intake
 - Covered Storage Lagoons



- Reservoir
 - Chlorine Treatment Plant
 - RO Desalination Plant
- Yorke Island
 - Raw Water Intake
 - Reservoir
 - Covered Storage Lagoons
 - Chlorine Treatment Plant / Desalination Plant
- Boigu Island
 - RO Desalination Plant
 - Raw Water Intake
 - 2x Reservoir
 - Chlorine Treatment Plant
 - Covered Storage Lagoons
 - 1x Sewerage Pump Station
 - Sewerage Treatment Plant
- Erub Island
 - Water Treatment Plant
 - Covered Storage Lagoons
 - Reservoir
 - 1x Well
 - Chlorine Treatment Plant
 - 5x Sewerage Pump Stations
 - Sewerage Treatment Plant
- Mabuiag Island
 - Reservoir
 - Covered Storage Lagoon
 - Chlorine Treatment System
- Saibai Island
 - Covered Storage Lagoons
 - Chlorine Treatment Plant
 - Constant Pressure Pump
 - 3x Sewerage Pump Stations
 - Sewerage Treatment Plant
- Yam Island
 - Raw Water Intake



- RO Desalination Plant
- Chlorine Treatment Plant
- 2x Reservoirs

Hope Vale Aboriginal Shire Council

- Water Treatment Plant
- 2x Chlorine Treatment Buildings
- High Lift Pumps
- Constant Pressure Pumps
- 2x Clear Water Reservoirs
- 7x Bores
- 2x Sewerage Pump Stations
- Sewerage Lagoons

Lockhart River Aboriginal Shire Council

- Water Treatment Plant / Chlorine Treatment Plant
- 2x Clear Water Reservoirs
- 3x Bores

Mornington Aboriginal Shire Council

- Water Treatment Plant
- Dam intake Site
- 4x Sewerage Pump Stations

Burke Shire Council

- Burketown
 - Water Treatment Plant
 - River pump site
 - Sewerage Treatment Plant
 - 3x Sewerage Pump Station
- Gregory
 - Water Treatment Plant
 - River pump site

Napranum Aboriginal Shire Council

- Water Treatment Plant
- 2x Bores
- 1x Storage Reservoir
- Constant Pressure Pump Site
- 3x Sewerage Pump Stations

Kowanyama Aboriginal Shire Council



- Water Treatment Plant / Gas Chlorine building
- Filtration Plant
- Constant Pressure Pump Site
- 3x Bores
- 2x Clear Water Storage Site
- 6x Sewerage Pump Stations
- Evaporation Lagoons

Woorabinda Aboriginal Shire Council

- Water Treatment Plant
- Constant Pressure Pump Site
- Raw Water Pump Station
- Raw Water Reservoir Site



2.4 PREVIOUS EXPERIENCE – SWITCHBOARDS AND ELECTRICAL

Austek has designed, manufactured and installed control switchboards at the following sites;

MCC SWITCHBOARD UPGRADES - AUSTEK PTY LTD											
SEWAGE PUMP STATIONS			SEWAGE TREATMENT PLANTS			WATER PUMP STATIONS			WATER TREATMENT PLANTS		
6	Thursday Island	TSC	1	Boigu Island	TSIRC	3	Badu Island	TSIRC	1	Erub Island	TSIRC
3	Horn Island	TSC	1	Erub Island	TSIRC	3	Dauan Island	TSIRC	1	Badu Island	TSIRC
5	Kowanyama	KSC	1	Saibai Island	TSIRC	3	Kubin Island	TSIRC	1	Hammond Island	TSIRC
6	Mer Island	TSIRC	1	Mer Island	TSIRC	3	St Pauls	TSIRC	1	Dauan Island	TSIRC
3	Saibai Island	TSIRC	1	Thursday Island	TSIRC	1	Stephan Island	TSIRC	1	Kubin Island	TSIRC
3	Kubin Island	TSIRC	1	Kowanyama	KSC	1	Masig Island	TSIRC	1	St Pauls Island	TSIRC
3	St Pauls	TSIRC	6			3	Kowanyama	KSC	1	Mabuiag Island	TSIRC
5	Erub Island	TSIRC				2	Lockhart River	LHASC	1	Horn Island	TSC
2	Mabuiag Island	TSIRC				1	Mornington Is.	MSC	1	Doomadgee	DASC
5	Badu Island	TSIRC				1	Horn Island	TSC	9		
2	Yam Island	TSIRC				1	Woorabinda	WASC			
2	Poruma Island	TSIRC				22					
3	Warraber Island	TSIRC									
3	Masig Island	TSIRC									
1	Boigu Island	TSIRC									
1	Hopevale	HVSAC									
1	Lockhart River	LHASC									
4	Mornington Is.	MSC									
58											



2.5 PREVIOUS EXPERIENCE – CHEMICAL DOSING

Austek has designed, manufactured and installed chemical dosing systems at the following sites;

CHEMICAL DOSING SYSTEMS - AUSTEK PTY LTD					
CHLORINE DOSING SYSTEMS			PH CORRECTION SYSTEMS		
1	Thursday Island	TSC	1	Mornington Island	TSIRC
2	Horn Island	TSC	1	Doomadge	DASC
1	Mer Island	TSIRC	2		
1	Saibai Island	TSIRC			
1	Kubin Island	TSIRC			
1	St Pauls	TSIRC			
1	Erub Island	TSIRC			
1	Mabuiag Island	TSIRC			
1	Badu Island	TSIRC			
1	Yam Island	TSIRC			
1	Poruma Island	TSIRC			
1	Warraber Island	TSIRC			
1	Masig Island	TSIRC			
1	Boigu Island	TSIRC			
1	Dauan Island	TSIRC			
1	Hammond Island	TSIRC			
2	Hopevale	HVSAC			
1	Lockhart River	LHASC			
1	Mornington Island	MSC			
21					



2.6 AUSTEK PERSONAL EXPERIENCE

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2.7 REFERENCES

Austek has designed and constructed Telemetry and SCADA networks for many councils across Queensland and is consistently proactive in maintaining and servicing their investment. The contact details for these councils are listed below:

Torres Shire Council

Nick Sabatino (Water & Wastewater Manager)

Ph: 0429 691 334

Torres Strait Island Regional Council

Terrence Teppesen (Water & Wastewater Manager)

Ph: 0436 923 990

Burke Shire Council

David Marshall (Executive Manager – Works and Infrastructure)

Ph: 4745 5100

Cairns Regional Council

Eammon Gilbert (Facilities Manager)

Ph: 4044 3783

Doomadgee Aboriginal Shire Council

Paul De Launay (CEO)

Ph: 0429 985 094

Napranum Aboriginal Shire Council

Robert Morris (Water & Wastewater Manager)

Ph: 0458 697 855

Kowanyama Aboriginal Shire Council

Jared Warren (Electrical Services Manager)

Ph: 0419 138 155

Lockhart River Aboriginal Shire Council

David Clarke (Chief Executive Officer)

Ph: 0488 759 431

Hopevale Aboriginal Shire Council

Gene Brookes (Operations Manager)

Ph: 4083 8000

Mornington Shire Council

Jarred Martin (Operations Manager)

Ph: 0429 127 829

Woorabinda Aboriginal Shire Council

Reginald Cressbrook (Towns Services Manager)

Ph: 0425 856 127



3 PROJECT PROPOSAL

3.1 YARRABAH SCADA UPGRADE:

Key Scope Items:

Master RTU and SCADA Computer

A new desktop computer for the Yarrabah operations shed will be purchased by Austek and programmed/configured within our workshop to ensure all specifications are met. The PC will also be used by Austek to complete offsite commissioning and Citect development to ensure the upgrades operate correctly within the Windows 10 environment.

SCADA PC Specifications:

- Lenovo ThinkCentre Small Form Factor Desktop
- i7 Octa Core
- 16GB RAM
- 512GB SSD
- Additional 1TB Hard drive for SCADA Historic backups
- Windows 10 Home and Business Package
- Samsung 31.5" 4K LCD Monitor
- 3 Year Onsite Warranty

All the related modems and PLC will be installed within the existing Master RTU Enclosure.

CP35 & DNP3 Upgrade

Kingfisher Plus CP35

The Kingfisher CP35 from Ovarro is a highly-resilient and secure modular RTU that is designed for critical and remote SCADA applications. It is an advanced high-performance processor that seamlessly interfaces with intelligent communication and I/O modules to exceed the needs of the most demanding remote monitoring and control applications.

All connections are protected by state-of-the-art security features.

DNP3 Protocol

DNP3 is a communication protocol used between components in automation systems, such as RTUs, SCADA systems, and HMIs. The versatility of the DNP3 protocol has resulted in widespread use in a variety of industries that require an efficient remote connection.

Public utilities are increasingly becoming a potential target for hostile groups wanting to disrupt operations. For this reason, it is important to utilise secure communication protocols in the design of critical infrastructure.

DNP3 protocol is capable of greatly improving security using both encryption and authentication.

Security via Encryption

DNP3 data transmission can combine the raw data with a security key to encrypt the messages. These messages become unreadable and can only be read by a device with the unique security key. This form of security is utilised in applications where critical data, such as control requests, is being transported.

Security via Authentication

DNP3 helps to keep data, and more importantly, automation processes safe from unauthorized access



by ensuring only authorised people and devices are able to use the network. DNP3 utilises a technique in the Master or RTU that challenges critical messages, such as control. The Request-Challenge-Response sequence must be successfully completed, or the message will not be accepted.



