

AGENDA

Ordinary Council Meeting

Thursday 20 April 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	Jim Evans – Councillor Responsibilities and Boundary Change

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 16 February 2023 as circulated.

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

Confirmation of Minutes of Ordinary meeting held 14 March 2023 as circulated.

Moved by	Seconded by
Resolution	
<i>That the minutes of the Ordinary Council Meeting held on Tuesday 14 March 2023 be accepted as a true and correct record.</i>	
	CARRIED

Business Arising from Previous Minutes

Nil.



6. REPORTS

6.1 Mayor's Report

DATE	MEETING
20.03.2023	DG Jamie Merrick Visit to Wujal Wujal
21.03.2023	Teams meeting with TMR regarding roads and funding
22.03.2023	Special Council Meeting – adoption of HR policies
27.03.2023	ABF Future Immortals meeting
29 - 30.03.2023	FNQROC State Mayoral Delegation – Advocacy for Wujal Wujal
06.04.2023	FNQROC Board Meeting at Mission Beach
12.04.2023	Community Meeting

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 7 March 2023 and 5 April 2023:

DATE	MEETING
07.03.2023	Attended the Regional Connectivity Funds Forum in Cairns and met with State Government, NBN and Telstra to advocate for them to assist with development of funding proposals for Wujal Wujal projects in the next round of the Regional Connectivity Fund (RCF) or Mobile Black Spot Solutions (with Mobile Network Operators).
08.03.2023	Attended TCICA Meeting with Mayor Bradley and Cr Kulka. Points of discussion included: Yarrabah ASC accepted as TCICA member Discussion on Community Benefit Fund (a funding application was submitted for a 4x4 bus and emergency kitchen trailer) Regional waste management plans Impact of conflicts of interest Local Government to have first right of refusal for government funded infrastructure projects Productivity Commission Closing the Gap Review
09.03.2023	Attended Women in Local Government Conference in Brisbane
10.03.2023	Attended Indigenous Chiefs Forum. Points of discussion included: Payroll, pay, entitlements and allowances Councillor Remuneration Policies ILG Priorities and activities
13.03.2023	Meeting with Daniel Featherstone and RMIT team for Mapping the Digital Gap project in Wujal.
14.03.2023	Attended fortnightly Toolbox Talk meeting at the Depot. Attended interviews to select Executive Assistant – new EA commences on 24 April 2023
14.03.2023	Ordinary Council Meeting (held early for March 2023, as Mayor Bradley and I were going to Cairns for Disaster Management training)
16.03.2023	Attended LDC Disaster Management Training with Mayor Bradley in Cairns.
17.03.2023	Queensland Disaster Management Authority IGEM meeting in Wujal Wujal. Review of WWASC Disaster Management Plan and Arrangements. Attended Waste source minimisation meeting via Teams Completed referee checks for Sport and Recreation Officer positions.



<p>20.03.2023</p>	<p>Meeting regarding WWASC Container Refund Point Operations and costs. Meeting with Mayor Bradley and Government Champion DG Jamie Merrick. Discussion included:</p> <ul style="list-style-type: none"> • WWASC QTC loan • Advocate for Boundary Extension • Advocate for land and funding for community houses to ease overcrowding • Residential Aged Care in Wujal Wujal to help aging residents who want to stay in community to be close to their families • Business support for community locals • Advocate for flood boat for Wujal Wujal once SES members are trained in flood rescues • Advocate for flood camera at Emmogen Creek. DG Jamie Merrick agreed to look at land held by DES and whether communications towers could be constructed on that land. • Advocated for funding for footpaths and solar lights throughout the Wujal Wujal community to increase community safety • Advocate for financial support for Community Togetherness Day and concert on 4 June 2023. DG Jamie Merrick committed to provide \$5,000 towards the Community Togetherness Day. • Advocated for a local housing officer – a local Bama Wujal Wujal community member, to work, four days per week, to help community with their housing requirements. • Advocate for the upgrade of the data exchange at Ayton to modernise it and increase the data available to Wujal Wujal Aboriginal Shire. • Advocated for more funding for WWASC to deliver State and Federal government services. • Provided update on grant application submitted on 02.03.2023 for lights on sports oval. 		
<p>21.03.2023</p>	<p>Teams meeting with Laurie Raleigh and Heidi Turner from TMR regarding roads and grants. Monthly Management Team meeting</p>		
<p>22.03.2023</p>	<p>Held Special Council Meeting with Council elected members to review and pass 15 policy documents.</p>		
<p>23.03.2023</p>	<p>Meeting with Heather Kelly (Cook Shire) and Jo Gowans regarding Audit for WWASC. Attended 6pm Cape York LMAC Reef Guardian Council meeting in Cooktown. Need to pass a Council resolution to accept the Reef Guardian Council Action Plan, as funding for shovel-ready projects will be released soon. Guidelines for the use of funding will be released on 24 May 2023. Resolution – Council approve the Reef Guardian Council Action Plan tabled by the Chief Executive Officer.</p> <table border="1" data-bbox="376 1312 1465 1473"> <tr> <td data-bbox="376 1312 1174 1473"> <p>Moved by Resolution That Council accept the Reef Guardian Action Plan tabled by the Chief Executive Officer.</p> </td> <td data-bbox="1179 1312 1465 1473"> <p>Seconded by CARRIED</p> </td> </tr> </table>	<p>Moved by Resolution That Council accept the Reef Guardian Action Plan tabled by the Chief Executive Officer.</p>	<p>Seconded by CARRIED</p>
<p>Moved by Resolution That Council accept the Reef Guardian Action Plan tabled by the Chief Executive Officer.</p>	<p>Seconded by CARRIED</p>		
<p>27.03.2023</p>	<p>Attended Commissioner for Declarations training at Gungarde in Cooktown. Met with CQU Sport and Recreation team in Cooktown. Travelled back to WWASC for 5pm Sport and Recreation meeting in Wujal Wujal.</p>		
<p>29.03.2023</p>	<p>Attended LGAQ HR Masterclass. Points of discussion were:</p> <ul style="list-style-type: none"> • Employee payroll and entitlements – getting these right and the penalties for not – Peak Services have now been commissioned to undertake a review on pay rates and entitlements for WWASC staff. • Managing Psychosocial Issues and the changes to the WHS Act • Managing PID and CCC complaints – legislation, confidentiality and compliance • Medical cannabis use and fitness for work – Drug and alcohol policies • Roundtable discussion with LGAQ legal professionals 		
<p>30.03.2023</p>	<p>Attended LGMA CEO Forum. Points of discussion were:</p> <ul style="list-style-type: none"> • Joint advocacy to solve the regional housing challenge • Misconduct in local government – integrity, conflicts of interest, increasing complaints and the legal, reputational and financial cost to local governments. • The Sustainability Framework 		



	<ul style="list-style-type: none"> • <i>Integrated Planning Framework – a very good model, including the flow-through model from community engagement, strategic plan, resourcing strategy, delivery program, operational plan, annual report and state of the region report.</i>
31.03.2023	<i>Received report on Workplace Investigation into the Official Complaint and staffing issues at the WWASC Depot. The investigation took place between 27.02.2023 – 03.03.2023. The investigation and report were provided by HR Dynamics. Report provided to Mayor Bradley.</i>
04.04.2023	<i>Attended meeting with QFES in Wujal Wujal and undertook Disaster Management training in Resource and Supply. Micheal Leslie also met with QFES to show them the WWASC water treatment plant and sewerage treatment plant. QFES will advocate for funding for these plants, as they are at end of life, and the constant breakdowns make them very costly to maintain.</i>
05.04.2023	<i>Attended ATSI Housing Strategic Quarterly Governance Meeting via Teams.</i>

Follow Ups

- *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. These names were received on 13.04.2023. I have requested Jo Gowans to create a community survey on Facebook for the community to vote on names from the list. Votes per potential name will be tabled at the Ordinary Council Meeting on 19 May 2023.*

Other Information

- *I am working with staff to ensure they remain focussed on achieving the requirements of their positions, working as per my CEO direction to achieve the strategic requirements of Council and provide the required service to the community, and that the messaging out to community and stakeholders is accurate, ethical and consistent.*
- *There is a tombstone revealing community event scheduled for 15 April 2023, with an after-party on the oval. A/SGT Martin Higgins contacted me on 13 April 2023 to ask whether Council had agreed to the use of the oval for this event. A/SGT Martin was not informed of this tombstone revealing until yesterday. A/SGT Martin has organised additional police to come from Cairns to Wujal Wujal to cover the event but would like to see a formal process for future events, so he has at least two weeks’ notice to organise additional Police to be in community to cover any issues that might occur.*

Discussion required on what this formal process for use of Council grounds would look like.

Resolution – Council accept the March 2023 monthly report from the Chief Executive Officer.

<p><i>Moved by Resolution That Council accept the monthly report from the Chief Executive Officer.</i></p>	<p><i>Seconded by</i></p> <p style="text-align: right;">CARRIED</p>
--	--

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

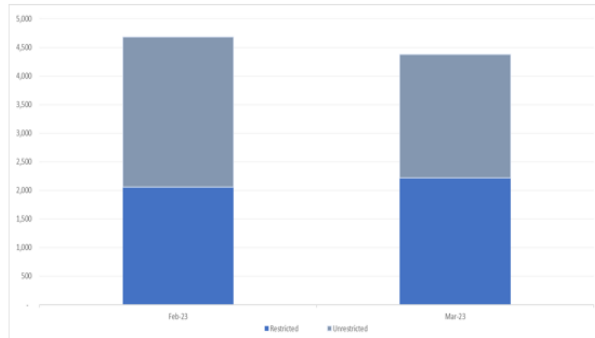


Monthly Financial Report as at 31 March 2023 CASH POSITION

Progress this month



Cash & Cash Forecast



Even though balance is less than last month, +\$2m in unrestricted, so favourable result

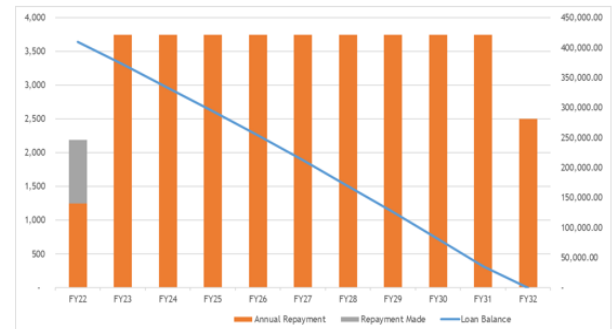
Money on hand & owing to council

Cash available to pay creditors and wages 2,164,440.86
 Quarantined monies 2,215,470.84
Bank balance 4,379,911.70

Total debtors & receivables 84,146.62

Long Term Loan 3,538,119.79
Creditors 28,244.27
Total monies owed 3,566,364.06

Long Term Loan Balance



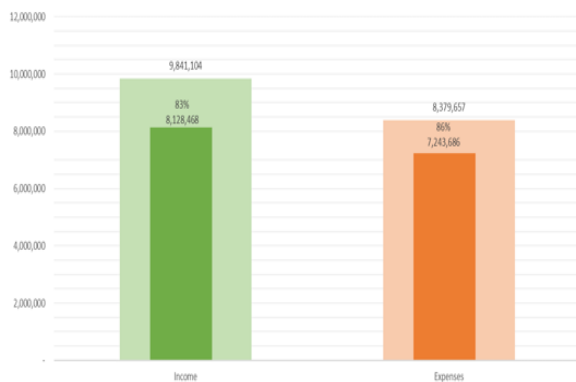
During the month Council has made its monthly repayment of \$35,207



Monthly Financial Report as at 31 March 2023

OPERATING POSITION

Council **Operating** income vs Council **Operating** expenses



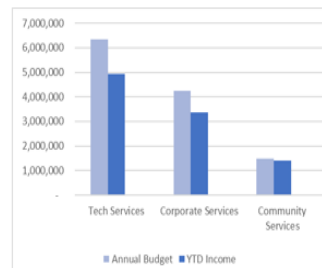
Progress this month

Income and Expenses within Budget

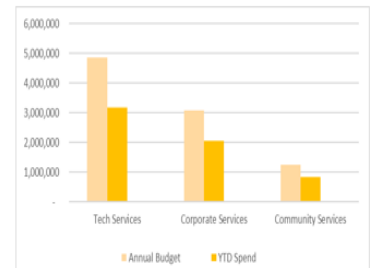


Income & Expenses by Area

Actual income vs Budget income

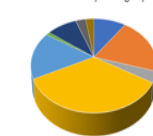


Actual expenses vs Budget expenses



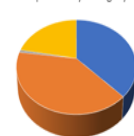
Income & Expenses by Type

Revenue by Category



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

Expenses by Category

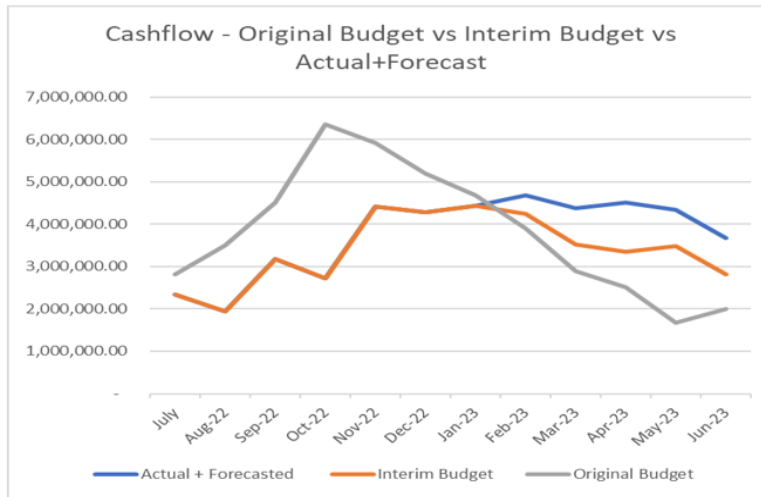


- Employee Benefits
- Materials & Services
- Finance Costs
- Depreciation
- Capital expenses



Monthly Financial Report as at 31 March 2023

CASHFLOW



Better cash position at the end of the year as the result of the FAG grant (+0.6m), assuming all is put in cash reserves, better results in Sales – Building revenues and delays in Project expenses.



Monthly Financial Report as at 31 March 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%	On Track
W4Q 2022-24	Council buildings	TBA	0%	Not Started
W4Q 2022-24	Solar Art Centre	TBA	0%	Not Started
W4Q 2022-24	Solar Sports Centre	TBA	0%	Not Started
HPW	New House + Subdivision	TBA	0%	Not Started

Road Infrastructure

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
LRCI	Guest Accom Carpark LRCI Program funding	31-Dec-22	0%	Not Started
QRA	Slips China Camp	TBA	0%	Not Started
LCRI 2022 - Phase 3	Roadside Verges	TBA	0%	Not Started
QRA	Stormwater Drainage	TBA	0%	Not Started
DES	Litter Signage		0%	Not Started

Infrastructure Other

Funding	Capital Projects	Due to complete	Budget utilisation % (Spend to date /Total Budget)	Project on track On time & budget
JV Legacy funds	Southside Stage Project	Completed	68%	On Track
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
ICCIIP	WTP & WWTP Sca da Upgrade	31-Aug-22	100%	On Track
ICCIIP	Wastewater treatment plant upgrade and irrigation upgrade	31-Aug-22	114%	On Track
ICCIIP	Storm water drain	31-Aug-22	77%	On Track



Monthly Financial Report as at 31 March 2023

The Numbers

Statement of Financial Position	YTD End of Month Reporting - March 2023			Comments
	Actual	Budget	Variance	
Revenue				
Recurrent Revenue				
Fees & Charges	1,069,604	1,075,055	(5,451)	Waste management levy delay (-\$4k), Less fees from Wujal Lodge (-\$2k) and External works (-\$2k)
Sales Revenue - Building Construction	2,186,714	2,453,682	(266,967)	-\$80k BAS invoicing still catching up; Interim Housing Project still delayed (-\$235k). Awaiting variation from Dept of Housing
Sales Revenue - Enterprise	411,937	438,427	(26,490)	-\$15k Fuel station sales, -\$11k art sales
Grants, Subsidies, Contributions & Donations	3,717,874	3,840,156	(122,282)	Timing of DATSIP funding (have sought an EOT)
Total Recurrent Revenue	7,386,129	7,807,319	(421,190)	
Capital Revenue				
Capital, Grants, Subsidies, Contributions & Donations	1,794,550	2,033,244	(238,694)	Waste Initiative funding not received at this time
Capital Income	997,484	1,163,056	(165,571)	Movement on lease and loan
Total Capital Revenue	2,792,034	3,196,300	(404,266)	
Rental income	126,359	124,212	2,147	
Interest received	4,884	4,477	407	
Joint Venture	335,000	150,000	185,000	JV funds received
Other income	276,096	310,738	(34,642)	R2R income hasn't been realised
Total Revenue	10,920,501	11,593,045	(672,544)	
Expenses				
Recurrent Expenses				
Employee Benefits	2,749,330	2,837,458	88,128	Fav due to absences and vacancies
Materials & Services	2,840,912	3,267,861	426,949	Interim project (+174k) Other projects delayed
Finance Costs	64,831	74,357	9,526	
Depreciation	1,588,613	1,614,465	25,852	
Total Recurrent Expenses	7,243,686	7,794,141	550,455	
Capital expenses	689	0	(689)	
Total Expenses	7,244,375	7,794,141	549,766	
Net Operating Surplus/ (Deficit)	3,676,126	3,798,904	(122,778)	

6.3.1 Corporate and Commercial Services Monthly Report Points

The month of March was challenging with competing demands, but much was achieved by the team. Items of interest for the council are as per the following:

BAS invoicing – we engaged the help of an external contractor. She raised 90 invoices, resulting in \$125k of aged works in just two weeks. This highlighted a need to review and streamline our processes.

HR matters – Coordinated a Workplace Investigation into a Workers Compensation claim. This work currently being finalised.

Department of Housing (infrastructure) Plug ins variation has been submitted and we await approval. Further detail was required by the financial analyst, which has been submitted. Ongoing collaboration with the Works Department continues.

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 has been undertaken, with the first run through of a tender (DRFA project management) occurring Thursday 13th April

Ecotourism/Wujal Guest Accommodation- further discussions regarding the booking system prior to finalisation is occurring. Forward bookings are encouraging. Work with the tourism side is to be discussed further TO's and Jabalbina.

Café – one party has come forward and is an established business person. A lease is currently being finalised with lawyers.



Leases – Jabalbina Rangers lease is being finalised with lawyers at this time. No word has been received from CDCC or OHub arrangements. I will continue to pursue.

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. Due to my leave, I will delay this until May so that I'm around to support all parties in the process.

ICT – our new phone system will be installed on the 17th and 18th April. Fourier will be ensuring each person is taken through the new process for this and ensure it works. Further our new Firewall will be installed, to assist with Cybersecurity. Cyber Training is being rolled out to all staff from 18th April through to December to embed awareness.

Attended LGFP meeting to review all the latest reporting that will be needed either in the end of financial year, or in the year to come. This will assist with our compliance, and hopefully great audit and budget outcomes.

Attended Procurement summit. This was an incredibly important day, highlighting the work that we need to do in procurement, understanding the standards applicable and how to get engagement from all levels of council.

Insurance – undertook a full review of all of our insurances and submitted within the requested timeframes. Followed up on outstanding insurance work – van and admin building.

Audit – started work with our auditors, Grant and Thornton. This is our first year with them. Interim audit will be the week of May 22nd. Final Audit will be in early September. Micah has done great work to clean up accounts, with the support of the team.

Budget 2023/24 – started work on next year’s budget. Wanting to get this complete by the end of May, ready for presentation to council in June

Record Management – disposal of records has been arranged. System process has been identified to get the current record management system to auto dispose of old records according to regulatory requirements. Wendy is working on this configuration.

I’ll be away for this council meeting due to family celebrations. Any questions, please do not hesitate to leave me a message and I’ll attend to it on my return. Micah can assist with Financial questions (budgets vs spends) or Wendy for Record Management concerns.

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

<p><i>Moved by Resolution</i></p>	<p><i>Seconded by</i></p>
<p><i>That Council accept the monthly report from the Manager Corporate and Commercial.</i></p>	
<p>CARRIED</p>	



6.4 Interim Operations Manager Report for Works and Building Services Division

Reporting Period March 2023

Division Works and Building Services

Reporting Officer John Kelly

Report to Ordinary Meeting of Council – 14th March 2023

Prepared by: Interim Operations Manager, Works and Building Services – John Kelly

1. NEW MANAGER WORKS AND BUILDING SERVICES:

The new Operations Manager, Works and Building Services, Mr Perry Gould, commences with Council on Monday 17th April 2023. I will work with him during that week to provide him with an introduction to the workforce and give him a thorough briefing and handover with the assistance of the Chief Executive Officer Kiley Hanslow and Projects Manager Laurie Raleigh. A good second-hand Nissan Navarra dual cab 4WD with canopy and 46,000kms approx. on the clock has been acquired for allocation to the position of Manager Works and Building Services. The previous vehicle allocated to the position was withdrawn when Council was under financial controllers.

The Council owned house for the new Manager (previously occupied by Victor Mills and family) is being refreshed with interior painting, external wash down and yard maintenance. The new Manager will initially reside in the Guest Accommodation whilst the house refresh is undertaken.

Thanks to Patrick Nandy Coordinator Building Services and to Geoffrey Rosendale Civil Works Supervisor and his crew for undertaking this work.

2. FNQ RRTG TECHNICAL COMMITTEE:

I represented Council at the FNQ Regional Roads Technical Group meeting held in Cairns on Friday 17th March 2023. This quarterly meeting comprises Engineering and Technical professionals from Cook to Cassowary and west to Croydon and Mareeba. It is an excellent opportunity for the Manager to make personal contact with counterparts from other Councils and from the Department of Transport who are always present. The meeting was convened and facilitated by Ms Amanda Hancock of FNQROC. LGAQ was also represented and provided an update on Ministerial road safety roundtable, LGAQ Conference resolutions progress, cleaner roads run-off project and Quarterly meetings between LGAQ & TMR to discuss road and transport challenges.

The main items discussed were:

Review of all Councils progress with TIDS expenditure – (WWASC is on track)

RRTG Works Program Development and Management Process

Call for EOI for supervisors training course in Cairns

Proposed Cape York road trip in July (tentative) to inspect Cape projects.

The next meeting will be held in Cairns on 12th May 2023 and I will encourage the new Manager to attend regularly.



3. ACCOMMODATION FOR NEW EXECUTIVE ASSISTANT:

An inspection is being undertaken of the Council unit adjacent to the My Pathways building to assess any necessary minor maintenance prior to the commencement of the new Executive Assistant on 24th April 2023.

4. NEW VEHICLES:

After the meeting I attended at Cairns Pacific Toyota to inspect two second hand Toyota two wheel drive utilities with aluminium drop side trays which the Projects Manager had sourced. These were in good order and after test driving both vehicles, I recommended to the Projects Managers that these represented good value for money. One has travelled 66,000kms (approx.) and the other 46,000kms (approx.) These have since been added to Council's fleet and will be used by the Animal Control Officers and the Water Supply Officers and as a general pool vehicle for use by the workshop etc. I also picked up some new signage which the Essential Services manager had ordered for the Water and Sewerage Supplies and had some repairs done to a guitar from the IKC.

5. CONTAINERS FOR CHANGE – COEX CONTAINER EXCHANGE:

The current agreement expires on the 31ST October 2023 and a new agreement is currently being negotiated and signed. The new agreement is substantially the same but for the need to add some signage and promotion of service and to install CCTV cameras. The program is more a service to the Community and an environmental program rather than a profit motivated service. Due to the low volumes involved it will never be a profit earner. I have expressed my disquiet at the heavy administrative processes that COEX is imposing on Council for the new agreement which I consider to be an extension of the existing program.

6. PLANT, EQUIPMENT and WORKSHOP MANAGEMENT:

I have prepared a list of all plant, equipment and vehicles and am compiling a condition report on these items for presentation to the new Manager Works & Building Services. This will assist with developing a regular maintenance routine and for budgeting of a viable replacement program.

A position description (PD) has been prepared for a Workshop Manager/Mechanic and a cost comparison has been undertaken in conjunction with Joanne Gowans, Manager Corporate and Commercial. This will be presented as part of the 2023/24 budget preparations after the new Manager has had a chance to review operations. It is my recommendation that subject to available funding in the forthcoming budget, a position be re-established in the Workshop.

7. REFUSE BIN HOLDERS:

A proposal is being developed for the attachment of decorative panels to refuse bin holders throughout the Shire similar to those used in Cook Shire, see the image below.



This relatively simple and inexpensive enhancement to our built infrastructure will complement the appearance of our beautiful environment. Costings are being prepared and suggested images will be presented to the May meeting of Council.

8. NEW PARK BENCHES UNDER THE MANGO TREES

Following up on a matter raised by the Mayor, I am working with MyPathways to replace and renew the benches under the mango trees in the centre of town. It is expected that this will be able to be done from existing budget resources and utilising the project as a training and skills development for the current work placement participants through MyPathways. The benches will be similar to the existing benches but new and more secure.

9. WORKPLACE HEALTH AND SAFETY:

I continue to stress on staff the need for safe work practices and particularly in the ongoing warm weather with the need to take regular breaks when working on mowers and whipper snippers in the heat of the day. The Projects Manager has sourced 2.5L water bottles for issue to field staff and a quantity of electrolyte sachets for adding to water bottles as a trial. Staff sign for the receipt of water bottles and a system of allocating the electrolyte sachets is being devised.



CONCLUSION:

At the conclusion of my contract on 21st April, 2023, I will happily remain available to respond to any phone calls or emails regarding anything I have been involved with in my 9 weeks here.

Resolution – Council accept the monthly report from the Interim Operations Manager, Works and Building Services.

<p><i>Moved by Resolution That Council accept the monthly report from the Director Works and Building Services.</i></p>	<p><i>Seconded by</i></p> <p style="text-align: right;">CARRIED</p>
---	--

6.4.1 Monthly Project Manager Report - March 2023

Project: ICCIP Sewer Network:

- *Formal letter has been sent to Truewater to show cause why the contract should not be terminated*
- *Truewater 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 prepared documents and pricing for ICCIP for major refurbishment works on WWASC drinking water infrastructure. This has been sent to Anna Keough from the department*
- *Final milestone 3 claim forms for 3 other projects have also been sent for processing with Anna Keough*
- *There is one project outstanding 2.01 WWTP upgrade (Truewater project)*

Project: New sub division

- *Survey completed*
- *Design quotes being sought from external professional consultants to then go out to tender*

Project: Guest accommodation carpark

- *Concreting of guest accommodation carpark finished*



Project: Stormwater Drain -Depot to River

- Contractors to finish of last 30m of concrete later in the year. Groundwater is still running down the drain, so earthworks cannot start

Project: Stormwater Drain -Kotzur St to Douglas St

- Survey complete
- P/O for design with RECS
- Application for boundary re-alignment underway with DATSIP. RILIPO has confirmed a DA is not required.
- Design changes being done so the drain is all concrete with large blocks of concrete along the drain to slow the velocity of the water down
- Tender process to start once design is finalised

Project: W4Q Council Building Repairs

- Initial inspection completed
- Priority list finalised
- SOW for tender document in final draft

Project: QRA China Camp Road Slope Stabilisation

- RFQ for geotechnical report sent to engineers, quotes due on 17 March
- Tender docs for civil work to be drafted after design has been finalised

Resolution – Council accept the monthly report from the Project Manager.

Moved by

Resolution:

That Council accept the monthly report from the Project Manager.

Seconded by

CARRIED



6.4.2 Monthly Building Services Coordinator Report

Reporting Period	March 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: 13/04/2023	Building	Patrick Nandy

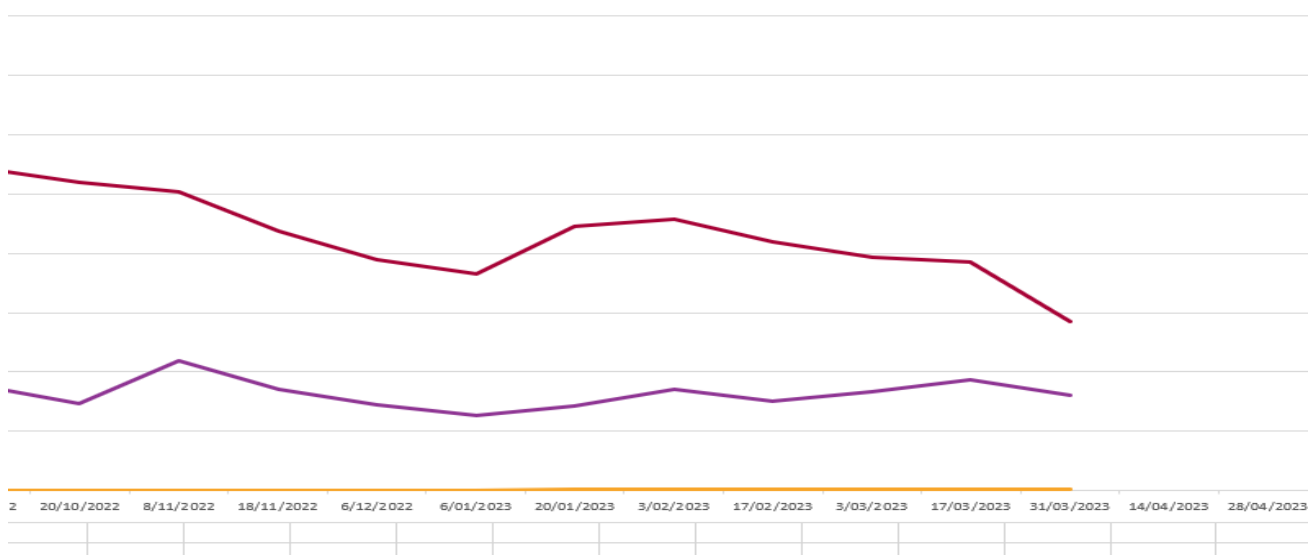
Status Summary QBUILD

In the following graph, as at 31 March 2023, there are 143 outstanding work orders with nil costs aged over 60 days (red line). 80 of these outstanding work orders are completed on the Portal; however, not invoiced yet (purple line). There is one work order that has dropped off the Portal (orange line). This has dropped off due to age and no updates for at least 180 days).

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL - Aged Job Cards > 60 days

10/2022	8/11/2022	18/11/2022	6/12/2022	6/01/2023	20/01/2023	3/02/2023	17/02/2023	3/03/2023	17/03/2023	31/03/2023	14/04/2023	28/04/2023
260	252	219	195	183	223	229	210	197	193	143		
0	0	0	0	0	1	1	1	1	1	1		
73	109	85	72	63	71	85	75	83	93	80		

— Nil cost \$
 — Job Cards (Aged not on Portal)
 — Complete Works (waiting to be invoiced)





Budget Overview Total value of invoices raised in the month of March 2023 to Department of Housing – QBUILD was \$132,972.32 (GST exclusive), with break up as follows:

Responsive works:

- Total number of invoices raised = 86
- Total value of invoices = \$132,972.32

Planned Maintenance works:

- Total number of invoices raised = 0
- Total value of invoices = \$0

Great team effort for the month of March 2023. Shout out to Patrick for getting jobs completed, Zhara and Damita for getting the draft invoices up to finance and for Melody for have these invoices finalised and sent to Dept of Housing QBUILD.

BUDGET /PLANNED MAINTENANCE	TOTAL BUGET	% DONE	ADDRESS
B56487 Modification to Bathroom	\$35,640.00	0%	10 Keim St
B61595 Flooring Upgrade	\$32,850.00	40% complete	10-8 Cape Tribulation Rd
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	30% complete	
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	100% complete	Received PO on 14.04.2023

Risk and issue history

ISSUE	ASSIGNED TO	DATE

Guest Accommodation / Eco village

Property lawns are maintained by Council 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 **installed**
- 2 Post at bottom BBQ shelter sitting above slab, needs to be filled **complete**
- Grab rails installed

Planned Maintenance

Planned maintenance works are: Not provided

Current status: Not provided

All planned maintenance works will be completed before 30 June 2023.

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.

<i>Moved by</i>	<i>Seconded by</i>
<i>Resolution</i>	
<i>That Council accept the monthly report from the Coordinator Building Services.</i>	
	CARRIED



6.4.4 Commonwealth Home Support Programme (CHSP/HACC)

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

➤ Funding and Spend

- Alister Gibson – \$2227.5
- Ayton General Store – \$3293.90
- Cooktown Food and Ice – \$3361.03
- Emperor Electrics – \$1000.00
- BFG Care – \$280.00
- CareLynx – \$1938.75

➤ Issues with Programs etc

- No phone connection, awaiting new system to be implemented in April
- Community Care internet outage
- Completed set up of tablets for use of reporting client care plan supports
- Feedback received from several clients regarding the CHSP and HCP mowing services – discussions had with the manager will continue to monitor

➤ Client/Correspondence

- Continued monthly Care plan reviews working well
- Apunipima dietician health session with clients including healthy cooking recipe
- Short-term additional home care support through HCP to support client back to pre-accident will continue to review mthly for effectiveness
- CareLynx clinical monitoring – Clients are being supported to see allied health when required with increased supports being implemented through OT home safety assessments eg; HHSW, Shower benches, and support rails, Physio aids to support independence and mobility safely with the assistance of 4WW and individual home exercises.
- Support from Council plumbing for a CHSP client
- International Women's Day morning tea

➤ Reporting

- DEX March 2023 report submitted
- Feb 2023 HCP submitted
- Finance catch-up are Managers are still receiving monthly finance updates? I still only have Feb 2023. **Monthly financial reports to managers are required.**
- Indigenous Employment Initiative - Performance Report July - December 2022 - due 6 February 2023. **This was submitted with the help of Micah N.**
- Schedule of fees for common services, care and package management fees updated as per the Dept of Health and Aged Care's home care package program assurance review 2022.

➤ Staffing

- Looking at TAFE refresher/upskilling courses for staff
- 1 x p/t staff member has resigned 28/3/23 to new ventures – A/C support worker advert completed
- Solutions needed for permanent staff –? nursing agency staff.

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

Moved by
Resolution

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

Seconded by

CARRIED

6.4.5 Art Centre Monthly Report

Reporting Period	March 2023
Department	Art Centre
Reporting Officer	Vikki Burrows

Highlights:

- *The art centre staff had an interview with Daniel Featherstone about the use of communications and media at Bana Yirriji and in the community.*
- *An air conditioner has now been installed into the paint storage room and the paints have been restored leaving more room in the studio.*
- *While the art centre is quiet, the staff use this time to clean up, organise materials and stock. This includes helping the artists produce merchandise and artworks for purchasing.*

Data:

- *Sales report for the month of March 2023, attached. Another wet month, no visitors to Art Centre.*

Barriers and Issues:

- *The gutters around the art centre and toilets need cleaning. When it rains, there is nowhere for the water to go, it is creating large puddles inside the toilets and under the art centre.*

See photos of gutters full and overflowing, below.



6.4.6 Indigenous Knowledge Centre – Monthly Report - March 2023

- *IKC Coordinator, Kylie Mills, finished with Wujal Wujal Aboriginal Shire Council on 21 February 2023.*
- *The My Pathways Paid Work Trial scheme started in the IKC for two days a week. There are issues with attendance with other paid work trial participant.*
- *A very big thank you to Records and Information Management Officer, Wendy Rowlands, who has been helping out by working from the IKC to ensure the IKC remains open for community members whilst the IKC Officer positions have been advertised and are being recruited to.*
- *The IKC is moving 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 positions have been advertised and eight applications were received. Applications are in the assessment stage.*
- *Dr Daniel Featherstone and his team from RMIT 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 assisted with this survey again this year.*
- *Meetings with key stakeholders discuss the elder abuse in community, organised by ICAN.*
- *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 IKC Officers will receive training through State Libraries and CEO Kiley is advocating for funding to provide additional training to the new officers.*
- *Last year for the First 5 Forever program 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!*
- *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



Kindergarten Monthly Report - March 2023

Kindergarten Director away on leave. Monthly Report not provided for Kindergarten for March 2023.

7. CONFIDENTIAL CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS

9 PRESENTATION –Guest Presenters – Jim Evans – DSDSILGP
Councillor Responsibilities and Boundary Change

10 Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Thursday 18 May 2023.

11 Meeting Closure

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