

# Wujal Wujal Aboriginal Shire Council

## Ordinary Council | Meeting Minutes

Date: Tuesday 28 May 2024

Time: 9.00am

Venue: Council Administration/Cyclone Recovery Coordination Centre, and MS Teams



## 1. Opening of Meeting

### 1.1 Welcome | Opening of Meeting

### 1.2 Acknowledgement of Traditional Owners

The Mayor formally opened the meeting at 9.02am and acknowledged the traditional owners, past, present and emerging.

## 2. Attendance, Leave of Absence and Apologies

### 2.1 Attendance

#### Councillors:

Councillor Alister Gibson, Mayor  
Councillor Claudia Doughboy, Deputy Mayor  
Councillor Robert Bloomfield  
Councillor Nikita Tayley  
Councillor Lucas Creek

#### WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow  
Manager, Works and Building Services, Perry Gould  
Manager, Corporate and Commercial, Micah Nkiwane  
Acting Executive Assistant, Tania Edwards (online)

### 2.2 Leave of Absence | Apologies

None

### 2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Topic	Agency
Events Planning	Jesse Farber
Tea Break	
Remote Jobs and Economic Development Program (RJED)	National Indigenous Australians Agency (NIIA): Thomas Herridge and Penelope Bieman (online attendance).
Community Wi-Fi and Telephone and Standalone Project	Australian Private Networks Business Services Manager: Scott Cogley and CEO Martin Camilleri
Lunch break:	

## 3. Condolences | Congratulations

- Condolences to Micah Nkiwane for the loss of his brother.
- Condolences to Normal Baker and Dorothy Dodd for the loss of their son
- Congratulations to Lesley Snyder-Doughboy's grandson success with rugby
- Congratulations to Michael Taylor and partner DJ for the birth of their daughter

## 4. Mayoral Motion

*A mayoral minute overrides all business on the agenda for the meeting, and the mayor may move that the minute be adopted without the motion being seconded.*



*Mayoral minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by the councillors before coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice being given to the councillors.*

## 5. Confirmation of minutes of the Previous Meeting

### 5.1 Minutes of the Ordinary Council Meeting | 23 April 2024

Councillors considered the previous minutes.

Resolution: acceptance of the minutes meeting held Tuesday 23 April 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 23 April 2024 accepted as a true and correct record of that meeting.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Councillor Robert	
Resolution No	20240528-01	

### 5.2 Minutes of the Special Council Meeting | 16 May 2024

Councillors considered the previous minutes.

Resolution: acceptance of the minutes meeting held 16 May 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Thursday 16 May 2024 accepted as a true and correct record of that meeting.	
Moved:	Councillor Creek	Carried 5/5
Seconded:	Councillor Tayley	
Resolution No	20240528-02	

## 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

None noted for the items on this agenda

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

### 7.1 FRRR Strengthening Rural Communities Grant

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Foundation for Rural and Regional Renewal (FRRR) Strengthening Rural Communities Grant - Approved
Reporting Officer:	Chief Executive Officer
Status:	Noting



Council noted the successful grant application lodged and subsequent approval.

FRRR Program:	Strengthening Rural Communities
Project:	Wujal Wujal Prepare and Recover Project
Value Approved:	\$25,000.00
Project Summary:	Build preparedness for future climate related disasters in a community impacted by Cyclone Jasper by purchasing emergency generators, lighting, portable cooking equipment and swags.
Donor:	Charter Hall

Resolution: That Council notes the successful application and approved FRRR Strengthening Rural Communities Grant received.

Resolution:	That Council notes the successful application and approved FRRR Strengthening Rural Communities Grant funding received.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Councillor Tayley	
Resolution No	20240528-03	

## 8. Items for Consideration and Decision

### 8.1 Training for Councillors: De-escalating Conflict

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	De-escalating conflict Training
Reporting Officer:	Chief Executive Officer
Status:	Decision

Council has arranged training for all operational Executive and public facing staff to attend a half-day De-escalating Conflict training workshop on Wednesday 19 June 2024.

This will be an opportunity to dive into real life examples of the main causes of conflict in rural places.

Workshop participants are given tools and strategies to de-escalate the conflict.

- The psychology of anger in rural communities
- Soft targets and opportunities
- Facing an angry outburst
- Random aggression

Council sees value in our Elected Members also attending this training for professional development to fulfil their elected Councillor roles as the voice and communication to the community.

Resolution: De-escalating Conflict workshop.

Resolution:	That Council approves the full attendance of all Councillors at the De-escalating Conflict Workshop set for Wednesday 19 June 2024.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-04	



## 8.2 Removal of trees at the Wujal Wujal Cemetery

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Removal of trees at the Wujal Wujal Cemetery
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

Councillors considered the matter.

**Resolution:** Tree removal at cemetery.

<b>Resolution:</b>	That Council agree to review removal of selected trees at the Wujal Wujal Cemetery during the Cemetery Planning Day together with Elders and Community on 10 June 2024 to enable to construction of a driveway and car park at the cemetery.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Deputy Mayor Doughboy	
Resolution No	20240528-05	

## 8.3 Proposal to Relocate the Bus Stop from the Town Centre to a safer location at the front of the Community Hall

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Proposal to Relocate the Bus Stop in Wujal Wujal Town Centre to a safer location at the front of the Community Hall
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

Note: The Community Hall refers to the Sport and Rec Centre

- Safety issues for children and other passengers with the current location of the bus stop in the centre of town: not safe for children to cross the road at this location and there are many vehicles parking in this area obstructing the line of sight for people crossing the road.
- Relocation will also reduce the risk of children crossing the road at this busy location.
- Relocating the bus stop to outside the Rec Centre also encourages children to engage in the activities taking place in the centre.
- Council is planning for off street parking near the RTC to improve parking in the town centre, options still being considered. A formal review of traffic management in the centre of town will be undertaken.

**Resolution:** Relocate the community bus stop

<b>Resolution:</b>	That Council approve the proposed relocation of the existing bus stop to a designated and safer pull-in area in front of the Wujal Wujal Community Hall.	
Moved:	Councillor Creek	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-06	



### 8.3 Policy: Councillors as Portfolio Spokespersons

<b>Report to:</b>	Mayor and Councillors
<b>Subject:</b>	Policy Review: Councillors as Portfolio Spokespersons
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

Councillors considered the policy as presented.

Resolution: Councillors as Portfolio Spokespersons

<b>Resolution:</b>	That Council adopt the Councillors as Portfolio Spokespersons Policy as presented.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Councillor Tayley	
Resolution No	20240528-07	

### 8.4 Community Engagement Policy

<b>Report to:</b>	Mayor and Councillors
<b>Subject:</b>	Policy Review: Community Engagement Policy
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

Councillors considered the policy as presented.

- The word 'citizens' to being replaced with the word 'community members'

Resolution: Community Engagement Policy

<b>Resolution:</b>	That Council adopt the Community Engagement Policy as presented subject to the word 'citizens' being replaced with the word 'community members'.	
Moved:	Councillor Bloomfield	Carried 5/5
Seconded:	Deputy Mayor Doughboy	
Resolution No	20240528-08	

Attendance: Jesse Farber joined the meeting 10.05am

## 9. Presentations to Council

### 9.1 Events Planning | Jesse Farber

<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Event Planning
<b>Presenter:</b>	Event Manager Jesse Farber
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	10.00am-10.30am

Jesse Farber outlined his local history and his background in Arts and Events Management for Councillors.

- Plans for the Healing Day and NAIDOC were discussed
- Councillors invited to participate in planning for NAIDOC.
- Focus on cultural based activities at this year's NAIDOC celebrations.

Attendance Jesse Farber left the meeting at 10.32am



Resolution: Council notes the event planning discussion.

