



**PUBLIC**

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# AGENDA

Ordinary Council Meeting

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20 December 2019

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**



## 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

**23 January 2020**

**Commencing at 9am**

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

**Friday 20 December 2019**

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## 1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Reagan Kulka Cr Bradley Creek 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) Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy - Executive Assistant (EA)
<b>Observers:</b>	
<b>Presenters/Visitors:</b>	

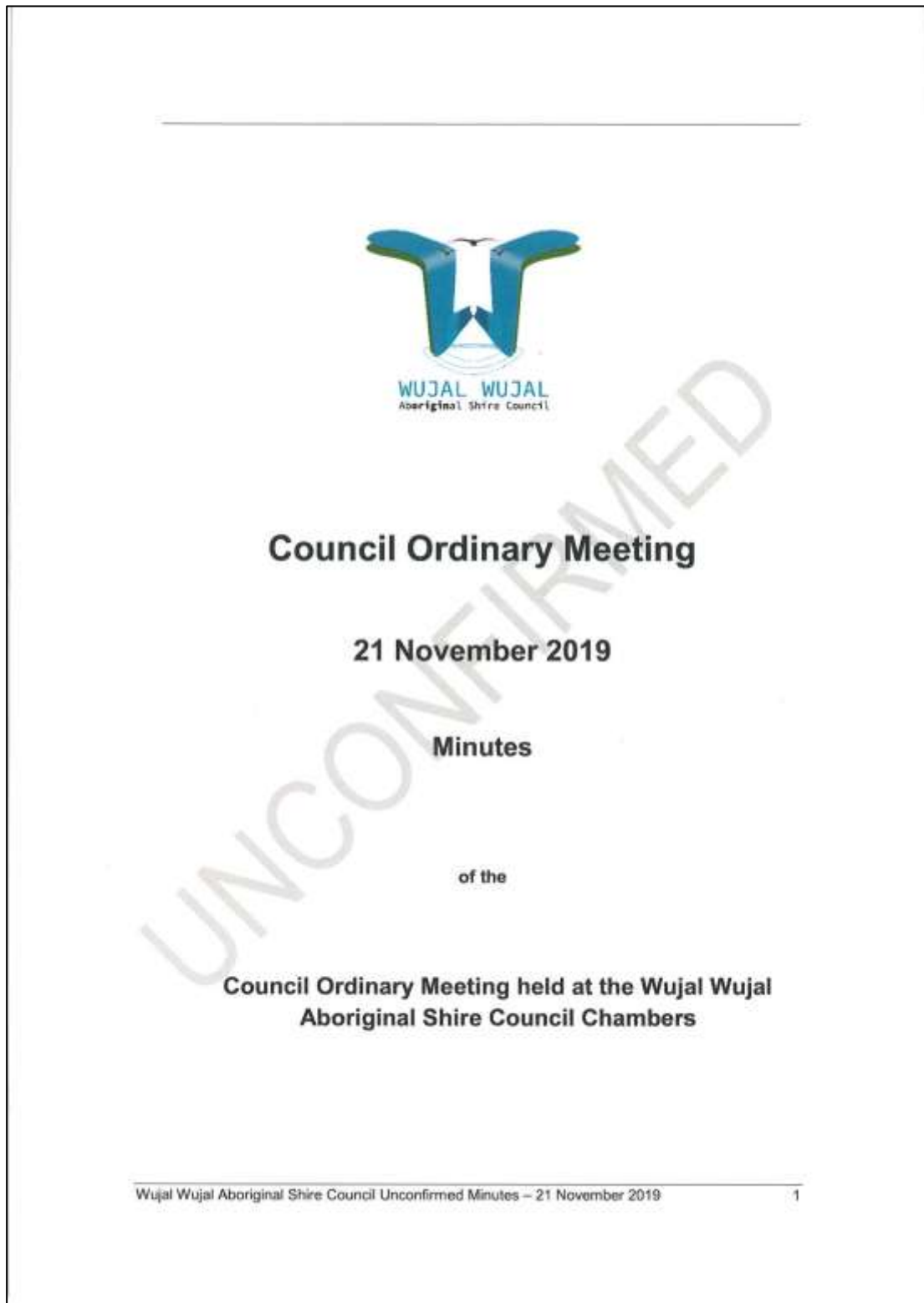
## 3. CONDOLENCES/CONGRATULATIONS

## 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 Confirmation of Previous Minutes of meeting held 21 November 2019



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## 1. WELCOME/MEETING OPENING

Mayor Tayley declared the meeting open at 8.39am.

Advised that Deputy Mayor Robert Bloomfield would be running late.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Regan Kulka Cr Bradley Creek Cr Vanessa Tayley
<b>Apologies:</b>	
<b>Officers/Staff:</b>	Stephen Wilton – Chief Executive Officer Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Melita Baird (Minute Taker)
<b>Observers:</b>	Derric Flewell-Smith (9.25am)
<b>Presenters/Visitors:</b>	Nil

## 3. CONDOLENCES/CONGRATULATIONS

### Condolences

Darlene Darkin - Hopevale  
Late Mr Conrad Michael  
Late Infant Creek Family  
Late Mr Jason Dunn (CEO Nephew)

### Congratulations

Cr Creek, Anselm Harrigan and Vivien Donahue, Lexton and Tasha, Lucas Creek -  
Winners of the My Home Garden Awards

#### 4. COUNCILLOR OBLIGATIONS

Mayor Tayley invited those present to use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or staff interests in accordance with the Act and Regulations

##### 4.1 Declaration of Material Personal Interest (MPI) on any item of business

Nil

##### 4.2 Declaration of Conflict of Interest on any item of business

Pursuant to Section 173 (2) of the Local Government Act 2009 {0} declarations of conflict of interest were made during this meeting.

Details of declarations are as follows:

Name of Councillor – details of declaration:

Details of declarations are as follows:

Name of Councillor – details of declaration:

##### 4.3 Registers of Interest

Nil

*Cr Robert Bloomfield entered the meeting at 8.54am.*

#### 5. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Council Ordinary meeting 24 October 2019 were considered.

<b>Resolution:</b>	That Council confirms that the Council Ordinary meeting minutes of 24 October 2019 as circulated are a true and correct record of that meeting.	
Moved:	Cr Reagan Kulka	<b>CARRIED 5/5</b>
Seconded:	Cr Desmond Tayley	
Decision No:	0121112019	

Mayor advised Councillors that CEO Stephen Wilton would be leaving early.

##### 5.1 Business Arising from Previous Minutes

###### 5.2.1 Bike Pump Tracks and Skills Park

Council discussed the location of the Pump Track and skills park noting that the location adjacent to the Arts Centre was not suitable. DWBS advised that the contractor would be on site shortly and recommended that land adjacent to the boat ramp on Lot 27 SP263792 would be suitable. Council agreed with this site and noted that due to the likely inundation at

times during the wet season that no warranty would be given on the construction.

<b>Resolution:</b>	That Council approve the site on Lot 27 SP263792 adjacent to the boat ramp car park for the construction of the pump track and skills park.	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0221112019	

Closed session brought forward due to CEO Stephen Wilton needing to depart early.

*Council moved into Closed session at 9.03am. Council came out of Closed session at 9.25am.*

*Observer Derric Flewell-Smith joined the meeting at 9.25am.*

*Cr Reagan Kulka left the meeting at 9.26am and returned to the meeting at 9.28am.*

*Cr Bradley Creek left the meeting at 9.27am and returned to the meeting at 9.30am.*

*Council moved straight to CEO report at 9.30am.*

## 6. REPORTS

### 6.1 Mayors Update

#### Showcase to Parliament update

Mayor Tayley informed the Council that the Mayor and the Deputy Mayor and 11 other members of the community were fully funded by Minister Leeanne Enoch at no cost to the Council.

**NOTED**

#### Vanilla Bean Project update

Mayor gave an update on the progress of lots being divided with a permit/lease arrangement which will take some time to do and will bring back to the Council at a later date.

**NOTED**

#### 6.1.1 Good to Great Schools Education Forum Update

Mayor Tayley gave a verbal update.

**NOTED**

#### 6.1.2 Native Food project workshop – World Economic Forum Showcase

Mayor Tayley gave a verbal update on bushtucker indigenous tourism and the workshop that took place in Wujal Wujal.

**NOTED**

### **6.1.3 Media Release – Premier announces 2020 – the Year of the Indigenous Tourism**

Premier and Minister of Trade The Honourable Anastacia Palaszczuk and Minister for Innovation and Tourism Industry Development and Minister for Cross River Rail The Honourable Kate Jones. Detailed how Indigenous Tourism is on the rise and the LGAQ Forum to be held to support Tourism in the local area.

**NOTED**

### **6.1.4 Correspondence**

#### **6.1.4.1 Tabled at meeting.**

- **Minister for Local Government Racing and Multicultural Affairs Hon Stirling Hinchcliff MP**  
EOT 2018/19 Financial Statements to 31 January 2020
- **Reef Guardian Council Steering Committee**  
Minutes of meeting 17 October 2019
- **Queensland Fire & Emergency Service**  
Seeking assistance for registered members to complete Blue Card applications
- **DATSIP**  
Guidelines for Reconciliation Week Small Grants Program
- **Minister for State Development, Manufacturing, Infrastructure and Planning Hon Cameron Dick MP**  
Advice to changes to the Planning Act for development Application Rules prohibiting decisions during the caretaker period in response to the Belcarra Reforms
- **DLGRMA**  
Advise to Councillors that the "So You Want To Be A Councillor" training is mandatory for all candidates for the March 2020 Local Government election (including current Councillors).
- **Minister for Housing Public Works Digital Technology and Sport Hon Mick de Brenni MP**  
Copies of correspondence from the Minister to the Commonwealth Government (Prime Minister Turnbull, Treasurer Frydenberg, Min Indigenous Affairs Senator Scullion (5) and Min Indigenous Affairs Ken Wyatt MP (2) re indigenous and remote housing.

**NOTED**

<b>Resolution:</b>	That Council receives and adopts the Mayor's report for the month of November 2019..	
Moved:	Cr Bradley Creek	<b>CARRIED 5/5</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1121112019	

## 6.2 Chief Executive Officer Report

### Future Meetings/Conferences Nov/Dec 2019

#### WUJAL WUJAL

19 November 2019 QRA Board visit with Major General (retr'd) R G Wilson AO

9 December 2019 Far North Queensland Regional Organisation of Councils (FNQROC)

#### BRISBANE

25-27 November 2019 Showcase to State Parliament in Brisbane.

**NOTED**

### Items arising from previous meetings

**NOTED**

#### 6.2.1 Funeral Financial Assistance Policy Review

On 21 July 2015 Council adopted the current Funeral Financial Assistance policy to provide support for Wujal Wujal families during times of sorry business.

The policy provides upto three means of support, coffin transport, coffin purchase up to \$1,000 and/or assistance with the costs of a wake up to \$1000.

1. *Provision of a fuelled motor vehicle for family members to collect the coffin or the body from the funeral director or the morgue. This use must be approved by the Chief Executive Officer and must not exceed a period of 24 hours. It is subject to an appropriate vehicle being available.*

2. *Payment of the approved cost of the coffin and coffin arrangement up to a maximum of \$1000 subject to these costs being fully reimbursed by payroll deduction by family members or other definite payment plan.*
3. *Providing credit at the community store for authorised family members to purchase food items up to a maximum of \$1000 for the wake subject to these costs being fully reimbursed by payroll deduction by family members or other definite payment plan.*

The assistance is provided on a reimbursement basis where family members enter into a repayment plan through payroll deductions. This is fair and reasonable however if the family does not have a member employed by WWASC it makes it more difficult to obtain assistance from the Council.

Council's Director Finance and Corporate Services is making enquiries with Centrelink to see if it is possible to enter into a deduction system to enable Centrelink recipients to also access Council financial assistance during sorry business. This may also be beneficial in recouping other Council debts.

<b>Resolution:</b>	That Council Note the current actions in relation to the Funeral Financial Assistance Policy.	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0721112019	

#### **6.2.2 Bona Fide Traveller Regulation**

On 1 November 2019 the CEO met with Debbie Dixon-Searle from the Office of Liquor & Gaming Regulation (OLGR). She wished to discuss a change to the Alcohol Management Plan Regulation for Wujal Wujal. This had been raised previously by Council with a view to allowing travellers to be able to access the service station, store and post office.

OLGR will more than likely agree to an amendment request by Council but wish to be sure of Councils intent as there will likely only be one opportunity to amend the regulation. The question is does Council wish to possibly include the boat ramp as part of the bona fide traveller route

*Mayor Desmond Tayley left the meeting at 9.38am and returned to the meeting at 9.39am.*

#### **RECOMMENDATION**

That Council write to the Department of Justice Office of Liquor Gaming Regulation and request an amendment to the current regulation to include the road from Douglas Street along Kotzur Rd and from The Corner of Kotzur Rd and Hartwig street to the Boat Ramp including the Boat Ramp car park and the Council Office car park

#### **OR**

That Council write to the Department of Justice Office of Liquor Gaming Regulation and request an amendment to the current regulation to include the road from Douglas Street along Kotzur Rd and from The Corner of Kotzur Rd and Hartwig street to the Council Office car park.

<b>Resolution:</b>	That Council write to the Department of Justice Office of Liquor Gaming Regulation and request an amendment to the current regulation to include the road from Douglas Street along Kotzur Rd and from The Corner of Kotzur Rd and Hartwig street to the Boat Ramp including the Boat Ramp car park and the Council Office car park.	
Moved:	Cr Reagan Kulka	<b>CARRIED 5/5</b>
Seconded:	Cr Desmond Tayley	
Decision No:	0821112019	

#### **6.2.3 Ayton Bore Water Supply**

Council would be aware of recent adverse water testing with the bore supplying water to the WWASC houses in Ayton returning positive results for E-Coli.

The Department of Housing and Public Works (DHPW) through QBuild has carried out a full service of bore, filtration and UV system and all test have come back clear with no E-Coli reported. The adverse results have apparently only been reported at one of the properties and this may be related to the electric power to the UV system being shut off.

DHPW have been in consultation with Qld Health and there is concerns that this may be an ongoing issue. It has been suggested that if the State had tenure over the lot with the bore they could install a full filtration and disinfection plant onto the bore and to take responsibility for the ongoing maintenance of the bore and water treatment plant.

The State have requested Council's views in relation to the possible leasing of the lot containing the from Council to the State.

<b>Resolution:</b>	That Council advise the Department of Housing and Public Works that it would be willing to lease Lot 2 at Ayton for the purpose of water supply to Wujal Wujal residences in Ayton.	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Bradley Creek	
Decision No:	0921112019	

*DF&CS left the meeting at 9.52am and returned to the meeting at 9.54am.*

<b>Resolution:</b>	That Council receives and adopts the Chief Executive Officers report for the month of October 2019.	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Reagan Kulka	
Decision No:	1021112019	

*Council adjourned for tea break at 9.55am and resumed the meeting at 10.10am with the Mayor's report.*

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

#### **1. Cash Position**

Total Bank balance as at 13 November 2019 is \$4,268,706.69

Summary of the deposits and large payments made between 19 October 2019 and 17 November 2019 as below:

<b>Deposits</b>	<b>Amount</b>
Post Office Commission	723.32
Building Asset Services (BAS)	77,025.66
Fuel Sales	2,758.67
NDRRA	1,241,335.50
DOGIT	4,986.40
Debtors	684,349.72
	<u>2,011,179.27</u>
<b>Payments</b>	
Wages	314,045.95
Creditors	<u>233,612.91</u>
	<u>547,658.86</u>

Action on cashflow reporting:

- Cashflow now periodically updated by Finance Manager (FM)
- Cashflow as at 31 October 2019 was provided to DLGRMA on 1 November 2019

**NOTED**

## **2. 2018/2019 Financial Statements**

- Letter from Minister Hinchliffe re: 2018/2019 Financial Statements extension- extension granted only until 31 January 2020 due to March 2020 Local Govt elections
- Tim Cronin were onsite- asset register related work including processing of WIP, asset additions & disposals, lease calculations etc.
- Updated Draft Financial Statements, Trial Balance and full GL listing will be provided to QAO on 25 November 2019
- QAO will be onsite for two weeks from 2 December 2019

**NOTED**

## **3. Overdue Reporting**

### **• Actioned**

- RIBS- Interim Performance Report for period 1 January 2019 to 30 June 2019 & Annual Expenditure Acquittal Report for period 1 July 2018 to 30 June 2019
- DLGRMA- ILGSP 16-18 0045- Records Management Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$26,553.10
- DLGRMA- ILGSP 16-18 0044 Human Resources & Industrial Relations Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$10,255
- DESBT- First Start Acquittal Report for 2018-2019
- IKC- Annual Obligations and Statistical Return for 2018-2019
- QRA Get Ready Queensland Program 2018-2019 Acquittal Report

### **• Work in progress**

- DLGRMA- ILGSP 16-18 0046- Business Diversification- Service Station Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$73,982.30
- DLGRMA- ILGSP 16-18 0047- Innovation and Sustainability Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$130,320.40
- DLGRMA- ILGSP 16-18 0048 - Training and Professional Development Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$25,014.50
- Community Care Performance Report

**NOTED**

## **4. Debtors & Creditors Review**

### **• Debtors**

- Ongoing review- total Debtors: \$1.25m, a reduction of \$628k from October 2019

- Credit notes for \$131k raised for BAS invoices that were disputed by BAS due to incorrect rates used, portion of work already billed in previous invoice. Second claim in same period rejected for work outside scope of work originally agreed

- **Creditors**

- Ongoing review- up to date & no creditor aged more than 45 days

**NOTED**

**5. Termination of Datacom & WageLoch Agreements**

- **Datacom (Datascope Financials)**

- As per October OM resolution, agreement termination letter issued to Datacom on 14 November 2019

- **WageLoch (Rostering, Time & Attendance)**

- As per October OM resolution, agreement termination letter issued to WageLoch on 14 November 2019

**NOTED**

**6. ICT Managed Services & Support Arrangement**

- Brett Manktelow from Fourier were onsite and reviewed Council facilities
- Quote for 2 year managed service extension received from Fourier-CEO & DFCS meeting Fourier on 20 November 2019 to finalise

**NOTED**

**7. Licenced Post Office Agreements**

- Auspost is sending the updated final agreements for CEO signing within the week
- Site plan, schedule of assets etc now provided to Auspost

**NOTED**

**8. Ergon Bill Review**

- Full review of Ergon power bill has been undertaken
- Team sourced details of meter numbers from Ergon, which were cross checked by Council's electrician
- Inconsistencies now queried with Ergon - answer awaiting

**NOTED**

**9. Fraud Awareness Training**

- 23 Senior Council employees attended training delivered at Wujal Wujal by Peak Services on 31 October 2019. Certificates of attendance were issued same day.

**NOTED**

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*Cr Bradley Creek left the meeting at 11.02am and returned to the meeting at 11.08am.*

#### **10. Finance Team Current Projects**

- Review of open purchase orders- currently \$599,539.16 committed
- Preparation of Bank Reconciliation for November 2019 underway. Team cleared off 4 months backlog now
- Removal of inconsistencies in staff contracts including back pays- Team identifying issues and addressing as an ongoing matter
- Costing for future Red Earth charges- work currently underway
- Invoicing for CDCC- disputing invoices recently raised for March 2019 to date. CDCC using kindy kitchen and other facilities. DFCS and FM meeting CDCC to discuss
- Early budget discussions with various Council stakeholders- as a start, meeting with Arts Centre Manager on 22 November 2019

**NOTED**

Mayor Tayley thanked the DF&CS for his efforts and also for the efforts of his team, very much appreciated by the Council.

<b>Resolution:</b>	That Council receives and adopts the Director Finance and Corporate Services report for the month of November 2019.	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Vanessa Tayley	
Decision No:	1221112019	

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

Action items from previous Council meetings

**NOTED**

##### **6.4.1 BUILDING**

Smoke Alarm Project : last lot of Invoice from Clancy (emporer electrical) being invoiced out today by Courtney.

This will then close the smoke alarm project.

Thanks to everyone involved in this project.

**NOTED**

*Cr Reagan Kulka left the meeting at 11.12am and returned to the meeting at 11.14am.*

#### 6.4.2 Bas Responsive Maintenance – Oct 2019

##### BAS PORTAL

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders	122	230	\$17,326.48
Smoke Alarm Project	82		\$93,225.00

##### Budget Overview

BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
B11942 OT Dismod	\$36,250.00	5%	119A Hartwig St
U93255 Dismod/Tiling	\$11,970.00	10%	18 Keim St
U93190 Dismod/Tiling	\$28,728.00	100%	48 Louis St
U96152 Retaining Wall	\$26,000.00	100%	9 West St
B09866 Laundry Upgrade	\$7,400.00	75%	33 Hartwig St
B10020 Roof Upgrade	\$49,600.00	100%	44 Douglas St
B09929 Various Works upgrade	\$40,660.00	5%	22 Hartwig St
B10698 internal/external paintworks	\$52,927.50	50%	44 Douglas St
B10698 internal/external paintworks	\$27,950.00	100%	91 Louis St
B01516 Smoke Alarm Project	\$87,227.80	100%	Various Houses
B13875 Kitchen Upgrade	\$8,590.00	5%	41 Hartwig St
B13873 Kitchen Upgrade	\$14,674.00	5%	15 Keim St
B13872 Cupboard Upgrade	\$1,232.00	5%	72 Douglas St
B13872 Cupboard Upgrade	\$1,820.00	5%	71 Douglas St

##### Construction OF CONTRACTORS QUARTERS:

- George Marshall – architect to design new 8 single self-contained units.
- slab on ground, besser block construction with communal laundromat and bbq area.
- soil test will be done next week wednesday 20 Nov
- architect waiting on soil test report for plans then to be certified.

Notes: where the 5% is filled in... this means that materials are on order.

WORK ORDERS CURRENT IN PORTAL	58	Including smoke alarm program (90)	
INVOICED OUT RESPONSIVE	269		\$17,326.48
INVOICED OUT PLANNED			\$
TOTAL INVOICING		\$	\$17,326.48

**NOTED**

#### 6.4.3 Capital Projects - Orion Consulting

##### Natural Disaster Program (NDP)

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)

The program status report has been attached as **Appendix 1 – Natural Disaster Program P6 Report**. The report details, funding applications and approvals status, program estimates, programmes schedules and cash flow forecasts.

##### Design

The detailed design report has been prepared by Orion Project Consulting Pty Ltd as Design Managers and Trinity Engineering as the Geotechnical

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Engineers, it details progress of the Wujal Wujal Aboriginal Shire NDRRA Projects, current as at 11h May 2019, this report pertains only to the landslip remediation works on China Camp Road due to re damage of approved assets in 2019 event.

#### **Design Report**

Nothing to report in this period

#### **Design Phase – Hold Point**

As the China Camp Road Land Slip suffered further damage under the 2019 Monsoonal Trough, the approved scope of works is unlikely to remedy the slip, an alternative costing was prepared due to the availability of Category D - Betterment Funding under the Monsoonal Trough event. The proposed design solution would increase the flood immunity of the landslip site and an increase asset life.

#### **Design Issues**

No major design issues have been encountered.

The design documentation consists of drawings, specifications and cost estimates. The preliminary concept design for the two major land slips have been provided to QRA who have reviewed the designs as part of their approval process.

#### **Applications and Approvals**

**NDRRA** - No further Development Applications or Government Approvals are required for NDRRA Works as they are all reconstruction works and like-for-like replacement.

**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 – Counter Disaster Operation – Status** – In Development Orion Project Consulting will prepare the emergent works submission documentation on behalf of WWASC, once the Emergent works period ends due to the likelihood of costs being journaled between CDO and EW.

**DRFA – Emergent Works – Status** – In Development. The emergent works period ends on the 14<sup>th</sup> of May 2019. Once this date has passed, Orion Project Consulting will prepare the emergent works submission documentation on behalf of WWASC .

**DRFA – Betterment Application – Status** – funding not yet available, List of Submissions (project proposals) has been submitted to QRA for consideration.

#### **Procurement**

##### **Design**

Nil

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### **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**

**NDRRA** – No construction works are currently scheduled due to re damage under 2019 **DRFA** event. Council is awaiting formal acceptance from the QRA regarding the re damage that occurred in the 2019 event. The formal acceptance of the submission is due by 30 October 2019.

**NOTED**

### **Construction**

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

The Queensland Reconstruction Authority has completed the infield assessment for the reconstruction of China Camp Rd. The recommended value of \$3,850,779.38 has been approved by the QRA. A formal letter will be issued to Wujal Wujal Aboriginal Shire Council detailing the approval and funding amount.

A procurement plan is being established for the landslip works to determine best practices in delivering these works. Council has suggested that the works can be undertaken by Council staff and machinery. Council to discuss this opportunity with the QRA.

Orion Project Consulting has requested that Trinity Engineering provide a fee proposal for the detailed design of China Camp Road. Council will issue a formal purchase to complete the detailed design once the quote is received and reviewed.

**NOTED**

#### **WWASC.12.18 (2018 NDRP Works)**

The Queensland Reconstruction Authority has approved \$700,000.00 for the upgrade works of a place of refuge for the community, this is in addition to the \$1.1m committed by the Department of Prime Minister and Cabinet. There still exists a funding shortfall of 2-3m for a new build of a place of refuge.

Orion Project Consulting are discussing funding options and opportunities prior to any formal applications being made to any funding body.

Orion Project Consulting to investigate an alternative scope of work to reduce the costs of the evacuation centre.

**NOTED**

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

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

- The replacement of the Waste Water Treatment Plant

Additional works required is broken down into the following categories;

- ICCIP Replace fencing and construct roof over generator
- ICCIP Wastewater, multiple
- ICCIP Waste RPEQ
- ICCIP SPS replace pumps
- ICCIP Replace membranes elements
- ICCIP Replace emergency generator,
- 2018 Natural Disaster Resilience Program (NDRP)

The program status report has been attached as **Appendix 4 – ICCIP Program Report**. The report details, funding, programmes schedules.

The additional works project have not been yet approved by the Department of Local Government, due to the unconfirmed construction value of the replacement of the plant, the additional projects can not be approved until the tender for the construction of the plant has been awarded. Award of this contract will confirm the remaining funding allocation under the program.

#### **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

**NOTED**

#### **Construction**

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

Following True Water Australia is the successful contractor engaged to complete the WWTP Upgrade Project for WWASC, construction is expected to commence in early December with an expected construction period of 10 months.

WWASC has received correspondence from the DES detailing that the weekly monitoring of the treated effluent can now be completed quarterly due to all tests confirming.

**NOTED**

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

Wujal Wujal Aboriginal Shire Council (WWASC) currently has two approved projects under the CIMA.

Recycle Centre

Bloomfield River Services Crossing

The program status report has been attached as **Appendix 5 and 6 – CIMA monthly reports Program Report**. The report details, funding, programmes schedules and cashflow forecasts.

#### **Design**

The detailed design report has been undertaken and completed by AECOM.

At the request of Council, Orion Project Consulting is now re scoping the works associated with the Recycle Centre to include a vehicle wash down area.

#### **Design Report**

The Design Report for both projects has been submitted to Council previously, due to the size of the documents it has not been attached to this report, should Council wish for it to be transmitted again, it will be made available.

#### **Design Issues**

No major design issues have been encountered.

### **Applications and Approvals**

All statutory approval will be the responsibility of successful contractor. Future funding application should there be a requirement for the pipe size increase due to increases in the size of the community as a result of the realignment of Shire Boundary would be sought under the Local Government Grants and Subsidies Program administered by DLGRMA. Council to complete an operational works application to Douglas Shire Council (DSC) for works within DSC boundary.

Douglas Shire Council has approved the Operational Works Application submitted by WWASC. Orion Project Consulting will ensure that the contractor abides by the conditions of this approval.

### **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.

**NOTED**

### **Construction**

#### **Recycle Centre Project.**

Council has issued TMR a formal extension of time request (EOT) for this project due to the anticipated scope change. TMR has responded and granted an extension of time until 31 May 2020.

The project is currently being re-scoped to make allowance for a vehicle wash down area.

The additional scope of work will be added to the tender documentation and issued to three tenderers known to Council.

1. NCP
2. Topcon Builders and
3. Factor UTB

**NOTED**

#### **Bloomfield River Bridge Service Crossing Project.**

Tenders received by two (2) contractor. Tender assessment phase was completed, and recommendations submitted to WWASC.

The project was discussed in detail at the October Council meeting with a resolution made by Council to award the contract to the successful tenderer. The successful tenderer was NCP contractors.

Orion Project Consulting to finalise the contract document and signing by all parties. NCP (contractor) to submit all insurances, work place health and safety

plan and project plan.

Construction timeframe is expected to be 12 weeks.

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"/>	AECOM
Civil Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCP

**NOTED**

#### Construction

##### Recycle Centre

Following the appointment of the successful contractor, construction is expected to commence in January 2020 with an expected construction period of 4 months.

**NOTED**

##### Bloomfield Crossing

Following the appointment of the successful contractor, construction is expected to commence in November with an expected construction period of 3 months.

**NOTED**

#### Financial status

##### Project Cost Allocation

<b>Original Cost Allocation:</b>	<b>\$ 11,730,275.78</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 Outstation Access Road	\$ -
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 Staff Accom 109 Louis	\$ 42,857.14
W4Q Staff Accom U1LDoug	\$ 42,857.14

W4Q Staff Accom U2LDoug	\$ 42,857.14
W4Q Staff Accom 145LDoug	\$ 42,857.14
W4Q Staff Accom 146LDoug	\$ 42,857.14
W4Q Staff Accom 147LDoug	\$ 42,857.14
W4Q Staff Accom 148LDoug	\$ 42,857.14
W4Q Contractor Accom \$300K	\$ 300,000.00
W4Q Depot Office Upgrade \$500K	\$ 500,000.00
CYIF Waste Transfer Station	\$ 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 SPS replace pumps(50k); major upgrade of treatment plant	\$ 1,550,000.00
ICCIP Replace membranes elements	\$ 50,000.00
ICCIP Replace emergency generator	\$ 28,400.00

#### **Variation and EOTs**

#### **Extension of Time Claims**

Granted extensions of time for;

- Bloomfield River Bridge Services Crossing - Awaiting approval by Department of Transport and Main Roads.
- Recycle Centre – Awaiting approval by Department of Transport and Main Roads.

**NOTED**

#### **6.4.4 Works – Geoffrey Rosendale**

- Construction crew have been busy with demolition works of the Wujal Guest accommodation.
- Construction crew currently completing site preparation.
- Parks and Landcare continuing with pre-cyclone kerb side pickup.
- P&L checking and attempting weed, litter patrol.

- Workshop have been keeping up with breakdowns, pending on parts availability and logistics.
- Last vehicle to procure is for the Director of Finance.
- Working with QRA for all the flood damage claims.
- Private works have slowed down coming up to Xmas.
- Awaiting Hendrick return to work so training on machineries can continue over the wet.

**NOTED**

#### **6.4.5 Kindygarten Report – Coraleen Shipton**

- Kindy works will be complete once budget is determined.
- Discussions with funding body in relation to safety plan.
- Looking at sourcing assistance from external as a fill in if Coraleen wishes to take leave.
- 700k we are looking at doing a full renovation of the whole Kindy services.
- DWBS when at ministers meet in Brisbane will lobby for funds to carry out maintenance works on building.
- Staff issue is still a problem with attendance, all coordinators now have a template to commence warning letters.

#### **Visitors**

- Tanya Cali (Early Childhood Officer) Early Childhood Education and Care Department of Education
- Lisa Wright ECDP, Education QLD
- Will Jones & Kath Bunney from Creche and Kindergarten (C&K)

#### **Staffing**

- Currently we have one staff doing her traineeship with CAA & the second staff will soon be transferred over starting her CERT 3 in Early childhood as a trainee and studying with C&K college
- There are days the Kindy had to be closed due to no staff

**Requested Action:** That Council Consider investigating if additional staff are required at the Kindergarten.

**DW&BS Answer:** Staff is determined on number of children turning up, maximum of 8 at times with three teachers means the Kindergarten staggering meets compliance.

#### **Gambling**

- Gambling is a big issue now. At least 3-5 children are dropped off at the gambling place every day. It is now a concern because a lot of the children are **NOT** meeting their milestones. The bus run starts at 2.30pm and most children are still on the streets, at 9pm -10pm waiting

on their mums and dad to finish gambling. This then leads onto lack of sleep, children not being feed or sometimes no money to buy food.

**ACTION: That Council look into Bylaws (if still valid) or work with police.**

#### **Activities**

- Christmas activity
- Term 4 school readiness with both children and families

**NOTED**

*Cr Vanessa Tayley left the meeting at 11.51am and returned to the meeting at 11.54am.*

#### **6.4.6 Art Centre – Vikki Burrows**

##### **Highlights:**

- The art centre staff attended the IACA, Indigenous Art Centre Alliance, conference this month, held at the Mossman Gorge Centre. We had updates from stakeholders such as Arts Qld, Cairns Indigenous Art Fair workers, Darwin Art Fair Manager. A lot of networking went on with the 13 art centre managers, arts workers and artists from the Cape. The conference went for three days. We were lucky enough to have a tour with Yalanji tour guide, Andrew Gibson. This is good professional development for the art centre staff.

##### **Data:**

- 10 new artworks were catalogued into the SAM system in October 19.
- Attached is a sales report for October 2019.
- Attached is the IACA booklet for more information on the conference.

##### **Barriers & Issues:**

- Waiting to hear from the insurance company to see if the artists can be compensated for any artworks damaged from the flood.
- We will organise a meeting with the new finance officers so the art centre will know what money we have to spend on materials/workshops and work on a strategic 4-year business plan.

##### **Funding/Agreements/Financials:**

- In July the art centre applied for Backing Indigenous Arts Centre Multi-Year Funding 2019 - 2023. We are currently waiting to see if we have been approved for the next 4 year round of funding.
- We have an extension on our IVIAS report 2018/19, so we can submit this when the audit is complete.

##### **Resolutions:**

- Late in October, the staff have moved back into the art centre. Unfortunately, the builders left quite a mess and we are still cleaning the outside verandas. With the help from Tech services we have cleaned, moved and sorted furniture and shelving. The storerooms now have the shelving assembled and we have been sorting out the many boxes of materials, office paperwork and gallery equipment.
- The artists will be moving back up in late November.
- We have been liaising with Michael Marzic to help with hanging the gallery system. Michael is Cairns based and has extensive install experience including the Cairns Regional Gallery and Museum and remote work at Yarrabah, Hopevale, Lockhart River, Aurukun and Thursday Island. We have been able to repair some of the old railing but will need to buy some extra materials.

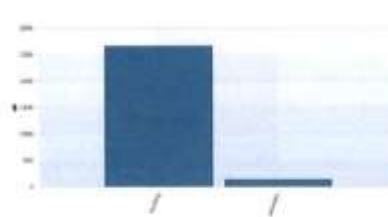
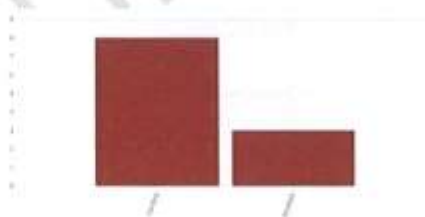
**NOTED**



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

Sales from 01/10/2019 to 31/10/2019

Product	Items Sold	Value of Sales
Painting	8	\$2,670.00
Jewellery	3	\$140.00
<b>Total Items Sold:</b>	<b>11</b>	<b>\$2,810.00</b>



**NOTED**

DF&CS left the meeting at 12.05pm and returned to the meeting at 12.07pm.

#### 6.4.7 Waste and Waste Water – Ian Hocking

##### Overview

TASK	PHOTOS	NOTES
Clean up around pump stations  Southside		
		<p>The sewer plant is operating well. Our readings from Cairns Laboratory</p> <p>Are good. We have been told to only test 3 monthly instead of weekly which will be a significant saving to Council. The effluent field is working well. We are waiting for Royce from Total Eden to come and assess the solenoids, so we can get the underground working before the wet season. We are getting a lot of debris in the collecting basket behind tech services. People need to be more aware of what is put in the sewerage system. These items can cause expensive pump damage plus a lot of work to clean out.</p>

This is the  
pump out  
Southside no2  
station  
We are still  
having  
problems  
With rags and  
clothing going  
into these  
pump stations



Clean up  
around water  
plant



#### **CONCLUSIONS/RECOMMENDATIONS**

Both systems are operating well with few problems

#### 6.4.8 Community Care Report - Stephanie Dick

Statistics for the Month			
Admissions	CHSP 0	HCP 1	Disability
Discharges	CHSP 0	HCP 0	Disability
Number of Meals	CHSP 264	HCP 51	Disability
Number of Transport Trips	CHSP 124	HCP 32	Disability
Number of Hours	CHSP 2796	Disability 6	
Activities conducted for Month			
Personal Care hours	0	Clinic Visits	33
Assessment hours	32		
Coordination hours	73		
Centre-based care hours	3563		
Future Activities Planned			
<ul style="list-style-type: none"> <li>Early Christmas Party for clients next month on the 21<sup>st</sup> of December. Will organise purchase from Kmart Smithfield for Christmas decorations. Fire safety training conducted. One staffing was absence, sent email to Victor requiring when next time training will be.</li> </ul>			
Compliments			
Total Number for Month:	nil		
Complaints			
Total Number for Month:	nil		
Suggestions for Improvement			
<ul style="list-style-type: none"> <li>Fire evacuation needs updated in alignment with new renovations to centre. Would like to discuss with Victor on this. This is a compliance requirement. Following continuous improvement plan.</li> </ul>			
Monitoring Activities Completed for Month			
External Visitors			
Who	Reason for Visit	Who	Reason for Visit
DoH		DBMAS	
ACAT	Client service approvals	Clinic Visits	
RAS	Client service approvals	Other	Visit and referral

Client Incidents		
Name of Client	Description of Incident	Result
Staff Incidents		
Name of Staff Member	Description of Incident	Result
Client Comments		
Two community care clients are still admitted into Cairns base hospital. Noted in all care plans. Awaiting update.		
Staff Comments		
<p>All staffing undertaking cert 111 in individual support. Organised for upcoming training in food safety and new aged quality standards for October month. Training in the dementia unit.</p> <p>Would like to recommend person whom we work with very closely and is willing to work with us. Would like council to consider another back person in my area. She would like to work casual 3 days per week. Meeting compliance in Aged care sector is difficult. She has a lot of experience and has managed numerous indigenous communities. She is updating her resume. Shall forward onto higher management once received.</p>		

**NOTED**

#### **6.4.9 Indigenous Knowledge Centre Report – IKC – Kylie Mills**

##### **Monday 2<sup>nd</sup> weekly report**

- IKC Coordinator has been driving the Kindy bus all week to assist the kindy whilst short staffed.
- IKC Coordinator has completed the Pre-Engagement Package for assessment by Centrelink to better assist with the Centrelink running whilst staff are on leave. This will ensure that we meet the legislative requirements for the running of the Centrelink office.
- Members are asking for more DVD's and photos. I am currently working on obtaining more historical photos but will need Council approval to purchase more DVD's.
- Tuesday the lady from Hippy worked from the IKC.
- Wednesday the ladies from the Cape York Land Council worked from the IKC.
- Assisted a member with learning how to use a computer and set up a My Gov account.
- Members looking for family tree information.
- Kindy did not attend the IKC for their weekly visit as the Kindy was closed due to being short staffed.

- Thursday the Cape York Aboriginal Land Council had their One Claim meeting in the IKC from 9-12.
- Friday the Coordinators internet was down and it appears that someone has accessed the server box and changed some of the ports over. None of the IKC staff have seen anyone near the box so from now on the keys to the server box will be kept by the coordinator.

#### **Monday 9<sup>th</sup> weekly report**

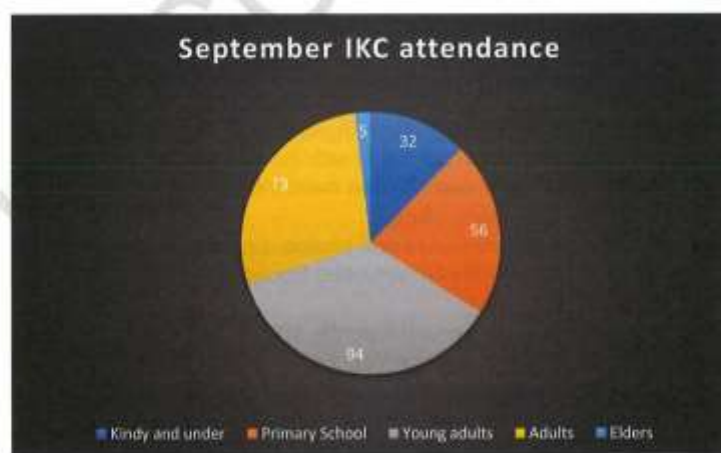
- Internet is still down, and Fourier has escalated the request to management.
- Auntie Marie away for two days so IKC Coordinator looking after Centrelink office too.
- Kindy kids came in for the last week of school and did an animal language matching activity and read some books.
- IKC Coordinator has completed Centrelink Agent training and is now all cleared and can work.

#### **Monday 16<sup>th</sup> weekly report**

- IKC Coordinator on leave for the week.
- First week of school holidays.
- QUT did demonstration of 3D printer and a lot of children attended. Kids printed off crocodiles, turtles and their names. They also played a treasure hunt game with the language crocodile. All activities were well received.

#### **October statistics**

- Total attendance for August was 260. This is not an accurate figure as the last week of the month there were no statistics kept as the coordinator was on leave. The true number would be higher due to school holiday attendance.
- Seven loans this month all being DVD's.
- Three new members for the month.



**NOTED**

#### 6.4.10 Post Office Report – Neal Ransom

As from October Fourth, 2019, Wujal Wujal post office went live and is now trading as a fully licenced Post Office. There are still a few items that Aust Post requires fixing, so Community and Council can operate and deliver services to satisfy all requirements

- **Services:**

- Deposit – Withdrawal from most major banks (except ANZ) through EFTPOS.
- Paying bills through new scanner system, e.g., licence renewal, ergon, vehicle registration.
- Money orders, (Express money orders are not available).
- Mobile Phone credit (all major providers).

- **Operation:**

- The cashflow of all the Post Office finance is solely with Aust Post and are still sorting out the float and money ordering system, which is currently ordered by myself a week in advance and delivered from Cairns by post.
- Aust Post has informed me that the Wujal post office requires to be compliant to hold substantial amount of cash; floor supporting the new safe to be capable of weight bearing, pin pad attached to swing door, camera system to be installed.
- Aust Post is supplying a safe from their Cairns based operations and is to be confirmed when delivered to site.
- As Wujal Post Office is a Licenced Post Office we can access the Aust Post retail outlet which can be profitable with selling mobile phones, sim cards, educational product for kids etc. we have full access to their online retail division.

- **Comments:**

- The Commonwealth Bank sent a contractor to remove all their documents and equipment as Wujal Post office is no longer an agency for Commonwealth Bank.
- As requirement of Aust Post security, Wujal Post Office no longer file and store any customers account details or passwords and PIN numbers also cannot call on behalf of a customer as an agency.
- As of the 5/11/19 Community people cannot collect mail on behalf of another community member unless a Aust Post collection authorisation form is completed and will be readily available on the account holder request.

**NOTED**

#### 6.4.11 Animal/Environment Management Report - Helen Bigmore

##### Summary

This month we did not complete the monthly parasite treatments. We are extending our treatments to every second month to extend the use of our medications. It reduces costs to council to buy parasite medications through online veterinary suppliers, but we will need a credit card to do this. Pet stores in Cairns are not able to set up accounts. To maintain environmental health within the community we need to continue to treat animals for parasites. This needs to be done frequently to break flea, mite and tick life cycles.

##### Overview

TASK	PHOTOS	NOTES
We had a few cases this month where the animal required emergency Vet treatment.		
A resident of Wujal Wujal had two hunting dogs jump off the back of his ute and chase a wild boar. Both dogs suffered serious injuries and blood loss.		
The owner came to the AMW to get assistance. Both animals received first aid treatment at the pound. Pressure bandaging open wounds to stop bleeding and given pain relief.		

The dogs were rushed to the Vet in Cooktown.

One dog died from his injuries.

The other dog needed emergency surgery to save its life.

We spoke with the owner and told him the Vet cost for having the surgery. The owner said he would pay whatever the cost to get the animal better.

The dog had his ear removed and needed intense after care.

The owner wasn't very compliant in treating the animal when it was returned, and the Vet bill has not been paid. The owner lost his job and doesn't have any money.

(It is important to recognize that the owner asked for assistance to treat his dogs. These are animals that in the past would have been left untreated. This is a massive shift in animal care, even if the bill remains unpaid.)



We have been informed that the bill cannot be paid for by Council because it is the responsibility of the owners. The owner wanted to continue with the treatments instead of euthanasia.

Council is obligated to use Queensland Health funding for animal welfare purposes. We have in the past paid for these animals to be seen by a Vet. We cannot leave injured animals to walk around the streets where tourists drive through, suffering and in need of treatment. It is unclear what can or cannot be treated and it puts workers in a difficult position.

We currently have no procedure or process in place for Council to pay the Vet fee with QLD Health Funding and for owners to pay back Council in installments, unless they are employees.

There are no procedures in place for fees and charges, including impoundments and registrations.

The Vet now has an outstanding bill of \$323 that may not be paid.

Animal management officers also got a call to attend a dog that was bleeding heavily. It is unclear what caused the injuries and the owner did not know.

It may have been from a dog fight (female dog on heat) or from injuries (taking itself pig hunting.)

We applied pressure bandages to stop the bleeding and got treatment from the Cooktown Vet.



After returning the dog to the owner, it was found a week later dead in the green waste area. We asked machinery drivers to dig a hole to cover the body.

It is uncertain what killed the dog, but it could have been from internal injuries.

A crocodile was spotted numerous times hunting at the Wujal bridge. After reports of at least four dogs disappearing AMW Patrick Nandy got in touch with a wildlife officer at QPWS.

An officer came to shoot the animal after it was reportedly stalking people.



The crocodile was retrieved; and the body buried.

Queensland Health Officers Stacey Bambrick, Chris Blake and John Bird visited Wujal for 2 days.

Training was provided on pest control. The pound was treated for cockroaches and a house treated for ants.

Meetings were held on reporting.

Lucas Creek received training to finish his Environmental Health course.

New registrations were carried out for all new puppies in the community. Microchipping was also completed for owners that requested it.



Patrick and Lester are going to visit each household and offer education to owners regarding avoiding pests in the house.

A survey will be carried out regarding what pests can be identified at each house.

Advice will be given on where pest products can be bought locally. If pest conditions are very bad then households will be treated.



We received a call from an owner to say that their dog was dead underneath their house on Cape Tribulation Road and that they couldn't get the dog out.

The body was starting to smell and blow with maggots.

The gap under the house was small enough for Helen to crawl underneath and the body was dragged out.

Machinery was used to carry the dog and bury it appropriately.

The owner suspects that the animal was killed by a snake. A taipan has been seen numerous times coming from the long grass surrounding the houses.



Getting dead bodies out of people's yards is important for environmental health reasons.

It is a service that should continue to be provided to owners.

It would be beneficial to the residents if the long grass surrounding the properties could be burnt.

Dogs Fees and Charges to be considered for next budget review.

Here are Cook Shire Council fees and charges for animal management. I think these are too expensive to incorporate into Wujal Wujal Council fees and charges, but it gives an idea of what areas need to be covered. Until a process is in place for people to pay for fees and charges it is difficult to implement our own. We have included fees that may be more appropriate for us to incorporate.

---

**Registration and Renewal fees:****COOK SHIRE****WUJAL****Must be microchipped.**Entire dog

\$73.00

\$10.00

Desexed dog

\$24.00

FREE

Regulated Dogs:

## Declared Restricted

\$360.00

\$200.00

## Declared Dangerous

\$310.00

\$150.00

## Declared Menacing

\$260.00

\$100.00

Permit for more than 2 dogs/ per animal

\$65.00 (plus registration)

\$20.00 per dog/  
per house With  
permit**Impounding of animals**Impounding Registered Dog1<sup>st</sup> impoundment (per year)

\$0.00

\$0.00

2<sup>nd</sup> impoundment (per year)

\$62.00

\$10.00

3<sup>rd</sup> impoundment (per year)

\$105.00

\$20.00

Impounding unregistered Dog

## Entire Dog

\$73.00 plus registration

\$40.00 plus registration

## Desexed Dog

\$24.00 plus registration

\$20.00

Daily Sustenance Fee per animal/per day

\$12.00 per day

\$5.00 per day

Other animals impounded

\$62.00

\$20.00

Other Charges

## Emergency Vet costs whilst animal in Council care

per Vet quotation

per Vet quotation

## Tag replacement

\$10.00

\$10.00

## Collar

N/A

Free with  
registration

## Replacement collar

N/A

\$10.00

## Microchipping

N/A

\$10.00

Medication Fees for owners. These are offered free to registered dog owners under the queensland health funding.

De-sexing operations are offered free to all dogs under the queensland health funding.

**VACCINATION NOT AVAILABLE. OWNER MUST TAKE THEIR DOG TO THE VET.**

## CONCLUSIONS/RECOMMENDATIONS

We have spoken to animal owners and we feel that it is important to have a procedure set up with council so that people can pay in instalments for Vet bills or fees. If this does not happen then we will have sick and injured dogs roaming in the streets. This increases the number of complaints to Council. People are asking for assistance to help treat their animals and we don't want this to stop. Officers are here to offer guidance to people about their animals and provide education. This often means advising them that the dog needs to be seen by a Vet. Vet bills are significantly high for many people to pay and having a payment system available may encourage more people to get their animals seen.

If fees and charges are incorporated and treatments are only given to registered animals, we need to consider that owners may no longer register their animals. This will mean an increase in dogs with fleas, ticks and mange. It could also affect future funding. It would be very sad to see the community go backwards regarding community health standards.

**NOTED**

<b>Resolution:</b>	That council reviews and adopts the Director Works and Building Services report for the month of November 2019.	
Moved:	Cr Vanessa Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Reagan Kulka	
Decision No:	1321112019	

## 7. CLOSED SESSION

In accordance with S.275 of the Local Government Regulation 2012 A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss certain matters.

Council moved into closed session to discuss the following:

S.275 (e) contracts proposed to be made by it;

S.275 (f) starting or defending legal proceedings involving the local government;

9.03am

<b>Resolution:</b>	That pursuant to Section 275(1) (h) of the <i>Local Government Regulation 2012</i> , that the meeting be closed to the public so that Council can receive and consider matters as follows: (e) Contracts proposed to be made by Council (f) Starting or defending legal proceedings	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0321112019	

Two items to be decided on:

#### **7.1 Concrete Batching Plant – Preferred Supplier**

With all the concrete works that WWASC have as upcoming works some listed below, it is also a challenge around this time to procure any concrete from any supplier, Brackenhurst Concreters are the only available local sole supplier based at Hopevale and Cooktown with a batching plant which can be relocated to Wujal to carry out all our capital works and were the only supplier who made an attempt to come to site to scope all the works. To meet deadline and budget my recommendation is that Council supports the procuring of Brackenhurst as a sole supplier with a service agreement to undertake all the Capital/minor works as a supply and install arrangement.

- China Camp Drainage – DRFA
- Southside Driveways – Q-Build
- Recycle Centre 30 x 12M Shed slab - CYRP
- Hard stand at depot - CYRP
- Wujal Guest Accommodation slab and pathways – W4Q 19/21
- Wujal eco Lodge footings and pathways – BOR
- Raised Manholes – WWASC
- And other works for WWASC as they come available, once resolution is passed, a service agreement will be formulated with all costs associated with supply and install arrangement.

CEO outlined advantages of having one supplier such as cost and employment of indigenous people

#### **7.2 Possible Legal Proceedings – Assist Me Consulting**

Assist Me Consulting (Mick Dunne) was engaged under a very loose verbal arrangement by Council in about 2016 to provide financial services including payroll, bank reconciliations, preparation of annual financial reports and budgets etc. Mick Dunne's partner Cassie White was employed as Council Financial Director as well. I believe that

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Cassie was employed on a contract basis through Assist Me Consulting but can't be sure of that.

Mick Dunne provided the services of a financial officer remotely from Cairns and also for a period of time while based in Wujal Wujal.

Cassie resigned and left Wujal Wujal to take up another position while Mick continued to work remotely to provide the financial services to Council.

It all came to a head from what I can understand when Tim Cronin and Susanne Andres (both financial consultants) were appointed in early 2018 to sort out the financial affairs of Council which was a requirement of the Department as the annual reports hadn't been done since about 2016 and financial position of Council was uncertain.

It then became apparent that Assist Me Consulting and/or Mick Dunne had not done the job that they were contracted to do and the CEO at the time made the decision not to pay the final invoice issued by Assist Me Consulting which was in the order of \$11,192.50 inclusive of GST. The deficiencies were outlined in our letter of 5 April 2019 (via Preston Law) to O'Connor Law based on Tim Cronin's reports and our discussions with Council officers.

Some negotiation has occurred in relation to the outstanding invoice, \$2,000 offer was made by Council and rejected. A counter offer by Assist Me Consulting of \$10,000 subject to a deed of release has been received. A draft Statement of Claim was also provided. The cost of defending the matter in the Magistrates court will likely exceed the \$11,192.50.

The fact that the Assist Me Consultancy had not carried out the duties for which they were engaged is the reason the invoice had not been paid. It is noted that monthly invoices had previously been paid for a period of approximately 18 months even though the works were not being carried out to a satisfactory standard. This could be seen as a breach of contract and it may be possible to seek legal redress for damages, ie. The cost of rectifying the failing of the consultant.

WWASC was required to engage more financial consultants (Tim Cronin and Susanne Andres) to try to carry out the works supposedly carried out by Assist Me Consulting. This has cost many thousands of dollars (at least \$218,760)

Council has a few options;

- a. Accept the offer to settle for \$10,000 with a deed of release.
- b. Make a counter offer to settle with a deed of release (say \$5,000)

- c. Pay the invoice in total with NO Deed of Release
- d. Commence legal action to seek damages for non performance of contract

Our insurer has been contacted and asked the question, if Council determines to sue for damages are our legal costs covered in the event that we are not successful?

Due to the amount involved any action we take would be in at least the District Court where filing fees and proceeding fees are considerably higher than a Magistrates Court action not to mention solicitor/barrister costs.

*Observer Derric Flewell-Smith arrived at 9.16am and was told Council was in Closed Session and that the meeting would be open to the public shortly.*

*Council came out of closed session at 9.25am.*

<b>Resolution:</b>	That the meeting come out of closed session and be reopened to the public.	
Moved:	Cr Reagan Kulka	<b>CARRIED 4/5</b>
Seconded:	Cr Vanessa Tayley	
Decision No:	0421112019	

<b>Resolution:</b>	That Council accepts Brackenhurst Concrete Batching Plant as a sole supplier to the area for following funded projects; <ul style="list-style-type: none"> <li>• China Camp Drainage – DRFA</li> <li>• Southside Driveways – Q-Build</li> <li>• Recycle Centre 30 x 12M Shed slab - CYRP</li> <li>• Hard stand at depot - CYRP</li> <li>• Wujal Guest Accommodation slab and pathways – W4Q 19/21</li> <li>• Wujal eco Lodge footings and pathways – BOR</li> <li>• Raised Manholes – WWASC</li> </ul> And other works for WWASC as they come available	
Moved:	Cr Desmond Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Vanessa Kulka	
Decision No:	0521112019	

<b>Resolution:</b>	That Council authorise the CEO to make a counter offer of \$5,000 with a Deed of Settlement/Release and that a Draft Statement of Claim be provided to Assist Me Consulting for compensation of rectification costs due to non-performance of the contract.	
Moved:	Cr Robert Bloomfield	<b>CARRIED 5/5</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0621112019	

## 8. GENERAL BUSINESS

### **Xmas Party**

Council determined that a Community Party/Staff Party would take place on 12/12/2019 to be confirmed by CEO. Date required to be communicated to staff. Mayor said children in community only to get gifts. DF&CS said normally Council pay for staff meal only. Any accompanying partner/children all have to be paid by the employee. To and from the venue transport need to be arranged by the Employee. No alcohol will be served at Council's expense. Is the Community party and staff party on the same night. CEO to clarify this.

### **Xmas Break**

Is Xmas break gifted days? What is council endorsing annual leave or leave without pay. Clarification is required. Email to be sent out to staff and Council to write letter to Minister. CEO to action this.

**ACTION:** Clarification is required. CEO to write to Minister.

### **Factor UTB**

Weather Control station needs to be brought back and manned in-house. Currently in progress to bring all monitor back to WWASC instead of SA.

### **Water/sewer maintenance**

Operational stance with staff on new Plant.  
Elliott safety is complete.

### **Art Centre rollerdoor**

Awaiting Top Con to return and replace.

### **CommCare**

Xmas party is 21/12/2019.

### **Staff Training**

Fire training, food safety, food licensing, caring for elders required. HACC centre staff all organised through Gabrielle Doward. Manager to furnish list to CEO.

### Short Staffing

IKC needs staffing analysis. Needs to have a designated full-time staff, this area is only funded for (1) person.

### Showcase in Wujal Wujal

**Action:** DB&WS to discuss organisation of this with CEO.

### Council Facilities:

Need to be booked in advance to administration front office reception – fees must be charged. Procedure to be communicated to everyone.

*Cr Reagan Kulka left the meeting at 12.24pm and returned to the meeting at 12.25pm.*

### Animal Management

Dogs dying from Taipan bites. Alert community especially children.  
Dog fee and charges need updating.

<b>Resolution:</b>	That DB&WS and Vet Nurse look at affordable fees for registered Wujal Wujal dogs.	<b>CARRIED 5/5</b>
Moved:	Cr Vanessa Tayley	
Seconded:	Cr Reagan Kulka	
Decision No:	1421112019	

*Council adjourned for lunch at 12.46pm.*

*Council resumed meeting at 1.24pm.*

Cr Reagan Kulka	<ul style="list-style-type: none"><li>Privacy wall on the back roads can we get kids/artists to paint a mural?</li></ul> <b>DW&amp;BS – TMR (privacy, noise reduction)</b> <ul style="list-style-type: none"><li>Suggested a gravity feed/platform up at the falls</li></ul> Mayor – Consultation is required between community, traditional owners, Jabalbina. (renewable energy) water and electricity.
Cr Bradley Creek	<ul style="list-style-type: none"><li>Park attraction for the children</li></ul> <b>DW&amp;BS said Works4QLD funding includes waterpark. Location, feasibility, local/Buy different options, keeping children away from the river.</b> <b>Creates more employment for people</b>
Cr Robert Bloomfield	<ul style="list-style-type: none"><li>BBQ stands</li></ul> <b>DW&amp;BS funding for Hall/Oval to have BBQ in place.</b>

Cr Vanessa Tayley	<ul style="list-style-type: none"> <li>Roundabout cars are blocking up the road</li> </ul> <p><b>DW&amp;BS solution is to move ANZAC memorial, or get Justice Group to park cars down the hill</b></p> <ul style="list-style-type: none"> <li>Bus stop discussed near Market garden, budget for shelter (TIDS, QRA) cost analysis required</li> <li>More parents need to see how children are going down at the school</li> </ul>
Cr Desmond Tayley	<ul style="list-style-type: none"> <li>Projects on track re: South side and accommodation block?</li> </ul> <p><b>DW&amp;BS PO's, inground services works being done</b></p> <ul style="list-style-type: none"> <li>Sub division get back</li> <li>DW&amp;BS – 2.35 mil, plug Ins, surveyor looking at space, self-contained unit, 4 duplex near mens shed. CEO and DW&amp;BS to follow up with Minister De Brenni.</li> <li>Beautification in place</li> </ul> <p><b>DW&amp;BS courtyard/gardens arch is in place. Cleaner work. Local boys are working on new projects.</b></p>

#### 9. NEXT MEETING

The next meeting is to be held on 19 December 2019.

#### 10. MEETING CLOSE

Mayor declared the meeting closed at 2.10pm.

## 5.2 Business Arising from Previous Minutes

Report given at the meeting.

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## 6. REPORTS

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Friday 20 December 2019



### 6.1 Mayor's Update

- 6.1.1 Wujal Wujal Showcase to Parliament
- 6.1.2 Cooktown Expo 2020 sponsorship
- 6.1.3 Meeting with Education Minister Grace
- 6.1.4 Correspondence
  - 6.1.4.1 Letter from Mark Olsen TTNQ CEO
  - 6.1.4.2 Letter from Minister de Brenni
  - 6.1.4.3 Djuki Mala Tour Proposal
  - 6.1.4.4 QFES Representative for Wujal Wujal LDMG
  - 6.1.4.5 Update on meeting with Minister Wyatt - Email from Ravi Chandra – Chief of Staff to TCICA

### PAST MEETINGS/CONFERENCES

#### CAIRNS

9 December 2019	Far North Queensland Regional Organisation of Councils (FNQROC)
9 December 2019	FNQ RRTG Meeting
10 December 2019	Far North DDMG Meeting

#### BRISBANE

25-27 November 2019	Showcase to State Parliament in Brisbane
18 December 2019	Meeting with Education Minister Grace

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## 6.1 Mayor's Update

### 6.1.1 Wujal Wujal Showcase to Parliament

On 25 November 2019, a delegation of 11 Wujal Wujal representatives traveled to Brisbane to showcase Wujal Wujal to State Parliament a joint initiative with Government Champions Minister Leeanne Enoch and Director-General Jamie Merrick. A full house was in sitting for parliament and many Ministers, Director-Generals plus other invited guests attended the showcase which was a resounding success. Since this event, many Ministers have expressed interest in holding their own showcases.



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### **6.1.2 Cooktown Expo 2020 Sponsorship (tabled documents)**

Mayor Tayley to give a verbal update with supporting documents received from the Cook Shire Council.

### **6.1.3 Meeting with Education Minister Grace Grace**

Mayor Tayley to give a verbal update on delegation that spoke to the Hon. Minister Grace MP about the new education model presented for implementation into the whole Cape. Representatives from every Shire attended.

### **6.1.4 Community Christmas Party**

On 12 December 2019 the Community Christmas Party was held in the Community Hall. Santa visited with presents for the Children, BBQ was held and the band 'Codroy' played. Good turnout from the community.





### 6.1.5 Correspondence

- 6.1.5.1** Letter received from CEO Mark Olsen - Tourism Tropical North Queensland (TTNQ) wanting to meet with Council to discuss the future of the visitor economy. Asking Council to Identify representatives from the Council to attend initial meeting (**see page 53**).
- 6.1.5.2** Letter from Minister de Brenni MP - Minister for Housing and Public Works, Digital Technology and Sport to Mayor Vonda Malone discussing Remote Indigenous Housing (**see page 54 & 55**) and associated letters (**tabled**).

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- 6.1.5.3** Djuki Mala Tour Proposal  
Cape York May/June 2021 Tour Proposal outline asking communities to commit to hosting this tour **(see pgs 73-75)**.
- 6.1.5.4** Letter from Queensland Fire and Emergency Services (QFES) asking for a representative for Wujal Wujal Local Disaster Management Group (LDMG) to be appointed by the Council **(see page 76-79)**.
- 6.1.5.5** Update on meeting with Minister Wyatt - Email from Ravi Chandra – Chief of Staff to TCICA **(see page 80)**.

**RECOMMENDATION:**

That Council receives and adopts the Mayor's report for the month of December 2019.

**Mayor  
Desmond Tayley  
13 December 2019**

### 6.1.5.1 Letter received from CEO Mark Olsen - Tourism Tropical North Queensland (TTNQ)



26 September 2019

Cr Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council  
c/- Mayor.Tayley@wujal.qld.gov.au

Dear Mayor Tayley

Visitors make a significant contribution to the economy of our region and support employment, infrastructure and community pride. As the Regional Tourism Organisation (RTO), Tourism Tropical North Queensland (TTNQ) is responsible for driving the value and long-term benefits of the visitor economy to our communities in partnership with industry and the community, through the support of Local Government.

As the incoming CEO of TTNQ, starting this week, I recognise that the support of our community is vital to the future success of the visitor economy. The visitor economy is more than just those coming on holidays, it also includes our visiting friends and relatives, international students, working holiday makers and those coming to the region for business events.

I am writing to you to ask for a time that we can discuss the future of the visitor economy and how TTNQ can work with your Council to ensure the community, the environment and the economy can continue to benefit from a thriving visitor economy.

If you could please identify who else from your Council should join our initial meeting that would be greatly appreciated. Judy Lloyd from my office will set up our first discussion.

Given the size of the region and the importance of having the opportunity to speak to you as I start in the role, I will start with a phone call and I look forward to being able to visit your region and meet with you face to face.

I look forward to working with your Council and your community to shape the visitor economy.

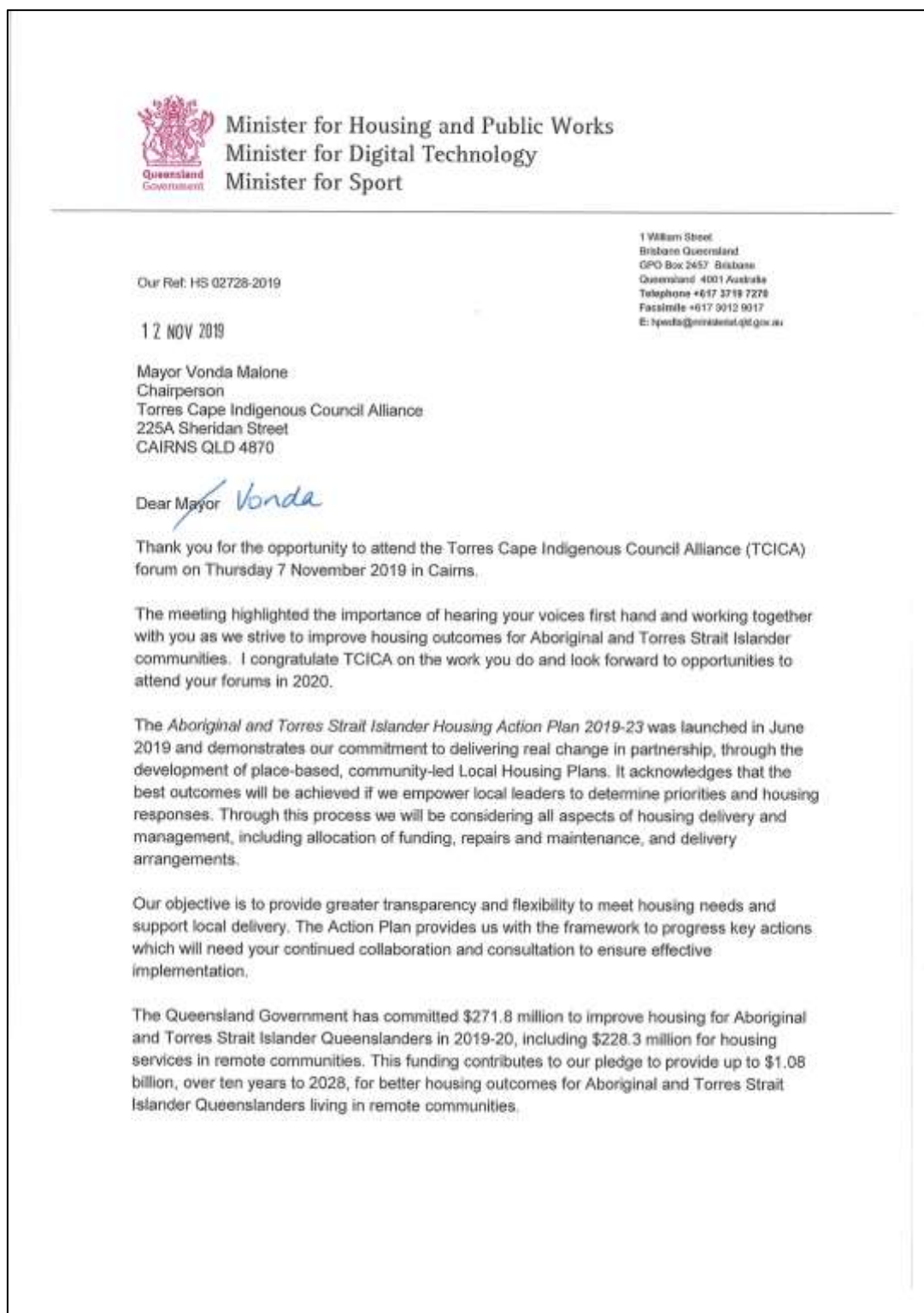
Best regards

Mark Olsen  
Chief Executive Officer

cc: Eileen Deemal-Hall, CEO

PO Box 865 | Level 2, 51 Esplanade, Cairns QLD 4870 | t: +61 07 4031 7676 e: info@ttnq.org.au  
tropicalnorthqueensland.org.au - DESTINATION | tourism.tropicalnorthqueensland.org.au - CORPORATE  
@tropicalnorthqueensland | f tropicalnorthqueensland | @cairnsGBR

**6.1.5.2** Letter from Minister de Brenni MP - Minister for Housing and Public Works, Digital Technology and Sport to Mayor Vonda Malone - Remote Indigenous Housing and associated letters (pg1).



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Letter from Minister de Brenni MP - Minister for Housing and Public Works, Digital Technology and Sport to Mayor Vonda Malone - Remote Indigenous Housing and associated letters (pg2).

- 2 -

As you are aware, the Australian Government has committed to provide \$105 million for remote housing in Queensland but has yet to deliver on this investment. The Queensland Government is continuing to work with the Australian Government to agree implementation of this funding. As you know, I will be travelling to Canberra in December 2019 to discuss this matter with the Honourable Ken Wyatt AC MP, Commonwealth Minister for Indigenous Australians. I know you will also be making representations to Minister Wyatt and look forward to hearing the outcomes of your trip.

During recent discussion, I committed to providing letters to Federal Ministers on Remote Indigenous housing, please find these letters enclosed.

Yours sincerely



Mick de Brenni MP  
Minister for Housing and Public Works  
Minister for Digital Technology  
Minister for Sport

Enc.

### 6.1.5.3 Djuki Mala Tour Proposal Cape York May/June 2021 Tour Proposal outline.

**Subject:** FW: Djuki Mala Tour Proposal  
**Attachments:** Djuki Mala 2021 proposal.pdf

**From:** Waratah Nicholls <[WNicholls@cook.qld.gov.au](mailto:WNicholls@cook.qld.gov.au)>  
**Sent:** Friday, 6 December 2019 3:43 PM  
**To:** TCICA <[tcica@cook.qld.gov.au](mailto:tcica@cook.qld.gov.au)>; Steve Wilton <[steve@wujal.qld.gov.au](mailto:steve@wujal.qld.gov.au)>  
**Cc:** Jo Currey <[jo@artour.com.au](mailto:jo@artour.com.au)>; Monique Harvey MT <[monique@djukimala.com](mailto:monique@djukimala.com)>  
**Subject:** Djuki Mala Tour Proposal

Dear Mayors, CEO's and Councils

We have been presented with the opportunity to host an inspirational and world class performance in our communities on Cape York and in the Torres Straits  
Djuki Mala are a professional, tight performance of First Nations dancers from Elcho Island, who also engage youth in fun workshops teaching them new skills.

<https://www.artour.com.au/artists/djuki-mala>

"A vibrant celebration of ingenuity and energy" The Age "Energetic, hilarious, groundbreaking" Beat Magazine

We have been working with ArTour, (a Queensland based arts organisation that connects, performers with venues and audiences), to find funding avenues for Djuki Mala to tour in our region,  
We have identified some possible sources of funding that could subsidise the performance fee as well as pay for transport and travel costs,  
so now we would like to know for certain which communities would like to host Djuki Mala, so we can move forward with planning.

Could you please present the attached correspondence at your next council meetings to gauge interest and commitment, Thank you.

Please contact me for more information or if you have any questions,

Warm Regards,

**Waratah Nicholls** | Regional Arts Officer | Cape York & Torres Strait Region  
Community, Economy and Innovation | **Cook Shire Council**

**Phone** 0436 806 343  
**Email** | [wnicholls@cook.qld.gov.au](mailto:wnicholls@cook.qld.gov.au) **Website** | <http://www.cook.qld.gov.au/>  
**Address** | 10 Furneaux Street (PO Box 3), Cooktown, Qld, 4895  
**Cooktown EXPO2020 Website** | <https://cooktown2020.com>

# DJUKI MALA

## Cape York 2021 Tour Proposal

**Djuki Mala are proposing a tour of Cape York in May/June 2021 and we would like to know your interest in hosting Djuki Mala in your community as soon as possible.**

### About Djuki Mala

In 2007, on a basketball court in Ramingining in the Northern Territory, a group of Elcho Island dancers calling themselves the Chooky Dancers choreographed and performed a dance routine to the tune of Zorba the Greek. Frank Djirrimbilwuy posted the clip on YouTube, and within 12 weeks it had peaked at over 500,000 hits. It now stands at 2,500,000 hits - rating it amongst the highest clips to be circulated worldwide.

Since then Djuki Mala have been consistently thrilling audiences with reinterpretations of popular culture and traditional dances in a way that juxtaposes contemporary Yolngu culture. Much of the production was built on Elcho Island in 2014, in a cramped training centre with low-slung fans and a fridge door that doubled as a change room.

Always exuberant and blending their contemporary experience as young people with their traditional culture, their identity as Yolngu people is always in the foreground. Dressed in traditional costumes and ochre, with Gara (spears) and Galpu (spear thrower) they create work that is a marvel of timing, comedy and clowning, warming both the heart and soul. Behind the humour is startling movement skill and discipline, drawn from traditional culture and dance.

The style of dancing and comedic element of their performance has its origins in Yolngu culture as much as the traditional dance. Clowning within Yolngu culture has been around longer than many of the traditional dances themselves. It is from this that Djuki Mala's natural flare for comedy has emerged.

Critically acclaimed director Joshua Bond has held the position of Artistic Associate and Indigenous Programs Coordinator at Circus Oz from 2011-14. Passionate about teaching and developing emerging Indigenous performers, Josh has taught at the National Aboriginal Islander Skills Development Association Dance College, Fruit Fly Circus, National Institute of Circus Arts and Flipside Circus.



Djuki Mala performing at DanceSite 2013 in Borroloola, NT. Photographer: Wayne Quilliam.

Djuki Mala – Cape York 2021 Proposal

## Workshop

The workshop offered to ages 5 years and up is an opportunity to share time with these artists and benefit from skill development opportunities. The dancers are experienced workshop facilitators and instructors with the ability to work with participants from a variety of backgrounds and skill levels. Participants will be taken through the foundation elements of Yolngu spirit, art and culture that is specific to Arnhem Land but joyous for audiences of all cultural backgrounds, demographics and ages. Workshop capacity is 50 students.

## Schedule

An example schedule involves the dancers arriving into town and conducting a workshop. The following day the company set up for an evening performance. There is a meet and greet after the show where the performers mingle with the audience.

## Venue and production requirements

Ideally the workshop and performance will be hosted in a community hall, gymnasium or similar. If that is not available in the community, an outdoor covered flat area (eg basketball court) with access to power. The company will need to set up a stage if there is not one available. The company will tour with a sound and lighting system.

## Cost

Djuki Mala and arTour are seeking funding to cover travel costs of accommodation, flights and vehicles and to subsidise the artists' costs. An artist fee of approximately \$7,000 ex GST is also required. Funding will be sought to subsidise some of the artists' costs, but presenters / council will need to contribute towards the fee.

## Dates

Djuki Mala are proposing a tour of Cape York in May / June 2021.

## Links

A case study video from the Djuki Mala 2019 tour can be viewed here:

<https://www.facebook.com/watch/?v=420813968767501>

arTour website with a video about Djuki Mala

<https://www.artour.com.au/artists/djuki-mala>

Djuki Mala website

<https://www.djukimala.com/>

## What you need to do

To progress the tour planning and secure the necessary funding, please advise if your community / council wish to host Djuki Mala workshops and present a performance in 2021.

Please respond to Waratah Nicholls, Regional Arts Officer for Cape York and Torres Straits RASN at [wnicholls@cook.qld.gov.au](mailto:wnicholls@cook.qld.gov.au) by 17 January 2020 providing confirmation of interest and how much you can contribute towards the artist fee (eg 100% would be \$7,000 ex GST).

Djuki Mala – Cape York 2021 Proposal

#### 6.1.5.4 Letter from Queensland Fire and Emergency Services (QFES) asking for a representative for Wujal Wujal LDMG to be appointed.

**Subject:** FW: QFES Representative for Wujal Wujal LDMG  
**Attachments:** Wujal Wujal LDMG Letter & Authorisation to Appoint a Deputy.pdf

**From:** Kerry Bodsworth <[Kerry.Bodsworth@qfes.qld.gov.au](mailto:Kerry.Bodsworth@qfes.qld.gov.au)>  
**Sent:** Tuesday, 26 November 2019 10:38 AM  
**To:** Desmond Tayley <[Mayor.Tayley@wujal.qld.gov.au](mailto:Mayor.Tayley@wujal.qld.gov.au)>  
**Subject:** QFES Representative for Wujal Wujal LDMG

Good morning,

I wish to provide you with a letter detailing your Queensland Fire and Emergency Services (QFES) representative for the Wujal Wujal Local Disaster Management Group (LDMG).

Also attached is an OM 138 Authorisation to Appoint a Deputy (Proxy).

*May I ask for you to sign the OM138 and email back to me at your earliest convenience?*

The original documents are being mailed.

Please let me know if you have any questions.

Kind regards

Kerry Bodsworth  
Administration Officer – Emergency Management  
Far Northern Region  
Queensland Fire and Emergency Services

---

Level 8, William McCormack Place II, 58 Sheridan Street, Cairns QLD 4870  
PO Box 920, CAIRNS QLD 4870  
Ph: (07) 4032 8620  
Email: [Kerry.Bodsworth@qfes.qld.gov.au](mailto:Kerry.Bodsworth@qfes.qld.gov.au)  
Web: [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

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All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld).



Ph 07 40328759

18/11/2019

Mayor Desmond Tayley  
Chair, Wujal Wujal LDMG  
10 Hartwig Street  
WUJAL WUJAL QLD 4895



Queensland Fire and  
Emergency Services

Dear Mayor Tayley

The Deputy Commissioner, Operations and Emergency Management, Queensland Fire and Emergency Services (QFES) would like to nominate Emergency Management Coordinator Nadine Oosen to represent QFES on the Wujal Wujal Local Disaster Management Group (LDMG).

The nominee has the necessary expertise and/or experience to perform the functions of a LDMG member in accordance with the *Disaster Management Act 2003*, on behalf of Queensland Fire and Emergency Services. This will be for the period 18 November 2019 to 31 October 2020.

The contact details for the nominee are:

Telephone:	07 4032 8606
Mobile:	0400 947 696
Email:	<a href="mailto:nadine.oosen@qfes.qld.gov.au">nadine.oosen@qfes.qld.gov.au</a> or <a href="mailto:EMFNR.Notifications@qfes.qld.gov.au">EMFNR.Notifications@qfes.qld.gov.au</a>
Postal Address:	PO Box 920 CAIRNS QLD 4870

Emergency Management Coordinator Nadine Oosen has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management.

Should you require any further information, please contact Emergency Management Coordinator Nadine Oosen on telephone (07) 4032 8606.

Yours sincerely

Adam Gwin AFSM  
Grad Cert AM, Grad Cert FI, GFIreE  
**Acting Assistant Commissioner**  
**Far Northern Region**  
**Queensland Fire and Emergency Services**

Queensland Fire and Emergency Services  
Far Northern Region  
Level 8 William McCormack Place II  
5b Sheridan Street  
CAIRNS  
Queensland 4870 Australia  
Mobile: 0428 611 236  
Website: [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)



## Authorisation to Appoint a Deputy (Proxy)

This form is in accordance with the *Disaster Management Act 2003*.

*To be completed by the member requesting appointment of his or her deputy, performing the member's functions on a District Disaster Management Group or a Local Disaster Management Group. The request is to be approved by the chairperson of that member's group.*

### MEMBER TO COMPLETE

Authorisation to appoint a deputy for particular members under the *Disaster Management Act 2003* is to be given to:

Full name and position of person/s to be authorised:	*Emergency Management Coordinator, QFES
	*Inspector, Fire and Rescue Service, QFES
	*Area Director, Rural Fire Service, QFES
	*Area Controller, State Emergency Service, QFES

Conditions of the authorisation (if applicable): (Note 1)

\* Where a position or person is nominated, authorisation is on position incumbent

The person/s are authorised to carry out all the roles and responsibilities for my position from the following date:	18/11/2019	To the following date:	31/10/2020
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I am a member of the Wujal Wujal District/Local Disaster Management Group and am satisfied the above person/s has/have the necessary expertise or experience to act as my deputy in this disaster management group.

Signature:	
Position:	Emergency Management Coordinator
Printed name:	Nadine Oosen
Date:	

### CHAIRPERSON TO COMPLETE

The request to appoint the person/s named above as the member's deputy is approved.

Signature:	
Chairperson of:	Wujal Wujal Aboriginal Shire Council
Printed name:	Mayor Desmond Tayley
Date:	

*Provide a copy to the individual/s authorised as a deputy to act for the member.*

*Retain a copy of this form for your records and send the original to the Executive Officer of the Group.*

DM 138

Authorised by: Assistant Commissioner, Emergency Management

PUBLIC

Effective: 21/01/2015

### **Guidelines for Completing an Authorisation to Appoint a Deputy (Proxy) Form**

#### **General:**

In accordance with the *Disaster Management Act 2003* (DM Act) a member of the District or Local Disaster Management Group may, with the approval of the chairperson, appoint by signed notice another person as his or her deputy (proxy). The deputy (proxy) may attend a group meeting in the member's absence and exercise the member's functions and powers under the DM Act at the meeting. The deputy (proxy) attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

The chairperson of the group may authorise the nominated person/s as the member's deputy (proxy) if satisfied on reasonable grounds that the member's deputy (proxy) has the necessary expertise or experience to perform the functions of the member.

The authorisation may be given on conditions and must be given in writing.

#### **Note 1:**

You may place conditions on the authorisation e.g. the appointment may only be exercised when the member or the first nominated deputy (proxy) is unavailable.

#### 6.1.5.5 Email update on meeting with Minister Wyatt - from Ravi Chandra – Chief of Staff.

**From:** Ravi Chandra [<mailto:Ravi.Chandra@ministerial.qld.gov.au>]

**Sent:** Tuesday, 10 December 2019 5:27 PM

**To:** Melinda Eades <[melinda.eades@nparc.qld.gov.au](mailto:melinda.eades@nparc.qld.gov.au)>

**Subject:** Update following meeting with Minister Wyatt

Hi Melinda,

I hope you're well.

I just wanted to send you an email regarding the outcomes of discussions on remote housing funding with the Honourable Ken Wyatt AC MP, Commonwealth Minister for Indigenous Australians, which the Minister had in Canberra on 5 December 2019.

I didn't personally attend the meeting; however, I understand it was a very productive meeting and constructive discussions about opportunities for the Queensland and Australian Governments to work together on improved housing outcomes for Aboriginal and Torres Strait Islander people. The meeting built on outcomes of TCICA's discussions with Minister Wyatt last week.

Through this discussion substantial progress was made on confirming the Commonwealth's commitment to funding for remote Indigenous housing in Queensland. Minister Wyatt confirmed the Commonwealth's commitment to providing \$105million for new housing supply in Aboriginal and Torres Strait Islander communities in Queensland and that Cherbourg, the Torres Shire and Yarrabah would be included in the agreement.

Minister Wyatt and Minister de Brenni agreed the best way forward is for this investment to be implemented in a tripartite arrangement, between the Commonwealth, State and Councils. It will complement the Queensland Government's \$40 million Interim Remote Capital Program and financial commitment to maintenance and upgrade works on existing dwellings. The Commonwealth reaffirmed its intent that Aboriginal and Torres Strait Islander Councils to play a central role in the planning and delivery of housing for their communities. Minister Wyatt also acknowledged that Queensland's Aboriginal and Torres Strait Islander Housing Action Plan 2019-2023 has established a good model of partnership with communities, supporting local decision making and allowing flexibility in the delivery and management of housing.

Minister Wyatt undertook to confirm these arrangements in writing as soon as possible and we will share this correspondence with you when we receive it.

Minister Wyatt and Minister de Brenni are also firmly committed to arranging a workshop in early 2020 involving Commonwealth, State and Council representatives to progress implementation of this investment including the important matters of evidence of housing need and funding allocation. We will be in contact with TCICA to arrange that workshop.

Minister de Brenni is pleased that we now have a way forward on the Commonwealth's commitment and looks forward to working with Mayors to address the housing needs of Aboriginal and Torres Strait Islanders living in remote communities in Queensland.

Regards,  
Ravi

**Ravi Chandra**  
**Chief of Staff**

**Office of the Hon. Mick de Brenni MP**



Minister for Housing and Public Works  
Minister for Digital Technology and  
Minister for Sport

P 07 3719 7276 M 0456 829 599 | Email: [ravi.chandra@ministerial.qld.gov.au](mailto:ravi.chandra@ministerial.qld.gov.au)  
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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Friday 20 December 2019



### 6.2 Chief Executive Officer Report

- 6.2.1 Staff Christmas Party
- 6.2.2 Setting 2020 Calendar of Council Meeting Dates
- 6.2.3 TCICA Regional Roads and Transport Group Proposal
- 6.2.4 Telstra Proposed Lease Bloomfield Road, Bloomfield QLD 4895 – Lot 1 on RP717971

### Past Meetings/Conferences Nov/Dec 2019

#### WUJAL WUJAL

- |                  |   |
|------------------|---|
| 19 November 2019 | QRA Board visit with Major General (retr'd) R G Wilson AO           |
| 2 December 2019  | Teleconference - Mayors catch-up DATSIP Director General Chris Sara |
| 10 December 2019 | Interagency Meeting   |
| 10 December 2019 | Teleconference - Far North DDMG Meeting                             |

#### CAIRNS

- |                 |   |
|-----------------|---|
| 9 December 2019 | Far North Queensland Regional Organisation of Councils (FNQROC) |
| 9 December 2019 | FNQ RRTG Meeting  |

#### BRISBANE

- |                     |   |
|---------------------|---|
| 25-27 November 2019 | Showcase to State Parliament in Brisbane. |
|---------------------|---|

**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 Report

### Items arising from previous meetings

Date:	Action	Status	Comment
<b>CEO REPORT</b>			
6.1.2	JIME Ministerial Champions Office. CEO to follow up with Director-General Jamie Merrick	In Progress	
0422082019	Allocation of the areas shown in pink on the plan tabled by the CEO (old football/dump site) for use of the Vanilla Bean Enterprise as a social benefit activity and staff develop a draft lease with (Coppertree Farms/ Department of Innovation and Tourism) in conjunction with Councils lawyers for a four-year term	In Progress	Proposers been advised & requested to provide information to go in the lease.
6.2.5 Capital Projects Register	Business Case for Disaster Resilience Centre Community Cabinet Townsville.	In Progress	Business Case to be developed
6.2.6 Cooktown Expo 2020 proposed Secondment Program with Wujal Wujal Aboriginal Shire Council (WWASC)	The CEO to meet with Cook Shire and Hopevale Shire to discuss the Cooktown Expo 2020 project to express support and determine the financial and staffing requirements and report back to Council	In Progress	Cook Shire advised WWASC supports the Expo but cannot provide an officer for 9 months
<b>SOCIAL MEDIA</b>			
6.2.11.4	I/DCEO's report mention of Social media expansion projects. Interim Deputy CEO and EA to prepare a business case for Social Media Facebook account for Council consideration and approval	In Progress	Draft protocols to be developed and brought back to Council
<b>GENERAL BUSINESS</b>			
IKC Report 1422082019	That Council repurposes the First Five Funding authorises IKC Manager Kylie Mills to purchase the 3D printer using grant money supplied instead of Campfire Furniture	In Progress	Extension of time requested to spend funds requested
<b>PROJECTS</b>			
Good to Great Schools Education Forum	CEO to organise a meeting with Hopevale CEO and run a Community Forum/Information session with their support		

17-19 September 2019	Letter to be sent to the Principal in support		
Inspector-General Emergency Management response to Alastair Dawson for direct participation in programs by 30/09/2019	EA to respond to request for direct participation to IGEM urgently	Completed	Letter sent to Alastair Dawson IGEM
<b>CEO REPORT</b>			
Vanilla Bean Plantation Project	CEO to ensure that proposed sites for future housing allotments and for the Vanilla Bean Plantation Project formally surveyed, registered and zoned to meet these proposed uses and ensures staff bring forward the draft plan of survey for consideration by Council before registration	In Progress	Matter raised at TWG for DATSIP Assistance in gaining necessary approvals, WTMA and Planning and to arrange survey
Ministerial Champion – Proposed Showcase of Wujal Wujal Community at State Parliament	CEO to report to the Council meeting in October on progress with the preparation for this Showcase.		Verbal Report by CEO & Exec Assistant
Facebook page	New CEO will consider this initiative and report back to Council at a future date	In Progress	
Organisational Chart	CEO to consider and refine the Organisational chart and bring back to Council for adoption.	In Progress	Organisational Chart under review by CEO. November meeting
	CEO to seek written consent from Douglas Shires for the bridge pipeline crossing, the construction of southside housing driveways within the road reserve and the work at the top end of China Camp road, where these works occurs within Douglas Shire	Complete	Operational works permit issued
Art Centre Report	CEO and Director Finance & Corporate Services meets with Art Centre Director to discuss Strategic 4yr Business Plan	Not yet Commenced	
<b>CLOSED SESSION</b>			
Embrace Learning	CEO to report further as this matter develops or is resolved.		Verbal report
Requests for Financial Assistance with Funeral Expenses	CEO to ensure a policy update be formulated and	In Progress	In CEO Report

reported to a future meeting to be adopted			
<b>GENERAL BUSINESS</b>			
Funding for Rodeo ground/portable yards down on the corner across the river past the football field.	CEO and DW&BS to investigate possible site preparation and funding at a later date.	Not Started	
Leaking effluent	Has this been addressed? CEO to investigate and advise.	Ongoing	Investigation found that the effluent is an ongoing issue. Tank system with lay flat hose. Replacement of all solinoids is currently occurring
Tourism Information Centre	What is the plan for this and the Art Centre		
Polo Shirts	Councillors to visit Southern Cross for fit out of shirts. Purchase order required.	In progress	Waiting for all Councillors to do their fittings – one purchase order
<b>Council Meeting held 24 October 2019</b>			
<b>MAYOR'S REPORT</b>			
Res: 0224102019	That Council sends a letter of congratulations to Haylene Grogan congratulating her on her new role as Chief Health Officer		Complete
<b>CEO'S REPORT</b>			
0424102019	Letter to Department Housing and Public Works advising the DHPW, Sport and Recreation division that Council is supportive of the concept of Sport & Rec programs that are run by local people employed by the Department who are fully supported by the Department provided that there is also program funding to ensure there are activities available to enhance community participation.		Complete
0524102019	Letter to Department Housing and Public Works advising the DHPW, Sport and Recreation division that Council will deliver the asphalt pump track, under round 7 of the Get Playing Places and Spaces program in accordance with the Dead		Complete

	of Funding. Also, advise the new location to the Department when identified	
0624102019	Letter to Tony Holmes advising that it accepts the offer of \$500 for the old cattle ramp stored in the Douglas Street yard.	Completed
0924102019	Letter to both Datacom and WageLoch from the CEO to terminate the agreement with Datacom and WageLoch and written notice is to be given immediately	Completed
<b>DW&amp;BS REPORT=</b>		
6.4.8 Kindergarten	Letter to be sent to CDCC to advise that the CDCC (playgroup) can relocate back to the venue back under the IKC after the Art Centre relocates	
	That Council ensures the safety of all employees at the kindergarten. CEO to investigate.	
	DW&BS asked for funding to be attributed, in particular excel, word and spreadsheets. CEO to investigate.	
<b>GENERAL BUSINESS</b>		
General Business	Lights behind Art Centre needed. CEO to investigate.	Pending budget
	Letter to be written to DHPW advising the Department of Housing and Public Works that it wishes to relinquish the lease on 21b Hartwig Street, Wujal Wujal.	Complete
<b>Council Meeting held 21 November 2019</b>		
<b>CEO'S REPORT</b>		
0821112019	Letter to Department of Justice Office of Liquor Gaming Regulation to request amendment to the current regulation to include the road from Douglas Street along Kotzur Rd and from The Corner of Kotzur Rd and Hartwig street to the Boat Ramp including the Boat Ramp car park and the Council Office car park	Complete

0921112019	Letter to DHPW advising the Department of Housing and Public Works that it would be willing to lease Lot 2 at Ayton for the purpose of water supply to Wujal Wujal residences in Ayton.	Complete
<b>DW&amp;BS REPORT</b>		
6.4.5 Kindergarten Report	Meeting with Police. That Council look into Bylaws or work with the police about children out late at night.	
<b>CLOSED SESSION</b>		
0521112019	Letter of confirmation accepting Brackenhurst Concrete Batching Plant as a sole supplier to the area for following funded projects; <ul style="list-style-type: none"> <li>• China Camp Drainage – DRFA</li> <li>• Southside Driveways – Q-Build</li> <li>• Recycle Centre 30 x 12M Shed slab - CYRP • Hard stand at depot - CYRP</li> <li>• Wujal Guest Accommodation slab and pathways – W4Q 19/21</li> <li>• Wujal eco Lodge footings and pathways – BOR</li> <li>• Raised Manholes – WWASC</li> </ul> And other works for WWASC as they come available	Complete
0621112019	Letter from CEO to Assist Me Consulting with counter-offer of \$5,000 with a Deed of Settlement/Release and that a Draft Statement of Claim be provided to Assist Me Consulting for compensation of rectification costs due to non-performance of the contract.	Complete
<b>GENERAL BUSINESS</b>		
	Letter to Minister seeking clarification of Xmas Holidays	Not required
	Douglas Shire MOU required Cape York Regional Package finalise and connect sides. CEO to Investigate.	

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### **6.2.1 Staff Christmas Party**

Was held at the Lion's Den on 13 December 2019 as a thank you for all the efforts of staff over the past year. Great turn out and food was excellent.

### **6.2.2 Setting 2020 Calendar of Council Meeting Dates**

Council is required to set the dates for its monthly Council meeting and to provide the public with a notice of when the meetings will be held. S.277 of the Local Government regulation requires Council to post the Public Notice on Council's web site and at its Public Office (the Council Office). It also requires Council to publish the notice in a newspaper circulating generally in the area. (Cape York News)

#### **277 Public notice of meetings**

- (1) *A local government must, at least once in each year, publish a notice of the days and times when—*
  - (a) *its ordinary meetings will be held; and*
  - (b) *the ordinary meetings of its standing committees will be held.*
- (2) *The notice mentioned in subsection (1) must be published—*
  - (a) *in a newspaper circulating generally in the local government's area; and*
  - (b) *on the local government's website.*
- (3) *The local government must display in a conspicuous place in its public office a notice of the days and times when—*
  - (a) *its meetings will be held; and*
  - (b) *meetings of its committees will be held.*
- (4) *The local government must immediately notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.*
- (5) *A list of the items to be discussed at a meeting mentioned in subsection (3) must be available for inspection at the time the agenda for the meeting is made available to Councillors.*
- (6) *The local government may publish the list of items to be discussed at a meeting, including any details or documents relating to an item, on the local government's website.*
- (7) *Subsection (5) does not affect the right to discuss or deal with, at any meeting, items arising after the agenda for the meeting is made available to councillors.*

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Wujal Wujal Aboriginal Shire has traditionally held its meetings on the third Thursday of each month commencing at 9.00am. It is recommended to continue this schedule for 2020. The proposed dates are;

23 January 2020  
20 February 2020  
19 March 2020  
16 April 2020  
21 May 2020  
18 June 2020  
16 July 2020  
20 August 2020  
17 September 2020  
15 October 2020  
19 November 2020  
17 December 2020

**RECOMMENDATION:**

That Council adopt the following schedule of dates for the monthly Council meetings for 2020 commencing at 9.00am at the Council office at 1 Hartwig Street Wujal Wujal. Further that Council post the Public Notice on Council's web site and at it's Public Office (the Council Office) and advertise the Public Notice in the Cape York News newspaper.

Schedule Dates for Monthly Council Meeting commencing at 9.00am

23 January 2020  
20 February 2020  
19 March 2020  
16 April 2020  
21 May 2020  
18 June 2020  
16 July 2020  
20 August 2020  
17 September 2020  
15 October 2020  
19 November 2020  
17 December 2020

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### 6.2.3 TCICA Regional Roads and Transport Group Proposal

At the Torres & Cape Indigenous Council Alliance (TCICA) meeting in November the member Councils participated in a workshop regarding the possible formation of a new TCICA Regional Roads and Transport Group (RRTG).

Members of RRTG's work with TMR and the LGAQ through the Roads Alliance to prioritise the works across the regions roads of local significance for the allocation of annual TIDS funding. This means that each Council's allocation is grouped into one bucket of money and projects are funded according to their priority. A council may have a year where projects are funded to a greater value than that Council's allocation or conversely they may have a year where projects are funded to a lesser amount or even no projects funded.

Each RRTG has a technical committee made up of the engineers from each Council and TMR engineers. The Technical Group makes recommendations to the RRTG board on the annual allocation of works based on priorities such as safety, traffic volumes, technical requirements etc.

This concept has worked well for a number of years across all other regions of Queensland.

Of the current membership of TCICA Wujal Wujal Aboriginal Shire, Hopevale Shire and Cook Shire are currently members of the FNQROC and also members of the RRTG for that ROC.

The workshop looked at the total allocation of ATSI TIDS and the TIDS allocations for Cook Shire and Torres Shire. ATSI TIDS is fully funded and TIDS is 50% funded with the balance payable by the Council where the project is done.

#### **Workshop Discussion points:**

- ATSI-TIDS is currently administered by DTMR, whereas TIDS funding is allocated through RRTGs. ATSI-TIDS does not require matched funding, whereas TIDS does.
- Indigenous councils can currently access TIDS funding if they are a member of an existing RRTG, for example, the FNQ RRTG, which is administered via Far North Queensland Regional Organisation of Councils. Around \$5.8M is available to the FNQ RRTG each year, out of a total of \$61.3M statewide.

- 
- FNQ RRTG is a technical working group and uses an agreed methodology to allocate funding, often allocating funding for four years (to match the program timing).
  - Approximately \$7.2M in ATSI-TIDS funding is allocated towards Cape York and Torres Strait councils. Annual state-wide funding available under ATSI-TIDS is \$8.2M.
  - Each year funding is made available to all RRTGs for capability improvement projects that align with core Roads and Transport Alliance functions through the \$600,000 Statewide Capability Fund (SCDF). If TCICA forms an RRTG, it will be able to access these funds for capability building projects.
  - Financial support will also be available for TCICA to take on secretariat services
  - If Members do not want to form a new RRTG, they could consider joining an existing one. The value of participating in an RRTG includes bulk purchasing arrangements, and the ability to standardise contracts and maintenance programs.
  - There was some uncertainty around the distribution of Cook Shire allocations given they are not an indigenous Council and only qualify for ATSI TIDS when they work on a primary access road to an ATSI community.
  - The funding for the new RRTG would be equivalent to the current ATSI TIDS allocation less amounts for those Councils that are not in the TCICA membership i.e. Palm Island, Woorabinda, Cherbourg etc.

It was noted that it was important to consider marine infrastructure such as port facilities under the TIDS / ATSI-TIDS and other transport infrastructure programs and not just roads.

At the conclusion of the workshop there appeared to be general support from Members for the establishment of an RRTG, particularly as it would allow access to financial support under the Statewide Capability Fund. However Cook Shire, TSIRC, Hopevale ASC, Torres Shire and Wujal Wujal ASC noted that Council's would need to consider their position and refer the matter to their respective Councils for determination on whether to support the formation of a RRTG or not.

As mentioned above WWASC is currently a member of the FNQ RRTG and benefits from that membership by having access to the engineering expertise of the technical committee and also the general experience of a long established RRTG. A newly formed TCICA RRTG by the nature of the smaller isolated indigenous Councils will not have the same level of technical engineering expertise or experience in the operation of a RRTG.

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**RECOMMENDATION:**

That Council advise the Executive Officer of TCICA that Wujal Wujal Aboriginal Shire Council does not support the formation of a TCICA Regional Roads & Transport Group.

**6.2.4 Telstra Proposed Lease Bloomfield Road, Bloomfield QLD 4895  
– Lot 1 on RP717971**

Council has received a proposal from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. This land is located in Cook Shire and owned by WWASC.

The purpose of the lease would be to construct a 10 meter Satellite small cell telecommunications facility along with an associated equipment shelter. The exact location of the facility on the property is somewhat flexible but we do ideally require a location that is naturally elevated and close to power.

At this stage Visionstream are seeking confirmation from landowners (WWASC) that they are willing to consider a leasing proposal.

For a site like this they say they can offer a rent of \$1,500 per annum with 2% annual increases, Telstra would require a twenty-year lease term. The value of the lease would of course be open to negotiation.

I have been advised the proposed site is this site is the old mission area known as the middle camp and may have strong cultural significance.



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**RECOMMENDATION:**

Council advises Visionstream Pty Ltd that they ARE/ARE NOT willing to negotiate a lease on Lot 1 on RP717971 for the purpose of a 10 meter Satellite small cell telecommunications facility

**RECOMMENDATION:**

That Council receives and adopts the Chief Executive Officer's report for the month of December 2019.

**Chief Executive Officer  
Stephen Wilton  
13 December 2019**

UNCONFIRMED

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Friday 20 December 2019



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

#### 6.3.1. Cash Position

Total Bank balance as at 9 December 2019 is \$4,153,410.91.

Bank reconciliation is up to date to 30 November 2019.

Summary of deposits and large payments between 18 November to 9 December as below:

<u>Deposits</u>	<u>Amount</u>	
Building Asset Services (BAS)	15,786.33	
Fuel Sales	2,569.89	
Art Centre	346.00	
ATSI	141,952.73	
FAG	65,501.75	
State Library First 5	17,571.50	
DOGIT	4,715.40	
Debtors	43,109.65	
ATO Refund	4,831.20	
Miscellaneous	1,416.65	
	<u>297,801.10</u>	
<u>Payments</u>		
Wages	158,309.66	
Creditors	339,269.33	
	<u>497,578.99</u>	

Action on cashflow reporting:

- Cashflow as at 9 December was provided to DLGRMA on 13 December.

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### 6.3.2. 2018/2019 Financial Statements

- QAO were onsite for the week 9-13 December 2019
- QAO will return for final testing and wrap up in the week of 13 January 2020
- List of outstanding matters will be compiled and provided to Council for action
- QAO met with the Mayor, CEO and other Council officers along with Tim Cronin

### 6.3.3. Overdue Reporting

- **Actioned**

- DLGRMA-ILGSP 16-18 0046- Business Diversification - Service Station Final Project Report & Subsidy Claim. Dept reviewed the submission and advised Council that advanced funds were not utilised for the agreed purpose. Council may have to pay back \$31,706.70 unless there is an exemption from the Minister/Dept. Further advice awaiting.

- DLGRMA- W4Q 17-19 0040 Works for Queensland 2017-2019 Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$110,000.

- **Work in progress**

- DLGRMA- ILGSP 16-18 0047- Innovation and Sustainability Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$130,320.40.

- DLGRMA- ILGSP 16-18 0048- Training and Professional Development Final Project Report & Subsidy Claim: Subject to acquittal, Dept to pay \$25,014.50.

### 6.3.4. Debtors & Creditors Review

- **Debtors**

- Invoicing done between 18 November 2019 to 9 December 2019- \$9,709.71
  - Aged Debtors Report Summary

Financial Year Ending 2020

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
TOTALS:		494,132.67	0.00	0.00	31,717.55	525,850.22

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- **Creditors**

- Ongoing review- no creditor aged more than 45 days
- Closed out open purchase orders that were not payable and aged older than 6 months to the value of \$204,107.78
- Currently \$395,431.38 as committed costs- what Council owes its suppliers/contractors

#### **6.3.5. ICT Managed Services & Support Arrangement**

- Agreement signed on 3 December 2019 – 2 year managed service extension effective 1 December 2019

#### **6.3.6. Licenced Post Office Agreement**

- CEO signed agreements sent to Auspost on 2 December 2019
- Auspost to sign and return agreements copy to Council

#### **6.3.7. New Equipment Purchase**

- Windows 10 system and monitor for Post Office
- A3 printer with scanning capabilities for IKC along with a selection of DVD's
- Document scanner for records management

#### **6.3.8. Records Management**

- Discussion with Sri Narasimhan (Director QAO) on disposal of digital records
- Information Management Officer seeking advice from Kathleen Hayward (Senior Information Officer, QAO)

#### **6.3.9. Finance Team Current Projects**

- Inconsistencies in staff contracts, superannuation & back pays
- Costing for future Red Earth charges- work currently underway
- Invoicing for CDCC- disputing invoices recently raised for March 2019 to date

#### **RECOMMENDATION:**

That Council receives and adopts the Finance Director's report for the month of December 2019.

**Director Finance and Corporate Services**  
**Harish Nair**  
**13 December 2019**



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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Friday 20 December 2019



### 6.4 Director Works and Building Services Report

- 6.4. Executive Summary
- 6.4.1 Building - Bas Responsive Maintenance – Nov 2019
- 6.4.2 Works
- 6.4.3 Kindergarten – Coraleen Shipton
- 6.4.4 Orion Consulting
- 6.4.5 Art Centre – Vikki Burrows
- 6.4.6 Waste and Waste Water – Ian Hocking
- 6.4.7 Community Care – Stephanie Dick
- 6.4.8 IKC Report – Kylie Mills
- 6.4.9 Bank/Post Office – Neal Ransom
- 6.4.10 Animal/Environmental Management

## Action items from previous Council meetings:

Date:	Action	Status	Comment
<b>Council Meeting held 22 August 2019</b>			
<b>CEO REPORT</b>			
6.2.5 Capital Projects Register	A tap, pressure hose, ramp to tie boats up and lights could be included at the Boat Ramp in the plans. Include in development plans.	In Progress	Awaiting budget to commence, approx. 75k.
<b>DW&amp;BS REPORT</b>			
6.5.3 Animal Management	That Council reviews vet and pound fees surrounding Animal Management procedures and practices. Council puts a process in place for unpaid impoundment fines and then advises these at a community meeting information session	Ongoing	Awaiting Community meeting to do PR on Local Laws
6.5.4 Civil Construction	Prepare an estimate of cost to convert the AFL field to a Rugby field. Report back to Council.	In Progress	100k to manufacture goal posts and convert AFL to Rugby League.
<b>Council Meeting held 26 September 2019</b>			
<b>MAYORS REPORT</b>			
6.1.12	National Indigenous Empowerment Summit 3-5 September 2019		Verbal report will be provided.
<b>CEO REPORT</b>			
6.2.15 Res: 1926092019	Driveways on Wujal Wujal Southside		Provided paperwork to DHPW which I sent in January 2019.
<b>DB&amp;WS REPORT</b>			
6.4.8 Res: 2526092019	Kindy Report – remedy of non-compliant items		Works commenced 16/10/19.
Res: 2626092019	Kindy Report – Director access to budget		Discussions with Harish to have this happen.
Res: 2726092019	Kindy Report – Staffing levels		Currently have three staff which is suitable for the funding.
6.4.11 Res: 2826092019	Animal/Environmental Management – organisation	Ongoing	

	of monthly community meeting		
<b>GENERAL BUSINESS</b>			
	Gum tree removal – Little Douglas Street		Sourcing quotes, pending on budget.
	Cars parking in the roundabout – dangerous	Ongoing	Removal of ANZAC, only viable solution, then markings can be done to standard.
	Joining of two projects raised: Proposed Safari tents/accommodation (Eco-Lodge) and Contractors accommodation		As per report we can fit in (6) tents extra facilities will have to be constructed.
	Funding for Rodeo ground/portable yards down on the corner across the river past the football field.		Application to DSC for approval.
<b>Council Meeting held 24 October 2019</b>			
<b>DW&amp;BS REPORT</b>			
6.4.8 Kindergarten	DW&BS to investigate costings for the relocation of sandpit and cost of playground equipment at the kindergarten. Costs and quotes to be obtained		
<b>Council Meeting held 21 November 2019</b>			
<b>GENERAL BUSINESS</b>			
Xmas Break Animal Management	That DB&WS and Vet Nurse look at affordable fees for registered Wujal Wujal dogs. DW&BS to investigate	In Progress	

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## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

**Report to:** CEO, Mayor and Councillors  
**Subject:** Works, Building, Economic Development & Community Care  
Services Information Report  
**Date:** DECEMBER 2019  
**Prepared by:** Director of Works and Building Services  
**Statusf:** Information

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### Executive Summary

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

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#### 6.4.1 Building – BAS

Reporting Period	November 2019
Department	Building
Reporting Officer	Patrick Nandy

REPORT DATE	PROJECT NAME	PREPARED BY
Date: 9/12/2019	Building	Patrick Nandy

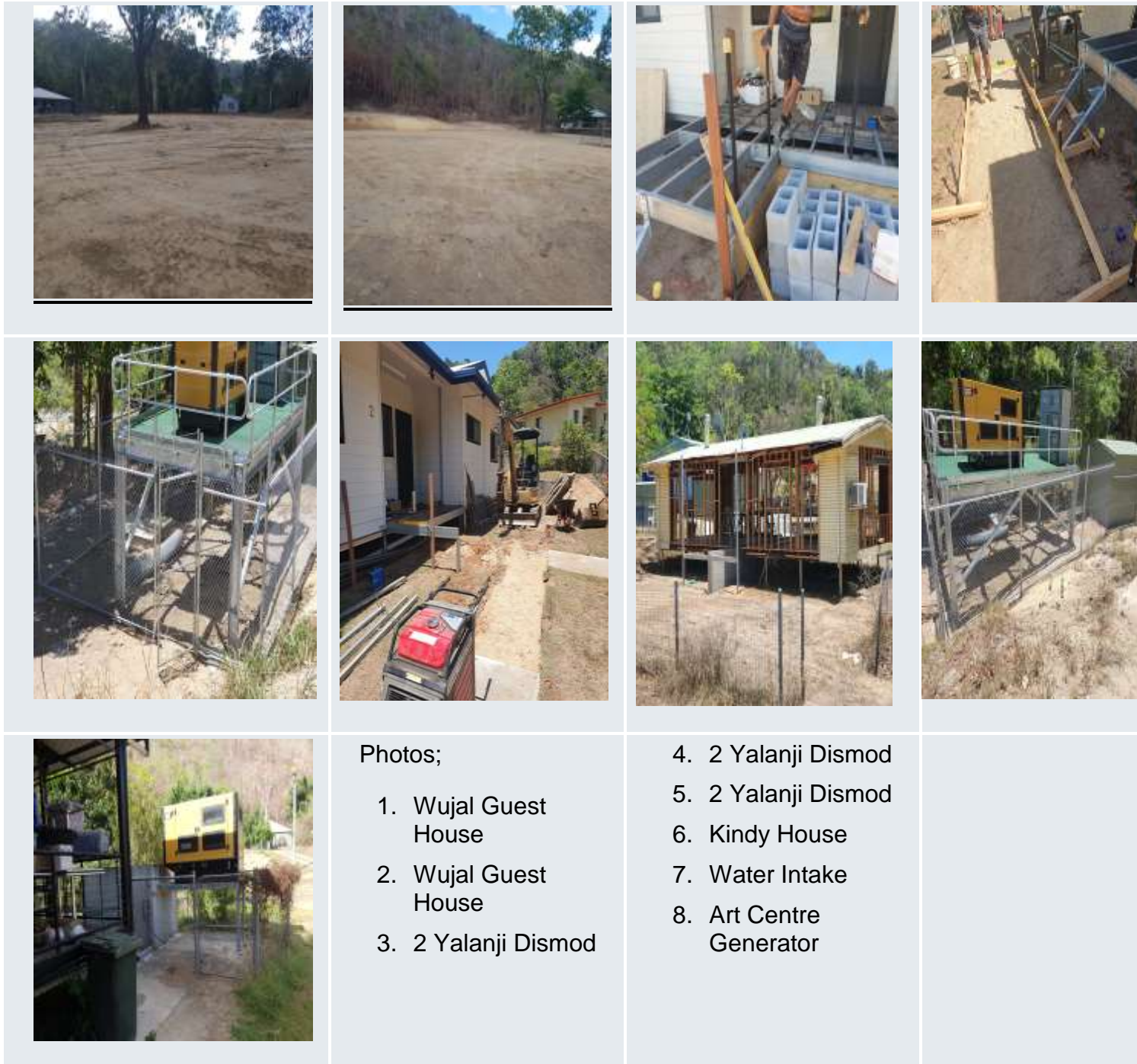
*Notes 1:*

#### BAS PORTAL

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders	167	228	\$25,461.74
Smoke Alarm Project	82		\$93,225.00

***Budget Overview***

<b>BUDGET/WORKS ORDER</b>	<b>TOTAL BUDGET</b>	<b>% DONE</b>	<b>ADDRESS</b>
<b>B11942</b> OT Dismod	\$36,250.00	5%	119A Hartwig St
<b>U93255</b> Dismod/Tiling	\$11,970.00	10%	18 Keim St
<b>U93190</b> Dismod/Tiling	\$28,728.00	100%	48 Louis St
<b>U96152</b> Retaining Wall	\$26,000.00	100%	9 West St
<b>B09866</b> Laundry Upgrade	\$7,400.00	100%	33 Hartwig St
<b>B10020</b> Roof Upgrade	\$49,600.00	100%	44 Douglas St
<b>B09929</b> Various Works upgrade	\$40,660.00	5%	22 Hartwig St
<b>B10698</b> internal/external paintworks	\$52,927.50	50%	44 Douglas St
<b>B10698</b> internal/external paintworks	\$27,950.00	100%	91 Louis St
<b>B01516</b> Smoke Alarm Project	\$87,227.80	100%	Various Houses
<b>B13875</b> Kitchen Upgrade	\$8,590.00	90%	41 Hartwig St
<b>B13873</b> Kitchen Upgrade	\$14,674.00	30%	15 Keim St
<b>B13872</b> Cupboard Upgrade	\$1,232.00	5%	72 Douglas St
<b>B13872</b> Cupboard Upgrade	\$1,820.00	5%	71 Douglas St
<b>B15454</b> OT modification	\$62,020.00	40%	2 Yalanji Close



### BAS RESPONSIVE MAINTENANCE – September 2019

WORK ORDERS CURRENT IN PORTAL	167	Including smoke alarm program (90)	
INVOICED OUT RESPONSIVE	228		\$25,461.74
INVOICED OUT PLANNED			\$
TOTAL INVOICING		\$	\$25,461.74

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#### 6.4.2 Works

Reporting Period	November 2019
Department	Works
Reporting Officer	Geoffrey Rosendale

- Construction crew have been busy with demolition works of the Wujal Guest accommodation.
- Construction crew currently completing site preparation.
- Parks and Landcare continuing with pre-cyclone kerb side pickup.
- P&L checking and attempting weed, litter patrol.
- Workshop have been keeping up with breakdowns, pending on parts availability and logistics.
- Last vehicle to procure is for the Director of Finance.
- Working with QRA for all the flood damage claims.
- Private works have slowed down coming up to Xmas.
- Awaiting Hendrick return to work so training on machineries can continue over the wet.

#### 6.4.3 Kindergarten

Reporting Period	November 2019
Department	Kindy
Reporting Officer	Coraleen Shipton

- Kindy had a successful Xmas party with juniors graduating to primary school
- In discussions with renovation of the Kindy, new build or renovation
- November month have been hectic, with preparation for Xmas break, packing up for renovation
- Awaiting response from PMC for the 1.1M allocated from Scullions office.
- Public Meeting to notify parents on approaching staff, Kindy staff has been directed by interim director to not tolerate with this behaviour and call the QPS.
- Staffing is an ongoing issue with attendance and completing training
- A Staff member had been issued a Warning from the training provider

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#### 6.4.4 Capital Projects - Orion Consulting

Reporting Period	November 2019
Department	Capital Projects
Reporting Officer	Orion Consulting

##### Natural Disaster Program (NDP)

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)

The program status report has been attached as **Appendix 1 – Natural Disaster Program P6 Report**. The report details, funding applications and approvals status, program estimates, programmes schedules and cash flow forecasts.

##### Design

The detailed design report has been prepared by Orion Project Consulting Pty Ltd as Design Managers and Trinity Engineering as the Geotechnical Engineers, it details progress of the Wujal Wujal Aboriginal Shire NDRRA Projects, current as at 11h May 2019, this report pertains only to the landslip remediation works on China Camp Road due to re damage of approved assets in 2019 event.

##### Design Issues

Council to issue a purchase order to Trinity Engineering to complete the detailed design for China Camp Rd rectification Works. All works to be constructed is required to be certified by an RPEQ Engineer upon completion of the project.

OPC has requested a quotation from Trinity Engineering to provide certification services during the construction phase and As Constructed Drawings upon completion of the project.

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## **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 Gabion Extension Project was finalised on 5 December 2019 with the QRA. QRA will advise on any additional information and or approvals upon review of the submissions.

## **Construction**

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

The Queensland Reconstruction Authority has completed the infield assessment for the reconstruction of China Camp Rd. The recommended value of \$3,850,779.38 has been approved by the QRA. A formal letter will be issued to Wujal Wujal Aboriginal Shire Council detailing the approval and funding amount.

A project program has been established for the landslip works to determine best practices in delivering these works. Council has suggested that the works can be undertaken by Council staff and machinery.

Orion Project Consulting has received the fee proposal from Trinity Engineering to provide a detailed design of China Camp Road. OPC recommends that Council issue a formal purchase order to Trinity to complete the detailed design. **WWASC.12.18 (2018 NDRP Works)**

The Queensland Reconstruction Authority has approved \$700,000.00 for the upgrade works of a place of refuge for the community, this is in addition to the \$1.1m committed by the Department of Prime Minister and Cabinet. There still exists a funding shortfall of 2-3m for a new build of a place of refuge.

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

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

- The replacement of the Waste Water Treatment Plant

### **Additional works required is broken down into the following categories;**

- ICCIP Replace fencing and construct roof over generator
- ICCIP Wastewater, multiple
- ICCIP Waste RPEQ
- ICCIP SPS replace pumps
- ICCIP Replace membranes elements

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The program status report will be updated and attached as **Appendix 4 – ICCIP Program Report**. The report details, funding, programmes schedules.

OPC is currently completing Project Management Plans (PMP) for the additional projects to be undertaken under the ICCIP program. OPC will be submitting the additional PMP's to Council and DLGRMA by 13 December 2019.

### **Applications and Approvals**

All statutory approval will the responsibility of successful contractor.

#### **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.

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.

<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 Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	True Water Australia

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

DLGRMA has requested that a Project Management Plan (PMP) be completed and submitted prior to a formal contract being signed with the contractor (True Water Australia). OPC completed the PMP and is awaiting DLGRMA to provide final acceptance prior to awarding the contract. It is anticipated that a contract will be issued by 13 December 2019. Construction is expected to commence in mid-January 2020.

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

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

- Recycle Centre
- Bloomfield River Services Crossing

All statutory approval will be the responsibility of successful contractor. Future funding application should there be a requirement for the pipe size increase due to increases in the size of the community as a result of the realignment of Shire Boundary would be sought under the Local Government Grants and Subsidies Program administered by DLGRMA. Council to complete an operational works application to Douglas Shire Council (DSC) for works within DSC boundary.

Douglas Shire Council has approved the Operational Works Application submitted by WWASC. Orion Project Consulting will ensure that the contractor abides by the conditions of this approval.

No further procurement activities are forecast for this reporting period.

### **Recycle Centre Project.**

At the request of Council, Orion Project Consulting has amended the scope of work for the Recycle Centre required to satisfy WWASC.

OPC currently establishing a schedule of works and tender documentation for this project.

The additional scope of work will be added to the tender documentation and issued to three tenderers known to Council.

1. NCP
2. Topcon Builders and
3. Factor UTB

### **Bloomfield River Bridge Service Crossing Project.**

NCP Contractors have completed approx 80% works on the Bloomfield Bridge. Connection into existing services is scheduled for Thursday 12 December 2019. Project is on track to be completed by 20 December 2019.

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"/>	AECOM
Civil Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCP

### **Recycle Centre**

Following the appointment of the successful contractor, construction is expected to commence in February 2020 with an expected construction period of 4 months. Project to be completed by 30 May 2020.

## Project Cost Allocation

<b>Original Cost Allocation:</b>	<b>\$ 11,730,275.78</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 Outstation Access Road	\$ -
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 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

Reporting Period	November 2019
Department	Art Centre
Reporting Officer	Vikki Burrows

##### Highlights:

- We have finally moved back into the art center after waiting 9 months for renovations to be completed and a month setting it up. There was a lot of unpacking and boxes to sort out, materials to organise but we finally got there in the end. We now have a lovely clean center with a few new changes to the gallery and studio. We have more storage space which is never too much.
- We had Edwina Circuit from IACA facilitating a workshop with artists and Senior curator Shona Coyne from the National Museum of Australia for Endeavour Voyage, The untold stories of Cook and the first Australians exhibition. This workshop has been what we all needed after a long period of being in limbo. The workshops involve collecting materials and other objects down the beach to work on 3D artworks and has been a lot of fun with artists experimenting with new media and curatorial concepts. The work will be purchased by the National Museum of Australia and exhibited in April 2020.

##### Data:

- 48 artworks were made and catalogued into the SAM system for November 2019. The high amount of artwork made is due to the fact we had an arts facilitator working with the artists.
- Attached is a sales report for November 2019. Please keep in mind we are closed now which will mean less sales for the next few months.

##### Barriers & Issues:

- It would be ideal if Council could employ another staff member for the art center. The position of an experienced studio manager to help run the studio, train the artists in this role, help in the gallery. This position needs to be filled by someone who will help expand our commercial opportunities.
- I have concerns regarding amount of government bodies and visitors interrupting the artists working in the studio, especially when we are conducting a workshop that is costing Council money and the artists professional development. The artists and staff would like talk about putting some procedures in place for next year.

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### **Funding/Agreements/Financials:**

- We have received Backing Indigenous Arts Centre Multi-Year Funding 2019 - 2023. This will give us \$50,000 per annum for the next four years to run workshops and buy materials.

### **Resolutions:**

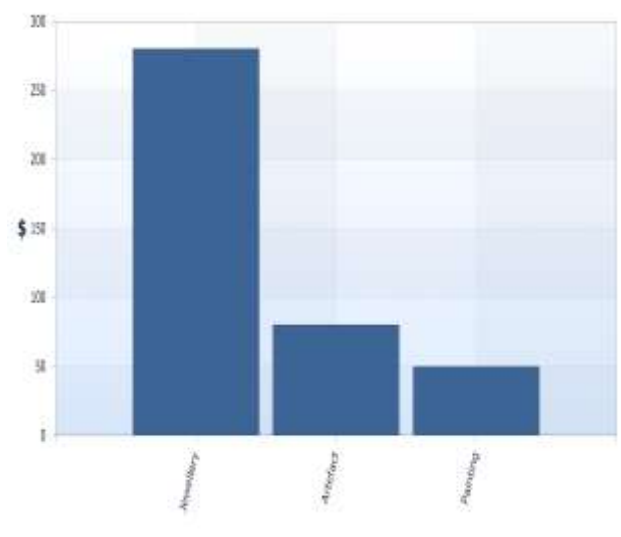
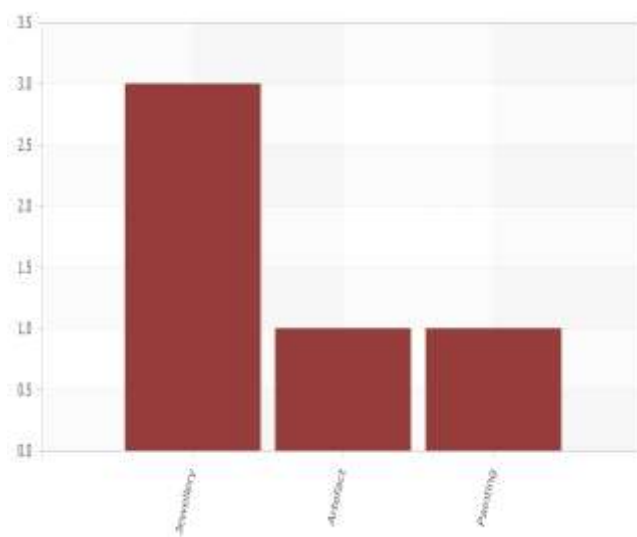
- The gallery hanging system has been ordered and we will be installed in 2020.
- The art centre will reopen next year before the tourist season starts. We are refreshing our retail system with a new logo, pamphlets, postcards and products so we can get the artwork to the market in a more dynamic way.
- It is important to keep the art centre gallery looking professional and organised, so visitors experience the rich culture and art and get a sense of how unique the area is.
- The artists and staff are all looking forward to having a break from work and spending Christmas with the families as we have a very busy 2020 ahead. We will be reopening the Bana Yirriji Art Centre gallery, involved in Cooktown 2020, Cultural connections with NMA, National Museum of Australia weaving workshops, Endeavour Voyage Exhibition with NMA, Cairns Indigenous Art Fair and Darwin Aboriginal Art Fair. The art centre is also expecting a higher rate of tourists visiting the centre next year.





#### Sales from 01/11/2019 to 30/11/2019

Product	Items Sold	Value of Sales
Jewellery	3	\$280.00
Artefact	1	\$80.00
Painting	1	\$50.00
<b>Total Items Sold:</b>	<b>5</b>	<b>\$410.00</b>



#### 6.4.6 Water and Waste Water

Reporting Period	November 2019
Department	Water and Waste Water
Reporting Officer	Ian Hocking Coordinator

##### **WATER PLANT**

We have cleaned up around the plant. The staff are taking pride in their environment.

The chlorine level is now stable after last months problems

The plant is running well



We have a problem with the raw water tank.

It was incorrectly installed and is leaking badly and unrepairable.

Briody plumbing have quoted to replace it in the new year. My fear is that it will blow out completely so needs to be replaced asap

## **Sewerage plant**

We are having problems

With foreign objects in the sewerage system not only are these time consuming

But can cause major and expensive pump damage

We have cleaned up around the plant, once again the staff are taking pride in their environment.

Apart from debris clearance

The plant is operating well

We have cleaned up around the effluent field which is operating well



The bridge crossing is underway. They have hung the brackets for the pipes and are now locating the services.

#### 6.4.7 HACC Centre

<b>Reporting Period</b>	November 2019
<b>Department</b>	HACC
<b>Reporting Officer</b>	Stephanie Dick

Coordinator (CDSC): Stephanie Dick Community Care Advisor: NIL			For Month Ending: NOVEMBER			
Statistics for the Month						
Admissions	CHSP	2	HCP	0	Disability	0
Discharges	CHSP	2	HCP	0	Disability	0
Number of Meals	CHSP	221	HCP	85	Disability	22
Number of Transport Trips	CHSP	123	HCP	32	Disability	8
Number of Hours	CHSP		Disability	20		
Activities conducted for Month						
Personal Care hours	4		Clinic Visits	44		
Assessment hours	26					
Coordination hours	60					
Centre-based care hours	66					
Future Activities Planned						
<ul style="list-style-type: none"><li>Christmas Client Break up on the 12<sup>th</sup> of December- pre planned with staffing- ongoing- invitation will be handed out leading closer to date.</li></ul>						
Compliments						
Total Number for Month:	NIL					
Complaints						
Total Number for Month: 0	NIL					

## Suggestions for Improvement

Would like to let you'd all know what the outcome of the Workshop was myself and Adaline attended. First, it was a great opportunity to attend this on behalf of council. This allows us to have communication with different stake holds around the remote and rural regions such as Kowanyama, Old Mapoon, Seisia, Cape York, Mount Kooyong-Julatten to see the common area we struggle with as providers. This have given us understanding and competence to fulfil our position as coordinator/Support Worker. At the current moment I don't have support from council as a lot of the sections have their own responsibilities to fill. Victor has been excellent trying to help when possible and has been a great support from the start but unfortunately this will not be enough to pass the Quality review. This has opened my eyes to what the government expects us to provide to clients. I think council needs the support, awareness and knowledge to what we really do in the Aged care sector. DSAP will be able to provide this to council. I have attached the SDAP application form and aged care quality standards which I think will benefit to council. Aged care is a difficult section to deal with especially without constant regular support

There is a great support programme for Rural and remote service providers who have challenges, particularly with the cost of service provision, workforce and access to professional services.

There is available assistance to eligible Aboriginal and Torres Strait Islander service providers or those located in remote or very remote areas under the SDAP program. This programme supports aged care providers to build capacity and improve the quality of aged care services and provides culturally appropriate solutions to address the challenges of maintaining and delivering quality aged care services.

Categories of assistance that DSAP can provide:

- Service Delivery – providing quality care, meeting organisational responsibilities, enhancing staff and management capability
- Sector Support – assist one or more providers within a region to adopt changes to the aged care system
- Financial Management – effective financial management
- Project Management – developing, managing and delivering a project.

### Eligibility

Aged care services located in remote and very remote areas and/or those providing aged care to a significant number of Aboriginal and Torres Strait Islander people located anywhere in Australia may be eligible for assistance.

This includes the following:

- service providers funded under The National Aboriginal and Torres Strait Islander Flexible Aged Care Programme;
- residential aged care services operating under the Aged Care Act 1997;
- service providers funded under the Home Care Packages Program; or

- service providers delivering Commonwealth Home Support Programme services, (at the department's discretion). There is another option for council- which I have put in last month's report. Lillian Moni is our Regional Assessment person who assesses clients around the region to approve relevant services our elders needs. Lillian has been a great support for me and the team. She is willing to support me in getting everything up to scratch compliance, services which we provide to clients, education within the Aged care sector this will ensure we meet the new quality standards. She has also two other job offers in the region I think this would be a great opportunity to grab her with both hands.
- Please find attached her Resume.

### Monitoring Activities Completed for Month

#### External Visitors

Who	Reason for Visit	Who	Reason for Visit
DoH		DBMAS	
ACAT		Clinic Visits	
RAS	Referral	Other	

#### Client Incidents

Name of Client	Description of Incident	Result

#### Staff Incidents

Name of Staff Member	Description of Incident	Result
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#### Client Comments

Client is now receiving services from another provider- residential care hospital.

Client has been assessed for a level 2 HCP package. Anticipated 12 month wait until she is assigned a package from the national pool, client remains in Cairns Base Hospital. Has sent a referral for Lawn Maintenance, have not yet received a response.

#### Staff Comments

Staff member has received last and final warning 23/11. Will provide main office signed copy for record. Monitoring staff's performance until the 24<sup>th</sup> of December. Will advise.

Staff member will be on annual leave from 4<sup>th</sup> of December – 17<sup>th</sup> of December. Final approval from DW&BS

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#### 6.4.8 IKC Report

Reporting Period	November 2019
Department	IKC
Reporting Officer	Kylie Mills

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##### *Weekly Reporting Starting Monday 04 November 2019*

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- Staff member notified Coordinator of weeks leave with a days notice.
- Centrelink moved to the RTC building so the room is free to start works on the renovations using the First5Forever grant money.
- Did a clean out of the IKC and removed all the broken furniture and computers parts.
- Kindy visit. Read Knock, Knock Alien about counting and did a bead counting activity.
- Spoke with Apunimua regarding starting a mothers/parents group in conjunction with each other. Will follow up in the next couple of weeks when we begin work on the kids zone.
- Library Coordinator from Cookshire came into the IKC to discuss working together to create a language program. When the IKC Cultural Advisor returns we will make the trip to Cooktown to discuss how we can collaborate and share knowledge between the Libraries and utilise language grants better.
- Placed a reservation with SLQ for the free rental of technologies. Have got the Code-a-pillar coding catapillar for the younger kids and trying to secure some virtual reality tech for the school holidays for the older kids.
- Created and sent content regarding the future of the IKC to EA for the Wujal Wujal Showcase.
- Started working on the Tech Savvy Seniors Grant Application and First Fives Forever Project Grant Applications due in this month.

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##### *Weekly Reporting Starting Monday 11 November 2019*

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- Staff member taking another week off, only sending partner in to notify Coordinator that day. Need to locate a copy of the Leave Policy which is not available on the H drive to give to staff members to officially inform them of Council Policy in a hope to rectify this situation.

- 
- Still working on grant applications and compiling information.
  - Make woven paper fish for the after school program. Kids really enjoyed the activity when they realised they were making copies of the “Lagoon fish”.
  - Went to the kindy to do the Wednesday First 5 Forever program and made woven paper placemats with the kids as an introduction into weaving so that in the future we can do more traditional weaving lessons with the kids.
  - Completed and submitted the grant application for the First 5 Forever funding for \$18,000 to start up a Mum’s and Bub’s group from ages 0-18months for early exposure to literacy through stories, songs and play. The intention is to engage other community organisations to come to various sessions and discuss things with parent/caregivers such as mental health, nutrition, immunisation, parenting techniques, child’s health etc. to better educate and assist parents/caregivers with young children in the community and reduce social isolation often felt with a young child. This will give parents/caregivers a non-judgemental, non-clinical space to ask questions and share stories whilst playing and bonding with their young children.
  - Completed and submitted the grant application for Tech Savvy Seniors for \$10,000 to purchase new computers and android tablets to train our elders on. We would like to train out elders on computing basics and how to set up and use internet banking, email, social media and the Microsoft Office Suite. We would also like to show them how to access historical photos and family information off the internet that places like the State Library keep.

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*Weekly Reporting Starting Monday 18 November 2019*

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- Cultural Advisor resigned.
- Spoke with Ausil and got a digital copy of the Kuku-Yalanji dictionary to see if we can upload to the Miromaa program to save time typing it in.
- Spoke with Miromaa language services and they are going to see if they can upload the dictionary in Word format to save time on data entry and they are having a look to see if they can convert the We Say audio file that we have to a format that can then be uploaded into the Miromaa software.
- Kindy kids came in and read two books and made and decorated Christmas angels and did painting with water pictures. This will be their last visit before school holidays.
- Sent out overdue reminders to member who have had outstanding loans for more that two months.
- Kids have been coming in after school and making chatterboxes (folded paper craft).
- Have placed an order with State Libraries Queensland for a code-a-pillar (interactive introduction to coding for kindy aged kids) and the Google Expeditions Kit for the older kids which is a Virtual Reality kit with all the

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inclusions including phones and tablets where the kids can download from hundreds of informative virtual reality programs and explore the world. Will be using my phone hotspot to provide internet access to be able to run this program. Hopefully these items will arrive before school holidays begin.

- Researched items for school holidays. Raffia basket weaving, pop stick art, paper plate dinosaurs, beading.

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### *Weekly Reporting Starting Monday 25 November 2019*

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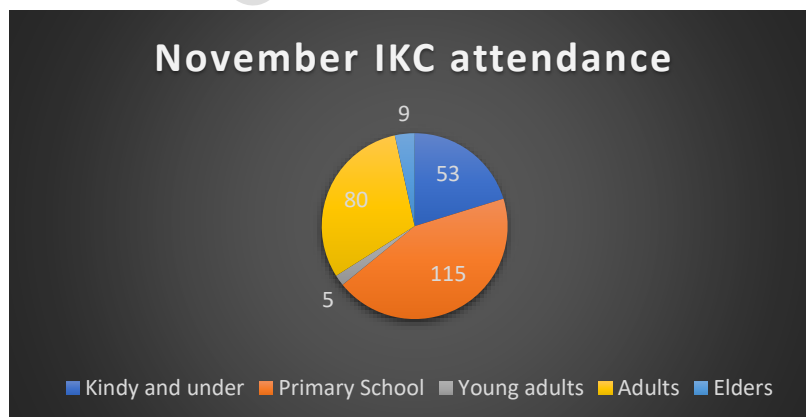
- Windows had to be replaced at the IKC due to community member smashing them over the weekend. Windows have been replaced with Perspex and is very flimsy.
- Some of the First 5 Forever toys that were gifted to the IKC arrived and the kids are enjoying playing with them. Still waiting on some to arrive.
- Showed older member how to set up an email, register for Paypal and online shop.
- Helped community elder take photos off a mobile phone and put onto USB.
- Worked in Centrelink Monday to Wednesday. The printer, scanner, fax and phone still aren't working and making completing and submitting documents and forms difficult. Rang Agent Services and the IT Helpdesk multiple times and they are working on rectifying the situation as it is a Department of Human Services issue and not Council.
- Assisting clients with accessing early super on compassionate grounds and helping another member purchase an item from a store in Cairns by doing a direct deposit over their mobile banking.

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### *November Statistics*

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- One new members this month.
- Three loans for the month of November
- Attendance for November was 262 mainly being primary kids and adults.



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### *Additional Information*

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- Grants
  - Language Grant
    - Now have 2,192 Kuku Yalanji Words in the Miromaa dictionary thanks to the staff at Miromaa who converted and imported the We Say dictionary into the Miromaa format. Going through each word adding it to a word category.
    - Have placed an order for a new camera and digital drawing pads to begin creating images and videos for the words to be included in the application. Will need to purchase a good microphone to add audio to the program.
    - Will arrange a meeting of elders to show them the app and work out what words they would like to include in the initial release of the application and ensure that the words, spelling and translations are correct.
  - First 5 Forever Kids Zone Grant
    - Centrelink has moved out and the room is ready for renovation. Have received some items from the First 5 Forever group to furnish the room (mats and cushions).
  - Microgrant \$3,000
    - Extension was granted from State Libraries to purchase the new printer, scanner, copier for the IKC. Order has been placed.
  - Grant Applications
    - Have applied for \$10,000 for the Tech Savvy Seniors Program for the purchase of new computer hardware.
    - Applied for \$18,000 to start up a Mum's and Bub's group for under 18 month olds.

#### **6.4.9 Australia Post Report**


<b>Reporting Period</b>	November 2019
<b>Department</b>	Post Office
<b>Reporting Officer</b>	Neal Ransom

Nil report due to sorry business.

#### 6.4.10 Animal/Environmental Management Report

<b>Reporting Period</b>	November 2019
<b>Department</b>	Animal/Environmental Management
<b>Reporting Officer</b>	Helen Bigmore

All animals in the community were treated for internal and external parasites. 90 parasite treatments were administered to dogs with a range of different requirements, some with heartworm needing extra medication. There are 51 registered dogs to Wujal Wujal Shire but there are more dogs in Wujal housing in Douglas and Cook Shire that we treat to keep the households healthy. In total 106 procedures/treatments were provided. Two dogs were euthanased, one dog was reported missing and one dog died. Three dogs were microchipped, and three dogs were de-sexed.

TASK	PHOTOS	NOTES
<p>Two dogs needed to be euthanased within the community due to sickness.</p> <p>PJ and Lester were trained to sedate animals for euthanasia into the heart. They will also receive training to administer intravenous medication.</p> <p>The second euthanasia had to be carried out without the Vet or Vet Nurse. Telephone assistance was provided. Lester performed the procedure professionally with accuracy in the animal pound.</p> <p>Training documents were completed.</p>		<p>A lockable cupboard or safe will need to be purchased to keep euthanasia medication appropriately contained. The medication is schedule 4 and it isn't a requirement, but it is recommended.</p> <p>There is a safe in the pound, but it had to be broken into when the keys were lost.</p>

We received a call about a dead dog so went to retrieve the body. The body was properly disposed of.

We treated all animals for parasites in the community. PJ and Lester attended a dog with tick paralysis. We also treated a dog that was sick from eating possible rat bait and we examined some skin tumours on a dog.





The tick paralysis dog was monitored and cared for by the owner. Animal control officers visited the dog daily and guidance was offered by Vet Nurse over the phone. The animal had received a preventative, so it was not certain what had caused the paralysis. The Vet was not in town and the owner was not able to pay for the Vet bill. It is possible that the dog overheated. After a few days of care it was able to stand again.

PJ and Lester are now advertising their pest control services around the community. The blue phone is used to report issues and they will attend.

A survey will be gradually carried out around the community over the next few weeks to find out what pests are most problematic for people.



Members of the public will be encouraged to purchase their own products for minor pest management.

<p>A fire was lit and took hold near the men's shed in Wujal. Employees attended the scene to back burn and keep the fire contained.</p>		<p>No structures were damaged.</p>
<p>A smoking ceremony was held for a team of biosecurity officers who came to Wujal to examine the fruit trees and the insects that are attracted to them. They wanted to identify the different species and whether they are endemic.</p>		<p>PJ and Lester accompanied the Biosecurity team but had to leave to attend to the fire that broke out in Wujal.</p>

#### ***Risk and issue history***

ISSUE	H & S MEASURES TAKEN
<p><b>Inhaling or spilling pest control chemicals</b></p>	<p><b>Where PPE, use appropriate containers and equipment</b></p>
<p><b>Getting bitten by dogs when injecting</b></p>	<p><b>Use proper restraint methods. Dog catch pole for nervous dogs</b></p>
<p><b>Getting burnt</b></p>	<p><b>Be cautious, follow guidance from fire officers, where PPE, put personal safety first.</b></p>
<p><b>Self-injection</b></p>	<p><b>Make sure to properly handle and dispose of needles. Keep needle cap on until ready to proceed.</b></p>

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## **CONCLUSIONS/RECOMMENDATIONS**

All animals in the community are looking healthy and we only had a couple of dogs that needed to be cared for whilst the owner left for Cairns with a baby in hospital. We are still finding that animals are being left with no care when people leave town temporarily. PJ has been working on posters for members of the community. There are still a few hunting households that have more than two dogs at the premises. Some of the dogs at the houses are not registered and are moved from Hopevale to Wujal frequently. We are offering education on animal care to owners when we visit households to provide monthly treatments. With the recent parvo outbreak, we have encouraged owners to take their dogs to the Vet for vaccination. One owner has taken his puppy and paid for vaccination. We want to encourage more people to take their animals to the Vet for treatments.

### **Environmental Health summary by PJ Nandy:**

Pests such as snakes and rats are going to be a problem in the future due to fire bans, but we will try our best to stay on top of them. Anslem Harrigan Identified 2 death adders along with a couple taipans/rats in his yard possibly coming from next-door neighbour Derek Smith with all the junk he has in the yard and house (should be removed). I have sent Easy Pest Supplies a "New Creditors Application" and was filled out and returned to proceed with the equipment I have ordered to carry out my pest duties.

In the upcoming weeks, we will be going around doing a community survey to identify what pest every house has.

South Side Pump Pit (Pump 1) has clogged up with rags twice within this month. Have informed the two houses that share Pump 1 (house 5 lot 10 – house 4 lot 10) to flush nothing but toilet tissue down the toilet. Pest Control duties will be carried out once survey is completed and the new equipment arrives for a better treatment which will target not only adult ants, but the larva itself.

### **MERRY XMAS & A PROSPEROUS NEW YEAR FROM ALL STAFF**

#### **RECOMMENDATION:**

That Council reviews and adopts the Director of Works and Building Services report for the month of December 2019.

**Director Works and Building Services  
Victor Mills  
13 December 2019**

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**7. CLOSED SESSION**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**ORDINARY COUNCIL MEETING**

**Thursday 20 December 2019**



**7. Closed Session**

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**8. GENERAL BUSINESS/LATE ITEMS****9. NEXT MEETING**

The next meeting is to be held on 23 January 2020.

**10. MEETING CLOSE**

UNCONFIRMED