



AGENDA

Ordinary Council Meeting
Thursday 16 February 2023
COMMENCING AT 9:00AM
Council Chambers
1 Hartwig Street, Wujal Wujal

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 MC&CS Report
 - 6.4 DW & BS Report
- 7 CLOSED SESSION -Nil
- 8 GENERAL BUSINESS / LATE ITEMS
- 9 Presentation – Housing Team – Local Housing Plan and housing update for Wujal Wujal and Home Ownership

1. WELCOME/MEETING OPEN

Declaration of opening of meeting by Mayor Bradley Creek.

2. ATTENDANCE/APOLOGIES

VISITORS/PRESENTERS

VISITORS	NIL
PRESENTERS	Stephen Robbins and Local Government Team – Financial management and governance, budget and the loan

3. CONDOLENCES/CONGRATULATIONS

4. OBLIGATIONS OF COUNCILLORS/DECLARATION OF INTERESTS

4.1. Declaration of Prescribed Conflict of Interest of any Item of Business

4.2. Declaration of Declarable Conflict of Interest of any Item of Business

4.3. Councillors to review existing Registers of Interest and Related Parties Disclosures

5. CONFIRMATION OF MINUTES/BUSINESS ARISING FROM PREVIOUS MINUTES

Confirmation of Minutes of Ordinary Council meeting held on Thursday 19 January 2023 as circulated.

Business Arising from Previous Minutes – CEO Kiley Hanslow to provide the background of CEQ.

CEQ History – Established on Badu Island in TI by Reverend Fredrick Walker to encourage local enterprise through renting or purchasing their own pearl luggers.

Between 1939 and 2016, many of the stores were established. These stores trade under the Islander Board of Industry and Service (IBIS) brand name and continue to operate today.

Between 2016 and the current date – the merger of six stores in Queensland occurred and Community Enterprises Queensland (CEQ) was established, to provide essential goods and services to these remote Queensland communities.

CEQ has community supermarkets in Lockhart River, Kowanyama, Pormpuraaw, Doomadgee and Palm Island. As with IBIS sister stores, ABIS stores stock (but not limited to) fresh fruit and vegetables, meat and groceries, as well as whitegoods and electrical appliances, housewares, furniture, clothing, power cards, fuel and gas.

During the wet season some of the CEQ stores become inaccessible by road due to flooding. To keep communities well supplied, CEQ uses air freight to fly supplies into their Doomadgee, Pormpuraaw and Kowanyama stores.

6. REPORTS

6.1 Mayors Report

DATE	MEETING
23.01.2023	Care and Support plan Meeting with Regional Youth Justice
24.01.2023	Wujal Action plan meeting with Pama Futures
27.01.2023	Referendum Work shop Cairns CYP
09.02.2023	Housing Delivery Meeting
13.02.2023	Wujal Wujal Safety Committee Meeting and Wujal Wujal Interagency Meeting
15.02.2023	Wujal Wujal Local Disaster Management Group Meeting

6.2 Chief Executive Officer Report

1. Council need to set in place the WWASC Ordinary Council meetings for 2023 have been advertised on our website and Facebook page.
2. The following meetings were attended in January and February 2023:

DATE	MEETING
20.01.2023	<p>Meeting with TCICA in Cairns regarding increasing the value WWASC receives from their TCICA membership.</p> <p>Meeting with Stephen Robbins, Department of Local Government, to discuss financial management, the loan and the ICCIP projects. Stephen Robbins and his team will be a guest presenter at 2pm today via Teams, but will also come up to Wujal Wujal later in March to discuss: finances, projects and governance. This trip would involve reps from their regional team, financial performance team and engineering team.</p> <p>Meeting with FNQROC Procurement to discuss increasing the value and support WWASC receives from their FNQROC membership.</p>
20.01.2023	Meeting with FNQROC Procurement
23.01.2023	<p>Regional Waste Management Program Review Meeting with Prince Consulting</p> <p>Care and Support plan Meeting with Regional Youth Justice, Justice Group, Mayor Bradley, Queensland Police</p>
24.01.2023	Meeting with Department of Sport and Recreation re Deadly Active Program and Minor Infrastructure Program information
30.01.2023	Cultural Awareness / Cultural Protocols training facilitated by Aunty Marie
31.01.2023	DSDSATSIP meeting re Living Thriving Communities and Community Safety Plan and Service Enhancement funding
01.02.2023	Reef Guardian Councils Working Group meeting and funding workshop
02.02.2023	FNQROC Board Meeting in Cairns with Mayor Bradley
03.02.2023	<p>Meeting regarding recruitment for Finance Manager position</p> <p>Reef Guardian Council Action Plan meeting</p>
06.02.2023	NAIDOC Planning Committee meeting
07.02.2023	WWASC WH&S Committee meeting
08.02.2023	<p>Apunipima Interagency Working Group Meeting</p> <p>Cook CDP Joint Venture (JV) Partnership Meeting</p>

09.02.2023	<p>Cook LDMG Meeting Interviews for Finance Manager positions Housing Delivery Meeting</p> <ul style="list-style-type: none"> • functions of the Delivery team within the Aboriginal and Torres Strait Islander Housing unit. • overview and intention of setting up regular Housing Delivery meetings. • updates on Property and Tenancy Services business within community, i.e. program updates, allocations policy etc. • Provide a space for council to raise and discuss any Property or Tenancy related concerns – quarterly meetings for Council elected members and the CEO.
13.02.2023	Wujal Wujal Safety Committee Meeting and Wujal Wujal Interagency Meeting
14.02.2023	<p>Whole of staff Workforce Meeting at community hall WHS audit Meeting with Peter and Marilyn Wallis re funding for their homelands project at Shipton's Flat Meeting with Nicole Chatfield from Sport and Recreation</p>
15.02.2023	Wujal Wujal Local Disaster Management Group Meeting

3. Follow Ups

- Patrick Nandy, Building Services Coordinator, following up with contractor to reinstall the gate back on the fence at 10 Keim Street.
- Contacted the CEO of Cook Shire council and discussed the overgrown guinea grass bordering the road to Ayton causing obstructing visibility in areas. The CEO of Cook Shire has programmed the slashing into their schedule and this has started to happen now.
- Put calls out for SES membership to Jabalbina Rangers, Dabu Jajikal Aboriginal Corporation and Wujal Justice Group. New SES volunteers from Wujal Justice Group (2) and potentially from Dabu Jajikal Aboriginal Corporation.
- Organised with Vic Director Works and Building Services to gurney the paths around the Art Centre/Café area.
- Followed up with Kapani Warriors Program to confirm WWASC will support the Kapani Warriors Program in Wujal Wujal if Kapani can source full funding for the program.

4. Guest Accommodation requires a formal name. Yindili (Kingfisher) Guest Accommodation has been tabled as a potential name. A resolution should be passed to agree and formalise the name. Is Council happy to agree to name the guest accommodation "Yindili Guest Accommodation"?

Resolution – Council resolve to formally name the Wujal Wujal Guest Accommodation the "Yindili Guest Accommodation"?

5. 2023 events in planning process are:

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Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
			05.04.2023 Wujal Wujal Easter celebration		04.06.2023 Troy Cassar-Daley community concert	04.07.2023 – 06.07.2023 NAIDOC Week celebration		Wujal Wujal Rodeo	Wujal Wujal Foundation Day		Wujal Wujal Christmas Celebration

6. Grant submitted on 7 February 2023 for NAIDOC Week celebrations. Grants Program signed off with Peak Services for assistance with grants writing.
7. Quarterly update on the achievement of the Operational Plan. See attached Operational Plan Report.
8. The HR Policies for Wujal Wujal Aboriginal Shire Council (see attached reports), were tabled at the Ordinary Council Meeting on 19 January 2023 for Council review.
Although staffing and operational management is outside the remit of our elected members under the LGA 2009 and Councillor Conduct, I am requesting Council pass these policies by resolution as I value their support around my implementation of these policies.
Resolution – Council note the preparation of the WWASC HR Policies and resolve to implement these policies in WWASC commencing 16.02.2023.
9. First 100 Days - CEO Report
See attached First 100 Days Report.

Chief Executive Officer First 100 Days

Over the first 100 days in the CEO role, I focussed on getting to know the business of Council, understanding the community needs and aspirations, getting to know my staff team, their different departments and the key relationships and issues within those teams. To do this, I focussed on the following key areas:

1. Understand Council's Mission and Values

Wujal Wujal Aboriginal Shire Council's Mission:

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

Wujal Wujal Aboriginal Shire Council's Values:

The values and aims identified by Community and Council are:

Accountable Management

Community Engagement

Continuous Improvement

Customer Focus

Economic Development

Networking

Respect for Aboriginal Culture and Tradition

Sustainable Environment

Value for Money

Understanding Council's aspirations, I keep this in mind with everything I do and, in my decision-making,, planning and my directions to my Executive Leadership Team.

2. Assess Council's employee morale and wellbeing

Employee Satisfaction Survey

Culture

Key Relationships

Implemented training induction packages for staff, including:

Apprenticeships and traineeships and training opportunities

3. Review and improve policies in place and implement new policies to cover gaps

Reviewed policies in place – there were many gaps

Implemented the following policies:

- a. Uniform Policy - implemented
- b. Vehicle Use Policy – awaiting passing through Council resolution 16.02.2023
- c. Alcohol and Other Drugs Policy– awaiting passing through Council resolution 16.02.2023
- d. Anti-Discrimination Policy– awaiting passing through Council resolution 16.02.2023
- e. Attendance and Absenteeism Policy– awaiting passing through Council resolution 16.02.2023
- f. Code of Conduct– awaiting passing through Council resolution 16.02.2023
- g. Grievance and Dispute Policy– awaiting passing through Council resolution 16.02.2023
- h. Leave Policy– awaiting passing through Council resolution 16.02.2023
- i. Performance Misconduct and Disciplinary Policy – to be approved by CEO after 16.02.2023
- j. Recruitment and Selection Policy– awaiting passing through Council resolution 16.02.2023
- k. Work Health and Safety Policy– awaiting passing through Council resolution 16.02.2023

4. Building cross-disciplinary teams and collaboration

Encouraging respect and collaboration across departments

Forming and developing ELT to support CEO and WWASC decision-making capability

5. Audit Council costs to determine efficiencies

Audited procurement process and identified areas of improvement – put processes in place to strengthen these.

Identified areas of duplication and services not required – Telstra monthly costs – asked why so expensive – costs investigated, change of service, \$9K approximate cost saving per month

Audited IT access to business drives – quite outdated, staff who had left WWASC, now updated. Quarterly audits set to check and update.

Audited email addresses – quite outdated, staff who had left WWASC, now updated. Quarterly audits set to check and update.

NBN duplication of service at RTC building (Wifi already in place at Indigenous Knowledge Centre across the road. NBN attended for meeting in Wujal Wujal. Agreed to install NBN (funded through a grant) up at the Art Centre. Discussed and NBN to keep us informed on funding for a community-wide Wifi when funding is available for this.

5. Investigated vendor/contractor relationships

Contractors had been brought in to provide services without adherence to the procurement policy. Some contractors looked to be overcharging substantially.

Strengthened procurement process.

Constant reminders to managers that the procurement process and policy must be followed.

Implemented that CEO signs off on procurement to ensure policy is adhered to.

Push back to managers where non-compliance is identified.

6. Explored productivity increases and risk mitigation

Identified WWASC was losing money on capital project and QBuild jobs.

Implemented outsourcing to contractors, with mark-up amount for WWASC oversight and administration.

Staff are limited. Teams to undertake works on Council assets and outsource QBuild jobs to increase Council revenue and decrease time taken to complete QBuild jobs.

Overhaul of PORFs and purchase orders to improve contractor compliance with Council and procurement policies and timeframes.

Outsourcing of capital projects to mitigate risks of scope creep, tracking over budget and time creep.

7. Investigate and improve WWASC cyber security

There was a cyber security breach in late January 2023, which affected the salary payment for one employee.

Cyber security training was provided to all staff and IT security tightened up in Council.

Further action will occur to further tighten IT and cyber security across WWASC, including Cyber Ninja online awareness program, review of website access, review and strengthening of fire walls.

8. Consider technology that will improve WWASC

Implemented HR Assist to improve consistency of HR documentation and compliance with HR legislation (requested and received reduced pricing from LGAQ with this).

Implementing Next Gen Reporting to improve quality of reporting and data analytics.

Implementing Peak Services grants program service to improve grant applications and success rate.

9. Create comprehensive Annual Performance Plans for Executive Leadership Team

Developing performance plans for Executive Leadership Team to set the goals and performance measures for the next 12 months. Progress against goals will be reviewed bi-annually, with a formal annual performance review.

Directed Executive Leadership Team to implement the same performance plans for their staff.

Priorities

Based on the information I have gathered in my first 100 days, the main priorities I want to focus on are:

1. Housing

- a. Lack of housing in Wujal Wujal
- b. Overcrowding leading to flow-on effects including family tensions, domestic/family violence and feeling of unfairness when members see empty houses or people living elsewhere who are granted a house
- c. community members leaving to relocate to find housing elsewhere
- d. Repairs required on houses taking too long
- e. No permanent Housing Officer based in Wujal Wujal (perhaps this is a gap Council could fill with appointment of an officer to coordinate housing requirements)

Current Status

The actions I have taken towards this are:

- a. Connected with Housing (Evaness Hollingsworth, Chantal Cora and Raechel Oleszek) to advocate for housing improvements for Wujal Wujal community
- b. Invited Housing to the Wujal Wujal community meeting on 06.12.2022 so community members could have their Housing concerns heard
- c. Regular follow up with Housing on the required improvements to housing repairs, assessment of empty houses and repairs of houses. Last email on 23.12.2022.
- d. Advocated for full-time Housing Officer in Wujal Wujal community.
- e. Invited Housing to the WWASC Meeting (via Teams) on 19.12.2022 to provide status updates.

2. Boundary extension

The boundary realignment will open up new land, whereby WWASC can source funding to build new houses to ease the housing crisis in Wujal Wujal (currently 39 families awaiting a house as at 23.12.2022). A boundary extension has been tabled and refused twice in the past.

In order for the boundary alignment to be approved, the following would need to occur:

- a. The state to take on ownership of the bridge and be responsible for bridge repairs/maintenance
- b. A solution on the AMP for the proposed extension of the Shire.

The actions I have taken towards this are:

- a. Met with Douglas Shire CEO Rachel Brophy to discuss boundary extension – Douglas Shire Council is supportive of this.
- b. Met with the Government Champions to request the state takes on ownership of the bridge. The Government Champions agreed to look at this.
- c. Discussions with Brett De Chastel and also with Debbie Dixon from the Liquor Commission on excluding the freehold properties from the Alcohol Management Plan.
- d. Spoken with RILIPO and TWG regarding the boundary extensions and the support required around this.

Current Status

Awaiting response from Government Champions

Awaiting response from Liquor Commission

Keep pushing ahead with regular follow ups with all parties.

3. Staff Management and resolving staff issues

There are long-standing issues between members of the management team, which is disappointing given the level of maturity expected in their positions.

These issues are affecting other staff and effecting how these managers manage their own staff. These issues need to be sorted to improve staff moral and employee wellbeing.

The actions I have taken towards this are:

- a. Establishment of Executive Leadership Team
- b. Setting Executive Leadership Team meetings to increase collaboration and communication
- c. Providing expectations of behaviour and collaboration to Executive Leadership Team
- d. Employee Wellbeing Survey
- e. Informing staff of the requirement for respectful communication between staff and management
- f. Establishment of Management Team
- g. Setting monthly Management Team meetings
- h. Providing expectations of behaviour and collaboration to Management Team
- i. Identification of key relationships
- j. Identification of issues between those key relationships
- k. Provision of the Code of Conduct to staff
- l. Direct communication to staff involved in those issues, in person, via telephone and via email
- m. Organising mediation between management team members to resolve these key issues
- n. Mediator to help staff resolve their difference and have staff sign a contract agreement stating the issues have been resolved and they will move forward as a cohesive team from now on. This contract agreement could be used to provide performance management if the issues are ongoing.

Current Status

Workplace investigation to commence in late February 2023.

4. Sourcing funding for operational activities

Outsourcing grants function to improve success around grant applications.

Current Status

Grants function outsourced to Peak Services to improve grants success rates.

5. Providing effective solutions to provide better services for community

Advocacy for improved services, opportunities, funding and recognition for Wujal Wujal Aboriginal Shire Council and community.

Current Status

Met with FNQROC and TCICA to review services provided to WWASC for their membership and improve these services to obtain enhanced service and better value for WWASC.

Action – Council note the CEO's First 100 Days Report.

10. Paid Work Trial through MyPathways

My Pathways paid work trial initiative - 13 weeks, paid for by EMG Workforce (My Pathways' labour hire branch). Two participants are on in the Indigenous Knowledge Centre, approximately 10 participants will come on into the depot, into Essential Services (Water, Waste and Parks and Gardens), the Workshop and Building Services areas and Administration.

Looking for two participants to shadow Aunty Marie and Uncle Bill as Cultural Advisors.

Action – Council note and share the benefit to the community of the paid work trial.

11. Sport and Recreation Officer recruitment closed on 06.02.2023. Council was recruiting to two positions – one male and one female, for 16 hours per week per staff member. One male and one female staff member were required to ensure appropriate coverage of care for the children participating in sport and recreation. Five applications were received from female applicants and one application was received from a male applicant. Applications are currently being shortlisted and a panel will assess these applicants.

Resolution – Council accept the monthly report from the Chief Executive Officer.

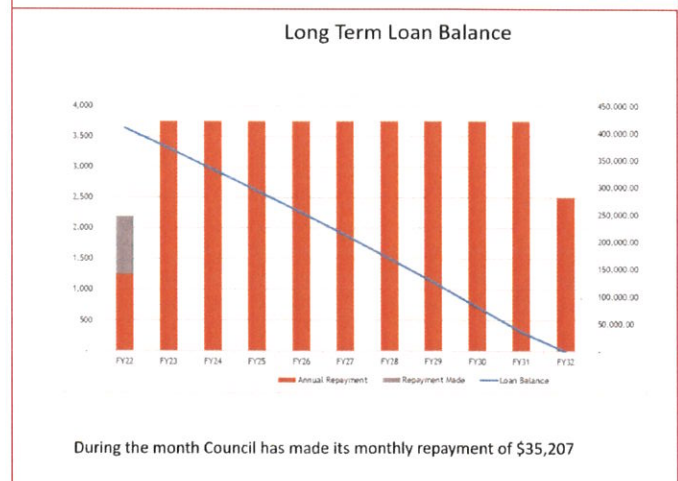
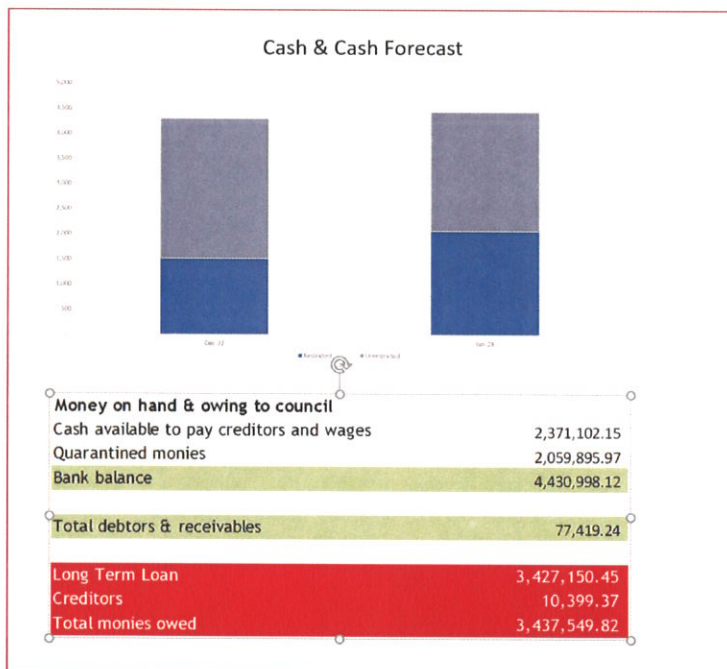
6.3 Corporate and Commercial Services Division Report (DC&CS)

Manager Corporate and Commercial Report – January 2023



Monthly Financial Report as at 31 January 2023 CASH POSITION

Progress this month

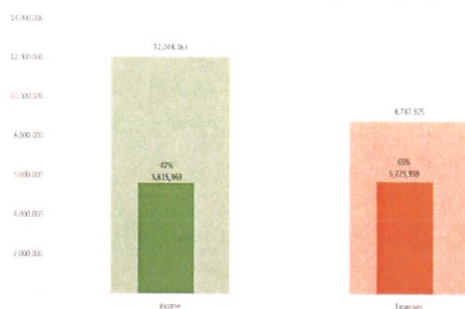




Monthly Financial Report as at 31 January 2023

OPERATING POSITION

Council Operating income vs Council Operating expenses



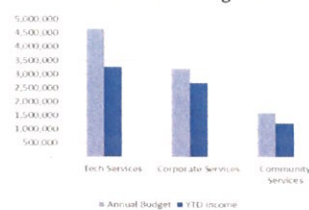
Progress this month

Income and Expenses within Budget

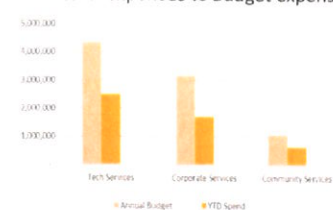


Income & Expenses by Area

Actual income vs Budget income



Actual expenses vs Budget expenses



Income & Expenses by Type

Revenue by Category



- Fees & Charges
- Sales Revenue - Building Construction
- Sales Revenue - Corporate
- Grants, Scholarships, Contributions & Donations

Expenses by Category



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



Monthly Financial Report as at 31 January 2023

CASHFLOW

Cashflow - Budget vs Actual+Forecast



Later peak of inflow as result of delayed SGFA (+\$1.3m grant) and acquittals from BoR, W4Q 19 (+\$0.4m), W4Q 21 (+\$0.1m). Have received \$0.5m for W4Q 24, but not started work at this time.

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, better results in Sales - Building revenues.



Monthly Financial Report as at 31 January 2023

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	31-Dec-22	97%	
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
LRCI	Guest Accom Carpark LRCI Program funding	31-Dec-22	0%	Not Started
QRA	Slips China Camp	TBA	0%	Not Started
LCRI 2022 - Phase 3	Roadside Verges	TBA	0%	Not Started
QRA	Stormwater Drainage	TBA	0%	Not Started
DES	Litter 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
IV Legacy funds	Southside Stage Project	Completed	68%	
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 & Sewerage

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date / Total Budget)	Project on track On time & budget
ICCIP	WTP & WWTP Scada Upgrade	31-Aug-22	100%	
ICCIP	Wastewater treatment plant upgrade and irrigation upgrade	31-Aug-22	114%	
ICCIP	Storm water drain	31-Aug-22	77%	



Monthly Financial Report as at 31 January 2023

The Numbers

Statement of Financial Position		YTD End of Month Reporting - January 2022		
	Actual	Budget	Variance	Comments
Revenue				
Recurrent Revenue				
Fees & Charges	1,059,373	1,116,674	(57,301)	Less on charges due to hand over of properties (21a&b Hartwig) (-\$20k), Waste management levy timing(- \$10k) Invoicing catch up for 2021/22 year completed +\$150k. No invoicing for the month of January due to ongoing training.
Sales Revenue - Building Construction	655,810	541,239	114,571	Expect a catch up in February
Sales Revenue - Enterprise	348,421	221,250	127,171	+64k due to higher Art Sales than expected, +66k from higher fuel sales
Grants, Subsidies, Contributions & Donations	3,170,129	3,693,478	(523,349)	Kindy uplift funding not received (-\$45k), W4Q 21 YTD less than expected due to delay in acquittal (-\$148k), acquittal of BoR less than anticipated (- \$100k)
Total Recurrent Revenue	5,233,733	5,572,641	(338,908)	
Capital Revenue				
Capital, Grants, Subsidies, Contributions & Donations	1,581,458	3,192,439	(1,610,981)	Budget had QRA fully received in Aug (\$440k), should have been just first 10%; QRRF (\$305k) delayed, Waste Initiative (\$265k) delayed, ICCIP delays (\$500k)
Capital Income	929,737	-	929,737	Gain on lease (+\$775k), Gain on loan (\$217k)
Total Capital Revenue	2,511,196	3,192,439	(681,243)	
Rental income	110,223	118,650	(8,426)	Reduction in occupancy (Café, staff housing)
Interest received	3,200	10	3,190	
Joint Venture	-	558,182	(558,182)	JV dividend not yet at level to distribute. JV to advise when ready to distribute
Other income	268,807	-	268,807	Mainly works for Douglas Shire (\$200k)
Total Revenue	8,127,159	9,441,922	(1,314,763)	
Expenses				
Recurrent Expenses				
Employee Benefits	2,181,843	2,264,030	82,187	State increase was higher than budget (3.5% Budgeted, 4.6% granted), however absences and lower recruitment have offset. Month of January includes leave with leave loading.
Materials & Services	2,240,076	2,150,146	(89,932)	Effect of Qbuild and some minor capital works that require spend first and acquittal later.
Finance Costs	57,272	28,877	(28,395)	Higher interest on loan than budgeted
Depreciation	1,250,766	1,122,914	(127,852)	Higher, due to revaluation of land & property at audit
Total Recurrent Expenses	5,729,959	5,565,967	(163,992)	
Capital expenses	689	1,854,799	1,854,110	Budget incorrect.
Total Expenses	5,730,648	7,420,766	1,690,118	
Net Operating Surplus/ (Deficit)	2,396,511	2,021,155	375,356	

6.3.1 Corporate and Commercial Services Monthly Report Points

The month of January was a busy month, even though it was the holiday season. Items of interest for the council are as per the following:

- Café lease advertising resulted in four registrations of interest. These are currently being worked through with potential applications. We are wanting to ensure that the foods offered are what the locals have requested, whilst ensuring that we get as much support from external entities to ensure longevity of the venture.
- BAS invoicing – this hasn't occurred at expected levels this month due to ongoing training. This has been concerning as it is the base of our unrestricted funds required for future growth. Teams are working together to rectify this in the month of February.
- HR matters – onboarded seven staff in January and worked with LGAQ to get answers to key HR questions for our council. These have included Paid Parental leave, Medical check requests and payroll reviews.
- WHS – booked in an extensive WHS audit to be undertaken in February. This is free of charge as part of our LGAQ membership, but essential to our operations. The work to be undertaken will include audit, list of work to be undertaken and policy and procedures. Work will be completed by Djambul.
- Meeting with Kay Butcher, DESBT, identified additional funding opportunities for employment of local staff through, initially, traineeships rolling into First Start program. Results in approximately 18 months of funding for the individual plus some of supervisor's costs.
- Meeting with Kerry Bird from DATSIP identified funding for the Rodeo. Need to form up the budget for the rodeo, but reliant on the events to be identified. Once this is sorted, a quote can be provided.
- Recruitment for the Finance Manager is continuing with interviewing of three applicants in the week of 6-10 February. Each are well qualified and have a focus on training others.
- Department of Housing (infrastructure) have agreed to fortnightly meetings regarding the Plug Ins projects. This is a huge change for us as communications previously have been difficult and confusing. They have agreed to fast track our request for variations, to ensure funding for the Plug In project.
- Work with NexGen has progressed. This dashboard will allow for council staff to understand procurement obligations (correct processes) and to see if they are being compliant. This has been provided free of charge and is very much appreciated. Roll out of the function is expected in March
- Ecotourism/Wujal Guest Accommodation- new online booking system is due for delivery in March. The Eco Tents report by Brett De Chestel is due soon, but is initially showing that it is a very viable tourist destination as long as we have locals willing to take on the work around local experiences (waterfall walks, on country experiences, etc). Once we have a complete picture, council and traditional owners will be needed to see if it is possible.
- I visited the Cherbourg council during this time. This was very insightful in relation to their operations, use of social media (especially in lead up to elections), workshops for councillors – they do this frequently, and the sharing of knowledge regarding recycling centre, cemetery operations and finance.
- Renelle and Ashy in the Administration Team are enrolled in TAFE for the Certificate III in Business Administration.

Resolution – Council accept the monthly report from the Manager Corporate and Commercial Services.

6.4 Director Works & Building Services

Reporting Period	January 2023
Division	Works and Building Services
Reporting Officer	Victor Mills

January has been a hectic month to commence the year 2023;

- Rural Transport Alliance Group – Working Group meeting was held gather information and to identify representatives to approach Transport Ministers, Federal and State – to lobby for more funding to make Queensland roads safe for users. After all the recent floods in the Southern areas, resulting in very poor conditions of carriageways to ensure all users are safe. Qld Police were invited to do a statistical brief on all accidents and fatality caused with these poor conditions.
- Institutes of Public Works Engineering Australia – Meeting to discuss how the engineering organisation can better support Councils, my input was around how the engineering department can offer and support, scholarship programs in Indigenous Councils to ensure that our younger generation can get into this field and have a future for themselves and their families, I am sick of seeing our people all their lives are employed as laborer's, this has been accepted by the board and WWASC should receive confirmation soon in regards to the support on offer.
- Institutes of Public Works Engineering Queensland – I have raised WWASC concerns and frustration on our poor access into Community both South and North, resulting from this meet, I have Douglas Shire Council on board and working together to source funding through ATSI/TIDS which is 100% funding to indigenous councils, also with the backup of FNQROC for TIDS allocation that is unspent in their budget, what we have to be mindful of with the TIDS funding WWASC will have to commit 50% of funds of the total allocation which is not suitable for WWASC. With the 3 organisation working together to achieve what is fit for our community, we have costings just to upgrade some of the steep sections on the tract also to bitumen the area in front of my mentors Bayan old Bob, approx. 1,060,000.00 not including the access to our Thompson creek residents, approx. another 500,000.00.
- Northern Qld Situational Awareness – constantly providing updates on any events that could affect Community and surrounds, Heatwave, cyclones, fire etc, great updates and information from BOM.
- Urban Water Stewardship Framework – this is more in line with systems Council can have in place with overland flows and grey water release to minimise risks to the Great Barrier Reef.
- CEO and I had a meeting with depot staff to see how we can better manage the operational output when we can work as a team and be productive, new structure was put in place for the works area.
- Projects Catch up – this is an ongoing event to manage our works on the ground and ensuring that we have the appropriate budget to cover these works.
- LDMG with WWASC/CSC/DSC on our we can assist each other in an event as we are the first off, the ground when we do have any situations that occurs.
- Tried the emergency alarm when our counter disaster officer was on site from QRA to ensure that there were tests signals as well as emergency evacuation warnings, this worked very well, QRA will now see how they can support WWASC to put a repeater in over at Southside so the residents in Banabilla can hear it, because of the valley it echoes a lot.
- Update for the CEO with the RWMP and Prince Consulting (Indigenous Waste Management Strategy).
- Regional Resource Recovery Plan – FNQROC.
- FNQROC – RRTG.
- State Development Catch up – Teams with Stephen Robbins and co, regards to ICCIP funding and WWASC financials.
- QBuild – Joint Operations Meet, update on all the outstanding works, outstanding invoicing etc.
- Uncle Bill Harrigan – conducted the Cultural Awareness training.

- I'll pull up stumps here, and would like to take this opportunity to thank WWASC for putting up with me and my families over the past 8 odd years, would really like to thank the elective members for all their support in Council and in Community, we can't emphasise enough on the respect gained from all three clan groups on how they have accepted my families as theirs, Kylie, me and the ruggies will miss all the oldies and all our new families, we will miss you all especially my NUNICUP my lingo for Mentor (Old Bob he is my dad, please take good care of him), there is a lot of names to mention, we will have a send off at the community hall and that's where it will hit me really hard, good byes are not easy, we will be back again one day and hopefully to retire here, we are just taking time out to go back to my country and my people, for now migi yawal and Mina Kaima Esso.

Resolution – Council accept the monthly report from the Director Works and Building Services.

6.4.1 Monthly Project Manager Report

Reporting Period	January 2023
Branch	Works and Building Services – Project Management
Reporting Officer	Laurie Raleigh

6.4.1.1 Project: ICCIP Water & Sewer Network:

- Sewer Network:**
 - Discussions with WWASC, RECS, and Tru water are ongoing, RECS to send Truwater email asking if they have received and formal instructions to proceed with variation 3. If not provide a work schedule to complete the project
 - SPS1 macerator project revision of costs has been completed and being prepared to send to ICCIP for approval
- Water Infrastructure**
 - Michael and BP consulting preparing document and pricing for ICCIP for major refurbishment works on WWASC drinking water infrastructure.

6.4.1.2 Project: New Subdivision:

- Survey completed
- Meeting to discuss what the subdivision will look like to be scheduled so it can be discussed at March council meeting to get approvals

6.4.1.3 Project: Guest Accommodation Carpark:

- P/O sent to J&R Grego
- Discussion with contractor, J&R Grego mobilising to site 13-2-2323

6.4.1.4 Project: Stormwater Drain – Depot to River:

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

6.4.1.5 Project: Plug-Ins Accommodation:

- Meeting with Patrick, Joanne, Laurie Vanessa and Rick from CHDE to determine where additional funding will come from to complete the last 6 plugins, Jo sent spreadsheet and monthly report to Vanessa on the 3-2-23, waiting for response from CHDE
- Patrick completing SOW for the last 6 plugins so a RFQ can be sent to contractors to complete the work.

6.4.1.6 Project: West Stormwater Drain:

- Survey completed November 2022
- P/O for design has been sent RECS
- Application for boundary re-alignment underway with DATSIP

6.4.1.7 Project: W4Q Council Building Repairs

- Initial inspection completed
- Priority list finalised
- SOW for tender docs being drafted

6.4.2 Monthly Building Services Coordinator Report

Reporting Period	January 2023
Branch	Works and Building Services – Building Services
Reporting Officer	Patrick Nandy

6.4.2.1 Summary – QBUILD

Responsive Works

- Total number of invoices raised = 21
- Total value of invoices = \$20,961.41

6.4.2.2 Planned Maintenance works:

- Total number of invoices raised = 0
- Total value of invoices = \$0
- Number of work orders currently in progress in portal =
- Number of work orders completed, yet to be invoiced =
- Total invoices raised in the month of January 2022 amounted to \$
- Number of work orders awaiting commencement =

Budget Overview

BUDGET /PLANNED MAINTENANCE	TOTAL BUDGET	% DONE	ADDRESS
B55885 Laundry Upgrade	\$18,630.00	100%	18 Third St
B56487 Modification to Bathroom	\$35,640.00	0%	10 Keim St
B58900 Verandah Upgrade	\$46,261.00	100%	10-3 Cape Tribulation Rd
B61595 Flooring Upgrade	\$32,850.00	0%	10-8 Cape Tribulation Rd
B59617 Minor Upgrade	\$84,030.00	100%	7 Heorlein St
Plug-In Projects	\$211,5000.00	100%	Of first four builds
Remaining 6 Plug-In Builds			Will be outsourced
B64327 10-3 Cape Trib Rd	\$32,704.00		
B61595 10-8 Cape Trib Rd	\$32,850.00		
B64217 15 Keim St	\$19,600.00		
B65254 24 Florence Lane	\$40,180.00		
B65534 32 Hartwig St	\$40,600.00		
B65540 33 Hartwig St	\$58,800.00		

6.4.2.3 Guest Accommodation / Eco village

- Property maintenance / lawns handed over to Parks and Gardens crew - Building Services team were previously doing this; however, this task has been handed over to the Parks and Landcare to ensure Building Services crew are concentrating on building works as per the requirements of their roles.

6.4.2.4 Community Hall kitchen

Works at 95% complete – venting system still needs to be installed \$\$\$\$\$

6.4.2.5 Guest Accommodation

- Property Buildings are at 100% complete

- Fully furnished are at 98%

6.4.2.6 Eco Tourism Village

- Boundary fence - 100% completed
- Defects need to be completed
- Disable handrails - complete
- BBQ framing needs 4 bolts through rafter not 2 - complete
- Baby change station
- 2 posts at bottom of BBQ shelter sitting above slab, needs to be filled - complete

6.4.2.7 Planned Maintenance

7 Heorlein St- PO to Iva Construction – work is at 100% complete – ready for inspection.

Plug-ins

- 4 Plug-Ins completed.
- Completing Form 43 for all trades sign off for building certifier
- QBuild will be on site for handovers.
- The remaining plug-ins will be completed by 30 June 2023.

Resolution – Council accept the monthly report from the Coordinator Building Services.

6.4.3 Essential Services - Water and Waste

Reporting Period	January 2023
Branch	Works and Building Services - Essential Services – Water and Waste, Environmental Health and Animal Management
Reporting Officer	Michael Leslie and Zenarra Ashworth

6.4.3.1 Waste:

Kerbside figures for the month of January 2023 below.

1/ 03/01/23 Bins 142

2/ 10/01/23 Bins 156

3/ 17/01/23 Bins 143

4/ 24/01/23 Bins 175

5/ 31/01/23 Bins 144

For a total of 760 bins with a weight of 10.9 tonnes, delivered to the Springmount Land Fill.

6.4.3.2 Water:

- Rodney, Jarvis and Jaydon have been busy doing the testing every day and all the other tasks and over Christmas they were quite helpful with any problems I had, coming to my rescue.
- Before Christmas Aquamanage came and did a service on the water plant, we found that the main board had a few failures, we must shut down one of the drive pumps, the chlorine dosing we changed to manual due to failures in the board.
- Not long after Aquamanage visited we had a failure at the water plant, it wasn't injecting enough chlorine, Aquamanage had set it at a rate, proscribed by his flow sheet, but it wasn't enough, we have it running at three times their rate and now we are reaching required limits.

- After receiving the report and with all the issues at the plant and intake, we are looking at rebuilding the entire water system
- We have received costing from many companies to help us with the construction of the new water system, so we can offer ICCIP an estimate that is relevant to the new design.
- The water intake will be totally upgraded with two new filters, split so each pump has its own filtration system and we will be able to switch between system and which can handle three times the current flow rate. So once completed we will no longer have insufficient flow to the plant.
- The compressors which we have had numerous issues with will be removed and all actuators will electric, doing away with the constant issue from compressors
- The plant will be replaced to current system not one that is 20 years old, it will have two rows off cells, so we can alternate to service or break downs.
- New 65KVA generator, connected to Scada, so no issues with power
- 100 000ltr tank never run dry again, and an abundant water supply

6.4.3.3 Sewer:

- Truewater, will complete their contracted works at the sewer plant and effluent fields. The current True Water solution does not meet community requirements. Council will be going back to the original design offered from Gaden, Aaron and Brad will be here on 9th – 10 February 2023 to go over the sewer system. Previously designed for 1500 persons, we are dropping it to 750 persons as we don't think we will require with the current population between 300-350 any higher than 750 over the next 15 to 20 years (life of plant) if maintained well could be longer.

6.4.3.4 Environmental Health:

- The ladies from Queensland Health Mosquito Division have been here twice now they come every month to catch and take back to Cairns lab to test, so far, we have not found any diseases.
- Ben from Queensland Health Wash Division was up for a week, he is always so helpful while here, helping with the boys and tasks around town

6.4.3.5 Animal Management

Animal Control

Treatments:

- Nikki Gong has joined the team, Nikki will be Animal Control which is great with her love of animals.
- Medication has arrived and Zenarra and Nikki are going around town administering Nexgard to all the dog for flea, tick and worming, and this will be done monthly.
- Recently received the six-month supply of medication, for all animals residing in Wujal.
- One dog in the pound on medication and another picked up without an owner - they might rehome to Cairns.
- 05.01.2023
- Brandy – paralysis – cred +
- Freddy – infection – noroclav x 10
- Pup 1 – flea tick worm – cred +
- Pup2 – mange – simp trio
- Pup3 – worming – drontal suspension
- 09.01.2023
- Jack Russell 1 – worming – milbemax
- Jack Russell 2 – worming – milbemax
- 11.01.2023
- Star pups (7) – milbemax

- 12.01.2023
- Banjo – mange – simp
- Rehomed dog
- 3 pups – flea, tick mange and worming – simp trio

Complaints/concerns:

- Unable to control wondering dogs due to missing fences. Owners are urged to report broken fences to Housing via the blue phone, to log jobs to have these fences fixed.

Miscellaneous:

- Staff are also doing this year Cert 4 in animal management and Cert 3 in Health; Queensland Health will advise on dates soon.
- Zenarra and Nikki will be going to Hope Vale on the 9th for a meeting regarding animal control and catching up with Queensland health and the people at Hope Vale.

6.4.3.6 Environmental Health

Food inspection

- Andrew and Zitha dropped in and went through the health inspection at the CHSP, and looking at further studies into food inspections, and they will be back to help with transferring all information into the IPAD, and updating the spread sheet, next visit.

Pest management

- Zenarra will be leaving soon to do her pest certificate, so we will have a person available for spraying.

Public health incident

- Nil

Miscellaneous

- Nil reported.

Resolution – Council accept the monthly report from the Coordinator Essential Services.

6.4.4 Commonwealth Home Support Programme (CHSP/HACC)

Reporting Period	January 2023
Division	CHSP/HACC
Reporting Officer	Gina Manai

6.4.4.1 Funding and Spend

- Ayton General Store - \$1429.00
- Cooktown Food and Ice - \$5661.92
- Cairns Sewing Centre - \$280.00
- BFG care - \$120.00
- Alister Gibson - \$2145.00

6.4.4.2 Issues with Programs etc

- 2 days we were without internet at Community Ca Intermittent internet outage when a storm happens.
- Would like to have Practical training

6.4.4.3 Client/Correspondence

- Commenced Care Plan reviews with CareLynx delay in going live due to clients rescheduling appointments, however this is going very well still.
- There has been an escalation of Elder abuse (financial, verbal, physical, psychological,) within our elderly community, to the point of a person wanting to commit suicide. It is a vicious cycle that is going to continue, our people are already living in a disadvantaged remote community, whether it's poorly thought infrastructure or inconsistency with essential services. We need to think about the ramifications our actions have on a remote community and is it for the better or not. Social health and wellbeing are being affected, increasing gaps on an already disadvantaged group is significant. We need to support and be innovative and provide better access to essential services within the local community of Wujal Wujal such as a local store with mayi, minya and a banking facility. A store is already taking advantage of allowing people to book down mayi, they then hold onto their cards until they pay their debt in full, while it may work for some whereas others it a continuous ongoing struggle.

6.4.4.4 Reporting

- DEX report 1 July 2022 to 31 December 22, submitted.
- Needing monthly budget update, also I have never received a creditors list of payments – Finance will provide these and training in the use of Practical

6.4.4.5 Staffing

- Nil issues at present with staffing – continuous improvement with knowledge-based skills

Resolution – Council accept the monthly report from the Coordinator Aged Care Services.

6.4.5 Arts Centre

Reporting Period	January 2023
Division	Art Centre
Reporting Officer	Vikki Burrows

Highlights:

- No visitors this month but a good chance to work with the artists restocking artworks for the gallery.
- Organising Fine Art workshops for March.
- Working with the artists on designs for the Textile/ Fashion Project - CIAF fashion collection with Indigenous Fashion designer Shannon Brett. We are currently having zoom meetings with Shannon and the artists, talking about ideas and drawing designs that will be printed and sewn into garments.

Data:

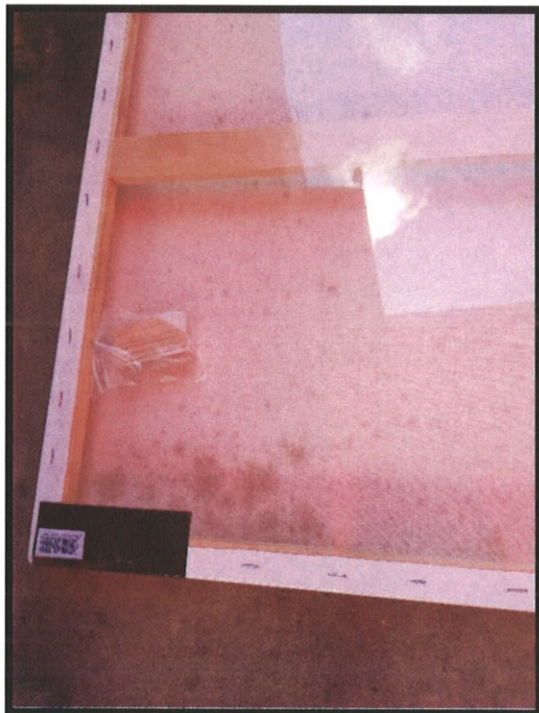
- Sales report for the month of January 2023, attached.
- Images of materials from shipping container, attached.

Barriers & Issues:

- Pathways around café and art centre are moldy and slippery, they need some type of mold kill and to gurni the paths before the tourist season starts.
- Got Council depo worker to open shipping container for art centre staff. Art centre staff cannot open the container as it is wet and moldy inside and the doors have stiffened. Because of the mold, artworker staff had to throw out 10 boxes of canvases. This is just the start. Council staff will have to go through the whole container and dispose of any materials with mold damage to it. The Mayor happen to visit the art centre at this time and was a witness to the mess and stench from the wet and moldy storage container.

Funding/Agreements/Financials:

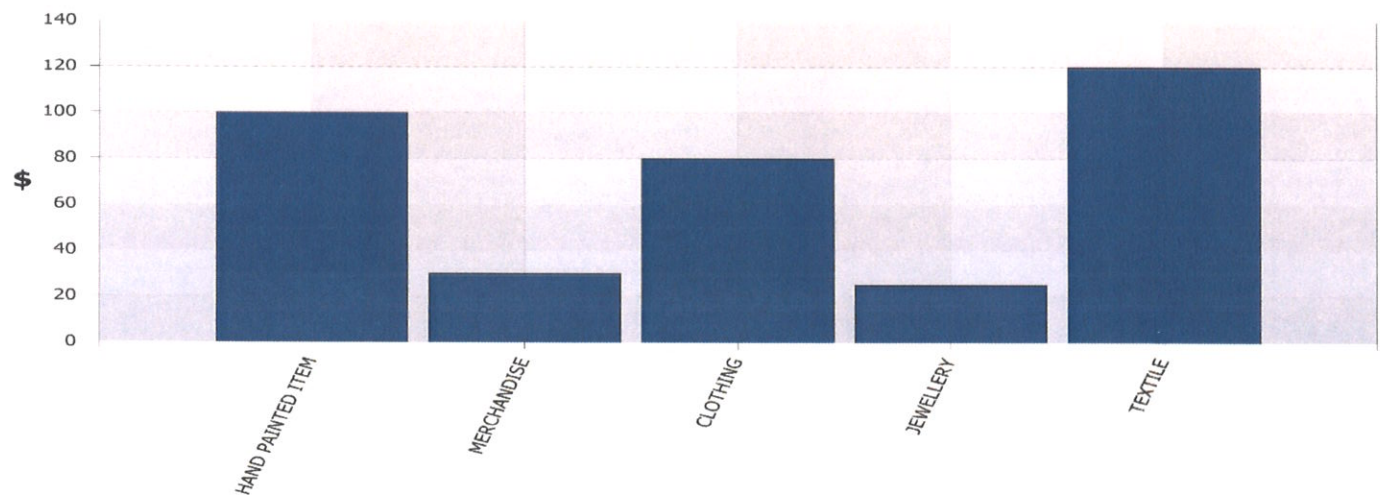
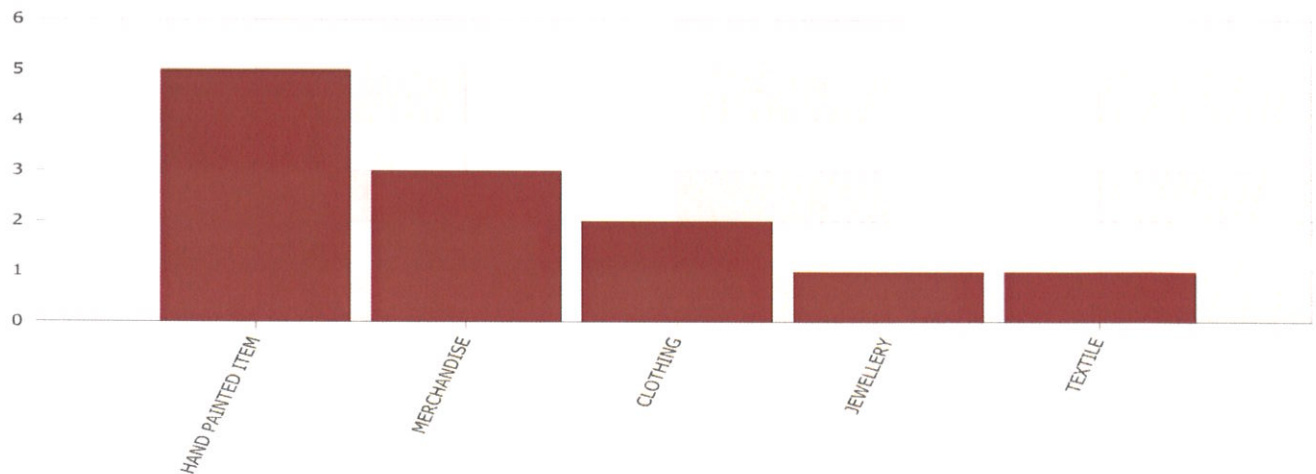
- Waiting on funding payments from Arts QLD, BIA- Backing Indigenous Arts so we can follow the art centre strategic plan and organise workshops and art fairs from this funding.



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

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

Product	Items Sold	Value of Sales
HAND PAINTED ITEM	5	\$100.00
MERCHANDISE	3	\$30.00
CLOTHING	2	\$80.00
JEWELLERY	1	\$25.00
TEXTILE	1	\$120.00
Total Items Sold:	12	\$355.00



Resolution – Council accept the monthly report from the Manager Art Centre.

6.4.6 Indigenous Knowledge Centre *December 2022 IKC Report*

- Assisting a lot of community members with Superannuation queries, form completion, liaising with other organisations due to communication issues, computer assistance, phone assistance, banking help and setting up internet banking, ICan, NIL's loan applications, paying bills, Assistance with drafting letters and resumes for community members, etc.
- Two girls from the My Pathways employment scheme started in the IKC for two days a week each. They are both keen and very proactive with a great willingness to learn.
- School holidays saw lots of kids come into the IKC. We did lots of arts and craft, made sand painting sea creatures to hang from the net in the kids' room, lots of Roblox was played. This took military precision in swapping players over in 30-minute increments so that all had a fair play. The arrival of the soft play playground was welcomed by the small kids with the rule that if you're too old to wear a kimby you're too old to play on the soft play.
- The IKC Coordinator has been staying back in the afternoon to keep the IKC open for the kids to play some Roblox and general relaxation before going home. A reward for going to school.
- We are still having issues surrounding banking. There was an incident where a Community Care Client has recently received a key card (was on the Bankbook) and family has taken the card and spent all his money. That card was cancelled, and Community Care arranged another with no pin so that it would limit spending and withdrawals. This week the family were on the phone with the bank trying to get his money transferred into someone else's account due to not being able to access his money via his key card. Luckily measures have been put in place and the transaction was not successful.

Another community member was unable to transfer money between their own accounts. In the first instance they were on hold for in excess of two hours and gave up. The IKC Coordinator sent two urgent emails to the bank in line with the agreement CommBank put in place for the Wujal due to our circumstances but this was not honoured. The bank finally contacted them on a Friday to provide additional ID even after they had passed the ID check over the phone and there were no concerns as to their identity. The IKC Coordinator came in on the Friday and assisted the community member so that they could access their money over the weekend. Internet banking was suggested to the community member, but they are not comfortable with technology and don't have the resources to regularly access internet banking and worry for the security surrounding online activity.

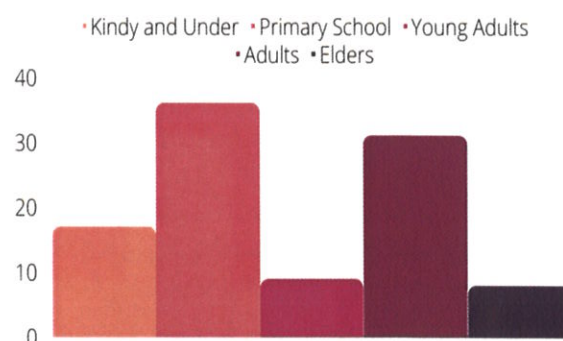
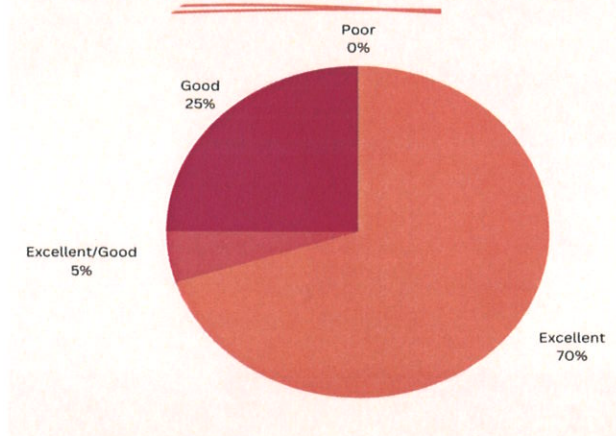
- The IKC completed the Cultural Protocols presentation and the Cultural Officers presented the Cultural Protocol training to all staff. This training could also be used by other organisations within community presented by our Cultural Officers for a fee.
- A meeting with key stakeholders was set up for January to discuss the elder abuse in community. ICan had organised the meeting which has now been rescheduled for February.
- Assisted a local first nations business with searching for and applying for grants to get established.
- This report will most likely be my last Council report due to relocating to Mapoon. It has been a great pleasure working and living in Wujal Wujal and this place is mine and my family's home. We have been welcomed and adopted by the community and are truly thankful for the experience and love we have all received. It is with deep sadness that we will be leaving as we love this place, but life has other plans for us at this point in time. I would just like to thank you all and your families for everything this community has done for us.

Statistics

- 394 attendances in January, and average of 23 visitors per day
- 30 Loans
- 0 New members
- SLQ requested a short survey on the IKC services and the results are below. The IKC received 20 responses and a staggering 70% rated the service as excellent.

On average, how often do you visit the IKC?	Do you have a library card?	What is your opinion of the IKC service?	What do you like most about the IKC service?
Weekly	No	Excellent	Kylie has been a biggest help when I needed it
Daily	No	Excellent	Doing the best job, helping people
Less than once a month	No	Good	Good service
Weekly	No	Excellent	Very helpful
Weekly		Good	There is computer's for people also kids to use
Less than once a month	No	Good	Helpful
Monthly	No	Excellent	They help people
Monthly	No	Excellent	It's a good service
Monthly	No	Good	Books & good company
Less than once a month	No	Excellent/Good	Reading books about people from other places
Monthly	No	Excellent	Set up, cleanliness, quiet
Weekly	Yes	Excellent	Its good
Monthly	No	Excellent	Everything
Weekly	No	Excellent	It's the coolest place
Monthly	No	Excellent	Always willing to help
Monthly	Yes	Excellent	Kylie is friendly & local knowledge
Less than once a month	No	Excellent	Very helpful when in need of help
Daily	No	Good	Everything
Weekly	Yes	Excellent	Everything
Weekly	Yes	Excellent	

IKC SATISFACTION RESULTS



Resolution – Council accept the monthly report from the Coordinator Indigenous Knowledge Centre.



6.4.7 Kindergarten

6.4.7.1 Enrolments

- Nil reported for January 2023

6.4.7.2 Program/funding

- Queensland Kindergarten Funding Scheme (QKFS), This is funded per child who is 4.5 years (children attending Kindy before Prep)
- Uplift funding (to upskill Kindergarten staff)
- Currently we do not receive any funds for the 3 years of age to attend Kindy. In 2022 we did receive a small amount of grant under the Great Start to Kindergarten pilot program which ended in December 2022.

6.4.7.3 Staffing

- 2 full time staff
- 1 casual staff

6.4.7.4 Training

- Nil updates for January 2023

6.4.7.5 Maintenance

- Nil updates for January 2023

6.4.7.6 Visitors

- Speech Pathologist (working with children and staff)
- Department of Education

6.4.7.7 Issues

- Internet interruption
- Printer – Once the internet is down the printer are not in working conditions and sometimes it takes up to 2 or 3 days before we get support from Fourier
- Kidsoft program – We now have an lcheck in and out system where parents can sign their child or children in and out electronically on the iPad again this has been another issue when the internet service is not in working conditions.

Resolution – Council accept the monthly report from the Director Kindergarten.

7CONFIDENTIAL CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS

9 PRESENTATIONS

Guest Presenters – Stephen Robbins – Local Government Team – 2PM

- Presentation on financial management, budget, the year ahead and the loan.

10 Next Ordinary Council Meeting Date

TUESDAY 14 March 2023

11 Meeting Closure – Time