4 PRICING SCHEDULE

PRICING SCHEDULE					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.0	DESIGN PHASE				
1.1	PROJECT MANAGEMENT	LS	1	\$6,250.00	\$6,250.00
1.2	TRAVEL TRAVEL TO AND FROM SITE	LS	1	\$6,500.00	\$6,500.00
1.3	PREPARATION OF 50% DESIGN SUBMISSION - ELECTRICAL DRAWINGS - IO ALLOCATION DRAWINGS - ENCLOSURE DRAWINGS - ELECTRICAL HARDWARE LAYOUTS	LS	1	\$6,000.00	\$6,000.00
1.4	PREPARATION OF 100% DESIGN SUBMISSION - ELECTRICAL DRAWINGS - IO ALLOCATION DRAWINGS - ENCLOSURE DRAWINGS - ELECTRICAL HARDWARE LAYOUTS	LS	1	\$6,000.00	\$6,000.00
1.5	CONTRACT MANAGEMENT PLANS	LS	1	\$3,125.00	\$3,125.00
1.6	HANDOVER DOCUMENTATION - OPERATIONS AND MAINTENANCE MANUALS - AS-BUILT DRAWINGS - NETWORK DRAWING AND IP'S - COMMISSIONING DOCUMENTS	LS	1	\$5,625.00	\$5,625.00
2.0	SCADA SYSTEM				
2.1	CITECT SCADA - SCHINDEIR ELECTRICAL SUPPORT RENEWAL - MIGRATE PROJECT TO NEW VERSION AND CONFIGURE SECURITY SETTINGS 1 CONTROL AND 3 VIEW ONLY LICENSES	LS	1	\$11,900.00	\$11,900.00
2.2	SUPPLY AND INSTALLATION OF NEW SCADA PC & MONITOR - WINDOWS BUSINESS PACKAGE - REMOTE DESKTOP INSTALLED - INSTALL AND CONFIGURE CITECT SCADA	LS	1	\$7,105.00	\$7,105.00
2.3	REMOTE SCADA MONITORING DEVICE 9TH GENERATION IPAD - WIFI+CELLULAR CONNECTIVITY - SET UP AND CONFIGURE SETTINGS - INSTALL TEAMVIEWER AND PRELOAD SCADA PCS	PS	1	\$1,584.55	\$1,584.55
3.0	MASTER RTU				
3.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - MC-35 PROCESSOR - BA6 BACKPLANE - TRIO RADIO MODEM 4G MODEM 4G SMS MODEM 18AH BATTERY - SUNDRIES	LS	1	\$18,734.50	\$18,734.50
3.2	COMMUNICATION SYSTEM - BINARY ARRAY - LIGHTNING PROTECTION, COAX & CONNECTORS 12M CLIMBABLE MAST - INSTALLATION HARDWARE - SUNDRIES - ELECTRICAL LABOUR - RF LABOUR	LS	1	\$17,653.75	\$17,653.75
3.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$7,250.00	\$7,250.00
4.0	3ML RESERVOIR				
4.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT - PS-22 POWER SUPPLY - CP-35 PROCESSOR	LS	1	\$7,731.60	\$7,731.60

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Page 19 of 52

YASC – Proposal for SCADA Upgrades

07 February 2024



	- BA6 BACKPLANE - TRIO RADIO MODEM - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR				
4.2	INSTRUMENTATION - LEVEL TRANSDUCER - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	PS	1	\$6,650.00	\$6,650.00
4.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
5.0	BORE 5				
5.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM - BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$19,605.80	\$19,605.80
5.2	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$3,625.00	\$3,625.00
5.3	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
5.4	FLOW METER 240VAC TRANSMITTER - DN100 FLOW TUBE - FLOW METER CABLE - ELECTRICAL HARDWARE - PLUMBING HARDWARE (FLANGES, GASKETS, BOLTS) - ELECTRICAL ONSITE LABOUR	PS	1	\$11,564.70	\$11,564.70
6.0	BORE 6				
6.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM - BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$19,605.80	\$19,605.80
6.2	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$3,625.00	\$3,625.00
6.3	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
6.4	FLOW METER 240VAC TRANSMITTER - DN100 FLOW TUBE - FLOW METER CABLE - ELECTRICAL HARDWARE - PLUMBING HARDWARE (FLANGES, GASKETS, BOLTS) - ELECTRICAL ONSITE LABOUR	PS	1	\$11,564.70	\$11,564.70
7.0	BORE 7				
7.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES	PS	1	\$19,605.80	\$19,605.80

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Page 20 of 52

YASC – Proposal for SCADA Upgrades

07 February 2024



	- DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM - BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR				
7.2	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	PS	1	\$3,625.00	\$3,625.00
7.3	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
7.4	FLOW METER 240VAC TRANSMITTER - DN100 FLOW TUBE - FLOW METER CABLE - ELECTRICAL HARDWARE - PLUMBING HARDWARE (FLANGES, GASKETS, BOLTS) - ELECTRICAL ONSITE LABOUR	PS	1	\$11,564.70	\$11,564.70
8.0	SEWERAGE PUMP STATION 1				
8.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM 18AH BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
8.2	INSTRUMENTATION - LEVEL TRANSDUCER - HIGH-WELL FLOAT - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
8.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
8.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
9.0	SEWERAGE PUMP STATION 2				
9.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM 18AH BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
9.2	INSTRUMENTATION - LEVEL TRANSDUCER - HIGH-WELL FLOAT - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
9.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
9.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
10.0	SEWERAGE PUMP STATION 3				
10.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE	LS	1	\$17,358.10	\$17,358.10

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Page 21 of 52

YASC – Proposal for SCADA Upgrades

07 February 2024



	• PS-12 POWER SUPPLY • CP-35 PROCESSOR • IO-3 MODULES • DI-5 MODULE • BA6 BACKPLANE • TRIO RADIO MODEM • 18AH BATTERY • YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION • SUNDRIES • ELECTRICAL OFFSITE LABOUR • ELECTRICAL ONSITE LABOUR				
10.2	INSTRUMENTATION • LEVEL TRANSDUCER • HIGH-WELL FLOAT • INSTALLATION SUNDRIES • ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
10.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
10.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
11.0	SEWERAGE PUMP STATION 4				
11.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT • 3MM ALUMINIUM RTU ENCLOSURE • PS-12 POWER SUPPLY • CP-35 PROCESSOR • IO-3 MODULES • DI-5 MODULE • BA6 BACKPLANE • TRIO RADIO MODEM • 18AH BATTERY • YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION • SUNDRIES • ELECTRICAL OFFSITE LABOUR • ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
11.2	INSTRUMENTATION • LEVEL TRANSDUCER • HIGH-WELL FLOAT • INSTALLATION SUNDRIES • ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
11.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
11.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
12.0	SEWERAGE PUMP STATION 5				
12.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT • 3MM ALUMINIUM RTU ENCLOSURE • PS-12 POWER SUPPLY • CP-35 PROCESSOR • IO-3 MODULES • DI-5 MODULE • BA6 BACKPLANE • TRIO RADIO MODEM • 18AH BATTERY • YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION • SUNDRIES • ELECTRICAL OFFSITE LABOUR • ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
12.2	INSTRUMENTATION • LEVEL TRANSDUCER • HIGH-WELL FLOAT • INSTALLATION SUNDRIES • ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
12.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
12.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
13.0	SEWERAGE PUMP STATION 6				
13.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT	LS	1	\$17,358.10	\$17,358.10

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Page 22 of 52

YASC – Proposal for SCADA Upgrades

07 February 2024



	3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM 18AH BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR				
13.2	INSTRUMENTATION - LEVEL TRANSDUCER - HIGH-WELL FLOAT - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
13.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
13.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
14.0	SEWERAGE PUMP STATION 7				
14.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM 18AH BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
14.2	INSTRUMENTATION - LEVEL TRANSDUCER - HIGH-WELL FLOAT - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
14.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
14.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
15.0	SEWERAGE PUMP STATION 8				
15.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT 3MM ALUMINIUM RTU ENCLOSURE - PS-12 POWER SUPPLY - CP-35 PROCESSOR - IO-3 MODULES - DI-5 MODULE - BA6 BACKPLANE - TRIO RADIO MODEM 18AH BATTERY - YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION - SUNDRIES - ELECTRICAL OFFSITE LABOUR - ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
15.2	INSTRUMENTATION - LEVEL TRANSDUCER - HIGH-WELL FLOAT - INSTALLATION SUNDRIES - ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
15.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
15.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
16.0	SEWERAGE PUMP STATION 9				



16.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT • 3MM ALUMINIUM RTU ENCLOSURE • PS-12 POWER SUPPLY • CP-35 PROCESSOR • IO-3 MODULES • DI-5 MODULE • BA6 BACKPLANE • TRIO RADIO MODEM • 18AH BATTERY • YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION • SUNDRIES • ELECTRICAL OFFSITE LABOUR • ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
16.2	INSTRUMENTATION • LEVEL TRANSDUCER • HIGH-WELL FLOAT • INSTALLATION SUNDRIES • ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
16.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
16.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
17.0	SEWERAGE PUMP STATION 10				
17.1	SUPPLY AND INSTALL TELEMETRY EQUIPMENT • 3MM ALUMINIUM RTU ENCLOSURE • PS-12 POWER SUPPLY • CP-35 PROCESSOR • IO-3 MODULES • DI-5 MODULE • BA6 BACKPLANE • TRIO RADIO MODEM • 18AH BATTERY • YAGI, COAX, CONNECTORS, LIGHTNING PROTECTION • SUNDRIES • ELECTRICAL OFFSITE LABOUR • ELECTRICAL ONSITE LABOUR	LS	1	\$17,358.10	\$17,358.10
17.2	INSTRUMENTATION • LEVEL TRANSDUCER • HIGH-WELL FLOAT • INSTALLATION SUNDRIES • ELECTRICAL ONSITE LABOUR	LS	1	\$4,300.00	\$4,300.00
17.3	PROGRAM CP-35 PROCESSOR & SCADA GRAPHICS	LS	1	\$2,900.00	\$2,900.00
17.4	ELECTRICAL CONTROL REPAIRS	PS	1	\$1,000.00	\$1,000.00
SUB-TOTAL (EX GST)					\$477,976.90
GST (10%)					\$47,797.69
TOTAL (INC GST)					\$525,774.59



5 TESTING AND EXCLUSIONS

5.1 TESTING AND COMMISSIONING

- Test and commission instrumentation, switchboards, electrical installation and PLC's.
- Test and commission SCADA interfacing with operation ladder logic.
- Test and commission pump selection and water quality expectations.
- Electrical point-to-point and insulation testing.
- Electrical Compliance Testing.
- ITPs documentation.
- RF communication signal testing.
- Post-commissioning operations training.

5.2 EXCLUSIONS

- Weather delays (wet season will cause delays on a daily basis) – Recommended works are conducted in the dry season.
- Cultural activities that will cause significant delays.
- All work not specified within the tender documentation.
- The assumption has been made that the SCADA PC will be located at the existing operations shed.
- The assumption has been made that the operations shed will support a 12m climbable mast.
- No MCC switchboards have been priced for replacement. The enclosures within the quote are for the RTU equipment only.



6 COMMERCIALS

6.1 DELIVERY

- A generic lead time of 4 months from PO should be used for scheduling purposes.
- Due to the continuous uncertainty of overseas manufacturers, the delivery period of this quotation may be subject to delays.

