MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 24 SEPTEMBER 2025 AT 09:00

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

IN ATTENDANCE: Mark Kelleher (Interim CEO), Mike Mair (Director - Corporate Services), Richard Fitowski (Director - People and Communities), Sam Bann (Director - Infrastructure), Wayne Douglas (Director - Building Services), Melissa Gudgeon (Executive Assistant)

1 MEETING OPEN AND WELCOME

Mayor Sexton declared the meeting open at 0900.

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 Neale opened with a word of Prayer.

2 APOLOGIES

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

Mayor Sexton noted Campbell Yeatman spelt incorrectly – Item 7.2 Item from previous minutes
Mayor Sexton & Cr's noted item 6.6 was not in previous minutes – list of preferred/approved contractors – CEO noted the oversight and should have included the list at the last business papers.

RESOLUTION 01:24/09/2025

That the minutes of the Ordinary Council Meeting held on 28 August 2025 be adopted.

Moved: Cr Michael Sands
Seconded: Cr Brian Underwood

CARRIED

4 BUSINESS ARISING FROM PREVIOUS MINUTES

5 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

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

No declarations made

6 MATTERS FOR DISCUSSION

6.1 CEO OPERATIONAL REPORT

PURPOSE OF THE REPORT

Monthly Council meeting report on the operational and strategic performance of council business for months of August 2025.

Add Clean up beach day – Confirm day in Yarrabah

FNQROC AGM No. 33 - 2nd October 2025 @12.30pm

Planner Nicky to attend next AGM to give councillors

CEO suggested moving DEC OCM earlier to the 10th from the 24th

Underwood

RESOLUTION 02:24/09/2025

That Council accept the CEO Operational Report, tabled as read.

Moved: Cr Brian Underwood
Seconded: Cr Amy Neal

CARRIED

10:00am Dominique Charpentier Grants and Governance Officer entered the meeting – Gave an update on the Season Calendar & Various Grants

10:11am Dominique left the meeting

6.2 CHRISTMAS SHUTDOWN 2025

PURPOSE OF THE REPORT

Approval for Closure of Council Services for the 2025/2026 Christmas/New Year holiday period.

RESOLUTION 03:24/09/2025

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 19th December 2025 to Friday 02nd January 2026** with staff returning to work on Monday 5 January 2026.
2. Council further resolves to provide **3** paid "Council Shutdown" day to all employees during this period.

   Council further resolves that staff required to work as part of required service delivery during this period will accumulate the 3 paid "Council Shutdown" day.

Moved: Cr Brian Underwood
Seconded: Cr Hezron Murgha

Cr Sands – disagreed with the motion and wanted staff to be paid for forced leave

CARRIED

At 10:27AM meeting was adjourned.

At 10:30am Mike Mair entered the meeting

At 10:53AM the meeting was reconvened.

6.3 YASC MONTHLY FINANCIAL REPORT

PURPOSE OF THE REPORT

Provide council with monthly financial report. This report covers the financial period 31st August 2025.

RESOLUTION 04:24/09/2025

That Council accept the 31st August 2025 Finance Reports as tabled.

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

Moved: Cr Hezron Murgha
Seconded: Cr Michael Sands

CARRIED

Mayor Sexton – asked CEO to follow up on the works for QLD | CEO would follow up with our inhouse consulting engineer for an update.

6.4 RISK MATRIX

RECOMMENDATION

That Council resolve to note and accept the risk register.

Risk matrix dated 6th June and recommended by the internal audit committee – review the document outside of the meeting and complete a 1 day workshop in the near future.

11:45am Mike Mair left the Meeting
11:50am Richard Fitowski entered the meeting
At 12:20PM meeting was adjourned for lunch.

At 01:13PM the meeting was reconvened.

6.5 PEOPLE & COMMUNITIES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

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

RESOLUTION 05:24/09/2025

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

Moved: Cr Daryl Sexton
Seconded: Cr Amy Neal

CARRIED

Updated table in business papers August Financials 'Rental Arrears – 'Received'

Remove the Staffing table from the business papers and Richard to provide an update at the next meeting.

6.6 PEOPLE & COMMUNITIES - TRAINING AND DEVELOPMENT UPDATE

PURPOSE OF THE REPORT

This report provides an overview of Yarrabah Aboriginal Shire Council's participation in the Local Government Association of Queensland's (LGAQ) Indigenous Capacity Building (ICB) Project and outlines the benefits to Council staff and the community.

