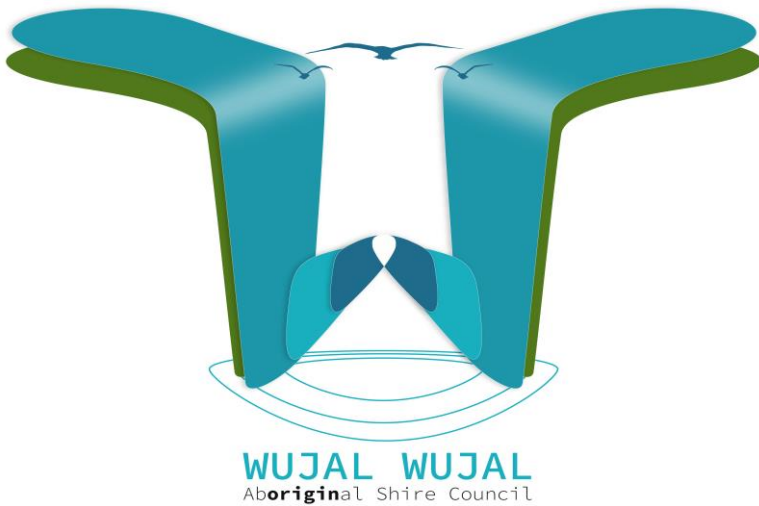


# AGENDA

Ordinary Council Meeting  
Thursday 15 December 2022  
COMMENCING AT 9:00AM



Wujal Wujal  
Aboriginal Shire Council



## WWASC COUNCILLORS

Councillor Bradley Creek, Mayor  
Councillor Vincent Tayley, Deputy Mayor  
Councillor Robert Bloomfield  
Councillor Regan Kulka  
Councillor Vanessa Tayley

WWASC holds Council Meetings  
On the third Thursday of the Month  
Beginning at 9:00am  
The attendance of all councillors is requested.

## ORDER OF BUSINESS

- 1 WELCOME / MEETING OPENED
- 2 ATTENDANCE / APOLOGIES  
VISITORS/PRESENTERS
- 3 CONDOLENCES / CONGRATULATIONS
- 4 COUNCILLOR OBLIGATIONS / DECLARATION OF INTERESTS
- 5 CONFIRMATION OF PREVIOUS MINUTES
- 6 REPORTS
  - 6.1 Mayors Report
  - 6.2 CEO's Report
  - 6.3 DF & CS Report
  - 6.4 DW & BS Report
- 7 CLOSED SESSION -Nil
- 8 GENERAL BUSINESS / LATE ITEMS
- 9 Brett de Chastel – Governance Advisor: Presentation



## 1. WELCOME/MEETING OPEN

Mayor declares the meeting open and welcomes everyone.

## 2. ATTENDANCE/APOLOGIES

### VISITORS/PRESENTERS

VISITORS	NIL
PRESENTERS	Brett De Chastel – The Year in Review and Priorities for 2023

## 3. CONDOLENCES/CONGRATULATIONS

## 4. COUNCILLOR OBLIGATIONS/DECLARATION OF INTERESTS

Declaration of Material Personal Interest (MPI) on any item of business

Declaration of Conflict of Interest on any item of business

Registers of Interest

## 5. CONFIRMATION OF MINUTES

Confirmation of Minutes of Ordinary meeting held 22<sup>nd</sup> November 2022 as circulated.

Business Arising from Previous Minutes  
report given at the meeting.

### Response from the CEO regarding staff issues and level of employee satisfaction

The WWASC Employee Satisfaction Survey response timeframe was extended to 1 December 2022. Seven responses were received in total.

The responses received indicate:

1. Staff feel respect and support from supervisors goes a long way to motivate staff and improve job satisfaction.
2. Staff want managers who lead with honour, integrity and accountability.
3. Staff want to see cultural awareness sessions in the workplace.
4. Staff feel improvements could be made in grant sourcing, acquittals and reporting
5. Levels of job satisfaction vary with an average of 7/10 job satisfaction levels.
6. Staff want regular performance reviews for communication, support and feedback on their performance.
7. Staff want performance management of staff taking regular absences, including pay deductions for unreasonable attendance.
8. Staff want to see more local people in local jobs.
9. Staff would like to be shown more appreciation for their efforts.
10. Staff feel team-building incentives, like staff barbeques and recognition, increase staff satisfaction.
11. Staff would like increased wages.



12. If they were CEO for the day, staff would work as a team, help to build staff up, ensure shared accountability on all levels when issues arise.

## 6. REPORTS

### 6.1 Mayors Report

Report will be tabled on the day of the Ordinary Council Meeting

DATE	MEETING

### 6.2 Chief Executive Officer Report

DATE	MEETING										
22 November 2022	Proposed Community Meeting (resolution required to call this community meeting). Housing is able to attend to discuss tenancies, allocations and Housing Management Plan)										
24 and 25 November 2022	<p>Government Champions visited Wujal Wujal Community. Hon. Minister Leeanne Enoch and Director-General Jamie Merrick. Points of discussion were:</p> <table border="1"> <thead> <tr> <th></th><th>Agenda items</th></tr> </thead> <tbody> <tr> <td>1</td><td>Mayor / WWASC Priorities</td></tr> <tr> <td>2</td><td> <p>QTC Loan (Lobby to Deputy Premier).</p> <p>WWASC has come out from the financial controllers and have improved financial management and reporting. There is a light at the end of the tunnel; however, that light is still a long way away, which will affect WWASC operations and support to the community for many years.</p> <p>Can the current loan be wiped, or significantly reduced? This will allow more funds currently used to pay the loan to be spent locally to service to build the local community.</p> </td></tr> <tr> <td>3</td><td>Housing Programs, Plug ins etc (Budget) – inc excessive prices, considerations and logistics for remote project. Discussion also on Special Tax Ruling to claim GST portion back</td></tr> <tr> <td>4</td><td> <p>Boundary Extension (small steps):</p> <ol style="list-style-type: none"> <li>1. Lobbied in 2012; however, not approved due to AMP – can freehold properties be granted exemption from AMP</li> <li>2. Can the Qld State Government underwrite any works and costs for the bridge? WWASC cannot afford the maintenance and upkeep on the bridge – costs are expected to increase with the age of the bridge</li> </ol> </td></tr> </tbody> </table>		Agenda items	1	Mayor / WWASC Priorities	2	<p>QTC Loan (Lobby to Deputy Premier).</p> <p>WWASC has come out from the financial controllers and have improved financial management and reporting. There is a light at the end of the tunnel; however, that light is still a long way away, which will affect WWASC operations and support to the community for many years.</p> <p>Can the current loan be wiped, or significantly reduced? This will allow more funds currently used to pay the loan to be spent locally to service to build the local community.</p>	3	Housing Programs, Plug ins etc (Budget) – inc excessive prices, considerations and logistics for remote project. Discussion also on Special Tax Ruling to claim GST portion back	4	<p>Boundary Extension (small steps):</p> <ol style="list-style-type: none"> <li>1. Lobbied in 2012; however, not approved due to AMP – can freehold properties be granted exemption from AMP</li> <li>2. Can the Qld State Government underwrite any works and costs for the bridge? WWASC cannot afford the maintenance and upkeep on the bridge – costs are expected to increase with the age of the bridge</li> </ol>
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	5	Future Housing Funding (NAPHARI) etc – overcrowding at critical level in community
	6	Business Support for Community Locals – support in place to support local business economic development, including ongoing support
	7	Currently no flood boat and minimal other SES equipment to support SES operations and disaster event management in Wujal Wujal – this flood boat and other equipment (sandbagging machine, jaws of life, etc.) was repurposed to other southern flood events. There is a SES vehicle, but little else.
	8	Roadside barriers in dangerous areas where deaths have occurred in Cook and Douglas Shires. This is a critical requirement that will prevent further deaths. GPS points can be provided.
	9	Solar lights throughout community to increase community safety in Wujal Wujal, especially critical on the bridge.
	10	<p>Funding required to fix the roads (GPS points below) and especially for concreting the steep hills areas on the road between Wujal Wujal and Emmogen Creek.</p> <p>The potential road lengths for improvement are below - (GPS start and finish points of the proposed road lengths are listed to assist)</p> <p>Bitumen Areas.</p> <ol style="list-style-type: none"> <li>1. South 15.94803 East 145.33156 to South 15.95030 East 145.33357</li> <li>2. South 15.95030 East 145.33357 to South 15.95152 East 145.33397</li> <li>3. South 15.95113 East 145.33903 to South 15.95525 East 145.34451</li> </ol> <p>Concrete Areas</p> <ol style="list-style-type: none"> <li>1. South 15.96197 East 145.35978 to South 15.96144 East 145.36219</li> <li>2. South 15.96654 East 145.37473 to South 15.96520 East 145.37691</li> <li>3. South 15.96274 East 145.38956 to South 15.96479 East 145.38988</li> </ol> <p>Note that all of the GPS points are measured from North to South.</p>
	11	<p>Support with community events to uplift and reinvigorate Wujal Wujal after past few years (COVID19, financial controllers, increased Sorry Business, etc.). Council would like to bring some positivity back into Wujal Wujal; however, need help through sponsorship for these events as Council cannot afford these:</p> <ol style="list-style-type: none"> <li>1. Christmas celebration (7 December 2022) Support required includes; <ol style="list-style-type: none"> <li>a. Christmas solar lights for four main big trees in Wujal Wujal</li> </ol> </li> </ol>

		<ul style="list-style-type: none"> <li>b. Christmas solar lights for on the bridge</li> <li>c. Christmas stockings and presents for the children (157 children – ages 0 to 16);</li> </ul> <ul style="list-style-type: none"> <li>2. Troy Cassar-Daley community concert (4 June 2023); and</li> <li>3. Rodeo (September 2023).</li> </ul>
	12	<p>RECS engineers estimate for completing all works on Wujal Wujal Aboriginal Shire Council's infrastructure to become compliant is approximately \$3.5M. There is \$800K Works for Queensland funding that can be used towards this. The gap will still be estimated approximately \$2.7M.</p> <p>Lobbying for funding for works on Council infrastructure to make this compliant.</p>
	13	Critical need for a back-up generator for the Wujal Wujal Kindergarten for disaster events.
	14	<p>Need air conditioning in critical key areas – e.g. in the aged care units and centre, the Wujal Wujal Kindergarten (which is also the disaster area evacuation centre) and in the Indigenous Knowledge Centre (used by Elders and young children).</p> <p>Also need air conditioning and upgrade to the animal management area – visiting vet carries out surgical procedures in small hot room. Not optimal, sweating whilst operating, no ventilation. Also need roof over animal holding area for protection from the elements (sun/rain, etc.)</p>
	15	<p>Qld State Government services – funding for Council delivering services on behalf of Qld State Government. Wujal Wujal is a remote community and Council members often take on the responsibilities on behalf of QFES, that QFES would undertake in more urban areas, e.g. Council firefighting –. What options are available for reimbursement of Council staff who undertake those responsibilities in Wujal Wujal to provide that service to the community where others cannot?</p>
	16	<p>Need for better nutrition in Wujal Wujal – shop does not provide healthy food choices/fruit/vegetables, etc. What can be put in place? Can healthy food choices be subsidised and how? E.g. health food subsidised, unhealthy choices not subsidised. Subsidising health choices proactively builds up community health and reduces health issues in community.</p>
	17	<p>Funding for dialysis facility and two dialysis chairs in Wujal Wujal, as well as staff to manage and assist with these. Community members must travel hours each way for regular dialysis. Number of community members on dialysis is increasing. Funding required would need to include water treatment, plumbing and chairs and facility including fit out.</p>
	18	<p>Health equity in community – what does good culturally-appropriate health care look like?</p> <ul style="list-style-type: none"> <li>1. Community members want health services to come to them – e.g. Health Care staff to go into community to talk with people</li> </ul>

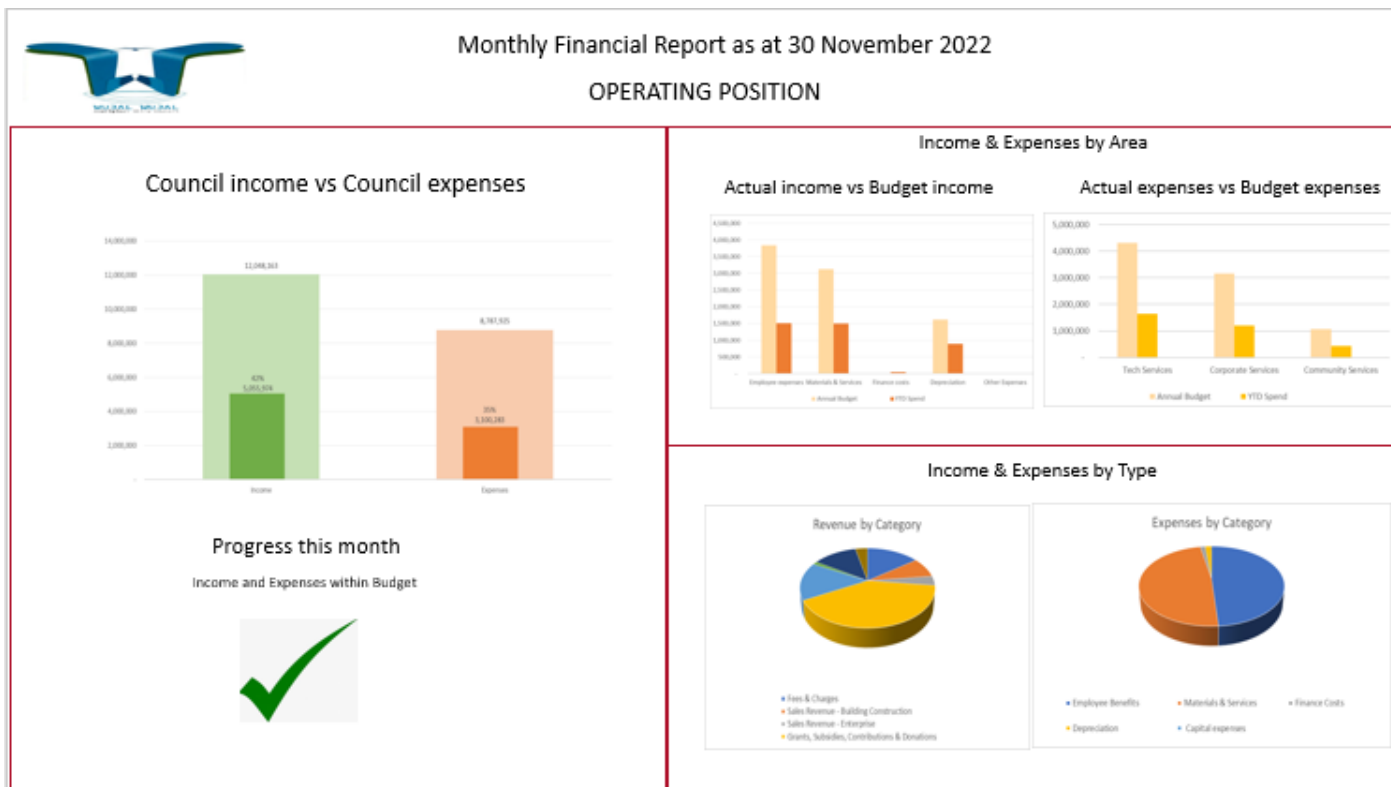
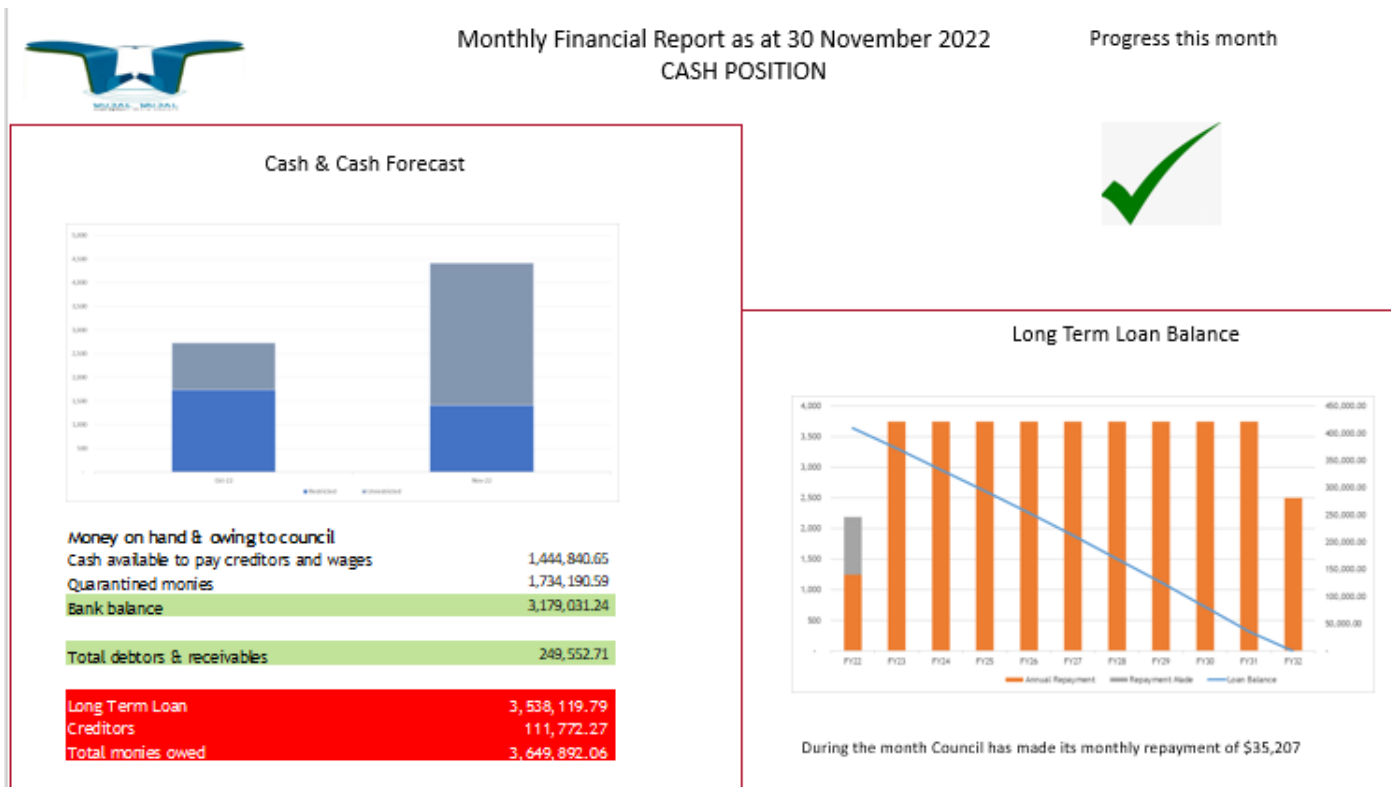
		<p>2. Community members may not be properly assessed and as a result, sent home with Panadol for major issues</p> <p>3. Community needs a permanent doctor in community</p> <p>Currently, community members need to leave community to give birth.</p>
	19	Lights for football oval (also used for other community events, gatherings, etc.) –the same as the tilt-down lights in Yarrabah - this would be optimal for Wujal Wujal, as these lights are robust, and the tilt-down facility would decrease future maintenance costs.
24 November 2022	Meeting with Red Earth to discuss social benefits and community improvements Red Earth students could provide with accommodation for 15 nights per annum in Wujal Wujal community.	
24 November 2022	WWASC and NQPHN Catch-up meeting	
28 November 2022	Reef Guardian Councils and the Australian Government budget: action plans and ideas meeting – updates to current plan	
28 November 2022	Meeting with Pama Futures regarding community engagement	
29 November 2022	Meeting to review WW Safe Drinking Water Assessment of Wujal Wujal including recommendations and compliance	
1 December 2022	FNQRRTG Meeting in Cairns	
1 December 2022	FNQROC Board Meeting and Cyber Security presentations in Cairns	
2 December 2022	LGAQ CEO Induction in Brisbane	
6 December 2022	Community Meeting under the Knowledge Tree – Discussion on upcoming Christmas Celebration and upcoming events in 2023. Disaster Readiness presentation by Victor Mills, Animal and Environmental Health presentation by Zenarra Ashworth. Housing representatives attended to answer community questions on housing	
7 December 2022	HR Assist Teams meeting with Peak Services and Jo Gowans	
7 December 2022	Wujal Wujal Christmas Celebration preparations. Christmas Celebration commenced at 3pm.	
8 December 2022	Meeting with Ian from LGAQ regarding insurance.	
8 December 2022	Wujal Wujal Community Safety Committee Meeting	
8 December 2022	Wujal Wujal Interagency Meeting	
8 December 2022	UNGANCO – Cape Resilience Project funding meeting	
9 December 2022	Meeting with Heather Kelly from Cook Shire and Joanne Gowans in Cooktown to discuss internal audit schedule, audit requirements and IT strategic requirements.	
12 December 2022	CDP processes and principles meeting with Darren Spencer	
12 December 2022	NBN Local and WWASC meeting with Ross Contarino on NBN requirements and relocation of duplicitous services to provide better coverage in Wujal Wujal	
12 December 2022	ICAN meeting with Zachary Wildy	
12 December 2022	Signing of Justice Group leases for two leased buildings in Wujal Wujal	
12 December 2022	Projects Team Catch Up meeting	
13 December 2022	Cairns DDMG 2022/23 Cyclone Season meeting 2	
13 December 2022	Meeting with Rachel Brophy, Douglas Shire CEO	
14 December 2022	Cook CDP JV Partnership meeting	
14 December 2022	WWASC Waste Water Treatment Plant meeting	
14 December 2022	Wujal Wujal Local Disaster Management Group meeting	



## 6.3 Department of Finance & Corporate Services Report (DF&CS)

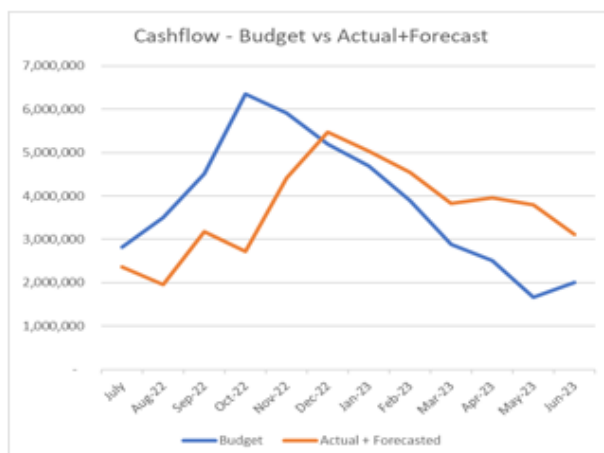
### Corporate and Commercial Manager Report

For Month Ended 30 November 2022



Monthly Financial Report as at 30<sup>th</sup> November 2022

## CASHFLOW



Later peak of inflow as result of delayed SGFA (+\$1.3m grant) and acquittals from BoR and W4Q (+\$0.4m). Acquittal for W4Q 21 just completed (+\$0.1m)

Better cash position at the end of the year as the result of the FAG grant (+\$0.6m), assuming all is put in cash reserves, and savings in operations



## Monthly Financial Report as at 30th November 2022

## PROJECT PROGRESS

## Community Buildings

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date / Total Budget)	Project on track On time & budget
HPW Pluggin	HPW Pluggin Projects	11-Dec-22	97%	Not Started
W4Q 2022-24	Council buildings	TBA	0%	Not Started
W4Q 2022-24	Solar Art Centre	TBA	0%	Not Started
W4Q 2022-24	Solar Sports Centre	TBA	0%	Not Started
HPW	New House + Subdivision	TBA	0%	Not Started

## Road Infrastructure

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date / Total Budget)	Project on track On time & budget
LRC	Guest Accom Carpark LRC Program funding	11-Dec-22	0%	Not Started
QRA	Silpa China Camp	TBA	0%	Not Started
LRC 2022 - Phase 3	Roadside Verges	TBA	0%	Not Started
QRA	Stormwater Drainage	TBA	0%	Not Started
DES	Urban Signage		0%	Not Started

## Infrastructure Other

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date / Total Budget)	Project on track On time & budget
N Logo ty funds	Southside Stage Project	Completed	68%	Not Started
W4Q 2022-24	Separate Electricity Meters	TBA	0%	Not Started
W4Q 2022-24	Automation Service Station (Stage 1)	TBA	0%	Not Started
AP Consult	Waste Initiative	TBA	0%	Not Started

## Water &amp; Sewerage

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date / Total Budget)	Project on track On time & budget
ICOP	WTP & WWTP Scada Upgrade	31-Aug-22	100%	Not Started
ICOP	Wastewater treatment plant upgrade and irrigation upgrade	31-Aug-22	134%	Not Started
ICOP	Stormwater drain	31-Aug-22	77%	Not Started



## Monthly Financial Report as at 30<sup>th</sup> November 2022

### PROJECTS – YEAR 2

#### Community Buildings

##### Capital Projects

Security for Community  
Splash Park Playground and Shade Sail  
Solar Panels  
Boundary around Cemetery

#### Road Infrastructure

##### Capital Projects

Carpark at RTC  
Beautification of Town Centre (Carparking)

#### Infrastructure Other

##### Capital Projects

Automation Service Station (Stage 2 & 3)  
Lights for Oval

#### Water & Sewerage

##### Capital Projects



## Monthly Financial Report as at 30<sup>th</sup> November 2022

### The Numbers

Statement of Financial Position		YTD End of Month Reporting - November 2022			Comments
		Actual	Budget	Variance	
<b>Revenue</b>					
Recurrent Revenue					
Fees & Charges		3,018,751	3,320,325	(301,574)	Less on charges due to hand over of properties (215.8k Harbung).
Sales Revenue - Building Construction		574,133	284,750	289,383	Invoicing catch up for 2021/22 year completed. Could review still being undertaken. Correct processes in place from November.
Sales Revenue - Enterprise		269,777	363,250	33,473	Wink due to higher Art Sales than expected, +50k from higher fuel sales.
Grants, Subsidies, Contributions & Donations		2,881,063	4,351,791	(1,470,728)	CHP being received monthly not up cost (-\$60k), WSO 21 not yet received (-\$220k), acquisition of look less than anticipated (-\$100k)
<b>Total Recurrent Revenue</b>		<b>6,743,724</b>	<b>8,320,116</b>	<b>(1,576,392)</b>	
<b>Capital Revenue</b>					
Capital Grants, Subsidies, Contributions & Donations		1,086,031	4,392,489	(3,306,458)	WSO \$500k delayed, Budget had CHP fully received in Aug, should have been just first 100k, CHRP \$400k delayed, Waste initiative \$200k delayed
Capital Income		383,953	-	383,953	Loan on lease
<b>Total Capital Revenue</b>		<b>1,469,984</b>	<b>4,392,489</b>	<b>(2,922,505)</b>	
Rental Income		84,367	84,750	(383)	
Interest received		1,612	5	1,607	
Dividend Income		-	554,362	(554,362)	Dividend not yet at level to distribute. Dividend will advise when ready to distribute
Other income		214,077	-	214,077	
<b>Total Revenue</b>		<b>8,463,761</b>	<b>13,191,652</b>	<b>(4,727,891)</b>	
<b>Expenses</b>					
Recurrent Expenses					
Employee Benefits		3,511,471	3,645,054	(133,583)	Wage increase was higher than budget (4.5% budgeted, 4.6% granted), however absences and lower recruitment have offset
Maintenance & Services		3,091,776	3,708,204	(616,428)	Lower expenses as grant monies unexpended at this time
Finance Costs		41,599	20,627	20,972	
Depreciation		52,577	832,081	(779,504)	Higher, due to valuation of land & property at audit
<b>Total Recurrent Expenses</b>		<b>6,697,423</b>	<b>8,205,966</b>	<b>(1,508,543)</b>	
Capital Expenses		311	3,358,399	(3,358,088)	WSO work not yet undertaken, pending arrival of funding
<b>Total Expenses</b>		<b>6,697,734</b>	<b>11,564,365</b>	<b>(4,866,631)</b>	
<b>Net Operating Surplus/(Deficit)</b>		<b>1,766,027</b>	<b>1,627,287</b>	<b>138,740</b>	

#### 6.3.1 Accounts Receivable

#### 6.3.2 Accounts Payable



### 6.3.3 Information Management / Records Management

#### Records Management

Continued and ongoing filing, retrieval and document management in MAGIQ, Council's common drive "H", SharePoint, Outlook, Practical and all other Council data bases to ensure Council meets their obligations and statutory requirements under the Public Records Act 2002 and advise all staff of their obligations in relation to the creation and maintenance of records within the Council in a manner that is compliant with the standards set out by Queensland State Archives.

#### IT Management

The spreadsheet below indicates the number of Fourier, Brilliant, Magiq and Telstra incident tickets created for the month of October 2022 (November 2022 figures not yet available).

FOURIER	TELSTRA	MAGIQ	BRILLIANT
October	October	October	October
128	35	1	0

#### AUSTRALIA POST

Nil report provided.

#### PLUG INS

Nil report provided.



## 6.4 Director Works & Building Services

Reporting Period	November 2022
Department	Works and Building Services
Reporting Officer	Victor Mills

### Information:

Meeting and workshops:

- Every Wednesday catch up with Ceo and Finance (ELT)
- 3/11/22 QRA State wide assessment of flood risk factors it's a statewide program which will assist the Flood Risk Management, to identify flood risk, support proactive funding streams, enable streamlined funding applications in areas of high need, provide avenues for the state to provide technical information to councils about statewide data availability/assessments results and formalize an approach for data sharing and provide an avenue for councils to proactively inform the state of their FRM needs.
- 3/11/22 Met with Eleanor Rosam from the Qld SES, discussions were around recruitment for the Wujal SES team.
- 7/11/22 Northern Qld Situational Awareness Weather Briefing this occurs every second day, once an event occurs the it will be everyday update, coordinated through the QFES SDCC watch desk.
- 8/11/22 Depot Toolbox meet, ongoing every two weeks.
- 8/11/22 CHDE meeting in regard to our telecommunication providers as well as looking at where they can assist communities with digital literacy of residents.
- 9/11/22 LGAQ cost sharing arrangement refresh project, to identify CSA modules where there is general agreement, and those where further negotiation may be required.
- 9/11/22 Meet & Greet Rachel Brophy Ceo Douglas Shire Council, Wujal Ceo, Finance and myself attended.
- 10/11/22 teams meeting with DES (Carrie Goldsmith) discussions in regards to Wujal Wujal Sewerage Treatment Plant and how we can approach the contractors True water and have this project at Practical Completion.
- 10/11/22 Ceo and DWBS caught up with Pip Schroor, discussions were the baseline resilience checklist and disaster dashboard.
- 10/11/22 met with Kindy director, to address some of the non – compliances that was picked up with C&K auditors.
- 11/11/22 FNQRRTG TC meeting # 124
- 16/11/22 Wujal Wujal AFMG Annex meeting to close off operation Sesbania.
- 17/11/22 Local Government Advisory Panel on Land use Planning for Bushfire hazard
- 17/11/22 Ceo/Jo and myself met with TPHU to discuss Qld Health funded contract
- 18/11/22 Discussions with TPHU on reporting process and the obligations of staff within that program.
- 21/11/22 Online introduction meet with UNGANCO Cape resilience project
- 21/11/22 Container Refund point meet with Petrina Villaflor
- 21/11/22 meeting with RDA Tropical North case study on the proposed Lakeland Irrigation Area Scheme
- 24/11/22 TWG meeting with newly appointed RILIPO Ricardo Sandoval
- 24/11/22 FNQROC Regional Procurement Advisory Group to explore the states QTravel program in order to understand if there might be an opportunity for Councils to access and benefit from the arrangement.
- 24/11/22 Met with Government and Ministerial Champions
- 25/11/22 LMAC to provide overview of both the Local Marine Advisory Committee
- 25/11/22 FNQROC WMRR Committee – Resource Recovery Plan – Multicriteria Analysis
- 28/11/22 Reef Guardian Councils and the Australian Government budget action
- 30/11/22 LGAQ Climate Risk Management & Resilience Advisory Group
- 30/11/22 LGAQ Advisory panel on land use planning for bushfire



### 6.4.1 Monthly Project Report

<b>Reporting Period</b>	November 2022
<b>Department</b>	Works and Building Services – Project Management
<b>Reporting Officer</b>	Laurie Raleigh

#### 6.4.1.1 Project: ICCIP Water & Sewer Network:

- Discussions with WWASC, RECS, and DES have identified that no EA amendment is necessary.
- RECS to schedule meeting with WWASC, DES, and True water to finalise the project
- Independent review of drinking water network completed by P.Mosse.
- Report received by Council Nov 22
- PM compiling documentation to send to CME (content matter expert) to draft up SOW for recommendations suggested in review to send to ICCIP for approval of unspent funds

#### 6.4.1.2 Project: New Subdivision:

- Survey completed
- Waiting on quote for design so we can go out to tender

#### 6.4.1.3 Project: Guest Accommodation Carpark:

- P/O sent to J&R Grego
- Work to commence in Jan 2023

#### 6.4.1.4 Project: Stormwater Drain – Depot to River:

- Contractors to finish last 30m of concrete in January 2023

#### 6.4.1.5 Project: Plug-Ins Accommodation:

- Document and spread sheet with revised figures of estimated cost to complete plug-ins sent to department for approval
- First 4 plug-ins 95% waiting on ergon connection
- Minister visit and inspection completed in last week November

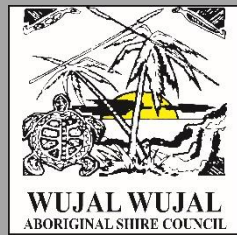
#### 6.4.1.6 Project: West Stormwater Drain:

- Survey completed November 2022
- P/O for design has been sent to contractor

## Works & Building Operational Report

### 6.4.2 Building

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL  
Works & Building Services



### Project Summary

REPORT DATE	PROJECT NAME	PREPARED BY
Date: 06/12/2022	Building	Michael Leslie (temporarily assisting with QBuild)

### Status Summary QBUILD

#### Responsive works:

- Total number of invoices raised = 160
- Total value of invoices = \$171,959.68

#### Planned Maintenance works:

- Total number of invoices raised = 0
- Total value of invoices = \$0
  - 199 work orders currently in progress in portal
  - 120 completed, yet to be invoiced

Total invoices raised in the month of November 2022 totalling \$171,959.68

### Budget Overview – **budget not provided for November 2022**

BUDGET /PLANNED MAINTENANCE	TOTAL BUDGET	% DONE	ADDRESS
<b>B55885</b> Laundry Upgrade	\$18,630.00	5%	18 Third St
<b>B56487</b> Modification to Bathroom	\$35,640.00	0%	10 Keim St
<b>B58900</b> Verandah Upgrade	\$46,261.00	0%	10-3 Cape Tribulation Rd
<b>B61595</b> Flooring Upgrade	\$32,850.00	0%	10-8 Cape Tribulation Rd
<b>B59617</b> Minor Upgrade	\$84,030.00	0%	7 Heorlein St
Plug-In Projects	\$211,5000.00	60%	Of entire builds

### Risk and issue history

ISSUE	ASSIGNED TO	DATE



### Guest Accommodation / Eco village

Property lawns are maintained by Council workers.

### Community Hall kitchen

Works at 95% complete

### Guest Accommodation

Furniture ordered for both Accommodation, some delivered.

Plants, flowers are also ordered awaiting delivery.

- Property Buildings are at 100% complete

### Eco Tourism Village

Boundary fence 95% completed

Disable handrails Defects need to be completed

### Planned Maintenance

7 Heorlein St- PO to Iva Construction

### Plug-ins

4 Plug-Ins nearly completed on 24 November 2022, awaiting Ergon electricity connections and certifications.

The Rest will be completed by 30 May 2023.

## 6.4.3 Essential Services - Water and Waste

<b>Reporting Period</b>	November 2022
<b>Department</b>	Works and Building Services - Essential Services – Water and Waste, Environmental Health and Animal Management
<b>Reporting Officer</b>	Michael Leslie and Zenarra Ashworth

### 6.4.3.1 Waste:

- Nil report.

### 6.4.3.2 Water:

- We have received the report from Brett Rip from RDMW, now we need to have specification produced so we can have the document put out to tender.
- Aquamanage are here on the 5th December to do a diagnostic and repair our dosing pumps.
- The water on the south has been repaired and soon as we have a full crew we will test the water line
- The compressors had a major failure end of December, we have one working now and just waiting for the compressor repairmen to turn up and repair both compressors, so we are confident the system will not fail again.

### 6.4.3.3 Sewer:

- Truewater contract, we need to have finalised, so we can move forward, and repair the issues concerning our plant.
- Sludge management is a priority for the plant.





#### 6.4.3.4 Environmental Health:

- We have had Queensland health come to town with specialist in the field of mosquito's, they have been looking for permanent spots to set two traps, then as of January next year they will be coming up monthly to trap and take to Cairns for testing for diseases
- Chemicals are coming next week for the bugs, but most important, while Queensland health was here, we asked the best chemical for Singapore ants and the proscribed a chemical, which should be here next week, and we are hoping this will be a start to eradicating the pest.
- The 20 bins arrived, we have changed 15 bins which were on the register, and still have 5 remaining, if anyone has a bin beyond repair we still have 5 left.
- Zenarra has put together a flyer, for which she will give a talk on 6 December for the community, on health and animal management with Matt and Andrew from Queensland Health (see attachment).

#### 6.4.4 Animal Management

##### Animal Control

##### 6.4.4.1 Treatments:

- We are waiting on a six-month supply of medication, for all animals residing in Wujal.
- Hellen was up here and completed a census for Wujal and now we are putting together a report for council with the help from David from Queensland health.
- The numbers of female dog de-sexed is high, and the males are low because a lot of residents don't want there hunting dogs de-sexed because it makes them lazy. so if we have a high number of females de-sexed we won't have puppies
- Updated all registrations to spread sheet, and medications.
- WWASC will be changing from EMG to Queensland Health new programme.

##### 6.4.4.2 Complaints/concerns:

- Unable to control wondering dogs due to missing fences

##### 6.4.4.3 Miscellaneous:

- Nil reported.

#### 6.4.5 Environmental Health

##### 6.4.5.1 Food inspection

- Had QTH Andrew and David come to Wujal and assist me with transferring from paper to digital for the food inspection, reported and informed issues to supervisor Julie about the concerns of Wujal store.

##### 6.4.5.2 Pest management

- Placed ant bait around the Kindy electric box to kill the Singapore ants
- Checked on the progress a week later
- Had the mosquito people come up and showed me how to set up and catch mosquitoes so that we could send them to the lab to identify any potential diseases that could be in Wujal. They have marked out spots which would be suitable to set up the traps and for me to monitor.

##### 6.4.5.3 Public health incident

- Checked with supervisors at Wujal clinic about any outbreaks however no serious cases other than scabies at recurring houses. Promotion of awareness is being organised through flyers and a community meeting that is being planned.



#### 6.4.5.4 Miscellaneous

- Assisted Michael with unblocking the pipes for the toilet
- Assisted Michael with the swim's app
- Tour guide for the ladies that are the sacred grounds protection service
- Attended meeting with CEO
- Attended AMRICC meeting in Cairns on 19th November 2022
- Informed about a leak in My Pathways Centre (air conditioning)
- Filled out and uploaded reports
- Assisted Micheal with photos for the reports of the Eco Lodge, signs and pound

#### 6.4.6 Commonwealth Home Support Programme (CHSP/HACC)

<b>Reporting Period</b>	November 2022
<b>Department</b>	CHSP/HACC
<b>Reporting Officer</b>	Gina Manai

#### 6.4.6.1 Funding and Spend

- Cooktown Food and Ice - \$10,236.77
- Ayton General Store - \$201.95
- Alister Gibson - \$1155.00
- Think Mobility - \$818.00
- All About Mobility - \$2750.00
- CareLynx - \$22,605.00
- Fourier Tech - \$5697.49

#### 6.4.6.2 Issues with Programs etc

- Internet outage – Community Care does not automatically start up with the rest of the group (Council/Community).
- Needs prompt action and follow up with Wendy regarding this – I was advised it has something to do with switching it back on at the RTC building manually, and only Wendy knows this so if she is away this will affect us tremendously and cause disruption and frustration in us being unable to complete tasks for work, as has previously occurred.

#### 6.4.6.3 Client/Correspondence

- Ongoing review of care plans and added support services for clients
- Review of archives/filing
- CT - Still awaiting home modifications as advised in process of being moved to transition home Herloin Street.
- 1x client awaiting allocation for an HCP 2 – Bobby Ball now 1-3 months a
- HCP 2 reallocated to DH able to back date claim to
- EOM – Client Pizza and spaghetti bolognaise – this was offered to staff, lots of compliments to the staff and passed on to all.
- We received 4 complaints from Ayton clients regarding the pizza's being a little soggy on delivery due to the wrapping in the foil – advised all staff of this. Coordinator will formally write a letter to thank the clients for the feedback given and advise of a solution, and that they will not be charged for the meal.
- Ongoing ROCS support and review of \$ of service delivery

#### 6.4.6.4 Reporting

- Monthly HCP in process of being submitted
- Wellness and Reablement report submitted 2022
- Oct DEX monthly report submitted



#### 6.4.6.5 Staffing

- Review of staff/client service delivery
- 1 x staff member has requested to come in line with 36.25 hours. This was submitted through J. Gowans for new CEO's approval – J. Farnell currently awaiting new contract.
- 1 x casual Michelle Dunn awaiting contract
- Discussion so to be had with staff Dion Williams regarding training in the new year for Cert III in Individual support – through IEI training.

#### 6.4.7 Arts Centre

<b>Reporting Period</b>	November 2022
<b>Department</b>	Art Centre
<b>Reporting Officer</b>	Vikki Burrows

##### **Highlights:**

- November has slowed down with not many visitors, due to wet season and the Daintree ferry being closed for a week.
- During our quiet season, the staff will be doing a cleanup of the art centre in preparation for the coming wet season.
- Throughout the festive and wet season, the artists and staff will be working on restocking products and artworks. We had a huge year and to date we have sold over 1,700 items.

##### **Data:**

- Sales report for the month of November 2022, attached.
- Sales report, year to date November 2022, Attached.

##### **Barriers & Issues:**

- Paint store room is too hot, there is only a humidifier in there, this room needs to be air-conditioned as the paint will go off. In the meantime, the staff have moved all the paints into the artist studio and will investigate installing an aircon.
- Outside storage container OH&S unsafe and moldy.

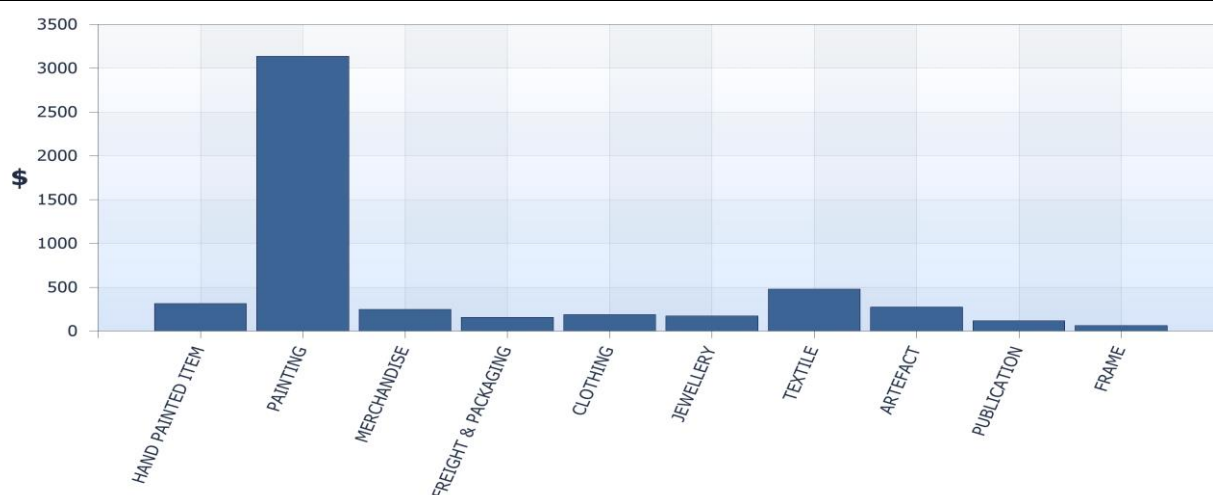
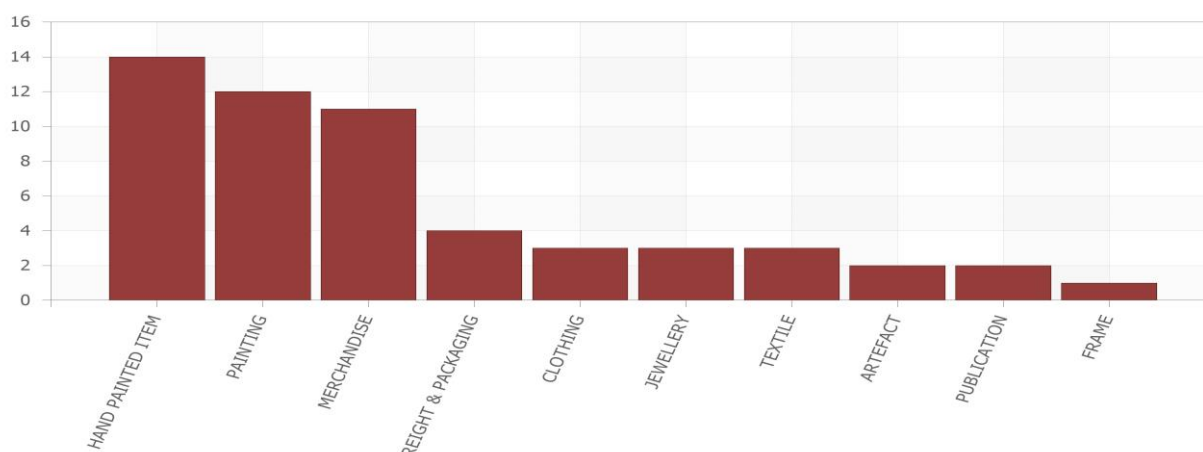
##### **Funding/Agreements/Financials:**

- Council finance team finalised overdue reporting for Backing Indigenous Arts acquittals. Council are now waiting to hear back from Arts Qld to see if these reports have been accepted and when Council can expect overdue payments.
- BIA IAC 3-year outcome report was submitted, also waiting to hear back from Arts Qld for this report.

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

Sales from 01/11/2022 to 30/11/2022

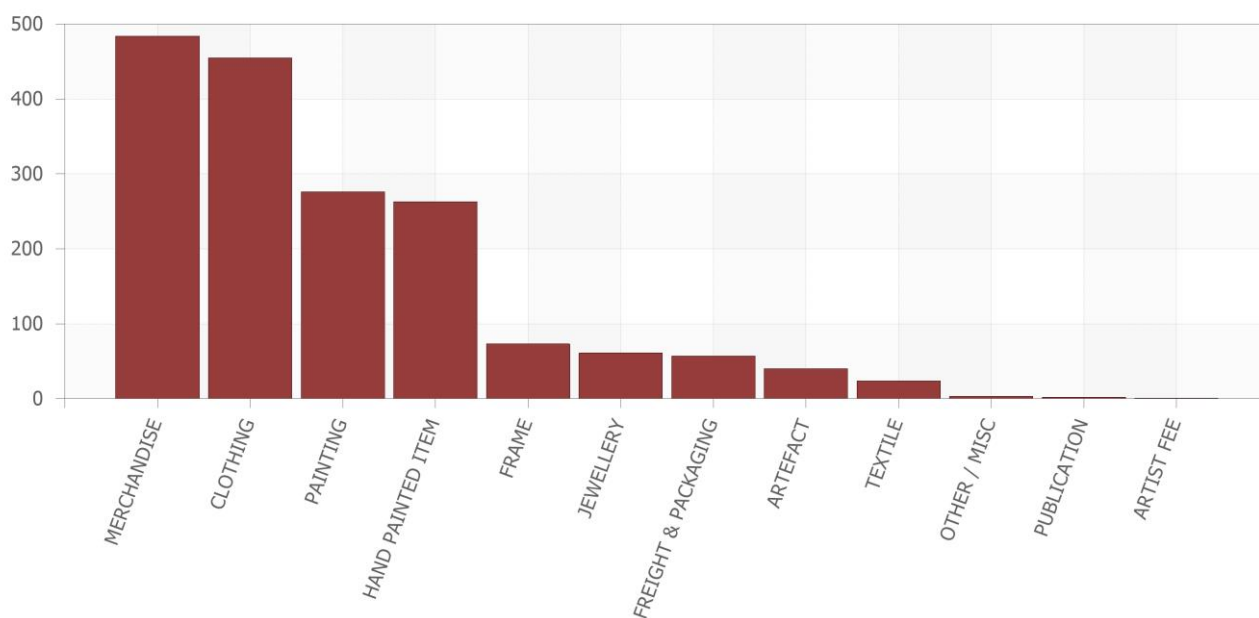
Product	Items Sold	Value of Sales
HAND PAINTED ITEM	14	\$315.00
PAINTING	12	\$3,140.00
MERCHANDISE	11	\$250.00
FREIGHT & PACKAGING	4	\$160.00
CLOTHING	3	\$190.00
JEWELLERY	3	\$175.00
TEXTILE	3	\$480.00
ARTEFACT	2	\$275.00
PUBLICATION	2	\$120.00
FRAME	1	\$65.00
<b>Total Items Sold:</b>	<b>55</b>	<b>\$5,170.00</b>

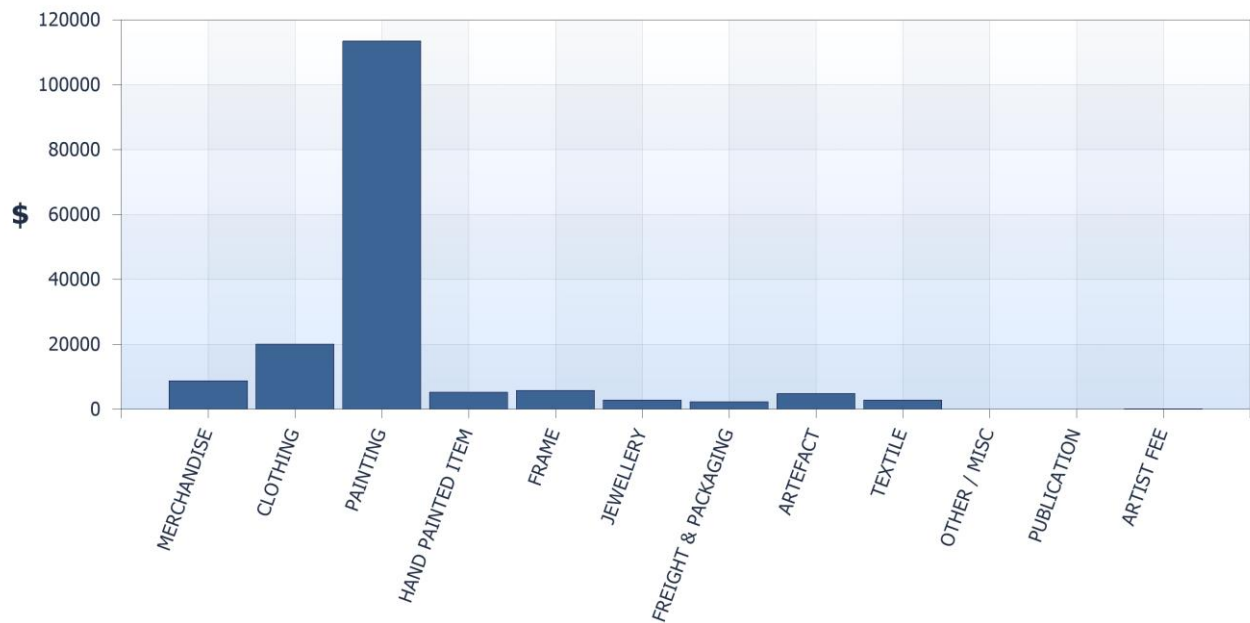


## Sales by Category (volume and value): Bana Yirriji Art Centre

Sales from 01/01/2022 to 06/12/2022

Product	Items Sold	Value of Sales
MERCHANDISE	484	\$8,830.00
CLOTHING	455	\$20,115.00
PAINTING	276	\$113,488.00
HAND PAINTED ITEM	263	\$5,355.00
FRAME	73	\$5,830.00
JEWELLERY	61	\$2,875.00
FREIGHT & PACKAGING	57	\$2,405.00
ARTEFACT	40	\$4,850.00
TEXTILE	24	\$2,910.00
OTHER / MISC	3	\$60.00
PUBLICATION	2	\$120.00
ARTIST FEE	1	\$220.00
<b>Total Items Sold:</b>	<b>1,739</b>	<b>\$167,058.00</b>





#### 6.4.8 Indigenous Knowledge Centre *November 2022 IKC Report*

- Assisting a lot of community members with Superannuation queries, form completion, liaising with other organisations due to communication issues, computer assistance, funeral eulogy, phone assistance, banking help and setting up internet banking, ICAN, NIL's loan applications etc.
- This month saw two successful superannuation claims for community members. One for their full super accumulation with total and permanent disability insurance payout and the other one was for partial release of superannuation for medical treatment. This was a very good outcome for both members.
- The IKC regularly gets community members coming in to assist them with their banking needs. There have been several issues surrounding local banking. The IKC Coordinator has been liaising with ICAN to assist in making community banking a bit easier for the local community members.
- The Commonwealth Bank have an Indigenous Service line which have been made aware of the situation with our Post Office and banking services and had temporarily eased their identification checks for the community to access their bank accounts and perform basic banking transactions. This has now stopped.
- It is very difficult to ID some people in community especially the elders as they don't have any photo id and we are required to fill out forms with a JP witness and send them back to the bank and wait until someone calls us back. This can sometimes take all day to happen.
- Once identified, the customer can only transfer to other Commonwealth bank accounts, then it is hard for them to get their money from the bank account they transferred to due to the lack of funds available in the local ATM's. There is also a \$100 transaction limit at both the Wujal and Ayton shops, so community members must do multiple transactions to access their money, if there is any money available.
- This is generally the same with all the big four banks, we have one lady in community that can't be identified over the phone and has tried multiple times. The bank will only accept identification if she goes in branch to Cairns. She already experiences a high level of family violence and now has no access to her money nor the means to get to Cairns to go in branch. On multiple occasion the IKC Coordinator has leant her money to get food and basic items to get by.



- The other issue that have been seen in the IKC from assisting community are that they are in some instances refused internet banking access. The reasons the banks have given include are that due to the customers age (elders) that will not set up internet banking for them and there was an instance with the NAB where they said because the person lived in an indigenous community they have a high likelihood of using internet banking to apply for payday loans.
- The current system that is being used does not allow for bills to be paid, the IKC has many community members coming in to pay their Foxtel bill for example. This is often difficult as they don't have a debit facility on their card or internet banking. The IKC has also experienced one community member who received cheques from Telstra which they cannot cash due to no banking facilities. We contacted Telstra and because the key card the customer used has since expired they were unable to direct deposit the funds. Telstra did however give the customer a credit for free due to all the trouble.
- Several community members have moved from the bank book to key card due to not being able to get money out with their bank book. But this has created another issue of family members taking the cards and the money from the elderly. At least with the bank book they were the only ones able to withdraw money from their account.
- The IKC is happy to assist community with their banking but we need to work out a better way to better cater for community's needs to access their money and pay their bills.
- ICAN have been invaluable with breaking down some of the restrictions with the banks, and this has been a great help for the community. The IKC is happy to work with ICAN to produce some training session and information material around internet banking, banking security and tele-banking to assist community members to better preform transactions and work with the services available to them and prevent family and financial violence.
- Assisting families finding family history information. Awaiting the delivery of a box of family history information from DATSIP for one family. This should arrive this month.
- Providing local history information to visitors.
- People are utilising the IKC more with the weather warming up and engaging in the services such as computer use and training, library catalogue, TV and streaming services, internet connection, children and young people's early literacy and education activities.
- Created and sent out the Christmas edition of the Wujal Kaban.
- Prepared Christmas activities for kids who come into the IKC during the Christmas break.
- Completed the quarterly book exchange with State Libraries. There was an exchange of 162 catalogue items.
- The Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts. Her portfolio includes libraries and IKC's. Had a good discussion around possible funding opportunities to capture elders' stories and elder based programs to share stories and work alongside the kids of the community to continue the storytelling and local history that is held by the elders by utilising modern technology which will appeal to the children. A good way to get both generations interacting for a meaningful purpose.
- The IKC had the privilege of hosting the elders for the Melbourne Cup. HACC provided afternoon tea and the IKC provided the air-conditioning and TV. Sonny Olbar came away with the sweep's win.
- Went through the overdue items and members with the SLQ Project Manager and disbarred two members due to excessive number of overdue items over a long period of time. One member had 12 items on loan for a period of 12 months with a total cost to SLQ of \$278.30. Although notified on three occasions they had not returned the items. The other individual has four items with a total cost of \$118.80.



Minister Enoch



Melbourne Cup



Enjoying the toys

## Projects

### First 5 Forever Mum's and Bub's

- Report submitted, and project is fully acquitted. There were issues surrounding the amount spent and the IKC was told that the project had been fully expended and purchases rejected on this information. This contradicted the budget information and tracking held by the budget holder. When the financial acquittal came through there was still a surplus of \$5,000 that needed to be spent within a matter of days to full acquit this project. The IKC purchased outdoor furniture and kitchen items as well as journaling hours worked on the project to fully expend the funding.

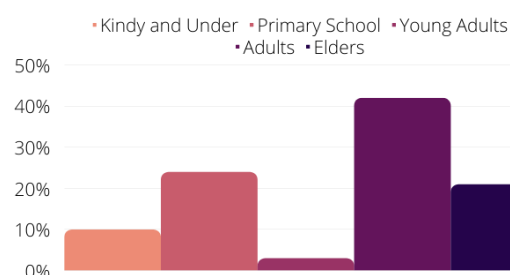
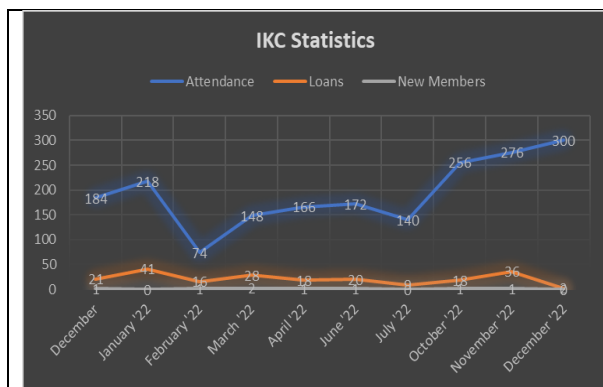
### **Spend for November**

Supplier	Items	Funding stream	Amount
Harvey Norman	<b>Video recording equipment to record local histories</b>	<b>Local Resource Grant</b>	<b>\$908.90</b>
Harvey Norman	<b>Outdoor furniture and kitchen appliances</b>	<b>Mum's and Bubs Group (First 5 Forever)</b>	<b>\$3,395.90</b>
<b>Total</b>			<b>\$4,304.80</b>

## Statistics

### IKC

- 300 attendances in November, and average of 14.28 visitors per day
- 2 Loans
- 0 New member







#### **6.4.9 Kindergarten**

##### **6.4.9.1 Enrolments**

- Nil updates for November 2022.

##### **6.4.9.2 Program/funding**

- Great start to Kindy pilot program will no longer be funded in 2023 this program was delivered to children turning 3 by June 2021.
- Kindy uplift will continue in 2023 – This is focused on building educator's capability only if the program works directly with children. There are 5 key areas
- Social and Emotional
- Physicality
- Thinking & Responding
- Oral language and communication
- Access and inclusion
- NIAA – Maybe an option to explore with other Indigenous council to see whether they are funding any early childhood programs 3 years of age, staff wage etc.

##### **6.4.9.3 Staffing**

- Nil updates for November 2022

##### **6.4.9.4 Training**

- Professional Development Learning with Niki Buchan Learning Nature. During our PD our main goal was to explore ways of Documenting our program. This will continue in term 1 & 3 of 2023.

##### **6.4.9.5 Maintenance**

- Nil updates for November 2022

##### **6.4.9.6 Visitors**

- Speech Pathologist
- Creche & Kindergarten
- CDCC playgroup

## **7CLOSED SESSION - Nil**

## **8 GENERAL BUSINESS/ LATE ITEMS**

## **9 Brett de Chastel - Governance Advisor – Year in Review and Priorities for 2023**

## **10 Meeting Closed – Time:**