6.2 PAYMENT

- Part Payment of commissioned, unfixed material may be utilised throughout the project.
- Our quotation is fixed and firm quotation. All pricing is shown in AUD\$, therefore our pricing is not subject to exchange rate variation. This is to be paid within 30 days of receipt of the invoice.

6.3 VALIDITY

30 days from the date of this offer.

6.4 WARRANTY

Austek standard 12-month defect & liability period is offered from the date of onsite commissioning.

6.5 STANDARDS

- AS/NZS ISO 9001: 2015 Quality Management Systems
- AS/NZ3760:2010 In Service Safety Inspection & Testing on Electrical Equipment
- AS/NZS 3012:2010 Electrical Installations (Construction & Demolition Sites)
- AS/NZS 3000:2018 Wiring Rules
- AS/NZS 3439:1:2002 Main Switchboard
- AS/NZS 45001 Occupational Health & Safety Management Systems
- AS/NZS 14001:2016 Environmental Management Systems
- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2011
- Hazardous Manual Tasks Code of Practice 2011
- Electrical Safety Code of Practice 2010
- How To Manage Work Health & Safety Risks Code of Practice 2011
- Electrical Safety Code of Practice 2020

7.7 REEF GUARDIAN COUNCIL PROGRAM

File Number: 07. MFD_OM.20240513

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

For Council to consider and resolve its participation in the Reef Guardian Council program for 2024-28.

BACKGROUND

The Reef Guardian Council program is a stewardship program between local governments and the Great Barrier Reef Marine Park Authority. Yarrabah Aboriginal Shire Council has participated in the program for the 2020-24 term. The MOU associated with participation in the program aligns with the terms of the quadrennial local government elections and requires consideration by this Council as to its ongoing participation.

The Reef Guardian Council program was first launched in 2009. There are 19 councils between Bundaberg and Cooktown, involved in the Reef Guardian Council program. This accounts for an area of more than 300,000 square kilometres and includes approximately one million people – that's almost the same size as the Reef itself.

Each council undertakes various actions, unique to their communities that each help to address the key threats to the Reef. A voluntary partnership, Reef Guardian Councils join a network of like-minded councils and key partners to harness the power and knowledge of the collective.

COMMENT

Each Council develops an action plan and commits to take action on the issues of climate change, water quality, coastal development, direct use of the Reef, and protecting heritage values.

There is no financial commitment or legal obligations, and the Reef Guardian Council program is voluntary and flexible to meet each Council's needs.

The program has provided Yarrabah with an opportunity to collaborate with other councils and share best practices, and to promote the positive actions it takes to improve the health of the Reef.

Over the 2020-24 Reef Guardian Council program term we have seen continued growth in the program, including:

- the release of the [Reef Guardian Councils – Climate Change Initiatives Snapshot](#).
- the announcement of the *Reef Guardian Councils Program – Activating Local Councils' Reef Action Plans' grants* (valued up to \$920,000 per council).
- increased collaboration and information sharing through Working Group and Executive Committee meetings and field trips.
- capacity building opportunities, such as, the lunchtime learning sessions and workplace immersion opportunities.
- strong actions taken by Reef Guardian Councils to address the key threats to the Great Barrier Reef, in line with the *Great Barrier Reef Marine Park Act 1975* and the Reef 2050 Long-Term Sustainability Plan.

The program has been in operation for a number of years and has strong credentials. A collaborative framework, members seek to engage via a collaborative framework to devise plans and strategies that target the health and sustainability of the Great Barrier Reef.

This is a volunteer program.

Whilst council does not operate nor manage marine programs, our participation signifies our commitment to this natural resource and adds weight to the project.

The program includes an Executive Committee providing high level strategic involvement, and a Working Group providing an important forum for technical and operational staff to network, build capacity by sharing best practices, and collaborate to find solutions.

Council should consider the appointment of two representatives to the Executive Committee. Previously these roles have been held by the Mayor and the CEO.

Council should consider the appointment of two representatives to the Working Group. These positions are at an operational level and due to portfolio responsibilities, it is recommended that the Director of Infrastructure and the Director of People & Communities be appointed to these roles.

POLICY/FUNDING CONSIDERATIONS

Great Barrier Reef Marine Park Act 1975

RISK

Risks are identified as part of the Management Plan and risks will be managed accordingly.

CONSULTATION

Great Barrier Reef Marine Park Authority

ATTACHMENTS

1. **Invitation Letter - Reef Guardian Councils**
2. **Information Sheet - Reef Guardian Councils**
3. **Terms of Reference 2024 to 2028 - Reef Guardian Councils**
4. **Memorandum of Understanding 2024 to 2028 - Reef Guardian Councils**
5. **Nomination Form - Reef Guardian Councils**

RECOMMENDATION

1. That Council resolve to continue its participation in the Reef Guardian Council Program for 2024 - 2028.
2. That Council endorses the Memorandum of Understanding with the Great Barrier Reef Marine Park Authority.
3. That Council appoints Mayor / Councillor _____ and the CEO to the Executive Committee.
4. That Council appoints the Director of Infrastructure and the Director of People & Communities to the Working Group.

5. That Council authorises the CEO to action accordingly.



Richard Wright
Chief Executive Officer
Yarrabah Aboriginal Shire Council

Dear Mr Wright

Reef Guardian Council Program - Memorandum of Understanding

Thank you for your ongoing support of the Reef Guardian Council program (the program) and the pivotal role Yarrabah Aboriginal Shire Council takes in addressing threats and empowering communities to improve the Reef's health.

We look forward to continued growth in the program, increased strength in our relationships and further gains in addressing the key threats to the Reef in the upcoming 2024-28 Reef Guardian Council program term. As such, I am pleased to attach the Reef Guardian Council program Memorandum of Understanding for your review and signature.

If you would like to hear more about the program and have not yet taken advantage of our offer to present to Council, we are happy to deliver a presentation at a time of your convenience.

If you have any questions, or to arrange a suitable time for a briefing, please contact Rebecca Allen, Assistant Director Strategic Engagement, on 07 4848 7878 or reef.councils@gbrmpa.gov.au.

We look forward to continuing our partnership in the years ahead.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Josh Thomas".

Josh Thomas
Chief Executive Officer

6 February 2024

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Cc

Mayor Andrews (Reef Guardian Council Executive Committee
representative)

Attachments:

Memorandum of Understanding 2024-2028

Reef Guardian Council program Terms of Reference 2024-2028

Reef Guardian Council program information sheet



REEF GUARDIAN COUNCIL PROGRAM

A local government alliance to address the key threats to the Great Barrier Reef

The Reef Guardian Council program is a partnership between local government and the Reef Authority which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports.

It is the Reef Authority's flagship stewardship program engaging local government in the protection of the Great Barrier Reef.

Contribute to the bigger picture

Local governments are key management partners as many of the threats to the Reef and heritage values arise outside of the Marine Park boundaries and the Reef Authority's jurisdiction.

Councils are directly involved in a myriad of both statutory and non-statutory activities that minimise

impacts, improve values and support the resilience of the Reef, contributing to the Reef 2050 Long-Term Sustainability Plan and the objectives of the *Great Barrier Reef Marine Park Act 1975*.

The Reef Guardian Council program recognises this and celebrates and supports the important role of local government in the protection and management of the Reef catchment region.



Reef Guardian Council members
© Commonwealth of Australia (Reef Authority)

REEFAUTHORITY.GOV.AU

Protecting the Reef starts by protecting your patch

Councils undertake a wide range of environmental initiatives that help address the key threats to the Reef. This might include acting to:

- **Limit the impacts of climate change** – contributing to global efforts to reduce greenhouse gas emissions, building capacity to adapt to climate change, and providing community education
- **Reduce impacts from land-based activities** – through waste management, erosion control, planning and development assessment, stormwater and wastewater management, reducing light pollution near sensitive ecosystems, and implementing programs to reduce marine debris entering the Reef
- **Protect, rehabilitate and restore habitats** – vegetation and pest management, restoring and rehabilitating coastal habitats, identifying, prioritising, removing or remediating artificial barriers to water flow and increasing connectivity through fish passages in catchment and estuarine areas
- **Reduce impacts from water-based activities** – encouraging and supporting stewardship actions and behaviours to reduce the impact of water-based activities including recreational fishing, raising awareness of the biodiversity and heritage values of the Reef
- **Conserve historic and cultural heritage** – protecting and conserving sites with historic and/or cultural heritage values, raising awareness of historic and/or cultural heritage values
- **Support voluntary stewardship** – providing education, capacity building and developing partnerships to share knowledge and promote stewardship behaviours.

As an example the [Climate Change Initiatives Snapshot](#) showcases the collective actions being taken and the thematic reporting the program provides to promote council actions and advocate for support.



Douglas Shire Council water treatment plant
© Douglas Shire Council



Cassowary Coast Regional Council rubbish collection
© Cassowary Coast Regional Council



Livingstone Shire Council Yeppoon Lagoon
© Livingstone Shire Council



Hinchinbrook Shire Council fish ladders
© Commonwealth of Australia (Reef Authority)

What are the benefits of being a Reef Guardian Council?

- It's free! And there are very little out of pocket costs for participating in workshops etc. In fact there is some financial support for this
- Access to a network of like-minded councils, and key partners to harness the power of the collective and share knowledge. Check out the current participants [here](#)
- Capacity building opportunities provided for council staff to encourage innovation and the uptake of best practices to address the key threats to the Reef
- Support to produce and deliver on an action plan that addresses the key threats to the Reef
- Opportunities to contribute to the network via various face to face and online meetings, workshops and field trips
- Support to engage with your catchment community to encourage Reef stewardship
- Promotion of council's environmental initiatives addressing the key threats to the Reef
- Advocation for further action through the Reef Guardian Council platform.



Turtle at Lady Elliot Island
© Commonwealth of Australia (Reef Authority)



Reef Guardian Council annual meeting
© Commonwealth of Australia (Reef Authority)



© Commonwealth of Australia (Reef Authority)

What is involved?

Councils sign a Memorandum of Understanding to participate in the program, which is governed by terms-of-reference.

Each Reef Guardian Council develops an Action Plan outlining the activities they commit to undertake to help protect the Reef, implements the (voluntary) plan and reports on achievements.

The program includes an Executive Committee providing high level strategic involvement, and a Working Group providing an important forum for technical and operational staff to network, build capacity by sharing best practices, and collaborate to find solutions.

The program is also building connections between the Reef Authority and council's communications teams to better enable sharing of Reef protection and sustainability messaging, and promotion of council actions.

