



BUSINESS PAPER

Ordinary Council Meeting

19 September 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:
Thursday 19 September 2024 at 9.00am**

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

Ordinary Council Meeting - 22 August 2024

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON THURSDAY, 22 AUGUST 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) Director-Corporate Services Mike Mair, Executive Assistant Leona Worrell (Minute Taker)

1 MEETING OPEN

Mayor Sexton declared the meeting open at 9.50am.

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

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

Councillor 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

RESOLUTION 01:22/08/2024

That the minutes of the Ordinary Council Meeting held on 24 July 2024 be adopted.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

5/5 CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

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.

Councillor Amy Neal declared a conflict of interest regarding item 7.7, [REDACTED] confirmation of Aboriginality form, as she was unaware of the family ties at the time of signing. The CEO advised the Councillors that when the item is addressed in the meeting, another Councillor can sign the document. Councillor Hezron Murgha provided the counter-signature. CEO confirmed to the Mayor that Councillor Amy Neal had declared this conflict of interest prior to the meeting.

The Councillors declared a conflict of interest regarding item 8.1, Kenneth Jackson's requesting event sponsorship for an Indigenous Rugby League Carnival, due to family ties.

CEO noted that the Councillors declared to him their conflict of interest prior to the meeting and when this matter is addressed in the meeting, Council may wish to refer the decision to the CEO to take action in accordance with the Community Grants Policy.

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 July / August 2024.

CEO read to the report.

RESOLUTION 02:22/08/2024

That Council accept the CEO Operational Report for the period to 16 August 2024.

Moved: Cr Daryl Sexton

Seconded: Cr Amy Neal

5/5 CARRIED

10.55am Meeting adjourned

11.15am Meeting reconvened

CEO advised that Deputy Mayor Michael Sands was unable to rejoin the meeting due to a pressing engagement. An apology was extended, and the matter was discussed with the Mayor and CEO during the adjournment.

RESOLUTION 03:22/08/2024

That the apology received from Deputy Mayor Michael Sands be accepted and leave of absence granted.

Moved: Cr Amy Neal

Seconded: Cr Brian Underwood

4/4 CARRIED

11.16am Director Corporate Services, Mike Mair 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 July 2024.

Director-Corporate Services read to the report.

RESOLUTION 04:22/08/2024

That Council accept the 31st July 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

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4 CARRIED

11.53am Director Corporate Services Mike Mair left the meeting

11.54am Meeting adjourned

12.47pm 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 05:22/08/2024

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

Moved: Cr Daryl Sexton

Seconded: Cr Amy Neal

4/4 CARRIED

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

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

CEO read to the report.

RESOLUTION 06:22/08/2024

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

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4 CARRIED

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

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

CEO read to the report.

RESOLUTION 07:22/08/2024

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

Moved: Cr Daryl Sexton

Seconded: Cr Hezron Murgha

4/4 CARRIED

7.6 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 08:22/08/2024

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

- ██████████

Moved: Cr Amy Neal

Seconded: Cr Daryl Sexton

4/4 CARRIED

Councillor Amy Neal declared a conflict of interest regarding Maureen Cedric's confirmation of Aboriginality form, as she was unaware of the family ties at the time of signing. Councillor Hezron Murgha provided the counter-signature.

7.7 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 09:22/08/2024

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

- ██████████

Moved: Cr Hezron Murgha

Seconded: Cr Daryl Sexton

3/3 CARRIED

7.8 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

[REDACTED]

PURPOSE OF THE REPORT

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

CEO advised that this application was not included in the papers, due to its late submission. Mayor and Cr Neal had signed the confirmation prior to the meeting and formal endorsement by resolution was required. (Copy as per below)

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

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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

I declare that I am Aboriginal and/or Torres Strait Islander (once you refer to you)

My mother's name is /was [REDACTED]

My father's names is/were [REDACTED]

The language group and/or home community is YARRABAH

Culturally I identify as ABORIGINAL + TORRES STRAIT ISLANDER

I have lived in this community for 25 years

Signature: [REDACTED] Date: 22, 08, 2024

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council

Name: Daryl Sexton Position: Mayor

Signature: [Signature] Date: 22, 08, 2024

Name: Amy Neal Position: Councillor

Signature: [Signature] Date: 22, 08, 2024

CEO read to the report.

RESOLUTION 10:22/08/2024

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

○ [REDACTED]

Moved: Cr Daryl Sexton

Seconded: Cr Amy Neal

4/4 CARRIED

7.9 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

PURPOSE OF THE REPORT

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

CEO advised that this application was not included in the papers, due to its late submission. (Copy as per below)

YARRABAH ABORIGINAL SHIRE COUNCIL

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

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

ABN 30 927 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born [REDACTED]

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

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

My mother's name is / was [REDACTED]

My father's name is / was [REDACTED]

My language group and / or home community is: [REDACTED]

Connection with this community: [REDACTED]

Culturally I identify as: [REDACTED]

I have lived or formally lived with [REDACTED] for [REDACTED] years.

Contact email address: [REDACTED]

Contact phone: [REDACTED]

Signature: [REDACTED] Date: 20/8/24
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council

Name: [REDACTED] Position: [REDACTED]

Signature: [REDACTED] Date: [REDACTED]

Name: [REDACTED] Position: [REDACTED]

Signature: [REDACTED] Date: [REDACTED]

The Councillors found insufficient evidence to verify the Confirmation of Aboriginality form. They advised the CEO that Shane Ryle should contact the other local PBCs for further verification.

CEO read to the report.

RESOLUTION 11:22/08/2024

That Council resolve:

1. They are not in a position to confirm this application.
2. CEO is instructed to advise the applicant to seek verification from the GMYPPPBC and Gunggandji PBC Aboriginal Corporation.

Moved: Cr Daryl Sexton

Seconded: Cr Hezron Murgha

4/4 CARRIED

8 CORRESPONDENCE**8.1 CORRESPONDENCE - REQUEST FOR EVENT SPONSORSHIP – INDIGENOUS RUBY LEAGUE CARNIVAL****PURPOSE OF THE REPORT**

To inform Council of correspondence received Kenneth Jackson, Team Player of Yarrabah Guyula ALLBLACKS Team, requesting event sponsorship for an Indigenous Rugby League Carnival.

CEO read to the report.

Councillors noted that due to family connections with some of the players involved and their relationship to Councillors, the decision should be delegated to the CEO, to act in accordance with the Community Grants policy.

RESOLUTION 12:22/08/2024

That Council:-

1. Note the correspondence tabled as read.
2. Authorise the CEO to determine this matter in accordance with the Community Grants Policy.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4 CARRIED

8.2 CORRESPONDENCE - BLUE TREE PROJECT

PURPOSE OF THE REPORT

To inform Council of correspondence received from Karren Doolan, Wellbeing and Engagement Officer from Gurriny Yealamucka Health Services Aboriginal Corporation.

CEO advised that this correspondence was not included in the agenda pack.

Good morning

My name is Karren Doolan I am the wellbeing and engagement officer at Gurriny Yealamucka Health Service. Myself along with the wellbeing team would like to run a community project/event called the 'Blue Tree Project' is a national initiative aiming to break down the stigma associated with mental health. The blue tree is a visual reminder to our community to have important conversations and encourage those who need to access support and to reach out. By spreading the paint, we are spreading the message that "its okay to not be okay". We were hoping to have this tree somewhere central that the whole community will see. Would it be possible to have it somewhere near the council office? At the front for all to see? If not, do you have an idea on where we could place this tree in the community? Preferably somewhere of high traffic. I believe this will be a great initiative for Yarrabah due to our suicide rates throughout the years, one is too many, losing someone to suicide impacts everyone in community.

I have attached the link to the Blue Tree website for you to have a look at. I look forward to hearing from you.

[Home - Blue Tree Project](#)

Kind regards

Karren Doolan

Wellbeing and Engagement Officer

Direct Line: 07 4226 4170 Mobile: 0403 112 915 Email: Karren.doolan@gyhsac.org.au

I acknowledge the custodians of the land on which I work, the Gungganghi people of Yarrabah.

Gurriny Yealamucka Health Services Aboriginal Corporation

CEO read to the report.

The Councillors support this request but are seeking further information, including:

- Whether an existing tree will be used or a man-made tree.
- Details of the proposed design.
- Preferred locations near the RTC building and Bishop Malcolm Park area.

Deferred to the next Ordinary Council Meeting

RESOLUTION 13:22/08/2024

That Council:-

1. Note the correspondence tabled as read.
2. Authorise the CEO to enquire on further details and deferred to the next Ordinary Council meeting.

Moved: Cr Daryl Sexton

Seconded: Cr Amy Neal

4/4 CARRIED

8.3 CORRESPONDENCE - YARRABAH YOUTH COMMITTEE**PURPOSE OF THE REPORT**

To inform Council of correspondence received from Ngema Andrews, A/Principal Project Officer, Yarrabah Positive and Respectful Relationships Project.

CEO advised that this correspondence was not included in the agenda pack.

Good afternoon, Mayor Cr Sexton, and CEO Richard Wright,

I would like to take this opportunity and thank, the Yarrabah Aboriginal Shire Council Mayor, Councillors, and the CEO, for allowing the Yarrabah Bama Youth Committee to host their Yarrabah Young Peoples Committee meeting at the Yarrabah Councils Chambers last Wednesday the 14th August 2024. Thank you, Leona, for your deadly support and your hospitality. 😊

The Yarrabah Bama Youth Committee had enjoyed the formalities of the YASC day-to-day commitments in Leadership and have seen first-hand the huge responsibilities of the Local Government. They were inspired and were very grateful to be in the presence of passionate Yarrabah Leaders. The Youths families were happy about the YASC support and shared this openly to many other community members about there experiences.

Once again THANK YOU! And we look forward to working closely with you all.

Leona, could you please share this with the other YASC Councillors.

Kind regards,

Ngema Andrews

A/Principal Project Officer | Yarrabah Positive and Respectful Relationships Project

Closing the Gap Program Management | Aboriginal and Torres Strait Islander Partnerships

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

CEO read to the report.

RESOLUTION 14:22/08/2024

That Council:-

1. Note the correspondence tabled as read.

Moved: Cr Daryl Sexton

Seconded: Cr Hezron Murgaha

4/4 CARRIED

8.5 CORRESPONDENCE - YARRABAH LEADERS FORUM**PURPOSE OF THE REPORT**

To inform Council of the correspondence received from Yarrabah Leaders Forum.

Seeking an opportunity to meet with the Council to initiate discussions about their work and potential collaboration to achieve better outcomes for Yarrabah.

CEO advised that this correspondence was not included in the agenda pack.



08.08.2024

Mr Richard Wright
Chief Executing Officer
56 Sawmill Road, Yarrabah, 4871

Dear Richard,

Subject: Matters related to Membership

We are following up on a previous letter emailed on May 16th, 2024, to the Mayor, seeking an opportunity to meet with the newly elected Council to initiate discussions about our work and potential collaboration to achieve better outcomes for Yarrabah.

We have not yet received a formal response regarding whether the newly elected Council has accepted our request to meet and/or their intentions to continue as members of the YLF.

When you are available, we would be keen to have a quick catch-up to discuss how we can best move forward. Robin Schrieber, Elverina Johnson and I would be happy to meet with you to further discuss were to from here. Please liaise with Robin on a possible date and time to meet.

Please note that we remain committed to helping the Yarrabah Aboriginal Shire Council regardless of membership status and hope to work alongside them in the future.

We look forward to hearing from you.

Yours sincerely,

David Baird (Chair)
Yarrabah Leaders Forum
Shop 3 IKC Noble Drive
Yarrabah Qld 4871
E: david.baird63@bigpond.com
M: 0439551355

Elverina Johnson (Chair)
Jabu Mugay Yarrabah Leaders Consortium Ltd
Shop 3 IKC Noble Drive
Yarrabah Qld 4871
E: Djirringhi@gmail.com
M: 0451090458

Cc.
Mayor Daryl Sexton
Deputy Mayor Michael Sand
Cr. Brian Underwood
Cr. Amy Neal
Cr. Hezron Murgha

CEO read to the report

RESOLUTION 15:22/08/2024

That Council:-

1. Note the correspondence tabled as read.
2. The CEO was instructed to facilitate meeting.

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

4/4 CARRIED

9 OTHER BUSINESS**9.1 OTHER BUSINESS - TRADES AND SERVICES PREFERRED SUPPLIERS ARRANGEMENT CONTRACT**

The CEO advised the Council that the current Trades and Services Preferred Supplier Arrangement contract ends 31/08/2024. There was a condition to extend the current arrangement by 1 Year in accordance with the terms and conditions of the arrangement. Operationally, Council would be implementing this condition. The new end date of the current arrangement will be 31/08/2025.

By way of background, in November of 2023 Council opened tenders to suppliers to be included on the current arrangement. This added 30 additional suppliers to the current suppliers list including 3 additional local tradespersons. This was passed through Council resolution during the January meeting of 2024

Council currently have 79 suppliers on the trades and services arrangement who will be notified of the extension.

9.2 OTHER BUSINESS - DAVID CRISAFULLI'S OFFICE

CEO informed Council of a phone call received from Opposition Leader David Crisafulli MP's office.

Following correspondence sent by Mayor Daryl Sexton to the Opposition Leader, David Crisafulli has accepted the invitation to visit Yarrabah Aboriginal Shire Council during the upcoming Shadow Cabinet meeting in Cairns in mid-September 2024.

Councillor Hezron Murgha suggested extending an invitation to the Opposition Leader and his Shadow Cabinet for use the Yarrabah Council Chambers for any of their meetings during their visit to Cairns in September 2024.

RESOLUTION 16:22/08/2024

That Council:-

1. Note the advise with regards to the Leader of the Opposition accepting the invitation to meet with the Council.
2. The CEO is instructed to inform the Opposition Leader of Council's offer to use Chambers for any meetings they desire during their Shadow Cabinet visit in Cairns in September 2024.

Moved: Cr Hezron Murgha

Seconded: Cr Brian Underwood

4/4 CARRIED

10 CONFIDENTIAL MATTERS

Nil

11 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 18 September 2024.

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

Meeting closed at 2.12 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.20240919

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 August / September 2024.

KEY FOCUS AREAS

This monthly report covers the period from 17 August to 12 September 2024.

- ◇ **QPS Commissioner Steve Gollschewski** – 19 August. Mayor, Deputy Mayor and CEO attended
- ◇ **First Nations Mayors Summit** – 20/21 August. Mayor and CEO attended
- ◇ **Yarrabah IGEM Assessment** – 23 August. CEO attended
- ◇ **Annual Local Government Conference**, LGMA – 27-29 August. CEO attended
- ◇ **Local Government Division of DHLGPPW** 29 August. Meeting to discuss findings and recommendations resulting from the KPMG-assisted liquidity review process carried out for YASC. CEO & Director Corporate Services attended
- ◇ **TCICA** – 4 September. CEO attended
- ◇ **STEM Program and Recycle & Waste Manufacturing Project** - Sharon Cavanagh-Luskin, First Nations Chief Scientist, Harvard University Research Fellow - 9 September. CEO attended
- ◇ **YAG / Healthy Housing** – 10 September. Mayor & CEO attended
- ◇ **Blaklash Workshop** – 10 September. Mayor, Cr Underwood & CEO attended
- ◇ **Harvey Thomas, Choppy's Boxing Club** - 11 September. Mayor, Deputy Mayor & CEO attended
- ◇ **ABC News interview with the Mayor** - 11 September. Mayor attended.
- ◇ **Audit Committee Meeting** – 12 September. Mayor and Councillor Murgha attended
- ◇ **Bob Katter MP** - 12 September. Mayor, Deputy Mayor, Cr Underwood & CEO attended
- ◇ **Electrical Safety Office** – Chambers meeting with Mayor, Deputy Mayor, Cr Underwood & CEO, followed by Community Engagement, to promote Electrical Safety in the workplace, home and community, Jilara Oval – 12 September.

GOVERNANCE

We are diligently monitoring internal processes to ensure alignment with legislative requirements. Councillors now completed mandatory training modules.

GRANTS MANAGEMENT

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

A. GRANTS SUBMITTED DURING PERIOD

- **Queensland Government – Department of State Development, Infrastructure, Local Government and Planning - Queensland Reconstruction Authority - Get Ready Qld – Emergency Kits for Yarrabah Residents \$8,700**

B. GRANTS APPROVED DURING PERIOD

- **Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Local Roads and Community Infrastructure Program Phase 4 –**
 - Intersection Recovery Project - Back Beach Road/ Jungi Lane and Jabin Lane
 - YASC Day Care – Playground Repairs -YASC Day Care- Fencing Repairs - Malcolm Bishop Park – Yarrabah – Fencing Modification \$ 71,351

C. GRANTS AWAITING OUTCOME

- **Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Road Safety Actions Grants – Road Safety Programing Yarrabah with JUTE Theatre Company - \$272,262**
- **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**
- **Australian Government - Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Roads to Recovery – Resealing Road surfaces at four sites where deterioration pose risks of further damage and safety concerns. \$174,193**
- **Queensland Government - Department of Housing, Local Government, Planning and Public Works – Economic Development and Growth - Works for Queensland**
 - Development of the Yarrabah Bay Lookout and Walking Track -
 - Upgrade/Maintenance of the Arts Precinct Boardwalk and Amphitheatre - Upgrade Council's facilities and beautification of the foreshore/esplanade - \$4,920,000
- **Australian Government – Department of Industry, Science and Resources – Department of Infrastructure, Transport, Regional Development Communications and the Arts - Housing Support Program Housing Support Program - Stream 2 –Yarrabah Aboriginal Shire Council – Critical Enabling Infrastructure Water (WTP) and Sewerage (STP) Upgrade(s). - \$18,800,000**

- **Queensland Government - Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts- Arts Queensland – Yarrabah Music and Cultural Festival – \$30,000**
- **National Indigenous Australians Agency – Agency Collaborates - Direct Approach – Project to utilise unspent funds from CDP Like Activities Grant – Recruitment and training of a Garden crew for the maintenance of Arts and Cultural Precinct, Jilara Oval, PCYC Sports Complex and the Swimming Pool \$377,983.35 (Verbal approval – awaiting agreement)**

D. GRANT OPPORTUNITIES

- **Queensland Government - Department of Housing, Local Government and Planning and Public Works – Scheme Supply Fund – Grants available to assist local governments increase and diversify the supply of housing to meet the changing and growing needs of communities. Up to \$100,000**
- **Australian Government – Department of Industry, Science and Resources – Department of Infrastructure, Transport, Regional Development Communications and the Arts – Growing Regions Program Stream 2 – Grant available for Capital works projects that deliver community and economic infrastructure projects across regional and rural Australia. \$500,000 to \$15 million**
- **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**
- **International Touring and Presentation Fund** - supports international touring, showcasing and presentation opportunities for Australian artists and creative workers - **\$5,000 up to \$850,000**
- **Cages Foundation - Community Grants** - This stream provides one-off grants (short term) to Aboriginal controlled organisations responding to an Immediate need for services to children and their families. Activities will be focused on Aboriginal and Torres Strait Islander children in the first five years of life – **Up to \$50,000**
- **Queensland Government - Department of Employment, Small Business and Training - Indigenous Workforce and Skills Development Grant** - The program funds Indigenous designed and led projects that support or respond to local training and workforce needs – **up to \$250,000**

- **Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Safer Local Roads and Infrastructures Program** - provide funding for projects to address current and emerging priorities in road infrastructure needs. **No maximum amount**

