

# **Wujal Wujal Aboriginal Shire Council**

## **Ordinary Council | Meeting Agenda**

Date: Tuesday 13 June 2023  
Time: 9.00am  
Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

WWASC holds Council Meetings  
On the third Tuesday of the Month  
Beginning at 9:00am  
The attendance of all councillors is requested.

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## 1. Opening of Meeting

### 1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek

### 1.2 Acknowledgement of Traditional Owners

## 2. Attendance, Leave of Absence and Apologies

### 2.1 Attendance

Councillors:

Councillor Bradley Creek, Mayor

Councillor Vincent Tayley, Deputy Mayor

Councillor Robert Bloomfield

Councillor Regan Kulka

Councillor Vanessa Tayley

#### WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow

Manger of Works and Building Services, Perry Gould

Manger of Finance. Micah Nkiwane (attending on behalf of Joanne Gowans)

Executive Assistant, Tania Edwards

#### Presenters

ENTER DETIALS HERE

### 2.2 Leave of Absence | Apologies

Deputy Mayor Vincent Tayley requests a leave of absence for the period ENTER DATES .

Council to nominate an Acting Deputy Mayor during this period.

**Resolution:** Councillor Regan Kulka to step into role as Acting Deputy Mayor during Councillor Vincent Tayley's leave of absence.

#### Resolution:

Councillor Regan Kulka to step into role as Acting Deputy Mayor during Councillor Vincent Tayley's leave of absence.

Moved:

Seconded:

*LOST / CARRIED*

### 2.3 Visitors | Presenters

## 3. Condolences | Congratulations

## 4. Mayoral Motion

*This is business which the Mayor wishes to have considered at that meeting without notice.*

## 5. Confirmation of minutes of the Previous Meeting

Minutes of the Ordinary Council Meeting held 18 May 2023

Resolution: Confirmation of Minutes of Ordinary Council meeting held on Thursday 18 May 2023.

**Resolution:**

That the minutes of the Ordinary Council Meeting held on Thursday 18 May be accepted as a true and correct record of that meeting.

Moved:

Seconded:

*LOST / CARRIED*

## 6. Declarations of Interest in the matters on the Agenda

- Declaration of Prescribed Conflict of Interest of any Item of Business
- Declaration of Declarable Conflict of Interest of any Item of Business
- Councillors to review existing Registers of Interest and Related Parties Disclosures

## 7. Business Arising or Outstanding Matters from Previous Meeting

## 8. Reports

### 8.1 Mayor's Report

Date	Meeting & Commentary
Wed 17 May	Community Safety Meeting with Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships.
Thursday 18 May	Ordinary Council Meeting.
Wed 24 May & Thurs 25 May	TORCH Project Meeting. Outcomes/Discussion points:
Frid 26 May	High Consequence Decision Making Masterclass:
Tues 30 May – Thurs 1 June	Queensland Disaster Management Conference. Core learnings:
Sun 4 June	Community Togetherness Day

Resolution: Acceptance of the Mayors Report as included in the agenda

<b>Resolution:</b>	That Council receive the Mayor's report for the month April 2023 as presented, and note the meetings attended by the Mayor.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 8.2 Chief Executive Officer Report

### 8.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meeting during the period *4 April and 2023 and 12 May 2023*:

## 8.2 Chief Executive Officer Report

### 8.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 13 May 2023 and 2 June 2023:

Date	Meeting & Commentary
Tues 16 May	<p>Met with Department of State Development, Infrastructure, Local Government and Planning.</p> <p>Discussed the following:</p> <ul style="list-style-type: none"> <li>• Council's current asset management challenges and the specific additional support they could offer.</li> <li>• Asset management a balancing act with performance, benefit, cost and risk (asset maintenance costs and depreciation also need to be factored in).</li> <li>• WWASC currently does not have an asset management plan for roads, buildings, plant, equipment and vehicles.</li> <li>• Need smart asset planning – must generate value for Council and be low maintenance. Value could include generating efficiencies, revenue, generating energy, etc.</li> </ul>
Wed 17 May	<p>Met with Tyson Swarbrick from Sapien Industries to learn about security options for the depot and automatic sign-in/sign-out system to inform staff timesheets and pays.</p> <p><b><u>CCTV System</u></b></p> <ul style="list-style-type: none"> <li>• Discussed security options arising from the issues with the break-ins and damage to Council Depot, vehicles and equipment, council.</li> <li>• There have been issues with maintenance and upkeep of CCTV infrastructure in other communities.</li> <li>• CCTV needs good connectivity – QPS are getting Starlink at end of July 2023</li> <li>• The system needs to send users the alert when CCTV is offline.</li> <li>• Need a policy if CCTV system is to be implemented.</li> <li>• Operational costs include:             <ol style="list-style-type: none"> <li>1. The upfront capital cost for cameras and subscriptions for service.</li> <li>2. Servicing – automatic alerts for camera issues.</li> <li>3. Need to keep site spares for local electrician to install.</li> <li>4. Cloud is secure.</li> <li>5. 3 cameras are required for the Depot, 1 covering the main street, and 3 in the amin Admin building area.</li> <li>6. Tyson will provide costings (capital/upfront and ongoing operational)</li> </ol> </li> </ul> <p><b><u>Automatic Timesheet System</u></b></p> <ul style="list-style-type: none"> <li>• Used by Townsville City Council, Hinchinbrook Shire council, Rio Tinto.</li> </ul>

	<ul style="list-style-type: none"> <li>• Need a policy if automatic timesheet system is to be implemented.</li> <li>• Would save a lot of time chasing staff for timesheets.</li> <li>• Would eliminate any possibility of timesheet fraud.</li> <li>• Could integrate with payroll system to make payroll much faster.</li> <li>• Sign in can be via a phone or a wristband for those without phones.</li> <li>• Phones do not need credit for sign-ins/sign-outs to work.</li> <li>• Could be a thumbprint sign in/sign out ipad or gate system.</li> </ul>
Thurs 18 May	Ordinary Council Meeting
Friday 19 May	<p>Met with UNGANCO to discuss asset management:</p> <ul style="list-style-type: none"> <li>• UNGANCO are undertaking the Cape Resilience funded asset management project for Local Government.</li> <li>• The outcome of the project is an asset management system which will be used in each local government area to record and manage their assets.</li> <li>• Training will be provided to build staff confidence I the use of the new asset management software.</li> </ul>
Mon 22 May	<p>Auditors from Grant Thornton were on site all week. Met with them several times to discuss progress and findings regarding Council's compliance with Local Government legislation.</p> <ul style="list-style-type: none"> <li>• The auditors have provided an external audit plan and we have provided the auditors some audit plan timeframes which will achieve our legislative requirements.</li> </ul>
	<p>Joined the online session with TORCH (Torres and Cape Health Care) to discuss the statement of intent to establish a commissioning entity to create a roadmap for sustainable healthcare model for the whole Torres and Cape population. TORCH is advocating with a voice for communities and aims to provide:</p> <ul style="list-style-type: none"> <li>• Ongoing equal access to health services in regions.</li> <li>• Investment of First Nations community-controlled health services (hopefully this will result in training to grow our own doctors and nurses for Wujal Wujal).</li> <li>• Equal and ongoing access to emergency services and patient travel for people who need services.</li> </ul>
Tues 23 May	<p>Joined the March against Domestic Violence</p> <ul style="list-style-type: none"> <li>• Council's participation at this Domestic and Family Violence Awareness March shows Council is serious about the standard of behaviour we will accept in Wujal Wujal and that violence will not be tolerated.</li> <li>• The DFV Awareness March and gathering afterwards was very well attended, with the community and all organisations coming together to support this important cause.</li> </ul>

