



# Wujal Wujal Aboriginal Shire Council

## Ordinary Council | Meeting Agenda

Date: Tuesday 12 December 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	in Person
Councillor Regan Kulka	Deputy Mayor	in Person
Councillor Robert Bloomfield		in Person
Councillor Vanessa Tayley		in Person
Councillor Vincent Tayley		in Person

#### WWASC Staff Representatives

Kiley Hanslow	Chief Executive Officer	in Person
Perry Gould	Manager Works and Building Services	in Person
Micah Nkiwane	Manager Corporate and Commercial Services	in Person
Molin Orange	Executive Assistant	in Person

### 2.2 Leave of Absence | Apologies

### 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 | 14 November 2023

[Resolution: Confirmation of Minutes of Ordinary Council meeting held on Tuesday 14 November 2023](#)

<b>Resolution:</b>	That the minutes of the Ordinary Council Meeting held on Tuesday 14 November 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

Nil

## 8. Items for Consideration and Decision

### 8.1 2024 Ordinary Council Meeting Dates

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Wujal Wujal Aboriginal Shire Council - Ordinary Council Meeting dates for 2024
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

Wujal Wujal Aboriginal Shire Council propose the following meeting dates for the 2024 Ordinary Council Meetings to be held.

Council meets on the third Tuesday of every month in Council Chambers, with some instances varied to account for conflicting commitments.

Date	Time	Place
16 January 2024	09:00am	Council Chambers
20 February 2024	09:00am	Council Chambers
19 March 2024	09:00am	Council Chambers
16 April 2024	09:00am	Council Chambers
21 May 2024	09:00am	Council Chambers
18 June 2024	09:00am	Council Chambers
16 July 2024	09:00am	Council Chambers
20 August 2024	09:00am	Council Chambers
17 September 2024	09:00am	Council Chambers
15 October 2024	09:00am	Council Chambers
19 November 2024	09:00am	Council Chambers
10 December 2024	09:00am	Council Chambers

**Resolution:** That Council accept the proposed 2024 Meeting dates for the Wujal Wujal Aboriginal Shire Ordinary Council Meetings.

<b>Resolution:</b>	That Council accept the proposed 2024 Meeting dates for the Wujal Wujal Aboriginal Shire Ordinary Council Meetings.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



## 8.2 Expenditure Request

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Wujal Wujal Aboriginal Shire - Expenditure Request
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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Council to approve for the expenditure of \$235,000.00 for the completion of a portion of the Plug Project and reimbursement will be made from the final Project payment i.e. (borrow the money from the Forward Remote Capital Program (Subdivision Project) to complete the project, then reimburse the Forward Remote Capital Program (Subdivision Project) when the final payment of \$235,294,00 is paid on completion of the project, as per the Remote Capital Program (Plug-In Project) funding agreement)

[Resolution: That Council accepts the proposed expenditure of \\$235,000.00 for the completion of a portion of the Plug Project and reimbursement will be made from the final Project payment](#)

<b>Resolution:</b>	That Council accepts the proposed expenditure of \$235,000.00 for the completion of a portion of the Plug Project and reimbursement will be made from the final Project payment.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 8.3 Update on Annual Report 2022 / 2023

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Wujal Wujal Aboriginal Shire – Update on Annual Report 2022 /2023
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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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 should be presented to Council within a maximum of one month after Auditor General Returns Financial Statements (GPFS)

[Resolution: That Council accepts the proposed update on the Annual Report 2022 /2023](#)

<b>Resolution:</b>	That Council accepts the proposed update on the Annual Report 2022/ 2023	
Moved:		Lost/Carried
Seconded:		
Resolution No		



## 9. Presentations to Council

Presenters:

Nil

## 10. Reports

### 10.1 Mayor's Report November 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 15 November 2023 and 28 November 2023.

Date	Meeting & Commentary
15 November 2023	Meeting with CHSP clients and Elders to consult on the Aged Care facility
	Wujal Wujal Local Disaster Management Group Meeting (LDMG) Meeting
16 November 2023	WW Model planning
20 November 2023	Growing Respect Joint Mayoral Taskforce
21 November 2023	Meeting with Cynthia Lui MP Cooktown
28 November 2023	Telstra Meeting - Wujal Cultural Advisory
	Meeting at Bloomfield River State School

Resolution: Acceptance of the Mayors Report 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 7 November and 5 December 2023.

Date	Meeting and Commentary
07 November 2023 -10 November 2023	Exercise Semper Paratus – Annual Disaster Management exercise for Wujal Wujal
08 November 2023- 09 November 2023	<p>TCICA Meeting – points of discussion included:</p> <ul style="list-style-type: none"> <li>Local Government Election Preparations – requirements of elected members, legislation, training required, including “So You Want to be a Councillor” training, nominations, etc.</li> <li>Presentation by CEQ on CEQ stores and Good Pasin initiative to give back to communities, local employment and freight.</li> <li>TCICA resolved to request Minister Leeanne Enoch to invite Queensland’s 17 Indigenous Local Governments to Brisbane before the end of the year for an audience with the full Cabinet to discuss issues of importance, including: <ul style="list-style-type: none"> <li>The need for freight equalisation</li> <li>Recognition and acknowledgement of the democratically elected Indigenous local governments as the legitimate, unified “real” voice for the communities and regions that we represent.</li> </ul> </li> <li>Presentation to provide outcomes of the Indigenous Councils Sustainability Project, including the establishment of the Indigenous Council Sustainability Centre to train and develop local government employees in a consistent manner, facilitating mobility across local government areas.</li> <li>Discussion on freight subsidy and the requirement to further subsidise freight to reduce excessive prices being passed on to customers in remote communities.</li> </ul>
10 November 2023	FNQROC Roads and Rural Transport Group (RRTG) Meeting
13 November 2023	<p>Attended Teams meeting with LGAQ’s Matt Oxlade (Digital Innovation) and Fredy Lievano (Technical Delivery Lead), WWASC Operations Manager Perry Gould and Paul Hoyer (Douglas Shire) to discuss the Bloomfield River bridge and SMS notifications to community connected to the flood level alert. This is a great service which will increase safety of community and Council staff.</p> <p>Discussion on SMS flood alert messaging was initiated during my attendance at the LGAQ Annual Conference in Gladstone in early November 2023.</p>
14 November 2023	Ordinary Council Meeting



15 November 2023	<p>Wujal Wujal LDMG Meeting – Points of collaboration were:</p> <ul style="list-style-type: none"> <li>• BOM current weather outlook and heatwave</li> <li>• Fire management, risk around fire, preparations prior to the fire season, fuel load and fuel curing rates, fire operations and roles of different stakeholders, notifications to the community in fire events (messaging, Facebook, Police, Emergency Alert sirens, word of mouth)</li> <li>• QFES updates on Inspector General Emergency Management (IGEM) report tabled in March 2023</li> </ul>
	Disaster Management Training with QPS Emergency Management Coordinator Justin Smith.
Date	Meeting and Commentary
22 November 2023	Attended Monthly Management Team meeting
23 November 2023	Attended Wujal Wujal JOM – discussed housing maintenance works, disability modifications, aged works – Housing works and BAS maintenance have significantly improved
27 November 2023	Attended interviews to recruit for Community Services Manager position
28 November 2023	<p>Chaired Quarterly WHS meeting</p> <p>Attended meeting with Mayor Bradley Creek and Principal of Bloomfield School Ros Woodard to discuss potential for extension of school up to and including Year 10.</p>
29 November 2023	Attended Community Safety Meeting
30 November 2023	<p>Attended meeting via Teams for FNQROC Regional collection and disposal of ferrous metals contract – currently set at only one collection per annum for Wujal Wujal. Advocated for four collections per annum (quarterly).</p> <p>Meeting with Queensland Reconstruction Authority Regional Liaison Officers Jade Christenson and Gavin Williams. Discussed current and previous QRA projects. Made contact with preferred supplier Project Manager to progress current QRA projects</p>





02 December 2023	<p>Wujal Wujal Christmas Celebration – such a lovely day for everyone in the community. My heartfelt thanks to Events Manager Jesse Faber, as well as my many wonderful WWASC staff who lent a hand, working long and hard to prepare and set up for the event, cook the food and ensure everything ran smoothly and all community members were well looked after on the day.</p> <p>The children loved the giant inflatable water slide, jumping castle and dart board, as well as Santa coming to give out all the presents.</p> <p>Ethel and team from the IKC set up craft activities for the children, along with Perry, Geoffrey, Phil and the team from the Council depot, Gina and the team from the Aged Care Centre, Renelle and her team from the Admin Office, Coraleen and her team from the Kindy, and Keely, Molin and the team from Executive.</p> <p>Special thanks go to Patrick Nandy who helped with the stage, the live music and the Kurr'ma pit, Lawrence Fry who helped with preparation and Santa for the children, Cedric (Sam) Friday who hunted for and provided the traditional minya for the day, Bonnie and Britta who provided the Try for 5 Awards to the school children, our elder ladies who prepared dampers, Cooktown Slushies and Ice-cream for the delicious slushies, Barrier Reef Jumping Castles and Bell Faber for organising cost sharing of the giant inflatables and every community member who helped prepare, set up, cook food, and contributed to the day.</p> <p>Special thanks also go to our stakeholder organisations who contributed to the day, including our Government Champions Jamie Merrick and Alena Tracey, DSDSATSIP, My Pathway, Pama Futures, Wujal Justice Group, Jabalbina Rangers, Cooktown District Community Centre, and Queensland Police Service, as well as the Wujal Primary Health Clinic who was on call, ready to attend to any emergencies that arose on the day/night.</p> <p>It was this whole community effort which made the Christmas Celebration successful and an event that was enjoyed by all.</p>
Date	Meeting and Commentary
04 December 2023	<p>TWG Meeting – points of discussion included:</p> <ul style="list-style-type: none"> <li>• Capital Works projects – Plug-In Project, Subdivision Project</li> <li>• Aged BAS responsive works – going well</li> <li>• Social Houses leases on Lot 10 RP 903517</li> <li>• Property maintenance and upgrades</li> <li>• Tenancy and housing wait list</li> </ul>



	<ul style="list-style-type: none"> <li>• Local Housing Plan</li> <li>• WWASC Street Lighting Project</li> <li>• WWASC House Numbering Project</li> <li>• Aged Care Precinct Plan (funding for the plan is only available until 31 January 2024)</li> </ul>
05 December 2023	Meeting with Capital Housing team from Department of Housing to progress the Plug-In Project for community
	<p>Attended meeting with Lawrence Booth, Jarrah Nairn, CEO Steve Linane and CEO Brian Joiner to discuss the Regional Aged Care Working Group, including the planning, design, construction and establishment of the funded Aged Care facility in Cooktown. Advocated for a residential Aged Care facility in Wujal Wujal, as per the strategic direction of Council and the aspirations of the community.</p>

### 10.2.2 Follow Ups

- Operations Manager Perry Gould's civil team are patching the potholes around Wujal Wujal community, including around Olufson Creek where within the Wujal Wujal Aboriginal Shire boundaries.
- Warning to community about the crocodile at the top of Thompson Creek was posted on Facebook and on the electronic noticeboard on 15.11.2023.
- Operations Manager Perry working with his team to remove the tree blocking the sign on the south side.
- Had discussions with N. Chatfield from Department of Tourism, Innovation and Sport regarding footpaths. New funding is available under tourism strategy for walking paths in community. Working with Peak Services to progress this grant application.
- Followed up with Ergon Energy on the street light audit – Ergon / Energex are currently undertaking a Smart Public Lighting Strategy; however, funding is not available for this smart lighting, which will make this strategy cost-prohibitive to smaller Councils. I have requested assistance from Charlie Casa (Ergon Energy) and Ricardo Sandolval Lillo (RILIPO) to identify a solution for street lighting audit and improvements for Wujal Wujal to increase public safety.
- Investigated options to fund "Beautify Wujal" community projects, including the Knowledge Tree area. Met with Mayor Bradley Creek and Perry Gould to plan works for around and under the Knowledge Trees.



- Awaiting confirmation on number of solar lights and type to provide this to Douglas Shire to request approval to install these lights on the Bloomfield River Bridge.

### 10.2.3 Other Information

- Submitted the grant funding application for the Wujal Wujal Sports Oval lighting on 15 November 2023.
- A great deal of work went in to providing all information required for this grant application.
- Meetings and discussions with stakeholders were undertaken.
- Letters of support were provided by numerous stakeholders.
- A survey was undertaken to gain community's views on the need for sports lights on the oval.
- Maps, dimensions, plans and specifications were provided.
- Hopefully this will result in Council being successful in the grant funding application for these much-needed lights for the community.

Updates to the Operational Plan are included in the Supplementary Papers to this Council Report. Operational tasks are progressing, and Council's financial and governance situation is improving.

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

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

## 10.3 Corporate and Commercial Services Monthly Report Points

### 10.3.1 Financial Dashboard

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<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Corporate and Commercial Services - Monthly Report - November 2023
<b>Reporting Officer:</b>	Manager Corporate and Commercial, Micah Nkiwane
<b>Status:</b>	Information

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#### Electronic time sheets

The project implementation team requires our payroll information to enable planning for the rollout of electronic timesheets.

#### 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 this 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 have advised of an unqualified audit report. While we are at the finalisation stage, there are issues around the previous China Camp Road Project identified by the CEO, which require an amendment to the financial statements and the recovery of a contract asset amount from the QRA. We are working with our partners to finalise the matter.

#### External Audit

As per the previous matter, the finalisation of the external audit process has been extended, once again, to 15 December 2023 to facilitate clearing out matters pertaining to the China Camp Road Project which was completed and capitalised. We expect that these matters will be cleared well within the required timeframe.

#### Internal Audit

We had our initial Internal Audit planning discussion with our Internal Audit partners, Pacifica, on 10 November 2023. We mapped out the critical areas of our future engagement.

#### BAS invoicing

Excellent work from the team in this area who continue to excel and deliver above expectation. We can confidently say that we are truly in charge of this critical value chain, and we are delighted with the key metrics for November 2023.

#### Other revenue

Total debtors' invoices raised amounted to \$240,069.06. Debtor Collections remains our priority.

as at **Thursday, 30 November 2023**

		Current	0 - 30 days	31 - 60 days	61 - 90 days	Total
Prior 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%	1
	Target	40.00%	34.00%	25.00%	1.00%	
Current Month	Total A/R Ledger		143,151	241,958	27,769	412,878
	Total Accruals		-	-	-	-
	Grand Total		143,151	241,958	27,769	412,878
	Distribution	0.00%	34.67%	58.60%	6.73%	100.00%
	Target	40.00%	34.00%	25.00%	1.00%	
Overall Movement		0.00%	(133,346) -9.94%	189,550 50.15%	(263,111) -40.21%	(206,908)
			➡	⬇	⬇	⬆

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 increase in Debtors in the 31–60-day period which reflects November 2023 invoicing. There is however a significant decrease in the 61–90-day period which largely reflects an invoice payment from My Pathway (\$249,000). We have significantly raised our debt collection efforts, and this will remain an 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 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** – We are finalising the opening of the Café this week once our recruitment process is complete. Councillors will recall that the recruitment for the Café was undertaken, and this generated interest from four participants from My Pathway. Four interviews were scheduled. Only one applicant attended their interview. Applicant was offered employment through My Pathway; however, was non-responsive and chose not to commence. Recruitment has been advertised externally on Council’s Facebook page and Council’s website Employment page. We have invested in MYOB which has been setup to drive our reporting. The software systems are now ready for the Café operation.

- Council approved the award of the tender to CEQ in the previous Council meeting. CEQ have since visited Wujal to assess what needs to be done. They have tabled a number of issues, and I will be working with the CEO and Operations Manager to address these. The issues raised by CEQ have been referred to Preston Law for advice on the way forward.
- **Leases** – We have been working on finalising the lease of Charlie’s Centre. All matters have been addressed. The lease commencement date will be 01 December 2023. The focus now turns to monthly invoicing and collection of rental revenue. Peppercorn leases will be reviewed this financial year. We therefore require a Council Resolution for a review of Peppercorn leases to adjust them to current market rates.

Resolution: That Council adopt the resolution to review Peppercorn leases to current market rental rates.

<b>Resolution:</b>	<b>That Council adopt the resolution to review Peppercorn leases to current market rental rates.</b>	
Moved:		Lost/Carried
Seconded:		
<b>Resolution No</b>		

## Investments

- We have maintained our investment with QTC which currently stands at \$3,031,672.14 including interest earned of \$12,798.78 and the current rate of return is 5.14% up from 4.49% in the previous month.

## Asset Capitalisation and disposal form

- Part of the external audit recommendation is for Council to formalise an asset capitalisation form as well as asset disposal form. We have created the required forms and now require Council approval to formally adopt them. The forms are available for review as an addendum.

Resolution: That Council adopt the asset capitalisation and disposal forms.

<b>Resolution:</b>	<b>That Council adopt the asset capitaliation and disposal forms</b>	
Moved:		Lost/Carried
Seconded:		
<b>Resolution No</b>		

## 10.3.2 Legacy Fund

- Council receives joint venture income from the JV Partnership. In principle one third of the income should go to a Community Benefit Fund as a Legacy Fund. We require Council authorisation to formalise the Legacy Fund and to allocate share of revenue from income from previous years in the current financial year.

Resolution: That Council adopt the creation of the legacy fund and appropriate one third of joint venture income from the date of inception to the community benefit fund.

<b>Resolution:</b>	<b>That Council adopt the creation of the legacy fund and appropriate one third of joint venture income from the date of inception to the community benefit fund</b>	
Moved:		Lost/Carried
Seconded:		
<b>Resolution No</b>		

- 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 Corporate and Commercial Report for the month November 2023

<b>Resolution:</b>	<b>That Council receive the Corporate and Commercial Report for the month November 2023 as presented.</b>	
Moved:		<b>Lost/Carried</b>
Seconded:		
<b>Resolution No</b>		

#### 10.4 Works and Building Services Monthly Report - November 2023

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Operations Information Report for November 2023
<b>Prepared by:</b>	Perry Gould - Manager Operations
<b>Status:</b>	Information

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

##### 10.4.1 Summary

###### Staff Movements

- Interviews were undertaken for three (3) Operations All-rounder with a starting date of mid-December or January 2024
- Position Advertised for Depot Coordinator closing 5 December 2023

##### 10.4.2 Water Infrastructure Upgrades

Engineering firm visited Wujal Wujal in November to undertake onsite assessment of dual raw water intake replacement along with replacement of microfiltration system undertaken

###### Civil

Pothole repairs program underway

##### 10.4.3 Disaster Management, SES Rural, Fire

###### Total fire ban until now lifted

- All fire breaks cleared
- Purchase order raised for generator servicing for 2023 servicing to be undertaken second week in December

##### 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 project with external engineer to undertake Tender preparation, project management and close out of project
- Meeting with QRA on 2 December 2023 to discuss and move forward with project manager

#### 10.4.6 Building

##### QBuild Bas Update

Bas Responsive:

- Good amount of invoicing for November 2023
- Steady reduction in aged report

##### Tenders submitted – Awaiting QBuild PO

- 72 Douglas Street
- 13 West Street
- 10/3 Cape Tribulation Road
- 93 Hartwig Street
- 24 Florence Street
- Lawn Locker PKG 3
- Lawn Locker PKG 4
- Lawn Locker PKG 5
- Lawn Locker PKG 6
- Lawn Locker PKG 7

##### Tenders Outstanding:

- 42 Louis St – Pending new scope of works
- Lawn Locker PKG 8 – Due 15<sup>th</sup> December

##### Purchase Orders Received – Work commenced or pending:

- Lawn Locker PKG 1
- Lawn Locker PKG 2
- 93 Hartwig St – Upgrade
- 10/3 Cape Tribulation Rd – Bathroom Upgrade

##### Hot Water System Upgrades:

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

#### 10.4.7 Council Property Works Update:



**Art Centre Café:**

- Security screen received and to be installed first week of December 2023
- Air conditioner and Fridge / Freezers Serviced
- New Soap and Hand Towel dispensers installed

**Charlie Centre:**

- All works complete, ready for handover to client

**Gutter Program:**

- Staff Houses gutters have been cleaned
- Quotations being finalised for all remaining Council properties

**Staff Duplex:**

- Driveway tender process concluded – ETD to be confirmed, contractor aligning work with another project in Ayton

**Tree Lopping:**

- Purchase orders raised and with MPDT for council property tree lopping
- Indicated start date in first week of December 2023

**Tech Services Compound:**

- Insurance works tender process concluded – Contractor engaged- Starting 01 December 2023
- Padlock upgrade complete

**Mango Tree seating:**

- Log has been felled and milled
- Seat production commenced
- Purchase orders raised and 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
- Fencing and gates now replaced at rear of Depot compound

**10.4.8 Essentials Services****Water**

- Splash park has had annual service performed and found to be serviced correctly by WWASC Water staff which is very pleasing
- Filter assembly on Raw Water intake rectified and operational
- Report to Water and Health departments submitted as per legislation
- 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
- Purchase order raised for Aqua Manage to undertake six monthly Service

#### Sewer

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

#### 10.4.9 Environmental Health

##### EHO

- Certificate 4 Animal Control and Regulation training blocked in Cairns.
- Assist animal management.
- Monthly water samples taken to Cooktown airport to be sent to Cairns lab.
- Bin audit collection – (6 bins replaced)
- Wastewater inspection
- Waste landfill inspection
- Daily patrol observing irregularity and concerns.
- QTH came up to assist with the clinic water sampling and treating for copper.
- QTH monthly meetings.
- Observation report for the café
- Assist in fuel station.
- Discussed future management for waste.
- Disease surveillance report.
- Online certificate 4 Animal Management training.

##### ESO

- Daily water samples turbidity, PH, chlorine.
- River pump filter lid popped off and reported to supervisor.
- Monthly water samples.
- Daily cleaning of Johnson screen at sewer plant.
- Chlorine top-up.

#### 10.4.10 Animal Management

- **51 Dogs in Wujal Wujal + 7 Dogs in Staff/QPS Housing**
- Entire males – 15 (1 birth control)
- Entire females – 12 (3 birth control + 2 consent for next vet visit)
- Desexed males – 4
- Desexed females – 13
- Under desexing age – 14 pups ( 8 male, 6 female)
- One unknown dog
- **2 Cats in Wujal Wujal + 2 Cats in Staff Housing**

- Entire male -1
- Entire female – 1
- Desexed cats - 2
- 16 Dogs in Ayton;
- Entire males – 4
- Entire females – 2
- Desexed males – 4
- Desexed females – 5
- 6 Cats in Ayton
- Uncertain of male or female or entire or desexed
- Deceased/Missing and Rehomed
- 2 x missing pups

#### **New in Community**

- 2 x pups under 6 months
- 1 x entire male dog
- 11 x Registered dogs this month

#### **Other duties**

- Basic First Aid
- 7 dogs treated

#### **Medication distributed.**

- 1 dog antibiotics (Norclav)
- 1 dog Inflamol
- Antiparasitic treatments Wujal Wujal
- 7 dogs treated
- Antiparasitic treatments Ayton;
- Completed, next required in January
- New dog collars arrived, apply registration tags and provide to owners
- Environmental Health Engagement monthly meeting
- Cert V online training x 1 session, 1 week Block training in Cairns
- Wujal Arts Centre Café pre-opening Food safety preparations
- Pallet of dog food donate by ARC (Animal Rescue Cooperative)
- TPHU (Tropical Public Health Unit) visits x 2 for support.
- Disease Surveillance meeting with Wujal Clinic DON
- Bulk Waste planning for 6<sup>th</sup> December

#### **Training**

- Certificate 4 in Animal Regulation and Management continues for Zenarra Ashworth and Nikki Gong

#### 10.4.11 Parks and Gardens

- All tractor slashing now on hold due to Total fire Ban
- New 72inch Zero Turn Kabota mower now delivered
- Extensive spraying of drains and culverts has been undertaken in preparation of 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
- Some good holiday program events scheduled including:
  - Movie Night 07 December 2023
  - Blue Light Disco 08 December 2023
  - Bike Clinic Basketball Clinic 08 January 2024
  - Basketball Clinic 13 January 2024

#### Acceptance of the Works and Building Services Monthly Report for the month November 2023

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

## 10.5 Aged Care Services Monthly Report - November 2023

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**Report to:** CEO, Mayor and Councillors  
**Subject:** Aged Care Services - November 2023  
**Reporting Officer:** Gina Manai  
**Status:** Information

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### 10.5.1 Funding and Spend

Spend	Value
Far North 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	-
<b>Total</b>	<b>9514.21</b>

### 10.5.2 Issues with Programs etc

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

### 10.5.3 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 two clients away due to ongoing medical care needs, admissions Cairns Base.
- Continence nurse visited over two days – clients reviewed nil changes

### 10.5.4 Reporting

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

### 10.5.5 Staffing

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

### 10.5.6 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
- Discussions with community members, new referrals to MAC for in-home supports

Resolution: Aged Care Services Monthly Report for the month November 2023

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

## 10.6 Bana Yirriji Gallery and Art Centre Monthly Report November 2023

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Bana Yirriji Gallery and Art Centre - November 2023
<b>Reporting Officer:</b>	Vikki Burrows - Manager of Bana Yirriji Art Centre
<b>Status:</b>	Information

### 10.6.1 Highlights

- The art centre engaged Edwina in October/November this year to conduct an intensive arts development workshop with our artists to help generate a body of artwork for various opportunities next year, including CIAF, DAAF, Northsite, and local and offsite commercial exhibitions. Edwina also conducted training for our studio staff and assistant manager.
- The art centre staff attended an Indigenous Art Centre Alliance (IACA) conference this month. This was a three-day conference held in Cairns. The AGM was held, and nine new First Nation committee members were elected, alongside the treasurer, president and secretary. All the twelve Art Centre's involved showed a presentation on what is happening in their art Centre.
- The Art Centre manager took a week's leave and the Trainee Manager stepped up into Manager's role during this time.

### 10.6.2 Funding/Agreements/Financials

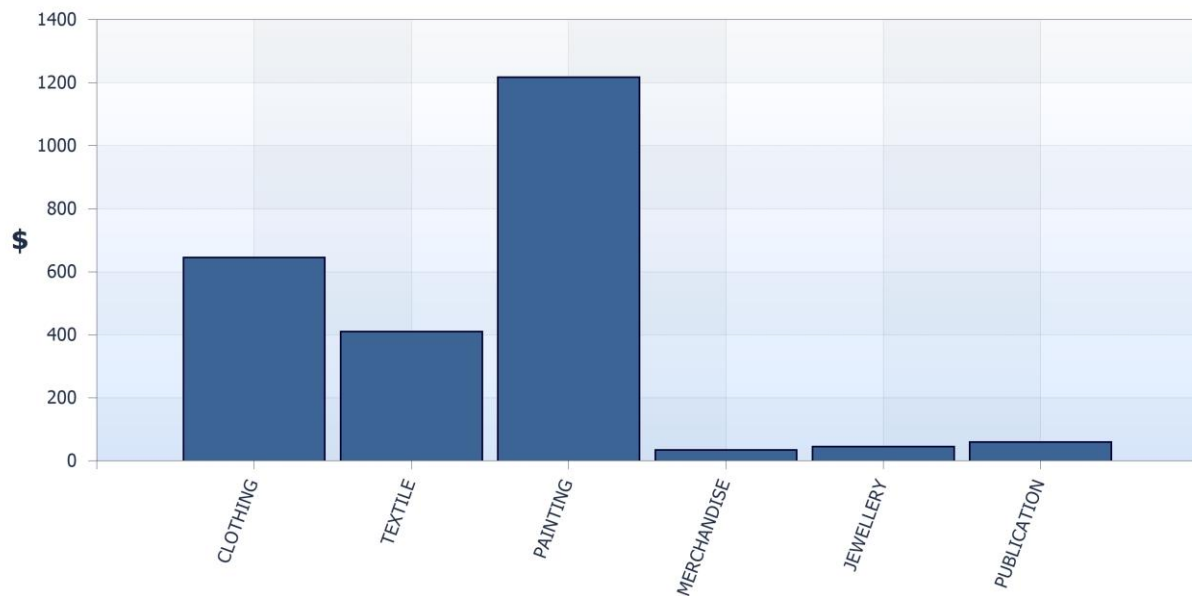
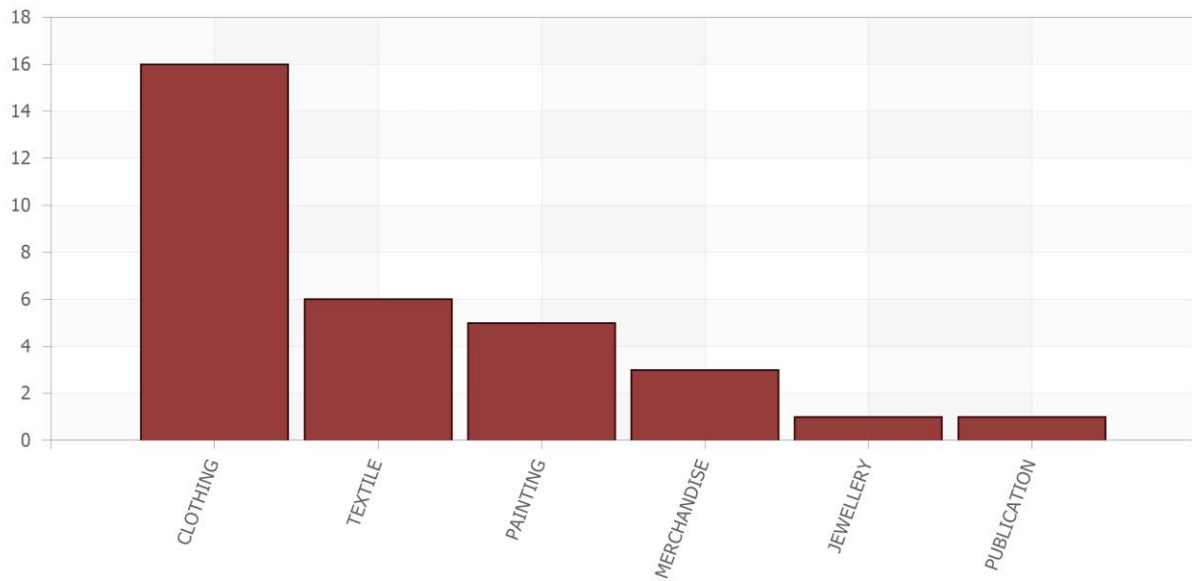
- IVAIS 22-23 RRF Acquittal Report for Indigenous Visual Arts Industry Support Program was submitted using the draft financial report to meet the grant deadline, whilst waiting for the signed audit.
- BIA, Indigenous Art Centre (IAC) - Year 4 Outcome Report was submitted using the draft financial report to meet the grant deadline, whilst waiting for the signed audit.
- IVAIS, 2022/23 Audited Financial Report was submitted using the draft financial report to meet the grant deadline, whilst waiting for the signed audit.

### Attached: Sales for the month of November 2023

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

Sales from 01/11/2023 to 30/11/2023

Product	Items Sold	Value of Sales
CLOTHING	16	\$645.00
TEXTILE	6	\$410.00
PAINTING	5	\$1,218.00
MERCHANDISE	3	\$35.00
JEWELLERY	1	\$45.00
PUBLICATION	1	\$60.00
<b>Total Items Sold:</b>	<b>32</b>	<b>\$2,413.00</b>



Resolution: Bana Yirriji Gallery and Art Centre Report for the month November 2023

Resolution:	That Council receive the Art Centre Report for the month November2023.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



## 10.7 Kindergarten Monthly Report November 2023

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

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### 10.7.1 Funding

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. On-going
- 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. On-going
- Funds to be sought for flags. On-going
- Funds to be sought for soft fall edging. On-going
- Animal enclosures / not applicable however, requirements for a sandpit cover is required. Funds to be sought. DATSIP
- Resources e.g., furniture and other outdoor equipment, that need updating due to deterioration. Community Gambling fund, application for funding will be submitted

### 10.7.2 Issues

- Kindergarten Director to look at schedule and options for regular grounds maintenance of the Kindergarten

### 10.7.3 Assessment & rating

1. Assessment and Rating was completed on May 2023 and it was acknowledged that Kindy was not in compliance. Thereafter on 17 October 2023 – Ms. Tanya Cali / Department of Education re-visited to review Kindy's Compliance, which Kindy are working towards in Quality Area 1,2,3 and 4.
2. **Self-Assessment** – is a process to analysing and or evaluating oneself or one's actions as a part of a performance management process, where staff compare themselves to a certain standard and receive feedback which helps staff to learn more about their ability to explore opportunities of improvements designed on a positive note. On-going.
  - i. **Monthly Kindy Staff Meetings** applying the Minutes to each session that coincide with Monthly Council Reports to update Council of operations since July 2023. On-going
  - ii. **A Draft Parent Handbook** – contains information about the organisation of Wujal Wujal Kindergarten located in the main office has been amended for the year 2023 /2024 but is yet to be approved as an official copy by C&K.

- iii. **Emergency Management** (review current year and prepare for following year)
  - Child Thermometer reading to be added to the First Aid Kit.
  - Update First Aid Kits March 2024
  - Update Emergency bag. Old one has a broken zip.
- iv. **Evacuation Map**—notify changes to Kindy evacuation mapping due to added gateway (entrance) in front of Lois Street, is required to be amended. Ongoing.
- v. **Helmets** for the supplied bikes on kindy premises, to be sought to comply with the Outdoor Safety Regulations. On-going
- vi. **Record storage and Archiving is in progress as follows: -**
  - Children’s portfolio implemented from June 2023 and is ongoing for 2024. It consists of children’s birth certificate, immunisation report, Health Care and or Medicare Card, Enrolment Forms, Parents and Additional Contacts, Excursion permission slips, medical updates etc.
  - Staff portfolio implemented from June 2023 that consist of staff training certification, personal details, etc.
  - Policies and procedures are updated in accordance with the C&K requirements to date. Staff to familiarise themselves accordingly to changes.
  - Required displays are visual.
  - Incident records are accessible.
  - Fire and Lockdown Drills have been executed on the 18 October 2023. Next Drill is on 30 January 2024.
  - T/D attendance records are on schedule however, waiting to receive supervisor’s records. Volunteer is recorded in the Kindy Visitors’ Book.
  - Child attendance records are on schedule but is sporadic in attendance.
  - Children’s attendance records are in line with “Sun Safe practices”.
  - Indoor and outdoor checklist are now being executed accordingly.
  - Washing procedures are being implemented to coincide with daily staff schedules.
  - Daily Temperature Fridge check implemented.
  - Risk Assessment/ Minimisation Plans have been implemented where required such as a gardening project, due to a child with Anaphylaxis.
  - All documentations are scanned and recorded electronically as well as filed as a hard copy for easy access.

#### **Kindergarten Indoor Checklist - Ongoing**

- Fire Alarm - Kitchen
- Safety Switch Check list dated 6.8.22 by Emperor Electrics licence number 80277 to be updated on 6.8.27 doesn’t comply with C&K Policy – Workplace Health & Safety area – service operations. It states “Test must be conducted every 6 months by a C&K staff member and every 1 year by a licensed electrician. Test and Tag schedule is for Australian Standards. C&K holds 6-month schedule. Emperors Electrical scheduled for mid-December 2023 to complete additional test and tag and 6 monthly test tag on safety switch circuit will be implemented into electrical schedule.

### Kindergarten Outdoor Checklist

1. Animal enclosures / Not applicable however, requirements for a sandpit cover is required. Funding to be sought. On-going
2. Kindy shed requires a lock for security reasons. On-going
3. Further report explained; why EHO cannot provide 'BAITS' for on-going pestilence for the garden shed. Kindergarten is classed as a "Sensitive Area" which includes Aged Care and Clinic as High Risk. Staff are required to find out procedures in how to combat this situation. On-going
4. Gardens and lawns maintained by Council.
5. Funding to be sought to measure and top up soft fall when required.
6. Awareness tags placed in area's to be monitored daily for Wasp and Bees.

### Kindy 5-year-olds

Transitioning to Bloomfield River State School has been occurring on Thursday with CDCC from 26 October 2023 – 9 November 2023.

1. (7 children) Birth certificates / (7 children outstanding)
2. (12 children) Immunisation records
3. (6 children) Health Care Cards (HCC) (6 are outstanding)
4. (1 child) Medicare card
5. A reminder has been added to the new enrolment applications. There are (8) 3-year-olds and (5) 4 years – to 5-year-olds. However, there are (3) who were registered but did not attend and (1) who attends 2 days and the other 2 days is based in Cooktown. The said, child should be under the Kindy funding statement of fees. Further, to be discussed with C&K. C&K are arriving in Wujal on 23 & 24 November 2023

#### 10.7.4 Maintenance and repairs

- Fire Alarm for Kitchen to be sought. Director discussed further with Building Co-ordinator.

#### 10.7.5 Training/ Professional Development/conferences

- Autism Qld – Face to face training at the Kindy occurred on the 17<sup>th</sup> and 18 October 2023 and 7 and 8 of November 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 – with Gary Woolrich in January 2024

#### 10.7.6 Visitors

- CDCC – Transitioning Kindy children to BRSS – 26.10.23 / 5 yr. olds only
- CDCC – Dropped child off – 31.10.23.
- CDCC- Transitioning kindy children to BRSS – 02.11.23/ 5 yr. olds only
- Autism Qld – 7.11.23
- Autism Qld – 8.11.23

- Mary and Roz Grillo visiting volunteer Wendy Ashworth – 08 November 2023 on personal family matters for about 15minutes.
- CDCC 09 November 2023
- Qld Health 15 November 2023
- CDCC 15 November 2023
- QH Ear check/ HAPEE 21 November 2023
- CDCC 21 November 2023
- C&K visit 23 November 2023
- Brave Hearts 28 November 2023

#### 10.7.7 Certificate of Currency

- Update JLT Certificate of Currency is required to be displayed for staff reminders. Last Certificate of Currency was 1 June 2022, with expiry date of 30 June 2023. The coverage class is for “Public liability, Products liability, and Professional Indemnity”.

#### 10.7.8 WWCK – Remedied Letter dated 17 November 2023

- Director Regulations (Early Childhood regulatory Authority / Department of Education) was satisfied, the breaches identified on 16 June 2023, in the (Compliance Direction) have been remedied.

Resolution: Kindergarten Report for the month November 2023.

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

## 10.8 Indigenous Knowledge Centre (IKC)

<b>Report to:</b>	CEO, Mayor and Councillor
<b>Subject:</b>	Indigenous Knowledge Centre Report November 2023
<b>Reporting Officer:</b>	Helen Teece
<b>Status:</b>	Information

- Indigenous Knowledge Centre is going well. Good attendance by community members
- School holidays have seen a large increase in use by children
- Movie night scheduled for 7 December 2023

Resolution: Acceptance of the IKC Report for the month November 2023

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

## 11. General Business

### 12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 16 January 2024.

## Meeting Closure