MEETING ACTIONS

Ordinary Meeting –22 August 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	Infrastructure - Operational Report	Tabled
7.5	Building Services - Operational Report	Tabled
7.6	Confirmation of Aboriginality / Community Affiliation Applicant Form: Elisha O'SHEA	Actioned
7.7	Confirmation of Aboriginality / Community Affiliation Applicant Form: Maureen CEDRIC	Actioned
7.8	Confirmation of Aboriginality / Community Affiliation Applicant Form: Harley THAIDAY	Actioned
7.9	Confirmation of Aboriginality / Community Affiliation Applicant Form: Shane RYLE	Actioned
8.1	Correspondence - Request event sponsorship for an Indigenous Rugby League Carnival	Tabled
8.2	Correspondence - Blue Tree Project	Tabled
8.3	Correspondence - Yarrabah Youth Committee	Tabled
8.4	Correspondence - Yarrabah Leaders Forum	Tabled
9.1	Other Business - Trades and Services Preferred Supplier Arrangement Contract	Tabled
9.2	Other Business - Response from Opposition Leader David Crisafulli MP's office	Tabled

OTHER IMPORTANT DATES

- ◇ Opposition Leader, David Crisafulli MP – 16 September. Mayor, Councillors & CEO to attend
- ◇ Office of Liquor and Gaming Regulation, Debbie Dixon-Searle Manager, Compliance, Remote Communities - 16 September. Mayor, Councillors & CEO to attend
- ◇ MicroGrid – 17 September. Mayor, Deputy Mayor & CEO to attend
- ◇ Tropical Public Health Services – 17 September. Mayor, Councillors & CEO to attend
- ◇ Cairns Taxis & Kinetic – 18 September. Public transportation – Mayor & CEO to attend
- ◇ NBN – Nicole Carroll, Regional Development & Engagement Manager FNQ - 20 September. CEO to attend.
- ◇ Balamba Community Workshop – 23 & 24 September. Community invite
- ◇ Hon Curtis Pitt MP – 25 September. Mayor, Councillors & CEO to attend
- ◇ YLF presentation – 25 September. Mayor, Councillors & CEO to attend
- ◇ Yarrabah Brass Band – 26 September. Mayor & CEO to attend
- ◇ Office of the Independent Assessor – 27 September. CEO to attend
- ◇ Yarrabah Music Festival – 28 September. Community Event
- ◇ Microgrid – 1 October. Mayor & CEO to attend
- ◇ Energy & Water Ombudsman Community event – (Telecommunications, Taxation, Commonwealth, & Australian Financial Complaints Authority) – 1 October. Community Event
- ◇ Councillor Induction Workshop - Queensland Treasury Corporation - 2 October. Councillors to attend
- ◇ FNQROC Meeting - 3 October. Mayor & CEO to attend
- ◇ Public Holiday - Kings Birthday - 7 October.
- ◇ QCoast – 8 October. CEO to attend
- ◇ QPS – Disaster Operations – Pre-Season Preparedness Briefing – 9 October. Deputy Mayor, Cr Neal & CEO to attend.
- ◇ TWG Meeting – 10 October. Mayor, Deputy Mayor & CEO to attend
- ◇ Director-General Department of Education, Government Champion for Yarrabah, Michael De'Ath, – 15 October. Mayor, Councillors & CEO to attend
- ◇ Ordinary Council Meeting 16 October.

ATTACHMENTS

Nil

RECOMMENDATION

That Council accept the CEO Operational Report for the period to 12 September 2024.

7.2 YASC MONTHLY FINANCIAL REPORT

File Number: 02.MFD_OM.20240919

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

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

POLICY/FUNDING CONSIDERATIONS

Local Government Regulations, s204 - Financial

RISK

Compliance.

CONSULTATION

Executive Leadership Team

Finance Manager

ATTACHMENTS**1. Finance Report August 2024****RECOMMENDATION**

That Council accept the 31st August 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

**CORPORATE SERVICES REPORT
TO THE YARRABAH ABORIGINAL SHIRE COUNCIL
For the Period Ended 31 August 2024**

FINANCIAL SERVICES

I. Overview of Operating Results as 31 August 2024

	ACTUAL YTD	BUDGET YTD 24/25	VARIANCE	VARIANCE	BUDGET FY 24/25
	\$	\$	\$	%	\$
Recurrent Income					
Fees & charges	12,263	44,460	-32,197	-72%	266,763
Other incomes	122,485	98,237	24,247	25%	589,424
Rental income	526,267	500,050	26,217	5%	3,000,302
Interest received	75,228	25,000	50,228	201%	150,000
Sales & recoverable works	697,397	932,002	-234,605	-25%	5,592,009
Grants & Subsidies	1,394,285	1,383,714	10,571	1%	8,302,282
	2,827,925	2,983,463	-155,538	-5%	17,900,780
Recurrent Expenditure					
Employees costs	1,116,968	1,236,546	-119,578	-10%	7,419,274
Materials and services	1,492,197	1,932,040	-439,843	-23%	11,592,238
Finance costs	2,360	92,197	-89,837	-97%	553,181
Donations Paid	150	-	150		
Depreciation	1,088,916	1,088,916	0	0%	6,533,498
	3,700,590	4,349,698	-649,108	-14.92%	26,098,191
Less: Capitalised Expenses	3,700,590	4,349,698	-649,108	14.92%	26,098,191
Net Operating Profit	-872,665	-1,366,235	493,570	-36%	-8,197,411

Council's Operating result is a loss of \$873K as at 31 August 2024, better than budget by \$494K.

Recurrent income is under budget by \$156K mainly as a result sales & recoverable works being under budget by 235K.

Recurrent expenditure is \$649K under budget. Staff costs are under budget by \$120K. Materials and services costs are under budget by \$440K.

Liquidity Highlights

II. Current Trade Debtors, Housing Debtors & Trade Creditors

	90 Days	60 Days	30 Days	Current	Total
Total Debtor Type	-	-	-	308.40	308
Debtors Sundry	255,065	12,037	1,852,116	268,843	2,388,060
Blockholders Service Fees	419,972	-	3,416	6,199	417,188
Commercial Service Fees	138,185	-	-	-	138,185
Grants	479	-	-	-	479
Ex - Rent (pre 2013)	959,655	225	-	-	959,880
Trustee Leases	22,525	-	-	-	22,525
Commercial Leases	36,782	9,364	9,605	6,823	62,575
Daycare Debtors	131,082	7,961	6,197	4,588	149,828
Housing Current Rent	2,974,159	1,223	1,485	962	2,977,829
TOTAL DEBTORS	4,937,904	30,810	1,872,818	275,326	7,116,857
TOTAL CREDITORS	10,731	130,370	216,860	859,735	1,217,696

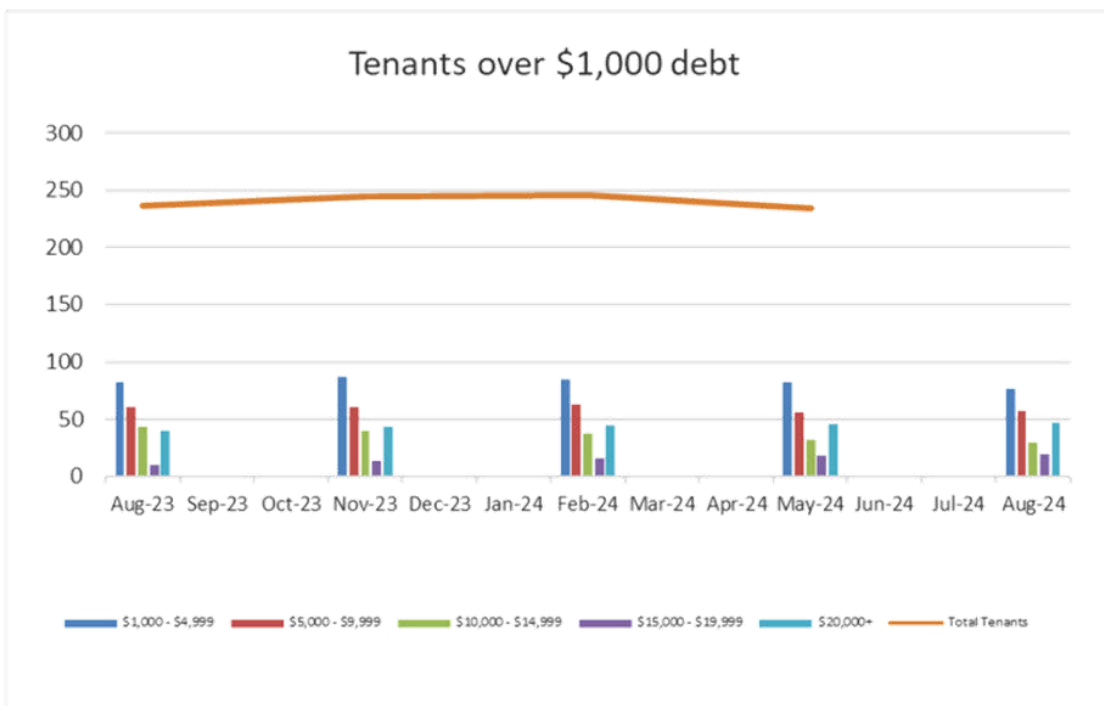
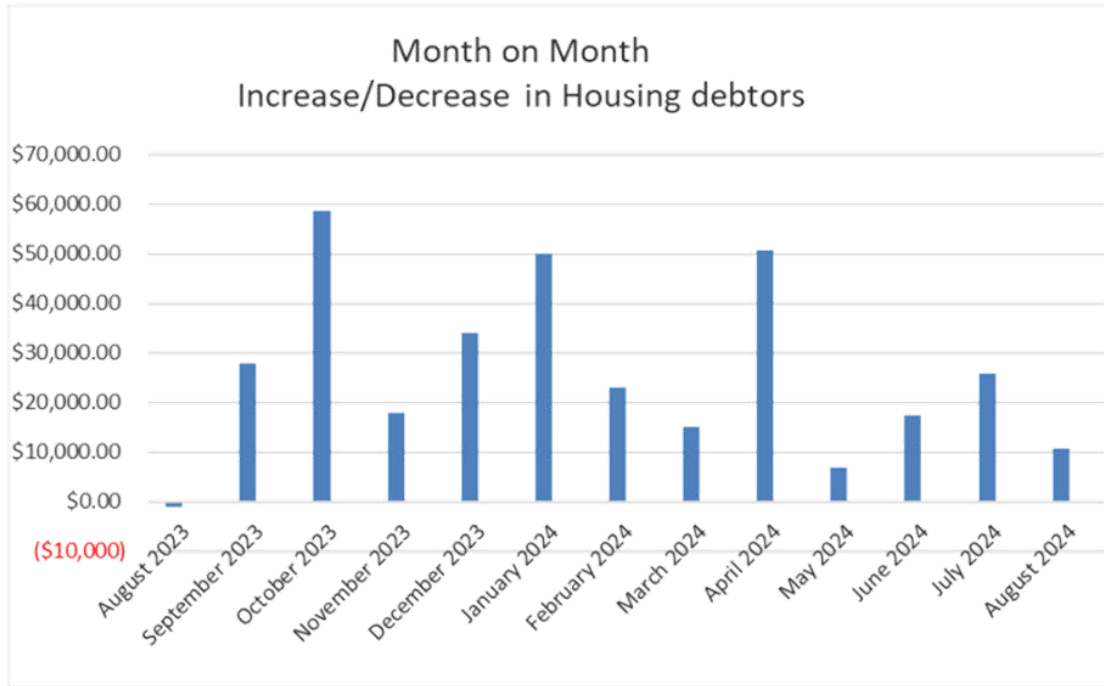
Of the \$7.117M owing to Council, only \$2.831K is estimated as collectable with \$4.286 million included in our provision for doubtful debts.

Snapshot: SOCIAL HOUSING DEBT LEVEL (CURRENT)

Over the past 12 months, the rental arrears to Council for social housing has increased by 9% from \$2,721,005 to \$2,977,829. A review of debtors has highlighted the following:

59% of current tenants are in arrears and 230 total tenants owe over \$1,000 which has decreased by 4 on that of the previous quarter.

The 47 debtors owing over \$20K increased by 11K from \$1.599M to 1.610M.



Monthly movement to housing debt	
Month	Actual increase/(decrease)
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
May 2024	6,793
June 2024	17,358
July 2024	25,896
August 2024	10,605

	# Tenants	# Tenants	# Tenants	# Tenants	# Tenants
Amount Owing to Council	Aug-23	Nov-23	Feb-24	May-24	Aug-24
\$1,000 - \$4,999	82	87	85	82	77
\$5,000 - \$9,999	61	60	63	56	57
\$10,000 - \$14,999	43	40	38	32	30
\$15,000 - \$19,999	10	14	16	18	19
\$20,000+	40	43	44	46	47
Total Tenants	236	244	246	234	230
Percent of tenants in arrears	61%	63%	63%	60%	59%

III. Capital Works

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

<i>Capital Expenditure 31/08/2024</i>	Total Grant Budget	Monies Received to Date	Expenses to Date	Variation v Budget	Brief Description
Interim Remote Capital Program	2,139,036	1,925,134	2,084,295	54,741	5 Lots 6A Djenghi Estate
Works for Qld 4 - 21/24	3,280,000	2,952,000	2,879,660	400,340	Driveways, Security, Council Buildings Upgrade & Refurbishment, Yarrabah Beautification
Roads to recovery	42,409	212,360	126,689	- 84,280	Construction or maintenance of roads
Sewerage Pump Stations (ICCIP)	1,210,455	531,308	460,126	750,329	Replace gantrys, pump upgrades and maintenance, SCADA, assesment of future expansion, new switchboard pump 3
Water Mains Upgrade (ICCIP)	1,260,720	1,470,393	1,925,414	- 664,694	Replace water main Back Beach Road, SCADA, Fit bore 2 & 7 pumps, water treatment upgrade.
Qbuild Housing demolition and construction	3,498,000	538,667	2,166,008	1,331,992	14 Smith St, 4 Dabah Close, 19 Smith St, 32 Workshop Rd, 7 Beach St, 64 Gribble St
Forward Capital Program	5,927,444	1,894,949	50,885	5,876,559	16 Lots Djenghi, 10 houses Gurmga St
Water Treatment Plant Upgrade (LGGSP)	1,253,159	375,948	85,115	1,168,044	Water Treatment Plant upgrade
Buddabadoo Road drainage upgrades (QRA)	566,475	286,901	265,344	301,131	Buddabadoo Road drainage upgrades
Landfill Operational Equipment (DES)	1,728,900	1,848,900	727,108	1,001,792	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	8,723	4,991,277	Balamba area link infrastructure and 20 lots subdivision
	\$25,906,598	\$13,536,559	\$10,779,369		

IV. Balance Sheet

Yarrabah Aboriginal Shire Council		
Statement of Financial Position		
As at 31 August 2024		
	Council	
	As at 31 August 2024	As at 30 June 2024
	\$	\$
Current assets		
Cash and cash equivalents	12,405,525	11,634,217
Trade and other receivables	6,934,592	4,846,817
Inventories	161,375	165,440
Total current assets	19,501,492	16,646,474
Non-current assets		
Property, plant and equipment	166,334,420	164,467,378
Total non-current assets	166,334,420	164,467,378
Total assets	185,835,912	181,113,852
Current liabilities		
Trade and other payables	10,035,877	8,371,198
Provisions	780,372	864,189
Total current liabilities	10,816,250	9,235,386
Non-current liabilities		
Provisions	1,730,485	1,730,485
Total non-current liabilities	1,730,485	1,730,485
Total liabilities	12,546,734	10,965,871
Net community assets	173,289,178	170,147,981
Community equity		
Asset revaluation surplus	113,582,451	113,581,531
Retained surplus/(deficiency)	59,706,727	56,566,450
Total community equity	173,289,178	170,147,981

V. Cash Position

	\$	\$
CBA - General Fund	1,056,170	
CBA - Housing Fund	651,937	
CBA - Remote Capital	14,196	
CBA - Remote Indigenous Capital	1,500,000	
CBA - Trust Acc	148,310	
QTC - Leases	342,396	
QTC - Investment	6,616,384	
QTC - Forward Capital	2,069,801	
Cash Floats	6,331	
Total Cash		12,405,525
Trade Debtors	7,116,857	
Provision Doubtful Debts	(4,286,030)	2,830,827
Less: Trade Creditors		(1,217,696)
Less: Tied Grant Funds		(4,891,736)
Less: Current Commitments		(6,123,777)
Cash Position at EOM		3,003,142

VI. Commercial Leases

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

VII. Other

Preparation of the annual Audited Financial statements is well advanced and on target for signature by the Mayor and CEO by 10th October 2024.

Mike Mair

Director Corporate Services

7.3 POLICY REVIEW - PROCUREMENT

File Number: 03.MFD_OM.20240919

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Review of Procurement Policy – Section 8. PURCHASES UNDER \$15,000 (GST Exclusive)

COMMENT

As a result of the Building Services Departments increased business volume and increased cost structure a review of Section 8 of the Procurement Policy was conducted. The highlight clauses are recommended for inclusion in the Policy.

POLICY/FUNDING CONSIDERATIONS

Policy review

RISK

- Policy compliance
- Regulatory compliance
- Communication
- Service standard

CONSULTATION

- YASC CEO

ATTACHMENTS**1. Procurement Policy Section 8****RECOMMENDATION**

That Council resolve to endorse and adopt the recommend changes to Section 8 of the Procurement Policy.

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

8. PURCHASES UNDER \$15,000.00 (GST Exclusive)

All purchases are to be approved by the relevant supervisor, manager or director with the appropriate financial delegation (as recorded in section 24 below and Council's Delegation Register)

All purchases of \$15,000 (GST exclusive) or more must be approved in writing by an Officer with the appropriate delegation.

Any proposed purchases outside of approved budgets must be presented to Council for approval.

- a) For purchases up to 50.00 (GST exclusive) petty cash may be used in accordance with Council's approved petty cash procedure.
- b) For purchases between \$50.01 (GST exclusive) and 1,999.99 (GST exclusive), one verbal quotation is sufficient. A written record of quotations received must be made. Purchases must be made by placing a written purchase order or by purchasing card. (Schedule 1 identifies the holders of corporate purchasing cards issued by Council.)
- c) For Building Services purchases up to the value of \$4,999.99 (GST exclusive) may be approved without seeking written quotations, provided sound contracting principles and Local Government principles (including reasonableness, transparency and governance) are maintained. A written record of quotations must be made.
- d) For Departmental purchases (excluding Building Services) between \$2000.00 (GST exclusive) and 4,999.99 (GST exclusive), one written quotation is sufficient. Purchases must be made by placing a written purchase order.
- e) For purchases between \$5,000.00 (GST exclusive) and \$14,999.99 (GST exclusive) at least two written quotations are required. Exception from this requirement are major retail chains
i.e. K Mart, Big W etc. where orders are high in quantity but for low value goods. If two quotations are not available, written approval to obtain only one quotation must be obtained from the CEO. Purchases must be made by placing a written purchase order.

7.4 POLICY REVIEW - COUNCILLORS EXPENSES

File Number: 04.MFD_OM.20240919

Author: Mike Mair, Director - Corporate Services

PURPOSE OF THE REPORT

Review of Reimbursement of Councillors Expenses Policy – Section 1.2 Accommodation

COMMENT

The policy has been reviewed. It is recommended that the following paragraph below **be removed** from the Policy given the length of time meetings/functions can go to and the associated safety risks to Councillors driving through the range at night back to Yarrabah.

“Unless the CEO is satisfied special circumstances apply, accommodation expenses will not be paid in connection with attendance at events in the Cairns, Tablelands and Innisfail areas as travel to and from these areas in one day would normally be possible.”