Date	Meeting & Commentary
Tues 23 May continued	<p>Met with CDCC (Cooktown District Community Centre) to discuss the service program and proposed improvements. Discussed the different services available through CDCC. Including:</p> <ul style="list-style-type: none"> <li>• Tuesdays – Parenting Program.</li> <li>• Wednesdays – Community Connect Program.</li> <li>• Thursdays – Children and Family Support.</li> <li>• Fridays – Playgroup @ the Kindy.</li> </ul>
Wed 24 May	<p>Events Management: Met with Jess Farbes and Perry Gould to finalise the event management plan for the Community Togetherness Day on 4 June 2023.</p>
Thurs 25 May	<p>Met with CHDE (Department of Communities Housing and Digital Economy) to discuss Housing Delivery:</p> <ul style="list-style-type: none"> <li>• Discussed jobs planned for the 2023/24 financial year.</li> <li>• Discussed aged jobs.</li> </ul>
	<p>Met with ICAN (Indigenous Consumer Assistance) to discuss:</p> <ul style="list-style-type: none"> <li>• Banking needs for Wujal Wujal community – linked Zack from ICAN to Sean O’Gorman from OHub.</li> <li>• Zack from ICAN has applied to the ATO for ICAN to provide help to community members with their tax returns. This is free if community members earn under \$47,000.</li> <li>• ICAN is planning to provide workshops to community members on financial capability, budgeting and saving.</li> <li>• ICAN could also provide these workshops to new staff as part of their inductions to help them on their career and financial success.</li> </ul>
Friday 26 May	<p>High Consequence Decision Making Masterclass in Cairns:</p> <ul style="list-style-type: none"> <li>• Very valuable training.</li> <li>• Provided good strategies to manage stress and ensure rational decision-making in stressful events.</li> </ul>
Tues 30 May – Thurs 1 June	<p>Queensland Disaster Management Conference.</p> <p>Core learnings:</p> <ul style="list-style-type: none"> <li>• The Queensland flood warning upgrade will commence soon. The QLD and Australian government will provide funding to improve the network and provide rain gauges.</li> <li>• Indigenous Knowledge Centres/Libraries as a place of refuge and the importance of these places to assist community in the recovery phase to return to a sense of normality after disaster events.</li> <li>• QRA – 32 events since 2019-20 until 2022-23. The number of events is expected to increase. 76 Councils (out of 77 Councils) have an active QRA activation program. Discussed the South Qld floods and the effects on people. Many people are still recovering. Recovery challenges include continuing weather events, supply of materials, global supply issues and fuel prices, staff turnover, fatigue management.</li> <li>• IGEM’s recent review of QLD Disaster Management Arrangements.</li> <li>• Emergency Services transition into Queensland Police Service.</li> </ul>

	<ul style="list-style-type: none"> <li>• What makes an effective LDMG with a great joint presentation from Burke Shire Council and Carpentaria Land Council on incorporation of cultural knowledge into disaster management and fire management.</li> <li>• Biosecurity and emergency responses to animal diseases and biosecurity breaches. Biosecurity breaches likely to impact the Cape at some point include Lumpy Skin Disease, African Swine Fever, Food and Mouth Disease and Avian Influenza. These diseases would have a devastating effect on the health and economy of the Cape and Queensland as a whole, including food supply chain impacts, huge economic impacts and food shortages. It is important to be very vigilant. If these diseases do get in, the impact is reduced if these are discovered early and traced back to the source. If they are not reported quickly, they can spread very quickly and the impact will be devastating and very costly and take much longer to rectify.</li> </ul> <p>Met with various stakeholders while in Brisbane:</p> <ul style="list-style-type: none"> <li>• Natalie Hope – Peak HR.</li> <li>• Erica Choate – Peak Grants.</li> <li>• Brian – Peak Project Management.</li> <li>• Patricia Paoliini – Peak Training and Inductions.</li> </ul>
Sun 4 June	<p>Community Togetherness Day</p> <ul style="list-style-type: none"> <li>• Wonderful effort by WWASC staff including Perry Gould, Micah Nkiwane, Tania Edwards and Micheal Leslie on the day.</li> <li>• Awesome work from our WWASC Sport and Rec team providing support to the children with sport and slip and slide activities.</li> <li>• Excellent work by the Parks and Gardens team to prepare the sports oval for the day – a lot of work went in to getting the grounds looking great.</li> <li>• Contributions from all organisations including Apunipima, CDCC, Justice Group, My Pathways, Pama Futures, Government Champion Director-General Jamie Merrick, Roxanne and Troy Cassar-Daley, Black Image Band, Ellen and Big Pups, Cooktown Pizzas and Slushies, Graeme and Helen Teece, Dave Hart and the Security Team.</li> </ul>

### Follow Ups

I sent out a survey for the naming of the Wujal Wujal Guest Accommodation. 11 names were provided, with the community requested to vote on their choice of a name.

Two Options (both containing Yindili Rainforest Kingfisher) received the majority of votes, tying at 12 votes each.



**Recommendation:**

Council to vote and pass a resolution on the final name of the guest accommodation facility.

The number of votes per name in order of most to least votes are:

Name	Number of Votes
Yindili (Forest Kingfisher)	12
Yindilimu Bayan (Kingfisher House)	12
Wurun (Humpy)	7
Kija (Moon)	5
Yumba (Wattle Tree)	3
Bilngkumu (Crocodile)	3
Yiril (Rainbow)	1
Yalngkurr (Eaglehawk)	0
Kabani (Black Cockatoo)	0
Dilbal (Hickory Tree)	0
Yumu (Bottlebrush Tree)	0
Yarun (Black Wattle Tree and Yellow Flower)	0

## Resolution: Naming of the Eco Village Guest Accommodation

<b>Resolution:</b>	Council cast vote, determining the new name for the Eco Village Accommodation is:	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## Annual review of Declarations of Interest

- The Councillor Declarations of Interest are now due for their annual review.
- The process has now been updated, and you need to declare in a separate process any 'interests; and any 'related parties'
- You have been provided with the relevant forms to complete, please return these to my office by 30 June 2023.
- If you have any questions about how to complete the forms, my office will be able to assist you.

## Councillor Remuneration Policy – for consideration

- A draft Councillor Remuneration Policy was considered by Council in the May meeting.
- In that meeting, under resolution 2023 05 13 the council decided the following:

*Council resolved **not** adopt the Councillor Remuneration Policy as presented in the agenda 18 May 2023. Council recommends the policy be updated to include additional information regarding leave of absence and process for managing unapproved leave of absences, and that the updated policy be brought to the next council meeting for consideration.*

- The amendments have been made and the draft is included in this meeting, item 9 for consideration.

## New Staff

- A number of new staff have commenced, and we have also seen the return of Aunty Marie Shipton, who has come back on board to help us out with Centrelink Services. Before moving across to solely look after the Cultural Advisor role, Aunty Marie had provided Centrelink Services to the Wujal Wujal community for 30 years! It is lovely to have her back in the role again and training up new staff.
- Helen Teece is providing services in the Indigenous Knowledge Centre and training of staff there. Keely Flinders is commencing in the Local Thriving Communities Officer role and will spend two weeks in Hopevale training under Local Thriving Communities Officer Carmen Pearson, prior to returning to Wujal Wujal to establish committees here and develop important stakeholder networks.

## Review of the Local Disaster Management Plan

- Justin Smith from QFES has been providing wonderful support with the review and update of the Wujal Wujal Local Disaster Management Plan for 2022-23.
- The updated plan will be circulated to the LDMG and will be reviewed at the next LDMG meeting, then presented to Council to pass via resolution.

## Resolution: Acceptance of the Chief Executive Officer's report:

<b>Resolution:</b>	That Council receive the Chief Executive Officer's report and note the meetings attended by the Chief Executive Officer.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 8.3 Corporate and Corporate Services Division Report (C&CS)

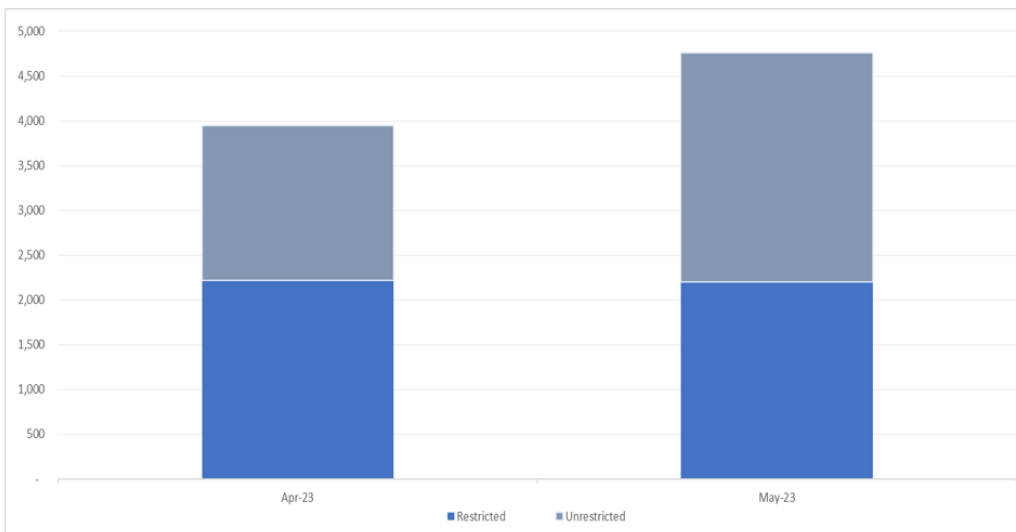
### 8.3.1 Financial Dashboard

#### Monthly Financial Report as at 30 April 2023 CASH POSITION

Progress this month



Balance is more than last month, +\$2m in unrestricted, so favourable result



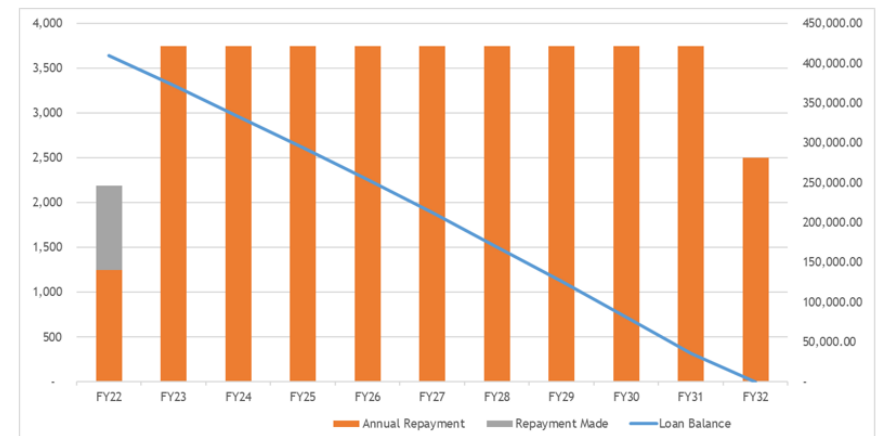
#### Money on hand & owing to council

Cash available to pay creditors and wages	2,555,515.86
Quarantined monies	2,358,688.15
Bank balance	4,914,204.01

