



# **Wujal Wujal Aboriginal Shire Council**

## **Ordinary Council | Meeting Agenda**

Date: Tuesday 17 December 2024

Time: 9.00am

Venue: Council Administration and MS Teams



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## **1. Opening of Meeting**

- 1.1 Welcome | Opening of Meeting
- 1.2 Acknowledgement of Traditional Owners

## **2. Attendance, Leave of Absence and Apologies**

### **2.1 Attendance**

#### **Councillors:**

- Councillor Alister Gibson, Mayor
- Councillor Claudia Doughboy, Deputy Mayor
- Councillor Robert Bloomfield
- Councillor Nikita Tayley
- Councillor Lucas Creek

#### **WWASC Staff Representatives**

- Chief Executive Officer, Kiley Hanslow
- Operations Manager, Works and Building Services, Perry Gould
- Financial Accountant, Khushwant Kumar
- Community Services Manager, Kesa Strieby
- Executive Assistant, Bronwyn Barry

### **2.2 Leave of Absence | Apologies**

### **2.3 Visitors | Presenters**

The schedule for these presentations is as follows:

<b>Time</b>	<b>Topic</b>	<b>Agency/Presenter</b>
1:30 – 2:00pm	Parma Futures	Amanda Fyfe, Rickii-Lee Woibo, Kirsty Davis
2:00pm – 2:30pm	NIAA	Damien Blunden and Regional Manager Richard Aspinall
2:30 – 3:30pm	Wujal Wujal Master Plan	Ricardo Sandoval Lillo (DATSIP), Olivia Scroope (Meridian Urban), Jessica Cousins (DATSIP), John Coyle (DATSIP), Alan Neilan (DATSIP), Gerhard Visser (DATSIP), Ryan McNeilly Smith (Meridian Urban)

## **3. Condolences | Congratulations**

- Condolences to Hobson Family, Lockhart River
- Condolences to Nandy Family and Gibson Family Hope Vale

## **4. Mayoral Motion**

*Mayoral minutes/motion are used to introduce urgent/non routine matters only.*



## 5. Confirmation of minutes of the Previous Meeting

### 5.1 Minutes of the Ordinary Council Meeting | 19 November 2024

Refer to [Appendix 1](#) (Page 2 of the Appendices) to review the minutes of the meeting held 19 November 2024.

Resolution: Acceptance of the minutes meeting held Tuesday 19 November 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 19 November 2024 be accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-01	

## 6. Declarations of Interest in the matters on the Agenda

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

## 7. Business Arising or Outstanding Matters from Previous Meeting



## 8. Items for Consideration and Decision

### 8.1 Local Resilience Action Plan and Local Recovery Sub Plan

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Local Resilience Action Plan and Local Recovery Sub Plan
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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#### Purpose

The purpose of the Local Resilience Action Plan (LRAP) and Local Recovery Sub Plan (LRSP) is to outline Councils functions, roles and responsibilities in the wake of a disaster event.

#### Supporting Documentation

Refer to Appendix 2 (page 24 of the Appendices) for LRAP and LRSP

#### Proposed Resolution:

That Council endorse the LRAP and LRSP as presented.

Resolution: Council endorse the Local Resilience Action Plan and Local Recovery Sub Plan as presented

<b>Resolution:</b>	Council endorses the Local Resilience Action Plan and Local Recovery Sub Plan	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 8.2 Removal of signatory from Council Financial Systems

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Remove Signatory from Council Financial Systems
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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### Purpose

Council must remove Micah Nkiwane as a signatory for all Council financial systems with ANZ and Westpac.

### Background

Micah Nkiwane resigned from Council on 13 November 2024. To ensure security and currency of Council's financial systems, Council is required to pass a resolution to remove Micah Nkiwane from Council's ANZ and Westpac accounts.

Resolution: Council adopt the removal of Micah Nkiwane as signatory for Council financial systems with ANZ and Westpac.

<b>Resolution:</b>	Council adopts the removal of Micah Nkiwane as signatory for Council financial systems with ANZ and Westpac.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



### 8.3 Asphalt Installation for Flood Damaged Locations in Wujal Wujal

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**Report to:** CEO, Mayor and Councillors  
**Subject:** Asphalt Installation  
**Reporting Officer:** Chief Executive Officer  
**Status:** Decision

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Refer to Appendix 3 (page 70 of the Appendices) for quotes.

#### **Purpose**

Installation of asphalt over various flood damage locations within Wujal Wujal Aboriginal Shire Council.

#### **BACKGROUND:**

Disaster Recovery works are required to repair various sections of flood damaged road in Wujal Wujal Aboriginal Shire. These repairs are funded under Disaster Recovery Funding Arrangements (DRFA) through Queensland Reconstruction Authority (QRA).

A request for quotes (RFQ) was issued from Erscon for the installation of asphalt over various flood damage locations within Wujal Wujal Aboriginal Shire Council. As asphalt installation is a specialist service, limited contractors have capability or capacity to complete the required works and therefore the RFQ was issued to suppliers prequalified on LocalBuy arrangement LB313 (Road and General Civil Construction).

The RFQ was issued to the following contractors:

1. Boral Asphalt  
Provided quote and assessed below.
2. FGF Bitumen  
Responded that they are unable to complete any works in 2024 but may still send a quote through regardless (pending).
3. NQ Asphalt  
Only quoted for Douglas Street and Rossville Bloomfield Road at this stage. Quote excludes supply of profiler and only includes asphalt plant and sweep of prepared pavement. Provided quote and assessed below.
4. PNQ  
Responded that do not have capacity to schedule or commence works until late February to March 2025.

#### **ASSESSMENT**

Contractors were supplied area required for works in square meters (m<sup>2</sup>). Asphalt contractors typically prefer to quote based on a tonnage rate which differs between each other due to allowances for wastage, material composition etc. To draw an accurate comparison between contractors, the quoted amount was divided by the quoted area and is presented in Table 1 below.





**Table 1: RFQ Responses**

	Item	Quoted Area (m2)	Contractor's Est. Tonnage (t)	Rate (\$/t)	Quoted Amount	Calculated Rate (\$/m2)
Boral Asphalt	Mobilisation				\$30,744.23	
	30mm	4,837	607	\$673.81	\$261,254.04	\$54.01
	50mm	5,056	348	\$750.73	\$409,002.67	\$80.89
NQ Asphalt	Mobilisation				\$45,048.00	
	30mm	1,756*	140	\$747.60	\$104,644.00	\$59.59**
	50mm	2,178*	288	\$577.38	\$166,285.44	\$76.35**

\*NQ Asphalt only quoted on works for Douglas Street and Rossville Bloomfield Road as RFQ was seeking works to be performed prior to Christmas break.

\*\* NQ Asphalt has excluded supply of profiler as part of their quote. This would need to be sourced separately as its use is essential to complete works. This would result in further costs.

As illustrated in Table 1, the comparison rates are generally equivalent (Boral Asphalt is 10% cheaper for 30mm, NQ Asphalt is 6% cheaper for 50mm) and Boral Asphalt is significantly cheaper when considering the mobilisation. However, a principal consideration is that Boral Asphalt's quote includes the supply of a profiler within the price. It is therefore recommended to award the contract to Boral Asphalt.

**Resolution:** That Council approve the Boral Asphalt quote as the preferred supplier.

<b>Resolution:</b>	That Council approve the Boral Asphalt quote as the preferred supplier.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9. Reports: Elected Members and Council Officers

### 9.1 Mayor’s Monthly Portfolio Report

<b>Report to:</b>	Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Portfolio Report: Finance, Governance and all other portfolios
<b>Reporting Officer:</b>	Councillor Alister Gibson, Mayor
<b>Status:</b>	Noting

Mayor Alister Gibson represented the interests of the Wujal Wujal Aboriginal Shire Council since the last Ordinary Council meeting on 19 November 2024 and reported on his portfolio: Governance, Finance and all other portfolios.

#### Meetings attended:

Dates	Meeting
Tuesday 19 November	Ordinary Council Meeting
Wednesday – Friday 20-22 November	Cape York Health Summit in Cairns Mayor and Cr Robert Bloomfield attended
Wednesday 27 November	Meeting with Darlene Irvine from FNQROC. Mayor and CEO attended.
Thursday 28 November	Higher Places Exercise 2
Monday 2 December	Accord and Monthly Catch Up
Tuesday 3 December	CEO and Councillors mid-month catch up
Wednesday 4 December	TCICA Meeting with Dr Jim Turnour and Micheal Miller Community Christmas Function
Friday 6 December	Local Government DFV Action Planning Workshop Mayor and Deputy Mayor attended.
Monday 9 December	WWASC TWG Meeting Attended by Mayor and CEO LDMG Meeting Attended by Mayor and CEO
Wednesday 11 December	Wujal Wujal Interagency Meeting Attended by Mayor, CEO and Community Services Manager

#### Portfolio Research Items

Date	Outcome
Nothing to report during this period.	

#### Stakeholder conversations

Date	Points Discussed
Nothing to report during this period.	



**Community member conversations**

<b>Points Discussed</b>
Nothing to report during this period.

**9.1.2 Correspondence**

None to note for this period.

Resolution: That Council note Mayor Alister Gibson’s portfolio report as presented.

<b>Resolution:</b>	Council noted Mayor Alister Gibson’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9.2 Deputy Mayor Claudia Doughboy: Economic Development and Tourism

**Report to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Monthly Portfolio Report: Economic Development and Tourism  
**Reporting Officer:** Councillor Claudia Doughboy, Deputy Mayor  
**Status:** Noting

The Deputy Mayor Claudia Doughboy represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 19 November 2024 and reports on her portfolio: Economic Development and Tourism.

### Meetings attended:

Dates	Meeting
Tuesday 19 November	Ordinary Council Meeting
Thursday 28 November	Higher Places Exercise 2 – Wujal Wujal
Tuesday 3 December	Meeting to discuss Cultural Heritage Assessment Deputy Mayor, Cr Nikita Tayley and CEO
	CEO and Councillors mid-month catch up
Wednesday 4 December	Community Christmas Function
Friday 6 December	Local Government DFV Action Planning Workshop Mayor and Deputy Mayor attended.

### Portfolio Research Items

Research Item	Outcome
Nothing to report during this period.	

### Stakeholder conversations:

Points Discussed
Nothing to report during this period.

### Community member conversations

Points Discussed
Nothing to report during this period.

### Other Comments:

None for this report.

Resolution: That Council note Councillor Claudia Doughboy, Deputy Mayor’s portfolio report as presented.

<b>Resolution:</b>	Council noted Deputy Mayor Claudia Doughboy’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



### 9.3 Councillor Robert Bloomfield: Community Sports and Lifestyle

**Report to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Monthly Portfolio Report: Community, Sports and Lifestyle  
**Reporting Officer:** Councillor Robert Bloomfield  
**Status:** Noting

Councillor Robert Bloomfield represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 19 November 2024 and reports on his portfolio: Community, Sports and Lifestyle.

**Meetings attended:**

Dates	Meeting
Tuesday 19 November	Ordinary Council Meeting
Wednesday – Friday 20-22 November	Cape York Health Summit in Cairns Mayor and Cr Robert Bloomfield attended
Wednesday 4 December	Community Christmas Function

**Portfolio Research Items:**

Research Item	Outcome
Nothing to report during this period.	

**Stakeholder conversations:**

Points Discussed
Nothing to report during this period.

**Community member conversations:**

Points Discussed
Nothing to report during this period.

**Other Comments:**

None to note for this period.

Resolution: That Council note Councillor Robert Bloomfield’s portfolio report as presented.

<b>Resolution:</b>	Council noted Councillor Robert Bloomfield’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9.4 Councillor Nikita Tayley: Environment and Culture

**Report to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Monthly Portfolio Report: Environment and Culture  
**Reporting Officer:** Councillor Nikita Tayley  
**Status:** Noting

Councillor Nikita Tayley represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 19 November 2024 and reports on her portfolio: Environment and Culture.

### Meetings attended:

Dates	Meeting
Tuesday 19 November	Ordinary Council Meeting
Tuesday 3 December	Meeting to discuss Cultural Heritage Assessment Deputy Mayor, Cr Nikita Tayley and CEO CEO and Councillors mid-month catch up
Wednesday 4 December	Community Christmas Party

### Portfolio Research Items:

Research Item	Outcome
Nothing to report during this period.	

### Stakeholder conversations:

Points Discussed
Nothing to report during this period.

### Community member conversations:

Points Discussed
Nothing to report during this period.

### Other Comments:

No further comments

Resolution: That Council note Councillor Nikita Tayley’s portfolio report as presented.

<b>Resolution:</b>	Council noted Councillor Nikita Tayley’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9.5 Councillor Lucas Creek: Law and Order

**Report to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Monthly Portfolio Report: Law and Order  
**Reporting Officer:** Councillor Lucas Creek  
**Status:** Noting

Councillor Creek represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 19 November 2024 and reports on his portfolio: Law and Order.

### Meetings attended:

Dates	Meeting
Tuesday 19 November	Ordinary Council Meeting
Thursday 28 November	Higher Places Exercise 2 – Wujal Wujal
Tuesday 3 December	CEO and Councillors mid-month catch up
	Local Recovery and Resilience Group (LRRG) – First Meeting Cr Lucas Creek and CEO attended
Wednesday 4 December	Community Christmas Function

### Portfolio Research Items:

Research Item	Outcome
Nothing to report during this period.	

### Stakeholder conversations:

Points Discussed
Nothing to report during this period.

### Community member conversations:

Points Discussed
Nothing to report during this period.

### Other Comments:

Resolution: That Council note Councillor Lucas Creek’s portfolio report presented.

<b>Resolution:</b>	Council noted Councillor Lucas Creek’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9.6 Chief Executive Officer Report

**Report to:** Mayor and Councillors  
**Subject:** Chief Executive Officer’s Report  
**Reporting Officer:** Chief Executive Officer Kiley Hanslow  
**Status:** Noting

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last council meeting on 19 November 2024.

Date	Meeting and Comments
Tuesday 19 November	Ordinary Council Meeting
Wednesday – Friday 20-22 November	LGMA CEO Forum - Brisbane LGAQ Intranet Project Meeting - Brisbane LGAQ Bloomfield River LiDAR Project Meeting - Brisbane Wujal Wujal ASC Water Operational Group Meeting - Brisbane
Tuesday 26 November	WWASC Audit Catch Up Meeting Access Strategy Discussion – Wujal Wujal roads Meeting to discuss Community Housing and Aged Care Development Projects (DATSIP and Housing) WWASC Admin Building and Business Hub Meeting (DATSIP)
Wednesday 27 November	Meeting with Darlene Irvine from FNQROC. Mayor and CEO attended. Wujal Wujal Primary Health Care Centre   Future Planning Meeting with Torres and Cape Hospital and Health Service (TCHHS) and Health Infrastructure Queensland (HIQ)
Thursday 28 November	Staff Training – Developing Procedures Higher Places Exercise 2 – Wujal Wujal
Friday 29 November	LGGSP Stage 2 Process - Council and LGD funding information session
Saturday – Sunday 30 November – 1 December	SES AIIMS Principles Course
Monday 2 December	Financial Management Meeting
Wednesday 3 December	Meeting to discuss Cultural Heritage Assessment Deputy Mayor, Cr Nikita Tayley and CEO
	CEO and Councillors mid-month catch up
	Local Recovery and Resilience Group Meeting Cr Lucas Creek and CEO





Wednesday 4 December	Inter-agency Working Group Establishment and Introduction to the Eastern Kuku Yalanji (EKY) Return to Country Project. CEO attended
	Second meeting to discuss Cultural Heritage Assessment CEO attended
	Community Christmas Function
Thursday 5 December	TCICA AGM - Teams Meeting
Friday 6 December	Quarterly Discussion with the Office of the Independent Assessor NEMA's Second National Warnings Webinar
Monday 9 December	WWASC TWG Meeting Attended by Mayor and CEO
	LDMG Meeting Attended by Mayor and CEO
	China Camp Road MoU Meeting
Tuesday 10 December	Flood System Capabilities for Siren Trigger Level Meeting
	Cairns DDMG meeting
	Wujal Wujal Food Security Group Meeting
Wednesday 11 December	Wujal Wujal Interagency Meeting Attended by Mayor and CEO
	Reef Guardian Council – TC Jasper Presentation
	Cook Shire LDMG

## 9.6.2 Report

### Grants

Council continues to seek funding for its regular functions, and also recovery funding to rebuild and repair the damage from the Tropical Cyclone Jasper disaster event.

Refer to **Appendix 4 (Page 74 of the Appendices)** to view:

- Table - Funding Applications Submitted Awaiting Outcome
- Table - Successful Funding Application 5 November – 8 December 2024
- Table – Capital Grant Funding Projects in Delivery
- Table – Capital Grant Funding Projects in Delivery QRA
- Table –Grant Funding Projects in Delivery – Community Services

### Road update

Work continues on the Wujal Wujal to Ayton road, expect delays when travelling.

### Weather Update

- Cyclone update

### Disaster preparedness Update

- Food Security



- Generators purchased and installed
- Water tanks purchased and installed
- Fuel restock purchased and will be delivered soon
- LDMG Update
- Monitoring the development of a low pressure system over the Gulf of Carpentaria. This is expected to move east southeast, and to affect Wujal Wujal from Wednesday 18 December 2024 – 15% chance of development into a cyclone as at 12.12.2024.

**Follow Ups from Prior Council Meeting**

- Requested Cook Shire Council to clear Davidson Hill track to allow access for community. Followed up with email to Cr Nikita to request map of Davidson Hill on 12.12.2024.
- Go Fund me funds - The amount of \$48,858.68 was provided by Go Fund Me, organised by Matthew Nicholls from Cape York Weekly, around 07 February 2024. (CEQ had contributed \$20,000 as part of this \$48,858.68 funding). These funds were spent on the purchase of the bus. The bus was purchased from Pacific Toyota in April 2024. This bus cost \$79,690.00. Then the wheelchair lift was fitted to this bus by the Buchan Service Centre in Cairns for the cost of \$19,722.95.
- The total cost of the bus and wheelchair lift was \$99,412.95, paid for by:
  - The full \$48,858.68 Go Fund Me funding
  - Council then contributed another \$50,554.27 towards the cost of the bus.
- Emailed Jim Evans from Department of Local Government to provide a presentation to Council in early 2025 on previous boundary extension attempts and the process and timeframes around boundary extensions.
- Submitted a works order for the trimming of the tree outside the Council Office and Jabalbina.
- Submitted a works order for the repair of the toilet door locks and clean-up of the shower in the public toilet block behind the community hall.

**Resolution: Acceptance of the Chief Executive Officer’s Monthly Report**

<b>Resolution:</b>	That Council receive the Chief Executive Officer’s Monthly Report as presented.	
<b>Moved:</b>		Lost/Carried
<b>Seconded:</b>		
<b>Resolution No</b>	20241217-	



## 9.7 Corporate and Commercial Report

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**Report to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Monthly Portfolio Report: Corporate and Commercial Finance Report  
**Reporting Officer:** Finance Accountant Khush Kumar  
**Status:** Noting

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Refer to [Appendix 5](#) (Page 84 of the Appendices) to view Financial Report.

Council Financial Accountant to present the financial report to Council.

Resolution: Acceptance of the Corporate and Commercial Report

<b>Resolution:</b>	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 9.8 Operations Report

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Operations Report
<b>Reporting Officer:</b>	Acting Operations Manager, Dan Hall
<b>Status:</b>	Noting/Information

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This report outlines the works undertaken during the month of November 2024 including Civil, Building, Water Supply, Sewer Services, Parks and Gardens, Animal Management, Environmental Health, Disaster Management.

### 9.8.1 Civil Construction

Pothole repair program submitted to Queensland Reconstruction Authority (QRA) has been completed, bitumen repair works have commenced awaiting bitumen which will not be available until January 2025.

A Memorandum of Understanding (MOU) has been put in place between Wujal Wujal Aboriginal Shire Council and Douglas Shire Council for rectification works associated with China Camp Road repairs. Douglas Shire Council will be responsible for all required geotechnical testing, engineering design, reporting and rectification works required for access to China Camp for Douglas Shire Council residents.

Council has now taken delivery of new plant funded by Department of Environment Science and Innovation (DESI) including new Backhoe, 4 tonne excavator, bobcat and two tonne Isuzu tray back vehicle with Tail Gate Lifter to be utilised for community hard waste pickup and waste services.

### 9.8.2 Staff Movements

Nil

### 9.8.3 Disaster Management, SES, Rural Fire

- Backup generators now installed for Councils essential services buildings including Service Station, temporary Council Administration building, Sewerage Pump Station one, Supermarket, old Art Centre amenities block along with Aged Care Centre in preparation for 2024-2025 wet season.
- Preparations/planning now being undertaken for Council Depot compound over the Christmas / New Year break.

### 9.8.4 Fire Extinguisher Testing

Trinity Fire Services have installed fire extinguishers and tested all existing cylinders for compliance, quotation for the development of evacuation plans for Council buildings now received.

### 9.8.5 Stormwater Drain - Kotzur Street to Douglas Street

Awaiting funding.

### 9.8.6 Building

#### Planned Maintenance:

- Property Numbering program approved to proceed.
- Twice yearly pest treatment by WWASC on social housing to be implemented.
- New Patio Extension at 18 Third Street approved by QBuild.
- Eight properties identified for outside living area extensions.



### **Responsive Maintenance:**

- 70 completed work orders have been invoiced to QBuild in November resulting in \$152,000.00 in Council revenue for the month.
- Pest treatment performed on all social housing.
- Aged maintenance report numbers being reduced.

### **Council Properties:**

- Council Community Hall has now been rewired with upgrades to switchboards and all power and lighting circuits replaced, new internal and external lighting along with the installation of new large circulating fans which were included in the works.
- Women's Centre near completion.
- Rectification Works have commenced on the old Arts Centre amenities block with a completion date of December 2024.
- Mayor's office repainted.
- Process/planning to relocate SES Shed to higher ground - Sourcing engineered concrete slab plans.
- Nursery fencing on site, My Pathways to install early in the new year 2025.
- Parks and Gardens equipment enclosure completed in Depot Stores building.

### **Gutter Program:**

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

## **9.8.7 Essentials Services**

### **Water and Waste**

- Daily testing – chlorine, turbidity and pH (target range of sanitation 0.5 – 1) results 1-1 and 1.6, dropped chlorine levels gradually down from 500 to 480– due to chlorine flush through line to clear air bubbles.
- Daily checks – sewer treatment plant all pumps functioning.
- Daily cleaning of Johnson screen at sewer plant.
- Monthly water sample delivered to Cairns Laboratory – 12.11.2024.
- Community patrol for water leaks, damage/maintenance on pumps and valves undertaken daily.
- Tidy up Councils Water Treatment Plant complete including brush cutting, rubbish pick up and rectification of pipework.
- Vehicle maintenance and clean undertaken weekly.
- Splash Park issues – overflow pipe blocked and damaged, pit sunken below ground level, corner of splash park levelled with ground causing dirty rainwater to enter park, to be rectified prior to Christmas break.
- New turbidity metre donated by Qld Tropical Health received.
- Collected chlorine dosing pump for sewer plant installation.
- Sample point at river intake installed as requested by QLD Health.
- By-pass valve installed at river intake.
- QTH – training with IDEXX Equipment for Ayton daily sampling.
- Scanning and measurements performed at water plant for upgrades.
- Calibrating training of equipment undertaken.
- Swims four monthly report completed and submitted.
- Power outage – restart of plants.
- Repair and maintenance of dosing pumps (still leaking air).



### **Comments:**

Feed pressure of raw intake is low – contractors water truck utilising Councils fire hydrants to refill for roadworks possibly causing pressure to drop which shuts the Water Treatment Plant down – asked contractors to pull from mains.

Briody Plumbing installed sample point at river intake.

QTH- visit, training – water sampling for Ayton.

### **9.8.8 Animal Management**

Wujal Wujal: Total 45 Dogs

(Staff houses – 8 dogs)

- 18 - de-sexed dogs
- Male – 5
- Female – 12
- Cats – 2 (1 – female, 1 – Male)
- 27 – entire dogs
- Female – 8
- Male – 19

Ayton - 17 Dogs

- 3 - de-sexed (1-male, 1-female, 1-hermafrodite)
- 14 – entire (8-males, 6-female)
- 5 – cats, males

### **9.8.9 Environmental Health**

#### **Miscellaneous:**

- Community patrol daily.
- Restock medications.
- Maintenance of pound.
- Animal management complaints – Heorlein Street.
- Compliance notice given to owner – Heorlein Street.
- Dog hit by vehicle on top road – passed away – chasing vehicles.
- Monthly medications 13-14.
- Training new Environmental Health Officer and Animal Management Officer.
- Compliance officer agreement.
- Dog food storage for disaster management.

#### **Complaints**

Nil

#### **Comment**

- Pound is not suitable in containing animals – needs roof along runner.
- Would like to renovate pound to hold more capacity and comfortability for vet visits.
- Currently no animal management employee.
- Need shade sails out-side pound door?
- Vets unavailable for vet visits before Christmas.



- Commencing further training with Queensland Tropical health (QTH) for EHO and AMO start of 2025.

### 9.8.10 Environmental Health Community Consultation

Andrew Drage, Environmental Health Officer and his team from Tropical Public Health Services (TPHS) visited Wujal Wujal on 25-29 November to conduct a community engagement event.

#### Outcome

- Environmental Health Co-design Plan community engagement event conducted. A total of 45 people participated. Key results indicate the top 3 priorities are listed below:
  1. Domestic Animal Management and Veterinary Program
  2. Pest management
  3. Safe Drinking Water
- TPHS team will draft the Wujal Wujal Environmental Health Plan 2024-2029 based on the feedback and top 3 priorities.

Resolution: Council note these three key priorities and adopt the 2024-29 Environmental Health Plan to Council.

<b>Resolution:</b>	That Council note these three important priorities and adopt the 2024-29 Environmental Health Plan to Council.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No	20241217-	

### 9.8.11 Parks and Gardens

- Two Zero Turn Mowers now returned after extensive mechanical works undertaken.
- New 4WD Kubota tractor and spray unit delivered.

Resolution: That Council receives the Works and Building Services Monthly Report as presented.

<b>Resolution:</b>	That Council receive the Works and Building Services Monthly Report for November as presented.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No	20241217-	



## 9.9 Community Services Report

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Monthly Community Services Report
<b>Reporting Officer:</b>	Community Services Manager, Kesa Strieby
<b>Status:</b>	Noting

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This report outlines the works undertaken during the month of November 2024.

The Community Services Department has experienced a highly productive November, with staff focussing on their core responsibilities and engaging in reflective toolbox meetings to assess team strengths, weaknesses, and accomplishments. Our daily routine begins with individual morning meetings, where we emphasize the significance of commencing each day with a positive attitude and maintaining a professional demeanour.

We are dedicated to creating a positive impact within our community, guided by our core values of respect, support, and teamwork. Furthermore, we have scheduled staff performance evaluation and 2025 strategic plans for each department, highlighting the importance of collaboration in achieving our objectives and encouraging staff member to take ownership of their contributions to the community.

We are committed to providing the best possible services in our community and privileged to have dedicated, committed and passionate employees in community services.

### November Training Sessions

We attended conferences and training sessions in November, and it was fantastic to participated in self-professional helping and development are essentials in Community Services Department, see details below:

4 -8 November 2024	IACA Conference – Bana Yirriji Art Centre
12 November 2024	Toolbox Meeting / Artists to Cooktown Arts Galleries Weekly Meeting – Aged Care Community Centre Coordinator
13 November	Weekly Meeting - Kindergarten Staffs
14 November	Welcome new Support Worker to Aged Care Executive Leaders Meeting (ELT) Meeting Wujal Wujal Workforce Plan Scoping Workshop
18 November	Centrelink Stats Updated on Support Services Weekly Meeting– Cultural Advisor
19 November	Council Ordinary Meeting
20 November	Community Christmas Event Meeting Weekly Meeting – Events and Sports Officer Play Our way Activities Work Plan Session
21 November	Meeting – C and K Management Staff Christmas Event Meeting Weekly Meeting – IKC Officer and State Library Cairns Staff
22 November	Weekly Meeting – Community Radio Black Star Presenter
25 November	Artists – Get Together / Artists Biography Updates Weekly Meeting – Art Centre Coordinator Artists Temporary Office – Council Old Admin Office Arts Qld Report Acquittal reports





26 November	Community Services Department Christmas Breakfast – Aged Care Centre University of Sunshine Coast Training Online – Workforce Planning for Regions (Community Services Manager) North Qld Creative Recovery Group Meeting Community Christmas Event Meeting
27 November	ELT Meeting in-house University of Sunshine Coast Online Training – Workforce Planning and Sustainability (Community Services Manager)
28 November	Mandatory Training Managers/ Coordinators– Developing Procedures, Policy and Processes Emergency Drill
29 November	BIA Arts reports in Progress

### 9.9.1 Kindergarten

#### Attendance

- Children’s attendance is 100%
- 15 children enrolled at the kindergarten 9 out of the 15 will go onto Prep
- Enrolments for 2025 will commence in January 2025

#### Issues

- Slight improvements to parents picking up children on time.

#### Maintenance and repairs

- Water tanks delivered.

#### Training/ Professional Development

- Attended Total Management and Leadership Training, 27 November 2024.
- 2025 Training Plans – Childhood Educator and Consultant.

#### Visitors

- Torres and Cape Hospital and Health Service
- Trinity Fire Service
- CDCC
- Hearing Australia
- C and K Cairns

### 9.9.2 Cultural Advisor

The Cultural Advisor is working with individuals from different cultural heritages and our Wujal Community to facilitate the coexistence of people in culture, his role offers high- quality advice and support to employees and management and they maintain all record management system related to People’s and Culture. The month of November has been very busy working collaboratively with stakeholders’ arrival to community and attending various community events including sorry businesses.

Cultural advisor meets with Community Services Manager once a week and once a month Department Toolbox meeting to prioritise community engagement and focus on 2025 activities.

- IKC History Story Telling
- Kindergarten “Story Telling”



### 9.9.3 Community Radio Black Star

Due to the pending installation of our equipment, Community Radio Black Star has been operating at a reduced capacity, however, we have sustained our partnership with Black Star Management and have been maintaining staff engagement through community- focussed interviews including local community members, key stakeholders and children. We are optimistic that the new year will be advantageous for our community radio station, which is now broadcasting on 107.1.

Our presenter’s list of interview s for community members are in progress as follows:

- Mayor and Councillors
- Chief Executive Officer – interview completed 12.12.2024
- Fishermen
- The Principal, Bloomfield River State School
- Police Liaison Officer
- Sports and Recreation
- Health Services
- Hunter
- Cultural Advisor
- Elders
- Arts Centre
- Stakeholders – My Pathways
- Justice Groups – Youth Coordinator, Men's Group and Women's Group.

### 9.9.4 Centrelink

We have been very busy for the month of November supporting community with many services including My Gov uploading, scanning clients’ documents onto the Centrelink portal. Here are the stats for the month of November. We also send stats to Support Services every month.

My Gov	13
Centrelink	10
Family Benefits and DPS	6
Advance	6
Aged Pensioners	8
Job Seekers	10
Phone Calls Assistance	15
<b>Total</b>	<b>68</b>

Centrelink Office hours are from 9.30am – 12.30- Monday to Thursday

Centrelink Office will be closed for Christmas holidays from 20 December 2024 and reopen on 6 January 2025 – Opening hours are 9:30am-12:30pm

Community has been notified of the closure dates.



### **9.9.5 Arts Centre**

Artists meticulously work on their artwork, and we are progressing to sell artwork online and at Cooktown and Cairns Galleries. Artists continue to do paintings from the old Council office and from home. There were eight paintings already advertised on SAMS website, and we encourage our artists to do textiles, earrings and necklace accessories. We haven't sold any artwork, yet we are hoping this will happen soon. There are plans for 2025 training for the Art Centre Coordinator and to stay connected with other remote communities Art Centres.

We are looking forward to hearing and seeing the progress development of the Art Centre building.

2025 Arts Exhibition that we are planning to attend are as follows:

- February – Art consultants to conduct workshops in Wujal
- July – Cairns Indigenous Art Fair
- November – IACA Conference

### **9.9.6 Indigenous Knowledge Centre - Library**

The Indigenous Knowledge Centre is currently producing our final Wujal Kaban Newsletter for 2024. We are presently opening the IKC room to community members who wish to utilise the space for quiet time, reflection, recounting stories, reading books to children, and sharing stories about our community history. We keep records of the number of people who visit our IKC and Library: 10 adults and more than 10 children.

2025 plan are as follows:

- Every Wednesday Women's Group Empowerment session and morning tea partnership with Apunipima.
- Monday- Tuesday – 10:00am-12 noon Elders Get Together "Story Time".
- Monday- Thursday – 3:00pm-4:00pm after school homework sessions.

### **9.9.7 Sports and Events**

#### **Events**

Our Sports Events Officer has been instrumental in coordinating a wide range of community events including our monthly community meetings. The Community Christmas Party this was our final event for the year and was a resounding success, with all community members having a wonderful time. We are deeply grateful for the support received from Jabalbina, who provided the slushie machine, Gungarde, who contributed the Jumping castle, Justice Group, Apunipima, My Pathway and our Trainees, who designed and built the Santa chair. Santa arrived at the hall by Police car and we thank the QPS team and Lawrence Fry for getting Santa to the hall on time. We also extend our heartfelt thanks to the staff who prepared the sumptuous dinner, and to everyone involved, particularly our Council staff, for their persistent hard work in ensuring the events accomplishments.



## 2025 Events Calendar including significant days/holidays

January	New Year
February	Valentines Day
March	International Women's Day
April	ANZAC Day Easter Holidays
May	Qld DV Month Mother's Day
June	School Holiday Program
July	NAIDOC
August	August National Aboriginal and Torres Strait Islander Children's Day
September	RODEO
October	Wujal Foundation Day
November	International Men's Day
December	Christmas Community Celebration

### Sports

Our Recreation Hall is under construction now we do not have the access to our basketball courts; however we are encouraged to do other fun activities in the community whilst continuing to do fishing, hunting and walking down to the bridge. We will advise everyone when the hall is open again.

2025 Sports Development Programs that will work with community engagement from other stakeholders.

- Mixed Aussie Rules Rugby
- Indoor Basketball and Volleyball
- Fishing.
- Pin Bowling.

### 9.9.8 Aged Care Community Centre

In our community, the Aged Care Community Centre played a pivotal role throughout the year. Aged Care Community Centre is a place where community Health Services for seniors in the community are available. Aged Care services encompass:-

- Home Care Packages
- Domestic Assistance
- Showering
- Transport within the community and field trips
- Meals and Wheels
- Cognitive Support Activities



### Social Connections

Our Aged Care Community staff are highly dedicated to providing the best possible services for our community elders. Our staff are well trained and passionate about their work supporting our community seniors and families.

### Funding and Spend

Spend	Value
CareLynx	\$8,151.04
ROCS	
Cape York Tyres	
Far Nth Office Choice	\$119.57
Briody Plumbing	
Emperor Electrical	\$8,001.70
Nandy Building Constructions	\$6,911.30
Cooktown Food and Ice	\$13,426.27
<b>Total</b>	<b>\$36,609.88</b>

### Issues with Programs etc

- NIL

### Client/Correspondence

- Continued monthly Care Plan reviews.
- Review of client HCP budgets updated now in line with increase.
- Five clients completed F2F assessment with Regional assessment service team.
- Ongoing review of HCP acquittals.
- Visits by allied health professionals for all clients where required.

### Reporting

- Ongoing review of HCP acquittals and adjusting HCP in line with hospital and social leaves.

### Staffing

- Commencement of Aged Care SW – casual contract.

### Other

Continued review of systems and processes in line with the Aged and Quality Standards and supporting staff with ongoing training and education regarding documentation, continuous improvements, incidents and accidents etc.



### Christmas Message

We take this opportunity to thank everyone in Wujal Wujal Aboriginal Council, Justice Group, Jabalbina, My Pathway, Gungarde, Apunipima, Health Clinic Centre, Queensland Police, Department of Housing, Centrelink, SES, QRA, C and K, Aged Care Support Services, Nandy Construction, Queensland Indigenous Community Connector, Arts QLD, State Library, CEQ for working collaboratively and collectively with the Community Services department without your support we wouldn't be able to achieve a successful outcome for our community. We end 2024 with gratitude and are thankful for our community working together to make a difference in our community.

We wish you all a wonderful and blessed Christmas and a prosperous New Year.

### Resolution: Council accept the Community Services Report for November 2024

<b>Resolution:</b>	That Council accept the Community Services Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 10. Presentations to Council

### 10.1 Pama Futures

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**Presentation to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Final Report  
**Presenters:** Amanda Fyfe, Rickii-Lee Woibo, Kirsty Davis  
**Status:** Discussion  
**Time on agenda:** 1:30 – 2:00pm

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**Department of Health attendees:**

**Attendees:**

- Amanda Fyfe
- Rickii-Lee Woibo
- Kirsty Davis

Follow up discussion from October 2024 Council meeting presentation.

Resolution: Council note the presentation by Parma Futures.

<b>Resolution:</b>	That Council note the presentation by Parma Futures	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 10.2 NIAA Update

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Update Report
<b>Presenters:</b>	Damian Blunden, Engagement A/Director – North Queensland Region and Richard Aspinall, Regional Manager
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	2:00 – 2:30pm

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Refer to **Appendix 7** (Page 94 of the Appendices) to view NIAA projects and recent outcomes table.

### Attendees:

- Damian Blunden
- Richard Aspinall, Regional Manager

Resolution: Council note the presentation by NIAA.

<b>Resolution:</b>	That Council note the presentation by NIAA	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	





### 10.3 Wujal Wujal Master Plan

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Update on Indigenous Land Use Agreements and Projects
<b>Presenters:</b>	Ricardo Sandoval Lillo, Jessica Cousins, John Coyle, Alan Neilan, Gerhard Visser (DATSIP), Olivia Scroope, Ryan McNeilly Smith (Meridian Urban)
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	2:30 – 3:00pm

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**Attendees:**

Ricardo Sandoval Lillo (DATSIP), Olivia Scroope (Meridian Urban), Jessica Cousins (DATSIP), John Coyle (DATSIP), Alan Neilan (DATSIP), Gerhard Visser (DATSIP), Ryan McNeilly Smith (Meridian Urban)

**Purpose:**

Update on the Wujal Wujal Master Plan.

Resolution: Council note the presentation by DATSIP and Meridian-Urban

<b>Resolution:</b>	That Council note the presentation by DATSIP and Meridian-Urban	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## **11. General Business**

- Councillor Information Kits

## **12. Next Ordinary Council Meeting Date**

The next Ordinary Council Meeting is set for Tuesday 21 January 2025.

## **13. Meeting Closure**

Meeting closed at