POLICY/FUNDING CONSIDERATIONS

Policy review

RISK

- Policy compliance
- Regulatory compliance
- Communication
- Service standard

CONSULTATION

- YASC CEO

ATTACHMENTS

Nil

RECOMMENDATION

That Council resolve to endorse and adopt the recommended changes to Section 1.2 of the Reimbursement of Councillors Expenses Policy by removal of the paragraph:-

“Unless the CEO is satisfied special circumstances apply, accommodation expenses will not be paid in connection with attendance at events in the Cairns, Tablelands and Innisfail areas as travel to and from these areas in one day would normally be possible.”

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

7.5 RECOMMENDATION FOR ANNUAL CLOSEDOWN - CHRISTMAS PERIOD 2024

File Number: 05.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To report to Council proposed options for Annual Closure during Christmas & Festive Season – 2024.

BACKGROUND

Under the provisions of clause 19 of the Queensland Local Government Industry (Streams A, B & C) Award – State 2017, there is a legislative requirement to provide employees with 90 days' notice of the annual close down period.

The period has normally been set aside as “family” time for staff. Essential staff are employed during the period as a skeleton crew, with approved leave deferred until a later (agreeable) date.

COMMENT

Council's position previously has required employees to take annual leave on days that are not designated public holidays for the Christmas/New Year period. This is the recommendation for the 2024 Christmas and Festive Season.

In 2024, Christmas and New Year's Days fall on weekends and under the provisions of the *Holiday Act 1983*, the following have been gazetted as the public holidays:-

- Wednesday 25th December 2024 – Christmas Day
- Thursday 26th December 2024 – Boxing Day
- Wednesday 1st January 2025 –New Year's Day

I refer to the below Table for consideration:-

DAY	DATE	TYPE
THURSDAY	19/12/2024	STAFF BARBECUE / SHUTDOWN
FRIDAY	20/12/2024	Normal RDO (Stream B & C) / Half Day – Annual leave (Stream A)
SATURDAY	21/12/2024	WEEKEND
SUNDAY	22/12/2024	WEEKEND
MONDAY	23/12/2024	ANNUAL LEAVE
TUESDAY	24/12/2024	ANNUAL LEAVE
WEDNESDAY	25/12/2024	PUBLIC HOLIDAY – CHRISTMAS DAY
THURSDAY	26/12/2024	PUBLIC HOLIDAY – BOXING DAY
FRIDAY	27/12/2024	ANNUAL LEAVE / Half Day – Annual leave (Stream A)
SATURDAY	28/12/2024	WEEKEND
SUNDAY	29/12/2024	WEEKEND
MONDAY	30/12/2024	ANNUAL LEAVE

TUESDAY	31/12/2024	ANNUAL LEAVE
WEDNESDAY	01/01/2025	PUBLIC HOLIDAY – NEW YEARS DAY
THURSDAY	02/01/2025	ANNUAL LEAVE
FRIDAY	03/01/2025	Normal RDO (Stream B & C) / Half Day – Annual leave (Stream A)
SATURDAY	04/01/2025	WEEKEND
SUNDAY	05/01/2025	WEEKEND
MONDAY	06/01/2025	RETURN TO WORK

This will require Stream A employees to apply for 7.5 (5 full and 3 half) days and Stream B & C employees to apply for 6 days annual leave.

CONSIDERATIONS

Council has supported declaring “Council Shutdown” days as paid days (especially for our casual employees).

Council currently employs **40 casual workers** (31 % of workforce), who do not have provisions for accrual of any annual leave or payment for public holidays. As a result, these employees will not be in receipt of any income during the annual closedown and will be financially impacted during this period.

Council may wish to consider the payment to **all employees** for days declared as paid “Council Shutdown” days.

In previous years the following has been endorsed by council:

- Council resolved for 1 x day “Council Shutdown” paid for the 2018 shutdown period.
- Council resolved for 2 x days “Council Shutdown” paid for the 2019 shutdown period.
- Council resolved for 2 x days “Council Shutdown” paid for the 2020 shutdown period.
- Council resolved for 2 x days “Council Shutdown” paid for the 2021 shutdown period.
- Council resolved for 1 x days “Council Shutdown” paid for the 2022 shutdown period.
- Council resolved for 1 x days “Council Shutdown” paid for the 2023 shutdown period.

Projected cost:

It is estimated for the 2024 period, if Council resolves to provide for a paid “Council Shutdown” day, it will incur a **wage cost of approximately \$31,350 (gross) per day.**

The Post Office is required to remain open on all days not gazetted as public holidays. One other day during this period will be determined by postal services to be closed. This date is yet to be determined. The Director – Corporate Services will arrange for rostering of a staff member to cover this period.

A skeleton crew consisting of staff from Essential Services is maintained during the closedown period to check / maintain water quality and testing. Waste collection is rostered on for normal collection days. The Director – Infrastructure will arrange rostering of necessary staff to cover this period.

On –call system to be implemented for urgent housing/building maintenance. Director - Building Services will arrange rostering of on-call staff.

Request for Council to consider 1 Council Shutdown day during the 2024 Christmas and Festive season.

OTHER CONSIDERATIONS

Providing for shutdown (as per Table 1) and for 1 x paid “Council Shutdown” day in this period will allow employees the opportunity to attend to their personal welfare with minimal financial impact to the employee, whilst being cognisant of our current financial position and responsibilities.

ATTACHMENTS

Nil

RECOMMENDATION

That Council resolve to

1. In accordance with clause 19 of the *Queensland Local Government Industry (Streams A, B & C) Award – State 2017*, Council resolve to declare the Annual Closedown period for from close of business on Friday 20 December 2024 to Friday 3 January 2025 with staff retuning to work on Monday 6 January 2025.
2. Council further resolves to provide 1 paid “Council Shutdown” day to all employees during this period.
3. Council further resolves that staff required to work as part of required service delivery during this period will accumulate the 1 paid “Council Shutdown” day and will be required to take this day in the first quarter of 2025.

7.6 COUNCIL ENDORSEMENT - YARRABAH PROPOSED SOCIAL HOUSING ACCOMMODATION CONSTRUCTION PROGRAM

File Number: 06.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To seek Council endorsement of proposed Capital Strategy with Queensland Housing for delivery program of new constructions 2024 – 2031.

BACKGROUND

To secure funding for the ongoing construction to address ongoing housing shortages in community, a proposed strategy has been developed in consultation with stakeholders for a delivery program.

COMMENT

Endorsement of this strategy will allow the securing the necessary funding specifically for the overcrowding project, including the demolition of existing plugins and infill sites. This also relates to the Ambrym Street and Balamba projects.

CONSULTATION

- Department of Housing, Local Government, Planning and Public Works (Queensland)
- YASC Building Services and Housing Departments
- Community consultation with regards to Ambrym Street and Balamba.

ATTACHMENTS**1. Draft - Yarrabah Proposed Social Housing Accommodation Construction Program****RECOMMENDATION**

That Council resolve to endorse the Yarrabah Proposed Social Housing Accommodation Construction Program.

Yarrabah proposed social housing accommodation construction program

Commencement year	Construction Type		Number of commencements	Proposed Budget Requirements	Comments
2023-24		Demountable Dwelling	7	\$3,850,000	Transition Housing; The proposed transitional housing development aims to cater to the temporary relocation of Ambrym Street tenants, facilitating the redevelopment of the site to create additional residential allotments. This initiative also serves as a means to support Council's housing upgrades by providing transitional housing options. The transitional dwellings will be sourced by experienced suppliers. The proposed timeframes for the project are two year period to complete all necessary works.
	DH	Detached Dwelling	6	\$3,600,000.00	The construction of houses on vacant blocks within the community will bring significant benefits to the community. By utilising these available blocks, the Council can maximise its land resources and create additional housing options. This approach promotes a more efficient use of existing infrastructure and services. The proposed timeframes for the project are two year period to complete all necessary works.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
2024-25	DH	Detached Dwelling	8	\$5,000,000	Yarrabah Overcrowding

					This project includes the demolition of existing plug-ins that are condemned or in poor liveable condition. It also includes the construction of 5 x detached dwellings on vacant Council owned lots and the construction of 3 x additional detached dwellings on existing properties to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	30		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
2025-26	DH	Detached Dwelling	30	\$11,000,000 \$3,000,000	Ambrym Street housing This project includes the reconstruction of 13 houses and the addition of 10 new dwellings. With the majority of houses being weatherboard clad structures over 40 years old, there is potential to relocate the houses for use as transitional housing on other sites owned by the council. The project aims to revitalise the area and provide improved housing options. Yarrabah Overcrowding This project includes the demolition of existing plug-ins that are condemned or in poor liveable condition. It also includes the construction of 5 x detached dwellings on vacant Council owned lots and the construction of 3 x additional detached dwellings on existing properties to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			

2026-27	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	50		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
	DH	Detached Dwelling	30	\$16,500,000 \$3,000,000	Balamba Housing The Balamba Development site presents an opportunity for Council to construct up to 30 houses annually. The strategic plan will contribute to meeting the growing housing demand and enhance the quality of life within the community. Yarrabah Overcrowding This project includes the demolition of existing plug-ins that are condemned or in poor liveable condition. It also includes the construction of 5 x detached dwellings on vacant Council owned lots and the construction of 3 x additional detached dwellings on existing properties to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	50		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
	DH	Detached Dwelling	40	\$19,500,000	Balamba Housing The Balamba Development site presents an opportunity for Council to construct up to 30 houses annually. The strategic plan will contribute to meeting the growing housing demand and enhance the quality of life within the community.

					Existing House Extensinos This project includes the construction of detached dwellings on existing social housing sites to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	50		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
2028-29	DH	Detached Dwelling	40	\$19,500,000	Balamba Housing The Balamba Development site presents an opportunity for Council to construct up to 30 houses annually. The strategic plan will contribute to meeting the growing housing demand and enhance the quality of life within the community. Existing House Extensinos This project includes the construction of detached dwellings on existing social housing sites to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	50		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
2029-30	DH	Detached Dwelling	40	\$19,500,000	Balamba Housing

					The Balamba Development site presents an opportunity for Council to construct up to 30 houses annually. The strategic plan will contribute to meeting the growing housing demand and enhance the quality of life within the community. Existing House Extensinos This project includes the construction of detached dwellings on existing social housing sites to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			
	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required	50		Balamba Residential Development Site Ongoing construction to develop the Balamba Development
2030-31	DH	Detached Dwelling	40		Balamba Housing The Balamba Development site presents an opportunity for Council to construct up to 30 houses annually. The strategic plan will contribute to meeting the growing housing demand and enhance the quality of life within the community. Existing House Extensinos This project includes the construction of detached dwellings on existing social housing sites to address overcrowding in community. The project aims to improve living conditions in community and address overcrowding.
				\$16,500,000	
	DU,TU,TH	Multi-Unit Dwellings			
	SCU	Self-Contained Unit			

	SC	Seniors Complex			
	Ext, P.I	Extension			
	LND	Land lots required			

7.7 AMMENDMENT TO PREVIOUS RESOLUTION - SUPPLY, DELIVERY AND INSTALLATION OF SHORT-TERM ACCOMMODATION**File Number:** 07.MFD_OM.20240919**Author:** Richard Wright, Chief Executive Officer**PURPOSE OF THE REPORT**

To seek Council endorsement to amend Resolution 10:26/07/2024 relating to the awarding of the tender to “Supply, Delivery and Installation of Short-Term Accommodation”..

BACKGROUND

As recorded in the minutes on 26 July 2024:-

7.9 REQUEST FOR TENDER - SUPPLY, DELIVERY AND INSTALLATION OF SHORT-TERM ACCOMMODATION
PURPOSE OF THE REPORT To seek Council endorsement to award the Supply, Delivery and Installation of Short-Term Accommodation. CEO read to the report.
RESOLUTION [10:26/07/2024] That Council resolve to award the Contract Package for the construction of five (5) cabins to The Trustee for <u>Bt</u> & <u>Rl</u> Woodford Family Trust (Asset Cabins and Homes Pty Ltd). [Moved: Cr Amy Neal Seconded: Cr Brian Underwood] [5/5 CARRIED]

COMMENT

Since the awarding of this contract, relating to the construction of five (5) cabins, Council has secured funding via the Forward Remote Capital Program, Department of Housing, for the supply of an additional two (2) cabins .

Approval is sought from the Council to amend the previously awarded contract for 5 cabins and accept the updated proposal from the preferred tenderer for the supply, delivery, and installation of 7 cabins, following additional funding received from the Department of Housing under the Forward Capital Program.

Section 262 of the Local Government Regulations 2012 states:-

262 Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

This provision has been complied with, by the supply of this report by email correspondence to Councillors on 13 September 2024.

ATTACHMENTS**1. Updated proposal from Contractor****RECOMMENDATION**

That Council resolve to

1. Amend Resolution 10:26/07/2024 relating to relating to the awarding of the tender to "Supply, Delivery and Installation of Short-Term Accommodation"
2. Council notes the initial contract for the supply, delivery, and installation of 5 cabins has been awarded based on the previous tender process. Council acknowledges the advice from the Department of Housing regarding additional funding available for the procurement of 2 more cabins, bringing the total to 7 cabins.
3. Council accepts the updated proposal from the preferred tenderer for the supply, delivery, and installation of the 7 cabins, broken down as follows:
 - 4 x 3-bedroom homes at \$422,565 (inclusive of GST) per home.
 - 3 x 4-bedroom homes at \$554,180 (inclusive of GST) per home.
 - Total contract value: \$3,352,800 (inclusive of GST).
4. Council authorises the CEO to provide a new contract to reflect the updated scope and cost.



MR RICHARD WRIGHT

PROJECT DESIGN SPECIFICATION

FOR

4 X 3 BEDROOM CAPE

CHESTNUT DESIGN

& 3 X 4 BEDROOM

GHOSTGUM DESIGN

ASSET HOMES

AT

SWAMP ROAD

YARRABAH QLD 4871



FREECALL 1800 225 224 | www.ach.net.au

T: 07 5483 7144 | E: sales@ach.net.au

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Tourist & Caravan Park Cabins | Accessible Access | Camp Kitchens | Amer
Premium Workers Accommodation | Residential Homes |
Lifestyle Villages | Weekenders | Secondary Dwellings | Acreage Home

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Mr Richard Wright
Chief Executive Officer
Yarrabah Shire Council
56 Sawmill Road
YARRABAH QLD 4871

5th September 2024

RE: MANUFACTURE, DELIVERY, AND INSTALLATION OF FOUR 3 BEDROOM CAPE CHESTNUT DESIGN AND THREE 4 BEDROOM GHOSTGUM DESIGN ASSET HOMES
SITE: SWAMP ROAD, YARRABAH QLD 4871
PROJECT DESIGN SPECIFICATION NUMBER: A 5562 Updated 5th September 2024

Dear Richard,

We are pleased to provide for you our comprehensive updated Proposal for your new homes for Short Term Accommodation for Yarrabah Shire Council.

You are assured that at Asset Cabins & Homes Pty Ltd we provide a fully personalised and consultative service when building your new home. We are a family-owned company and our innovative approach to meeting your individual needs is what makes us stand out from the rest.

We will work with you to understand your specific requirements both now, and well into the future. We are accountable through every step of the building process, and we provide regular progress photographs to ensure you are kept up with the progress of your project.

Thank you again for this opportunity. I look forward to discussing further how Asset Cabins & Homes Pty Ltd can satisfy all your expectations.

Yours sincerely,

Simon Menzies

Simon Menzies
Sales Manager

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This Project Design Specification considers the manufacture, delivery, and installation at the above-named site, of Four 15m x 6.2m Cape Chestnut Design Asset Homes, **Three** 17.5m x 7.5m Ghost Gum Accessible Design Asset Homes, as per the following specifications, details, and plans.

Please note that this first section of our Project Design Specification clarifies specific details as per your assessment weighting.

Further Specifications follow this, detailing specific construction components including items required for compliance to your Minimum Design requirements along with additional variations items relating to your Optional requirements.

Design and Durability

- a. Villaboard wall linings in lieu of standard Gyprock throughout for impact resistance with an **option to upgrade further to 13mm Impactchek for walls and ceilings** – see variation section for detail
- b. Commercial vinyl flooring including coving 150mm up the walls allowing for easy cleaning and durability – no need for painted timber skirtings which are susceptible to damage and scuffing
- c. Wider doorways, steel door frames and solid core internal doors are all designed to sustain high levels of wear and tear – semi gloss paint to doors and frames allow for easier touch-ups during maintenance.
- d. Plug and play LED downlights also make for easy replacement without the need for an electrician to attend to replacements and repairs
- e. Screenless walk-in type showers are designed for easy cleaning and reduced maintenance compared to glass shower screens and shower curtains
- f. Open-plan stainless steel modular commercial kitchen type fit-out with stainless steel splashback mitigates the possibility of deterioration sometimes experienced with standard laminate kitchens.
- g. Free standing electric stove with solid hotplates allows for easy cleaning and maintenance as required
- h. See full specification below for compliance to minimum requirements – **specific details are shown in Bold font**
- i. Optional items are detailed in the Variations section of the specification however some enhanced features are included in our standard specifications as they are our preferred method of construction

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Design and Durability - continued

- j. Given the proximity to the coast and the harsh climate experienced in coastal areas, and for compliance with the BCA and manufacturers recommendations we have included for:
1. All buildings constructed to **W50C/C2 Cyclone rating** – higher Cyclone ratings available on request
 2. The heavy-duty, fully welded steel chassis is Hot Dipped Galvanised and top coated with Black Hydroseal bitumen-based coating.
 3. The roofing is also Colorbond Ultra, a higher grade of Colorbond suited to coastal environments.
 4. The roofing is fixed using a Class 5 screw for additional corrosion protection – see details in chassis and roofing sections below.
 5. Decking supplied is Modwood decking which is a low maintenance composite decking ideally suited to tenancy situations as it only requires cleaning and does not require recoating being a composite product. It is also fixed to the structural joists using a concealed system to ensure no screws or nails are exposed.
 6. Verandahs have painted Duragal steel posts and powder-coated aluminium slat balustrade and handrails in lieu of painted treated pine for additional durability and easy maintenance

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Relevant Experience - see attached Capability Statement

- a. Asset Cabins & Homes has successfully completed multiple large projects for the commercial sector and is aware of the constraints and challenges around:
 1. Client satisfaction
 2. Clear lines of communication
 3. Co-ordination of trades
 4. Durability of products
 5. Coastal environments.
 6. Adherence to timeframes
 7. Compliance to the NCC
 - b. Asset Cabins & Homes is fully involved in all aspects related to preliminary works, certification, construction, and onsite installation resulting in dependable timeframes and successful timely completion of projects – see attached Customer references.
 - c. Provide details of financial capability to complete the works. – see attached statement from Ed Glasson of Marsh Tincknell Accountants
 - d. Demonstrate competency and proven track record of achieving outcomes – please refer to Capability Statement and Customer references.
- Details of similar work – the following are similar in that they are all projects completed in regional QLD, both residential and commercial:
- Bamaga Resort – Resort cabins
 - Normanton – Private Residence
 - Dajara – QBuild for Education Department
 - Aramac– QBuild for Education Department
 - Hughenden – Cabins at Alan Terry Caravan Park
 - Burketown – Worker Accommodation at Escott Station
 - Julia Creek – Caravan Park Manager's Residence and park office
 - Julia Creek – 2 x 3 Bedroom/2 bathroom staff housing
 - Cloncurry – 14 Holiday park cabins
 - Mt Isa – 4 x 3 Bedroom/1 bathroom duplexes and 1 x 2 bedroom home
 - Camooweal– QBuild for Education Department
 - Laura - QBuild for Education Department
 - Boulia – 2 Bedroom home for staff housing
 - Longreach – 3 x 2 Bedroom private residences
 - Birdsville – 2 bedroom private residence
 - Isisford – 2 Bedroom private residence
 - Emerald – 3 x 2 Bedroom private residences
 - Springsure – 4 Bedroom residence
 - Richmond – 3 Bedroom Holiday Park cabin

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Should you wish, further contact can be made with the following council contacts:

- Peter Bennet - 0438 685 224 – CEO - Richmond Shire Council
- Tenneil Cody - 0428 467 064 – Director of Corporate and Community Services - McKinlay Shire Council
- Jim Reidy - 0407 065 682 – Building Supervisor - Hughenden Shire Council
- Trevor Wright - 0418 196 499 – contractor to Croydon Shire Council
- Michael Lancini - 0400 748 070 – contractor to McKinlay Shire Council

Capacity

- a. Asset Cabins & Homes has prepared 5 Design options, including 2 Accessible options as detailed below and as per attached floor plans – the specification that follows details our compliance with your Project Brief and Design Specification
- b. As per our Project Design Specification, this is a fixed price with the exception of design requirements around the footing design and energy efficiency which still need to be addressed, as part of the building approval preliminary works related to this project.
- c. The Project Design Specification which follows this information details the inclusions and exclusions which forms part of our offer.
- d. Asset Cabins & Homes operates from its 3-acre facility in Gympie QLD which comprises of a 1600sqm undercover and enclosed factory and over 2 acres of concreted yard to ensure projects schedules are adhered to and are not held up by adverse weather conditions. See attached Gantt Chart
- e. As per attached Gantt chart the finish date is Mid-February 2024. This is, however, based on specific milestones being achieved which are out of our control such as sign off of colour specifications, final electrical and design variations, Plumbing and Building approval timelines which are determined by council timeframes and building certifier availability.
- f. Warranty:
 - All structural work is guaranteed for a period of 8 Years from the date of installation. Warranty details as per QBCC Standard Homeowner's Structural Warranty
 - A maintenance period of 12 months applies from the date of installation.
 - All appliances are covered by the relevant manufacturers' warranties. These warranties will be supplied at handover
 - General wear and tear during ordinary use is not covered

Price

Pricing is detailed below in section headed: **VALUE FOR HOMES**

Payment schedule and payment terms are detailed below in section headed: **PAYMENT**

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Asset Cabins and Homes Pty Ltd originated in Gympie under the ownership of Ben Woodford who is the licensed builder for this company. It started operation in 2005 and has traded continually since that time successfully building and installing Modular Homes, Cabins, Amenities Buildings & Camp Kitchens in areas as diverse as the Southeast corner of Queensland, outer Sydney, rural and remote Queensland, Northern Territory and South Australia.