**Total debtors & receivables** 900,907.51

Long Term Loan	3,167,472.85
Creditors	23,245.05
Total monies owed	3,190,717.90

#### Long Term Loan Balance



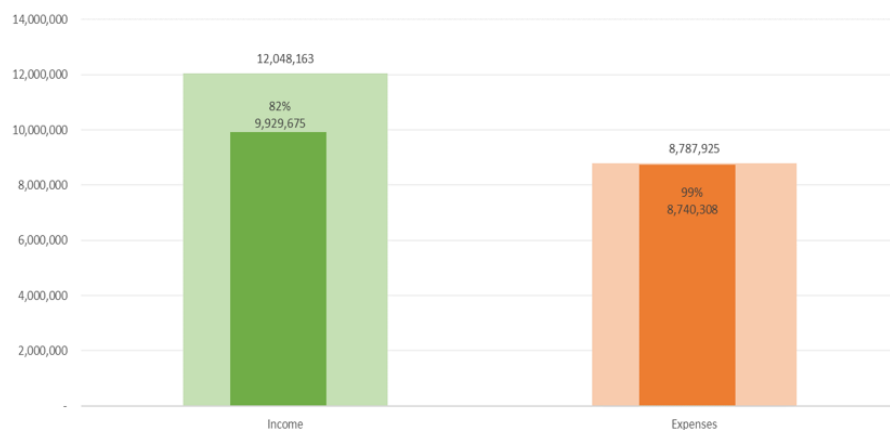
During the month Council has made its monthly repayment of \$35,207



## Monthly Financial Report as at 30 April 2023

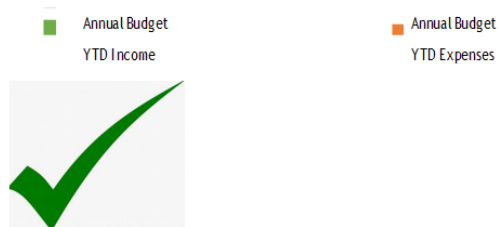
### OPERATING POSITION

#### Council **Operating** income vs Council **Operating** expenses



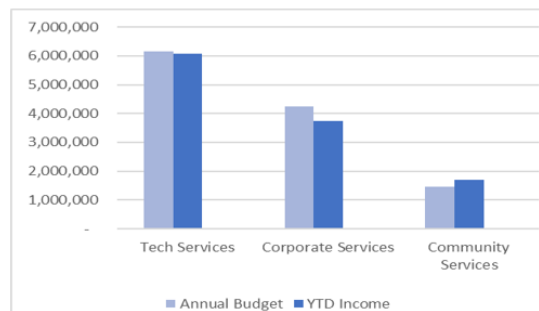
#### Progress this month

Income and Expenses within Budget

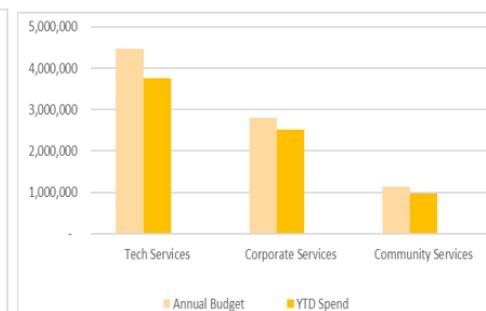


#### Income & Expenses by Area

##### Actual income vs Budget income

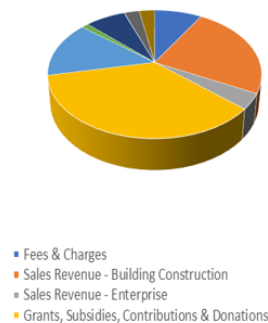


##### Actual expenses vs Budget expenses

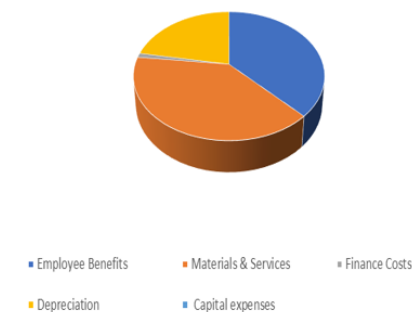


#### Income & Expenses by Type

##### Revenue by Category



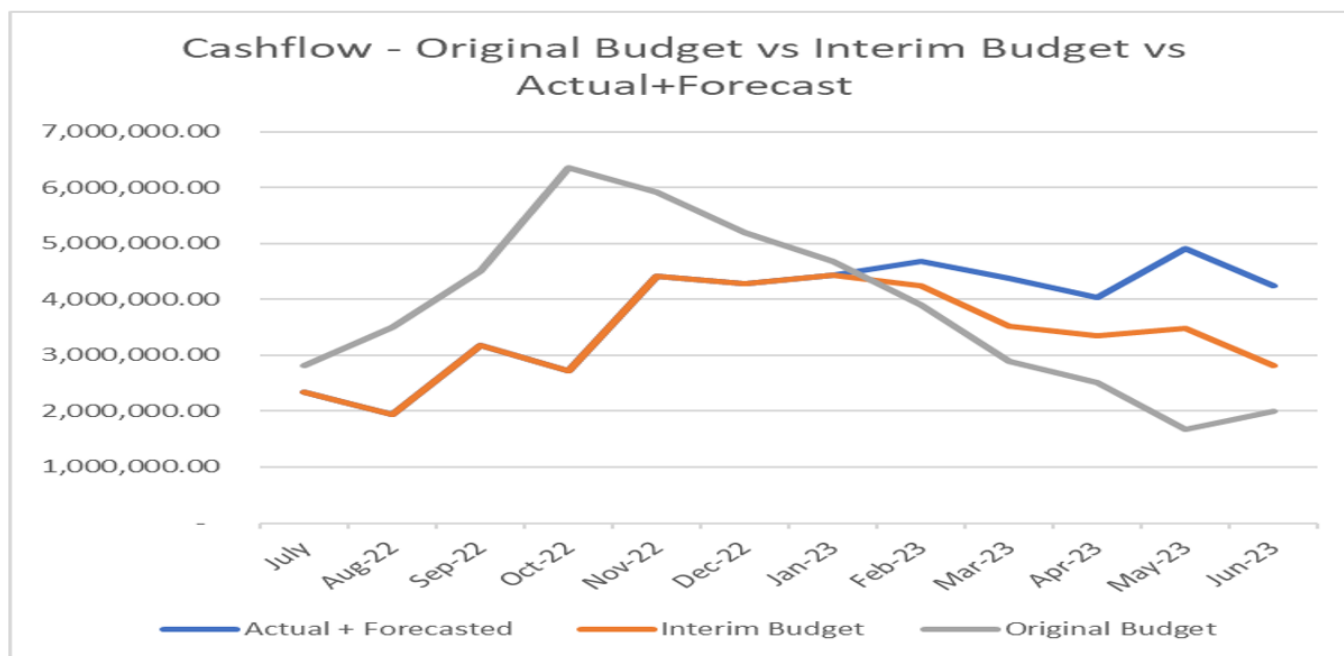
##### Expenses by Category





## Monthly Financial Report as at 30 April 2023

### CASHFLOW



Better cash position at the end of the year as the result of the FAG grant (+0.6m), assuming all is put in cash reserves, better results in Sales – Building revenues and delays in Project expenses.



## Monthly Financial Report as at 30 April 2023

### PROJECT PROGRESS

#### Community Buildings

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
HPW Pluggin	HPW Pluggin Projects	31-Dec-22	104%	
W4Q 2022-24	Council buildings	30-Sep-24	1%	Started
W4Q 2022-24	Solar Art Centre	TBA	0%	Not Started
W4Q 2022-24	Solar Sports Centre	TBA	0%	Not Started
HPW	New House + Subdivision	TBA	0%	Not Started

#### Road Infrastructure

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
LRCI	Guest Accom Carpark LRCI Program funding	31-Dec-22	100%	Completed
QRA	Slips China Camp	TBA	0%	Not Started
LCRI 2022 - Phase 3	Roadside Verges- cold patch.	TBA	21%	Not Started
QRA	Stormwater Drainage	TBA	4%	Not Started
DES	Litter Signage		0%	Not Started

#### Infrastructure Other

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
JV Legacy funds	Southside Stage Project	Completed	68%	
W4Q 2022-24	Separate Electricity Meters	TBA	0%	Not Started
W4Q 2022-24	Automation Service Station (Stage 1)	TBA	0%	Not Started
AP Consult	Waste Initiative	TBA	0%	Not Started

#### Water and Sewerage

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
ICCIP	WTP & WWTP Scada Upgrade	31-Aug-22	101%	
ICCIP	Wastewater treatment plant upgrade and irrigation upgrade	31-Aug-22	114%	
ICCIP	Storm water drain	31-Aug-22	77%	



## The Numbers

Statement of Comprehensive Income	YTD End of Month Reporting - April 2023			Comments
	Actual	Budget	Variance	
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Fees & Charges	1,076,659	1,089,445	(12,787)	Waste management levy delay (-\$9k), External works (-\$4k)
Sales Revenue - Building Construction	3,046,171	3,231,638	(185,466)	Review Interim Housing Project delay (-\$735k). Awaiting variation from Dept of Housing. Aggressive invoicing for Qbuild
Sales Revenue - Enterprise	490,187	526,058	(35,871)	-\$22k Fuel station sales, -\$11k art sales
Grants, Subsidies, Contributions & Donations	4,457,277	4,263,457	193,820	Timing of DATSIP funding (have sought an EOT)
<b>Total Recurrent Revenue</b>	<b>9,070,295</b>	<b>9,110,598</b>	<b>(40,303)</b>	
<b>Capital Revenue</b>				
Capital, Grants, Subsidies, Contributions & Donations	1,794,550	2,033,244	(238,694)	Waste Initiative funding not received at this time
Capital Income	913,258	1,163,056	(249,797)	Movement on lease and loan
<b>Total Capital Revenue</b>	<b>2,707,808</b>	<b>3,196,300</b>	<b>(488,492)</b>	
Rental income	156,568	140,612	15,956	
Interest received	6,918	5,877	1,041	
Joint Venture	344,000	250,000	94,000	JV funds received
Other income	351,895	315,504	36,390	R2R income hasn't been realised
<b>Total Revenue</b>	<b>12,637,483</b>	<b>13,018,891</b>	<b>(381,408)</b>	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	3,311,711	3,506,116	194,404	Fav due to absences and vacancies
Materials & Services	3,403,010	4,341,063	938,053	Interim project (+174k) Other projects delayed
Finance Costs	94,423	106,337	11,915	
Depreciation	1,931,164	1,977,278	46,114	Projects delayed so depreciation reflective of this
<b>Total Recurrent Expenses</b>	<b>8,740,308</b>	<b>9,930,794</b>	<b>1,190,486</b>	
Capital expenses	689	0	(689)	
<b>Total Expenses</b>	<b>8,740,997</b>	<b>9,930,794</b>	<b>1,189,797</b>	
<b>Net Operating Surplus/ (Deficit)</b>	<b>3,896,486</b>	<b>3,088,097</b>	<b>808,390</b>	

### 8.3.2 Corporate and Commercial Services Monthly Report Points

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Corporate and Commercial Monthly Report May 2023
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Acting Manager Corporate and Commercial, Micah Nkiwane
<b>Status:</b>	Information

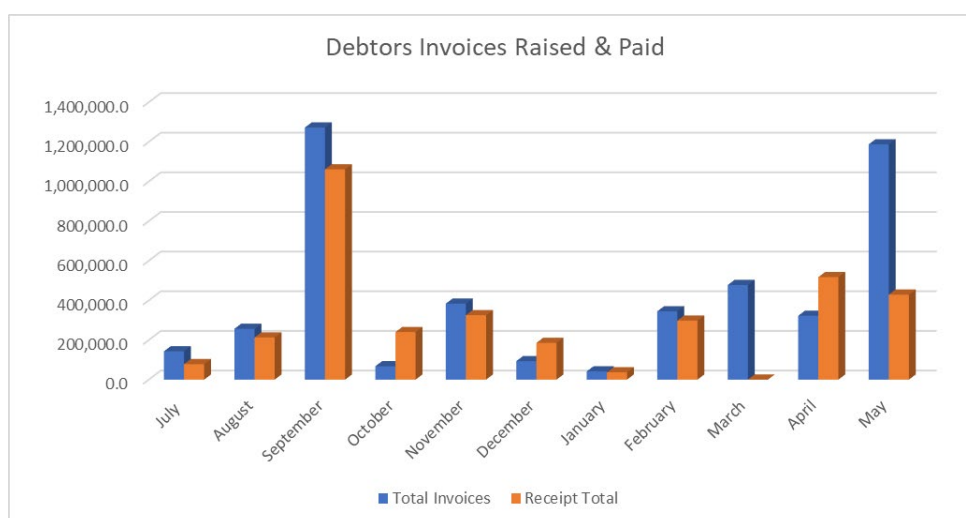
#### Summary

The month of May was both challenging and rewarding as we continue our conversation around improving the value chain and team building within Council.

Items of interest for the council are as per the following:

#### 8.3.1 BAS invoicing –

- We are aggressive in our invoicing strategy and within this context the total value of invoices raised for the month of May for QBuild was \$753,562.33 including GST.
- This represents the highest value since the beginning of the financial year.
- The joint strategy with the Operations Manager and the CEO is beginning to pay off. We have correctly identified there was a significant time lag between the completion of QBuild works and invoicing of same and this represented substantial delays in Council revenue especially with planned maintenance.
- There is still a lot of work which needs to be done to plug revenue leakages.
- Purchase orders for planned maintenance will be sufficiently prosecuted jointly between operations and finance to reduce the gap between purchasing and invoicing. We will also be introducing a value addition calculator for planned maintenance to ensure the correct pricing of QBuild jobs.
- The strategy going forward is to build internal capacity and streamline internal processes by reducing the number of QBuild job codes.
- For the month of May 89 invoices were raised for QBuild. BAS responsive invoices amounted to \$61,442.06 while planned maintenance invoices amounted to \$709,165.00.
- Total debtors' invoices raised amounted to \$1,187,102.70 while receipts from debtors amounted to \$428,832.05 which is the highest since September last year.





#### 8.3.2 Carbon credits

- We are working with the CEO to create carbon credit revenues for Council and the local communities. Within this context the Chief Executive Officer of the Aboriginal Carbon foundation, Rowan Kiley has indicated his willingness to come to Wujal Wujal to attend and address Council meeting at a date to be confirmed, on this very important matter which has the potential of being a game changer for the community.

#### 8.3.3 Crocodile egg harvesting-

- This is another potential for Council and the community as this project can earn revenue and balance the population of crocodiles in the river.
- Community buy in is required within the context of relevant cultural protocols as well as compliance issues and regulations from the Department.
- There is a potential conversation around examining a former crocodile farm 80 kilometres from here which could be operated as a joint venture with an experienced operator.

#### 8.3.4 Smart buildings and energy generation.

- We are continuing our conversation with Siemens around this very important potential future project. Siemens is a reputable international company who have indicated their willingness to be our strategic partner on green energy and smart buildings.
- The qualifying parameters will be the availability of grant funding and technical partners. The current mood has massive support for green projects.

#### 8.3.5 Fuel tax credits-

- We are working with BDO Australia who have indicated that Council qualifies for fuel tax credits. We will continue working with BDO to crystallise this revenue stream.

#### 8.3.6 Ecotourism/Wujal Guest Accommodation

- Further discussions regarding the booking system prior to finalisation is occurring. Forward bookings are encouraging.
- Eco Tents need much love – there is lots of evident mould building up, making them unappealing.
- We have since sent the logo for our online booking system and we now require photos of our self-contained units.
- We will examine the capital budget for our Eco tents in the next financial year.

#### 8.3.7 Café, Fuel Station and supermarket

- We are still having conversations with potential operators on both a rental and profit-sharing business.
- We will start conversations around the future of the Supermarket this month.
- We are looking for smart partnerships with potential operators where Council gets a fair return on its investment.
- The owners of Marano fuel will be visiting to examine what we can create for the service station and hopefully to redefine the structure and ambience of the fuel station including increasing product ranges, again within the context of a smart partnership which benefits Council.

#### 8.3.8 Other opportunities-

- We are profiling the nature and structure of contractors working with council to correctly identify opportunities for the local community. These include plumbing, electricals, pest control, tree lopping, gutter cleaning, lawn mowing, beekeeping etc etc.
- We can create future business owners by encouraging apprenticeships and mentoring which will then be connected to future contracts with QBuild.
- We therefore need to encourage young people in this context and this is a collective responsibility.
- We also encourage Councillors to be proactive in identifying QBuild maintenance projects which will benefit council and the Community.

#### 8.3.9 Leases

- Jabalbina Rangers and OHub leases have been finalised with lawyers at this time.

#### 8.3.10 ICT

- Our new phone system has been installed and is now operational.
- Further our new Firewall will be installed, to assist with Cybersecurity.
- Cyber Training was rolled out to all staff from 18 April and will continue through to December 2023 to embed awareness.
- At this stage, there is work by the ELT to promote this as only 15% of staff have undertaken this training.
- We will also be reviewing our printing arrangements as it is not necessary to own printers.

#### 8.3.11 Insurance

- Followed up on outstanding insurance work –motor vehicle and admin building.
- The Admin building floorplan has been submitted to our insurers.
- There is outstanding paperwork on the current insurance claim for motor vehicles and the damage to the Depot.

#### 8.3.12 Audit

- Interim audit went very well with our auditors, Grant and Thornton. Most of the required information was supplied through their online Audit Dashboard. This is our first year with Grant Thornton.
- Final Audit will be in early September 2023.
- It is a requirement of the local government act to have internal audit.
- Within this context we are finalising arrangements with Carolyn Eagle from Pacifica, a firm of Chartered Accountants to crystallise the internal audit function in the next financial year.
- Council is not legally required to have an audit committee.

#### 8.3.13 Budget 2023/24

- Work on next year's budget is continuing with relevant stakeholders to encourage ownership of the process and outcome.
- Wanting to get this complete by the end of June 2023, ready for presentation to council in July 2023.

#### 8.3.14 Record Management

- Disposal of records has been arranged. Wendy has been meeting with Record Managers and gaining further information on how to best manage our records going forward.
- Work is underway for training in electronic requisitions to reduce both paperwork and compliance costs in order to free managerial time towards value creating activities.

### 8.3.15 Electronic time sheets

- Conversations are underway with potential partners to eliminate paper timesheets and introduce a seamless payroll system. This is designed to create efficiency in our operations to free our time and resources towards value adding activities.
- The change of Council meetings to Tuesdays will have an impact on payroll processing.
- Currently payroll is processed on Wednesday, with pay received on Thursday. Many staff do not attend work on Thursday after receiving their pay on Thursday. Resulting in unplanned staff absences on Thursdays
- **I recommend that council authorise the move of payroll processing from Tuesday to Thursday**, which will mean:
  - Timesheets are submitted on Wednesday's
  - Payroll will be processed on Thursday
  - Employees will be paid on Friday
- Moving payroll processing to Thursday, with pay received on Friday will also result in reduced staff absences on Thursdays.
- As many staff do not work on Friday the impact of potential staff absences is reduced.

Recommendation: **That council authorise the move of payroll processing from Tuesday to Thursday.**

#### Resolution:

Resolution:	That council authorise the move of payroll processing from Tuesday to Thursday.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

#### Resolution: Acceptance of the Corporate and Commercial Report for the month May 2023

Resolution:	That Council receive the Corporate and Commercial Report for the month May 2023.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 8.4 Works and Building Services Monthly Report - May 2023

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Operations Information Report
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Manager Operations, Perry Gould
<b>Status:</b>	Information

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*This report outlines the works undertaken during the month of May 2023 including Civil, Building, Water, Sewer, Parks and Gardens, Animal Management, Environmental Health, Accommodation, Sports and Recreation and Disaster Management*

### 8.4.1 Summary

Presently the Operations team are concentrating on essential services, invoicing of Q-build refurbishments and reactive maintenance before the end of financial year.

### Staff Movements

Project Manager Laurie Raleigh and Administration Coordinator Zhara Bathe are on sick leave with return date unknown at time of this report.

Patrick Nandy has been stood down pending investigation by PHR Dynamics Resources Department relating to recent workplace incidents at the Council depot office.

Unfortunately, this has impacted Council's Operations severely over the last month with positions of Project Manager, Building Coordinator and Administration Coordinator not in attendance.

### Strategic Planning

Ongoing meetings with CEO Kiley Hanslow and Finance Manager Micah Nkiwane have highlighted areas for improvement and strategic planning required to better undertake business within Council to achieve required results.

### Projects Overview

Meetings with Vanessa Brindell Department of Communities, Housing and Digital Economy regarding completion of Plug-Ins, Vanessa has advised project funding is exhausted and there is no funding available to complete this project.

### 8.4.2 Disaster Management, SES Rural, Fire

- Five consecutive days of SES training to be undertaken July 2023 for existing and new recruits, unfortunately no interest shown to date from community members.
- Date for cold burns for fuel reduction still to be confirmed. Late rains and Jabalbina commitments have delayed the planning meeting.

### 8.4.3 Civil:

- Assessment of Wastewater Treatment Plant access road was performed by Erscon Engineering, awaiting report.
- China Camp Road inspection by engineers, awaiting report.
- Drainage reconstruction assessment ongoing.
- Required works for completion of WWTP project have been assessed, awaiting report from Peter Dutailis REC Consulting Engineering.

## 8.4.4 Building: Status Summary Q-BUILD

- Total value of invoices for May 2023 = **\$753,562.33**
- Total number of invoices raised = **89**

MONTH	INV	VALUE
JULY	131	110,919.88
AUGUST	120	103,372.06
SEPTEMBER	60	186,849.92
OCTOBER	45	53,036.79
NOVEMBER	160	171,959.68
DECEMBER	37	69,677.97
JANUARY	21	20,961.41
FEBRUARY	86	209,935.44
MARCH	86	132,972.32
APRIL	73	261,712.42
<b>MAY</b>	<b>89</b>	<b>753,562.33</b>
JUNE	0	0.00
		<b>2,074,960.2</b>
	<b>Debit</b>	<b>Credit</b>
	61,442.06	0.00
	628,832.00	0.00
	0.00	1,008.98
	0.00	12,928.36
	<b>690,274.06</b>	<b>13,937.34</b>

## 8.4.5 Guest Accommodation

- Cleaners have been busy with room cleans after Kowanyama Football club booked all 8 rooms of accommodation for three nights then Troy Cassar Daley band members booked 5 rooms for the 4th June.
- Property Buildings are at 95% complete.
- Fully furnished are at 98%.
- Screens to bathrooms windows not installed.
- Electrical connection to outdoor gas BBQ complete.

## 8.4.6 Eco Tourism Village

- Perry to obtain product Information for the removal of mould on Eco Tents and products available to deter future growth.
- Boundary fence to be completed, defects need to be completed.

#### 8.4.7 Essentials Services - Water

- Testing of potable water supply and WWTP continues to ensure compliance.
- Council have encountered operational issues with the drive pump on the water treatment plant, contractors will attend 12 June 2023 for replacement.
- Water and sewerage staff are doing a great job, staff have been completing their required tasks every day.
- The water test results are stable at present.
- Water and sewerage employees Michael Leslie, Gregory Pascoe, Jarvis King, Jayden Denman, Rodney Denman will attend fusion welding training course next week, Council water and sewerage staff will be able to complete works repairing polyethylene pipework as necessary within the water plant and intake and sewerage Treatment Plant
- David Hancock and Brett Rip from Queensland Health and Water Board will be visiting Wujal Wujal 14 June 2023 to assist with the update of Council's Drinking Water Quality Management Plan (DWQMP)
- 26 June 2023, essential services staff Michael Leslie, Gregory Pascoe, Zenarra Ashworth will commence Cert 3 in Water Operations which will be held over a 4-month period.

#### 8.4.8 Sewer

- Staff are monitoring the Sewerage Treatment Plant compressors for the air venturi blowers at present, checking oil and belts.

#### 8.4.9 Animal Management

##### Treatments

- Skydogs Veterinary Clinic were in Wujal Wujal early in the month, and de-sexed 5 dogs.
- Unneutered male dogs fighting over in-heat female dogs has resulted in a large number of dogs displaying multiple injuries, some quite serious and one death.
- These dog fights also potentially pose a risk to young children, if the dogs were to accidentally run into an area children were playing in during a fight.
- Desexing the remaining unneutered female dogs need to be a priority.
- Visibly badly injured dogs do not reflect well on community or look good to visitors travelling through Wujal Wujal.
- One dog Euthanised due to injuries from being hit by a car driving at high speed through town. The driver knew they had badly injured the dog but did not stop.
- The pound at capacity at present.

##### Miscellaneous:

- Sandra Taylor from Queensland Health Mosquito Division has visited for the last time this year.
- Mozzies trapping will continue next year in the warmer months, no diseases detected this year.
- Routine services conducted: collection of de-sexing forms, checking up on injured dogs, patrols through community, impounding and rehoming dogs, administering monthly flea, tick and worming medications.

#### 8.4.10 Training

- Nikki Gong and Zenarra Ashworth have commenced their first training block to obtain their Cert 4 in Animal Management with staff travelling to Cherbourg to attend. The course is

presented over a 2-year period, experience gained will be invaluable to assist in the care of animals within community.

- Zenarra is presently training to obtain her pest spraying certificate.
- Nikki will soon have access to AMRICC APP for dog registration, Council's register will be more accurate capturing animal numbers, their condition and medical records data.

#### 8.4.11 Environmental Health

- Water samples delivered to airport for transport to Cairns Council for testing.
- Picked up bulk waste off the street.
- Assisted mosquito control contractors with traps.
- Fortnightly food inspection at Wujal Wujal convenience store continue.
- Nikki Gong and Zenarra Ashworth have now completed training for Environmental Health Officers (EHO) and Animal Management Worker (AMW) Training.

#### 8.4.12 Parks and Gardens

- Roundabout shrub removal has commenced.
- Slashing of open spaces continues throughout the community with wet weather having some impact on scheduling.
- Football grounds taking up a considerable amount of time at present, old AFL grounds for September Rodeo continue to be slashed in preparation for mowing closer to the event.
- Mowing continues for all Council assets, entry to Wujal Falls has been cleared for easy access to walking track.
- Awaiting delivery of new ride on mowers

#### 8.4.13 Sport and Recreation Hall

- Friday night disco was held in May 2023 for children within the community with 44 children up to approximately 13 years of age in attendance.
- Hall operating hours are 2.30pm until 6pm Monday to Thursday with attendance around 40 per day which is very pleasing.
- Ava and Shinane coordinated activities at the Community Togetherness Day event held at the football grounds on 4/06/2023 with children of all ages being catered for.

#### Resolution: Works and Building Services Monthly Report for the month May 2023

<b>Resolution:</b>	That the Council accept the Works and Building Services Report for month May 2023 as presented.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

## 8.5 Aged Care Services Monthly Report - May 2023

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Aged Care Services
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Gina Manai
<b>Status:</b>	Information

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### 8.5.1 Funding and Spend

Spend	Value
Far Nth Office Choice	0.00
Emperor electrical	0.00
Alister Gibson	1500.00
Ayton General Store	4165.00
Cooktown Food and Ice	3588.76
Total	\$9253.76

### 8.5.2 Issues with Programs etc

NIL.

### 8.5.3 Client/Correspondence

- Continued monthly Care Plan reviews working well.
- Review of HCP client budgets, some to be adjusted to accommodate the changes in pricing in Dept of Health.
- Clients supported to attend more allied health and medical appointments.
- Our male clients have been regularly attending On Country with the Justice Group and have been reported to have enjoyed their day spend.
- March Against Domestic Violence was supported by all our clients and staff. Clients engaged well.
- Client painted our Domestic Violence banner “thanks CF” we are appreciative for this.
- Client supported to moved back into her home, all went well. Client happy with the home modifications. This will support and enable independence safely within the home.

### 8.5.4 Reporting

- DEX April report submitted
- QCSS review funding attended by Micah
- MAC – grandfathered clients submitted.

### 8.5.5 Staffing

- Awaiting outcomes of National Police Checks to progress applicants for Aged Care Support Worker and Administration Officer roles.
- Completion of 1x client via paid work trial (PWT) My Pathway, looking to commence another via the program.



Resolution: Aged Care Services Monthly Report for the month May 2023

<b>Resolution:</b>	That the Council accept the Aged Care Services Monthly Report for May 2023 as presented.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

## 8.6 Bana Yirriji Gallery and Art Centre Monthly Report - May 2023

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Bana Yirriji Gallery and Art Centre
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Manager of Bana Yirriji Gallery and Art Centre, Vikki Burrows
<b>Status:</b>	Information

### 8.6.1 Highlights

- Shannon Brett, Indigenous fashion designer and photographer visited this month to hold a two-week fabric and fashion workshop. The workshop was a success, and we had a photo shoot with 6 volunteer models from Wujal Wujal. The photos will be shared after the fashion show in Cairns which is on during CIAF, 14-16 July 2023.
- Lizard Island Resort purchased \$5,000 worth of painting from the art centre this month, they are renovating their resort rooms.

### 8.6.2 Barriers and Issues:

- The toilets at the art centre are now open on the weekends for the visitors and tour buses.
- A vehicle for the art centre is desperately needed.
- Staffing for art centre, casual weekend workers needed and studio supervisor.
- Storage.

### 8.6.3 Funding/Agreements/Financials:

- Arts QLD, Backing Indigenous Arts- Indigenous Art Centre (IAC) - Year 4 Progress Report was submitted on the 24 May 2023.
- Arts Qld outstanding has now been resolved and Council have invoiced Arts QLD (\$50 000 – 1 July 2022, \$50 000 – 1 September 2022, \$25 000 – 1 September 2022) for the monies owed.

### Resolution: Bana Yirriji Gallery and Art Centre Report for the month May 2023

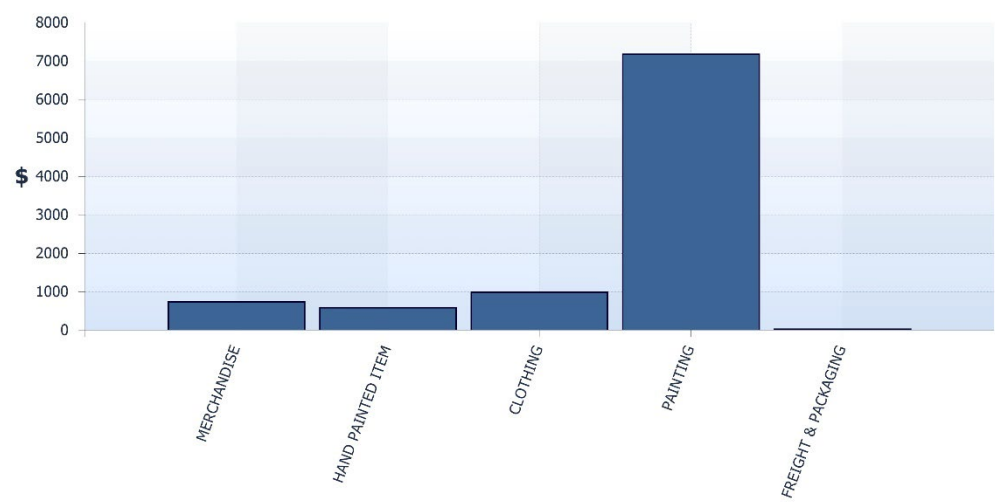
<b>Resolution:</b>	That Council receive the Art Centre Report for the month May 2023.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

### Sales by Category (volume and value): Bana Yirriji Art Centre

#### Sales from 01/05/2023 to 31/05/2023

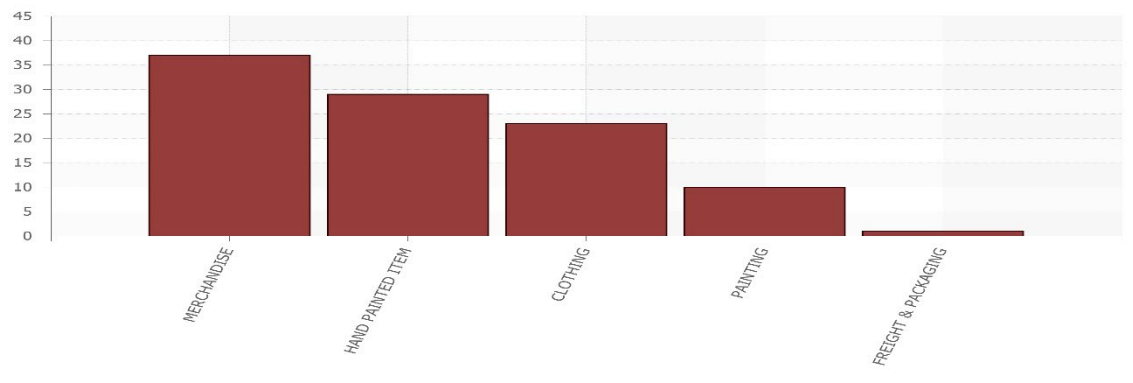
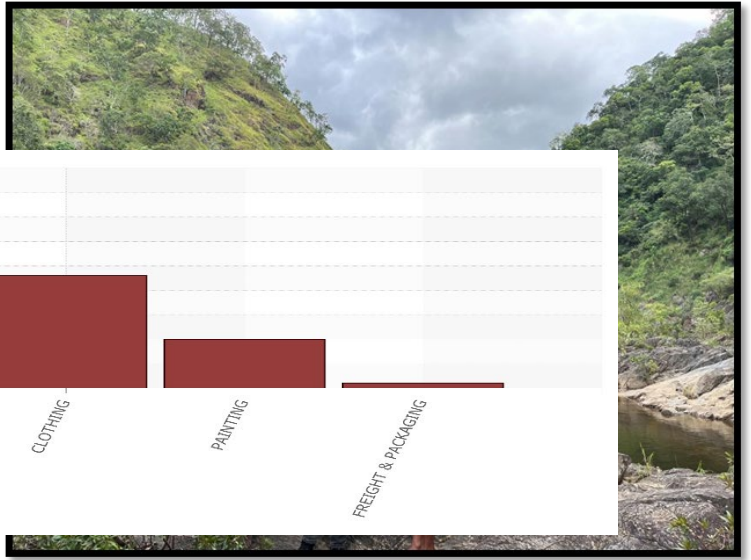
Product	Items Sold	Value of Sales
MERCHANDISE	37	\$735.00
HAND PAINTED ITEM	29	\$580.00
CLOTHING	23	\$990.00
PAINTING	10	\$7,180.00

FREIGHT & PACKAGING	1	\$30.00
<b>Total Items Sold:</b>	<b>100</b>	<b>\$9,515.00</b>





ne 2023



Fashion shoot.

## 8.7 Kindergarten Monthly Report - May 2023

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Report to:	CEO, Mayor and Councillors
Subject:	Kindergarten
Reporting Period:	May 2023
Reporting Officer:	Coraleen Shipton
Status:	Information

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### 8.7.1 Funding

- QKFS – (4-4.5-year Kindy program) – ongoing based on numbers.
- Kindergarten uplift – To support staff with professional development e.g., Training and conference – Receive next funding around September 2023 then continue to 2024.

### 8.7.2 Issues

- Parents and Carers **not collecting children on time**. Notice has been distributed to families as a reminder. Ongoing, however, starting to improve.
- Some parents are still **not providing food** for their child/children. **Staff are giving up their lunch** to feed hungry children for morning tea and lunch. Ongoing however, improving.
- Children's attendance: fluctuates during the weeks, depending on parents' movements. Ongoing.

### 8.7.3 Assessment

- Assessment and Rating has been completed on the 16 and 17 May 2023: waiting for compliance direction.

Still waiting on Council to clean the following:

- Shade Sails
- Outside Shade Cover needs mould removal
- Completion of the soft fall edgings around the swings
- Outside Shade Cover the gutters: have not been fixed, causing an erosion to expose the underground water pipe and tripping hazards.
- MSDS (Material safety data sheets have been supplied).

### 8.7.4 Training/ Professional Development

Mandatory Training: Affiliate Compliance Bundle, including:

- Privacy
- Child Protection
- Sexual Harassment in the Workplace
- Workplace Bullying
- Workplace Health and Safety

### 8.7.5 Visitors

- Speech Pathologist – 11 May 2023
- Hearing Australia: 3 May 2023 / All children checked.
- CDCC – 2 May 2023
- Department of Education (DOE) 16<sup>th</sup> and 17<sup>th</sup> of May 2023

### 8.7.6 Volunteer

- Volunteer Registration / New Registration or Amendment Format has been completed and returned to Council.

### 8.7.7 Conference/Forum attendance

- I attended Early Childhood Workforce Forum in Cairns on 29 to the 31 May2023.
- Discussions about funding, barriers including birth certificates, Blue Cards, AMP, wages, leadership Programs etc.

#### Resolution: Acceptance of the Kindergarten Monthly Report for the month May 2023

<b>Resolution:</b>	That Council receive the Kindergarten Monthly Report for the month May 2023.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

## 9. Policies for consideration and adoption

### 9.1 Councillor Remuneration – Policy for endorsement | Overview

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Councillor Remuneration – 2023/2024: Local Government Remuneration Commission Annual Report 2022
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Chief Executive Officer, Kiley Hanslow
<b>Status:</b>	Decision \ Resolution

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#### Purpose of Report:

In accordance with the requirements of the Local Government Regulation 2012 (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2022, released 12 December 2022, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2023.

#### Background

The Local Government Remuneration Commission (Commission) must before 1 December of each year, and for each category of local government, decide the maximum amount of remuneration payable from 1 July of the following year to a Councillor, Mayor or Deputy Mayor of a Local Government in each category.

Section 177 of the *Local Government Act 2009* (the Act) provides the functions of the Commission are:

- a) to establish the categories of local governments, and
- b) to decide the category to which each local government belongs, and
- c) to decide the maximum amount of remuneration payable to the councillors in each of the categories,
- d) to consider and make recommendations to the Minister about matters relating to councillor advisors, and
- e) another function related to the remuneration of councillors if directed, in writing, by the Minister.

It is noted that d) above doesn't apply to Wujal Wujal Aboriginal Shire Council. Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors. Late 2022, the Commission finalised its determination of remuneration arrangements to apply from 1 July 2023.

A copy of the Report is available at:

[https://www.statedevelopment.qld.gov.au/\\_data/assets/pdf\\_file/0021/78114/local-government-remuneration-commission-report-2022.pdf](https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0021/78114/local-government-remuneration-commission-report-2022.pdf)

A draft Councillor Remuneration Policy was considered by Council in the May meeting. In that meeting, under resolution 2023 05 13 the council decided the following:

*Council resolved **not** adopt the Councillor Remuneration Policy as presented in the agenda 18 May 2023.*

*Council recommends the policy be updated to include additional information regarding leave of absence and process for managing unapproved leave of absences, and that the updated policy be brought to the next council meeting for consideration.*

In the Local Government Act 2009, Section 6 item 162, page 253 it states:

**162 When a councillor's office becomes vacant**

- (1) A councillor's office becomes vacant if the councillor—
- (a) ceases to be qualified to be a councillor under division 1; or
  - (b) is found, on a judicial review, to be ineligible to continue to be a councillor; or
  - (c) does not comply with section 169; or
  - (d) ceases to be a councillor under section 172; or
  - (e) is absent from 2 or more consecutive ordinary meetings of the local government over a period of at least 2 months, unless the councillor is absent—
    - (i) in compliance with an order made by the conduct tribunal, the local government or the chairperson of a meeting of the local government or a committee of the local government; or
    - (ii) with the local government's leave; or
    - (iii) while the councillor is suspended under section 122, 123 or 175K; or
  - (f) resigns as a councillor by signed notice of resignation given to the chief executive officer; or
  - (g) dies; or
  - (h) becomes a local government employee.

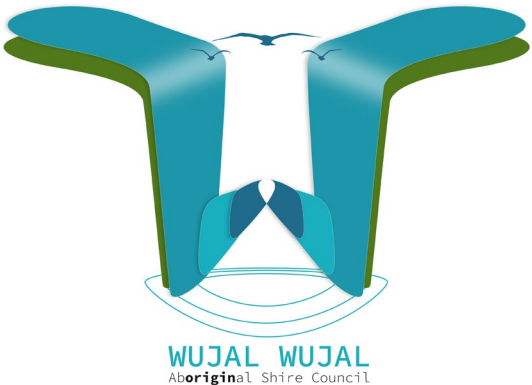
This information has been considered in the amended draft policy that is included here for consideration.

**Recommendation:**

That Council, in accordance with the requirements of the *Local Government Regulation 2012* (s247) and the remuneration determinations of the Local Government Remuneration Commission Annual Report 2021, resolves to adopt the Councillor Remuneration Policy and subsequently the remuneration amounts to apply effective 1 July 2023.



**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**  
**COUNCILLOR REMUNERATION POLICY**



**Document Control**

Document Details:	Councillor Remuneration Policy	
Document Reference Number:	001/100	Magiq ID 27677
Version Number:	1	
Business Unit:	Corporate	
Scheduled Review Date:	Annual	

**Version History**

Version Number	Date	Signature	Reason / Comments
1			Council Resolution

# COUNCILLOR REMUNERATION POLICY

## ORIGIN/AUTHORITY:

Local Government Act 2009 Section 177(c) Local Government Regulation 2012  
Chapter 8, Part 1, Division 1

## BACKGROUND

Remuneration paid to councillors is determined by the Local Government Remuneration Commission (Commission). The Commission must, before 1 December of each year, and for each category of local government, decide the maximum amount of remuneration payable from 1 July of the following year to mayors, deputy mayors and councillors of a local government in each category.

## PURPOSE

The Commission (as part of its report dated 22 December 2022) determines that Wujal Wujal Aboriginal Shire Council is a Category 1 local government.

Further, the Commission has determined the per annum remuneration schedule, to apply from 1 July 2023, for Category 1 councils, as the following:

Category	Mayor	Deputy mayor	Councillor
1	\$114,801	\$66,231	\$57,400 <sup>1</sup>

<sup>1</sup>For councillors in category 1 councils, a base payment of \$38,266.67 is payable for the 12 months commencing on 1 July 2023. A meeting fee of \$1,594.44 per calendar month is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the Mayor and/or Chief Executive Officer.

Mayors and Deputy Mayors in category 1 Councils are to receive the full annual remuneration level.

## APPROVED LEAVE OF ABSENCE

Council will pay the monthly meeting fee to a councillor who is absent from the monthly meeting only following approval being granted at that meeting and only for the following reasons:

1. Death of an immediate family member
2. The councillor attending other previously approved official Council business
3. Councillor or immediate family member sick

The approval will be by a formal resolution of Council.

## ATTENDANCE AT MEETING

There is a requirement that the Councillor attend the whole of the monthly council meeting to ensure that the meeting fee is paid unless there is an extenuating circumstance that will be approved by Council.

## COUNCILLOR REMUNERATION POLICY

### A COUNCILLOR'S OFFICE BECOMES VACANT FOR THE FOLLOWING REASONS

In accordance with the Local Government Act 2009, Section 6 item 162, page 253

- (1) A councillor's office becomes vacant if the councillor:
- (a) ceases to be qualified to be a councillor under division 1; or
  - (b) is found, on a judicial review, to be ineligible to continue to be a councillor; or
  - (c) does not comply with section 169; or
  - (d) ceases to be a councillor under section 172; or
  - (e) is absent from 2 or more consecutive ordinary meetings of the local government over a period of at least 2 months, unless the councillor is absent—
    - (i) in compliance with an order made by the conduct tribunal, the local government or the chairperson of a meeting of the local government or a committee of the local government; or
    - (ii) with the local government's leave; or
    - (iii) while the councillor is suspended under section 122, 123 or 175K; or
  - (f) resigns as a councillor by signed notice of resignation given to the chief executive officer; or
  - (g) dies; or
  - (h) becomes a local government employee.

### CERTIFICATION

The Chief Executive Officer will provide the certification on the prescribed form to allow the payment of the meeting fee remuneration to councillors.

### PAYMENTS

Payment of the meeting fee to councillors will be made in the Council pay run in the week immediately following the Council meeting.

The base rate (including that for the Mayor and Deputy Mayor) will be paid weekly as part of the Council pay run.

Kiley Hanslow  
Chief Executive Officer

DATE OF ADOPTION:	
RESOLUTION REFERENCE	
TIME PERIOD OF REVIEW:	Annual
DATE OF NEXT REVIEW:	June 2024

## 9.2 Grants to Community Organisations| Policy for Consideration

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	<b>Policy for consideration - Grants to Community Organisations</b>
<b>Reporting Period:</b>	May 2023
<b>Reporting Officer:</b>	Chief Executive Officer, Kiley Hanslow
<b>Status:</b>	Decision \ Resolution

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### Purpose of Report:

In accordance with the requirements of the **Local Government Regulation 2012, Section 202 Discretionary Funds “Public access to relevant financial and planning documents”** Wujal Wujal Aboriginal Shire Council is required to have a policy to manage grants to community organistaions.

The relevant portions of the legislation are noted here for your reference, with the full document available to view here: [Local Government Regulation 2012](#)

### Division 2 Discretionary funds

#### 202 Requirements about discretionary funds—Act, s 109

- (1) This section prescribes requirements for—
- (a) a local government for making discretionary funds available; and

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Local Government Regulation 2012  
Chapter 5 Financial planning and accountability  
Part 8 Local government funds and accounts

[s 202]

- (b) a councillor for using discretionary funds.
- (2) A local government must, within 20 business days after adopting its budget for a financial year, publish a notice (the **availability notice**) stating—
  - (a) the amount in the local government’s discretionary funds budgeted for use by each councillor for the financial year; and
  - (b) that community organisations may apply for allocation of the funds; and
  - (c) how to apply for allocation of the funds.
- (3) The availability notice must be—
  - (a) published on the local government’s web;
  - (b) displayed in a conspicuous place government’s public office.
- (4) A councillor may use the councillor’s discretionary funds in any of the following ways—
  - (a) to spend for a community purpose;
  - (b) to allocate for capital works of the local government that are for a community purpose, but only with the approval of—
    - (i) if the councillor is the mayor—the deputy mayor and the chief executive officer; or
    - (ii) otherwise—the mayor and the chief executive officer;
  - (c) to allocate to a community organisation for a community purpose.
- (5) The mayor, the deputy mayor or the chief executive officer must have regard to the local government’s 5-year corporate plan, long-term asset management plan and annual budget when deciding whether to approve the allocation of a councillor’s discretionary funds under subsection (4)(b).

## (6) For subsection (4)(c), a councillor—

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[s 203]

- (a) may allocate funds only to community organisations that have applied for the funds in the way stated in the availability notice; and
- (b) must allocate the funds in a way that is consistent with the local government's community grants policy.
- (7) As soon as practicable after an amount has been allocated from a councillor's discretionary funds, the local government must publish a notice stating—
  - (a) the amount and purpose of the allocation; and
  - (b) where an amount has been allocated to a community organisation, the name of that community organisation.
- (8) The notice under subsection (7) must be published under subsection (3)(a) and displayed under subsection (3)(b).

The draft Policy | Grants to Community Organisations is included in this meeting for your consideration and approval.

The policy ensures that Wujal Wujal Aboriginal Shire Council complies with the Local Government Regulation 2012.

### Recommendation

That Council, in accordance with the requirements of the *Local Government Regulation 2012* (s202) adopt the Policy Grants to Community Organisations effective on date of adoption.

[Resolution: Adopt the Grants to Community Organisations Policy](#)

<b>Resolution:</b>	That Council adopt the Grants to Community Organisations Policy.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

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**Document Control**

Document Details:	Policy – Grants to Community Organisations
Document Reference Number:	001/100      Magiq ID 27680
Version Number:	1
Business Unit:	Corporate
Scheduled Review Date:	Annual

**Version History**

Version Number	Date	Signature	Reason / Comments
1			Council Resolution

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## **AUTHORITY**

Local Government Regulation 2012 (section 199)

## **PURPOSE**

To set out a consistent and fair method of allocating support for community groups.

## **POLICY**

The Council recognises and values the contribution of community groups and organisations within the Shire and acknowledges that through the provision of support to these groups, it can assist to foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the shire. Support may include donations of financial assistance or the waiver of fees and charges the Council would normally charge for the use of plant, equipment and facilities or the supply of materials.

## **CONDITIONS**

The provision of community assistance is subject to the following conditions:

- The request complies with this policy;
- The grant of Council approval in accordance with this policy;
- An appropriate allocation in the Council's annual budget;
- Where applicable, bonds must be paid regardless of any concessions or fee waivers that may be granted;
- That any equipment is to be operated by a Council employee or other person accredited to operate that equipment; and
- That any materials provided are surplus to immediate requirements and their donation does not breach a funding agreement.

## **REQUESTS FOR ASSISTANCE**

All requests for assistance to Council will be in writing, and contain the following information:

- Amount of financial assistance sought and/or details of other assistance sought;
- Total cost of project/event for which the assistance is sought;
- Purpose of the project event;
- Details of the value of the cash or in-kind contribution being invested into the project/event by members of the group/organisation;
- Details of any other funding obtained or being sought;
- Australian Business Number (ABN) if applicable; and
- GST status.

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### **COUNCIL APPROVAL**

In approving a request for assistance Council will consider:

- The public interest served by any approval;
- The impact on Council's operations of any provision of plant, equipment and materials;
- The availability of funds within the Council's annual budget;
- Whether the organisation has sufficient funds of its own;
- The amount of financial assistance Council has provided to the organisation in the preceding 12 month period;
- The real or in-kind value of the group's/organisation's contribution to the project/event;
- Whether the organisation is incorporated under State or Commonwealth legislation; and
- The GST status of the applicant organisation.

### **MINOR IN-KIND SUPPORT**

The Council will continue to provide minor in-kind support to community-based organisations from time to time with the Chief Executive Officer being delegated the authority to make decisions on the amount of assistance provided (e.g. photocopying).

### **APPEAL**

Any appeal of a Council decision under this Policy will be treated in accordance with the Council's General Complaints Management Process.

Kiley Hanslow

**Chief Executive Officer**

<b>DATE OF ADOPTION:</b>	
<b>TIME PERIOD OF REVIEW:</b>	Annual
<b>DATE OF NEXT REVIEW:</b>	June 2024



## 10. Closed Matters

No closed items for the meeting 13 June 2023

## 11. General Business | Late Items

### 11.1 Dominique Yougie |value of damage to Wujal Wujal Council and Community assets

- The value of damage to Council Assets totals an estimated total value of \$300,000, with approximately \$100,000 of damage in 2022 break-in, the balance in the most recent incident in May 2023.
- This resulted in loss of services to community and impacted Council's financial sustainability.
- Impacts on council ability to employ local community members.
- The damage by this community member is in effect damage to his own community, his wider family.
- Council has legislative standards of behaviour required by its employees and being the largest employer in the community, sets the standards of behaviour in Wujal Wujal.
- A consistent standard must be upheld in Wujal Wujal.
- Council does not support Dominique Yougie returning to Wujal Wujal Community

#### Recommendation:

That Council prepare a formal letter stating they do not support the return of Dominique Yougie returning to Wujal Wujal Community.

#### Resolution: [Dominique Yougie](#)

Resolution:	That Council in a formal letter stating they do not support the return of Dominique Yougie returning to Wujal Wujal Community.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 12. Presentation to Council

## 13. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 11 July 2023.

## 14. Meeting Closure

There being no further business, the Mayor declared the meeting closed at (note time).