



# **MONTHLY REPORT ON OPERATIONS**

**JULY 2024**

Table of Contents

**INTRODUCTION ..... 3**

**GOVERNANCE KEY FOCUS AREAS..... 4**

**PROGRESS AS OF JULY 2024..... 4**

**INFRASTRUCTURE KEY FOCUS AREAS..... 7**

**PROGRESS AS OF JULY 2024..... 7**

**INDUSTRY KEY FOCUS AREAS..... 9**

**PROGRESS AS OF JULY 2024..... 9**

**ENVIRONMENT KEY FOCUS AREAS..... 10**

**PROGRESS AS OF JULY 2024..... 10**

**COMMUNITY KEY FOCUS AREAS ..... 11**

**PROGRESS AS OF JULY 2024..... 11**

## 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 July 2024

### 1. Technical Working Group

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. A State wide Terms of Reference template was tabled for discussion.

### 2. Council Development Forums – July 2024

Topic	Overview
Technical Working Group	<ul style="list-style-type: none"><li>• Review Qld Government Template</li></ul>
Medical Research Future Fund Project – Leadership Forum	<ul style="list-style-type: none"><li>• Introductory Working Together Summit to discuss relationship over 5 years and joint principles.</li></ul>
Office for Fair Trading	<ul style="list-style-type: none"><li>• Meet and greet.</li></ul>
LGAQ Indigenous Leadership Forum	<ul style="list-style-type: none"><li>• Main discussion points included Housing and Alcohol Management Plan</li></ul>
Ministerial Champion	<ul style="list-style-type: none"><li>• Meet and greet</li></ul>

### **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.
- 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.

#### Incidents & Complaints

WHS Incidents: 3

Dog Attacks: 2

Complaints: 0

Return to Work: 2

### **4. Woorabinda Leadership Group – Advisory Sub-committee**

New and renewed nominations for the Woorabinda Leadership Group have been called and closed on the 17<sup>th</sup> June 2024.

A Service Level Agreement has been endorsed with the National Indigenous Australian Agency to further develop the Woorabinda Leadership Group

Leadership Training for committee members will commence in October 2024

### **5. Organisational Structure**

A Workforce Development application with Qld Department of Employment, Small Business and Training was unsuccessful. As a result a proposal will be table for Council consideration to fund further development of Council Workforce.

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

The WASC Organisational Structure has been finalised and will aligned other staff position ensuring that any costs to be included in the Budget 24/25 process.

## **6. Regulatory Requirements**

There has been ongoing discussion with the 'Contractor' with ensuring water quality through effective monitoring of the water turbidity at the Water Treatment Plant.

Council Facility WHS Inspections:-

- Department of Regional Development, Manufacturing and Water compliance inspection was held in June 2024.
- Building Fire Safety Inspection conduction in June 2024 and to be completed by 25<sup>th</sup> July 2024.
- WHS Communication Noticeboards are being installed in all facilities to ensure that Work, Health and Safety (WHS) and Human Resources 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 July 2024

### 1. Planning and Development

Local Waste Management Plan:- The engagement process with community has been completed. The Draft Local Waste Management Plan is to be reviewed and submitted to Department of Environment and Science.

Community Hub & Disaster Recover Centre:- The Public Notification Development signage will be placed on site from the 29<sup>th</sup> July 16<sup>th</sup> August.

Water Security Plan:-

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:-

Efforts have been directed to Zamia Creek and the spread of 'Mothers of Millions' in the Offset Deed area.

### 2. Housing Upgrades, Repairs & Maintenance

Lawn Lockers:- Approximately twenty (20) Lawn Lockers will be rolled out in community in the coming weeks.

Work4Qld:- A new W4Q application has been submitted and will be considered by Council.

### 3. Assets and Infrastructure Enhancements

Rural Airstrip Upgrade Contract Tender process is in the process of being 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.

#### **4. 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).

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).

#### **5. Capital Infrastructure Program**

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.

#### **6. Digital Connectivity**

Telstra Tower 4/5G:- Has not been switched on and will be monitored for a short period of time.

WASC was successful to obtaining funding to install starlink at a number of Council facilities.

# 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 July 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

All Management positions have now been filled and transition existing staff to team leader position will commence.

Discussion are being held with RTO and Employment Service providers for the delivery of training

Ongoing development for the established of a Employee Assistance Program (EAP) is in progress.

### 3. Staff Recruitment

WASC currently employs approximately 90 staff.

Recruiting:

- Night Patrol x 6 – currently advertised
- Childcare Educators
- Senior Parks & Garden Officer
- Centrelink Officer
- Work, Health and Safety Officer
- Personnel (HR) Officer
- Compliance Officer x 2
- Community Manager
- Senior Administration Officer

# 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 July 2024

### 1. Woorabinda Healthy Country Plan

Rangers:- Have developed and has commencing preparing to deliver strategies related to their Fire Plan.

A new service agreement is due pending on the outstanding audited financial report.

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. Public Health

Council is in the process of designing and costing the establishment of an Animal Care facility. It has become noticeable to the reduction of dogs in the community due to increased options to community members to surrendering puppies.

Little Red Bats:- Are nomadic and are protected under QLD Conversation Laws restricted the type of responses allowed by Council. Professional advice provided suggested that once food supply has disappeared so should be Bats.

Vet Clinic:- Wormed Cats and Dogs – 29    Vaccinated – 22    Microchipped – 11  
Dogs desexed - 7

# 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 July 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 has secured State Library funding.
- IKC has delivered Arts and Craft activities during NAIDOC
- IKC representing WASC and community at the NAIDOC Meetings

### 2. Woorabinda Gym

- Gym hours were modified during the NAIDOC celebrations with earlier closing times.
- Current Membership base is 70

### 3. Community Events & Engagement

- NAIDOC Week was a success due to the collaboration with individuals, groups, community organisation and government departments all playing a part in the delivery of events.

	Service Provider	Related Program or Grant	Service to the Community
1	Qld Government	Minister McCallum	Community Engagement

<b>2</b>	Qld Education	School Master Plan	Community Feedback Plan
<b>3</b>	Dept Justice and Attorney General	Justice Group	Induction
<b>4</b>	Dept Tourism, Innovation and Sport	Sport and Recreation	Project Plan
<b>5</b>	Synergy Consulting	Community Garden	Planting, mowing and seeding.
<b>8</b>	NAIDOC Week	All Community Approach	Events