We are accustomed to dealing with every extreme of urban or rural installations from police escorts through built-up areas to remote roads and offshore islands.

Ben remains the owner and director and is heavily involved on a day-to-day basis with the oversight and management of the company.

The **Project Leader** for this project while the Homes are being manufactured will be David Pedersen. David is our Factory Manager and is experienced in all aspects of the build, from inception to delivery.

Gemma Woodford is our Client Liaison Officer who enjoys liaising with clients to ensure an easy building experience for each project.

Asset Cabins and Homes holds all appropriate insurances relating to manufacturing and building within Queensland. Copies of relevant Certificates of Currency as attached

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MODULAR CONSTRUCTION - GYMPIE

Address details:

11 Langton Road, Gympie QLD 4570

Direct Workers – Direct Employees of Asset Cabins and Homes total 27, including 2 Indigenous staff, with 92% of these hours being Full Time Equivalent with one office employee doing less than full time hours.

All Employees reside within 125km radius of Gympie.

Indirect Workers. Twenty-four contracting companies are generally involved with each building project and associated administration work involved in the company. These all employ a certain number of apprentices, trainees, and administration staff comparable to their businesses.

We would consider that most contracting staff reside within a 125km radius of Gympie with a few staff being outsourced from other areas or being work from home contractors out of this radius area.

All workers employed with Asset Cabins and Homes are employed on an on-going basis as per the award or their Salary agreement and they are guaranteed continuity of employment because of ongoing projects continually progressing through the manufacturing process and because of this company's commitment to employment and staff development.

All applicable awards, agreements and other industrial relations instruments including superannuation and all entitlements are rigorously adhered to as shown by our use of an external consultant wages officer who processes all weekly pays, ensures up to date entitlements are awarded, balances and remits all PAYG and superannuation payments and produces group certificates as needed.

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A safe job environment for employees is an issue which our director personally co-ordinates with the assistance of the appropriate staff on the floor within the workplace. This is evidenced by our use of an external safety coordinator who is highly skilled and regarded within this industry and combines his role as safety auditor with safety training on a regular basis for all staff and subcontractors within the premises. For every site installation, the external safety auditor scrutinizes the WMS for that project and if necessary, institutes specialist WMS as needed. He also oversees our collection of appropriate safety information from our subcontractors.

Given that this business qualifies under the ATO rules to be designated as a "small" business, staff consulting is on a one-to-one basis during a daily work progress meeting attended by all staff. This occurs at 10am each working day and gives each staff member the chance to raise any concerns within the meeting context or they can approach their peers personally. They are also welcomed to raise issues in writing with the provision of a 'suggestion box' which is available to all staff and subcontractors within the premises. A statement of their rights to consultation regarding safety issues is affixed in a prominent position within the premises.

ONSITE WORKS

Regarding the local component of the project build, we would anticipate using the following local subcontractors and suppliers from your local region, with approximate number of staff involved in our project listed:

- Excavation subcontractor: 2
- Concrete supply business: 2
- Accommodation supply businesses (for onsite staff) including meals and associated services to onsite staff: 3
- Fuel supply businesses (including for heavy haulage): 2
- Hardware supply business: 2
- Cleaner: 1

We would anticipate that each of these local businesses would employ a certain number of apprentices, trainees, and administration staff. This could mean the involvement of up to 14 staff from the local area in the provision of on-site services for installation of the project.

Initial/s.....



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KEY MANAGERIAL AND PROJECT SUPERVISORY PERSONNEL

The management personnel involved in the delivery of this project are:

- a) Simon Menzies – Sales Manager
Simon has extensive experience in the delivery of large and complex projects, having been with the company for a period of over 15 years and being involved in both the production and sales division of the business.
- b) David Pedersen – Factory Manager
David has experience in the building and construction industry, and he has proven himself more than competent in delivering projects on time, on budget and to specification.
- c) Ben Woodford – Company Director
Ben is the sole director of the company and has direct oversight of day-to-day operations considering he holds the builder's license. Ben has driven a culture within the business that ensures construction process, and standards are followed properly (i.e. no shortcuts) and that the company's after sales service is exemplary.
- d) Jacob Cox – Onsite Supervisor
Jacob has experience in the building industry, and he has proven himself as very competent in coordinating onsite trades to ensure projects are completed on time.

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MANAGEMENT STRUCTURE AND REPORTING RELATIONSHIPS

Communication on all aspects of the project during the construction and installation period will be the responsibility of the Project Lead assigned to liaise with the client and the associated responsibility of the client services staff of the company. It is foreseen that the client will appoint a Project Manager who will be the main point of contact for our staff during the project.

The Director will be personally available to the client for any queries during the contract.

The Factory Manager, along with the Onsite Supervisor will be responsible for scheduling preliminary on-site work, delivery, and installation by our team. Installation teams and associated subcontractors will be reporting directly to the Production Manager.

Regular reporting will be supplied to the client along with progress photos of the individual projects. The aim of this report is to keep the client updated and informed as to the progress of their project.

PAST AND CURRENT TIME RELATED PERFORMANCE

The modular/prefabricated construction method provides an extremely predictable time frame for building since building time is not determined by weather. This allows us to lock in production time, barring extreme weather events that can be programmed in advance and adhered to without deviation.

Manufacturing improvements at our purpose-built premises allow an efficient throughput of manufacturing phases culminating in the loading and transport of buildings.

Our company operates and has a mindset of being production focused as opposed to just a 'builders' mindset. The result of this is a production line effect that starts with admin when the project is first incepted, right thought to delivery of the finished project onsite. Daily team huddles and forward planning ensure that schedules are always met.

Initial/s.....



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Additional attachments include:

- **Capability statement**
- **ISO statement**
- **Financial stability statement**
- **Insurance COC's**
- **QBCC Builder's Licence**
- **First Nations Policy**
- **House Designs and 3D's**
- **Client references**
- **ACH Company Brochure**

PRELIMINARY

- Drawings for certifier/council building approval
- Engineer's structural design drawings
- Soil-testing for building classification
- Energy Efficiency report for each design
- Building application to certifier/council including standard plumbing and building approval fees (not including water or sewer connection fees if applicable)
- Queensland Building and Construction Commission Home insurance warranty
- Q-Leave PLSL Levy
- Builder's License No. 1199395

CHASSIS AND FLOOR

- Engineer designed, **heavy-duty** steel chassis, structural beams **Hot dipped Galvanised** and top-coated with solvent based 'Brushable Hydroseal'-a black bitumen type paint
- **Hot dipped Galvanised RHS** steel floor joists-welded system top coated with black hydroseal
- 22mm H2 **termite treated** and water-resistant particle board flooring, glued and fixed with hardened twist nails
- 22mm FC Flooring to Bathroom
- Engineered Lifting System for craning into position onsite



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WALL & ROOF FRAMING

- Bluescope Truecore steel wall and roof framing
- Windows/roofing/framing comply with **C2 – W50C** cyclone rating
- Engineer frame inspection (arranged and paid by ACH)
- 14-degree gable roof pitch - other roof designs available on request
- Cathedral/raked ceiling to living, dining, kitchen, and verandah
- Level ceiling to bedrooms, bathrooms, and hallway
- 300mm eaves to gable ends. Painted 6mm F.C. linings to eaves
- 200mm eaves to both long sides. Painted 6mm F.C. linings to eaves

ROOFING & GUTTERING

- **ULTRA COLORBOND®** custom-orb roof sheeting/roll top ridge fixed using **Class 5 corrosion resistant screws**
- **ULTRA COLORBOND®** rainwater goods (barge cap and quad gutter)
- **ULTRA COLORBOND®** metal fascia
- Painted PVC Ø90mm downpipes to floor level

INSULATION/ENERGY EFFICIENCY – 7 STAR SYSTEM – current QLD requirement

Wall/roof insulation providing an overall 7-star energy efficiency rating (Note that some modifications e.g., window changes, external window shades and underfloor insulation, may be required to achieve this once the Energy Efficiency Assessment has been completed, depending on orientation of the building on-site)

An initial assessment has been completed which indicated that most of the designs will achieve the 7-star rating with minimal alteration to the specifications.

- **R4 combined insulation** rating to all external walls including Sisalation building paper, and thermal break behind cladding
- **R4.2 combined insulation** to ceiling and roof including **R 1.8 non-flammable 75mm blanket/foil roof insulation** to underside of roofing iron and **R 2.5 insulation batts to all ceilings** - cathedral and level ceilings
- Glazing is **grey tinted** to all windows and sliding glass door.

Initial/s.....



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WINDOWS, EXTERNAL DOORS & CLADDING

- Aluminium sliding windows complete with **heavy duty aluminium mesh** fly screens. – **Security screens/Crimsafe screens available on request**
- Aluminium colour range is as per powder coated colours.
- Aluminium sliding glass lockable entry door (with angled keyed slot to open easily) with sliding heavy duty aluminium mesh flyscreen door – **swinging entry door available on request**
- Clear **tinted** glass to all windows except bathroom to be opaque.
- Painted flush panel rear entry door with satin chrome door furniture, chrome door hinges and swinging heavy duty aluminium mesh flyscreen door
- Painted Weathertex Millwood ruff-sawn cladding with 25-year manufacturer's warranty
- **Optional vertical 'Colorbond' custom-orb wall cladding to verandah wall to reduce wear and tear due to this being a high traffic area**

VERANDAH

- Low Maintenance Modwood composite decking with concealed fixings
- Maintenance free powder coated aluminium vertical slat balustrade
- Painted Duragal posts and beams to verandah
- Painted 6mm F.C. linings and cathedral ceiling

INTERNAL LININGS

- Fully painted '**Villaboard**' linings throughout – *see option below for Impactchek linings to walls and ceilings*
- Fully painted Gyprock ceilings and 75mm cornice throughout

Initial/s.....



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INTERNAL FIXOUT

- Flush panel solid core internal hinged doors (painted with gloss enamel) with painted steel door jambs
- Flush panel solid core internal cavity slider doors (painted with gloss enamel)
- Water resistant doors to bathrooms with door vent
- Flush panel hollow core doors to robes (painted with gloss enamel)
- Satin chrome D-type handles to doors.
- **66mm x 11mm** Bevelled architraves to all windows and external doors (painted with gloss enamel)
- Painted internal timber joiner strip at join of both building modules

FLOOR COVERINGS AND FITOUT

- Commercial vinyl flooring throughout homes except bathrooms and WC
- Vinyl flooring is coved in the corners and extends up the wall by 150mm above the floor.
- All floor joints are correctly "welded" as required for correct commercial vinyl installation
- R12 rated ceramic tiles to Bathrooms and WC including shower floors.
- Vertical blinds to all windows and sliding glass doors

GENERAL ELECTRICAL

- Complete electrical wiring ready for connection to mains
- External meterbox mounted to the rear of each home allowing for onsite connections to mains power supply
- Earth-leakage, circuit breakers and interconnected wired in smoke detectors (with battery back-up)
- **LED** downlights throughout - 2 to each bedroom and bathroom, three to living and kitchen
- Composite blade ceiling fan with wall mounted speed controller to each bedroom, kitchen, lounge, dining and main bathroom and laundry (if space allows)
- Exterior light above entry doors with **360-degree ceiling mounted sensor to front verandah** if required
- Mitsubishi Electric split system reverse cycle inverter type air conditioner including connection of outdoor units to the rear of the home
 - 2.5kW Unit to each bedroom
 - 7.0kW unit to living/kitchen area

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GENERAL PLUMBING

- 270l heat pump hot water service to be externally mounted to the rear of each home including tempering valve
- 2 x External hose tap, with vacuum breaker
- Local council plumbing inspection for wall pipes (arranged and paid by ACH)
- Plumbing wastes go straight through the floor i.e., there is no elevated pipework underneath the home. This is for the owner's plumber to complete at their expense.
- The water supply goes to one point of connection underneath the home

LIVING AREA

- Two double power points
- TV antennae plug with double power point beside and TV plug

DINING AREA

- One double power point

KITCHEN

- Modular, commercial style Stainless steel kitchen benchtops, drawers and cabinets on legs with 150mm high stainless steel splashback
- Westinghouse/Chef white, 54cm Free-standing electric stove
- Westinghouse fixed 60cm rangehood with light over stove with shelf above – see option below for stainless steel canopy type rangehood
- Single bowl stainless steel flushline sink with draining board
- Chrome ceramic disc flickmixer tap
- Two double power points in addition to appliances

BEDROOMS

- **Robe** with hanging rail, melamine shelf and swinging doors with bank of shelves
- Two double power points beside bed
- TV antennae plug with double power point beside and TV plug

Initial/s.....



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BATHROOM

- Walk-in type, tiled shower base with recessed floor, walls tiled to 2400mm high with **large 600mm x 300mm white gloss wall** tiles and no shower screen
- Two door/two drawer (gloss) 900mm x 450mm wall hung vanity unit
- Double power point beside vanity unit
- Large mirror over vanity 1000mm high
- Ceramic tiled splash back and skirting tile
- Ceramic tiled floor on FC graded to floor waste (whole floor waterproofed)
- Ceiling exhaust fan ducted to the external eave
- Quality chrome plated **'flick-mixer' tapware**, with 3 star rated adjustable shower head
- Back to wall toilet suite
- Master rail **Chrome plated** hand towel rail and bath towel rails (3 for 2-bedroom home and 6 for 3- & 4-bedroom homes)
- Ceramic tiled soap niche to shower

ENSUITE

- Walk-in type, tiled shower base with recessed floor, walls tiled to 2400mm high with **large 600mm x 300mm white gloss wall** tiles and no shower screen
- One door, two drawer (gloss) 750mm x 450mm wall hung vanity unit
- Double power point beside vanity unit
- Large mirror over vanity 1000mm high
- Ceramic tiled splash back and skirting tile
- Ceramic tiled floor on FC graded to floor waste (whole floor waterproofed)
- Ceiling exhaust fan ducted to external eave
- Quality chrome plated **'flick-mixer' tapware**, with 3-star rated adjustable hand-held shower head with flexible hose
- Back to wall toilet suite
- Master rail **Chrome plated** hand towel rail, double bath towel rail, and toilet roll holder
- Ceramic tiled soap niche to shower

Initial/s.....



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W.C.

- Ceramic tiled floor and skirting tile
- Back to wall toilet suite
- Lift-off hinges to door (if swinging door)
- Ceiling exhaust fan ducted to external eave
- Master rail chrome plated toilet roll holder

LAUNDRY

- 70 litre Stainless steel tub with polymer cabinet below
- Chrome plated brass tapware for washing machine (under tub)
- One double power point for washing machine
- **Linen storage** with four shelves
- Wall mounted overhead storage cupboard for cleaning products

'DESIGN FOR ACCESS AND MOBILITY' PROVISIONS FOR ACCESSIBLE HOME DESIGNS

All details as per AS1428.1

- Front sliding glass door Aluminium sill is set down into floor and internal flooring is ramped inside the entry.
- Larger front and internal doors with 'D' type handles to swinging doors
- Braille signage to bathroom
- Bathroom -Ceramic basin with integrated side shelf
- Bathroom floor set-down so tiles are flush with bedroom/hallway vinyl
- 'Care' toilet suite with blue single-flap seat
- Backrest to 'Care' toilet suite
- Thermostatic mixing valve for 42° hot water temperature, set into the bathroom wall
- folding seat, stainless steel grab rails
- Shower curtain with weighted bottom hem, extended lever taps, flexible/adjustable height shower rose (hospitality grade)
- Electrical-Light switches set between 900-1100mm off floor
- Prestige light switches as required – minimum Living/Bedroom 1/Bathroom. This has a large surface and soft switch mechanism-for persons with physical and visual impairments
- Kitchen- Bench tops as standard 900mm high- Other details relate to AS1428.2
- General- Ramps and doorways to comply with the 5mm rule

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PRE-DELIVERY CLEANING & PACKAGING

- Prior to delivery, your new building is given a complete clean inside and out including windows
- Appliances and furniture are installed where possible or supplied in original packaging for transport

DELIVERY

- Delivery charges included in the total include manoeuvring homes into position on your site. This assumes that your site will be reasonably level and have clear access. It is your responsibility to mark out the positioning of the homes on site prior to delivery/site measure for plans.
- As noted, extended periods of wet weather will delay delivery to site due to access over the range – this will be assessed on a case-by-case basis and delays in delivery will be clearly communicated.