Resolution:	That Council notes the event planning discussion with Jesse Farber.	
Moved:	Councillor Bloomfield	Carried 5/5
Seconded:	Councillor Creek	
Resolution No	20240528-09	

Attendance meeting adjourned at 10.32am

Attendance: meeting reconvened at 10.58am

9.2 Remote Jobs and Economic Development Program (RJED)

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	Remote Jobs and Economic Development Program (RJED):
Presenter:	National Indigenous Australians Agency (NIAA): Thomas Herridge and Penelope Bieman
Status:	Discussion
Time on agenda:	11.00am-12.00pm

Attendance: Thomas Herridge, Penelope Bieman and Damien Blunden joined the meeting at 11.30am

- Acknowledged the depth of work and dedication of Council and Community Members for their efforts in the Cyclone Recovery.
- The current CDP program will continue to run until June 2025 to support the ‘get ready for work’ programs that are currently running.
- This consultation is taking place now to design the new Remote Jobs and Economic Development Program.
- Local designs for local employment for local jobs – placed based solutions.
- Focus on creating economic development through wages, but also acknowledge that Communities need more wrap around support for small business and entrepreneurs in the community.

### Government RJED commitment

- Investing \$707 million
- Creating 3,000 jobs in remote Australia over 3 years
- Building skills and experience
- Delivering services that communities want
- Creating self-determination through economic and community development.
- The economic development aspect to increase economic opportunities in remote communities and generate long term permanent jobs. E.G., by localising jobs under fly in fly out programs in the care sector and infrastructure and resource sectors.
- The RJED program will start in the second half of 2024. A remote employment service will still be needed to provide pre-employment support



Implemented in partnership with First Nations peoples



## What we have heard and how it's shaping the design of the RJED Program

Be planned and led by community

Support more local jobs for local people

Recognise roles done in the community, including a new approach for youth

Have support for people who cannot work right now

Be flexible to invest in local priorities

This valuable feedback has helped inform the design of the RJED program. Further consultations will continue to inform the design and implementation of the RJED program

		FOR CONSULTATION ONLY						
<b>Local jobs for local people</b>  <b>What's different about the Remote Jobs and Economic Development Program?</b>  It will support people in remote communities to move into employment by funding meaningful jobs that communities want.		Remote Jobs and Economic Development Program (RJED) 2024	Community Development Program (CDP) 2015 - current	1000 Jobs Package 2019 - 2023	Remote Jobs and Communities Program (RJCP) 2013 - 2015	Community Development Employment Projects (CDEP) 1977 - 2013		
Developed by community		✓	✗	✗	✓	✓		
Proper wages		✓	N/A	✓	N/A	Wages paid until 2005, then transition to income support		
Superannuation		✓	N/A	✓	N/A	✗		
Sick leave		✓*	N/A	✓	N/A	✗		
Paid holiday leave		✓*	N/A	✓	N/A	✗		
Health and Safety requirements		✓	✓	✓	✓	✓		
Purchase of capital and equipment		✓	✗	✗	✓	✓		
Mutual obligations		Not relevant***	✓	Not relevant***	✓	2009 - 2013		

\*Does not apply to casual employees.  
\*\*The purchase of capital and equipment is subject to consultations and final design. It will be assessed on a case-by-case basis.  
\*\*\*The participation in RJED and 1000 Jobs will be voluntary.

- Council noted the issues with past programs that get a person into a job, but do not provide any follow up to see if the person is turning up to work, and ensuring that they are actually working when on the job. Past experience from such 'employees' is that they require the full attention of a full-time council staff member to manage them and therefore there is a loss of efficiency for council staff.
- Presenters indicated that post employment support is available for 6 months after the role is started.
- Council would prefer to contract local businesses who then take on the new employees. This ticks several boxes for Council: supporting local businesses who then employ Bama.
- Environmental factors need to be factored, such as the inability of people to obtain a Blue Card and who are therefore unable to work, because in the past they may have been charged with a criminal offence through breaching the AMP.
- Example of how Hope Vale has worked: reducing their direct employment of local Bama in favour of supporting local businesses. This has been very beneficial to local businesses in Hope Vale, as well as to local Bama and also to Hope Vale Council. It is a very good model.



## Where we are at with CDP



CDP will continue to help people who need extra support to become job ready and support people who are job ready to find a job under RJED. extended to 30 June 2025



A new remote employment service will be designed in consultation with First Nations people late in 2024. (After August, a separate consultation.)



It will be designed to support people into employment, such as: targeted training, mentoring, short term paid trials, and placement support

## The RJED program and how it will work



### Community led

Creating meaningful jobs that communities want. We need to know where and what these might be – they can be flexible and involve different organisations new businesses, local organisations PBCs ranger programs



### Funding

- \$707 million to fund 3000 jobs over 3 years, including
- \$185m for a **Community Jobs and Business fund** to fund capital and equipment –



### Focus on youth

Pathways for school leavers –giving them a voice to understand their needs/aspirations

## The RJED program – key elements



- NIAA will fund eligible community-controlled organisations to create jobs. They can be part-time and flexible and must at least pay minimum wages.

- It will be helpful to get a realistic idea of how many community organisations are there, their needs, and what support they might need.



- Funding for community organisations covers salaries and other costs. This differs from the old CDEP (there is now no unpaid work, and there will be a guarantee of minimum wages/benefits).



- The Community Jobs and Business Fund is critical and should be responsive to communities. The scope and timing should be community-determined. The region's role is crucial to getting this right.

- A remote employment service (and others) will still be in place. (CDP services will continue until 30 June 2025). They will help place RJED participants.



## Timeline - August for implementation of RJED & start of consult on new remote employment service

2024												
	January	February	March	April	May	June	July	August	September	October	November	December
Milestones	Announce new program		Establish First Nations Reference Group					Implement the RJED program				
	Design the RJED program											
Job Trials	Continue Nganyalyana Lands Trial (ends 30 June), New Jobs Program Trial (ends 30 October), and CDP Trial (ends 31 October)											
Consultations				Working with First Nations communities to design the new program				Consult community on program trials. Consult on the future remote employment service				

## Purpose RJED consultation



Seeking feedback on what government has developed as a model, especially if it fits with your local context.



We want to ensure it works best and flexible enough to address and respond to local needs.



Opportunity to help refine and highlight local needs and context

## Nature of jobs in scope?



- not a currently funded position (a “new” job)
- supported and designed through engagement with the local community
- an entry-level job designed to build work skills, experience and confidence of employees, and
- casual, part-time or full-time with the number of hours worked per fortnight to be negotiated between participants and their employer to reflect local and individual circumstances



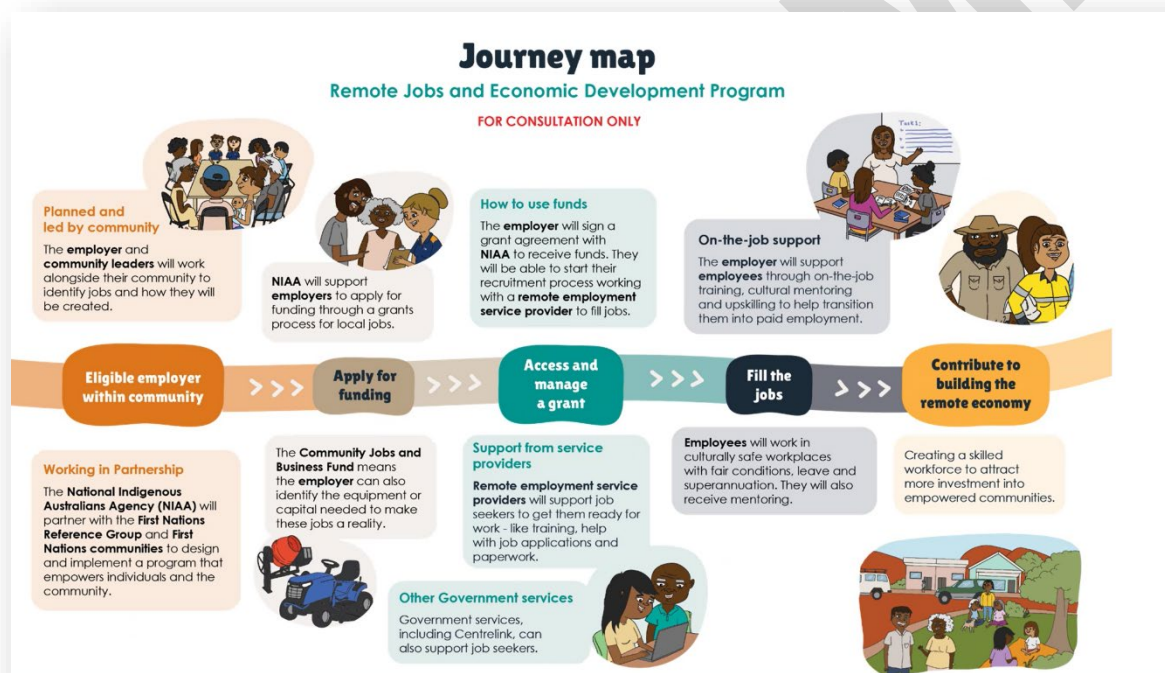
## Who is eligible for funding



- Aboriginal and/or Torres Strait Islander Corporations WITHIN a CDP region
- A community organisation or local government of joint bid
- A company incorporated under Corporations Act 2001
- An incorporated association, cooperative, or trust
- Or established through legislation (church or university)
- Joint consortia with lead drawn from above



- Council stated that Sole Traders also need to be eligible for funding for the RJED to work.
- Partnership with Schools discussed.