Capacity building and networking opportunities such as lunchtime learning sessions, field trips, support to attend training and meetings, are offered throughout the term.

A quarterly newsletter is also produced to showcase Reef Guardian Council initiatives, share information and promote activities on the [Reef Authority website](#).

The Reef Authority also provides the opportunity for Reef Guardian Council's to connect with and share the wonder of the Reef with their catchment community through twice yearly Virtual Reef Adventures offered through regional libraries in the school holidays. This also gives councils a chance to promote the actions they're taking in their local government area and engage the audience on various household behaviour change actions.

Want to know more?

Or to discuss the program please contact the Reef Guardian Council team:

gbrmpa.gov.au/our-work/programs-and-projects/reef-guardian-councils

reef.councils@gbrmpa.gov.au

(07) 4848 7878



Reef Guardian
Council

REEF GUARDIAN COUNCIL PROGRAM

TERMS OF REFERENCE 2024-28



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The Great Barrier Reef Marine Park Authority is an organisation committed to child safety and to the implementation of Child Safe principles and procedures.

While all efforts have been made to verify facts, the Great Barrier Reef Marine Park Authority takes no responsibility for the accuracy of information supplied in this publication.

This publication should be cited as:

Great Barrier Reef Marine Park Authority 2023,

Reef Guardian Council program terms of reference 2024-28, GBRMPA, Townsville.

Comments and questions regarding this document are welcome and should be addressed to:

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The Great Barrier Reef Marine Park Authority acknowledges the continuing sea country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners whose rich cultures, heritage values, enduring connections and shared efforts protect the Reef for future generations.

Reef Guardian Council program Terms of Reference

2024-2028

Contents

1. Background.....	4
2. Purpose and principles.....	5
3. Outcomes.....	5
4. Program governance and operation	6
4.1. Role of the Reef Guardian Councils	6
4.2. Reef Guardian Council Action Plans	6
4.3. Role of Reef Authority	10
4.4. Executive Committee	10
4.5. Working Group	13
4.6. Indigenous local government and communities.....	14
4.7. Role of Local Government Association of Queensland.....	15
5. Communications	16
5.1. Reef Guardian Council brand	16
5.2. Media and social media.....	16
6. Reporting	17
7. Measuring success	18
8. Variation or termination of engagement.....	18
9. Review	18

1. Background

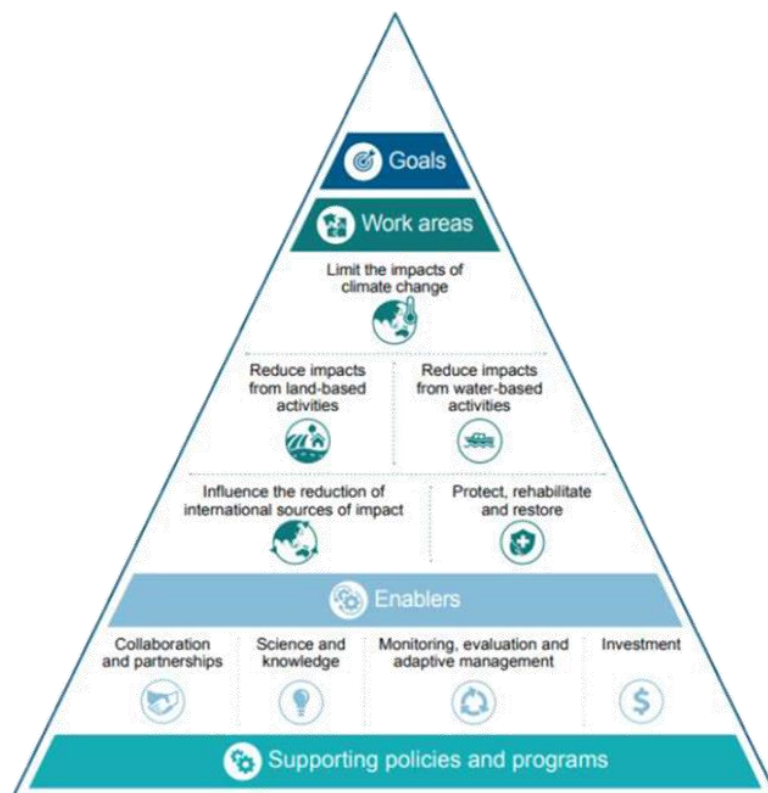
The Reef Guardians program is the Great Barrier Reef Marine Park Authority's (Reef Authority) most widely recognised stewardship and education program. The Reef Guardians program works with schools and councils to engage with and influence stewardship in the wider community. These activities are a component of the Reef Authority's investment in on-ground stewardship actions that address the five-year Outlook Report findings.

The Reef Guardian Council Program (program) is a partnership between local government and the Reef Authority which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports.

The program was first launched in 2007 and has grown to include a network of council's covering an area of over 300 000 square kilometres and a population of more than one million people.

The [Great Barrier Reef Marine Park Act 1975](#) (GBRMP Act) guides the Reef Authority's management of the Reef to protect values, reduce threats, and improve the current and long-term outlook for the Reef and the communities that depend on it. An objective of the GBRMP Act is to encourage engagement in the protection and management of the Great Barrier Reef Region by interested persons and groups, including local governments, communities, and Indigenous persons (section 2A(2)(b)).

Through voluntary actions and statutory responsibilities, Reef Guardian Councils deliver many activities that support the objectives of the GBRMP Act and also align with the Reef 2050 Long-Term Sustainability Plan. They address the key threats to the Reef, as outlined in the Outlook Report, that fall outside of the Reef Authority's jurisdiction.



Outcomes Framework – what will be delivered under the Reef 2050 Plan

The Reef Authority and Reef Guardian Councils have collaboratively developed these Terms of Reference (ToR). These ToR form part of the Memoranda of Understanding (MoU) which the Reef Authority enters into with each individual Reef Guardian Council.

REEF GUARDIAN COUNCIL VISION

A local government alliance to address the key threats to the Great Barrier Reef through collaboration, education and targeted action.

2. Purpose and principles

The purpose of the program is to encourage local government engagement in the protection and management of the Great Barrier Reef Region (in line with the objective pursuant to section 2A(2)(b) of the GBRMP Act).

The program is underpinned by three key principles. These are guided by the strategic priorities established by the corporate plans of individual councils and the Reef Authority's strategic priorities.

Continuous improvement

- Encourage continuous improvement in addressing key threats to the Reef by action planning, sharing best practices and supporting their uptake.

Empowering communities

- Encourage Reef stewardship in communities through education, sharing of knowledge, collaboration and supporting actions that address the key threats to the Reef.

Support and advocacy

- Support and build capacity for local government to take action to address the key threats to the Reef.
- Promote positive outcomes and advocate for further action through the Reef Guardian Council platform.

3. Outcomes

Reef Guardian Councils and the Reef Authority are committed to achieving the following outcomes to address the key threats to the Reef under the program:

- delivering on-ground actions
- empowering people to be part of the solution
- fostering innovation and change
- providing information to increase awareness of the Reef's values, threats and actions that can be taken to protect the Reef.

4. Program governance and operation

4.1. Role of the Reef Guardian Councils

Reef Guardian Councils:

- undertake actions, as identified in a Reef Guardian Council Action Plan that address the key threats to the Reef
- work collaboratively with each other, the Reef Authority and key partners to improve outcomes and harness the power of the collective to deliver actions to address the key threats to the Reef
- wherever possible integrate the program across business units, in corporate culture and decision-making
- actively participate in the Executive Committee and Working Group
- are encouraged to participate on Local Marine Advisory Committees and similar committees as far as practicable to promote Reef Guardian Council messaging
- promote the Program and values within council, including across all relevant branches and teams.

4.2. Reef Guardian Council Action Plans

A Reef Guardian Council Action Plan (action plans) will be developed and adopted (either separately or identified within other existing council plans to avoid duplication) by each council as a tool to identify the current and future actions they are taking to improve the health of the Reef. The action plan may also be used to record potential future priority projects or actions that may benefit the Reef but may only be possible through funding or capacity building.

Action plans help each council track continuous improvements in their activities.

The preference is for four-year action plans that may include annual review. Recognising each council's capacities and operations are different, councils may choose to complete action plans for a shorter timeframe if necessary.

Action plans can be developed using a standard annual plan template provided by the Reef Authority or through a process and report devised by each council.

Actions must address the key threats to the Reef, as identified in the Outlook Report: climate change, coastal development, land-based run-off and direct use, and also provide actions to manage and protect the heritage values of the Reef. Taking action to address the key threats also aligns with the Reef 2050 Plan.

Actions are scalable reflecting the council's financial or technical capacity to contribute. Examples of actions are provided in Table 1, however the program empowers councils to drive change and deliver innovative solutions to help the Reef by identifying other actions beyond those provided. In addition, action plans may also include future or potential projects that would contribute to the protection of the Reef but are reliant on funding or support to be achieved. As a voluntary stewardship program, the actions proposed are not regulated or monitored for compliance with timeframes – the actions identified are voluntary and show the ongoing commitment that Reef Guardian Councils make to help address the key threats to the Reef.

The action plans must be provided to the Reef Authority by 30 June (if reviewed annually) to promote the program and enable reporting.