INSTALLATION (Finished floor level approx. 1400mm above natural ground level)

See option below for lower FFL should the site be filled to raise ground level

- Provide concrete footings based on diameter 450mm x **900mm deep** hole
- Footings based on a compacted, natural ground, non-reactive site. If soil test proved otherwise, extra work may be necessary
- Provide Hot Dipped Galvanized steel, bolt on stumps and stump bracing
- All in accordance with Engineers Specifications

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ON-SITE WORKS

- Entry stairs – **Aluminium treads** 1100 mm wide on hot-dipped galvanized steel stringers
- Powder coated aluminium slat balustrade to both sides of steps
- Colorbond Colorscreen subfloor skirting to full perimeter of home and verandah with access panel for trade access (does not include the ramps on the Accessible designs)
- Connection of electrical, water, drainage, stormwater and TV services onsite based on services being within 5m of each home footprint

Landing to rear door

- Painted steel posts cast into concrete footings
- Low Maintenance Modwood composite decking with concealed fixings
- Powder coated aluminium slat balustrade to one side of steps – subfloor skirting creates a barrier to the house side of the steps

Accessible Landings and 21m long (required due to FFL) ramp as detailed

(see option below for shorter 7m ramps should ground level be raised to minimise FFL):

- Low Maintenance Modwood composite decking with concealed fixings
- Powder coated Aluminium slat balustrade as required
- Stainless steel pipe handrail fixed along wall of Cabin as well as along the top of the timber balustrade (sea-side locations this is the best most economical option)
- Concrete slab to entry of landing with tactile indicators
- Tactile indicators to landing also
- All details as per AS 1428.1 for wheelchair access with respect to handrails, slope of ramp and compliance with the 5mm rule.

Due to current workplace health and safety laws, owner access is not permitted prior to completion of Forms 6 & 7 and handover, expect by appointment with the Onsite Supervisor from Asset Cabins & Homes, and no external contractors e.g. plumbers, electricians etc., as arranged by the owner, are permitted to work on or near the home until Asset Cabins and Homes Pty Ltd has completed the installation and on-site works.

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**TERMITE SYSTEM**

The termite system for these cabins is 1) steel wall and roof framing, termite treated building elements being architraves, window reveals, external door jambs etc, and 2) visual barriers, that is, stumps below cabin to be approximately 1100mm long and any other timber e.g. sub-floor skirt (If installed), to be kept 75mm away from the ground. There is a responsibility on the owner to obtain regular termite inspections to check that no barriers have been breached.

WARRANTIES

- All structural work is guaranteed for a period of 8 Years from the date of installation. Warranty details as per QBCC Standard Homeowner's Structural Warranty
- A maintenance period of 12 months applies from the date of installation.
- All appliances are covered by the relevant manufacturers' warranties. These warranties will be supplied at handover
- General wear and tear during ordinary use is not covered

WASHING DOWN

In coastal and marine environments, the Purchaser acknowledges responsibility to undertake regular washing down of building materials with fresh water to prevent build-up of salt, etc as per BlueScope Steel Australia's recommendations. Failure to carry out and document this procedure will nullify any warranty and will cause discolouration, rusting, etc. This includes a minimum 6-monthly washing with fresh water of those areas not normally exposed to rain.

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**EXCLUSIONS**

- Awnings/screening to windows
- Window coverings
- Furniture and free-standing appliances
- Disabled design features to all or part of homes (except for Accessible designs)
- Rock excavation to footings
- Removal of footing hole spoil from site. Spoil to be spread out under building footprint or placed in one pile beside the building
- Landscaping/pathways/driveways/crossovers/internal access roads/paved areas
- Fencing
- Screened bin storage area
- Screened clothes drying area
- Picnic shelters
- Hydraulics drawings if required by council for plumbing application
- Bushfire Attack Level (BAL) site classification & report if required
- Soil testing and design work for effluent disposal system if required
- Acid Sulphate Soil Management
- Certifier/Council approval fees, PLSL Levy, Town Planning fees, Surveyor fees
- Water Meter and sewer connection fees
- Noise management, traffic reports, and any consequential works of report results
- External water tanks if required (Downpipes to floor level only)

YOUR RESPONSIBILITIES INCLUDE

- Liaison with your Electricity provider to arrange for meter supply and connection
- Provide sufficient clear access onto your site for the homes to be safely delivered
- Advising Asset Cabins & Homes' installation team of underground services locations. If this is not possible, an additional amount for vacuum excavation will be incurred, or you accept responsibility for repairs for any damage to underground services caused by conventional excavation

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Additional items for 3 Bedroom home - not included in Main specification.

1. To supply lockable medicine cupboard to bathroom.
Value per Cabinet \$ 1738.00
2. To supply R2 underfloor insulation – R2 insulation batts and FC underfloor lining.
Value per home \$ 6886.00
3. To supply R5 roof and ceiling insulation in lieu of detail as specified above
Value per home \$ 1606.00
4. To supply R5 wall insulation in lieu of detail as specified above.
Value per home \$ waiting on final design – variation to be confirmed
5. Provide stainless steel modular outdoor bench, tap and power point for food prep and fish cleaning
Value per Home \$ 4158.00
6. Provide wall mounted 60cm stainless steel canopy rangehood in lieu of standard inclusion
Value for rangehood \$ 902.00
7. Provide "Impactchek" plasterboard to internal walls in lieu of Villaboard as detailed above
Value per home \$ 5291.00
8. Provide shorter stumps and fewer steps and reduced sub-floor skirting to suit 525mm FFL in lieu of 1400mm FFL – excludes deeper footings if required due to additional fill being used to lift the natural ground level. **Variation for deeper footings and additional soil testing to be confirmed once fill level is confirmed – re-assessment fee for building certification will also apply**
Saving for reduced FFL per home - \$ 11 187.00

VALUE PER 3 BEDROOM HOME INCLUDING ITEMS LISTED ABOVE (excluding item 4)

Manufacture, delivery and installation of Four 15m x 6.28m	
Cape Chestnut Standard design Asset Home	\$384 150.00
GST @ 10%	\$38 415.00
TOTAL VALUE EACH INCLUDING GST	\$422 565.00

TOTAL VALUE FOR FOUR HOMES INCLUDING GST \$1 690 260.00

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**Additional items for 4 Bedroom home - not included in Main specification.**

1. To supply lockable medicine cupboard to bathroom.
Value per Cabinet \$ 1738.00
2. To supply R2 underfloor insulation – R2 insulation batts and FC underfloor lining.
Value per home \$ 8712.00
3. To supply R5 roof and ceiling insulation in lieu of detail as specified above
Value per home \$ 2068.00
4. To supply R5 wall insulation in lieu of detail as specified above.
Value per home \$ waiting on final design – variation to be confirmed
5. Provide stainless steel modular outdoor bench, tap and power point for food prep and fish cleaning
Value per Home \$ 4158.00
6. Provide wall mounted 60cm stainless steel canopy rangehood in lieu of standard inclusion
Value for rangehood \$ 902.00
7. Provide "Impactchek" plasterboard to internal walls in lieu of Villaboard as detailed above
Value per home \$ 6820.00
9. Provide shorter stumps and fewer steps and reduced sub-floor skirting to suit 525mm FFL in lieu of 1400mm FFL – **excludes deeper footings if required due to additional fill being used to lift the natural ground level. Variation for deeper footings and additional soil testing to be confirmed once fill level is confirmed – re-assessment fee for building certification will also apply**
Saving for reduced FFL per home - \$ 11 462.00
8. Provide single 7m ramp and landing to suit 525mm FFL in lieu of 21m ramp and 3 landings.
Saving for shorter ramp per home - \$ 22 968.00

VALUE PER 4 BEDROOM HOME INCLUDING ITEMS LISTED ABOVE (excluding item 4)

Manufacture, delivery and installation of Three 16.2m x 7.5m	
Ghostgum Accessible design Asset Home with Access ramps and landings	\$503 800.00
GST @ 10%	\$50 380.00
TOTAL VALUE EACH INCLUDING GST	\$554 180.00

TOTAL VALUE FOR THREE HOMES INCLUDING GST **\$1 662 540.00**

Initial/s.....



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ADDITIONAL VARIATIONS

Once your project plans are BA/PA ready, any changes during this approval period would incur an admin fee of \$ 484.00 including GST plus any relevant amendment fees incurred from council or building certifier. Any changes made once approvals have been issued by the certifier, will incur an admin fee of \$1320.00 including GST per variation plus any relevant amendment fees incurred from council or building certifier. These fees are in addition to any construction costs.

PAYMENT

- All payments are due within 7 days of date of invoice
- A non-refundable deposit of 10% is required on acceptance of this Project Design Specification
- A progress payment of 15% of the value of the Project is required once frame stage is reached at our premises
- A progress payment of 35% of the value of the Project is required once lock-up stage is reached at our premises
- A progress payment of 20% of the value of the Project is required once fix-out stage is reached at our premises
- A progress payment of 15% of the value of the Project is required when the buildings are delivered to site.
- A final payment of the remaining 5% will be required when the final building inspection certificate is received.

HANDOVER

On completion of our works onsite we will:

- Arrange a time for you to walk through your home with a representative from Asset Cabins & Homes, at which time a QBCC Form 6 & 7 will be completed
- An invoice for the onsite and final payment will be issued two days prior to delivery of your home
- Once cleared funds are received into our account, we will arrange a time to meet with you onsite to hand over the keys for your new home
- Our insurance cover ceases at time of handover

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INTEREST RATE ON OVERDUE PAYMENTS

All payments are due within 7 days of date of invoice Six (6)% per annum above the cash rate target, as published by the Reserve Bank of Australia (<https://www.rba.gov.au/statistics/cash-rate/>), at the date on which the payment is due.

VALIDITY

The prices quoted herein are firm for ninety (90) days from the date hereon and thereafter subject to our confirmation or revision. Prices quoted are based on the quantities as detailed above. Any increase or decrease of these quantities could affect the price quoted. We have based this Project Design Specification on colour selections being made from our standard range of colour co-ordinated materials.

Due to unpredictability and fluctuations in the current market, once the milestone is reached of 3 months prior to construction commencing, the value of the project will be re-assessed against updated construction costs

INSURANCE

Asset Cabins & Homes holds a current insurance policy which covers Construction and Public Liability to \$ 20 000 000.00 (Twenty Million). Of course, all cover under our Material Damage policy ceases after the ownership of the buildings is passed on.

LEAD TIME

Please refer to attached Gantt chart for indicative project timeline

Please enquire about lead time for manufacture and installation when considering ordering.

Due to certain supply chain disruptions, Asset Cabins & Homes reserves the right to substitute appliances, electrical goods, tapware and bathroom ware with an equivalent product if the specified product is not available. Asset Cabins & Homes will advise our customers if product changes are required.

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ACCEPTANCE OF PROJECT DESIGN SPECIFICATION

This Project Design Specification is deemed to be accepted on receipt of a signed copy of this Project Design Specification. Once this Project Design Specification is accepted and signed it forms the agreement between the manufacturer, Asset Cabins & Homes Pty Ltd, (ACN 143 938 952), and the purchaser as named above.

RETENTION OF TITLE AND SECURITY OF DEBT

The purchaser acknowledges that the title to the buildings will not pass from the manufacturer to the purchaser until all monies due and payable under this agreement have been paid by the purchaser, and the manufacturer is hereby granted by the purchaser the right to re-enter the purchaser's premises and recover the buildings should payment in full not be made by the due date. By signing below, the purchaser also hereby irrevocably permits the manufacturer and their agents full and free access to the property for the purpose of retrieving and recovering the building/materials.

The purchaser further agrees for the manufacturer to secure the monies owing under this agreement by registering the debt and security in the Personal Property Security Register (PPSR). The purchaser agrees to sign all necessary documents required to enable the Manufacturer to secure the debt under the PPSR. The secured property shall be the items manufactured by the Manufacturer for the purchaser under this agreement.

The purchaser further acknowledges that until all monies due and payable under this agreement have been paid that no maintenance work will be carried out by the manufacturer.

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**AUTHORISATION TO COMMENCE WORKS****PROJECT DESIGN SPECIFICATION NUMBER: A 5562 Updated 5th September 2024**

I/We hereby agree to the terms, conditions and specifications set out in this Project Design Specification dated 5th September 2024 and authorise commencement of works

PROPERTY DETAILS

Street Address _____

Lot # _____ Plan# _____ Council _____

SIGNATURE OF AUTHORISED PERSON/S.....

DATE.....

NAME/S.....

DATE OF BIRTH.....

POSITION e.g. Director/Land Owner.....

PURCHASER (NAME FOR INVOICING).....

STREET ADDRESS.....

SIGNATURE OF LAND-OWNER If Different from Purchaser.....

NAME.....

DATE OF BIRTH.....

Initial/s.....



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WHY CHOOSE ASSET CABINS & HOMES

- ✓ **8 Year Structural Warranty** as per Queensland Building & Construction Commission Standards for your piece of mind, including a 12-month maintenance period
- ✓ **Building Homes & Park Cabins since 1993** 'The Asset Way' a standard that exceeds normal residential building standards!
- ✓ **Pre-start meeting** at your Site with your Team and our Qualified Installation Team to go over the Project Plan and Safety Plan to ensure that all relevant personnel have discussed your specific site requirements
- ✓ **Personalised Handover Inspection** of your Home with your representative to ensure that you are fully satisfied with your purchase
- ✓ **Free Professional Photo Shoot** of the homes once the project is complete for your records

Initial/s.....



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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Items contained on this list are a true reflection of discussion points that need to be followed up and or noted for possible inclusion in the contract. These items are not currently included in the contract.

Initial/s.....



[Homes](#) | [Village Homes](#) | [Cabins](#) | [Accessible Access](#) | [Secondary Dwellings](#)

7.8 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD'S ANNUAL CONFERENCE AND ANNUAL GENERAL MEETING

File Number: 08.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To advise Council of correspondence received in relation to the annual LGAQ conference and Annual General Meeting

BACKGROUND

As Council is aware, the Local Government Association of Queensland Ltd (LGAQ) will be holding its 128th Annual Conference and Annual General Meeting (AGM) at Brisbane from 21 to 23 October 2024.

The annual conference will commence on the morning of Monday 21 October 2024 and the AGM will be held at 8:35 am on Wednesday 23 October 2024.

ADDITIONAL CONSIDERATIONS

Under its constitution, the LGAQ must provide a Notice of AGM to all members not less than 21 days prior to the AGM. Council receives allocation of 2 votes for motions before the AGM. If Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

ATTACHMENTS

1. Notice of LGAQ Annual General Meeting
2. Voting Entitlement Letter
3. Delegate Voting Entitlement Form

RECOMMENDATION

That Council resolve to:-

1. Confirm attendance of all Councillors and CEO at the LGAQ annual conference.
2. Council nominates its two delegates for the AGM as the Mayor and CEO.
3. Authorise the CEO to complete the delegate voting form accordingly and return to LGAQ.
4. Council also notes the attendance of Councillor Murgha and the CEO at the Reef Guardian Councils executive meetings in Brisbane on 22 and 23 October 2024.



Every Queensland
community deserves
to be a liveable one

NOTICE OF ANNUAL GENERAL MEETING

In accordance with Rules 4.1 & 4.2 of the LGAQ's Constitution, the LGAQ gives notice that the Annual General Meeting of the Local Government Association of Queensland Ltd ACN 142 783 917 (**LGAQ**) will be held at the Brisbane Convention and Exhibition Centre, Cnr Merivale and Glenelg Streets, South Bank, Brisbane, on Wednesday, 23 October 2024 commencing at 8:35 am.

The business of the Annual General meeting is as follows: -

Motion 1

That the Acting President's Annual Address for 2023-2024 be received and adopted.

Motion 2

That the Annual Report by the Policy Executive for 2023-2024 be received and adopted.

Motion 3

That the Annual Directors' Report, Annual Financial Statements for the year ended 30 June 2024 and Auditor's Report be received and adopted.

Other Motions

Any such other business as may be lawfully be brought before the meeting for consideration.

Note:

1. *Proxy:* If your Council is not attending the AGM, it may appoint a proxy to vote on its behalf at the AGM by completing a proxy form. A proxy need not be a member. A member who is entitled to cast 2 or more votes may appoint 2 proxies and may specify the proportion or number of votes each proxy is appointed to exercise. A proxy form accompanies this notice. The completed appointment of proxy form must be returned to the registered office of the LGAQ before the time at which the AGM is to be held; or tabled at the AGM; or produced when a poll is taken.
2. *Delegate:* If your Council is attending the AGM, it must appoint one or two delegates who are either the Chief Executive Officer or a Councillor of your Council to vote on its behalf at the AGM. To appoint delegates, your Council must notify the LGAQ's Chief Executive Officer in writing or by electronic submission in the manner approved by the LGAQ's Chief Executive Officer and notified to members. In this regard, a template delegate voting entitlement form accompanies this notice. The completed delegate voting entitlement form must be returned to the LGAQ via email to the LGAQ Assistant Company Secretary (susan_hucknall@lgaq.asn.au) by 5:00pm on 9 October 2024.



Every Queensland
community deserves
to be a liveable one

11 September 2024

Mr Richard Wright
CEO
Yarrabah Aboriginal Shire Council
C/- Post Office
YARRABAH QLD 4871

Dear Mr Wright

Local Government Association of Queensland Ltd's Annual Conference and Annual General Meeting

As you may be aware the Local Government Association of Queensland Ltd (**LGAQ**) will be holding its 128th Annual Conference and Annual General Meeting (**AGM**) at Brisbane from 21 to 23 October 2024.

The annual conference will commence on the morning of Monday 21 October 2024 and the AGM will be held at 8:35 am on Wednesday 23 October 2024.

Notice of Annual General Meeting

Under the constitution, the LGAQ must provide a Notice of AGM to all members not less than 21 days prior to the AGM.

Please find enclosed an official copy of the Notice of AGM.

Voting Entitlements

At the 2024 Annual Conference and AGM, Yarrabah Aboriginal Shire Council will be entitled to a total of 2 votes.

Rule 4.11 (5) of the LGAQ Constitution provides that each Council which is entitled to more than two votes at a general meeting and appoints two delegates, is entitled to specify the number of votes which may be exercised by each of those delegates.

For Councils with only 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

Please find enclosed a delegate voting entitlement form to advise the LGAQ of each delegate's individual details. This form needs to be completed, signed on behalf of Council by Council's Mayor or CEO and returned to the LGAQ via email to the LGAQ Assistant Company Secretary (susan_hucknall@lgaq.asn.au) by 5:00pm on 9 October 2024.

If there is a possibility that:

- prior to, or during, the conference, your Council's appointed delegate/s may change, or, due to unforeseen circumstances, may be unable to attend the AGM or other relevant sessions at the conference; and
- your Council does not have sufficient time to appoint a replacement delegate/s and give a fresh notification of delegate voting entitlements in accordance with rule 4.11 of the LGAQ constitution,

please ensure that your Council has delegated to the Mayor and/or Chief Executive Officer the authority to replace the appointed delegate/s with another delegate who meets the eligibility criteria in rule 4.11(3) of the LGAQ constitution (namely, being either a councillor or the Chief Executive Officer of your Council).

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917



If a change of appointed delegate is required prior to the conference, your Council or its authorised delegate must notify the LGAQ's Chief Executive Officer in writing or by electronic submission in the manner approved by the LGAQ's Chief Executive Officer and notified to members, in accordance with rule 4.11 of the LGAQ constitution.

Registrations to attend the Annual Conference should be completed through the online registration process through the following links:

- <https://www.lgaq.asn.au/events/event/34/2024-lgaq-annual-conference> - for registrations; or
- online at www.lgaq.asn.au via the events tab on the homepage.

Persons listed as delegates on the form should be the same persons registered as delegates through the online Conference registration system.

Call for Nominations for President

In accordance with the 6.3(2) of the LGAQ Constitution, on 21 May 2024, the Chief Executive Officer called for nominations of any person qualified under rule 5.2(1) to fill the role of President. Relevantly, a person is qualified under rule 5.2(1) so long as that person is and remains, a councillor of an LGAQ member and that person has not been convicted of a disqualifying offence as defined in the Industrial Relations Act 2016.

The elected President will take office at the conclusion of the Annual General Meeting being held on Wednesday 23 October 2024.

Nominations to fill the role of President are still open. In accordance with rule 6.3(3) nominations must actually be received by the Chief Executive Officer at least 14 days prior to the commencement of the next Annual General Meeting. The deadline for receipt of nominations is, accordingly, 8:30am on Wednesday 9 October 2024.

Attachments

The following attachments have been enclosed with this letter and the purpose of each of those documents is outlined below:

- **Notice of AGM** – for your records only, no action required.
- **Appointment of Proxy form** – no action required unless your Council is unable to attend the AGM and wishes to appoint a proxy.
- **Delegate Voting Entitlement Form** – completion of delegate/s details. Please return to the LGAQ by 9 October 2024.

Should you have any queries in relation to the AGM and conference voting arrangements, please do not hesitate to contact Darren Leckenby on 07 3000 2222 or (darren_leckenby@lgaq.asn.au).

If you have any other questions, please contact me directly.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Smith', is written over a light blue horizontal line.

Alison Smith
CHIEF EXECUTIVE OFFICER

Attach.



Every Queensland
community deserves
to be a liveable one

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD

2024 ANNUAL GENERAL MEETING & CONFERENCE

DELEGATE VOTING ENTITLEMENT FORM

Council: Yarrabah Aboriginal Shire Council

Total Voting Entitlement: 2

Number of Delegates Appointed
for Annual General Meeting & Conference:

*(Please complete the following details in relation to each delegate. Council is able to specify the number of votes that each delegate is entitled to exercise. **A delegate must either be the Mayor, a councillor or the CEO.**)*

Delegate Name:

Voting Entitlement:

Delegate Email:

Delegate Name:

Voting Entitlement:

Delegate Email:

Please ensure this form is signed by the Mayor or CEO in the space provided:

.....
Mayor/Chief Executive Officer

Please return by 9 October 2024 to:

Susan Hucknall
Local Government Association of Queensland
PO Box 2230
Fortitude Valley BC QLD 4006
or
Via Email: susan_hucknall@lgaq.asn.au

7.9 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

File Number: 09.MFD_OM.20240919

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 August/September 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
	386	2x Awaiting scope of works	388
Revenue – Month AUGUST	Rent Charged for housing stock	Rent Payments received	Rental Arrears received
	\$205,544.84	\$195,309.93	\$22,503.52
Property Inspections	FY2024 to date - complete	Monthly inspections Completed	Monthly Inspections Scheduled
	13	10	20
Engagement activities	Number of discussions with tenants regarding arrears/enquiries Month	Number of discussions with tenants regarding arrears/enquiries FY2024 to Date	Housing Waitlist
	171	309	388 Applicants 5 New applicants 16 Waitlist updates
Arrears Management (Form11)	First Notice Form11's Rental Arrears issued Month to Date	Total Form 11's Rental Arrears issued FY2024 to Date	Monthly Rental statements
	0	0	385

	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 AUGUST the YASC housing team has continued the approach of house visits conducted to recover rental arrears.
- 16 Centrepay deduction authority forms have been completed to address rent and arrears.
- \$12,268.61 have been recovered in additional rent arrears payments for the month.

2. EARLY LEARNING CENTRE (DAYCARE)

The Day Care Centre has experienced a slight decrease in enrolments, which we believe is related to the ongoing collection of outstanding fees. Currently, there are 15 vacant positions, particularly in the Nursery and Junior Kindy rooms. Additionally, we have advertised for the Assistant Manager's position and are awaiting the outcome of the recruitment process.

At present, there are two vacant positions within the centre: one Group Leader and one Inclusion Support person. Furthermore, our Cook will be going on maternity leave next month, creating another vacancy.

The Health and Wellbeing team from Queensland has been regularly checking our two Foodcubes. However, the current crops are deteriorating due to strong winds and the end of the growing season. The children thoroughly enjoyed observing the vegetables grow, and we plan to start the spring crops soon.

Gurriny Health continues to visit the centre every Wednesday as part of their "Dolly Dolls" program, which focuses on teaching good hygiene practices. The children are enjoying the program immensely.

We have updated Inclusion Support Queensland, and we are hopeful that our claim for payment will be processed in the coming weeks.

The 2023-2024 Financial Acquittal for the Community Child Care Restricted (CCCFR) Fund is due on 31st October.

Letters to parents and carers will be sent out this week regarding overdue fees exceeding \$500. While all parents are expected to maintain a credit balance of at least two weeks, some outstanding invoices have once again reached significant amounts. It is important to remind families that we are not a free service, and regular payment of fees is essential.

NUMBER OF CHILDREN IN ATTENDANCE DAILY

Nursery – 2 x + Casual	<u>4</u>
Toddler – 2 x+ Casual	<u>13</u>

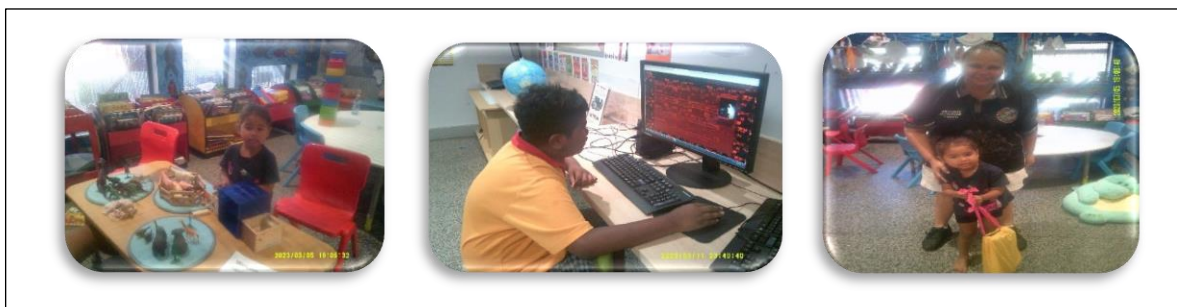
Kindy – 2 x + Inclusion Support	<u>5</u>
Afterschool care Nil School holidays	<u>5</u>
TOTAL	<u>27</u>

3. YARRABAH INDIGENOUS KNOWLEDGE CENTRE

The First 5 Forever program is scheduled to commence on a quarterly basis, starting on the 17th of September. A promotional day will be held to raise awareness about the program, highlight the learning objectives, and provide information on the activities we will be running.

Room Hire

We had numerous room bookings, with a total of nine for the month. There have been several general enquiries regarding the room booking process, including questions about fees, room sizes, and locations.



4. YARRABAH ARTS AND CULTURAL PRECINCT

The Yarrabah Arts and Cultural Precinct (YACP) remains a vibrant cornerstone of our community, dedicated to preserving and promoting the rich cultural heritage of Yarrabah. Since 1 July 2024, we have engaged with 78 patrons, with 46 visiting in the current month. Our sales figures reflect the economic potential of our arts sector, with year-to-date sales reaching \$28,545 and month-to-date sales at \$17,065. These figures underscore the increasing local and external interest in Yarrabah's arts and cultural initiatives.

Events, Projects, and Art Awards

Darwin Aboriginal Art Fair & National Indigenous Fashion Awards (NIFA)

YACP artists Philomena Yeatman and Michelle Yeatman, accompanied by the Manager, represented Yarrabah at this prestigious event. Philomena won the NIFA Traditional Adornment category, while Simone Arnol took home the Fashion Designer award. These accolades have significantly boosted our profile, with media coverage from Vogue Australia, NITV, National

Indigenous Times, SBS, ABC, Sydney Morning Herald, Women's Weekly, QLD Weekender, and Rag Traders.

Louise Joel Gallery and Hobson Bay Council Exhibition

The "Charcoal" exhibition is set to launch on 16 November. Our Manager and a YACP artist will attend for the installation and an artist talk.

North Queensland Ceramic Awards

Philomena Yeatman is a finalist in this competition, with a chance to win the \$10,000 prize, enhancing both our artistic reputation and financial opportunities.

Crystal Brook Collection – Bailey Exhibition

Scheduled for December 2024 to January 2025, this exhibition coincides with peak tourist season, presenting significant sales prospects.

Work Experience and Educational Engagements

Three students from Yarrabah High School have commenced work experience with YACP, ensuring the transfer of cultural knowledge and professional development to future generations.

Commissioned Projects

Christopher Harris is crafting 110 ceramic gifts for Gurriny Yealamucka, while Philomena Yeatman has been commissioned to present a weaving exhibition at Cairns Art Gallery in June-September 2025. These commissions reflect the growing demand for our unique cultural products.

School Group Visits

Workshops are scheduled for Silver Lining and Nudgee College students from 9-11 September, fostering educational engagement and cultural exchange.

Community Engagements and Sales

we are producing screen-printed volunteer shirts for the Yarrabah Music & Cultural Festival and continue to supply successful products to the Cairns Art Gallery Gift Shop.

Queensland Regional Art Awards

Applications have been submitted for YACP artists, with a top prize of \$25,000, further motivating artistic excellence.

Social Media Statistics overview

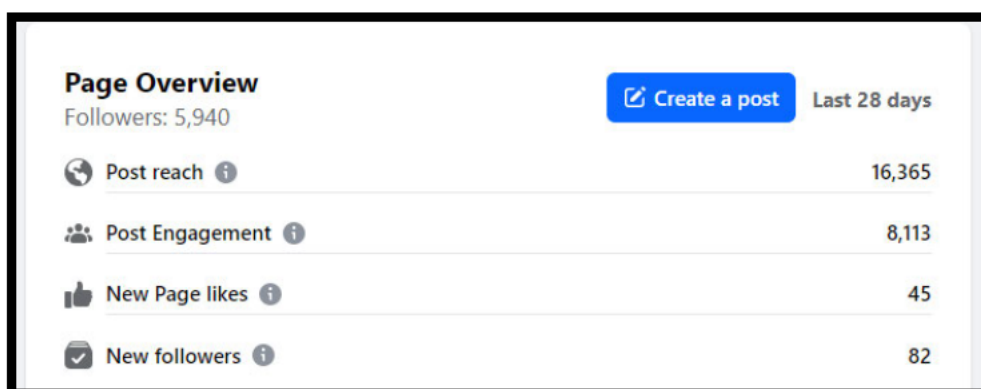


Photo Board

YACP FULL COLLECTION – CIAF, images released this month.

<https://nit.com.au/08-08-2024/12969/national-indigenous-fashion-awards-crowns-its-2024-winners>

<https://www.sbs.com.au/nitv/article/here-are-the-winners-of-the-national-indigenous-fashion-awards/c19c8ttqj>

<https://www.ragtrader.com.au/news/seven-first-nations-designers-score-in-national-awards>

<https://www.vogue.com.au/fashion/news/simone-arnol-designer-of-the-year-nifa/image-gallery/8a6e06cc7eb0a5fb9c989d809dfb7493>



5. COMMUNITY EVENTS AND PROGRAMS

The Community Service Officer (CSO) is actively involved in planning and coordinating upcoming events. Recent activities include:

The Director of People & Communities (DP&C) and the Community Services Officer (CSO) met with the State Library to finalize the Action Plan for the Indigenous Knowledge Centre (IKC).

DP&C and the CSO also met with Queensland Music Festival (QMF) representatives to discuss preparations for the Yarrabah Music Festival, scheduled for 28th September 2024.

The CSO is assisting with the Food Cube project by distributing the cubes to participants and organizing the drop-off and filling of the cubes. The CSO has also attended project meetings and provided updates via Teams.

The CSO has been assisting Art Centre manager with inquiries and ticket allocations for the Yarrabah Music Festival, ensuring all positions are filled.

Assistance was provided to Heartfelt Care in booking the BMP for a Meet & Greet event with Yodie Batzke, an independent candidate for Mulgrave.

The CSO has liaised with Gurriny Yealamucka (GYHSAC) regarding upcoming community hall events.

The CSO continues to assist the Director of Infrastructure by issuing Public Notices.

COMMUNITY FACILITIES

Venue Bookings for the Month total:	
Community Hall Booking	7 Bookings
RTC Room	Booked Daily for Training
IKC Meeting Room	4 Booking
HR Training Room / meeting	5 Bookings

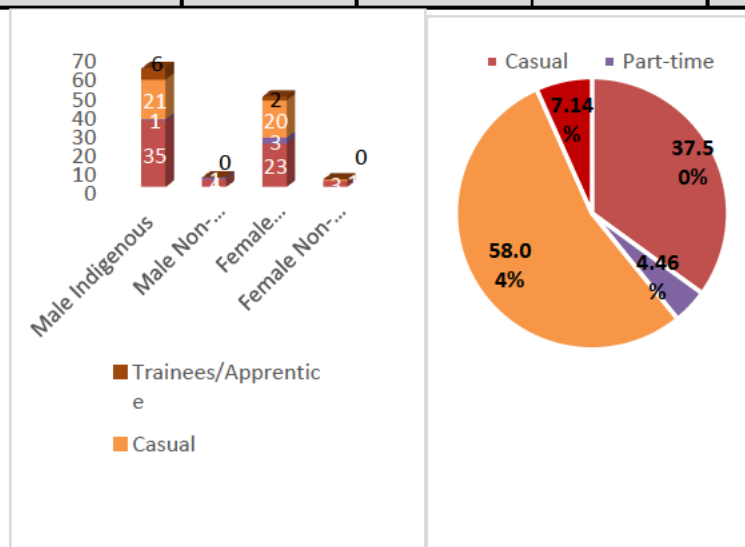
6. HUMAN RESOURCES

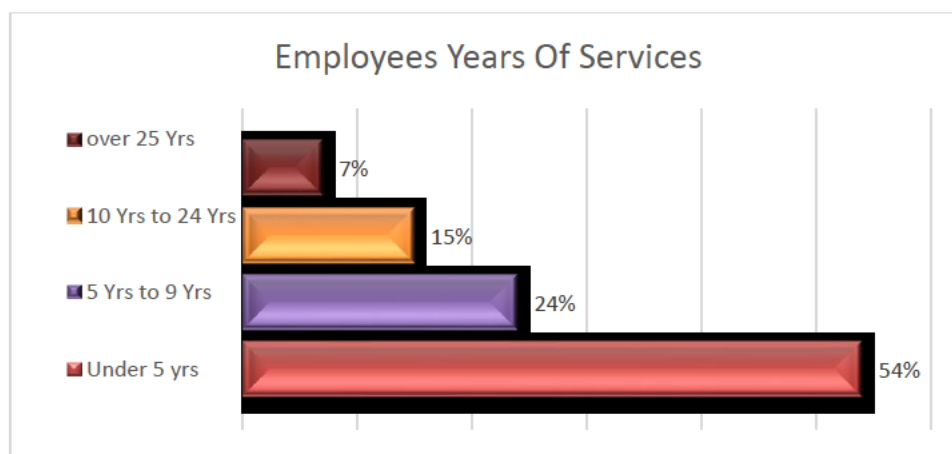
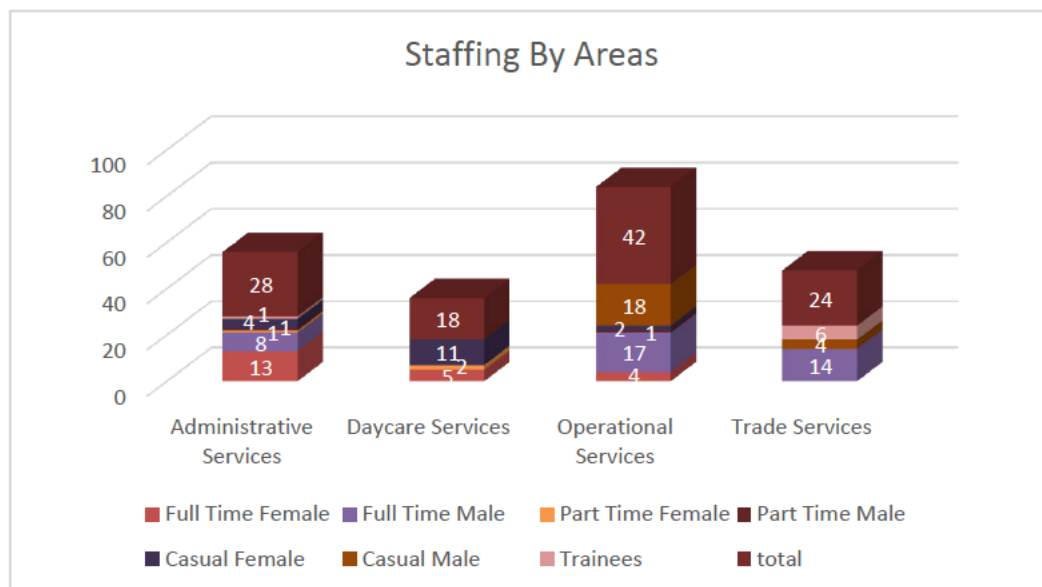
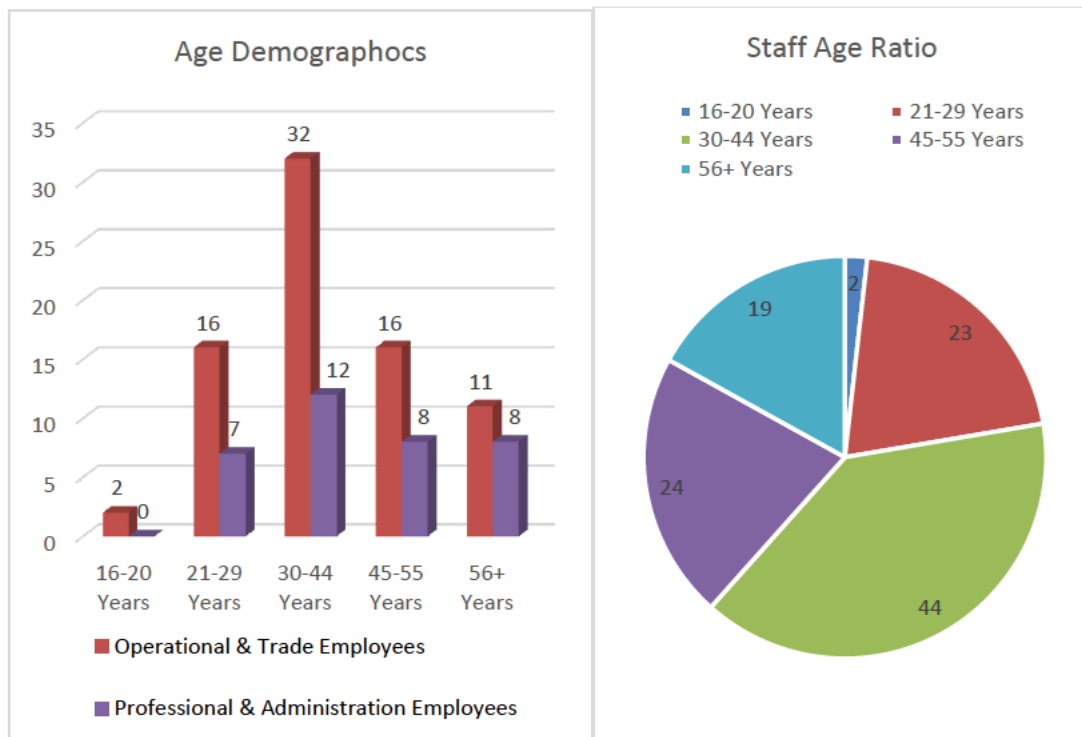
STAFFING:

Our current employment Ratios are as follows:-

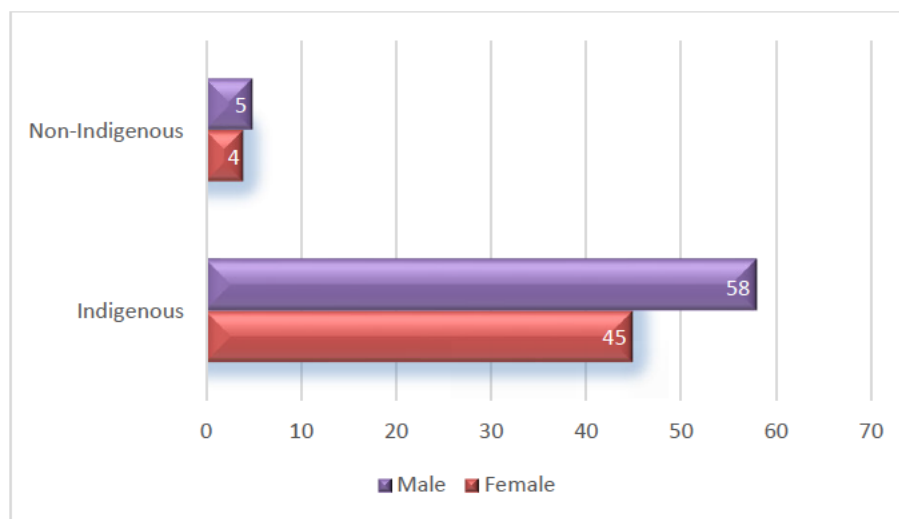
Council Employees	Male Indigenous	Male Non-Indigenous	Female Indigenous	Female Non-Indigenous	Total YASC Staff
Full Time	35	4	23	3	65
Part Time	1	1	3	0	5
Casual	21	0	19	1	41
Trainees	0	0	1	0	1
TOTALS	57	5	46	4	112

Work Experience Students	0	6	2	0	8
W4D- Wugu Participants	6	0	6	0	12
TOTALS	6	6	8	0	20





Graph for indigenous / non indigenous employees

**RESIGNATIONS / TERMINATIONS**

- N/A

RECRUITING:

- Healthy Housing Supervisor, Full Time (Fixed term)
- Accounts Receivable Officer, Full Time

7. WORKPLACE HEALTH AND SAFETY**Safety Induction**

Daycare safety inductions were conducted on 3rd August 2024 at the Daycare Centre. A total of 10 council employees from the Daycare successfully completed the induction. Due to staff-to-child ratios, three separate sessions were held to ensure all staff participated.

LGW Safety Audit

The Safety Audit was conducted over three days by LGW auditors, focusing on compliance with our Safety Management System. The first day involved interviews with all Directors and the Safety Officer. On the second day, auditors conducted a walkthrough of Council work sites. We await the formal results of this audit.

Asbestos Audit

During the closing meeting, the auditor emphasised the need for an Asbestos Register for all council buildings constructed before 2003, which includes over 40 properties.

Safety Committee

A Safety Committee meeting will be scheduled in the coming days. The recent Safety Audit caused a delay, but we aim to hold the meeting next week.

Test and Tagging

We have almost completed the Test and Tagging for all industrial areas of the Works Department. We have received a quote for a second Test and Tag device, which should improve the efficiency and speed of the process moving forward.

Security

Over the past month, there has been an increase in vandalism and damage to council property, particularly at the Yarrabah Beach Road work site, where bricks were smashed. Security patrols have been increased, and names of suspects have been forwarded to the Director based on logs from the security team.

On 31st August 2024, Safety Officer received a call from the security team about a fire at the Museum Barn Shed. Upon arrival, we found ride-on mowers burning inside the shed. With help from Rural Fire Yarrabah and the Yarrabah Police, the fire was extinguished, and the mowers were removed from the shed. The incident reported to Police.

COEX Recycling Shed Audit

WHS Coordinator has followed up on work orders related to the Coex Recycling Shed Audit. Some items are still pending delivery. Once all items arrive, WHS Coordinator will complete the checklist for the shed's compliance.

Drug and Alcohol

Random Drug and Alcohol testing of staff and contractors. No positive detections to drugs or alcohol.

ATTACHMENTS

Nil

RECOMMENDATION

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

7.10 INFRASTRUCTURE - OPERATIONAL REPORT

File Number: 10.MFD_OM.20240919

Author: Sam Bann, Director Infrastructure

PURPOSE OF THE REPORT

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

OPERATIONAL UPDATE

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

Funding submission submitted on the 9th of August 2024 through the Housing Support Program – Community Enabling Infrastructure Stream for YASC WTP and Balamba Wastewater infrastructure.

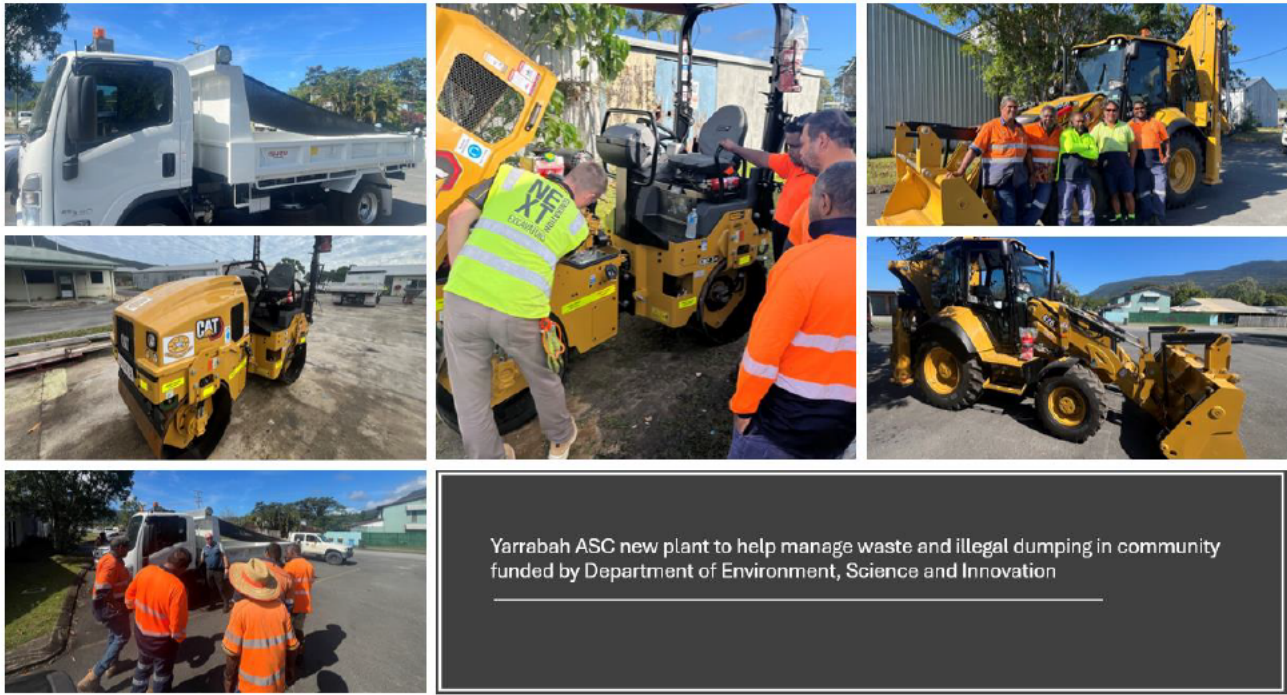
Dog attacks in August under investigation by the authorized officer, all animals involved are impounded, process as per local laws.

INFRASTRUCTURE AREA -GENERALS

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Roads	Routine and Reactive Maintenance Plan	Roads Weekly Work plan Road and Road Reserve Maintenance, drains and easements, including reactive works. Drain Cleaning and pipe repairs Garranna Street. Forecasting upcoming road works pending QRA submission
Waste Management	Routine and Reactive Maintenance Plan	Continuing current waste management strategy. Rubbish collection and waste management at the tip (refer to enhance Waste Management project) Containers Shed in operation.

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Mechanics	Routine Maintenance Plan	General fleet management Reactive works between services and repairs 3 x fleet in workshop for repairs. 1 x vehicle sent to cairns. - 331VXY (Injector O-rings ordered) - 098JTG (To fit reconditioned Engine) - 040ZZT (Clutch to be fitted) - 134VYA (Sent to cairns for diagnostic and repairs) - 835 XPO (NQEF fitting off new tray for animal management purpose) 2 Mowers in workshop for repairs. - New Holland Front Deck (awaiting on gear box to arrive from US. set up new supplier in system) - Roads Husqvarna (to fit new motor) Awaiting 27 new Navman instruments to be delivered and installed Preparing for upcoming auction of old fleets (Auction Scheduled for September)
Parks & Gardens	Routine Maintenance Plan	Ongoing maintenance throughout community as per General work plan W4D – Continuing YASC facilities and reactive works.
Animal Control	Routine preventative Action Plan	Animal Management work plan 25 dogs collected 4 returned to owners 1 property treated for fleas ticks 4 Dogs treated for flea ticks and worm 1 horse removed 8 dog removed Repairing horse impound facility daily due to vandalism Dog impound currently at capacity. Dog complaint from Schrieber St and Gribble St under investigation all dogs involved are impounded and declared dangerous. Other notices to be issued to owner. VET Visit Scheduled for 1st – 3rd of October 2024.

<u>TEAMS</u>	<u>JOB DESCRIPTION</u>	<u>ACTIONS</u>
Environmental Health	Routine preventative Action Plan	Environmental Health work plan Healthy housing inspections Pest inspections and treatment in progress Kubota RTV purchased and delivered on 8 th August 2024. (funded from QH for ATSI Health program) <u>Pest program update</u> 140 Allocated to EH Team 69 Completed & invoiced 53 Completed 14 active job cards 4 active, tenants have other arrangements 10 properties completed in August
ESO	Water Routine and Reactive Maintenance Plan	Routine maintenance as per DWQMP Registration details reviewed and changes to be submitted to WSR by 27 th August 2024
	Sewerage Routine and reactive Maintenance Plan	Ongoing sewerage pump station maintenance manually monitored and operated. Attended meeting with DES regarding waste water management support package draft. (To be finalised endorsed and executed? Note: Water and Waste water 12 monthly and annual report in progress to be completed by due date as per legislation.
Aquatic centre	Routine Maintenance Plan	General Maintenance throughout aquatic centre. Water quality monitoring training conducted onsite (In house)



CAPITALS

Road recovery projects

PROJECT ID	JOB DESCRIPTION	ACTION	COMPLETION
ATSI TIDS	Range Road, Nursery Road Intersection Upgrade	Contractor commenced WIP	<u>95%</u>
REPA 2023	Sealed works package	RFQ submitted for large patch repairs and road shoulder repairs. YASC pothole repairs.	
REPA 2023	Betterment	Contracts issued for survey and design.	
NQNDMP 23	Stormwater Improvements Buddabadoo Road	Stormwater improvements nearing completion at CH1800-2000. Concrete drain spraying to commence August 24	<u>70%</u>

CAPITALSICCIP – Indigenous Council Critical Infrastructure Program

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
1.09	Water treatment upgrade (Business Case)	100%	Cost estimate extracted from business case to submit funding application through state and federal departments for proposed water treatment plant in addition to the LGGSP WTP refurbishment.
1.05	Water and Sewer combined SCADA upgrade ICCIP 1.05	75%	Contractor commenced estimated completion early September Variations submitted for additional works within budget
1.13	Bores Security (Fencing)	5%	RFQ completed Awaiting on Department approval.
1.15	Replace reservoir roof	20%	Construction offsite commenced proposed to commence installation mid-August 2024
1.16	Generator for Bore 6	5%	RFQ completed Awaiting on Department approval
2.14	SPS 2 Upgrade (pump replacement)	5%	RFQ completed Awaiting on Department approval
2.15	Fencing to Sewerage Pump Stations	5%	RFQ completed Awaiting on Department approval
1.22	Generator to Pump Station 6&7	5%	RFQ completed Awaiting on Department approval
2.16	Install New Fencing to Sewerage Treatment Plant	5%	New project request submitted Awaiting on department approval

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 on Hold pending other funding source. (Advise from department)

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	20%	Tender submitted via vendor panel on the 28 th June closes 30 th July. Tenderers site visit on the 19 th July 2024 6 tenders received Tender Evaluation commenced
ALCRAP000012	Reef action plan – STP Upgrade – Surface Aerators	20%	Tender submitted via vendor panel on the 28 th June closes 30 th July Tenderers site visit on the 19 th July 2024 4 tenders received Tender Evaluation commenced
ALCRAP000011	Reef action plan – Above Ground Fuel Tanks	10%	Procurement pathway being developed. Project establishment deadline is Oct 2025. Priority of delivery is on the wastewater projects.

Enhance Waste Management

<u>PROJECT ID</u>	<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
Plant, Equipment and Training	The plant and machinery will service to upkeep the proposed transfer facility. The machinery comprises wheel loaders, excavators with grab attachments, skid loaders, body trucks, tractor slasher and tele handler.	70%	Majority of equipment has now been delivered. Compulsory operator training taking place as plant arrives.
Waste Transfer Station Clean Up	This activity involves the removal of accumulated waste and debris from the current facility.	25%	Commenced Monday 12 th August 2024
Ongoing maintenance and operational costs	This encompasses routine maintenance tasks such as equipment servicing, repairs and facility upkeep necessary for operational control of the transfer station.	10%	Authority to recruit submitted for 2 nd waste operator.

ATTACHMENTS

Nil

RECOMMENDATION

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

7.11 BUILDING SERVICES - OPERATIONAL REPORT

File Number: 11.MFD_OM.20240919

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 August - September 2024

BACKGROUND**The focus for the Building Services Department over this period has been:**

- Physical completion & Closure of HH1 work orders with invoice to QBuild.
- A big effort has been made recently to reduce numbers of aged work orders and the aged report is just starting to show this. Many more work order invoices were received by QBuild yesterday which would not have made it into the latest report, so actual numbers are lower than reported.
- Implemented new quoting spreadsheet to capture true costs and ensure correct margins. Already 60+ quotations created with this spreadsheet. Errors appeared to have reduced to zero and time for creation of each quotation has reduced from average of 25 minutes down to 3-4 minutes. Based on the above we have saved over 21 hours in last 6 weeks quoting alone. Our Administration Coordinator has even drafted a couple of quotations for me to review prior to sending to QBuild. Having admin staff able to draft quotes as well as Henry, Bill and I will allow for quicker responses and less delays.
- Implemented a new job card calculation spreadsheet which is aimed at minimising errors, saving time and maximising profit. Administration of job card invoice preparation is now simpler and quicker. All staff using it have given it their approval.
- Organising tool kits for our carpenters so they can be effective out in the field. These tool kits are to be each carpenter's responsibility to look after and maintain. Request for POs to Cairns Hardware have been made and the tools kits are now ready to deliver once POs are received.
- Healthy Housing round 2 is getting much more organised now which should start to see this program progress quicker and this will no doubt please all in the HH team and hierarchy

Other actions in progress are:

A separate fencing program – Properties to be identified by QBuild and Housing with council input. Currently our carpenters are installing the fencing at 14 Smith Street as well as a myriad of other repairs throughout the community. We are planning on building up a specialised team for predominately fencing projects.

A separate garden shed program – A meeting was held on 5th September between Housing, QBuild and myself to outline how this would look and nominate standards for garden shed installs.

QBUILD

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

Repairs & Maintenance - QBuild Work Orders

	Unplanned Maintenance		Healthy Housing Program R1	
Days	14 th August 2024	13 th September 2024	14 th August 2024	13 th September 2024
+ 365	20	12	49	23
181 - 365	167	143	16/12*	0/6*
121 - 180	98	98	16*	27*
91 - 120	77	70	23*	25*
61 - 90	89	83	9*	73*
30 - 60	119	170	129*	63*
< 30	282	310	102*	49*
TOTAL	852	886	65 – 276*	23 – 243*

Healthy Housing Program – Stage 1 Highlighted in yellow. (All bar 1 work order physically complete – Waiting on PO from QBuild)

* Healthy Housing Program – Stage 2 – Total of 43 properties inspected so far. The inspections are still on hold but are now due to resume week of 23rd September.

Unplanned maintenance is now looking more organised with regards to management. Contractors have been generally falling into line with expectations however some contractors are still not supplying photos to aid us to close out quicker.

Healthy Housing round 1 status:

Total of 1 confirmed incomplete. (51 Back Beach – Waiting on PO from QBuild)

22 are waiting to be invoiced. These should all be invoiced within the week.

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

2022-2023 Planned Projects		
PRE-PAINT & PAINT WORKS		
<u>JOB DESCRIPTION</u>	<u>COMPLETED</u>	<u>ACTIONS</u>
Refurbishment – 38 Sawmill Rd	15%	PO received from QBuild and contractor has ordered materials.
Refurbishment – 10 Sawmill Rd	100%	Works fully complete
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
Refurbishment – 3 Beach Street	20%	Kitchen manufactured; flooring contractor booked in. Tenants moving out 16/09 2024.
Refurbishment – 8 Sawmill Road	100%	Works fully complete
Refurbishments, CLI 72 Workshop Rd	10%	QBuild Procurement
Refurbishments, CLI 72 Workshop Rd – Driveway/paths	10%	QBuild procurement
VACANT HOUSING		
6/15 Workshop Road	0%	QBuild has scoped the property but not yet sent to council.
7/104 Workshop Road	0%	Waiting to be scoped

2023-2024 Planned Projects		
PRE-PAINT & PAINT WORKS		
• All works completed	•	•
• KITCHEN UPGRADES		
• Kitchen, CLI 4 Dabah Cl,	• 100%	• Works fully complete
• Kitchen, CLI 21 Sawmill Rd,	• 100%	• Works fully complete
• Kitchen, CLI 23 Sawmill Rd,	• 100%	• Works fully complete
• Kitchen, CLI 58 Stanley St,	• 100%	• Works fully complete
• Kitchen, CLI 62 Stanley St,	• 100%	• Works fully complete
• Kitchen, CLI 76 Workshop Rd,	• 100%	• Works fully complete
• Kitchen, CLI 49 Back Beach Rd,	• 100%	• Works fully complete
• Kitchen, CLI 32 Sawmill Rd,	• 100%	• Works fully complete
• Kitchen, CLI 56 Gribble Street	• 50%	• New kitchen ready to be delivered. Old kitchen removed and tiling underway.

• FLOOR COVERING		
•		
• Floor Covering, CLI 20 Workshop Rd,	• 5%	• QBuild Procurement
• Floor Coverings, CLI 21 Sawmill Rd,	• 5%	• QBuild Procurement
• Floor Coverings, CLI 62 Stanley St,	• 5%	• QBuild Procurement
• Floor Coverings, CLI 43 Workshop Rd,	• 5%	• QBuild Procurement
• Floor Coverings, CLI 1020 Back Beach Rd,	• 5%	• QBuild Procurement
• Floor Coverings, CLI 152 Range Rd,	• 5%	• QBuild Procurement
• FENCING		
• Fencing, CLI 16 Workshop Rd	• 5%	• QBuild Procurement
• BATHROOM UPGRADES		
• Bathroom, CLI 20 Workshop Rd,	• 100%	• Works fully complete
• Bathroom, CLI 58 Stanley St,	• 0%	• Cancelled. Works completed under OT brief
• Bathroom, CLI 47 Workshop Rd,	• 100%	• Works fully complete
• Bathroom, CLI 57 Workshop Rd,	• 10%	• QBuild Procurement
• Bathroom, CLI 59 Workshop Rd,	• 10%	• PO received from QBuild 13/09/2024. Contractor to be allocated.
• Bathroom, CLI 82 Workshop Rd,	• 10%	• QBuild Procurement
• Bathroom, CLI 119A Back Beach Rd,	• 30%	• WIP – PFD 30/09/2024
• Bathroom, CLI 4 Major Cl,	• 100%	• Works fully complete
• Bathroom, CLI 8 Ambrym St,	• 100%	• Works fully complete
• Bathroom, CLI 152 Range Rd,	• 90%	• WIP – PFD 18/09/2024
• Bathroom, CLI 68 Workshop Rd,	• 100%	• Works fully complete
• LAUNDRY UPGRADES		
• Laundry, CLI 4 Major Cl,	• 100%	• Works fully complete
• Laundry, CLI 59 Workshop Road	• 10%	• PO received from QBuild 13/09/2024. Contractor to be allocated.

