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# AGENDA

Ordinary Council Meeting

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26 September 2019

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**



## **Meeting Notice**

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

On

**24 October 2019**

**Commencing at 9am**

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

**26 SEPTEMBER 2019**

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## 1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Regan Kulka Cr Bradley Creek
<b>Apologies:</b>	Victor Mills – Director Works and Building Services (DWBS)
<b>Officers/Staff:</b>	John Kelly – Interim Chief Executive Officer Harish Nair – Director Finance and Corporate Services Vanessa Kennedy - Executive Assistant (EA)
<b>Observers:</b>	
<b>Presenters/Visitors:</b>	Nil

## 3. CONDOLENCES/CONGRATULATIONS

Nil

## 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

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## **5. CONFIRMATION OF PREVIOUS MINUTES**

### **5.1 Confirmation of Previous Minutes of meeting held 22 August 2019**



# **Council Ordinary Meeting**

**22 August 2019**

**Minutes**

**of the**

**Council Ordinary Meeting held at the Wujal Wujal  
Aboriginal Shire Council Chambers**

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## **WELCOME/MEETING OPENING**

Mayor Tayley declared the meeting open at 9.39am.

The Mayor asked the Council if there were any apologies for the meeting.

## **1. ATTENDANCE/APOLOGIES**

<b>Members Present:</b>	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Reagan Kulka Cr Bradley Creek
<b>Apologies:</b>	Nil
<b>Officers/Staff:</b>	Eileen Deemal-Hall - Chief Executive Officer (CEO) John Kelly - Interim Deputy Chief Executive Officer Victor Mills - Director Works and Building Services (DWBS) Vanessa Kennedy - Executive Assistant (EA)
<b>Observers:</b>	Deric Flewell-Smith – Community Member
<b>Presenters/Visitors:</b>	Speakers: Terri Page – Regional Director - Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) to speak about Local Thriving Communities strategy.

Mayor Tayley welcome Interim Deputy CEO John Kelly and Executive Assistant Vanessa Kennedy to the meeting.

## **2. CONDOLENCES/CONGRATULATIONS**

### **Condolences**

To Bulmer, Woibo and Creek families.

To families in Kowanyama for Senior Elder loss.

Palm Island for Kyle family.

Cooktown for Henry and Bloomfield families.

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### **Congratulations**

Trenton Denman and Alexandra Darkan – for new Baby.

Neil Sykes and partner – for new Baby.

Wujal Wujal Football team congratulated for successful season.

Kelvin Greenwool for completion of army reserve training.

Also acknowledging Wujal Wujal Army Reserve for completing 12 week Indigenous Defence training in Darwin.

Robyn Bloomfield for Catholic Education Award.

### **3. COUNCILLOR OBLIGATIONS**

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

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

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

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

Pursuant to Section 173 (2) of the *Local Government Act 2009* {3} declarations of conflict of interest were made during this meeting.

Details of declarations are as follows: Election of new Councillor  
Name of Councillor – details of declaration: Cr Desmond Tayley nominee for Councillor is first cousin, Cr Reagan Kulka nominee is third cousin – minimal contact, Cr Bradley Creek nominee is third Cousin – minimal contact.

#### **4.3 Registers of Interest**

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#### 4. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Council Ordinary meeting 25 July 2019 were considered.

<b>Resolution:</b>	In accordance with the <i>Local Government Regulation 2012</i> , Council move to adopt the Council Ordinary meeting minutes of 25 July 2019 to be true and correct	
Moved:	Cr Reagan Kulka	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0122082019	

Mayor acknowledged CEO Eileen-Deemal Hall, Interim CEO John Kelly and Executive Assistant Vanessa Kennedy for their efforts in putting together the Agenda for today's meeting.

*CEO Eileen-Deemal Hall left the room at 9.53am returned to the chambers at 9.56am.*

##### 4.1 Business Arising from Previous Minutes

ACTION	FOLLOW UP
Housing and briefing notes	Has been submitted
BIRG Report	Has been sighted Council expenditure needs to be looked at - BAS and procurement
21A Hartwig Street	Form has been completed
Council fees and charges	Have been updated in accordance with the budget preparations
Funeral Support	DATSIP coming back to Council with options
Docs On Tap	Chris from Fourier to catch up with EA and all Councillors to have notebooks loaded and be trained
Social Media Workshop	Staff attended on 21 August 2019
Implementation of Environmental Levy	Being updated to be included in new tenders and contracts to also include



	Indigenous employment and cultural heritage requirements
Vanilla Bean Project update	This study on the model around the Vanilla Bean project has been funded by the Department of Innovation, Tourism Industry Development QLD. A steering committee has been working on an action plan for the project.
Grassing and paving	Pesticides need to be looked at - audit on chemicals required and should look at chemicals other Councils are using. Sinking holes are being looked at.
Housing report	Report has been furnished
Entry signs into Wujal Wujal	Will need to have Community consultation.
Keam Street housing	Review requested and will need to look at pesticides used here also
Fire breaks	Douglas and Cook Shire have been asked about fire burning plans etc.

## 5. REPORTS

### 6.1 Mayor's Update

#### Past Meetings/Conferences Attended Jul/Aug 2019

##### WUJAL WUJAL

3-4 August

Chief Entrepreneur – Leanne Kemp

16 August

Project Vanilla Bean Podcast

##### CAIRNS

15/16 August

CEO Interviews

##### BRISBANE

13 August

Business Innovation Reference Group (BIRG) –  
Advance QLD – Jennifer Black

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### 6.1.1 Update on CEO Recruitment Process

Refer to closed session.

### 6.1.2 Report on Business Innovation Reference Group (BIRG)

Mayor gave a verbal report on the following topics discussed at the Brisbane forum:

- Indigenous Fisheries Strategy 2017-2027
- Latest DITID report
- Deadly Innovation Strategy

#### Details:

- Opportunities for Bloomfield Lodge for Tourism as retreat or healing place. To be discussed with the Department.
- Mayor noted that people were invited to the meeting of traditional owners etc. but advised that nobody turned up.
- Vanilla Bean project will have a proposal submitted from CEO talking about joint ventures, employment etc. Department of Innovation and Tourism funding is available for this project.
- Fishing Strategy to be discussed at further meetings from Advance QLD.
- Mayor told the Council that the CEO presented a powerpoint that was well received by the Department.
- Indigenous Fishing Strategy is in draft form and will be put to community for consultation.
- JIME Ministerial Champions Office

**ACTION:** CEO to follow up with Director-General Jamie Merrick

- Follow up with the Pink zones wet tropics with Douglas and Cook Shire Councils

**NOTED**

### 5.1.3 Chief Entrepreneur Leanne Kemp

**NOTED**

### 5.1.4 Invitation from Deputy Premier Jackie Trad

To meet with Deputy Premier Jackie Trad to discuss the newly launched *Tracks to Treaty – Reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders*.

<b>Resolution:</b>	That Council approves travel for the four Councillors (includes Mayor) and Interim Deputy CEO to meet with Deputy Premier Jackie Trad on Thursday, 5 September 2019 to discuss Tracks to Treaty in Townsville to progress this within the Wujal Wujal Community. (Subject to Departmental approval to fund three Councillors).	
Moved:	Cr Bradley Creek	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0222082019	

<b>Resolution:</b>	That Council notes the Mayor's Report.	
Moved:	Cr Deputy Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Bradley Creek	
Decision No:	0322082019	

## 6.2 Chief Executive Officer Report

### Past Meetings/Conferences Attended Jul/Aug 2019

#### WUJAL WUJAL

3-4 August Chief Entrepreneur – Leanne Kemp  
16 August Project Vanilla Bean Podcast

#### BRISBANE

13 August Business Innovation Reference Group (BIRG) – Advance QLD – Jennifer Black

### Future Meetings/Conferences Aug/Sept 2019

#### WUJAL WUJAL

20 August Far North DDMG Ordinary Meeting and RDIC Bushfire Management Meeting

**NOTED**

#### 6.2.1 Update - Vanilla Bean Project

Powerpoint presented on Friday 16 August 2019 outlining: Generational change through opportunity and a capability partnership to work together for a common vision that helps to create economic wealth for all community members. 100 plants have been received by the Yarrabah family, and placed by key community members into pots at the nursery. The project has: - secured community agreement – key mentors and drivers for the work – identified an approach to take this project forward – allocated the first lands and documented the story to showcase our relationship to other brothers and sisters and the world.

**NOTED**

*Cr Tayley left the meeting at 10.23am and returned to the chambers at 10.29am.*

*Cr Tayley declared an interest left the room at 10.35am.*

<b>Resolution:</b>	That Council agrees to the allocation of the areas shown in pink on the plan tabled by the CEO (old football/dump site) for use of the Vanilla Bean Enterprise as a social benefit activity and staff develop a draft lease with (Coppertree Farms/Department of Innovation and Tourism) in conjunction with Councils lawyers for a four year term to be brought back to Council for final approval.	
Moved:	Cr Bradley Creek	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0422082019	

*Meeting adjourned at 10.44am for morning tea. Meeting reconvened at 11.04am.*

*Cr Tayley returned to the chambers at 11.04am.*

### **6.2.2 Projects Update**

Documents and Records Management Project MAGIQ Documents installation Project July 2019.

**NOTED**

### **6.2.3 Information Management Officer (IMO) Report**

Migration of data on "H" Drive to take place. Training of new records management system Magiq to be delivered by IMO. All training needs to be signed off to meet compliance requirements for legislative requirements and audit purposes. All records on phones, laptops etc. need to be captured.

**NOTED**

*Cr Kulka left the meeting at 11.13am and returned to the chamber at 11.23am.*

### **6.2.4 Arts Centre Update**

#### **Program Plan to be held at Bana Yirriji Art and Cultural Centre - Backing Indigenous Art Funding \$50,000**

The program plan is difficult for us this year as we have relocated into another building for now and there is no room to hold some workshops. The projects outlined will depend on if we are back in the art centre, textiles and fine art skills we may have to move dates as we need a larger space to hold these workshops. I have been advised the art centre may be ready by Aug/Sept 2019.

We have over 10 artists involved in the different workshops that are run through BIA funding.

#### **This money will fund six projects for 2019/2020**

**NOTED**

## 6.2.5 Capital Projects Register

- |                |   |
|----------------|---|
| <b>ACTION:</b> | Business Case for Disaster Resilience Centre Community Cabinet Townsville.                  |
| <b>ACTION:</b> | Councillor Kulka asked if a tap, pressure hose and light could be included at the Boat Ramp |

## 6.2.6 Cooktown Expo 2020 proposed Secondment Program with Wujal Wujal Aboriginal Shire Council (WWASC)

A secondment proposal hoping to form a partnership between CSC and WWASC as part of the Cooktown Expo 2020 Consortium and Partners to work together towards a successful Cooktown Expo 2020.

### **Council response:**

Nine months is significant for Council to release staff due to current staffing commitments and budget restrictions. CEO suggested short-term commitments of week-on-week-off.

<b>ACTION:</b> The CEO to meet with Cook Shire and Hopevale Shire to discuss the Cooktown Expo 2020 project to express support and determine the financial and staffing requirements and report back to Council.
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## 6.2.7 Cultural Awareness Officers Report

**NOTED**

*Cr Tayley left the meeting at 11.46am and returned to the chambers at 11.48am.  
Director Works and Building Services Victor Mills joined the meeting at 11.57am.*

## 6.2.8 Water and Waste Water Essential Service Operators'

- Director DW&BS gave a verbal update to the Council and is consulting with relevant departments.
- CEO gave a report on security and hacking and internet protocols in place.
- Water verification results were provided to the Department.
- Director DW&BS reported that DNR will be sitting on the TWG next week.
- Interim Deputy CEO gave an update on a recent inspection of the wastewater infrastructure with DE&S compliance officers and the officers were pleased with Council's interim actions to manage some current issues with the STP. A letter will come from DE&S outlining their conclusions arising from the compliance inspection and Council will be required to respond within 14 days.

## 6.2.9 Department of Housing Funding Report

CEO gave a verbal report.

**NOTED**

## 6.2.10 Update on Internal Audit

CEO has arranged on-site Financial support from Pacifica until the Finance Manager and Finance Director positions are filled. Accountancy support is being provided by Hopevale Aboriginal Shire Council. Tim Cronin – Vincents has been contracted to produce financial statements in September 2019 in time for the QAO external audit. A contractor through Pacifica C.A. is reconciling suspense and operating accounts.

## GENERAL BUSINESS

### Elected Member Training

<b>ACTION:</b>	CEO to follow up with Mayor and Councillors regarding the offer from LAGQ - Peak Services to provide and further Training for Elected Members.
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**Health Issues in Community.** Public notice has gone out.

**NOTED**

## 6.2.11 Correspondence

- 6.2.11.1 Brief and draft paper received from Jennyfer Lawrence Taylor AFHEA of QUT on Relational Language Technologies Publication for the QUT-WWASC "Use Our Language Project"

<b>Resolution:</b>	That Council grants permission for QUT to publish the language project (inclusive of Relational Language Technologies Publication) and with copyright resting only with Wujal Wujal Aboriginal Shire Council.	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0522082019	

- 6.2.11.2 Annual Statistical return 2018-19 received from Queensland Public Libraries

**NOTED**

- 6.2.11.3 ICSR Proposed Delivery Changes Letter from Paul Phillips, Indigenous Programs Manager – North Queensland outlining ICSR delivery changes.

**ACTION:** Council CEO write a letter to the Minister of Department of Housing, Sport and Recreation Services to talk about Council directly auspicing the program until June 2020.

**ACTION:** To confirm budget allocation to Wujal Wujal from PCYC.

6.2.11.4 The Reef Guardian Council Steering Committee meeting information received from Doon McColl – Assistant Director – Strategic Engagement.

<b>Resolution:</b>	<b>NOTED:</b> Council approved Mayor, CEO and potentially one other Councillor to attend the Reef Guardian Steering Committee meeting (Cairns) on 17 October 2019.	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0522082019	

*Cr Creek left the meeting at 12.30pm and returned to the chambers at 12.33pm.*

6.2.11.5 National Indigenous Empowerment Summit

<b>Resolution:</b>	That Council approves Councillor Reagan Kulka and DW&BS to attend the National Indigenous Empowerment Summit on 3-5 September 2019 to represent the Council and to gain knowledge on Education, Employment and Economic Development for the Community of Wujal Wujal.	
Moved:	Cr Bradley Creek	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0622082019	

<b>Resolution:</b>	That Council notes the Chief Executive Officers report for the month of August 2019.	
Moved:	Cr Desmond Tayley	<b>Carried Unanimously</b>
Seconded:	Cr Bradley Creek	
Decision No:	0722082019	

### 6.3.1 Governance and Finance Action Plan

The plan detailed in the I/DCEO's report will form the work plan for him over the next six weeks and for briefing the new CEO and DF&CS on completed actions and work still required.

<p><b>ACTION:</b> Interim Deputy CEO and EA to prepare a business case for Social Media Facebook account for Council consideration at a future Council meeting.</p>
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### 6.3.2 Councillor Nominations and process of Appointment

Referred to Closed Session.

<b>Resolution:</b>	That Council notes the Interim Deputy Chief Executive Officer's for the month of August 2019.	
Moved:	Cr Desmond Tayley	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0822082019	

*Meeting adjourned at 12.49 for lunch and reconvened at 1.33pm.*

## 6.4 Interim Finance Director Report

### 6.4.1 Cashflow Report submitted to Department of Local Government

**NOTED**

### 6.4.2 Desktop Asset Management Audit

Overall assets have increased but this is still being worked on. Disaster events impact on the bottom line and assets impacted for audit. Capital projects need to be monitored against cash outflows and against expenditure

<p><b>ACTION:</b> Internal auditors need to be looked at by CEO.</p>
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<p><b>ACTION:</b> Teleconference with Tim Cronin, CEO and Pacifica needs to be organised by CEO.</p>
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### Recommendations:

- Report each month on cashflow model and cash in bank for balancing
- Reconciliation of debtors report question long standing accounts payable
- This holds management to account for expenditure

Internal auditors need to develop this process to tick off items to comply with governance.

### 6.4.3 End-of-Year Stocktake

To be incorporated in financial statements.

**NOTED**



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## 6.5 Director of Works and Building Services Report

This report outlines the works undertaken during the month of JULY including Disaster Management, Civil, Building, Water, Sewer, Animal Management, Environmental Health and Art Centre, HACCC, IKC and Kindy.