Table 1: Reef Guardian Council example actions

Climate change	• Adopt a climate change policy and / or emissions reduction target • Corporate emissions inventory / profile / reduction plan / reporting • Increased use of renewable energy sources • Buildings / facilities emissions reduction • Fleet emissions reduction • Landfill management emissions reduction • Emissions offsets • Climate change adaptation / resilience planning • Circular economy initiatives – innovative waste diversion and re-use • Climate change education / mitigation and / or adaptation initiatives for the wider community
Coastal development (including head water catchments)	• Land use planning provides the framework to ensure appropriate development occurs and the impacts on the local environment and Reef catchment are managed eg: - Encourage protection of habitat and ecological connectivity and restoration of terrestrial and aquatic ecosystems - Avoid development within areas of environmental significance - Allow coastal processes to occur naturally - Ensure that development takes into account the predicted changes in sea level rise as consequence of climate change • Review and investigate opportunities for improvement of hydrology and connectivity of mangroves and coastal wetlands • Remediation of artificial barriers to water flow, including fish passages • Install mitigation measures for artificial light and noise pollution • Offer water / energy saving incentives • Install cycle / walkways to promote active transport options • Waste and recycling initiatives / education program • Adopt single-use plastic free policy for all council events and venues • Best practice management of Council Coastal Reserves and community education • Litter and illegal dumping compliance

Land-based run- off	• Water Sensitive Urban Design or Integrated Catchment Management principles for more rural Councils • Minimise the impact of discharge from council infrastructure • Implement stormwater management activities • Reduce land-based contribution to marine debris • Council regulatory services investigate water pollution incidents • Development approvals, operational works permits do not authorise increased sediment runoff, nutrient and pesticide runoff • Council capital and operational work programs do not increase sediment runoff, nutrient and pesticide runoff • Erosion and sediment control capacity building, monitoring and compliance programs • Council's road network is continuously improved to reduce sediment and nutrient runoff, and litter over time • Public education program for water conservation and catchment awareness • Support community marine debris clean-ups and source reduction workshops • Monitor water quality in waterways • Pest management to prevent, monitor and manage
Direct use	• Identify, protect and promote important fish and coastal habitats • Support / develop programs to promote sustainable recreational fishing activities in schools and the broader community • Develop a Recreational Fishing Strategy / plan • Promote responsible boating and fishing practices • Support the development of a voluntary code of conduct for recreational fishers • Support fish surveys and community monitoring • Share responsible Reef practice messaging across council channels

	• Support community and industry partnerships working to improve Reef health • Ensure new recreational fishing infrastructure is appropriately planned and prioritised
Heritage values (Historic and Traditional Owner)	• Identify, protect and manage: - cultural heritage sites - contemporary cultural heritage connections - social and cultural (place) values - aesthetic values that contribute to community pride in, and connection to, the Reef • Install interpretative materials to celebrate and share cultural heritage information • Integrate Traditional Owner knowledge and input into development assessment involving sea country (guidance can be found in the Reef Authority's Traditional Owner Heritage Assessment Guideline) • Integrate historic heritage considerations into development assessment involving Reef heritage values (guidance can be found in the Reef Authority's Historic Heritage Assessment guidelines and Social Value Assessment Guidelines) • Support / develop programs to promote Traditional Owner heritage • Support Traditional Owner projects to improve Reef health and / or manage cultural Reef values • Support Traditional Owner social and economic outcomes through programs and partnerships • Undertake or support cultural heritage awareness / education / celebration programs – art, public appreciation, research in relation to the natural, social, economic and cultural systems • Valuing and maintaining historic and cultural information about the Reef

4.3. Role of Reef Authority

The Reef Authority:

- coordinate overall management of the program
- brief Reef Guardian Council officers and incoming elected members, at the beginning of each local government term, on the program
- provide relevant Reef related information and resources to Reef Guardian Councils
- organise meetings of the Executive Committee and Working Group, providing secretariat support, maintaining records and circulating agendas, papers and minutes
- provide travel assistance where necessary for attendance at program engagements
- lead the development of a communication and engagement strategy, to help promote the actions being undertaken, for joint implementation with councils
- provide program communication collateral for implementation by councils
- promote the positive actions taken by Reef Guardian Councils in the media and social media, in particular empowering councils to use their channels to promote their work
- advocate for greater support for Reef Guardian Councils to achieve positive outcomes for the Reef
- provide guidance on the use of Reef Guardian branding
- support at least one engagement opportunity per council per year
- develop a capacity building strategy and support capacity building opportunities for council staff to encourage innovation and the uptake of best practices to address the key threats to the Reef
- seek to have Reef Guardians Councils represented on the Reef 2050 Advisory Committee
- support Reef Guardian Councils to obtain external funding to undertake further actions.

4.4. Executive Committee

The Reef Guardian Council Executive Committee provides a forum for executive representatives of the Reef Guardian Councils and the Reef Authority to discuss strategic issues and opportunities. The role of the committee and its members are to:

- provide a united voice for local governments in the Reef catchment in advocating for action and external funding that will improve the outlook of the Reef and promote the program and its value
- share information and advice on issues that affect the Reef
- seek opportunities for councils to build their capacity and collaborate to find solutions to relevant Reef threats
- seek alignment between local government and Reef Authority priorities to maximise environmental outcomes for the Reef
- champion the uptake of Reef Guardian practices in their own council in relation to climate change, coastal development, land-based runoff, direct use and the protection of heritage values of the Reef and
- promote values of the program and actions Reef Guardian Councils are taking to the wider community.

Executive Committee members

The core membership of the Reef Guardian Council Executive Committee is:

- Mayors / Deputy Mayors / Chief Executive Officers / Councillors / General Managers – two representatives from each Reef Guardian Council being nominated by councils. It is expected that at least one nominated representative, or their proxy attend each meeting.
- General Manager, Strategic Policy and Partnerships Branch, the Reef Authority
- Director, Reef Education and Engagement, the Reef Authority
- Program Manager, Reef Guardian Councils, the Reef Authority
- A representative of Local Government Association of Queensland.

From time to time, the Executive Committee may invite affiliated associations to participate in or inform Committee meetings. Invitees may include but may not be limited to the following examples:

- Australian Government e.g. Department of Climate Change, Energy, the Environment and Water
- First Nations groups and organisations
- Queensland Government e.g. lead agencies for environment, natural resources and biosecurity
- Great Barrier Reef Foundation, Reef Catchment bodies, Natural Resource Management Groups and / or NRM Regions Queensland
- Reef Urban Stormwater Management Group
- River Improvement Trusts
- Institute of Public Works Engineering Australasia.

Executive Committee Chair and Deputy Chair

The committee will elect a Chair and Deputy Chair (from two different councils) for the four-year local government term.

Voting will take place out-of-session with a call for nominations following the local government elections, with two votes allocated to each Reef Guardian Council.

The Chair and Deputy Chair will divide the responsibilities of:

- providing a key liaison point with the Reef Authority
- providing a united voice for local governments in the Reef catchment in advocating for action and external funding that will improve the outlook of the Reef
- chairing committee meetings including ensuring:
 - agenda items align with the Committee's purpose and these terms of reference
 - meetings address each agenda item
 - each member is given the opportunity to contribute
 - discussions are kept to time and within the boundaries of the agenda item business
 - all attendees comply with the terms of reference
 - reviewing final minutes, communiques and reports.

- representing Reef Guardian Councils through external communications, forums and in the media.

At times the committee may wish to formally raise an issue through the Chair and/or Deputy Chair writing to a third party such as a government agency. Draft letters should be provided to committee members for approval at least one week before the proposed distribution date. If no response is received within one week, the letter is deemed to be approved.

Any member representing the committee at another forum must first be endorsed to do so by the committee. Comments made on behalf of the committee must be the view of the committee as a whole, not an individual's view.

Executive Committee meetings

The Executive Committee will meet as required, but at least twice per year with one meeting being in person. Opportunities to meet via MS Teams between annual meetings will be considered when needs arise.

Joint meetings with the Working Group are supported when needs arise or opportunity allows, including in conjunction with the annual Executive Committee meeting.

The Reef Authority will cover reasonable costs associated with travel for committee meetings (airfare, taxi, and accommodation), provided that prior written approval of the Reef Authority is obtained before incurring such costs, and copies of invoices are provided to the Reef Authority.

Meeting agendas will be prepared by the Reef Authority, in consultation with the Chair and Deputy Chair and the committee, and circulated to members at least one week prior to the meeting.

Key participants may be invited to participate in meetings to support specific priorities and functions of the Executive Committee. They must be nominated and supported by the committee.

Proxies may be permitted where approved through the Reef Authority Reef Guardian Council program team (and are to be of a similar seniority to the member).

Decisions and negotiations will be through consensus, recognising the legitimate interests and diverse views of the members.

Resulting actions, responsible persons and due dates will be recorded and distributed within four weeks of the meeting.

The committee meeting minutes or records of decisions will be provided to the Reef Guardian Council Working Group through the secretariat.

Executive Committee subgroups

The committee may establish subgroups to support various committee roles, functions or activities as needed.

In establishing a group, the committee will identify the group's desired outcomes, reporting responsibilities and membership.

Additional participants may be invited to provide further input to the committee through participation in these groups.

Subgroups will meet at intervals as agreed by the committee.

Subgroups will report to the committee by providing meeting minutes or records of decisions via the secretariat.

4.5. Working Group

The Reef Guardian Council Working Group provides a forum for technical and operational staff from the councils and the Reef Authority to share their expertise, build capacity and discuss matters to be raised at the Executive Committee meetings. Council staff nominated to join the Working Group are generally the officers who are responsible for action planning within their council.

The roles of the Working Group and its members are to:

- champion the values of the program within council, including across all branches and teams
- facilitate the uptake of best practice in their own council in relation to climate change, coastal development, land-based runoff, direct use and the protection of heritage values of the Reef
- share best practices and innovations between Reef Guardian Councils
- champion Reef stewardship in the wider community
- seek alignment between local government and Reef Authority priorities to maximise environmental outcomes for the Reef
- provide information and advice to the Executive Committee
- seek opportunities for councils to build their capacity and collaborate to find solutions to relevant Reef threats.

Working Group members

The core membership of the Reef Guardian Council Working Group is:

- Two nominated officers from each of the Reef Guardian Councils
- Reef Authority Reef Guardian Council program team.

Councils nominate two representatives for the Working Group, with an expectation that at least one nominated representative, or their proxy, attend at least two meetings per year.

From time to time, the Working Group may invite affiliated associations to participate in or inform Committee meetings. Invitees may include but may not be limited to the following examples:

- Australian Government e.g. Department of Climate Change, Energy, the Environment and Water
- First Nations groups and organisations
- Queensland Government e.g. lead agencies for environment, natural resources and biosecurity
- Great Barrier Reef Foundation Reef Catchment bodies, Natural Resource Management Groups and / or NRM Regions Queensland
- Reef Urban Stormwater Management Group
- River Improvement Trusts
- Institute of Public Works Engineering Australasia.

Working Group meetings

The Working Group will meet up to four times per year, with a mix of in person and virtual meetings (where necessary), and regional hub and Reef wide working group meetings.

Joint meetings with the Reef Guardian Council Executive Committee are supported when needs arise or opportunity allows, including in conjunction with the annual Executive Committee meeting.

The Reef Authority will cover reasonable costs associated with travel for Working Group meetings (airfare, taxi, and accommodation) provided that prior written approval of the Reef Authority is obtained before incurring such costs, and where applicable copies of invoices are provided to the Reef Authority.

Meeting agendas will be prepared by the Reef Authority, in consultation with members, and circulated to members at least one week prior to the meeting.

Other participants may be invited to participate in meetings to support specific priorities and functions of the Working Group. Their attendance must be nominated and supported by the Working Group.

The Reef Authority's Reef Guardian Council Program Manager will chair the meetings.

