

Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Agenda

Date: Tuesday 14 November 2023
Time: 9.00am
Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal



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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 Reagan Kulka, Deputy Mayor
 Councillor Robert Bloomfield
 Councillor Vanessa Tayley

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
 Manager of Works and Building Services, Perry Gould
 Manager of Finance. Micah Nkiwane
 Executive Assistant, Molin Orange

Presenters

2.2 Leave of Absence | Apologies

Councillor Vincent Tayley

2.3 Visitors | Presenters

Nil

3. Condolences | Congratulations

4. Mayoral Motion

5. Confirmation of minutes of the Previous Meeting

Minutes of the Ordinary Council Meeting | 10 October 2023

See Attachment 1.

Resolution: [Confirmation of Minutes of Ordinary Council meeting held on Tuesday 10 October 2023.](#)

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 10 October 2023 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

7. Business Arising or Outstanding Matters from Previous Meeting

8. Items for Consideration and Decision

8.1 Governance Polices

Report to:	CEO, Mayor and Councillors
Subject:	Consideration of Governance Policies
Reporting Officer:	Chief Executive Officer
Status:	Decision

The Local Government Act requires Councils to prepare and adopt policies to govern their activities. The following polices have been drafted for Council to consider.

- Communication and Media Policy
- Confidential Information Policy
- Councillor Interaction With Staff Policy and Register
- Email and Internet Use Policy
- Instrument of Appointment for Contractors for Engagement
- Social Media Policy

See Attachment 2.

[Resolution: That Council adopt the policies as presented](#)

Resolution:	That Council adopt the policies as presented at this meeting: <ul style="list-style-type: none"> • Communication and Media Policy • Confidential Information Policy • Councillor Interaction With Staff Policy and Register • Email and Internet Use Policy • Instrument of Appointment for Contractors for Engagement • Social Media Policy 	
Moved:		Lost/Carried
Seconded:		
Resolution No		

8.2 Tender for Supermarket Operations

Report to:	CEO, Mayor and Councillors
Subject:	Consideration of Tenders for Supermarket Operation Lease VP3821112
Reporting Officer:	Chief Executive Officer
Status:	Decision

The purpose of this report is to provide Council with information regarding the public tender process to source applicants to operate the Wujal Wujal Supermarket Lease for a period of five years with an option to renew for an additional five years.

WWASC engaged Peak Services to manage the tender process, using Vendor Panel, in accordance with the *Local Government Regulation 2012*.

Council is advised that there was one conforming submission was received, from Community Enterprise Queensland. Their supporting documents are attached, for your information, Attachment Three.

The following assessment criteria should be considered in evaluating the submission:

Criteria	Weighting
Value for Money	40%
Experience (Proven Performance)	30%
Capacity to meet project timelines	20%
Safety requirements / management plans	10%

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council, it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous. In accordance with S104 (3) of the Local Government Act 2009, Council must also give consideration to the following sound contracting principles:

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

An analysis of the Community Enterprise Queensland Tender Response is listed below:

Years Experience	<p>Established 2016.</p> <p>Prior to this, the supplier existed in a range of business entities, including Papuan Industries Ltd (1904 - 1930), Aboriginal Industries Board (1930 - 1939), Island Industries Board (1939 - 2016).</p> <p>Overall, 119 years trading.</p> <p>Board consists fo a range of six members, many of local communities. Experienced business team, each experienced with CEQ between 6 - 13 years).</p>
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Past History	Many years past history of providing community supermarkets on the Cape and in other communities. Successful business model
Current Commitments	CEQ operates in 20 communities (including Cairns) in FNQ.
Local Value	CEQ has very good local value, community social responsibility, including a "Give Back" program and reinvestment of 33% of the company's profit (currently at \$1.2M) into the communities it services. Environment Natural <ul style="list-style-type: none"> • Environment Built • Social • Economic • Cultural, including cultural governance. • Spiritual + Personal • Civic / Political
Indigenous Employment Targets	CEQ is dedicated to creating employment and training paths for individuals in the communities we serve, as demonstrated by the fact that 91% of our store team members are Indigenous Australians.
Stakeholder and Community Consultation	CEQ attended Wujal Wujal on 11 October 2023 to consult with WW community members on the priorities for them in the WW Supermarket.
Workers Compensation Insurance	Yes
Public Liability Ins and amount	Yes, \$20M
Notes	Sole response received. CEQ is committed to further (including capital investment), creating local employment, local purchasing power and increasing wealth and social investment in the Wujal Wujal community. CEQ reinvests profits into the communities it services. Panel considered this supplier represented good value for Council, good value for money and good value for the community of Wujal Wujal.

It is recommended that Council accept the Community Enterprise Queensland (CEQ) tender response as the successful tender.

Resolution: That Council approves the selection of this CEQ supplier as the successful responder for the Wujal Wujal Supermarket tender.

Resolution:	That Council approves the selection of this CEQ supplier as the successful responder for the Wujal Wujal Supermarket tender VP3821112	
Moved:		Lost/Carried
Seconded:		
Resolution No		

9. Presentations to Council

9.1 11.20am | Gerhard Vissa of DSDSATSIP

Presentation to:	CEO, Mayor and Councillors
Subject:	Planning and Community Engagement Works
Presenter:	Gerhard Visser
Status:	Information Discussion

Presenters:

Gerhard Visser - Remote Indigenous Land and Infrastructure Program Office (RILIPO)

10. Reports

10.1 Mayor's Report October 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 10 October and 6 November 2023:

Date	Meeting and Commentary
11 October 2023	CEQ visit post summit engagement LDMG Rodeo Committee Debrief
25 October 2023	Wujal Wujal Interagency Meeting
27 October 2023	Wujal Wujal Foundation Day
1 November 2023	Meeting with Jodi Cannon, Peak Services, LGAQ

[Resolution: Acceptance of the Mayors Report for October 2023 as presented.](#)

Resolution:	That Council receive the Resolution: Acceptance of the Mayors Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.2 Chief Executive Officer Report

10.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 6 October 2023 and 6 November 2023:

Date	Meeting and Commentary
9 October 2023	Meeting with Kayla – My Pathway to provide increased in-work support for My Pathway clients undertaking the paid work experience and those who have transitioned into new employment with Council .
10 October 2023	Ordinary Council Meeting
11 October 2023	<ul style="list-style-type: none"> Meeting with A.Keogh on water treatment plan projects
	<ul style="list-style-type: none"> Meeting with DES Essential Services (ESSP) team C.Goldsmith and E.Wason – Discussions on Place of Refuge for Wujal Wujal (lack of land will be an issue). Discussion of Lots 1 and 2 in SP301682 proposed new subdivision site. See Other Information section for further information
	<ul style="list-style-type: none"> Wujal Wujal LDMG Meeting (discussion on Get Ready disaster preparedness, road conditions, flood camera at Emmagen Creek, four levels of activation during an event, testing of the emergency alert at the Bloomfield Bridge and alert trigger levels
13 October 2023	Attended Teams meeting with FNQROC and Douglas Shire to progress the safety upgrade on the Bloomfield Track – Douglas Shire is eligible to apply for ATSI TIDS. Six areas for safety upgrades will be split into two projects, with priority for concreting the three steep sections, similar to the concreting works undertaken on the Donovan Range. This is likely to occur in 2024-25, with the safety upgrades in the floodway sections to be undertaken the following 2025-26 financial year. Wujal Wujal Aboriginal Shire Council to provide a letter of support for Douglas Shire to undertake these safety upgrades on the Bloomfield Track.
16 – 18 October 2023	Attended LGAQ Conference <ul style="list-style-type: none"> New Digital Connectivity Initiative Launched – applied for 5 x funded Starlink Connections for Council facilities Attended ILF with other Cape Councils Attended Dangerous Dogs presentation Voted on motions in AGM on behalf of WWASC
19 October 2023	Attended Reef Guardian Council Executive Committee Meeting
24 October 2023	Attended Cook CDP JV Board meeting
25 October 2023	Attended Wujal Wujal Interagency meeting
	Attended WWASC Monthly Management Team meeting
26 October 2023	Attended meeting to inspect the Materials Recycling Facility at the depot with DES (Julian and Kylie), Gungarde and Operations Manager Perry Gould
26 October 2023	Attended Wujal Wujal JOM – discussed housing maintenance works, disability modifications, aged works – Housing works and BAS maintenance have significantly improved
27 October 2023	Organised Wujal Wujal Foundation Day Public Holiday community BBQ, school excursion attendance and slip and slide (special thanks go to Council’s M.Nkiwane, P.Carlton, M.Carstairs and Uncle Bill. Also Justice Group’s L.Fry and L.Creek for helping out with the preparations and cooking and managing the day).
30 October 2023	Meeting with B.Kelly from DTATSIPCA to discuss contracts
31 October 2023	Meeting with Jodi Cannon from Peak Services, LGAQ

10.2 Follow Ups

Thompson Creek Mowing (TC Mowing) (F. Walker) advised on 8 October 2023 they have commenced operating. Provided contact name to C. Shipton (Kindy) to arrange quote for Kindergarten grounds maintenance.

10.3 Other Information

10.3.1 RILIPO have undertaken planning and community engagement works on the proposed subdivision site on Lot 2 of SP301682, Douglas Street. Department of Environment and Science (DES) inspected, reviewed and carried out assessments, reviews and inspections on Lot 2, Plan SP301682 in June 2018 and submitted a report in July 2018, confirming Lot 2 was suitable for any use, and removed this from the Environmental Management Register (EMR). The lot was not on the Contaminated Land Register.

In regard to current Lots 1 and 2, (previously Lot 4)

- August 2008 Closure and Post Closure Care Plan for the Landfill site Lot 4 was issued
- 2013 A report providing a history of Lot 2 on SP171837 (old landfill site, previously Lot 4 SR836), a decision was made not to investigate the use of the site for social housing due to its registration on the Contaminated Land Register (CLR) and Environmental Management Register (EMR).
- May 2017 correspondence commenced on possible decontamination of Lot 4, or part of Lot 4
- A number of investigations were undertaken from May to September 2017
 - Geotechnical, mapping, sampling, test pits etc
- September 2017 a preferred plan was drafted (SAUCNS1-03F17090814270)
 - The plan indicated landfill areas on the northern part of Lot 4 (now Lot 1)
 - The southern part could potentially be developed (now Lot 2)
- 2017 WTMA indicated that WTMA (Cwlth) applications are applicable
- 2018 Lot 4 was reconfigured to form lots 1 and 2
 - Lot 1 was identified with main landfill trenches (not Lot 2)
 - Lot 2 agreed to be decontaminated by RILIPO for WWASC
- 04 July 2018 Notice for removal of Lot 2 from the EMR
- 2019 the WW Master Plan indicated residential development on Lot 2
- 2020 WWASC approval to develop 9 residential lots on Lot 2
- 2022 WTMA approval received for the develop 9 residential lots on Lot 2
- 2022 community consultation was previously undertaken (prior to September 2022)

On Monday 6 November 2023, Council advertised the subdivision site in Wujal Wujal on its Facebook page; however, concerns were raised by some traditional owners about:

- Not enough community consultation
- Concerns about contaminated land

Council feels this community consultation is very important, to discuss concerns community members have, and present expert information to community members about the proposed subdivision site, so is organising relevant stakeholders from DES, DSDSATSIPCA and Housing to attend to have these important consultations.

Also to be discussed includes:

- project completion date (including funding completion date)
- Policies and rules about use of funding for buildings within the local government area

Resolution: Acceptance of the Chief Executive Officer's Monthly Report for October 2023

Resolution:	That Council receive the Chief Executive Officer' Monthly Report for the month October 2023 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.3 Corporate and Corporate Services Division Report (C&CS)

10.3.1 Financial Dashboard

10.3.2 Corporate and Commercial Services Monthly Report Points

Report to:	CEO, Mayor and Councillors
Subject:	Corporate and Commercial Monthly Report October 2023
Reporting Period:	October 2023
Reporting Officer:	Manager Corporate and Commercial, Micah Nkiwane
Status:	Information

Budget finalisation-

The budget workshop was held with Managers on the 01 November 2023. Key principles identified were the need to work closely together to ensure correct allocation of spend to the right job codes in order to minimise budget overruns, as well as access to monthly management reports. Within this context Managers will work with the Operations Accountant to ensure ownership of these processes.

Electronic time sheets

The contract document for electronic timesheets was signed and the initial consultation with the implementation consultant from Wageloch was held on 01 November 2023. We have since acquired iPads required to roll out the system. Further details of the implementation road map will be made available in due course. This includes the training of Managers and Employees.

Electronic requisitions

The usage of electronic requisitions is going well, and we have completely eliminated paper requisitions. We continue to work with Managers on emerging issues including training.

Grant Acquittals

Grant acquittals from previous financial years are still an ongoing issue, and we are still working with our partners and as a team to sort it out. We expect that issues around grant administration, periodic reporting and acquittals will remain an area of focus for the foreseeable future.

Year-end financial statements and annual reporting

The auditors advised Council on 31 October 2023, that we were required to apply for Ministerial approval for an extension, as the Auditors required to verify three items pertaining to Financial Statements. We have since applied for an extension to enable Auditors to conclude their enquiries. These pertain to accounting for joint venture income, the calculation of full-time equivalent employees as well as invoice samples. We expect that these matters will be finalised very soon. The draft financial statements have been submitted by the External Accountant and we do not expect any major changes.

External Audit

As per the previous matter, the finalisation of the external audit process has been extended to 30 November 2023 as per our letter to the Minister. We expect that these matters will be cleared well within the required timeframe.

Internal Audit

We will be having an initial Internal Audit planning discussion with our Internal Audit partners, Pacifica, on 10 November 2023.

BAS invoicing

There has been a big improvement in our BAS invoicing process and the overall management of the value chain. Excellent work from both Dan Hall and Renelle Shipton, who have ensured that the process and activities are defined and executed meticulously. The impact of this interaction has been acknowledged by QBuild with key metrics above expectation for the month of October 2023.

Other revenue

Total debtors' invoices raised amounted to \$370,703.69. We have prioritised Debtor Collections in the month of October with Melody Hunter contacting all outstanding Debtors. We have also had an opportunity to comprehensively review our debtors and the following are recommended for write off.

Debtor Name	Amount
Sweet Honey-Mayi Wunba - Cafe	\$4,690.00
Adrian Nandy – on NDIS Pension	\$2,780.66
Victor Mills- Ex-Staff Rent	\$120.00
Bill Dunn	\$167.31
Bloomfield Escape – Previous owners	\$317.85
Total	\$8,075.82

Resolution: That Council authorise the write off of debts as per the table above.

Resolution:	That Council approve the debts amounting to \$8,075.82 to be written off	
Moved:		Lost/Carried
Seconded:		
Resolution No		

Accounts Receivable - Comparison as at Tuesday, 31 October 2023

		Current	0 - 30 days	31 - 60 days	61 - 90 days	Total
Prior Month	Total A/R Ledger	-	194,212	277,230	243,332	714,774
	Total Accruals	-	-	-	-	-
	Grand Total	-	194,212	277,230	243,332	714,774
	Distribution	0.00%	27.17%	38.79%	34.04%	1
	Target	40.00%	34.00%	25.00%	1.00%	
Current Month	Total A/R Ledger	-	276,498	52,408	290,881	619,786
	Total Accruals	-	-	-	-	-
	Grand Total	-	276,498	52,408	290,881	619,786
	Distribution	0.00%	44.61%	8.46%	46.93%	100.00%
	Target	40.00%	34.00%	25.00%	1.00%	
Overall Movement		-	82,286	(224,822)	47,549	(94,988)
		0.00%	17.44%	-30.33%	12.89%	

The comparison of debtors shows a significant increase in Debtors in the 30 day period which is what we want to see. There is also a significant reduction in Debtors in the 31–60-day period. There is however an increase in the 61–90-day period. The bulk of the Debtor is from My pathway (\$249,000) which represents an unpaid Joint Venture invoice. We have significantly raised our debt collection efforts, and this will remain a area of focus going forward

- **Carbon credits** – This item is still outstanding and will be addressed after the finalisation of the audit.
- **Smart buildings and energy generation.** The conversations with siemens will continue after the audit.
- **Fuel tax credits**-We expect to start working with BDO Australia after finalising year end, budgets and audits in the current financial year.
- **Ecotourism/Wujal Guest Accommodation**- We will examine the pricing policy around accommodation as well as finding cost reduction strategies. We still need a naming convention for the Eco tents.
- **Café, Fuel Station and supermarket** – Plans are at an advanced stage to finalise the opening of the Café. The capitalisation of the Café is almost complete. We have acquired a point-of-sale system and are working on an internet solution and MYOB to drive our reporting requirement in the Café. We have carried out interviews for Trainees. Sadly, of the four applicants shortlisted, only one turned up for the interview. We are still waiting for the finalisation of funding from DESBIT to cover our wage costs. We expect an announcement of our application in December 2023.
- The tender on Vendor Panel closed on 25/10/2023 and there was one successful bid. Kindly refer to the evaluation of tender bids attached as an addendum to the Council Report. Also kindly refer to the detailed tender response from CEQ Queensland. We believe CEQ ticks the right boxes in terms of their social responsibility, a commitment to local employment and Council participation in profits through turnover rent.
- Other opportunities-We will continue profiling the nature and structure of contractors working with council to correctly identify opportunities for the local community. We still want to encourage community members who require bankable business plans to come forward.
- Leases – The focus now turns to monthly invoicing and collection of rental revenue. Peppercorn leases will be reviewed this financial year.
- ICT – We are working on plans to have WIFI in the guest accommodation area as a forerunner towards increasing prices for bookings. The CEO has delivered value in this regard.
- Insurance –All outstanding insurance claims have been duly submitted. However, the recent break ins will trigger insurance claims and may increase premiums which may reduce the funds available to provide services to the Community.
- Investments- We have maintained our investment with QTC which currently stands at \$3,020,699.57 including interest earned of \$11,280.32 and the current rate of return is 4.49% down from 4.70% in the previous month.

Loss and Fraud Register

- Legislation requires Council to maintain a Loss Register in terms of Local Government regulations. We have designed the policy which now requires adoption from the plenary session.

Resolution:	That Council adopt the Loss and Fraud Register	
Moved:		Lost/Carried
Seconded:		
Resolution No		

Bank Authorised Signatories-Notice of Authority

- Council’s CEO and Manager Corporate and Commercial have had conversations with the bank to facilitate changes to authorised signatories to reflect the current executive leadership. We now require Council authorisation to cancel all former employees from our Westpac banking infrastructure.

Resolution:	That Council authorise the removal of all signatories (Joanne Gowans, Victor Mills and Stephen Wilton) currently listed on the Westpac bank account and add: CEO Kiley Hanslow; Manager Corporate and Commercial Micah Ndoda Nkiwane; and Operations Manager Perry Gould.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

- We are working as a team to build the future community we want and to be the change we want to be.....

Resolution: Acceptance of the Manager Corporate and Commercial’s Monthly Report for October 2023

Resolution:	That Council receive the Manager Corporate and Commercial’s Monthly Report for the month October 2023 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.4 Works and Building Services Monthly Report – October 2023

Report to:	CEO, Mayor and Councillors
Subject:	Operations Information Report
Reporting Period:	October 2023
Prepared by:	Manager Operations, Perry Gould
Status:	Information

10.4.1 Summary

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

10.4.2 Staff Movements

- Interviews were undertaken for three Operations Allrounder positions with a starting date of mid-November 2023.

10.4.3 Disaster Management, SES Rural, Fire

Total fire ban until 6 November 2023

- All fire breaks cleared
- Fire truck has been serviced, new batteries installed and filled with water
- Fire truck now prepared for standby over the fire season
- Awaiting quotations for generator servicing for 2023 as some generators have not been serviced since 2012

10.4.4 Fire extinguisher testing

- Awaiting completion of installations by Trinity Fire Services

10.4.5 Stormwater Drain -Kotzur Street to Douglas Street

- Scope of works to be reduced as department funding will not cover whole of project Tender to be prepared and entered onto Vendor Panel

10.4.6 Building

QBuild Bas Update:

Aged Report:

- Reduction in logged jobs from 140 to 51 over 60 Days old

Tenders submitted for upgrades:

- 72 Douglas St
- 13 West St
- 10/3 Cape Trib Rd
- 93 Hartwig St
- 24 Florence St
- Lawn Locker PKG 3

Tenders Outstanding:

- Lawn Locker PKG 4 – Due 6th October
- Lawn Locker PKG 5,6 – Due 6th November
- 42 Louis St – Awaiting new scope of works

Fire Hose Reel Installation Program:

- Completed and Invoiced

Solar Hot Water System Upgrades:

- 12 Heorlein Street – Complete
- 9 Heorlein Street – Complete
- 4 Heorlein Street – Pending
- 79 Hartwig Street – Pending

Charlie's Centre:

- Ergon meter reconnected
- All electrical works complete
- Premises available for new tenants Monday 10 November 2023

Art Centre Café:

- Security screen door - PO raised and with supplier
- Old items removed from rear veranda
- WWASC staff installing new tables
- Exit Light cleaned
- Freezer / cool room serviced
- Balustrade wiring upgrade completed Monday 6 November

Gutter Program:

- Briody Plumbing engaged to perform gutter assessment and cleaning estimation for annual budgeting
- Council's buildings gutter cleans to be completed at the same time as a BAS property gutter program to offset travel costs etc

Mango Tree Seating:

- The first blue gum selected was damaged internally by termites, sourcing a more suitable tree

Staff Duplex:

- Driveway tender process concluded – commencement date to be confirmed, contractor to align work with another project in Ayton
- Staff assembling furniture this week along with installation of curtains for units next to Kindergarten

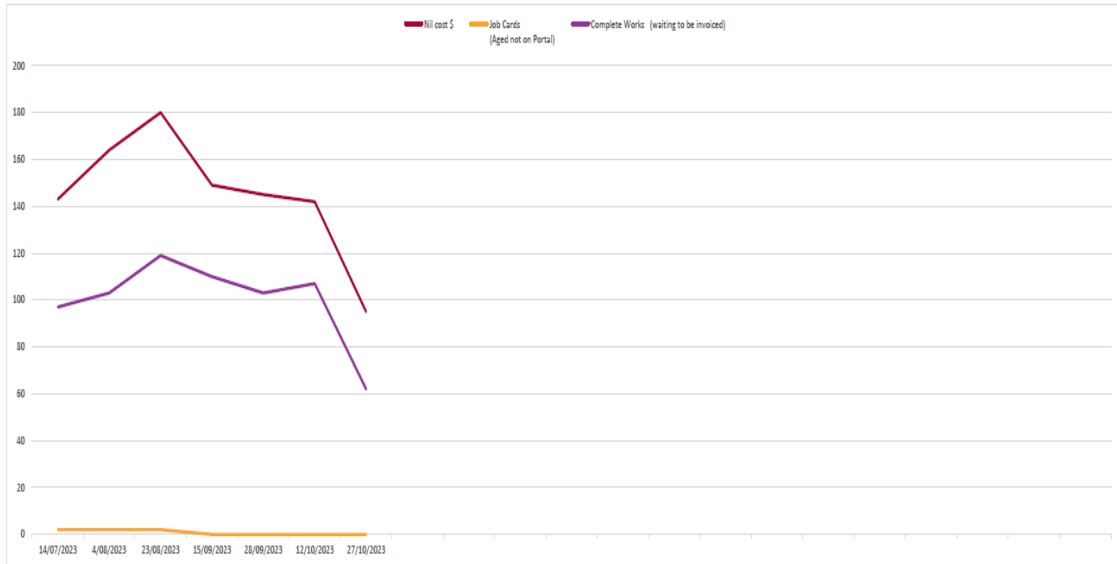
Tree Lopping:

- Purchase orders raised with external contractor for council property tree lopping
- Council tree lopping will proceed in conjunction with BAS works being more cost effective

Tech Services Compound:

- Insurance works tender process concluded – Contractor engaged
- Padlock upgrade back to Master key system as per Lock Matrix underway

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL - Aged Job Cards > 60 days												
Date	14/07/2023	4/08/2023	23/08/2023	15/09/2023	28/09/2023	12/10/2023	27/10/2023					
Nil cost \$	143	164	180	149	145	142	95					
Job Cards (Aged not on Portal)	2	2	2	0	0	0	0					
Complete Works (waiting to be invoiced)	97	103	119	110	103	107	62					



10.4.7 Guest Accommodation / Eco village

Waterproofing now complete

Fans installed in tents for air circulation to help prevent mould formation

10.4.8 Essentials Services

Water

Rectification works complete for repair of filter housing

- Water samples delivered to airport for transport to Cairns Council for testing
- Testing of potable water supply and WWTP continues to ensure compliance
- The water test results are stable at present
- Completed checklists.

Sewer

- WWTP is noncompliant
- Awaiting engineering design from Acron to seek further funding for rectification works to original design

10.4.9 Animal Management

Treatments

- **51 Dogs in Wujal Wujal + 7 Dogs in Staff/QPS Housing**
- Entire males 15 (1 birth control)
- Females 11 (4 birth control + 2 consent for next vet visit)
- Desexed males 4
- Females 13
- Under desexing age – 9 pups (5 male, 4 female)
- **2 Cats in Wujal Wujal + 2 Cats in Staff Housing**
- Entire male -1
- Entire female – 1

- **16 Dogs in Ayton;**
- Entire males 4
- Females 2
- Desexed males 4
- Females 5
- **6 Cats in Ayton**
- Uncertain of male or female or entire or desexed

- Deceased/Missing and Rehomed
- 1 x missing dog, 1 x missing pup, 1 x buried pup from Hopevale
- 1 x rehomed dog

- New in Community
- 7 x pups under 6 months
- 2 x entire male dogs
- 38 x Registered dogs this month
- 9 x Microchipped dogs this month
- Basic First Aid
- 1 x Cat treated for paralysis tick
- Medication distributed
- 3 x dogs antibiotics
- Antiparasitic treatments Wujal Wujal
- 51 Dogs and 2 cats
- Antiparasitic treatments Ayton
- 16 dogs and 2 cats
- New dog collars in mail, apply registration tags and provide to owners
- Environmental Health Engagement meeting monthly
- Cert. IV in Animal Regulation and Management online training x 4 sessions
- Vet clinic
- Heartworm testing
- Suprelorin implants (birth control)
- Covinan (birth control)

10.4.10 Training

- Cert. IV in Animal Regulation and Management continues for Zenarra Ashworth and Nikki Gong

Environmental Health

- Reported and resolved a leak at river pump filter.
- Monthly water and effluent samples sent to Cooktown airport.
- Helped Animal Management Officer with monthly treatments.
- Spoken to supervisor and CEO of Gungarde about abandoned vehicles and future plans.
- Organised accommodation for Cert. IV Animal Management course in Cairns.
- Organised pest management application payments.
- Mentor APM training with Water Operations team.
- Assisted AMO officer in capturing animals.
- Asked QTH for Protocol and procedures for abandoned vehicles.

10.4.11 Parks and Gardens

- All tractor slashing now on hold due to Total fire Ban.
- Two new Zero Turn Kabota mowers now delivered.
- Extensive spraying of drains and culverts has been undertaken in preparation for wet season.

10.4.12 Sport and Recreation Hall

Numbers have dropped off recently due to warmer weather, more communication needed to community for activities at the Splash Park.

Acceptance of the Works and Building Services Monthly Report for October 2023

Resolution:	That Council receive the Works and Building Services Monthly Report for the month of October 2023 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.5 Aged Care Services Monthly Report - October 2023

Report to:	CEO, Mayor and Councillors
Subject:	Aged Care Services
Reporting Period:	October 2023
Reporting Officer:	Gina Manai
Status:	Information

10.5.1 Funding and Spend

Spend	Value
Far Nth Office Choice	-
Emperor electrical	1518.00
Alister Gibson	1950.00
Ayton General Store	4100.00
Cooktown Food and Ice	5820.63
All About Mobility	800.00
Direct of Australia	-
Universal Care Training Online	-
CareLynx	-
Specialised Speech Services	275.00
Record of Care Services ROCS	2929.18
Meals on Wheels MOWs	482.35
Fourier	7131.50
Total	25006.66

8.5.2 Issues with Programs etc

- Issue with ROCS awaiting outcome from Fourier - abnormal data input issue

8.5.3 Client/Correspondence

- Continued monthly Care Plan reviews.
- Allied health interventions ongoing with continued reviews of clients when required
- Client hospital admissions await discharge summaries
- New client commenced CHSP support services – palliative
- Seniors Month – October – activities and outings went very well, clients very happy, given the level of staff and the great input from all - it was a hit!!

8.5.4 Reporting

- HCP September acquittal approved.

8.5.5 Staffing

- Reliable staffing seems to be an ongoing issue, have had discussions with CEO in regard to other alternatives to attract and retain staff.

8.5.6 Other

- OT upgrades moving slowly. Building Services Coordinator will provide the Aged Care Coordinator monthly updates on OT and Disability modification process, so client care plans can be reviewed and adjusted accordingly.
- Price increase with CareLynx – clinical monitoring in line with CPI changes.
- Met with Department of Child Safety, Seniors and Disability Services, discussed issues around staff being able to apply for their Yellow Card. Information given to CEO for WWASC to become a unregistered provider this will enable staff to obtain their Yellow card. Update of Key personnel form completed and emailed as per the request.
- Dementia Australia visited the centre and spoke with clients and staff in relation to supports and activities on how to better support clients with dementia.
- Delivery entry and community care fenced enclosure all completed and working well.

Resolution: Aged Care Services Monthly Report for October 2023

Resolution:	That Council receive the Aged Care Services Monthly Report for the month October 2023.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.6 Bana Yirriji Gallery and Art Centre Monthly Report October 2023

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

10.6.1 Highlights

- This month we had Edwina Circuit, art consultant work with the artists and staff, developing fine art skills and training staff on the SAM system.
- Visitor numbers have slowed down.
- Doreen Collins is now employed by Council as Art studio worker.
- My Pathway supported three weeks training for Doreen Collins. Cassie Roatz had three days mentoring Doreen into her role as studio worker. This entails stretching canvas, paint making and general studio management including, how to store canvas properly, brush management and cleaning and how to use equipment safely (e.g., electric staple gun).

10.6.2 Barriers and Issues:

- Funding is needed to supply a vehicle for the Art Centre. It is important to look at the correct vehicle needed for the Art Centre. The Art Centre will work with Perry to pick something suitable.
- Gutters need cleaning, rain causing large puddles to form under building in preparation for the wet season.

10.6.3 Funding/Agreements/Financials:

- IVAIS, end of year operating report was submitted.
- BIA, Multiyear 2023/26 Funding was applied for, Council will be notified in November with the result. If Council succeeds, this will be for operational and workshops purposes.
- Backing Indigenous Strategic Dev Program was applied for, this funding will support mentoring and training for the art centre staff. If received, it will also fund a relief mentor manager to support the trainee manager whilst in her position as acting manager whilst the current manager is on long service leave.

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

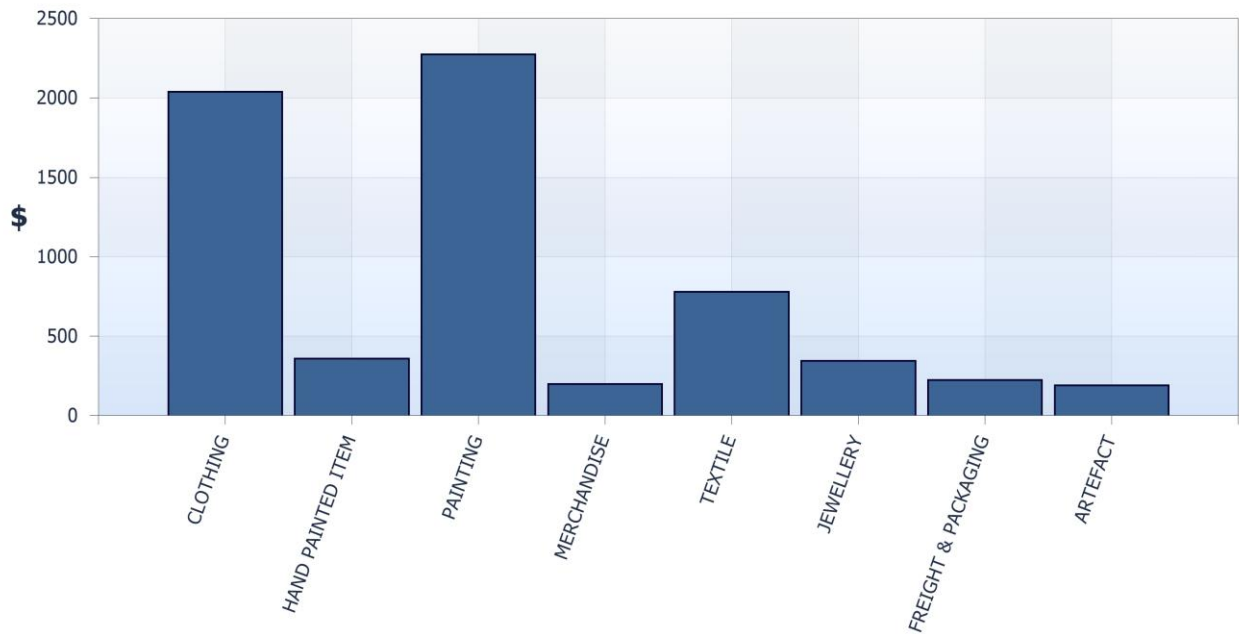
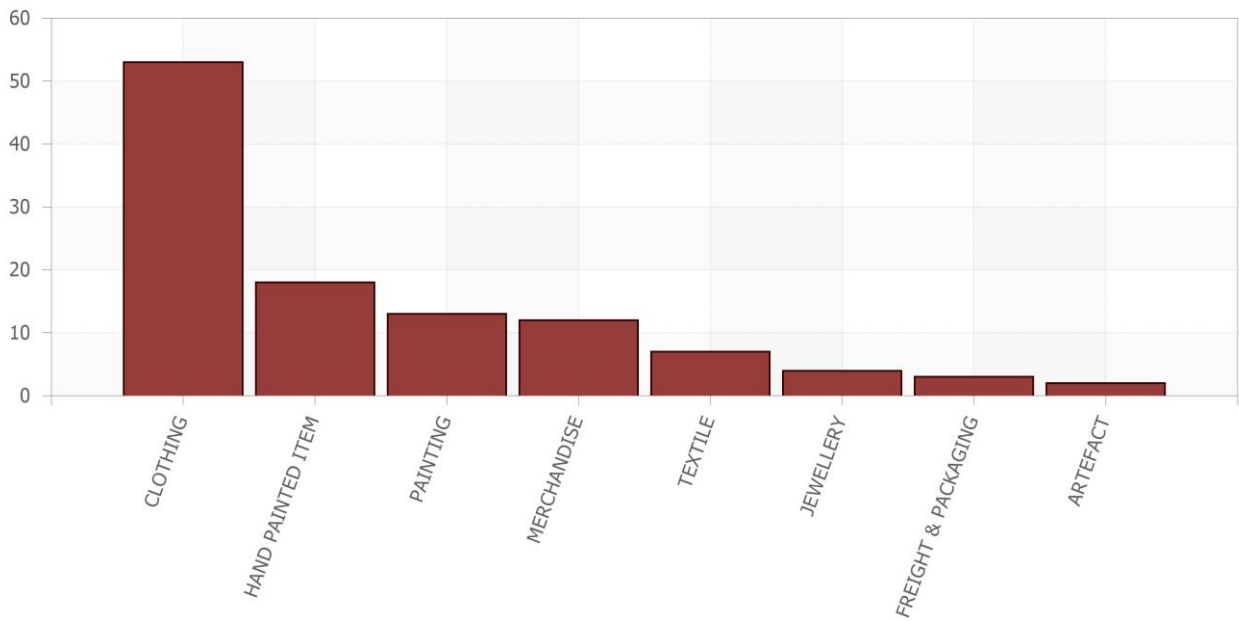
Sales from 01/10/2023 to 31/10/2023

Product	Items Sold	Value of Sales
CLOTHING	53	\$2,040.00
HAND PAINTED ITEM	18	\$360.00
PAINTING	13	\$2,273.00
MERCHANDISE	12	\$200.00
TEXTILE	7	\$780.00
JEWELLERY	4	\$345.00
FREIGHT & PACKAGING	3	\$225.00
ARTEFACT	2	\$190.00

Total Items Sold:

112

\$6,413.00



Resolution: Bana Yirriji Gallery and Art Centre Report for October 2023

Resolution:	That Council receive the Art Centre Report for the month of October 2023.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.7 Kindergarten Monthly Report October 2023

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

10.7.1 Funding – DATSIP visited 25.10.2023.

Focus is the following:

- Standby Shade Sails
- Plaque has been removed from the stone for repairs and is waiting for its return. It's been decided, to have the plaque (once returned) placed next to the entrance door.
- Decision for the stone where the plaque was, to remain where it sits. Further, another plaque be placed on the Rock representing the children's vegetable garden. Funding to be sought.
- Flagpole has been moved.
- Funds to be sought for flags.
- Funds to be sought for soft fall edging.
- Animal enclosures / not applicable however, requirements for a sandpit cover is required. Funds to be sought.
- Resources e.g., furniture and other outdoor equipment, that need updating due to deterioration.

10.7.2 Issues

It has been noted on the 17 October 2023, a student was diagnosed with Anaphylaxis caused by wasp and or bees stings during the September holidays. Unfortunately, parent was unaware; her child was allergic to anything until the incident occurred and forgot to mention the incident, until this date.

The following were put in place as required by Department of Education to meet with standard compliances: -

- Communication Activity Sheet – This gives the parents an opportunity to update Kindy of ongoing requirements and or stress, concerns.
- Risk Minimisation Plan identified/ outdoor checklist.
- Action Plan received - Dr Maddison Close
- Guidelines presented to parents – a requirement.
- Kindy provided with Epi Pen
- *First Aid and CPR – Volunteer and Staff CPR only. Volunteer to discuss with My Pathway, procedures to fund. It has been decided to make a trip to Cairns mid- December with Kindy Staff to undertake this training.*

10.7.3 Assessment and rating

- Nil

10.7.4 Maintenance and repairs

- Discussed with Dan about outstanding repairs and maintenance.
- Dan has forwarded a Wujal internal maintenance form template on Friday 3 November 2023.

10.7.5 Training/ Professional Development/conferences

Mandatory Training: Affiliate Compliance Bundle, all completed.

- Autism Qld – Face to face training at the Kindy – on 4.10.2023 however, was rescheduled for 17 and 18 October 2023.
- Dr. Kaylene Henderson – Child Psychiatrist / supporting children with behavioural and trauma base situations – to complete by the end of this month.
- First Aid / CPR – Tried to organise with other services for Gary Woolrich to visit Wujal Wujal to complete this training around mid-November. Kindergarten staff will travel to Cairns to undertake this training.

10.7.6 Visitors

- David Wone -Birth Certificates -11.10.23 / 12.10.23
- CDCC – Kim Giese – 11.10.23
- Qld Health – M Brenman/ D Marsden / A Tayley – 11.10.23
- WWJG – Angus -14.10.23
- CDCC – Heidi and Margo – to see David – 12.10.23.
- The following to see David – Marella, Alicka, Cheyenne, Teamma, Ava, Mason – 12.10.23.
- DATSIP – Tanya Cali -17.10.23.
- CDCC – Margo – 17.10.23
- Judy Edwards – Degarra Neighbour - 17.10.23
- Autistic – Lucy Seiler – 18.10.23
- Celia Innerarity – Apunipima – 18.10.23
- CDCC – Heidi and Margo / Transitioning Playgroup children – 19.10.23
- Kerri and Anne – Transitioning – 19.10.23
- CDCC - Margo Steiner – Dropping child off – 24.10.23
- Qld Health Child Care - C Brennan – 25.10.23
- DATSIP / K Bird and L Scott – 25.10.2023
- Heidi and Margo / CDCC – 26.10.2023
- Heidi – CDCC / dropped a child off on behalf of a family member – 26.10.2023
- Heidi – CDCC – 31.10.2023

10.7.7 A.O.B

1. Big Breakfast under the inclusion support (once a year) yet to be organised, has been amended to lunchtime events at the Water park during the 4th Term. Unfortunately, this will be diverted to 2024.
2. Wujal Aged Care to involve elderlies with kindy students for morning tea to support regular sessions that are beneficial for both age brackets where they can engage in sing songs, solving puzzles, storytelling of cultural significance will be at a central point like the library. To be discussed further with Aged Care Services for 2024.
3. Kindergarten will celebrate Christmas on 30 November 2023. Start time 11.00am.
4. Evacuation Map – notify changes to Kindy evacuation mapping due to added gateway (entrance) in front of Lois Street to be endorsed and finalised.

Resolution: Acceptance of the Kindergarten Report for October 2023.

Resolution:	That Council receive the Kindergarten for the month October 2023 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

10.8 Indigenous Knowledge Centre

Report to:	CEO, Mayor and Councillors
Subject:	Indigenous Knowledge Centre Report October 2023
Reporting Officer:	Chief Executive Officer
Status:	Information

- Looking at purchase of ipads with unspent funding from 2022-23.
- Rotation of televisions in IKC to move smart TV into larger main area.
- Melbourne Cup broadcast on large TV on 7 November 2023 for Elders and community members to watch.
- Assistance to community members with using public computers.
- Discussions on requirement to source more computers for community members to use.
- Training for community members, especially Elders, on use of computers would be beneficial to community.
- CEO met with State Libraries on 8 November 2023 to discuss Digital Inclusion and increasing digital resources in Wujal Wujal.

Resolution: Acceptance of the IKC Report for October 2023

Resolution:	That Council receive the IKC Report for the month October 2023 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

11. General Business

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 12 December 2023.

13. Meeting Closure