### 6.5.1 BUILDING

#### 1. PROJECT SUMMARY

**Smoke Alarm Project:** Big thanks to Ken, Pando, Clancy, Courtney and Wendy for putting in the hard yards to get this project done by due date.

#### 2. BAS PORTAL

Training is being arranged for key staff.

#### 3. BUDGET OVERVIEW

On Track.

### 6.5.2 BAS RESPONSIVE MAINTENANCE – JULY 2019

### 6.5.3 ANIMAL MANAGEMENT/ENVIRONMENTAL HEALTH

#### • ANIMAL WEIGHT CONTROL

The new weighing scales have been set up at the works compound so that animals can be weighed for treatment.

#### • ANIMAL MANAGEMENT EVENT

On the 10 July, a bite prevention workshop was organized for the community kids. Posters and radio broadcasts were used to advertise the event. We organized for a guest speaker to attend. Dog trainer and LGAQ pet educator Louise Hainey from Brisbane. We also organized goodie bags filled with colouring books, dog toys, crayons, lollies, bracelets and headscarves and the event were used to teach children to respect dogs and handle them correctly. Overall, the day was a success especially as this was the first animal management event that has been held in Wujal Wujal.

#### • DOG ATTACKS – one reported incident.

#### • DOG RESCUE

It is wonderful to see the change in the community. To want to improve the condition of the animal so that it no longer suffering. It is an attribute to the changing attitudes regarding animal care in Wujal Wujal.

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- **ANIMAL IMPOUNDMENT**

Cook Shire Council impounded 5 dogs on a patrol of Wujal. Owners were required to pick the dogs up from Cooktown and pay the impoundment fee.

**CONCLUSIONS/RECOMMENDATIONS**

We have been charging dog owner's \$5 a night per dog to keep them in Wujal pound. We have also been charging for any extra Vet fees not covered by Council. This involves animal management workers collecting the cash and receipting. It would be good to have some fees and charges organized and a payment system arranged so this can be done professionally. Animal management workers from other communities have used SPER State Penalties Enforcement Registry for unpaid impoundment fines. They give owners 30 days to pay the bill before involving the agency. If some procedures were set up, then we could hold a community meeting or go house-to-house to inform owners of the changes.

*CEO Eileen-Deemal Hall left the meeting at 1.46pm and returned to the meeting at 1.51pm*

<p><b>ACTION:</b> That Council reviews vet and pound fees surrounding Animal Management procedures and practices and puts a process in place for unpaid impoundment fines and then advises these at a community meeting information session.</p>
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**6.5.4 CIVIL CONSTRUCTION**

Civil crew is assisting Contractors with ongoing works such as;

- Housing contracts
- Removing spoil materials from ovals
- Pothole patching
- Community clean up, kerbside pick-up and collecting abandon vehicles
- Boat ramp drain
- Maintaining road and verges
- Private works

*Councillor Bloomfield left the meeting at 1.48pm and returned at 1.49pm.*

<p><b>ACTION:</b> That Director Works and Building Services prepares an estimate of cost to convert the AFL field to a Rugby field.</p> <p><b>ACTION:</b> DW&amp;BS to look at carpark design to include lighting and cleaning station at the boat ramp.</p>
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## **SOUTHSIDE TOILET BLOCK**

- Defects to be fixed with flooring in shower
- Security fencing around the water tank then this will be complete
- Football oval major issues with introduced pest weed, DWBS have submitted a claim through DRFA for approx. 800k for major re-instatement of both ovals.

## **ART CENTRE**

- Works are currently underway with internal/external wall fitout
- External cladding complete
- Flooring complete • Internal cladding complete
- Electrical works to complete
- Painting to complete external/internal
- Restaurant fit out to complete
- Toilet block to complete

**OTHER WORKS** Summary of July 2019 Tasks – Peter West, Orion Project Services.

**NOTED**

### **6.5.5 ART CENTRE**

#### **HIGHLIGHTS:**

The art centre organised with Red Earth in July to bring 14 visitors who were Principals and teachers visiting from Melbourne, Sydney and Brisbane to work with the artists creating a painting together.

#### **DATA:**

212 new artworks were catalogued into the SAM system in July. 211 new pieces of jewellery were catalogued this month which will be ready for when the art centre reopens.

#### **BARRIERS AND ISSUES:**

Refer to report details

<b>ACTION:</b>	The CEO have discussions with the Ministerial Champions Office to seek their assistance to review the staffing requirements at the Art Centre in view of supporting current infrastructure with the possibility to generate future income streams and that this report is presented at a future Council meeting.
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## **FUNDING/AGREEMENTS/FINANCIALS:**

- In July the art centre applied for Backing Indigenous Arts Centre Multi-Year Funding 2019 - 2023. We are currently waiting to see if we have been approved for the next 4 year-round of funding.

## **RESOLUTIONS:**

- The artists have been busy preparing new works for the reopening of the art centre.

### **6.5.6 COMMUNITY CARE**

Refer to report details

*Councillor Creek left the meeting at 2.11pm and returned to the chamber at 2.22pm.*

### **6.5.7 CENTRELINK**

- Refer to report details

### **6.5.8 BANK/POST OFFICE**

- Refer to report details

In reply to a question from Councillor Bloomfield the DW&BS advised the Art Centre will be completed by the end of the month.

<b>Resolution:</b>	That Council receives and adopts the Director of Works and Building Services report for the month of August 2019.	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0922082019	

*CEO Eileen-Deemal Hall left the meeting at 2.22pm and returned to the chamber at 2.55pm.*

## **Attendance and Presentation**

Ms Terri Page – Regional Director – Department of Aboriginal and Torres Strait Islander Partnerships entered the meeting at 2.22pm and spoke about Local Thriving Communities. She presented a slide show and responded to questions from Councillors and staff regarding this subject.

*Cr Tayley thanked Ms Page for her presentation and she left the chamber at 3.06pm.*

Observer Deric Flewell-Smith left the chamber at 3.07pm. Council adjourned at 3.07pm for afternoon tea, reconvening at 3.26pm.

<b>Resolution:</b>	That pursuant to Section 275(1)(h) of the <i>Local Government Regulation 2012</i> , that the meeting be closed to the public so that Council can receive and consider: <ul style="list-style-type: none"> <li>An explanation from the I/DCEO regarding potential Councillors conflicts of interest relating to the nominations for replacement Councillor and</li> <li>other business relating to personal details of participants at the IKC and the Kindy for which the public discussion would be likely to prejudice the interests of the local government.</li> </ul>	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Desmond Tayley	
Decision No:	1022082019	

Council moved into closed session at 3.26pm.

## 6. CLOSED SESSION

<b>Resolution:</b>	That the meeting come out of closed session and be reopened to the public.	
Moved:	Cr Reagan Kulka	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1122082019	

### INTERIM FINANCE MANAGER REPORT

Finance Report verbal report given by Tim Cronin via teleconference 3.26pm – 3.45pm.

CEO thanked Shannon from Hopevale Aboriginal Shire Council for her input and work in the Finance section.

Mayor thanked Tim Cronin for all his work on bringing the financials up-to-date.

<b>Resolution:</b>	That Council receives Mr Tim Cronin's report as Interim Finance Director as tabled.	
Moved:	Cr Desmond Tayley	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1522082019	

### IKC REPORT

Auntie Kathleen would like the IKC to create traditional naming certificates for Trevor and Kevin to give thanks for the work they did here.

**NOTED**

<b>Resolution:</b>	That Council repurposes the First Five Funding authorises IKC Manager Kylie Mills to purchase the 3D printer using grant money supplied instead of Campfire Furniture.	
Moved:	Cr Desmond Tayley	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1422082019	

*Cr Bloomfield left the meeting at 3.52pm and returned to the chambers at 3.56pm.*

## KINDY REPORT

**NOTED**

## NINA NICHOLS (ANU) RESEARCH PAPER

Discussion paper around developing an ethics framework in conjunction with the community.

<b>Resolution:</b>	Council supports the Nina Nichols (ANU) Research Paper and to commence project in Community. In conjunction with Community members to develop ethics framework.	
Moved:	Cr Desmond Tayley	<b>Carried Unanimously</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1222082019	

## AUSTRALIA POST

CEO gave a report on the new proposal for banking options through Australia Post. Banking facilities to close shortly. Council will need to fund this at approx. \$55,000. CEO suggested asking My Pathways to pay for half as a Legacy Project for 50%. Can be covered by SFJ due to come in around September. Agreement must be signed by next Friday then there will be a grace period of 2wks to put infrastructure in place.

<b>Resolution:</b>	That Council agree to execute as a matter of urgency the Australia Post banking transactional services agreement and Council approaches My Pathways to seek their commitment to 50% of the project. Including the possibility of staging the installation and that the CEO reports to the next meeting of amendments to the budget to fund the implementation of this agreement.	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Bradley Creek	
Decision No:	1322082019	

*Cr Tayley left the room at 4.22pm and returned at 4.24pm.*

## JAMES COOK UNIVERSITY

Invite to the Yalanji Wungkabadi Bama singers to perform and be filmed at TEDxJCUCairns 2019 at the Cairns Institute, JCU, Smithfield. Also asked if WWASC could be included on the program as an in-kind sponsor.

<b>ACTION:</b> CEO needs more information and will report back by the next Council Meeting.
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CEO and DW&BS left the meeting at 4.55pm and returned to the meeting at 5.10pm.

## NEW APPOINTMENT OF CEO PROCESS

Interim Deputy CEO advised the Council about the process of appointing the new CEO. Second interviews to take place on 4 September 2019 in Cairns and all Councillors to be in attendance.

**NOTED**

## INTERIM DEPUTY CEO'S REPORT

### COUNCILLOR NOMINATIONS AND PROCESS OF APPOINTMENT

I/Deputy CEO advised the meeting that two nominations had been received and cleared with the State Electoral Commission. He further advised Councillors of the potential conflicts of interest as a consequence of relations.

<b>Resolution:</b>	That the Chief Executive Officer apply to the Minister for Local Government, Racing and Multicultural Affairs for an exemption under Section 175 (f) of the Local Government Act 2009 to enable sufficient Councillors to be able to decide on the two candidates who have nominated for the vacant position of Councillor for Wujal Wujal Aboriginal Shire Council as a consequence of the vacancy created by the disqualification of then Councillor Vincent Tayley on 5 July 2019.	
Moved:	Cr Robert Bloomfield	<b>Carried Unanimously</b>
Seconded:	Cr Bradley Creek	
Decision No:	1622082019	

## APPOINTMENT OF INTERIM CEO

<b>Resolution:</b>	Council appoint Mr John Kelly of 12 Oceania Crescent Sunshine Beach to be the Interim Chief Executive Officer of Wujal Wujal Aboriginal Shire Council commencing on 31 <sup>st</sup> August 2019 and continuing through until a new Chief Executive Officer is appointed or unless sooner terminated by either party, on similar terms and conditions as current contract and it be noted that second round interviews for a permanent CEO will be held on 4 September 2019.	
Moved:	Cr Reagan Kulka	<b>Carried Unanimously</b>
Seconded:	Cr Bradley Creek	
Decision No:	1722082019	

## 7. GENERAL BUSINESS/LATE ITEMS

### CORRESPONDENCE

**Letter received from Director-General Michael Hogan** outlining new grants the Hon. Di Farmer MP, Minister for Child Safety, Youth and Women and Minister for Prevention of Domestic Violence has opened specifically for Indigenous Councils to help tackle cyberbullying and the profound impact it can have on local communities. Tackle Cyberbullying Grant Program – Information Paper

### GENERAL BUSINESS

Ministerial Champion The Hon. Leeanne Enoch will visit the Shire on 26 – 29 August 2019 to open Charlie's Tourism Centre on the 28 August 2019 and witness the NAIDOC procession at Wujal Wujal and to hold discussions with Council and the community.

### NOTED

Councillor	Issues raised
Cr Reagan Kulka	<ul style="list-style-type: none"><li>• Camera for the tractor is it here yet. DW&amp;BS replied not yet</li><li>• Polo shirts CEO - Sizes were Chinese size asked to reorder</li><li>• Operators lifting heavy loads asked DW&amp;BS to address this</li></ul>
Deputy Mayor Robert Bloomfield	<ul style="list-style-type: none"><li>• Complaint about Housing – Family in the community has housing application but paying for a house in Lockhart. CEO asked to investigate and report back.</li></ul>
Cr Bradley Creek	<ul style="list-style-type: none"><li>• Follow up on town lights requested</li><li>• DW&amp;BS following up on this and has got no response</li><li>• <b>ACTION:</b> CEO to follow up with Ombudsman</li><li>• Awards signage – waiting</li><li>• Entrance sign also needed</li></ul>
Mayor Desmond Tayley	<ul style="list-style-type: none"><li>• Clean up area for next week on Monday and Tuesday before Minister arrives</li><li>• Invite to go Uncle Norm and Uncle Frankie, Cindy, Alice and Vanessa. CEO to follow up for Tourism Centre opening on Wednesday 28 August 2019.</li></ul>



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## 8. NEXT MEETING

The next meeting is to be held on 27 September 2019.

## 9. MEETING CLOSE

The Mayor thanked CEO Eileen-Deemal Hall for her tenure with the Council and made particular mention of the Community having great respect for her and the effort and dedication she has displayed. NOTED: Special mention was made of the CEO efforts for Disaster Management at the DDMG meeting held on 24 August 2019.

The Mayor thanked Councillors and staff for their participation and attendance at the meeting.

Meeting closed at 5.41pm.

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Cr Desmond Tayley (**Mayor**)

/ /

## 5.2 Business Arising from Previous Minutes

Nil

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**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL AGENDA  
SPECIAL COUNCIL MEETING  
09 SEPTEMBER 2019**

**1. MEETING OPENING/ADJOURNMENT**

There being no quorum present at 9.15am the Mayor adjourned the meeting to 10.45am pursuant to Regulation 261(2) of the Local Government Regulations 2012.

**2. WELCOME/MEETING OPENING**

Mayor welcomes everyone and declared the meeting open at 10.45am.

**3. ATTENDANCE/APOLOGIES**

<b>Members Present:</b>	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Reagan Kulka Cr Bradley Creek
<b>Apologies:</b>	Nil
<b>Officers/Staff:</b>	John Kelly - Interim Chief Executive Officer Vanessa Kennedy - Executive Assistant (EA)
<b>Observers:</b>	Nil

**4. COUNCILLOR OBLIGATIONS**

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

Nil

**4.2. Declaration of Conflict of Interest on any item of business**

Nil

**4.3. Registers of Interest**

Nil

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## 5. OPEN BUSINESS

### 5.1 Purpose of Meeting

1. To consider the final Applicants for the Position of Chief Executive Officer and making an appointment to the position of Chief Executive Officer, and
2. To authorize the Interim CEO John Francis KELLY and incoming Director of Finance and Corporate Services Mr Harish NAIR to be approved persons to sign and certify payments and banking transactions from all Council's ANZ and Westpac bank accounts on behalf of Council.

### Appointment of Chief Executive Officer

<b>Resolution:</b>	<ol style="list-style-type: none"><li>a) That Council appoint Mr Steve Wilton to be the Chief Executive Officer of Wujal Wujal Aboriginal Shire Council commencing on 09 October 2019</li><li>b) That Mayor Desmond Tayley be authorised to finalise and execute the contract of employment for a term of three (3) years generally in accordance with the advertised terms and conditions of employment, and</li><li>c) That Council approves the new Chief Executive Officer Mr Steve Wilton to be authorised to exercise all delegated authorities on behalf of Council including signing and authorising transactions on all of Council's bank accounts held at Westpac Banking Corporation and ANZ Bank.</li></ol>	
Moved:	Cr Robert Bloomfield	<b>Carried 4/4</b>
Seconded:	Cr Bradley Creek	
Decision No:	0109092019	

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## Banking Authorisations

<b>Resolution:</b>	<p>a. That Council confirms Interim Chief Executive Officer Mr John Francis KELLY is approved to sign and authorise transactions on all of Council's bank accounts held at Westpac Banking Corporation and ANZ Bank for the duration of his appointment, and</p> <p>b. That Council authorises the newly appointed Director of Finance and Corporate Services Mr Harish NAIR be approved to sign and authorise transactions on all of Council's bank accounts held at Westpac Banking Corporation and ANZ Bank from the date of his commencement being 23 September 2019.</p>	
Moved:	Cr Desmond Tayley	<b>Carried 4/4</b>
Seconded:	Cr Reagan Kulka	
Decision No:	0209092019	

## 6. MEETING CLOSE

The Mayor declared the meeting closed at 10.55am.

# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 26 September 2019**



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

- 6.1.1 Update on CEO Appointment
- 6.1.2 Ministerial Government Champion The Hon. Leeanne Enoch MP and Director-General Merrick visit
- 6.1.3 NAIDOC March 2019
- 6.1.4 Opening of Charlie's Tourism Centre and Community BBQ
- 6.1.5 Meeting with Deputy Premier Jackie Trad – Tracks to Treaty
- 6.1.6 Good to Great Schools Education Forum
- 6.1.7 Camping on Country Men's Health Camp
- 6.1.8 LDMG – TCICA Local Government Disaster brief
- 6.1.9 LGAQ Conference – voting papers
- 6.1.10 TTNQ Membership
- 6.1.11 Proposed Wujal Wujal Showcase to Parliament
- 6.1.12 National Indigenous Empowerment Summit
- 6.1.13 Army Band visit
- 6.1.14 Correspondence

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## **PAST MEETINGS/CONFERENCES ATTENDED AUG/SEP 2019**

### **WUJAL WUJAL**

26 August	TWG Meeting
26/29 August	Ministerial Champion visit The Hon. Leeanne Enoch MP
28 August	NAIDOC March 2019
28 August	Opening of Charlie's Tourism Centre and Community BBQ

### **COEN**

30 August	Cape York Natural Resource Management Board Meeting
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### **CAIRNS**

4 September	CEO Second Interviews
9 September	Special Council Meeting held

### **TOWNSVILLE**

5 September	Meeting with Deputy Premier Jackie Trad – Tracks to Treaty
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## **FUTURE MEETINGS/CONFERENCES**

### **WUJAL WUJAL**

### **CAIRNS**

8/9 October	TCICA Meeting in Cairns
14/16 October	LGAQ Annual 2019 Conference
17 October	Reef Guardian Steering Committee meeting

## 6.1 Mayors Update

### 6.1.1 Update on CEO Appointment

Mayor to give a verbal report on the appointment of the new CEO Stephen Wilton.

### 6.1.2 Government Ministerial Champion: The Hon. Leeanne Enoch MP

Mayor to give a verbal report on discussions that took place with the Ministerial Champion and Director-General Jamie Merrick.

Meetings were held with key community stakeholders.



### 6.1.3 NAIDOC March 2019

The Community turned out to celebrate NAIDOC day decorating the cars, face painting etc.





#### 6.1.4 Opening of Charlie's Tourism Centre

The Hon. Leeanne Enoch MP opened the newly completed Charlie's Tourism Centre - opened to the community for the first time.



A Community BBQ was held to celebrate the Opening and NAIDOC Day with a good turnout on the day.



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#### **6.1.5 Meeting with Deputy Premier Jackie Trad – Tracks to Treaty**

The Mayor to give a verbal report on the meeting with Deputy Premier Jackie Trad discussing the newly launched *Tracks to Treaty – Reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders*. Cr Creek and Interim Deputy CEO John Kelly also attended on Thursday 5 September 2019 in Townsville.

#### **6.1.6 Good to Great Schools Education Forum 17-19 September 2019**

Wujal Wujal has been identified as a community champion for education. The role of an education champion is to contribute to the discussion where the purpose is to shape your children's education future. Wujal Wujal joined other Cape York representatives in this two-day forum to co-design an education model for the community.

Mayor Tayley, Cr Creek and Marie Shipton attended an Education Forum in Cairns. The Mayor to give a verbal report on the outcomes of the Education Forum.

#### **6.1.7 Camping on Country Men's Health Camp Oct 8-11**

Report to come.

#### **6.1.8 LDMG – TCICA Local Government Disaster Resilience and Recovery Forum**

The Torres Cape Indigenous Council Alliance (TCICA) Inc would like to invite Mayor Tayley to attend the *Indigenous Local Government Disaster Resilience and Recovery Forum* being held at The Boland Centre on 9-10 October 2019 in Cairns. TCICA has been funded under the 2018-19 Queensland Disaster Resilience Fund the host this forum.

The purpose of the forum is:

- for Indigenous local governments to share learnings from recent natural disaster events;
- to have an open discussion with agencies and critical service providers on ways councils can improve disaster resilience, readiness, planning and coordination;
- to identify factors contributing to recovery success to embed them in the design of future resilience and recovery planning processes; and
- to continue to build capacity within Indigenous local governments to prepare for and respond to future natural disaster events.

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Please find attached the program which provides the schedule for the 1.5 day forum. Minister Cameron Dick, as the Minister responsible for the Queensland Reconstruction Authority and Johnathon Thurston ('Get Ready Queensland' Ambassador) have been invited to officially open the event.

Can we please ask you to assist in forwarding this information onto your relevant operational/technical staff within Council that would benefit from attending and participating in this forum.

To confirm your attendance please reply to this email ([merylslater@outlook.com](mailto:merylslater@outlook.com)) by COB Wednesday 2 October to reserve your place.

We hope you will be able to attend this important event for the Cape York, Torres Strait and Gulf communities (**see attached agenda pg 34/35**).

**RECOMMENDATION:**

That Council approves Mayor Desmond Tayley and Chief Executive Officer Stephen Wilton to attend the *Indigenous Local Government Disaster Resilience and Recovery Forum* on 9-10 October 2019 to represent the Council and present a power point presentation on the day.

Torres Cape Indigenous Council Alliance (TCICA) Inc presents:

## Indigenous Local Government Disaster Resilience and Recovery Forum

9 – 10 October 2019

The Boland Centre, Conference Room 6, 14 Spence Street, Cairns.



### DAY ONE: WEDNESDAY 9 OCTOBER

Time	Program	Presenter
09:00 – 09:20	<b>Official opening</b>	TBC
09:20 – 09:55	<b>Case Study 1: Lockhart River's Cyclone Trevor experience</b>	Mayor Wayne Butcher
09:55 – 10:20	<b>Case Study 2: Wujal Wujal's monsoon flood event experience</b>	Mayor Desmond Tayley
10:20 – 10:45	<b>BREAK</b>	
10:45 – 12:00	<b>Local Government Information Sharing</b> <i>"Open discussion on the experiences of other local governments planning for and managing natural disasters"</i>	Facilitated by Dr Allan Dale
12:00 – 13:00	<b>LUNCH</b> - includes a showcase of the 'Guardian' disaster management system, emergency telecommunications and other technologies offered by service providers, community awareness programs and climate change resilience programs	
13:00 – 13:15	<b>Summary of morning session</b> <i>"Synopsis of the issues faced by local governments in managing disasters"</i>	Dr Allan Dale
13:15 – 14:15	<b>Interactive panel discussion – Government Agencies</b> <i>"The role of government agencies in managing disaster resilience, planning and recovery"</i>  <i>Participating agencies include:</i> <i>Queensland Reconstruction Authority</i> <i>Queensland Fire and Emergency Services</i> <i>Queensland Police Service</i> <i>Department of Transport and Main Roads</i> <i>Department of Housing and Public Works</i> <i>Department of Human Services</i> <i>Department of State Development, Manufacturing, Infrastructure and Planning</i> <i>Department of Communities, Disability Services and Seniors</i> <i>Department of Agriculture and Fisheries</i> <i>Department of Local Government, Racing and Multicultural Affairs</i> <i>Department of Aboriginal and Torres Strait Islander Partnerships</i>	Facilitated by Dr Allan Dale
14:15 – 15:00	<b>Interactive panel discussion – Critical Service Providers</b> <i>"Building the resilience of public infrastructure, and technologies to assist planning, response and recovery"</i>  <i>Charlie Casa (TBC), Area Manager Far North, Ergon Energy</i> <i>Philip Park, General Manager, Greater North Qld, Telstra Enterprise</i> <i>Randal Crabbe, General Manager of Business Development, Community Enterprises Queensland</i>	Facilitated by Dr Allan Dale

### DAY ONE CLOSE

*This forum has been funded by the Queensland Government under the Queensland Disaster Resilience Fund and is aimed at local government Mayors, Chief Executives, Local District Coordinators and council representatives involved in planning for and responding to natural disasters.*

## DAY TWO: THURSDAY 10 OCTOBER

09:00 – 09:20	<b>Geoscience Australia real time crisis response mapping</b> <i>"Enhancing the Government's response to disasters"</i>	Rikki Weber, PNG & Pacific Leader
09:20 – 09:40	<b>Bureau of Meteorology State of the Climate</b> <i>"Changes in the climate and local vulnerability"</i>	David Grant, Senior Meteorologist; Sue Oates, Senior Hydrologist; Sharon Ware, Indigenous Liaison Officer
09:40 – 10:00	<b>Queensland Climate Resilient Councils, LGAQ</b> <i>"Supporting local governments to plan for and respond to climate change"</i>	Doreen Erhart, Lead – Climate Change & the GBR
10:00 – 10:20	<b>Showcase: TMR flood camera network</b> <i>"The value of timely situational awareness of key transport routes"</i>	TBC
10:20 - 10:45	<b>BREAK</b>	
10:45 – 11:30	<b>Ideas exchange and strategy</b> <i>"Interactive discussion between local governments, government agencies and critical service providers on the strategies and actions needed to make communities more resilient and better positioned to plan for and respond to disaster events"</i>	Facilitated by Dr Allan Dale
11:30 – 12:00	<b>Closing discussion</b> <i>"Agree on a way forward"</i>	Facilitated by Dr Allan Dale
	<b>FORUM CLOSE</b>	

PLEASE RSVP VIA EMAIL TO: [meryslater@outlook.com](mailto:meryslater@outlook.com)

**RSVP BY: WEDNESDAY 2 OCTOBER 2019, 5pm.**

## ABOUT TCICA

TCICA is a membership-based alliance of local governing authorities from the Torres Strait, Cape York and Gulf region of Far North Queensland.

Our members are: Aurukun Shire Council; Cook Shire Council; Hope Vale Aboriginal Shire Council; Kowanyama Aboriginal Shire Council; Lockhart River Aboriginal Shire Council; Mapoon Aboriginal Shire Council; Mornington Shire Council; Napranum Aboriginal Shire Council; Northern Peninsula Area Regional Council; Pormpuraaw Aboriginal Shire Council; Torres Shire Council; Torres Strait Island Regional Council; Weipa Town Authority; and Wujal Wujal Aboriginal Shire Council. 11 of Queensland's 16 Indigenous local governments are members of TCICA.

We operate as a collaborative partnership to represent the common interests of local governing bodies in the region. Our members are committed to working together with the State and Federal Governments to help shape place-based responses and solutions to the challenges and opportunities in front of us.

## WHY IS THIS FORUM IMPORTANT TO TCICA

The lack of coordination across local governments, agencies and critical service providers when preparing for and responding to natural disasters in remote communities can impede disaster recovery responses. Technical issues unique to Indigenous communities can often complicate matters. Indigenous local governments have recognised that changing weather patterns and the likelihood of more frequent cyclones, floods and tidal inundation means the need to address these issues through a more coordinated approach to improving disaster resilience, planning, resource management and disaster recovery in their communities is becoming urgent.

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### **6.1.9 LGAQ 123 Annual Conference and AGM in Cairns 14 – 16 October – voting papers**

Voting entitlement form needs to be completed and returned before 02 October 2019. To be discussed at the meeting.

### **6.1.10 Tropical Tourism North Queensland (TTNQ) Membership**

Mayor to speak on the benefits of WWASC having this membership as a Partner of Tourism, and the application submitted to become a Zone Board Director for the benefit of the WWASC.

### **6.1.11 Proposed Wujal Wujal Showcase to Parliament**

Showcase at Parliament House on Tuesday 26 November 2019.

Brief report outlining the major points to be highlighted in this presentation.

### **6.1.12 National Indigenous Empowerment Summit 3-5 September 2019**

DW&BS to give a full verbal report at the October meeting.

### **6.1.13 Army Band visit**

On 3 September 2019 the Army Band visit the community and played in the town square for everyone. Great turnout.



### **6.1.14 Correspondence**

- 1.1.14.1** Letter received from The Hon. Cameron Dick MP, Minister for State Development, Manufacturing, Infrastructure and Planning (DSDMIP) about the new Guidance for Land Planning to protect knowledge, culture and tradition of Aboriginal and Torres Strait Islander People (**see pg 38**).
- 1.1.14.2** Letter received from The Hon. Stirling Hinchliffe MP – Minister for Local Government, Racing and Multicultural Affairs Regarding the State Government Financial Aid

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(SGFA) and the Indigenous Economic Development Grant (IEDG) **(see pg 39)**.

- 1.1.14.3** Letter received from The Hon. Leanne Enoch MP - Minister for Environment and the Great Barrier Reef, Science and the Arts in relation to Waste Levies **(see pg 40)**.
- 1.1.14.4** Letter from Inspector-General Emergency Management (IGEM) Alastair Dawson asking for direct participation in two programs response required by 30 September 2019 and future interest in two further programs **(see pg 41/42)**
- 1.1.14.5** Letter from The Hon. Kate Jones MP – Minister for Innovation and Tourism Industry Development and Minister for the Commonwealth Games. Invitation to DestinationQ Mayoral Lunch, addressing Local governments as driving tourism across the state **(see pg 43/44)**.

**RECOMMENDATION:**

That Council approves Mayor Desmond Tayley to attend DestinationQ Mayoral Lunch on 08 November 2019 to represent the Council in driving tourism here in Wujal Wujal.

**RECOMMENDATION:**

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

**Mayor  
Desmond Tayley  
16 September 2019**



**1.1.14.1** Letter received from The Hon. Cameron Dick MP, Minister for State Development, Manufacturing, Infrastructure and Planning (DSDMIP)



The Hon. Cameron Dick MP  
Minister for State Development, Manufacturing,  
Infrastructure and Planning

Our ref: WR19/27500

12 September 2019

Councillor Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council

Email: [mayor@wujalwujalcouncil.qld.gov.au](mailto:mayor@wujalwujalcouncil.qld.gov.au)

1 William Street  
Brisbane QLD 4000  
PO Box 15009 City East  
Queensland 4002 Australia  
**Telephone +61 7 3719 7200**  
**Email** [statedevelopment@ministerial.qld.gov.au](mailto:statedevelopment@ministerial.qld.gov.au)  
[www.dsdmip.qld.gov.au](http://www.dsdmip.qld.gov.au)

Dear Councillor Tayley

You may be aware that Queensland's planning legislation is leading the nation in recognition of the need to value, protect and promote Aboriginal and Torres Strait Islander knowledge, culture and tradition.

I am pleased to advise that the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) has released new guidance to build capacity in local governments, as well as to improve knowledge and understanding about how planning can promote and protect the knowledge, culture and tradition of Aboriginal and Torres Strait Islander peoples.

The guidance explains how local government can advance this knowledge and understanding through their local planning schemes in consultation with Aboriginal and Torres Strait Islander individuals and communities and includes examples of where this has occurred across the state.

The guidance is accompanied by a factsheet which provides an overview of the relationship between land use planning, Aboriginal and Torres Strait Islander cultural heritage and native title. Copies of both documents are enclosed and can also be accessed by visiting <https://planning.dsdmip.qld.gov.au/planning/better-planning/local-planning>.

In partnership with the Planning Institute of Australia (Queensland Division), DSDMIP will soon be offering a training program to planning practitioners to complement and reinforce the guidance. The focus of the training will be on ensuring those involved in plan-making have a complete and consistent understanding of the context and key issues. The training will highlight the important role the planning framework plays in 'valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and tradition', as now acknowledged in the legislation.

If you have any questions about my advice to you, please contact my office on (07) 3719 7200 or email [statedevelopment@ministerial.qld.gov.au](mailto:statedevelopment@ministerial.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read "Cameron Dick", written over a horizontal line.

**CAMERON DICK MP**  
**Minister for State Development, Manufacturing,**  
**Infrastructure and Planning**

Enc (2)

**1.1.14.2 Letter received from The Hon. Stirling Hinchliffe MP – Minister for Local Government, Racing and Multicultural Affairs**



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

Our ref: MBN19/857

12 SEP 2019

Councillor Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Wujal Wujal Community  
VIA COOKTOWN QLD 4895

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

ABN 65 959 415 158

*Dear Desmond*

I am pleased to advise that I have approved the 2019–20 funding to the Wujal Wujal Aboriginal Shire Council under the State Government Financial Aid (SGFA) and the Indigenous Economic Development Grant (IEDG).

As a result of the 2019–20 Budget, I am also pleased to advise that the total SGFA funding for Indigenous Councils has been increased to \$35.41 million.

The table below details the funding allocated to the Council under these programs:

Funding Program	2019–20 Approved Funding
SGFA	\$1,235,151
IEDG	\$80,000

These programs demonstrate the Queensland Government's ongoing commitment to Indigenous communities through the delivery of essential services, job creation and community growth.

Mr Warwick Agnew, Director-General, Department of Local Government, Racing and Multicultural Affairs will write to Ms Eileen Deemal-Hall, Chief Executive Officer of the Council, advising of these funding approvals.

I have asked for Ms Jo Stephenson, Regional Director, Northern Region, Local Government Division in the Department to assist you with any further queries. You may wish to contact Ms Stephenson on 4758 3419 or by email at [jo.stephenson@dlgma.qld.gov.au](mailto:jo.stephenson@dlgma.qld.gov.au).

Yours sincerely

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



**1.1.14.3** Letter received from The Hon. Leanne Enoch MP - Minister for Environment and the Great Barrier Reef, Science and the Arts



Minister for Environment and the Great Barrier Reef,  
Minister for Science and Minister for the Arts

Our Ref: CTS 20149/19

2 SEP 2019

1 William Street Brisbane Qld 4000  
GPO Box 5078 Brisbane  
Queensland 4001 Australia  
Telephone +61 7 3719 7140  
Email [environment@ministerial.qld.gov.au](mailto:environment@ministerial.qld.gov.au)

Councillor Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Wujal Wujal Community  
VIA COOKTOWN QLD 4895

Dear Mayor

A handwritten signature in blue ink that reads "Desmond".

The Queensland Government has made a commitment that the waste levy, which commenced on 1 July 2019, will have no direct cost impact on households. In order to achieve this commitment, the Government has provided annual payments to councils that dispose of municipal solid waste (MSW) in the levy zone. As you know, those payments covered 105% of previous MSW disposal rates – over and above councils' levy liability for MSW. For Wujal Wujal Aboriginal Shire Council, that payment amount was \$17 528, which included the additional five per cent to support councils' own waste management initiatives.

On 31 May 2019, the Department of Environment and Science (the department) wrote to your council about a supplementary payment to be made to local government. This supplementary payment is to ensure the Government's commitment also extends to Queensland households with commercial waste collection arrangements such as those in retirement villages, nursing homes and boarding houses. Through this correspondence, the department requested information from your council to determine the supplementary payment amount.

I would like to take this opportunity to thank your staff who have consulted with the department and provided the detailed information which was necessary for the calculation of the supplementary payment.

I am pleased to advise that Mr Jamie Merrick, Director-General of the department has written to your council's Chief Executive Officer to confirm that the total supplementary payment for Wujal Wujal Aboriginal Shire Council for 2019-2020 will be \$1460.94. This payment is to be used to offset the direct cost of the waste levy to ensure that the levy is not passed on to households.

From late September 2019, proprietors of eligible residential premises not covered by the annual or supplementary payment will be able to apply for a direct payment from the Queensland Government. Eligible residential premises include those with a private waste collection service (for example, not provided by council) or premises with a mix of commercial and residential use.

If you require any further information, please contact my Chief of Staff, Ms Hannah Jackson, on telephone (07) 3719 7140 or by email at [hannah.jackson@ministerial.qld.gov.au](mailto:hannah.jackson@ministerial.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read "Leanne".

Leanne Enoch MP  
Minister for Environment and the Great Barrier Reef,  
Minister for Science and Minister for the Arts

#### 1.1.14.4 Letter from Inspector-General Emergency Management (IGEM) Alastair Dawson – pg 1

File No: OIG/00054  
Ref No: 02897-2019

8 August 2019

Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council  
1 Hartwig Street  
WUJAL WUJAL QLD 4895



Inspector-General  
Emergency Management

Dear LDMG Chair

I am writing to you about four of the Office of the Inspector-General Emergency Management (the Office)'s programs for the 2019-20 financial year.

I ask for your direct participation in two of them:

- The disaster management plan assessment process for this year
- The transition to a refreshed Emergency Management Assurance Framework, including the Standard for Disaster Management in Queensland.

I am also writing to inform you about a further two, and invite your future interest and participation:

- The Lessons Management Program
- The Queensland Disaster Management Research Framework.

**The disaster management plan assessment process for 2019-20.** As you would be aware, the *Disaster Management Act 2003* outlines our shared responsibilities for disaster management plans. This includes the requirement for local governments and district disaster groups to prepare and regularly review the effectiveness of their plans, and for the Office to regularly review and assess the effectiveness of district and local disaster management plans.

The Office's 2018-19 Disaster Management Assessment Discussion Paper, including good practice examples, is now available on the IGEM [Collaboration Zone](#). The Discussion Paper notes:

- the effectiveness of the process in identifying trends and encouraging continuous improvement
- overall confidence in the effectiveness of plans has plateaued at a high 'well-placed' level
- over 50 percent of those taking part last year opted to use results from previous years
- the sector would benefit from a refined approach to the plan assessment process.

This refined approach should allow the lessons of last season's bushfires and floods to be considered, provide opportunity for the refreshed Standard to be understood, and be informed by extensive consultation with key stakeholders. This will take time.

Following consultation with representatives from local and district groups, the Office has developed a simpler, interim approach for the 2019-20 plan assessment process. This approach will help all to meet our shared responsibilities this year. I am therefore asking for your group's direct participation in this simpler process. If you accept the request, please write to the Office to outline the key activities you have undertaken to develop, review and assess your plan over the past 12 months.



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#### 1.1.14.4 Letter from Inspector-General Emergency Management (IGEM) Alastair Dawson – pg 2

In writing to the Office, your group may wish to outline events, activations and exercises or any other relevant lessons. Local groups should copy your District Disaster Coordinator into your correspondence. District groups should reply to the Office direct. Please respond to [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au) by close of business on 30 September 2019.

**The transition to a refreshed Emergency Management Assurance Framework.** Since 2014, the Emergency Management Assurance Framework (EMAF), together with the Standard for Disaster Management (the Standard), has underpinned an outcome-based approach to ensuring disaster management programs meet the needs of communities. In 2018, the Office commenced a refresh to make both more contemporary. Following extensive consultation, the final version of the EMAF, including the Standard, is now complete.

The Office intends to transition to the refreshed EMAF and Standard over the next 12 months. This will include a series of workshops and the development of supporting resources. On the latter, if you or your group have ideas about how these resources can make the new Standard accessible and useful, I'd like to hear from you, through [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au).

During the transition, the Office will continue to use the original EMAF and Standard for assurance activities, such as the Mount Isa District Disaster Management Capability Review.

Other current priorities for the Office are the **Lessons Management Program** and the **Queensland Disaster Management Research Framework**. These priorities are highlighted in the *Queensland State Disaster Management Plan*.

- Lessons management activity to date has concentrated on the development of a framework through significant consultation with key practitioners from the disaster management sector. The framework will aim to guide the sharing of lessons across the sector to the benefit of all.
- The Office also continues to seek your participation in the Disaster Management Research Framework. Ideas and perspectives on research can be provided via an online form using this [link](#).

I will provide more information on these key programs of work as they progress.

Finally, we reiterate the ongoing importance of listening to those on the ground. Your experience provides valuable lessons that often should be more widely shared. I look forward to working with you to explore how we may best tap into this experience.

If you have any questions, please contact the Office on telephone (07) 3029 8813, email [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au) or visit the Office [website](#).

Yours sincerely



Alistair Dawson APM  
**Inspector-General Emergency Management (Acting)**

**1.1.14.5 Letter from The Hon. Kate Jones MP – Minister for Innovation and Tourism Industry Development and Minister for the Commonwealth Games – pg 1**



Minister for Innovation and  
Tourism Industry Development and  
Minister for the Commonwealth Games

Ref: CTS 17029/19

18 SEP 2019

Councillor Desmond Tayley  
Mayor  
Wujal Wujal Aboriginal Shire Council  
mayor@wujalwujalcouncil.qld.gov.au

1WS  
1 William Street Brisbane 4000  
PO Box 15168 City East  
Queensland 4002 Australia  
Telephone +61 7 3719 7530  
Email tourism@ministerial.qld.gov.au

Dear Mayor

I am pleased to invite you to attend a dedicated *DestinationQ* Mayoral Lunch and provide an update on the 2019 *DestinationQ* Forum being held on the Sunshine Coast in November.

Local governments are a key partner in driving tourism growth across the state. Whether it is through the provision of visitor infrastructure, support of tourism product and business development, providing local development and investment incentives, or tourism-friendly plans and policies, local governments play an important role in our tourism success story.

The Mayoral Lunch is an opportunity for us to discuss how to further strengthen Queensland's tourism industry and leverage its contribution to the growth of local economies, with all Queensland Mayors and Queensland Government Ministers invited to attend.

The Mayoral Lunch will be held at the Novotel Twin Waters Resort from 12pm to 1pm during the Forum lunch break on 8 November 2019. Please register your attendance at the lunch via email to [destq@ditid.qld.gov.au](mailto:destq@ditid.qld.gov.au) by 14 October 2019. For further information, please have your officers contact Ms Gayle O'Brien, General Manager, Tourism Policy and Industry Engagement, Tourism Division, Department of Innovation, Tourism Industry Development and the Commonwealth Games by telephone on (07) 3333 5264 or via email at [gayle.obrien@ditid.qld.gov.au](mailto:gayle.obrien@ditid.qld.gov.au).

I am pleased to advise that registrations for the 2019 *DestinationQ* Forum are now open. The theme of this year's Forum is 'Tourism Beyond 2020: Innovating for the Future'. Focused on challenging the tourism sector to expand its horizons, the two-day forum will include keynote addresses, practical breakout sessions and panel discussions to encourage delegates to integrate innovation with business and build upon competitive strengths.

The 2019 *DestinationQ* Forum will again be held alongside the Queensland Tourism Industry Council's Indigenous tourism forum – Destination IQ – on 6 November 2019 and the Queensland Tourism Awards on the evening of 8 November 2019, representing the largest tourism industry gathering in Queensland. I encourage you, your fellow Councillors, council officers to visit the *DestinationQ* website at [www.destq.com.au](http://www.destq.com.au) to register for the Forum and other tourism events. I have attached a flyer regarding these events for your information.

I look forward to welcoming you to the Sunshine Coast in November, and continuing to work with you to grow our tourism industry and create jobs across the state.

Yours sincerely

**HON KATE JONES MP**  
Minister for Innovation and  
Tourism Industry Development and  
Minister for the Commonwealth Games

Encl.



**1.1.14.5** Letter from The Hon. Kate Jones MP – Minister for Innovation and Tourism Industry Development and Minister for the Commonwealth Games – pg 2



The *DestinationQ* Forum is the largest tourism industry gathering in Queensland, bringing together some of the best minds in tourism for two days of knowledge sharing and collaboration in order to strengthen the state's visitor economy.

This year's theme is *Tourism beyond 2020 – Innovating for the future*, challenging the industry to expand its horizons. A range of keynote addresses, masterclass sessions and panel discussions will encourage delegates to integrate innovation with business and build upon competitive strengths.

The forum will be followed by the *DestinationQ* reception networking event on day one.

#### Download the *DestinationQ* App

Stay up to date with event information and connect to tourism business resources – download the *DestinationQ* app.

#### Register today

Register today to secure your place at the *DestinationQ* Forum.

**REGISTER NOW**

#### Masterclasses

- **Why quality matters** – bringing value to all areas of business operation
- **Risky business** – planning for the unthinkable
- **Understanding the market (USA)** – customer insights and opportunities for Queensland
- **The future of travel distribution** – maximising opportunities in the distribution system

#### Panel discussions and keynote presentations

The *DestinationQ* Forum will include presentations by keynote speakers and three interactive panel discussions.

The sessions will explore a range of topics including trends and opportunities for the future, global tourism insights and how to harness and grow emerging leaders.

The *DestinationQ* Forum will be held alongside other key events in the tourism industry calendar, at Novotel Twin Waters Resort.

- **Queensland Tourism Industry Council DestinationIQ**  
6 November 2019 | Indigenous forum
- **Queensland Tourism Awards**  
8 November 2019 | Gala event

#### More information

✉ [destq@ditid.qld.gov.au](mailto:destq@ditid.qld.gov.au)  
🌐 [www.destq.com.au](http://www.destq.com.au)

#### Connect with us



**Queensland  
Government**

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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 26 September 2019



### 6.2 Chief Executive Officer Report

- 6.2.1 Commencement Date for New Chief Executive Officer
- 6.2.2 New Senior Staff Appointments
- 6.2.3 Annual Audit by Queensland Audit Office
- 6.2.4 Visit by the Auditor General
- 6.2.5 Appointment of New Replacement Councillor
- 6.2.6 Vanilla Bean Plantation Project
- 6.2.7 Application for Community Banking Agency
- 6.2.8 Provision of Sport and Recreation Services to Community
- 6.2.9 Ministerial Champion – Proposed Showcase of Wujal Wujal Community at State Parliament
- 6.2.10 Housing Office New Premises in Wujal Wujal
- 6.2.11 Embrace Learning
- 6.2.12 Disaster Management Resilience Joint Councils Project
- 6.2.13 Facebook Page
- 6.2.14 Meeting Dates for 2020
- 6.2.15 Driveways on Wujal Wujal Southside
- 6.2.16 Organisational Chart
- 6.2.17 List of Projects and Programs
- 6.2.18 Water and Waste Water Essential Service Operators'

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

## 6.2 Chief Executive Officer Report

### Items arising from previous meetings

Date:	Action	Status	Comment
<b>CEO REPORT</b>			
6.1.2	JIME Ministerial Champions Office. CEO to follow up with Director-General Jamie Merrick	In Progress	
0422082019	Allocation of the areas shown in pink on the plan tabled by the CEO (old football/dump site) for use of the Vanilla Bean Enterprise as a social benefit activity and staff develop a draft lease with (Coppertree Farms/ Department of Innovation and Tourism) in conjunction with Councils lawyers for a four-year term	In Progress	Proposers been advised & requested to provide information to go in the lease.
6.2.5 Capital Projects Register	Business Case for Disaster Resilience Centre Community Cabinet Townsville.	In Progress	Business Case to be developed
6.2.6 Cooktown Expo 2020 proposed Secondment Program with Wujal Wujal Aboriginal Shire Council (WWASC)	The CEO to meet with Cook Shire and Hopevale Shire to discuss the Cooktown Expo 2020 project to express support and determine the financial and staffing requirements and report back to Council	In Progress	Cook Shire advised WWASC supports the Expo but cannot provide an officer for 9 months
<b>CORRESPONDENCE</b>			
General Business – Elected Member Training	Email received from LAGQ - Peak Services for Councillor Training for Elected Members to be updated and recorded. CEO to follow up with Mayor and Councillors	In Progress	
6.2.11.1 0522082019	That Council grants permission for QUT to publish the language project (inclusive of Relational Language Technologies Publication) and with copyright resting only with Wujal Wujal Aboriginal Shire Council	Completed	Letter sent to QUT
6.2.11.3	Council received an ICSRP Proposed Delivery Changes Letter from Paul Phillips, Indigenous Programs Manager – North Queensland outlining ICSRP delivery changes. Council CEO write a letter to the Minister of	In Progress	I/CEO report to Sept O.M. covers this matter

Department of Housing, Sport and Recreation Services to talk about Council directly supplying the program until June 2020			
<b>SOCIAL MEDIA</b>			
6.2.11.4	I/DCEO's report mention of Social media expansion projects. Interim Deputy CEO and EA to prepare a business case for Social Media Facebook account for Council consideration and approval	In Progress	Draft protocols to be developed and brought back to Council
<b>AUDITORS</b>			
6.4 Audit Preparation 6.4.2	Internal auditors need to be looked at by CEO. Teleconference with Tim Cronin, CEO and Pacifica to be organised.	Completed	Application made to Minister for approval for extension of time
<b>ART CENTRE</b>			
6.5 Director of Works and Building Services Report Art Centre 6.5.5	CEO to have discussions with the Ministerial Champions Office to seek their assistance to review the staffing requirements at the Art Centre. To support current infrastructure with the possibility to generate future income streams and that this report is presented at a future Council meeting	Completed	Minister approached by former CEO, response awaited
<b>GENERAL BUSINESS</b>			
IKC Report 1422082019	That Council repurposes the First Five Funding authorises IKC Manager Kylie Mills to purchase the 3D printer using grant money supplied instead of Campfire Furniture	In Progress	Extension of time requested to spend funds requested
Resolution No. 1322082019	Australia Post banking facilities to close shortly. Council agree to execute as a matter of urgency the Australia Post banking transactional services agreement and Council approaches My Pathways to seek their commitment to 50% of the project. Including the possibility of staging the installation. CEO reports at next meeting of amendments to the budget to fund the implementation of agreement.	Completed	Agreement signed by I/CEO and new community bank goes live week commencing 30 Sept



JCU	Invite to the Yalanji Wungkabadi Bama singers to perform and be filmed at TEDxJCUCairns 2019 at the Cairns Institute, JCU, Smithfield. Also asked if WWASC could be included on the program as an in-kind sponsor. CEO needs more information and will report back by the next Council Meeting. Contact JCU for more information.	In Progress	JCU contacted, response awaited
Services	Follow up on town lights requested. DW&BS followed up on this and still no response. CEO to contact the ombudsman.	Completed	
Housing	Complaint about housing. Family in the community has housing application but paying for a house in Lockhart. CEO asked to investigate and report back.	Completed	

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### **6.2.1 Commencement Date for New Chief Executive Officer**

New CEO Mr Stephen Wilton visited Community on Thursday 19 September and unloaded some of his personal possessions. He confirmed that he will commence duties on Monday 30 September 2019.