Decisions and negotiations will be through consensus, recognising the legitimate interests and diverse views of the members.

Resulting actions, responsible persons and due dates will be recorded.

The Working Group will report to the Reef Guardian Council Executive Committee by providing meeting summaries, meeting minutes or records of decisions.

Working Group subgroups

The Working Group may establish subgroups to support various roles, functions or activities, as needed.

In establishing a group, the Working Group will identify the subgroup's desired outcomes, reporting responsibilities and membership.

Additional participants may be invited to provide further input to the Working Group through participation in these groups.

Subgroups will meet at intervals as agreed by the Working Group.

The subgroups will report to the Working Group by providing meeting minutes or records of decisions via the secretariat.

4.6. Indigenous local government and communities

Within the Great Barrier Reef Catchment there are a number of indigenous local governments, and a number of remote local governments that include and support First Nations communities.

Indigenous local governments have specific additional functions to other local governments because of the need to manage land trusts and particular changes when they were established as indigenous councils (Dedekorkut Howes 2017). Functions can include providing a breadth of services to the community beyond the responsibilities of other councils e.g. community care, centrelink and other services, childcare, housing, and the management of Deed Of Grant In Trust (DOGIT) activities. Often the rates base for these councils is negligible or considerably less than that of other councils in the Catchment, as are the staffing and resources.

To better enable indigenous local governments to participate in the Reef Guardian Council program, and to support those remote council's that include First Nations communities, additional support for involvement in the program will include (but is not limited to):

- assisting in the development of the Reef Guardian Councils action plans and annual

reporting

- support capacity building opportunities for council staff to encourage innovation and the uptake of best practices to address the key threats to the Reef
- helping enable the delivery of Virtual Reef Adventures to First Nations communities through relevant organisations e.g. Prescribed Body Corporate groups, Land and Sea Country Ranger Groups, Reef Guardian Schools, or other relevant organisations
- the Reef Authority providing updates and/or attending relevant forums to share information e.g. Torres Cape Indigenous Councils Alliance meetings, Local Government Managers Australia Indigenous Council CEOs conference, Aboriginal Shire Council Technical Working Group meetings (facilitated through the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships)
- sharing Reef Authority messaging through the Remote Area Network's Black Star radio program to remote communities.

4.7. Role of Local Government Association of Queensland

The Local Government Association of Queensland (LGAQ), in their role as member of the Reef Guardian Council Executive Committee:

- assist the Reef Guardian Councils to identify and undertake annual actions that improve the health of the Great Barrier Reef
- work collaboratively with the Reef Guardian Councils and the Reef Authority, to improve outcomes and harness the power of the collective for Reef stewardship actions
- nominate a representative to the Executive Committee (preferably of a similar level to the council representatives) and attend at least one meeting a year
- share case studies that publicise the positive actions that the Reef Guardian Councils are taking to protect the Great Barrier Reef, as well as promoting the broader program
- seek to have Reef Guardians Councils represented, by the Chair or Deputy Chair of the Executive Committee, on the Reef 2050 Advisory Committee
- progress the delivery of Reef Guardian Councils' resolutions that are resolved at the LGAQ Annual Conference.
- provide opportunity for the Reef Authority and Reef Guardian Councils to present at LGAQ facilitated events, meeting and forums, including but not limited to:
 - The LGAQ Coastal Leaders Forum
 - The LGAQ NRM Forums
 - Relevant LGAQ Advisory/Reference Group meetings.
- invite Reef Authority access to LGAQ communication platforms that promote communication/information sharing amongst Queensland councils.
- collaborate with the Reef Authority and Reef Guardian Councils to seek funding for Reef protection initiatives
- invite Reef Authority access to LGAQ communication platforms that promote communication/information sharing amongst Queensland councils
- provide quarterly reports on relevant conferences, projects, initiatives, information, progress on Reef related LGAQ Annual Conference resolutions etc. that can be used for sharing with the Reef Guardian Council network, including at meetings.

15

5. Communications

5.1. Reef Guardian Council brand

Being a Reef Guardian Council distinguishes councils that are committed to improved Reef health by adopting sustainable behaviors, best practices and encouraging stewardship actions relevant to the protection of the Reef. It symbolises a collective platform from which councils advocate for Reef protection. The aim of the brand is to instill trust within the broader community.

The Reef Authority and Reef Guardian Councils must use their best endeavours to uphold the values and achieve the intended purpose of the program to ensure the program is not bought into disrepute.

Councils participating in the program are encouraged to use the trademarked graphic Reef Guardian Councils element (the Trademark), developed by the Reef Authority, to promote their involvement through materials, websites, and other channels. The licence agreement that provides for the use of the Trademark by Reef Guardian Councils is attached to the memorandum of understanding that is entered into with each Reef Guardian Council.

Each proposed use of the Trademark must be consistent with the licence agreement.

Should the Trademark change in the future, Councils may be requested to enter into a new licence agreement.

5.2. Media and social media

Council generated news releases

Press, radio, television and social media are channels to raise the profile of the program itself and the local actions being taken to address Reef threats, encourage Reef stewardship in catchment communities, and provide comment on relevant issues.

When Reef Guardian Councils are promoting local initiatives and events which benefit the Reef, they are encouraged to link them to the Reef Guardian Council program.

Councils are encouraged to supply draft media releases to the Reef Authority for comment and co-promotion at least two days in advance (media@gbmpa.gov.au). The media release should be consistent with the program vision, goals and purpose, and if possible include the following wording:

[Name of council] is part of the Great Barrier Reef Marine Park Authority's Reef Guardian Council program, which involves X councils along the Queensland coast working to support a healthy and resilient Reef through local government and community actions.

The Reef Authority's communication team should be advised in advance of any social media content (digital@gbmpa.gov.au). The Reef Authority's social media accounts can also be tagged in the posts to allow for sharing.

Draft media releases from the Executive Committee should be provided to members for approval at least one week before the proposed distribution date. If no response is received within one week, the release can be taken to be approved.

Spokespeople

The Executive Committee Chair, Deputy Chair, and Program Manager, are the designated spokespeople for program media opportunities. This does not prevent members from expressing their views or representing their organisation's views independently of the program, nor individual Reef Guardian Councils raising the profile of their actions to address Reef threats.

Comments should not be made to the media regarding the program – especially regarding management or policy matters – without the unanimous support of the Executive Committee.

Reef Guardian Council communications network

The Reef Authority recognises the powerful connection to the over the 1,000,000 constituents in the Reef catchment, and the wider national and international community the Reef Guardian Councils have through their engagement and communications activities.

To raise the profile of the program itself and the local actions being taken to address Reef threats, encourage Reef stewardship in catchment communities, and share Reef messaging, the following actions will be undertaken by the Reef Authority and Reef Guardian Councils:

- The Reef Guardian Councils will nominate communications officer(s) as contacts for promotion of the program and council actions
- The Reef Authority will include the Reef Guardian Council communications contacts in relevant communications contacts lists such as Summer Reef health communications network, media contacts list
- The Reef Authority will invite the Reef Guardian Council communications contacts to relevant updates and meetings and include them in relevant media releases and communications opportunities.

Authority generated news releases

On occasion, the Reef Authority staff will assist in drafting and disseminating media releases where it primarily relates the Reef Authority's work with the Councils. For example, new councils joining the program, key outcomes or whole-of-Reef related stories. These will be provided to the relevant council(s) for comment.

6. Reporting

A quarterly update of Reef Guardian Council actions will be provided by each council as a tool to promote the positive actions they are taking to improve the health of the Reef, and to share knowledge and ideas. Quarterly reports will be provided in April, July, September and January.

The Executive Committee members will provide a short update of key highlights from their respective council at at least one Executive Committee meeting per year.

Each council will submit a short annual update on the progress of initiatives identified in their action plans in September each year. The Reef Authority will compile thematic reports to showcase the actions Reef Guardian Councils are taking to help the Reef. Each Reef Guardian Council will contribute information to the report.

Where appropriate information gathered through reporting e.g. thematic reports will be provided to the Reef 2050 Reef Advisory Committee for their consideration.

7. Measuring success

The success of the Program for both the Reef Authority and councils will be measured based on the successful implementation of the following key actions:

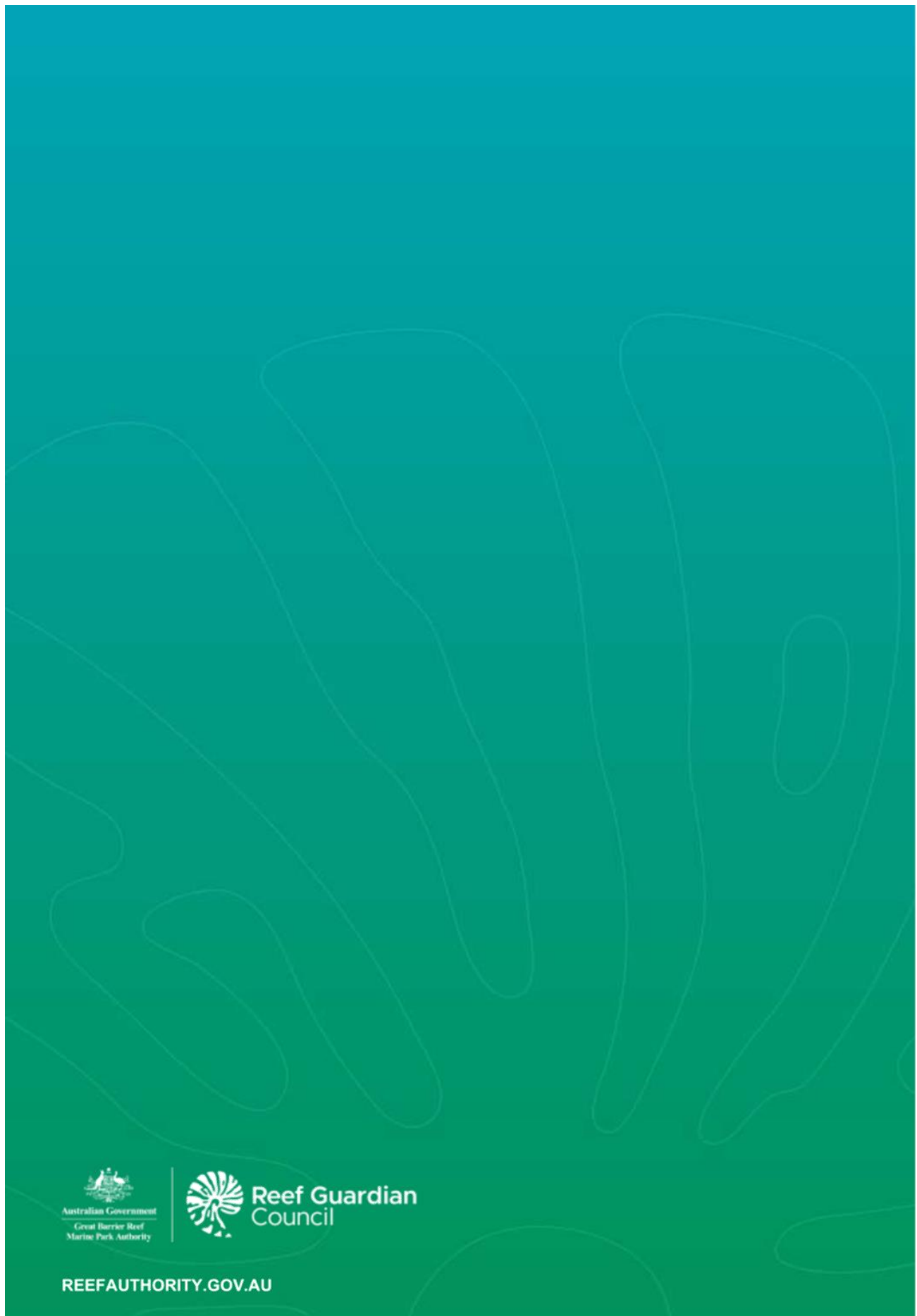
- Reef Guardian Councils undertake actions that address key threats to the Reef and protect heritage values (refer section 4 of these ToRs).
- The Reef Authority supports at least one Reef Guardian Council engagement opportunity per council per year.
- A major professional development / networking opportunity is offered by the Reef Authority to Reef Guardian Council officers to encourage innovation and the uptake of best practices per year.
- Quarterly reports are provided, and the Executive Committee members provide a short update of key highlights from their respective council at at least one Executive Committee meeting per year.
- Each council submit a short update on the progress of initiatives identified in their action plans in September each year.
- Thematic reports are produced to celebrate council actions.
- The Reef Authority will support and encourage the promotion of Reef Guardian Councils actions across the Reef Authority's communication channels.

8. Variation or termination of engagement

Refer to section 11 of the Memorandum of Understanding.

9. Review

The terms of reference will be reviewed following the release of the five-yearly Outlook Report and before the beginning of each local government term.



Reef Guardian
Council

REEFAUTHORITY.GOV.AU



**Reef Guardian
Council**

**Reef Guardian Council Program
Memorandum of Understanding
2024-2028**

**Between the Great Barrier Reef Marine Park
Authority
and
Yarrabah Aboriginal Shire Council**

This Memorandum of Understanding (**MOU**) is made between the following parties:

The Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority

(Reef Authority)

and

The Yarrabah Aboriginal Shire Council (ABN: _____)

(the Council)

(collectively **the Parties**)

Context

- A. The Reef Authority is responsible for the management of the Great Barrier Reef Marine Park pursuant to section 7(1B) of the *Great Barrier Reef Marine Park Act 1975* (Act).
- B. The Reef Authority has developed the Reef Guardian Council Program (**Program**) for the purpose of encouraging engagement by Local Government in the protection and management of the Great Barrier Reef Region (pursuant to section 2A(2)(b) of the Act) through education, information sharing and active involvement.
- C. The purpose of this MOU is to document the understanding between the Parties in working cooperatively together to achieve the purpose of the Program.
- D. The Reef Authority has requested that the Council cooperate to achieve the purpose of the Program. The Council has agreed to cooperate with the Reef Authority to achieve the purpose of the Program in accordance with the provisions of this MOU.

Operative Provisions

The parties agree as follows:

1. Definitions

Reef Authority means the Great Barrier Reef Marine Park Authority on behalf of the Commonwealth of Australia.

Act means the *Great Barrier Reef Marine Park Act 1975*.

Council means the Yarrabah Aboriginal Shire Council.

Licence means the licence agreement to use the Reef Guardian Council Trademark, attached at Schedule A to this MOU.

Local Government means a local government established under the *Local Government Act 2009* (QLD).

Marine Park means the Great Barrier Reef Marine Park.

MOU means this Memorandum of Understanding and any attachment, schedule or other annexure to this MOU.

Outlook Report means the Great Barrier Reef Outlook Report as required under *Great Barrier Reef Marine Park Act 1975* (section 54). The Outlook Report aims to provide a regular and reliable means of assessing reef health and management in an accountable and transparent way.

Program means the Reef Guardian Council Program which is the voluntary partnership program developed by the Reef Authority and Local Government to encourage greater engagement.

Reef Guardian Council Terms of Reference 2024–2028 means the document attached as Schedule B to this MOU, or as may be amended from time to time by mutual agreement between the Parties.

Reef Guardian Council Trademark means the Trademark which appears at Attachment 1 to the Licence.

2. Term

- 2.1 This MOU will commence on the date on which both Parties sign this MOU (or if the Parties do not sign this MOU on the same day, the date the last Party signs this MOU) and ends on the date that the next Queensland local government election is held (which is estimated to be in March 2028) unless terminated earlier under clause 10.

3. Relationship between the Parties

- 3.1 The Parties will work together to facilitate the successful delivery of the Program under this MOU.
- 3.2 Each Party will:
- a) act in the spirit of cooperation and good faith in the performance of this MOU;
 - b) liaise with the other Party as necessary;

- c) provide all information as specified under the MOU and in a timely manner; and
- d) immediately or as soon as practicable notify the other Party of any matter which will impact the other, relating directly or indirectly to this MOU or anything which this MOU may contemplate;

to ensure that the Parties are able to perform their roles and responsibilities as set out in this MOU.

3.3 This MOU is not intended to create legally enforceable obligations between the Parties, except for the provisions of clause 7 (Promotional Material and Intellectual Property), and clause 8 (Disclosure of Information).

3.4 Each party is responsible for meeting its own costs of and incidental to this MOU.

4. Responsibilities of the Reef Authority

4.1 The Reef Authority will:

- a) use its best endeavours to consult the Council in any development, review and amendment of the Program; and
- b) comply with the terms of the Reef Guardian Council Terms of Reference 2024-2028.

5. Responsibilities of the Council

5.1 The Council will:

- a) use its best endeavours to uphold the values and achieve the intended purpose of the Program; and
- b) comply with the terms of the Reef Guardian Council Terms of Reference 2024-2028.

6. Mutual Responsibilities

6.1 The Parties will:

- a) exchange information, ideas and expertise relevant to the Program throughout the term of this MOU;
- b) facilitate the exchange of information, ideas and expertise with other Local Government members of the Program;
- c) cooperate in community education, interpretation and awareness raising in line with the purpose of the Program; and
- d) seek to form partnerships with other Local Government bodies and Reef catchment bodies with a view to benefiting the Program.

7. Promotional Material and Intellectual Property

- 7.1 All promotional material provided to the Council by the Reef Authority in connection with the Program remains the property of the Reef Authority (**Promotional Material**).
- 7.2 The Council agree:
- a) to return all Promotional Material to the Reef Authority within thirty (30) days after termination of this MOU, in accordance with clause 10, or on request by the Reef Authority; and
 - b) that the Promotional Material will only be used for the purposes of the Program in accordance with this MOU.
- 7.3 The Reef Authority will grant to the Council a Licence for the Council to use the Reef Guardian Council Trademark for the purposes of the Program, on the terms set out in Schedule A of this MOU.
- 7.4 The Council agree that the Reef Guardian Council Trademark will be used strictly in accordance with the conditions and restrictions set out in the Licence.

8. Disclosure and Use of Information

- 8.1 The Council authorises the Reef Authority to post on the Reef Authority's website and social media platforms, information provided by the Council in relation to the communication, promotion or reporting of the Program, for the purposes of sharing information between the Council and the wider community.
- 8.2 The Parties agree that any information shared under this MOU will be used, disclosed and stored in accordance with the *Privacy Act 1988* (Cth), and any other statutory requirements and any other policy requirements of each Party.

9. Disputes

- 9.1 Where an issue arises between the Parties in relation to any matter in this MOU, the nominated contact officers, or their delegates, will meet to attempt to resolve the issue within 28 days. The nominated contact officers for the purpose of this MOU are:

The Reef Authority

General Manager of Strategic Policy and Partnerships the Reef Authority

The Council

Chief Executive Officer of the Council

- 9.2 Despite the existence of a dispute the Parties agree to continue to perform their roles and responsibilities under this MOU, until the dispute is resolved, unless requested in writing not to do so by the other Party.

10. Variation and Termination

- 10.1 Changes may be made to this MOU by written agreement of both Parties at any time.
- 10.2 Either Party may terminate this MOU at any time, without cause or compensation, by providing at least thirty (30) days written notice to the other party.
- 10.3 Upon a notice of termination being given, each Party will:
- a) comply with the terms of the notice;
 - b) do everything it reasonably can to minimise any loss it suffers (or may suffer) as a consequence; and
 - c) continue to perform their respective roles and responsibilities under this MOU, if any, that remain after it complies with the notice.

11. Electronic Signatures

- 11.1 The Parties agree that electronic signatures, whether digital or scanned, shall have the same legal effect as handwritten signatures. Any electronic signature provided by the a Party in connection with this MoU shall be deemed to be an original signature and shall be binding on the Party providing such signature.

SIGNED by the **COMMONWEALTH OF AUSTRALIA** acting through the **GREAT BARRIER REEF MARINE PARK AUTHORITY** by its duly authorised delegate:



.....
Signature of Authorised Delegate

Joshua Thomas

.....
Full name

06 February 2024

.....
Date

SIGNED for and on behalf of **Yarrabah Aboriginal Shire Council** by its duly authorised delegate:

.....
Signature of Authorised Delegate

.....
Full name

.....
Date

Schedule A



Australian Government
Great Barrier Reef
Marine Park Authority

Richard Wright
Chief Executive Officer
Yarrabah Aboriginal Shire Council

6 February 2024

Dear Mr Wright,

Reef Guardian Council Trademark Licence

This letter is to confirm the arrangements between the Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority, of 280 Flinders St Townsville, Qld 4810 (**the Reef Authority**) and **Yarrabah Aboriginal Shire Council**

[ACN and
address _____]

(**Licensee**) in relation to use of the Reef Guardian Council trademark (**Trademark**).

The terms of the licence are set out below.