- Proposed that NIAA engages with Community to learn their thoughts on this RJED proposed program.

Attendance: Thomas Herridge, Penelope Bieman and Damien Blunden joined the meeting at 12:11am

- Councillors are keen to be involved in providing feedback to design the program to suit Wujal Wujal specific environment as the consultation continues.

Resolution: Council notes the presentation on RJED

Resolution:	That Council note the presentation by National Indigenous Australians Agency on the Remote Jobs and Economic Development Program.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Deputy Mayor Doughboy	
Resolution No	20240528-10	



Attendance: Scott Cogley and CEO Martin Camilleri joined the meeting at 12:16am

### 9.3 Community Wi-Fi and Telephone and Standalone Project

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Community Wi-Fi and Telephone
<b>Presenter:</b>	Australian Private Networks (APN): Business Services Manager: Scott Cogley and CEO Martin Camilleri
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	12.00pm-12.30pm

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- The Remote Connectivity Program funding application has been successful to support this project.
- This program has been implemented successfully in many remote communities around the country
- Providing free external Wi-Fi capability for the whole community
- Installing a telephone in everyone's home which will enable you to dial anyone within the community and any landline and mobile within Australia using a Voice over Internet Protocol.
- Home to home service – will be like dialling an extension number.
- Unlimited service – on data or on phone calls.
- No charge to anyone in Community for a period of 7 years.
- This links in with our plans to support the development of small businesses through increasing their access to digital connectivity to grow and run their businesses.
- This will result in increased access to education, reduces the digital divide and improved access to health care.
- Communities who have this access show improved development and flourish.
- Accessible throughout the entire community.
- Annual maintenance and more frequent service calls; 80% of issues can be accessed remotely.
- A local community member will be employed to support the service within Community.
- After the initial 7-year period the State Government will be approached to determine funding for the ongoing management of the program.
- 7-year term was a deliberate move to take into consideration the changing and improving technology.
- UPS battery back-up for the central area of town may run for a minimum of 8 days.
- Power: linked to mains power but linked to solar power on homes as appropriate. Incorporate into the design the development of the system for critical times when the power goes down.
- Specifically, tailor designed to suit the requirements of our community.
- Access hours at areas in Community can be limited to reduce unwanted gatherings in certain areas of community at late hours.
- Each home could switch off the service in their homes.
- Low Earth Orbit satellites work best for this community due to the amount of cloud cover the community experiences.
- Investigating incorporating use of Starlink as a resilience element in the project.
- Install will require:
  - Tower, ideal to piggy-back of an existing tower (initial site survey will determine suitability of current infrastructure.
  - Approvals will be required from every home for installation of equipment in every home which will include a comms box internally, equipment on the roof.
  - Need to determine the key locations where the equipment can be housed.
- Council and the Department of Housing are the key contacts with community.



- Residents are able to opt out, but in experience of APN installing 1500 homes they have not experienced anyone opting out.
- Standalone booth at South Side discussed, purpose of the booth is to have a single point of contact. Wi-Fi signal could be boosted further from this location with use of repeaters.
- Community Liaison person will be on the ground to provide training and guidance for residents on how to use the facilities.
- Materials are co-branded with Council logo: shows that the project is driven locally.
- Need to know the key stakeholders to enable APN to initiate consultation.
- Installation timeframe from start to finish would be 2-3 weeks.
- Satellite phone service is not part of the implementation – contingencies being incorporated into the design should cover the need for this.
- New Wi-Fi channels are configured to minimise interference and to maximise strength of signal with best performance and quality for every home.
- Performance testing takes place 4 weeks after the initial install to ensure all is working as planned.

Attendance: Scott Cogley and CEO Martin Camilleri left the meeting at 12:52am

Resolution: Council notes the presentation on Community Wi-Fi and Telephone and Standalone Project

<b>Resolution:</b>	That Council note the presentation by Australian Private Networks: Business Services on the Community Wi-Fi and Telephone and Standalone Project and note their approval for this project.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-11	

Attendance: meeting adjourned at 12.57pm.

Attendance: meeting reconvened at 1.42pm.

## 10. Reports: Elected Members and Council Officers

### 10.1 Mayor's Monthly Portfolio Report: for the month April 2024

<b>Report to:</b>	Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Finance, Governance and all other portfolios
<b>Reporting Officer:</b>	Councillor Alister Gibson, Mayor
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

Resolution: That Council note Mayor Alister Gibson's portfolio report for the month of April as presented.

<b>Resolution:</b>	That Council note Mayor Alister Gibson's portfolio report for the period noted as presented.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Councillor Tayley	
Resolution No	20240528-12	



### 10.1.2 Deputy Mayor Claudia Doughboy: Economic Development and Tourism

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Economic Development and Tourism
<b>Reporting Officer:</b>	Councillor Claudia Doughboy, Deputy Mayor
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

**Resolution:** That Council note Deputy Mayor Claudia Doughboy's portfolio report for the month of April as presented.

<b>Resolution:</b>	That Council note Deputy Mayor's portfolio report for the period noted as presented.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-13	

### 10.1.3 Councillor Robert Bloomfield: Community Sports and Lifestyle

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Community Sports and Lifestyle
<b>Reporting Officer:</b>	Councillor Robert Bloomfield
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

**Resolution:** That Council note Councillor Robert Bloomfield's portfolio report for the month of April as presented.

<b>Resolution:</b>	That Council note Councillor Robert Bloomfield's the period noted as presented.	
Moved:	Councillor Creek	Carried 5/5
Seconded:	Councillor Tayley	
Resolution No	20240528-14	



#### 10.1.4 Councillor Nikita Tayley: Environment and Culture

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Environment and Culture
<b>Reporting Officer:</b>	Councillor Nikita Tayley
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

- Report amended to correct attendance on 16 May: Councillor Nikita was not present at this meeting

**Resolution:** That Council note Councillor Nikita Tayley's portfolio report for the month of April as presented.

<b>Resolution:</b>	That Council note Councillor Nikita Tayley's portfolio report for the period noted as presented.	
Moved:	Councillor Bloomfield	Carried 5/5
Seconded:	Deputy Mayor Doughboy	
Resolution No	20240528-15	

#### 10.1.5 Councillor Lucas Creek: Law and Order

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Law and Order
<b>Reporting Officer:</b>	Councillor Lucas Creek
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

- Discussion regarding need for a domestic violence shelter
- Discussion regarding timing to increase the cost of the peppercorn leases

**Resolution:** That Council note Councillor Lucas Creek's portfolio report for the period noted as presented.

<b>Resolution:</b>	That Council note Councillor Lucas Creek's portfolio report for the period noted as presented.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Mayor Gibson	
Resolution No	20240528-16	

**Attendance:** Councillor Bloomfield left the meeting at 2.42pm.



## 10.2 Chief Executive Officer Report

**Report to:** Mayor and Councillors  
**Subject:** Chief Executive Officer's Report  
**Reporting Officer:** Chief Executive Officer Kiley Hanslow  
**Status:** Noting

### 10.2.1 Meeting attendance

Council considered the report as presented in the Agenda.

Attendance: Councillor Bloomfield rejoined the meeting at 2.46pm.

### 10.2.2 Report

#### Special Holiday Dates 2025

For the calendar year 2025, council approved the following dates be recognised.

##### Holiday requests

Date	District the holiday is to apply to	Reason / Name of holiday	Show / Bank
24/10/2025	Wujal Wujal Aboriginal Shire	Wujal Wujal Foundation Day	Bank
18/07/2025	Wujal Wujal Aboriginal Shire	Cairns Show Day	Show

<b>Resolution:</b>	That council support the following dates as special holidays for 2024: 1. Bank holiday on 24.10.2025 Wujal Wujal Foundation Day 2. Cairns Show Holiday: 18 July 2025.	
Moved:	Deputy Mayor Doughboy	Carried 5/5
Seconded:	Mayor Gibson	
Resolution No	20240528-17	

#### Resolution: Acceptance of the Chief Executive Officer's Monthly Report for April 2024

<b>Resolution:</b>	That Council receive the Chief Executive Officer's Monthly Report for the month April 2024 as presented.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-18	



### 10.3 Finance Report

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Finance Report
<b>Reporting Officer:</b>	Financial Accountant Khushwant Kumar and Manager Corporate and Commercial Micah Nkiwane
<b>Status:</b>	Noting

Note correction to the figures reported: Under investments in the report (page 29) QTC investment should read \$2,592,773.93.

Council considered the report as presented in the Agenda.

Councillors considered the report and questioned items of interest to them in the report.

Resolution: Acceptance of the Financial, Corporate and Commercial Report for the month April 2024

<b>Resolution:</b>	That Council accept the Financial, Corporate and Commercial Report for April 2024 as presented.	
Moved:	Mayor Gibson	Carried 5/5
Seconded:	Councillor Creek	
Resolution No	20240528-19	

### 10.4 Cyclone Recovery Communications and Social Media Report

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Cyclone Recovery Communications and Social Media Report
<b>Reporting Officer:</b>	Cyclone Recovery: Tania Edwards
<b>Status:</b>	Noting

Council considered the report as presented in the Agenda.

Attendance: Council adjourned at 3.33pm

Attendance: Council reconvened at 3.39pm

Resolution: Communications Report

<b>Resolution:</b>	That Council accept the Cyclone Recovery Communications and Social Media Report as presented.	
Moved:	Councillor Creek	Carried 5/5
Seconded:	Councillor Bloomfield	
Resolution No	20240528-20	

Attendance: council adjourned at 3.42pm

Attendance Tania Edwards left the meeting at 3.42pm

Attendance: Council reconvened at 4.54pm

## 11. General Business

The following matters were discussed:

- Design for the pedestrian crossings and speed reduction bumps.



- Signage for the Art Centre to note that the area is a construction zone.
- Speed through town restricted to 20kms / hour.
- Health Centre fencing and signage.
- Go Fundme donations received, \$20k donation will be used towards the wheelchair lift on the new Community Bus.
- QPS First Nations team would like to come to Wujal Wujal.
- Noted that it is the Mayor's role to preside over all cultural ceremonies in Wujal Wujal, including opening of all ceremonies.
- Request for more skip bins in Community.
- Funds made from recycling from the bins near the shop could be used to fund school excursions.
- Stalls for NAIDOC celebrations discussed.

## **12. Next Ordinary Council Meeting Date**

The next Ordinary Council Meeting is set for **Tuesday 18 June 2024**.

## **13. Meeting Closure**

The meeting closed at 5.40pm



# Procurement Policy

## Document Control

Version History:	Adopted 18 June 2024	Resolution Ref	
Reviewed		Resolution Ref	
Next review due	Annual		



# **Procurement Policy**

## **1. Purpose / Policy Statement**

This Policy is Council's procurement policy for the purposes of section 198(1) of the *Local Government Regulation 2012*.

The purpose of this policy is to outline Council's approach to developing and maintaining procurement practices for the acquisition of goods and services which optimise value for money and promote effective supplier relationships. Value for money, does not necessarily mean selecting the lowest price.

## **2. Policy scope**

This Procurement Policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts. The policy applies to the local government, including the Chief Executive Officer and all Council employees. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of the policy.

## **3. Definitions**

### **Goods and Services Tax**

All values quoted in this policy are exclusive of GST.

### **Large-sized contractual arrangement**

A contractual arrangement with a supplier that is expected to be worth (exclusive of GST) \$200,000 or more in a financial year.

### **Life Cycle Costing**

An evaluation of the costs of procuring, owning, operating and disposing an asset.

### **Local Supplier**

A local supplier is a business entity operating locally as described in Section 4.3 of this policy.

### **Medium-sized contractual arrangement**

A contractual arrangement with a supplier that is expected to be worth (exclusive of GST) \$10,000 or more, but less than \$200,000.

### **Wujal Wujal Register of Pre-Qualified Suppliers**

The Wujal Wujal Aboriginal Shire Council Register of Pre-Qualified (Preferred) Suppliers. The selection criteria of the WWRPQS are contained in the Wujal Wujal Aboriginal Shire Council Pre-Qualified Supplier Procedure.

### **Preferred Supplier Arrangement**

A form of standing offer where a pre-qualified supplier has provided a standing quotation for the goods or services.

### **Preferred Supplier**

A supplier who has been assessed by Council as having the technical, financial, and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

### **Purchase Order**

The official document, normally generated by Council's finance system, used to authorise and record the purchase of goods or services by Council. It is, in most cases, the prime reference confirming the contractual



situation between Council and the supplier.

### **Purchase Requisition**

The official document which records Council's requirements for goods and/or services and records the details of any quotes obtained. It is used to raise a Purchase Order in the Finance System. Any staff member may complete a Purchase Requisition, but it must be approved by a Coordinator, Manager or the Chief Executive Officer, depending on the value.

### **Registered Business**

A company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time.

### **Sound Contracting Principles**

- a) Value for money; and
- b) Open and effective competition; and
- c) The development of competitive local business and industry; and
- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

### **Standing Offer Arrangement**

An agreement subject to specified terms and conditions whereby Council agrees to purchase their requirements of a specified number or range of items, during a specified time period from the supplier at agreed prices or on an agreed price basis. Normally no obligation to purchase a specified quantity exists although estimates for the guidance of the supplier may be given.

## **4. Policy statement**

There are four aspects to the Procurement Policy, which are the principles that the local government will apply in the 2023-24 financial year, and generally for the period in which this Policy remains current, for purchasing goods and services:

- a) The Procurement Principles provide guidance in regard to ethical behaviour and sound contracting principles.
- b) The Procurement Arrangements provide the procedures to be followed for each procurement category.
- c) The Local Supplier Preference provides guidance on how to apply the Council's desire to give preference to local suppliers; and
- d) The Delegations prescribe the limits for staff to authorise the procurement of goods and services.

### **4.1 Procurement Principles**

Council officers are required to:

a) Adhere to the "sound contracting principles" as stipulated in the *Local Government Act 2009*. The sound contracting principles are:

- (i) value for money; and
- (ii) open and effective competition; and
- (iii) the development of competitive local business and industry; and
- (iv) environmental protection; and
- (v) ethical behaviour and fair dealing.



Council officers involved in purchasing must act with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. All employees must:

- Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
- Deal fairly, impartially and consistently with supplies and prospective suppliers;
- Keep confidential all sensitive information obtained as part of the procurement activity;
- Not have an actual conflict of interest in relation to the procurement activity; and
- Not seek or accept any remuneration, gift or advantage.

**Purchase Orders are to be generated for all purchases of goods and services other than:**

- Staff reimbursement;
- Corporate card transactions; or
- Long-term supply contracts (Ergon, Telstra, etc.); or
- Direct payments and fees (bank charges etc.); or
- Other purchases where an Executive Manager or the CEO has determined in extenuating circumstances that a Purchase Order is not required prior to purchase.

Purchasing activities must, whenever possible, result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

## **4.2. Procurement Arrangements**

Council staff are to achieve the best value for money over the long term in their purchasing decisions. The concept of value for money is not restricted to price alone. The value for money assessment may include consideration of:

- Contribution to the advancement of Council's priorities;
- Fitness for purpose, quality, after sales servicing and support;
- Whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- Internal administration costs;
- Price;
- Technical compliance issues;
- Risk exposure and reputation of the supplier;
- The value of any associated environmental benefits; and
- Advantages of local knowledge, networks and relationships.

The relative weighting of the different components will depend both on the value of the transaction and the materials or services being procured.

Consideration must be given to the use of evaluation criteria for medium-sized contractual arrangements where it will assist in determining the most advantageous supply arrangement to Council over the long term.

The use of evaluation criteria is mandatory for all large-sized contractual arrangements.

The purchasing thresholds described in Table 1 below must be adhered to unless directed in writing by the CEO or otherwise varied by Council. The value of the purchase contract is to be calculated over the full contract period. Approval of all Purchase Orders must be undertaken by the appropriate delegated purchasing officer. Purchasing delegations are provided in Table 2.

To the extent of any inconsistency between these purchasing thresholds and any provision of the *Local Government Act 2009*, *Local Government Regulation 2012*, or any other legislation, the legislative requirement will prevail.



**Table 1: Purchasing Thresholds**

<b>Amount of purchase</b>	<b>Requirement</b>
Under \$1,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>b) Quotations are not required, but staff must be able to demonstrate that Council is receiving value for money with the purchase;</li> <li>c) Payment for purchases under \$1,000 can be made with a Corporate Card;</li> <li>d) Staff may make purchases with the prior approval of a purchasing delegate and request reimbursement.</li> <li>e) Staff may request a Purchase Order to be used for the purchase.</li> </ul>
\$1,000 to \$5,000	<ul style="list-style-type: none"> <li>f) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>g) A local supplier may be given preference for purchases in this category.</li> <li>h) Goods and Services may also be sought from the Local Buy panel arrangements.</li> <li>i) Payment for purchases under \$5,000 can be made with a Corporate Card up to the individual item limit of the card;</li> <li>j) Quotes shall be requested, and the details recorded on the Purchase Requisition.</li> </ul>
\$5,000 – \$15,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A single written quote shall be obtained.</li> <li>b) Where suppliers cannot be sought from the Preferred Suppliers List, a minimum of two written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of two working days is to be allowed for the receipt of such quotes from time of request.</li> <li>c) A local supplier will be given preference for purchases in this category to encourage the development of local business and the availability of such goods and services to the community locally.</li> <li>d) Suppliers may be sourced from Local Buy Panel Arrangements with a written quotation.</li> <li>e) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</li> <li>f) Reasons for not accepting the lowest quote from the lowest conforming local supplier must be recorded.</li> </ul>
<b>Amount of purchase</b>	<b>Requirement</b>
\$5,000 – \$15,000 continued	<ul style="list-style-type: none"> <li>a) Where local preference has been applied to award the procurement to a local supplier, the local preference amount applied will be noted.</li> <li>b) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Chief Executive Officer's delegation to relevant Council Officers.</li> </ul>
\$20,000 - \$200,000	<ul style="list-style-type: none"> <li>a) A specification/scope shall be prepared for all goods and services in this category.</li> <li>b) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A minimum of one single written quote shall be obtained.</li> </ul>



	<p>c) Where suppliers cannot be sought from the Preferred Suppliers List, or a Local Buy Panel Arrangement, a minimum of three written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of four working days, except in the case of emergencies is to be allowed for the receipt of such quotes from time of request.</p> <p>d) A Local Supplier will be given preference for purchases in this category to encourage the development of local business and the availability of such goods and services to the community locally.</p> <p>e) Public advertising may also be used for this category. Where public advertising is used to source quotations, a minimum of four selection criteria shall be used to assess the submissions. A minimum of ten working days is to be allowed for the receipt of such quotes from time of advertising</p> <p>f) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</p> <p>g) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Council's delegation to the Chief Executive Officer.</p> <p><b>Note: Council approval is required for all procurements of \$200,000 (ex GST) or more.</b></p>
\$200,000 and Above	<p>a) Council approval is required for all procurements of \$200,000 or more.</p> <p>b) A detailed specification shall be prepared and shall include any relevant Quality Assurance requirements and Workplace Health and Safety requirement in accordance with the <i>Work Health &amp; Safety Act 2011</i> for all goods and services in this category.</p> <p>c) Selection criteria shall be used to assess the submissions. Relevant Quality Assurance and Workplace Health requirements are to be considered in the procurement of such goods and services.</p> <p>d) A form of contract will be included with the specification.</p> <p>e) The Local Supplier preference arrangements do not apply to this category.</p> <p>f) The tender advisement/notice shall allow at least 21 days</p> <p>g) All offers shall be evaluated, and a report prepared for Council's consideration. Purchase Orders cannot be placed or contracts entered into until Council has approved the purchase.</p>

### 4.3 Local Supplier Preference

Council encourages the development of competitive local businesses within its local government area. In this policy, a "local supplier" is a:

- Registered Business that is beneficially owned and operated by persons who are residents within the WWASC local government area; or
- Registered Business or individual that has its principal place of business within the local government area of council; or otherwise a
- Registered Business that has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents of the WWASC Local Government area.

Where goods or services are available locally but procured from outside the shire, documentation is required to demonstrate that local preference has been considered.



Council has a local preference policy for the procurement of goods and services other than plant hire as follows. If quotations or tender responses are evaluated, the following weightings must be included.

**Table 2: Local Supplier Preference values**

Contract Value	Evaluation weighting
Up to \$5,000	25%
Greater than \$5,000 up to \$20,000	25%
Greater than \$20,000 up to \$200,000	25%
Greater than \$200,000	None

Plant Hire is excluded from the application of the Local Supplier Preference as local suppliers have an advantage in regard to the transport of plant to site.

#### 4.4 Purchasing Delegations

The Chief Executive Officer has the delegated authority to allocate financial delegation to positions within Council. These are provided below in Table 3. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.

Any expenditure must be within the delegations, and delegation holders must operate within their budget. The Chief Executive Officer may remove delegations from a position if misused in any manner.

**Table 3: Purchasing Delegations.**

Position	Amount
Chief Executive Officer	\$100,000 and above
Manager Corporate and Commercial Services	\$100,000
Operations Manager	\$100,000
Community Services Manager	\$100,000
Building Services Coordinator	\$15,000
Civil Services Coordinator	\$15,000
Essential Services Coordinator	\$15,000
Aged Care Coordinator	\$5,000
Arts Centre Coordinator	\$5,000
Kindergarten Director	\$5,000
Indigenous Knowledge Centre Coordinator	\$5,000
Operations Accountant / Finance Manager	\$5,000
Office Manager	\$5,000
Executive Assistant to Mayor and CEO	\$5,000
Depot Administration Officer	\$1,000



## 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

- Disposal of land and valuable non-current assets. Section 227 of the *Local Government Regulation 2012* provides that land and valuable non-current assets must be disposed of by way of auction or by inviting tenders.
- Additional exceptions are permissible where Council considers that one of the following circumstances is evident:
  - Council is satisfied that only 1 supplier is reasonably available;
  - Council determines that due to the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
  - A genuine emergency exists as determined by the Mayor or CEO;
  - The contract is for the purchase of goods and is made by auction;
  - The contract is for the purchase of second-hand goods; or
  - The contract is made with, or under arrangement with, a government body.

## 6. Relevant Legislation

*Local Government Act 2009*

*Local Government Regulation 2012.*

### 198 Procurement policy

- i. A local government must prepare and adopt a policy about procurement (a procurement policy).
- ii. The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- iii. A local government must review its procurement policy annually.

## 7. Variations

WWASC reserves the right to vary, replace or terminate this policy from time to time.

## 8. Related Policies and Procedures

- Code of Conduct
- Fraud and Corruption Policy



## **9. Review and Monitoring**

Council will formally review this policy annually.

In order to ensure that the actions detailed within this policy are undertaken and information is coordinated Council will charge the Executive Leadership Team with monitoring and reporting on the implementation of this policy.

Kiley Hanslow

Chief Executive Officer



## Funding Applications Submitted Awaiting Outcome

### Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Outcome Due Date	Funding Amount Applied For (GST Excl.)	Co-contribution (cash)	Total Project Cost (GST Excl.)
Building Bush Tourism Fund	Department of Transport and Mainroads	Capital	<b>Wujal Wujal Cultural and Heritage Walking Trail</b>	Construction of footpath along Little Douglas Street including interpretative signage	Perry	Technical Services	Submitted	Apr-24	\$200,000.00	\$0	\$200,000.00
Active Womens and Girls Program R1	Department of Tourism, Innovation and Sport	Operational	<b>Sport and Recreation Equipment</b>	Purchase various sport and recreational equipment such as treadmills, rowing machine, exercise bike, netball equipment, table tennis table and equipment, weights etc	Kiley	Community	Submitted	Dec - Jun 2024	\$25,000.00	\$0	\$25,000.00
Regional Arts Fund - Projects Grant	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	<b>Mural and Signs</b>	To engage a professional artist to collaborate with local artists to design and paint a mural on the amenities block opposite the community hall. Design and purchase 3 x signs for Cultural Correction Centre, Mayors Office, Centrelink Office buildings.	Vicky	Community	Submitted	Jun-24	\$30,000.00	\$0	\$30,000.00
Gambling Community Benefit Fund	Department of Justice and Attorney-General	Capital	<b>Purchase of 4x4 Bus, Lidt/Ramp and Emergency Kitchen Trailer</b>	Purchase of 4x4 Bus, Lidt/Ramp and Emergency Kitchen Trailer	Perry	Works and Building	Submitted	July 2024	\$100,000.00	\$0	\$100,000.00
Queensland Resilience and Risk Reduction Fund (QRRRF) 2024	Queensland Reconstruction Authority (QRA)	Capital	<b>New Variable Message Signs (VMS) and Solar Lighting</b>	3 x new Variable Message Signs (VMS) and 30 x Solar Lighting assets for informing community members and providing emergency access in a disaster event.	Perry	Works and Building	Submitted	June 2024	\$188,500.00	\$0	\$188,500.00
Play our Way Program - Stream 1 Facilities	Department of Health and Aged Care	Capital	<b>Construction of a Female Gym and Multi-purpose Facilities</b>	This project will build and upgrade infrastructure as an extension to the community hall to provide a safe modern gym and fitness facility to increase participation and inclusivity for women and girls in sport and recreational activities.	Perry	Works and Building	Submitted	July 2024	\$1,464,100.00	\$0	\$1,464,100.00
Play our Way Program - Stream 2 Participation and Equipment	Department of Health and Aged Care	Operational	<b>Women and Girls' Sport and Recreation Program and Equipment</b>	This project will see the engagement of a Sport and Recreation Co-ordinator to develop, plan and deliver a sustainable program of activities at the newly female-multi-purpose facilities in the remote regional community of Wujal Wujal. Various equipment will be purchased (refer to attached Activity Work Plan) for a new female-only fitness facility.	Perry	Works and Building	Submitted	July 2024	\$460,071.83	\$0	\$460,071.83
Telstras Connected Communities Program	Foundation for Rural & Regional Renewal	Operational	<b>Wujal Wujal - Advancing towards a Digital Society</b>	Purchase of 4 x Computers for Community Centre and digital literacy training.	Kiley	Community	Submitted	June 2024	\$10,000.00	\$0	\$10,000.00
Indigenous Knowledge Centre Establishment and Refurbishment Grant 2024-26	State Library Queensland (SLQ)	Operational	<b>IKS Equipment</b>	Computers, desks and chairs, meeting table and chairs	Kiley	Community	Submitted	20-Jun-24	\$30,000.00	\$0	\$30,000.00
Bike Riding Encouragement Program - Community Grants Innovation Funding	Department of Transport and Main Roads (TMR)	Operational	<b>Wujal Wujal Community Bike Riding Encouragement</b>	The funding will be used to purchase bikes and essential accessories for adults and children, and bike maintenance training programs.	Kiley	Community	Submitted	.October 2024	\$24,873.97	\$0	\$24,873.97



## Successful Funding Applications May - June 2024

### Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Approved Funding (GST Excl.)
Minor Infrastructure and Inclusive Facilities Fund (MIFF)	Department of Tourism, Innovation and Sport	Capital	<b>Sports Field Lighting</b>	Purchase and installation of LED lighting for sports oval.	Perry	Technical Services	Approved	\$395,364.00
Roads to Recovery (R2R) 19-24	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	<b>Construction of Footpath to new Primary Health Care Centre</b>	<b>Construction of Footpath to new Primary Health Care Centre</b>	Perry	Works and Building	Approved	\$49,781.00
RACQ Foundation Disaster Recovery Community Grant	RACQ Foundation	Capital	<b>Wujal Wujal Disaster Recovery Project - Equipment</b>	Purchase of workshop equipment and tools, including safe and shredder	Perry	Technical Services	Approved	\$59,000.00
Strengthening Rural Communities - Prepare and Recover	Foundation for Rural & Regional Renewal	Capital	<b>Wujal Wujal Prepare and Recover Project</b>	Purchase of generators, swags, emergency lighting, gas BBQ's	Perry	Technical Services	Approved	\$25,000.00
SES Support Grant 2024-25	Queensland Fire and Emergency Services Department	Operational	<b>Replacement of SES Vehicle - ID 242571</b>	Replacement of SES vehicle destroyed during TC Jasper	Perry	Works and Building	Approved	\$89,439.32
SES Support Grant 2024-25	Queensland Fire and Emergency Services Department	Capital	<b>Replacement SES Demountable Office</b>	Replacement of demountable SES office destroyed during TC Jasper	Perry	Works and Building	Approved	\$204,477.19
Discrete Communities Planning Funding (Agreement number: SA-241036)	Health & Wellbeing Queensland	Operational	<b>Design of Children's Playground / Event Planning for Sport and Recreation Activities</b>	Design of Children's Playground / Event Planning for Sport and Recreation Activities	Kiley	Community	Approved	\$75,315.00
Rapid Low Earth Orbit (LEO) Satellite Deployment Program	Customer and Digital Group, Queensland Government	Capital	<b>Rapid Low Earth Orbit Satellite</b>	Enabling discrete First Nations councils to utilise LEO satellite connectivity in high priority community locations, providing remote areas with more effective and reliable fixed broadband coverage.	Perry	Works and Building	Approved	\$45,000.00



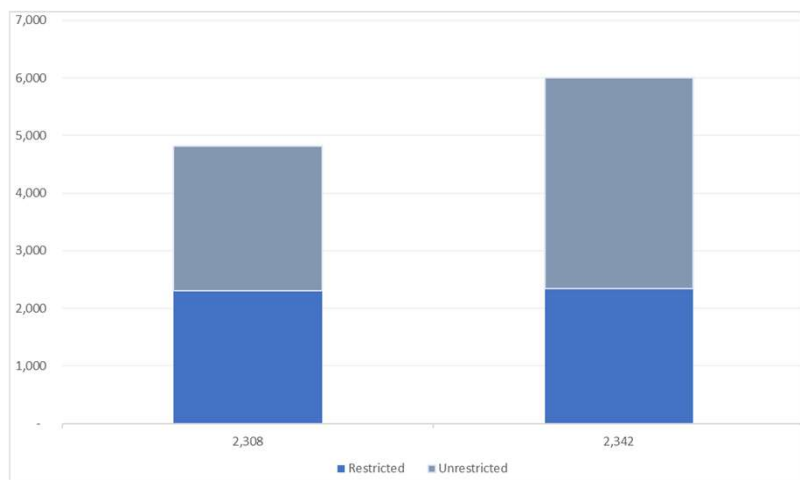


## Monthly Financial Report as at 31 May 2024 CASH POSITION

Progress this month



Cash & Cash Forecast



### Money on hand & owing to council

Cash available to pay creditors and wages	4,724,853.62
Quarantined monies	2,342,894.00
QTC Investment	3,627,635.60
<b>Bank balance</b>	<b>10,695,383.22</b>

<b>Total debtors &amp; receivables</b>	<b>912,998.32</b>
--	-------------------

<b>Long Term Loan</b>	<b>2,971,976.67</b>
<b>Creditors</b>	<b>761,953.96</b>
<b>Total monies owed</b>	<b>3,733,930.63</b>

Bank balance is More than last month, +\$4.7m in unrestricted; + \$3.6m invested with QTC, still a healthy position

Long Term Loan Balance



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

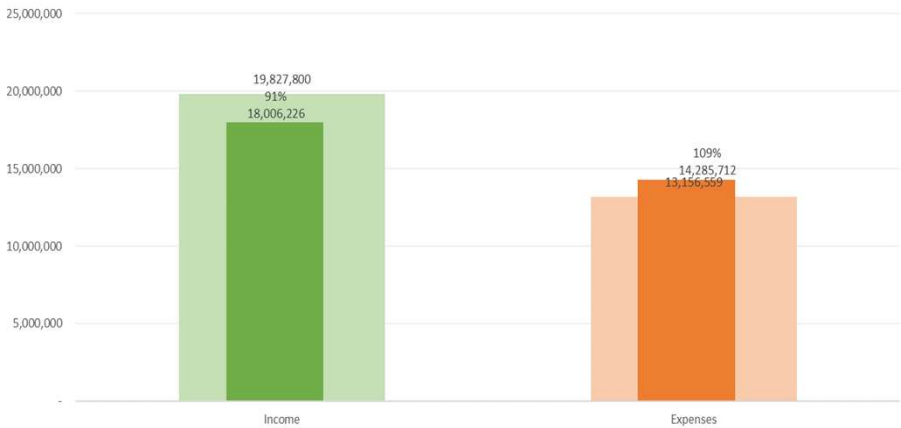




# Monthly Financial Report as at 31 May 2024

## OPERATING POSITION

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



### Progress this month

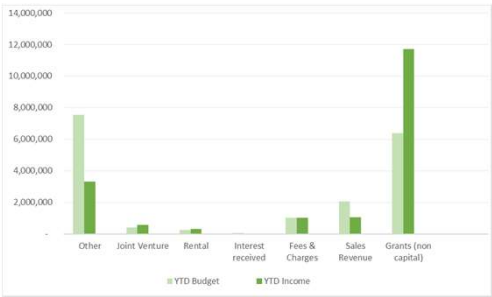
91 cents in each dollar of budgeted revenue  
109 cents in each dollar of budgeted spend

Annual Budget  
YTD Income  
Annual Budget  
YTD Expenses

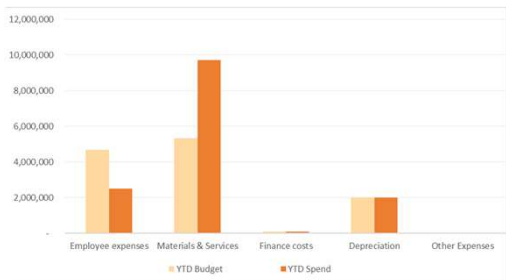


Income & Expenses by Area

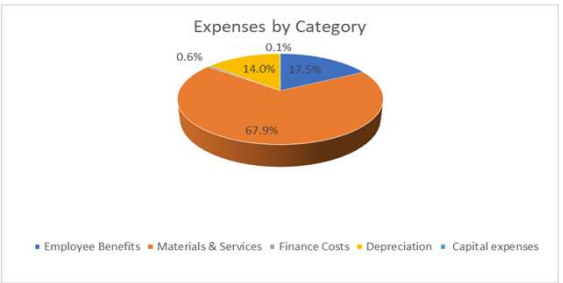
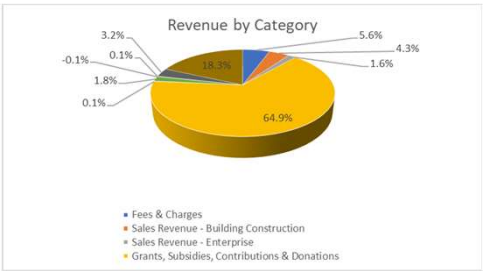
Actual income vs Budget income



Actual expenses vs Budget expenses



Income & Expenses by Type

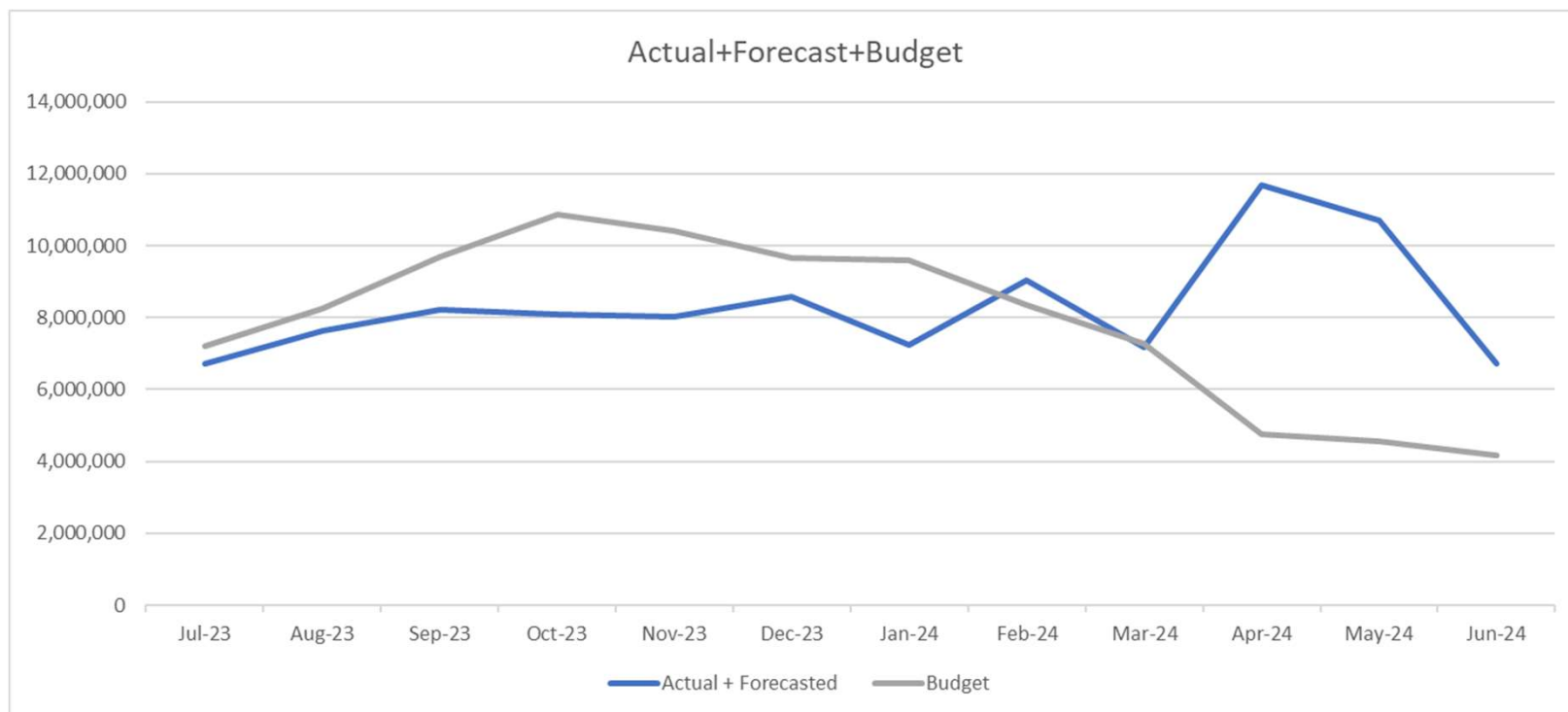






## Monthly Financial Report as at 31 May 2024

### CASHFLOW







## Monthly Financial Report as at 31 May 2024

### The Numbers

Statement of Comprehensive Income	YTD End of Month Reporting - May 2024			Comments
	Actual	Budget	Variance	
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Fees & Charges	1,018,284	1,016,354	1,929	Favourable
Sales Revenue - Building Construction	768,370	1,567,500	(799,130)	Impact of flood
Sales Revenue - Enterprise	289,732	489,472	(199,740)	Impact of flood
Grants, Subsidies, Contributions & Donations	11,700,541	6,371,070	5,329,471	Impact of QRA Funding
<b>Total Recurrent Revenue</b>	<b>13,776,927</b>	<b>9,444,395</b>	<b>4,332,532</b>	
<b>Capital Revenue</b>				
Capital, Grants, Subsidies, Contributions & Donations	23,889	7,187,975	(7,164,087)	No meaningful capital projects
Capital Income	-	-	(13,773)	Loss on market value of loan
<b>Total Capital Revenue</b>	<b>10,116</b>	<b>7,187,975</b>	<b>(7,177,860)</b>	
Rental income	321,436	239,813	81,623	Impact of the flood
Interest received	14,628	39,233	(24,605)	Overbudgeted
Joint Venture	577,000	405,000	172,000	Impact of \$300,000 joint venture invoice in September and \$150,000 in February 2024
Other income	3,306,119	359,428	2,946,691	Receipts from Insurance
<b>Total Revenue</b>	<b>18,006,226</b>	<b>17,675,845</b>	<b>330,381</b>	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	2,496,757	4,689,798	2,193,040	Fav due to absences and vacancies and impact of the flood
Materials & Services	9,704,775	5,341,550	(4,363,225)	Impact of Capital projects
Finance Costs	83,027	102,400	19,373	Int. on QTC Loan lower than expected
Depreciation	2,001,152	2,003,169	2,017	
<b>Total Recurrent Expenses</b>	<b>14,285,712</b>	<b>12,136,917</b>	<b>(2,148,795)</b>	
Capital expenses	12,668	15,804	3,136	
<b>Total Expenses</b>	<b>14,298,381</b>	<b>12,152,721</b>	<b>(2,145,660)</b>	
<b>Net Operating Surplus/ (Deficit)</b>	<b>3,707,845</b>	<b>5,523,125</b>	<b>(1,815,279)</b>	Net Impact of deficit on Capital Revenue and floods





## Monthly Financial Report as at 31 May 2024

### CASHFLOW FORECAST

	April Actuals	May Actual	June Forecast	4th Quarter Forecast/ Actual
	(1,659,071)	(2,644,562)	1,890,999	(2,412,633)
Interest Received	1,368	1,286	3,567	6,221
Rental Income	0	0	22,519	22,519
Other Income	1,170,509	2,000,000	37,781	3,208,290
Non-capital grants and contributions	479,736	41,573	464,085	985,394
Borrowing costs	0	0	(8,400)	(8,400)
<b>Net cash inflow (outflow) from operating activities</b>	<b>(7,458)</b>	<b>(601,702)</b>	<b>2,410,551</b>	<b>1,801,391</b>
<b>Cash flows from investing activities:</b>				
Payments from property, plant and equipment	0	0	0	0
Proceeds from sale of property, plant and equipment				0
Grants, subsidies, contributions and donations	0	0	545,000	545,000
Depreciation				0
QTC Investment	500,000	(1,023,088)		(523,088)
Capital Expenses	0	0	0	0
<b>Net cash inflow (outflow) from investing activities</b>	<b>500,000</b>	<b>(1,023,088)</b>	<b>545,000</b>	<b>21,912</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings				0
Repayment of borrowings	(35,207)	(35,207)	(35,207)	(105,621)
Repayments made on finance leases				0
Invested Monies				
<b>Net cash inflow (outflow) from financing activities</b>	<b>(35,207)</b>	<b>(35,207)</b>	<b>(35,207)</b>	<b>(105,621)</b>
<b>Net increase (decrease) in cash held</b>	<b>457,335</b>	<b>(1,659,997)</b>	<b>2,920,344</b>	<b>1,717,681</b>
Cash at beginning of reporting period	8,776,981	9,234,316	7,574,318	8,776,981
<b>Cash at end of reporting period</b>	<b>9,234,316</b>	<b>7,574,318</b>	<b>10,494,663</b>	<b>10,494,663</b>





## Monthly Financial Report as at 31 May 2024

### ANALYSIS OF KEY METRICS

Revenue Cycle			
	Opening Balance	Movement	Closing Balance
Trade & Other Receivables	716,193	196,806	912,998
Credit Sales (excluding cash)			5,243,752
Average Credit Sales per day			34,273
Collection period - days			57
Target collection period - days			40

Conversion Cycle			
	Opening Balance	Movement	Closing Balance
Stock	0	0	0
Cost of Sales			0
Average stock			0
Cost of sales per day			1,261
Stock Turnover ratio YTD			3.38

Productive Assets Cycle			
	Opening Balance	Movement	Closing Balance
Property, Plant & Equipment	46,438,053	32,005	46,470,058
Depreciation	1,818,288	182,864	2,001,152

Expenditure Cycle			
	Opening Balance	Movement	Closing Balance
Trade & Other Payables	249,729	512,225	761,954
Cost of Sales YTD	192,954	0	192,954
Provisions	303,303	(25,288)	278,015
Average Purchases per day			1,261

Financial Management Cycle			
	Opening Balance	Movement	Closing Balance
Cash & cash equivalents	11,648,681	(1,014,214)	10,634,467
QTC Loan	3,000,755	(28,779)	2,971,977
	0	0	0
	0	0	0
	0	0	0

Payroll Cycle			
	Opening Balance	Movement	Closing Balance
Provision for annual leave	142,278	(4,720)	137,557
Provision for long service leave	161,025	(20,568)	140,457
Payroll expenses	2,038,290	458,467	2,496,757



# Expression of Interest

## Traineeship Host Application Form

To host a trainee in [Certificate II in Indigenous Housing Repairs and Maintenance](#) please complete this expression of interest form and email to [HHS-ATSI-Traineeship-Program@Housing.qld.gov.au](mailto:HHS-ATSI-Traineeship-Program@Housing.qld.gov.au) by 12 April 2024, including any supporting documentation you would like to provide.

For more information, please contact Geanene Gower, Senior Policy Officer, on (07) 3007 4905.

### Applicant details

Council Name	
Contact Person	
Title	
Contact Number	
Email Contact	

### Host Details

Please respond to each question, addressing the dot points:

#### 1. Do you have a suitable supervisor?

An experienced staff member who can supervisor and mentor a trainee and coordinate workplace learning activities. Consider:

- Do they have sufficient time?
- Are they suitably qualified?
- Have they supervised a trainee before?
- Can they assist the trainee to complete learning modules for qualification?

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## 2. Can you provide appropriate and relevant on-the-job training?

- Do you have an adequate workload, such as tasks and activities?
  - Example: Fencing repairs, concrete forming, levelling etc.
  - [See module details here](#)

## 3. Are there ongoing employment opportunities?

- Are there opportunities for employment in your organisation for trainees once they complete?
  - Is there a position, but no funding attached?
- Are there other qualifications that your organisation would consider useful? Such as progressing to a Certificate III or other qualification, such as Business, or Conservation Eco-Management System etc.



# Certificate II in Indigenous Housing Repairs and Maintenance Traineeship

Learn the skills to do basic repairs and maintenance of housing structures for Aboriginal and Torres Strait Islander communities.



Brick and block  
laying



Use construction  
tools & equipment



Work safely at  
heights



Prepare and paint  
surfaces



Remove and replace  
doors & windows



Work safely in  
construction



Install and repair  
fences & gates



Erect and dismantle  
formwork



Measure and  
calculate



Pathway to get a job as a  
skilled trade assistant or  
undertake a construction  
apprenticeship

## Interested?

Contact Australian Training Works (ATW)

**Email:** [admin@atw-group.com.au](mailto:admin@atw-group.com.au)

**Phone:** (07) 4049 2897

**Website:** [www.atw-group.com.au](http://www.atw-group.com.au)



# CONSTRUCTION TRAINEESHIPS

Are you looking for work?

Hope Vale Information Session

Wednesday 1st May 2024



## KICK START YOUR CAREER WITH A TRAINEESHIP!

ATW are now seeking Expressions of Interest from community members in **Hope Vale** to undertake a construction traineeship with the local council.

## WHY COMPLETE A TRAINEESHIP?

- On-the-job training
- Earn while you learn
- Practical experience while you gain a qualification that will create opportunities for a meaningful career
- Increase your chances of securing employment after completing a qualification as you have acquired a range of employable skills
- Entry into the workforce and opportunity to grow

## WHAT TRAINEESHIPS ARE ON OFFER?

**Certificate II in Indigenous Housing Repairs and Maintenance** - 12 months, full-time.

## JOIN US FOR AN INFORMATION SESSION TO FIND OUT MORE

An **information session** will be held for all members of the community and interested stakeholders to attend and find out more about the opportunities and how to APPLY.

### Details:

**When:** 9.30am, Wednesday 1st May 2024

**Where:** Council Community Meeting Room, Hope Vale

### CONTACT US

 **(07) 4049 2897**



**admin@atw-group.com.au**

**www.atw-group.com.au**