

Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Agenda

Date: Tuesday 12 March 2024

Time: 9.00am

Venue: Cyclone Recovery Coordination Centre, and MS Teams



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1. Opening of Meeting

1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek

1.2 Acknowledgement of Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

Councillor Bradley Creek, Mayor

Councillor Regan Kulka, Deputy Mayor

Councillor Robert Bloomfield

Councillor Vanessa Tayley

Councillor Vincent Tayley

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow

Manager, Works and Building Services, Perry Gould

Manager, Corporate and Commercial, Micah Nkiwane

Cyclone Disaster Recovery Coordination Officer, Tania Edwards

2.2 Leave of Absence | Apologies

2.3 Visitors | Presenters

9.30am-10.15am Social Housing Rick Parmenter (Qbuild), Chantal Cora (Dept of Housing)

10.15am -10.30am Rooding | Nick Lennon (ERSCON)

10.30am-10.45am Drinking Water | Chris Blake

11.00am-11.45am Gungarde & My Pathways | Greg Whittaker and Josie Flores

3. Condolences | Congratulations

4. Mayoral Motion

5. Confirmation of minutes of the Previous Meeting

5.1 Minutes of the Ordinary Council Meeting | 20 February 2024

Resolution: acceptance of the minutes meeting held Tuesday 20 February 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 20 February 2024 accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



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

Declaration of a “perceived conflict of interest”: Employment of Lewis Gould son of Perry Gould, Operations Manager as a, Graduate Engineer with ERSCON.

Refer to appendix 6.1.

7. Business Arising or Outstanding Matters from Previous Meeting

8. Items for Consideration and Decision

8.1 Auditors | Final Management Letter

Report to:	CEO, Mayor and Councillors
Subject:	Audit - Final Management Letter
Reporting Officer:	Chief Executive Officer
Status:	Decision

The Final Management Letter is provided in the appendices to this agenda.

- Council has met with the Auditors to review the FY23.
- Dates have been set for when the auditors will begin the FY24.0448

Resolution: [Receive the Queensland Audit Office Final Management Letter](#)

Resolution:	That Council Receive the Queensland Audit Office Final Management Letter for Wujal Wujal Aboriginal Shire Council for the 2022-2023 Financial Year, pursuant to and in accordance with the Local Government Regulation 2012 (s213).	
Moved:		Lost/Carried
Seconded:		
Resolution No		



8.2 China Camp Road

Report to:	CEO, Mayor and Councillors
Subject:	China Camp Road
Reporting Officer:	Chief Executive Officer
Status:	Decision

China Camp Road has been severely undermined as a result of the TC Jasper disaster and as a result the road is increasingly unstable and poses a risk to life and public safety.

A geotechnical engineer has assessed the road, and advised the road must be reduced to one lane with a 5 Tonne load limit.

Resolution: China Camp Road safety

Resolution:	That Council resolved to reduce China Camp Road to one lane, with a 5 tonne load limit, effective immediately.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

8.3 Naming the Wujal Shop

Report to:	CEO, Mayor and Councillors
Subject:	Naming the Wujal Shop
Reporting Officer:	Chief Executive Officer
Status:	Decision

With the full interior rebuild and facelift for the Wujal Shop, CEQ who will operate the shop would like Community to advise their preferred name for the business.

Options to consider are:

IBIS Supermarket:

IBIS stands for Islanders Board of Industry & Service and is predominantly used in Communities with Islander heritage. Currently in use in all Torres Strait stores, plus Bamaga, and Napranum.

ABIS Supermarket:

ABIS stands for Aboriginal Business, Industry and Service.

Currently used in Palm Island, Doomadgee, Kowanyama, Pormpuraaw and Lockhart River

- Palm Island and Lockhart River have chosen community/family specific names
- Doomadgee, Kowanyama and Pormpuraaw have their Community name supermarket.
- Mapoon Store have chosen Rugapayn Store.

Resolution: Shop name

Resolution:	That Council resolved to name the shop:	
Moved:		Lost/Carried
Seconded:		
Resolution No		



8.4 Completion of Plugins and Housing Subdivision Project

Report to:	CEO, Mayor and Councillors
Subject:	Completion of Plugins and Housing Subdivision Project
Reporting Officer:	Chief Executive Officer
Status:	Decision

The Department of Housing have approached Council, indicating they would like to complete the Plugins and Housing Subdivision Project to provide additional houses for Community.

This is now more important than ever as a lot of houses were inundated in the TC Jasper Disaster event, and the Community desperately need more houses.

Council proposes to terminate the existing funding agreement for the Interim Remote Capital Program and the Forward Remote Capital Program, allowing the Department of Housing to complete these houses for Community.

This does not constitute a major financial decision as there was a pre-existing agreement in place.

Resolution: Completion of Plugins and Housing Subdivision Project

Resolution:	Council resolves to terminate the existing funding agreement for the Interim Remote Capital Program and the Forward Remote Capital Program, allowing the Department of Housing to complete these houses for Community.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

9. Presentations to Council

9.1	Social Housing	9.30am-10.15am
9.2	Roading/Civil	10.15am -10.30am
9.3	Drinking Water Supply	10.30am-10.45am
9.4	Joint Venture Partnership program update	11.00am-11.45am



10. Reports

10.1 Mayor's Report June 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 20 February 2024:

Date	Meeting & Commentary
Monday 26 February	Update session with Councillors and key stakeholders
	Action Planning and Coordination meeting – Cyclone Recovery
Wednesday 28 February	Parliamentary sitting in Cairns <ul style="list-style-type: none"> Meet with Clare O'Connor regarding the shop Met with Minister Enoch
	Visited Wujal Wujal students at the Cairns West State School.
Monday 4 March	Update session with Councillors and key stakeholders

Resolution: Acceptance of the Mayors Monthly Report for February 2024

Resolution:	That Council receive the Chief Executive Officer's Monthly Report for the month February 2024 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



10.2 Chief Executive Officer Report

10.2.1 Meeting attendance – February- March 2024

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last report:

Date	Meeting & Commentary
Monday 19 February	<p>Recovery Coordination Action Planning Coordination meeting</p> <ul style="list-style-type: none"> • Now occurring just once a week on Monday's at 2pm • Status reporting from all the relevant agencies on the recovery progress
Tues 20 Feb	<p>Council Ordinary Meeting</p> <p>Council arranged for presentations to Council on the following recovery related matters:</p> <ul style="list-style-type: none"> • Social Housing • Primary Health Clinic • Civil infrastructure • Council Assets • Funding and Finances • Shop <p>Presenters from the relevant agencies provided high level overview of the status and progress on the various matters.</p> <p>These presentations were similar in format and content to the information provided at the weekly Action Planning Coordination meetings to which all Councillors are invited to attend, however there was an opportunity for in depth 'Q & A' in these tailored presentations and council benefited from this opportunity.</p>
Tues 20 Feb	<p>Senator Tony Sheldon and envoy visited Wujal Wujal. Envoy included the following guests:</p> <ul style="list-style-type: none"> • Jill Charker, Deputy Coordinator-General, Disaster Resilience and Recovery NEMA • Michelle Lees, First Assistant Coordinator-General, Commonwealth Recovery Liaison Officer NEMA • George Hodgson, Director, Commonwealth Recovery Liaison Officer Taskforce NEMA • Brett Carlsson, CPO, Commonwealth Recovery Liaison Officer • Mike Wassing, QRA <p>Community Elder Aunty Kathleen Walker</p>
Wed 21 February	<p>Torres and Cape Hospital and Health Services (TCHHS)</p> <ul style="list-style-type: none"> • Meeting with key representatives to discuss the plans for the temporary Primary Health Clinic • Several of our Community's Elders also joined this meeting and were able to speak to the importance of this clinic in the return of Community to Wujal Wujal.



Date	Meeting & Commentary
Thurs 22 February	Resilience Planning session with Queensland Reconstruction Authority This very valuable planning session identified potential funding sources to recovery and repair specific Council facilities and public areas.
Frid 23 February	Ann Leahy, Shadow Minister for Local Government, Disaster Recovery and Volunteers visited Wujal Wujal with Cook Shire Mayor Peter Scott and his wife visited Wujal Wujal for several hours. They were shown both the devastation caused by Cyclone Jasper and the cleanup progress that has been achieved through the assistance of volunteers, community organisations and contractors working diligently. They commended Council for their dedication and progress.
Monday 26 February	Recovery Coordination Action Planning Coordination meeting Status reporting from all the relevant agencies on the recovery progress
Tues 27 February	Working out of the temporary office in Cairns <ul style="list-style-type: none"> Engaging with our displaced staff members in their temporary offices within the Apunipima Office in Cairns. Reconnection with the team, discussions on team training, discussions on return to Wujal Wujal. Discussion on offer of free accommodation at the My Pathway building in Cairns City. Met with Melanie Ison and Jo Stephenson of the Department of Housing, Local Government Planning and Public Works Discussed: <ul style="list-style-type: none"> Works for Queensland (W4Q) funding and its application to our needs in disaster recovery efforts and potential variation request (variation to project deliverables and extension of time beyond the current end date of 30.6.2024. Best practice method of working for Councillors after the election. Use of technology and regular engagement, Councillors to use laptops to fully engage in their elected member responsibilities. All Councillors to use the online learning resources available through LG Central, including the online training modules of Councillor responsibilities.
Tues 27 February	<ul style="list-style-type: none"> The Department is sponsoring Mayors to undertake the Australian Institute of Company Directors (AICD) course on 15 and 16 April 2024. Process after election, swearing in of elected Councillors, Register of Interests, Declarations of Conflicts of Interests, set frequency of meetings and meeting dates, appointment of Deputy Mayor.
Wed 28 February	Met with Torres Cape Hospital and Health Services and Manager Corporate and Commercial Micah to discuss proposed lease and financial agreement for use of the Eco Village premises for temporary primary health clinic.

Date	Meeting & Commentary
Wed 28 February	<p>Master Planning discussion with Ricardo Sandoval and Gerhard Visser of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts. Discussed the following:</p> <ul style="list-style-type: none"> • Usable land and uses. • Plans to Build Back Better with more resilience.
Wed 28 February continued	<ul style="list-style-type: none"> • Master Plan review which was due at the end of 2023, and which we were going to work on in collaboration with TICCA will now need to proceed without collaboration as WWASC needs the results of that planning to inform the path forward. Discussed potential funding options for this extensive work. • Ricardo provided us with maps which clearly illustrate the flood inundation from Tropical Cyclone Jasper. The extent of the flooding will need to be taken into consideration in the Planning Scheme Review as some parcels of land may need to be reclassified as flood plain. This in turn will have an impact on our funding applications. <p>Requested they fund the review of both the Master Plan and Planning Scheme and will advise Council of the outcome of that request.</p> <p>Met with My Pathways and Gungarde</p> <ul style="list-style-type: none"> • Confirmation received that good numbers of Wujal Bama are undertaking works in Wujal Wujal. • Discussed the SQW and Community Project and the supervision requirements for those employed as a part of this project. Confirmed My Pathways or Gungarde would need to provide the supervision for the SQW and Community Project. • Discussed My Pathway offer to provide WWASC with free office space in Cairns.
Thurs 29 February	<p>Local Government Managers Association Conference for Chief Executive Officers, Brisbane</p> <ul style="list-style-type: none"> • A valuable conference with representatives from Councils from all over Queensland and included topics such as: the LG Election 2024. • Advocated for vehicles, equipment and Council to Council support for Wujal Wujal recovery efforts. • CEO Brett Walsh, Chief Executive Officer (CEO) of Longreach Regional Council expressed an interest in assisting Wujal Wujal Aboriginal Shire Council with equipment and we have subsequently sent him the 'wish list' which outlines the equipment required by the Operations department • Chatur Zala, CEO of Cherbourg Aboriginal Shire Council is keen to support WWASC with the recovery efforts. We will utilise two of their finance team to support our finance team in the processing of invoices and purchase orders.

Date	Meeting & Commentary
Monday 4 March	<p>Joined the Mayor in 11.00am his update session.</p> <ul style="list-style-type: none"> It was flagged there was to be a community meeting on 12 March 2024; however, WWASC Ordinary Council Meeting was set on this same day. The community meeting will be set later. Received an update from Housing. 39 houses have been handed back to Housing, who has had conversations with these tenants. Out of these 39 houses, 2 households do not wish to return to Wujal Wujal. Housing will continue to have conversations with these families to determine the long-term situation.
Monday 4 March	<ul style="list-style-type: none"> Josh Patterson from Jabalbina Rangers – has established an Elders group who will be working with QRA and the Jabalbina Rangers team on resilience planning. There is no planned governance structure around this Elders group yet. Audrey Deemal from CYP confirmed CYP will support the Sorry Business, similar to last event, with BBQ, buses, church service, supplies, etc. <p>Recovery Coordination Action Planning Coordination meeting:</p> <ul style="list-style-type: none"> Status reporting from all the relevant agencies on the recovery progress – see TC Jasper Recovery Facebook page and infographic Note: issues with China Camp Road – geotechnical engineer advised Council to shut road off to one lane only and reduce road limit to 5T – dangerous and high risk. Issue with road into Wujal Wujal – area of road slumping and risk that section of road could fall away into the river. Cook Shire Council owns the road and is working on and monitoring that area and has reduced the road between Ayton and Wujal to a 5T weight limit. If this section of road falls away, this will slow down recovery works in Wujal Wujal. Conversations with DESI – CEO has requested DESI provide two trucks for WWASC. Progressing – CEO to meet with Carrie Goldsmith in mid-March 2024. Council has a 12-month waste levy exemption for delivery of waste to Springmount. The 5T weight limit on the road will make removal of waste difficult until the road has been repaired. CEO talked to Carrie Goldsmith from DESI to request funding to make the waste stockpile area more aesthetically pleasing. DESI will look at shade cloth to fence off waste stockpile area to make it look better and signage to address safety issues. ATSI Public Health is in Wujal Wujal next week to carry out pest control around community to treat pests and vermin. Jo Killick from Yellow Projects has been looking at sources of funding to see what can be covered in recovery works. Moreton Hire in Wujal Wujal from Sunday and will be starting to build the temporary health clinic. This will take about three weeks. Good progress on the shop, all sheeting and asbestos removed. Asbestos clearance certificate provided by QBuild.

Date	Meeting & Commentary
Wednesday 6 March	Audit Planning and Review session with Grant Thornton. WWASC would like to prepare early for the external audit, as the disaster response and recovery may slow things down. Date for initial visit will be end of May. Auditors will review our processes and procedures, the maturity of our control environment and the handling of our assets (financial management) as a result of the disaster.
	CEO met with John Doolan from QTEC regarding installation of new flood camera and flood warning sensors in Bloomfield River, as well as fixing the switchboard at the back of the community hall which powers the flood siren. John will work with CEO and QRA to get these works underway soon.
	CEO met with contractor Nick Lennon from ERSCON. There is a land slip behind the water treatment plant. Possible risk of further slip of the area may impact the water treatment plant and cause loss of water to community. QRA was advised. Continue to monitor the area.
Wednesday 6 March	<p>CEO met with Rob Willmet, Belinda Drew, QRA, DSDSATSIP and QBuild regarding the Wujal Store. Delivery of store rebuild is on schedule for handover on the week of 22 April 2024. If works are required to create a commercial kitchen, this will increase the cost and time taken to complete the store to be a Class 6 building. Rick Parmenter from QBuild is sourcing quantity surveyor estimates of cost and will provide these within 10 days.</p> <p>Manager Corporate and Commercial Micah Nkiwane will discuss with CEQ to determine their timeframes for set up in the store after handover.</p>
Thurs 7 March	CEO meeting with Josie Flores from My Pathway. CEO provided a letter of support to My Pathway Community Owned Enterprises to apply for the Skilling Queenslanders for Work funding to employ a supervisor and local Bama to undertake a community project for recovery and beautification works in Wujal Wujal.
	<p>Reef Guardian Councils Working Group:</p> <ul style="list-style-type: none"> Discussed Reef Guardian Action Plan. Plans are due for renewal in 2024. Outcomes to be tied to the Reef 2050 Plan. WWASC was the first of all Reef Guardian Councils to sign and return their Memorandum of Understanding as a member of the Reef Guardian Council group to work to support the reef health. Discussion on green and clean energy and moving to zero emission vehicles and boats. Discussion on Councillor portfolios after the election. The Environment portfolio must include Reef Guardian Council responsibilities and advocacy to support the health and cultural significance of the reef. Reef Guardian Council Executive can write a letter of support for funding applications if required. There is a LGAQ Reef Councils Rescue Program coming up soon where Councils will need to guide LGAQ on their future vision for reef health and preservation. Councils need to be involved.



Date	Meeting & Commentary
Friday 8 March	Local Government Managers Indigenous Leadership Group Chief's Forum <ul style="list-style-type: none"> • After election and Councillor responsibilities and training

10.2.2 Report

This report addresses recovery efforts and provides updates on progress of critical community services that need to be in place and operating before our people can return to Community.

10.2.2 Road Access into Community

- The condition of the road between Ayton and Wujal Wujal continues to deteriorate, not only from the heavy traffic from contractors and cleanup vehicles, but also due to continued slips and slumps resulting from the high rain fall we have been experiencing.
- We continue to liaise closely with ERSCON Civil and Cook Shire Council on a regular basis.
- The safety of the access up China Camp Road continues to be a concern, with genuine consideration being given to having to close the road entirely. Access for the residents is an issue, however Council is also places the utmost value on the safety of the residents who may be endangered if the road condition deteriorates even further.
- ERSCON Civil has engaged a geotechnical engineer and will attend this meeting to provide the most current update.

10.2.4 Water Supply Status

- Silt content in the water supply is posing an issue, clogging filters that are supposed to remove harmful protozoa from the water.
- Council may be required to issues a 'boil before drinking' notice until this has been rectified.
- David Hancock from Queensland Health will attend this meeting to speak to this matter and answer any questions Councillors may have.

10.2.5 Sewerage Supply Status

- The sewerage system is now operational for homes and buildings in the main township, however the pump station that supports the sewerage system for homes on the south side requires a new pump which we are still waiting for.
- We greatly appreciate the patience of al the contractors who have worked in Community the past two months and have used Portaloo's for that entire period.

10.2.6 Fuel Station

- Council has signed a rental agreement for new fuel bowzers and is waiting on more information regarding funding to repair the fuel station itself and will provide Council with an update when available.
- Fuel is available for sale at the Bloomfield Middle Shop.

10.2.7 Primary Health Clinic

- The team from Moreton Hire will begin 'building' the temporary clinic on Monday 11 March
- The builders will stay onsite in the Eco Village rooms.
- TCHHS will have the tree next to the Eco Village assessed by an Arborist, as they will use that area of land for staff car parking and want to avoid potential for injury to their staff or vehicles by falling branches.



10.2.7 Police Station

- Work on the Police Station is progressing well and is on track for completion as planned.

10.2.8 Shop

- Work is well underway and progressing to schedule on the Shop which once finished will far exceed the quality and condition it was in prior to the disaster.
- Council is meeting with the key stakeholders regularly.
- Plans are underway to ensure the shop is stocked with goods as soon as possible once complete.
- The 'rebuilding' of the shop is a major project, and because of the large amount of work required, the shop may not be quite ready by mid-April when we anticipate other Community services will be.
- Council thanks the Queensland government for their generous funding of the works being undertaken to enable Wujal Wujal to enjoy the benefits of a shop within Community.
- Council is asked to consider naming the shop, this is considered in an item in the matters for consideration section of this agenda.

10.2.10 Queensland Ambulance Service (QAS)

- QAS continues to maintain a presence in Community with one officer being rotated through every 10 days.
- QAS will remain in Community until the temporary health clinic is operational.

10.2.11 Funding update from the Recovery Project Manager

- Work is continuing to identify potential funding sources for projects across the community.
- Identifying where offers of donations need to be focussed: GIVIT sourcing coin-operated washers and dryers for the laundry, liaising with Housing for Red Cross "return to community packs".
- Submission to the Qld Resilience and Risk Reduction Fund (QRRRF) for automatic signage and warning boards on trailers and solar bollard lighting for footpaths in town and at the bridge. Outcome in the next couple of months.
- Working with QRA and NEMA on DRFA eligibility for council-owned buildings and facilities.
- Connecting the arts community on offers of support and donations of materials to support local artists to both tell the story of the flood as well as engage in leading the recovery planning.
- Preparing funding applications for Disaster Ready Fund for the Art Centre (closing 20 March), supporting the TCICA submission to the Disaster Ready Fund for a Place of Refuge in Wujal Wujal.

10.2.12 Return to Community

- Liaison with government agencies responsible for enacting the Premier's commitment to return Wujal Wujal community to country, ensuring that Council perspective is represented.
- Engagement planning for Elders and community is underway regarding local recovery planning, with QRA Recovery Officer working with the Justice Group.



10.2.13 LDMG Agreement

- WWASC has an agreement with Cook Shire Council and is considering extending this to include Douglas Shire Council to ensure that residents of Degarra are included.

10.2.14 Flood Camera and Flood Alerts

- QTEQ Pty Ltd will be in Wujal Wujal the week beginning 11 March to replace the flood camera and flood alert system. This work is covered under QRA's REPA funding.
- They will also adjust our activators.
- Will begin the process of developing/installing an SMS warning system for river level rises.
- Completion date for this project is mid-May 2024.

10.2.15 Council Buildings

- The next stage of work on the Council Depot is scheduled to begin the week 11 March 2024.
- Conversion of the Recovery Centre into the temporary Council Administration offices is also due to begin shortly and will be complete in time for the return of staff to the Community.

10.2.15 Bush TV – Back on Country Proposal

- In conjunction with Orange Sky Laundry Service, Bush TV is proposing a 'back on country' film festival which will feature stories from locals, local films with Ernie Dingo presenting.
- It is proposed also that Orange Sky Laundry Service will provide essential laundry support to the returning residents to assist in ensuring they feel a sense of comfort, dignity and belonging as they rebuild their lives.
- Council looks forward to learning if Bush TV is successful in sourcing funding for this project.

10.2.16 Donations

- In addition to the donations being managed by GIVIT for our Community members, Council has also been receiving donations of machinery and equipment from other Councils and organisations, some of which are listed here:
 - Nissan Navara Ute | use of this vehicle for the next 12 months has been donated by Queensland Parks and Wildlife Service
 - Tractor | donated by Northern Peninsula Aboriginal Regional Council
 - Ute | Public Health have donated a ute for the Animal and Environmental Health program.
 - Jamie Merrick and DESI have committed to donating two trucks
 - Cherbourg Aboriginal Shire Council are donating the services of two Finance Officers to support our Finance team.
 - Hope Vale Aboriginal Shire Council have donated training support for our finance team which is taking place currently.



10.2.17 Caravans for Depot Staff

- Chantal Cora from the Department of Housing has advised that Michael Bamboo and Gregory Pascoe has accepted a caravan at the Bloomfield caravan park.
- The housing team has arranged for assistance with their relocation from Cooktown to Ayton.

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

Resolution:	That Council receive the Chief Executive Officer's Monthly Report for the month February 2024 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



10.3 Financial Reporting

Report to: CEO, Mayor and Councillors
 Subject: Financial Reports, February 2024
 Reporting Officer: Chief Executive Officer
 Status: Information

Background

In accordance with s 204 of the Local Government Regulation 2012 the Chief Executive Officer must present to Council a financial report, which states the progress that has been made in relation to the current financial year's budget. This report must be presented to Council on a monthly basis and cover the period up to a day as near as practicable to the end of the preceding month.

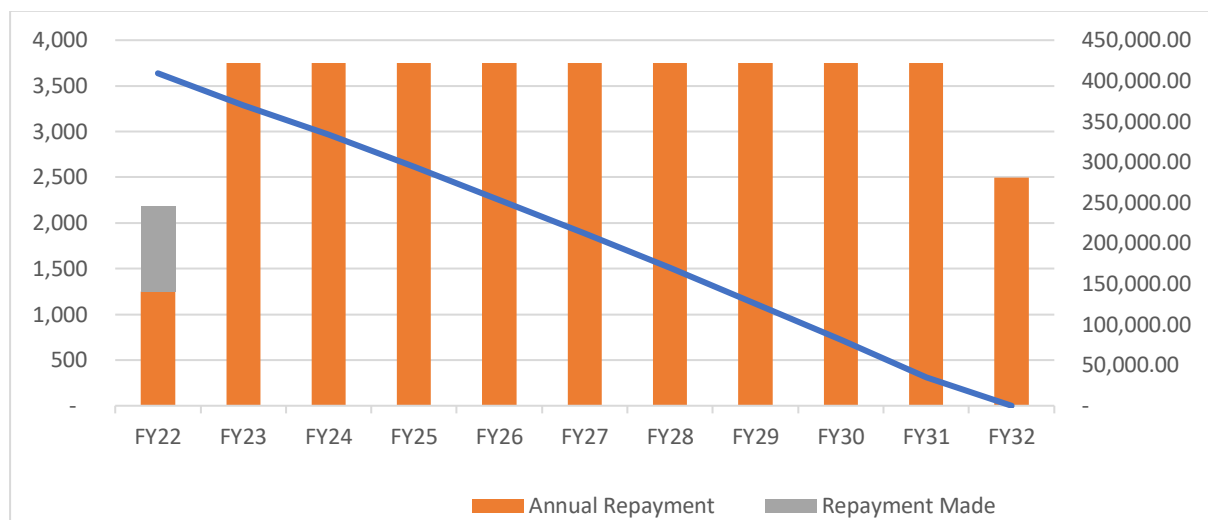
Cash Position

Money on hand & owing to Council:

Cash available to pay creditors and wages	3,661,239.49
Quarantined monies	2,307,473.93
QTC Investment	3,069,647.00
Bank balance	9,038,360.42
Total debtors & receivables	461,814.82
Long Term Loan	3,058,220.17
Creditors	521,624.00
Total monies owed	3,579,844.17

Bank balances:

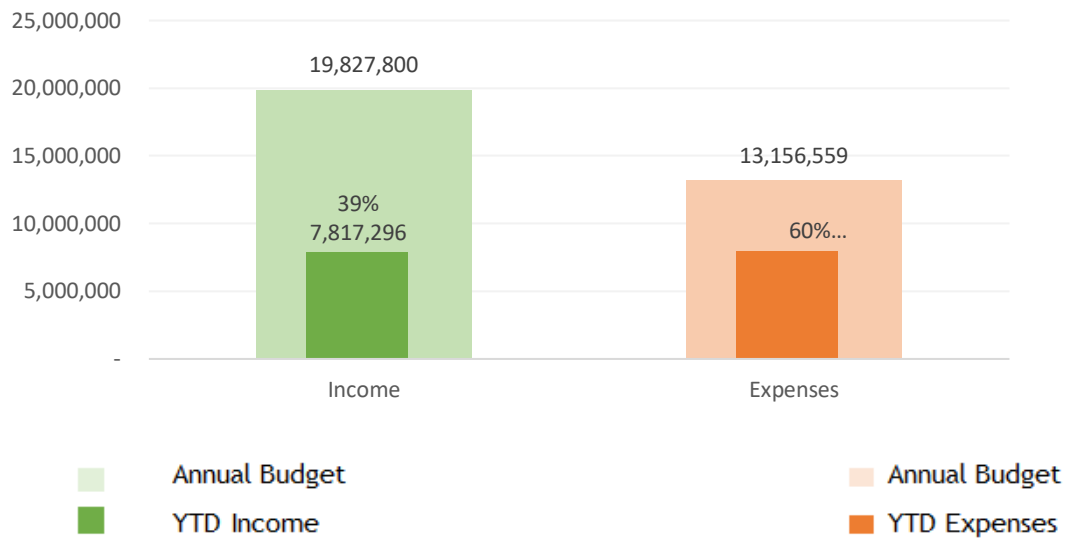
- less than last month, but still a healthy position
- +\$2.5m in unrestricted.
- + \$3m invested with QTC,





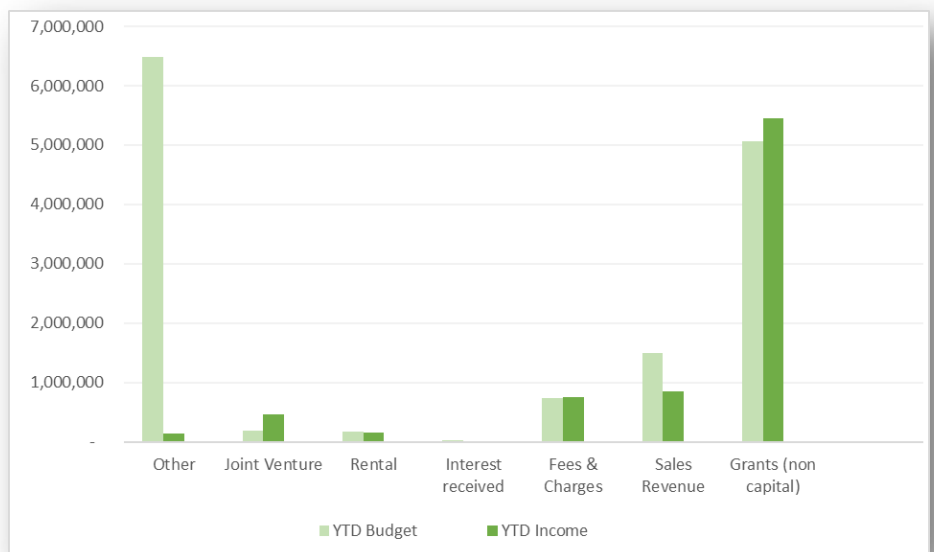
Operating Position

Council Operating income vs Council Operating expenses



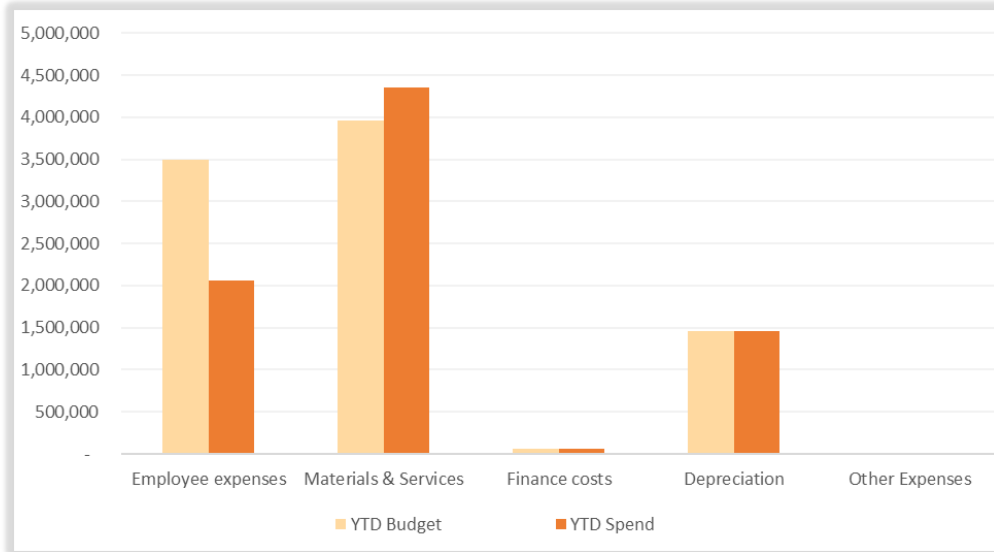
Income and Expenses by Area

Revenue	YTD Income
Other	142,866
Joint Venture	465,000
Rental	152,818
Interest received	10,815
Fees & Charges	744,119
Sales Revenue	847,461
Grants (non-capital)	5,454,217
TOTAL	7,817,296

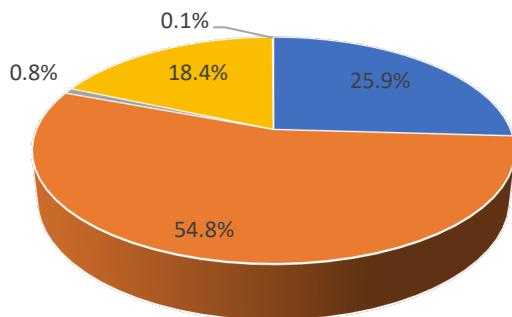




Actual expenses vs Budget expenses

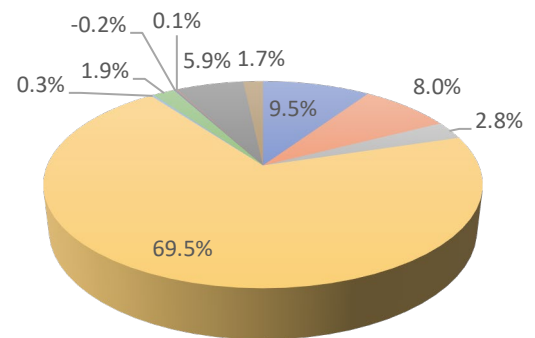


Income & Expenses by Type



Expenses by Category

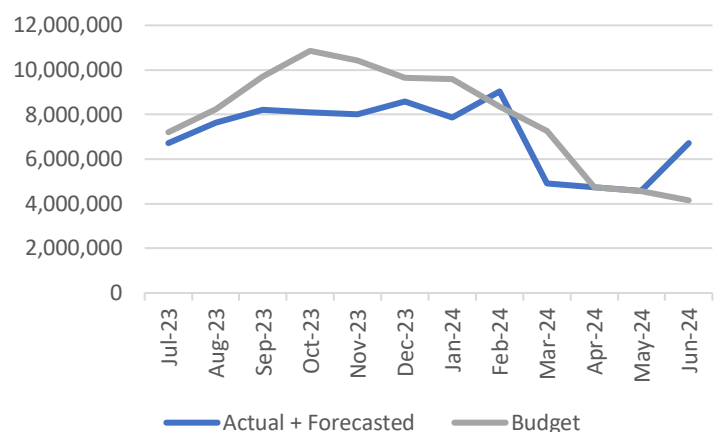
- Employee Benefits
- Materials & Services
- Finance Costs
- Depreciation
- Capital expenses



Revenue by Category

- Fees & Charges
- Sales Revenue - Building Construction
- Sales Revenue - Enterprise
- Grants, Subsidies, Contributions & Donations

Actual+Forecast+Budget



Cashflow: Monthly Financial Report as of 29 February 2024

Statement of Comprehensive Income	YTD End of Month Reporting - Feb 2024			Comments
	Actual	Budget	Variance	
Revenue				
Recurrent Revenue				
Fees & Charges	744,119	739,694	4,425	Favourable
Sales Revenue - Building Construction	627,029	1,140,000	(512,971)	Impact of flood
Sales Revenue - Enterprise	220,432	359,525	(139,093)	Impact of flood
Grants, Subsidies, Contributions & Donations	5,454,217	5,067,605	386,613	Timing of grant revenues
Total Recurrent Revenue	7,045,797	7,306,823	(261,026)	
Capital Revenue				
Capital, Grants, Subsidies, Contributions & Donations	19,936	6,192,823	(6,172,887)	No meaningful capital projects
Capital Income	-	-	(13,773)	Loss on market value of loan
Total Capital Revenue	6,164	6,192,823	(6,186,660)	
Rental income	152,818	173,405	(20,587)	Un-Favourable variance
Interest received	10,815	28,533	(17,718)	
Joint Venture	465,000	190,000	275,000	Impact of \$300,000 joint venture invoice in September
Other income	136,702	293,522	(156,820)	Receipts from Insurance of \$110,000 did not materialise
Total Revenue	7,817,296	14,185,107	(6,367,811)	
Expenses				
Recurrent Expenses				
Employee Benefits	2,057,613	3,490,509	1,432,896	Fav due to absences and vacancies
Materials & Services	4,352,123	3,965,819	(386,304)	Impact of Capital projects
Finance Costs	63,068	67,200	4,132	Int. on QTC Loan \$6.7k;
Depreciation	1,458,457	1,456,850	(1,607)	
Total Recurrent Expenses	7,931,262	8,980,378	1,049,116	
Capital expenses	5,788	15,804	10,016	
Total Expenses	7,937,049	8,996,182	1,059,133	
Net Operating Surplus/ (Deficit)	-	5,188,925	(5,308,678)	Net Impact of deficit on Capital Revenue and floods

Cashflow Forecast

	2nd Quarter Actual	Jan Actuals	Feb Actuals	March Forecast	3rd Quarter Forecast/ Actual
Cash flows from Operating Activities:					
Receipts from customers	914,439	161,066	251,760	29,481	442,307
Sales Contracts	420,670	0	75,442	16,325	91,767
Payments to Employees	(792,752)	(326,862)	(257,335)	(285,000)	(869,197)
Payments to suppliers	(1,038,413)	(1,008,022)	(1,289,096)	(453,683)	(2,750,801)
	(496,056)	(1,173,818)	(1,219,230)	(692,877)	(3,085,924)
Interest Received	3,963	1,363	1,199	3,567	6,129
Rental Income	10,914	0	0	21,819	21,819
Other Income	206	0	0	2,781	2,781
Non-capital grants and contributions	550,000	550,000	2,287,005	432,085	3,269,090
Borrowing costs	0	0	0	(8,400)	(8,400)
Net cash inflow (outflow) from operating activities	69,027	(622,455)	1,068,975	(241,025)	205,495
Cash flows from investing activities:					
Payments from property, plant and equipment	0	0	0	0	0
Proceeds from sale of property, plant and equipment	0				0
Grants, subsidies, contributions and donations	424,458	0	0	0	0
Depreciation	0				0
QTC Investment	0				0
Capital Expenses	0	0	0	0	0
Net cash inflow (outflow) from investing activities	424,458	0	0	0	0
Cash flows from financing activities					
Proceeds from borrowings	0				0
Repayment of borrowings	(105,621)	(35,207)	(35,207)	(35,207)	(105,621)
Repayments made on finance leases	0				0
Invested Monies					
Net cash inflow (outflow) from financing activities	(105,621)	(35,207)	(35,207)	(35,207)	(105,621)
Net increase (decrease) in cash held	387,864	(657,662)	1,033,768	(276,232)	99,874
Cash at beginning of reporting period	5,019,025	5,595,002	4,937,340	5,971,108	5,971,108
Cash at end of reporting period	5,595,002	4,937,340	5,971,108	5,694,876	5,694,876

Analysis of Key Metrics:

Revenue Cycle

	Opening Balance	Movement	Closing Balance
Trade & Other Receivables	313,627	148,187	461,814
Credit Sales (excluding cash)	3,809,082	- 3,750,241	58,841
Average Credit Sales per day			385
Collection period - days			2405
Target collection period - days			40

Expenditure Cycle

	Opening Balance	Movement	Closing Balance
Trade & Other Payables	24,500	497,124	521,624
Cost of Sales YTD	192,954	0	192,954
Provisions	439,003	-95,201	343,802
Cost of Sales per day			1,261

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

Financial Management Cycle

	Opening Balance	Movement	Closing Balance
Cash & cash equivalents	7,808,241	1,029,793	8,838,033
QTC Loan	3,032,827	0	3,032,827

Productive Assets Cycle

	Opening Balance	Movement	Closing Balance
Property, Plant & Equipment	46,878,189	-220,247	46,657,942
Depreciation	1,117,178	-53,277	1,063,901

Payroll Cycle

	Opening Balance	Movement	Closing Balance
Provision for annual leave	154,043	368	154,410
Provision for long service leave	284,961	-95,569	189,391
Payroll expenses	2,015,196	42,417	2,057,613



Resolution: Acceptance of the Financial Report

Resolution:	That Council receive the Chief Executive Officer's Monthly Report for the month February 2024 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



10.4 Aged Care Services Monthly Report | February 2024

Report to: CEO, Mayor and Councillors
Subject: Aged Care Services
Reporting Period: February 2024
Reporting Officer: Gina Manai
Status: Information

10.4.1 Funding and Spend

Spend	Value
Far Nth Office Choice	846.12
Emperor electrical	
Alister Gibson	3225.00
Ayton General Store	
Cooktown Food and Ice	5443.09
All About Mobility	
Direct of Australia	
Universal Care Training Online	
CareLynx	
Specialised Speech Services	
Record of Care Services ROCS	
Meals on Wheels MOWs	
Fourier	
Total	9514.21

10.4.2 Issues with Programs etc

- Nil at present
- However, community new have 2 new tablets and a WIFI access point (work use only), all staff now have ample support to complete their documentation and care planning.

10.4.3 Client/Correspondence

- Continued monthly Care Plan reviews.
- Allied health interventions ongoing with continued reviews of clients when required.
- Referrals to MAC (myagedcare) for review of additional services.
- All client care plans nearing completion of About Me's.
- 12 monthly care plan review of QCSS & CHSP going well, mostly nearing completion with 2 clients away due to ongoing medical care needs, admissions Cairns Base..
- Continence nurse visited over 2 days – clients reviewed nil changes.

10.4.4 Reporting

- IEI
- CHSP
- Reviewing HCP acquittals
- P2i & OMS reports submitted Q1 1/7-30/9



10.4.5 Staffing

- 3 x new council staff commenced in 1x Admin, 1x Cook, 1x AC SW.
- 1 x Pathway PWT participant for 2 days a week W&T for 13 weeks.
- Continued online training for staff – going well.
- Buddy shifts working well.
- Source training for new staff – appropriate to roles.

10.4.6 Other

- Council to register as unregistered provider for NDIS this will enable all staff to apply for their mandatory yellow cards.
- Update of Key personnel form completed and emailed as per the request.
 - Response to the above received 27/11/23 needing further information by COB 11/12/23 will follow-up with CEO.
- Dementia Australia – additional resource documents for clients and staff received.
- Visit from Aged Care Specialist Atherton – Brad Hunter states if needing support with care plan reviews etc happy to email or a phone call.
- Still awaiting installation of smoke alarm for Emperor Electrics amongst other smaller electrical jobs.
- Discussions with community members, new referrals to MAC for in-home supports.

Resolution: Acceptance of the Financial Report

Resolution:	That Council receive the Aged Care Manager's Monthly Report for the month February 2024 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

11. General Business

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting set for **Tuesday 26 March 2024** will be the first meeting for the newly elected/re-elected council members.

13. Meeting Closure



Appendices

Minutes | Wujal Wujal Aboriginal Shire Council Ordinary Council Meeting

Date: Tuesday 20 February 2024

Time: 9.00am

Venue: Cyclone Recovery Coordination Centre, Wujal Wujal & Virtually via MS Teams

DRAFT



1. Opening of Meeting

1.1 Welcome | Opening of Meeting

The meeting was declared open by Mayor Bradley Creek at 10.21am

1.2 Acknowledgement of Traditional Owners

The Mayor acknowledged the Traditional Owners.

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

Councillor Bradley Creek, Mayor

Councillor Regan Kulka, Deputy Mayor

Councillor Vanessa Tayley (online)

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow

Manager, Works and Building Services, Perry Gould

Manager, Corporate and Commercial, Micah Nkiwane (online)

Cyclone Disaster Recovery Coordination Officer, Tania Edwards

2.2 Leave of Absence | Apologies

Councillor Vincent Tayley

Councillor Robert Bloomfield

2.3 Visitors | Presenters

Qbuild: Rick Parmenter

Department of Housing: A/Director, Delivery First Nations Housing and Homelessness, Rick Healey

TCHHS Warren Martin (District Director)

Vince Connellan (Director of Nursing)

Tiffany Best (Project Manager)

Jabob Walsh (Director of Nursing for Southern Primary Health Care Centres in Cape York)

Damien Heath (Director of Asset Management of Torres Cape Hospital and Health Services)

Matt Ewing (Ambulance Officer)

Ganden Senior Engineer/North Queensland Manager, Aaron Bull

ERSCON Senior Civil Engineer, Nick Lennon

Yellow Projects Jo Killick

BDO Senior Partner, Tali MacKay

Peak Grant Office and Professional Advisory, Advisor Stephanie Little

Shop Discussion Chief Executive Officer, Michael Dykes

General Manager, Randal Crabbe

General Manager Enterprise & Engagement, Fred Gela

Harry Sabatinos

David Handcock of Qld Health

3. Condolences | Congratulations

- Ludwick and Cobus families in Hopevale & Cooktown
- Alice Walker and Stanton Bowen for the birth of their baby boy



4. Mayoral Motion

Nil

5. Confirmation of minutes of the Previous Meeting

5.1 Minutes of the Ordinary Council Meeting | 16 January 2024

- Due consideration of the minutes were given by Councillors.

Resolution: acceptance of the minutes meeting held Tuesday 16 January 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 16 January 2024 accepted as a true and correct record of that meeting.	
Moved:	Cr Venessa Tayley	Carried 3/3
Seconded:	Cr Kulka	
Resolution No	20240220-01	

5.2 Minutes of the Special Council Meeting | 22 January 2024

- Due consideration of the minutes were given by Councillors.

Resolution: acceptance of the minutes meeting held 22 January 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Monday 22 January 2024 accepted as a true and correct record of that meeting.	
Moved:	Councillor Venessa Tayley	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-02	

5.3 Minutes of the Special Council Meeting | 23 January 2024

- Due consideration of the minutes were given by Councillors.

Resolution: acceptance of the minutes meeting held 23 January 2024

Resolution:	That the minutes of the Special Council Meeting held on Tuesday 23 January 2024 accepted as a true and correct record of that meeting.	
Moved:	Councillor Venessa Tayley	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-03	

6. Declarations of Interest in the matters on the Agenda

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

7. Business Arising or Outstanding Matters from Previous Meeting

None noted



8. Items for Consideration and Decision

8.1 Adoption of the Annual Report 2022 / 2023

Report to:	CEO, Mayor and Councillors
Subject:	Adoption of the Wujal Wujal Aboriginal Shire Annual Report 2022 /2023
Reporting Officer:	Chief Executive Officer
Status:	Decision

The adoption of the Annual Report is a legislative requirement according to the *Local Government Regulation 2012*, Chapter 5 (Part3) and s 181-190 of the Local Government Act 2009.

The Annual Report has been reviewed and approved by the auditors and is presented to Council in this agenda.

Resolution: Adoption of the Council Annual Report 2022 /2023 as presented.

Resolution:	That Council adopts the Wujal Wujal Aboriginal Shire Council Annual Report 2022/ 2023 as presented.	
Moved:	Mayor Bradley Creek	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-04	

8.2 Location of the TCHHS temporary clinic

Report to:	CEO, Mayor and Councillors
Subject:	Proposed location for the temporary Primary Health Clinic
Reporting Officer:	Chief Executive Officer
Status:	Decision

Regional Director of Strategy and Service Delivery, Department of Housing Jo Stephenson has confirmed that the decision does not constitute a major policy decision and does not require a Ministerial exemption.

Refer to the information presented until presentation item 9.2.

Resolution: Temporary location of the TCHHS temporary clinic

Resolution:	That Council endorses the proposed location of the TCHHS temporary clinic for Wujal Wujal to be located at the Yindili'mu Bayan Eco Lodge, to facilitate TCHHS's establishment of a functioning Primary Health Clinic before return of Community members to Wujal Wujal.	
Moved:	Mayor Bradley Creek	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-05	



8.3 Removal or rebuild the bike pump track.

Report to:	CEO, Mayor and Councillors
Subject:	Decision to remove or rebuild the bike pump track
Reporting Officer:	Chief Executive Officer
Status:	Decision

The bike pump track was significantly damaged during the recent flooding. The location is near the river and expected to be impacted with each flooding event.

Council officers require Council to advise their preference for the future of the bike pump track:

1. Remove completely.
2. Remove from current location and rebuild at another location.
3. Rebuild at current location.

Council determined that Option 2 “remove from current location and rebuild at another location”, is the best option for community

Resolution: Bike pump track

Resolution:	That Council endorses the decision to remove from current location and rebuild at another location.	
Moved:	Mayor Bradley Creek	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-06	

9. Presentations to Council

9.1 Social Housing

Attendance: Rick Parmenter of Qbuild and Rick Healey of Department of Housing joined the meeting at 10.37am.

- Total of 91 social houses (these numbers include 7 in Ayton) 55 no damage, 36 with damage.
- 55 non damaged houses will have their building works completed and will be returned to Dept of Housing by end of March.
- Focus now on the 7 houses located in Ayton because Ayton has access to potable water and functioning sewerage.
- 10 homes that suffered minor or moderate damage are also due to be complete by the end of March.
- 26 homes with significant damage:
 - Work being undertaken includes re-sheeting, door replacement and painting.
 - All properties have been assigned to contractors (including 3 local builders) and work is tracking well against their programs.
 - Water content must be less than 17% water content before re-sheeting can begin.
 - Target date for the severely damaged homes to be complete is 30 June 2024
- Police Station should be fully operational by end of March.

Caravans

Discussion regarding the potential for tenants to live in Caravans on the properties while the houses are being rebuilt.

- Those properties are active construction sites.
- Risky for children and animals.
- Would require access to functioning facilities such as toilets and drinking water.
- Access to be determined on a case-by-case basis – decision makers are the Dept of Housing

Finance Perspective

Value of the house post the repair will affect the Council asset values, and a comprehensive report will need to be conducted to assess any changes in value.

Attendance: Rick Parmenter of Qbuild and Rick Healey of Department of Housing **left the meeting at 10.58am**

9.2 Primary Health Clinic

Attendance: Warren Martin (District Director), Vince Connellan (Director of Nursing), Tiffany Best and Jabob Walsh (Director of Nursing for Southern Primary health Care Centres in Cape York), Damien Heath (Director of Asset Management of Torres Cape Hospital and Health Services) and Queensland Ambulance Officer Matt Ewing **joined** the meeting at 11.15am

Discussion:

- Current state:
 - No facility.
 - No accommodation.
 - Waiting on engineers' assessment.
 - Rebuild will not meet 60-day return plan, therefore an alternate plan has been developed.

Proposed Option

indili' mu Bayan Eco Lodge

- Temporary modular clinic
- Staff accom. & stores
- Staff car park
- Response vehicle access



Proposed Clinical Services



Dental and x-ray services
patient will be transported to Cooktown

Consultation

Wujal Wujal Aboriginal Shire Council	• use of facility and services
Community	• Changes to clinic arrangements
QPS	• vacate Eco Lodge
QAS	• urgent and emergency response
QBuild	• assist Moreton Hire contractors

Modifications to rooms to make them suitable for nurses and clinic.

- Aim to limit any disturbance to the site as much as possible.
- Installation will not require any physical changes to existing building.
- Sewerage connection and aerial connection to electricity.
- Separate power board for modular clinic.
- Concreted area retained for patient parking.
- All plans will meet the requirements of the Disabilities Act
- TCHHS will continue to clean and maintain the primary facilities as well as the new temporary facilities, Council will maintain the grounds around the Eco Tents.
- Costings for WWASC charges to be supplied to enable TCHHS to progress their planning.
- All staff will be needed to be back fully on board, just a different location.
- 12-to-24-month duration for the temporary clinic



Attendance: all attendees for this item **left** the meeting at **11.55am**.

Attendance: Meeting adjourned at 12.01pm for lunch

Attendance: Meeting reconvened at 12.39pm

Attendance: Senator Sheldon (Special Envoy for Disaster Recovery) including the following guests **joined** the meeting at **12.39pm**.

Guests: Jill Charker (Deputy Coordinator-General, Disaster Resilience and Recovery NEMA), Michelle Lees (First Assistant Coordinator-General, Commonwealth Recovery Liaison Officer NEMA), George Hodgson (Director, Commonwealth Recovery Liaison Officer Taskforce NEMA), Brett Carlsson (CPO, Commonwealth Recovery Liaison Officer), Mike Wassing, QRA and Community Elder Aunty Kathleen Walker

3 Civil Works

Attendance: Aaron Bull of Ganden and Nick Lennon of ERSCON **joined** the meeting at **12.40pm**

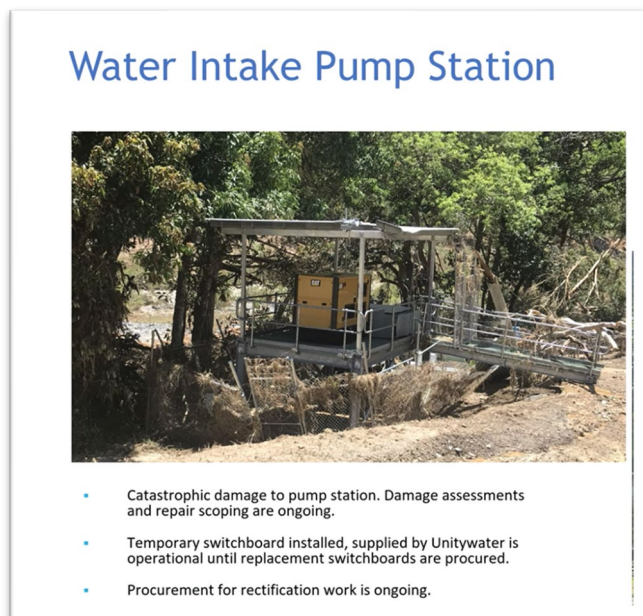
ERSON Nick Lennon

- Civil road works are not preventing Community returning, however at present, all of town is a construction site.
- Prioritising 'works' required to facilitate Community returning as soon as possible.
- Debris continues to come down the mountainside, focusing on sediment control.

- Prioritising on 'making safe' which includes:
 - Pothole restoration.
 - Focussing on keeping drains clear, keeping in mind that March is typically the wettest month of the year.
 - Aiming to access last year's betterment funding for road access up to the sewerage plant.
 - Aiming to utilise this year's betterment funding for other works.
- China Camp Rd: Engineer's report will determine the short-term future of this road and any impact on access.

Garden: Arron Bull

- Intake went under by about 6 meters of water.
- Damage throughout network where scouring occurred.
- Water treatment plant and reservoirs affected due to pumps being damaged.



- A temporary switchboard has been put in place to maintain water supply for Community and is operated manually.
- Some fowling on plant took place while pumps were offline.
- Storage reservoirs have been drained cleaned and flushed.
- Water treatment plant is operating fully and treating water as required, continuing to flush the network.
- Testing is showing positive results, but still not yet compliant with required regulations.
- Once a positive sample is achieved, this needs to be maintained every day for the following 7 days.
- Landslip behind shop and Council buildings is preventing water supply to those buildings and a temporary supply will be put in place.

Sewerage

- 80 % of sewerage assets went underwater during the flooding, affecting pumps, switchboard and generator, with water ingress into the cabling of the pumps.
- Two new replacement pumps are expected to be installed and functioning by the end of this week.



- Pump station at Art Centre was severely damaged, as was the one at the sports oval, this affects the houses on the hillside above the oval.
- 85% of main sewer servicing town have been inspected.
- Repair to areas currently sitting under ground water will take place once these areas dry up.
- Betterment plans include consideration of moving of lifting switchboards for future resilience.

Attendance: Aaron Bull of Ganden and Nick Lennon of ERSCON **left** the meeting at **1.21pm**.

9.4 Council Facilities

Discussion:

- Many assets sat idle for several weeks while Council waited on approval from insurers to clear and clean the assets.
- Council is prioritising repair of assets that are required to enable return to Community.
- Determining how and where Council will operate from in 6 weeks' time.
- Prioritising where staff will work once they return.
- Priorities include the Depot, Admin office and the facilities used by our business partners such as My Pathways.
- Anticipate being ahead of schedule with water and sewerage.
- Council will need to be very strategic in how insurance money is spent as it will not go very far.
- Council will learn soon which assets can be funded by DRFA funding, therefore determining which assets can be claimed on insurance funding.
- Potential to use local Indigenous companies who have plant to undertake work on behalf of Council.

Attendance: Senator and guests **left** the meeting **1.52pm**.

9.5 Recovery Funding and Finances

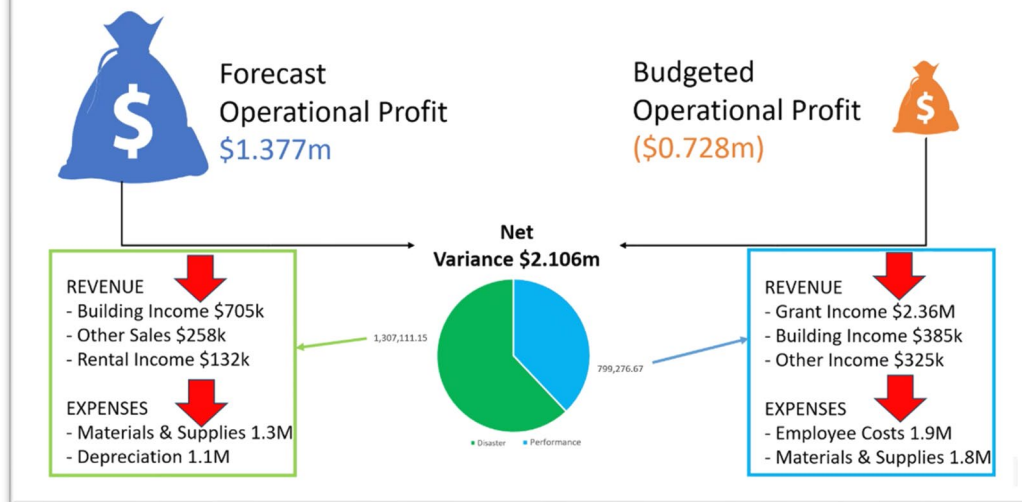
Attendance: Tali MacKay of BDO and Stephanie Little of Peak **joined** the meeting at **1.52pm**.

Discussion:

- BDO supporting Council with their finances throughout this disaster recovery period and working closely with QRA



June Profit Forecast



Six-month forecast through to December 2024

December Profit Forecast

Revenue	3,844,257.05
Expenses	2,818,452.52
Profit/(Loss)	1,025,804.53

Operational Revenue	
Fees & Charges	513,089.50
Sales Revenue - Building Construction	246,509.44
Sales Revenue - Enterprise	-
Grants, Subsidies, Contributions & Donations	2,836,741.41
Rental income	64,583.37
Interest received	-
Joint Venture	183,333.33
Other income	-
Total Revenue	3,844,257.05

Operational Expenditure	
Employee Benefits	1,497,327.75
Materials & Services	1,023,058.10
Finance Costs	55,400.00
Depreciation	242,666.67
Asset revaluation	-
Total expenditure	2,818,452.52

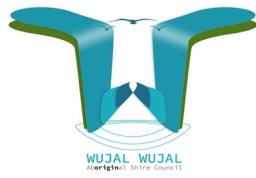
Attendance: Tali MacKay of BDO and Stephanie Little left the meeting at 2.24pm

9.6 Wujal Wujal Shop

Attendance: CEQ representatives Michael Dykes, Fred Gela, Harry Sabatinos and Randal Crabbe as well as David Handcock of Qld Health joined the meeting 2.25pm

Discussion:

- Structural compliance report was undertaken by Qld Health
 - Supermarket style service compliance is relatively easy to comply with.
 - Food preparation area is more complicated and requires further discussion/understanding of the Community's needs.
 - For example, does Community require food preparation service?
- The building once cleared and cleaned would be suitable for dry goods.



- The cold room and freezer need to be completely replaced before the shop can stock fresh or frozen food.
- Quotations have been received to dismantle and dispose of current interior.
- Option for a basic 'heat & eat' bank of microwaves to re-heat pre-packaged frozen food to provide hot food direct to client, this option reduces the requirement for a fully compliant kitchen.
- Timing is dependent on road infrastructure, refrigeration/chiller freezer storage in order to get the shop up and running.
- Able to mobilise quite quickly once the infrastructure is in place.
- If food stays within the packaging from freezer to delivery to plate, then there are no food handling requirements/food licensing requirements for this mode of delivery.
- Prior to the flooding there was \$370k worth of repairs needing to take place, the value of repairs that need replacing will have increased since the flooding.
- Focus on hiring local staff, with potential to train staff in Cairns prior to their return Wujal Wujal. Anticipate 4 full time staff: one manager and 3 local staff.
- Council thanked CEQ for the donation of \$20k towards the Council bus.

Attendance: CEQ representatives Michael Dykes, Fred Gela, Harry Sabatinos, and Randal Crabbe as well as David Handcock, team leaders Qld Health left the meeting 2.55pm.

10. Reports

10.1 Mayor's Report June 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 16 January 2024:

Date	Meeting & Commentary
Thurs 18 Jan	LDMG meeting – Tropical Cyclone Jasper recovery
Sunday 21 Jan	LDMG meeting – Tropical Cyclone Jasper recovery <ul style="list-style-type: none"> • Response and recovery were main topics • The need for replacement of river sensor alarms were discussed
Monday 22 Jan	Special Council Meeting: delegation of duties from CEO to Acting CEO
	Logistics & planning for Elders Day visit
	Action, Planning & Coordination Meeting, Tropical Cyclone Jasper recovery
	LDMG Meeting
Tuesday 23 Jan	Special Council Meeting: CEO Performance Review
Wednesday 24 Jan	Accompanied President LGAQ Mayor Mark Jamieson Sunshine Coast Council on a visit into Community by helicopter.
Monday 5 Feb 2024	Mayor and Councillors update session: coordinated by CYP Twice weekly meetings established then reduced to one day.



10.1.2 Correspondence

10.2.1 Letter from Queensland Police Service to the Mayor: Emergency Management Reforms.

- Due consideration of the report was given by Councillors.

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

Resolution:	That Council receive the Mayors Report for the month January 2024 as presented.	
Moved:	Mayor Bradley Creek	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-07	

10.2 Chief Executive Officer Report

10.2.1 Meeting attendance

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 16 January 2024:

Date	Meeting & Commentary
Thursday 18 Jan	Cooktown LDMG meeting: Tropical Cyclone Jasper recovery
	Wujal Wujal Elders visit to Wujal Wujal
	TCHHS recovery planning meeting
	Wujal Wujal LDMG meeting
Friday 19 Jan	Cyclone Recovery – Action Planning & Coordination Meeting
Sunday 21 Jan	Extraordinary LDMG meeting – Tropical Cyclone Jasper recovery
Monday 22 Jan	Special Council Meeting: delegation of duties from CEO to Acting CEO
	Major General David Tome and a team of his staff visited Community to inspect the work carried out by the ADF staff under Capt. Mark Pollard. Acting CEO John Kelly accompanied them on a tour of Community, in particular, the Shire office complex, the shop and the depot buildings.
Tuesday 23 Jan	Premier Steven Miles and the Hon. Minister Nikki Boyd, Minister for Fire Disaster Recovery & Corrective Services visited Community for an inspection of progress with the recovery and rebuild. Acting CEO John Kelly accompanied them through Community and provided updates on restoration of essential services for the Community. They expressed appreciation and seemed impressed with the collective response from Council, QBuild, Ergon, MyPathways, Jabalbina and other Agencies.



Date	Meeting & Commentary
Wednesday 24 Jan	<p>President LGAQ Mayor Mark Jamieson Sunshine Coast Council and Mayor Bradley Creek flew into Community by helicopter and received a briefing from Acting CEO John Kelly on the progress with recovery. Mayor Bradley Creek accompanied them on this visit.</p> <p>Acting CEO accompanied him on an inspection of Community.</p> <p>Mayor Mark Jamieson made the offer to put out a request to all QLD L.G.s seeking any support that Councils might have such as second-hand vehicles and equipment which they might be able to donate to WWASC.</p> <p>On behalf of Council, Acting CEO John Kelly thanked Mayor Jamieson for the support of his Council in dedicating Hayley Wright to assist us with communications for the three-week period that she supported us.</p>
Thursday 25 Jan	<p>Eleven Elders visited Community and attended at the Disaster Recovery Centre.</p> <p>Acting CEO John Kelly, Operations Manager Perry Gould and Disaster Coordinator Glenn Bell provided information on the work done, work in progress and work still to be done. This information seemed well received.</p> <p>Acting CEO John Kelly was interviewed by Jonah Johnson of NITV radio, the interview focused on the Disaster Recovery.</p>
Mon 22 January – Frid 10 February	<p>Fatigue leave.</p> <p>Acting Chief Executive Officer John Kelly filling in.</p>
Mon 12 February	Cyclone Recovery – Action Planning & Coordination Meeting
Tues 13 February	Carins DDMG meeting
Wed 14 February	Cook JV Board meeting

Microgrid

In 2019 the WWASC endorsed their support for the development of Microgrid as a back-up power supply for Community. This Council notes their continued endorsement for this,

Charlies Tourism Centre

Given the damage to Council offices and the need to be rebuilt to a higher and more resilient status council plans to utilise the Indigenous Knowledge Centre for the Council Administration Offices, and the use of Charlies Tourism Centre building for the Radio Station and the Indigenous Knowledge Centre,

This decision is not considered a major policy decision and can therefore be made during this caretaker period.

Resolution: Use of Charlies Tourism building for IKC and Radio Station

Resolution:	Council endorses the use of Charlies Tourism building for Indigenous Knowledge Centre and Radio Station	
Moved:	Mayor Bradley Creek	Carried 3/3
Seconded:	Councillor Kulka	
Resolution No	20240220-08	



10.2 Chief Executive's Report

- Due consideration of the report was given by Councillors.

10.2.15 Letters of appreciation to agencies

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

Resolution:	That Council receive the Chief Executive Officer's Monthly Report for the month January 2024 as presented.	
Moved:	Councillor Vanessa Tayley	Carried 3/3
Seconded:	Councillor Regan Kulka	
Resolution No	20240220-09	

10.3 Corporate and Commercial Services Division Report

- Due consideration of the report was given by Councillors.
- Conversation regarding options to outsource operational works will be continued at a future meeting.

Resolution: Acceptance of the Corporate and Commercial Report for the month January 2024

Resolution:	That Council receive the Corporate and Commercial Report for the month January 2024 as presented.	
Moved:	Mayor Bradley Creek	Lost/Carried
Seconded:	Councillor Kulka	
Resolution No	20240220-10	

11. General Business

None

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for 12 Tuesday March 2024.

13. Meeting Closure

Meeting closed at 3.24pm

Signed: Mayor Bradley Creek _____ Date _____

Declaration of Conflict of Interest

Perry Gould <opsmanager@wujal.qld.gov.au>

Wed 2/28/2024 7:18 AM

To: Kiley Hanslow <ceo@wujal.qld.gov.au>

Hi Kiley,

RE: Perceived conflict of interest

My son Lewis Gould is currently employed as a graduate engineer with Erscon Engineering Council have previously engaged the services of Erscon Engineering for projects and civil works within Wujal Wujal, Erscon Engineering are currently engaged by Wujal Wujal Aboriginal Shire Council supplying Civil Engineering and project management services after the 2023 Cyclone Jasper flood event
Please note all invoices for civil subcontractors are verified by A-to-Z Project Management engaged under Erscon Engineering, I then review invoices before forwarding to yourself as CEO for approval of payment

Note: All invoicing submitted directly from Erscon Engineering for payment of employees Nick Lennon and Lewis Gould are directly sent to yourself as CEO for approval of invoices and not reviewed by myself at any stage.

Regards

Perry

Perry Gould

Operations Manager

Wujal Wujal Aboriginal Shire Council

1 Hartwig Street, Wujal Wujal 4895

Ph: 0407 553 628

Email : opsmanager@wujal.qld.gov.au

www.wujalwujalcouncil.qld.gov.au



Acknowledgement of Country: We acknowledge the Traditional Owners of the Kuku Nyungul, Jalunji and Eastern Kuku Yalanji region and recognise their continuing connection to Country. We pay respect to Elders past, present and emerging.

Wujal Wujal Aboriginal Shire Council Mission: To serve the community by a sustainable and equitable delivery of services with a focus on local priorities, and contribute to the economic development and improvement of the quality of life of residents.

This email remains the property of the Wujal Wujal Aboriginal Shire Council. If you have received this email in error, you are requested to contact the sender and delete the email.





2023 FINAL MANAGEMENT LETTER

Wujal Wujal Aboriginal Shire Council

23 February 2024

23 February 2024

Cr Bradley Creek
Mayor
Wujal Wujal Aboriginal Shire Council
1 Hartwig Street
WUJAL WUJAL QLD 4895

Dear Mayor Creek

Final management report for Wujal Wujal Aboriginal Shire Council

We have completed our 2023 financial audit for Wujal Wujal Aboriginal Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to you on 30 November 2023 which was subsequently issued in final on 8 December 2023.

Reporting on issues identified after the closing report

I can confirm that we have not identified significant reporting issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Report to parliament

Each year we report the results of all financial audits and significant issues to parliament.

We have included the results of our audit of Wujal Wujal Aboriginal Shire Council in our report to parliament on the results of the Local Government sector. We commented on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of Local Government Sector, including major transactions and events. *Local Government 2023* was tabled in parliament on 29 January 2024.

Audit fee

The cost of performing the audit this year is \$127,000 exclusive of GST (2022: \$116,600). While this fee is consistent with the estimated audit fee in our external audit plan, is it inclusive of additional costs which have been wholly offset by savings in travel expenses and which would have otherwise been passed on to Council. The additional costs include \$6,132 reflective of the unplanned audit effort that was required to complete the current year audit as communicated in greater detail in the closing report.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on (07) 4046 8888 or Edan Clark, Engagement manager on (07) 4046 8855.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shona', followed by a long horizontal flourish.

Shona Cram

Engagement Partner

Enc.

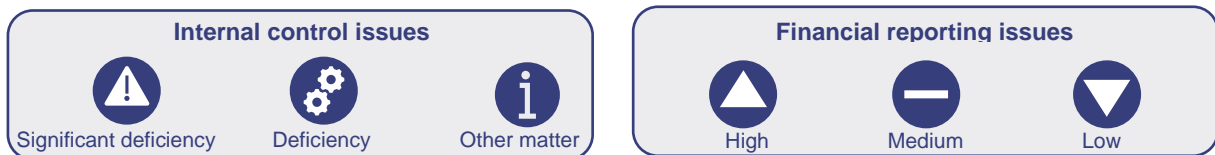
cc. Ms Kiley Hanslow, Chief Executive Officer

SENSITIVE

Appendix A1 – Status of issues

This section provides an update on the number of control deficiencies and financial reporting issues we have identified since our interim report dated 23 August 2023. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



S Significant deficiency

23CR-1 Non-compliance with *Local Government Regulation 2012* around loss of local government assets

Observation

During the year Council incurred a cash loss in relation to an agency arrangement it was operating. The loss was allegedly due to a break and enter and subsequent theft at the property. While police were notified, Council was unable to advise of the outcome, if any, from any investigation.

While the cash was the property of a third party at the point the loss occurred, it was under the fiduciary control of the Council. While the agency agreement did have a clause to provide protection to Council for losses from theft, Council's failure to comply with the wider terms of the agency agreement rendered these protections void. The failures were most notable around the requirement to suitably safeguard the third-party assets.

Council reimbursed the third party during the year.

Per *Local Government Regulation 2012* s307A where the Council incurs a cash loss in excess of \$500, or an asset loss in excess of \$1,000, it is required to perform the following steps:

- The CEO must report to the Minister within six months.
- The CEO must report to the Auditor-General within six months.
- The CEO must report to the police within six months; and
- The CEO must report to the Crime and Corruption Commission within six months.

Council was only able to confirm that the police had been notified.

Implication

Council did not comply with its obligations under the *Local Government Regulation 2012*.

QAO recommendation

Despite the loss event having occurred in excess of six months ago Council should complete its reporting duties to all required parties in relation to this event.

Council should develop a process for future loss events to ensure compliance with the *Local Government Regulation 2012*.

Management response

The recommendation is accepted. Reporting to the Minister, Auditor-General and CCC will be undertaken. Manager Corporate and Commercial will develop a process for future loss events to ensure compliance with the *Local Government Regulation 2012*

Responsible officer: CEO, and Manager (Corporate and Commercial)

Status: Work in progress

Action date: 10/12/2023

SENSITIVE

D Deficiency

23CR-2 Lack of financial information presented at Council meetings

Observation

Financial reports are prepared by management for Council meetings however we noted inconsistencies in the frequency of financial reports being tabled. There was also inconsistency in the level of information and analysis provided with some meetings being provided reports and tables to articulate the results and some meetings purely being an update on finance related matters.

Where financial reports were provided we noted the analysis to be relatively high level.

Implication

In the absence of regular and detailed financial reports Councillors may make decisions that impact the future operations of the Council without being fully informed with relevant information impacting these decisions.

QAO recommendation

Management should work with the Councillors to identify the minimum level of regular financial reporting they require in order to make informed decisions on the operations of the Council.

A standardised financial reporting template should be developed to facilitate regular and consistent reporting. The reporting should be based on month end results that have been through a rigorous month end close process to ensure the results and position report are on an accruals basis and are as accurate as possible.

At a minimum we would expect to see a balance sheet, income statement and cash flow statement with comparative results and budget results and detailed analysis and explanation of any movements.

With the move to a new set of financial sustainability reporting metrics as issued by the Department of State Development, Infrastructure, Local Government and Planning we would also expect these to be provided with analysis of Council's actual results and the target bands for each ratio.

Management response

Recommendation is accepted. Council will continue to develop improved templates for monthly financial reporting. Monthly reporting will include a balance sheet, income statement and cashflow statement with comparative results and budget results.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024

23CR-3 Review of property, plant and equipment indexation results

Observation

Council engaged an external asset valuer during the year to perform an indexation assessment of its property, plant and equipment assets that are held at fair value. The indexation assessment is used to provide a basis for the revaluation of these assets.

There was no identifiable review of the results of the indexation assessment nor any internal corroboration of the results in comparison to Council's own experiences of inflation for the year.

Implication

While Council has appointed a valuation specialist who is considered to have the required skill set to provide valuation advice to Council, a failure to review the results of the valuation exposes Council to the risk that the valuer has made errors in their model, or has determined a result that is inconsistent with Council's own experiences of inflation.

QAO recommendation

Council should develop a process for reviewing the results of future revaluation exercises, be it desktop/indexation or comprehensive, prior to adoption. The review should include appropriate Council resources that is broader than just the finance team (typically this would include engineering or works officers). The review should include comparison to the actual results Council had experienced in the relevant year to date or cost data from recent capital projects performed.

Management response

The recommendation is accepted. Council will develop a process to review the results of future revaluation exercises. This process will include review by officers from the relevant asset area, with final review by Council's Executive Leadership Team.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 30/06/2024

23CR-4 Maintenance of financial records

Observation

Council was unable to provide supporting documentation for a number of revenue (10 items totalling approx. \$69k) and expenditure (5 items totalling approx. \$29k) transactions tested during the year. Audit was able to source secondary supporting documentation to ensure sufficient audit evidence had been obtained.

Implication

Without suitable support for transactions that have occurred Council would have difficulties determining the true nature of transactions.

QAO recommendation

Council should ensure supporting documentation is maintained for all transactions and that this is filed in a logical and ordered manner.

Management response

The recommendation is accepted. Council is improving processes for financial record keeping and is committed to achieving a responsive filing system and improved accessibility of financial records.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024

23CR-5 Property, plant and equipment capitalisation procedures

Observation

There are limited procedures around the capitalisation of property, plant and equipment assets. Specifically, there is an absence of a capitalisation form.

While there were no asset disposals in the current year we understand there is a similar lack of documentation of asset disposals.

Implication

The absence of strong processes around capitalisations increase the risk that Council fail to capitalise completed projects in a timely manner, fail to capture all costs associated with additions, and fail to identify related disposals that the capitalisation may trigger.

QAO recommendation

Management should implement asset capitalisation forms. These should be completed by the relevant project manager and detail the particulars of the asset, its date placed in service, confirmation that all associated costs for the addition have been captured and the details of any associated asset being disposed where the capitalisation is a renewal of an existing asset.

Management should consider their processes around disposals and identify if there are similar improvements that can be implemented.

Management response

This recommendation is accepted. Council has created an asset disposal form and is in the progress of creating an asset capitalisation form. These forms and accompanying policies will be presented to Council for adoption by Council resolution.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 15/12/2023

23CR-6 GST matters

Observation

The Council prepares its business activity statements ("BAS") on a quarterly basis to provide to the Australian Tax Office. The BAS's prepared and lodged during the year did not agree to the underlying accounting records. Council reconciliations over GST also failed to identify the discrepancy. The discrepancy was identified as part of the audit process and Management subsequently amended its BAS's for the year.

A number of instances were also noted where GST was incorrectly recorded in the system. This was primarily where invoices that were GST exclusive were recorded in the system as being GST inclusive and vice versa. An uncorrected audit difference has been recorded to recognise a projection of the impact of these errors.

Implication

Without adequate processes in place for the quarterly BAS lodgement Council may lodge incorrect BAS's.

Recording transactions with incorrect GST exposes Council to under or overstating its GST liability to the Australian Tax Office.

QAO recommendation

Management should ensure the quarterly BAS lodgement process includes a robust reconciliation to the general ledger to ensure the accuracy of the quarterly lodgements.

Management should reiterate to finance staff the need to ensure transactions are accurately recorded in the system.

Management response

This recommendation is accepted. Staff training on treatment of GST is a priority. Balance sheet reconciliations are carried out monthly.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024

23CR-7 Job costing

Observation

Council was unable to provide suitable supporting documentation for, or explain the purpose of, internal job costing journals created by the finance system. The net impact of these was considered immaterial for the current year.

Implication

Without adequate documentation and understanding of job costing transactions there is an increased risk that these transactions are not appropriate.

QAO recommendation

Management should perform a review of the system job costing process to understand why and how the journals are recognised and the process should be updated as necessary. Supporting documentation should be maintained for all internal job costing transactions and should include how amounts are calculated and how they link to the underlying source transaction.

Management response

This recommendation is accepted. Job cost adjustments are instructed by month end close. Processes have been put in place to ensure adjustments and journals are documented and reviewed.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/01/2024



Other matters

23CR-8 Councillor allowances

Observation

Council was unable to provide supporting documentation for a \$4,000 allowance paid to one Councillor during the year.

Implication

Without adequate supporting documentation to verify the nature and value of allowances paid to Councillors there is an increased risk of an incorrect payment being made.

QAO recommendation

Council should review all allowances paid to Councillors and ensure it maintains suitable documentation to support these allowances.

Management response

This recommendation is accepted. Moving forward, Council will maintain appropriate documentation to support allowances paid.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024

23CR-9 Long term financial forecasts

Observation

Council has prepared long term financial forecasts using a model provided by QTC. This model has been used to populate the long-term sustainability ratios reported in Council's financial statements, however the inputs into the model appear inconsistent with recent financial results of the Council, notwithstanding there has been an improvement financial result for the current financial year.

Council is also required to publish its long-term financial forecasts on its website however we note the current long-term forecasts published are incomplete and/or inconsistent with the QTC model based forecasts.

Implication

Council forecast long term results may be overstated based on Council's historical financial performance.

QAO recommendation

Council should review the inputs and outcomes of its long-term forecasts with comparison to recent results and make amendments to its forecasts where it is considered appropriate.

Council should update its reported long-term forecasts on its website to match the QTC model it has adopted.

Management response

This recommendation is approved. Council will update the website to reflect the QTC forecast. It is important to contextualise timing differences caused by constraints on human resources and competing demands.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 30/06/2024

23CR-10 Lack of assessment for impairment of property, plant and equipment

Observation

Council policy is that property, plant and equipment assets are assessed for impairment on an annual basis which should be performed in conjunction with the annual valuation process. Management advise that no impairment assessment was performed in the current year.

Implication

Council has failed to comply with its policy.

Failure to perform an impairment assessment increases the risk that impairment isn't identified in a timely manner and Council overstates the carrying value of its property, plant and equipment.

QAO recommendation

Management should ensure that processes are implemented to include an impairment assessment as part of the 2024 financial year valuation process.

Management response

This recommendation is accepted. Council has an annual asset valuation process in place and will ensure asset impairment is also reviewed during this process.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 30/06/2024



Medium

23CR-11 Joint venture accounting

Observation

Council has an interest in the Cook RJCP Joint Venture and is entitled to a share of the results of the joint venture for the year, as well as recording the investment in the joint venture on its balance sheet. The FY23 financial statements for the joint venture suggest the presence of transactions for the year that differ to typical allocation of the annual result to the parties to the joint venture. The joint venture financial statements included "Legacy fund" payments which have the potential to be an equity transaction as they don't appear to be purely a return of the annual result.

An uncorrected misstatement has been raised in the current year to reflect the uncertainty in how to correctly account for the joint venture.

Implication

Failure to understand the transactions related to the joint venture exposes Council to misstating the both the result for the year and the carrying amount of the joint venture.

QAO recommendation

Council should clarify the intention of the "Legacy fund" transfers to determine the correct accounting treatment. Where the nature of the transfer is equity in nature, Council should clarify how the future distribution of the annual result is to occur.

Management response

This recommendation is accepted. Legacy funds must be spent on the community and in the community. Advice is being sought on the correct accounting treatment given the requirement to expend these funds.

Responsible officer: CEO, and Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024

23CR-12 On cost rates

Observation

The Council utilises on costs when recognising leave provisions to reflect the actual expected costs associated with providing leave to employees (superannuation, leave loading etc). Similarly, on costs have been applied to internal payroll job coding journals.

No supporting documentation was able to be provided with regards to the oncost percentages applied and it was noted that the same rate has been used for a number of years.

Implication

Without adequate supporting documentation to substantiate the value of on-costs applied there is an increased risk that costs recognised are not accurate.

QAO recommendation

Management should review the oncosts rates applied to leave provisions and payroll journals, along with any other on-costs used. Documentation should be maintained to support all on-costs applied and should be reviewed and updated annually.

Management response

This recommendation is accepted. Council commits to reviewing the oncost rates applied to leave and payroll journals on an annual basis.

Responsible officer: Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/03/2024



Low

23CR-13 Internal cash reserves

Observation

Council has two internal constrained cash reserves that are part of the year end retained surplus balance in the current and prior financial years. There was no activity in either reserve in the current year.

Implication

The balance of constrained cash reserves will have an impact on the financial decisions made by Council when considering available funds. Council could make overly conservative decisions if the constrained cash reserves are overstated.

QAO recommendation

Council should review the nature of these reserves and determine if they are still required, either entirely or in part. If these are no longer required, any reserve balances no longer necessary should be transferred to retained surpluses.

Management response

The recommendation is accepted. Council will review the constrained reserves and determine if they are still required. If no longer required, any reserve balances will be process in the appropriate manner, including transfer to retained surpluses, where applicable.

Responsible officer: CEO, and Manager (Corporate and Commercial)

Status: Work in progress

Action date: 31/01/2024

Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

Internal control issues			Financial reporting issues		
					
Significant deficiency	Deficiency	Other matter	High	Medium	Low

Internal control issues

Ref.	Rating	Issue	Status and comment
20CR-1	S	Council does not have an internal audit function Council does not have an internal audit function. The Local Government Act 2009 stipulates that council is required to establish an efficient and effective internal audit function.	Resolved Council appointed an internal auditor post year end.
19FR-3	D	Cash flow management and assessment of Going Concern Whilst we understand that that Council has constraints in generating own source revenue (such as rates revenue) which makes it harder for the Council to maintain healthy cash balance, the root cause for such low cash balances is the lack of governance over cash management.	Resolved We have noted improvements to the Council's cash balance from 30 June 2022 to date and noted no issues with management's assessment of going concern. While we consider this matter resolved, we will continue to monitor and reassess going concern on an annual basis to ensure this assumption remains appropriate.
20IR-1	D	Improvements required to rental register and absence of rental agreements The rental register has minimal information, and is not necessarily fit for purpose. 2021 QAO final update: - Council has a verbal agreement with the Wujal Wujal Justice Group. Rental amounts invoices were disputed, and this amount has been provided for at 30 June 2021. We have kept this issue as Work in Progress until Council's work over preparing new lease agreements is complete. We expect to close this issue in 2022FY.	Resolved Management has since updated the rental register to add sufficient details for each agreement to meet its purpose, and has continued to follow up on collections on a monthly basis.
22IR-1	D	Improvements to month end reporting The Council does not reconcile contract balance, PPE balance and inventory balance monthly. Revenue is not recognised in accordance with the accounting standards in the monthly financial report.	Resolved Management now performs monthly reconciliations of the balance sheet and revenue recognition policies align with the accounting standards in manners sufficient to accurately represent the financial position of the Council.

22CR-1

**Stocktake count sheet**

The stocktake was completed with a count sheet having the majority of items with missing item codes or a unique identifier and only a brief description. This description also did not match the description in the Practical system. The count sheet was then provided to the Finance Manager who had to manually match the description of the item to Practical.

Work in progress**2023 update:**

While we note that management ensures monthly stocktakes take place, the stocktakes are still lacking in sufficient detail to meet their purpose as previously reported and are also missing signed authorisation. Management should take steps to improve the stocktake reporting process.

Responsible officer: Corporate & Commercial Manager

Original action date: 30 June 2023

Revised action date: 30 June 2024

23IR-1

**Lack of review of general journals**

General journals are posted without any review mechanisms in place. Supporting documentation is also not maintained for journals posted.

Resolved

Deficiency was reported during a time of high turnover. GT has noted that journals are now raised by the Finance Manager and reviewed by the Corporate and Commercial Manager.

23IR-2

**Weakness of controls in procurement process**

Our testing of general procurement controls identified a number of weaknesses around compliance with the procurement policy and maintenance of documentation around procurement.

Identified control weaknesses include:

- Failure to obtain a suitable number of written quotations in line with the procurement policy requirements; and

Failure to maintain sufficient documentation to support that the required number of quotations were sought for purchases, and failure to adequately document the rationale behind each purchase, particularly where sufficient numbers of written quotations were unable to be obtained.

Resolved pending audit review during the 2024 audit**2023 update:**

Management's default procedure is to adhere to this policy and is followed for material purchases. Management accepts however, that there are exceptions whereby this policy is not adhered to in instances where the nature of the purchase is urgent or where it is not practicable to obtain the required number of quotations. There exist adequate compensating controls for exceptional circumstances instructed by approval protocols through management structures.

23IR-3

**Untimely review and update of Council policies**

Council has not regularly reviewed, and updated where necessary, its policies including, but not limited to, the following:

- Risk Management Framework, last reviewed in 2018
- Risk Management Policy, last reviewed in 2021
- Procurement Policy, last reviewed in 2020
- Asset Management Plan, last reviewed in 2020

Work in progress**2023 update:**

Council is in the process of reviewing and updating its policies and these will be presented at Council meetings for approval. The website will be updated accordingly.

Responsible officer: Corporate & Commercial Manager

Revised action date: 30 June 2024



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Kiley Hanslow
Chief Executive Officer
Wujal Wujal Council

Dear Kiley

Reef Guardian Council program 2024–2028 Memorandum of Understanding

Please find attached a signed and registered copy of the Memorandum of Understanding between the Great Barrier Reef Marine Park Authority and Wujal Wujal Aboriginal Shire Council. This agreement reflects our continued partnership through the Reef Guardian Council program.

Once again thank you for your ongoing support of the Reef Guardian Council program. We look forward to working with you in the years ahead.

Yours sincerely



Josh Thomas
Chief Executive Officer

26 February 2024

cc Mayor Creek (Reef Guardian Council Executive Committee representative)

Attachments Memorandum of Understanding 2024-2028
Reef Guardian Council program Terms of Reference 2024-2028



**Reef Guardian Council Program
Memorandum of Understanding
2024-2028**

**Between the Great Barrier Reef Marine Park
Authority**

and

Wujal Wujal Aboriginal Shire Council

This Memorandum of Understanding (**MOU**) is made between the following parties:

The Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority

(Reef Authority)

and

The Wujal Wujal Aboriginal Shire Council (ABN: 57 237 799 120)

(the Council)

(collectively the Parties)

Context

- A. The Reef Authority is responsible for the management of the Great Barrier Reef Marine Park pursuant to section 7(1B) of the *Great Barrier Reef Marine Park Act 1975* (Act).
- B. The Reef Authority has developed the Reef Guardian Council Program (**Program**) for the purpose of encouraging engagement by Local Government in the protection and management of the Great Barrier Reef Region (pursuant to section 2A(2)(b) of the Act) through education, information sharing and active involvement.
- C. The purpose of this MOU is to document the understanding between the Parties in working cooperatively together to achieve the purpose of the Program.
- D. The Reef Authority has requested that the Council cooperate to achieve the purpose of the Program. The Council has agreed to cooperate with the Reef Authority to achieve the purpose of the Program in accordance with the provisions of this MOU.

Operative Provisions

The parties agree as follows:

1. Definitions

Reef Authority means the Great Barrier Reef Marine Park Authority on behalf of the Commonwealth of Australia.

Act means the *Great Barrier Reef Marine Park Act 1975*.

Council means the Wujal Wujal Aboriginal Shire Council.

Licence means the licence agreement to use the Reef Guardian Council Trademark, attached at Schedule A to this MOU.

Local Government means a local government established under the *Local Government Act 2009* (QLD).

Marine Park means the Great Barrier Reef Marine Park.

MOU means this Memorandum of Understanding and any attachment, schedule or other annexure to this MOU.

Outlook Report means the Great Barrier Reef Outlook Report as required under *Great Barrier Reef Marine Park Act 1975* (section 54). The Outlook Report aims to provide a regular and reliable means of assessing reef health and management in an accountable and transparent way.

Program means the Reef Guardian Council Program which is the voluntary partnership program developed by the Reef Authority and Local Government to encourage greater engagement.

Reef Guardian Council Terms of Reference 2024–2028 means the document attached as Schedule B to this MOU, or as may be amended from time to time by mutual agreement between the Parties.

Reef Guardian Council Trademark means the Trademark which appears at Attachment 1 to the Licence.

2. Term

- 2.1 This MOU will commence on the date on which both Parties sign this MOU (or if the Parties do not sign this MOU on the same day, the date the last Party signs this MOU) and ends on the date that the next Queensland local government election is held (which is estimated to be in March 2028) unless terminated earlier under clause 10.

3. Relationship between the Parties

- 3.1 The Parties will work together to facilitate the successful delivery of the Program under this MOU.
- 3.2 Each Party will:
- a) act in the spirit of cooperation and good faith in the performance of this MOU;
 - b) liaise with the other Party as necessary;

- c) provide all information as specified under the MOU and in a timely manner; and
- d) immediately or as soon as practicable notify the other Party of any matter which will impact the other, relating directly or indirectly to this MOU or anything which this MOU may contemplate;

to ensure that the Parties are able to perform their roles and responsibilities as set out in this MOU.

3.3 This MOU is not intended to create legally enforceable obligations between the Parties, except for the provisions of clause 7 (Promotional Material and Intellectual Property), and clause 8 (Disclosure of Information).

3.4 Each party is responsible for meeting its own costs of and incidental to this MOU.

4. Responsibilities of the Reef Authority

4.1 The Reef Authority will:

- a) use its best endeavours to consult the Council in any development, review and amendment of the Program; and
- b) comply with the terms of the Reef Guardian Council Terms of Reference 2024-2028.

5. Responsibilities of the Council

5.1 The Council will:

- a) use its best endeavours to uphold the values and achieve the intended purpose of the Program; and
- b) comply with the terms of the Reef Guardian Council Terms of Reference 2024–2028.

6. Mutual Responsibilities

6.1 The Parties will:

- a) exchange information, ideas and expertise relevant to the Program throughout the term of this MOU;
- b) facilitate the exchange of information, ideas and expertise with other Local Government members of the Program;
- c) cooperate in community education, interpretation and awareness raising in line with the purpose of the Program; and
- d) seek to form partnerships with other Local Government bodies and Reef catchment bodies with a view to benefiting the Program.

7. Promotional Material and Intellectual Property

- 7.1 All promotional material provided to the Council by the Reef Authority in connection with the Program remains the property of the Reef Authority (**Promotional Material**).
- 7.2 The Council agree:
- a) to return all Promotional Material to the Reef Authority within thirty (30) days after termination of this MOU, in accordance with clause 10, or on request by the Reef Authority; and
 - b) that the Promotional Material will only be used for the purposes of the Program in accordance with this MOU.
- 7.3 The Reef Authority will grant to the Council a Licence for the Council to use the Reef Guardian Council Trademark for the purposes of the Program, on the terms set out in Schedule A of this MOU.
- 7.4 The Council agree that the Reef Guardian Council Trademark will be used strictly in accordance with the conditions and restrictions set out in the Licence.

8. Disclosure and Use of Information

- 8.1 The Council authorises the Reef Authority to post on the Reef Authority's website and social media platforms, information provided by the Council in relation to the communication, promotion or reporting of the Program, for the purposes of sharing information between the Council and the wider community.
- 8.2 The Parties agree that any information shared under this MOU will be used, disclosed and stored in accordance with the *Privacy Act 1988* (Cth), and any other statutory requirements and any other policy requirements of each Party.

9. Disputes

- 9.1 Where an issue arises between the Parties in relation to any matter in this MOU, the nominated contact officers, or their delegates, will meet to attempt to resolve the issue within 28 days. The nominated contact officers for the purpose of this MOU are:

The Reef Authority

General Manager of Strategic Policy and Partnerships the Reef Authority

The Council

Chief Executive Officer of the Council

- 9.2 Despite the existence of a dispute the Parties agree to continue to perform their roles and responsibilities under this MOU, until the dispute is resolved, unless requested in writing not to do so by the other Party.

10. Variation and Termination

- 10.1 Changes may be made to this MOU by written agreement of both Parties at any time.
- 10.2 Either Party may terminate this MOU at any time, without cause or compensation, by providing at least thirty (30) days written notice to the other party.
- 10.3 Upon a notice of termination being given, each Party will:
- a) comply with the terms of the notice;
 - b) do everything it reasonably can to minimise any loss it suffers (or may suffer) as a consequence; and
 - c) continue to perform their respective roles and responsibilities under this MOU, if any, that remain after it complies with the notice.

11. Electronic Signatures

- 11.1 The Parties agree that electronic signatures, whether digital or scanned, shall have the same legal effect as handwritten signatures. Any electronic signature provided by the a Party in connection with this MoU shall be deemed to be an original signature and shall be binding on the Party providing such signature.

SIGNED by the **COMMONWEALTH
OF AUSTRALIA** acting through the
**GREAT BARRIER REEF MARINE
PARK AUTHORITY** by its duly
authorised delegate:



.....
Signature of Authorised Delegate

Joshua Thomas

.....
Full name

06 February 2024

.....
Date

SIGNED for and on behalf of **Wujal
Wujal Aboriginal Shire Council** by its
duly authorised delegate:



.....
Signature of Authorised Delegate

KILEY HANSLow

.....
Full name

18 FEBRUARY 2024

.....
Date

Schedule A



Australian Government
Great Barrier Reef
Marine Park Authority

Kiley Hanslow
Chief Executive Officer
Wujal Wujal Aboriginal Shire Council

6 February 2024

Dear Ms Hanslow,

Reef Guardian Council Trademark Licence

This letter is to confirm the arrangements between the Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority, of 280 Flinders St Townsville, Qld 4810 (the Reef Authority) and Wujal Wujal Aboriginal Shire Council

[ACN and address ABN 57 237 799 120 - 131 HARTWIG ST, WUJAL WUJAL, 4895]
(Licensee) in relation to use of the Reef Guardian Council trademark (Trademark).

The terms of the licence are set out below.

1. This licence commences on and from the date this letter is executed by the Licensee (**6 February 2024**) and continues until terminated in accordance with clause 8 (**Term**).
2. The Trademark which is the subject of this Licence is set out in **Attachment 1**.
3. The Licensee agrees to only use the Trademark for the purpose of fulfilling its obligations under the *Reef Guardian Council Terms of Reference 2024-2028* as agreed to between the parties in the *Reef Guardian Council Program Memorandum of Understanding (MOU)* dated [6 February 2024] (**Purpose**).
4. In consideration of the Licensee agreeing to comply with the terms of this agreement, the Reef Authority grants to the Licensee on and from the Commencement Date solely for the Purpose, a non-exclusive, royalty free, revocable and non-assignable licence to use the Trademark during the Term, on the terms set out in this document.
5. The Licensee acknowledges and agrees that:
 - (a) The Reef Authority owns the Trademark and all goodwill generated through use of the Trade Mark; and
 - (b) nothing in this document gives the Licensee any rights or interests in the Trademark, other than as Licensee under this document for the Purpose and in accordance with the terms of this document.

6. The Licensee agrees to:
 - (a) use the Trademark, and ensure that its employees, agents and sub-contractors use the Trade Mark, only in the form set out in Attachment 1 or in the manner determined by the Reef Authority from time to time;
 - (b) comply with all of the Reef Authority's directions and guidelines concerning the use of the Trademark notified to the Licensee, for example each proposed use, reproduction or copy of the Trademark by the Licensee, must be consistent with the Style Guide and the Reef Guardian Council communication and engagement strategy (as endorsed by the Director of the Reef Authority Reef Education and Engagement Section); and
 - (c) not use the Trademark in a way likely to deceive or cause confusion or prejudice its distinctiveness or value or the Reef Authority's goodwill or reputation.
7. The Reef Authority may request, by reasonable written notice, samples of the Licensee's proposed use of the Trademark to ensure that the manner in which the Licensee is using the Trademark is acceptable to the Reef Authority.
8. The Reef Authority may terminate this licence by written notice effective immediately if:
 - (a) the Reef Authority provides the Licensee thirty (30) days written notice; or
 - (b) the Reef Authority provides the Licensee seven (7) days written notice of a breach of this licence by the Licensee and:
 - (i) the breach is not remedied by the Licensee within seven (7) days of the written notice; or
 - (ii) the breach is not capable of remedy.
9. In the event of expiry or termination of the MOU, this licence will also terminate and the Licensee will forthwith cease using the Trademark.
10. This licence will be governed by the laws in force in the State of Queensland and the parties agree to submit to the jurisdiction of the courts of the State of Queensland, Australia.

Please indicate your acceptance of these terms for the grant of licence where indicated below.

Yours Sincerely




Joshua Thomas
Chief Executive Officer

I, KILEY HANSLow, an authorised representative of **Wujal**
Wujal Aboriginal Shire Council [ABN 57237 799 120]
agree to the terms of this licence as a legally binding agreement.



Signature of authorised representative



Signature of witness

KILEY HANSLow

Full Name

Tanig marie Edwards

Full Name

Attachment 1

The Trademark



Reef Guardian Council



REEF GUARDIAN COUNCIL PROGRAM

TERMS OF REFERENCE 2024-28



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The Great Barrier Reef Marine Park Authority is an organisation committed to child safety and to the implementation of Child Safe principles and procedures.

While all efforts have been made to verify facts, the Great Barrier Reef Marine Park Authority takes no responsibility for the accuracy of information supplied in this publication.

This publication should be cited as:

Great Barrier Reef Marine Park Authority 2023,

Reef Guardian Council program terms of reference 2024-28, GBRMPA, Townsville.

Comments and questions regarding this document are welcome and should be addressed to:

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PO Box 1058

Yeppoon QLD 4703, Australia

Phone: (07) 4848 7878

Email: reef.councils@gbmpa.gov.au

gbmpa.gov.au

The Great Barrier Reef Marine Park Authority acknowledges the continuing sea country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners whose rich cultures, heritage values, enduring connections and shared efforts protect the Reef for future generations.

Reef Guardian Council program Terms of Reference

2024-2028

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1. Background

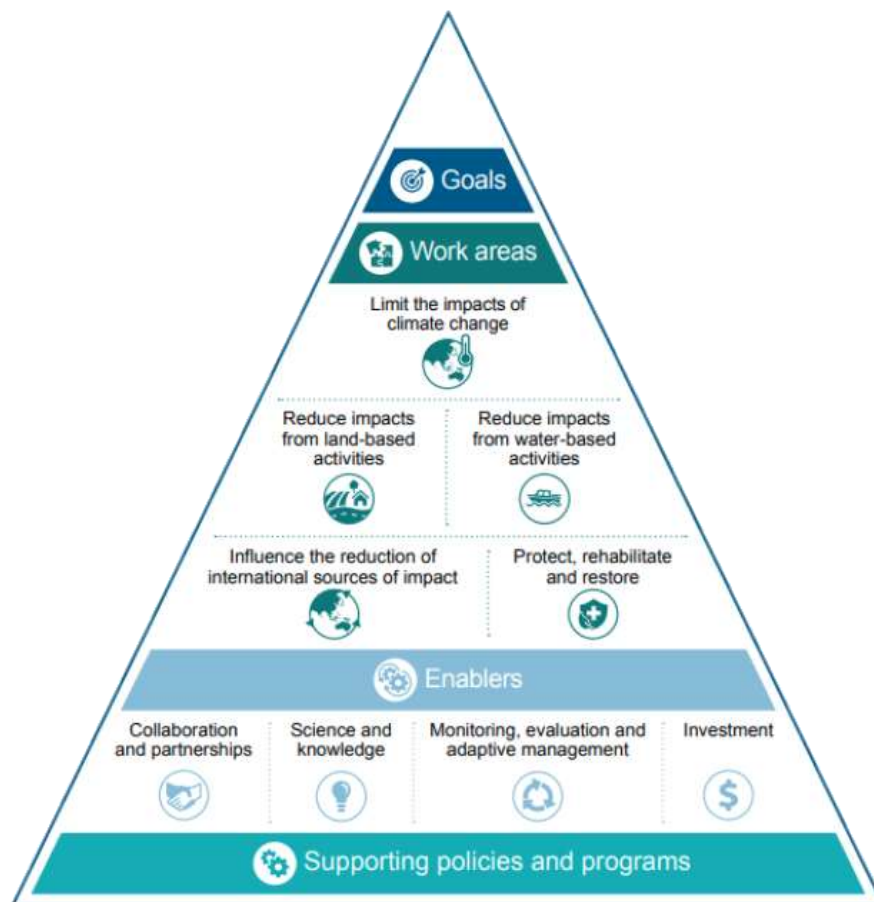
The Reef Guardians program is the Great Barrier Reef Marine Park Authority's (Reef Authority) most widely recognised stewardship and education program. The Reef Guardians program works with schools and councils to engage with and influence stewardship in the wider community. These activities are a component of the Reef Authority's investment in on-ground stewardship actions that address the five-year Outlook Report findings.

The Reef Guardian Council Program (program) is a partnership between local government and the Reef Authority which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports.

The program was first launched in 2007 and has grown to include a network of council's covering an area of over 300 000 square kilometres and a population of more than one million people.

The [Great Barrier Reef Marine Park Act 1975](#) (GBRMP Act) guides the Reef Authority's management of the Reef to protect values, reduce threats, and improve the current and long-term outlook for the Reef and the communities that depend on it. An objective of the GBRMP Act is to encourage engagement in the protection and management of the Great Barrier Reef Region by interested persons and groups, including local governments, communities, and Indigenous persons (section 2A(2)(b)).

Through voluntary actions and statutory responsibilities, Reef Guardian Councils deliver many activities that support the objectives of the GBRMP Act and also align with the Reef 2050 Long-Term Sustainability Plan. They address the key threats to the Reef, as outlined in the Outlook Report, that fall outside of the Reef Authority's jurisdiction.



Outcomes Framework – what will be delivered under the Reef 2050 Plan

The Reef Authority and Reef Guardian Councils have collaboratively developed these Terms of Reference (ToR). These ToR form part of the Memoranda of Understanding (MoU) which the Reef Authority enters into with each individual Reef Guardian Council.

REEF GUARDIAN COUNCIL VISION

A local government alliance to address the key threats to the Great Barrier Reef through collaboration, education and targeted action.

2. Purpose and principles

The purpose of the program is to encourage local government engagement in the protection and management of the Great Barrier Reef Region (in line with the objective pursuant to section 2A(2)(b) of the GBRMP Act).

The program is underpinned by three key principles. These are guided by the strategic priorities established by the corporate plans of individual councils and the Reef Authority's strategic priorities.

Continuous improvement

- Encourage continuous improvement in addressing key threats to the Reef by action planning, sharing best practices and supporting their uptake.

Empowering communities

- Encourage Reef stewardship in communities through education, sharing of knowledge, collaboration and supporting actions that address the key threats to the Reef.

Support and advocacy

- Support and build capacity for local government to take action to address the key threats to the Reef.
- Promote positive outcomes and advocate for further action through the Reef Guardian Council platform.

3. Outcomes

Reef Guardian Councils and the Reef Authority are committed to achieving the following outcomes to address the key threats to the Reef under the program:

- delivering on-ground actions
- empowering people to be part of the solution
- fostering innovation and change
- providing information to increase awareness of the Reef's values, threats and actions that can be taken to protect the Reef.

4. Program governance and operation

4.1. Role of the Reef Guardian Councils

Reef Guardian Councils:

- undertake actions, as identified in a Reef Guardian Council Action Plan that address the key threats to the Reef
- work collaboratively with each other, the Reef Authority and key partners to improve outcomes and harness the power of the collective to deliver actions to address the key threats to the Reef
- wherever possible integrate the program across business units, in corporate culture and decision-making
- actively participate in the Executive Committee and Working Group
- are encouraged to participate on Local Marine Advisory Committees and similar committees as far as practicable to promote Reef Guardian Council messaging
- promote the Program and values within council, including across all relevant branches and teams.

4.2. Reef Guardian Council Action Plans

A Reef Guardian Council Action Plan (action plans) will be developed and adopted (either separately or identified within other existing council plans to avoid duplication) by each council as a tool to identify the current and future actions they are taking to improve the health of the Reef. The action plan may also be used to record potential future priority projects or actions that may benefit the Reef but may only be possible through funding or capacity building.

Action plans help each council track continuous improvements in their activities.

The preference is for four-year action plans that may include annual review. Recognising each council's capacities and operations are different, councils may choose to complete action plans for a shorter timeframe if necessary.

Action plans can be developed using a standard annual plan template provided by the Reef Authority or through a process and report devised by each council.

Actions must address the key threats to the Reef, as identified in the Outlook Report: climate change, coastal development, land-based run-off and direct use, and also provide actions to manage and protect the heritage values of the Reef. Taking action to address the key threats also aligns with the Reef 2050 Plan.

Actions are scalable reflecting the council's financial or technical capacity to contribute. Examples of actions are provided in Table 1, however the program empowers councils to drive change and deliver innovative solutions to help the Reef by identifying other actions beyond those provided. In addition, action plans may also include future or potential projects that would contribute to the protection of the Reef but are reliant on funding or support to be achieved. As a voluntary stewardship program, the actions proposed are not regulated or monitored for compliance with timeframes – the actions identified are voluntary and show the ongoing commitment that Reef Guardian Councils make to help address the key threats to the Reef.

The action plans must be provided to the Reef Authority by 30 June (if reviewed annually) to promote the program and enable reporting.

Table 1: Reef Guardian Council example actions

Climate change	<ul style="list-style-type: none"> • Adopt a climate change policy and / or emissions reduction target • Corporate emissions inventory / profile / reduction plan / reporting • Increased use of renewable energy sources • Buildings / facilities emissions reduction • Fleet emissions reduction • Landfill management emissions reduction • Emissions offsets • Climate change adaptation / resilience planning • Circular economy initiatives – innovative waste diversion and re-use • Climate change education / mitigation and / or adaptation initiatives for the wider community
Coastal development (including head water catchments)	<ul style="list-style-type: none"> • Land use planning provides the framework to ensure appropriate development occurs and the impacts on the local environment and Reef catchment are managed eg: <ul style="list-style-type: none"> - Encourage protection of habitat and ecological connectivity and restoration of terrestrial and aquatic ecosystems - Avoid development within areas of environmental significance - Allow coastal processes to occur naturally - Ensure that development takes into account the predicted changes in sea level rise as consequence of climate change • Review and investigate opportunities for improvement of hydrology and connectivity of mangroves and coastal wetlands • Remediation of artificial barriers to water flow, including fish passages • Install mitigation measures for artificial light and noise pollution • Offer water / energy saving incentives • Install cycle / walkways to promote active transport options • Waste and recycling initiatives / education program • Adopt single-use plastic free policy for all council events and venues • Best practice management of Council Coastal Reserves and community education • Litter and illegal dumping compliance

Land-based run- off	<ul style="list-style-type: none"> • Water Sensitive Urban Design or Integrated Catchment Management principles for more rural Councils • Minimise the impact of discharge from council infrastructure • Implement stormwater management activities • Reduce land-based contribution to marine debris • Council regulatory services investigate water pollution incidents • Development approvals, operational works permits do not authorise increased sediment runoff, nutrient and pesticide runoff • Council capital and operational work programs do not increase sediment runoff, nutrient and pesticide runoff • Erosion and sediment control capacity building, monitoring and compliance programs • Council's road network is continuously improved to reduce sediment and nutrient runoff, and litter over time • Public education program for water conservation and catchment awareness • Support community marine debris clean-ups and source reduction workshops • Monitor water quality in waterways • Pest management to prevent, monitor and manage
Direct use	<ul style="list-style-type: none"> • Identify, protect and promote important fish and coastal habitats • Support / develop programs to promote sustainable recreational fishing activities in schools and the broader community • Develop a Recreational Fishing Strategy / plan • Promote responsible boating and fishing practices • Support the development of a voluntary code of conduct for recreational fishers • Support fish surveys and community monitoring • Share responsible Reef practice messaging across council channels

	<ul style="list-style-type: none"> • Support community and industry partnerships working to improve Reef health • Ensure new recreational fishing infrastructure is appropriately planned and prioritised
Heritage values (Historic and Traditional Owner)	<ul style="list-style-type: none"> • Identify, protect and manage: <ul style="list-style-type: none"> - cultural heritage sites - contemporary cultural heritage connections - social and cultural (place) values - aesthetic values that contribute to community pride in, and connection to, the Reef • Install interpretative materials to celebrate and share cultural heritage information • Integrate Traditional Owner knowledge and input into development assessment involving sea country (guidance can be found in the Reef Authority's Traditional Owner Heritage Assessment Guideline) • Integrate historic heritage considerations into development assessment involving Reef heritage values (guidance can be found in the Reef Authority's Historic Heritage Assessment guidelines and Social Value Assessment Guidelines) • Support / develop programs to promote Traditional Owner heritage • Support Traditional Owner projects to improve Reef health and / or manage cultural Reef values • Support Traditional Owner social and economic outcomes through programs and partnerships • Undertake or support cultural heritage awareness / education / celebration programs – art, public appreciation, research in relation to the natural, social, economic and cultural systems • Valuing and maintaining historic and cultural information about the Reef

4.3. Role of Reef Authority

The Reef Authority:

- coordinate overall management of the program
- brief Reef Guardian Council officers and incoming elected members, at the beginning of each local government term, on the program
- provide relevant Reef related information and resources to Reef Guardian Councils
- organise meetings of the Executive Committee and Working Group, providing secretariat support, maintaining records and circulating agendas, papers and minutes
- provide travel assistance where necessary for attendance at program engagements
- lead the development of a communication and engagement strategy, to help promote the actions being undertaken, for joint implementation with councils
- provide program communication collateral for implementation by councils
- promote the positive actions taken by Reef Guardian Councils in the media and social media, in particular empowering councils to use their channels to promote their work
- advocate for greater support for Reef Guardian Councils to achieve positive outcomes for the Reef
- provide guidance on the use of Reef Guardian branding
- support at least one engagement opportunity per council per year
- develop a capacity building strategy and support capacity building opportunities for council staff to encourage innovation and the uptake of best practices to address the key threats to the Reef
- seek to have Reef Guardians Councils represented on the Reef 2050 Advisory Committee
- support Reef Guardian Councils to obtain external funding to undertake further actions.

4.4. Executive Committee

The Reef Guardian Council Executive Committee provides a forum for executive representatives of the Reef Guardian Councils and the Reef Authority to discuss strategic issues and opportunities.

The role of the committee and its members are to:

- provide a united voice for local governments in the Reef catchment in advocating for action and external funding that will improve the outlook of the Reef and promote the program and its value
- share information and advice on issues that affect the Reef
- seek opportunities for councils to build their capacity and collaborate to find solutions to relevant Reef threats
- seek alignment between local government and Reef Authority priorities to maximise environmental outcomes for the Reef
- champion the uptake of Reef Guardian practices in their own council in relation to climate change, coastal development, land-based runoff, direct use and the protection of heritage values of the Reef and
- promote values of the program and actions Reef Guardian Councils are taking to the wider community.

Executive Committee members

The core membership of the Reef Guardian Council Executive Committee is:

- Mayors / Deputy Mayors / Chief Executive Officers / Councillors / General Managers – two representatives from each Reef Guardian Council being nominated by councils. It is expected that at least one nominated representative, or their proxy attend each meeting.
- General Manager, Strategic Policy and Partnerships Branch, the Reef Authority
- Director, Reef Education and Engagement, the Reef Authority
- Program Manager, Reef Guardian Councils, the Reef Authority
- A representative of Local Government Association of Queensland.

From time to time, the Executive Committee may invite affiliated associations to participate in or inform Committee meetings. Invitees may include but may not be limited to the following examples:

- Australian Government e.g. Department of Climate Change, Energy, the Environment and Water
- First Nations groups and organisations
- Queensland Government e.g. lead agencies for environment, natural resources and biosecurity
- Great Barrier Reef Foundation, Reef Catchment bodies, Natural Resource Management Groups and / or NRM Regions Queensland
- Reef Urban Stormwater Management Group
- River Improvement Trusts
- Institute of Public Works Engineering Australasia.

Executive Committee Chair and Deputy Chair

The committee will elect a Chair and Deputy Chair (from two different councils) for the four-year local government term.

Voting will take place out-of-session with a call for nominations following the local government elections, with two votes allocated to each Reef Guardian Council.

The Chair and Deputy Chair will divide the responsibilities of:

- providing a key liaison point with the Reef Authority
- providing a united voice for local governments in the Reef catchment in advocating for action and external funding that will improve the outlook of the Reef
- chairing committee meetings including ensuring:
 - agenda items align with the Committee's purpose and these terms of reference
 - meetings address each agenda item
 - each member is given the opportunity to contribute
 - discussions are kept to time and within the boundaries of the agenda item business
 - all attendees comply with the terms of reference
 - reviewing final minutes, communiques and reports.

- representing Reef Guardian Councils through external communications, forums and in the media.

At times the committee may wish to formally raise an issue through the Chair and/or Deputy Chair writing to a third party such as a government agency. Draft letters should be provided to committee members for approval at least one week before the proposed distribution date. If no response is received within one week, the letter is deemed to be approved.

Any member representing the committee at another forum must first be endorsed to do so by the committee. Comments made on behalf of the committee must be the view of the committee as a whole, not an individual's view.

Executive Committee meetings

The Executive Committee will meet as required, but at least twice per year with one meeting being in person. Opportunities to meet via MS Teams between annual meetings will be considered when needs arise.

Joint meetings with the Working Group are supported when needs arise or opportunity allows, including in conjunction with the annual Executive Committee meeting.

The Reef Authority will cover reasonable costs associated with travel for committee meetings (airfare, taxi, and accommodation), provided that prior written approval of the Reef Authority is obtained before incurring such costs, and copies of invoices are provided to the Reef Authority.

Meeting agendas will be prepared by the Reef Authority, in consultation with the Chair and Deputy Chair and the committee, and circulated to members at least one week prior to the meeting.

Key participants may be invited to participate in meetings to support specific priorities and functions of the Executive Committee. They must be nominated and supported by the committee.

Proxies may be permitted where approved through the Reef Authority Reef Guardian Council program team (and are to be of a similar seniority to the member).

Decisions and negotiations will be through consensus, recognising the legitimate interests and diverse views of the members.

Resulting actions, responsible persons and due dates will be recorded and distributed within four weeks of the meeting.

The committee meeting minutes or records of decisions will be provided to the Reef Guardian Council Working Group through the secretariat.

Executive Committee subgroups

The committee may establish subgroups to support various committee roles, functions or activities as needed.

In establishing a group, the committee will identify the group's desired outcomes, reporting responsibilities and membership.

Additional participants may be invited to provide further input to the committee through participation in these groups.

Subgroups will meet at intervals as agreed by the committee.

Subgroups will report to the committee by providing meeting minutes or records of decisions via the secretariat.

4.5. Working Group

The Reef Guardian Council Working Group provides a forum for technical and operational staff from the councils and the Reef Authority to share their expertise, build capacity and discuss matters to be raised at the Executive Committee meetings. Council staff nominated to join the Working Group are generally the officers who are responsible for action planning within their council.

The roles of the Working Group and its members are to:

- champion the values of the program within council, including across all branches and teams
- facilitate the uptake of best practice in their own council in relation to climate change, coastal development, land-based runoff, direct use and the protection of heritage values of the Reef
- share best practices and innovations between Reef Guardian Councils
- champion Reef stewardship in the wider community
- seek alignment between local government and Reef Authority priorities to maximise environmental outcomes for the Reef
- provide information and advice to the Executive Committee
- seek opportunities for councils to build their capacity and collaborate to find solutions to relevant Reef threats.

Working Group members

The core membership of the Reef Guardian Council Working Group is:

- Two nominated officers from each of the Reef Guardian Councils
- Reef Authority Reef Guardian Council program team.

Councils nominate two representatives for the Working Group, with an expectation that at least one nominated representative, or their proxy, attend at least two meetings per year.

From time to time, the Working Group may invite affiliated associations to participate in or inform Committee meetings. Invitees may include but may not be limited to the following examples:

- Australian Government e.g. Department of Climate Change, Energy, the Environment and Water
- First Nations groups and organisations
- Queensland Government e.g. lead agencies for environment, natural resources and biosecurity
- Great Barrier Reef Foundation Reef Catchment bodies, Natural Resource Management Groups and / or NRM Regions Queensland
- Reef Urban Stormwater Management Group
- River Improvement Trusts
- Institute of Public Works Engineering Australasia.

Working Group meetings

The Working Group will meet up to four times per year, with a mix of in person and virtual meetings (where necessary), and regional hub and Reef wide working group meetings.

Joint meetings with the Reef Guardian Council Executive Committee are supported when needs arise or opportunity allows, including in conjunction with the annual Executive Committee meeting.

The Reef Authority will cover reasonable costs associated with travel for Working Group meetings (airfare, taxi, and accommodation) provided that prior written approval of the Reef Authority is obtained before incurring such costs, and where applicable copies of invoices are provided to the Reef Authority.

Meeting agendas will be prepared by the Reef Authority, in consultation with members, and circulated to members at least one week prior to the meeting.

Other participants may be invited to participate in meetings to support specific priorities and functions of the Working Group. Their attendance must be nominated and supported by the Working Group.

The Reef Authority's Reef Guardian Council Program Manager will chair the meetings.

Decisions and negotiations will be through consensus, recognising the legitimate interests and diverse views of the members.

Resulting actions, responsible persons and due dates will be recorded.

The Working Group will report to the Reef Guardian Council Executive Committee by providing meeting summaries, meeting minutes or records of decisions.

Working Group subgroups

The Working Group may establish subgroups to support various roles, functions or activities, as needed.

In establishing a group, the Working Group will identify the subgroup's desired outcomes, reporting responsibilities and membership.

Additional participants may be invited to provide further input to the Working Group through participation in these groups.

Subgroups will meet at intervals as agreed by the Working Group.

The subgroups will report to the Working Group by providing meeting minutes or records of decisions via the secretariat.

4.6. Indigenous local government and communities

Within the Great Barrier Reef Catchment there are a number of indigenous local governments, and a number of remote local governments that include and support First Nations communities.

Indigenous local governments have specific additional functions to other local governments because of the need to manage land trusts and particular changes when they were established as indigenous councils (Dedekorkut Howes 2017). Functions can include providing a breadth of services to the community beyond the responsibilities of other councils e.g. community care, centrelink and other services, childcare, housing, and the management of Deed Of Grant In Trust (DOGIT) activities. Often the rates base for these councils is negligible or considerably less than that of other councils in the Catchment, as are the staffing and resources.

To better enable indigenous local governments to participate in the Reef Guardian Council program, and to support those remote council's that include First Nations communities, additional support for involvement in the program will include (but is not limited to):

- assisting in the development of the Reef Guardian Councils action plans and annual

reporting

- support capacity building opportunities for council staff to encourage innovation and the uptake of best practices to address the key threats to the Reef
- helping enable the delivery of Virtual Reef Adventures to First Nations communities through relevant organisations e.g. Prescribed Body Corporate groups, Land and Sea Country Ranger Groups, Reef Guardian Schools, or other relevant organisations
- the Reef Authority providing updates and/or attending relevant forums to share information e.g. Torres Cape Indigenous Councils Alliance meetings, Local Government Managers Australia Indigenous Council CEOs conference, Aboriginal Shire Council Technical Working Group meetings (facilitated through the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships)
- sharing Reef Authority messaging through the Remote Area Network's Black Star radio program to remote communities.

4.7. Role of Local Government Association of Queensland

The Local Government Association of Queensland (LGAQ), in their role as member of the Reef Guardian Council Executive Committee:

- assist the Reef Guardian Councils to identify and undertake annual actions that improve the health of the Great Barrier Reef
- work collaboratively with the Reef Guardian Councils and the Reef Authority, to improve outcomes and harness the power of the collective for Reef stewardship actions
- nominate a representative to the Executive Committee (preferably of a similar level to the council representatives) and attend at least one meeting a year
- share case studies that publicise the positive actions that the Reef Guardian Councils are taking to protect the Great Barrier Reef, as well as promoting the broader program
- seek to have Reef Guardians Councils represented, by the Chair or Deputy Chair of the Executive Committee, on the Reef 2050 Advisory Committee
- progress the delivery of Reef Guardian Councils' resolutions that are resolved at the LGAQ Annual Conference.
- provide opportunity for the Reef Authority and Reef Guardian Councils to present at LGAQ facilitated events, meeting and forums, including but not limited to:
 - The LGAQ Coastal Leaders Forum
 - The LGAQ NRM Forums
 - Relevant LGAQ Advisory/Reference Group meetings.
- invite Reef Authority access to LGAQ communication platforms that promote communication/information sharing amongst Queensland councils.
- collaborate with the Reef Authority and Reef Guardian Councils to seek funding for Reef protection initiatives
- invite Reef Authority access to LGAQ communication platforms that promote communication/information sharing amongst Queensland councils
- provide quarterly reports on relevant conferences, projects, initiatives, information, progress on Reef related LGAQ Annual Conference resolutions etc. that can be used for sharing with the Reef Guardian Council network, including at meetings.

5. Communications

5.1. Reef Guardian Council brand

Being a Reef Guardian Council distinguishes councils that are committed to improved Reef health by adopting sustainable behaviors, best practices and encouraging stewardship actions relevant to the protection of the Reef. It symbolises a collective platform from which councils advocate for Reef protection. The aim of the brand is to instill trust within the broader community.

The Reef Authority and Reef Guardian Councils must use their best endeavours to uphold the values and achieve the intended purpose of the program to ensure the program is not brought into disrepute.

Councils participating in the program are encouraged to use the trademarked graphic Reef Guardian Councils element (the Trademark), developed by the Reef Authority, to promote their involvement through materials, websites, and other channels. The licence agreement that provides for the use of the Trademark by Reef Guardian Councils is attached to the memorandum of understanding that is entered into with each Reef Guardian Council.

Each proposed use of the Trademark must be consistent with the licence agreement.

Should the Trademark change in the future, Councils may be requested to enter into a new licence agreement.

5.2. Media and social media

Council generated news releases

Press, radio, television and social media are channels to raise the profile of the program itself and the local actions being taken to address Reef threats, encourage Reef stewardship in catchment communities, and provide comment on relevant issues.

When Reef Guardian Councils are promoting local initiatives and events which benefit the Reef, they are encouraged to link them to the Reef Guardian Council program.

Councils are encouraged to supply draft media releases to the Reef Authority for comment and co-promotion at least two days in advance (media@gbmpa.gov.au). The media release should be consistent with the program vision, goals and purpose, and if possible include the following wording:

[Name of council] is part of the Great Barrier Reef Marine Park Authority's Reef Guardian Council program, which involves X councils along the Queensland coast working to support a healthy and resilient Reef through local government and community actions.

The Reef Authority's communication team should be advised in advance of any social media content (digital@gbmpa.gov.au). The Reef Authority's social media accounts can also be tagged in the posts to allow for sharing.

Draft media releases from the Executive Committee should be provided to members for approval at least one week before the proposed distribution date. If no response is received within one week, the release can be taken to be approved.

Spokespeople

The Executive Committee Chair, Deputy Chair, and Program Manager, are the designated spokespeople for program media opportunities. This does not prevent members from expressing their views or representing their organisation's views independently of the program, nor individual Reef Guardian Councils raising the profile of their actions to address Reef threats.

Comments should not be made to the media regarding the program – especially regarding management or policy matters – without the unanimous support of the Executive Committee.

Reef Guardian Council communications network

The Reef Authority recognises the powerful connection to the over the 1,000,000 constituents in the Reef catchment, and the wider national and international community the Reef Guardian Councils have through their engagement and communications activities.

To raise the profile of the program itself and the local actions being taken to address Reef threats, encourage Reef stewardship in catchment communities, and share Reef messaging, the following actions will be undertaken by the Reef Authority and Reef Guardian Councils:

- The Reef Guardian Councils will nominate communications officer(s) as contacts for promotion of the program and council actions
- The Reef Authority will include the Reef Guardian Council communications contacts in relevant communications contacts lists such as Summer Reef health communications network, media contacts list
- The Reef Authority will invite the Reef Guardian Council communications contacts to relevant updates and meetings and include them in relevant media releases and communications opportunities.

Authority generated news releases

On occasion, the Reef Authority staff will assist in drafting and disseminating media releases where it primarily relates the Reef Authority's work with the Councils. For example, new councils joining the program, key outcomes or whole-of-Reef related stories. These will be provided to the relevant council(s) for comment.

6. Reporting

A quarterly update of Reef Guardian Council actions will be provided by each council as a tool to promote the positive actions they are taking to improve the health of the Reef, and to share knowledge and ideas. Quarterly reports will be provided in April, July, September and January.

The Executive Committee members will provide a short update of key highlights from their respective council at at least one Executive Committee meeting per year.

Each council will submit a short annual update on the progress of initiatives identified in their action plans in September each year. The Reef Authority will compile thematic reports to showcase the actions Reef Guardian Councils are taking to help the Reef. Each Reef Guardian Council will contribute information to the report.

Where appropriate information gathered through reporting e.g. thematic reports will be provided to the Reef 2050 Reef Advisory Committee for their consideration.

7. Measuring success

The success of the Program for both the Reef Authority and councils will be measured based on the successful implementation of the following key actions:

- Reef Guardian Councils undertake actions that address key threats to the Reef and protect heritage values (refer section 4 of these ToRs).
- The Reef Authority supports at least one Reef Guardian Council engagement opportunity per council per year.
- A major professional development / networking opportunity is offered by the Reef Authority to Reef Guardian Council officers to encourage innovation and the uptake of best practices per year.
- Quarterly reports are provided, and the Executive Committee members provide a short update of key highlights from their respective council at at least one Executive Committee meeting per year.
- Each council submit a short update on the progress of initiatives identified in their action plans in September each year.
- Thematic reports are produced to celebrate council actions.
- The Reef Authority will support and encourage the promotion of Reef Guardian Councils actions across the Reef Authority's communication channels.

8. Variation or termination of engagement

Refer to section 11 of the Memorandum of Understanding.

9. Review

The terms of reference will be reviewed following the release of the five-yearly Outlook Report and before the beginning of each local government term.



Funding Applications Submitted November 2023 – March 2024

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	Wujal Wujal Cultural and Heritage Walking Trail	Construction of footpath along Little Douglas Street including interpretative signage	Perry	Technical Services	Submitted	Apr-24	\$200,000.00	\$0	\$200,000
Minor Infrastructure and Inclusive Facilities Fund (MIFF)	Department of Tourism, Innovation and Sport	Capital	Sports Field Lighting	Purchase and installation of LED lighting for sports oval.	Perry	Technical Services	Submitted	Mar-24	\$395,364.00	\$0	\$395,364
RACQ Foundation Disaster Recovery Community Grant	RACQ Foundation	Capital	Wujal Wujal Disaster Recovery Project - Equipment	Purchase of workshop equipment and tools, including safe and shredder	Perry	Technical Services	Submitted	Apr-24	\$100,000.00	\$0	\$100,000
RACQ Foundation Disaster Resilience Community Grant	RACQ Foundation	Capital	Wujal Wujal Disaster Resilience Project - Shade Sail and Generator	Shade sail for splash park and large generator for IKC Centre	Perry	Technical Services	Submitted	Apr-24	\$100,000.00	\$0	\$100,000
Strengthening Rural Communities - Prepare and Recover	Foundation for Rural & Regional Renewal	Capital	Wujal Wujal Prepare and Recover Project	Purchase of generators, swags, emergency lighting, gas BBQ's	Perry	Technical Services	Submitted	Apr-24	\$25,000.00	\$0	\$25,000
NAIDOC Local Grant 2024	National Indigenous Australians Agency	Operational	NAIDOC Week 2024 Event and Equipment	Event / Equipment to celebrate NAIDOC 2024 - equipment includes marquees, tables & chairs, BBQ, fridge, freezer, eskies, PA system and speakers	Kiley	Community	Submitted	Jun-24	\$50,000.00	\$0	\$50,000
Active Womens and Girls Program R1	Department of Tourism, Innovation and Sport	Operational	Sport and Recreation Equipment	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	Apr-24	\$25,000.00	\$0	\$25,000



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