



AGENDA

Ordinary Council Meeting

Tuesday 14 March 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



1. WELCOME/MEETING OPEN

Declaration of opening of meeting by Mayor Bradley Creek.

2. ATTENDANCE/APOLOGIES

VISITORS/PRESENTERS

| | |
|------------|-----|
| VISITORS | NIL |
| PRESENTERS | NIL |

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.

Confirmation of Minutes of Ordinary meeting held 16 February 2023 as circulated.

| | |
|---|--------------------|
| <i>Moved by</i> | <i>Seconded by</i> |
| <i>Resolution</i> | |
| <i>That the minutes of the Ordinary Council Meeting held on Thursday 16 February 2023 be accepted as a true and correct record.</i> | |
| <i>CARRIED</i> | |

Business Arising from Previous Minutes

Nil.

6. REPORTS

6.1 Mayor's Report

| DATE | MEETING |
|------------|---|
| 20.02.2023 | BRSS Interview Panel |
| 21.02.2023 | TWG Meeting |
| 23.03.2023 | Department of Education Early Childhood Ed |
| 28.02.2023 | Special Council Meeting Strategic Projects Planning |
| 02.03.2023 | Discussions with Justice re: Boundary |
| 08.03.2023 | TCICA Meeting |
| 09.03.2023 | First Nation Police Summit |

Moved by

Seconded by Cr

Resolution

That Council:

1. Receive the Mayor's report
2. Note the meetings attended by the Mayor

CARRIED

6.2 Chief Executive Officer Report

- The following meetings were attended between 16 February and 6 March 2023:

| DATE | MEETING |
|------------|---|
| 17.02.2023 | Meeting with Mayor Bradley Creek and Joh Anthonis, CEO Justice Group, to discuss the proposed works at the Baja Baja Youth Centre. Agreed works were to have plans and planning approval (interior works – wall removal) and written approval from the Traditional Owners (for exterior drainage works) prior to proceeding. |
| 20.02.2023 | Meeting with DES Carrie Goldsmith to discuss ICCIP Sewerage Treatment Plant. Meeting with DSDSATSIP Ricardo Sandoval Lillo to discuss land availability, housing and boundary extension. |
| 21.02.2023 | TWG Meeting with DSDSATSIP – discuss water treatment plant, QBuild, advocate for housing for Wujal Wujal community members, development applications and change of land use for Ludden's Land to make more land available for community housing. Meeting with Reef Guardian Council regarding funding for kerb and channelling, sewerage plant and better draining for Wujal Wujal community. Meeting with CDCC regarding Playgroup in Wujal Wujal. |
| 22.02.2023 | Weekly Executive Leadership Team Meeting Weekly meeting with Mayor Bradley |
| 24.02.2023 | Meeting in Hopevale with Director Works and Building Gene Brookes and Director Community Services Deborah Burke to discuss opportunities for regional collaboration joint projects between WWASC and HASC. |
| 27.02.2023 | Workplace Investigation into the staffing issues at the WWASC Depot. Investigation took place between 27.02.2023 – 03.03.2023. A report will be provided by HR Dynamics who conducted the workplace investigation. WWASC Local Government Mapping meeting with Michael Coots. Meeting with Aunty Marie Shipton and Chris Patterson, GM Dabu Jajikal Aboriginal Corporation. NAIDOC Committee Meeting Number 2. Meeting with COEX to discuss WWASC Container Return Point. |

| | |
|------------|---|
| 28.02.2023 | <p>Fortnightly Toolbox Meeting</p> <p>Special Council Meeting – Forward Project Planning prior to Budget</p> <p>Meeting to discuss tourism and the eco tents as accommodation for tour groups, to earn revenue to employ Council workers to provide a service to Wujal Wujal community, with local Bama to develop small businesses for tour groups and guided tours (including Art Gallery tour, waterfall tours, bushwalk and bush food tours, smoking ceremony). Guides should be reliable and responsible, have a good personality, good sense of humour, be engaging, interactive, have a good character, know how to tell stories, know the Wujal Wujal history and be authentic in their desire to teach tourists about local Bama culture. Need to ensure when tours are booked that tour operators are ALWAYS available, or the tour guide reputation will be damaged.</p> <p>Meeting with CDCC to view potential playgroup accommodation.</p> |
| 01.03.2023 | <p>WWASC LGMA Governance Meeting with Liza Perrett from Department of Local Government.</p> <p>Meeting with Mayor Bradley, Traditional Owners Auntie Kathleen Walker and Florence Walker, Auntie Lily Yougie, Uncle Bill, and Lucille Cassar and John Kelly to discuss the boundary extension to obtain more land for local housing. Proposed boundary extension to Woobadda Creek (approximately 20km extension). Discussion on the AMP – need to find a solution on this so the boundary extension can progress. Need to get a map of the proposed boundary extension area. Need to bring all parties to the table including Jabalbina Rangers, WetMAR, DSDSATSIP, Debbie Dixon-Searle (Liquor Commission), Traditional Owners and Council.</p> <p>Mayor Bradley and Auntie Kathleen Walker and Florence Walker asked CEO WWASC to investigate how the three freehold lots were granted on Lots 10 and 12.</p> <p>Meeting to discuss the unapproved works at the Baja Baja Centre – these works went ahead without approval.</p> <p>Meeting with VOLT and Auntie Kathleen Walker to discuss the Microgrid Project in Wujal Wujal.</p> <p>Grant application for the community 4WD bus and emergency kitchen trailer grant submitted under the Gambling Community Benefit fund.</p> |
| 02.03.2023 | <p>Meeting with Dr Daniel Featherstone regarding establishing a community-wide WIFI network. Need a repeater in each home – approximately \$100 each. SkyMuster Plus has a free service up to mid-2025, then they will be charging for their service. Dr Featherstone recommended Starlink Business as a great network. It has 4x the bandwidth of SkyMuster and unlimited download. Cost is \$540 per month for community. Starlink Business is run by VOCUS. The equipment to set this up costs \$4,250 for a square satellite dish; however, it is worth asking VOCUS to waive the initial equipment cost.</p> <p>Grant application for the Wujal Wujal Sports Oval Lights submitted.</p> |
| 03.3.2023 | <p>Interviews for male and female Sport and Recreation Officer positions – applications from 1 male and 6 females received.</p> |
| 06.03.2023 | <p>CEO made initial enquiries with the 'Deadly Hair Dude' regarding coming to Wujal to do community haircuts, around NAIDOC Week. CEO will look into a grant to support this. CEO will raise this at the next NAIDOC Week Committee meeting.</p> <p>DSDSATSIP meeting in Cairns with Ricardo and Michael to discuss the Wujal Wujal boundary extension and the three freehold lots. Unable to provide information on the freehold lots. Once the lots are changed from DOGIT to freehold, this extinguishes any native title rights. Possibility for an easy win to extend the boundary out to Degarrba as a local government boundary realignment. CEO to provide AMP to DSDSATSIP to investigate further.</p> <p>Requested further follow up on lease of Charlie's Centre with OHub. Have been waiting since November 2022 for this; however, OHub has not progressed with the lease yet.</p> |



Follow Ups

- Emailed Wujal Wujal Diptheria Outbreak Report to Councillors
- Requested Justice Group work with the Justice Group Elders to come up with a list of names for the WWASC Guest Accommodation and Eco Tent Facility. Once these names have been received we will put out a community survey to vote on names from the list.
- CEO emailed the Draft HR Policies to Councillors again to be tabled at the March 2023 Ordinary Council meeting on Tuesday 14 March 2023.
- The HR Policies for Wujal Wujal Aboriginal Shire Council (see attached reports), were tabled at the Ordinary Council Meeting on 19 January 2023 and again at the Ordinary Council Meeting on 16 February 2023 for Council elected members' review. These HR policies provide structure, control, consistency, fairness and reasonableness in Council business. They also ensure compliance with employment legislation and inform employees of their responsibilities and Council's expectations. Although staffing and operational management is the responsibility of the Chief Executive Officer and 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 pass this resolution to implement these policies in WWASC commencing 14.03.2023.

Moved by

Seconded by

Resolution

That Council note the preparation of the WWASC HR policies and pass this resolution to implement these policies in WWASC, commencing 14.03.2023.

CARRIED

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

Moved by

Seconded by

Resolution

That Council accept the monthly report from the Chief Executive Officer.

CARRIED

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

Monthly Financial Report as at 28 February 2023

Progress this month



CASH POSITION

Cash & Cash Forecast



Money on hand & owing to council

Cash available to pay creditors and wages 2,371,102.15

Quarantined monies 2,059,895.97

Bank balance 4,430,998.12

Total debtors & receivables 123,863.27

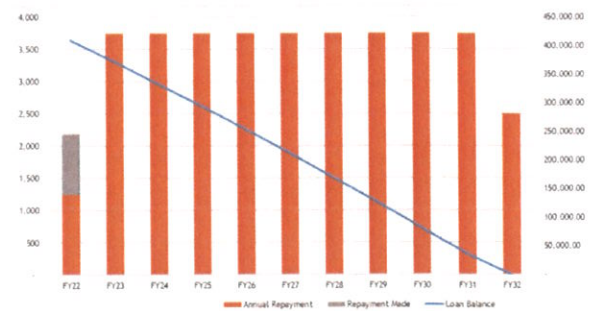
Long Term Loan 3,538,119.79

Creditors 29,871.02

Total monies owed 3,567,990.81



Long Term Loan Balance



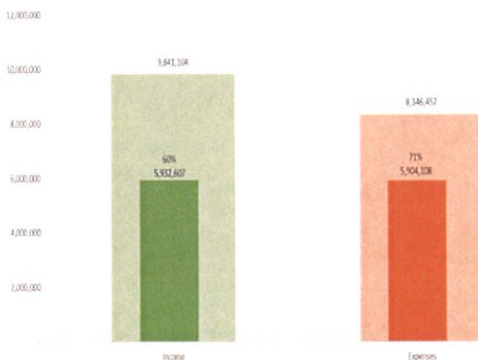
During the month Council has made its monthly repayment of \$35,207



Monthly Financial Report as at 28 February 2023

OPERATING POSITION

Council Operating income vs Council Operating expenses



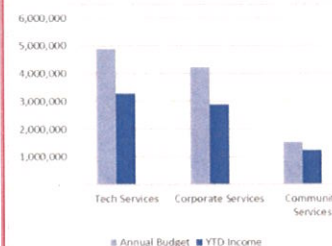
Progress this month

Income and Expenses within Budget

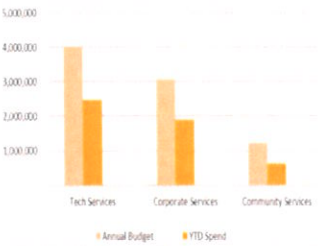


Income & Expenses by Area

Actual income vs Budget income

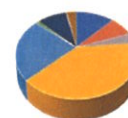


Actual expenses vs Budget expenses



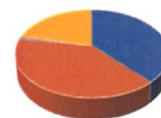
Income & Expenses by Type

Revenue by Category



- Fees & Charges
- Sales Revenue - Building Construction
- Sales Revenue - Enterprise
- Grants, Subsidies, Contributions & Donations

Expenses by Category

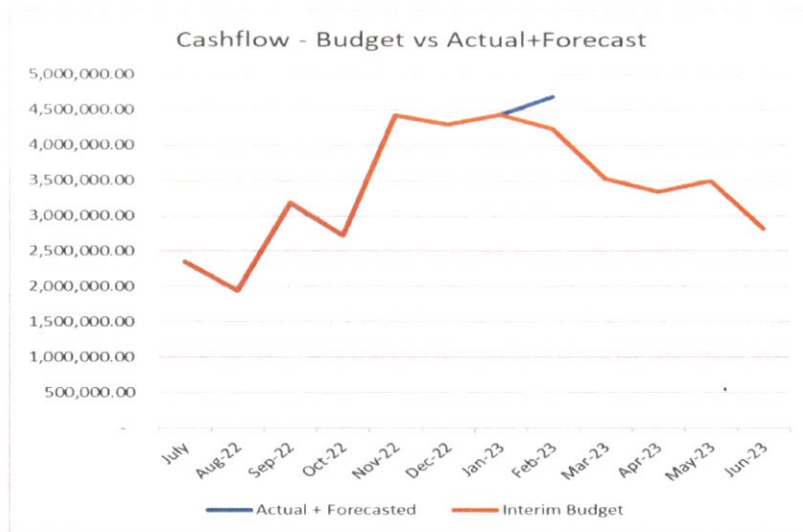


- Employee Benefits
- Materials & Services
- Finance Costs
- Depreciation
- Capital expenses



Monthly Financial Report as at 31 January 2023

CASHFLOW



Better result than interim budget due to the timing of QRA Capital (+\$154k) funds and payment of Aged Debtors



Monthly Financial Report as at 28 February 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% | Not Started |
| W4Q 2022-24 | Council buildings | TBA | 0% | Not Started |
| W4Q 2022-24 | Solar Art Centre | TBA | 0% | Not Started |
| W4Q 2022-24 | Solar Sports Centre | TBA | 0% | Not Started |
| HPW | New House + Subdivision | TBA | 0% | Not Started |

Road Infrastructure

| Funding | Capital Projects | Due to complete | Budget utilisation % (Spend to date / Total Budget) | Project on track On time & budget |
|---------------------|--|-----------------|---|-----------------------------------|
| LRCI | Guest Accom Carpark LRCI Program funding | 31-Dec-22 | 0% | Not Started |
| QRA | Slips China Camp | TBA | 0% | Not Started |
| LRCI 2022 - Phase 3 | Roadside Verges | TBA | 0% | Not Started |
| QRA | Stormwater Drainage | TBA | 0% | Not Started |
| DES | Litter Signage | TBA | 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% | Not Started |
| W4Q 2022-24 | Separate Electricity Meters | TBA | 0% | Not Started |
| W4Q 2022-24 | Automation Service Station (Stage 1) | TBA | 0% | Not Started |
| AP Consult | Waste Initiative | TBA | 0% | Not Started |

Water & 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% | Not Started |
| ICCIP | Wastewater treatment plant upgrade and irrigation upgrade | 31-Aug-22 | 114% | Not Started |
| ICCIP | Storm water drain | 31-Aug-22 | 77% | Not Started |



Monthly Financial Report as at 28 February 2023

The Numbers

| Statement of Financial Position | YTD End of Month Reporting - February 2022 | | | Comments |
|---|--|------------------|--------------------|---|
| | Actual | Budget | Variance | |
| Revenue | | | | |
| Recurrent Revenue | | | | |
| Fees & Charges | 1,063,239 | 1,069,285 | (6,046) | Waste Management levy not released (-\$4k), less plant hire than expected (-\$2k) |
| Sales Revenue - Building Construction | 655,810 | 1,100,769 | (444,959) | Invoicing catch up for aged reports yet to occur (-\$231k), Plug in project behind on delivery (-\$213k) |
| Sales Revenue - Enterprise | 348,421 | 396,361 | (47,940) | Less Fuels sales (-39k), Less Art Sales (-\$9k) |
| Grants, Subsidies, Contributions & Donations | 3,474,970 | 3,671,823 | (196,853) | Timing on Grants (Kindy, DATSIP, Arts - BIA funding) |
| Total Recurrent Revenue | 5,542,440 | 6,238,238 | (695,798) | |
| Capital Revenue | | | | |
| Capital, Grants, Subsidies, Contributions & Donations | 2,046,925 | 2,036,705 | 10,220 | Previous Gains on Lease and Loans reducing due to inflationary pressures |
| Capital Income | 820,625 | 1,163,056 | (342,431) | |
| Total Capital Revenue | 2,867,550 | 3,199,761 | (332,211) | |
| Rental income | 110,223 | 115,912 | (5,689) | Reduction in occupancy (Café, staff housing) |
| Interest received | 3,937 | 3,777 | 161 | |
| Joint Venture | 5,000 | 150,000 | (145,000) | JV dividend not yet at level to distribute. |
| Other income | 271,006 | 279,081 | (8,076) | Timing of Paid Work Trial income |
| Total Revenue | 8,800,156 | 9,986,769 | (1,186,613) | |
| Expenses | | | | |
| Recurrent Expenses | | | | |
| Employee Benefits | 2,262,193 | 2,455,744 | 193,551 | Delays in recruitment |
| Materials & Services | 2,314,128 | 2,658,452 | 344,324 | Delays in projects |
| Finance Costs | 64,521 | 65,867 | 1,347 | |
| Depreciation | 1,263,266 | 1,433,059 | 169,793 | Delays in project delivery has resulted in lower depreciation as capitalisation doesn't occur as expected |
| Total Recurrent Expenses | 5,904,108 | 6,613,123 | 709,015 | |
| Capital expenses | 689 | 0 | (689) | |
| Total Expenses | 5,904,796 | 6,613,123 | 708,326 | |
| Net Operating Surplus/ (Deficit) | 2,895,360 | 3,373,646 | (478,287) | |

6.3.1 Corporate and Commercial Services Monthly Report Points

The month of February was. Items of interest for the Council are as per the following:

- Interviews and employment of a new Finance Manager. Micah Nkiwane joined us on 1 March 2023 and has been training with Lynette (who finishes on 10 March 2023). He will join us in community from 13 March 2023.
- BAS invoicing – this had a strong return to prior levels, with \$120K raised in the month. We have finalised the details of engagement of an external contractor to assist with the aged invoicing. This should bring in another \$200K if managed in a timely manner and secure work for WWASC with Qbuild going forward.
- HR matters – Coordinated a Workplace Investigation into a Workers Compensation claim. This work is still being undertaken and the results are to be finalised. Due to privacy, I'm unable to go into the detail, but we are being proactive in helping the investigation.
- WHS – Work will be completed by Djambul, and included an onsite audit. This found multiple areas of required action, with the full report to come. These include smoking near buildings and flammable equipment, a need for the workshop area to be cleaned up to prevent trip hazards, review of building accessibility and documentation to be better implemented and used by staff.
- Department of Housing (infrastructure) Plug ins variation has been submitted and we await approval. This will move \$500K from our Forward program back to the Plug Ins to allow completion. The Works team have been working on getting contractors lined up to finalise the work.
- 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. First review of this dashboard will be available on 16 March 2023, with implementation expected at the end of the same month.



- *Ecotourism/Wujal Guest Accommodation- new online booking system is due for delivery in March 2023. The Eco Tents report has been provided and shown that a glamping style accommodation is required. This will only be successful if it is operated by Council in conjunction with locally run adventure tours. Discussions are to be had with traditional owners as to how these tours can be operated.*
- *Café – the person wanting the lease is unable to financially afford the start-up of the Café at this time. This is disappointing and an opportunity that needs further discussion. I'm exploring options with DESBT to see how we can get this running by tourist season.*
- *Leases – CDCC will be moving from under the library to the Kindy unit at the end of March 2023. They are keen to work with Council to reconfigure the site and will present plans. Further, Jabalbina Rangers will be leasing the site under the Library from the end of March 2023. Charlie's Tourist Centre is still waiting on funding to see if the Ohub will proceed. It has been four months of waiting now and we have given OHub until the end of March 2023 to let me know, otherwise we will go back out to market.*
- *Procurement: We will be starting the process of going out to market for our preferred supplier list. FNQROC Procurement team have been very supportive, together with VendorPanel. The last time this was updated looks to be in 2017.*

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

Moved by

Seconded by

Resolution

That Council accept the monthly report from the Manager Corporate and Commercial.

CARRIED

6.4 Interim Director Works and Building Services

Reporting Period February 2023

Division Works and Building Services

Reporting Officer John Kelly

Report to Ordinary Meeting of Council – 14th March 2023

Prepared by: Interim Director Works and Building Services – John Kelly

COMMENCEMENT:

On 20 February 2023 I travelled to Community and on arrival, met with Chief Executive Officer Kiley Hanslow and received a briefing on her expectations of me in the role of interim Director Works and Building Services. For the first eight days I worked closely with Victor Mills to gain an understanding of the operations, of major funding programs and projects. When Victor finished on 1 March, 2023, I took up the full role as Director.

OVERVIEW:

I have been impressed with the workforce and I am suitably surprised with the range and extent of projects that Council has underway. Council and Officers need to be congratulated on the submissions that successfully secured the funding which will benefit the Community and provide improved services and infrastructure.

FAMILIARISATION:

As I get into the role I have progressively undertaken inspections of Council's facilities and projects and will continue to do this as this fortnight progresses.

**PROJECTS:**

Supervisors have reported comprehensively on the status of projects in their reports to Council. With the short time that I have been in the role, I am encouraged by the manner in which the projects are being implemented. There are some areas where my support may contribute to timely outcomes. I will elaborate further at the ordinary meeting and in my future reporting.

PLANT AND EQUIPMENT;

It would appear that there is not a schedule for renewal and replacement of motor vehicles, plant and equipment. In this respect I will work with Technical Service Projects Manager, Manager of Finance and the CEO to prepare a draft based on industry recommended practice for consideration by Council prior to the budget formulation.

WORKSHOP:

In the absence of a dedicated Workshop mechanic, Council has been utilising the services of an external contract mechanic. This comes at an additional cost, particularly as it involves travel to and from Cooktown every time he is engaged. It also results in some delays as the contractor must schedule visit to Council to undertake the work. That said, Council's Parks and Gardens Supervisor Phil Carlton has stepped up to undertake various maintenance tasks and servicing of Council's plant and equipment which has resulted in cost savings and more timely turn around. Phil Carlton is to be commended for his work and I have already conveyed to him Council's appreciation.

It would be worthwhile to undertake a business case examining cost benefit of inhouse mechanical services versus a contractor. I plan to work with the CEO and senior staff to put together a case examining both options for consideration by Council prior to budget adoption.

WORKPLACE HEALTH AND SAFETY:

In my management roles in Local Government I always place emphasis on the need for safe workplace procedures and practice as Council has an obligation to ensure that employees return home safely at the end of each working day. Reduction of injury contributes to reduced lost hours and lower insurance premiums. Our CEO Kiley Hanslow has already commenced work in this area and I will work with her to build on this. It will inevitably raise the question of resources required in the form of training, new safety procedures development and review and possible dedication of a part-time or full-time officer to this role.

CONCLUSION:

I appreciate the opportunity to undertake this position and I am available at all hours to respond to emergency situations as required

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

Moved by

Resolution

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

Seconded by

CARRIED

6.4.1 Monthly Project Manager Report - February 2023

Project: ICCIP Sewer Network:

- *Formal letter has been sent to Truwater instructing them to complete the project and no variation for STP expansion will be approved*
- *Truwater to 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*

Project: ICCIP Water Infrastructure:

- *Michael and BP consulting preparing document and pricing for ICCIP for major refurbishment works on WWASC drinking water infrastructure.*

Project: New sub division

- *Survey completed*
- *Meeting to discuss what the subdivision will look like to be scheduled so it can be discussed at April council meeting to get approvals*
- *Design quotes being sought from external professionals*

Project: Guest accommodation carpark

- *Discussion with contractor, J&R Grego mobilising to site 13-3-2023*
- *P/O sent to J&R Grego*

Project: Stormwater Drain -Depot to River

- *Contractors to finish of last 30m of concrete in March 2023*

Project: Stormwater Drain -Kotzur St to Douglas St

- *Survey complete*
- *P/O for design with RECS*
- *Application for boundary re-alignment under way with DATSIP*
- *Design complete*
- *Tender process to start*

Project: W4Q Council Building Repairs

- *Initial inspection completed*
- *Priority list finalised*
- *SOW for tender document in draft*
- **Resolution – Council accept the monthly report from the Project Manager.**

Moved by

Seconded by

Resolution:

That Council accept the monthly report from the Project Manager.

CARRIED

6.4.2 Monthly Building Services Coordinator Report

| | |
|-------------------|---|
| Reporting Period | February 2023 |
| Branch | Works and Building Services – Building Services |
| Reporting Officer | Patrick Nandy |

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL
Works & Building Services



PROJECT STATUS REPORT

Project Summary

| | | |
|------------------------|-----------------|----------------------|
| REPORT DATE | PROJECT NAME | PREPARED BY |
| Date: 6/03/2023 | Building | Patrick Nandy |

Status Summary QBUILD

Budget Overview Total value of invoices raised in the month of February 2023 to Department of Housing – QBUILD was \$190,850.53 (GST exclusive), with break up as follows:

Responsive works:

- Total number of invoices raised = 84
- Total value of invoices = \$125,959.53

Planned Maintenance works:

- Total number of invoices raised = 2
- Total value of invoices = \$64,891.00

| BUDGET /PLANNED MAINTENANCE | TOTAL BUGET | % DONE | ADDRESS |
|--|-------------|---------------|--------------------------|
| B55885 Laundry Upgrade | \$18,630.00 | 100% complete | 18 Third St |
| B56487 Modification to Bathroom | \$35,640.00 | 0% | 10 Keim St |
| B58900 Verandah Upgrade | \$46,261.00 | 100% complete | 10-3 Cape Tribulation Rd |
| B61595 Flooring Upgrade | \$32,850.00 | 0% | 10-8 Cape Tribulation Rd |
| B59617 Minor Upgrade | \$84,030.00 | 100% complete | 7 Heorlein St |
| Plug-In Projects | | 100% complete | First 4 builds |
| B64327 10-3 Cape Trib Rd kitchen | \$32,704.00 | | |
| B61595 10-8 Cape Trib Rd | \$32,850.00 | | PO being raised |
| B64217 15 Keim St | \$19,600.00 | | PO being raised |
| B65254 24 Florence Lane | \$40,180.00 | | |
| B65534 32 Hartwig St | \$40,600.00 | | |
| B65540 33 Hartwig St | \$58,800.00 | 40% complete | |
| B65254 24 Florence/10-3 Kitchen Upgrade | \$48,534.75 | | |



Risk and issue history

| ISSUE | ASSIGNED TO | DATE |
|-------|-------------|------|
| | | |
| | | |
| | | |

Guest Accommodation / Eco village

Property lawns are maintained by Council Parks and Gardens workers.

Community Hall kitchen

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

Guest Accommodation

- *Property Buildings are at 100% complete*
- *Fully furnished are at 98%*

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 **to be installed***
- *2 Post at bottom BBQ shelter sitting above slab, needs to be filled **complete***

Planned Maintenance

7 Heorlein St- PO to Iva Construction

Work is at 100% complete. Inspection completed ready for handover.

Plug-ins

4 Plug-Ins are ready completed.

Defects completed.

Sent final completed defect pictures to Michael Coote (Qbuild inspector)

Michael Coote will have to give the Okay to Housing Tenancy.

The remaining Plug-Ins will be completed by 30 June 2023.

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

Moved by

Resolution

That Council accept the monthly report from the Coordinator Building Services.

Seconded by

CARRIED

6.4.3 Essential Services - Water and Waste

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

Essential ServicesWater

- Rodney, Jarvis are heading down to Cairns to Queensland health safe water programme on the 13 and 14 March 2023 then to RDMW on the 15 March and QICWON on the 16 March a full week of functions that will help with their involvement in the water industry and give them a better understanding of what they do in the community.
- Jaydon will be staying back on this one, but
- 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.
- Under the proposed new system, 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 3 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 be 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 of 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

Sewer

- Truewater, are finally being removed so we can fix the issues they have caused, we will be going back to the original design offered from Gauden, Aaron and Brad will be here on 9 and 10 March 2023, to go over the sewer system and how we can repair the damage caused by Truewater, as 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.

Environmental Health and Animal Control

1. 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.
2. Nikki Gong has joined the team, Nikki will be animal control which is great with her love of animals.
3. 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
4. Medication has arrived and Zenarra and Nikki are going around town administering Nexgard to all the dogs for flea, tick and worming, and this will be done monthly.
5. Zenarra will be leaving soon to do her pest certificate, so we will have a person available for spraying.



6. Zenarra and Nikki will be going to Hopevale on 9 March 2023 for a meeting regarding animal control and catching up with Queensland Health and the people at Hopevale.
7. They also have one dog in the pound on medication and another they have picked up without owner they might rehome to Cairns.
8. This year, Zenarra and Nikki are also studying Cert 4 in Animal Management and Cert 3 in Health, Queensland Health will advise on dates soon.
9. 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.
10. We have the vet visiting next week on the 14 and 15 March 2023 to de-sex the dog he has missed, and micro-chips.

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

| | |
|---|-------------|
| Moved by | Seconded by |
| Resolution | |
| That Council accept the monthly report from the Coordinator Essential Services. | |
| | CARRIED |

6.4.4 Commonwealth Home Support Programme (CHSP/HACC)

| | |
|-------------------|---------------|
| Reporting Period | February 2023 |
| Division | CHSP/HACC |
| Reporting Officer | Gina Manai |

➤ Funding and Spend

- Far North Office Choice - \$1308.71
- Alister Gibson – \$990.00
- Chillet refrigeration Q – \$42,1898.96 (allocated funding)
- Ayton General Store – \$2400.00
- Cooktown Food and Ice – \$2619.03

➤ Issues with Programs etc

- Network outages does impact on our productivity this is more prevalent and continues to cause frustration for all.
- No WIFI connection at the community centre

➤ Client/Correspondence

- My Pathway assisted in the move of white goods and larger household items to transitional house for CT
- Internet outage - community care and other services
- Continued Care plan reviews
- NAIDOC meeting
- Formal complaint to FNQ bus lines Operations Manager re; client falling out of seat, due to speeding and seat belt stretched (not retracting)
- Additional support for clients through external service provider – garden maintenance services (BFG)
- Also request for use of Day respite services – commenced with 1x client when needed
- Discussions regarding Works for Qld – review current works to be completed at Community Care
- Community collaboration with stakeholders in the community working well together to support client needs

➤ **Reporting**

- DEX Jan report submitted
- Jan HCP submitted
- OMS resubmitted

➤ **Staffing**

- Looking at TAFE refresher/upskilling courses for staff
- 1xstaff member through the My Pathway paid work trial commenced 20/2/23 support worker role
- All staff completed CareLynx training – to support with the use of e-care plans in home
- Support for the Kitchen is needed as SM continually is responsible for the provision and ensuring recommendations are being adhere to and that nutritious meals meet the needs of our frail clients including those on special diets (e.g. modified textures, renal, diabetic, low salt, high fibre, fluids only, etc) in line with safe food handling guidelines and legislation.

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

Moved by

Seconded by

Resolution

That Council accept the monthly report from the Coordinator Aged Care Services.

CARRIED

6.4.5 Art Centre Monthly Report – February 2023

| | |
|--------------------------|---------------|
| Reporting Period | February 2023 |
| Department | Art Centre |
| Reporting Officer | Vikki Burrows |

Highlights:

- CEO Kiley Hanslow organised with Ross Contarino to have free WIFI installed in the Art Centre studio. This offers a range of available opportunities for all; the artists can attend online zoom workshops and check out other artists, art centres and galleries etc.
- CEO Kiley Hanslow and Project Manager Laurie Raleigh organised Parks and Gardens for gurneying the outside cement footpaths around the Art Centre. They did a terrific job.
- Designs are being created and printed in collaboration with Indigenous Fashion designer Shannon Brett. The artists have been busy drawing designs and creating images that will be printed and sewn into garments.
- The Art Centre manager took long service leave for two weeks at the end of this month, Junibel Doughboy stepped up as Relief Manager during this time.

Data:

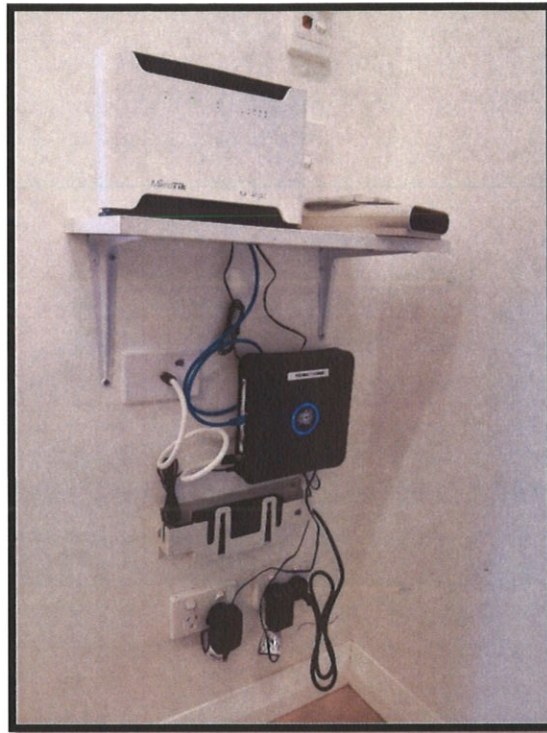
- Sales report for the month of February 2023, attached. Very wet month, no visitors to centre.

Barriers and Issues:

- There is a lot of water under the Art Centre building, creating smelly large puddles. This building has had this issue for years.

Funding/Agreements/Financials:

- 2022-23 Mid-Year report for the period of 1 July to 31 December 2022 was submitted for IVAIS funding. This report has been reviewed and accepted.



WIFI in studio.

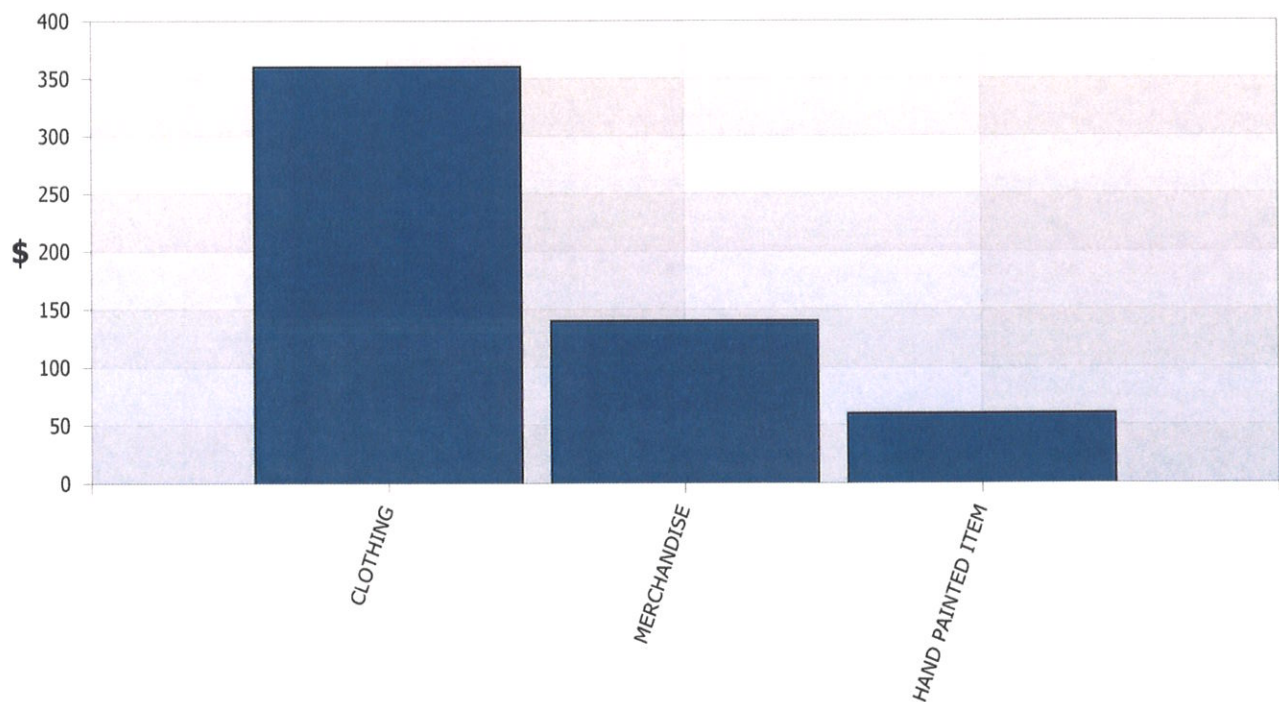
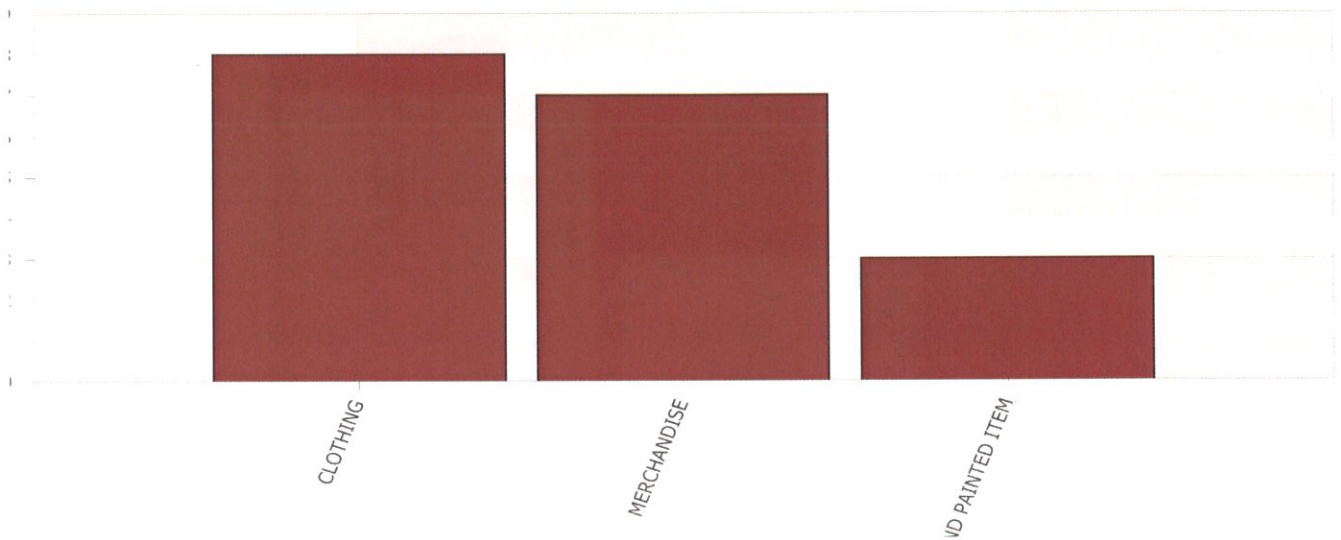


New textile designs.

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

Sales from 01/02/2023 to 28/02/2023

| Product | Items Sold | Value of Sales |
|--------------------------|------------|-----------------|
| CLOTHING | 8 | \$360.00 |
| MERCHANDISE | 7 | \$140.00 |
| HAND PAINTED ITEM | 3 | \$60.00 |
| Total Items Sold: | 18 | \$560.00 |



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

Moved by
Resolution

Seconded by

That Council accept the monthly report from the Manager Art Centre.

CARRIED

6.4.6 Indigenous Knowledge Centre – Monthly Report - February 2023

- IKC Coordinator, Kylie Mills, finished with Wujal Wujal Aboriginal Shire Council on 21 February 2023.
- Two ladies from the My Pathways Paid Work Trial scheme started in the IKC for two days a week each. One is working out very well; however, there are issues with attendance with the other paid work trial participant, who has not been attending. The IKC will drop back to one paid work trial participant.
- The IKC will move to a job share arrangement, with two part time positions for staff working in the IKC, to offer employment opportunities to local Bama people. The IKC will operate from 10am – 4pm Tuesdays, Wednesdays and Thursdays to allow enough funding for two local Bama.
- IKC attended by archaeologist Andy who is gathering information on local Bama stories for Wujal Wujal to ensure this important history is preserved and not lost.
- Dr Daniel Featherstone and his team from RMIT will set up in the IKC for the week of 13-17 March 2023, for their annual regional connectivity survey and planning. Cultural Advisor Aunty Marie Shipton and Council's Lexton Nandy will assist with this survey again this year.
- A meeting with key stakeholders was set up by ICAN for January to discuss the elder abuse in community. This has now been rescheduled for March 2023, due to inclement weather causing issues with travel to Wujal Wujal.
- CEO Kiley Hanslow met with State Libraries Coordinator Louise Hunter in Cairns on 7 March 2023, to discuss the IKC, programs, schedule and funding agreements and how the IKC model can work best in Wujal Wujal. It was confirmed that banking services are not part of the IKC model.
- The Mum's and Bub's is finished but there are plans to start it again. As for the First 5 Forever program last year we did educational give away packs for all the under 5 kids in community. The packs were a reusable box with educational games and toys, local language activities that I designed, puzzles, colouring books, pencils, scrap books, story books (at least one book was an indigenous story). The kids loved them!
- Last year, the IKC also purchased the custom book bin in indigenous colours with the First 5 Funding. The IKC will start planning for this year's First 5 Forever program.



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

Moved by
Resolution

Seconded by

That Council accept the monthly report from the Coordinator Indigenous Knowledge Centre.

CARRIED

6.4.7 Kindergarten Monthly Report - February 2023

Funding

- QKFS – (4-4.5-year Kindy program)
- Kindergarten uplift – To support Staff with Professional development e.g. Training and conference
- Working with Department to fund the 3-year program

Issue

Parents and Carers not collecting children on time. In the last month this has become a constant battle getting children collected on time. Often the Parents or next of kin have gone to Cooktown. I strongly believe our AMP and gambling is the cause of this ongoing problem. This then leads to or problems - 1. No food, 2.

- Children's attendance

- Assessment and Rating is due this year 2023 – This is when the department comes in and audit our practices e.g. program, planning, safety, environment, equipment. I have bought in my own gurney to clean the front entrance so that we don't have any falls and also this is part of our safety practices, however the back undercover needs to be gurnied we currently don't have a power outlet to clean.
- MSDS (Material safety data sheets needs to be supplied as well)

- Maintenance and repairs

- Angus Gowans has kept the Kindy grounds neat and tidy and we are happy with his service.

- Training/ Professional Development

- Tuesday 28 February 2023 was our first Professional Development with Niki Buchan. This is funded under the Kindy Uplift funds

- Visitors

- Department of Education
- Natural Learning
- GBRMPA
- Speech Pathologist

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

Moved by

Resolution

That Council accept the monthly report from the Director Kindergarten.

Seconded by

CARRIED

7. CONFIDENTIAL CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS

9 PRESENTATION –Guest Presenters –

10 Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Thursday 20 April 2023.

11 Meeting Closure

There being no further business, the meeting closed at pm.