RESOLUTION 06:24/09/2025

That Council notes the progress and participation in the Indigenous Capacity Building Project and endorses ongoing engagement with LGAQ to maximise benefits for staff and the community

Moved: Cr Michael Sands
Seconded: Cr Hezron Murgha

CARRIED

At 2:10pm Richard Fitowski left the meeting
At 2:11pm Wayne Douglas entered the meeting

6.7 BUILDING SERVICES - OPERATIONAL REPORT

PURPOSE OF THE REPORT

To report to Council the status/activities of building services areas for the months of august 2025 to September 2025.

FOCUS AREAS

- Finalising the plumbing compliance to ensure all plumbing contractors are working within the state legislation.
- YASC are still on restricted work orders and have been since March. Many repairs & maintenance requests are still on hold which is proving to be very frustrating for Council and also the Yarrabah community. We are still pushing the relevant bodies hard to bring the maintenance stream back to normal. Hopefully this will be resolved in the very near future.
- Ongoing – Designing the internal work orders and purchase orders to contractors' section in the software is now underway. This may be ongoing for a few months but once implemented it will assist us to better manage council facilities work as well as external works.
- Ongoing – Compiling a list of contractors with contact details for owners to access for private works. There is a requirement for this to happen as property owners have much trouble finding a contractor who will commit to coming over the range to do any work.
- Finalising PSA to integrate into our maintenance management.

QBUILD

Repairs & Maintenance – QBuild Work Orders

Days	19 Aug 2025 (Unplanned)	10 Sept 2025 (Unplanned)	19 Aug 2025 (Healthy Housing R2)	10 Sept 2025 (Healthy Housing R2)
+365	0	3	2	3
181–365	44	87	26	24
121–180	92	61	7	6
91–120	19	16	0	0
61–90	27	24	0	0
30–60	71	70	0	0
<30	90	118	0	7
TOTAL	**344**	**413**	**35**	**40**

R&M Roundup

- Reminder to tenants to report maintenance issues through QBuild MRC. If tenants are having trouble reporting then our team is here to assist.
- Another push to complete aged work orders over 180 days. Many of these are completed but either not invoiced, not closed down on QBuild system, or technical issues preventing closure.
- Current status on raising work orders remains as per the following: all QBuild considered urgent requests are being raised with all other requests being "banked" until QBuild has the green light from the Department of Housing. This is posing a problem for Council as tenants are believing the work orders are raised for Council action when they have not. The issue lies with the relevant department within the state government and we are doing what we can to have this issue resolved.

- Healthy Housing Round 2 Status: Initial inspections are still on hold with still 54% of these inspections completed. There are still 41 properties sitting at 100% completed. Current data shows we are 94.5% through 54% of the program.
- The teams have been conducting HLP (Healthy Living Practices) visits with tenants to continue the good work of community engagement. The Healthy Housing program has highlighted the need for flexibility within maintenance programs as well as the need to consider the tenants' needs. We have been pushing hard for change in this area so we are better able to provide the maintenance service needed and wanted for our community.

NAHA UPGRADES

2024–2025 Planned Projects

Category	% Completed	Status / Notes
Refurbishments	100%	Completed
Kitchens	100%	Completed
Flooring	20%	21 to be completed – require transitional housing
Bathrooms	92%	3 to be completed
Laundries	100%	Completed
Driveways	75%	1 to be completed
Paints	50%	1 to be completed
Home Modifications	85%	10 to be completed
Various API	95%	Waiting on quotation approval for the rest
Various Upgrades	0%	15 waiting on Department of Housing approval

Upgrade Program (2024–2025)

- Bathrooms – 20 properties planned
- Flooring – 21 properties planned
- Kitchens – 17 properties planned
- Laundries – 6 properties planned
- Roofing – 4 properties planned
- Paint work orders – 118 planned (approx. 48 properties)
- Home Modifications – Estimated 25
- Various API – Estimated 30
- Water Service – Estimated 10–15
- Ad Hoc Upgrades – 5 known so far

RESOLUTION 07:24/09/2025

That Council resolve to accept the Director Building Services Operational Report, tabled as read.

Moved: Cr Daryl Sexton
Seconded: Cr Amy Neal

CARRIED

We are waiting Department of Housing to release funding – We are waiting on WO to Terry

Funding needs to be escalated

At 2:50pm Wayne Douglas left the meeting
At 2:50 pm, Cr Michael Sands left the meeting.

At 2:52pm Sam Bann entered the meeting

6.8 INFRASTRUCTURE - OPERATIONAL REPORT

PURPOSE OF THE REPORT

To report to Council the status/activities of Infrastructure Department areas for the month of August/September 2025

RESOLUTION 08:24/09/2025

That Council accept the report of the Director-Infrastructure, tabled as read.
Moved: Cr Brian Underwood
Seconded: Cr Amy Neal

CARRIED

6.9 DESIGN AND CONSTRUCT: WASTEWATER LAGOON SURFACE AERATION AND SWITCHBOARD UPGRADE

PURPOSE OF THE REPORT

To seek Council's approval to award the provisional (optional) items under the Wastewater Lagoon Surface Aeration and Switchboard Upgrade tender. These items include the screening system and flowmeter, which will enhance the performance and compliance of the wastewater treatment lagoons.

RESOLUTION 09:24/09/2025

That Council resolve That Council resolve to approve the award of the provisional sum items under the Wastewater Lagoon Surface Aeration and Switchboard Upgrade tender to Austek Pty Ltd, being the screening system and flowmeter, as recommended by the Tender Evaluation Panel.

1. That Council endorse the award of the provisional sum items (screening system and flowmeter) to Austek Pty Ltd to the value of $237,342.87 ex GST Total.

Moved: Cr Brian Underwood
Seconded: Cr Daryl Sexton

CARRIED

At 3:15pm Sam Bann left the meeting
At 3:16pm Michael Geoghegan entered the meeting
At 3:24 pm, Cr Michael Sands returned to the meeting.

6.10 DRFA 2024–25 UNSEALED ROADS PACKAGE

PURPOSE OF THE REPORT

Approve acceptance of the quote received from Zappala Quarries, an approved PSA supplier, for supply of quarry materials for the DRFA 2024–25 Unsealed Roads Package.

RESOLUTION 10:24/09/2025

RESOLUTION 11:24/09/2025

That Council resolve to:

1. Approve acceptance of the quote received from Zappala Quarries, an approved PSA supplier under YASC 2025-002 Occasional Plant Hire & Quarry Materials, for the supply and delivery of Type 2.2 road base and CSF minus 75 (fill material) for the DRFA 2024–25 Unsealed Roads Package at a value of $392,776.95 (ex GST).

Moved: Cr Amy Neal
Seconded: Cr Michael Sands

CARRIED

6.11 PROJECT UPDATE OPERATIONAL REPORT

PURPOSE OF THE REPORT

Provide and update to Council on the funding and Project Status for September 2025

RESOLUTION 12:24/09/2025

That Council resolve to accept the report of the Inhouse Construction Project Manager as read.

Moved: Cr Daryl Sexton
Seconded: Cr Hezron Murgha

CARRIED

6.12 REMOVAL OF LARGE ACORN TREE HANGING BY ONE BRANCH NEAR RESERVOIR - UP ON THE RANGE

Mayor Daryl Sexton asked for an update of the removal of the tree branch up on the range

6.12 RESOURCE CENTRE - REMOVAL OF BURN'T HOUSE, SAFETY HAZARD

Cr Hezron Murgha asked CEO to follow up and have the house removed

7 CORRESPONDENCE

7.1 ACKNOWLEDGEMENT OF PAINTING RECIEVED AT COUNCIL CHAMBERS

PURPOSE OF THE REPORT

Publicly acknowledge the recent donation of a painting to the Council from Terry Swann.

RESOLUTION 13:24/09/2025

That Council except the donation of the "Mangrove Painting" by Terry Swann and acknowledge her and her late husband Dr Ken Meehan for their commitment to the Yarrabah Community from 1982 -1990.

Moved: Cr Brian Underwood
Seconded: Cr Daryl Sexton

CARRIED

8

7.2 CEO CONFIRMED TO MOVE THE DECEMBER - 10TH

RESOLUTION 14:24/09/2025

TO MOVE IT FROM THE DAY XMAS BREAKUP TO THE 10TH

MOVED: CR DARYL SEXTON
SECONDED: CR AMY NEAL

CARRIED

STRATEGIC PORTFOLIO UPDATE

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

9 CONFIDENTIAL MATTERS

Nil

10 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 15 October 2025.

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

Meeting closed at 4:20 pm.

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MAYOR