

**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS  
ON WEDNESDAY, 10 DECEMBER 2025 AT 0900**

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

**IN ATTENDANCE:** Michael Miller (CEO), Mike Mair (Director - Corporate Services & Melissa Gudgeon (Executive Assistant),

**1. WELCOME**

Mayor Sexton declared the meeting open at 9:10.

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

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

Councillor Cr Amy Neal opened with a word of Prayer.

**1 APOLOGIES**

Nil

**2 CONFIRMATION OF PREVIOUS MINUTES**

**RESOLUTION 01:10/12/2025**

That the minutes of the Ordinary Council Meeting held on 20 November 2025 be adopted.

Moved: Cr Amy Neal

Seconded: Mayor Daryl Sexton

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

NIL

**4 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 Cr Hezron Murgha declared a conflict of interest in relation to item 7.1.

## 5 MATTERS FOR DISCUSSION

### 6.1 CEO OPERATIONAL REPORT

#### 1. PURPOSE OF THE REPORT

To provide Council with an update on key operational activities, meetings, projects, and emerging matters since the previous Ordinary Council Meeting.

#### **RESOLUTION 02:10/12/2025**

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

Moved: Cr Amy Neal

Second: Cr, Brian Underwood

**ICARRIED**

**Action:** CEO to request Michael from CEQ Community shop to attend next OCM – 28<sup>th</sup> Jan 2026

## 6.2 FNQ REGIONAL PLAN

### PURPOSE OF THE REPORT

This report provides Council with an overview of the draft Far North Queensland (FNQ) Regional Plan and Infrastructure Plan, which is on public display for submissions until **5 January 2026**, and seeks endorsement of Council's submission reflecting Yarrabah's priorities and critical infrastructure needs.

### RECOMMENDATION

That Council:

- a) Endorse the attached submission to the FNQ Regional Plan and provide the Critical Infrastructure for Yarrabah (February 2025) as supporting documentation;
- b) Request a meeting with the State to discuss the submission and provide additional materials such as the Transport Network Plan prior to finalisation of the Regional and Infrastructure Plans;
- c) Delegate authority to the Chief Executive Officer to undertake further discussions with the State Government and to finalise, amend or lodge any additional submissions as required.

Moved: Cr Michael Sands

Seconded: Mayor Daryl Sexton

**CARRIED**

**6.3 PROPOSED 2026 OCM DATES****PURPOSE OF THE REPORT**

To present the proposed Ordinary Council Meeting (OCM) dates for the 2026 calendar year and seek Council's endorsement of the meeting schedule to allow for publication in accordance with Section 277 of the *Local Government Regulation 2012*.

**RESOLUTION 03:10/12/2025**

That Council resolve to That Council resolve to endorse the Ordinary Council Meeting Schedule for the 2026 calendar year, with meetings to be held on the proposed dates listed in this report.

1. That Council approves the publication of the 2026 Ordinary Council Meeting dates in accordance with Section 277 of the *Local Government Regulation 2012*.

Moved: Cr Brian Underwood

Seconded: Cr Amy Neal

**CARRIED**

10:20 Meeting adjourned

10:25am Mike Mairs Joined the meeting

10:30am Meeting reconvened

**6.4 PRE 2013 ARREARS WRITE OFF****RESOLUTION 04:10/12/2025****RESOLUTION 05:10/12/2025**

That Council resolve to write off the arrears totalling \$829,586.38

1. It is recommended due to there being no legal process to recover the pre 2013 rent arrears that the amount of \$ 829,586.38 be written off.

Moved: Cr Michael Sands

Seconded: Cr Brian Underwood

**CARRIED**

**6.5 YASC MONTHLY FINANCIAL REPORT****PURPOSE OF THE REPORT**

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

**RESOLUTION 06:10/12/2025**

That Council accept the 31st November 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: Mayor Daryl Sexton  
Seconded: Cr Brian Underwood

**CARRIED**

11:10am Mike Mairs Left the meeting

**6.6 PEOPLE & COMMUNITIES - TRAINING AND DEVELOPMENT UPDATE****PURPOSE OF THE REPORT**

This report outlines recent and upcoming staff training to maintain a skilled, safe, and capable workforce.

**RESOLUTION 07:10/12/2025 RESOLUTION 08:10/12/2025**

That Council accept the Training and Development Update Report, tabled as read.

Moved: Mayor Daryl Sexton  
Seconded: Cr Amy Neal

**CARRIED**

**6.7 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 09:10/12/2025**

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

Moved: Mayor Daryl Sexton

Seconded: Cr Michael Sands

**CARRIED**

UNCONFIRMED

## 6.8 BUILDING SERVICES

### PURPOSE OF THE REPORT

To provide Council with an update on the operations, key activities, and program progress of the **Building Services Department** for the period **November 2025 to December 2025**.

### FOCUS AREAS

#### Restricted Work Orders

There has been no change to the current position. Yarrabah Aboriginal Shire Council (YASC) remains under **restricted work orders** (in place since March 2025). As a result, many repairs and maintenance (R&M) requests continue to be placed on hold, leading to significant frustration among both Council and the Yarrabah community.

Council continues active **advocacy with relevant State agencies** to seek the reinstatement of normal maintenance operations and the timely resumption of the housing repair program.

#### Internal Work Order System

Development of the new **Internal Work Order and Purchase Order Management System** for contractor coordination and facility management is progressing well. The system is expected to be operational by the **end of January 2026**.

Once implemented, it will enhance workflow efficiency, improve record management, strengthen contractor oversight, and support the introduction of scheduled maintenance programs across both Council and external assets.

#### Contractor Availability for Private Works

Council continues to assist residents seeking local tradespeople for private works, noting the ongoing challenges in attracting contractors willing to travel into community.

Progress has been made in a small number of cases, including one tenant engaging an electrician to supply and install a split-system air conditioner, and several others coordinating carpentry works through local trades with Council support.

#### QBuild Tenders

A substantial volume of QBuild tenders has been received during the reporting period. Pricing assessments are currently underway, with the objective of finalising costs and issuing purchase orders promptly to enable early commencement of approved works.

Council officers continue to liaise with QBuild to ensure timely turnaround of tenders and minimise delays in work delivery.

#### QBUILD

Repairs & Maintenance – QBuild Work Orders

Days	10 Nov 2025 (Unplanned)	28 Nov 2025 (Unplanned)	10 Nov 2025 (Healthy Housing R2)	28 Nov 2025 (Healthy Housing R2)
+365	1	1	3	2

<b>181–365</b>	90	88	6	4
<b>121–180</b>	29	36	0	0
<b>91–120</b>	43	74	0	0
<b>61–90</b>	73	50	3	3
<b>30–60</b>	65	73	0	0
<b>&lt;30</b>	151	181	0	0
<b>TOTAL</b>	<b>452</b>	<b>503</b>	<b>12</b>	<b>9</b>

### Repairs and Maintenance (R&M) Update

Tenants are reminded to continue reporting maintenance issues directly through the QBuild Maintenance Request Centre (MRC). Where tenants experience difficulty lodging requests, Council's Building Services team remains available to provide assistance and support.

At present, QBuild's current directive allows only urgent repair requests to be raised, with all other non-urgent requests being placed on hold pending further instruction from the Department of Housing. This ongoing restriction has created challenges for Council, as tenants often believe their work orders have been raised for Council action when, in fact, they remain pending State approval.

Council continues to advocate strongly on this matter. Both the local Member and the State Minister for Housing have been briefed on the community impact, and senior Council representatives have held detailed discussions with QBuild officials to progress a resolution. Dialogue with the Department of Housing and QBuild remains ongoing to reinstate normal maintenance operations as soon as possible.

### Healthy Housing Round 2 – Program Status

Initial inspections under Healthy Housing Round 2 remain on hold, with approximately 54% of inspections completed to date. Of these, 48 properties have reached full completion, with current data indicating 98% progress across the completed portion of the program. Only nine (9) work orders remain outstanding across six (6) properties, with all other works either invoiced or in the process of being finalised.

The remaining uninspected properties are not currently scheduled to proceed; however, Council remains hopeful that this position may change subject to further advice from the Department of Housing and QBuild.

### NAHA UPGRADES

#### 2024–2025 Planned Projects

Category	% Completed	Status / Notes
Refurbishments	100%	Completed
Kitchens	100%	Completed

<b>Flooring</b>	28%	18 to be completed – require transitional housing
<b>Bathrooms</b>	100%	1 to be completed
<b>Bathroom &amp; flooring</b>	100%	PO received. Contractor nominated.
<b>Laundries</b>	100%	Completed
<b>Driveways</b>	90%	1 WIP currently at 70%
<b>Paints</b>	100%	Completed
<b>Home Modifications</b>	95%	3 to be completed
<b>Various API</b>	95%	Waiting on quotation approval for the rest.
<b>Various Upgrades</b>	0%	14 waiting on Department of Housing approval

### Upgrade Program (2025–2026)

The 2025–2026 Upgrade Program is progressing steadily. The majority of tenders have been received and priced, with finalisation of the remaining contracts currently underway to support an efficient start to the new works cycle.

The planned scope of works includes:

- **Bathrooms:** 20 properties
- **Flooring:** 21 properties
- **Kitchens:** 17 properties
- **Laundries:** 6 properties
- **Roofing:** 4 properties
- **Painting:** 118 work orders (approximately 48 properties)
- **Home Modifications:** Estimated 25 properties
- **Various API Upgrades:** Estimated 30 properties
- **Water Service Upgrades:** Estimated 10–15 properties
- **Ad Hoc Upgrades:** 7 known projects to date

Council will continue to monitor contractor performance and procurement timelines to ensure timely delivery and compliance with program requirements.

### RESOLUTION 10:10/12/2025

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

Moved: Mayor Daryl Sexton  
Seconded: Cr Brian Underwood

**CARRIED**

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

To report to Council the status/activities of Infrastructure Department areas for the month of October/November 2025.

**RESOLUTION 11:10/12/2025**

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

Moved: Cr Brian Underwood

Seconded: Cr Hezron Murgha

**CARRIED**

At 11:30AM meeting was adjourned.

At 11:30 am, Cr Brian Underwood left the meeting.

At 11:40AM the meeting was reconvened.

11:40am Michael Geoghegan joined the meeting

**6.10 PROJECT UPDATE OPERATIONAL REPORT****PURPOSE OF THE REPORT**

This report provides Council with an update on the progress of all current capital works, infrastructure, community, and funding projects as at **December 2025**. Status indicators have been assigned to highlight progress, delays, and required actions.

**RESOLUTION 12:10/12/2025**

That Council receives and notes the Project Update – December 2025.

Moved: Mayor Daryl Sexton

Seconded: Cr Michael Sands

**CARRIED**

**ACTION:** Michael to engage with the arts and culture team to develop options to beautify the main roundabout, including cultural design elements, landscaping improvements, and community artwork concepts, and report back to council with recommendations.

**6.11 DEPARTMENT OF HOUSING****PURPOSE OF THE REPORT**

REQUEST TO DEVELOP FUNDING PROPOSAL TO THE DEPARTMENT OF HOUSING

**RESOLUTION 13:10/12/2025**

That Council:

Endorse the development of a comprehensive funding proposal to be submitted to the Queensland Department of Housing seeking financial support for the following priority projects:

- a. Extension to the newly developed Bulguru Park;
  - b. Ambrym Street Development – Stage 2 Civil Works;
  - c. Ambrym Street Development – Stage 2 Housing Construction;
  - d. Ambrym Street Development – Stage 3 Civil Works;
  - e. Ambrym Street Development – Stage 3 Housing Construction; and
2. Authorise the Chief Executive Officer (or delegate) to prepare and finalise all necessary documentation and submissions to progress the funding request.

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

**CARRIED**

**6 CORRESPONDENCE****7.1 SPONSORSHIP****PURPOSE OF THE REPORT**

To present a sponsorship request received from the Yarrabah Rugby League Team seeking financial assistance to attend the 2026 Survival Day Knockouts Reconciliation Carnival and to seek Council's determination based on the Community Grants & Donations Program.

**MOTION**

That Council:

- a) Provide sponsorship to the Yarrabah Rugby League Team for the 2026 Survival Day Knockouts Reconciliation Carnival up to the maximum permissible amount of \$1,000 under the Community

Grants & Donations Program;

- c) Delegate authority to the Chief Executive Officer to finalise payment, correspondence, and acquittal requirements.

Moved: Mayor Daryl Sexton

Seconded: Cr Brian Underwood

**CARRIED**

12:30pm Michael Geoghegan left the meeting

**7.2 SPONSORSHIP - GUYULA RUGBY LEAGUE TEAM**

**PURPOSE OF THE REPORT**

To seek Council’s consideration and endorsement of a sponsorship request from the Guyula Rugby League Team to support their participation in the 2025 Rugby League Season and associated community events. The request aligns with Council’s commitment to promoting community wellbeing, youth development, and Indigenous leadership.

**RESOLUTION 14:10/12/2025**

That Council resolve to That Council resolve to provide sponsorship support to the Guyula Rugby League Team for the 2025 Rugby League Season.

1. That Council approve a sponsorship contribution of the Guyula Rugby League Team; and
2. That the Chief Executive Officer be authorised to finalise sponsorship arrangements and recognition requirements in accordance with Council policy.

Moved: Mayor Daryl Sexton

Seconded: Cr Amy Neal

**CARRIED**

**7 STRATEGIC PORTFOLIO UPDATE**

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

Nil

**8 CONFIDENTIAL MATTERS**

Nil

**9 CLOSE OF MEETING**

Date for the next Council Ordinary Meeting is Wednesday 28 January 2026.

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

Meeting closed at **12:30 pm**.

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**MAYOR**