1. This licence commences on and from the date this letter is executed by the Licensee (**6 February 2024**) and continues until terminated in accordance with clause 8 (**Term**).
2. The Trademark which is the subject of this Licence is set out in **Attachment 1**.
3. The Licensee agrees to only use the Trademark for the purpose of fulfilling its obligations under the *Reef Guardian Council Terms of Reference 2024-2028* as agreed to between the parties in the *Reef Guardian Council Program Memorandum of Understanding (MOU)* dated [6 February 2024] (**Purpose**).
4. In consideration of the Licensee agreeing to comply with the terms of this agreement, the Reef Authority grants to the Licensee on and from the Commencement Date solely for the Purpose, a non-exclusive, royalty free, revocable and non-assignable licence to use the Trademark during the Term, on the terms set out in this document.
5. The Licensee acknowledges and agrees that:
 - (a) The Reef Authority owns the Trademark and all goodwill generated through use of the Trade Mark; and
 - (b) nothing in this document gives the Licensee any rights or interests in the Trademark, other than as Licensee under this document for the Purpose and in accordance with the terms of this document.

6. The Licensee agrees to:
 - (a) use the Trademark, and ensure that its employees, agents and sub-contractors use the Trade Mark, only in the form set out in Attachment 1 or in the manner determined by the Reef Authority from time to time;
 - (b) comply with all of the Reef Authority's directions and guidelines concerning the use of the Trademark notified to the Licensee, for example each proposed use, reproduction or copy of the Trademark by the Licensee, must be consistent with the Style Guide and the Reef Guardian Council communication and engagement strategy (as endorsed by the Director of the Reef Authority Reef Education and Engagement Section); and
 - (c) not use the Trademark in a way likely to deceive or cause confusion or prejudice its distinctiveness or value or the Reef Authority's goodwill or reputation.
7. The Reef Authority may request, by reasonable written notice, samples of the Licensee's proposed use of the Trademark to ensure that the manner in which the Licensee is using the Trademark is acceptable to the Reef Authority.
8. The Reef Authority may terminate this licence by written notice effective immediately if:
 - (a) the Reef Authority provides the Licensee thirty (30) days written notice; or
 - (b) the Reef Authority provides the Licensee seven (7) days written notice of a breach of this licence by the Licensee and:
 - (i) the breach is not remedied by the Licensee within seven (7) days of the written notice; or
 - (ii) the breach is not capable of remedy.
9. In the event of expiry or termination of the MOU, this licence will also terminate and the Licensee will forthwith cease using the Trademark.
10. This licence will be governed by the laws in force in the State of Queensland and the parties agree to submit to the jurisdiction of the courts of the State of Queensland, Australia.

Please indicate your acceptance of these terms for the grant of licence where indicated below.

Yours Sincerely



Joshua Thomas
Chief Executive Officer

I, _____, an authorised representative of **Yarrabah**
Aboriginal Shire Council [ABN _____]
agree to the terms of this licence as a legally binding agreement.

Signature of authorised representative

Signature of witness

Full Name

Full Name

Attachment 1

The Trademark



Reef Guardian Council

Schedule B

[INSERT TERMS OF REFERENCE]



Reef Guardian Council roles nomination form (2024-2028)

Council name:

Reef Guardian Council program role	First name	Surname	Council position title	Phone number	Mobile phone number	Email	Consent to receive Reef Guardian Council newsletter and media consent (see over)
Two representatives for the Executive Committee (of an executive level, for example Mayors / Deputy Mayors / Chief Executive Officers / Councillors / General Managers)							
Two representatives for the Working Group (of an operational officer level)							
Communications contacts							



I give my permission to the Great Barrier Reef Marine Park Authority (GBRMPA) to use my name, image, and/or voice (personal information) for official purposes, including but not limited to:

Reports, books, brochures, research publications, zoning maps, newsletters, fact sheets, e-promotions, calendars, PowerPoint presentations, advertising, public displays, television or radio advertisement/ programs, promotional products, posters, billboards, Internet, media (**including social media**) and possible supply to a third party.

I agree that my personal information may be utilised in any of the above-mentioned official purposes which may result in my identification. I also understand that once my personal details are utilised for an official purpose, GBRMPA has no control over its subsequent use and/or disclosure. I release and discharge GBRMPA from any claims or demands that could be made in connection with the use of my personal information for an official purpose referred to above.

Privacy Statement: The personal information submitted on this form is collected by the GBRMPA for the purpose of obtaining your consent for using, disclosing and publishing your personal information.

Except in the carrying out of an official purpose, GBRMPA will not otherwise disclose your personal information to any third party, without your consent, unless it is required to do so by law.

GBRMPA's Privacy Policy (<http://www.gbrmpa.gov.au/home/privacy>) contains information about how you may:

- access and seek correction of your personal information; and
- complain to GBRMPA about a breach of the Australian Privacy Principles and how GBRMPA will deal with such a complaint.

7.8 APPOINTMENT TO NORTH QUEENSLAND REGIONAL ROAD AND TRANSPORT GROUP (RRTG)

File Number: 08.MFD_OM.20240513

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To inform Council of requirement for appointments for positions to be filled on the RRTG in the absence of the Mayor.

To seek appointment of alternative delegate to this position.

BACKGROUND

In accordance with the Far North Queensland Regional Road & Transport Group Constitution, each Local Government that is a member of the RRTG must nominate one elected member as their delegate on the RRTG. If the nominated elected member is unable to attend meetings of the RRTG, the Local Government will appoint another elected member as their alternative delegate.

All Members of the RRTG are also entitled to have in attendance at each meeting of the RRTG one observer to act as advisor. Historically, the CEO has attended in conjunction with the elected member in an advisory capacity.

COMMENT

As a result of the quadrennial local elections conducted on 16 March 2024, the positions of elected members on the RRTG and Observer are required to be resolved.

POLICY/FUNDING CONSIDERATIONS

Nil

RISK

Non-compliance with Far North Queensland Regional Road & Transport Group Constitution.

CONSULTATION

Councillors to consult and resolve.

ATTACHMENTS

Nil

RECOMMENDATION

That Council resolve to appoint:-

1. Mayor Sexton to the position on Far North Queensland Regional Road and Transport Group, effective 13 May 2024.
2. In the absence of the Mayor, the alternate delegate will be Councillor _____
3. The CEO is appointed as Observer / Advisor.

8 CORRESPONDENCE**8.1 CORRESPONDENCE - LGAQ CEO**

File Number: 01.COR_OM.20240513

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Tabling of correspondence from the Local Government Association of Queensland (LGAQ) dated 02 May 2024.

BACKGROUND

Letter from the CEO of LGAQ regarding the ballot for nominating a Policy Executive Representative by 20th May 2024.

As a result of the local government elections, positions have been spilled. This Council is entitled to 2 votes for the election of new representatives. Council may wish to debate the nomination of candidates for the ballot and instruct the CEO accordingly.

ATTACHMENTS**1. Letter from LGAQ****RECOMMENDATION**

That Council note the correspondence tabled, as read.



2 May 2024

Richard Wright
Chief Executive Officer
Yarrabah Aboriginal Shire Council

Email: rwright@yarrabah.qld.gov.au

Dear Richard,

I write to inform you that at the close of nominations at 12pm on Wednesday, 1 May 2024, we have now received nominations (as attached) from your District for your Policy Executive Representative.

We will now commence a ballot for your District and as these elections are being conducted in accordance with the Association's constitution, the number of votes your Council is entitled to exercise is displayed on the ballot paper.

Please complete the attached **Ballot paper** and return it via email to returning_officer@lgaq.asn.au **NO LATER THAN 5.00PM MONDAY 20 MAY 2024** when the poll will be declared immediately after the votes are counted.

If you have any queries, please do not hesitate to contact me on 0438 787 038, or Darren Leckenby on 0488 725 098.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Smith', written in a cursive style.

Alison Smith
CHIEF EXECUTIVE OFFICER

POLICY EXECUTIVE 2024-2028

BALLOT PAPER**COUNCIL NAME:** Yarrabah Aboriginal Shire Council

DISTRICT NO 12 – Aboriginal and Island Councils			
VOTES			
Aurukun	2 Votes	Napranum	2 Votes
Cherbourg	2 Votes	Northern Penn	2 Votes
Doomadgee	2 Votes	Palm Island	2 Votes
Hope Vale	2 Votes	Pormpuraaw	2 Votes
Kowanyama	2 Votes	Torres Strait	2 Votes
Lockhart River	2 Votes	Woorabinda	2 Votes
Mapoon	2 Votes	Wujal Wujal	2 Votes
Mornington	2 Votes	Yarrabah	2 Votes

Record your vote by placing a clear mark (i.e. a No '1' or a "✓" or a 'X') in the square beside the name of **TWO** candidates for whom your Council votes. Leave the other square blank.

Hope Vale - Cr Bruce Gibson ☐

Lockhart River - Cr Wayne Butcher ☐

Palm Island - Cr Alf Lacey ☐

Please complete and return to the Returning Officer as soon as possible, but **NO LATER THAN 5.00PM MONDAY 20 May 2024.**

EMAIL: returning_officer@lgaq.asn.au
RETURNING OFFICER: MS ALISON SMITH
 RETURNING OFFICER
 LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
 PO BOX 2230, FORTITUDE VALLEY BC QLD 4006 N.B.

EMAIL, REGISTERED POST OR BY HAND ONLY

8.2 CORRESPONDENCE - BACK BEACH ROAD LOT PROPOSAL

File Number: 02.COR_OM.20240513

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Tabling of correspondence from Bernice Stafford.

BACKGROUND

On 8 May 2024, Bernice Stafford met with the Mayor to discuss possibility of surrendering lease to allow housing development. Letter from Bernice Stafford confirming this discussion attached.

Council may wish to debate and if desired, instruct the CEO to conduct inquiries with key stakeholders as to any legal issues associated with this action and relevant processes required.

ATTACHMENTS**1. Back Beach Lot Proposal****RECOMMENDATION**

That Council note the correspondence tabled, as read.

8th May 2024

To whom it may concern,

I Bernice Stafford surrender lot _____ of Back Beach Road, Yarrabah Queensland, 4871 over to the Yarrabah Shire Council and in return I would like to be refunded the full amount that was paid towards the property and as discussed, a first preference for a property for myself and my children.

In addition to this request, I would like to have a formal statement in return from the Yarrabah Aboriginal Shire Council on Agreeing or Disagreeing on this proposal.

Await your response,

Kind regards,

Bernice Stafford

0482965111



9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING