



MONTHLY REPORT ON OPERATIONS

JUNE 2024

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Introduction

The purpose of the Monthly Report on Operations is to provide a summary of the activities that occurred over the preceding month related to the operations of Woorabinda Aboriginal Shire Council aligned to the Corporate and Operational Plan 2023/24.

Our Vision	Our Mission
<i>It is our community vision that our future leaders will be engaged, empowered and strong.</i>	<i>It is our Mission to be transparent, honest and fair leaders for our community. To advocate and collaborate with and for our community.</i>
<i>Our community will be sustainable, informed, active and safe.</i>	<i>We will measure our success and review our methods and actions.</i>
<i>We will be known for our culture and its connection to our actions.</i>	<i>We will base decisions and direction on research, knowledge, local context and community engagement.</i>
<i>We will understand our community and define our own path and place in society.</i>	<i>We will create a framework to build and restore culture.</i>
<i>We will advocate, lead and collaborate.</i>	<i>We will form pathways into existing legal and government organisations for action and advocacy.</i>
	<i>We will show initiative and leadership to support families to achieve greater education and employment.</i>

Woorabinda Aboriginal Shire Council goals are:

1. **Governance** – Open, inclusive and accountable representation
2. **Infrastructure** – Effective town planning infrastructure designed to support the communities visionary planning to suit changing needs into the future.
3. **Industry** – Develop sustainable economic to contribute to a prosperous local economy and improve opportunities and living standards for all.
4. **Environment** – To enhance, protect and sustain the local environment.
5. **Community** – A vibrant community that is safe, healthy, educated and proud of their culture and traditions and embraces diversity.

Woorabinda Aboriginal Shire Council acknowledges the traditional owners, Gaangalu Nation People, Wadja People and the Barad Kabalbara Yetimarla People. Elders past and present, also the many descendants of Aboriginal and Torres Strait Islander people that reside in Woorabinda and surrounds.

GOVERNANCE



Open, inclusive, and accountable representation

Governance Key Focus Areas

- A Technical Working Group that determines standard for service delivery that enhances community solutions across government
- Councillors Development Forum that provide information to effective decision-making
- Contract Management compliance and service delivery improvements.
- Budget effectively monitored and reviewed
- Adopt a bottom-up approach that place decision-making in the hands of the community.
- Organisational Structure that builds the capacity and capability of the workforce.
- Infrastructure Management Plans that meet regulatory requirements

Progress as of June 2024

1. Technical Working Group

A meeting with the Remote Indigenous Land and Infrastructure Program Office (RILIPO), Department of Treaty, Aboriginal and Torres Strait Islander Partnerships and the Arts was held on the 28th May 2024 to further advance the Terms of Reference. A new draft was tabled at the meeting for Council considerations referencing government policy drivers relating to Qld Productivity Commission recommendation 15. The Technical Working Group Terms of Reference is yet to be finalised due the introduction of new requirements by RILIPO to be considered by Council.

2. Council Development Forums – May to June 2024

Topic	Overview
Government Champions Program	<ul style="list-style-type: none">• Meet & Greet Government Champion• Consensus to priority areas
Office of Fair Trading	<ul style="list-style-type: none">• Department overview of program and services.• Determine collaborative opportunities for the promotion of consumer rights information.
Department of Treaty, Aboriginal and Torres Strait Islander Partnerships and the Arts	<ul style="list-style-type: none">• Highlighting the changes to the Department.

	<ul style="list-style-type: none"> • Introduction of new staff.
QPS First Nations Project for Protective Services	<ul style="list-style-type: none"> • Protective Services with Department of Education to commence in Woorabinda
Department of Environmental Science (DES)	<ul style="list-style-type: none"> • Overview of the policy environment. • Council Environmental License responsibilities related to Waste Treatment
Department of Justice and Attorney-General	<ul style="list-style-type: none"> • Overview of Liquor Licensing permits and licenses

3. Contract Management & Service Delivery Improvement

There are a number of Grants with surplus funds that are currently being analysed to determine underspend and/or incorrect coding of expenses.

Regulatory

- QAO 21/22 Financial Year Audit – All documented evidence from Woorabinda Pastoral Company has not been submitted to QAO and we are awaiting the outcome. Latest update is that QAO has now assigned a manager to the task, and they are aiming to source additional information.
- A further extension is required by Department of Local Government for the 21/22 and 22/23 Financial Year Audit Report including extension to submit Financial Statements
- WASC Annual Report has not been released for two (2) years.
- WASC Website requires update of Minutes of Meeting and other requirements.

Funded Programs

- Local Thriving Communities Grant – Surplus fund of \$457 to be identified. Contract Manager as suggested to expend with the next LTC Agreement.
- The Community Safety Plan has not advanced and was due to be completed by December 2023 and has been extended to December 2024.
- Community Justice Group is now non-compliant due to not filling positions and a committee meeting not held.
- Ranger Program due to not submitting the February financial statement.
- Negotiating variation for the Interim and Forward Capital Housing Program to decrease the possibility of a budget deficit.
- Undoonoo Daycare Centre standards review audit recommendations are in the process of being completed.

New Program

- Illegal Dumping position .6 has not yet been recruited. DES has agreed to support the processes to develop the procedure guide prior to recruitment.

4. Woorabinda Leadership Group – Advisory Sub-committee

New and renewed nominations for the Woorabinda Leadership Group have been called and will close on the 17th June 2024. Once nominations have been accepted a meeting will be called to reignite the operations of the WLG in accordance with the Terms of Reference.

Council representatives attended the CQU Working Together: A Collective Impact Approach to Achieve the Priority Reforms Underpinning Closing the Gap Targets. An initiative that include the Woorabinda Leadership Group model.

Leadership Training for committee members will commence in October 2024

5. Organisational Structure

Phase one (1) of the Change Management Plan ceases on the 30th June 2024. Most of the management positions have been recruited and probation periods completed. The final draft of the organizational structure to be tabled at the Ordinary Council meeting in June.

A prototype of the learning portal has been completed and demonstrated to key stakeholders to generate interest for future funding. It will be proposed to continue the initiative on a smaller scale in the budget development process for Council.

A Workforce Capability and Development Strategy is being finalised for Council approval to support future initiatives.

6. Regulatory Requirements

The Department of Regional Development, Manufacturing, and Water (DRDMW) has approved the Drinking Water Quality Management Plan (DWQMP). Achieving this approval marks the successful conclusion of a lengthy process. Central Queensland Public Health Unit assistance to our operators that contributed to this accomplishment and ensuring the highest standards in drinking water management.

Council Facility WHS Inspections:-

- Site inspections of all WASC facilities are continuing to identify hazards and safety risks as per [Work Health and Safety Act 2011 - Queensland Legislation - Queensland Government](#) primary duty of care section 19.
- First aid kits have arrived and are being distributed.
- Building fire safety Inspection 19-20 June 2024 by Chubb technician Mark Walker and QCM Manager.
- Vehicle audit – ensure all Council, vehicles are fitted with fire extinguishers, portable First Aid kits and wheel jack and brace.
- Communication noticeboards being installed to ensure Work, Health and Safety (WHS) and People and Culture updates are available for staff.

INFRASTRUCTURE



Effective town planning and infrastructure designed to support the communities visionary planning to suit changing needs into the future.

Infrastructure Key Focus Areas

- Waste Management Plan that identifies opportunities for circular economy
- Industry Specific skill development opportunities for the workforce
- Facilities and Public Places consistently maintained
- Identify opportunities for cost recovery from Capital Infrastructure projects
- Obtain community feedback on initiatives that impact on individuals and groups
- Grow technical expertise internally
- Capital infrastructure projects completed on time and within budget

Progress as of June 2024

1. Planning and Development

Local Waste Management Plan:- Woorabinda Aboriginal Shire Council requires a Local Waste Management Plan to determine infrastructure priorities. It will be undertaken a community engagement process at the end of June to determine improved:-

- Financial Management
- Reduce Waste to the Landfill
- Increase Community Awareness
- Data Management

Water Security Plan:-

Stage 1 Rapid Appraisal:- Recommendations of priority action areas has been completed. The Situation Analysis Report is in a final draft awaiting further amendments.

Stage 2 Bore & Pump Repairs:- Current constraints to repairing Bore 3 & 4 is security the funding to source a drilling rig and spool frame to lift 7-9 tonne bore pumps and cabling from 900-950m depths.

Bio-Security Plan:-

The completion of the Biosecurity Plan is closely associated with the Department of Environmental Science Ranger initiative. Alignment of Rangers activities and outputs for the Qld Feral Pest Initiative is currently in the process of being finalised.

2. Environmental Health

Meeting with Department of Environment, Science and Innovation this week to discuss health, safety and compliance options at:

- Sewerage Treatment Plant

- Animal Management Facility
- Landfill facility – safety signs, recycling, opening/closing.

An action plan will be created to identify short-, medium- and long-term practical solutions.

3. Housing Upgrades, Repairs & Maintenance

Bathroom Upgrades:- The Tender has been awarded to a contractor. Qbuild, Housing and Occupational Therapy have asked for a variation to the original project to convert the Bathroom upgrade to an OT Bathroom. The Variation has been quoted and passed.

Concrete Path Program:- Construction & install of paths into the three-addresses will start in late June.

Work4Qld:- Is a State Government initiative to upgrade and repairs to WASC staff Houses. A staff house has received a full upgrade with new Kitchen & Bathroom upgrade. New wardrobes in all bedrooms, new floor coverings, internal Painting, upgrade of electrical and Plumbing, new fence, and the removal of trees from property. The works also included removal of trees in yard, construction of new fence. All work on Council owned staff houses will be completed by 30 June 2024.

Installation of Shutoff Water Valves:- Stage 2 package of 19 new Valves was been delivered. Stage 3 (14 addresses) will commence on the 17th June. Installation will take around 10 days.

House Painting Program:- The 2023/2024 External Paint Program of 15 houses are being delivered in three (3) packages bundled by streets. Two (2) are completed and the other one is currently being delivered.

4. Assets and Infrastructure Enhancements

Rural Airstrip Upgrade:- Woorabinda Aboriginal Shire Council was successful in a funding application with Department of Infrastructure, Transport, Regional Development, Communication and the Arts to upgrade the Woorabinda Airstrip. The installation of the new PAALE System for the automatic lighting has been tested and is now operational. The re-sealing of the runway will not commence until that the Contract Tender process is completed.

Council Property Security System:- A small IT Business from Biloela is assisting WASC in upgrading the current CCTV System to allowing more efficacy to the current system which has been failing for some time. They will also be supplying and installing a new security system for the and the Gym. New Security Camera's will be used to update the current system.

Council Office:- A scope of works to upgrade the front entrance to the Council offices with automatic doors and a large steel roller shutter has been completed and distributed for contractors quote.

5. Water Supply

The reservoir has remained at capacity throughout June 2024 ensuring a stable water supply as we transition into winter.

Infrastructure Improvements: Significant work has been completed with support from Work for Queensland and funding from ICCIP (Indigenous Councils Critical Infrastructure Program).

Maintenance of the Water Treatment Plant has been successfully conducted, ensuring its continued reliability.

Water Quality Assurance: Regular weekly E. coli testing is conducted to ensure the water is clean and safe. Monthly E. coli samples are sent to an external laboratory in Brisbane to comply with regulatory standards set by WASC (Water Regulators).

6. Capital Infrastructure Program

Community Hub & Disaster Recovery Centre:- A full set of Development Application Design Drawings have been completed and forwarded through the RILIPO Office in Cairns who have lodged the Development Application for processing and will take up to 12 weeks.

Bore Water Pumps and Electrical System:- A pump has been replaced at Bore 1 resulting in the production of over 100,000 liters of water per day to ensure reliable water supply to Blackboy Outstation and the Woorabinda Pastoral Company water troughs.

7. Digital Connectivity

Telstra Tower 4/5G:- The electricity is not connected to the new Telstra Tower and not likely to be completed until July 2024.

INDUSTRY



Develop sustainable economic activity to contribute to a prosperous local economy and improve opportunities and living standards for all.

Industry Key Focus Areas

- Review Procurement Policy to provide increase local economic opportunity
- Pilot workforce initiatives for specific industry sector
- Provide specific training relating to Building Services
- Standardise commercial arrangements for Council assets for local business growth
- Focus on Council Enterprise Entities viability
- Establish a Community Transport Services that is structured and targeted
- Determine industry pathways to decrease unemployment rates
- Provide commercial spaces that meet current building codes.

Progress as of June 2024

1. Policy Development

Procurement Policy:- Is currently in draft and will enable Woorabinda Aboriginal Shire Council to refine a localized preferred supplier list and provide greater opportunities for Indigenous Owned Businesses.

2. Workforce Initiative

'Give-it-Ago' Workforce Strategy:- It has been three (3) months since Woorabinda Aboriginal Shire Council commenced a workforce strategy to provide opportunities to community people to access entry-level positions as a casual across multiple requirements where there is no limitations to employment such as bluecard or criminal history checks. This initiative has seen significant improvement to productivity and completion of small projects especial in Parks & Gardens.

3. Staff Recruitment

WASC currently employs approximately 90 staff.

Recruiting:

- Justice Group Coordinator – Appointed successful applicant
- Night Patrol x 6 – currently advertised
- Childcare Educators
- Senior Parks & Garden Officer
- Centrelink Officer
- Work, Health and Safety Officer
- Personnel (HR) Officer
- Compliance Officer

4. Centrelink Agency

The Centrelink Agency position will go out for advertisement early next week.

The Remote Access Team for Centrelink also cancelled their upcoming trip scheduled for 15 July 2024 to community due to unforeseen circumstances and apologises for any inconvenience.

They will be offering a virtual service offer to the community from now until their next scheduled visit.

The virtual service offer consists of remote staff conducting outbound calls to:

- identified customers who are vulnerable and/or who have complex needs requiring assistance to engage with services and supports.
- community based stakeholders and service providers to identify any issues or service gaps.

5. Blackboy Outstation

The water issues have now been rectified which the tanks are now supplying the accommodation and Care Takers Residence automatically.

Bookings are operating at a steady capacity and in future reports I will supply council with actual numbers.

In May we had the Cape York Leadership Program visit Woorabinda Community and they conducted their program at Blackboy Outstation. Approximately 100 students attended and enjoyed their visit and had a performance by the Kulgoodah Dancers, and educational activities on bushwalking and traditional weaving.

ENVIRONMENT



To enhance, protect and sustain the local environment.

Environment Key Focus Areas

- Woorabinda Healthy Country Plan implementation
- Recycle in a feasible way
- Bio-Security Planning the includes community participation
- Evidence-based approach that influence environmental approaches
- Waste reduction, reuse and recycle
- Circular Economy opportunities
- Feasibility and funding opportunities for Mimosa Creek Waling Path

Progress as of June 2024

1. Woorabinda Healthy Country Plan

Rangers:- Are responsible for the implementation of the Woorabinda Healthy Country Plan. They continue Sourcing firewood for community Elders and updating the bird life for Winter

Continuing efforts with advertising and securing a new ranger position. The Community Garden maintenance and supporting the local community Garden

General supporting the parks and Gardens team with clearing community paths around the IKC and working with CQU to complete studies for the Rangers

2. Recycling

Containers for Change – Progressing with a short term Community truck service in view of creating local business opportunity.

Cardboard – request for local business to flatten boxes for collection. Pending cardboard baling machine and Thursday truck delivery location

3. Community Education Program

Quality & Complaint Manager is working towards animal management compliance to understand local and state laws around the keeping and welfare of domestic pets. AMRRIC and RSPCA have indicated a willingness to provide support with education programs.

COMMUNITY



A vibrant community that is safe, healthy, educated, and proud of their culture and traditions and embraces diversity.

Community Key Focus Areas

- Co-design service delivery to overcome socioeconomic development
- Indigenous knowledge Centre programming
- Sport, Recreation and Fitness Training
- Woorabinda Leadership Group for Local Decision-making
- Gym facility operationalized
- Small Grants that support community initiatives and events
- Community Safety Planning
- Sport, Recreation & Fitness Industry career pathways
- Sporting Facilities utilization that meet community needs
- Facility structural improvements to include the pool and IKC

Progress as of June 2024

1. Indigenous Knowledge Centre

- IKC Admin Assistance is planning afternoon activities from 3-5pm with local children as part of the IKC program.
- IKC Coordinator is working with PCCC to build relationships
- CSM to meet with Nathan Williams (Lead, First Nations State Library of QLD)
- IKC representing WASC and community at the NAIDOC Meetings
- IKC Co-Ordinator to meet with Rio Tinto Principal Adviser to discuss local connections to PCCC
- IKC Coordinator involved in Capras Rugby League initiatives through local consultation.
- Restructuring of IKC - books, access areas, program times.

2. Woorabinda Gym

- Gym has been developing a community hire policy which will allow community groups to hire the facilities (Fee for service) during the quiet times when the gym is not being used.
- Current Membership base is 57
- Extended hours to include more weekend operations based on community feedback. Now open half day Saturday and Sunday
- Open later at night to 7pm to account for communities wishes.
- Wadja Wadja have hired the gym for their senior students who are studying Certificates in fitness.

3. Community Events & Engagement

- Peak services will be holding Community Engagement on 27th June to discuss Waste Management
- Baralaba Coal engagement to discuss Offset management and building a stronger relationship with Council.
- Sam Whittington (Field Development Manager, SU Australia) is running an NRL holiday Clinic 25-27th of June at the town oval.
- CSM Manager and Deputy Mayor visited Lockhart River to review liquor licensing, venues, Community Safety Plan, economic development and housing development.

	Service Provider	Related Program or Grant	Service to the Community
1	CQ CAPRAS	Rugby League	Community Engagement
2	Peak Services	Waste Management	Capturing community sentiment and data collection
3	Dep of Sport and Tourism	Community Gym	Meet and Greet
4	Samantha Whittington	Woorabinda Football Outreach Program	Holiday Clinics
5	Dept of Tourism, Innovation and Sport	Deadly Active Sport and Rec	Meet and Greet with CS Coordinator
6	Planning for Sustainable Development Pty Ltd	Grant writing and Baralaba Coal offset agreement	Support and professional services
7	DATSIP	Unsure	Community Consultation
8	Synergy Consulting	Woorabinda Community Garden	Planting, mowing and seeding, gardening

