



# **Wujal Wujal Aboriginal Shire Council**

## **Ordinary Council | Meeting Agenda**

Date: Tuesday 10 October 2023

Time: 9.00am

Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

## Order of Business

1.	Opening of Meeting .....	3
1.1	Welcome   Opening of Meeting.....	3
1.2	Acknowledgement of Traditional Owners .....	3
2.	Attendance, Leave of Absence and Apologies.....	3
2.1	Attendance .....	3
2.2	Leave of Absence   Apologies .....	3
2.3	Visitors   Presenters .....	3
3.	Condolences   Congratulations.....	3
4.	Mayoral Motion.....	3
5.	Confirmation of minutes of the Previous Meeting .....	3
	Minutes of the Ordinary Council Meeting   28 September 2023.....	3
6.	Declarations of Interest in the matters on the Agenda .....	4
7.	Business Arising or Outstanding Matters from Previous Meeting.....	4
8.	Items for Consideration and Decision .....	4
8.1	Invitation to Ministers McBride, Scanlon and Crawford.....	4
8.2	Resolution to request safety upgrades on Bloomfield Track.....	5
9.	Presentations to Council .....	5
9.1	enter time   enter details.....	5
10.	Reports .....	6
10.1	Mayor’s Report September 2023 .....	6
10.2	Chief Executive Officer Report .....	6
10.3	Corporate and Corporate Services Division Report (C&CS) .....	11
10.4	Works and Building Services Monthly Report - September 2023.....	14
10.5	Aged Care Services Monthly Report - September 2023 .....	17
10.6	Bana Yirriji Gallery and Art Centre Monthly Report July 2023.....	18
10.7	Kindergarten Monthly Report September 2023.....	20
10.8	Indigenous Knowledge Centre.....	22
11.	General Business .....	23
12.	Next Ordinary Council Meeting Date.....	23
13.	Meeting Closure .....	23

## 1. Opening of Meeting

### 1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek

### 1.2 Acknowledgement of Traditional Owners

## 2. Attendance, Leave of Absence and Apologies

### 2.1 Attendance

Councillors:

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

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow  
 Operations Manager, Works and Building Services, Perry Gould  
 Manager Corporate and Commercial, Micah Nkiwane  
 Executive Assistant, currently vacant

Presenters

### 2.2 Leave of Absence | Apologies

Councillor Vincent Tayley

### 2.3 Visitors | Presenters

Nil.

## 3. Condolences | Congratulations

## 4. Mayoral Motion

## 5. Confirmation of minutes of the Previous Meeting

### Minutes of the Ordinary Council Meeting | 28 September 2023

Resolution: [Confirmation of Minutes of Ordinary Council meeting held on Tuesday 28 September 2023.](#)

<b>Resolution:</b>	That the minutes of the Ordinary Council Meeting held on Tuesday 28 September 2023 accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

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

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

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

- Council’s Radio Operator, C.Haines, will announce on the radio for community members to log their maintenance requests over the blue phone, including any requests for fencing upgrades.
- Notices on electronic noticeboard to call Housing on the Blue Phone for housing, gutters and maintenance requirements
- Operations Manager, P.Gould, following up on generator servicing and trickle charges to ensure generators are in good condition and are operational during weather events/disasters.

## 8. Items for Consideration and Decision

### 8.1 Invitation to Ministers McBride, Scanlon and Crawford

---

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Invitation to Ministers to visit Wujal Wujal
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

---

Following the advocacy conversations that were initiated during the FNQROC delegations visit to Parliament on 1 and 2 September 2023, the Mayor has proposed WWASC invite the following Ministers to visit Wujal Wujal.

1. Hon Emma McBride MP, Assistant Minister for Mental Health & Suicide Prevention, Assistant Minister for Rural & Regional Health.
2. Hon. Meaghan Scanlon MP, Minister for Housing
3. Minister Craig Crawford, Minister for Seniors and Disability Services and Minister for Aboriginal and Torres Strait Islander Partnerships.

Resolution: That Council invite the following Ministers to Wujal Wujal

<b>Resolution:</b>	That the Council invite the following Ministers to Wujal Wujal: 1. Hon Emma McBride MP, Assistant Minister for Mental Health & Suicide Prevention, Assistant Minister for Rural & Regional Health. 2. Hon. Meaghan Scanlon MP, Minister for Housing 3. Minister Craig Crawford, Minister for Seniors and Disability Services and Minister for Aboriginal and Torres Strait Islander Partnerships.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

## 8.2 Resolution to request safety upgrades on Bloomfield Track

---

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Safety Upgrades to six sections on the Bloomfield Track
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

---

Following the 28 August 2023 Council resolution to change the primary access route to Wujal Wujal to the Bloomfield Track, conversations were initiated with Douglas Shire Council to progress the safety upgrades to the six dangerous sections of the road.

A meeting was held between Wujal Wujal Aboriginal Shire Council representatives Mayor Bradley Creek and CEO Kiley Hanslow, and Douglas Shire Council representatives Mayor Michael Kerr, A/CEO Paul Hoyer and Manager Infrastructure Pieter Kleinhans.

It was proposed WWASC resolve to request Douglas Shire Council provide the safety upgrades to the six identified dangerous sections of the road and to request Douglas Shire apply for funding for these safety upgrades to improve the safety for Wujal Wujal community members who travel on the Bloomfield Track.

**Resolution:** That Council request Douglas Shire Council provide the safety upgrades to the six identified dangerous sections of the road and request Douglas Shire apply for funding for these safety upgrades.

<b>Resolution:</b>	That the Council ask Douglas Shire to:	
	1. Provide the safety upgrades to the six identified dangerous sections of the Bloomfield Track.	
	2. Apply for funding to progress these important safety upgrades	
Moved:		Lost/Carried
Seconded:		
Resolution No		

## 9. Presentations to Council

### 9.1 enter time | enter details

---

<b>Presentation to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Enter details
<b>Presenter:</b>	enter details
<b>Status:</b>	Information   Discussion   Decision (cross out non applicable items)

---

Presenters:  
Nil for this meeting.

## 10. Reports

### 10.1 Mayor's Report September 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 12 September and 5 October 2023:

Date	Meeting & Commentary
26.09.2023	Attended Rheumatic Heart Disease (RHD) forum in Brisbane
27.09.2023	Attended National Press Club of Australia Referendum spiel by Noel Pearson in Canberra
04.10.2023	Attended JDMP with NIAA and Pama Futures and Justice Group
04.10.2023	Attended Teams meeting with CEO and Douglas Shire representatives regarding safety upgrades of Bloomfield Track primary access road including the flood zones around Degarra (3 sections) and the steep sections of road (3 sections)

Resolution: Acceptance of the Mayors Report as presented.

<b>Resolution:</b>	That Council receive the Resolution: Acceptance of the Mayors Report as presented.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

### 10.2 Chief Executive Officer Report

#### 10.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 12 September 2023 and 5 October 2023:

Date	Meeting & Commentary
12.09.2023	<p>Attended TWG Meeting with R.Sandoval Lillo from RILIPO, DTATSIPSCA. Main points of discussion were:</p> <ul style="list-style-type: none"> <li>• Interim Capital Works Programs – Plug Ins, including status and progression of these. W.Jablonski from Housing is helping to progress this project; however, funding is required to progress. Further meeting with W.Jablonski set for 26.09.2023.</li> <li>• Requested Queensland Energy/Ergon to come to Wujal Wujal to conduct a street lighting review/audit as some street lights in Wujal Wujal are blown and many are old and dim. Ergon Energy contacted me on 05.10.2023 and are looking at upgrading the streetlighting to LED. Ergon will attend Wujal Wujal to progress this.</li> <li>• 10 Year Capital Housing Program – Discussed the potential requirements for housing in Wujal Wujal over the next 10 years. Strategic Housing Plan to be developed. Plan will include: <ul style="list-style-type: none"> <li>• <b>Next 1-3 Years</b> – finish Plug Ins, determine new rubbish site, progress subdivisions (9 and 5 lots) inground services, look at housing lot sizes to make best use of available land, source funding to add temporary housing solutions.</li> <li>• Advocate for assistance with Utility service providers to provide inground services – e.g. TMR to provide subdivision roads and inground services, Ergon to provide water meters and power boxes, Telstra to provide Telstra connections, NBN to provide NBN Infrastructure</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Look at type of housing builds to suit the region and the available space, e.g. solar panels, solar powered, skylights, natural ventilation to limit mould growth, fixed roof vents, vented gables, vented soffits.</li> </ul> <p><b>Next 3-5 Years –</b></p> <ul style="list-style-type: none"> <li>Look at community housing precincts, including: <ol style="list-style-type: none"> <li>Social houses (priority)</li> <li>Seniors complex - build a Senior’s complex of 8-10 independent living units – include disability housing modifications requirements</li> <li>Contractor accommodation to carry out works</li> <li>Government houses – health, education, etc.</li> <li>Council houses</li> <li>Organisational houses – Justice Group, Apunipima, etc.</li> </ol> </li> <li>Consider life progression requirements, e.g. singles to families, to seniors.</li> </ul> <p><b>Next 5-10 Years –</b></p> <ul style="list-style-type: none"> <li>Include houses at end-of-life and with high maintenance costs. Plan for demolition</li> <li>Include transition housing requirements whilst houses are being renovated/redeveloped</li> <li>Determine whether gutters are required. No need for gutters if water drainage/run-off is managed with a 1200mm wide concrete path around houses</li> <li>Include double-glazed windows to cut down on heat and include 9mm gyprock sheeting which results in lower maintenance</li> <li>Include local employment and apprenticeships requirements to build the workforce we need in the future</li> </ul>
12.09.2023	<p>Myself and Operations Manager P.Gould attended a meeting with Water Regulator B.Rip – progress Drinking Water Quality Management Plan, physical inspection of water treatment plant infrastructure and discussion on required upgrades. Multi-Agency Working Group has been established to progress much needed upgrades to water treatment plant.</p>
20.09.2023	<p>Attended Wujal Wujal Community Safety Meeting</p> <p>Points of discussion included:</p> <ul style="list-style-type: none"> <li>Request to CEO Lockhart River, Mayor and CEO Kowanyama to attend next Community Safety Meeting to discuss the establishment of their canteen.</li> <li>Slow down sign required near Bajabaja Centre – I have contacted TMR to request this signage on 05.10.2023</li> <li>Liquor licence for contractor to run a bar at the Wujal Wujal 2023 Rodeo.</li> <li>Fire hoses installed at all southside houses.</li> <li>Allocations of social houses are actioned by and through Department of Housing</li> <li>Yards in social houses are the responsibility of the tenants to upkeep. It is not Council’s responsibility to clean people’s yards.</li> <li>If repairs are needed in social houses, community members should use the blue phone to organise these repairs with Department of Housing.</li> <li>Call outs to Police regarding youth/young men trespassing in WWASC Depot facility.</li> <li>Elder financial abuse is an issue in community.</li> </ul>
23.09.2023	<p>Wujal Wujal 2023 Rodeo – the rodeo was a lot of work to prepare, but was a wonderful day. People were very excited watching the bull rides. Afterwards there was live music by P.Nandy and then the Cold Water Band. People drank responsibly at the bar and the day was enjoyed by everyone who attended. Very special thanks to Operations Manager P.Gould and his team for their tireless operational support, as well as all other Council staff and community members who helped make the day great.</p>
26.09.2023	<p>Myself and Operations Manager Perry Gould attended a meeting with W.Jablonski from Department of Housing to further progress the Plug In Project.</p>



	<p>W.Jablonski will send M.Cootes to Wujal for one week in late October 2023 to go through all materials and separate these into materials required for each Plug-In.</p> <p>Department of Housing is looking at a partnerships agreement with Australian Training Works Group Limited (ATWG), for ATWG to provide tradesmen and then source locals for apprentices/trades assistants to progress the works under the supervision of the qualified tradespeople, with an aim to have the Plug ins completed within 12 months. If all goes ahead, ATWG will hold an information session in WW soon.</p>
27.09.2023	<p>Whole of Staff BBQ at the Depot to consult and receive feedback on the implementation of the new Wageloch electronic sign in/sign out timesheets program (no concerns were raised by staff).</p> <p>Meeting with J.Christensen from QRA for the annual test of the emergency alarm and to provide training in the use of the system.</p> <p>Meeting with L.Roberston also from QRA to conduct the annual review of the Local Resilience Action Plan and Regional Resilience Strategy for Wujal Wujal.</p> <p>Key topics in the plan include:</p> <ul style="list-style-type: none"> <li>• Repeater station for flood warning siren at Degarra (priority)</li> <li>• Logistics to resupply when flooded in (food storage area with solar panels)</li> <li>• Flood camera required at Emmagen Creek</li> <li>• Requirement for a funded Disaster Resilience Officer</li> </ul>
04.10.2023	<p>Operations Manager P.Gould and I met with F.Mir, Water Regulator B.Rip and team from Public Health and Water Regulation to progress the works required to the water treatment plant and water infrastructure. Preliminary design has been provided. Needs to be fleshed out to a table of projects that need to be delivered to upgrade the water infrastructure.</p> <p>Attended meeting with Mayor Bradley and Douglas Shire representatives Mayor Kerr, P.Kleinhans and A/CEO P.Hoye, regarding safety upgrades of Bloomfield Track primary access road including the flood zones around Degarra (three sections) and the steep sections of road (3 sections). GPS sections provided to Douglas Shire. Resolution to be provided at this OCM to request Douglas Shire progress the safety upgrades to the six sections of the Bloomfield Track.</p>



## 10.2 Follow Ups

Nil for past meeting.

## 10.3 Other Information

### 10.3.1 Review of Council's organisational structure

In line with the ongoing recovery of Council's financial position I would like Council to revisit reinstating the Community Services Department. This stream would include the following functions:

- LTC (Local Thriving community)
- Indigenous Knowledge Centre
- Arts and Culture
- Kindergarten
- Community Care
- Sports and Recreation
- Remote Broadcasting Services
- Centrelink Agency
- Events Management

#### Functions reporting direct to the CEO

- Governance
- Disaster Management (LDMG)
- Town Planning
- Public Relations
- Workplace Health and Safety
- External relations and Advocacy
- Community Inter-agency co-ordination
- Economic Development and Tourism strategies

#### Community Services Function

- Indigenous Knowledge Centre
- Arts and Culture
- Kindergarten
- Community Care
- Sport and Recreation
- Remote Broadcasting Services
- Local Thriving Communities (LTC)
- Centrelink Agency
- Events Management

#### Corporate and Commercial Services Functions

- Financial management
- Risk Management
- Leases and Property Management
- Budgeting
- ICT and Records Management
- Grants Management
- Payroll and Human Resources
- Procurement
- Asset Management

#### Works and Building Services Function

- Water and Sewerage Services
- Roads and Drainage
- Waste Management
- Parks and Gardens
- Housing and Building Services
- Cemetery
- Animal Management
- Environmental Health
- Plant and private contract works
- Infrastructure Planning

Recommendation: It is recommended that Council approves amendment to the organisational structure to reinstate the Community Services Function, reporting to a Community Services Manager, who would be responsible for managing the Community Services functions, assisting with reporting, funding agreements for each area. If agreed to, If the amendment to the organisational structure is approved, Council’s organisational structure and delegations will be updated by HR and recruitment for the Community Services Manager would commence.

Resolution: Amend the Council’s organisational structure to reinstate the Community Services Function; reporting to a Community Services Manager.

<b>Resolution:</b>	That Council approves amending the Council’s organisational structure to adopt the fourth stream of operations; a Community Services Function, reporting to a Community Services Manager.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No		

Resolution: Acceptance of the Chief Executive Officer’s Monthly Report for the month September 2023

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

## 10.3 Corporate and Corporate Services Division Report (C&CS)

### 10.3.1 Financial Dashboard

Dashboard tabled at the Ordinary Council Meeting.

### 10.3.2 Corporate and Commercial Services Monthly Report Points

---

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

---

#### Budget finalisation-

Presenting the budget to managers at a workshop is still on the agenda and is yet to be finalised.

#### Electronic time sheets

Consultation with employees on electronic time sheets was finalised last week and we expect to move towards implementation between now and the end of the year. Processes envisaged include finalisation of the contract, training of employees and managers, hardware and software installation as well as the establishment of payroll protocols associated with electronic timesheets.

#### Electronic requisitions

Training on the use of electronic requisitions is still an ongoing process. We encourage operational managers to step forward if they have any issues which require a solution.

#### Grant Acquittals

Grant acquittals from previous years are still an ongoing issue, and we are still working with our partners and as a team to sort it out. We expect that issues around grant administration, periodic reporting and acquittals will remain an area of focus for the foreseeable future.

#### Year-end financial statements and annual reporting

We are on course to deliver the annual financial statements within the legislative timeframe after finalising all outstanding issues with external auditors this week.

#### External Audit

The final debriefing session with External Auditors is this week where we expect to address all outstanding issues and matters arising. We have largely acquitted all matters on the audit dashboard except for issues which need to be addressed by the External Accountant. We still expect to finalise audit this week.

#### Internal Audit

The letter of engagement has been signed by the CEO and emailed to our internal audit partners.

#### BAS invoicing

We are still working on processes to improve this area. Statistics on BAS invoicing is as per the Operations Manager's report.

#### Other revenue

Total debtors' invoices raised amounted to \$422,616.38. This includes an invoice to My Pathway of \$300,000 for the Joint venture income. Debtors' collection remains a priority.

Accounts Receivable - Comparison  
as at Saturday, 30 September 2023

		Current	0 - 30 days	31 - 60 days	61 - 90 days	91 - 120 day	121 days and over	Total
Prior Month	Total A/R Ledger	408,075.06	1,125,461.68	6,745.00	255,213.84	-	-	1,795,495.58 100.0%
	Total Accruals		-	-	-	-	-	-
	Grand Total	408,075.06	1,125,461.68	6,745.00	255,213.84	-	-	1,795,495.58
	Distribution	22.7%	62.7%	0.4%	14.2%	-	-	100.0%
	Target	40.0%	34.0%	25.0%	1.0%	-	-	
Current Month	Total A/R Ledger	422,616.38	317,930.39	28,158.26	217,267.51	-	-	985,972.54 100.0%
	Total Accruals		-	-	-	-	-	-
	Grand Total	422,616.38	317,930.39	28,158.26	217,267.51	-	-	985,972.54
	Distribution	42.9%	32.2%	2.9%	22.0%	-	-	100.0%
	Target	40.0%	34.0%	25.0%	1.0%	-	-	
Overall Movement		14,541.32 20.1%	(807,531.29) (30.4%)	21,413.26 2.5%	(37,946.33) 7.8%	-	-	(809,523.04)

The comparison of debtors shows a reduction in debtors' profiles from the 30 days to the 90-day period, except for the 31-60 days which has shown an increase of \$270,485, and an overall decrease of \$1,080,722 in the period under review. However, our debtors' levels are high and with M.Hunter back we will aggressively focus on collections.

The following is a snapshot of current debtors.

USER: MICAH - WUJAL WUJAL ABORIGINAL COUNCIL

### DEBTOR ANALYSIS

Financial Year Ending 2024

All Transactions

#### Current Debtor Analysis

Account	Description	Debit	Credit
0435-5000-0000	Current Liabilities-Unearned Revenue	589.95	0.00
1110-1000-0000	General Administration-Sundry Income	16,675.52	0.00
2096-1000-0000	Finan-Joint Venture Investment Inco	349,000.00	0.00
3400-1000-0000	DES Sponsorship Rodeo 2023-24	1,500.00	0.00
4045-1000-0000	Technical Ser-Works External Plant	5,277.50	0.00
4450-1200-0000	Recoverable Work-RRTG ATSI TIDS Gran	24,734.13	0.00
4505-1000-0005	Service Station-Unleaded Fuel Sales	435.47	0.00
4505-1000-0010	Service Station-Diesel Fuel Sales	2,377.05	0.00
4505-1001-0000	Service Stat-Service Station Gas Sa	1,540.00	0.00
4605-1000-0000	Water Supp-Fees & Charges-Water Supp	32.31	0.00
4820-1010-0000	Environment and W-Waste Management	9.94	0.00
4920-1000-0000	Buildings-Building Rental Revenue	19,465.78	0.00
4920-1002-0000	Wujal Lodge Accommodation fees	13,365.00	0.00
4920-1003-0000	Buildings-Staff housing rental	6,360.00	0.00
4935-2000-0000	Building-Buildings Rep & Maint-Wage	2,780.66	0.00
4990-1000-0000	Buildi-Recoverable W-BAS Responsive	76,881.82	607.45
4995-1000-0000	Buildi-BAS DPHW Planned Maint. Reve	214,000.99	0.00
5330-1200-0000	Mapping the Digital Gap: RMIT	15,186.03	0.00
5384-1200-0000	PCYC PROGRAM-Grant	1,911.25	0.00
Negative	Negative Debits And/Or Credits	0.00	1,008.98
UnAllocated	UnAllocated Receipts	0.00	35,732.89
		<b>752,123.40</b>	<b>37,349.32</b>

CURRENT BALANCE (TOTAL DEBITS - TOTAL CREDITS) : **714,774.08**

- **Carbon credits** – This item is still outstanding and will be addressed after the finalisation of the audit.
- **Smart buildings and energy generation.** The conversations with siemens will continue after the audit.
- **Fuel tax credits**-We expect to start working with BDO Australia after finalising year end, budgets and audits in the current financial year.
- **Ecotourism/Wujal Guest Accommodation**- We will examine the pricing policy around accommodation as well as finding cost reduction strategies. We still need a naming convention for the Eco tents.
- **Café, Fuel Station and supermarket** – Plans are at an advanced stage to finalise the opening of the Café. We have acquired a point-of-sale system and are working on an internet solution and MYOB to drive our reporting requirement in the Café. We now have resumes from My Pathway for potential trainees with a hospitality qualification who will work for 32 hours a week in their path towards full employment once the enterprise is sufficiently cultivated. We also have applied for funding from DESBIT to cover our wage costs. We have resubmitted a tender on Vendor Panel which closes on 25/10/2023.
- Other opportunities-We will continue profiling the nature and structure of contractors working with council to correctly identify opportunities for the local community. We still want to encourage community members who require bankable business plans to come forward.
- Leases – The focus now turns to monthly invoicing and collection of rental revenue.
- ICT – We are working on plans to have WIFI in the guest accommodation area as a forerunner towards increasing prices for bookings.
- Insurance –All outstanding insurance claims have been duly submitted. However, the recent break ins might trigger insurance claims and an increase in premiums will mean there are less funds to service the Community.
- Investments- We have maintained our investment with QTC which currently stands at \$3,009,360.89 including interest earned and the current rate of return is 4.70% down from 5.02% in the previous month.
- We are working as a team to build the future community we want and to be the change we want to be.....

[Resolution: Acceptance of the Corporate and Commercial Report for the month September 2023](#)

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

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

---

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Operations Information Report
<b>Reporting Period:</b>	September 2023
<b>Prepared by:</b>	Manager Operations, Perry Gould
<b>Status:</b>	Information

---

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

### 8.4.1 Summary

Manager Operations continually concentrating on reviewing all operations, operational requirements, organisational structure, status of funded projects, Q-Build programs and Workplace Health and Safety to determine how effective Council's existing operations are and potential improvements.

A considerable amount of work was performed by Operational staff for the preparation of Wujal Wujal Rodeo held 23 September 2023.

The community feedback was positive from the event held at the Wujal Wujal sports field with over 300 people in attendance.

### Strategic Planning

11 September 2023 - Council staff travelled to Hopevale to meet with CEO and management to discuss Hopevale Council's operations and how we could implement strategies, improve operationally and discuss financial sustainability and how Hopevale Council conducts business on a daily basis. The meeting was very successful and gave Council the opportunity for networking with other smaller remote communities.

### Outcome

Continue strategising for improvement and strategic planning required to better undertake business within Council to achieve required results.

### Overview of Operations Staffing

Coordinator Water, Waste & Environmental Health and Animal Management Micheal Leslie resigned in September 2023, with advertising for the position to proceed.

Advertising for Operational All-Rounders x 3 complete. Interviews will be conducted on 9 October 2023.

### Projects Overview

- Met with Wayne Jablonski from Department of Housing requesting information on further funding and management of future contracts for completion of Plug-Ins.
- Met with Department of State Development, Infrastructure, Local Government and Planning regards to planning, design and funding of upgrade works for potable water supply infrastructure.
- Met with engineering firms Acron and Recs to determine rectification works required and completion of disposal area of Wastewater Treatment Plant (WWTP) project.

#### 8.4.2 Damage to Property

- Damage to property continued within community in September 2023, with public laundry windows broken and new fire extinguishers set off at Council Depot.
- Break ins to various offices and Council buildings, SES demountable, records management demountable and Manager Corporate and Commercial residence.

#### 8.4.3 Disaster Management, SES Rural, Fire

- Five consecutive days of SES training to be undertaken in 2023 for existing and new recruits.

#### 8.4.4 Civil:

- Assessment of Wastewater Treatment Plant access road was performed by Erscon Engineering, awaiting report.
- Awaiting commencement date from contractor for completion of bottom end of Stormwater drainage parallel with Council Depot boundary.
- Erscon Engineering have performed assessment for pothole repair works/re-sealing throughout the shire for FNQROC funding lodgement.

#### 8.4.5 Building: Status Summary Q-BUILD

- Planned Maintenance works:
- Total number of invoices raised

##### Water and Wastewater

Drinking Water Quality Management Plan updated and submitted to the department for Assessment Water testing of potable water supply continues as per legislation.

##### Guest Accommodation / Eco village

##### Guest Accommodation

- Property Buildings are at 95% complete.
- Fully furnished are at 98%.
- Screens to bathrooms windows on order.

##### Eco Tourism Village

##### Council staff

##### Planned Maintenance

- All works will be completed ASAP.

#### 8.4.6 Animal Management

Council has received micro-chip scanner

Rehoming of dogs continues

Training presently being undertaken by staff in Certificate 4 Animal Management

##### Complaints/concerns:

- Medicated injured dog due to hunting.
- Medicated a dog for infections.
- Impounded dogs for non-compliance of legislative requirements

#### Miscellaneous

- Registered new dogs.
- Check-ups on injured dogs.
- Patrols through community.
- Impounded dogs.
- Rehomed dogs.

#### Animals in community:

- 3 cats and 50 dogs.

#### 8.4.7 Environmental Health

- Bin audit complete awaiting delivery to replace 30 damaged wheelie bins.
- Water samples delivered to airport for transport to Cairns Council for testing.
- Picked up bulk waste of the streets.
- Collected chlorine from Cooktown
- Food inspection at Wujal convenience store
- Completed daily checklist

#### 8.4.8 Parks and Gardens

- Slashing of open spaces continues throughout the community with wet weather having some impact on scheduling.
- Mowing continues on all Council assets, entry to Wujal Falls has been cleared for easy access to walking track.

#### 8.4.9 Sport and Recreation Hall

- Hall operating hours are 2.30 until 6pm Monday to Thursday with attendance around 20 per day
- Staff have cleaned up all areas including storage compartments, the gym upstairs is being used by some members of the community but with limited equipment and no cooling system upstairs deterring most enthusiasts.

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

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



## 10.5 Aged Care Services Monthly Report - September 2023

Report to: CEO, Mayor and Councillors  
 Subject: Aged Care Services  
 Reporting Period: September 2023  
 Reporting Officer: Gina Manai  
 Status: Information

### 8.5.1 Funding and Spend

Spend	Value
Far Nth Office Choice	
Emperor electrical	
Alister Gibson	1275.00
Ayton General Store	3680.00
Cooktown Food and Ice	4489.69
All About Mobility	
Direct of Australia	
Universal Care Training Online	
CareLynx	
<b>Total</b>	<b>\$9444.69</b>

### 8.5.2 Issues with Programs etc

- Issue with ROCS awaiting outcome from Fourier...? abnormal data input

### 8.5.3 Client/Correspondence

- Continued monthly Care Plan reviews.
- Allied health interventions ongoing with continued reviews of clients when required
- Commence process for QCAT administration guardianship for health and finance.

### 8.5.4 Reporting

- HCP August acquittal approved.
- DEX report submitted.

### 8.5.5 Staffing

- Having difficulty with staffing again – continued no shows, putting strain on other staff
- Staff are completing the new online training platform applicable to their roles; some staff have now completed their modules in the following. These will be mandatory 6-12 monthly or when needing to do a refresher.
  - Food Safety and Handling
  - Manual handling
  - 8 Standards of Aged Care
  - Infection Prevention

Resolution: [Aged Care Services Monthly Report for the month September 2023](#)

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

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

---

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

---

### 10.6.1 Highlights

- This month we had teams meeting with Arts QLD. This meeting was about a new fund available-BIA Strategic Development Project fund which supports projects that help build sustainable and ethical First Nations visual arts and crafts practices, organisations and industries in QLD.
- Visitor numbers have slowed down but sales were still good for this time of month.
- Doreen Collins contract has finished through My Pathway work trial and finishes up on the 20<sup>th</sup> September. Council will be employing Doreen Collins starting 4th October.
- The front door lock of gallery has now been ordered and will be fixed in a few weeks.

### 10.6.2 Barriers and Issues:

- Arts funding is needed to supply a vehicle for the art centre. It is important to look at the correct vehicle needed for the art centre. The art centre will work with P.Gould to pick something suitable when the Arts Centre Manager identifies arts funding that can be used to purchase a vehicle.
- The Arts Centre Manager will review the items stored in the shipping container and Arts Centre. There are a lot of old boxes, some junk and perhaps items we will no longer use, as well as boxes of old records in folders that could be archived in the shipping container outside the Art Centre. Cleaning out the old records and junk from this shipping container would free up a lot of space.
- Gutters need cleaning, rain causing large puddles to form under building in preparation for the art centre.

### 10.6.3 Funding/Agreements/Financials:

- IVAIS, end of year operating report was submitted.
- BIA, Strategic Development Project Fund was applied for, Council will be notified in November with the result. If Council succeeds, this will be used for training and mentoring art centre staff.



## 10.7 Kindergarten Monthly Report September 2023

---

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

---

### 10.7.1 Funding

**Further funding is in the process of being sought. Focus is the following:**

- Standby Shade Sails
- Moving gate entrance left of the Kindy entrance has now been completed hopefully this will stop the damage to all fencing panels and to be accessible for Technical Services area to enter without taking gates down to deal with soft falls, mowing, etc as done in the past.
- The plaque has now removed from the stone for repairs, Hopefully the stone will be allocated inside the front entrance of the Kindy.
- Flagpole to be moved.

### 10.7.2 Issues

Children entering the kindergarten grounds over the holiday period. Residents on Lois Street approached the children about their actions at the kindergarten, but the children were very disrespectful and started back chatting. There where paints scattered everywhere on the veranda, lawns, and the children outside toilet was a complete mess. These children were located and made to return and clean up their mess, then apologise to the residents on Lois Street.

Another issue children with sling shots over the holiday. We have counted 24 dead birds behind the outside fence of the kindergarten which the school age children killed and left behind.

School Holiday Program -\_Previously, school holiday programs are displayed, and ran from 10am – 5pm and at different areas such as the Library, Sport and Rec and Justice Group and these school holiday programs catered for different age groups.

### 10.7.3 Assessment and rating

- Completion of the soft fall edgings around the swings was topped up with sand however, there was no edging completed. Kindergarten Director has had a discussion with C&K and the Department regarding edging. C&K have advised it is strictly up to the Council whether edging is installed, as Council owns the service and building. Kindergarten Director to investigate Kindergarten funding to supply and install quality soft edging around the swings area to stop the sand spreading and making it look messy.

### 10.7.4 Maintenance and repairs

- Discussing with Dan about outstanding repairs and maintenance
- Mowing has just been done and won't need to be done for a while

10.7.5 Training/ Professional Development/conferences

10.7.6 Visitors

- CDCC

Resolution: Kindergarten Report for the month September 2023.

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

## 10.8 Indigenous Knowledge Centre

---

**Report to:** CEO, Mayor and Councillors  
**Subject:** Indigenous Knowledge Centre Report September 2023  
**Reporting Officer:** Ethel Winkle  
**Status:** Information

---

The IKC is fully operational again. Our My Pathway Paid Work Experience trainee, Ethel Winkle, excelled in her paid work experience opportunity. Ethel attended regularly and on time, learnt the library computer system quickly and helped visitors to the IKC, facilitating meetings with groups of people using the IKC. At the end of her paid work experience opportunity, Council will employ Ethel, with Ethel's commencement date set for 3 October 2023. Once she has settled into the role, Ethel will also commence studying her Certificate IV in Library and Information Services to further develop her skills and qualifications.

Reports were submitted to the Qld State Library for the 2022-2023 year, as well as plans for expenditure of grant funds, including.

- 1.) A request to retain the unspent funds of 2022-2023 of \$3,000 from the First 5 Forever Grant. I have suggested that the IKC use that money to purchase 2 ipads with bump covers that will be set up with the KuKu Yalangi language apps, as well as educational games for the children (some will need to be purchased). With the remaining money, I suggest more educational toys for the children.
- 2.) The 2023-2024 funding of \$3000 for First 5 Forever Grant - I suggested that it be spent:
  - a. purchasing a new First Aid kit for high-risk remote areas that can be used on any outing that the IKC are involved in.
  - b. language sharing by elders – have them share culture and language with young children – this can be recorded for later reference – the elders would be paid for their time.
  - c. New educational materials/toys for the under 5's
  - d. Refreshments for groups in the IKC – eg Mum's & Bubs, Elders doing language
  - e. Staff Training – Not sure what courses are being offered this year by State Libraries but would encourage the co-ordinator to attend.
- 3.) The \$2925 Service Development Subsidy – I would suggest that the IKC purchase 3 new desktop computers, as well as using this money for stationery and incidentals needed in the IKC.

The library has been hired out for meetings of the Cape York Land Council and also Jalunji.

The hours of the IKC have been adjusted, from 10am – 4pm from Monday to Thursday, with IKC Officer Ethel working towards planning activities for the school holidays and commencing an under 5's program (First 5 Forever).

Ethel has been working on the production of the next Wujal Kaban and plans to have one produced for distribution at the beginning of each month.

Attendances in the IKC have varied from groups of meeting attendees, to young children, school students, and also the Elders in the community. Each person who comes into the IKC must sign in. The sign in data is then used for reporting purposes and also for planning activities. This helps in our reporting to you and also for State Libraries at the end of the financial year.

The IKC was heavily involved in providing school holiday activities for Wujal Wujal school-aged children, with 196 children attending over the month of September 2023.

In September 2023, our attendances were:

**IKC Attendance**

**Age Groups**

	Kindy and Under	School Aged	Young Adults	Adults	Elders
04.09.2023 - 07.09.2023	3	10	3	24	
11.09.2023 - 15.09.2023	0	3	0	23	
18.09.2023 - 22.09.2023	0	79	0	31	
25.09.2023 - 28.09.2023	9	104	0	12	
<b>TOTALS</b>	<b>12</b>	<b>196</b>	<b>3</b>	<b>90</b>	<b>0</b>

We have assisted people with NILS, MyGov, Sper, and Internet Banking. We provided information to clients about the Rodeo, the Youth Mental Health Course, Future Immortals Visit, and the funeral which took place in community in September 2023.

A printer is required to be connected to the three public use computers. Council is looking at options for a printer a hub to connect the three private use computers to the one printer. Fourier has confirmed this printer must be supplied by Council. Limited printing will be available, to minimise the cost of paper, printer cartridges and printing consumables.

[Resolution: Acceptance of the IKC Report for the month September 2023](#)

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

**11. General Business**

**12. Next Ordinary Council Meeting Date**

The next Ordinary Council Meeting is set for Tuesday 14 November 2023.

**13. Meeting Closure**