



# **Council Ordinary Meeting**

**30 June 2020**

**Minutes**

of the

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

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## 1. WELCOME/MEETING OPENING

Mayor Creek declared the meeting open at 9.06am.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Bradley Creek, Mayor (Chair) Cr Vincent Tayley (Deputy Mayor) Cr Robert Bloomfield Cr Regan Kulka (late arrived at 9.20am) Cr Vanessa Tayley
<b>Apologies:</b>	
<b>Officers/Staff:</b>	Stephen Wilton – Chief Executive Officer Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy – (Executive Assistant)
<b>Observers:</b>	
<b>Presenters/ Visitors:</b>	

## 3. CONDOLENCES/CONGRATULATIONS

### Condolences

Walker/Flinders Family  
Peter West  
Warwick and Cobb Families  
George and Musgrave Family

**NOTED**

### Congratulations

Marsh Family

**NOTED**

#### 4. COUNCILLOR OBLIGATIONS

Mayor Creek 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.

**Name of Councillor:**

**Details of declarations are as follows:**

##### 4.3 Registers of Interest

**NOTED**

#### 5. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Council Ordinary meeting 21 May 2020 were considered.

<b>Resolution:</b>	That Council confirms that the Council Statutory meeting minutes of 21 May 2020 as circulated are a true and correct record of that meeting.	
Moved:	Cr Robert Bloomfield	<b>CARRIED 4/4</b>
Seconded:	Cr Vincent Tayley	
Decision No:	0130062020	

##### 1.1 Business Arising from Previous Minutes

Action logs in substantive reports.

**NOTED**

#### 6. REPORTS

##### 6.1 Mayor's Update

###### 6.1.1 LDMG and DDMG update

The Cape York area has now moved to Stage 2 and is under the Chief Health Officer directives 'declared travel zones' which now includes Mareeba, Tablelands and Hinterland as well as Cairns, the checkpoint at Mulligan still in place and tourists are not allowed to enter the Cape.

The Wujal Wujal LDMG met on 3 June 2020 to complete the checklist supplied by the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) requesting feedback on the roadmap documents for Stage 1, 2 and 3 restrictions, exemptions, isolation requirements etc. This checklist has been lodged along with the other communities in Cape York.

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LDMG voted that it wished to go straight to Stage 3 restrictions. Meeting held primarily to talk about the transitioning from Biosecurity Restrictions to Chief Health Officer (CHO) restrictions.

**NOTED**

**6.1.2 Renewed approach to Alcohol Management**

– Community Safety Meeting was held on 3 June 2020. Topics of discussion were Community Safety Plan Funding update, D & FV Service updates/ concerns and current issues. CEO to give a verbal report on this.

**NOTED**

**6.1.3 Ministerial and Government Champion meeting update**

Discussions took place on 2 June 2020 with The Hon. Leanne Enoch MP and Director-General Jamie Merrick (DES). Discussion about possible funding, grants available for community events etc. Mayor to give a verbal report.

**NOTED**

**6.1.4 FNQROC Board Meeting Report/Update**

Meeting held on Friday 19 June 2020. Mayor to give a verbal update.

**NOTED**

**6.1.5 TCICA update.**

Latest meeting held talked about COVID-19 lifted restrictions and CHO directions. State Election Advocacy and State Election date, Remote Indigenous Housing, TCICA 2020/21 budget and TCICA Regional Priorities (see pg 9 - 11).

**NOTED**

**6.1.6 Cape York Partnerships and Mayi Markets update**

Cape York Partnerships met with Mayor and CEO to discuss and OHub base for Wujal Wujal and employment opportunities via CYP.

The Mayi Markets has delivered twice to the Wujal Wujal area and also sent staff to support the more vulnerable people in the community to help them set up and process payments. The second delivery saw twice as many boxes delivered to Wujal Wujal and it is hoped that eventually this initiative will pave the way for a local employment opportunity.

**NOTED**

Discussion on products, feedback etc. from community on Mayi Market. Community very happy with healthy produce and service offered. CEO mentioned Food security meeting held that discussed prices of local produce etc. and alternative options. Also said that suppliers such as, Mossman butcher, Cooktown Gatti Fisheries seafood etc. will be coming into Wujal Wujal to sell produce.

Councillors asked when the Wujal Wujal Shop lease was up for renewal?

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**ACTION:** DF&CS to look at shop lease and other options, shop hours etc.

Councillors asked if a new shop could be built.

**CEO:** No funding available that he is aware of that allows for funding a new premise of this description.

**6.1.7 Good to Great Schools Education Reform update – Trip to Hope Vale**

On Monday, 22 June 2020 Mayor Creek travelled to Hope Vale to evaluate the education model currently in place there through Good to Great Schools. Mayor to give a verbal report of the visit.

**NOTED**

**6.1.8 LGAQ Civic Leaders Virtual Summit report**

Held on two half days 16 and 17 June 2020 Mayor Creek and Deputy Mayor Tayley attended the LGAQ Civic Leaders Virtual Summit online.

This summit was designed to update skills in the day-to-day basics of civic leadership and encompassed:

- Lessons learned by first-term mayors
- Ground rules and guidelines from local government's gatekeepers
- Making the most of your first 100 days as a community leader

**NOTED**

*Cr Kulka joined the meeting at 9.20am*

**6.1.9 Correspondence**

**6.1.9.1 LETTER of congratulations to Mayor Creek from The Hon. Anastacia Palaszczuk MP – Premier of Queensland Minister for Trade (pg 12 and 13).**

**6.1.9.2 LETTER of congratulations to Mayor Creek from The Hon. Cynthia Lui MP– State Member for Cook and statement issued from the Cook Electorate (pgs 14-15)**

**6.1.9.3 LETTER from Senator Susan McDonald – LNP Senator for Queensland. Informing the Council that the Senate has recently passed the Aviation Transport Security Amendment (Security Controlled Airports) Regulations 2019 (pgs 16-17).**

**6.1.9.4 LETTER of congratulations to Mayor Creek from Tim Campbell General Manager TAFE Queensland also outlining the latest 2020 course guide and capability statement. (pg 18 and guide tabled).**

**6.1.9.5 LETTER of Congratulations from The Hon. Ken Wyatt AM MP – Minister for Indigenous Australians Member for Hasluck (pg 19).**

- 6.1.9.6 LGAQ - Media Release - Battleplan hits the target for jobs (pgs20-21).**
- 6.1.9.7 LGAQ - Media release - QLD councils welcome new Commonwealth funding for local roads and community infrastructure (pg 22-23)**
- 6.1.9.8 LETTER of congratulations from The Hon. Minister Grace Grace MP – Minister for Education and Minister for Industrial Relations and re-affirming the commitment to work closely with Wujal Wujal and the Bloomfield River State School on education initiatives (pg 24).**
- 6.1.9.9 LETTER of congratulations from The Hon. Cameron Dick MP – Treasurer and Minister for Infrastructure and Planning also detailing the Queensland Resilience and Risk Reduction Fund (QRRRF) applications that are now open to fund disaster risk reduction and resilience initiatives (pgs 25-26).**
- 6.1.9.10 LETTER of congratulations from Chair of Wet Tropics Management Authority and an outline of the key objectives of the Authority for the future (pgs 27-28).**

**NOTED**

<b>Resolution:</b>	That Council receives and adopts the Mayor’s report for the month of June 2020.	
Moved:	Mayor Bradley Creek	<b>CARRIED 5/5</b>
Seconded:	Cr Vanessa Tayley	
Decision No:	0230062020	

Bradley Creek  
**Mayor**  
 16 June 2020

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## 6.1.5 TCICA update



### **TCICA Meeting Communiqué**

The Torres Cape Indigenous Council Alliance (TCICA) Inc held its third meeting for 2020 on Wednesday 10 June.

Due to COVID-19 travel restrictions, leaders from across the Torres Strait, Cape York and Gulf regions met via video and teleconference to discuss key priorities for the TCICA and initiatives to deliver better social, cultural, economic and environmental outcomes for all communities in the region.

#### **COVID-19**

The Honourable Craig Crawford MP, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Fire and Emergency Services joined the meeting and discussed with Members the progress of planning for the easing of travel restrictions and the lifting of the Commonwealth's biosecurity determination.

Mayors acknowledged that each Local Disaster Management Group has determined its own position in relation to biosecurity planning to manage the risk of COVID-19 entering communities once the determination is lifted. Mayors respected the different approaches taken and asked the Minister to ensure that consideration is given to individual LDMG positions in the Chief Health Officer (CHO) directives.

Minister Crawford advised that the CHO directions are intended to be flexible to ensure they can respond quickly to changing situations.

#### **State Election Advocacy**

Mayors noted that this year is the first time that a Queensland election will be held on a fixed date, which is the last Saturday in October every four years. This year's election is set for 31 October.

Minister Crawford advised that the Queensland Government will likely go into caretaker on or about 1 October. Cabinet is still determining the process for the election, with any decision to be made dependent on advice of the CHO. The Minister suggested lobbying Ministers about key matters now, noting that COVID-19 and

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economic recovery is front of mind for all Ministers and the Premier. He recommended aligning lobbying activity with the COVID-19 economic recovery framework.

Mayors raised the ongoing sustainability of TCICA and asked Minister Crawford to support TCICA's efforts to lobby Ministers for funding to match the contribution by Members. The Minister committed to lobbying on TCICA's behalf for co-funding.

Mayors also raised the need for ongoing commitments to the Local Fare Scheme and to extending the Year of Indigenous Tourism into 2020. The Minister is to discuss these matters with other relevant Ministers.

### **Traditional Adoption election commitment**

The matter of traditional adoption in the Torres Strait was raised with Minister Crawford. The Minister acknowledged that this was an election commitment and confirmed that the Queensland Government is working to fulfil this commitment before the October election.

The Member for Cook Cynthia Lui and Minister Leeanne Enoch are also pushing to have this matter considered on the floor of Parliament as soon as possible.

### **Remote Indigenous Housing**

Minister Crawford noted that housing construction in remote communities is one of the best ways to drive local economies and recommended aligning advocacy on this matter with the Commonwealth's economic recovery strategy.

Mayors are scheduled to discuss the progress of the Commonwealth's \$105 million commitment to housing with the Minister for Indigenous Australians the Honourable Ken Wyatt MP on 15 June and will also meet with Queensland's Housing Minister Mick de Brenni at the end of the month for a further update.

A Mayors' Working Group will be established by the Department of Housing and Public Works to consider ongoing housing matters. Up to five TCICA Members will participate in this group, with Mayors to be selected from sub-regional clusters of councils to ensure a geographical spread of representation.

Clusters:

- Torres Strait / NPA – NPARC, Torres Shire, TSIRC
- Eastern Cape – Lockhart River, Wujal Wujal, Hopevale
- Northern Western Cape – Mapoon, Napranum, Aurukun
- Southern Western Cape – Pormpuraaw, Kowanyama, Mornington Shire

### **TCICA 2020-21 Budget**

Mayors considered and approved TCICA's budget for the 2020-21 year.

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## **TCICA Regional Priorities**

Members considered a number key issues impacting the Cape, Torres and Gulf region to help inform the development of an annual strategic priorities plan. The annual plan underpins TCICA's State and Federal advocacy efforts.

Issues include:

- More funding for remote Indigenous housing.
- Increased funding for rural and remote local governments.
- Ongoing sealing of the Peninsula Development Road.
- Improving telecommunications and digital connectivity across the region.
- Addressing climate change and natural disaster resilience.
- Northern Australia development.
- Local governments as critical partners of the State and Commonwealth.
- Regional economic development – tourism, arts and culture, regional events, critical infrastructure such as access roads and ports.
- Improving education outcomes and training to support jobs growth.
- Environmental management.
- Regional resilience – natural disasters, food security, energy security, water security, lower living costs.
- Improving health outcomes for local residents.
- Managing biosecurity threats.
- Regional aviation services – keeping travel affordable and accessible, for example through the Local Fare Scheme.
- Supporting Weipa's transition to normal local government.
- Development of Bertiehaugh Road.
- Support for local businesses.

Members will continue to consider issues over the coming weeks and reconvene in July to agree regional priorities.

### **Next Meeting**

TCICA's next meeting will be held on 13 and 14 July, in Weipa.

**NOTED**

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## CORRESPONDENCE

### 6.1.9.1 LETTER of congratulations to Mayor Creek from The Hon. Anastacia Palaszczuk MP – Premier of Queensland Minister for Trade – pg1.



Premier of Queensland  
Minister for Trade

For reply please quote: *ECP/LF – TF/20/8086 DOC/20/78107*

22 MAY 2020

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

1 William Street Brisbane  
PO Box 15185 City East  
Queensland 4002 Australia  
Telephone +61 7 3719 7000  
Email [ThePremier@premiers.qld.gov.au](mailto:ThePremier@premiers.qld.gov.au)  
Website [www.thepremier.qld.gov.au](http://www.thepremier.qld.gov.au)

Dear Councillor Creek

A handwritten signature in black ink that reads "Bradley".

I would like to personally congratulate you on your recent election at the 2020 Local Government Elections.

The Queensland Government is committed to a strong partnership with local government – we know that when state and local governments work together, we can achieve great things for the people of Queensland.

I particularly acknowledge the vital role of councils in assisting with the Queensland Government response to coronavirus (COVID-19) and ensuring that our local communities understand current public health directions and keep abreast of emerging developments.

The impacts of the COVID-19 on communities and councils across Queensland and management responses continue to evolve. The Queensland Government is monitoring these impacts, working as part of a National Cabinet that is meeting regularly, and we will develop, in collaboration with councils, arrangements to best support our community and economy throughout the pandemic and into recovery.

I have appreciated the participation of mayors in regular teleconferences with me and other Queensland Cabinet Ministers and health and recovery leaders.

As you would be aware from participating in these meetings, my Government is working closely with the Local Government Association of Queensland (LGAQ) to identify potential assistance measures moving forward. We are also seeking other information through the LGAQ that will inform the development of a detailed recovery plan.

In addition, the Department of Local Government, Racing and Multicultural Affairs' Councillor Induction Training Program is currently being rolled out across the State. I encourage you, and all councillors, to attend this program to ensure that you are well prepared to deliver on the needs of your communities at this important time.

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**6.1.9.1 LETTER of congratulations to Mayor Creek from The Hon. Anastacia Palaszczuk MP – Premier of Queensland Minister for Trade – pg2.**

Once again congratulations on your election and I look forward to continuing to work with you and your fellow councillors.

Yours sincerely



**ANNASTACIA PALASZCZUK MP  
PREMIER OF QUEENSLAND  
MINISTER FOR TRADE**

**6.1.9.2 LETTER of congratulations to Mayor Creek from The Hon. Cynthia Lui MP– State Member for Cook and statement issued from the Cook Electorate – pg1**



Cr Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Lot 1/ Hartwig St  
WUJAL WUJAL QLD 4895

Dear Cr Creek *Bradley*

I would like to take this opportunity to congratulate you on your recent election at the 2020 Local Government elections. I look forward to working with you and your colleagues to help deliver benefits for the Wujal Wujal Aboriginal Shire Council and the Cook electorate more broadly.

The Palaszczuk Labor Government has demonstrated its partnership with Councils since our election in 2015. This has never been more evident than during the present COVID-19 pandemic.

I want to continue this work beyond the pandemic and support the Palaszczuk Government's important funding partnerships through programs such as the award-winning *Works for Queensland* and Local Government Grants and Subsidies Program to name a few. Not only does this partnership mean more jobs for residents in Wujal Wujal and the Cook electorate, but it means better infrastructure that benefits the community.

I also want to assure Councils in the Cook electorate that I will support them in getting their fair share of funding from the Federal Government – something that we are yet to see.

One of the Palaszczuk Government's priorities is continuing to restore frontline services that are responsive to the needs of all Queenslanders. Through your role as a community representative, I will always value important inputs from you and the Wujal Wujal Aboriginal Shire Council in helping respond to any challenges that arise in your community.

Once again congratulations and I look forward to being able to meet with you and your fellow Councillors in person when the current restrictions have been lifted.

Feel free to contact my office on the details listed.

Yours sincerely



Cynthia Lui MP  
State Member for Cook

22 May 2020

Suite 3, Cairns Commonwealth Centre, Cnr of 104 Grafton Street and 40 Shields Street, Cairns  
Mail: PO Box 4973 CAIRNS QLD 4870 Phone: 07 4223 1100 Email: [Cook@parliament.qld.gov.au](mailto:Cook@parliament.qld.gov.au)  
Web: [cynthialui.com.au](http://cynthialui.com.au)  [CookElectorate](#)  [cynthia\\_lui\\_mp](#)

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**6.1.9.2 LETTER of congratulations to Mayor Creek from The Hon. Cynthia Lui MP– State Member for Cook and statement issued from the Cook Electorate – pg2**

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PAGE: 1

Queensland Parliament Hansard Green

DATE: 19/05/2020

FILE: 19052020\_000971\_LEGISLATIVE ASSEMBLY\_GREEN CHAMBER.DOCX

SUBJECT: Cook Electorate, Local Government

MEMBER: Ms LUI

**Cook Electorate, Local Government**

**Ms LUI** (Cook—ALP) (7.33 pm): On 29 March, Queenslanders took to the polls and we saw a massive shift to leadership in communities throughout the Cook electorate. I work across 14 local governments and 1 town authority. I am humbled to have met and worked with so many great leaders over the past couple of years who have worked tirelessly and passionately for the benefit of their community, from Mareeba to the Douglas shire and from Cape York to the Torres Strait. The Palaszczuk government worked closely with all 14 local councils and 1 town authority and maintained strong partnerships to deliver better services and infrastructure to improve social outcomes and create job opportunities for locals.

I want to acknowledge the former mayors: Julia Leu, Fred Gela, Edward Newman, Dereck Walpo, Rex Burke, Ralph Kendall, June Pearson, Desmond Tayley and Michael Yam for their outstanding efforts. It has been my absolute pleasure to work closely with them for the betterment of our communities and I wish them all the best in their future endeavours.

Tom Gilmore was a long-serving mayor for Mareeba Shire Council and former state member of parliament. When I first met Tom, I immediately addressed him as Mr Gilmore as a sign of respect and his response was, 'Tom is fine, my dear,' and that was the beginning of a positive relationship with Tom. Tom and I had many conversations about his vision for Mareeba. Tom recently retired after so many years giving back to his community. Tom, thank you for showing me the good side of politics and how to work effectively together for the benefit of the whole community. It has been an absolute pleasure to work with you, old mate, and I wish you well in your retirement.

I now turn my attention to the re-elected and newly elected mayors: Wayne Butcher from Lockhart River Aboriginal Shire; Vonda Malone, Torres shire; Peter Scott, Cook shire; Aileen Addo, Mapoon Aboriginal shire; and Michael Rowland, Weipa Town Authority all successfully retained their seats. I want to acknowledge our incoming mayors in Keri Tamwoy, Aurukun Aboriginal shire; Philemon Mosby, Torres Strait Island Regional Council; Angela Toppin, Mareeba shire; Patricia Yusia, Northern Peninsula Area Regional Council; Michael Kerr, Douglas shire; Robert Sands, Kowanyama Aboriginal shire; Richard Tarpencha, Pompuuraaw Aboriginal shire; Janita Motton, Napranum Aboriginal shire; Bradley Creek, Wujal Wujal Aboriginal shire; and Jason Woibo, Hope Vale Aboriginal shire. I want to congratulate all the mayors and councillors across the seat of Cook and pass on my best wishes for the term ahead.

I give special mention to my dad, Getano Lui (Jnr), for retaining his seat of division 9 at Yam Island and being appointed Deputy Mayor for Torres Strait Island Regional Council for his final term in local politics. I am proud of you, Dad. In the words of Nelson Mandela—

Sometimes, it falls upon a generation to be great. You can be that great generation. Let your greatness blossom.

[http://ropes/sites/ropes2013/Document Templates/ropes.docx](http://ropes/sites/ropes2013/Document%20Templates/ropes.docx)

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**6.1.9.3 LETTER from Senator Susan McDonald – LNP Senator for Queensland.**  
Informing the Council that the Senate has recently passed the Aviation Transport Security Amendment (Security Controlled Airports) Regulations 2019 – pg1



**SENATOR SUSAN McDONALD**

Senator for Queensland

27 May 2020

Cr Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Lot 1 Hartwig Street  
Wujal Wujal QLD 4895  
info@wujal.qld.gov.au

Dear Cr Creek

I write to inform you that the Senate has recently passed the Aviation Transport Security Amendment (Security Controlled Airports) Regulations 2019.

It has been important to pass this legislative instrument in order to provide mechanisms for added security measures in regional airports across Australia, whether they are managed by local councils or private operators.

As part of the Australian Government's \$715 million aviation rescue package in response to COVID-19, there is an allocation of \$46 million capital expenditure and \$20 million operational expenditure for infrastructure, for those regional airport operators who are required to introduce enhanced security screening measures.

My concern has been that regional airports in Queensland would bear a greater per passenger cost than the larger throughput terminals, which would be an additional burden upon regional aviation, and of course regional businesses and residents, especially following the impacts of COVID-19, and the limited choice and competition following the placement of Virgin Airlines under voluntary administration.

Given that this is a national security measure, I believe it was important that the Government introduce a national security price mechanism, to ensure that costing is borne equally across all airports and that regional passengers are not disproportionately affected.

The Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP, and the Minister for Home Affairs, the Hon Peter Dutton MP, will commence work on how this will be best delivered.

Level 1, 131 Denham Street, Townsville QLD 4810 Phone 07 4771 3066  
Email senator.mcdonald@aph.gov.au Web susanmcdonald.com.au Facebook SusanMcDonaldQLD

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**6.1.9.3 LETTER from Senator Susan McDonald – LNP Senator for Queensland.**  
Informing the Council that the Senate has recently passed the Aviation  
Transport Security Amendment (Security Controlled Airports) Regulations  
2019 – pg2

I have had discussions with Mr Greg Hallam of your Local Government Association of Queensland and Mr Daniel Gschwind of the Queensland Tourism Industry Council, and would also appreciate your views and recommendations, in order that I may properly represent the interests of your region and regional Queensland generally.

Please email me, or if you wish to discuss any particular aspect of these measures, please contact my office to arrange a teleconference. I look forward to hearing from you.

Yours sincerely



**Senator Susan McDonald**  
LNP Senator for Queensland  
SM.MT2005

**6.1.9.4 LETTER of congratulations to Mayor Creek from Tim Campbell**  
General Manager TAFE Queensland also outlining the latest 2020 course guide and capability statement. **(tabled)**.



25 May 2020

**Bradley Creek**  
**Wujal Wujal Shire Council**  
**Lot 1 Hartwig Street**  
**Wujal Wujal QLD 4895**

Dear Bradley,

Congratulations on your recent appointment for Mayor of Wujal Wujal Shire Council. I wish you every success for the duration of your tenure.

TAFE Queensland is the largest, most experienced training provider in the state, with a history of serving Queensland's communities for more than 135 years. We offer more than 500 practical, industry-relevant courses from entry-level certificates to bachelor degrees. Our training is delivered to over 110,000 students each year across more than 50 locations in Queensland.

TAFE Queensland is committed to delivering industry quality training in some of Australia's most remote locations. Our flexibility and adaptability means we are uniquely positioned to enable equal opportunity, participation and skill enhancement for regional and remote Queenslanders.

Enclosed is our TAFE Queensland (north region) 2020 course guide and capability statement.

If you require assistance with future training needs for your council employees please reach out to our dedicated Business Development team. An experienced Business Development Officer (BDO) can work closely with your staff and tailor bespoke training proposals for your perusal. If you are unsure what skill gaps may exist, our BDO's can conduct a training needs analysis to pinpoint the training required to help you achieve your strategic goals.

Please make contact with your regions Business Development Officer Rosie Blacklock directly on 0407 650 853 or [north.businessdevelopment@tafe.qld.edu.au](mailto:north.businessdevelopment@tafe.qld.edu.au).

Yours sincerely,

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

Tim Campbell

General Manager  
TAFE Queensland

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RTO: 0275  
CRICOS: 03020E

**6.1.9.5 LETTER of Congratulations from The Hon. Ken Wyatt AM MP – Minister for Indigenous Australians Member for Hasluck.**



**The Hon Ken Wyatt AM MP**  
Minister for Indigenous Australians  
Member for Hasluck

Reference: MB20-000099

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

Dear Mayor 

Congratulations on your recent election as Mayor of Wujal Wujal Aboriginal Shire Council. Local government is an integral part of the democratic system in Australia, providing vital economic, social and environmental support for local communities.

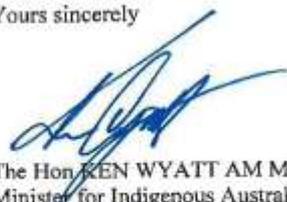
The Australian Government is committed to ensuring better health, education and safety outcomes for all First Australians, with access to real jobs and greater economic opportunities. During these unprecedented times, it is vitally important for all levels of government to work together to support communities to achieve these outcomes.

In fulfilling your responsibilities as Mayor, I encourage you to partner with the National Indigenous Australians Agency (NIAA). As the lead Commonwealth agency for Indigenous Australians, NIAA can work with you to ensure programs and services are responsive to issues in the Wujal Wujal community. It is only when governments work together that we can focus our collective resources to meet local need and realise community aspirations. Through close collaboration, all levels of government can also support individuals and families to lead healthy, happy and safe lives.

I encourage you to work closely with Mr Michael White, Acting Regional Manager from the Far North Queensland Regional Office. You can contact Mr White on (07) 40378637 or at [michael.white@official.niaa.gov.au](mailto:michael.white@official.niaa.gov.au).

Again, congratulations on your success and I look forward to working with you.

Yours sincerely

  
The Hon KEN WYATT AM MP  
Minister for Indigenous Australians

6 / 5 / 2020

Parliament House CANBERRA ACT 2600

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## 6.1.9.6 LGAQ - Media Release - Battleplan hits the target for jobs – pg1



*Tuesday, May 19, 2020*

### **Battleplan hits the target for jobs**

The Local Government Association of Queensland thanks Premier Anastacia Palaszczuk, Treasurer Cameron Dick and Local Government Minister Stirling Hinchliffe for supporting the LGAQ's Battleplan for Queensland Local Communities.

LGAQ CEO Greg Hallam Jamieson said today's commitment of an additional \$200 million for a COVID Works for Queensland program - including funding for southeast Queensland and regional councils - would ensure all communities could benefit.

"Councils stand at the ready to work in partnership with the State to create jobs, build infrastructure and help Queensland communities emerge from the COVID-19 pandemic stronger," Mr Hallam said.

"We welcome the initial commitment of the Government to an additional \$200 million Works for Queensland program.

"This announcement means councils can start rolling out job-creating projects within weeks, helping bolster the construction, tourism, small business and agricultural sectors.

"Expanding a proven job-creating program statewide means no community will be left behind."

Mr Hallam welcomed the \$400 million Accelerated Works Program to deliver new road, bridge and pavement sealing works across Queensland.

"Add to this the \$70 million commitment to Building Our Regions program and local economies will have the shot in the arm they desperately need to do the heavy lifting," he said.

"We look forward to continuing our discussions with the Government on other measures contained within the LGAQ's battleplan as we work together to help Queensland recover."

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### 6.1.9.6 LGAQ - Media Release - Battleplan hits the target for jobs – pg2

The announcement follows a submission made to the Government on Friday containing hundreds of shovel-ready projects councils stand ready to deliver under the LGAQ's battleplan.

"This shows the power of governments working together, it shows pragmatic and decisive leadership and importantly puts Queensland communities at the centre of decisions that will impact their lives." Mr Hallam said.

**For more information, please contact:**

Sarah Vogler, Media Executive

Phone: 0438447370

Local Government Association of Queensland

Media Centre



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[ask@lgag.asn.au](mailto:ask@lgag.asn.au) · 1300 542 700

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**6.1.9.7 LGAQ - Media release - QLD councils welcome new Commonwealth funding for local roads and community infrastructure – pg1**



*Friday, May 22, 2020*

**Queensland councils welcome new Commonwealth funding for local roads and community infrastructure to create jobs and help the state weather the COVID-19 pandemic.**

Local Government Association of Queensland President Mark Jamieson thanked Prime Minister Scott Morrison, Deputy Prime Minister Michael McCormack and Federal Local Government Minister Mark Coulton for providing a further contribution to local communities to assist with their economic recovery.

It follows a teleconference between the Deputy Prime Minister and presidents from all state associations including Mayor Jamieson earlier this month to discuss the need for economic stimulus to flow.

“Queensland councils stand to receive more than \$101 million in new money to build vital community infrastructure under the [\\$500 million Local Road and Community Infrastructure Program](#),” Mayor Jamieson said.

“We thank the Federal Government for listening to Queensland councils and their counterparts across the country and delivering much-needed stimulus at this critical time.

“This demonstrates the responsiveness of the Commonwealth as well as the power of councils to advocate on behalf of their communities.”

Mayor Jamieson said councils had been wearing significant revenue losses due to the pandemic and the impacts of the national public health directions.

At the same time, they have also been providing support and stimulus to vulnerable businesses and households.

“The decision of the Commonwealth to also bring forward Financial Assistance Grant funding is welcome and will bring much-needed certainty as Councils frame their budgets,” Mayor Jamieson said.

“Councils will continue to work with the Federal Government to ensure extra funding flows in future years so the economic sustainability of councils and their communities is maintained.

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**6.1.9.7 LGAQ - Media release - QLD councils welcome new Commonwealth funding for local roads and community infrastructure – pg2**

“This week has seen incredible leadership from all tiers of government to help mitigate the impact of the COVID-19 economic crisis on local communities.

“The only way communities thrive is if all three levels of government work together.”

**For more information, please contact:**

Sarah Vogler, Media Executive

Phone: 0438447370

Local Government Association of Queensland

Media Centre



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UNCONFIRMED

6.1.9.8

**LETTER of congratulations from The Hon. Minister Grace MP –  
Minister for Education and Minister for Industrial Relations**



Minister for Education and  
Minister for Industrial Relations

26 MAY 2020

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

1 William Street Brisbane 4000  
PO Box 15033 City East  
Queensland 4002 Australia  
Telephone +61 7 3719 7158  
Email: [education@ministerial.qld.gov.au](mailto:education@ministerial.qld.gov.au)  
Email: [industrialrelations@ministerial.qld.gov.au](mailto:industrialrelations@ministerial.qld.gov.au)

Dear Mayor

Thank you for your letter dated 24 April 2020 outlining your priorities to secure a high quality education for all children living in the Wujal Wujal Aboriginal Shire Council community. I congratulate you on your recent appointment as Mayor.

The Palaszczuk Government is committed to ensuring all students attending Bloomfield River State School are receiving the highest quality education, in a safe and supportive learning environment. The Department of Education acknowledges the importance of working in partnership with the Council and community members to optimise educational outcomes for students attending Bloomfield River State School.

The department welcomes your invitation to work closely to progress a Bloomfield River State School Education Plan. In anticipation of a return to business-as-usual operations, representatives of the department's Far North Queensland Regional Office would like to propose a meeting with you and key parties as soon as practicable. This will provide an opportunity for the region to engage with you on the development of a jointly-agreed roadmap for a Bloomfield River State School Education Plan.

I acknowledge your representation and support for all Cape York communities to secure the highest quality educational outcomes and your sincere commitment to the educational future of children and young people in the Wujal Wujal community.

To arrange a meeting with the Far North Queensland Regional Office, I invite you to contact Mr Stephen Bell, Acting Regional Director, Far North Queensland Region, on (07) 4037 3899 or by email at [regionalservices.FNQ@qed.qld.gov.au](mailto:regionalservices.FNQ@qed.qld.gov.au).

I trust this information is of assistance.

Yours sincerely

**GRACE GRACE MP**  
Minister for Education and  
Minister for Industrial Relations

Ref: 20/256121

**6.1.9.9 LETTER of congratulations from The Hon. Cameron Dick MP – Treasurer and Minister for Infrastructure and Planning and QRRRF applications are open - pg1**



The Hon. Cameron Dick MP  
Treasurer  
Minister for Infrastructure and Planning

1 William St Brisbane  
GPO Box 511 Brisbane  
Queensland 4001 Australia  
Telephone 07 3750 7200  
Email [treasurer@ministerial.qld.gov.au](mailto:treasurer@ministerial.qld.gov.au)  
Website [www.treasury.qld.gov.au](http://www.treasury.qld.gov.au)

ABN 90 856 020 239

Our Ref: MBN20/486

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

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

Dear Councillor Creek

As part of the Queensland Government's unwavering support to making Queensland communities better prepared for natural disasters, I am pleased to advise applications for the Queensland Resilience and Risk Reduction Fund (QRRRF) are now open.

The \$13.1 million QRRRF is jointly funded by the Queensland (\$8.3 million) and Australian (\$4.8 million) Governments to support resilience and risk reduction projects.

These commitments demonstrate the Queensland Government's strong track record in funding disaster risk reduction and resilience initiatives.

The success of the Queensland Government's past investment speaks for itself. Resilience programs that have been funded by the Queensland Government are historically in high demand and investment in mitigation projects has been shown to make our communities safer and save money for Queensland in the long run.

The QRRRF will enable local governments, state agencies and non-government organisations to deliver resilience and disaster risk reduction initiatives in Queensland communities to strengthen them and help in being better prepared for future disaster events.

Funding can be sought for infrastructure and non-infrastructure projects, such as public education programs, installation of warning systems and development of regional resilience and risk reduction plans.

Details on how your council can apply for the QRRRF will be provided through the Queensland Reconstruction Authority.

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**6.1.9.9 LETTER of congratulations from The Hon. Cameron Dick MP – Treasurer and Minister for Infrastructure and Planning and QRRRF applications are open – pg2**

As Queensland communities continue to assess the impacts of the COVID-19 pandemic, programs like the QRRRF give local governments the opportunity to make their region more resilient and the funding will play a part in driving economic recovery.

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

Yours sincerely



**CAMERON DICK MP**  
Treasurer  
Minister for Infrastructure and Planning

8/June/2020

## 6.1.9.10 LETTER of congratulations from Chair of Wet Tropics Management Authority and an outline of the key objectives of the Authority for the future – pg1

ENQUIRIES: M Flynn  
PHONE: 4241 0500  
YOUR REFERENCE:  
OUR REFERENCE: 063/0000494-002



8 June 2020

Mayor Bradley Creek  
Wujal Wujal Aboriginal Shire Council  
Lot 1, Hartwig St  
Wujal Wujal QLD 4895

Dear Mayor Creek,

On behalf of the Board of the Wet Tropics Management Authority (the Authority), I would like to extend our heartiest congratulations on your recent election as Mayor of the Wujal Wujal Aboriginal Shire Council. As a local government that shares part of an internationally significant natural and cultural asset, our partnership with you is highly valued.

The Authority is charged with managing the Wet Tropics of Queensland World Heritage Area—the world's oldest living rainforest and land of the world's oldest living cultures—in accordance with the World Heritage Convention. It is supported by its own Commonwealth and Queensland legislation which enforces the obligation to protect, conserve, present, rehabilitate and transmit the World Heritage Area to future generations. In 2012, the Area was recognised for its Indigenous cultural heritage values on the National Heritage List.

Responsible to both the Australian and Queensland governments, and under the direction of an independent board, the Authority works closely with the local community, partnering with Rainforest Aboriginal Peoples, all levels of government, the tourism industry and landholders to ensure that the area is managed for today, and for future generations. We proudly promote the Wet Tropics, conservatively estimated in 2015 to contribute more than \$5.2 billion annually to the regional economy, locally, nationally and internationally.

I wanted to take this opportunity to briefly outline a few of the Authority's key focus areas now and into the future:

**Eradication of yellow crazy ants**—yellow crazy ants are considered one of the world's top 100 most invasive species. The Yellow Crazy Ant Eradication Program is delivered through a collaborative community and industry program led by the Authority, and jointly funded by the Australian and Queensland governments. We are now in the fourth year of the ten year program and there have been highly successful results not only for world heritage values, but for residents, Rainforest Aboriginal Peoples, the sugar cane industry and tourism.

**Tourism Destination Plan**—presentation of the World Heritage Area is a key priority of the World Heritage Convention, and our partnership with the tourism sector is one of our most important relationships. This year we are developing a Sustainable Tourism Destination Development Plan in collaboration with the tourism industry, Rainforest Aboriginal Peoples, government agencies and key stakeholders. The plan will identify and promote new ways and places for people to enjoy and

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**6.1.9.10 LETTER of congratulations from Chair of Wet Tropics Management Authority and an outline of the key objectives of the Authority for the future – pg2**

understand the special values and attributes of the region and identify optimum sites and/or iconic tourism hubs for appropriate placement of tourism infrastructure in and adjacent to the property. It will also broaden cultural tourism experiences with opportunities for Rainforest Aboriginal Peoples to participate in tourism and presentation activities and give confidence to investment by tourism enterprises.

**Rainforest Aboriginal Peoples**—in 2005, the Wet Tropics Regional Agreement was signed with Elders from some 18 Rainforest Aboriginal tribal groups, the Authority, and Ministers of the Australian and Queensland governments. The agreement provides for more meaningful involvement of Rainforest Aboriginal Peoples in the cooperative management of the World Heritage Area. Since the signing of the agreement much has changed, with native title either resolved or in progress across more than 85% of the Area. In response to those changes, the Authority is championing and providing support for Rainforest Aboriginal Peoples to refresh the agreement and ensure that commitments made, are delivered. The Authority will also continue to support Rainforest Aboriginal Peoples' aspirations for greater economic and employment opportunities and for more regular and equitable combination of traditional knowledge and science for innovative problem solving.

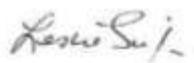
**Climate impacts and resilience**—concerning new evidence shows a dramatic escalation in the decline of keystone species, particularly endemic montane species, in our Wet Tropics region as a result of climate change. Rainforest Aboriginal Peoples' also advise that worrying changes are evident in seasonal indicators, affecting their own responsibilities to country as species' transition to higher areas to escape heat.

In late 2019 the Authority released Accept, Act, Adapt—Climate Adaptation Plan for the Wet Tropics 2020–2030 to outline the actions we will take to improve resilience of the Wet Tropics to climate related impacts. The plan was collaboratively developed with the tourism sector, Rainforest Aboriginal Peoples, research entities, the conservation sector, NRM bodies, local government and State agencies. The Authority's vision is for a Wet Tropics community which is recognised as a world leader in successful adaptive management of World Heritage in response to climate change.

I understand the extensive information you will need to get across in your new role, however when conditions allow, I would appreciate the opportunity to meet with you to discuss positive ways the Authority can continue to build relationships and collaborate with you and your council on these and other issues. In the meantime, if there's anything I can do to assist, please don't hesitate to contact me on 0407 646 954.

Again, congratulations on your appointment. I look forward to an opportunity to discuss these matters with you at your convenience.

Yours sincerely,



Leslie Shirreffs, PSM  
Chair

WORLD HERITAGE IS OUR PROMISE TO THE FUTURE

**NOTED**

## 6.2 Chief Executive Officer's Report

### Items arising from previous meetings

#### CEO Report Action Log

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

			Only 5 sitting Mayors returned to ATSI Councils.
0823012020	CEO/DW&BS to send a letter awarding the contract for upgrading of Kindy to AD Fraser Builders who has a current service agreement with WWASC for the upgrade of HACC facility, this funding is from QRA for Resilience (a place of refuge), as per the resolution.	Completed	AD Fraser Builders arrived 21 April to commence work
General Business	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting,	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR
	Councillor training 'So you want to be a councillor'. CEO to follow up and advise councillors	Completed	
<b>Council Meeting held 20 February 2020</b>			
6.1.5	Council to write to Mr Mike Smith advising that Council are supportive of the idea but at this time have no interest in leasing a vessel.	Completed	
Res: 0820022020	That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved	In Progress/ On Hold	Still advocating for funding.
Res: 0920022020	That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders	On Hold	

	CEO to write a letter asking Orion Consulting for their Local Buy contract.	Completed	Contract Supplied
<b>Council Meeting held 19 March 2020</b>			
Res: 0319032020	That WWASC Council advise the Queensland Government that it is supportive of the Cape York Local Government having the authority to close roads to restrict travel to at risk communities to protect those communities.	Completed	LDMG request through DDMG approved by SDC and CMO
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.
<b>Council Meeting held 23 April 2020</b>			
Correspondence 6.1.5.2	No nomination made for the District 12 representation on the LGAQ Policy Executive. CEO to advise LGAQ.	Completed	CEO advised LGAQ Greg Hallam on 27 April 2020 that the Council had determined to take no action.
6.2.1 Res: 0523042020	That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter. Further, the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility. CEO to inform Visionstream Pty Ltd.	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed
6.2.3 Res: 0723042020	That Council amend the Expenses Reimbursement for Councillors policy to include a monthly telephone credit of \$40 per councillor and the option for the Mayor to elect to utilise his/her personal phone and receive an annual allowance of	Completed	DF&CS has advised Mayor's mobile phone allowance already actioned. Amended Policy to be uploaded (Old policy to be removed) on to

	\$1000. DF&CS to amend the policy and implement allowance.		Council website after CEO signing.
<b>Council Meeting held 21 May 2020</b>			
DF&CS Report Information Management Officer Report	CEO advised that it is a requirement to capture all records. Councillors have an obligation to capture this information. Councillors will be trained at a future date. CEO advised all councillors to use their work email addresses as it is a requirement of the State Archive Records to retain this information. CEO to organise training with Information Management Officer	Completed	Training took place on 21 May 2020 after the Council meeting.
General Business	Cr Vincent Tayley suggested that more awareness for the old people in the community should be included in our messaging around COVID-19. Especially in regard to going to Cooktown. Community not understanding the 'Stay at Home' essential messaging and travel for essential purposes only message. CEO/EA to implement in WWASC newsletter and FB posts	Complete	The messaging will be ongoing utilizing noticeboards, Council newsletter, radio broadcast and Facebook page
General Business	Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.	Ongoing	15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. They will get back to Council re our video suggestion

**NOTED**

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### 6.2.1 COVID-19 – May – June -STATUS REPORT

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

The Queensland declared state of emergency also remains in place. The Wujal Wujal Local Disaster Management Group has remained in “Stand Up” and has met twice since the last Council meeting, 20 May and 4 June 2020.

Under Stage 2 of the Roadmap and under the CHO Direction Declared Travel Zones have been identified that will allow residents to travel out of the declared area of Cape York and return without the need for 14 days isolation provided they have remained within the ‘Declared Travel Zone’.

The Declared Travel Zone for Wujal Wujal (and other Cape York Communities) is the local government areas of Cairns Regional Council, Mareeba and Douglas Shire Councils.

Non-residents of the ‘Declared Travel Zones’ will still require an entry pass to enter the Cape York restricted area. The vehicle Check-Point on the Mulligan Highway and the road blocks on the Bloomfield Track and CREB Track will remain in place until such time as the Cape York communities come in line with the rest of Queensland in relation to CHO directions for travel etc. This will be Stage 3 of the Remote and Discrete Communities Roadmap to Easing Restrictions.

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

Council continues to keep the community well informed through weekly newsletters and the new Facebook page. We have also had local 107.7FM radio continually reading out our messages for the community. Unfortunately our local presenter is currently ill so the radio broadcasts are on hold until her return to work.

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

**NOTED**

### 6.2.2 Human Rights Policy and New Delegation to CEO (tabled)

Local Government is under a general obligation to comply with all relevant State and Commonwealth laws and regulations and all employees have a responsibility to ensure their work activities, on behalf of Council, comply with the applicable laws. Compliance is embedded into the day to day business management by delegating responsibilities into the appropriate operational areas. Recently, the *Human Rights Act 2019* (QLD) has come into effect imposing new regulatory requirements on Council.

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## 1. *Human Rights Act 2019 (QLD)*

Queensland's *Human Rights Act 2019* ("the Act") commenced on 1 July 2019. The Act requires public entities to make decisions and act compatibly with human rights. Obligations for public entities under the Act commenced on 1 January 2020.

Local government is considered a 'core public entity' under section 9 of the *Human Rights Act 2019 (QLD)*.

*Human Rights Act 2019 (QLD)* s 3.

*Human Rights Act 2019 (QLD)* s 7.

The main objects of this Act are:

- (a) to protect and promote human rights;
- (b) to help build a culture in the Queensland public sector that respects and promotes human rights; and
- (c) to help promote a dialogue about the nature, meaning and scope of human rights.

The Act achieves a consolidated statutory protection of various human rights, including property rights and privacy and reputational rights. In total there are 23 fundamental human rights outlined in the Act (21 civil and political rights, 2 economic, social and cultural rights).

The Act is important because it will:

- protect the rights of vulnerable Queenslanders by addressing disadvantage;
- result in development of a human rights culture across communities in Queensland;
- lead to improved law making and government policy;
- result in improved public service delivery; and
- assist Australia to fulfil its international human rights obligations.
- Importantly, the Act creates a 'dialogue model' of rights that are designed to ensure human rights are considered in the development of laws and policies; in the delivery of public services; and, in government decision-making. Furthermore, the Act is also modelled on similar human rights laws that are in operation in ACT and VIC.
- One of the key requirements of the Act is to ensure Council's actions and decisions are 'compatible with human rights' which means that Council needs to:
  - act and make decisions compatibly with human rights;
  - develop policy and legislation compatibly with human rights; and
  - interpret legislation compatibly with human rights.

If Council does not comply with the requirements of the Act, a person can make a complaint to Council, who has 45 days to respond, after which the individual can make a formal complaint to the Queensland Human Rights Commission (QHRC) if their complaint remains unresolved (for example, if they do not receive a response or they feel the response is inadequate).

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## 2. Council Human Rights Policy

In order to ensure compliance with the Act, a Council Policy has been prepared for Council adoption – see **Attachment 1 (tabled)**. This Policy clearly outlines:

- what the Act means for individuals;
- how Council will apply and interpret the Act;
- the complaints management process; and
- mechanisms for external review.

This Policy has been prepared by aligning with best practice recommendations from the QHRC and other Queensland local Governments (Noosa Shire), who have a similar policies in force.

Furthermore, Council's Executive Team have been briefed on the development of the Policy and have subsequently provided feedback prior to submission to Council.

In conjunction with the Policy, the following implementation activities are underway:

Council will be updating communications on our website to bring awareness to the new Act.

A new human rights complaint form will be available for people to access on Council's website. This form is required to be completed when submitting a human rights complaint. This form will assist Council staff in having all of the necessary information in an efficient and timely manner so an outcome can be provided back to the complainant within the legislative timeframe.

Council officers receive training to ensure compliance with the Act.

## 3. New delegations

Delegations are the process by which the Council delegates local government powers under relevant legislation to implement and enforce legislation, standards and requirements.

'Delegation' to the Chief Executive Officer (CEO) and council officers will ensure actions undertaken by council are compliant with State Government legislative requirements. These powers must be exercised subject to any applicable criteria and procedures detailed in the delegations.

The development or amendment of delegations does not require community consultation as they are purely an administrative process that provides the CEO with the necessary authority under the various Acts.

Section 257 (Delegation by the Local Government) of the *Local Government Act 2009 (QLD)* ("LG Act") allows, by resolution, a local government to delegate its powers under the Act to the Mayor, CEO, a standing committee or a joint standing committee.

As mentioned earlier, the *Human Rights Act 2019* has come into full effect on 1 January 2020. Therefore, it is appropriate for Council to review and delegate new

powers to the Chief Executive Officer so that authorised positions are able to effectively carry out their duties in accordance with the Act.

The new Delegations Register for the *Human Rights Act 2019* has been provided by the Local Government Association of Queensland (LGAQ). This Register includes all the powers identified by King & Company for LGAQ for the *Local Government Act 2009*.

**NOTED**

ATTACHMENT 2

**REGISTER OF DELEGATIONS: COUNCIL TO CEO**

Human Rights Act 2019

Source:	Local Government Association Queensland (LGAQ)
Document Reviewed:	09/10/19
Reprint:	01/07/19
Amended:	-
Inserted:	-
Omitted:	-
Note:	New register

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a party to a proceeding before a court, in the circumstances in subsection 49(1), to make an application to have the proceeding referred to the Supreme Court.	Section 49(2) Human Rights Act 2019		
	Chief Executive Officer	Power, as a party to a proceeding in the Supreme Court or District Court, to give notice in the approved form to the Attorney-General and the commission if: (a) a question of law arises that relates to the application of the Act; or (b) a question arises in relation to the interpretation of a statutory provision in the Act.	Section 52(1)(a) Human Rights Act 2019		
	Chief Executive Officer	Power, as a party to a proceeding, to give notice in the approved form to the Attorney-General and the commission if a question is referred to the Supreme Court under section 49.	Section 52(1)(b) Human Rights Act 2019		

Page 1 of 2

ATTACHMENT 2

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, where the commissioner decides to accept a human rights complaint, to comply with the actions taken by the commissioner including:- (a) making submissions to the commission in writing in response to the complaint; (b) complying with a direction to give the commission information relevant to the complaint; (c) participating in a conciliation of the complaint under part 4, division 2, subdivision 4.	Section 77(1) Human Rights Act 2019		
	Chief Executive Officer	Power, as a relevant entity for a complaint, to comply with a direction given by the commissioner under subsection 78(2).	Section 78(5) Human Rights Act 2019		
	Chief Executive Officer	Power, as a party to a complaint, to seek the consent of the commissioner to be represented by another person.	Section 83(1) Human Rights Act 2019		
	Chief Executive Officer	Power to make submissions to the commissioner about a proposed adverse comment in a report prepared under section 88 or part 4, division 3.	Section 93(2) Human Rights Act 2019		
	Chief Executive Officer	Power to comply with a notice, issued by the commissioner pursuant to subsection 96(1), to provide information.	Section 98(3) Human Rights Act 2019		

<b>Resolution:</b>	That Council adopt the Human Rights Policy. <i>Further;</i> That Pursuant to section 257 of the <i>Local Government Act 2009</i> (QLD), Council delegate the powers for the <i>Human Rights Act 2019</i> (QLD) to the Chief Executive Officer as outlined in the report.	
Moved:	Cr Vincent Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0330062020	

### 6.2.3 Review – Complaints Management Policy (tabled)

As Council has now adopted a Human Rights Policy it is now necessary to make a minor amendment to the Complaints Management Policy to reference the Human Rights Policy for any person who may wish to make a Human Rights complaint.

The Complaints Management Policy outlines the process for Administrative Action Complaints. This Human Rights complaint process differs from the for Administrative Action Complaints process therefore it is necessary to give direction to people to ensure that their Human Rights complaint is dealt with appropriately in the first instance.

The amendment is in two parts, firstly the inclusion of a paragraph identifying the Human Rights Policy and referring Human Rights Complaints to the process contained within that policy. Secondly inclusion of Human Rights complaints in the list of exclusions within the Complaint Management Policy. **(tabled)**.

<b>Resolution:</b>	That Council adopts the minor amendment to the Complaints Management Policy noting the reference to the Human Rights Policy.	
Moved:	Cr Regan Kulka	<b>CARRIED 5/5</b>
Seconded:	Cr Vanessa Tayley	
Decision No:	0430062020	

### 6.2.4 Offer to purchase Donga from WWASC formally known as Hair Dressing Salon in Third St Ayton

Email received with purchase price as per below email:

**From:** Tracey Ditchfield <[traceyditchfield83@gmail.com](mailto:traceyditchfield83@gmail.com)>

**Sent:** Friday, June 12, 2020 2:17:43 PM

**To:** Steve Wilton <[steve@wujal.qld.gov.au](mailto:steve@wujal.qld.gov.au)>

**Subject:** Third St Donga

Hi Steve

Further to our discussions on Thursday 28 May Re the Donga building formally a Hair Dressing Salon in Third St Ayton.

---

Tracey and I would like to propose an offer of \$3500 to purchase the Donga including all internal and external fittings and fixtures.

The price offered is for the donga being removed from the site and all the connection services disconnected by the relevant service personal and authority at our own expense.

If our offer is accepted by the Wujal Wujal Aboriginal Council we would complete the removal as soon as possible.

Thankyou and looking forward to a favourable Council decision.

Jack and Tracey  
Contact phone no.0488432121  
Email: traceyditchfield83@gmail.com

<b>Resolution:</b>	That Council ACCEPTS the formal offer to purchase the Donga from WWASC formally known as the Hair Dressing Salon located on Third St Ayton for \$3500 by Jack and Tracey Ditchfield as detailed in letter to CEO Stephen Wilton 12 June 2020. As is condition no cost to Council.	
Moved:	Cr Vanessa Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Regan Kulka	
Decision No:	0530062020	

#### 6.2.5 WWASC Social Media Report

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

**NOTED**

Discussion on Lynn Frerichs grants preparation proposal. Council declined this offer.

<b>Resolution:</b>	That Council receives and adopts the CEO's report for the month of June 2020.	
Moved:	Cr Vanessa Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Regan Kulka	
Decision No:	0630062020	

Stephen Wilton  
**Chief Executive Officer**  
11 June 2020

*Council adjourned for morning tea at 10am and returned to the chamber at 10.18am.*

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

### Action items arising from previous minutes

Date:	Action	Status	Comment
<b>Council Meeting held 23 April 2020</b>			
6.2.3 Res: 0723042020	That Council amend the Expenses Reimbursement for Councillors policy to include a monthly telephone credit of \$40 per councillor and the option for the Mayor to elect to utilise his/her personal phone and receive an annual allowance of \$1000. DF&CS to amend the Policy and implement allowance.	Completed	DF&CS has advised Mayor's mobile phone allowance already actioned. Amended Policy to be uploaded (Old policy to be removed) on to Council website after CEO signing. EA has uploaded to website.
<b>Council Meeting held 21 May 2020</b>			
0821052020	The Chief Executive Officer under delegation resolves to write-off Aged Debtors totalling \$38,768.81 as outlined in report 6.3.5. Write-off Aged Debtors as agreed	Completed	Write off completed based on Council Resolution.
1221052020	That Council confirms it has budgeted the Organisations financial contribution to the Building our Region Project (if applicable), is committed to delivering the Eco Village Project (BoR Ro4 WUJA 0057) and acknowledges responsibility for any funding shortfall if costs or other contributors change. Budget for the Organisations financial contribution to the Building our Region Project (if applicable), is committed to delivering the Eco Village Project (BoR Ro4 WUJA 0057)	Completed	No further action required
6.4.5 Capital Projects	That Council accepts the financial delegation to the Project Manager (Laurie Raleigh) for authorised expenditure to the value of \$100,000.00. Paperwork to be completed.	Completed	Relevant Finance staff advised of the new financial delegation limit.

**NOTED**

**6.3.1. Interim Audit 2019/2020**

- QAO Interim audit completed, covering period 1 July 2019 to 31 March 2020
- Interim Management Report to the Mayor - **Tabled** under Section 213 of the *Local Government Regulation 2012*

**NOTED**

**6.3.2. Financial Statements for the year ended 30 June 2020**

- Proforma financial statements & Accounting Position Papers (Revenue Recognition & New Accounting Standards) were provided to the QAO prior to agreed deadline
- QAO feedback on Proforma Financial statements received on 15 June 2020

**NOTED**

**6.3.3. Asset Valuation**

- Australis Advisory Group performed asset indices assessment for the year

Asset Class	Last Comprehensive Valuation	Proposed Movement in Indices 1 July 2019 to 30 June 2020	Est. Movement in Indices Since Last Comprehensive & Proposed Indexation as at 30/06/2020
<b>Buildings</b>	30 June 2017	+1.75%	+5.50%
<b>Land</b>	30 June 2017	+1.45%	-2.75%
<b>Other Structures</b>	30 June 2017	+1.60%	+5.59%
<b>Water</b>	30 June 2015 (indexation applied 30 June 2017)	+1.07%	+7.03%
<b>Sewer</b>	30 June 2015 (indexation applied 30 June 2017)	+0.99%	+6.99%
<b>Roads</b>	30 June 2017	+0.68%	+7.05%

- Indexation assumptions will be assessed at 30 June 2020 and further adjustments applied if necessary
- Fair Value assessment Position Paper along with Indices assessment and various indexation calculations provided to the QAO prior to agreed deadline
- DF&CS and Finance Manager currently working through \$2.9m worth of legacy Work in Progress which need to be capitalised - huge challenge due to lack of supporting documentation and details recorded within Practical.

**NOTED**

#### 6.3.4. ATO Refund

- Council requested and received \$363,281 refund from the ATO
- The above refund received due to GST variances now reconciled for the period 1 September 2017 to 30 September 2019

**NOTED**

#### 6.3.5. Operating Result as at 31 May 2020

- As at 31 May 2020 a surplus of \$1,463,995.76 was reported
- Details of bigger deposits & expenses as detailed in Finance Manager & Accounts Payable Officer Reports

**Attachment 1** Revenue & Expenditure Report as at 31 May 2020 (Practical extract)

**NOTED**

#### 6.3.6. Budget 2020/2021

- Budget preparation for 2020/2021 is delayed due to lack of resources within Finance team and the legacy catch up Finance Manager and DF&CS been dealing with. Finance is scheduling meetings with Dept heads, Managers, Supervisors in the coming weeks to formulate the Budget and expecting to have it ready for July 2020 OM
- Fees and Charges across Council will be reviewed as part of the Budget preparation process. Recommendations from Animal Management Team regarding the dog fees and charges will be considered

**NOTED**

CEO mentioned Budget meeting will be called at end of July as a Special Council meeting to adopt the budget.

*Cr Vanessa Tayley left the meeting at 11.16am and returned at 11:33am.*

#### 6.3.7. Finance Manager Report

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

1. Bank Reconciliation and Cash Flow is up to date to 31 May 2020  
Bank Balance as at 31 May 2020 is \$1,886,770.59 with large deposits received during the month as follows:

<b>Deposit made by</b>	<b>Reason for deposit</b>	<b>Amount</b>
Department of Housing & Public Works	90% Payment for Southside Driveway Upgrade Works	\$746,157.65
Department of Local Government, Racing & Multicultural Affairs	Financial Assistance Grants	\$344,550.75

Arts Queensland	Backing Indigenous Artists BIA IAC 2019/20 Grant	\$60,000.00
State Library Queensland	First Five Forever Grant 2019-20	\$18,000.00

2. Credit Card Reconciliation is completed and up to date as at 31 May 2020

3. Taxation matters

- IAS reporting up to date and lodged for period up to 31 May 2020
- GST variances reconciled for BAS for period 1 September 2017 to 30 September 2019 which had never been reconciled. BAS is now reconciled to 31 March 2020

4. Acquittal Reporting

The following acquittals were done during the month of May 2020:

- Aged Care Regional Rural & Remote Infrastructure Grant Final Report
- QCSS Directors Certificate for Aged Care

5. Other matters

- Over 900 job cost codes have been made inactive during the month – period covered going as far back as October 2016
- Implemented processes to streamline accounts payable which has resulted in creditors payment run paid earlier during Thursday rather than in afternoons and this has also resulted in supplier statement reconciliations and a proper aged creditor report as at 31 May 2020

**NOTED**

Director Finance and Corporate Services made special mention that Finance Manager Lynette Simbil had done a huge amount of work in this space.

### **6.3.8. Account Payable Officer Report**

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

### **Open Purchase Orders**

- As at 31 May 2020, open purchase orders to the value of \$356,746.07 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis

## Creditors Ageing

- Below is the "first ever" Aged Creditors Report as at 31 May 2020.

USER: VIVIEND - WUJAL WUJAL  
ABORIGINAL COUNCIL

### AGED CREDITOR'S REPORT

Report Conditions: CREDITORS between 'AANZ' and 'ZYSK' ; Excluding Nil Balances

Financial Year Ending 2020

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
BESTCARE	BESTCARE Q PTY LTD	0.00	0.00	195.00	0.00	195.00
BRASCH	BRASCHS PTY LTD	0.00	0.00	3,941.00	0.00	3,941.00
CAIRHW	CAIRNS HARDWARE	0.00	0.00	37,735.13	431.92	38,167.05
CAIRNSRC	CAIRNS REGIONAL COUNCIL	0.00	0.00	2,318.61	0.00	2,318.61
CKASSOC	C&K Association Limited	0.00	0.00	90.00	0.00	90.00
COOKSC	COOK SHIRE COUNCIL	0.00	0.00	360.00	0.00	360.00
DEPTNR&M	DEPT NATURAL RESOURCES & MINES	786.22	0.00	0.00	0.00	786.22
FNQPIPE	NCP Contracting Pty. Ltd	0.00	0.00	0.00	26,453.63	26,453.63
GLOBAL	GLOBAL WELDING SUPPLIES P/L	0.00	0.00	1,203.65	0.00	1,203.65
HASTDE	HASTINGS DEERING	0.00	0.00	1,820.20	0.00	1,820.20
HAYMELE	Haymans Electrical	0.00	0.00	1,121.32	0.00	1,121.32
HONEYCOM	HONEYCOMBES SALES & SERVICE	0.00	0.00	593.55	0.00	593.55
MARENT	MARANO ENTERPRISES	0.00	0.00	684.07	0.00	684.07
NAMBAL	NAMBAL RESOURCES AND QUARRIES PTY LTI	0.00	0.00	7,332.67	0.00	7,332.67
NOVETELT	NOVETEL TWINWATERS	144.00	0.00	0.00	0.00	144.00
NTHCHEM	NORTHERN CHEMICALS PTY LTD	0.00	0.00	990.32	0.00	990.32
OFFCHOIC	FAR NORTH OFFICE CHOICE	0.00	0.00	88.83	702.40	791.23
TELEC	TELSTRA	1,134.48	0.00	0.00	0.00	1,134.48
<b>TOTALS:</b>		<b>2,064.70</b>	<b>0.00</b>	<b>58,474.35</b>	<b>27,587.95</b>	<b>88,127.00</b>

### Summary of creditors run for the month

Payment date	Total payment	Comment
01/05/2020	\$194,180.80	FNQ Pipelines
07/05/2020	\$158,009.72	Aqua Management - \$26,526.50, Cairns Hardware - \$25,338.23, DNT Plumbing - \$15,049.19 & Vincents - \$59,958.80
08/05/2020	\$128,000.00	AD Fraser Builders
12/05/2020	\$196,757.00	FNQ Pipelines
14/05/2020	\$100,782.37	AD Fraser Builders - \$16,230.31 and Zarlus Pty Ltd - \$10,912.28
18/05/2020	\$199,491.60	FNQ Pipelines
21/05/2020	\$48,332.72	Lowes Petroleum - \$16,311.37
26/05/2020	\$183,136.25	FNQ Pipelines
28/05/2020	\$141,985.01	Civica Solutions - \$22,145.95, DNT Plumbing - \$13,233.81, FNQ Pipelines - \$32,615 & Xodia Construction - \$45,577

**NOTED**

### 6.3.9. Account Receivable Officer Report

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

#### Invoicing

38 Invoices were raised totalling \$779,717.27 for the period of 1 May to 31 May 2020

- 36 Work Orders for Responsive Maintenance totalling \$30,202.42
- 2 Purchase Order for Planned Maintenance totalling \$749,514.85

#### QBuild Invoicing Comparison

Month	2020	2019	Variance
February	\$225,120.77	\$42,820.33	\$182,300.44
March	\$138,086.16	\$27,781.21	\$110,304.95
April	\$125,407.67	\$126,286.90	\$879.00
May	\$779,717.27	\$241,516.71	\$538,200.56

#### Aged Debtors Summary as at 31 May 2020

90 Days Aged	\$195,931.02
60 Days Aged	\$40,331.36
30 Days Aged	\$20,921.50
Current	\$6,235.72
<b>Total</b>	<b>\$263,419.60</b>

**NOTED**

### 6.3.10. Payroll Officer Report

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

Total number of employees as at 31 May 2020	65
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### Staff movement for the month

Appointments	-
Resignations/terminations	3

### Summary of Payrun for the month

Pay period	Pay period ending	Total gross payment
46	05/05/2020	\$81,306.48
Special Pay - B. Olbar (Termination)	06/05/2020	\$5,871.50
Special Pay - E. Duncan (Termination)	08/05/2020	\$5,672.28
47	12/05/2020	\$77,537.94
48	19/05/2020	\$78,723.86
Special Pay	25/05/2020	\$720.84
49	26/05/2020	\$81,700.05
Special Pay - M. Johnson (Termination)	28/05/2020	\$800.14

**NOTED**

### 6.3.11. Information Management Officer Report

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

### Accomplishments for the month

I started back in the Information Management Unit of Wujal wujal Council in August last year 2019. Before this, I was asked to work in finance due to; the very high turnover of finance staff. As a result of high turnover, I was asked to assist with the numerous outstanding tasks and grant acquittals. At the time, the recruitment of the current Director Finance and Finance Manager was prolonged, and I was asked to delay the completion of the setup of the Information Management Unit.

As per my position description (attached) and listed below you will find I have completed most tasks. I have nearly finished the setup of the Information Management unit. The only remaining tasks are; the physical disposal of some archived records, a few other outstanding tasks as below and the training of the Depot staff. I estimate the work mentioned will take me through to the 30/06/2020.

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It was always intended for this position to be a short-term position and I ask that a trainee be assigned to the Information Management Unit. I suggest that I train the staff member (trainee) who could be recruited at a lower level, possibly part time or as part of an existing role, now that initial set up has been completed.

Position Description Information Management Officer-Initially Full Time for a period of 3 to 6 months

- Assist with the implementation of Council's electronic document management system MAGIQ- This has been completed
- Assist in the implementation of processes for Councils records storage facility and the implementation of an archive's management plan- This has been completed
- Maintain Councils records management system including filing and archive maintenance and administration of records management software- This will be on going part time
- Control movements of files and documents across Council and external to Council - This will be on going part time
- Conduct training of new starters and existing staff in Councils records management system- This has been completed except for the Depot staff who are too busy to undertake training at this time and the Kindy staff who are currently displaced
- Scanning of documents and appropriate classification in Council's records management system- Paper files remain the original record and are required to be kept as per Qld retention and disposal schedule. It would be vexatious and degenerative to attempt to scan these files and not in line with best practice or storage capabilities
- Assist Council Officers with records enquiries - This will be on going part time
- Maintain Council's public registers as directed - I have never been directed to maintain Council's public registers and assume this task crosses over with PA and should be removed from the Information Managers Officer's job description
- File agendas, minutes and reports provided by Council Officers - As above
- Process internal and external requests for archived information - This will be on going part time

Another task I was charged with was the organization of the "H" Drive. This took many months of work but is now completed All that remains is approval from the CEO on security settings in line with the organizational structure, as per email sent previously. All relevant archived files have been migrated over to MAGIQ.

**Note \*** In my report submitted in May of this year, I stated I had started to draft a Business Contingency Plan for Records Management. However, this will form part of an overall Disaster Management Action Plan document for Council. As I have received no feedback

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from any of my reports, I can only conclude that Council is not yet ready to develop this plan. I would be happy to have any input required when it is deemed necessary.

I also ask that the Executive, CEO and Council consider where my talents may be deployed in the organization from the end of June, as the few ongoing tasks detailed previously will certainly not require a full-time officer. As requested in my last report, maybe my new role could incorporate the part time IT duties I am already fulfilling. I also have an extensive background in the field of Human Resource Management. I note that for quite some time we have had audit qualifications in this area. When Council was facilitating the CDEP program I was the Manager for the administrative section.

This involved facilitating training and employment for 250 Indigenous participants. I also worked for the Carpentaria Shire Council as HR Manager. I have an extensive background in this field, and this is detailed on my resume which I have attached. I have relevant knowledge of the legislative requirements or if needed I have the ability to acquire such knowledge. I have an intimate and extensive understanding of training and employment of Indigenous people.

I propose to address the below audit issues by creating a part time role as; HR Manager together with my part time current Information Management role and ad hock IT duties that I have been undertaking informally for the last 12 months.

I note, Council has spent a total of \$493,328.06 in the last two years with Peak Services who are the HR arm of the LGAQ.

To date, we still don't have the necessary documents below I believe these are the key components of HR, which, have not been delivered.

I would undertake the very necessary tasks as detailed below.

- Create a new comprehensive, stylish, attractive and informative orientation/induction employee package for current staff. This would also assist with attracting and on boarding of new staff. This would detail, process and procedure, particularly for new staff who don't have Local Government experience. I would also create a package designed to attract staff to our Council with a local directory detailing conveniences and other local knowledge to assist new staff to adjust
- Create and implement formal standardised HR Processes/procedures and documentation for Council including; disciplinary and congratulatory actions, staff evaluations and performance reviews, position descriptions, correspondence to staff and advertisements
- Complete and implement the staff handbook that has already been attempted previously to assist staff to understand our organizational rules and requirements, processes and policies, including; procurement, fraud and corruption, record keeping and to protect. This I believe, would give Council more accountability
- Investigate the possibility of a long-term cadetship program tailored to students on completion of high school diplomas that is strategic. It would encourage and targets university attendance in studies that would build capacity for Council. It would endeavor to help over a long term, to move existing staff through the

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organization and alleviate the need for executive staff to travel and live remotely on community

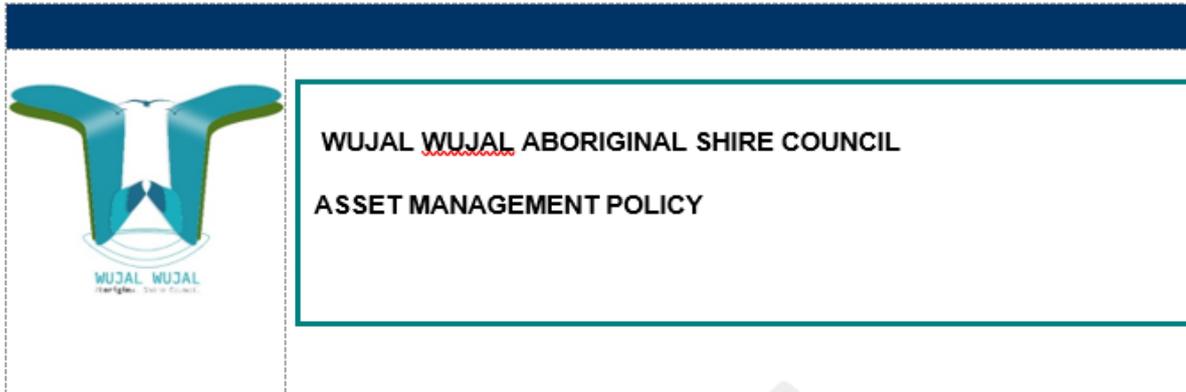
- Participate in interview panels and prepare letters of appointments, contracts, correspondence for successful and unsuccessful applicants. I would complete reference checks
- Organise, facilitate and assist staff with training and keep a current training register to be reviewed regularly to address Councils training needs for staff. This would be in line with future organizational planning. This should be in collaboration with My Pathway in order to match potential employees and their training to Council's future capital works/ other projects. This would also assist Council's calculated staffing requirements
- Review staff positions descriptions and engagement letters to ensure they are adequate, legal, and relevant to legislation in line with Councils Corporate Structure
- Implement a regular review process for staff to identify training needs, requirements and to monitor performance against job descriptions/KPI's
- Create a training plan for each staff member and engage with them to determine individual 5-year plans in line with Council's strategic workforce forecasting
- Provide advocacy and assistance for staff during times of sorry business and other socially difficult times to encourage better attendance at work and understanding of relevant awards. Assist staff with LLN and document interpretation where literacy and numeracy are a barrier to understanding Council policies, plans, position descriptions and other corporate documents
- Create an exit process for staff upon resignation or termination to ensure Council property is returned, staff housing is left in a clean and tidy state with all Councils assets – furniture, fixtures and fittings, vehicles, keys etc. are undamaged, and houses are cleaned ready for new tenancy. Also, to identify why staff are leaving and how Council can mitigate that loss
- Develop a strategy for the implementation of an Enterprise Bargaining Agreement (EBA) to ensure Council is an employer of choice
- Assist executive staff with communications, correspondence, arbitration and mediation for all staff
- Propose all above documents and records to be created in a digital format to alleviate the need for storage space and bulky paper records in line with environmental requirements and Records Management best practice

**NOTED**

**ACTION:** DF&CS to look at Information Officer skills in the new financial year.

### 6.3.12. Asset Management Policy

- Council currently doesn't have an Asset Management Policy which is the head of power for Asset Valuation Non-Current Assets Procedure. A draft Policy is attached below:



<b>Responsible Manager:</b>	Director Finance & Corporate Services
<b>Head of Power:</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i>
<b>Authorised by:</b>	Council
<b>Authorised on:</b>	25 June 2020
<b>Implemented from:</b>	25 June 2020
<b>To be reviewed on:</b>	30 June 2022
<b>Corporate Plan:</b>	To manage Council's resources in a way that achieves maximum community benefit

## 1. POLICY STATEMENT

Wujal Wujal Aboriginal Shire Council ("Council") is committed to:

- a) Implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- b) Implementing consistent, transparent and effective asset management processes in accordance with the requirements set out in the *Local Government Act 2009 (Qld)* and the *Local Government Regulation 2012 (Qld)*.
- c) Ensuring adequate provision is made for the long-term replacement of major assets by:
  - ensuring that Council's services and infrastructure are provided in a sustainable manner with the appropriate levels of service to residents, visitors and the environment; and
  - safeguarding Council assets including physical assets and community by implementing appropriate asset management strategies and appropriate financial resources for those assets; and
  - creating an environment whereby all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout Council; and
  - meeting legislative requirements for asset management; and
  - ensuring resources and operational capabilities are identified and responsibility for asset management is allocated; and
  - demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

## 2. SCOPE

This Policy shall apply to all activities of Council.

## 3. PROCEDURE

Adopting asset management principles will assist Council in achieving its strategic longer-term plan and long-term financial objectives.

#### 4. PRINCIPLES

- a) A consistent asset management strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all departments of Council.
- b) All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- c) Asset management principles will be integrated within existing planning and operational processes.
- d) An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- e) Capital expenditure will be rationed to asset renewals to meet agreed service levels and identified in asset management plans and long-term financial plans where it is possible to do so.
- f) Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- g) Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian standards.
- h) Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- i) Future service levels will be determined in consultation with the community.

#### 5. DEFINITIONS

**Asset management** means the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

**Level of service** means the defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

**Asset renewal** means the expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed.

As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time

**Capital expenditure** means a relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade.

**Life cycle cost** means the cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

## 6. RESPONSIBILITIES

- a) Councillors are responsible for adopting the policy and allocation of resources, for providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilised to address the organisation's strategic plans and priorities.
- b) The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

## 7. AUTHORISATION

This page and the previous bearing my initials were duly authorised by Council as the **Wujal Wujal Aboriginal Shire Council Asset Management Policy** on the 25 June 2020 and shall hereby supersede any previous Policy of the same intent.

\_\_\_\_\_  
**Stephen Wilton**  
**Chief Executive Officer**

Date: 25 June 2020

<b>Resolution:</b>	That Council adopts the Wujal Wujal Aboriginal Shire Council <b>Asset Management Policy</b> .	
Moved:	Mayor Bradley Creek	<b>CARRIED 4/4</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0730062020	
<b>Resolution:</b>	That Council receives and adopts the DF&CS report for the month of June 2020.	
Moved:	Cr Robert Bloomfield	<b>CARRIED 4/4</b>
Seconded:	Cr Regan Kulka	
Decision No:	0830062020	

Harish Nair  
**Director Finance & Corporate Services**  
 16 June 2020

**Attachment: 1- Revenue & Expenditure Report as at 31 May 2020**

General Ledger"2020.3.24.1 (Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 92% of year elapsed. WUJAL WUJAL ABORIGINAL COUNCIL" (Budget for full year)			
		Financial Year Ending 2020	Printed (HARISH): 16-06-2020 2:19:22 PM
	REVENUE 31-May-20	EXPENDITURE 31-May-20	SURPLUS/ (DEFICIENCY) 31-May-20
River Monitoring Instruments (Exp)		410.82	
Sundry Income	-19,779.35		
Back Pays to inactive Jobs		2,968.54	
Hire Fees-Council Facilities	9,886.33		
Power Cards Revenue	8,616.01		
Power Card Expenses		6,270.33	
Admin Operating Expenses		590,373.65	
Maintenance Costs-Eqpt		3,873.15	
Internal Audit		123,641.75	
Legal, Town Planning & Consultancy		297,678.44	
Insurances		130,082.53	
Audit Fees		201,856.77	
IT Management-Wages		7,517.16	
IT Management-non wages		149,301.45	
Asset Valuation Fees		12,560.00	
Insurance-Damage to Council Property		974.04	
Admin Overhead Recoveries		-382,859.76	
Administration Training Costs		2,025.00	
Community Funeral Expenses-non wages		151.96	
Cultural Engagement Unit Expenditure		172,632.66	
FYE2019 Revenue Adjustments	2,747,410.38		
FYE2019 Expenditure Adjustments		1,354,010.64	
FAGS Grant	541,056.00		
Finance - Grants - SGFA	1,235,151.00		
Interest Income from Investments	2,104.37		
Joint Venture Investment Income	70,000.00		
Joint Venture JV Placement Income	98,004.54		
Bank Fees and Charges		3,322.80	
Finance Overhead Recoveries		459.8	
Commission and Sales-Post Office	20,486.83		
Commission-Bank	879.2		
Commission-Centre Link	21,304.14		
Centre Link Agency Costs		26,585.57	
Bank Agency-PO Costs		38,388.26	
Employee Costs and Recoveries			
Superannuation Expense		372,422.95	
Annual Leave Expense		301,215.91	
Christmas Gift Leave		47,265.48	

Sick Leave Expense		73,149.45	
Bereavement Leave		9,171.38	
Public Holidays		108,060.56	
Long Service Leave Expense		38,298.84	
Floating Plant & Loose Tools		1,628.06	
Workcover Insurance and Costs		37,750.55	
Recoveries-Superannuation		-278,637.84	
Recoveries-Annual Leave		-278,228.27	
Recoveries-Sick Leave		-94,708.91	
Recoveries-Public Holidays		-94,708.91	
Recoveries-Long Service Leave		-31,843.89	
Recoveries-FP&LT		-44,585.55	
Recoveries-Workcover		-27,729.58	
Recoveries-WH&S		-35,153.79	
Recoveries-Training		-35,153.79	
Governance Expenses		393,861.09	
Councillors Remuneration		288,679.73	
Councillors Conference/Wshop Exps		22,868.73	
Other Operating Expenses		145,678.10	
Elections		328.42	
TECHNICAL SERVICES			
NDRRA-REPA 3 Expenses		42,561.46	
DRFA FNQ Monsoon 25/01-14/02/19	1,598,367.53		
2018-19 QDRF \$220000	66,000.00		
DRFA Cyclone Penny Dec18-Jan19	8,397.74		
DRFA Cyclone Owen 09/12-17/12/18	5,484.55		
Counter Disaster Exp-Wages		60,458.43	
Counter Disaster Exps-Non Wages		581,187.17	
Works Sundry Income	600		
Works External Plant Hire Revenue	4,832.98		
Works Administration Costs		554,917.82	
Works Overhead Recoveries		-129,151.60	
Freight Operating Expenses		4,625.14	
Works Training/Tickets/Licence Renew		10,449.77	
Works Street Maintenance Costs		153,954.35	
P&G Maintenance Costs		520,645.89	
Works Private Works Revenue	-6,167.67		
Works Private Works Costs		1,307.93	
R2R Revenue	-29,273.00		
R2R Costs		3,184.17	
DTMR Boat Ramp Expenditure		13,857.26	
Service Station- Fuel Sales	67,225.18		
Service Station Gas Sales	2,740.01		
Service Station Operating Expenses		1,004.53	
Cost of Fuel Sold		131,590.23	
Service Station - Wages		39,725.83	
Workshop Operating Expenses		171,009.92	

Plant Repairs & Maintenance		178,912.76	
Plant Recoveries		-387,677.69	
Plant Hire Recoveries		-126,863.77	
Fees & Charges-Water Supply	198,513.78		
DILGP-0509-17 Service Conn Repairs	109,378.85		
ISIP Install Water & Wastewater Pipe	500,941.96		
Water Supply Operating Expenses		326,106.24	
Water Supply Maintenance Costs		7,077.51	
Fees & Charges-Sewerage	220,640.50		
Sewerage Operating Expenses		196,593.18	
Sewerage Maintenance Costs		16,103.67	
Fees & Charges-Garbage	98,970.88		
Waste Management Levy	9,694.70		
Rubbish Collection Bins		129,091.65	
Rubbish Disposal		1,580.06	
Ferrous Metals Removal Expenses		14,928.93	
Operating Expenses -Env & Waste		6,550.86	
ATSI - Public Health Grant 71406	171,971.38		
ATSI - Salaries & Wages		84,379.70	
ATSI - Other project costs		50,793.42	
Building Rental Revenue	156,226.91		
Sports Oval Camping Fees	960.63		
Rural Fire Levy	4,043.78		
Staff housing rental	12,300.00		
Lease/Rent Council Facilities	11,528.17		
Building Operating Expenses-Wages		151,995.11	
Building Operating Expenses-Non wage		31,141.21	
Buildings Rep & Maint-Wages		447,802.99	
Buildings-Rep & Mtce Non Wages		109,483.61	
Building Services Training Costs		13,646.93	
Laundromat Operating Expences		6,632.91	
Building Private Works Expenditure		189.74	
Recoverable W-BAS Responsive Rev	415,539.78		
BAS DPHW Responsive Expenditure		303,429.86	
Creditors on cost Recovery		-733,659.87	
Wages on cost Recovery		-214,280.08	
BAS DPHW Planned Maint. Revenue	142,070.65		
BAS DPHW Planned Maint. Driveways	678,325.14		
BAS DPHW Planned Maint. Expenditure		1,813,370.38	
Little Douglas Housing Expenditure		840.55	
Interim Remote Capital Prg Expenses		452.16	
Subsidy-SES Operating	13,550.60		
SES Operating Expenses		927.22	
SES Maintenance Costs		1,316.84	

Grant - DETE Kindy	114,542.13		
Ind Advance Strategy 4-1HFHFSJ	53,500.00		
KINDERGARTEN - Operating Expenses		197,479.78	
ILGSP grant revenue	36,808.10		
Ecotourism Village Funding Revenue	500,000.00		
HR&IR DILC700051421		27,017.28	
Records Management DILC700051422		18,000.00	
Service Station DILC700051423		14,568.81	
Innovation & sustainability DILC		223.5	
Pump Track - Expenses		31,715.90	
LIBRARY - State Subsidy Received	17,571.50		
LIBRARY - Operating Exp		64,149.30	
First 5 Forever Grant 2019-20	18,000.00		
COMMUNITY EVENTS - Expenses		154.74	
Cultural Activities and Festivals		3,272.73	
Tech Savy Seniors QLD Grant 2019-20	3,378.64		
Community Serv Manager Expenses		35,025.35	
Get Ready Queensland Grant	4,831.20		
Get Ready Expenses		3,439.84	
NAIDOC - Grant Received	227.27		
NAIDOC Operating Exp		14,417.10	
Arts Centre - Cafe Expenses		121.27	
Arts Centre - Gallery Revenue	11,980.51		
Arts Centre - Gallery Purchases		14,177.22	
Arts Centre-Council Funded Costs		21,972.54	
Arts QLD Showcase Program Grant	20,055.00		
BIA Operating Grant 2019-20	-15,000.00		
BIA Expenses non wages		43,375.03	
Indigenous Visual Arts Ind Supp IVAI	146,430.00		
Indigenous Visual Arts Supp Expenses		146,387.82	
Aged Care Upgrade 4-AJD5C2N	113,237.16		
Home Care Pkg CACPS Revenue	227,862.22		
Home Care Pkgs CACPS Expenses		14,314.42	
DSS-Activity 4-2IW7K1Q Transitional	46,934.00		
Commonwealth Home Packages CHSP	248,714.84		
Disability Related Health Supp NDIS	1,586.00		
HACC-Operating Exps-wages		314,446.45	
HACC Operating Exps non-wages		81,930.11	
State HACC Younger Persons Exp		24,497.49	
NJCP Operating Expenses		57,978.91	
NJCP 19/20 8NCP2NR Aged Care	37,051.04		

INDIGENOUS ECO DEV - Grants Received	80,000.00		
INDIGENOUS DEV - M & S		1,722.73	
NJCP Radio Arts Culture 4-4XYYQVV	33,215.00		
NJCP Expenses Arts, Culture, Radio		50,225.70	
NJP Radio Expenses 79010		250.65	
<b>TOTAL</b>	<b>10,898,909.09</b>	<b>9,434,913.33</b>	<b>1,463,995.76</b>

**NOTED**

UNCONFIRMED

## 6.4 Director Works and Building Services Report

### Action items arising from previous minutes

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

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

	student parties. DW&BS to report back to Council.		
	DW&BS to meet with DWPH at a future date to talk about lease agreements.	In Progress	Awaiting site visit from DW&PH.
	Cr Regan Kulka suggested an education awareness campaign for damage to equipment from waste being flushed down toilets. Will use radio, Facebook and newsletter to combat issue. DW&BS to collate information and share to various media platforms.	Complete	DW&PH is aware of the situation and will try and educate their tenants, Council looking at education through the newsletter/Radio and home visits.
Res: 1223042020	Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China Camp slip, also the China Camp drainage works. Funding allocated Recycle Centre, ATSI/TIDS - \$945,000.00 + ICCIP - \$800,000.00 and China Camp, QRA - \$3,000,000.00, the dollar amount is just what budget I have for these projects, Contractors estimate – Recycle Centre - \$1,615,410.00 and China Camp - \$1,094,000.00. CEO/DW&BS to advise NCP in writing.	Complete	NCP has contract has been awarded, construction has commenced.
General Business	Concreting – Walkway to the Sports oval? DW&BS to investigate. Possible boundary issues and will need to go through the design, approval then funding.  DW&BS will come back to council at a later date with more information, plans, costings etc.	In Progress	Project Manager and Works Coordinator has scoped the area and looking at options prior to approaching DSC.
General Business	Waterpark - DW&BS to investigate funding, maintenance etc. and report back at a later date.	In Progress	The suitable waterpark for WW will be approx. 1M + due to building up of site with fill material and the chlorination plant, then the ongoing maintenance cost approx. 200k + per year. Ministerial Champion is aware of this request.
General Business	Skills Park - Update and Shade sail? DW&BS says one more hurdle to get past and it will be ready to open. Signage here. Will not happen while social distancing in place. DW&BS may	Complete	Awaiting COVID 19 restriction to determine a date for an official opening.

	look at this later subject to funding.		
<b>Council Meeting held 21 May 2020</b>			
6.4.3 Works Report	Tenants should be asked questions and consulted with before designs are formulated, more involvement before coping happens. Should happen for all projects to do with housing including BAS. DW&BS to take to Housing Department. Some designs are not fit for purpose and should be. More communication needed between contractors and council. Plan with building sites so no quick jobs happen from outside contractors maybe need more input from councillors who are part of this portfolio and are able to attend these meetings.	ongoing	A JOM meeting was held Last week with QBuild, this was part of the discussion, when the next available meeting we have in Wujal with TWG the relevant Councillor will be invited to attend.
6.4.4 Kindergarten Report	Please advise in writing the outcomes as resolved at the April Council meeting. Action items revised by DW&BS. DW&BS to advise Kindergarten Manager in writing.	Complete	This has been communicated with meetings and forwarding the minutes from the April meeting, what else does she wants?
General Business	Uniforms not being worn. Technical Services staff not wearing uniforms. DW&BS to enforce this.	Ongoing	Last procurement of uniforms were done by Trevor/Susanne, uniforms are not WH&S compliant, received 3 quotes for Depot staff re issue and we are looking at 16,000.00.

**NOTED**

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**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

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

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#### 6.4 Executive Summary

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

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

##### 6.4.1 BAS PORTAL

<b>TASK</b>	<b>WORK ORDERS IN PORTAL</b>	<b>INVOICED OUT</b>	<b>AMOUNT</b>
Work Orders			\$30,202.42
Completed Orders			
Planned Work Orders			\$

##### BUDGET OVERVIEW

<b>BUDGET/WORKS ORDER</b>	<b>TOTAL BUDGET</b>	<b>% DONE</b>	<b>ADDRESS</b>
<b>B11942</b> OT Dismod	\$36,250.00	50%	119A Hartwig St
<b>U93255</b> Dismod/Tiling	\$11,970.00	10%	18 Keim St
<b>B09929</b> Various Works upgrade	\$40,660.00	5%	22 Hartwig St
<b>B19671</b> Bathroom Modification	\$33,460.00	50%	29 Hartwig St
<b>B15451</b> Upgrade works	\$54,043.00	85%	45 Heorlein St
<b>B13872</b> Cupboard Upgrade	\$1232.00	100%	72 Douglas St
<b>B13872</b> Cupboard Upgrade	\$1820.00	100%	73 Douglas St
<b>B15454</b> OT modification	\$62,020.00	90%	2 Yalanji Close
Kindergarten Upgrade	\$770,000.00	75%	Kindy Upgrade

**Construction OF CONTRACTORS QUARTERS:**

**Lot 115 little douglas street ready for construction.**

**Contractors Quarters Stages**

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



## 2 YALANJI CLOSE:

Decking and ramp completed ready for handrails. extend front deck area, ramp 1:14, handrails to front deck and rear stairs.new footpath.

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

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

Handrails being painted this week to complete work.



## KINDY HOUSE:

internal fire walls installed, will be inspected this week. Fire walls between the 2 units.

Decking on front and back verandah Installed. Windows installed, and now External cladding being installed. Internal lining (gyprock) will follow.

Painting external walls.



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

Internal final fit-outs will be installed after Vinyl Layer is done.



### KINDY UPGRADE

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

Whole project is at 65%



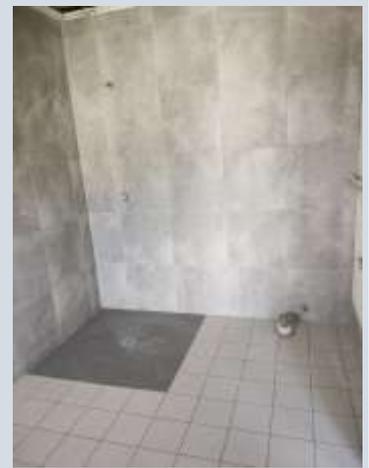
**29 HARTWIG STREET BATHROOM UPGRADE**

Walls are being installed, tiler will be next to waterproof floor, top the floor to get the right falls needed and then ready to lay tills on floor and walls.



**119A HARTWIG STREET BATHROOM UPGRADE**

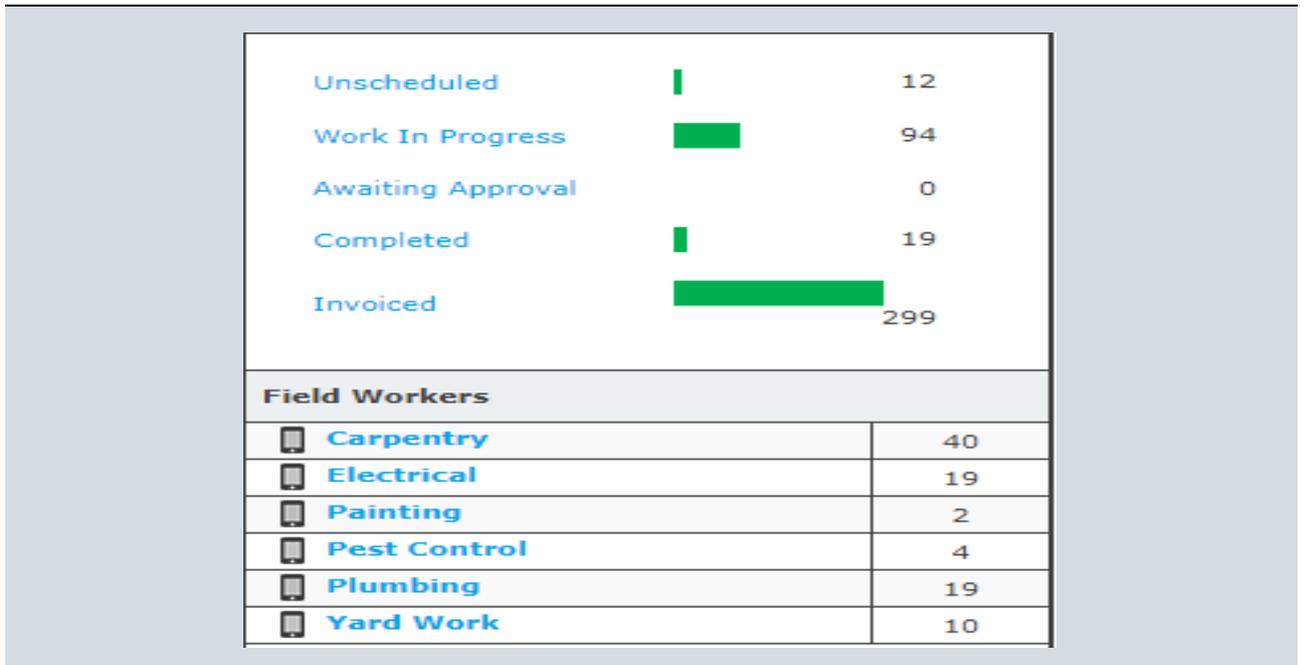
Walls and floors tiled. Lamipanel ceiling. Internal fix will be the next stage after paintings completed.



**WATER INTAKE**

Stairs and Handrails installed.





**NOTED**

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

**6.4.2 STATUS**

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

**UPDATES**

- Post Office now has a second trainee who will be working as nee
- Mail run has not changed, Monday-Wednesday and Friday.
- Monies still being delivered regularly.
- I am currently doing a Cert IV in Management Skills via video at the Post office, the new worker will be filling for me during this course, but I will be still available if the need arises.

Attached is a Graph of EPOS Transactions and Postage Assessment Statistics from May.

**NOTED**

POST OFFICE REPORTS 434183 WUJAL WUJAL LPO  
 SALES HOURLY TRANSACTIONS (GRAPH)

08:22

16/06/  
 Page:

From 04/05/20 to 16/06/20 For Advance OL

Max

81

Time No Trans

```

-----
< 8      1 *
- 9      1 *
-10      0
-11      1 *
-12      3 **
- 1      1 *
- 2      17 *****
- 3      8 *****
- 4      0
- 5      0
- 6      0
- 7      0
> 7      81 *****
  
```

Report Criteria

From Date: 04/05/20  
 To: 16/06/20

00POST OFFICE REPORTS 434183 WUJAL WUJAL LPO  
 SALES HOURLY TRANSACTIONS (GRAPH)

08:22

16/0  
 Page:

From 04/05/20 to 16/06/20 For Advance a

Max

299

Time No Trans

```

-----
< 8      1
- 9      130 *****
-10      299 *****
-11      129 *****
-12      175 *****
- 1      17 ***
- 2      59 *****
- 3      9 **
- 4      0
- 5      0
- 6      0
- 7      0
> 7      0
  
```

<b>Reporting Period</b>	MAY 2020
<b>Department</b>	Works
<b>Reporting Officer</b>	Geoffrey Rosendale

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### 6.4.3 WORKS REPORT

#### 1. Completed Tasks to date

1. NCP removed existing concrete slabs and cleared site ready for importing fill.
2. NCP & WWASC collected a sample of the proposed imported fill from the Southside Pit and had it taken to Tolga for CBR testing. The test results came back with a CBR of 12.
3. WWASC hired NCP 20t Excavator & Tipper to remove gravel / fill from the Southside Pit and cart into the project site for the building pad.
4. NCP marked out building area to start bringing in fill.
5. Placed imported fill in layers for the new building pad under NCP Supervision. 12th April 2020
6. NCP & WWASC organized the soil tester come to site to perform CBR, Cone & Penetrometer tests on the new building pad. (Tuesday 07.04.2020).
7. Made up steel footing cages for the bored pier footings as per Construction Drawings.
8. Slab steel and Retaining Wall components arrived on site (Wednesday 08.04.2020). 19th April 2020
9. Got approval to eliminate the 32 lm retaining wall and build the roadway up to building pad height.
10. Removed the existing security fence at the rear of the new shed.
11. Cut back the existing Embankment to allow for roadway width.
12. Measured up for the new boundary / security fence. 26th April 2020
13. Completed final trim on the new roadway and Embankment / batter.
14. Dug out shed slab footings and bored pier holes.
15. Set up shed slab formwork. 3rd May 2020
16. Poured the shed slab on Tuesday 28.04.2020.
17. Cut in saw cut joints between pier footings / between column positions.
18. Excavated /removed fill to establish lines of the retaining walls and the wash bay position.
19. Dug pier footings for the retaining walls.
20. Poured retaining wall posts. 21. Installed Retaining walls. 22. Placed irrigation pipe, geo-fab and gravel behind the retaining wall 31st May 2020
23. Marked up and started earthworks and excavations on the subgrade of the new driveway and carpark areas.
24. Extended the top retaining walling by 8m towards the existing machinery shed. 7th June 2020
25. Started erecting new shed portal frames
26. Poured 25m<sup>3</sup> of concrete for the replaced entry slab into the electrical shed / office, the existing machinery shed extension slab and hob wall and the area in front of the old fabricating shed and on top of retaining wall between the old sheds and the new.
27. Dug and poured fence posts and placed fence posts to half of the new security fencing behind the new shed.
28. Removed excess bulk fill from site

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## **WEEKLY FORECAST REPORT**

### **2. Current work in progress**

1. Driveway earthworks and shaping the subgrade to bottom of driveway concrete.
2. Pour Concrete driveways
3. Erect the new Recycling Centre shed
4. Fencing

### **3. Tasks for This Week (weather permitting)**

1. Pour concrete driveways with a concrete pump
2. Erecting new Recycle Centre Shed
3. Install security fencing
4. Remove excess fill from site

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

1. NCP Contracting
2. Bissell Concrete
3. NCP 20t Excavator
4. NCP Mini Excavator
5. NCP Truck
6. WWASC Bobcat / Skid steer
7. WWASC Grader
8. Bissell Concrete Bobcat
9. Curly's Bobcat

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

1. NCP Contracting
2. Bissell Concrete
3. Malanda Concrete
4. NCP 20t Excavator
5. NCP Mini Excavator
6. NCP Contracting Truck
7. WWASC Bobcat / skid steer
8. WWASC Grader
9. Bissell Concrete Bobcat
10. Malanda Concrete Batching plant and Agitating trucks
11. Cairns Concrete Pumping crew & truck
12. Curly's Bobcat

### **6. Issues, Concerns & Notations**

1. Concerns with the community dogs walking through the freshly laid or green concrete. NCP have asked WWASC to lock any dogs of concern on the site in the dog kennels for the day when ever we have a driveway pour on.

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**7. Safety/Incident Reporting**

NIL

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

**9. Quotes supplied for Variation Requests**

1. WWASC requested a quote to supply and install new 100 lm side security fencing behind the new recycling shed with double gates for vehicle access and personal access gates. APPROVED
2. WWASC requested a quote to supply concrete and install a new concrete roadway with spoon drain for access into the rear side of the Recycling Centre and the Workshop. APPROVED
3. WWASC requested a quote to supply an extra 270m<sup>2</sup> of Concrete to the driveway section
4. WWASC requested a quote to Extend the existing machinery shed by 1 bay (6.150m) (WWASC has the extra bay at a laydown yard but some components will have to be priced and ordered).
5. WWASC has requested a quote for labour and concrete supply to repair and re-install the existing colourbond fence and 2.4m high chain mesh behind the electrical office and around the sewerage pump / plant. Including fixing the entry gates.
6. WWASC has requested a newly designed downpipe configuration on the end of the Carpenters / Storage warehouse.

**NOTED**

*EA left the chamber at 11.25am returned to the chamber at 11.53am*

*Council adjourned at 11.26am small break and returned at 11.32am.*

<b>Reporting Period</b>	MAY 2020
<b>Department</b>	Kindergarten
<b>Reporting Officer</b>	Coraleen Shipton

#### 6.4.4 KINDERGARTEN REPORT

*Wujal – Wujal Community Kindergarten: Pre-Prep Learning at Home Pack*

**Dear Kindergarten Children & Families,**

**In this pack you will find a plastic pocket for each of our Kindy days: Monday, Tuesday and Wednesday only.**

**For each day there are opportunities for your play and learning and for you to share back with your Teachers.**

**Please enjoy this time and fun with your Families. Families please enjoy these play and learning times each day.**

**Below are our curriculum learnings and sharing's for the week. things to engage with your Child.**

<p>Calendar for the Month of May</p> <p>+ Number line</p> <p>+ checklist for the clouds &amp; birds/insects</p>	<p><b>Maths Numeracy &amp; Science:</b></p> <ol style="list-style-type: none"> <li>1. On your Calendar every day circle the number of the day.</li> <li>2. Draw a straight line under the name of today.</li> <li>3. Can you see any clouds, birds &amp; sun? Can you draw them?</li> </ol>
	<p><b>Language and Literacy: Speaking &amp; reading; Writing and Drawing</b></p> <ol style="list-style-type: none"> <li>1. Chalk – Writing &amp; drawing.</li> <li>2. In your Kuku Yalanji Book: Match the animal to the Kuku Yalanji name</li> <li>3. Read a story with your child.</li> <li>4. Tell your Family what is the best part of the Story</li> </ol>
	<p><b>Nature: Natural materials: Treasure hunt</b></p> <ol style="list-style-type: none"> <li>1. In your yard: Find an object that is soft &amp; hard with your family then paste/glue onto your paper or take a photo and send it to your teacher 0484 533 310</li> <li>2. In your yard: Play a game of scavenger hunt with your family.</li> </ol>



**Our Social & Emotional Curriculum:  
Our Respectful; Responsible; Kind  
project:**

**Our jobs at home to help our Family  
because we are a Family.**

1. Coronavirus - Hygiene & Safety
2. All about faces how did we feel when we couldn't go to Kindy, see & play with our friends.
3. Tell your Family & Teachers what you are missing at Kindy
4. Tell your Family & Teachers who are my Friends I am missing
5. Family Portraits – draw a picture of your family and drop it off to your teacher.



**Music: Song; Dance and puppets:**

**We are still learning all about 5: five  
Our Songs this week are 5 Little  
Monkeys Teasing Mr Crocodile &  
Speckled Frogs**

**Families please join in singing this  
song with your Child**

**Story:**

**Families read with our Children**

On Mondays:

We have given you the Song sheets  
and the puppet making sheets

1. Have a play with them-
2. **Cut out your Monkeys;** and Mr Crocodile make a scene with your tree and your river
3. Sing the song for your Family.

**5 Speckled Frogs:**

1. Find a stick for your log
2. Cut out your Speckled frogs
3. Find a way to put your frog puppets on the log

On Tuesdays:

1. Draw 5 little Monkeys for Teacher Coraleen
2. Draw 5 Speckled Frogs

On Wednesday:

1. Collect 5 things for your Treasure box:

2. Cut out the 5 from your number sheet

4. Try and draw 5

5. Sing both Songs with your Family



**NOTED**

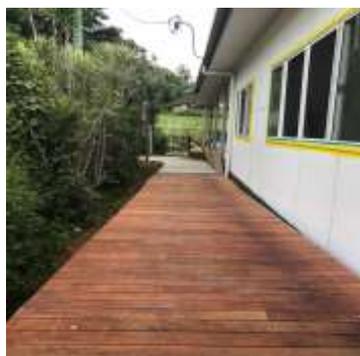
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<b>Reporting Period</b>	MAY 2020
<b>Department</b>	Capital Projects
<b>Reporting Officer</b>	Laurie Raleigh

#### 6.4.5 CAPTIAL PROJECTS

**Project:**  
**Louis St Kindy Upgrade**

- 75% practical completion, mid-July estimated final hand-over.
- Concrete works rear undercover area, sand-pit, front and rear disabled ramps.
- Installation of stainless steel wash bay.
- External and Internal paintwork.
- Rear stair landing and step stringers.



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**Project:**

**Contractor Quarters:**

- See Patrick's report

**Project:**

**Kindy House Renovations:**

- See Patrick's report

**Project:**

**ICCIP Recycle Centre:**

- Poured the shed slab on Tuesday 28.04.2020.
- Cut in saw cut joints between pier footings / between column positions.
- Excavated /removed fill to establish lines of the retaining walls and the wash bay position.
- Dug pier footings for the retaining walls.
- Poured retaining wall posts.
- Installed Retaining walls.
- Placed irrigation pipe, geo-fab and gravel behind the retaining wall
- Marked up and started earthworks and excavations on the subgrade of the new driveway and carpark areas.
- Extended the top retaining walling by 8m towards the existing machinery shed.







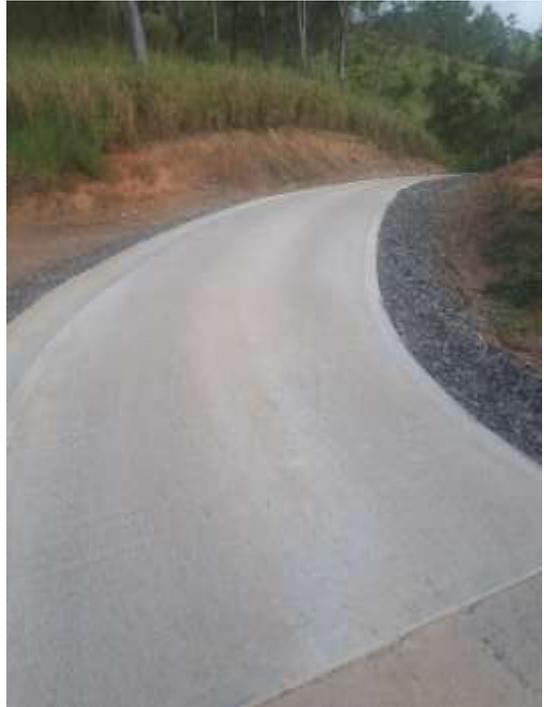
**NEW SECURITY FENCING AROUND DEPOT**



**Project:**  
**Sth Side Driveways:**

- Waiting on further funding to complete some extra concrete and fencing
- Road verges and drains cleared of grass
- All drive ways rip rap rock armor complete







**Project:**  
**China Camp Geotechnical Rectification:**

- Project management plans being drafted, TMP and Environmental plans being finalized
- Cultural heritage walk being undertaken by Jabalbina corp
- Final BOQ from Trinity Engineering requested, so gabion baskets and fill rock can be ordered





**Project:**

**Eco Lodges:**

- RFQ for eco tents has started.
- Local buy engaged to source quotes to supply tents
- Final earth works still required by Geoffrey's team
- Draft Artist Impression commenced

**Workshop:**

- Mechanic was away for 2 weeks due to 14-day isolation in Mossman
- Three ride on mowers down due to mechanical failures
- Mechanic resigned 8-6-2020

**Works Depot:**

- Concrete pavement 90% complete photos above

**NOTED**

*Cr Robert Bloomfield left the chamber at 12.10pm and returned at 12.13pm*

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

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

### **Program Summary**

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

The program is broken down into the following categories;

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

### **Design**

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

### **Design Issues**

Trinity Engineering has completed an alternative design for the slope stability on China Camp Rd.

WWASC and OPC agree that China Camp Rd will be constructed utilising the rock gabbion design and a concrete pavement.

Trinity has amended the design and schedule of rates to reflect this option. OPC reviewing the documentation prior to submitting to Council.

### **Applications and Approvals**

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

**DRFA** – Betterment Application – **Status** – The submission for the Waterfall Rd Rock Gabbion Extension Project was finalised on 5 December 2019 with the QRA. QRA has received the responses to various queries regarding the applied scope of work. QRA to advise Council of approval by 30 June 2020.

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## **Construction**

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

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

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

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

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

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

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

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

The DLGRMA has advised through email that the projects are on track to be approved and are in the process of formalising the approvals.

OPC has finalised the irrigation scope of works and pricing with True Water Australia (existing contractor currently completing the WWSTP2019 contract). This work is a justified variation to the existing contract as the irrigation project is an extension of the Waste Water Treatment Plant Upgrade and could not be clearly defined at the inception stage as the Waste Water Treatment Plant Design was required prior to the Department of Environment Science (DES) allowing final approvals and licensing of the Waste Water Treatment Plant. This variation currently does not impact the delivery date of WWSTP2019. The DLGRMA has endorsed this approach and OPC has submitted a signed variation form to the DLGRMA for review. Council will issue a variation to the contractor under the WWSTP2019 of \$328,540 (Ex GST).

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

Council has requested that an indigenous organisation be utilised to completed the condition assessment of the camera (CCTV) of the sewer network.

After numerous meeting with the DLGMRA and Council it has been determined that the WWSN2020 – Sewer Network Upgrade will be will a separate project under the ICCIP funding. WWASC have reviewed the scope of work and held a tender clarification meeting with Briody Plumbing, who has an existing service level agreement with

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WWASC to complete the works. Briody Plumbing are currently amending the quotation and will resubmit to include items requested by WWASC. This project estimated project costs is \$350,000.

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

### **Applications and Approvals**

All statutory approval will be the responsibility of successful contractor.

### **Procurement**

#### **Design**

No further procurement activities are forecast for this reporting period.

#### **Legal**

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

#### **Construction**

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

A Council resolution on the matter was passed and Council requested that the contract be awarded to the Construction

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

WWASC has reviewed the concept design and approved. Contractor to finalise the detailed design and submit to OPC for review and approval. Contractor has submitted progress claim 4 for payment. OPC and Contractor inspected the Kubota treatment plants in Brisbane with no visible damage to the equipment. Equipment is currently in transit and will be scheduled for delivery to WWASC on Wednesday 17 June 2020. Contractor to utilise cranes to offload the equipment.

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

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

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

#### **Program Summary**

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

- Recycle Centre

## Construction

### Recycle Centre

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

### Financial status

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

**NOTED**

<b>Reporting Period</b>	MAY 2020
<b>Department</b>	Art Centre
<b>Reporting Officer</b>	Vikki Burrows

#### **6.4.6 ART CENTRE REPORT**

##### **HIGHLIGHTS:**

- I completed module - BSBMGT402 - Implement Operational Plan, Cert IV Leadership and Management training for a week via zoom training session this month.
- I attended two “how to record a video on your mobile phone” workshops via zoom which was held by IACA, Indigenous Art Centre Alliance.
- The art centre can now access the Bana Yirriji Art Centre Facebook page.

##### **DATA:**

- No sales for the month of May 2020.
- Weekly zoom meeting with Indigenous Art Centre Alliance members and the Art centre Managers from the Cape.

##### **BARRIERS & ISSUES:**

- Waiting on the gallery front door and roller door to be fixed, these doors need to be working before we can open the art centre to the public.
- The artists work for the dole activities are still suspended, so no artists were working during the month of May at the art centre.
- The gallery hanging system has now been installed, however, Wes made a lot of mistakes and put extra holes in the walls, so the walls now need to be repainted. We are waiting on the paint job, so we can set up the shelves for the merchandise.

##### **FUNDING/AGREEMENTS/FINANCIALS:**

- I am currently working on the strategic plan with Tim Acker for the art centre. This strategic plan is mandatory for the art centre.
- We received \$60,000 from Backing Indigenous Arts grant, Arts QLD. \$10,000 of this money is for the strategic plan that we are currently working on.

##### **RESOLUTIONS:**

- The glass cabinets have been replaced and we are waiting for the gallery walls to be repainted and the cabinets can be then be reinstalled in the gallery.
- Our silk fabric is currently being sown into a silk collection for the fashion show at CIAF. This will be a digital platform due to the current conditions due to the COVID-19.
- We have engaged CompNet to rebuild the website using WordPress this will include an online shop to ensure a streamline system. Compnet will provide a user manual for art centre staff re: uploading from SAM to online shop. The new website will be mobile friendly for tourists visiting the area.
- We are currently designing a new art centre brochure this will include a ‘mud map’ with directions, some visitors information about the art centre and the area.

**Art Centre 4-Year Plan** presented to the Council (**tabled**).

<b>Resolution:</b>	That Council receives and adopts the Art Centre 4-Yr Strategic Plan 2021–2025 presented to Council in June 2020.	
Moved:	Mayor Bradley Creek	<b>CARRIED 5/5</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	0930062020	

*Council adjourned for lunch at 12.22pm and returned at 1pm.*

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

## 6.4.7 WATER AND WASTE WATER OVERVIEW

### PHOTOS



#### **TASK**

We Are still getting a lot of debris through the sewer system. This is causing a lot of extra work and expense to the council. As yet we have not had any burnt out pumps but is only a matter of time. The house tenants must understand that overflowing sumps are not a lack of maintainance but caused by the the tenants themselves.

They are dealt with when they are seen. We have pulled and cleaned out 4 pumps in the last 2 weeks. A very unpleasant job.



**TASK**

These pumps will not handle chux cloths or dish washing rags.



**TASK**

The staff have been busy keeping the plant and surrounds clean and tidy. They are taking pride in their workplace

All last months water testing at Cairns laboratory have come back with clear readings for the fourth month in a row. This includes wujal, southside and Ayton water.

The water plant was fully serviced in march but is now giving us fault problems. We are monitoring this problem and are trying to get service people up here to sort this out.

This is an issue with the current restrictions on access to the cape. We are still able to supply chlorinated water to the community.

**NOTED**

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

#### 6.4.8 INDIGENOUS KNOWLEDGE CENTRE REPORT

- The library reopened 04/5/20.
- Been following Covid-19 social distancing and cleanliness protocols as much as possible by limiting numbers in the IKC at one time, adults social distancing and hand washing and sanitisation.
- The Wujal Youth Justice Group has been using the IKC for their schooling from home program from Monday to Thursday 9-12 with varying numbers of students attending. Maximum so far has been three Youth Justice Staff, one teacher and one transition facilitator with five students.
- The book exchange provided by State Libraries has been completed with 267 exchanged for new media all associated costs covered by State Libraries Queensland.
- Five loans and two new members for the month.
- Community have begun using the facility again, coming in for advice and assistance for various things including letter writing, mobile phone issues, applications forms via online etc.

<b>PROJECT / FUNDING</b>	<b>GRANT AMOUNT</b>	<b>UPDATE</b>
<b>First 5 Forever</b>	\$15,000	<ul style="list-style-type: none"> <li>▪ Extended until 30/11/2020 due to Covid-19.</li> <li>▪ Quote for minor building works on the old Centrelink office to turn it into a usable kid's space</li> <li>▪ Will start ordering furniture.</li> </ul>
<b>Language Grant</b>	\$15,000	<ul style="list-style-type: none"> <li>▪ Extended to 31/03/2021</li> <li>▪ Drawing pads and camera arrived for kids to create multi-media for the app.</li> <li>▪ Will liaise with the school to engage the kids as part of their language and technology curriculum if possible.</li> <li>▪ Ordering iPads and wall mounts to run the application on.</li> <li>▪ Arranging a Language Reference Group meeting for June to discuss app content.</li> </ul>

<b>PROJECT / FUNDING</b>	<b>GRANT AMOUNT</b>	<b>UPDATE</b>
<b>Tech Savvy Seniors</b>	\$3,716.50	<ul style="list-style-type: none"> <li>▪ Extended until 31/03/2021 due to Covid-19.</li> <li>▪ Ordering two new all in one computer's with current software and running systems.</li> <li>▪ Will get Fourier to programme with the appropriate software.</li> </ul>
<b>First 5 Forever Mum's and Bub's</b>	\$18,000	<ul style="list-style-type: none"> <li>▪ Toys arrived for use during programs.</li> <li>▪ Spoke with clinic regarding special talks for the group and they are happy to participate.</li> <li>▪ Will commence group when Covid-19 restrictions are eased, and specialised health professionals resume services in Wujal Wujal.</li> <li>▪ Will advertise by posters and the radio station and approaching individuals to explain the program.</li> </ul>
<b>Microgrant</b>	\$3,000	<ul style="list-style-type: none"> <li>▪ This is now complete. Printer has been installed and reporting submitted.</li> </ul>
<b>Total</b>	<b>\$54,716.50</b>	

**NOTED**

*Cr Vincent Tayley left the chamber at 1.44pm and returned at 1.47pm*

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

#### 6.4.9 CENTRELINK REPORT

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

**NOTED**

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

#### 6.4.10 COMMUNITY CARE REPORT

<b>Statistics for the Month</b>						
Admissions	CHSP	1	HCP	2	Disability	0
Discharges	CHSP	0	HCP	1	Disability	0
Number of Meals	CHSP	510	HCP	187	Disability	41
Number of Transport Trips	CHSP	176	HCP	46	Disability	14
Number of Hours	CHSP	36	Disability	11		
<b>Activities conducted for Month-APRIL</b>						
Personal Care hours		0	Meals (numbers)			319
Assessment hours		20	Transport (trips)			86
Coordination hours		54	Clinic Visits			26
Centre-based care hours		36				
<b>Future Activities Planned</b>						
<b>Compliments</b>						
Total Number for Month: 0		Topic: 0				
<b>Complaints</b>						
Total Number for Month: 0		Topic: 0				
<b>Suggestions for Improvement</b>						
<b>Monitoring Activities Completed for Month</b>						
<ul style="list-style-type: none"> <li>Put in a submission for extra funding to provide meals to new and existing clients. CEO has sign sealed contract back to CHSP Transitions Community Grants Hub.</li> <li>Extra meals will be conducted for existing centre-based clients. Additional funding can be moved over to between service deliveries.</li> <li>Care plans are being reviewed to aligned with the changes of COVID-19.</li> <li>There are some clients that are needing more additional services, needing to be referred for an ACAT assessment to get onto a package.</li> <li>More transport has been conducted then normal and individual support as well.</li> <li>The Seniors Week Subsidies have been postponed till 2021 due to COVID-19.</li> </ul>						
<b>External Visitors</b>						
Who	Reason for Visit	Who	Reason for Visit			
DoH		DBMAS				
ACAT		Clinic Visits				
RAS		Other				
<b>Client Concerns</b>						
HCP Client remains in hospital until additional services and care needs are met and in place. Coordinator working with Mossman clinical staffing and Wujal Wujal primary health clinic to meet the needs.						
<b>Staff Concerns</b>						
NIL						

**NOTED**

*Cr Vincent Tayley left the chamber at 2.00pm and returned at 2.04pm.*

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

#### 6.4.11 ANIMAL/ENVIRONMENTAL MANAGEMENT REPORT SUMMARY

This month we gave out 107 flea, tick, mange and worm treatments in total around Wujal Wujal. We have prescribed seven courses of antibiotics for various issues such as pig hunting injuries, intestinal infections, skin infections and ear infections. We took two dogs to the Cooktown Vet for emergency treatment. We didn't de-sex any animals this month. We have tried to encourage more owners of male dogs to start de-sexing. Two dogs were impounded, two dogs removed, and one dog microchipped. In total we provided 122 procedures to animals in Wujal. We have a total of 47 dogs registered to Wujal but it should be noted that not all of these animals reside in the Wujal boundaries. Many have been moved out to Douglas and Cook areas. At the moment we have 37 dogs in Wujal, 15 in Douglas and 18 in Ayton. This is the lowest number we have had.

#### OVERVIEW

TASK	PHOTOS	NOTES
<p>We rushed two dogs to the Cooktown Vet for emergency treatment after they escaped and got gored by a wild boar. There were large areas of skin hanging off the dog that needed to be cut off.</p> <p>The Vet showed PJ how to debride the skin on a dirty wound to allow healing by second intention. These wounds are left to heal this way because they are considered dirty wounds and stitches normally breakdown.</p>		

The owners were educated on how to administer antibiotics and provide correct wound care every day.

The owner's cared for the animal very well afterwards and this is evident in the cleanliness of the wound and the speed of the recovery.



This is the wound two weeks after treatment

We had a call about a dog that was hit by a vehicle on Hartwig Street.

Unfortunately, the dog had spinal injuries and was paraplegic when we examined her.

After a discussion with the owner about a poor prognosis we decided to euthanase the dog. She was buried by the owner in the yard.



On the 28<sup>th</sup> May at 12pm, PJ and myself seized a chained dog from an enclosure at 77 Hartwig Street. The dog is registered as "Bruce Gibson" an entire male pitbull x. The reason we took the dog from the yard is because we were concerned about how skinny and sick the dog appeared. We felt it was necessary for welfare reasons to immediately take the dog to the animal pound for treatment. There was plenty of food and water in the enclosure. I called the owner Alistair Gibson but there was no answer. I told him to call me when he finished work. The dog has an intestinal tract infection, is dehydrated with vomiting and diarrhoea. He is responding well to treatment. The owner called that afternoon to discuss his wellbeing and visited the pound at 8:30am Friday morning. I explained the welfare concerns of the animal and the process required for his care. The dog does not eat dog food and will only eat human food. Alistair will meet me at the pound on Saturday morning with meat for his care at the weekend and the dog can return home once the infection has subsided. Alistair is willing to pay for the treatments given.



**This is "Bruce" four days after treatment.**

The owner has been made aware of the animal welfare implications of leaving this dog in an enclosure when it is sick.

He has been working well with the animal management team to get the dog returned home as soon as possible.

Basic fluid therapy was provided because the dog was suffering from dehydration.

We also gave regular penicillin injections for the intestinal infection.

A high dose worming treatment was also given in case of heavy hookworm and tapeworm infestation.

The owner has been told to re-position the enclosure onto fresh ground in case of re-infection.

A complaint was made to Council regarding a dog attack on another dog in a public area. The victim dog suffered a puncture wound to the left shoulder. No veterinary treatment was required. Brook from Cook Shire Council was requested to provide authorized officer services. He questioned everyone involved. We haven't been able to contact Brook since the investigation. He wanted to declare the dog dangerous, but he didn't seize the dog at the time he was here. We feel he needs to be consistent in his treatment of every animal when he visits the community otherwise people will feel that they are not being treated fairly and will not comply. The owners will be given a written warning.



Both dogs were off lead and not under the control of their owners when the attack happened.

It is difficult to declare an animal dangerous or menacing when both animals are not being controlled in a public area.

A sign has been provided to the owner of the troublesome dog. They have been asked to keep their gates shut.

We have had a few snakes recently that Victor has been asked to capture and release. This amethystine python was found in the nursery and relocated.



**NOTED**

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## CONCLUSIONS/RECOMMENDATIONS

Our figures continue to show that our programme is working successfully. It would be good to know how much of our funding is available for ordering more medications. We would also like to order a gurney for the pound to remove the mould and assist with infection control. There are new guidelines from Queensland Health for obtaining, possessing and administering medications. I recommend a meeting with Seadog Vets to discuss the new legislation so that we can start writing the policies and procedures in order to comply.

Discussion around the Vetinary service at Cooktown closing its doors and we should get messaging out to the community that the nearest Vet is Mareeba. Deputy Mayor Tayley suggested this was a good opportunity for Wujal Wujal to upskill people and offer these services to the community.

DW&BS mentioned Brook and MOU Animal Management agreement with previous CEO. CEO said he would look into this and come back to the Council.

### **Splash Park powerpoint presentation to Coucil – (tabled)**

DW&BS brought up Wangetti Track and the funding application proposal being undertaken.

Councillors asked when Charlie Tourism Centre would be operational.

### **REPLY**

**CEO:** COVID-19 has impacted this. Wangetti track when operational will have a cycle drop of point at this location but this will not be for some time yet.

**DW&BS:** Mentioned that it still needs building compliance certificate

**NOTED**

<b>Resolution:</b>	That Council receives and adopts the DW&BS report for the month of June 2020.	
Moved:	Cr Vincent Tayley	<b>CARRIED 5/5</b>
Seconded:	Cr Robert Bloomfield	
Decision No:	1030062020	

Victor Mills

**Director Works and Building Services**

15 June 2020

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## 7. CLOSED SESSION

### 7. Closed Session

No items

## 8. GENERAL BUSINESS

Gatti Fisheries Seafood Service – Jodi Gatti. Proposal to sell seafood here in Wujal Wujal to the local community (tabled). Council approves this activity.

<b>Mayor Bradley Creek</b>	
<b>Cr Reagan Kulka</b>	
<b>Cr Robert Bloomfield</b>	Wants to see young people training in SES here in Wujal Wujal. CEO will talk to SES training person for this area.
<b>Cr Vanessa Tayley</b>	When are NAIDOC shirts arriving? Coming in mid-July. New NAIDOC dates are 8-15 November 2020.
<b>Cr Vincent Tayley</b>	<ul style="list-style-type: none"><li>• Would be good to see young people doing work experience in the community.</li></ul> <b>CEO:</b> COVID-19 has stopped a lot of this activity, but agreed that traineeships are a good idea. <ul style="list-style-type: none"><li>• Additional lighting is needed at the Ayton boat ramp.</li></ul>

**NOTED**

## 9. NEXT MEETING

The next Ordinary meeting will be held on Thursday 16 July 2020.

## 10. MEETING CLOSE

Mayor declared the meeting closed at 2.32pm.