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# AGENDA

Ordinary Council Meeting

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16 July 2020

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**





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**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL AGENDA  
ORDINARY COUNCIL MEETING**

**Thursday 16 July 2020**

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## 1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Bradley Creek, Mayor (Chair) Cr Vincent Tayley (Deputy Mayor) Cr Robert Bloomfield <b>(via teleconference)</b> Cr Regan Kulka Cr Vanessa Tayley
<b>Apologies:</b>	
<b>Officers/ Staff:</b>	Stephen Wilton – Chief Executive Officer (CEO) Harish Nair – Director Finance and Corporate Services (DF&CS) - <b>(via teleconference)</b> Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy – Executive Assistant (EA)
<b>Observers:</b>	
<b>Presenters / Visitors:</b>	<b>11am Doon McColl</b> - Assistant Director – Strategic Engagement. Great Barrier Reef Marine Park Authority to give a refresher presentation on the Reef Guardian Council Program.  <b>1pm Senator Nita Green</b> – Labour Senator for Queensland to meet with the Council

## 3. CONDOLENCES/CONGRATULATIONS

## 4. COUNCILLOR OBLIGATIONS

- 4.1. Declaration of Material Personal Interest (MPI) on any item of business
- 4.2. Declaration of Conflict of Interest on any item of business
- 4.3. Registers of Interest

## 5. CONFIRMATION OF PREVIOUS MINUTES

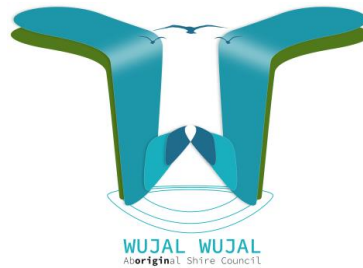
**5.1.1 Confirmation of Previous Minutes of meeting held 30 June 2020**  
As circulated.

**5.2 Business Arising from Previous Minutes**  
Report given at the meeting.

# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 16 July 2020**



### **6.1 Mayor's Update**

**6.1.1 LDMG and DDMG update**

**6.1.2 TCICA update**

**6.1.3 Mayi Markets update**

**6.1.4 Good to Great Schools Education update**

**6.1.5 Correspondence**

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## 6.1 Mayor's Update

### 6.1.1 LDMG and DDMG update

The Cape York area has now moved to Stage 3 as of 3 July 2020 when the checkpoint on Mulligan highway was stood down and the Bloomfield Track barricades removed at Thomson Creek.

Tourists and other residents are now allowed to enter Cape York, however, QLD is still under the Chief Health Officer directives 'declared travel zones' which now includes Mareeba, Tablelands and Hinterland as well as Cairns.

Stage 3 is subject to the following conditions:

- There are no confirmed cases of COVID-19 in a community.
- The community has an appropriate plan in place
- An appropriate testing regime is in place for the community.
- There is a clear rapid response framework in place for the community.

### 6.1.2 Torres Cape Indigenous Council Alliance Inc. (TCICA) - Weipa meeting

At the June TCICA meeting it was agreed that the next meeting would be held in Weipa and so CEO Stephen Wilton and I travelled to Weipa for the TCICA meeting which was held at the new The Western Cape Communities Trust Achimbun Administration Centre.

Topics of discussion were:

- Update on Department of Transport and Main Road (DTMR) activities
- COVID-19 recovery planning discussion
- Future of Rio Tinto in Cape York
- Community Enterprise Queensland – Discussion on CEQ priorities, food security, food pricing inquiry
- State election priorities discussion

Mayor to give a verbal report on this meeting.

### 6.1.3 Mayi Markets proposal

Cape York Partnerships has been delivering to the Wujal Wujal area for over six weeks now. During 'sorry business' and to support the community they initiated a pop-up stall where the community could buy produce and pay on the day, also sending staff to support the more vulnerable people in the community and to help them set-up and process payments.

They would now like to evolve the Mayi Market model and are gathering some key community stakeholders to form a Focus group to help design this. The WWASC Cultural Advisors will help with gathering key community people in order to expand this service and solve key produce and supply issues.

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#### **6.1.4 Good to Great Schools Education Reform update**

On Tuesday, 21 July 2020 Mayor Creek and Cr Tayley will meet with Acting Regional Director, Stephen Bell from the Far North Region Department of Education along with Bloomfield River State School Acting Principal, Good to Great Schools and The Hon. Cynthia Lui MP – State Member for Cook and other Council/Community representatives to discuss the way forward for the education model for the Community of Wujal Wujal.

#### **6.1.5 Correspondence**

- 6.1.5.1 LETTER of congratulations to Mayor Creek from Mr Stephen Bell – Department of Education - A/Regional Director – Far North Region (see pgs 8 and 9).**
- 6.1.5.2 LETTER of congratulations to Mayor Creek from Mr Scott Mead – Director - Mead Perry Group (MPG) (see pg10).**
- 6.1.5.3 LETTER from The Hon. Stirling Hinchliffe MP Minister for Local Government, Racing and Multicultural Affairs – congratulating the Council on identifying key projects and advising of the endorsement of the Council's projects for COVID W4Q funding allocation (see pg11).**
- 6.1.5.4 MEDIA RELEASE - Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs - The Honourable Stirling Hinchliffe – COVID-19 Works for Queensland projects announced (see pg12).**
- 6.1.5.5 IGEM Connect Newsletter (see pgs 13-16).**

<b>RECOMMENDATION:</b>
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That Council receives and adopts the Mayor's report for the month of July 2020.
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**Mayor**  
Bradley Creek  
10 July 2020

**6.1.5.1 LETTER of congratulations to Mayor Creek from Mr Stephen Bell –  
Department of Education - A/Regional Director – Far North Region –  
pg1.**



Department of  
**Education**

7 May 2020

Mayor Bradley Creek  
Wujal Wujal Aboriginal Shire Council  
Lot 1 Hartwig Street  
WUJAL WUJAL QLD 4895

Dear Mayor

On behalf of the Department of Education, Far North Queensland Region, I would like to congratulate you on your election and appointment as Mayor, Wujal Wujal Aboriginal Shire Council, following the Local Government elections held on Saturday 28 March 2020.

I am certain you are eagerly anticipating the challenges ahead for you and your councillors to continue the development of your shire and your local community.

As Acting Regional Director of the Far North Queensland Region, I understand the importance of working closely with communities so they can achieve their desired outcomes. For this reason, I am very much looking forward to working with you and your team whilst I am acting in this role.

The Far North Queensland Region is responsible for schools from Cardwell north to the Torres Strait, as far west as Croydon and from Kowanyama north.

The main office for the Far North Queensland Region is located in Cairns. The region has a smaller office located in Atherton.

Contact details for both offices are listed below.

Department of Education  
Far North Queensland Region  
Floor 2, State Government Building  
17-19 Sheridan Street  
(PO Box 6094)  
Cairns Qld 4870

Department of Education  
Far North Queensland Region  
2 Whiting Street  
(PO Box 1366)  
Atherton Qld 4883

Telephone: 07 4037 3822  
Email: [regionalservices.FNQ@qed.qld.gov.au](mailto:regionalservices.FNQ@qed.qld.gov.au)

Telephone: 07 4095 6800

This office is always ready and willing to discuss matters of benefit to your community and I would welcome any opportunity to meet with you or your representatives on any matters relating to schools in your area.

As we face the challenges ahead with COVID-19, I would like to assure you that we are working with all schools and their principals around

Far North Queensland Region  
17-19 Sheridan Street Cairns 4870  
PO Box 6094 Cairns  
Queensland 4870 Australia  
Telephone +61 7 4037 3822  
Website [www.det.qld.gov.au](http://www.det.qld.gov.au)  
ABN 76 337 613 647



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**6.1.5.1 LETTER of congratulations to Mayor Creek from Mr Stephen Bell –  
Department of Education - A/Regional Director – Far North Region –  
pg2.**

ways in which to support our students to continue with their education and support both staff and students with their health, safety and wellbeing.

I wish you, your team and community all the very best for the future.

Yours sincerely

A handwritten signature in cursive script that reads "Stephen Bell".

STEPHEN BELL  
A/Regional Director

**6.1.5.2 LETTER of congratulations to Mayor Creek from Mr Scott Mead**  
Director - Mead Perry Group (MPG) – pg1



The Mayor  
Wujal Wujal Aboriginal Shire Council  
Wujal Wujal Community  
WUJAL WUJAL QLD 4895

21 April 2020

Dear Cr Creek,

**Re: Congratulations on your Election**

On behalf of our team at MPG I would like to take this opportunity to congratulate you on your success.

We all wish you well in the new term of Council as you work to address local issues and improve the quality of lives of all your community.

I look forward to having an opportunity to catch up with you in person when the current crisis situation is resolved.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Scott Mead', is written over a horizontal line.

Scott Mead  
Director



**A:** PO Box 142 Highfields QLD 4352 **P:** 07 4615 4902 **F:** 07 4615 4903 **E:** [mpg@meadperrygroup.com.au](mailto:mpg@meadperrygroup.com.au)  
[meadperrygroup.com.au](http://meadperrygroup.com.au)

### 6.1.5.3

## LETTER from The Hon. Stirling Hinchliffe MP Minister for Local Government, Racing and Multicultural Affairs



Minister for Local Government,  
Minister for Racing and  
Minister for Multicultural Affairs

Our ref: MBN20/833

8 JUL 2020

Councillor Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Wujal Wujal Community  
VIA COOKTOWN QLD 4895

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
Telephone +61 7 3719 7560  
Email [lgma@ministerial.qld.gov.au](mailto:lgma@ministerial.qld.gov.au)  
Website [www.dlgma.qld.gov.au](http://www.dlgma.qld.gov.au)

ABN 65 959 415 158

Dear Councillor Creek

I refer to the Wujal Wujal Aboriginal Shire Council's list of projects submitted for endorsement under the COVID Works for Queensland program (COVID W4Q).

I wish to congratulate the Council on identifying key projects which will support the delivery of jobs through new infrastructure, maintenance and minor works projects. I am pleased to advise that I have endorsed the Council's projects.

The \$200 million COVID W4Q program, which was announced as part of the Queensland Government's Economic Recovery Strategy: *Unite and Recover for Queensland Jobs*, will support all 77 Queensland Councils deliver job creating new infrastructure, maintenance and minor works projects that are focused on essential services, economic development and community wellbeing outcomes.

Please be advised that the COVID W4Q funding allocation of \$1,070,000 to your Council is to be used for the Council's endorsed projects. Delivery of the Council's projects may commence immediately, and it is a condition of this funding that all projects are completed by 30 June 2021.

Ms Rebecca Atkinson, Acting Director-General of the Department will write to the Council's Chief Executive Officer, providing details of the endorsed projects and other contractual and administrative arrangements.

I appreciate the important role that delivery of these types of projects play in creating and sustaining local jobs and supporting local economies. I look forward to visiting the Council and seeing the benefits and outcomes firsthand.

If you require any further information, please contact Ms Kate Adams, Chief of Staff in my office on 3719 7560.

Yours sincerely

A handwritten signature in black ink, appearing to read "Stirling".

STIRLING HINCHLIFFE MP  
Minister for Local Government,  
Minister for Racing and  
Minister for Multicultural Affairs

#### 6.1.5.4

**MEDIA RELEASE** - Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs - The Hon. Stirling Hinchliffe MP - COVID Works for Queensland projects announced



### Media release

Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs  
The Honourable Stirling Hinchliffe

## COVID Works for Queensland projects announced

A splash park for the children in Wujal Wujal, upgrades to the airport terminal in Rockhampton, refurbishments at the Birdsville Tourist Park and a new toddler playground at Redbank Plains Recreation Reserve are just some of the projects that will benefit communities across the State, made possible through the \$200 million COVID Works for Queensland program.

In total, 520 projects are being funded as part of the Palaszczuk Government's \$6 billion economic recovery strategy *Unite and Recover for Queensland Jobs*, which the councils expect will support or create more than 4,600 jobs.

In announcing the projects, Local Government Minister Stirling Hinchliffe said the pandemic had rocked the global economy. Australia is not immune, and Queensland is not immune.

"This program is specifically designed to help councils get their communities back on their feet as quickly as possible and minimise any long-term effects of the global coronavirus pandemic which is impacting economies around the world," Mr Hinchliffe said.

"We're continuing to manage the health response and that means we have started delivering Queensland's plan for economic recovery - and this announcement is a big part of that plan.

"Our economic road to recovery is paved with jobs and the workforces attached to our councils and our communities.

"While there's no doubt Queenslanders are resilient, I know these projects, and the jobs they create, will be extremely welcome during this tough time.

