



Council Ordinary Meeting

20 December 2019

Minutes

of the

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

AGENDA

1. WELCOME/MEETING OPENING.....	3
2. ATTENDANCE/APOLOGIES	3
3. CONDOLENCES/CONGRATULATIONS	3
4. COUNCILLOR OBLIGATIONS.....	4
5. CONFIRMATION OF PREVIOUS MINUTES	4
5.1 BUSINESS ARISING FROM PREVIOUS MINUTES	4
6. REPORTS.....	5
6.1 MAYOR’S UPDATE.....	5
6.2 CHIEF EXECUTIVE OFFICER REPORT	9
6.3 DIRECTOR FINANCE & CORPORATE SERVICES REPORT (DF&CS).....	21
6.4 DIRECTOR WORKS AND BUILDING SERVICES REPORT	24
7. CLOSED SESSION	51
8. GENERAL BUSINESS	51
9. NEXT MEETING.....	51
10. MEETING CLOSE.....	52

1. WELCOME/MEETING OPENING

Mayor Tayley declared the meeting open at 9.21am.

2. ATTENDANCE/APOLOGIES

Members Present:	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Regan Kulka Cr Bradley Creek (late - arrived at 9.30 am) Cr Vanessa Tayley
Apologies:	
Officers/Staff:	Stephen Wilton – Chief Executive Officer Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy (Executive Assistant)
Observers:	Deric Flewell-Smith
Presenters/Visitors:	Nil

Mayor Tayley advised the Council that Cr Creek would be late.

3. CONDOLENCES/CONGRATULATIONS

Condolences

Williams Family

Baird Family

Thomas Family

Hector Michael

Congratulations

4. COUNCILLOR OBLIGATIONS

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

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

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

Nil

4.2 Declaration of Conflict of Interest on any item of business

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

4.3 Registers of Interest

Nil

Cr Creek joined the meeting at 9.30 am.

5. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Council Ordinary meeting 21 November 2019 were considered.

Resolution:	That Council confirms that the Council Ordinary meeting minutes of 21 November 2019 as circulated are a true and correct record of that meeting.	
Moved:	Cr Vanessa Tayley	CARRIED 5/5
Seconded:	Cr Reagan Kulka	
Decision No:	0120122019	

5.1 Business Arising from Previous Minutes

Nil

6. REPORTS

6.1 Mayor's Update

6.1.1 Wujal Wujal Showcase to Parliament

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



ACTION: Council to send letter of thanks to the Minister's office.

Cr Robert Bloomfield left the room at 10.08am and returned at 10.12am

6.1.2 Cooktown Expo 2020 Sponsorship (tabled documents)

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

Mayor read sponsorship levels out to the Council.

CEO – advised Council will be spending money in the lead up to the Expo with staff time, resources, etc. Suggested \$10,000 in sponsorship.

Councillors asked:

Will new ecolodge accommodation be ready for this Expo?
DW&BS was unsure. Discussion held on tent city at the sports ground across the river. Insurance discussed. CEO recommends pursuing this but keeping it small scale.

Resolution:	That Council agrees to a commitment of Dhawarr sponsorship of \$10,000 to Cook Shire Council towards the Cooktown Expo 2020.	
Moved:	Cr Bradley Creek	CARRIED 5/5
Seconded:	Mayor Desmond Tayley	
Decision No:	0220122019	

6.1.3 Meeting with Education Minister Grace Grace

Mayor Tayley gave a verbal update on delegation that spoke to the Hon. Minister Grace MP about the new education model presented for implementation into the whole Cape.

Representatives from every Shire attended. About 30 people attended many high-level attendees Minister's/DG's who spoke about the current education model used in schools. No decision was made and this will sit with the Minister. Next year Minister Grace will look at visiting communities and holding a forum on this topic. Minister was very supportive of the idea.

NOTED

6.1.4 Community Christmas Party

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

NOTED



6.1.5 Correspondence

- 6.1.5.1** Letter received from CEO Mark Olsen - Tourism Tropical North Queensland (TTNQ) wanting to meet with Council to discuss the future of the visitor economy. Asking Council to Identify representatives from the Council to attend initial meeting.

NOTED

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

NOTED

- 6.1.5.3** Djuki Mala Tour Proposal

Cape York May/June 2021 Tour Proposal outline asking communities to commit to hosting this tour.

NOTED

ACTION: CEO and DF&CS to investigate and advise. Council resolved to support this activity.
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- 6.1.5.4** Letter from Queensland Fire and Emergency Services (QFES) asking for a representative for Wujal Wujal Local Disaster Management Group (LDMG) to be appointed by the Council.

NOTED

- 6.1.5.5** Update on meeting with Minister Wyatt - Email from Ravi Chandra – Chief of Staff to TCICA.

Mayor asked DW&BS about the time involved in getting the new subdivision site where the car wrecks are prepared for new housing? **DW&BS response:** Costs will be about \$70,000 all up to prepare the site which includes, Ergon costs, water, etc. The timing will also depend on the scrap metal contractor clearing the site early in 2020.

NOTED

Resolution:	That Council receives and adopts the Mayor's report for the month of December 2019.	
Moved:	Cr Vanessa Tayley	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0320122019	

Mayor thanked the Council and staff for the efforts over the past year.

Council adjourned for tea break at 10.35 am and resumed at 10.53 am.

6.2 Chief Executive Officer Report

Past Meetings/Conferences Nov/Dec 2019

WUJAL WUJAL

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

CAIRNS

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

BRISBANE

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

NOTED

CEO advised the Council that Dr Chris Sarra Director-General DATSIP will be visiting on 14 January 2020 to talk about 'Thriving Communities' and 'Tracks to Treaty'.

Items arising from previous meetings

Date:	Action	Status	Comment
CEO REPORT			
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
SOCIAL MEDIA			
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
GENERAL BUSINESS			
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
PROJECTS			
Good to Great Schools Education Forum 17-19 September 2019	CEO to organise a meeting with Hopevale CEO and run a Community Forum/ Information session with their support.		
	Letter to be sent to the Principal in support		
Inspector-General Emergency Management response to Alastair Dawson for direct participation in programs by 30/09/2019	EA to respond to request for direct participation to IGEM urgently	Completed	Letter sent to Alastair Dawson IGEM
CEO REPORT			
Vanilla Bean Plantation Project	CEO to ensure that proposed sites for future housing allotments and for the Vanilla Bean Plantation Project formally surveyed, registered and zoned to meet these proposed uses and ensures staff bring forward the draft plan of survey for consideration by Council before registration	In Progress	Matter raised at TWG for DATSIP Assistance in gaining necessary approvals, WTMA and Planning and to arrange survey

Ministerial Champion – Proposed Showcase of Wujal Wujal Community at State Parliament	CEO to report to the Council meeting in October on progress with the preparation for this Showcase.		Verbal Report by CEO & Exec Assistant
Facebook page	New CEO will consider this initiative and report back to Council at a future date	In Progress	
Organisational Chart	CEO to consider and refine the Organisational chart and bring back to Council for adoption.	In Progress	Organisational Chart under review by CEO. November meeting
	CEO to seek written consent from Douglas Shires for the bridge pipeline crossing, the construction of southside housing driveways within the road reserve and the work at the top end of China Camp road, where these works occurs within Douglas Shire	Complete	Operational works permit issued
Art Centre Report	CEO and Director Finance & Corporate Services meets with Art Centre Director to discuss Strategic 4yr Business Plan	Not yet Commenced	
CLOSED SESSION			
Embrace Learning	CEO to report further as this matter develops or is resolved.		Verbal report
Requests for Financial Assistance with Funeral Expenses	CEO to ensure a policy update be formulated and reported to a future meeting to be adopted	In Progress	In CEO Report
GENERAL BUSINESS			
Funding for Rodeo ground/portable yards down on the corner across the river past the football field.	CEO and DW&BS to investigate possible site preparation and funding at a later date.	Not Started	
Leaking effluent	Has this been addressed? CEO to investigate and advise.	Ongoing	Investigation found that the effluent is an ongoing issue. Tank system with lay flat hose. Replacement of all solinoids is currently occurring
Tourism Information Centre	What is the plan for this and the Art Centre		

Polo Shirts	Councillors to visit Southern Cross for fit out of shirts. Purchase order required.	In progress	Waiting for all Councillors to do their fittings – one purchase order
Council Meeting held 24 October 2019			
MAYOR'S REPORT			
Res: 0224102019	That Council sends a letter of congratulations to Haylene Grogan congratulating her on her new role as Chief Health Officer		Complete
CEO'S REPORT			
0424102019	Letter to Department Housing and Public Works advising the DHPW, Sport and Recreation division that Council is supportive of the concept of Sport & Rec programs that are run by local people employed by the Department who are fully supported by the Department provided that there is also program funding to ensure there are activities available to enhance community participation.		Complete
0524102019	Letter to Department Housing and Public Works advising the DHPW, Sport and Recreation division that Council will deliver the asphalt pump track, under round 7 of the Get Playing Places and Spaces program in accordance with the Dead of Funding. Also, advise the new location to the Department when identified		Complete
0624102019	Letter to Tony Holmes advising that it accepts the offer of \$500 for the old cattle ramp stored in the Douglas Street yard.		Completed
0924102019	Letter to both Datacom and WageLoch from the CEO to terminate the agreement with Datacom and WageLoch and written notice is to be given immediately		Completed

DW&BS REPORT=		
6.4.8 Kindergarten	Letter to be sent to CDCC to advise that the CDCC (playgroup) can relocate back to the venue back under the IKC after the Art Centre relocates	
	That Council ensures the safety of all employees at the kindergarten. CEO to investigate.	
	DW&BS asked for funding to be attributed, in particular excel, word and spreadsheets. CEO to investigate.	
GENERAL BUSINESS		
General Business	Lights behind Art Centre needed. CEO to investigate.	Pending budget
	Letter to be written to DHPW advising the Department of Housing and Public Works that it wishes to relinquish the lease on 21b Hartwig Street, Wujal Wujal.	Complete
Council Meeting held 21 November 2019		
CEO'S REPORT		
0821112019	Letter to Department of Justice Office of Liquor Gaming Regulation to request amendment to the current regulation to include the road from Douglas Street along Kotzur Rd and from The Corner of Kotzur Rd and Hartwig street to the Boat Ramp including the Boat Ramp car park and the Council Office car park	Complete
0921112019	Letter to DHPW advising the Department of Housing and Public Works that it would be willing to lease Lot 2 at Ayton for the purpose of water supply to Wujal Wujal residences in Ayton.	Complete
DW&BS REPORT		
6.4.5 Kindergarten Report	Meeting with Police. That Council look into Bylaws or work with the police about children out late at night.	

CLOSED SESSION		
0521112019	<p>Letter of confirmation accepting Brackenhurst Concrete Batching Plant as a sole supplier to the area for following funded projects;</p> <ul style="list-style-type: none"> • China Camp Drainage – DRFA • Southside Driveways – Q-Build • Recycle Centre 30 x 12M Shed slab - CYRP • Hard stand at depot - CYRP • Wujal Guest Accommodation slab and pathways – W4Q 19/21 • Wujal eco Lodge footings and pathways – BOR • Raised Manholes – WWASC. And other works for WWASC as they come available 	Complete
0621112019	<p>Letter from CEO to Assist Me Consulting with counter-offer of \$5,000 with a Deed of Settlement/Release and that a Draft Statement of Claim be provided to Assist Me Consulting for compensation of rectification costs due to non-performance of the contract.</p>	Complete
GENERAL BUSINESS		
	Letter to Minister seeking clarification of Xmas Holidays	Not required
	Douglas Shire MOU required Cape York Regional Package finalise and connect sides. CEO to Investigate.	

6.2.1 Staff Christmas Party

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

NOTED

6.2.2 Setting 2020 Calendar of Council Meeting Dates

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

277 Public notice of meetings

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

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

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

Resolution:	<p>That Council adopt the following schedule of dates for the monthly Council meetings for 2020 commencing at 9.00am at the Council office at 1 Hartwig Street Wujal Wujal. Further that Council post the Public Notice on Council's web site and at it's Public Office (the Council Office) and advertise the Public Notice in the Cape York News newspaper.</p> <p>Schedule Dates for Monthly Council Meeting commencing at 9.00am.</p> <p>23 January 2020 20 February 2020 19 March 2020 16 April 2020 21 May 2020 18 June 2020 16 July 2020 20 August 2020 17 September 2020 15 October 2020 19 November 2020 17 December 2020</p>	
Moved:	Mayor Desmond Tayley	5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0420122019	

6.2.3 TCICA Regional Roads and Transport Group Proposal

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

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

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

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

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

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

Workshop Discussion points:

- ATSI-TIDS is currently administered by DTMR, whereas TIDS funding is allocated through RRTGs. ATSI-TIDS does not require matched funding, whereas TIDS does.
- Indigenous councils can currently access TIDS funding if they are a member of an existing RRTG, for example, the FNQ RRTG, which is administered via Far North Queensland Regional Organisation of Councils. Around \$5.8M is available to the FNQ RRTG each year, out of a total of \$61.3M statewide.
- FNQ RRTG is a technical working group and uses an agreed methodology to allocate funding, often allocating funding for four years (to match the program timing).

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

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

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

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

Resolution:	That Council advises the Executive Officer of TCICA that Wujal Wujal Aboriginal Shire Council supports the formation of a TCICA Regional Roads & Transport Group but wishes to remain a member of FNQ RRTG.	
Moved:	Cr Bradley Creek	CARRIED 5/5
Seconded:	Cr Reagan Kulka	
Decision No:	0520122019	

Mayor asked for the Council to note that we need to look at the access roads to the North and South in the future, especially by the bridge at Olufsen Creek. Suggesting the need to talk to Cook Shire Council.

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

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

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

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

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

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



Resolution:	That Council advises Visionstream Pty Ltd that Council ARE willing to negotiate a lease on Lot 1 on RP717971 for the purpose of a 10-metre Satellite small cell telecommunications facility.	
Moved:	Cr Reagan Kulka	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0620122019	

CEO advised that remuneration Tribunal had published the 2019 Remuneration Report. The rates will be increased by 2% for Council elected members effective from 1 July 2020.

Resolution:	That Council receives and adopts the Chief Executive Officers report for the month of October 2019.	
Moved:	Mayor Desmond Tayley	CARRIED 5/5
Seconded:	Cr Bradley Creek	
Decision No:	0720122019	

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

6.3.1. Cash Position

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

Bank reconciliation is up to date to 30 November 2019.

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

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

Action on cashflow reporting:

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

NOTED

6.3.2. 2018/2019 Financial Statements

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

NOTED

6.3.3. Overdue Reporting

- **Actioned**
 - DLGRMA-ILGSP 16-18 0046 - Business Diversification - Service Station Final Project Report & Subsidy Claim. Dept

reviewed the submission and advised Council that advanced funds were not utilised for the agreed purpose. Council may have to pay back \$31,706.70 unless there is an exemption from the Minister/Dept. Further advice awaiting.

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

- **Work in progress**

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

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

NOTED

6.3.4. Debtors & Creditors Review

- **Debtors**

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

Financial Year Ending 2020

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

- **Creditors**

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

NOTED

6.3.5. ICT Managed Services & Support Arrangement

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

NOTED

6.3.6. Licenced Post Office Agreement

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

NOTED

Discussion on responsibility for cash in transit not being the Council's responsibility.

6.3.7. New Equipment Purchase

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

NOTED

6.3.8. Records Management

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

NOTED

6.3.9. Finance Team Current Projects

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

NOTED

Resolution:	That Council receives and adopts the Director Finance and Corporate Services report for the month of December 2019.	
Moved:	Mayor Desmond Tayley	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0820122019	

6.4 Director Works and Building Services Report

Action items from previous Council meetings:

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

			funding. Completed.
6.4.11 Res: 2826092019	Animal/Environmental Management – organisation of monthly community meeting	Ongoing	
GENERAL BUSINESS			
	Gum tree removal – Little Douglas Street		Sourcing quotes, pending on budget. Tree lopper to visit in the new year.
	Cars parking in the roundabout – dangerous	Ongoing	Removal of ANZAC, only viable solution, then markings can be done to standard.
	Joining of two projects raised: Proposed Safari tents/accommodation (Eco- Lodge) and Contractors accommodation	Ongoing	As per report we can fit in (6) tents extra facilities will have to be constructed. Relocation of existing facilities funding required.
	Funding for Rodeo ground/portable yards down on the corner across the river past the football field.		Application to DSC for approval.
Council Meeting held 24 October 2019			
DW&BS REPORT			
6.4.8 Kindergarten	DW&BS to investigate costings for the relocation of sandpit and cost of playground equipment at the kindergarten. Costs and quotes to be obtained		In current project specifications for Kindy, \$700,000 funding obtained. More funding required. Temporary relocation of Kindy required, compliance requirements difficult, next option asbestos removal in current Kindy and refurbishment of existing building. Depends on funding.
Council Meeting held 21 November 2019			
GENERAL BUSINESS			
Xmas Break Animal Management	That DB&WS and Vet Nurse look at affordable fees for registered Wujal Wujal dogs. DW&BS to investigate	In Progress	New Vet fee structure tabled in the December report.

NOTED

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

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

Executive Summary

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

6.4.1 Building – BAS

Reporting Period	November 2019	
Department	Building	
Reporting Officer	Patrick Nandy	
REPORT DATE	PROJECT NAME	PREPARED BY
Date: 9/12/2019	Building	Patrick Nandy

•
Notes 1:

BAS PORTAL

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

Budget Overview

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



BAS RESPONSIVE MAINTENANCE – September 2019

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

NOTED

6.4.2 Works

Reporting Period	November 2019
Department	Works
Reporting Officer	Geoffrey Rosendale

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

NOTED

6.4.3 Kindergarten

Reporting Period	November 2019
Department	Kindy
Reporting Officer	Coraleen Shipton

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

NOTED

Executive Assistant left the meeting at 11.34am and returned at 11.38am.

6.4.4 Capital Projects - Orion Consulting

Reporting Period	November 2019
Department	Capital Projects
Reporting Officer	Orion Consulting

Natural Disaster Program (NDP)

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

The program is broken down into the following categories;

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

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

Design

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

Design Issues

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

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

Applications and Approvals

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

DRFA – Betterment Application – **Status** – The submission for the Waterfall Rd Rock Gabion Extension Project was finalised on 5 December 2019 with the QRA. QRA will advise on any additional information and or approvals upon review of the submissions.

Construction

WWASC.11.18 (2018 NDRRA Works)

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

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

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

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

Indigenous Council Critical Infrastructure Program (ICCIP)

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

- The replacement of the Waste Water Treatment Plant

Additional works required is broken down into the following categories;

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

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

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

Applications and Approvals

All statutory approval will the responsibility of successful contractor.

Legal

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

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

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

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

ICCIP WWTP– Waste Water Treatment Plant Upgrade Project

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

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

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

- Recycle Centre
- Bloomfield River Services Crossing

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

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

No further procurement activities are forecast for this reporting period.

Recycle Centre Project.

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

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

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

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

Bloomfield River Bridge Service Crossing Project.

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

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

Recycle Centre

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

Project Cost Allocation

Original Cost Allocation:	\$ 11,730,275.78
NDRRA 13.18 Cape Tribulation - Bloomfield Road	\$ 1,043,918.00
NDRRA 13.18 China-Camp Road	\$ 2,178,416.00
NDRRA 13.18 Outstation Access Road	\$ -
NDRRA 13.18 Contingency	\$ 1,094,537.60
NDRRA 13.18 Escalation	\$ 273,634.40
NDRRA 13.18 Project Management	\$ 547,268.80
NDRP 12.18 Place of Refuge	\$ 700,000.00
W4Q Depot Office Upgrade \$500K	\$ 500,000.00
CYIF Recycle Centre	\$ 948,815.00
CYIF Boat Ramp	\$ 270,000.00
Boat Ramp Design & Tender Docs	\$ 50,000.00
Boat Ramp Concrete Works	\$ 50,000.00
CYIF Water Main Xing Bridge	\$ 258,000.00
Water Supply Bridge Crossover	\$ 284,186.00
ICCIP Replace fencing and construct roof over generator	\$ 18,000.00
ICCIP Wastewater, multiple	\$ 1,275,100.00
ICCIP Waste RPEQ	\$ 10,000.00
ICCIP SPS replace pumps(50k); major upgrade of treatment plant	\$ 1,550,000.00
ICCIP Replace membranes elements	\$ 50,000.00

NOTED

6.4.5 Art Centre

Reporting Period	November 2019
Department	Art Centre
Reporting Officer	Vikki Burrows

Highlights:

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

Data:

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

Barriers & Issues:

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

Councillor Bradley Creek left the meeting at 11.52am and returned at 11.57am.

Funding/Agreements/Financials:

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

Resolutions:

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

Council discussion around approaching My Pathway to put people into run the Café at the Art Centre under direction of the Council. Want this up and running in the new year as soon as possible. **ACTION:** CEO to report back to Council on this.

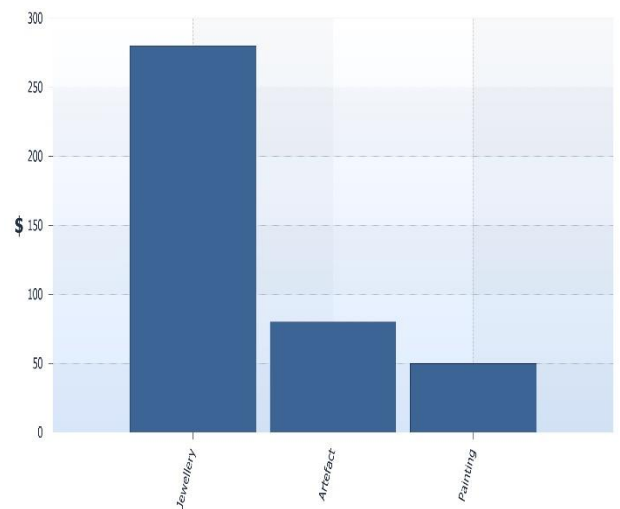
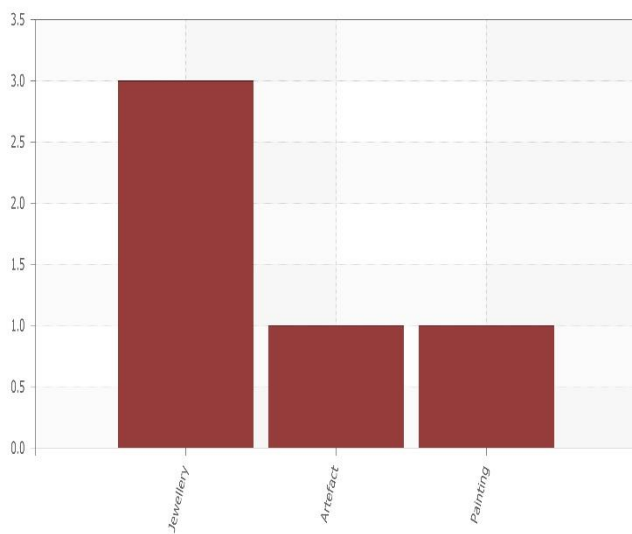
Official re-opening of the Art Centre to take place in the new year.





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

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



NOTED

6.4.6 Water and Waste Water

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

WATER PLANT

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

The chlorine level is now stable after last months problems

The plant is running well



We have a problem with the raw water tank.

It was incorrectly installed and is leaking badly and unrepairable.

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

Sewerage plant

We are having problems

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

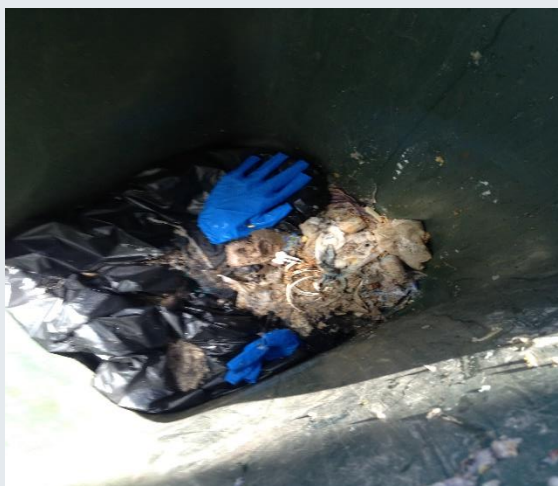
But can cause major and expensive pump damage

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

Apart from debris clearance

The plant is operating well

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



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

NOTED

Mayor mentioned Community Education needs to be addressed to prevent this happening.

6.4.7 HACC Centre

Reporting Period	November 2019
Department	HACC
Reporting Officer	Stephanie Dick

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

Suggestions for Improvement

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

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

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

Categories of assistance that DSAP can provide:

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

Eligibility

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

This includes the following:

- service providers funded under The National Aboriginal and Torres Strait Islander Flexible Aged Care Programme;
- residential aged care services operating under the Aged Care Act 1997;
- service providers funded under the Home Care Packages Program; or
- service providers delivering Commonwealth Home Support Programme services, (at the department's discretion). There is another option for council- which I have put in last month's report. Lillian Moni is our Regional Assessment person who assesses clients

around the region to approve relevant services our elders needs. Lillian has been a great support for me and the team. She is willing to support me in getting everything up to scratch compliance, services which we provide to clients, education within the Aged care sector this will ensure we meet the new quality standards. She has also two other job offers in the region I think this would be a great opportunity to grab her with both hands.

- Please find attached her Resume.

Monitoring Activities Completed for Month

External Visitors

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

Client Incidents

Name of Client	Description of Incident	Result

Staff Incidents

Name of Staff Member	Description of Incident	Result

Client Comments

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

Staff Comments

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

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

NOTED

6.4.8 IKC Report

Reporting Period	November 2019
Department	IKC
Reporting Officer	Kylie Mills

Weekly Reporting Starting Monday 04 November 2019

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

Weekly Reporting Starting Monday 11 November 2019

- Staff member taking another week off, only sending partner in to notify Coordinator that day. Need to locate a copy of the Leave Policy which is not available on the H drive to give to staff members to officially inform them of Council Policy in a hope to rectify this situation.
- Still working on grant applications and compiling information.
- Make woven paper fish for the after school program. Kids really enjoyed the activity when they realised they were making copies of the "Lagoon fish".

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

Weekly Reporting Starting Monday 18 November 2019

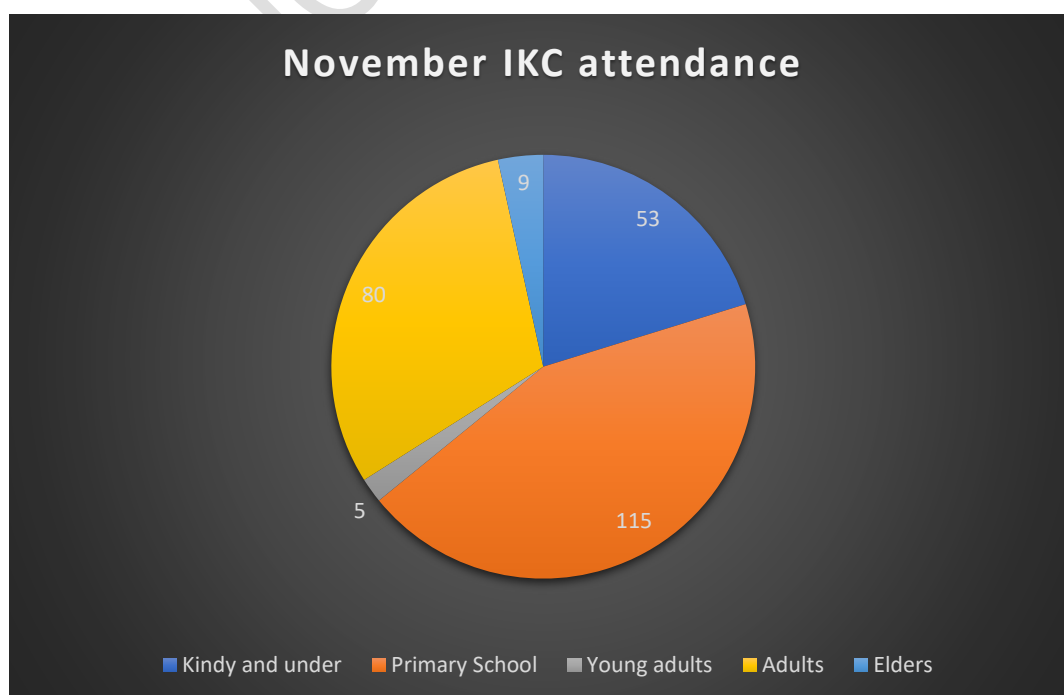
- Cultural Advisor resigned.
- Spoke with Ausil and got a digital copy of the Kuku-Yalanji dictionary to see if we can upload to the Miromaa program to save time typing it in.
- Spoke with Miromaa language services and they are going to see if they can upload the dictionary in Word format to save time on data entry and they are having a look to see if they can convert the We Say audio file that we have to a format that can then be uploaded into the Miromaa software.
- Kindy kids came in and read two books and made and decorated Christmas angels and did painting with water pictures. This will be their last visit before school holidays.
- Sent out overdue reminders to member who have had outstanding loans for more that two months.
- Kids have been coming in after school and making chatterboxes (folded paper craft).
- Have placed an order with State Libraries Queensland for a code-a-pillar (interactive introduction to coding for kindy aged kids) and the Google Expeditions Kit for the older kids which is a Virtual Reality kit with all the inclusions including phones and tablets where the kids can download from hundreds of informative virtual reality programs and explore the world. Will be using my phone hotspot to provide internet access to be able to run this program. Hopefully these items will arrive before school holidays begin.
- Researched items for school holidays. Raffia basket weaving, pop stick art, paper plate dinosaurs, beading.

Weekly Reporting Starting Monday 25 November 2019

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

November Statistics

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



Additional Information

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

NOTED

6.4.9 Australia Post Report

Reporting Period	November 2019
Department	Post Office
Reporting Officer	Neal Ransom


Nil report due to sorry business.

NOTED

6.4.10 Animal/Environmental Management Report

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

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

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

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

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





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

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

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



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

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

Risk and issue history

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

CONCLUSIONS/RECOMMENDATIONS

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

Environmental Health summary by PJ Nandy:

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

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

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

NOTED

MERRY XMAS & A PROSPEROUS NEW YEAR FROM ALL STAFF

Councillor Vanessa Tayley left the room at 12.15 am and returned at 12.27 am.

Resolution:	That council reviews and adopts the Director Works and Building Services report for the month of December 2019.	
Moved:	Cr Bradley Creek	CARRIED 4/5
Seconded:	Cr Reagan Kulka	
Decision No:	0920122019	

7. CLOSED SESSION

No need for Council to go into closed session information only

NOTE:

7.1 Possible Legal Proceedings – Assist Me Consulting

At the November 2019 Council meeting Council resolved to make a counter offer of \$5,000 to Assist Me Consulting (Mick Dunne) in relation to the legal dispute around the provision of financial services and non-payment of the final invoice for those services.

Preston Law have advised that Assist Me Consulting have indicated an acceptance of the counter offer. The deed of settlement will be prepared and when signed the payment will be made to bring the issue to a close.

For Information of Council

8. GENERAL BUSINESS

Cr Reagan Kulka	Is everything organised for the wet season? Preparation needed.
Cr Bradley Creek	Payday for Councillors over the holidays? DF&CS replied this will be processed on 24 December 2019.
Cr Robert Bloomfield	Nil
Cr Vanessa Tayley	Nil
Cr Desmond Tayley	Mayor Tayley advised he will be on holiday from 22 Dec 2019 to 13 January 2020. Deputy Mayor Robert Bloomfield will be available during this time. Mayor asked for a list of contacts of people available over the break to be circulated.

9. NEXT MEETING

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

10. MEETING CLOSE

Mayor thanked the entire staff for their work during the year and wished everyone a Merry Christmas and a festive New Year.

CEO thanked all staff and elected members for their efforts during the year during difficult times with staff transitions. Wished everyone a Merry Christmas and a safe and Happy New Year.

DW&BS said a farewell to Russell Bowen who will be sadly missed. Russell gave a farewell over the radio about how much he loved working for the Council and this was mentioned by the CEO.

Mayor thanked Deric Flewell-Smith for turning up to every meeting for the last two years.

Mayor declared the meeting closed at 12.31pm.