• ROOF REPLACEMENTS		
• Refurbishments, CLI 70 Workshop Rd		
• Roofing, CLI 11 Beach Rd	• 100%	• Works fully complete
• Roofing, CLI 36 Sawmill Road	• 40%	• WIP – Materials on site & edge protection in place. PFD 20/09/2024
• Refurbishments, CLI 38 Sawmill Road	• 40%	• WIP – Materials on site & edge

		protection in place. PFD 31/10/2024
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• HOME OWNERSHIP		
• CLI 209 Back Beach Road	• 10%	• QBuild Procurement

• COLA		
• Cola, CLI 147 Pine Crescent	• 100%	• Completed

Some tenders still in progress. We are expecting to see a steady flow of purchase orders coming from QBuild over the next few months.

WORKS FOR QUEENSLAND 4

A) Project: Community Hall

Progress Update:

- Works complete

B) Project: Works Department Sheds

Progress Update:

- **Work in progress (WIP) – Council RCD Upgrades**
 - Works to install RCD's to council owned building switchboards is progressing well.
 - Contractor has advised works will recommence 10/09/2024 to complete the final 3 council building switchboards
 - Nil fault finding has occurred, this is anticipated to commence during the month of October 2024 following completion of the RCD upgrades
- **Work in progress (WIP) – Works and Infrastructure crew sheds**



- Program delays
 - Some delays caused due to inclement weather including rain and wind
- Project crew and new construction crews commencing new EHO and ESO works sheds
 - Portal frames complete
 - Sheeting complete with exception of ridge capping and flashings
 - Fit out on track for ESO shed SCADA installation
 - Contractor engaged and progressing with this scope outside of this funded program
 - Electrical initial fit off complete to ESO shed August 2024
 - Final carpentry fix-out to be complete to ESO shed during month of September and local painter engaged to complete paint work
 - EHO shed to be sheeted by the end of September and Carpentry fix out kick off October.
- Council has 6 staff currently undertaking Cert 3 in Civil Construction which includes obtaining their civil trade and machinery tickets
- **Work in progress (WIP) – Machinery Storage Shed**
 - Installation of piers for columns commenced
 - Concrete slab pour scheduled 18th September 24
 - Delays due to inclement weather and programming
- **Work in progress (WIP) – Hygiene Shed building**
 - Construction of a new cabinetry required

- Supplier / contractor engaged and expected to fit off 16th September 24

C) Project: Cemetery Fencing

Progress Update:

- Complete – nil to report

PROJECT 81907 – NEW CONSTRUCTION



A) Project: 32 Workshop Road

Progress Update:

- Complete
- Defects complete

B) 4 Dabah Road

Progress Update:

- Complete
- Yarrabah new construction team have attended to almost all defects
 - Minimal defects remain (minor)

C) 19 Smith Street

Progress Update:

- Complete
- Yarrabah new construction team have attended to almost all defects
 - Defects complete

D) 14 Smith Street

Progress Update:

- Completed works
 - Driveways complete

- Ceiling sheets and plastering complete
- Carpentry fix-out complete
- Initial paint internal and external complete
- Electrical fit off complete
- Vinyl complete
- Floor tiles complete
- Tiling final
- Joinery final
- Plumbing fit off
- Painting complete
- Landscaping complete
- Works in Progress
 - Fencing in progress
 - Pre handover inspections
 - Anticipate PC 20th September 24

E) 7 Beach Street

Progress Update:

- Completed works
 - Concrete base slab poured 02/08/2024
 - Plumbing under-slab
 - Electrical connection to property pole
 - Blockwork complete
 - Time lost due to 3 x separate events of vandalism to 7 Beach St
- Works in Progress
 - Bond beam set up
 - Blockfill

F) 64 Gribble Street

Progress Update:

- Completed works
 - Concrete base slab poured 13/08/2024
 - Plumbing underslab
 - Electrical connection to property pole
 - Time lost due to due to vandalism on 7 Beach St
- Works in Progress

- Blockwork to commence 16th September 24

Local Recovery and Resilience Grant (QRA funded)



Local Recovery and Resilience Grant

- LRRG Daycare – Stormwater upgrades - Complete
- LRRG PCYC Stormwater upgrades - Complete
- LRRG Disaster Coordination Centre Stormwater Resilience Project - WIP

A) LRRG Daycare – Stormwater upgrades

Progress update:

- Works complete – YASC to begin close outs

B) LRRG PCYC Stormwater upgrades

Progress update:

- Works complete to concrete swale drain
- PCYC building wall requires painting
 - Local painting contractor has been issued PO for these works
 - Local painting contractor has programmed these works to commence September 24

C) LRRG Disaster Coordination Centre Stormwater Resilience Project

Progress update:

- **Works in progress**
 - Wall 1 & Wall 2 complete including drainage and revegetation
 - Council acknowledges minimal earthworks are required to ‘finish’ the open drainage. It is proposed to allow some time for settlement and to ensure drainage channels are sufficient.
 - Project is not intended to be closed out

- Project funding will not be closed out until after next wet season in the event additional works are required

ATTACHMENTS

Nil

RECOMMENDATION

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

7.12 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 12.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED]. Mother: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Deputy Mayor Michael Sands and Councillor Brian Underwood on 6th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is / was: [REDACTED]

My father's name is / was: [REDACTED] X

My language group and /or home community is: Gungganji

Connection with this community: [REDACTED]

Culturally I identify as: Aboriginal

I have lived or formally lived in this community for whole life years.

Contact email address: [REDACTED]

Contact phone #: [REDACTED]

Signature: [REDACTED] Date 29/08/24
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Michael T. Sald...</u>	Position: <u>Deputy Mayor</u>
Signature: <u>M.T.S.</u>	Date: <u>09/09/2024</u>
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>09/09/2024</u>

YASCCOA202401_V2

7.13 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 13.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Mayor Daryl Sexton and Deputy Mayor Michael Sands on 4th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on _____

And now living at: _____
(Your full address)

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

My mother's name is / was: _____

My father's name is / was: _____

My language group and /or home community is: _____ Guru Buna Gunggandji / Yarrabah

Connection with this community: _____ TO/Families

Culturally I identify as: _____ Aboriginal

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

Contact email address: _____

Contact phone #: _____

Signature: _____ Date 26 / 08 / 2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Daryl Sexton</u>	Position: <u>Mayor</u>
Signature: <u>[Signature]</u>	Date: <u>09</u> / <u>09</u> / <u>2024</u>
Name: <u>Michael T. Santos</u>	Position: <u>Deputy Mayor</u>
Signature: <u>[Signature]</u>	Date: <u>09</u> / <u>09</u> / <u>2024</u>

YASCCOA202401_V2

7.14 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 14.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Deputy Mayor Michael Sands Councillor Brian Underwood on 6th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

[Redacted] (First Name) [Redacted] (Other Name) [Redacted] (Last Name)

Born on [Redacted]

And now living at: [Redacted]
(Your full address)

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

My mother's name is / was [Redacted]

My father's name is / was: [Redacted]

My language group and /or home community is: Djabugay

Connection with this community: _____

Culturally I identify as: Aboriginal

I have lived or formally lived in this community for 22 years.

Contact email address: [Redacted]

Contact phone #: [Redacted]

Signature: [Redacted] Date 29 / 09 / 2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Michael T. Santos</u>	Position: <u>Deputy Mayor</u>
Signature: <u>M.T.S.</u>	Date: <u>09 / 09 / 2024</u>
Name: <u>Brian Unlu</u>	Position: <u>Councillor</u>
Signature: <u>Brian Unlu</u>	Date: <u>09 / 09 / 2024</u>

YASCCOA202401_V2

7.15 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 15.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Mayor Daryl Sexton and Deputy Mayor Michael Sands on 4th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is / was: [REDACTED]

My father's name is / was: [REDACTED]

My language group and /or home community is: Gungahdjil

Connection with this community: Local Resident

Culturally I identify as: Aboriginal and Torres Strait Islander

I have lived or formally lived in this community for 2 years.

Contact email address: [REDACTED]

Contact phone #: [REDACTED]

Signature: [REDACTED] Date 26 / 08 / 2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Daryl Sexton</u>	Position: <u>Mayor</u>
Signature: <u>[Signature]</u>	Date: <u>26 / 08 / 2024</u>
Name: <u>Michael T. Santos</u>	Position: <u>Deputy Mayor</u>
Signature: <u>[Signature]</u>	Date: <u>26 / 08 / 2024</u>

YASCCOA202401_V2

7.16 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 16.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Councillor Brian Underwood and Councillor Hezron Murgha on 11th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is / was: [REDACTED]

My father's name is / was: [REDACTED]

My language group and /or home community is: Yarrabah

Connection with this community: _____

Culturally I identify as: Aboriginal

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

Contact email address: [REDACTED]

Contact phone #: [REDACTED]

Signature: [REDACTED] Date: ____/____/____
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>1 09 / 2024</u>
Name: <u>Hezron Murrumbidgee</u>	Position: <u>Councillor</u>
Signature: <u>H. Murrumbidgee</u>	Date: <u>1 09 / 2024</u>

YASCCOA202401_V2

7.17 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 17.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Councillor Brian Underwood and Councillor Hezron Murgha on 11th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is /was [REDACTED]

My father's names is/was [REDACTED]

The language group and/or home community is

GUNGGANDJI & KU-KU YALANJJI

Culturally I identify as ABORIGINAL

I have lived in this community for 30 years

Signature [REDACTED]

Date: 27/08/2024

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>09/09/2024</u>
Name: <u>Hezron Mungah</u>	Position: <u>Councillor</u>
Signature: <u>[Signature]</u>	Date: <u>09/09/2024</u>

7.18 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 18.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED].

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

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

Due to the urgency of this matter, this application was endorsed by Deputy Mayor Michael Sands and Councillor Brian Underwood on 6th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

- [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

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

Born on [REDACTED]

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

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

My mother's name is / was: [REDACTED]

My father's name is / was: [REDACTED]

My language group and /or home community is: Yarrabah

Connection with this community: local

Culturally I identify as: Djabugay Aboriginal

I have lived or formally lived in this community for 10 years.

Contact email address: [REDACTED]

Contact phone: [REDACTED]

Signature: [REDACTED] Date 26/08/2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Michael T. Sanders</u>	Position: <u>Deputy Mayor</u>
Signature: <u>M.T.S.</u>	Date: <u>26/08/2024</u>
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>26/08/2024</u>

YASCCOA202401_V2

7.19 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION APPLICANT FORM:

File Number: 19.MFD_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

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

BACKGROUND

Applicant for consideration identified as [REDACTED] Mother: [REDACTED] and Father: [REDACTED]

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

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

Due to the urgency of this matter, this application was endorsed by Deputy Mayor Michael Sands and Councillor Brian Underwood on 6th September 2024.

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

ACTION

Formal resolution by Council endorsing confirmation.

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

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

○ [REDACTED]

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

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



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

ABN 30 977 526 871

CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION

[Redacted]
(First Name) (Other Name) (Last Name)

Born on [Redacted]

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

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

My mother's name is / was: [Redacted]

My father's name is / was: [Redacted]

My language group and /or home community is: YARRABAH

Connection with this community: Gunggandj

Culturally I identify as: Aboriginal

I have lived or formally lived in this community for 25 years.

Contact email address: [Redacted]

Contact phone #: [Redacted]

Signature: [Redacted] Date 26 / 08 / 2024
(Signature of person or guardian if person is under 18 years of age before whom the declaration is made)

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

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

Name of Organisation: Yarrabah Aboriginal Shire Council	
Name: <u>Michael T. Santos</u>	Position: <u>Deputy Mayor</u>
Signature: <u>M.T. Santos</u>	Date: <u>09 / 2024</u>
Name: <u>Brian Underwood</u>	Position: <u>Councillor</u>
Signature: <u>Brian Underwood</u>	Date: <u>10 / 09 / 2024</u>

YASCCOA202401_V2

8 CORRESPONDENCE**8.1 CORRESPONDENCE - REQUEST FOR SPONSORSHIP - SURVIVAL DAY KNOCKOUTS RECONCILIATION RUGBY LEAGUE CARNIVAL**

File Number: 01.COR_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

To advise Council of correspondence received, requesting sponsorship for the Survival Day Knockouts Reconciliation Rugby League Carnival.

BACKGROUND

Survival Day Knockouts Reconciliation Rugby League Carnival will take place on Friday 24th – Sunday 26th of January 2025 at Jones Park, Cairns. The founder of the carnival, Mr Noel Underwood has written to the Mayor and CEO (see attachment 1) requesting support, in line with various sponsorship packages ranging from \$2,500 to \$10,000 (see attachment 2), or any other support Council may consider.

COMMENT

Council may consider this request falls within the ambit of Council's Community Grants Policy.

The level of assistance available through the programme is limited by Council's budget decisions and its strategic priorities.

In accordance with the Policy, only one entitlement shall be considered in the financial year per individual, team or organisation that apply to the Council prior to the event for assistance and meet the necessary criteria.

The Policy provides that community grants are capped at \$1,000.00 per year per organisation and has been the standard endorsed by Council in similar circumstances.

POLICY/FUNDING CONSIDERATIONS

Community Grants Policy

ATTACHMENTS

1. Correspondence - Request for sponsorship
2. Sponsorship Package

RECOMMENDATION

That Council:-

1. Note the correspondence tabled as read.
2. Authorise the CEO to make payment in accordance with the Community Grants Policy to the amount of \$1,000.



**SURVIVAL DAY KNOCKOUT RECONCILIATION
CARNIVAL
2025 SPONSORSHIP**

SPONSORSHIP

2025

Richard (CEO)**Darryl (MAYOR)****Yarrabah Aboriginal Shire Council,****Dear Richard/Darryl**

We are hosting the Survival Day Knockouts Reconciliation Rugby League Carnival, that will take place on Friday 24th – Sunday 26th of January 2025 at Jones Park, Cairns, far north Queensland.

The purpose of hosting this reconciliation rugby league carnival on the Survival Day weekend is to strengthen the relationships between Indigenous and non-Indigenous people in our community, by coming together and respecting the survival of First Nations People.

Survival Day Knockouts Reconciliation Carnival will play a big part in discrimination against race and culture and will bring the community together on an important weekend for all Australians and people living in Australia.

Sponsorship support assists will immensely with this event to ensure we can make a difference in our community

If Yarrabah Aboriginal Shire Council would like to participate in supporting our event, please see attached sponsorship packages.

Any support from Yarrabah Aboriginal Shire Council no matter how big or small, will be valued and much appreciated.

Survival Day Knockouts Reconciliation Carnival is committed to adherence to all things legal and lawful with a strong focus on compliance and negative press mitigation.

SPONSORSHIP

2025

This is roughly our numbers with spectators.

The spectator numbers through the gates in 2024 was approximately 10,000.

Our live stream numbers on YouTube:

Round games – 1,000 plus spectators watching each game.

Semi Finals – 2,000 plus spectators watching both games.

Grand Final – 5,400 plus spectators

Email – survivaldayknockouts@hotmail.com

Phone – Noel Underwood: **0448 681 203**

Noel Underwood:

Founder

Survival Day Knockout Reconciliation Carnival



**SURVIVAL DAY KNOCKOUT RECONCILIATION
CARNIVAL
2025 SPONSORSHIP**

SPONSORSHIP

2025

Sponsorship Package:



Gold Sponsorship Package:
\$10,000

- 1, Company name on all clothing
- 2, All social media advertising
- 3, Company logo on all playing ball
- 4, Sponsorship clothing pack (3 sets)
- 5, Stall setup (choice of any location)
- 6, 10 VIP passes include (3-day passes + 2 meal a day)
- 7, Company logo will be advertised during live stream



Silver Sponsorship Package:
\$5,000

- 1, Company name on all clothing
- 2, All social media advertising
- 3, Company logo on all playing ball
- 4, Sponsorship clothing pack (2 sets)
- 5, 5 VIP passes include (3-day passes + 2 meal a day)
- 6, Company logo will be advertised during live stream



Bronze Sponsorship Package:
\$2,500

- 1, Company name on all clothing
- 2, All social media advertising
- 3, Sponsorship clothing pack (1 set)
- 4, Company logo will be advertised during live stream

EV2 Polo Shirt:

Polo shirt is worn by all staff members during the carnival.

The locations for logos will appear on the back of the shirts (see image below)



SPONSORSHIP

2025

EV2 Training Shirt:

Training shirt is worn by all staff members during the carnival.

The locations for logos will appear on the back of the shirts (see image below).

**EV2 Dress Shorts:**

Dress shorts is worn by all staff members during the carnival.

The locations for logos will appear on the back of the shorts (see image below).



8.2 CORRESPONDENCE - GOVERNMENT HOUSE QUEENSLAND

File Number: 02.COR_OM.20240919

Author: Richard Wright, Chief Executive Officer

PURPOSE OF THE REPORT

Tabling of correspondence from Government House Queensland, dated 27 August 2024.

BACKGROUND

Letter on behalf of the Governor of Queensland with regards to congratulations of election and requesting advice of any upcoming events Council may wish to consider inviting the Governor to attend.

ATTACHMENTS**1. Correspondence from Government House Queensland****RECOMMENDATION**

That Council note the correspondence tabled, as read.

Yarrabah Aboriginal Shire Council
Brisbane

10 SEP 2024



GOVERNMENT HOUSE
QUEENSLAND

Mayor Daryl Sexton
Yarrabah Aboriginal Shire Council
56 Sawmill Road
YARRABAH QLD 4871

Dear Mayor

I am writing to extend my warm congratulations on your recent election victory. It is a testament to the hard work, dedication, and commitment you have given to the people in your electorate.

As the Governor's Acting Official Secretary, it is my role to support the Governor to be an outstanding advocate for the Constitution and support her efforts to unify and promote Queensland and Queenslanders. One of the Governor's principal ways of achieving this is through visiting regional, and remote communities.

I would therefore encourage you to communicate as early as possible with our office about any future community celebrations and milestones. Examples could include significant celebrations for the community or local schools or significant local show dates that your Local Government Area are anticipating over your term as Mayor, and which you believe would be appropriate for the Governor's attendance. Also, I would be grateful if you can communicate the best contact in your office that we can reach out to when required to govhouse@govhouse.qld.gov.au.

I am confident that with your continued dedication, your community will continue to prosper and thrive, and I look forward to seeing the great things you will achieve in the years to come.

Kind regards

Yolande Yorke
Acting Official Secretary

27 August 2024

STREET: 168 Fernberg Road Paddington Queensland 4064 POSTAL: GPO Box 434 Brisbane Queensland 4001
TEL: 07 3858 5700 EMAIL: govhouse@govhouse.qld.gov.au WEB: www.govhouse.qld.gov.au ABN:19 108 283 540

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING