



---

# AGENDA

Ordinary Council Meeting

---

21 May 2020

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**

---

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

**Thursday 21 May 2020**

**Table of Contents**

1. WELCOME/MEETING OPENING .....	3
2. ATTENDANCE/APOLOGIES.....	3
3. CONDOLENCES/CONGRATULATIONS .....	3
4. COUNCILLOR OBLIGATIONS .....	3
5. CONFIRMATION OF PREVIOUS MINUTES .....	3
6. REPORTS .....	5
6.1 Mayor's Update .....	6
6.2 Chief Executive Officer's Report .....	27
6.3 Director Finance & Corporate Services Report (DF&CS) .....	33
6.4 Director Works and Building Services Report .....	47
7. CLOSED SESSION .....	75
8. GENERAL BUSINESS/LATE ITEMS.....	76
9. NEXT MEETING.....	76
10. MEETING CLOSE .....	76

---

## **1. WELCOME/MEETING OPENING**

Mayor welcomes everyone and opens the meeting.

## **2. ATTENDANCE/APOLOGIES**

<b>Members Present:</b>	Cr Bradley Creek, Mayor (Chair) Cr Vincent Tayley (Deputy Mayor) Cr Robert Bloomfield Cr Regan Kulka Cr Vanessa Tayley
<b>Apologies:</b>	
<b>Officers/ Staff:</b>	Stephen Wilton – Chief Executive Officer (CEO) Harish Nair – Director Finance and Corporate Services (DF&CS) 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**

### **5.1.1 Confirmation of Previous Minutes of meeting held 23 April 2020**

As circulated.

### **5.2 Business Arising from Previous Minutes**

Report given at the meeting.



# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 21 May 2020**



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

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

- 6.1.1** LDMG and DDMG update
- 6.1.2** Renewed approach to Alcohol Management – Community Safety Meeting
- 6.1.3** Ministerial Champion meeting update
- 6.1.4** FNQROC and RRTG update
- 6.1.5** TCICA update
- 6.1.6** WWASC Cultural Protocols and Practices document
- 6.1.7** Grant proposal to work on language proposal QUT
- 6.1.8** Mayi Markets proposal
- 6.1.9** LDMG Training
- 6.1.10** Correspondence

---

## 6.1 Mayor's Update

### 6.1.1 LDMG and DDMG update

Biosecurity checkpoint at Mulligan still in place. The Wujal Wujal LDMG met on Friday 8 May 2020 to complete the checklist supplied by the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) requesting feedback on a number of items affecting the community. This checklist has been lodged along with the other communities in Cape York.

Identified return to School as the most urgent priority for this community. Some discussion around the return of High School children to Boarding School and isolation requirements on their return for school holidays.

General consensus was that the Mulligan Highway checkpoint should remain in place until there are zero cases of COVID-19 in QLD or a vaccine is found. Mayor to give a verbal report.

### 6.1.2 Renewed approach to Alcohol Management

Community Safety Meeting. CEO to give a verbal report on this. Council to adopt the Community Events Committee '*Terms of Reference*' detailed and **tabled** in CEO Report.

### 6.1.3 Ministerial Champion meeting update

Discussions took place on 12 May 2020 with The Hon. Leanne Enoch MP and Director-General Jamie Merrick (DES). Discussion about Rodeo in September 2021 and funding around events. Mayor to give a verbal report.

### 6.1.4 FNQROC and RRTG update.

Still impacted by COVID-19 Coronavirus presentation by Queensland Reconstruction Authority (QRA) around the development of the State Recovery Plan and assistance that they can provide to Councils. Also mention of special powers that can be assigned to councils to enforce social distancing laws. **(Agenda and Minutes tabled)**

RRTG priority projects update and ATSI projects redirected to TMR Road safety signage upgrade project.

### 6.1.5 TCICA update.

Discussions around COVID 19 and a decision made to send a TCICA submission to the Premier from the LDMGs in relation to the Biosecurity determination to inform the Premier of important issues impacting the Cape and Torres Strait. State Elections were mentioned. Mayor to expand on this with a verbal report. Mayor to read TCICA Letter to Premier **(tabled)**.

### 6.1.6 WWASC Cultural Protocols and Practices for Wujal Wujal

Agencies and other stakeholders are entering the community of Wujal Wujal without permission. Formalised protocols are now required as some community members are upset that agencies are entering the community without prior notice. This document is for adoption by the Council **(tabled)**.

---

**6.1.7 Grant proposal to work on language proposals** has been submitted by Dr Alessandro Soro QUT to the Australia Research Council on 28 April 2020 and WWASC is a partner organisation for this project.

**6.1.8 Mayi Markets proposal**

Cape York Partnerships has approached Wujal Wujal with a exciting food project that will help with the cost of living particularly with food that plagues the Cape York.

This involves a supply chain through OHubs, Woolworths and Australia Post suppliers to supply online food boxes to people in remote locations as an alternative to food subsidies. Requesting Council interest and approval to progress this initiative **(see pgs 8 - 9)**.

**6.1.9 LDMG Training**

As the Chair and Deputy of the LDMG the Mayor and Deputy Mayor are both required to undertake an induction for the DDMG and training in Queensland Disaster Management arrangements from 25 -29 May 2020.

**6.1.10 Correspondence**

**6.1.10.1 LETTER of congratulations to Mayor Creek from Deb Frecklington MP** – Leader of the Opposition and Shadow Minister for Trade and outline of LNP outline of battleplan initiatives **(pgs 10 and 11)**.

**6.1.10.2 Media Release** – Digital maturity supporting QLD councils and communities **(pgs 12-14)**.

**6.1.10.3 LGAQ** - Civic Leaders Virtual Summit 2020 invite **(pg 15)**.

**6.1.10.4 LETTER** from Community Owned Enterprises **(pg 16)**.

**6.1.10.5 LETTER** of Congratulations from Deputy Premier Treasurer and Minister for Aboriginal and Torres Strait Islander Partnerships The Hon. Jackie Trad MP **(pg 17 and 18)**.

**6.1.10.6 LETTER** of Congratulations to Mayor from Miller Harris Lawyers **(pg 19)**.

**6.1.10.7 Cape York Housing** - Newsletter May 2020 **(pgs 20 and 21)**.

**RECOMMENDATION:**

That Council receives and adopts the Mayor's report for the month of May 2020.

Bradley Creek  
**Mayor**  
14 May 2020





# The Maymarket

ORDER FORM

PERSONAL INFORMATION

Name  Date of birth

Address

Contact number  Email address

Signed up to eNews ☐ Yes or ☐ No

PAYMENT OPTIONS

☐ Cash
 ☐ Credit Card
 ☐ Bpay
 ☐ Paynet
 ☐ Creditpay
 ☐ Bank deduction

CHOOSE YOUR FOOD BOXES

**1** QUANTITY

**50 Fruit & Vege Box\***

Apple	1kg
Pear	1kg
Seedling Potatoes	2kg
Brown Onions	1kg
Cauli	1 each
Leekies	1 each
Leffies	1kg
Carrot	1 each
1/2 Jap Pumpkin 1.7kg	1 each
Sweet Potato	1 each
Pow Pow	1kg
Mandarin	1kg

**2** QUANTITY

**30 Vege Box\***

Carrot	1kg
Leffies	1 each
Brown Onions	1kg
Seedling Potatoes	1kg
1/2 Jap Pumpkin	1 each
Tomato	500gm
Sweet Potato	1kg

**3** QUANTITY

**30 Fruit Box\***

Apple	1kg
Pear	1kg
Strawberries	1 punnet
Raspberries	1 kg
Mandarin	1kg
Rockmelon	1 each
Orange	1kg

**4** QUANTITY

**45 BBQ Meat Box\***

Meat	1kg
Leard Cheese	1kg
Chicken Drumsticks	1kg
Sausages	1kg

**5** QUANTITY

**65 BBQ Meat Box\***

Family Box

Meat	1kg
Worce	1kg
Sausages	1kg
Leard Cheese	1kg
Pork Chops	1kg

**6** QUANTITY

**30 Chicken Roast Box\***

Whole Chicken	1 each
Dorset	1 each
1/2 Jap Pumpkin 1.7kg	1 each
Carrot	1 each
Onion potatoes	1 each
Sweet potato	1 each

CONTACT YOUR LOCAL OHVU - Maymarket Helpline on 07 4042 7200 email: info@maymarket.com.au

The  
**mayi market**  
**ONLINE FOOD MARKET**  
DELIVERY OF FOOD | GREAT FOOD | GREAT PRICES  
for remote Cape York

145 BIG Meat Box

145 BIG Meat Box

Amazing value

**FREE fruit BOX**  
with your first box purchase or sign up!



Choose from a range of  
family-friendly and healthy  
boxes designed by  
Cape York women

**ONLY THE BEST**

Ingredients of the season from local producers  
In far North Queensland!

*Fresh food at  
Cairns Prices*

**HOW IT WORKS**



Freight Five  
 FOR APRIL-MAY

Eight mayi boxes  
 to choose from!

**INITIAL BOX SELECTION**

Box options will continue to evolve in response  
 to popularity & produce seasonality.

©2016 Farm to the City



*Fresh food at  
Cairns Prices*

## HOW IT WORKS

-  **Visit the Cairns Food Markets**
-  **Shop Markets**  
using the Cairns app
-  **Place your order**  
using your device
-  **Make your payment**  
using your credit card
-  **Delivery to your community**  
Place us on your doorstep for delivery

<b>1</b>	<b>50 Fruit &amp; Vege Box*</b>	Apple 1kg Pear 1kg Broccoli Potatoes 1kg Sweet Onions 1kg Garlic 1kg Lentils 1kg Lettuce 1kg Carrot 1kg 1/2 bag Pumpkin 1.7kg Sweet Potatoes 1kg Paw Paw 1kg Mushrooms 1kg	<b>2</b>	<b>50 Vege Box*</b>	Carrot 1kg Lettuce 1kg Sweet Onions 1kg Broccoli Potatoes 1kg 1/2 bag Pumpkin 1.7kg Mushrooms 1kg Sweet Potatoes 1kg	<b>3</b>	<b>50 Fruit Box*</b>	Apple 1kg Pear 1kg Strawberries 1kg Bananas 1kg Mushrooms 1kg Rockmelons 1kg Oranges 1kg
<b>4</b>	<b>45 BBQ Meat Box*</b>	Beef 1kg Lamb Chops 1kg Chicken Drumsticks 1kg Sausages 1kg	<b>5</b>	<b>45 BBQ Meat Box* Family Box</b>	Beef 1kg Mince 1kg Sausages 1kg Lamb Chops 1kg Pork Chops 1kg	<b>6</b>	<b>50 Chicken Roast Box*</b>	Whole Chicken 1kg Onion 1kg 1/2 bag Pumpkin 1.7kg Carrot 1kg Chick potatoes 1kg Sweet potatoes 1kg



## 6.1.8 Mayi Markets proposal - pg 2

**The mayi market**

**ORDER FORM**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_ Email address \_\_\_\_\_

Signed up to MayiMarket ☐ Yes or ☐ No

**PAYMENT OPTIONS**

Cash ☐ Credit Card ☐ Bpos ☐ PayPal ☐ Creditpay ☐ Bank deduction ☐

**CHOOSE YOUR FOOD BOXES**

1	QUANTITY	2	QUANTITY	3	QUANTITY
<b>\$50 Fruit &amp; Vege Box*</b>		<b>\$30 Vege Box*</b>		<b>\$30 Fruit Box*</b>	
Apple 1kg		Carrot 1kg		Apple 1kg	
Pear 1kg		Leek 1 bunch		Pear 1kg	
Braised Potato 1kg		Brown Onion 1kg		Strawberries 1 bunch	
Brown Onion 1kg		Braised Potato 1kg		Kiwifruit 1kg	
Garlic 1 bunch		1/2 Jap Pumpkin 1.7kg		Mandarin 1kg	
Lemon 1kg		Tomato 1kg		Rockmelons 1kg	
Leek 1kg		Sweet Potato 1kg		Orange 1kg	
Carrot 1kg					
1/2 Jap Pumpkin 1.7kg					
Braised Potato 1kg					
Pork Pox 1kg					
Mandarin 1kg					

1	QUANTITY	2	QUANTITY	3	QUANTITY
<b>\$45 BBQ Meat Box*</b>		<b>\$65 BBQ Meat Box*</b>		<b>?? Chicken Roast Box*</b>	
Beef 1kg		Family Box		Whole Chicken 1 each	
Lamb Chops 1kg		Beef 1kg		Onion 1kg	
Chicken Drumsticks 1kg		Sausages 1kg		1/2 Jap Pumpkin 1.7kg	
Sausages 1kg		Lamb Chops 1kg		Carrot 1kg	
		Pork Chops 1kg		Chick potatoes 1kg	
				Sweet potato 1kg	

**CONTACT YOUR LOCAL CHUB** - Mayi Market Helpline on 07 4043 7290 email: info@mayimarket.com.au

**The mayi market**

**ONLINE FOOD MARKET**

DELIVERY OF FOOD | GREAT FOOD | GREAT PRICES

for remote Cape York

**Amazing value**

**FREE fruit BOX**

with your first box purchase or sign up!

Choose from a range of family-friendly and healthy boxes designed by Cape York women

**ONLY THE BEST**

Ingredients of the season from local producers in far North Queensland!

Freight Free FOR APRIL-MAY

Eight mayi boxes to choose from!

**INITIAL BOX SELECTION**

Box options will continue to evolve in response to popularity & produce seasonality.

Fresh food at Cairns Prices

**HOW IT WORKS**



1	2	3
<b>\$50 Fruit &amp; Vege Box*</b>	<b>\$30 Vege Box*</b>	<b>\$30 Fruit Box*</b>
Apple 1kg	Carrot 1kg	Apple 1kg
Pear 1kg	Leek 1 bunch	Pear 1kg
Braised Potato 1kg	Brown Onion 1kg	Strawberries 1 bunch
Brown Onion 1kg	Braised Potato 1kg	Kiwifruit 1kg
Garlic 1 bunch	1/2 Jap Pumpkin 1.7kg	Mandarin 1kg
Lemon 1kg	Tomato 1kg	Rockmelons 1kg
Leek 1kg	Sweet Potato 1kg	Orange 1kg
Carrot 1kg		
1/2 Jap Pumpkin 1.7kg		
Braised Potato 1kg		
Pork Pox 1kg		
Mandarin 1kg		

4	5	6
<b>\$45 BBQ Meat Box*</b>	<b>\$65 BBQ Meat Box*</b>	<b>?? Chicken Roast Box*</b>
Beef 1kg	Family Box	Whole Chicken 1 each
Lamb Chops 1kg	Beef 1kg	Onion 1kg
Chicken Drumsticks 1kg	Sausages 1kg	1/2 Jap Pumpkin 1.7kg
Sausages 1kg	Lamb Chops 1kg	Carrot 1kg
	Pork Chops 1kg	Chick potatoes 1kg
		Sweet potato 1kg



**Deb Frecklington MP**

Leader of the Opposition and Shadow Minister for Trade

28 April 2020

Cr Bradley Creek  
Wujal Wujal Aboriginal Shire Council  
Lot 1 Hartwig Street  
WUJAL WUJAL QLD 4895  
[mayor@wujalwujalcouncil.qld.gov.au](mailto:mayor@wujalwujalcouncil.qld.gov.au)

Dear Cr Creek

Congratulations on your victory at the recent election to lead your local government. The LNP values the role local governments have in providing important community leadership and I look forward to working with you to get Queensland working again.

The LNP is strongly committed to delivering economic stimulus measures to help Queensland communities recover from the COVID-19 crisis. We can't let a health crisis become an economic crisis as well. We are also mindful that the regions in particular are doing it tough, with many still suffering from the effects of floods, drought, bushfires and a historic tourism decline.

**Now more than ever we need to build a stronger economy and create more local jobs.**

As part of our commitment, you may be aware that several weeks ago the LNP called on the Labor Government to adopt a \$500 million road maintenance package for immediate implementation. This initiative would help address the existing renewal backlog and could be undertaken with a minimum of delay. The package would have several immediate benefits, including maintaining a safe and resilient road network, improving productivity of the network and securing meaningful employment opportunities for the local workforce. Please be assured that we will continue to pursue the Government on this initiative.

In terms of further measures designed to enable the State to emerge from this disaster, the LNP commends the Local Government Association of Queensland's \$608 million Battleplan for Queensland Local Communities stimulus package.

**We are pleased to advise you that if the LNP are elected at the next state election, we will implement this plan.**

The battleplan includes a raft of initiatives to create more than 14,000 jobs across the State and we will partner with councils in rolling it out, helping communities from Coolangatta to the Cape and out to the western border, which we support.

Telephone 07 3838 6767 Email [reception@opposition.qld.gov.au](mailto:reception@opposition.qld.gov.au)  
Mineral House, Level 7, 41 George Street, Brisbane Qld 4000 • PO Box 13057, City East Qld 4002



**Deb Frecklington MP**

Leader of the Opposition and Shadow Minister for Trade

Local decision making is crucially important to help local economies recover and we will partner with you to support shovel-ready projects and initiatives in your community.

Queensland's economic recovery must involve all levels of Government working productively together to get Queensland working again.

The LNP looks forward to working with Councils and the Federal Government to place Queensland firmly on the road to recovery.

Sincerely

Handwritten signature of Deb Frecklington in blue ink.

Handwritten signature of Tim Mander in blue ink.

Handwritten signature of Ann Leahy in blue ink.

**DEB FRECKLINGTON MP**  
Leader of the Opposition  
Shadow Minister for Trade  
Member for Nanango

**TIM MANDER MP**  
Deputy Leader  
Shadow Treasurer  
Member for Everton

**ANN LEAHY MP**  
Shadow Minister for Local  
Government  
Member for Warrego

Telephone 07 3838 6767 Email [reception@opposition.qld.gov.au](mailto:reception@opposition.qld.gov.au)  
Mineral House, Level 7, 41 George Street, Brisbane Qld 4000 • PO Box 15057, City East Qld 4002





*Friday, May 1 2020*

### **Digital maturity supporting Qld councils and communities**

Online access to local government services is improving for Queenslanders as the state's councils continue to embrace digital connectivity and service delivery on their pathway to digital maturity, a comprehensive new report has found.

The 2020 Digital Productivity Report, commissioned by the Local Government Association of Queensland (LGAQ), found about 95 per cent of Queensland councils now understood the digital challenge while 75 per cent have digital actions under way.

#### **Being digital is a priority for councils**



**95%**

See value in investing  
in digital technologies  
and initiatives



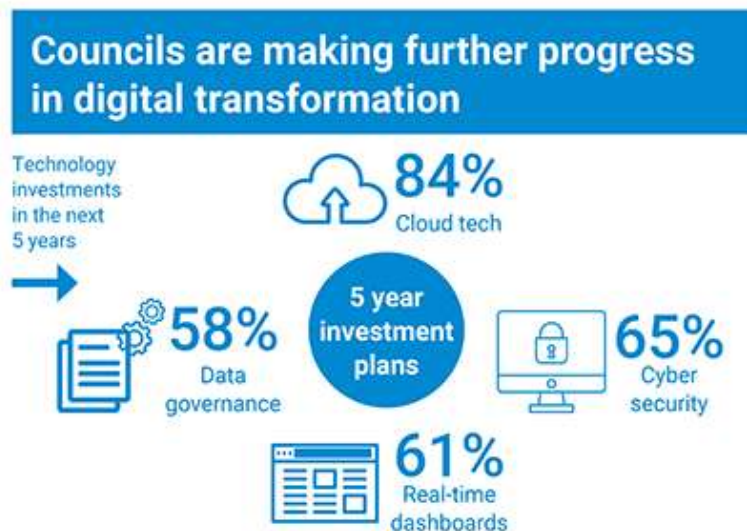
**75%**

Have deployed  
technologies supporting  
digital services

It comes as councils across the state use digital technology where possible to ensure normal council business continues and essential services are delivered amid the evolving COVID-19 pandemic.

"The 2020 Digital Productivity Report confirmed the most common drivers for embracing digital connectivity included the ability to increase operational efficiency, provide better public access to council services and provide faster turn-around times in response to community requests for information or actions," LGAQ CEO Greg Hallam said.

A survey of Queensland councils conducted as part of the report found most councils have made good progress towards a data driven environment with plans for technology investments in data governance, cloud technology, cyber security and real-time dashboard reporting under way.



The survey found 79 per cent planned to move more services online over the next two years, leading to a greater online presence and adding to the list of popular services communities can access from their homes and when mobile.

The most accessed online services include general enquiries as well as enquiries about jobs, cemeteries, restrictions and hazards, and rates management.

The top three services planned for online delivery in the next two years are service requests and enquiries, animal services and planning and rates management. They align with the current top three services accessed by customers.

The report also found there had been a surge in the use of social media in the last two years with 96 per cent stating their councils were engaging with the community most frequently via Facebook. The report also showed the top functions supported by social media use included community engagement, event promotion and crisis communications.

Despite increasing awareness of the productivity benefits that can be derived from the digital economy, the report also revealed remaining challenges including the extent of connectivity.

"Only 58 percent of councils reported their community having access to high quality internet in their local areas; up only three percent (from 55 percent) when surveyed in 2017," the report found.

The report, the fourth in a series, tracks how councils are performing regarding the digital economy and analyses trends in the use of new and emerging technologies in local government.

While councils are eager to drive operational improvements by leveraging business insights gained through data analytics, the report warns that councils should move from passive data management to predictive data models.

When asked about the support their councils required for expansion of data analytics, uplifting data analytics tools (47%) and attracting skilled professionals (40%) were the top two areas cited.

"Insights from the 2020 Digital Productivity Survey will be used by the LGAQ to support councils in providing greater value to ratepayers through digital initiatives and provide innovative suggestions to digital vendors enabling them to deliver greater value to Queensland councils and communities," Mr Hallam said.

The report was developed in partnership with GWI and with assistance from the Telstra-Local Buy Industry Development Fund.

[Get the 2020 Digital Productivity Report here.](#)

For more information, please contact:

**Sarah Vogler, Media Executive**  
**Phone: 0438447370**  
**Local Government Association of Queensland**

Media Centre



*Copyright © 2019 Local Government Association of Queensland. All rights reserved.*  
25 Evelyn Street, Newstead, Brisbane Qld 4006  
[ask@lgaq.asn.au](mailto:ask@lgaq.asn.au) · 1300 542 700  
Click [here](#) to change your Subscription Preferences.



Dear Bradley,

The LGAQ's Civic Leaders Summit is a tremendous gateway to Queensland's local government fraternity and the wisdom it has accumulated over more than a century.

Held just the once every four years - for mayors, deputy mayors and CEOs only - Civic Leaders has proven, time and again, to be the best possible introduction to your role as a community leader.

The COVID-19 pandemic can't stop the Civic Leaders Summit and my team has been working hard to ensure you and your class of 2020 colleagues make history with the **LGAQ's first virtual event**, to be held over two half-days on Tuesday 16 and Wednesday 17 June (with a half-hour 'how-to' on Monday 15 June).

2020 Civic Leaders Summit highlights include:

- What civic leaders can - and can't - do;
- Good advice from first-term mayors;
- Meet the local government gatekeepers.

Civic Leaders really does ensure your term in office gets off to a great start - and that you are prepared for many of the experiences that will crop up.

The only thing I ask of you for now is that you [save these dates](#) and keep an eye out for the full program and booking details.

Regards,

Greg Hallam AM  
Chief Executive Officer  
LGAQ



Copyright © 2020 Local Government Association of Queensland. All rights reserved.

25 Evelyn Street, Newstead, Brisbane Qld 4006

[ask@lgaq.asn.au](mailto:ask@lgaq.asn.au) • 1300 542 700

Click [here](#) to unsubscribe or to change your Subscription Preferences.



¶

28/04/2020¶

¶

¶

To whom it Mayor Brett,¶

¶

Community-Owned Enterprises is a Not-For-Profit organisation providing people living in regional and remote Indigenous communities with enterprise development opportunities regardless of their socio-economic environment,¶

location, education or employment status. We are committed to empowering and supporting individuals and communities to ultimately own and operate their own enterprise, leading to better economic futures for¶ themselves, their families and future generations to come.¶

¶

Our core objective is to, 'build stronger regional and remote communities', bridging gaps in service delivery and providing a tailored, grassroots support model. Commencing at the start-up phase of the business journey,¶ together with our partners, we are making a real difference.¶

¶

Currently, we are supporting 8 Indigenous Enterprises that combined, are estimated to turn over \$5.5 million this financial year, employ 56 people and save the Federal Government approximately \$1.5 million in income support payments. We provide a one-stop source of business support for businesses, organisations and start-ups in regional and remote areas.¶

¶

Incubation Projects:¶

- Boots on the ground—we work in the business with our incubation partners¶
- Hands on Support to develop and understand basic business planning, principles and financial forecasting,¶ as well as launch the business including operational processes, insurances, WHS systems, recruitment,¶ payroll, stock control etc¶

¶

Capacity & Growth:¶

- We work with our partners to establish strong business foundations that enable effective growth. This can include establishing corporate frameworks, risk management systems, financial modelling, economic and enterprise development.¶

¶

Business Support Services:¶

- Grant and Tenders—assist with applications and compliance and build capacity of staff to enable local organisations and businesses to better apply and manage the process internally¶
- Bookkeeping and Financial Services¶
- WH&S systems¶

¶

We have a team focus which allows you access to our entire team, not just an advisor. Our team includes an accountant, business coach, admin specialist, tender writer, marketing and WHS specialists¶

¶

We have established strong local partnerships that enable us to develop the capacity of our enterprise partners, enterprises, and corporations to take advantage of local opportunity. From this strong foundation we connect to opportunities, innovations and networks, to grow independence through economic and enterprise development.¶ Our partners already know the path to success, we just help them on their journey.¶



**6.1.10.5 LETTER of Congratulations from Deputy Premier Treasurer and Minister for Aboriginal and Torres Strait Islander Partnerships The Hon. Jackie Trad MP – pg 1.**



Deputy Premier  
Treasurer and  
Minister for Aboriginal and Torres Strait Islander Partnerships

Our ref: DATSIP 02576-2020

1 William Street  
GPO Box 611 Brisbane  
Queensland 4001 Australia  
Telephone +61 7 3759 7500  
Email [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)

ABN 90 856 020 239

Councillor Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
By Email: [mayor.creek@wujal.qld.gov.au](mailto:mayor.creek@wujal.qld.gov.au)

Dear Mayor

Please accept my heartfelt congratulations on your election as Mayor of Wujal Wujal. What a great privilege it is that your community has put trust in you to lead them into the future as Mayor.

On any day, becoming an elected official brings with it great challenges. Becoming Mayor at the time of this global Pandemic brings significant and unique challenges as you will be expected to work with your Council, community leaders and Government to keep your community safe from Coronavirus (COVID-19).

While this challenge is daunting, I want you to know that we are with you. The Government has mobilised forces across the State to minimise the impact of coronavirus on Queenslanders. We are very committed to keeping it out of your community for as long as possible. We know that Aboriginal and Torres Strait Islander people, especially Elders and people with chronic health conditions, are particularly at risk.

Queensland's Disaster Management arrangements are in place. These arrangements are a partnership between your Council and the State Government, and I believe the Queensland Fire and Emergency Services will have been in touch with you to provide information and training about how these arrangements work.

You will also be aware that the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) has been working with your Local Disaster Management Group (LDMG) and has allocated a Liaison Officer to your community to work with you to resolve critical issues.

It has been important to me to hear directly from you on the regular teleconference that I host for all the Mayors of Queensland's Aboriginal and Torres Strait Islander communities. Directors-General from key Government Departments including health, education, Queensland Police, Local Government and transport attend these teleconferences to provide you with the most up-to-date information and assistance to support you to lead your community, and navigate through this difficult time so we can thrive into the future.

Over the past month or so, DATSIP has been sending your Council information and fact sheets about coronavirus and keeping community safe. These fact sheets can be printed and posted around your community or loaded onto the Council Facebook page to help keep your community informed. This information is available on DATSIP's website at <https://www.datsip.qld.gov.au/coronavirus>.

---

**6.1.10.5 LETTER of Congratulations from Deputy Premier Treasurer and Minister for Aboriginal and Torres Strait Islander Partnerships The Hon. Jackie Trad MP – pg 2.**

-2-

Becoming Mayor of your community will be a significant and exciting experience. I am certain that your family and your old people will be tremendously proud. I look forward to meeting you soon and working with you.

If you require any further information, please contact my Senior Advisor, Ms Katie Kiss on 3719 7100. Alternatively, should you require support from DATSiP, please contact Dr Chris Sarra, Director-General on 0436 621 734.

Yours sincerely



**JACKIE TRAD MP  
DEPUTY PREMIER  
Treasurer and**

**Minister for Aboriginal and Torres Strait Islander Partnerships**

615 / 2020

## 6.1.10.6 LETTER of Congratulations to Mayor from Miller Harris Lawyers



8 May 2020

Our ref: MA8:2501285

Mayor Bradley Creek  
Aboriginal Shire of Wujal Wujal  
mayor.creek@wujal.qld.gov.au

Dear Mayor Creek

### Local Government Elections

Please accept our congratulations on your recent election as Mayor of the Aboriginal Shire of Wujal Wujal.

Whilst we are all currently experiencing significant challenges during these unprecedented times as a result of Covid-19, we look forward to business returning to normal and have high hopes for our wonderful region moving forward.

We look forward to working with Council in the future. We wish you every success in your new role.

Yours faithfully  
MILLER HARRIS LAWYERS

Per:

**Melissa Nielsen**  
Partner

Email: melissanielsen@millerharris.com.au  
Direct Phone: (07) 4036 9752

#### CAIRNS OFFICE

Level 1, 14 - 16 McLeod Street, Cairns  
PO Box 7655, Cairns Q 4870  
Telephone: (07) 4036 9700  
Facsimile: (07) 4031 1525

[www.millerharris.com.au](http://www.millerharris.com.au)  
ABN 97 398 506 269

ISO 9001 certified quality management system  
Liability limited by a scheme approved under Professional Standards Legislation

#### MAREEBA OFFICE

222 Bynas Street, Mareeba  
PO Box 2086, Mareeba Q 4860  
Telephone: (07) 4092 3555  
Facsimile: (07) 4031 1525



May 2020  
Newsletter No. 8

Housing and Home Ownership

Cape York Gathering, Hope Vale/Cooktown, 30<sup>th</sup> and 31<sup>st</sup> October 2019  
Pama Futures Reform Leaders Workshop, 11<sup>th</sup> and 12<sup>th</sup> December 2019

## Buying a house in town, who does what?



## If you don't move you'll stand still forever.

Thomas Fujii, Thursday Island

"As a home owner here now, I am so grateful for what we have. You need to make a stand now, because prices of things will only escalate in time."



### Understanding residential leasing options available on Aboriginal Land

Trustees of Aboriginal Freehold land (such as Council for most Cape York towns) can choose to grant any type of lease to any person for any length of time up to 99 years. Lease conditions and the types of leases available to residents of Cape York towns depend on the agreements that the Councils and the Traditional Owners have made in their Indigenous Land Use Agreements (ILUAs) for leasing land in town. Options available to Trustees for creating residential leases for the benefit of the people particularly concerned with the land are very flexible. Trustees can give a lot of control of the future use of the land to the lease holder, or Trustees can place conditions on the lease that limit what the lease holder can do with the land in the future.

#### Under the Aboriginal Land Act, leases can include options such as:

- Can be granted to local people only, to any Aboriginal person or to anyone at all including non-Indigenous people
- Setting the period of a lease for any length of time, including short ones (like 10 or 20 years), medium or long term, up to a maximum of 99 years
- Allow the lease to be transferred by the lease holder to anyone, allow transfers with or without the Trustee's consent or limit transfers to eligible people only
- Automatically renew the lease at the end of the period, renew under certain conditions only or not allow renewal
- And a number of other options as needed...

There are costs and benefits to each option. Deciding what type of residential lease and the lease conditions needs to be a discussion between the Trustee, the Traditional Owners and the community members.

*Please ring the CYI team if you want to know more about leasing of land in town. More specific information about this and other leasing options available to Trustees under the Aboriginal Land Act will be provided in future newsletters.*

During the meeting in October last year, there was a call for a committee to actively carry this work forward for Cape York.

### Please Nominate!

#### Housing and Home Ownership Steering Committee

**Step 1:** Think about someone who would be good at working in your community and with CYI

**Step 2:** Give Stuart a call on 0428 100 083 to nominate someone

**Step 3:** CYI will discuss the nominations with people who attended the Cooktown meeting

**Step 4:** A Steering Committee for 2020/2021 will be selected



Cape York Institute, Baninh Yeeum Building, 302-310 Sheridan St Cairns, (07) 4046 0600

For support call: Stuart Downs – 0428 100 083

Mick Schuele – 0417 204 239

Tania Cobham – 0438 800 384





---

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 21 May 2020



### **6.2 Chief Executive Officer's Report**

- 6.2.1** Tenancy Agreement – Department of Housing and Public Works – Office Space 140 Hartwig Street Wujal Wujal
- 6.2.2** COVID-19 Status Report
- 6.2.3** Adoption of 2017/18 Annual Report
- 6.2.4** Wujal Wujal Events Committee
- 6.2.5** WWASC Social Media Report
- 6.2.6** Wujal Wujal Community Master Plan Review

**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.

## Items arising from previous meetings

### CEO Report Action Log

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>MAYOR'S REPORT</b>			
6.1.1 Res: 0223012020	CEO to write a letter to Wujal Wujal Dance Group Coordinator Ruby Winkle advising of this funding.	Completed 24 January 2020	Now cancelled will no longer need to support.
<b>CEO'S REPORT</b>			
6.2.1 Res: 0423012020	CEO to write a letter to DNREM outlining Council decision that WWASC supports the partial road closure of Douglas Street with the intention to use the closed portion for future residential development <b>Further</b> WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed	
6.2.2 Res: 0523012020	CEO advise the relevant parties of the Council's decision to Approve a Reconfiguring a Lot, subdivision (2 lots into 9 lots) and Operational Works within the Wujal Wujal Aboriginal Shire Council local government area to create; <ul style="list-style-type: none"> <li>o 9 residential allotments</li> <li>o 2 lots for the provision of an access road</li> <li>o Balance Lot 34</li> </ul> Subject to fair and relevant conditions.	Completed	
	CEO to commence Community Consultation is required to proceed with Phase 1 funding Alcohol Management Plan – Wujal Wujal identified as being eligible for Phase 1 funding of \$50,000	On Hold	Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations. The funding will go to WWJG who will run the consultation
	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to Councils.

DW&BS REPORT			
0823012020	CEO/DW&BS to send a letter awarding the contract for upgrading of Kindy to AD Fraser Builders who has a current service agreement with WWASC for the upgrade of HACC facility, this funding is from QRA for Resilience (a place of refuge), as per the resolution.	Completed	AD Fraser Builders arrived 21 April to commence work
GENERAL BUSINESS			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting,	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR
	Councillor training 'So you want to be a councillor'. CEO to follow up and advise councillors	Completed	
Council Meeting held 20 February 2020			
6.1.5	Council to write to Mr Mike Smith advising that Council are supportive of the idea but at this time have no interest in leasing a vessel.	Completed	
Res: 0820022020	That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved	In Progress/ On Hold	Still advocating for funding.
Res: 0920022020	That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders	On Hold	
	CEO to write a letter asking Orion Consulting for their Local Buy contract.	Completed	Contract Supplied
Council Meeting held 19 March 2020			
0319032020	That WWASC Council advise the Queensland Government that it is supportive of the Cape York Local Government having the authority to close roads to restrict travel to at risk	Completed	LDMG request through DDMG approved by SDC and CMO

	communities to protect those communities.		
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.
<b>Council Meeting held 23 April 2020</b>			
Correspondence 6.1.5.2	No nomination made for the District 12 representation on the LGAQ Policy Executive. CEO to advise LGAQ.	Completed	CEO advised LGAQ Greg Hallam on 27 April 2020 that the Council had determined to take no action.
6.2.1 Res: 0523042020	That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter. <b>Further,</b> the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility. CEO to inform Visionstream Pty Ltd.	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed
6.2.3 Res: 0723042020	That Council amend the Expenses Reimbursement for Councillors policy to include a monthly telephone credit of \$40 per councillor and the option for the Mayor to elect to utilise his/her personal phone and receive an annual allowance of \$1000. DF&CS to amend the policy and implement allowance.	In progress	DF&CS has advised Mayor's mobile phone allowance already actioned. Amended Policy to be uploaded (Old policy to be removed) on to Council website after CEO signing.
DF&CS Report Information Management Officer Report	CEO advised that it is a requirement to capture all records. Councillors have an obligation to capture this information. Councillors will be trained at a future date. CEO advised all councillors to use their work email addresses as it is a requirement of the State Archive Records to retain this information. CEO to organise training with Information Management Officer	Completed	Training to take place on 21 May 2020 after the Council meeting.

General Business	Cr Vincent Tayley suggested that more awareness for the old people in the community should be included in our messaging around COVID-19. Especially in regard to going to Cooktown. Community not understanding the 'Stay at Home' essential messaging and travel for essential purposes only message. CEO/EA to implement in WWASC newsletter and FB posts	Complete	The messaging will be ongoing utilizing noticeboards, Council newsletter, radio broadcast and Facebook page
General Business	Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.	Ongoing	Not yet actioned

## 6.2 Chief Executive Officer's Report

### 6.2.1 Tenancy Agreement – Department of Housing and Public Works – Office Space 140 Hartwig Street Wujal Wujal

Council would be aware that the Department of Housing and Public Works (DHPW) rents office space from WWASC and that the office was relocated from the old Housing Office to the current location adjacent to the Wujal Wujal Store at 140 Hartwig Street.

The rental agreement on the old premises needed to be revised due to the relocation. However as that agreement was nearing end date it was agreed to create a new tenancy agreement for the rental.

The term of the rental agreement is two years with two options for an additional one year. If each option was exercised the agreement would end on 30 April 2024. The annual rental in year one is \$7,432.76 with a 2% increase at each annual anniversary date. The current rent is \$247.76 per square metre.

DHPW is responsible for the tenancy management of all social housing in Wujal Wujal and the housing office located in town facilitates this for the benefit of both the tenants and the Department.

#### **RECOMMENDATION:**

That Council approve the Department of Housing and Public Works Tenancy Agreement for the Housing office located 140 Hartwig Street Wujal Wujal and authorise the Chief Executive Officer to execute the Tenancy Agreement documentation.

---

## 6.2.2 COVID-19 – April – May STATUS REPORT

The Federal Government Biosecurity Act Determination is still in effect. The Queensland declared state of emergency also remains in place. The Wujal Wujal Local Disaster Management Group (LDMG) has remained in “Stand Up” and has met twice since the last Council meeting, 28 April and 8 May 2020.

A pass system was implemented where workers/companies are required to have an approved risk management plan before making application -

- Companies operating an essential activity in the designated area would adopt the Chief Human Biosecurity Officer-endorsed plan (e.g. to constitute their Biosecurity management plan or be added to an existing risk management plan) and provide a copy to their workers.
- Workers may then be able to apply for an Entry Pass for Travelling to or through remote communities for an Essential service noting the online application form indicates that *“A biosecurity management plan must be prepared before travel and be carried at all times unless the essential service is urgent.”*
- A Remote Communities Pass is generated and sent to the worker’s email which may indicate that *“It is recommended that you display this pass on your passenger-side visor, windscreen or dashboard.”*
- The worker may be asked to present both the Biosecurity Management Plan and Remote Communities Pass at vehicle checkpoints.

This system seems to be working well although there is less control by the Wujal LDMG or Council. If the essential worker is coming to do Council works we provide a letter stating what essential work is being carried out. If they are not Council contractors we will not know they are coming.

Anyone who is not defined as ‘essential’ must quarantine for 14 days before they are able to enter/return to community. For hospital patients Queensland Health have booked the Trilogy Mantra where people will be undersupervised quarantine after discharge from hospital. There is no charge for this accommodation. However if the person breaks quarantine they will have to find their own accommodation at their own cost and may have difficulty getting back to community.

The Queensland Police had booked the Cairns Pacific International Hotel for people who are not discharged patients who have been out of community for an essential purpose. The demand for this from restricted communities has required police to also book the Rydges Esplanade Hotel. Again, there is no charge however the person will require an approval from the LDMG for a defined essential purpose before they will be able to utilise the free supervised accommodation. At the time of writing only one application has been received by the Wujal LDMG.

---

Council operations are continuing business as usual (as much as possible) The IKC which closed under the state directive as non-essential will re-open on 15 May. We have made the IKC available as a quiet place of study for boarding school students under the supervision of Justice Group Youth Workers.

School is slowly getting back to normal with years 11 and 12, Kindy, Prep and Year 1 students returning on Monday 11 May with the balance of classes returning on 25 May 2020. There is still uncertainty in relation to when boarding schools will again open and take boarders.

As time progresses the level of restrictions is being eased progressively by Government. The Queensland Government has announced a Three-Stage Plan for a COVID-safe Queensland, allowing more travel, more activities and larger gatherings. From 11.59pm, Friday May 15, the following will be permitted in Queensland as part of Stage One:

- Gatherings of a maximum of 10 people together in a public space
- Dining in at restaurants, pubs, clubs, RSLs and cafes for a maximum of 10 patrons at one time (with a Covid Safe checklist) as part of a gradual re-opening (no bars or gaming)
- Recreational travel of a radius of up to 150km from your home for day trips. **We can't go outside the restricted Biosecurity area without requiring isolation to return.**
- Some beauty therapies and nail salons for up to 10 people at one time (with a Covid Safe checklist)
- Re-opening of libraries, playground equipment, skate parks and outdoor gyms (a maximum of 10 people at one time)
- Wedding guests increased to 10 people and funeral attendance increased to 20 (or 30 outdoors)
- Open homes and auctions with a maximum of 10 people at one time
- Re-opening public pools and lagoons (eg South Bank, Cairns, Airlie Beach) with a maximum of 10 people at a time or greater numbers with an approved plan
- For Outback Queensland, where there have been no COVID cases, two special concessions have been made: **(Wujal Wujal is not classed as "Outback")**
- Dining in at pubs and cafes will be up to 20 for locals only, reflecting the important role these venues play in connecting small outback communities; and ○ Recreational travel of a radius of up to 500 kilometres reflecting the long distances in the Outback.

Stages Two and Stage Three include further relaxing of restrictions, allowing for larger gatherings and gradually increasing travel distances and patron numbers for businesses ahead of the June/July school holiday

Obviously it is important for community to continue to follow all directives and maintain social distancing and hygiene protocols.

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



---

Unfortunately our local presenter is currently ill so the radio broadcasts are on hold until her return to work.

**RECOMMENDATION:**

That Council note the COVID-19 Status Report for April/May from the Chief Executive Officer.

**6.2.3 Adoption of 2017/18 Annual Report**

In accordance with section 182 of the *Local Government Regulation 2012*, a local government must prepare an annual report for each financial year and the report must be adopted within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government. The annual report must be published on the website within 2 weeks of adopting the annual report. Council's Annual Report for the 2017/18 financial year provides a transparent report on a range of items specified in the Act and Regulation, Councils audited Financial Statements and progress against the 2017/22 Corporate Plan.

The timeliness of the preparation and subsequent audit of the 2017/18 Annual Financial Statements together with no executive staff from the period of the report being available for reference has resulted in the annual report not being available to adopt until this point in time, twelve months later than what is considered acceptable.

The 2018/19 Annual Report will be presented to Council at the June 2020 Council meeting for adoption.

**RECOMMENDATION:**

That Council adopt the Annual Report for the 2017/18 financial year.

**6.2.4 Wujal Wujal Events Committee**

As discussed during the Mayoral Report there are a number of community events such as Anzac Day, NAIDOC Week, Foundation Day etc. held every year as well as one off type events such as the planned rodeo in 2021. Whilst these events are generally community events they are usually left for WWASC to organise.

As events are run for the community it is considered appropriate that community members and other stakeholders have an opportunity to have a say and be involved in the organisation of the events. This will add to the likelihood of events being more successful than they might have been without the communities input.

To achieve this community input it is proposed to form an advisory committee that would take charge of the organisation of community events. The make up of the committee would have representatives of each clan group, local stakeholders such as the Justice Group, Bloomfield River State School and of course Council.

The Wujal Wujal Events Committee would meet to plan events and report back to Council with recommendations relating to the events considered by the Committee. Council would then endorse the recommendations or not.

---

Once recommendations are endorsed by Council the committee would be responsible for the planning, organisation and running of the events with the support of Council.

To enable the effective operation of the Events Committee it is necessary for Council to adopt a '*Terms of Reference*' which will dictate how the committee will function and set in place guidance on the responsibilities of the committee members.

The Terms of reference covers the governance and operation of the committee as follows;

1. Purpose
2. Membership
3. Selection Criteria
4. Meeting Attendance
5. Times and Places for Meetings
6. Chairperson
7. Conflict of Interest & Pecuniary Interest
8. Administration of the Committee
9. Meeting Notifications, Agenda and Minutes
10. Expenses of Committee Members
11. Insurance
12. Media Contact
13. Induction
14. Standard Operating Procedures

It is recommended that Council adopt the attached WWASC Events Committee Terms of Reference **(tabled)**.

**RECOMMENDATION:**

That Council adopts the WWASC Events Committee '*Terms of Reference*' with immediate effect.

**Further**

That Council appoint Mayor Cr Bradley Creek and Cr Vanessa Tayley as WWASC representatives on the WWASC Events Committee.

**Further**

That the Chief Executive Officer advertise the formation of the WWASC Events Committee and call for nominations from suitable interested community members and request a nomination from each stakeholder agency.

### **6.2.5 WWASC Social Media Report**

The Council Facebook page was launched on 18 April 2020. After 21 days it had attracted following of 200 people. We have progressively introduced the Mayor, Deputy Mayor, Councillors, CEO and Directors over the month with positive feedback from stakeholders who have expressed that it has been advantageous to see the 'faces' behind the names.

On 15 May we posted a photo of a large crocodile taken by the WWASC CEO the previous weekend. This has attracted in 5 days in excess of 1200 likes, 420 comments, 2.2 thousand shares and been seen by 250,000 people across 14 countries. Showing that social media can increase exposure. Due to this we have an extra 1000 followers to our Facebook page taking the total to 1200 in one month. All of these are potential tourists to this region,

which the Council will be able to capitalise on once our ecolodges are completed. Other statistics from Council's Facebook page will be **tabled** and discussed at the meeting.

**RECOMMENDATION:**

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

**6.2.6 Wujal Wujal Community Master Plan Review**

In 2016 and 2017 Council in partnership with DATSIP using AECOM Consultants prepared a community master plan to map out the future development of Wujal Wujal. Community consultations and investigations were carried out by the consultants to prepare a strategic document that could be used to ensure a healthy and vibrant community for the next generation.

The Wujal Wujal Master Plan was the first community master Plan prepared by DATSIP in a project that saw master plans prepared for all of the Aboriginal and Torres Strait Islander local governments in Queensland. As the project progressed some improvements were incorporated into master plans that improved the finished documents compared to the first plan prepared (Wujal Wujal).

We requested the Wujal Master Plan be refreshed to align it with the most recently completed Master Plans. A copy of the revised document is **tabled** for Council's review

Some of the changes include the following;

- Land use categories
- Methodology master plan development and timeline infographics
- Climate change and Resilience strategies to communicate to external stakeholders Council consider these strategies in development and will support when/if you apply for funding available under these strategies.
- New graphic version of the preferred Master Plan option (pg. 35).
- Individual project summaries (pg. 36-47) which outline the costs, related projects and recommendations.
- Recommendations table (pg. 57-60).

**RECOMMENDATION:**

That Council receives and adopts the Revised Wujal Wujal Master Plan prepared by DATSIP.

**RECOMMENDATION:**

That Council receives and adopts the Chief Executive Officers report for the month of May 2020.

Stephen Wilton  
**Chief Executive Officer**  
**21 May 2020**

---

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 21 May 2020



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

- 6.3.1** Audit 2019/2020 & Financial Statements
- 6.3.2** Revenue & Expenditure
- 6.3.3** Finance Manager Report
- 6.3.4** Accounts Payable Officer Report
- 6.3.5** Account Receivable Officer Report
- 6.3.6** Payroll Officer Report
- 6.3.7** Information Management Officer Report
- 6.3.8** Human Resources/Training

---

**Ordinary Council Meeting – 21 May 2020**  
**Finance & Corporate Services Report**  
**Harish Nair- Director Finance & Corporate Services (DF&CS)**

---

**6.3.1. Audit 2019/2020 & Financial Statements**

- QAO Interim audit period: 5 to 15 May 2020, audit progressing well
- DF&CS and Finance Manager daily morning meeting with QAO team
- QAO External audit plan with milestones is expected by 15 May
- Proforma financial statements preparation is underway along with accounting papers
- Australis Advisory has been appointed to perform asset indexation for 2019/2020

**6.3.2. Revenue & Expenditure**

- Revenue & Expenditure Report as at 30 April 2020- **Attachment 1** (Practical extract)

**6.3.3. Finance Manager Report**

<b>Reporting Period</b>	April 2020
<b>Department</b>	Finance
<b>Reporting Officer</b>	Lynette Simbil

- Bank Reconciliation and Cash Flow Report is up to date to 30 April 2020
- Bank Balance as at 30 April 2020 is \$2,244,876.93 with large deposits received during the month as follows:

<b>Deposit made by</b>	<b>Reason for deposit</b>	<b>Amount</b>
MyPathway	Interim Dividend for JV, FYE 30 June 2020	\$66,000
Department of Local Government, Racing & Multicultural Affairs	Install Waste & Wastewater Pipes on Bloomfield Bridge	\$312,604.60
Department of Transport & Main Roads	Install Waste & Wastewater Pipes on Bloomfield Bridge	\$216,755.96

- 2018-2019 Year End Audit Journals Posted into Practical and Opening Balances as at 1 July 2019 agrees to audited financial statements
- Acquittal Reporting

The following acquittals were done during the month of April 2020

- Non-Audited Financial Acquittal Report for period 1 July to 31 December 2019 for Radio Broadcasting Program
- Non-Audited Expenditure Report for period 1 January 2019 to 31 December 2019 for Wujal Wujal Kindergarten

- Obtained successful extension to acquit for SES Support Grant for acquittal for 2019-20 Grant to 30 June 2021
- Obtained successful extension to acquit for Gambling Community Benefit Grant for acquittal for 2019-20 to 30 June 2021
- **Funding Opportunities**
  - Applied for Indigenous Employment Initiative Grant for Community Care for the year 2022-2023
  - Applied for Skilling Queenslanders for Work Grant for 1 x Finance Administration Trainee position

#### 6.3.4. Account Payable Officer Report

<b>Reporting Period</b>	April 2020
<b>Department</b>	Accounts Payable
<b>Reporting Officer</b>	Vivien Donahue

#### Open Purchase Orders

- As at 30 April 2020, open purchase orders to the value of \$740,627.24 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis.

#### Summary of creditors run for the month

Payment date	Total payment	Comment
01/04/2020	2,496.45	
02/04/2020	123,974.51	Largest payments to Trinity Engineering- \$20,982.50 & True Water Solution- \$31,169.16
09/04/2020	66,417.46	Largest payment to GCAC Enterprises- \$12,120.35
16/04/2020	53,821.53	
21/04/2020	192,680.40	Payment to FNQ Pipelines
23/04/2020	24,947.92	
27/04/2020	28,657.38	Payment to Cairns Hardware
28/04/2020	178,640.00	Payment to FNQ Pipelines
30/04/2020	193,544.16	Largest payment to AD Fraser - \$70,000

### 6.3.5. Account Receivable Officer Report

<b>Reporting Period</b>	April 2020
<b>Department</b>	Accounts Receivable
<b>Reporting Officer</b>	Melita Baird

#### Invoicing

58 Invoices were raised totalling \$125,407.67 for the period 1 April to 30 April 2020

- 56 Work Orders for Responsive Maintenance totalling \$58,324.17
- 2 Purchase Order for Planned Maintenance totalling \$67,083.50

#### QBuild Invoicing Comparison

<b>Month</b>	<b>2020</b>	<b>2019</b>	<b>Variance</b>
February	\$225,120.77	\$42,820.33	\$182,300.44
March	\$138,086.16	\$27,781.21	\$110,304.95
April	\$125,407.67	126,286.90	\$879.00

#### Aged Debtors Summary as at 30 April 2020

90 Days Aged	\$265,515.52
60 Days Aged	\$2,236.81
30 Days Aged	\$41,729.08
Current	\$903,920.04
Total Debtors	\$1,213,401.45

#### Proposed Aged Debtors Write Off as at 30 April 2020

<b>ACCOUNT</b>	<b>DEBTOR NAME</b>	<b>AGEING</b>	<b>AMOUNT</b>
AIATSI	AIATSI	OVER 90 DAYS	\$ 737.52
RUSSELL BOWEN	BOWERU	OVER 90 DAYS	\$ 70.65
CAROL TOBY	CTOBY	OVER 90 DAYS	\$ 118.00
EILEEN DEEMAL-HALL	DEEMALHE	OVER 90 DAYS	\$ 310.72
EMBLEA	EMBRACE LEARNING	OVER 90 DAYS	\$19,080.00
GIBSOM	MELISSA GIBSON	OVER 90 DAYS	\$ 565.65
HEIDIE HAHN	HAHNH	OVER 90 DAYS	\$ 700.00
RHYSE HOLLOWAYS	HOLLOWR	OVER 90 DAYS	\$ 1,840.00
PETER KIRCHMANN	KIRCHMAN	OVER 90 DAYS	\$ 6,330.74
ALYSON LEE	LEEA	OVER 90 DAYS	\$ 1,007.75
WES MORGAN	MORGANW	OVER 90 DAYS	\$ 1,071.98
T'KEHYA NANDY	NANDTS	OVER 90 DAYS	\$ 5,390.00
STATE PENALTIES ENFORCEMENT	SPER	OVER 90 DAYS	\$ 33.54
NORMAN TAYLEY	TAYLN	OVER 90 DAYS	\$15,765.00
WALK	WALKER FAMILY	OVER 90 DAYS	\$ 329.60
WW WARRIOR PROGRAMM	WARRIOR	OVER 90 DAYS	\$ 2,563.12
WESTSIDE TREE LOPPING	WESTTR	OVER 90 DAYS	\$ 280.00
BRANDON ZYSK	ZYSKB	OVER 90 DAYS	\$ 1,965.26
<b>TOTAL</b>			<b>\$58,159.53</b>



---

**RECOMMENDATION:**

That Council note and resolve to write off Aged Debtors totalling \$58,159.53

**6.3.6. Payroll Officer Report**

Reporting Period	April 2020
Department	Payroll
Reporting Officer	Renelle Shipton

Total number of employees as at 31 March 2020	69
---	----

**Staff movement for the month**

Appointments	1
Resignations/terminations	1

**Summary of Payrun for the month**

Pay period	Pay period ending	Total gross payment
42	07/04/2020	\$84,833.97
Special Pay	09/04/2020	\$1,210.83
43	14/04/2020	\$76,747.14
Special Pay	15/04/2020	\$986.14
44	21/04/2020	\$80,197.72
Special Pay	23/04/2020	\$803.18
Termination Pay	27/04/2020	\$10,320.29
45	28/04/2020	\$86,637.39

**6.3.7. Information Management Officer Report**

Reporting Period	April 2020
Department	Information Management
Reporting Officer	Wendy Rowlands

**Accomplishments for the month**

- Continue to archive "H" Drive
- Continue to repack paper records for disposal
- Completed another two units of Cert1V Leadership and Management Course. The course this month was delivered via Zoom
- Completed Power Point presentation on Records Management to present to Council meeting

- 
- Purchased Licenses and set up new Mayor and Councillors in MAGIQ
  - I have created/developed a Records Management Maturity Tool. This tool is aligned with the 6 most prominent legislative requirements under the QLD Records Governance Policy. The tool will be able to be used to monitor and track our compliance as we continue to establish our Information Management Department of Council. It will form part of the methodology for our Records Management Business Continuity Plan. When we can say all 6 points are imbedded in our Records Management Plan, we will be compliant.

#### **Plans for next month**

- I will continue to repack paper archives for disposal and clear space in the Records donga for my workstation
- There is still quite a bit of data on the H Drive to be sorted and filed in MAGIQ and I foresee this task will be on going for quite some time

#### **Works and Services legacy tasks & Ad hock tasks**

- Inducted new Project Manager – Depot Staff
- Provide advice to Project Manager around job costing for capital works, construction waste FNQROC arrangement and Information Technology
- Completed Fuel Sellers Report for Dept Natural Resources Mines and Energy

#### **Information Technology Tasks**

- Troubleshoot issues with the new Practical release in Purchase Order Approvals module. Some training required with Director Works and Building Services
- Trouble shoot RIBS computer – licensing issues
- Test Iterra Satellite and continue to troubleshoot with Fourier and Telstra - on going
- Acquired RFQ for new phones at the Service Station and the Project Managers office at the Depot
- Facilitated and collated data from IT Interruptions log and sent to Fourier for troubleshooting on the wide and varied errors/freezing/shutdown issues we all experience every day. Last week I collated logs kindly provided by all staff on errors and interruptions for the week and forwarded to Fourier for them to troubleshoot our numerous IT issues
- I also reviewed the ICT 2016 Report from Fourier with Brett Manktelow and submit the following recommendations:
  - Upgrade Bandwidth from 10MG to 20MG – asap quote already sourced from Telstra
  - Fourier will continue to work with Practical to investigate the HP switch and the fiber transceivers to the Depot to identify speed, errors and other issues
  - IT Officer position to be recognized in the Councils organizational structure with the duties possibly merged with the current Information officer's role to circumvent the current ad hock and unrecognized work being completed
  - Server room to be relocated to a more appropriate accessible site. Possibly relocate back admin toilet or close in part of the front veranda next to CEO office. The current facility provides limited redundancy for power, air conditioning and other environmental requirements
  - HC Disaster Recovery – recommend hybrid cloud approach so we have one server on site and one in the cloud to prevent loss of data and have ability to continue our business in the event of fire, flood or other natural disaster. Still waiting for current price from Fourier

- 
- Replacement of our Business ERP Finance System Practical. Despite frequent reassurance from the vendor, the product direction and future are unclear. Product support and accessibility and expertise has diminished over the past 7 years, there is a lack of proactive engagement with Council/staff. Council has a need for increased functionality in order to operate in a more sustainable manner. Fourier suggest either “Council Wise” or “IT Vision” and recommend thorough and extended research in to purchasing a new system that suits our needs, which is cost effective and suitable for a very small Council such as ours. Fourier also recommends we reach out to other Councils that have the above systems in place and get feedback from them and not just at a CEO/Director level they suggest we talk to Payroll, Debtors, Creditors and other Officers at a grass roots level to ensure we have all the information on training and after sale service required to make a logical, sound decision on a purchase of an ERP System that is right for us
  - Extend warranties and maintenance on servers:2021-2022
  - Wireless Airbridge to be replaced 2023-2024 for RTC, Kindy, Arts Centre etc.
  - Creation of an ICT Steering Committee to oversee ICT strategy and initiatives to connect end users and senior management with information technology requirements, oversee the strategic direction and vision, transparently evaluate and appraise the viability of ITC projects to be undertaken and recommend priorities and funding requirements to executive management and Council

#### **6.3.8. Human Resources Policy**

- Council currently doesn't have a Human Resources Policy which is the head of power for Code of Conduct. A draft Policy is attached below.



## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### HUMAN RESOURCES POLICY

<b>Responsible Manager:</b>	Director Finance & Corporate Services
<b>Head of Power:</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Public Service Act 2008 (Qld)</i> <i>Industrial Relations Act 1999 (Qld)</i> <i>Anti-Discrimination Act 1991 (Qld)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i> <i>Public Sector Ethics Act 1994 (Qld)</i> <i>Crime and Corruption Act 2001 (Qld)</i> <i>Queensland Competition Authority Act 1997 (Qld)</i>
<b>Authorised by:</b>	Council
<b>Authorised on:</b>	21 May 2020
<b>Implemented from:</b>	21 May 2020
<b>Review Date:</b>	30 June 2021

## 1. POLICY STATEMENT

- (a) Council is committed to be an employer of choice by maintaining industry parity in relation to the development, management and support of human resources.
- (b) Employees, Councillors, contractors, consultants, work experience students, volunteers and agents of Council shall conduct themselves strictly in accordance with the *Local Government Principles* set out in section 4(2) of the *Local Government Act 2009* (Qld) and the *Ethics Principles* set out in section 4(2) of the *Public Sector Ethics Act 1994* (Qld), namely:
  - (i) transparent and effective processes, and decision-making in the public interest;
  - (ii) sustainable development and management of assets and infrastructure, and delivery of effective services;
  - (iii) democratic representation, social inclusion and meaningful community engagement;
  - (iv) good governance of, and by, local government;
  - (v) ethical and legal behaviour of Councillors and local government employees;
  - (vi) integrity and impartiality;
  - (vii) promoting the public good;
  - (viii) commitment to the system of government; and
  - (ix) accountability and transparency.
- (c) Council shall maintain open and transparent internal and external complaints management processes enabling continuous review of the conduct of its employees, Councillors, contractors, consultants, work experience students, volunteers and agents.
- (d) A failure of a local government employee, Councillor, contractor, consultant, work experience student, volunteer or agent to conduct oneself strictly in accordance with the *Local Government Principles* and *Ethics Principles* shall be thoroughly investigated by Council and if proven, met with appropriate disciplinary action as available under Council Policy, Procedure and/or Regulation, including but not limited to mandatory reporting to regulatory bodies (e.g. the Queensland Crime and Corruption Commission or to the Department of Local Government, Racing and Multicultural Affairs).

## 2. SCOPE

This Policy applies to all Wujal Wujal Aboriginal Shire Council employees, Councillors, contractors, consultants, work experience students, volunteers and agents.

## 3. AUTHORISATION

This page and the previous bearing my signature were duly authorised by Council as the Wujal Wujal Aboriginal Shire Council Human Resources Policy on 21 May 2020 and shall hereby supersede any previous policy of the same intent.

---

**Stephen Wilton**  
**Chief Executive Officer**

Date: 21 May 2020

### **RECOMMENDATION:**

That Council adopts the Wujal Wujal Aboriginal Shire Council **Human Resources Policy**

**Attachment: 1- Revenue & Expenditure Report as at 30 April 2020**

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL		Printed (HARISH): 11-05-2020 1:55:30 PM		
Revenue and Expenditure				
		30-Apr-20	30-Apr-20	30-Apr-20
		Revenue	Expenditure	Surplus/ (Deficiency)
1110-1000	Sundry Income	2,566.81		
1130-1000	Power Cards Revenue	639.96		
1150-2000	Admin Operating Expenses		81,641.00	
1185-2000	Maintenance Costs-Eqpt		380	
1220-2000	Legal, Town Planning & Consultancy		3,619.75	
1250-2000	IT Management-Wages		1,156.23	
1250-2001	IT Management-non wages		512.38	
1280-2000	Admin Overhead Recoveries		-40,571.61	
1300-2000	Administration Training Costs		975	
1400-2000	Cultural Engagement Unit Expenditure		13,916.70	
2095-1000	Interest Income from Investments	78.53		
2097-1000	Joint Venture JV Placement Income	60,000.00		
2340-2000	Bank Fees and Charges		112	
2380-1000	Commission and Sales-Post Office	2,511.40		
2384-1000	Commission-Centre Link	1,936.74		
2385-2000	Centre Link Agency Costs		5,022.29	
2390-2000	Bank Agency-PO Costs		3,314.98	
2400-2000	Superannuation Expense		40,387.40	
2410-2000	Annual Leave Expense		30,738.45	
2415-2000	Sick Leave Expense		5,073.49	
2420-2000	Public Holidays		20,524.19	
2425-2000	Long Service Leave Expense		3,971.27	
2450-2000	Recoveries-Superannuation		-29,760.74	
2455-2000	Recoveries-Annual Leave		-30,101.71	
2460-2000	Recoveries-Sick Leave		-10,246.49	
2465-2000	Recoveries-Public Holidays		-10,246.49	
2470-2000	Recoveries-Long Service Leave		-3,350.72	
2475-2000	Recoveries-FP&LT		-3,707.40	
2480-2000	Recoveries-Workcover		-2,838.52	
2485-2000	Recoveries-WH&S		-3,628.47	
2490-2000	Recoveries-Training		-3,628.47	
3100-2000	Governance Expenses		26,184.12	
3200-2000	Councillors Remuneration		29,979.12	

3210-2000	Councillors Conference/Wshop Exps		2,321.98	
3220-2000	Other Operating Expenses		2,313.00	
4025-2000	Counter Disaster Exp-Wages		176.6	
4025-2001	Counter Disaster Exps-Non Wages		26,579.29	
4055-2000	Works Administration Costs		78,194.94	
4060-2000	Works Overhead Recoveries		-13,686.14	
4070-2000	Freight Operating Expenses		849.3	
4090-2000	Works Training/Tickets/Licence Renew		1,617.65	
4000-0003	Technical Services Office	-755.25	0.00	
4125-2000	Works Street Maintenance Costs		15,948.81	
4225-2000	P&G Maintenance Costs		55,631.81	
4425-2000	Works Private Works Costs		135	
4505-1000	Service Station- Fuel Sales	6,822.59		
4505-1001	Service Station Gas Sales	512.73		
4510-2100	Service Station - Wages		2,694.74	
4520-2000	Workshop Operating Expenses		17,033.20	
4555-2000	Plant Repairs & Maintenance		8,564.08	
4570-2000	Plant Recoveries		-49,355.91	
4585-2000	Plant Hire Recoveries		-20,966.52	
4650-2000	Water Supply Operating Expenses		39,915.12	
4750-2000	Sewerage Operating Expenses		25,644.97	
4760-2000	Sewerage Maintenance Costs		119.23	
4820-2000	Rubbish Collection Bins		11,018.50	
4820-2002	Ferrous Metals Removal Expenses		1,163.64	
4870-1200	ATSI - Public Health Grant 71406	88,317.00		
4870-2000	ATSI - Salaries & Wages		7,925.67	
4870-2280	ATSI - Other project costs		2,992.49	
4920-1000	Building Rental Revenue	13,881.55		
4920-1003	Staff housing rental	1,800.00		
4930-2000	Building Operating Expenses-Wages		7,358.38	
4930-2001	Building Operating Expenses-Non wage		4,466.33	
4935-2000	Buildings Rep & Maint-Wages		-13,319.69	
4935-2001	Buildings-Rep & Mtce Non Wages		6,094.05	
4985-1000	Building Private Works Revenue	-120,850.45		
4990-1000	Recoverable W-BAS Responsive Rev	52,980.79		
4990-2000	BAS DPHW Responsive Expenditure		33,703.71	
4990-2020	Creditors on cost Recovery		-208,272.21	
4990-2030	Wages on cost Recovery		-23,072.07	



4995-1000	BAS DPHW Planned Maint. Revenue	181,835.45		
4995-2000	BAS DPHW Planned Maint. Expenditure		393,439.08	
5100-1200	Grant - DETE Kindy	32,927.89		
5105-2000	KINDERGARTEN - Operating Expenses		20,141.97	
5150-2000	Pump Track - Expenses		3,469.67	
5155-2000	LIBRARY - Operating Exp		4,057.71	
5525-1000	Arts Centre - Gallery Revenue	906.82		
5525-2000	Arts Centre - Gallery Purchases		3,690.00	
5585-2000	Arts Centre-Council Funded Costs		5,280.08	
5617-2001	BIA Expenses non wages		9,831.72	
5620-2000	Indigenous Visual Arts Supp Expenses		16,848.64	
5710-1000	Aged Care Upgrade 4-AJD5C2N	56,618.58		
5750-2000	Home Care Pkgs CACPS Expenses		1,143.98	
5752-1100	Commonwealth Home Packages CHSP	88,421.66		
5755-1200	HACC Op Grant Commonwealth DOHA	-49,868.50		
5755-2000	HACC-Operating Exps-wages		22,909.67	
5755-2001	HACC Operating Exps non-wages		14,935.95	
5756-2000	State HACC Younger Persons Exp		1,832.77	
5760-2000	NJCP Operating Expenses		1,669.04	
5880-1200	NJCP Radio Arts Culture 4-4XYYQVV	33,215.00		
5880-2000	NJCP Expenses Arts, Culture, Radio		39,036.41	
	<b>TOTAL REVENUE AND EXPENDITURE</b>	<b>454,499.30</b>	<b>691,504.39</b>	<b>-237,005.09</b>

**RECOMMENDATION:**

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

Harish Nair  
**Director Finance & Corporate Services**  
**14 May 2020**



---

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 21 May 2020



### 6.4 Director Works and Building Services Report

- 6.4. Executive Summary
- 6.4.1 Building - BAS Responsive Maintenance Report – Patrick Nandy
- 6.4.2 Post Office – Neal Ransom
- 6.4.3 Works – Geoffrey Rosendale
- 6.4.4 Kindergarten – Coraleen Shipton
- 6.4.5 Capital Projects - Orion Consulting
- 6.4.6 Art Centre – Vikki Burrows
- 6.4.7 Waste and Waste Water – Ian Hocking
- 6.4.8 IKC Report – Kylie Mills
- 6.4.9 Centrelink Report – Marie Shipton
- 6.4.10 Community Care – Stephanie Dick
- 6.4.11 Animal/Environmental Management

## Action items from previous Council meetings:

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>DW&amp;BS REPORT</b>			
HACC Report	DW&BS to look at HACC air conditioners and freezer and report back at next Council meeting	Complete see comments	Will re-visit when budget permits.
<b>GENERAL BUSINESS</b>			
General Business	Wall on the back road. Need a privacy barrier either plants or fence. DW&BS to give an update on this at next meeting.	Complete see comments	Will program when we have a chance at next round of funding.
	Crocodile Awareness – Community meeting to be held. DW&BS to advise when this meeting is to be rescheduled at next Council meeting.	Complete	Ongoing with assistance of Jabalbina and QP&WS. Facebook helping with this awareness program.
	Lights and wash down basin at boat ramp. DW&BS to give an update at the next council meeting.	Procuring items	Lighting will be solar powered, water and cleaning station also bins will be installed.
<b>Council Meeting held 20 February 2020</b>			
	Mayor has asked that all big Projects have written templates supplied for every project undertaken by Council. Projects should be fit for purpose.	Complete	All Capital and minor works prior to commencement a PMP is pre-populated for reporting purposes.
	Better logging and checking of maintenance jobs on houses. Assessments by BAS need to be more robust.	Complete	Through BAS portal, comments section. No monitoring on weekends needs to be looked at.
	DW&BS to ask for inspections from BAS Engineers progressively from build dates of houses.	Complete	Program with Simon Gallagher BAS engineer/ inspector.
	That Council direct the relevant Director/Manager to communicate with the Kindergarten Director/ Teacher and Creche/Kindergarten to ensure that a non-contact day is implemented as per the resolution passed.	Complete	Awaiting resolution.
	That Council investigate employing a grounds person and that this position maybe responsible for not only maintaining the yard but also fill in when a bus driver is needed if the budget allows the Kindergarten.	Complete	Once construction completes there will be a current employee who will be deployed to assist.
	That Council calls a meeting with DW&BS Victor Mills and Coordinator Building Services	Complete	Operational builders commenced

	Patrick Nandy to confirm current progress and timeframes and include Kindergarten Manager Coraleen Shipton, DF&CS Harish Nair & CEO		
	That Council discusses with all senior staff the importance of working with coordinators to ensure and meet all requirements /compliance required to Department standards.	Complete	DW&BS currently works with all coordinators under my reporting.
	DW&BS and DF&CS to look into funding available. Also to look at replacement doors at the Art Centre and who to claim this from. To report back at next Council meeting.	Complete	
	That Council accepts the ongoing service agreement with Briody Plumbing to undertake all works to rectify and be consistent with the new design of the Sewer Treatment Plant, which includes; - Effluent field upgrade - Associated pits to be sealed off from flooding - Other works that is outside of the scope of works for the STP refurbishment.	Complete	Current service agreement is sufficient for these extra works funded under ICCIP.
	That Council contract the services of a consulting engineer to assist our Project Manager on any engineering advice, approvals, reporting, design etc. through Local Buy contracts.	Complete	RECS engineering has been contracted through Local Buy to oversee the WWASC PM and assist with engineering requests & RPEQ of assets/design.
<b>Council Meeting held 19 March 2020</b>			
	Follow up Housing for transitional housing two houses. Aunty Kathleen house needs urgent repairs.	In progress	Identified as plug in to minimise overcrowding, whilst construction underway the possibility of transitional houses availability may affect timing.
<b>Council Meeting held 23 April 2020</b>			
	DW&BS to organise more activity in the maintenance or grass cutting lawns, verges etc. DW&BS to organise.	In Progress/ongoing	The P&L crew have an ongoing roster to commence at the waterfall – Granite creek.
	DW&BS to investigate leasing agreement of HACC houses of passed on clients. One house has carer who has continued to live in house needed by other community members. Investigate student parties. DW&BS to report back to Council.	Complete	Tenancy management is aware of the situation and trying to look at the Act on how to get pass this situation as she is paying the rent.

	DW&BS to meet with DWPH at a future date to talk about lease agreements.	In Progress	Awaiting site visit from DW&PH.
	Cr Regan Kulka suggested an education awareness campaign for damage to equipment from waste being flushed down toilets. Will use radio, Facebook and newsletter to combat issue. DW&BS to collate information and share to various media platforms.	Complete	DW&PH is aware of the situation and will try and educate their tenants, Council looking at education through the newsletter/Radio and home visits.
	Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China Camp slip, also the China Camp drainage works. Funding allocated Recycle Centre, ATSI/TIDS - \$945,000.00 + ICCIP - \$800,000.00 and China Camp, QRA - \$3,000,000.00, the dollar amount is just what budget I have for these projects, Contractors estimate – Recycle Centre - \$1,615,410.00 and China Camp - \$1,094,000.00. CEO/DW&BS to advise NCP in writing.	Complete	NCP has contract has been awarded, construction has commenced.
	Concreting – Walkway to the Sports oval? DW&BS to investigate. Possible boundary issues and will need to go through the design, approval then funding.  DW&BS will come back to council at a later date with more information, plans, costings etc.	In Progress	Project Manager and Works Coordinator has scoped the area and looking at options prior to approaching DSC.
	Waterpark - DW&BS to investigate funding, maintenance etc. and report back at a later date.	In Progress	The suitable waterpark for WW will be approx. 1M + due to building up of site with fill material and the chlorination plant, then the ongoing maintenance cost approx.. 200k + per year. Ministerial Champion is aware of this request.
	Skills Park - Update and Shade sail? DW&BS says one more hurdle to get past and it will be ready to open. Signage here. Will not happen while social distancing in place. DW&BS may look at this later subject to funding.	Complete	Awaiting COVID 19 restriction to determine a date for an official opening.



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

#### Executive Summary

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

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

#### 6.4.1 Building - BAS Responsive Maintenance Report – Patrick Nandy

##### BAS PORTAL

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders			\$58,278.84
Completed Orders			
Planned Work Orders			\$67,083.50

##### BUDGET OVERVIEW

BUDGET/WORKS ORDER	TOTAL BUGET	% DONE	ADDRESS
<b>B11942</b> OT Dismod	\$36,250.00	45%	119A Hartwig St
<b>U93255</b> Dismod/Tiling	\$11,970.00	10%	18 Keim St
<b>B09929</b> Various Works upgrade	\$40,660.00	5%	22 Hartwig St
<b>B10698</b> internal/external paintworks	\$52,927.50	100% invoiced	44 Douglas St
<b>B19671</b> Bathroom Modification	\$33,460.00	45%	29 Hartwig St
<b>B15451</b> Upgrade works	\$54,043.00	85%	45 Heorlein St
<b>B13872</b> Cupboard Upgrade	\$1232.00	100%	72 Douglas St
<b>B13872</b> Cupboard Upgrade	\$1820.00	100%	73 Douglas St
<b>B15454</b> OT modification	\$62,020.00	90%	2 Yalanji Close
<b>B19666</b> SHW replacement	\$11,385.00	100% invoiced	72 Douglas St
Kindy Upgrade	\$770,000.00	65%	Kindy Upgrade

**CONSTRUCTION OF  
CONTRACTORS QUARTERS:**

**LOT 115 LITTLE DOUGLAS  
STREET READY FOR  
CONSTRUCTION.**

**Contractors Quarters Stages**

- Forming up slab base
- Plumbing under slab
- Concreters
- Blocks installed



**2 YALANJI CLOSE: DECKING  
AND RAMP COMPLETED  
READY FOR HANDRAILS.  
EXTEND FRONT DECK AREA,  
RAMP 1:14, HANDRAILS TO  
FRONT DECK AND REAR  
STAIRS. NEW FOOTPATH.**

Handrails installed back and front  
ready now to have final paint finish.

Internal toilet grab rails are also  
installed. Paint must be  
Thermobond HRC (heat reflective  
coating) x 2 coats.



**KINDY HOUSE: INTERNAL FIRE WALLS INSTALLED, WILL BE INSPECTED THIS WEEK.**

**FIRE WALLS BETWEEN THE 2 UNITS.**

Decking on front and back verandah

Installed. Windows installed, and now

External cladding being installed.

Internal lining (gyprock) will follow.

Painting external walls

Gyprock – Plasterers will start next week to install internal sheeting to walls and ceilings. Handrails been ordered.



## KINDY UPGRADE

Wall frames installed, Trusses are now being installed, back verandah rafters in place ready for roof sheeting.

Whole project is at 65%





## BAS RESPONSIVE MAINTENANCE – MARCH 2020

Just a quick report for the month of April 2020.







We have raised a total of 58 invoices totaling \$125,362.34 raised between the period 1 April 2020 to 30 April 2020. A break up of this amount is listed below.

- We invoiced a total of **56** work orders for Responsive that totaled an invoiced amount of \$58,278.84
- We invoiced a total of **2** Purchase order for Planned Maintenance that totaled an invoiced amount of \$67,083.50

### Workflow

Unscheduled	<div></div>	18
Work In Progress	<div></div>	86
Awaiting Approval		0
Completed	<div></div>	19
Invoiced	<div></div>	294

### Field Workers

 <b>Carpentry</b>	35
 <b>Electrical</b>	16
 <b>Painting</b>	2
 <b>Pest Control</b>	8
 <b>Plumbing</b>	14
 <b>Yard Work</b>	11

## RECOMMENDATION:

That Council confirms it has budgeted the Organisations financial contribution to the Building our Region Project (if applicable), is committed to delivering the Eco Village Project (BoR Ro4 WUJA 0057) and acknowledges responsibility for any funding shortfall if costs or other contributors change.

### 6.4.2 Post Office – Neal Ransom

<b>Reporting Period</b>	APRIL 2020
<b>Department</b>	Post Office
<b>Reporting Officer</b>	Neal Ransom

### STATUS

The Wujal Post Office is still adhering to the COVID-19 Pandemic by keeping clients to one person at a time in the Post Office and regularly cleaning all surfaces. All parcels will be received without the need for people to sign for them due to the pandemic. As the Pandemic is keeping social distancing and travel restriction in place, people are ordering more online which has resulted in a delay in Parcels being delivered to Wujal Wujal. The mail run service is continuing as normal with pick-up and delivery times on Monday's, Wednesday and Friday's.

## UPDATES

- Post Office now has a second trainee, I have been training this person for 6 weeks between 10.30am to midday every day.
- Mail run has not changed, Monday-Wednesday and Friday.
- Monies still being delivered regularly.
- The new yellow and White Pages Directory are available on request

Attached is a Daily Graph of EPOS Transactions and Postage Assessment Statistics

Domestic assessments total = \$151.60

International assessments total = \$1.10

Total for March 1 – 5 May = \$152.70

### 6.4.3 Works – Geoffrey Rosendale

Reporting Period	APRIL 2020
Department	Works
Reporting Officer	Geoffrey Rosendale

#### Completed Tasks to date

##### 15 March 2020

- Redesign of survey for driveways to work
- Marked out all driveways on sites to start earthworks
- Graded driveway - formed up batters and rolled house 21 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 20 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 19 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 17 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 13 ready to form up for concrete.
- Cleaned edges of drains and gullies, at house 14, free from long grass and shrubbery ready for grading the driveway for concrete.
- Set up the batching plant
- Materials for concrete delivered to Wujal Wujal / Ayton
- Formed up House 21 driveway
- Formed up House 20 driveway, except for at the crossover, until the drainpipe and headwalls get laid.
- Formed up House 19 driveway, except for at the crossover, until the drainpipe and headwalls get laid.

##### 22 March 2020

- Poured House 21 driveway - (not including swale drains)
- Poured House 20 driveway - (not including swale drains)
- Poured House 19 driveway - (not including swale drains)
- Formed House 17 driveway
- Saw cuts to poured driveways completed – House 21, 20, 19
- Rectified defected placement of concrete on House 20 driveway (cut back and removed approximately 4 lineal meters of badly finished concrete).
- Graded driveway - formed up batters and rolled house 15 ready to form up for concrete.
- Poured  $\frac{3}{4}$  of House 17 driveway - (not including swale drains)
- Saw cuts to the finished portion of House 17
- Installed stormwater pipe under House 20 Driveway to complete setting up and pouring the remainder of Concrete to the crossover for Houses 19 & 20

<b>29 March 2020</b>
<ul style="list-style-type: none"> <li>• Poured House 17 remainder of driveway = 100% complete (driveway &amp; bin bay/bus stop 100%)</li> <li>• Fished the remainder of saw cut joints in House 17 driveway</li> <li>• Finished pouring remainder of driveways down to the crossover as well as the bin bay/bus stop at houses 20 &amp; 19</li> <li>• Graded driveway - formed up batters and rolled house 14 ready to form up for concrete.</li> <li>• Graded driveway - formed up batters and rolled house 13 ready to form up for concrete.</li> <li>• Formed up House 15 driveway</li> <li>• Formed up House 14 driveway</li> <li>• Formed up House 13 driveway</li> <li>• Excavated swale drains and set up Formwork on Houses 21,20 &amp; 19</li> <li>• Poured ¾ of Swale drain on left hand side of driveway at House 21</li> </ul>
<b>5 April 2020</b>
<ul style="list-style-type: none"> <li>• Repaired damaged sewer and water pipes at Houses 21 &amp; 19</li> <li>• Poured House 15 Driveway - (not including swale drains)</li> <li>• Poured House 14 Driveway - (not including swale drains)</li> <li>• Poured the remainder of Swale Drains at House 21</li> <li>• Poured the Swale Drains at House 20</li> <li>• Poured the Swale Drains at House 19</li> <li>• Cleaned up the opposite side of the road from Houses 19, 20 &amp; 21 where we have been stockpiling fill &amp; sand, using as a machinery laydown area and carpark.</li> <li>• NCP Supervisor performing Project Admin work for WWAC – Preparing all electronic files including all site photos for the Builders Handover Packs.</li> </ul>
<b>12 April 2020</b>
<ul style="list-style-type: none"> <li>• Poured House 13 Driveway 15Lm short of the crossover, this will be poured in conjunction with the bottom of House 11 driveway - (not including swale drains)</li> <li>• Excavated swale drains and set up swale formwork on Houses 17, 15 &amp; 14.</li> <li>• The excavator dug through the sewer line at House 17 and was immediately repaired (photos taken)</li> <li>• Poured ¾ of House 17 swale drains poured.</li> </ul>
<b>19 April 2020</b>
<ul style="list-style-type: none"> <li>• Finished pouring swale drains at House 17 – 100%</li> <li>• Poured top half of House 11 (still the driveway to pour).</li> <li>• Set up and poured the swale drain that was authorized to terminate at House 19</li> </ul>
<b>26 April 2020</b>
<ul style="list-style-type: none"> <li>• Poured the remainder of House 11 driveway including the bin bay/bus stop slab.</li> <li>• Poured the remainder of House 13 driveway down to the crossover in conjunction with the remainder of House 11 driveway concrete pour.</li> <li>• Poured House 15 Swale Drains</li> <li>• Poured House 14 Swale Drains</li> <li>• Poured House 13 Swale Drains</li> <li>• Poured House 11 Swale Drains</li> <li>• Cut in S.C joints in House 17, 15, 14, 13 &amp; 11 swale drains</li> <li>• Inspected, measured up and quoted all the WWASC suggested variations to all 8 Houses and driveways.</li> </ul>
<b>3 May 2020</b>
<ul style="list-style-type: none"> <li>• Formed up and poured House 19 swale graded drain (only needs the base poured to height)</li> <li>• Council started driveway final trim and Rip Rap on Driveways 11 &amp; 13</li> </ul>



---

**1. Current work in progress**

- WWASC installing rip rap to driveways and swale drains

**2. Tasks for This Week**

- WWASC to install Rip Rap to driveways and swale drains

**4. Subtrades/Machinery Currently on Site**

- WWASC Machine Operators
- WWASC Truck & Driver

**5. Forecast Subtrades/Machinery Scheduled on Site**

- WWASC machinery & operators carrying out final earthworks / backfill and trim/ rip rap on driveways and swale drains.

**6. Issues and Concerns**

- Damage of existing services – Sewer inspection caps, water meter poly feeds, Stormwater drain headwalls being damaged by the council machinery.
- The Bin Bays / Bus Stop areas should have a safety fence put in behind it to stop wheelie bins and people from falling into the culvert behind them (see attached photo of House 17 – Lot 5/10 bin bay)

**7. Safety/Incident Reporting**

- NIL

**8. Signed Off I.T.P's**

House 11, 13,14,15,17,19,20 and 21		Earthworks, Subgrade, Concrete driveways & Swale Drains
		9.     Photos
		
HOUSE 19	HOUSE 19	
		
	HOUSE 11	
HOUSE 13		
1 May 2020		

#### 6.4.4 Kindergarten – Coraleen Shipton

Reporting Period	APRIL 2020
Department	Kindergarten
Reporting Officer	Coraleen Shipton

##### Term 2

- Commenced 20<sup>th</sup> April – ends 26<sup>th</sup> June

##### Enrolment

- 12 children currently enrolled in the Pre-Prep program Monday – Wednesday
- Thursday and Friday session will longer be operating due to the IAS funding ceased to Wujal Wujal Kindergarten. This is lack of **COMMUNICATION**.

##### Program

We are currently delivery Home learning packs to Pre-Prep children & families

See attached Pre-Prep plan and photos below



- The temporary site is currently not approved by the department to run a Kindergarten program until all paper work is sorted and sent (ACECQA) Australia Children's Education & Care Quality Authority

##### **Who can attend kindy and who should stay at home?**

All children who can be supervised at home and learn from home are to stay home, except for vulnerable students and children of essential workers.

This home-based learning model will apply for at least the first 5 weeks of Term 2, and a further decision will be made regarding the second half of Term 2 by mid-May.

Source: <https://earlychildhood.qld.gov.au/news/covid-19-information/frequently-asked-questions>

*In line with the Government guidelines, C&K will be prioritising Kindergarten for essential workers and those children who are experiencing vulnerability or disadvantage. Essential workers are those who are currently needing to attend work. This includes those who are working from home. Children experiencing vulnerability*

---

*may be those in receipt of QKFS Plus or whose doctor or another professional has recommended that their child attend kindergarten.*

As was the case in week 10 of term 1, the Government have asked that children of 'essential workers' and those who receive The Queensland Kindergarten Funding Scheme Plus (QKFS Plus) be exempt from the otherwise "learn from home" kindergarten programs you will be offering in term 2. Here are some answers to frequently asked questions by parents:

### **Can my child attend community kindergarten for free?**

Yes, community kindergartens will be able to deliver an education program to **eligible children** for free during Term 2.

### **Kindergarten reno and Temporary Building**

- Renovation at the Kindergarten has started on Thursday 23<sup>rd</sup> April 2020. We are now operating under the building below the library. It was disappointing to move into a temporary building and to come across a few WPH&S



Loose tap this has been reported to Works department and is still outstanding



Power to the demountable toilets This has been sorted (Wednesday 29<sup>th</sup> April)



Power to the demountable toilets this has been sorted (Wednesday 29<sup>th</sup> April)



Front sliding doors

**Tabled for discussion are photos taken at the Kindergarten on the first day of operation under the IKC building.**

### **Budget**

At the date of 26<sup>th</sup> September 2020 Council meeting the agenda report for kindergarten requesting the following.

- Budget notification
- Non-contact days

To date I have not received no notification of an outcome to these queries.

### **RECOMMENDATION**

Please advise in writing the outcomes as resolved at the April Council meeting action items revised by DW&BS.



#### 6.4.5 Capital Projects – Laurie Raleigh

Reporting Period	APRIL 2020
Department	Capital Projects
Reporting Officer	Laurie Raleigh

##### Project: Louis St Kindy Upgrade

- Contractors arrived on site 23-4-2020 and had start up meeting with PN, LR & KB, all documentation was presented and ok'd by WWASC PM and BC.
- Week ending 26-4-20, demolition of old kitchen, concrete slab, wheel chair access ramps and front and back verandah completed.



- Week ending 01-05-2020, disconnection of mains power, completion of rear deck flooring and framing, installation of front sub floor, create new wall openings for new floor plan.



---

**Project:** ICCIP Recycle Centre: Week ending: 26-4-2020 earth works completed and slab poured



- Week ending 03-05-2020, retainer wall posts cemented in and concrete sleepers installed



**Project: Sth Side Driveways:**

- Week ending 03-05-2020: Concrete poured, around drain pit at house 19. All major concreting and driveways and spoon drains have been completed.
- Rock edge and erosion protection started on house 11 and 13
- Variations to install fencing and bus pick up areas and extra concrete in some tight turning areas have been submitted and are under review.





### Project: China Camp Geotechnical Rectification:

- Site visit on the 29-4 with Geoff Rosendale to look alternative road when the project starts. To complete the earth works as per the engineered plan and method the road will have to be closed for up to 10 days, so an alternative route will have to be constructed.
- RFQ for gabion rock and road base fill material has started.



### Project: Eco Lodges:

- Earth works completed, RFQ for eco tents has started.

### Workshop: Servicing coming up:

- 430 E BACKHOE 250HR SERVICE
- KUBOTA TRACTOR SLASHER & LOADER – Change oil in slasher, Gear box 250hr service
- Hacc Bus 10 000 hr service
- ESO Hilux 116YOW 10 000 hr service
- Mini Excavator 250 hr service
- ESO Hilux 047 WKF 10 000 hr service
- 533 FGF 10 000 hr service
- Mayors Prado 10 000 hr service
- Kubota Zero Turn 250 hr service
- 046 WKF 10 000 hr service
- RAV 4 115 YDW 10 000 hr service
- Change out power steering pump in Toyota 682 HEM
- Chase up and make up Hydraulic hose if we have fittings for mini excavator.

- **John deer zero turn mower**, after repairing the radiator and testing the machine, it is still shutting down, the radiator needs replacing it is old and scaling up inside. I talked to Charlie from the nursery who looks after the ride on and he told me that the ride on also has hydraulic failures as well, stops cutting intermittently, and the sound coming out of the gear box while operating tells me that the gearbox is on its way out, we serviced the box and found metal in the oil. It is my recommendation that we write off this machine and stop spending money on plant that is past their used by dates, **the ride on is 12 years old and went under water during the big flood a couple of years ago**, the repairs required to fix the machine, \$9380.35. The cost of a new machine is \$26,300.00
- A side arm slasher will enable us to mow road verges safer and more efficiently it will also mow up to 80 degrees for banks or down about 75 Deg for drains, with this piece of machinery we would be able to bid on the tender to slash from Wujal all the way to Lions Den, bringing income back into the community. This could increase our workforce by 3 and enable them to complete traffic controllers' ticket. Price of this machine \$23,000.00



- **Replace old vehicles and purchase new ones**, it proposed to sell two old land cruiser utes,(EOI) and replace them with two 2WD toyota work mate utes, also purchase two new Toyota's for the civil works coordinator and one for the project manager, pricing in table below,

2.8 Dual Cab	\$49,150.53
2.8 Extra cab	\$47,271.66
2.7 Workmate Petrol Ute	\$24,675.65

- RFQ also coming for two 3 Ton dual cab tippers, for the Parks & Gardens and Civil Crew.

#### **Works Depot:**

- The depot has had a big clean up with rubbish removal and grass cutting completed, concrete driveway setup and slab pouring will commence in the coming weeks.

#### **RECOMMENDATION:**

That Council accepts the financial delegation to the Project Manager (Laurie Raleigh) 50,000.00 – 100,000.00.

#### 6.4.6 Art Centre – Vickki Burrows

Reporting Period	APRIL 2020
Department	Art Centre
Reporting Officer	Vikki Burrows

##### Highlights:

- I attended the third of six training sessions in Cert IV Leadership and Management training. This training was via zoom, which is a different way to learn but it worked.
- I attended two photography workshops via zoom which was held by IACA, this was part of the training that was available at the April conference which had to be cancelled due to COVID – 19.

##### Data:

- Sales for the month of April 2020 attached. The National Museum of Australia purchased all the artworks we sent to them for the Endeavour Voyage exhibition that was held in April.
- Each week I am having zoom meetings with the IACA members and the Art centre Managers from the Cape. We discuss issues and the difficulties involved for the artists, staff and the running of art centres during the COVID-19.

##### Barriers & Issues:

- Waiting on the gallery front door and roller door to be fixed, these doors need to be working before we can open the art centre to the public.
- The artists work for the dole activities have been suspended until June. However, Junibel, myself and My Pathway have put together home art packs and have dropped them off to the artists homes, so they have an opportunity to do some art work from home.
- The artists and I were meant to attend the opening of our Endeavour Voyage exhibition at the National Museum of Australia in April but that was cancelled due to COVID- 19.
- I had to cancel Lynelle Flinders, textile workshops that were to be held this month at the art centre.

##### Funding/Agreements/Financials:

- I am currently working on the strategic plan with Tim Acker for the art centre. This strategic plan will be attached to the Council corporate plan.

##### Tasks Complete:

- The gallery hanging system has now been installed.
- We have a new black wattle counter top in the gallery. This was made by Brad Gould using local black wattle timber.
- We have just designed new flags for the front of the of the art centre building. These flags match the new swing tags, business cards and logo for the art centre. Example of the flags attached.
- The garden beds at the art centre have been rebuilt and planted out with new plants.





## 6.4.7 Water and Waste Water – Ian Hocking

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

		OVERVIEW
TASK	PHOTOS	NOTES
<p>We have had a monitoring bore drilled at the end of the effluent field.</p> <p>This is to monitor the ground water pollution this is part of the DES regulations and must be tested every 6 months</p>		
	<p>The staff have been busy cleaning up around the plants and pits. They are taking pride in their workplace which is good to see.</p>	
<p>We have done a lot of spraying around the community. All plants, pits and hydrants have been sprayed</p>		
	<p>We are still having problems with debris down the sewer system.</p> <p>This is an example of 2 days debris. To date we have not had major pump failures but is only a matter of time if this continues.</p> <p>All water tests came back clear of ecoli from the community including southside and Ayton.</p> <p>Both plants are running well with very few problems</p>	

#### 6.4.8 Indigenous Knowledge Centre (IKC) – Kylie Mills

<b>Reporting Period</b>	APRIL 2020
<b>Department</b>	IKC
<b>Reporting Officer</b>	Kylie Mills

- Library will operate from mid-May, social distancing will be the key for this space, Library won't be available for after school children.

#### 6.4.9 Centrelink – Marie Shipton/Michelle Barath

<b>Reporting Period</b>	APRIL 2020
<b>Department</b>	Centrelink
<b>Reporting Officer</b>	Marie Shipton & Michelle Barath

- All Centrelink equipment that assists with providing assistance is now operational.
- The social distancing practices is being followed by Centrelink clients but is causing some issues with queuing. This has been the reason for extended Centrelink hours recently. (The Centrelink office is small and only one customer at a time can use the equipment to register & report).
- Ongoing training provided by Marie & Centrelink staff to further my knowledge of Centrelinks practices.
- Marie & I are concentrating on getting as many Centrelink clients from community to register with MyGov using Centrelinks electronic format rather than using the phone (which sometimes takes an hour before there is a response from Centrelink). The electronic format pathway is quicker.
- Some discussion with Marie, myself and My Pathways regarding the training & possibly a jobshare position of someone from community to assist with Centrelink. Letter to be drafted to CEO to pursue this with Centrelink.

#### 6.4.10 HACC – Stephanie Dick

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

Statistics for the Month			
Admissions	CHSP		Disability
Discharges	CHSP		Disability
Number of Meals	CHSP		Disability
Number of Transport	CHSP		Disability
Number of Hours	CHSP	Disability	
Activities conducted for Month			
Personal Care hours		Meals (numbers)	
Assessment hours		Transport (trips)	
Coordination hours		Clinic Visits	
Centre-based care			
Future Activities Planned			
Personal Care hours		Meals (numbers)	
Assessment hours		Transport (trips)	
Coordination hours		Community Engagement	

Centre-based care			
<ul style="list-style-type: none"><li>Covid-19 has taken effect on work load and clients support. Infection control has been put into place with updates on cleaning schedules.</li><li>New roster has been done Domestic assistance will be commences 05/05, Meals are still been delivered daily with staffing wearing gloves and using hand sanitiser between each client's meals.</li><li>All clients are aware that there in limited people in vehicles for shopping, drop off at clinic etc. information has been handed to clients of new information about the COVID-19. Group social support has been also ceased until further notice.</li><li>Department has E-learning course in Infection Control Covid-19. <a href="https://www.covid-19training.gov.au">https://www.covid-19training.gov.au</a> I have also attached the link for anyone who would like to complete these courses for COVID-19.</li><li>HCP Client 20/03/2020 sent to Cooktown then transferred to Cairns to have below knee amputation- now staying in Mossman Hospital.</li><li>Staffing and coordinator are doing training with TAFE via Zoom Webinars on arrange of topics every Tuesday and Thursdays. Statements of attendance are been issued.</li><li>Two new clients have been accepted on the My Aged Care Portal and all services agreements and documents have now been signed and services to start commencing from the 30<sup>th</sup> of April.</li><li>CEO asked “ do we have enough funding for the new clients that have been signed up?” Answer “YES” In the COVID-19 pandemic Government have funding can be moved from one to another. Example. Group social support that we cannot provide due to COVID-19 funds can be used on another service for example Domestic assistance. Can all CHSP providers use unspent funding on personal monitoring technology?</li><li>Any CHSP provider with unspent funding in 2019-20 can use these funds to purchase personal monitoring technology for clients whose personal health and safety is at risk during the COVID-19 crisis.</li></ul>			
Compliments			
Total Number for Month:	Topic:NIL		
Complaints			
Total Number for Month:	Topic: NIL		
Suggestions for Improvement			
Monitoring Activities Completed for Month			
New Cleaning schedule developed and now in use from Staffing align with the COVID-19			
External Visitors			
Who	Reason for Visit	Who	Reason for Visit
		DBMAS	
		Clinic Visits	
Client Incidents			
Name of Client	Description of Incident	Result	
nil			
nil			
Staff Incidents			
Name of Staff Member	Description of Incident	Result	
Nil			
Client Concerns			
nil			
Staff Concerns			
NIL			
Staff Report			

#### 6.4.11 Animal/Environmental Management – Helen Bigmore/Patrick Nandy JNR/Lester Shipton

<b>Reporting Period</b>	APRIL 2020
<b>Department</b>	Animal/Environmental Management
<b>Reporting Officer</b>	Helen Bigmore/Patrick Nandy JNR/Lester Shipton

##### SUMMARY

This month we didn't treat the whole community animals for parasites. All new registered animals received treatments and any animals at higher risk of getting parasites. Seven antibiotic courses or injections were given out for various wounds and injuries. Two animals were taken across the COVID-19 Mt Louis boundary for emergency de-sexing at the Cooktown Vet. Both dogs are new to Wujal and were pregnant, so we managed to stop two litters of puppies from being distributed amongst people. Three dogs were impounded, two microchipped and four new dogs registered. We had one serious complaint which resulted in a dog being declared menacing and one dog died from a snake bite. Two dogs were euthanased by officers this month.

##### OVERVIEW

TASK	PHOTOS	NOTES
<p>Buster Williams has had a large abscess draining from his chest for several months which we were unable to resolve even with Veterinary medication paid for by the owners. The whole chest was deformed.</p> <p>This month the dog was attacked by more dogs and the achilles tendon was ruptured on the hind leg. The Vet decided that the leg would need to be removed at the cost of the owner and because of the infection in the chest, the dog was unlikely to survive.</p> <p>After consultation with the owner and family, it was decided to euthanase the dog before it becomes an animal welfare issue. The dog was put to sleep at the animal pound and buried at the old dump.</p> <p>More people needed to wash clothing and bedding.</p>		<p>There was quite a bit of difficulty to get the owner to agree to euthanasia even though the dog had not been very well cared for.</p> <p>It was only after consultation with the family that the owner was able to realise that the animal was suffering.</p>



Jonah Donahue was bitten by a death adder and didn't survive.

We assisted the owner with moving the body and burying at the property.

The owner and children showed so much compassion for their dog, resulting in a beautiful grave.



Burning/ spraying or whipper snipping behind the properties along Douglas Street, where there is no firebreak, is important to stop snakes from moving onto properties. There is a lot of long grass and there are sightings of death adders and taipans along this stretch of road.

PJ has started to spray weeds around the community. Dealing with areas of complaint first and then roadsides and drains.

He is gradually going to work his way through the whole of the community



There are extreme problems with weeds in the community, especially nut grass.

If we are to get on top of the weed problems, then a team of spray units may be required to spray the whole area in a few days.

Is there funding available for contracting a team for environmental weed spraying?

“Kurt” the curlew, fell down a hole in the tech services compound.

He was rescued and recovered in the animal pound.

He had no injuries so was released on a property in Ayton.



A blockade was put in place at Mt Louis Station for 21 days. 3 council members were on a roster to work 24/7 on different shifts and our EHO (Environmental Health Officer) was a part of it.

Helen our vet nurse took 2 dogs for emergency de-sexing across the blockade, both dogs were pregnant.



---

## **Recommendations for changes to the Local Law No.2 (Animal Management)**

### **Part 2 Keeping of Animals**

1. Division 1. No permits to be issued for restricted dogs.
2. Division 3. Requirements for de-sexing. Adapt from Aurukun Shire Council local laws.

#### **Animals that must be de-sexed- Authorising local law, s7**

3. For section 7 of the authorising local law, **female dogs and cats must be de-sexed once they reach the age of 6 months unless exempt to the requirements for de-sexing.**  
*Example- Exemption might be provided for an animal that is owned by a member of a recognised breeders' association for breeding or showing, or;  
The owner may hold a breeding license*
4. **Male dogs impounded for wandering can be de-sexed before release** (unsure if this can be adapted into the local laws).

#### **Division 1. Circumstance in which keeping of animal or animals is prohibited;**

5. **Restricted dog**
6. **Female dogs or cats over the age of 6 months that have not been de-sexed.**
7. **Animals that have severe injuries and have not received Veterinary treatment.**
8. **Animals that have severe parasitic mange and are suffering as a result.**

### **Minimum standards for keeping animals**

#### **Division 4 Section 8 (1)**

- 1a) **any land, enclosure or building in which an animal is kept must be maintained so as not to cause a public health risk as defined by the Public Health Act 2005 and**
- 1b) **any land adjoining a road on which an animal is kept must be adequately fenced to the satisfaction of an authorised person to prevent animals escaping from the land onto the road.**
- 1c) **The keeper of an animal must provide the animal with and ensure the animal has access to adequate shelter from sun, wind and rain to the satisfaction of an authorised person; and**
- 1d) **the keeper of an animal must provide the animal with, in the opinion of an authorised person, an appropriate quantity and quality of food and an appropriate quantity of clean drinking water to maintain an animal in good health.**

#### **Requirements for proper enclosures for animals**

**In the opinion of an authorised person, an owner must construct or maintain a fence of a suitable height, to prevent an animal from escaping over, through or under the fence.**

### **Part 3 Control of Animal**

9. **Criteria for declared dangerous animals. Division 4. Section 19.**  
**The authorised person's first-hand assessment of the animal has indicated that the animal as demonstrated aggressive tendencies; and**
10. **A high level of concern about the danger posed by the animal has been expressed by neighbours, or other person who has come into contact with the animal.**

#### **Sale of Animals**

11. **Conditions that must be complied with when offering animals for sale;**
  - **Animals must be free from disease**
  - **Animals must be free from parasites**
  - **Animals that are sold must have a microchip implanted.**

---

## **RECOMMENDATION FOR 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.

<b><u>Registration and Renewal fees:</u></b>	<b>COOK SHIRE</b>	<b>WUJAL</b>
<b>Must be microchipped.</b>		
<u>Entire dog</u>	\$73.00	\$10.00
<u>Desexed dog</u>	\$24.00	FREE
 <u>Regulated Dogs:</u>		
Declared Restricted	\$360.00	\$200.00
Declared Dangerous	\$310.00	\$150.00
Declared Menacing	\$260.00	\$100.00
<u>Permit for more than 2 dogs/ per animal</u>	\$65.00	
	(plus registration)	\$20.00 per dog/ per house With permit
 <b><u>Impounding of animals</u></b>		
<u>Impounding Registered Dog</u>		
1 <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
 <u>Impounding unregistered Dog</u>		
Entire Dog	\$73.00 plus registration	\$40.00
plus registration		
Desexed Dog	\$24.00 plus registration	\$20.00
 <u>Daily Sustenance Fee per animal/per day</u>	\$12.00 per day	\$5.00 per day
 <u>Other animals impounded</u>	\$62.00	\$20.00
<u>Other Charges</u>		
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.**

**RECOMMENDATION:**

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

Victor Mills  
Director Works and Building Services  
15 May 2020

---

**7. CLOSED SESSION**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**ORDINARY COUNCIL MEETING**

**Thursday 21 May 2020**



**7. Closed Session**

---

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

## **9. NEXT MEETING**

The next meeting is to be held on 18 June 2020.

## **10. MEETING CLOSE**





## **Meeting Notice**

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

On

**18 June 2020**

**Commencing at 9am**