#### **RECOMMENDATION:**

That Council notes and agrees to the revised commencement date of 30 September 2019 for the appointment of Mr Stephen Wilton as the Chief Executive Officer of Wujal Wujal Aboriginal Shire Council and

That CEO Mr Stephen Wilton be authorised to exercise all delegated authorities on behalf of Council including signing and authorising transactions on all of Council's bank accounts held at Westpac Banking Corporation and the ANZ Bank and removal of any signing authorities for past employees.

### **6.2.2 New Senior Staff Appointments**

#### **Director Finance & Corporate Services**

Mr Harish NAIR commenced duties on Monday 23 September 2019 and his primary focus is to investigate and confirm Council's cash flow situation and preparation of the financial statements for 2018/19 in readiness for audit by the Queensland Audit Office. Mr Nair will present a verbal over view report of Council's financial position to the 26 September ordinary meeting.

#### **Manager of Finance**

Ms Lynette Simbil commenced in this role on Friday 20 September 2019 in a temporary capacity for two months to 30 November 2019 (with the option to extend) and her primary focus is to review and complete Council's bank reconciliations, review our suspense accounts, review and update progress on financial requirements and acquittals of all government grants and provide support to the DCFS and DWBS and Finance staff.

If she does not extend her appointment, recruitment will commence for a replacement.

### **6.2.3 Annual Audit by Queensland Audit Office**

Under the Act Council is required to have the annual audit for 2018/19 completed by 31 October and the annual report completed by 30 November 2019.

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After consultation with Mr Tim Cronin of Vincent Accounting on his site visit on 9 – 11 September and with Mr Andy Smith of Pacifica, it was clear that Council would not have a set of financial statements ready for the QAO team who were scheduled to be onsite on 8 October (already deferred from 9 September).

After discussions with the QAO I have applied for an extension of time for completion of the 2018/19 audit, adoption of financial statements and adoption and publishing of the annual report.

**RECOMMENDATION:**

Council note and confirm the actions of the I/CEO in applying for an extension of time to 28 February 2020 for the completion of the 2018/19 audit, adoption of financial statements and adoption and publishing of the annual report.

**6.2.4 Visit by the Auditor General**

The Qld Auditor-General Mr Brendan Worrall and his Director Mr Sri Narasimhan will visit the Mayor, I/CEO and DFCS in the afternoon Thursday 26 September as part of his tour around local governments throughout the State. This is an impressive undertaking by the A/G and Council is fortunate that he and his Deputy are visiting WWASC. As his visit will coincide with the ordinary meeting, it will be necessary to adjourn the meeting for a period.

**RECOMMENDATION:**

Council note that the Qld Auditor-General will visit with the Mayor and senior staff on Thursday 26 September 2019 and that Council will adjourn the ordinary meeting for this purpose.

**6.2.5 Appointment of New Replacement Councillor**

Following the decision at the 22 August ordinary meeting ref: 1722082019 to defer the appointment of a new Councillor to fill the vacancy caused by the disqualification of former Councillor Vincent Tayley on 5 July, application was made to Minister for Local Government request he provide approval under Section 175F of the Local Government Act 2009 for a quorum of Councillors to participate in a meeting to consider and appoint a replacement Councillor.

On 18 September 2019 written approval was received advising that the Minister has provided Councillor Desmond Tayley, the Mayor and Councillors Robert Bloomfield, Bradley Creek and Reagan Kulka with

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written notice that approval is granted to participate in the meeting of 26 September 2019 in the decision-making regarding the appointment of a replacement Councillor, despite their personal interests in the matter.

As previously reported, two nominations have been received at the close of nominations on Monday 5 August 2019, being:

- Clive Deric FLEWELL-SMITH, 73 Douglas Street Wujal Wujal
- Vanessa Marie TAYLEY, 4 Heroin Street Wujal Wujal

**RECOMMENDATION:**

That in accordance with section 166(5)(a) of the Local Government Act 2009, Council formally appoints:

*(HERE INSERT NAME)*

to fill the vacancy of Councillor of the Wujal Wujal Aboriginal Shire Council until the next Local Government election to be held in March 2020.

**6.2.6 Vanilla Bean Plantation Project**

Following the decision of Council at the August ordinary meeting, correspondence has been forwarded to the proposers of the project advising that Council has agreed in principle to allocate land for the production plant and plantation and that a draft lease is to be prepared.

To enable the preparation of the lease and to ensure clarity on the many administrative and legal issues associated with project, the proposers of the project have been invited to provide their representations on the following:

1. Inclusion in the lease of a detailed agreement on the benefits which will accrue to our Community in the form of employment of people from our Community and the forecast economic impact for Wujal Wujal.
2. Details being agreed and incorporated on the infrastructure to be provided by the lessee and ownership of assets at the expiration of the lease.
3. Name and legal structure of the leasing entity.
4. Annual lease fee if any.
5. Responsibility for costs of legal fees, survey fees, planning fees, site preparation, connection to water and sewer costs, State Government costs and the like.
6. Anticipated water usage and energy requirements.

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7. Submission of a detailed plan of proposed infrastructure together with concept drawings.
  8. Preparation of a Business Plan.
  9. Preparation of an environmental impact statement having regard to the site being located within the Great Barrier Reef Marine Park.
  10. Project plan for delivery with timelines.

Discussions have commenced with Council's solicitors on the requirements for the draft lease and with DATSIP on Lot number and change of planning zone on the master plan.

**RECOMMENDATION:**

Council note that the proposers of the Vanilla Bean Plantation Project have been advised of Council's approval in principle to the allocation of land for the project and they have been invited to make representations on matters for incorporation in the draft lease.

**6.2.7 Application for Community Banking Agency**

At the 22 August, ordinary meeting Council agreed to execute as a matter of urgency the Australia Post banking transactional services agreement to enable community banking to continue following the withdrawal of CBA services at the end of September 2019.

The application and associated documentation have been lodged and Australia Post will commence a Community Banking service in the first week of October 2019 from the Wujal Wujal post office. Security checks of relevant Council staff are in progress and officers from Australia Post will be in Wujal Wujal the week of 30 September to conduct staff training and manage the "go live". The service will enable the continuation of banking for Community members who are on Commonwealth Bank passbooks as well as Epos transactions as Australia Post operates under the Commonwealth Bank umbrella. CBA have agreed to maintain their service through the first week of October until the change-over to Australia Post.

**RECOMMENDATION:**

Council note the agreement with Australia Post for Council to become a Community Banking Agent out of the Wujal Wujal Post office has been executed and the service will change-over seamlessly from CBA to Australia Post during the week commencing 30 September 2019.

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#### **6.2.8 Provision of Sport and Recreation Services to Community**

Following Council's decision to offer to Qld Sport and Recreation that Council is willing to auspice the delivery of sport and recreation services to the Community rather than transfer of the service delivery from PCYC to the Justice Group through to 30 June 2020, the Mayor and Interim CEO participated in a teleconference with Mr Ian Lowth, Manager Far North Region Sport and Recreation Qld.

Mr Lowth took on board Council's representations and subsequently advised by email that:

- The current contract with PCYC will end 30 June 2020.
- The Department is developing details of a new program to replace the PCYC arrangement from 1 July 2020.
- At this stage the Government's likely preference is to base a new sport and recreation service around the Government directly employing permanent full-time staff to deliver s & r activities in Community.
- The Department will meet with Council to consult before a decision is made.
- Whilst noting Council's preference, given Council's recent and ongoing recruitment of senior staff, the Department would like to seek Council's endorsement for the PCYC/Justice Group proposal bearing in mind the Department is contractually bound to the PCYC through to 30 June 2020.
- He has spoken with Paul Phillips (PCYC) and Jon Anthonis (Justice Group) who have lined up some casuals to work on the program including assisting with upcoming Camps and the September school holiday program.

Approval has been granted to enable the provision of services in the September Holidays. With the difficulty of Council in recruiting and managing sport and recreation programs in the short term, it is recommended that Council agree to the PCYC/Justice Group proposal on the basis that clear KPI's and milestones are put in place to monitor the arrangement.

#### **RECOMMENDATION:**

That Council endorse the PCYC/Justice Group proposal by the Department of Sport and recreation for the delivery of services to the Wujal Wujal Community for the period 1 October 2019 to 30 June 2020 subject adequate KPI's and milestones being put in place by the Department to ensure adequate delivery of service is achieved, and

Council requests the Department to engage in prior consultation before the adoption of a service delivery model for sport and recreation from 1 July 2020.

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### **6.2.9 Ministerial Champion – Proposed Showcase of Wujal Wujal Community at State Parliament**

The Hon. Leeanne Enoch MP, Minister for Environment, Great Barrier Reef, Science and the Arts and Ministerial Champion for Wujal Wujal, has invited WWASC to prepare and present a program which will Showcase Wujal Wujal Community Achievements at State Parliament House on Tuesday 26 November 2019.

It is important that the presentation be truly excellent to do justice to our Community and past and present achievements, so prepare for this on Friday 20 September I convened a workshop of key staff to plan the Showcase material and program.

Those present were Cultural Advisors Marie Shipton, Bill Harrigan, Director Works Victor Mills, Executive Assistant Vanessa Kennedy and I/CEO.

The session was productive with the following outcomes:

1. The theme could be along the lines: Our Past, Our Present, Our Future OR Where we have come from, What we have Achieved and Our Aspirations.
2. An embryonic PowerPoint is under preparation, drawing on past Annual Reports, will be developed into a presentation to possibly include some form of voice over, video clips, interviews or narrative from appropriate Elders from Community e.g Bobbie Ball, possibly with the assistance of suitable media expertise from your end,
3. Vanessa will liaise with our Cultural Advisors Marie and Bill to develop historical content including photos and Auntie Lyla Creek will be contacted for advice.
4. The production of "Take Away" kits will be explored which may utilise Dilly bags from the ladies at Justice, e.g. Lucille and Doreen
5. Our history is embodied in our Community Art and Song. We will consider how this can be incorporated into the Showcase. Maybe a community artist/s can be preparing art in the meeting room.
6. Desirably some form of brochure or pamphlet or booklet could be prepared for issue with the assistance and lead of your media production people.
7. Develop a banner/s for display on the day with the assistance of your production team.
8. Explore the option of having merchandise on sale.

9. It would be desirable to have key personnel present, e.g. Cultural Advisor/s, Artist/s, Mayor, Executive Assistant and/or others.
10. The I/CEO and Exec Assistant will meet with the Mayor and the Art Gallery Manager on Tuesday 24 Sept to seek further input and comment on the above.
11. The next meeting of the Working Group will be held during the week commencing 30 September, 2019.

The Minister's office has advised that a budget is available to fund the presentation.

#### **RECOMMENDATION:**

That Council accept the invitation from The Hon. Leeanne Enoch MP, Ministerial Champion for Wujal Wujal to prepare and present a Showcase of Wujal Wujal Community achievements at Queensland State Parliament House on Tuesday 26 November 2019 and the CEO report to the October meeting of Council on progress with preparation for the Showcase, noting that the Minister's office has advised that a budget is available to fund this..

#### **6.2.10 Housing Office New Premises in Wujal Wujal**

There has been work underway to prepare the office next to the community shop for use as the Housing Office and the current building used by Housing next to the SES premises would then be demolished.

As work was nearing completion last week, the Dept of Housing and Works advised that the following further modifications to the new office were required:

- Front Entrance – a ramp suitable for clients with mobility requirements, a temporary & long term solution will be required, **not possible as this will create a WH&S issue with access to store**
- A smaller meeting room-just enough space for a small round table and a few chairs- I am concerned about blocking the front doors and making the foyer area feel too closed in. **Complete**
- Front desk pushed back a little to give more space in the waiting area **sufficient space provided**
- Ensure front area can be locked/shut off from the foyer area for security this can be achieved by placing a door between the front counter and meeting room – preference would also be for a push button pin pad combination lock to be installed on the entrance side and deadbolt on the reverse side **Council can provide our master key system, if housing requires any system outside of what Council provides, this will have to be done by housing with approval of Council.**



- Definitely no stainless wire or glass over the front desk- Leave open  
**Definitely not**
- Remove wing wall from kitchen area to allow an open space **currently open space**
- One air conditioner possibly in the kitchen area **Air conditioner exists in this space**
- Two fans, one over the front desk and one in the meeting room **Fans installed in office space and at the back of front desk**
- Notice board in the foyer for information/displays on areas we are focusing on **is Council required to supply and install?**
- Brochure holders in foyer for frequently used forms, fact sheets **etc is Council required to supply and install?**
- Lockable cabinet- Store sensitive documents and EFTPOS machine **Council can provide a lockable cabinet, Eftpos???**
- Phone line at front desk – nb the one in the old office will need to be converted to the new office or cancelled **Housing to look into this**
- Two new chairs for clients in the foyer **Council can provide 2 X new chairs if required**
- Appropriate external signs **Housing to supply and Council can install**
- Wall mounted zip boil **is this required or are the officers happy with electric jug??**
- Suitable cupboard and drawer space to accommodate crockery and cutlery. **Provided**
- Front counter from old office space into the new office space.

Because of the costs and difficulties of complying with their requests, and conferring with DWBS I advised the Department that the offer is withdrawn and the Housing Office should remain in their current premises, with some agreed maintenance issues sorted out.

The Department responded immediately seeking reconsideration and consequently negotiations are continuing over the proposed new office space.

#### **RECOMMENDATION:**

That Council note negotiations are continuing with the Department of Housing and Public Works regarding whether the Housing Office will transfer to the new premises as planned and as is.

#### **6.2.11 Embrace Learning**

A separate confidential report will be presented addressing issues associated with this Company.

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### **6.2.12 Disaster Management Resilience Joint Councils Project**

Cook, Wujal Wujal and Douglas Shire Councils have been jointly funded under a program by the Australian and Queensland Governments (50-50) Community Development Program for the employment of a community development officer to

- To work across and engage the three communities to understand the diversity of recovery needs and aspirations of all groups
- To develop community-led recovery and resilience plans for each of the local governments, and
- To support and develop collaborative recovery and resilience programs across the three local government areas.

Cook Shire Council has completed the recruitment process and a community development officer will soon be appointed to commence the task.

#### **RECOMMENDATION:**

That Council note the funding by the Australian and State Governments of a community development officer position to develop recovery and resilience plans as a joint project by Cook, Wujal Wujal and Douglas Shire Councils and that Executive Assistant Vanessa Kennedy will represent Council on the Joint Council Steering Committee to manage the project.

### **6.2.13 Facebook Page**

At the August 2019 ordinary meeting staff reported on the possibility of producing a Facebook page for Council as a useful tool for Council to communicate with the Community. This would require preparation of protocols for management of the page including how to deal with offensive posts and to minimise criticism that the site would be a political advertising medium for the current Mayor and Councillors.

This remains work in progress and will be discussed with the new CEO for his advice.

#### **RECOMMENDATION:**

That Council notes the planning for the possible introduction of a Council Facebook page will await consideration and advice from the new CEO and for reporting to a future meeting of Council of appropriate protocols to manage and such site.

#### **6.2.14 Meeting Dates for 2020**

The following are recommended meeting dates for 2020, noting that meetings post the 2020 Local Government Elections in March 2020 will be determined by the new Council.

Ordinary Meeting 9.00a.m. Thursday 23 January 2020

Ordinary Meeting 9.00a.m. Thursday 20 February 2020

Ordinary Meeting 9.00a.m. Thursday 19 March 2020

#### **RECOMMENDATION:**

That Council adopt and publish on the website the following meeting dates for the period up to the 2020 Local Government Elections:

Ordinary Meeting 9.00a.m. Thursday 23 January 2020

Ordinary Meeting 9.00a.m. Thursday 20 February 2020

Ordinary Meeting 9.00a.m. Thursday 19 March 2020.

#### **6.2.15 Driveways on Wujal Wujal Southside**

As a result of representations by Ministerial Champion The Hon. Leeanne Enoch MP, an invitation will be received in the next two weeks to submit a price and a timetable for the construction of the driveways to the houses on the Southside from the road all of the way to the property boundaries at the expense of the Department of Housing. If the price is within the Department's budget Council will be contracted to undertake this work, as soon as possible after agreement is reached and before the wet season.

This is a significant break through as it appeared that Council was going to be required to pay for the work within the road reserve which is by far the major component of the project to provide all weather access to these properties.

The prior consent of Douglas Shire to undertake the works within the road reserve is required.

#### **RECOMMENDATION:**

That Council note the advice of a pending invitation to Council to price the construction of full all-weather accesses to the Southside houses at the cost of the Department of Housing and that staff will seek approval of Douglas Shire to undertake the work within the road reserve.

---

### 6.2.16 Organisational Chart

Under the Local Government Act 2009 Council is required to adopt an organisation chart at the time of adoption of the annual budget. This sets the workforce requirements to deliver the budget and operational plan and funding for the positions are included in the budget. The organisation chart is the basis for the CEO to recruit and appoint staff.

The current organisation chart is out of date and requires review and refinement to suit Council's current needs, services, works program and budget.

A draft is being prepared and will be tabled at the ordinary meeting for comment and referral to the new CEO for his consideration before presentation to a future meeting of Council for adoption.

#### **RECOMMENDATION:**

That Council receive the draft organisation chart and refer it to the new CEO for consideration and refinement and referral back to a future meeting of Council for adoption.

### 6.2.17 List of Projects and Programs

Council has a significant number of projects and programs which have been approved and are funded by Government Departments and which are in various stages of implementation.

It is critical that Council have a full understanding of:

- what has been approved,
- funding source and amount,
- delivery plan and timelines,
- status of implementation, and
- reporting milestones and acquittal deadlines.

This list is being compiled and if finalised, will be tabled at the September meeting of Council. Once prepared, it would be advisable that this list be reported to each monthly meeting of Council.

#### **RECOMMENDATION:**

That the CEO prepare a detailed list of all externally funded projects and programs to each monthly meeting of Council so that Council be assured that these projects and programs are adequately managed.

---

### 6.2.18 Water and Waste Water Essential Service Operators'

<b>Reporting Period</b>	August 2019
<b>Department</b>	Water and Waste Water
<b>Reporting Officer</b>	Michelle Barath

#### **Waste water**

**Ian Hocking** is the new **Essential Services Co-ordinator** for Wujal Wujal council. He brings with him a wealth of knowledge and experience that will serve the council well.

Already, under his supervision and guidance, the Wastewater Treatment Plant is producing better quality treated effluent and essential maintenance activities are being routinely conducted.

The Irrigation area at Southside is operating in a temporary mode (above ground release) until a permanent solution can be implemented.

DES (Department of Environment and Science) are aware of this situation and WWASC is collecting samples of the treated effluent weekly to confirm compliance.

The Site Based Management Plan (SBMP) is still being reviewed and should be completed by C.O.B. next week.

A service provider is currently being sourced to remove & transport the biosolids that are produced at the Wastewater plant.

There is no available historical data to support previous disposal methods. This activity requires disposal and transport documentation for compliance with the regulators (DES).

#### **Water**

Aquamanage have agreed to be our single service provider for the Water Treatment plant and associated infrastructure.

This will provide cost savings to council by reducing the number of private contractors required for maintaining the technical infrastructure associated with the Water treatment plant. It will also provide a more regular servicing schedule which will give better performance reliability of infrastructure.

A critical spares inventory is currently being compiled and sourced.

---

Currently, there are no critical spares available and given the “remoteness” of Wujal Wujal, it takes time to source and have onsite what is required to provide a reliable continued water supply to the community so we regard this task a priority.

During the last verification monitoring excursion for water quality around the community, the Ayton residence (13 West street) was found to have a high e.coli count.

Housing confirmed that the treatment system located at the residence had been serviced in late June 2019.












A BOIL WATER ALERT was issued to this residence and the water tank that supplies the house was dosed with chlorine and drained, flushed and refilled. The downpipe from the roof to the tank was also diverted to the ground and the water was retested for e.coli using our in house colisure method and also using the Cairns laboratory for verification.









Results have confirmed no presence of e.coli but the residents have been advised that the BOIL WATER ALERT remains in place until further sampling shows consistent results.




Cairns Tropical Health unit and Housing have been advised of the situation and further talks with them and WWASC to determine who is responsible for the associated water supply infrastructure is required.  
**(Further report tabled)**

## Wujal Wujal Water and Waste Water Monthly Kpi Performance Scorecard

Month:.....September.....Year:.....2019.....

Work Area	Kpi Criteria	Drinking Water	Waste Water	Comments
<b>Operations</b>  Responsible Person:  Ian Hocking  Co-ordinator W & WW.	Treatment Plant daily checks completed and results records in diary & log sheets.			Daily checks completed & recorded for all operational days during month.
	Daily free chlorine and turbidity testing completed in community and results recorded.		n/a	Daily checks completed & recorded for all operational days during month.
	Monthly E.coli testing for water completed. Compliance testing of treated effluent conducted.  Verification results received from Cairns Laboratory			Water & Waste water testing completed for the month, results within compliance requirements.
	Monthly service and maintenance activities completed for WTP and WWTP			Operators completed all monthly service requirements.
	Quarterly service and maintenance activities completed at WTP and WWTP.			Operators completed all service & maintenance activities.
	Weekly meetings between Essential Services Staff and Supervisor.			Completed

<b>Regulatory Compliance</b>  Responsible Person:  Michelle Barath	Daily and monthly water testing results collated weekly and prepared for regulatory reporting			Completed
	Monthly SCADA data recorded for regulatory reporting.			All flow meters associated with Water & Wastewater & SCADA require calibration. Service provider currently being sought.
	Weekly QA checks completed for WTP and WWTP			Completed
	Water or environmental incidents are notified to the regulator within required timeframe			No reportable incidents

Kpi Criteria	Scorecard Result
Unsatisfactory – Requires immediate attention	
Needs Improvement – Requires attention	
Satisfactory – No follow up issues required	





Cairns Regional Council Water & Waste  
Laboratory Services  
38 MacNamara Street  
MANUNDA, QLD 4870  
Australia

Tel: (07) 4044 8344  
Fax: (07) 4044 8333  
email: laboratory@cairns.qld.gov.au

## Certificate of Analysis

### Final Report

Project No: 098141  
Report ID: 34483  
Wujal Wujal - Drinking Water Verification

Attention: Michelle Barath  
Client: Wujal Wujal Aboriginal Shire Council  
Address: Wujal Wujal Aboriginal Community  
via COOKTOWN QLD 4895

Date Received: 3/09/2019 2:50pm  
Date Issued: 06-Sep-2019

The sample(s) referred to in this report were analysed by the following method(s):

Analysis	Method	Laboratory	NATA Accredited
Coliforms	USEPA 1604	Cairns Regional Council Water & Waste (Accreditation # 14206)	✓
EC, pH, Alkalinity, Turbidity	TPP030 / 050 / 010 / 090	Cairns Regional Council Water & Waste (Accreditation # 14206)	✓
Heterotrophic Plate Count (2)	APHA 9215	Cairns Regional Council Water & Waste (Accreditation # 14206)	✓

The result(s) in this report were authorised by:

Name	Title	Qualifications
Alex Chapman	Scientist (Microbiology)	B. Sc. (Microbiology), Grad Cert ESD
Alosha Michalenko	a/Scientist (Microbiology)	B. App. Sci. (Food & Nutrition)
Dr. Francoise Pieltain	Senior Scientist (Chemistry)	Ing. Agr., Ph.D MRACI C Chem

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Page 1 of 8

Principal Contact for this Report:

Dr. Francoise Pieltain  
Senior Scientist (Chemistry)  
Ing. Agr., Ph.D MRACI C Chem



LRN: 731275

Date Sampled: 03-09-2019 7:30am

**Wujal Wujal - #1 Bamboo House**

Received at Lab: 03-09-2019 03:10pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Physical Properties</b>					
731277 EC, pH, Alkalinity, Turbidity	pH	7.2	6.5 - 8.5	<0.1	03-09-2019
EC, pH, Alkalinity, Turbidity	Turbidity	<0.1 NTU	≤ 5 NTU	<0.1	03-09-2019

LRN: 731278

Date Sampled: 03-09-2019 7:45am

**Wujal Wujal - #2 HAAC**

Received at Lab: 03-09-2019 03:10pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Physical Properties</b>					
731280 EC, pH, Alkalinity, Turbidity	pH	7.2	6.5 - 8.5	<0.1	03-09-2019
EC, pH, Alkalinity, Turbidity	Turbidity	<0.1 NTU	≤ 5 NTU	<0.1	03-09-2019

LRN: 731281

Date Sampled: 03-09-2019 7:50am

**Wujal Wujal - #3 Technical Services Workshop**

Received at Lab: 03-09-2019 03:10pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Physical Properties</b>					
731283 EC, pH, Alkalinity, Turbidity	pH	7.2	6.5 - 8.5	<0.1	03-09-2019
EC, pH, Alkalinity, Turbidity	Turbidity	<0.1 NTU	≤ 5 NTU	<0.1	03-09-2019

LRN: 731284

Date Sampled: 03-09-2019 7:55am

**Wujal Wujal - #4 Kindergarden**

Received at Lab: 03-09-2019 03:10pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Physical Properties</b>					
731286 EC, pH, Alkalinity, Turbidity	pH	7.2	6.5 - 8.5	<0.1	03-09-2019
EC, pH, Alkalinity, Turbidity	Turbidity	<0.1 NTU	≤ 5 NTU	<0.1	03-09-2019

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LRN: 731287

Date Sampled: 03-09-2019 8:00am

Wujal Wujal - #5 Art Centre

Received at Lab: 03-09-2019 03:10pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Physical Properties</b>					
731289 EC, pH, Alkalinity, Turbidity	pH	7.3	6.5 - 8.5	<0.1	03-09-2019
EC, pH, Alkalinity, Turbidity	Turbidity	<0.1 NTU	≤ 5 NTU	<0.1	03-09-2019

LRN: 731290

Date Sampled: 03-09-2019 8:05am

Southside - House #1/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731291 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731291 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

LRN: 731293

Date Sampled: 03-09-2019 8:10am

Southside - House #2/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731294 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731294 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	100 CFU/mL		<10	03-09-2019

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LRN: 731296

Date Sampled: 03-09-2019 8:15am

Southside - House #3/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731297 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731297 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	30 CFU/mL		<10	03-09-2019

LRN: 731299

Date Sampled: 03-09-2019 8:30am

Southside - House #4/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731300 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731300 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

LRN: 731302

Date Sampled: 03-09-2019 8:35am

Southside - House #5/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731303 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731303 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

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LRN: 731305

Date Sampled: 03-09-2019 8:40am

Ayton - House#7

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731306 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731306 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	20 CFU/mL		<10	03-09-2019

**Guidelines:**

Australian Drinking Water Guidelines 2011 Aesthetic Guidelines (v3.5)

LRN: 731308

Date Sampled: 03-09-2019 8:45am

Southside - House #8/10 CT/B Road

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731309 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731309 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	10 CFU/mL		<10	03-09-2019

LRN: 731311

Date Sampled: 03-09-2019 8:50am

Southside - House #6/10

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731312 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731312 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	10 CFU/mL		<10	03-09-2019

**Guidelines:**

Australian Drinking Water Guidelines 2011 Aesthetic Guidelines (v3.5)

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LRN: 731314

Date Sampled: 03-09-2019 8:30am

Ayton - House#1/9 West Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731315 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731315 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

LRN: 731317

Date Sampled: 03-09-2019 8:35am

Ayton - House#2/13 West Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731318 Coliforms	E. coli	78 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	>100 CFU/100mL		<1	03-09-2019
731318 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	2800 CFU/mL		<10	03-09-2019

LRN: 731320

Date Sampled: 03-09-2019 8:40am

Ayton - House#3/15 West Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731321 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731321 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	20 CFU/mL		<10	03-09-2019

This report should not be reproduced, except in full

LRN: 731323

Date Sampled: 03-09-2019 8:45am

Ayton - House#4/18 West/Third Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731324 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731324 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

LRN: 731326

Date Sampled: 03-09-2019 8:50am

Ayton - House#5/16 Third Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731327 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731327 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	<10 CFU/mL		<10	03-09-2019

LRN: 731329

Date Sampled: 03-09-2019 8:55am

Ayton - House#6/14 Third Street

Received at Lab: 03-09-2019 03:00pm

Method	Analyte	Result	Guideline	LOR	Date Started
<b>Microbiology</b>					
731330 Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731330 Heterotrophic Plate Count (2)	Heterotrophic Plate Count	10 CFU/mL		<10	03-09-2019

This report should not be reproduced, except in full

LRN: 731332

Date Sampled: 03-09-2019 9:00am

Ayton - House#7/16 Broadway Street

Received at Lab: 03-09-2019 03:00pm

	Method	Analyte	Result	Guideline	LOR	Date Started
	<b>Microbiology</b>					
731333	Coliforms	E. coli	<1 CFU/100mL	< 1.0 CFU/100mL	<1	03-09-2019
	Coliforms	Total coliforms	<1 CFU/100mL		<1	03-09-2019
731333	Heterotrophic Plate Count (2)	Heterotrophic Plate Count	10 CFU/mL		<10	03-09-2019

### Explanatory Notes for this Project

#### Abbreviations Used

LRN = Laboratory Reference Number

LOR = Limit of Reporting

Responsibility for sampling lies with the CUSTOMER. Samples analysed as received.

#### Samples/Container non-compliances:

Bacteriological testing sample containers were not received for the following sites:

Wujal Wujal - #1 Bamboo House

?Wujal Wujal - #2 HAAC

?Wujal Wujal - #3 Technical Services Workshop

Bacteriological testing has been cancelled on these samples.

#### Holding time breaches:

If applicable, samples for pH and/or chlorine that are not received within 15 minutes of sampling exceed holding times specified in the APHA (2017), which states these analyses should be analysed immediately; within 15 minutes.



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### 6.2.19 Correspondence

#### Cultural Advisors Report

Day	Date	Activity
Tues/Thurs	17-19 Sept	Education Forum in Cairns at Good to Great Schools
Fri	20 Sept	Red Earth Students welcome
Mon/Tues	23/24 Sept	Jabalbina Rangers, plus Park Rangers smoking ceremony on Country

#### **RECOMMENDATION:**

That Council receives and adopts the Interim Chief Executive Officers report for the month of September 2019.

**Interim Chief Executive Officer  
John Kelly  
16 September 2019**

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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 26 September 2019



### 6.3 Director Finance & Corporate Services Report

6.3.1 Verbal report to be advised.

**RECOMMENDATION:**

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

---

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 26 September 2019



### 6.4 Director Works and Building Services Report

- 6.4. Executive Summary
- 6.4.1 Building
- 6.4.2 Bas Responsive Maintenance – August 2019
- 6.4.3 Capital and Minor Works
- 6.4.4 Waste and Waste Water
- 6.4.5 Art Centre – Vikki Burrows
- 6.4.6 Community Care – Stephanie Dick
- 6.4.7 IKC Report – Kylie Mills
- 6.4.8 Kindergarten – Coraleen Shipton
- 6.4.9 Centrelink – Marie Shipton
- 6.4.10 Bank/Post Office – Neal Ransom
- 6.4.11 Animal/Environmental Management – Patrick Nandy

---

**Action items from previous Council meetings:**

Date:	Action	Status	Comment
<b>CEO REPORT</b>			
6.2.5 Capital Projects Register	A tap, pressure hose, ramp to tie boats up and lights could be included at the Boat Ramp in the plans. Include in development plans.	In Progress	
<b>DW&amp;BS REPORT</b>			
6.5.3 Animal Management	That Council reviews vet and pound fees surrounding Animal Management procedures and practices. Council puts a process in place for unpaid impoundment fines and then advises these at a community meeting information session	Ongoing	
6.5.4 Civil Construction	Prepare an estimate of cost to convert the AFL field to a Rugby field. Report back to Council.	In Progress	
<b>GENERAL BUSINESS</b>			
General Business	Operators lifting heavy loads. DW&BS to address this.	Completed	

---

**Report to:** CEO, Mayor and Councillors  
**Subject:** Works and Building and Community Care Services Information Report  
**Date:** September 2019  
**Prepared by:** Director of Works and Building Services  
**Status:** Information

---

### Executive Summary

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

---

#### 6.4.1 BUILDING

REPORT DATE		PROJECT NAME	PREPARED BY
19/09/2019		Building	Patrick Nandy

**Smoke Alarm Project:** Works Completed, invoicing to proceed.

Big thanks to Ken, Pando, Clancy, Courtney and Wendy for putting in the hard yards to help get this project done by due date.

#### ***BAS PORTAL***

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders	58	269	\$80,480.80
Smoke Alarm Project	82		\$93,225.00

---

**BUDGET OVERVIEW**

BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
B11942 OT Dismod	\$36,250.00		119A Hartwig St
U93255 Dismod/Tiling	\$11,970.00		18 Keim St
U93190 Dismod/Tiling	\$28,728.00	100%	48 Louis St
U96152 Retaining Wall	\$26,000.00	100%	9 West St
B09866 Laundry Upgrade	\$7,400.00	40%	33 Hartwig St
B10020 Roof Upgrade	\$49,600.00	98%	44 Douglas St
B09929 Various Works upgrade	\$40,660.00		22 Hartwig St
B10698 internal/external paintworks	\$52,927.50	50%	44 Douglas St 91 Louis St
B01516 Smoke Alarm Project	\$87,227.80	97%	Various Houses
B13875 Kitchen Upgrade	\$8,590.00		41 Hartwig St
B13873 Kitchen Upgrade	\$14,674.00		15 Keim St
B13872 Cupboard Upgrade	\$1232.00		72 Douglas St
B13872 Cupboard Upgrade	\$1820.00		71 Douglas St

---

### **DEMOLITION OF CONTRACTORS QUARTERS:**

Demolition will start Tuesday 24<sup>th</sup> September. Mark cassar has the contract for demolition.

Engaging an architect to design new 8 single self-contained units. slab on ground, besser block construction with communal laundromat and bbq area.

#### **6.4.2 BAS RESPONSIVE MAINTENANCE – July/August 2019**

WORK ORDERS CURRENT IN PORTAL	58	Including smoke alarm program (90)	
INVOICED OUT RESPONSIVE	269		\$80,480.80
INVOICED OUT PLANNED			
<b>TOTAL INVOICING</b>		\$	\$80,480.80

#### **6.4.3 CAPITAL AND MINOR WORKS**

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

###### **Program Summary**

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

The program is broken down into the following categories;

- 2018 NDRRA March Event Restoration of Essential Public Assets (REPA)
- 2018 DRFA December Event Counter Disaster Operation (CDO)
- 2019 DRFA January – Feb Event Counter Disaster Operation (CDO)

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

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

## **Design**

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

### **Design Report**

The Design Report for China Camp Road Land Slips has been prepared, the cost estimate for construction has been attached as **Appendix 2. - Alternative Costs for CCR**.

### **Design Phase – Hold Point**

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

### **Design Issues**

No major design issues have been encountered.

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



---

## Applications and Approvals

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

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

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

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

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

## Procurement

### Design

Procurement may commence on the flood recovery works. Orion will advise on any procurement items.

### Legal

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

### Construction

**NDRRA** – no construction works scheduled due to redamage under 2019 **DRFA** event.

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## **Construction**

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

The Queensland Reconstruction Authority has completed the infield assessment for the reconstruction of China Camp Rd. The recommended value of \$3,850,779.38 has been submitted for the second review process. This process will take approximately one (1) month. Once the review process is complete, the QRA will notify the CEO of Wujal Wujal Council with a formal letter.

A procurement plan is being established for the landslip works to determine best practices in delivering these works.

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

The Queensland Reconstruction Authority has approved \$700,000.00 for the upgrade works of a place of refuge for the community, this is in addition to the \$1.1m committed by the Department of Prime Minister and Cabinet. There still exists a funding shortfall of 2-3m for a new build of a place of refuge, Orion Project Consulting will continue to facilitate negotiations with funding bodies to identify additional funding opportunities. Orion Project Consulting have prepared the funding applications which were submitted to LGGSP for the funding Shortfall. These applications were submitted through the LGGSP portal and can not be attached as an appendix.

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

### **Program Summary**

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

- The replacement of the Waste Water Treatment Plant

Additional works required is broken down into the following categories;

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

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

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

## **Design**

The design report has been prepared by GANDEN Engineers and Project Managers.

### **Design Report**

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

### **Design Issues**

No major design issues have been encountered with the preliminary design documentation.

The design documentation consists of drawings, specifications and cost estimates. The preliminary concept design have been provided to DLGRMA who have reviewed the designs as part of their approval process.

The Final Concept Design Report has been completed and the Contract Tender Documents have been issued.

### **Applications and Approvals**

All statutory approval will the responsibility of successful contractor

## **Procurement**

### **Design**

No further procurement activities are forecast for this reporting period.

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## Legal

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

## Construction

Two tenders have been submitted to Council.

The tenders are currently being evaluated.

Council will hold tender clarification meetings with both tenderers within the next two weeks prior to finalising the assessment phase of the tenders.

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

## Construction

### ICCIP WWTP Replacement

Following the appointment of the successful contractor, construction is expected to commence in early December with an expected construction period of 10 months.

### Waste Water Treatment Plant Compliance Visit –

Department of Environment Services (DES) awaiting notice of DES availability. Temporary WWTP Disposal Licence is required during Refurbishment Works at the Plant and a final Disposal Licence to be reviewed for the completion of the works. DES have not advise of a date for their site visit.

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

##### **Program Summary**

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

- The replacement of the transfer station
- Bloomfield River Crossing

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

##### **Design**

The detailed design report has been undertaken and completed by AECOM. Orion Project Consulting is preparing the tender schedule as per the original design and will be completed by 16 August 2019. Procurement of the works will not commence until the procurement plan has been established and signed off by Council.

##### **Design Report**

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

##### **Design Issues**

No major design issues have been encountered.

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

All statutory approval will the responsibility of successful contractor. Future funding application should there be a requirement for the pipe size increase due to increases in the size of the community as a result of the realignment of Shire Boundary would be sought under the Local Government Grants and Subsidies Program administered by DLGRMA. Council to complete an operational works application to be submitted to Douglas Shire Council for the works taking place on the Bloomfield Bridge. Douglas Shire Council will respond within two (2) weeks of receiving the application.

##### **Procurement**

##### **Design**

No further procurement activities are forecast for this reporting period.

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## Legal

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

## Construction

The construction contractor will be procured through open market tender at the late July.

Tenders received by two (2) contractor. Tender assessment phase ongoing. Anticipated Award date of Friday 27<sup>th</sup> September 2019.

Construction timeframe is expected to be 12 weeks.

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

## Construction

### Transfer Station

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

### Bloomfield Crossing

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

## Financial status

### Project Cost Allocation

<b>Original Cost Allocation:</b>	<b>\$ 11,730,275.78</b>
78NDRRA 13.18 Cape Tribulation - Bloomfield Road	\$ 1,043,918.00
NDRRA 13.18 China-Camp Road	\$ 2,178,416.00
NDRRA 13.18 Outstation Access Road	\$ -
NDRRA 13.18 Contingency	\$ 1,094,537.60
NDRRA 13.18 Escalation	\$ 273,634.40
NDRRA 13.18 Project Management	\$ 547,268.80
NDRP 12.18 Place of Refuge	\$ 700,000.00
W4Q Staff Accom 109 Louis	\$ 42,857.14
W4Q Staff Accom U1LDoug	\$ 42,857.14
W4Q Staff Accom U2LDoug	\$ 42,857.14
W4Q Staff Accom 145LDoug	\$ 42,857.14
W4Q Staff Accom 146LDoug	\$ 42,857.14
W4Q Staff Accom 147LDoug	\$ 42,857.14
W4Q Staff Accom 148LDoug	\$ 42,857.14
W4Q Contractor Accom \$300K	\$ 300,000.00
W4Q Depot Office Upgrade \$500K	\$ 500,000.00
CYIF Waste Transfer Station	\$ 948,815.00
CYIF Boat Ramp	\$ 270,000.00
Boat Ramp Design & Tender Docs	\$ 50,000.00
Boat Ramp Concrete Works	\$ 50,000.00
CYIF Water Main Xing Bridge	\$ 258,000.00
Water Supply Bridge Crossover	\$ 284,186.00
ICCIP Replace fencing and construct roof over generator	\$ 18,000.00
ICCIP Wastewater, multiple	\$ 1,275,100.00
ICCIP Waste RPEQ	\$ 10,000.00
ICCIP SPS replace pumps(50k); major upgrade of treatment plant	\$ 1,550,000.00
ICCIP Replace membranes elements	\$ 50,000.00
ICCIP Replace emergency generator	\$ 28,400.00

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## Variation and EOTs

### Variation Status

NDRRA 13.18 Outstation Access Road \$2,224,510.50

The proposed works for the Outstation Access Road were deemed ineligible during the assessment phase by QRA, as a result Orion Project Consulting prepared and submitted a business case to Authority. The business case focused on the eligibility and essentiality of the Outstation Access Road to community members it services, the secondary part of the business case focused on precondition standard of the asset in order to prove the damage sustained to the asset was a direct result of the TC Cyclone Nora Event. The business case was reviewed by the QRA assessors. Orion Project Consulting have since informed the QRA after this review the 2019 event was so significant the requested 2,224,510.50 will not restore the asset to pre condition standards. Orion and QRA are looking at a Value for Money alternative to provide access to homeland residents under Category D – betterment funding.

### Extension of Time Claims

Requests for extensions of time were submitted for;

- Water Service Connection Repairs **Still require approval from Department for Local Government**
- Wastewater pipes on the Bloomfield River Bridge. granted by Department of Transport and Main Roads. **Still require approval from Department for Local Government for their contribution.**
- Waste Transfer Station - granted by Department of Transport and Main Roads.

### Other Works

- Tender for Bloomfield Bridge Crossing closed on 28 August 2019 submissions are being assessed, meet with Council Officers next week to finalise successful Tenderer.
- Tender for Waste Water Treatment Plant (WWTP) closed on 4 September 2019 submissions are being assessed, meet



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with Council Officers next week to finalise successful Tenderer.

- Preparing documentation for the Waste Recycling Centre.
- Alternate costing for the raising of the System Control Panel currently located in the Ablutions Block at the Sports Field received, need further discussions with Council Officers to determine the way forward.
- Continuing assessment of the Effluent Irrigation System.
- Ongoing discussions with the DES with respect to the Interim and Final Licensing requirements of the Waste Water Treatment Plant.
- Constant monitoring and adjusting the current WWTP operations.

Insurance Work – Topcon Builders

Southside Toilet Block

Practical Completion has been achieved.

Minor defects to be rectified by 30 August 2019.

#### **6.4.4 Water and Waste Water**

<b>Reporting Period</b>	August 2019
<b>Department</b>	Water and Waste Water
<b>Reporting Officer</b>	Ian Hocking Coordinator

- During the month we have cleaned all pits and screens for the sewerage plants.
- We have cleaned up both the water plant and grounds and also the sewerage

#### **Plant and grounds.**

- We are trying to clean up the quality of the effluent plant by recycling the waste through the plant daily which is improving the quality of the health department tests weekly, we will continue to do this.
- The sewerage plant is operating well.
- The water plant is operating well, all lines have been scoured weekly.

- The water quality is remaining at a steady level of around 2.5 parts per million of chlorine which is an ideal range. The testing has been coming back with good results from the laboratory except for house 13 Ayton which we identified E.coli in the water tank. The tank was treated with chlorine and drained which has removed the E.coli. Last week's laboratory test was clear.
- The building supervisor is removing the rainwater pipe to prevent this occurring again.
- We have installed a breakwater tank and drip irrigation on the effluent field next to the river,
- As the underground irrigation was not handling the flow. Royce from total eden cairns is quoting to fix this issue.
- Both plants are operating well

#### 6.4.5 Art Centre

<b>Reporting Period</b>	August 2019
<b>Department</b>	Art Centre
<b>Reporting Officer</b>	Vikki Burrows

Practical completion is scheduled for 20th September 2019. Topcon (Builder) has had electrical issues with this project however the PC date should not be affected. Defects inspection was conducted between Orion and Topcon

#### Highlights:

- We put an advertisement into the Art Collectors 2019 Guide to Indigenous Art Centres. I have a copy of the advertisement attached plus a book for the Mayor and the Councilors to have a look at.
- I attended the social media workshop Council held this month. This was an interesting workshop and we all learned new skills regarding social media, facebook etc.

#### Data:

- 35 new artworks were catalogued into the SAM system in August.
- The sales report for the month of August 2019 is attached.

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**Barriers and Issues:**

- No internet in current work area under the library. I can only hotspot internet via mobile phone. I have been working from home when I need to catalogue any artworks made into the SAM system.
- Waiting to hear from the insurance company to see if the artists can be compensated for any artworks damaged from the flood.
- Need financial reports so the art centre can do a strategic 4 year business plan.

**Funding/Agreements/Financials:**

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

**Resolutions:**

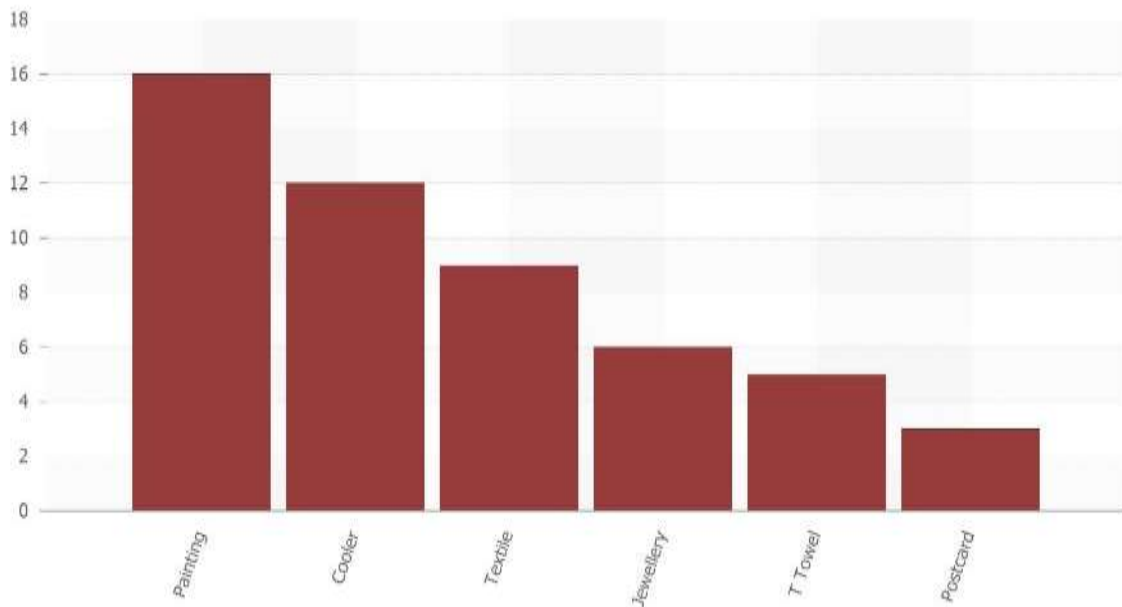
- The artists have been busy preparing new works for the reopening of the art centre. We have had great attendance this month with a few new artists and some older ones rejoining the group.
- Lila Creek had a good month, selling 3 of her large ochre paintings to visitors from Victoria.
- 



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

Sales from 01/08/2019 to 31/08/2019

Product	Items Sold	Value of Sales
Painting	16	\$6,570.00
Cooler	12	\$119.99
Textile	9	\$600.00
Jewellery	6	\$265.00
T Towel	5	\$100.00
Postcard	3	\$35.00
<b>Total Items Sold:</b>	<b>51</b>	<b>\$7,689.99</b>



#### 6.4.6 Community Care Coordinator AUGUST Month Report

Coordinator (CDSC): Stephanie Dick		For Month Ending: August 2019	
Statistics for the Month			
Admissions	CHSP	2	HCP 2 Disability 0
Discharges	CHSP	0	HCP 0 Disability 2
Number of Meals	CHSP	318	HCP 85 Disability 46
Number of Transport Trips	CHSP	113	HCP 32 Disability 0
Number of Hours	CHSP	2796	Disability 6
Activities conducted for Month			
Personal Care hours	0	Clinic Visits	22
Assessment hours	34		
Coordination hours	66		
Centre-based care hours	4480		
<ul style="list-style-type: none"><li>We have developed 26 aged care policies that will be required to us to continue to meet the new accreditation standards and which Council will need to approve. A further 6 Council Governance policies previously requested and under development by the A/DECD are still outstanding.</li></ul>			
Future Activities Planned			
<ul style="list-style-type: none"><li>Planning is well underway for the Cooktown Bowls Client Luncheon on Thursday 26th September 2019.</li></ul>			
Compliments			
Total Number for Month: 32	Positive feedback on activities <ul style="list-style-type: none"><li>Client Meal and Activity Satisfaction surveys have been done, Staffing working on Activity Schedule Sheet. Will have in place before next report due.</li></ul>		
Complaints			
Total Number for Month: 1	Angie Dick had approached the Aged Care Quality and Safety Commission (ACQSC) regarding management of Harry’s package. We have provided ACQSC with additional information however, it is anticipated that Angie will not accept this. This is a still ongoing.		
Suggestions for Improvement			

<ul style="list-style-type: none"><li>• We have reviewed the renovation specifications developed by the previous A/DECD and have submitted a modified renovation option to the Acting CEO so that all work undertaken is in line with grant funding guidelines.</li><li>• Menu and Meal analysis being done by apumipima in accordance to compliance. Ongoing meeting been conducted with the dietician monthly visits to Wujal Wujal .</li><li>• Renovations have started at the Community care centre.</li></ul>			
Monitoring Activities Completed for Month			
<ul style="list-style-type: none"><li>• New audit schedule developed and now aligned to the new Aged care Standards.</li><li>• Kitchen, cleaning and garden maintenance audits planned for September</li></ul>			
External Visitors			
Who	Reason for Visit	Who	Reason for Visit
DoH		DBMAS	
ACAT	Client service approvals	Clinic Visits	AHW/RN for client case conference
RAS	Client service approvals	Other	NDIS for client plan
Client Incidents			
Name of Client	Description of Incident	Result	
Jimmy Olbar	Fell, injuring Patella	Admission into Cairns Base Hospital, Discharged, Appointment in cairns waiting to be confirmed. Has been given a moon boot to assist with healing of knee cap.	
Staff Incidents			
Name of Staff Member	Description of Incident	Result	
NIL			
Client Comments			
Shirley Doboy- admitted into hospital – Case of Bronchitis and heart failure- Home visit conducted care plan review completed.			
It is anticipated that Ailan Williams NDIS plan is now been finalised. Staffing recording all services.			

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#### 6.4.7 IKC Report

<b>Reporting Period</b>	August 2019
<b>Department</b>	IKC AUGUST Report –
<b>Reporting Officer</b>	Kylie Mills

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#### ***Weekly Reporting Starting Monday 06 August 2019***

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- Created a brochure on what is available with the IKC membership, all the freebies SLQ offer as part of membership including ebooks, eaudiobooks, education and movies.
- Started the Statistical Report for State Libraries, have completed most of it and just need assistance with the financial aspects of the report. I have spoken with Lauren from State Libraries and they are having some issues with some of the questions and requirements of the reporting and are talking this through with LGC and would like me to wait until next week to progress with the report and go through the answers with them before submitting.
- Kindy came in on Wednesday and read some books and did some spirit hand paintings and some hand paintings, the large one is being displayed on the IKC wall. Due to the Cultural Advisor being on three weeks leave I will engage Aunty Marie and Uncle Bill for any cultural advice and lessons that the IKC would like to hold. Specifically Wednesday mornings with the Kindy Kids as this time was meant to be time to learn language and culture and they are already on staff.
- Discussed with Aurrumie what he took home from his visit with QUT and there appears there might be some issues on where the best placement for the 3D printer that we got grant money for should be placed. It gets very hot and dangerous and is very fragile and has a strong odour that will require ventilation as the plastics are harmful and can cause cardiovascular issues. One option is an enclosed booth with ventilation. I will do more research on options and costs.
- The Wujal IKC was awarded a grant for \$15,000 for the production of a language-based app for the community. Once the grant money is received we will order the Miramaa software and purchase the iPads as outlined in the grant submission. Once we have done this we will get a working group together and start with the kids doing drawings and taking photos to add to the app. It is envisaged that the kids will take ownership of the project to further enhance their computing and language skills.

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### ***Weekly Reporting Starting Monday 12 August 2019***

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- Elder came in looking for funding to create some language picture books for the younger kids to get a better grasp on local language. Had a look at the DATSIP website but nothing is available in the way of grants for this kind of project. Will look and see what other organisations are offering.
- Had community members coming in asking for help with transferring money, paying for license renewals and help with their mobile phones. Once we get some more computers and internet available I will start running one on one sessions with community members on how do these things for themselves and make themselves more comfortable with modern technology.
- Kindy kids came in for their regular Wednesday visit and we did a language activity on matching the Kuku Yalanji body part name to a picture. The kids really enjoyed it and did really well. We did have a complaint for the art centre about the noise that the kids make on their visits. The kids were being quiet well behaved today it is just the floor has no insulation and the noise is amplified downstairs. Will try to make sure that we keep the noise down in the future.
- QUT and two elders used the library space to write up a presentation for their speech at Pulima on next week in Darwin.
- Some of the older kids have been teasing the younger kids. We spoke with the kids doing the teasing and hopefully it will stop.
- Completed the Statistical Return for State Libraries annual reporting and forwarded to the CEO to complete the financial section and sign off.

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### ***Weekly Reporting Starting Monday 19 August 2019***

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- Monday was very quiet and not many people attended the IKC.
- IKC Coordinator opened Centrelink office for the week as Auntie Marie was away at the Pulima Conference in Darwin and no cover was organised. Coordinator assisted where she could but is not trained in Centrelink procedures so relied mostly on the community's self-service abilities and researched queries as best as possible.
- Wednesday the Hippy Program held a meeting in the IKC for the local parents of children aged 4-5 who are registered on the program, in attendance were the speech pathologists from QLD Health. It was quite disappointing that no community members attended the event even though there was ample notice and food supplied.



- 
- Kindy did not come on Wednesday due to IKC being booked and having complaints about the noise last week.
  - Created a list of all courses available through Lynda.com with and IKC membership. Lynda.com is part of the Linkedin group. Most are short courses that would be beneficial to many locals and council staff members who would like to do a bit of additional learning for free.

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### ***Weekly Reporting Starting Monday 26 August 2019***

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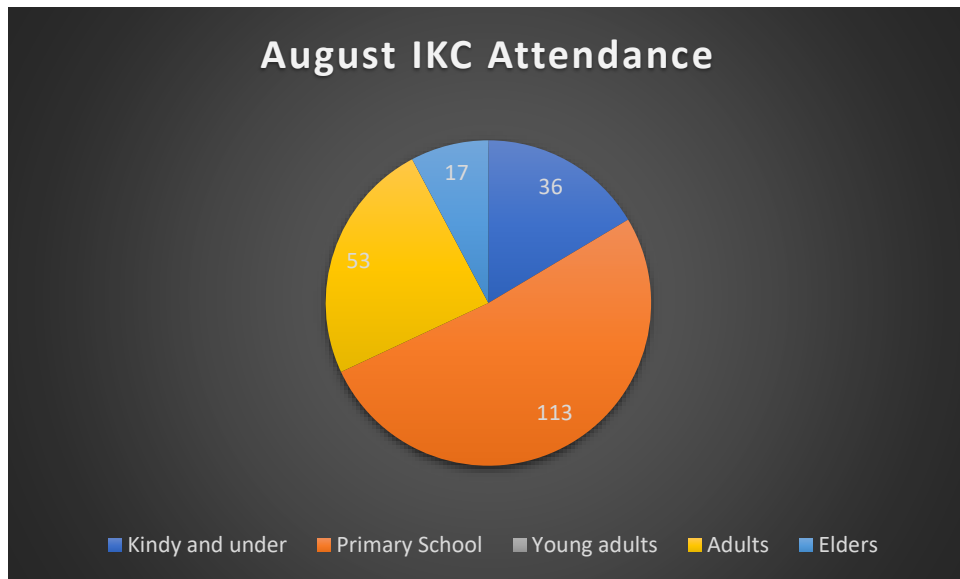
- Created some fathers day activities for the week. The kids love doing these activities and taking them home and giving them to dad.
- Did up the naming certificate for Eileen's going away.
- Had the Hippy group working from the IKC, seeing clients.
- Had Apunipuna staff working from the IKC.
- Wednesday for NAIDOC day the Kindy used the IKC space to host the Kindy activities with other kids coming along and playing.
- Community members looking at historical photos that have been printed out. Many are asking for copies. If the IKC had a printer we would be able to charge for the usage.
- Contract for the Language Grant has been signed by the CEO and sent to the relevant people for payment. Next week we will begin arranging a working group to begin the project.

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### ***August Statistics***

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- Total attendance for August was 219.
- 10 Loans this month, 8 being DVD's the other, 1 adult non-fiction and 1 adult fiction.
- Three new members for the month.



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### ***Additional information***

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Things that the IKC require to function at the level required in the Service Level agreement with State Libraries Queensland

- Community access computers.
- Internet access for the community.
- Printer/scanner/photocopier.

### **Things that the IKC need**

- Computer access/login information and desk space for the Cultural Advisor.
- A phone that can dial out. The current phone is old and hard to hear on and only dials local calls so the Coordinator and staff are using personal mobiles.
- More DVD's, especially indigenous content. The DVD's are very popular with the community and we only have a limited amount and some members have watched most or all of them already.
- Whiteboard and/or easel for meetings.
- Desk drawers for the IKC Coordinators desk.
- Art and craft things for the kids and some education resources.

### **Things that need to be located**

- When Dawn left the position, she handed all items to Trevor Gormley. This included the IKC keys. Currently the IKC staff do not have keys to access the IKC and when the cleaners don't come in in the mornings finding a key to access the IKC/Centrelink is very difficult.

- The six Ipads that the IKC had. Trevor Gormely had them last. We know that some had broken screens but could be repaired.
- The video recording equipment that the IKC purchased including a video camera.

#### 6.4.8 Kindy August Report

<b>Reporting Period</b>	August 2019
<b>Department</b>	Kindy Report
<b>Reporting Officer</b>	Coraleen Shipton

#### Non-Compliance

**NOTE: for some time now the Kindy has been non-compliant** to date the only action that has been taken is the rollers have been replaced on the front sliding door. **Please see report below.**

**These items are required to be fixed to meet our Compliance obligations.**

<b>Non-Compliance Item</b>	<b>Action</b>	<b>Date completed</b>
soft fall under the shed needs replacing tripping hazard	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
shade and cover for sandpit	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
damaged gate needs replacing	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
rollers needs replacing front sliding door	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
outside of the building itself to be painted or gerni	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
rotten floor boards on front veranda	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>
gates around sandpit	Victor, Geoffrey and Patrick to work with Coraleen	<b>Before end of term 20/09/2019</b>

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**RECOMMENDATION:**

That Council expediate these non-compliant items as a matter of urgency before there is an accident at the kindy for which the Council is liable.

**Budget**

To meet my operational requirements I request access to the budget and input into the Kindergarten quarterly/bi-annual and annual operational plan which will enable me to meet targets/goal set and utilise resources better. I would also like to plan ahead for training, staff and further professional development.

**RECOMMENDATION:**

That Council look at allowing the Kindy Director to access budget requirements to enable better use of resources and strategic planning to take place.

**Prime Minister and Cabinet – 1. Working with Vulnerable People including children, and 2. IAS Funding**

As a Kindergarten Teacher/ Director of 14 years I have for some time now been disappointed and sad with the lack of communication/planning and little acknowledgment or requests for strategic input into the running of the Kindergarten.

I was distressed that I had to find out through an email **SUBJECT: Breach Letter**, that I had to report against **1. Working with Vulnerable People including children** and having no knowledge of what goals/outcomes and agreement to deliver **this highlights the lack of communication I am talking about.**

To date I am currently working with PM&C and finalising the report to realise the outstanding amount **IAS**, again not having an input into the budget makes this extremely difficult especially when outcomes/goals aren't met and makes reporting more difficult than it should be to funding bodies.

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## **Staffing**

For some time now I have been operating without a qualified backup person. Please note it is a requirement to have at least one non-contact day and this has not happened for some time now.

### **RECOMMENDATION:**

That Council investigate staffing of the Kindegarten to meet compliance in regards to non-contact days.

#### **6.4.9 Centre Link – Marie Shipton**

- Meeting with Pam Deemal on site
- Have completed training for the reporting person
- This service to relocate to new office at RTC with new facilities in the next week
- DW&BS is currently looking at a second person for this area to meet compliance

#### **6.4.10 Bank, Post Office – Neal Ransom**

- Nil report to date
- Services operating well
- Nil complaints
- Awaiting on movement with contract (Commonwealth Bank)



### 6.4.11 Animal/Environmental Management

REPORT DATE	PROJECT NAME	PREPARED BY
29 August 2019	Animal treatments and environment	Patrick Nandy

#### Summary

We covered animal management/environmental health duties this month. Overall there has been no complaints this month and we're doing our best to stay on top of everything.

#### Overview

TASK	PHOTOS	NOTES
<p>There has been an increase in dogs being introduced into Wujal community from Hopevale. I understand that this happens because of family links but the animals that are arriving have fleas, ticks, worms and mange or require other veterinary treatment. Many of the hunting dogs travel between communities and we recently had a litter of puppies distributed which is becoming a burden to our animal health programme. One resident brought a dog back from Hopevale because he felt sorry for it and wanted the animal treated.</p>	 	<p>Are we able to work with Hopevale in any way to aid with their programme?</p>

For 2 full weeks we had to clean up the Sewerage Plant to get it clean and tidy for the Environmental Officers to inspect. We cleaned out everything such as, pits, sludge ect.



Environmental Officers said that there are some areas that need to be improved. The boys will continue their daily routine as there will be an upgrade of the sewerage plant in a few months time

Wormed new pups that came into Wujal Wujal and also do a registration as soon as we find out that there is a new dog in town



There has been a lot of pups this month



On a daily basis, We help assist the water boys with the water testing to make sure the turbidity and the chlorine meet the requirements to drink good quality water.

We treated all new dogs that came into the community and we took one dog to cooktown vet for desexing



Helped assist the rangers with burning on top of Zig Zag near the reception tower. We will continue to assist them in the upcoming burns



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

ISSUE	H & S MEASURES TAKEN
Lifting Heavy Dogs	Bend down in the right position
Dog bites	Approach them friendly or get the owner to control the dog
Chemicals	Gloves, Glasses, long pants, long sleeve shirt, covered boots



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## **CONCLUSIONS/RECOMMENDATIONS**

Can we work with Hopevale to help improve their animal management program?

Some dogs in the community come from Hopevale with diseases such as mange but we get on top of the straight away and treat them. If we could assist the program in Hopevale then we wouldn't have this issue with disease spreading with other dogs in our community.

We would like to see a meeting at the end of every month under the mango tree with Councilors/Mayor/CEO/workers and the people in the community to discuss any animal issues that we have. Most people don't read posters so I think this would be the best way to communicate with everyone.

### **RECOMMENDATION:**

That Council approves the Animal/Environmental Management Officer to organise a monthly community meeting to discuss animal issues and report back to Council.

### **RECOMMENDATION:**

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

**Director of Works and Building Services**  
**Victor Mills**  
**14 September 2019**

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**7. CLOSED SESSION**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**ORDINARY COUNCIL MEETING**

**Thursday 26 September 2019**



**7. Closed Session**

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## **8. GENERAL BUSINESS**

## **9. NEXT MEETING**

The next meeting is to be held on 24 October 2019.

## **10. MEETING CLOSE**