"Across the State, every council area is benefitting from the COVID Works for Queensland program.

"The long-term economic benefits these projects will deliver is a fantastic outcome and will go a long way to helping Queensland unite and recover.

"This initiative builds on the wonderfully successful \$600 million Works for Queensland program that has already created or supported more than 19,000 jobs throughout regional Queensland."

Projects are required to be completed by June 2021.

For more information visit: [www.dlgrma.qld.gov.au/covid-w4q](http://www.dlgrma.qld.gov.au/covid-w4q)

**ENDS**

Media: 0417 296 116



July 2020 | No. 22

*A word from Alistair*

There is no underestimating – the disaster management sector has experienced an incredibly busy start to 2020. Just seven months in, and 2020 has already shown us that we must not only expect the unexpected as disaster management practitioners, policy makers and researchers – but we must plan and prepare for the unexpected.

We know disaster events are becoming more frequent, more severe, more complex and we have seen events compounding on top of each other with the Australian bushfires leading straight into COVID-19 response in recent times. We are now effectively seeing a prolonged and almost continuous activation period for our entire sector with no real defined breaks between activations and events.

Many frontline disaster management personnel across most parts of the State have been activated since the Queensland bushfires commenced in September 2019 and have been operational right through storm and cyclone season, through COVID-19 and now straight into another bushfire season.

This extended level of activity can take its toll not only on our energy levels, but also on our ability to plan and prepare. Ongoing efforts to undertake disaster planning and exercising, and planning throughout the year, means we can maintain our focus on continuous improvement.

We've also seen the commencement of the Royal Commission into National Natural Disaster Arrangements, which has involved the collation and preparation of material and evidence for the Royal Commission for countless stakeholders across our sector, including this Office.

The Royal Commission is a great opportunity to shine a light on Queensland's disaster management arrangements – which are locally led, regionally coordinated, State facilitated, and Commonwealth supported.

**Alistair Dawson APM**  
**Inspector-General Emergency Management**



## Lessons Management Framework

The Office has launched the sector's new Lessons Management Framework. The Framework was an outcome from the review of Tropical Cyclone Debbie, which recommended that Queensland develop a sector-wide lesson management program.

The development of the Lessons Management Framework included consultation and input from key representatives and practitioners from right across the disaster management sector through a series of workshops. These representatives, from state government, local government and the not-for-profit sector, to name just a few, have played a key role in supporting improvements to Queensland's disaster management system.

A copy is available from [www.igem.qld.gov.au](http://www.igem.qld.gov.au).



## New IGEM Strategic Plan launched



The Office has launched its [new Strategic Plan](#).

It outlines our vision 'Driving continuous improvement in emergency management'.

Included in the plan is our renewed purpose to 'enhance emergency management in Queensland through collaborative leadership, partnerships and innovation'.

The strategic plan will guide the strategic direction of our Office and it's work over the next four years and is available on our website.



## Disaster Management Plan assessments

Due to COVID-19 impacts on the disaster management system a refined process has been developed by the Office this year. The process involves providing electronic copies of plans and responses to the following questions using a collection tool:

- What are the three highest disaster management hazard risks in your area and what information has been sourced about them for the upcoming season?
- If bushfire is not described above, please complete for bushfire.
- For the hazard risks identified above, are there any information gaps that restrict your group's planning for the upcoming season? If so, please describe these information gaps?
- Please outline what changes have been made in disaster management planning or plans since your 2019-20 Disaster Management Plan Assessment and the reason for the change?

The Office has written to Local Disaster Management Groups and the Queensland Police Service to advise them of the new process.

### Customer Satisfaction Survey

Thank you to the many people from right across our amazing disaster management sector who participated in the Office's annual Customer Satisfaction Survey.

The survey is a great tool to help us refine the work we do with the sector to make sure we are reflecting the needs of our stakeholders.

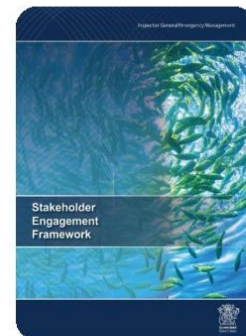
Kantar is now busily collating the results and we will be able to share these with you soon. Please stay tuned!

### New – Stakeholder Engagement Framework

IGEM believes that effective and meaningful stakeholder engagement is pivotal to building and maintaining trusted networks and legitimate relationships.

Such networks and relationships are required as the foundational step along the long-term, evolving journey to enacting and influencing sustained behavioural change and enduring partnerships.

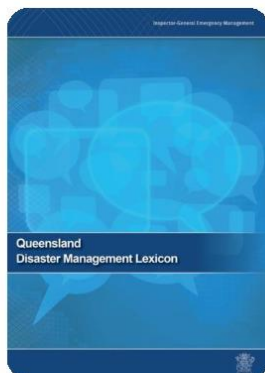
The Office undertook an internal review of the previous Stakeholder Engagement Framework, which has resulted in an [updated Framework](#) which can be found on our website.



### New – Queensland Disaster Management Lexicon

Through the development of the Emergency Management Assurance Framework and other sector activities, it was identified that there was a need for a common language, contextualised to Queensland's disaster management sector.

The [Queensland Disaster Management Lexicon](#) was developed to help establish a clear standard for common language within the sector, and it is now recognised as a Disaster Management Standard.



The Lexicon was developed in partnership with the Lexicon Working Group which included representation from Queensland Reconstruction Authority, Non-Government Organisations, councils, the Local Government Association of Queensland, Queensland Fire and Emergency Services, Queensland Police Service and the tertiary sector.

It is designed to be a 'living' document and will be reviewed by the Office as required. Requests to add or amend terms can be sent to the Office at [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au).

### Queensland Resilience and Risk Reduction Fund 2019-20 – closes this month

The Queensland Government has launched a new \$13.2 million fund, the Queensland Resilience and Risk Reduction Fund comprising \$4.8 million from the Commonwealth Government and \$8.3 million from the Queensland Government.

Eligible applicants include local government bodies, Queensland Government departments and agencies, incorporated non-government organisations (including volunteer groups) and not-for-profit organisations.

The objective of the funding is to support delivery of disaster resilience and mitigation projects that align with the Queensland Strategy for Disaster Resilience objectives, are cost effective and evidence based, and address state risk priorities such as those identified in the Queensland State Natural Hazard Risk Assessment 2017.

Applications are made via the Queensland Reconstruction Authority and close Wednesday 22 July 2020 - <https://www.qra.qld.gov.au/QRRRF>.

### Upcoming event – Lessons Management Webinar on 28 July

Make sure you check out the new free Lessons Management webinar series, launched by AFAC and AIDR!

The first webinar on 28 July will bring together Australia's two Inspectors-General of Emergency Management, from Queensland and Victoria, to share our experiences on reviewing the most recent bushfire events and comparing them with previous reviews.

[Tune in](#) to join this great new webinar, including an interactive Q&A session.





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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 16 July 2020



## 6.2 Chief Executive Officer's Report

### 6.2.1 COVID-19 Status Report

### 6.2.2 2021 Specila and Show Holidays

### 6.2.3 21 Hartwig Street – Social Housing Register

### 6.2.4 WWASC Social Media Report **(tabled)**

**DISCLAIMER:** The information contained in the following reports is for general guidance on Council matters of interest only. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in these reports. While the Chief Executive Officer (CEO) makes every attempt to ensure that the information contained in these reports is accurate and reliable the CEO is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in these reports is provided "as is", with no guarantee of completeness, accuracy, timeliness. In no event will Wujal Wujal Aboriginal Shire Council, its related partnerships or corporations, or the partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in these reports or for any consequential, special or similar damages, even if advised of the possibility of such damages.

## 6.2 Chief Executive Officer's Report

### Items arising from previous meetings

#### CEO Report Action Log

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>CEO'S REPORT</b>			
6.2.1 Res: 0423012020	CEO to write a letter to DNREM outlining Council decision that WWASC supports the partial road closure of Douglas Street with the intention to use the closed portion for future residential development <b>Further;</b> WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed  Ongoing	Letter to Jabilbina advising them of resolution and requesting consultation towards ILUA
	CEO to commence Community Consultation is required to proceed with Phase 1 funding Alcohol Management Plan – Wujal Wujal identified as being eligible for Phase 1 funding of \$50,000	On Hold	Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations. The funding will go to WWJG who will run the consultation
	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
<b>GENERAL BUSINESS</b>			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting.	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR

Council Meeting held 20 February 2020			
Res: 0820022020	That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved.	In Progress/ On Hold	Still advocating for funding.
Res: 0920022020	That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders	On Hold	
Council Meeting held 19 March 2020			
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.
Council Meeting held 23 April 2020			
6.2.1 Res: 0523042020	<p>That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter.</p> <p><b>Further,</b></p> <p>the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility. CEO to inform Visionstream Pty Ltd.</p>	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed
Council Meeting held 21 May 2020			
General Business	<p>Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more.</p> <p>CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.</p>	Ongoing	15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. They will get back to Council re our video suggestion

Council Meeting held 30 June 2020			
CEO Report 6.2.2 Res No. 0330062020	Adoption of Human Rights Policy.	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.3 Res No. 0430062020	Adoption of Complaints Management Policy noting the reference to the Human Rights Policy	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.4 Res No. 0530062020	That Council ACCEPTS the formal offer to purchase the Donga from WWASC formally known as the Hair Dressing Salon located on Third St Ayton for \$3500 by Jack and Tracey Ditchfield as detailed in letter to CEO Stephen Wilton 12 June 2020. As is condition no cost to Council.	CEO to inform Jack and Tracey Ditchfield in writing that the Council accepts their offer.	Advice provided to applicant 30 June 2020
DW&BS Report Conclusions/ recommendations	Animal Management MOU with Brook – agreement with previous CEO. CEO to look into this and come back to the Council.		
General Business	SES training for young people. CEO to talk to SES Trainer and come back to the Council.		

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### **6.2.1 COVID-19 – June – July -STATUS REPORT**

The Queensland declared state of emergency has been in place since 22 March 2020 in place and is due to expire on 28 August 2020. The Wujal Wujal Local Disaster Management Group (LDMG) has remained in “Stand Up” and has not met since the last Council meeting although one decision was made by email correspondence.

The Federal Government Biosecurity Act Determination was in effect until 12 June 2020. At this time the Determination was revoked and replaced by Queensland Chief Health Officer (CHO) Direction. This coincided with the start of Stage 2 on the easing of restrictions under the Remote and Discrete Communities Roadmap to Easing Restrictions.

The Stage 3 easing of restrictions was due to come into place on 10 July 2020, however on Wednesday 1 July we received advice that the Stage 3 could be brought forward to midday on Friday 3 July if the LDMG in each community were agreeable.

Given the short notice the LDMG were consulted by email if there were any concerns with the earlier move to Stage 3. No concerns were raised and this was communicated to the District Disaster Coordinator. Wujal Wujal moved to Stage 3 restrictions at 12.00 on Friday 3 July 2020.

Stage 3 means that Wujal Wujal is now subject to the same Health Directions as the rest of Queensland. Residents can travel freely subject to obtaining the relevant border pass for interstate travel.

Three LDMGs have chosen to remain at Stage 2 with declared travel zones. They are Kowanyama, NPARC and the Torres LDMGs. Cape residents from communities that were previously in the declared travel zones are able to travel to these communities without restriction.

Obviously it is important for community to continue to follow all directives and maintain social distancing and hygiene protocols whilst outside of community and especially when they return home from larger communities such as Cairns.

Council continues to keep the community well informed through weekly newsletters and the new Facebook page. We have also had local 107.7FM radio continually reading out our messages for the community.

#### **RECOMMENDATION:**

That Council note the COVID-19 Status Report for June/July from the Chief Executive Officer

### 6.2.2 2021 Special and Show Holidays

Council has received correspondence from the Office of Industrial Relations requesting nominations of Special and show holiday dates for 2021.

In previous years Council has nominated Foundation Day in October as a Special Holiday and the Cairns Show Day in July as a Show Holiday.

The Foundation Day holiday has previously been held on either the last Monday or the last Friday of October. It is recommended that 2021 be commemorated on the last Friday of October due to the reduced cost to the organisation.

Council may also wish to nominate the Friday of the 2021 rodeo weekend a special holiday in September.

Other communities nominate special holidays to coincide with significant events in their communities. Examples include; Sporting Carnivals, fishing competition events, 4 Councils have Mabo Day and another 4 Councils have NAIDOC day, 2 Councils have National Sorry Day, 7 Councils have race meeting days (Melbourne Cup). There are also various religiously significant days nominated as special holidays.

The cost to Council for public holidays is approximately \$7,900 for a Friday holiday and \$14,800 for a Monday holiday.

#### **RECOMMENDATION:**

That Council notify the Office of Industrial Relations that the nominated dates for 2021 Special and Show Holidays areas follows;

Friday 16 July 2021	Cairns Show Day	Show Holiday
Friday 29 October 2021	Wujal Wujal Foundation Day	Special Holiday

### 6.2.3 21 Hartwig Street – Social Housing Register

Council would be aware that the site of the residence at 21B Hartwig Street has been identified as culturally significant. A request was made to the Department of Housing and Public Works (DHPW) to remove the house from the social housing register and that Council wished to cancel the social housing 40 year lease for this property.

DHPW have advised that they require a formal resolution to enable this action to occur.

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*Extract from email Aubrey Hearsy -Customer Service Manager | Delivery – Tenancy Services*

Good afternoon Steve

Further to our conversation, I have attached below an email from Victor regarding the above properties for your information. These properties are now vacant.

Should the WWASC want to progress removing the dwellings from the 40 Year Lease social housing register, a council resolution must be passed. Once this is done, can it please be sent to Martin Vinton who will action it as necessary.

The Council will then be notified officially by the Housing Partnership Office regarding the release arrangements covering the 40 year lease.

Please let me know if you require further information.

**RECOMMENDATION:**

That Council advise the Department of Housing and Public Works (DHPW) to remove the house located at 21B Hartwig Street Wujal Wujal from the social housing register and request the cancellation of the social housing 40 year lease for this property

**6.2.4 WWASC Social Media Report**

The statistics from Council's Facebook page will be tabled and discussed.

**RECOMMENDATION:**

That Council notes the report on social media statistics for the month.

**RECOMMENDATION:**

That Council receives and adopts the CEO's report for the month of July 2020.

Stephen Wilton  
**Chief Executive Officer**  
08 July 2020



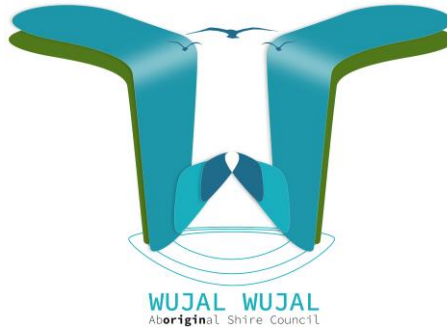


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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 16 July 2020



### **6.3 Director Finance & Corporate Services Report (DF&CS)**

- 6.3.1 Operating Result as at 30 June 2020
- 6.3.2 Insurance Renewal 2020/2021
- 6.3.3 Finance Manager Report
- 6.3.4 Account Payable Officer Report
- 6.3.5 Account Receivable Officer Report
- 6.3.6 Payroll Officer Report
- 6.3.7 Information Management Officer Report

## 6.3 Director Finance and Corporate Services Report

### Action items arising from previous minutes

Date:	Action	Status	Comment
<b>Council Meeting held 23 April 2020</b>			
6.2.3 Res: 0723042020	That Council amend the Expenses Reimbursement for Councillors policy to include a monthly telephone credit of \$40 per councillor and the option for the Mayor to elect to utilise his/her personal phone and receive an annual allowance of \$1000. DF&CS to amend the Policy and implement allowance.	Completed	DF&CS has advised Mayor's mobile phone allowance already actioned. Amended Policy to be uploaded (Old policy to be removed) on to Council website after CEO signing. EA has uploaded to website.
<b>Council Meeting held 21 May 2020</b>			
0821052020	The Chief Executive Officer under delegation resolves to write-off Aged Debtors totalling \$38,768.81 as outlined in report 6.3.5. Write-off Aged Debtors as agreed	Completed	Write off completed based on Council Resolution.
1221052020	That Council confirms it has budgeted the Organisations financial contribution to the Building our Region Project (if applicable), is committed to delivering the Eco Village Project (BoR Ro4 WUJA 0057) and acknowledges responsibility for any funding shortfall if costs or other contributors change. Budget for the Organisations financial contribution to the Building our Region Project (if applicable), is committed to delivering the Eco Village Project (BoR Ro4 WUJA 0057)	Completed	No further action required
6.4.5 Capital Projects	That Council accepts the financial delegation to the Project Manager (Laurie Raleigh) for authorised expenditure to the value of \$100,000.00. Paperwork to be completed.	Completed	Relevant Finance staff advised of the new financial delegation limit.
<b>Council Meeting held 30 June 2020</b>			
Mayor's Report 6.1.6	Food Security discussion: DF&CS to look at shop lease and other options, shop hours etc.	DF&CS looked at the lease, only an unsigned copy available. Contacted MacDonnells Law, they advised Council never returned a signed copy for their records. Contacted	Work in progress

		Julie Hewlett – she is going to look around to find a signed copy (if she has one). Email with current status of lease and other details sent to Mayor, CEO & DB&WS ON Thursday 2 July 2020. Council will be advised further in the coming months.	
Information Management Officer Report 6.3.11	DF&CS to look at Information Officer skills in the new financial year.		Work in progress
Asset Management Policy 6.3.12 Res No. 0730062020	Adoption of WWASC Asset Management Policy	CEO/DF&CS signs off and ensures this policy is uploaded to the WWASC website	Completed including Asset Valuation Procedure.
6.3.6 Budget 2020/2021	Budget meeting to be called end July. Fees and charges across the Council will be reviewed as part of the Budget preparation process and recommendations from the Animal Management team regarding dog fees and charges will be considered and reported to the Council.		Work in progress

**Finance & Corporate Services Report**

Director Finance & Corporate Services (DF&CS) - Harish Nair

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**6.3.1. Operating Result as at 30 June 2020**

- As at 30 June 2020 a surplus of \$3,227,470.99 was reported
- Details of bigger deposits & expenses as detailed in Finance Manager & Accounts Payable Officer Reports

**Attachment 1 Revenue & Expenditure Report as at 30 June 2020**

(Practical extract)

**6.3.2. Insurance Renewal 2020/2021**

- LGM Assets & Liability renewal for the year was \$185,291.68
- LG Workcare invoice will be received in late July (2019/2020 was approx. \$40k)

**6.3.3. Finance Manager Report**

<b>Reporting Period</b>	June 2020
<b>Reporting Officer</b>	Lynette Simbil

- Bank Reconciliation and Cash Flow Report is up to date to 30 June 2020
- Bank Balance as at 30 June 2020 is \$3,217,766.75 with large deposits received during the month as follows:

<b>Deposit made by</b>	<b>Reason for Deposit</b>	<b>Amount</b>
Department of Housing & Public Works	30% Payment for Interim Remote Capital Program	\$705,882.00
Sports & Recreation – Department of Housing & Public Works	Asphalt Pump Track	\$106,902.95
Department of Local Government, Racing & Multicultural Affairs	ICCIP Wastewater Upgrade	\$1,402,974.78
Office of the Arts – Department of Infrastructure, Transport & Regional Development & Communications	IVAIS Relief & Recovery Grant	\$40,000.00
Australian Taxation Office	GST Refund	\$325,856.00

- Credit Card Reconciliation is completed and up to date as at 30 June 2020
- Taxation & Compliance Matters
- BAS for Quarter – 30 June 2020 will be lodged in July 2020
- Acquittal Reporting  
Nil acquittals were done during the month of June 2020

- Funding Opportunities
  - A traineeship funding bid was submitted with Skilling Queenslanders for Work Initiative – First Start Program 2020-21 for 2 x positions in Finance & Administration
  - Grant funding application put through in April 2020 for Indigenous Employment Initiative for Aged Care sector was successful – Council was awarded \$331,560 in funding for 3 years from 2020-2021 to 2022-2023
- Other matters
  - Successful roll over of new financial year in Practical
  - 30 June 2020 PAYG summaries have been printed and available for staff collection
  - Currently working through year end file for 30 June 2020 audit
  - Preparation of budgets will be the focus of the next two weeks

#### 6.3.4. Account Payable Officer Report

<b>Reporting Period</b>	June 2020
<b>Reporting Officer</b>	Vivien Donahue

#### Open Purchase Orders

- As at 30 June 2020, open purchase orders to the value of \$503,812.69 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis

#### Summary of creditors run for the month

Payment date	Total payment	Comment
04/06/2020	\$66,548.84	Largest payment to Up North Building- \$10,780.00 and FNQ Pipelines- \$15,655.20
04/06/2020	\$66,108.10	Payment to Telstra- monthly bills for October 2019 to May 2020
12/06/2020	\$87,845.42	Largest payment to Cairns Hardware- \$33,607.16 and Mossman Custom Kitchen- \$15,772.84
18/06/2020	\$75,785.02	Largest payment to AD Fraser- \$11,473.00 and LGM Qld- \$32,838.16
19/06/2020	\$120,945.00	Payment to Orion Project Consulting
22/06/2020	\$155,657.98	Payment to True Water Solutions
23/06/2020	\$48,332.72	Largest payment to AD Fraser
25/06/2020	\$146,887.81	Largest payment to Emperor Electrical- \$25,982.55, FNQ Pipeline- \$32,355.13, Magiq software- \$16,326.20 and Up North Building- \$14,074.50
26/06/2020	\$102,225.84	Largest payments to Orion Project Consulting- \$64,927.50 and Telstra- monthly bill for September 2019- \$23,942.78

## Creditors Ageing

- Below is the Aged Creditors Report as at 30 June 2020

USER: LYNETTES - WUJAL WUJAL  
ABORIGINAL COUNCIL

### AGED CREDITOR'S REPORT

Report Conditions: CREDITORS between 'ABRI' and 'YURUNU' ; Excluding Nil Balances

Financial Year Ending 2020

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
AQUAMAN	AquaManage Pty Ltd	0.00	0.00	0.00	1,023.00	1,023.00
AUSTAAG	Australis Asset Advisory Group	0.00	0.00	0.00	6,754.00	6,754.00
BLACKWOO	J.BLACKWOOD & SON LTD	0.00	0.00	0.00	587.07	587.07
BRASCH	BRASCHS PTY LTD	0.00	3,941.00	0.00	519.80	4,460.80
CAA	COMMUNITY APPRENTICESHIPS AUSTRALIA	0.00	0.00	0.00	652.21	652.21
CAIRHW	CAIRNS HARDWARE	0.00	0.00	0.00	7,241.75	7,241.75
CAIRNSRC	CAIRNS REGIONAL COUNCIL	0.00	2,318.61	0.00	1,476.65	3,795.26
CKASSOC	C&K Association Limited	0.00	90.00	0.00	0.00	90.00
COMMOB	COMPLETE MOBILITY AND REHAB	0.00	0.00	0.00	2,072.00	2,072.00
COOKEART	COOKTOWN EARTHMOVING	0.00	0.00	0.00	4,589.20	4,589.20
COOKIW	COOKTOWN FOOD SERVICES	0.00	0.00	0.00	1,726.30	1,726.30
DNTPLUMB	DNT Plumbing & Gasfitting	0.00	0.00	0.00	21,482.74	21,482.74
HASTDE	HASTINGS DEERING	0.00	1,820.20	0.00	0.00	1,820.20
HAYMELE	Haymans Electrical	0.00	1,121.32	0.00	10,959.97	12,081.29
KOMA	KOMATSU	0.00	0.00	0.00	2,609.65	2,609.65
LOCABUY	Local Buy Pty. Ltd	0.00	0.00	0.00	192.50	192.50
LOWEPET	Lowes Petroleum Services	0.00	0.00	0.00	12,144.36	12,144.36
NAMBAL	NAMBAL RESOURCES AND QUARRIES PTY LTI	0.00	0.00	0.00	27,632.53	27,632.53
NORWENG	Norweld Engineering	0.00	0.00	0.00	6,534.00	6,534.00
OFFCHOIC	FAR NORTH OFFICE CHOICE	0.00	0.00	0.00	805.37	805.37
PACTOY	PACIFIC TOYOTA	0.00	0.00	0.00	1,244.36	1,244.36
PALINTES	PALINTEST AUSTRALIA AND ASIA PACIFIC	0.00	0.00	0.00	308.00	308.00
PEAKSE	PEAK SERVICES	0.00	0.00	0.00	3,480.00	3,480.00
QLDAUD	QLD AUDIT OFFICE	0.00	0.00	0.00	54,567.30	54,567.30
QMAC	QMAC MACHINERY PTY LTD	0.00	0.00	0.00	433.32	433.32
REECE	Reece Pty Ltd	0.00	0.00	0.00	1,418.84	1,418.84
TRACKDEV	TRACKER DEVELOPMENT	0.00	0.00	0.00	9,900.00	9,900.00
<b>TOTALS:</b>		<b>0.00</b>	<b>9,291.13</b>	<b>0.00</b>	<b>180,354.92</b>	<b>189,646.05</b>

### 6.3.5. Account Receivable Officer Report

<b>Reporting Period</b>	June 2020
<b>Reporting Officer</b>	Melita Baird

### Invoicing

47 Invoices were raised totalling \$42,969.24 for the period of 1 June to 30 June 2020

### QBuild Invoicing Comparison

MONTH	2020	2019	VARIANCE
February	\$225,120.77	\$42,820.33	\$182,300.44
March	\$138,086.16	\$27,781.21	\$110,304.95
April	\$125,407.67	\$126,286.90	(\$879.00)
May	\$779,717.27	\$241,516.71	\$538,200.56
June	\$42,969.24	\$276,322.75	(\$233,353.51)

### Aged Debtors Summary as at 30 June 2020

90 Days Aged	\$207,573.15
60 Days Aged	\$2,817.34
30 Days Aged	\$1,873.07
Current	\$233,716.75
<b>Total</b>	<b>\$445,980.31</b>

### 6.3.6 Payroll Officer Report

<b>Reporting Period</b>	June 2020
<b>Reporting Officer</b>	Renelle Shipton

Total number of employees as at 30 June 2020	65
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### Staff movement for the month

Appointments	-
Resignations/terminations	1

### Summary of Payrun for the month

Pay period	Pay period ending	Total gross payment
50	02/06/2020	\$82,764.44
51	09/06/2020	\$81,273.29
Special Pay – P. Minniecon (Resignation)	11/06/2020	\$694.57
52	16/06/2020	\$80,924.16
State Wage Increase	22/06/2020	\$44,766.69
53	23/06/2020	\$81,550.65
54	30/06/2020	\$89,640.48

### 6.3.7. Information Management Officer Report

<b>Reporting Period</b>	June 2020
<b>Reporting Officer</b>	Wendy Rowlands

#### **Accomplishments for the month**

The second week in June was taken up with our Zoom training – Cert 1V Leadership and Management Unit – Implement Operational Plans.

Most of the rest of the month of June was spent collating, boxing and palletizing records for our latest disposal. This will free up space in the Records Donga and make room for more archiving after our audit this year. Many thanks to the guys from the Depot mainly Bruce Harrigan for the manpower to move the records for disposal to the depot for transit to a secure shred company. There are still some high value archives that need to be prepared to ship to Qld State Archives as per regulation for safe keeping.

I have prepared a WWASC Records Disaster Recovery Management Plan which will sit beside our overall WWASC Disaster Recovery Management Plan when it has been reviewed and approved by the CEO.

I also spent the last week in June acting in the position of Building Coordinator whilst Patrick Nandy was on annual leave and assisting the finance team with the End of Financial Year Rollover 2020.

#### **RECOMMENDATION:**

That Council receives and adopts the DF&CS report for the month of July 2020

Harish Nair  
**Director Finance & Corporate Services**  
13 July 2020



## Attachment: 1- Revenue & Expenditure Report as at 30 June 2020

20 General Ledger2020.3.24.1		Revenue and Expenditure Summary						Page - 1	
(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 100% of year elapsed. To Level 4. Excludes committed costs)		Financial Year Ending 2020						Printed(LYNETTES): 13-07-2020 11:42:22 AM	
WUJAL WUJAL ABORIGINAL COUNCIL (Budget for full year)		Financial Year Ending 2020							
		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)			
		30 Jun 2020	Budget	30 Jun 2020	Budget	30 Jun 2020	Budget		
0001-0001	ASSETS								
0100-0002	Non Current Assets	0.00	0	410.82	0	(410.82)	0		
0001-0001	ASSETS	0.00	0	410.82	0	(410.82)	0		
1000-0001	CORPORATE SERVICES								
1000-0002	CORPORATE SERVICES								
1100-0003	General Administration	2,752,440.84	0	2,900,011.45	0	(147,570.61)	0		
2000-0003	Finance	1,949,582.87	0	3,881.10	0	1,945,701.77	0		
2300-0003	Community Agencies	45,447.13	0	72,959.88	0	(27,512.75)	0		
2400-0003	Employee Costs and Recoveries	0.00	0	69,082.57	0	(69,082.57)	0		
1000-0002	CORPORATE SERVICES	4,747,470.84	0	3,045,935.00	0	1,701,535.84	0		
3000-0002	CORPORATE GOVERNANCE								
3000-0003	Executive	188.30	0	900,530.38	0	(900,342.08)	0		
3000-0002	CORPORATE GOVERNANCE	188.30	0	900,530.38	0	(900,342.08)	0		
4000-0002	TECHNICAL SERVICES								
4000-0003	Technical Services Office	1,736,519.40	0	1,169,927.50	0	566,591.90	0		
4100-0003	Street Maintenance	0.00	0	156,235.68	0	(156,235.68)	0		
4200-0003	Parks and Gardens	0.00	0	613,301.74	0	(613,301.74)	0		
4400-0003	Recoverable Works	17,283.83	0	18,349.36	0	(1,065.53)	0		
4500-0003	Service Station	77,026.18	0	188,578.85	0	(111,552.67)	0		
4520-0003	Workshop	0.00	0	190,665.49	0	(190,665.49)	0		
4550-0003	Plant Operations	0.00	0	(366,488.39)	0	366,488.39	0		
4600-0003	Water Supply	1,276,191.54	0	373,018.74	0	903,172.80	0		
4700-0003	Sewerage Services	57,091.30	0	240,628.93	0	(183,537.63)	0		
4800-0003	Environment and Waste	1,258,489.42	0	156,189.11	0	1,102,300.31	0		
4850-0003	ATSI PUBLIC HEALTH	172,035.02	0	146,139.51	0	25,895.51	0		
4900-0003	Buildings	2,064,776.66	0	2,043,353.29	0	21,423.37	0		
4000-0002	TECHNICAL SERVICES	6,659,413.35	0	4,929,899.81	0	1,729,513.54	0		
1000-0001	CORPORATE SERVICES	11,407,072.49	0	8,876,365.19	0	2,530,707.30	0		
5000-0001	COMMUNITY SERVICES								
5000-0002	SES - OPERATIONS	13,550.60	0	2,244.06	0	11,306.54	0		
5100-0002	COMMUNITY PROJECTS								
5100-0003	KINDERGARTEN	201,978.18	0	219,530.21	0	(17,552.03)	0		
5100-0002	COMMUNITY PROJECTS	201,978.18	0	219,530.21	0	(17,552.03)	0		
5120-0002	Economic Development								
5120-0003	ILGSP sustainability projects	710,643.10	0	94,255.49	0	616,387.61	0		
5155-0003	LIBRARY	38,950.14	0	74,154.93	0	(35,204.79)	0		
5170-0003	COMMUNITY SERVICES MANAGEMENT	0.00	0	35,025.35	0	(35,025.35)	0		
5300-0003	COMMUNITY SERVICES	4,831.20	0	3,439.84	0	1,391.36	0		
5365-0003	NAIDOC	227.27	0	17,304.30	0	(17,077.03)	0		
5400-0003	Arts Centre - Cafe	0.00	0	433.65	0	(433.65)	0		
5500-0003	Cultural - Arts Centre	11,980.51	0	14,177.22	0	(2,196.71)	0		
5585-0003	ARTS QLD- INDIGENOUS ARTS FAIR	20,055.00	0	24,955.53	0	(4,900.53)	0		
5610-0003	Backing Indigenous Arts	(15,000.00)	0	52,705.34	0	(67,705.34)	0		
5620-0003	Indigenous Visual Arts	186,430.00	0	164,931.39	0	21,498.61	0		
5120-0002	Economic Development	950,117.22	0	481,383.04	0	468,734.18	0		
5700-0002	CARE FACILITIES								
5750-0003	Home Care Packages CACPS	563,717.13	0	17,674.55	0	546,042.58	0		
5755-0003	HACC - OPERATING	0.00	0	466,338.37	0	(466,338.37)	0		
5760-0003	NJCP	37,051.04	0	57,978.91	0	(20,927.87)	0		
5790-0003	COMMUNITY SERVICE - DEPRECIATION								
5825-0004	INDIGENOUS ECONOMIC DEVELOPMENT	80,000.00	0	1,722.73	0	78,277.27	0		
5790-0003	COMMUNITY SERVICE - DEPRECIATION	80,000.00	0	1,722.73	0	78,277.27	0		
5870-0003	RIBS								
5880-0004	NJCP Arts, Culture, Radio	33,215.00	0	56,819.95	0	(23,604.95)	0		
5870-0003	RIBS	33,215.00	0	56,819.95	0	(23,604.95)	0		
5700-0002	CARE FACILITIES	827,220.33	0	600,534.51	0	226,685.82	0		
5000-0001	COMMUNITY SERVICES	2,000,866.33	0	1,303,691.82	0	697,174.51	0		
TOTAL REVENUE AND EXPENDITURE		13,407,938.82	0	10,180,467.83	0	3,227,470.99	0		

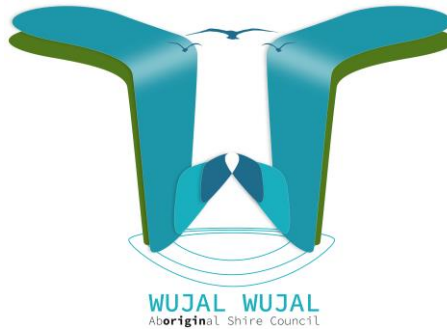


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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 16 July 2020



### **6.4 Director Works & Building Services Report**

- 6.4 Executive Summary
  - 6.4.1 Building - BAS Responsive Maintenance Report  
– Patrick Nandy
  - 6.4.2 Post Office – Neal Ransom
  - 6.4.3 Capital Projects – Laurie Raleigh
  - 6.4.4 Capital Projects - John Drobec Consultant
  - 6.4.5 Art Centre – Vikki Burrows
  - 6.4.6 Water and Waste Water – Ian Hocking
  - 6.4.7 IKC Report – Kylie Mills
  - 6.4.8 Centrelink Report – Marie Shipton
  - 6.4.9 Community Care – Stephanie Dick
  - 6.4.10 Animal/Environmental Management – Helen  
Bigmore/Patrick Nandy JNR/Jukai Greenwool

## 6.4 Director Works & Building Services Report

### Action items arising from previous minutes

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>GENERAL BUSINESS</b>			
General Business	Wall on the back road. Need a privacy barrier either plants or fence. DW&BS to give an update on this at next meeting.	Complete see comments	Will program when we have a chance at next round of funding.
	Lights and wash down basin at boat ramp. DW&BS to give an update at the next council meeting.	Procuring items	Lighting will be solar powered, water and cleaning station also bins will be installed.
<b>Council Meeting held 19 March 2020</b>			
	Follow up Housing for transitional housing two houses. Aunty Kathleen house needs urgent repairs.	In progress	Identified as plug in to minimise overcrowding, whilst construction underway the possibility of transitional houses availability may affect timing.
<b>Council Meeting held 23 April 2020</b>			
	DW&BS to organise more activity in the maintenance or grass cutting lawns, verges etc. DW&BS to organise.	In Progress/ongoing	The P&L crew have an ongoing roster to commence at the waterfall – Granite creek.
	DW&BS to investigate leasing agreement of HACC houses of passed on clients. One house has carer who has continued to live in house needed by other community members. Investigate student parties. DW&BS to report back to Council.	Complete	Tenancy management is aware of the situation and trying to look at the Act on how to get pass this situation as she is paying the rent.
	DW&BS to meet with DWPH at a future date to talk about lease agreements.	In Progress	Awaiting site visit from DW&PH.
	Cr Regan Kulka suggested an education awareness campaign for damage to equipment from waste being flushed down toilets. Will use radio, Facebook and newsletter to combat issue. DW&BS to collate information and share to various media platforms.	Complete	DW&PH is aware of the situation and will try and educate their tenants, Council looking at education through the newsletter/Radio and home visits.
Res: 1223042020	Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China Camp slip, also the China Camp	Complete	NCP has contract has been awarded, construction has commenced.

	<p>drainage works. Funding allocated Recycle Centre, ATSI/TIDS - \$945,000.00 + ICCIP - \$800,000.00 and China Camp, QRA - \$3,000,000.00, the dollar amount is just what budget I have for these projects, Contractors estimate – Recycle Centre - \$1,615,410.00 and China Camp - \$1,094,000.00. CEO/DW&amp;BS to advise NCP in writing.</p>		
General Business	<p>Concreting – Walkway to the Sports oval? DW&amp;BS to investigate. Possible boundary issues and will need to go through the design, approval then funding.</p> <p>DW&amp;BS will come back to council at a later date with more information, plans, costings etc.</p>	In Progress	<p>Project Manager and Works Coordinator has scoped the area and looking at options prior to approaching DSC.</p>
General Business	<p>Waterpark - DW&amp;BS to investigate funding, maintenance etc. and report back at a later date.</p>	In Progress	<p>The suitable waterpark for WW will be approx. 1M + due to building up of site with fill material and the chlorination plant, then the ongoing maintenance cost approx. 200k + per year. Ministerial Champion is aware of this request.</p>
General Business	<p>Skills Park - Update and Shade sail? DW&amp;BS says one more hurdle to get past and it will be ready to open. Signage here. Will not happen while social distancing in place. DW&amp;BS may look at this later subject to funding.</p>	Complete	<p>Awaiting COVID 19 restriction to determine a date for an official opening.</p>
<b>Council Meeting held 21 May 2020</b>			
6.4.3 Works Report	<p>Tenants should be asked questions and consulted with before designs are formulated, more involvement before coping happens. Should happen for all projects to do with housing including BAS. DW&amp;BS to take to Housing Department. Some designs are not fit for purpose and should be. More communication needed between contractors and council. Plan with building sites so no quick jobs happen from outside contractors maybe need more input from councillors who are part of this portfolio and are able to attend these meetings.</p>	ongoing	<p>A JOM meeting was held Last week with QBuild, this was part of the discussion, when the next available meeting we have in Wujal with TWG the relevant Councillor will be invited to attend.</p>

6.4.4 Kindergarten Report	Please advise in writing the outcomes as resolved at the April Council meeting. Action items revised by DW&BS. DW&BS to advise Kindergarten Manager in writing.	Complete	This has been communicated with meetings and forwarding the minutes from the April meeting, what else does she want?
General Business	Uniforms not being worn. Technical Services staff not wearing uniforms. DW&BS to enforce this.	Ongoing	Last procurement of uniforms were done by Trevor/Susanne, uniforms are not WH&S compliant, received 3 quotes for Depot staff re issue and we are looking at 16,000.00.
<b>Council Meeting held 30 June 2020</b>			
Centrelink Report 6.4.9	Follow up on letter to be drafted to CEO to pursue job share position for someone in the community to train and assist at Centrelink.	Complete	Currently there is Michelle Barath in with Aunty Marie.(Complete)
	Messaging to go out to community about closure of Veterinary Services in Cooktown. Investigate opportunity for Wujal Wujal to offer some of these services.	Complete	Have requested notice to be put on the website 1/7/20, email was sent to EA.
	Charlie's Tourism Centre still needs a building compliance certificate. DW&BS to contact contractor re: x-ray photography of internal walls etc.	In Progress	P/O was sent to RECS Engineering to hire a xray machine to determine compliance in steel works, once inspection complete and all above board then a form 16 will be issued.(RPEQ)
General Business	Additional lighting is needed at the Ayton boat ramp. DW&BS to report back to Council.	In Progress	Cook Shire have been notified, DW&BS will advise once actioned.

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## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

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**Report to:** CEO, Mayor and Councillors  
**Subject:** Works, Building, Economic Development & Community Care Services  
**Date:** JUNE 2020  
**Prepared by:** Director of Works and Building Services – Victor Mills  
**Status:** Information

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### 6.4 Executive Summary

This report outlines the works undertaken during the month of JUNE including Disaster Management, Civil, Building, Water, Sewer, Animal Management, Environmental Health, Art Centre, HACC, IKC, Post Office, Centrelink and Kindy.

#### 6.4.1 BAS PORTAL

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Building
<b>Reporting Officer</b>	Patrick Nandy

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders			\$42,969.24
Completed Orders			
Planned Work Orders			\$

#### BUDGET OVERVIEW

BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
<b>B11942</b> OT Dismod	\$36,250.00	95%	119A Hartwig St
<b>U93255</b> Dismod/Tiling	\$11,970.00	10%	18 Keim St
<b>B09929</b> Various Works upgrade	\$40,660.00	5%	22 Hartwig St
<b>B19671</b> Bathroom Modification	\$33,460.00	95%	29 Hartwig St
<b>B15451</b> Upgrade works	\$54,043.00	85%	45 Heorlein St
<b>B15454</b> OT modification	\$62,020.00	100%	2 Yalanji Close
Kindy Upgrade	\$770,000.00	75%	Kindy Upgrade



**Construction OF  
CONTRACTORS  
QUARTERS:**

**Lot 115**

**Little Douglas  
Street ready for  
construction.**

Contractors  
Quarters Stages

- Roofing  
begins  
07/07/2020
- Render's  
begin  
13/07/2020

Contract Quarters  
40% Complete.



**DEPOT TOILET**

Walls & ceiling  
have been  
installed.  
Awaiting plumber  
and tilers.

Whole project  
70% complete





**Kindy house:  
Unit 1 & 2**

Bedroom  
cupboards and  
doors have been  
installed.  
Bathroom vanity  
installed.

Kitchen splash  
back and  
benchtop  
installed.

Back railing has  
been fitted.

Whole project  
85% completed.



### Kindy upgrade

Back ramp has been installed.

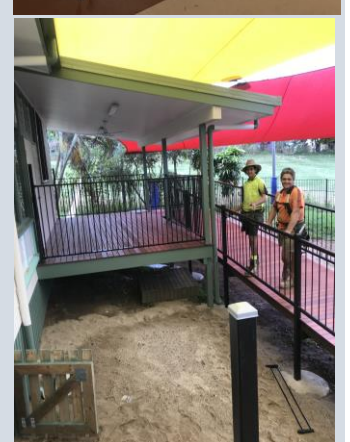
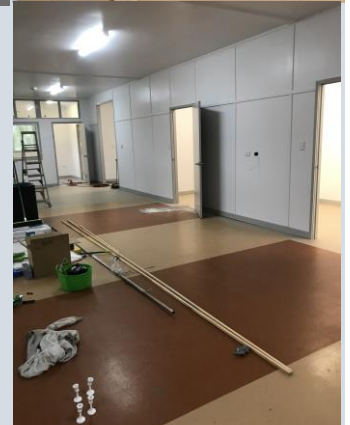
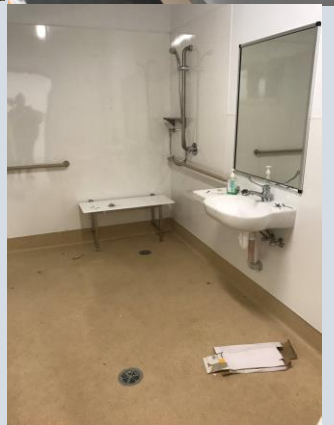
Soft fall out back finished installation on the 7/7/2020.

Grass in back area to be trimmed and turf laid on top.

Internal fit outs still yet to be done.

Playground equipment installed once turf is laid.

Whole project is at 75%



### 29 Hartwig Street bathroom upgrade

Vanity and tiles have been installed.

Awaiting electrical work.

95% Completed finishing on the 8/07/2020

#### Workflow

Unscheduled	24
Work In Progress	80
Awaiting Approval	0
Completed	10
Invoiced	305

#### Field Workers

Carpentry	28
Electrical	28
Painting	2
Pest Control	-
Plumbing	14
Yard Work	8

119a Hartwig Street bathroom upgrade - Vanity and tiles have been installed. Awaiting electrical work. 95% Completed finishing on the 8/07/2020

**BAS PORTAL**

## 6.4.2 POST OFFICE REPORT

Reporting Period	MAY 2020
Department	Post Office
Reporting Officer	Neal Ransom

### STATUS

The Post Office is keeping the social distancing rule in place until Auspost Area Manager can give us the all clear to trade as per normal.

There has been a significant increase in the withdrawal of monies as the people have been getting extra payments due to the virus. I have had to limit the amount that can be withdrawn until Cairns Head Office can send more money to bring us up to our legal limit.

I have had an issue with the Post Office account in trying to order new stock, dated as far back as December last year. I have contacted the AusPost Accounts Dept and they have responded saying that our CPA account is no longer valid as we are now an LPO and we have a different account number. I am still waiting for a reply from the AusPost Accounts Dept as to set up the Wujal Post Office new account, so I can order stock that we are very low on.

The deliveries of parcels have increased and there is still some delays at Airports not releasing the parcels, some people have been waiting over 4 months for their deliveries.

### UPDATES

- Monies still being delivered regularly.
- The new yellow and White Pages directory are available on request

Attached is a daily graph of EPOS transactions and parcel associations

```
00POST OFFICE REPORTS      434183 WUJAL WUJAL LPO      08:03      07/0
      POST SALES DAILY TRANSACTIONS (GRAPH)      Page:

From 06/06/20 to 07/07/20      Max      52

Monday No Trans
-----
06/07/20      0 *****
      19 *****
      0
      0
      24 *****
      31 *****
      36 *****
      30 *****
29/06/20      27 *****
      0
      0
      23 *****
      34 *****
      49 *****
      20 *****
22/06/20      19 *****
      0
      0
      29 *****
      52 *****
      33 *****
      30 *****
15/06/20      17 *****
      0
      0
      30 *****
      37 *****
      41 *****
      38 *****
08/06/20      22 *****
      0
      0
```

Period: Jun 1 2020 - Jul 7 2020

## DOMESTIC ASSESSMENTS

Service	With Labels	With Stamps	Total			
Letters:	Qty	Postage	Qty	Postage	Qty	Postage
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels:						
Up to 250g	4	42.30	0	0.00	4	42.30
251g-500g	0	0.00	0	0.00	0	0.00
501g-2Kg	4	45.55	0	0.00	4	45.55
2.01Kg-5Kg	1	15.35	0	0.00	1	15.35
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	9	103.20	0	0.00	9	103.20
DOMESTIC TOTAL	9	103.20	0	0.00	9	103.20

## INTERNATIONAL ASSESSMENTS

Service	With Labels	With Stamps	Total			
Letters:	Qty	Postage	Qty	Postage	Qty	Postage
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels (Includes EMS/ECI):						
Up to 250g	0	0.00	0	0.00	0	0.00
251g-500g	0	0.00	0	0.00	0	0.00
501g-2Kg	0	0.00	0	0.00	0	0.00
2.01Kg-5Kg	0	0.00	0	0.00	0	0.00
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Delivery Conf Intl	0	0.00	0	0.00	0	0.00
INTERNATIONAL TOTAL	0	0.00	0	0.00	0	0.00

Period: Jun 1 2020 - Jul 7 2020

## ALL ASSESSMENTS

Service	With Labels	With Stamps	Total			
Letters:	Qty	Postage	Qty	Postage	Qty	Postage
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels:						
Up to 250g	4	42.30	0	0.00	4	42.30
251g-500g	0	0.00	0	0.00	0	0.00
501g-2Kg	4	45.55	0	0.00	4	45.55
2.01Kg-5Kg	1	15.35	0	0.00	1	15.35
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	9	103.20	0	0.00	9	103.20
Delivery Conf Intl	0	0.00	0	0.00	0	0.00
TOTAL	9	103.20	0	0.00	9	103.20
LABEL ONLY ASSESSMENTS	0	0.00			0	0.00
ALL ASSESSMENTS TOTAL	9	103.20	0	0.00	9	103.20

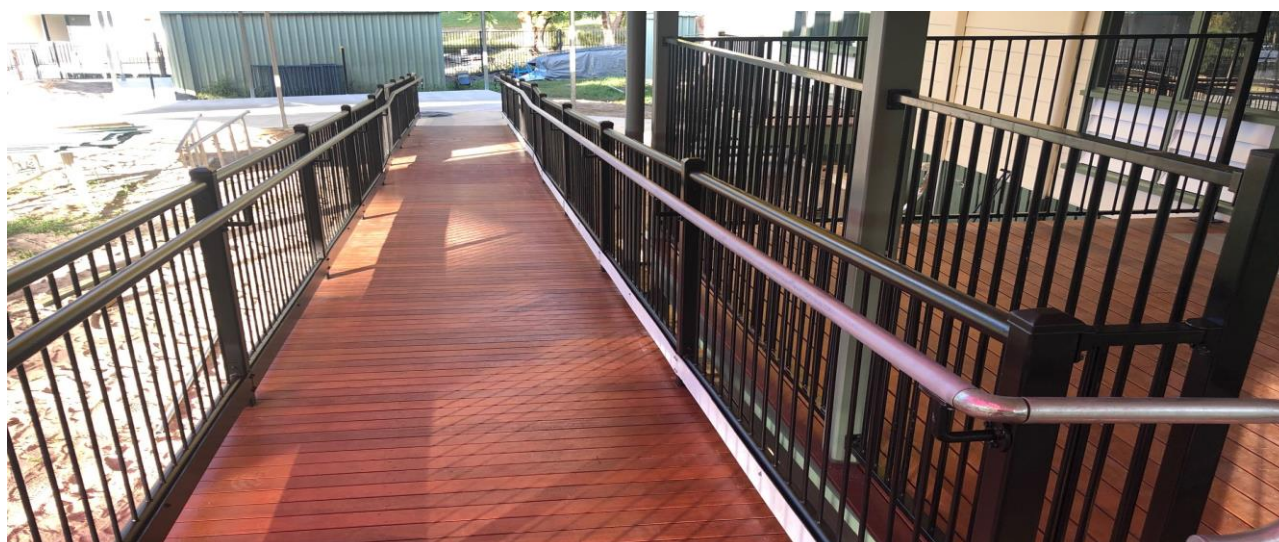
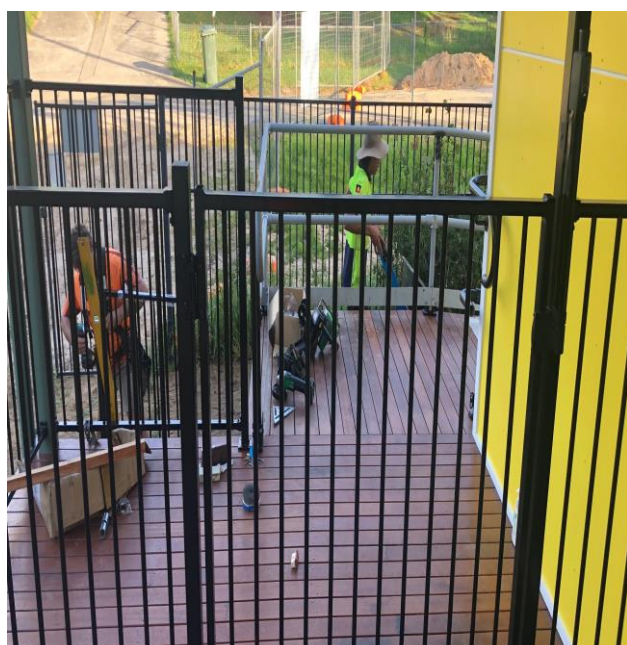


### 6.4.3 CAPITAL PROJECTS REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Capital Projects
<b>Reporting Officer</b>	Laurie Raleigh

#### Project: Louis St Kindy Upgrade

- 95% complete
- External hand rails.
- Disabled Ramp Handrails.
- Internal and External Painting.
- Installation of new glazing.
- New sand in sand pit.
- Soft fall installation to start 06/07/2020





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Project:

Contractor Quarters:

- See Patrick's report

Project:

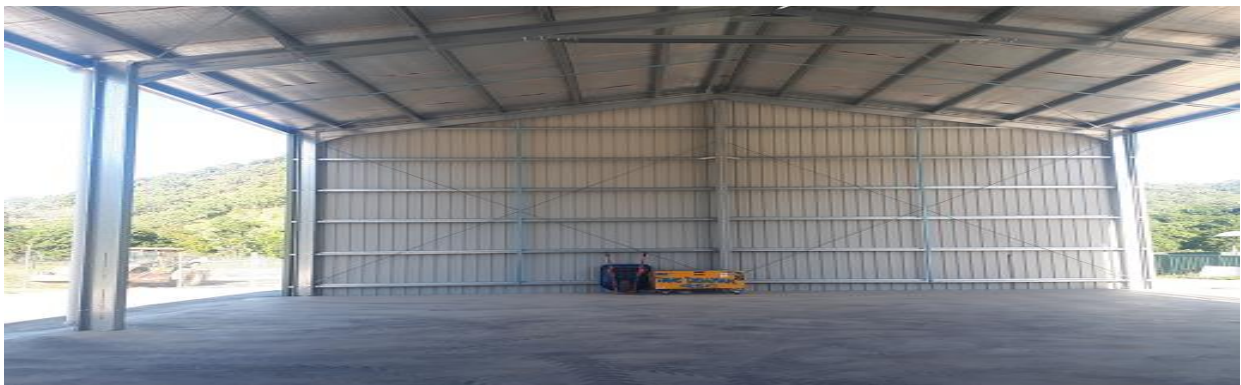
Kindy House Renovations:

- See Patrick's report

Project:

ICCIP Recycle Centre:

- Shed completed
- Wash pad and remainder of concrete works scheduled to start at the end of the month.



## Project:

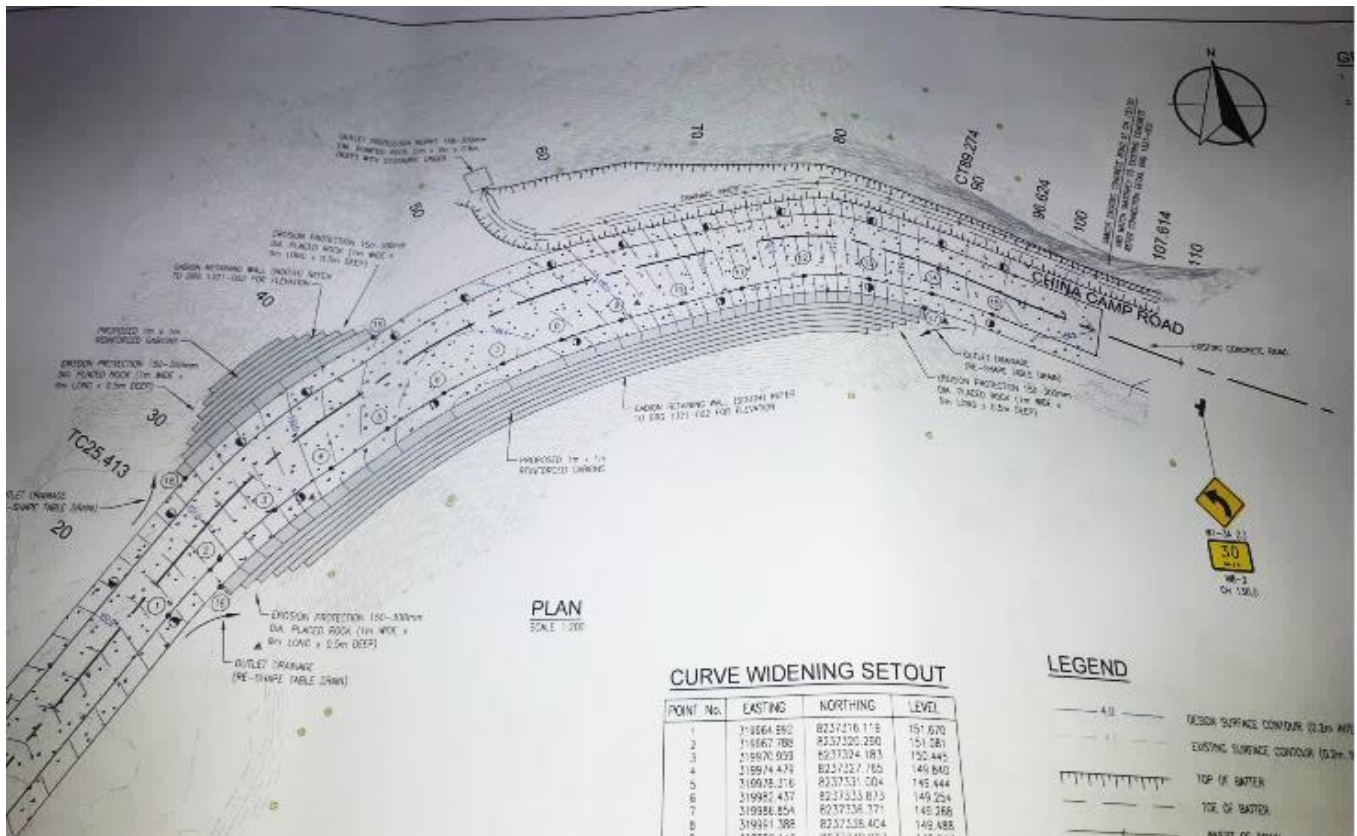
### Sth Side Driveways:

- Remainder of concrete work and fencing to start at the end of July

## Project:

### China Camp Geotechnical Rectification:

- Clearing work commenced July 6th
- Cultural heritage walk being completed by Jabalbina corp
- Welcome to country and smoking ceremony planned for 3rd wk in July



## Project:

### Eco Lodges:

- Quotes for eco tents on the way
- Final earth works still required by Geoffrey's team
- Draft Artist Impression commenced

## Workshop:

- Relief mechanic started 6-7-2020

## Works Depot:

- Concrete pavement 90% complete

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#### 6.4.4 CAPITAL PROJECTS REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Capital Projects
<b>Reporting Officer</b>	John Drobec Consultant

#### **Natural Disaster Program (NDP)**

##### **Program Summary**

Wujal Wujal Aboriginal Shire Council (WWASC) currently active programs under the following funding arrangements; Natural Disaster Relief and Recovery Arrangements (NDRRA), Disaster Recovery Funding Arrangements (DRFA), Natural Disaster Resilience Program (NDRP), Get Ready Queensland (GRQ);

The program is broken down into the following categories;

- 2018 NDRRA March Event Restoration of Essential Public Assets (REPA)
- 2018 DRFA December Event Counter Disaster Operation (CDO)
- 2019 DRFA January – Feb Event Counter Disaster Operation (CDO)
- 2019 DRFA January – Feb Event Restoration of Essential Public Assets (REPA)
- 2019 Category D Flood Recovery Exceptional Assistance,
- 2018 Natural Disaster Resilience Program (NDRP)

##### **Design**

Orion Project Consulting Pty Ltd as Design Managers, is currently managing the design process of the WWSTO2019 – Waste Water Treatment Plant Upgrade. The WWSTP2019 is a design & construct contract and is currently on track with no issues to resolve. Detailed design to be completed in June 2020.

##### **Design Issues**

No Design issues during this reporting period.

##### **Applications and Approvals**

**DRFA – Restoration of Essential Public Assets – Status** - In Development. Due to announcement of the availability of Category D funding the restoration of essential public assets submissions will not be submitted until the Commonwealth finalise the assessment criteria for the funding applications.

**DRFA – Betterment Application – Status** – The submission for the Waterfall Rd Rock Gabbion Extension Project was finalised on 5 December 2019 with the QRA. QRA has received the responses to various queries regarding the applied scope of work. QRA has advised that the Waterfall Rd application has been approved by the QRA and is awaiting Ministerial approval prior to notifying Council.

Formal approval is anticipated to be delivered by 30 July 2020.



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## **Construction**

### **WWASC.11.18 (2018 NDRRA Works)**

A construction methodology plan is currently being established for the landslip works to determine best practices in delivering these works. Council to be the Principal Contractor.

The project budget will be amended to include any additional resources, tasks or materials that are defined by the construction methodology plan.

Project budget will be utilised to track the financial progress of the project against the works program. This will ensure that the project remains within the funding limited of the project.

OPC will finalise the local buy contract with preferred contractor once the construction methodology is defined. Finalisation of the contract is anticipated by 30 July 2020.

### **Indigenous Council Critical Infrastructure Program (ICCIP) Program Summary**

Wujal Wujal Aboriginal Shire Council (WWASC) currently has one approved project under the ICCIP – WWSTP2019 Waste Water Treatment Plant Upgrade.

OPC has submitted the Project Request form to the Department of Local Government Racing and Multicultural Affairs (DLGRMA) with additional projects and requested funding. DLGRMA has approved the funding for the additional projects.

Council is in the process of issuing a purchase order to the contractor under the WWSTP2019 contract for \$328,540 (Ex GST).

OPC is working with the contractor (Briody Plumbing) to finalise the scope and costs of the Sewer Network Upgrade.

Council has requested that an indigenous organisation be utilised to completed the condition assessment of the camera (CCTV) of the sewer network. Briody Plumbing will work with Kelly's Australia to deliver the CCTV of the sewer network.

WWASC has submitted the ICCIP second payment form and project management plan (PMP) for this project. WWASC has issued a purchase order to Briody Plumbing for the WWSN2020 – Sewer Network Project.

WWASC will issue a separate purchase order to Kelly's Australia for the CCTV condition assessment work of the existing sewer network system.

#### **Applications and Approvals**

All statutory approval will the responsibility of successful contractor.

## Procurement

### Design

No further procurement activities are forecast for this reporting period.

### Legal

No legal services are currently engaged for the active projects under funding agreements. Should any advice for any matter be required then the same legal firm who provided advice on NDRRA works with Orion Project Consulting (McInnes Wilson Lawyers) will be recommended.

### Construction

Tender report was submitted at the October 2019 Council meeting detailing the tender process and the recommendation to award the contract.

A Council resolution on the matter was passed and Council requested that the contract be awarded to the recommended tenderer.

Discipline	Pre-Tender	Out to Tender	Tender Closed	Vetted	Contract Awarded	Delivery Agent
Civil Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GANDEN
Civil Contractor	<input type="checkbox"/>	✓	✓	✓	<input type="checkbox"/>	True Water Australia

### Construction

#### ICCIP WWTP– Waste Water Treatment Plant Upgrade Project

WWASC has reviewed the concept design and approved. Contractor to finalised the detailed design and submit to OPC for review and approval by 30 July 2020. Contractor has submitted progress claim 5 for payment. OPC has assessed the claim and issued to Council for payment processing by 26 July 2020.

OPC and Contractor inspected the Kubota treatment plants in Brisbane with no visible damage to the equipment. Equipment been delivered to WWASC. Contractor to assess the current works program and advise of the new completion date that will take into account the irrigation works and DES licensing requirements.

Irrigation works may cause a delay with costs to be incurred. OPC has advised DLGRMA of the critical path of this project.

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Project meetings are currently scheduled as fortnightly between WWASC, OPC and the contractor.

## **Cape York Regional Package, Torres Cape Indigenous Council Alliance Funding (TCICA)**

### **Program Summary**

Wujal Wujal Aboriginal Shire Council (WWASC) currently has one approved project under the CIMA.

- Recycle Centre

### **Applications and Approvals**

No current applications or approvals.

### **Procurement**

#### **Design**

No further procurement activities are forecast for this reporting period.

<b>Discipline</b>	<b>Pre-Tender</b>	<b>Out to Tender</b>	<b>Tender Closed</b>	<b>Vetted</b>	<b>Contract Awarded</b>	<b>Delivery Agent</b>
Civil Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AECOM
Civil Contractor	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	NCP

### **Construction**

#### **Recycle Centre**

TMR has approved an extension of time to 30 October 2020.

ICCIP has approved additional funding of \$1.7M to complete the project.

OPC to complete the variation forms and submitted to DLGRMA for approval by 30 July 2020.

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## Financial status

### Project Cost Allocation

<b>Original Cost Allocation:</b>	<b>\$ 12,070,415.80</b>
NDRRA 13.18 Cape Tribulation - Bloomfield Road	\$ 1,043,918.00
NDRRA 13.18 China-Camp Road	\$ 2,178,416.00
NDRRA 13.18 Contingency	\$ 1,094,537.60
NDRRA 13.18 Escalation	\$ 273,634.40
NDRRA 13.18 Project Management	\$ 547,268.80
NDRP 12.18 Place of Refuge	\$ 700,000.00
W4Q Depot Office Upgrade \$500K	\$ 500,000.00
CYIF Recycle Centre	\$ 948,815.00
CYIF Boat Ramp	\$ 270,000.00
Boat Ramp Design & Tender Docs	\$ 50,000.00
Boat Ramp Concrete Works	\$ 50,000.00
CYIF Water Main Xing Bridge	\$ 258,000.00
Water Supply Bridge Crossover	\$ 284,186.00
ICCIP Replace fencing and construct roof over generator	\$ 18,000.00
ICCIP Wastewater, multiple	\$ 1,275,100.00
ICCIP Waste RPEQ	\$ 10,000.00
ICCIP Waste – Sewer Network Upgrade Project	\$ 400,000
ICCIP Waste – Irrigation Project	\$ 328,540
ICCIP Water Network Projects	\$ 240,000
ICCIP SPS replace pumps(50k); major upgrade of treatment plant	\$ 1,550,000.00
ICCIP Replace membranes elements	\$ 50,000.00

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#### 6.4.5 ART CENTRE REPORT

Reporting Period	JUNE 2020
Department	Art Centre
Reporting Officer	Vikki Burrows

##### Highlights:

- Junibel Doughboy and Vikki Burrows attended three SAM data base training workshops via zoom which was held by IACA, Indigenous Art Centre Alliance for all art centre managers and staff members.
- The art centre can now open in July 2020, when Wujal Wujal is at the Stage 3 easing of restrictions. We have put procedures in place and we will be following COVID-19 protocols.
- We currently have an exhibition at the National Museum of Australia, Canberra. Please have a look at the website <https://www.nma.gov.au/exhibitions/endeavour-voyage/endeavour-reef>.

##### Data:

- No sales for the month of June 2020. Still closed to the public, until further notice.
- Weekly zoom meeting with Indigenous Art Centre Alliance members and the Art centre Managers from the Cape.

##### Barriers & Issues:

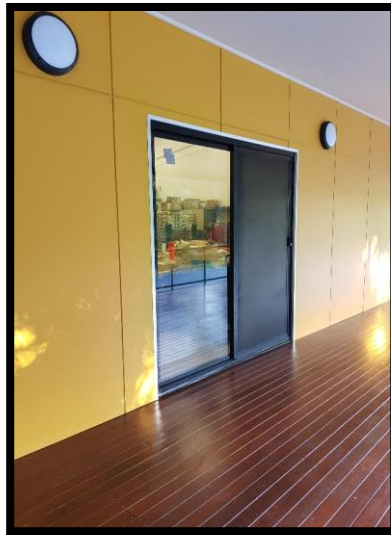
- The artist's work for the dole activities are still suspended, so no artists were working during the month of June at the art centre.
- The gallery front door lock is still broken, the builders said it needs a locksmith, it can only be locked from the inside.

##### Funding/Agreements/Financials:

- The Art centre strategic plan was taken to the Council meeting and has been adopted by Council.
- The art centre got an extension on the progress report due with Backing Indigenous Arts grant, Arts QLD. This was due on the 30<sup>th</sup> June. The Council now have until the 7 July 2020 to provide financial statements needed for this report.
- The new strategic plan has been uploaded along with the 2020/21 IVAIS Start of Financial Year Form report.



##### Resolutions:

- New glass cabinets have been installed in the gallery and are ready for displaying jewellery.
- The silk kaftans are now with CIAF for the fashion show. This will be photographed and filmed for an online audience. CIAF will share social media footage and photos with art centre.
- The gallery has now been repainted and the veranda floor oiled. It is looking great and ready for reopening in July.
- The roller door to the art studio has now been replaced with a lockable screen door so the artists can access the door and keep it closed so no visitors can enter and practice safe measurements during COVID -19 distancing regulations.



#### 6.4.6 WATER AND WASTE WATER REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Water and Waste Water
<b>Reporting Officer</b>	Ian Hocking Coordinator

TASK	PHOTOS
<p>We are still getting a lot of debris through the sewer system.</p> <p>The staff have pulled 4 Pumps over the last month. A very unpleasant job for everybody.</p> <p>We have got quotes to install Septic tanks to the southside houses this would stop the pump problems. These have been forwarded to housing.</p>	 



	<p>The tanks for the sewer upgrade have arrived in one piece.</p> <p>Truewater are in the final design stage of the upgrade. This should start in the next few months.</p> <p>The water treatment plant has had a few issues with burning out Variable speed drive controllers. Aquamanage are having trouble getting here because of the Victorian covid problem. They are going to get one of their Queensland electrical contractors up here ASAP.</p> <p>We are keeping ahead of demand for now should all fail we can pump river water and treat onsite if necessary. The river water is sourced through a gravel bed of 6 meters which is a good filtration media.</p> <p>We can chlorinate the water via the chlorine pumps to make safe.</p>
	<p>The water testing results have all been negative for ecoli from Ayton, southside and the community. This is the fourth month of ecoli free testing.</p>

#### 6.4.7 IKC REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	IKC – Indigenous Knowledge Centre
<b>Reporting Officer</b>	Kylie Mills

- Youth Justice program has finished up now and has moved a majority of their stuff out of the IKC. School desks still remain and awaiting removal.
- IKC has not run any school holiday programs this school holidays due to not being able to effectively implement social distancing protocols with the kids in the small space.
- Normal IKC activities have recommenced in-line with Covid-19 rules and regulations.
- IKC fridge blew up and have ordered another one.
- Centrelink required an emergency response plan for aggression. IKC Manager working on this and it will cover the entire organisation.
- Two new members, four adult fiction loans and 13 overdue items to be followed up.
- New DVD's have been added to the IKC collection, purchased from the \$1,500 per annum we receive from SLQ.

Project / Funding	Grant amount	Update
<b>First 5 Forever</b>	\$15,000	<ul style="list-style-type: none"> <li>Extended until 30/11/2020 due to Covid-19.</li> <li>Minor building works to begin this week</li> <li>Furniture and other play room items have been ordered</li> <li>Two local artists will work on a mural for the area once the building works finishes</li> </ul>
<b>Language Grant</b>	\$15,000	<ul style="list-style-type: none"> <li>Extended to 31/03/2021</li> <li>Had Language Reference Group meeting to discuss language activities in the community. Both Council and Justice Group will assist each other where they can to create and enhance language activities and outcomes in the community.</li> <li>Will liaise with interim principal at the school to develop a short program for the kids to engage in the creation of the Language App and work with elders to come along and assist.</li> <li>Have worked out how to use the new drawing pads and can now show the kids how to use and generate multimedia for the app.</li> </ul>
<b>Tech Savvy Seniors</b>	\$3,716.50	<ul style="list-style-type: none"> <li>Extended until 31/03/2021 due to Covid-19.</li> <li>Ordered two computers and have packed up the old ones for disposal/sale. They are running unsupported Windows 7 and nobody (Fourier, us, SLQ) knows the passwords. The computers were given to us from the Ministerial Champions Office years ago and never given the passwords or reconfigured to Council.</li> </ul>
<b>First 5 Forever Mum's and Bub's</b>	\$18,000	<ul style="list-style-type: none"> <li>Program on hold due to Covid restrictions, unable to accommodate more than 10 people in the IKC. In July when restrictions ease again will reassess the situation.</li> <li>CDCC have offered support for the group once up and running.</li> <li>Spoken with clinic in regards to getting health professionals in to speak to the group and they are happy to help once normal services have resumed and we can accommodate a group in the IKC under Covid rules.</li> </ul>
<b>Total</b>	<b>\$51,716.50</b>	



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#### 6.4.8 CENTRELINK REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Centrelink
<b>Reporting Officer</b>	Marie Shipton and Michelle Barath

Centrelink report as requested.

Marie and I have had a busy month with putting many community members on the preferred MyGov Centrelink account instead of using the phone which takes some time to access.

The social distancing and having access to only one Centrelink computer has made this a slow process which is the reason why the Centrelink office has remained open longer each day.

I have spoken with Centrelink representatives about the need to have another computer so community can access their MyGov accounts more readily but was told that this is determined by the numbers of people who actually are on Centrelink payments in the community and apparently, Wujal Wujal doesn't have the numbers to make this possible yet.

I have also spoken with Centrelink representatives about training possibly 2 more bama (in a job share situation as this could help in situations in the future if a Centrelink agent is not available for work) & they indicated that it is up to Council to decide this as they would be the employer.

Marie and I are not getting any younger and we both feel it would be in Council and communities best interest to train at least one bama (for the moment) for this position so would appreciate if Council would consider this.

This position requires dealing not only with Centrelink, but with the different banks, the ATO, Medicare, Child Support agencies and of course, the individual situations of the community so is a demanding position and we would like to see this position/s filled by local bama.

## 6.4.9 HACC REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	HACC
<b>Reporting Officer</b>	Stephanie Dick




Statistics for the Month			
Admissions	CHSP	2	HCP 1 Disability 0
Discharges	CHSP	1	HCP 0 Disability 0
Number of Meals	CHSP	228	HCP 165 Disability 23
Number of Transport Trips	CHSP	54	HCP 71 Disability 6
Number of Hours	CHSP	23	Disability 6
Activities conducted for Month			
Personal Care hours	0	Meals (numbers)	345
Assessment hours	15	Transport (trips)	100
Coordination hours	66	Clinic Visits	10
Centre-based care hours	39		
Future Activities Planned			
Personal Care hours	5	Meals (numbers)	404
Assessment hours	10	Transport (trips)	173
Coordination hours	33	Community Engagement	54
Centre-based care hours	26		
Compliments			
Total Number for Month: nil	Topic:		
Complaints			
Total Number for Month: nil	Topic:		
Suggestions for Improvement			
<ul style="list-style-type: none"><li>Food audit has not been conducted, due to auditor no show, this have been reported to higher management.</li><li>evacuation plan needs to be updated, staff meeting with Victor and staffing conducted, Victor will raise this.</li></ul>			
Monitoring Activities Completed for Month			
<ul style="list-style-type: none"><li>Clients need to be referred to ACAT assessment for package. Needing more support at home</li><li>Staffing meeting conducted on a regular fortnightly basis, gives chance for any client, staffing concern to be raised. Staffing taking on board what has been said in meetings.</li><li>Kitchen, cleaning and garden maintenance audits planned for July.</li><li>QIP- needs updating, will include in regular staffing meetings as well.</li></ul>			
External Visitors			
Who	Reason for Visit	Who	Reason for Visit
DoH		DBMAS	
ACAT		Clinic Visits	
RAS		Other	
Client Incidents			
Name of Client	Description of Incident	Result	
W. Smith	Fell during intoxication	Resulting in shoulder dislocation, is still currently in CBH. Returns home 8/7/2020- awaiting update from clinical staffing.	
Staff Incidents			
Name of Staff Member	Description of Incident	Result	
Client Concerns			
Nil concerns			
Staff Concerns			
❖ Police checks are due, monitoring dates and will submit once current is expired.			

#### 6.4.10 ANIMAL/ENVIRONMENTAL MANAGEMENT REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Animal/Environmental Management
<b>Reporting Officer</b>	Helen Bigmore/Patrick Nandy JNR/Jukai Greenwool

This month we didn't carry out the parasite control. We will do so next month. We dispensed three courses of antibiotics for various ailments, including an infected broken bone, a dog that was hit by a car and a burst abscess. We took one dog to the Vet in Cooktown for de-sexing and another to have a cast applied to a broken bone. Three dogs were removed from the community and three impounded. There was one new registration this month. There are still 47 registered dogs in Wujal. 38 dogs reside in Wujal, 12 in Douglas and 18 in Cook Shire. Animals are moved backwards and forwards between these Shires.

##### Overview

TASK	PHOTOS
Jake the dog jumped the fence at night and got caught up in the broken section. The lower part of his leg was broken. A council member attended to him.	 A photograph showing a light-colored dog hanging from a broken section of a chain-link fence at night. The dog's body is suspended in the air, and its legs are visible. The scene is illuminated by a bright light source, possibly a flashlight or a street light, creating a high-contrast image.
We took him to Cooktown Vets to apply a cast.	 A close-up photograph of a dog's front leg, specifically the paw and lower leg area. The leg is resting on a red, textured surface. There is a visible injury or swelling on the lower leg, and the paw appears to be in a cast or bandage.
We held him overnight in the pound and sent him home the next day.	 A photograph of two men in a veterinary clinic. One man, wearing a grey t-shirt and khaki pants, is standing and looking down at a dog lying on a metal table. The other man, wearing a yellow and black high-visibility vest, is also looking down at the dog. The dog is lying on its side, and its head is resting on the table. The background shows a typical veterinary clinic setting with shelves, equipment, and a doorway.



Unfortunately, we had to remove the cast after 2 weeks because his foot got infected and very wet.

He is now out of the cast, the leg is still broken and receiving treatment as an open wound. He may never walk the same again.





PJ got experience seeing a cast off the leg whilst under sedation. The owners have taken responsibility of the animal whilst it is at home. They have been medicating and understand that the leg may not heal.



The two houses show that the gates are shut, and the dogs are inside the yard. Owners in the community are starting to take responsibility which is great to see.





TASK	PHOTOS	NOTES
<p>Rocky has been sent to cooktown pound because our pound was full. Rocky has been chasing cars and an accident nearly occurred twice. Owner has been informed.</p> <p>Sox, the declared menacing dog also escaped the enclosure. We would usually be required to euthanase this dog, but owner conflict occurred. We asked Councilor Vincent Tayley to speak with the owner and the dog was returned home.</p>	 	<p>We are not certain that the dog is being exercised out of the enclosure and an authorized officer will be inspecting.</p>
<p>Max has been de-sexed in cooktown vets to try and help to discourage his wandering.</p> <p>We also had to treat a cat that got mauled by a couple of dogs.</p>	 	



Dekieram and Zhiranie having a goodtime with their new pup and being great role models by walking the pup on a leash.

We also shared a Dreamtime story of the dingo told by Sam Friday and Allan Baird to educate the community about the importance of dogs in Culture.

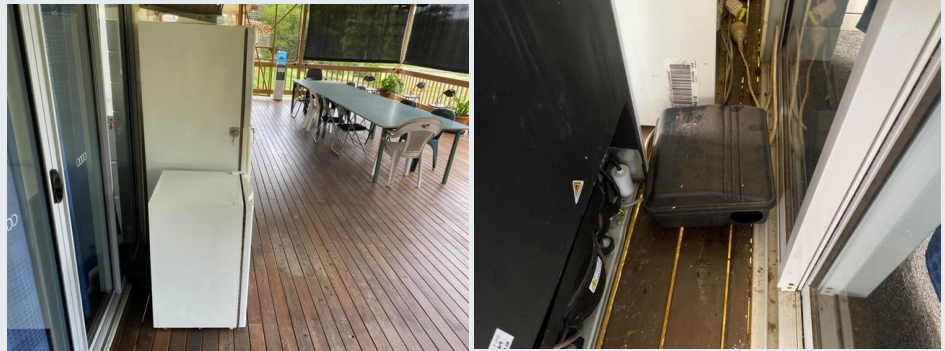


Food inspection was carried out at the wujal wujal store. Making the shop pest proof is in progress.





A bait station was placed behind the freezer at the admin smoko veranda.



The water operators are doing a great job with providing great quality water to the community

All readings meet the requirements.

Pump 2 wasn't working whilst pump 1 did up at the sewerage plant. We have pulled up the pump to and fixed the problem.

Sometimes the pumps get jammed by clothes etc.



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## CONCLUSIONS

We can conclude that the animal health programme continues to be a success. We have the lowest dog numbers that we have ever had. We continue to manage our de-sexing programme, with fewer dogs there is less turnover and therefore less operations. We have a few cases that need Veterinary attention. The owners always seek assistance and the education is getting around the community gradually. With the closure of the Cooktown Vet we will be seeing an increase in the number of animals needing to be seen and first aid given. Cook Shire will continue to manage our animal control.

### **RECOMMENDATION:**

That Council receives and adopts the DW&BS report for the month of July 2020.

Victor Mills

**Director Works and Building Services**

07 July 2020



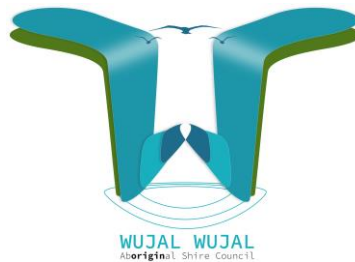
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**7. CLOSED SESSION**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**ORDINARY COUNCIL MEETING**

**Thursday 16 July 2020**



**7. Closed Session**

**7.1 NCP Contracting Agreement**

## 7.1 NCP Contracting Agreement



### INDEPENDENT CONTRACTOR AGREEMENT

**THIS INDEPENDENT CONTRACTOR AGREEMENT (the Agreement) dated this 13rd Day of JULY 2020.**

**BETWEEN:** Wujal Wujal Aboriginal Shire Council of 1 Hartwig Street, Wujal Wujal, 4895

(the client)

**-AND -**

NCP CONTRACTING of PO BOX 154 Freshwater Qld 4870

(Contractor)

#### **BACKGROUND:**

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

#### **Services Provided**

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
  - Minor Works - Design & Construct Wujal Splash Park – AS2124 (Local Buy BUS270)
  - Preliminaries - \$82,600.00
  - Earthworks - \$13,230.00
  - Pipework's - \$51,170.00
  - Pump/Filtration/Shed - \$36,240.00
  - Equipment supply & Install - \$58,100.00
  - Splash Pad - \$547,700.00
  - Miscellaneous - \$82,450.00
  - Total - \$871,490.00 Exc. GST
  - As per attached BOQ
2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

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#### **Term of Agreement**

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The term of this Agreement may be extended with the written consent of the Parties.

#### **Performance**

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

#### **Currency**

5. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in AUD (Australian Dollars).

#### **Payment**

6. The Contractor will charge the WWASC for the Services at the nominal quote per project. (As per attached Quotes)
7. WWASC will be invoiced every week.
8. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.
9. The Payment as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Payment.

#### **Reimbursement of Expenses**

10. The Contractor will be reimbursed from time to time for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services.
11. All expenses must be pre – approved by WWASC.

#### **Confidentiality**

12. Confidential information (the "Confidential Information") refers to any data or information relating to WWASC, whether business or personal, which would reasonably be considered to be private or proprietary to WWASC and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to WWASC.
13. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the Contractor has obtained, except as authorised by WWASC or as required by law. The obligations of confidentiality will apply during the term of this agreement and will survive indefinitely upon termination of this Agreement.

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#### Ownership of intellectual Property

14. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, will be the sole property of WWASC. The use of the Intellectual Property by WWASC will not be restricted in any manner.
15. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of WWASC. The Contractor will be responsible for any and all damages resulting from the unauthorised use of the Intellectual Property.

#### Return of Property

16. Upon the expiry or termination of this Agreement, the Contractor will return to WWASC any property, documentation, records, or Confidential Information which is the property of the WWASC.

#### Capacity/Independent Contractor

17. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and WWASC acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

#### Notice

18. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
    - a. Chief Executive Officer  
1 Hartwig Street, Wujal Wujal, QLD 4895
    - b. Gavin Selke  
PO Box 154, Freshwater, QLD 4870
- Or to such other address as either Party may from time to time notify the other.

#### Australian Business Number (ABN)

19. The Australian Business Numbers (ABN's) for the Parties to this Agreement are as follows:
  - a. Wujal Wujal Aboriginal Shire Council: 57 237 799 120

b. NCP CONTRACTING: 39 121 915 017

**Indemnification**

20. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

**Modification of Agreement**

21. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidence in writing signed by each Party or an authorised representative of each Party.

**Time of the Essence**

22. Time is of essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

**Assignment**

23. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of WWASC.

**Entire Agreement**

24. It is agreed that there is no representation, warranty, collateral Agreement or condition affecting this agreement except as expressly provided in this Agreement.

**Enurement**

25. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

**Titles/Headings**

26. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

**Gender**

27. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

**Governing Law**

28. This Agreement will be governed by and construed in accordance with the laws of the State of Queensland.

**Severability**

29. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**Waiver**

30. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**IN WITNESS WHEREOF** the Parties have duly affixed their signatures under hand and seal on this Thirteenth day of JULY 2020.




Contractor Signature

Gavin Selke (Director) NCP Contracting

Contractors Name

Date: 13/07/2020.....



Client Signature

Victor Mills

Clients Name

Date: 13/7/20.....

Wujal Wujal Aboriginal Council (Seal)

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## **8. GENERAL BUSINESS/LATE ITEMS**

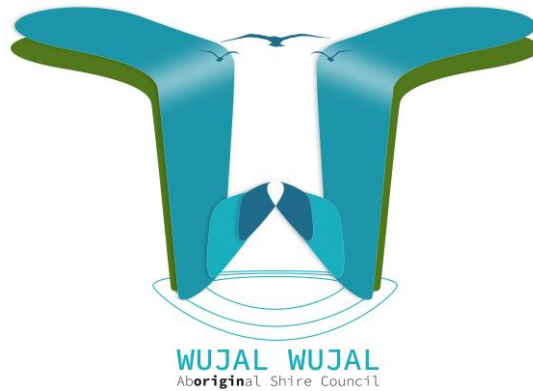
- 8.1 Contract for Container Refund Scheme in the new recycle shed for discussion and approval **(tabled)**.

## **9. NEXT MEETING**

The next meeting is to be held on 20 August 2020.

## **10. MEETING CLOSE**





## **Meeting Notice**

Notice is hereby given that the next Ordinary meeting of Council will be held in the Wujal Wujal Aboriginal Shire Council Chambers,  
1 Hartwig Street, Wujal Wujal

On

**20 August 2020**

**Commencing at 9am**