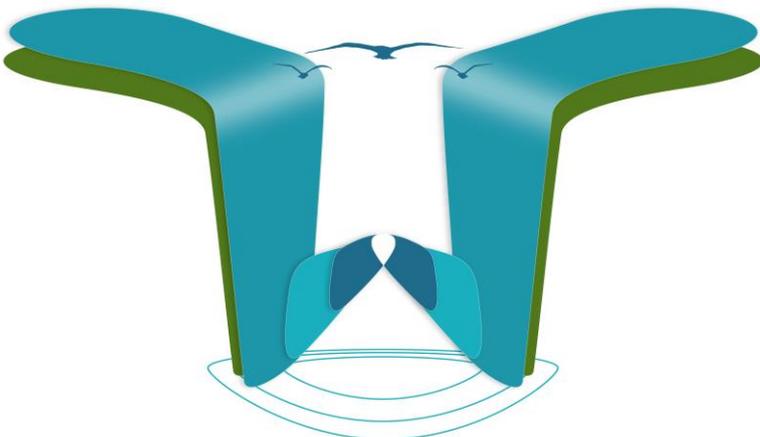


AGENDA

Ordinary Council Meeting
Thursday 19 August 2021
COMMENCING AT 9:00AM



WUJAL WUJAL
Aboriginal Shire Council

Wujal Wujal
Aboriginal Shire Council



WWASC COUNCILLORS

Councillor Bradley Creek, Mayor
Councillor Vincent Tayley, Deputy Mayor
Councillor Robert Bloomfield
Councillor Regan Kulka
Councillor Vanessa Tayley

WWASC holds their Council Meetings
On the third Thursday of the Month
Beginning at 9:00am
The attendance of all councillors is requested.



ORDER OF BUSINESS

- 1 [WELCOME / MEETING OPENED](#)
- 2 [ATTENDANCE / APOLOGIES](#)
[VISITORS/PRESENTERS](#)
- 3 [CONDOLENCES / CONGRATULATIONS](#)
- 4 [COUNCILLOR OBLIGATIONS / DECLARATION OF INTERESTS](#)
- 5 [CONFIRMATION OF PREVIOUS MINUTES](#)
- 6 [REPORTS](#)
[6.1 Mayors Report](#)
[6.2 CEO's Report](#)
[6.3 Financial Controllers Report](#)
[6.4 DF & CS Report](#)
[6.5 DW & BS Report](#)
- 7 [CLOSED SESSION](#) -Nil
- 8 [GENERAL BUSINESS / LATE ITEMS](#)



1. WELCOME/MEETING OPEN

Mayor welcomes everyone and opens the meeting.

2. ATTENDANCE/APOLOGIES

VISITORS/PRESENTERS

VISITORS	Justice Group
PRESENTERS	Joh Anthonis

3. CONDOLENCES/CONGRATULATIONS

4. COUNCILLOR OBLIGATIONS/DECLARATION OF INTERESTS

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

Declaration of Conflict of Interest on any item of business

Registers of Interest

5. CONFIRMATION OF MINUTES

Confirmation of Previous Minutes of meeting held 20 May 2021 as circulated.

Business Arising from Previous Minutes report given at the meeting.

6. REPORTS



Recommendation

The Council is the Local Government Authority for the Wujal Wujal Aboriginal Shire and the Trustee of the Wujal Wujal Deed of Grant in Trust (DOGIT). As the Local Government Authority and Trustee for the DOGIT the Council has the responsibility of deciding what is in the best interest of the community.

It is considered that approving (with conditions) the Material Change of Use, Reconfiguring a Lot and Operational Works Development Application will increase housing opportunities in Wujal Wujal which is of benefit to all of the community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):
 - a. The Development Application lodged with Council by Planz Town Planning on behalf of Wujal Wujal Aboriginal Shire Council for:
 - i. Material Change of Use - from Environmental Management and Conservation Zone to enable use for Residential Purposes on part of Lot 34SP279562.
 - ii. Reconfiguring a Lot in two (2) stages with total of five (5) lots) for residential purposes on part of Lot 34SP279562 and access easement over Lot 108SP263792.

6.3 Guest Presenters

6.4 Financial Controllers Report

6.5 Department of Finance & Corporate Services Report (DF&CS)

6.5.1 Finance Manager

1. Cash Flow Report is up to date to 31 July 2021. Total Bank Balance as at 31 July 2021 is \$1,325,360.73 with grant funds and large deposits received during the month as follows:

Grant Funding Received During the Month:

Funds Received From	Reason for Grant	Grant Type	Amount
Department of Communities, Disability Services & Seniors	LTC Grant	Operating	\$ 10,000.00
Department of Infrastructure, Transport, Regional Development and Communications	Indigenous Visual Arts Industry Support Program Grant	Operating	\$ 75,000.00
Department of Health	ATSI Public Health Program Grant	Operating	\$ 48,413.20
Department of Health	Commonwealth Health Support Program Grant	Operating	\$ 69,822.66
Department of Health	Indigenous Employment Initiative Program Grant	Operating	\$ 55,260.00

Department of Health	Home Care Subsidy Funding	Operating	\$ 13,880.70
State Library of Queensland	First 5 Forever Grant	Operating	\$ 2,000.00

Other Deposits Received During the Month:

Funds Received From	Reason for Grant	Amount
Allianz Australia Insurance Ltd	Art Centre Flood Damage January 2019 Insurance Payment	\$ 12,083.78
Department of Housing & Public Works	40 Year Lease Payments 2021-22	\$ 75,678.04
Queensland Treasury Corporation	Working Capital Draw Down Facility	\$ 178,109.00
Swiss Re International SE	Art Centre Flood Damage January 2019 Insurance Payment	\$ 6,041.89
Wujal Justice Group	Payment for Toyota Hilux Vehicle – won through EO tender process	\$ 10,000.00

2. Credit Card Reconciliation is completed and up to date as at 31 July 2021.

3. Taxation & Compliance Matters

- Estimated GST refundable at 31 July 2021 is \$207,500.
- IAS for the month of July 2021 by 21 August 2021
- No other matters outstanding

4. Acquittal & Other Reporting

- Nil reporting done during the month.

5. Funding Opportunities

- Nothing noted for the month.

6. Other matters

- Nil matters

6.5.2 Accounts Receivable

Invoicing

47 Invoices were raised totalling \$18,092.15 for the period of 1st July to 31st July 2021.

- 47 Work Orders for Responsive Maintenance totalling \$18,092.15
- 0 Purchase Order for Planned Maintenance totalling \$ nil



QBuild Invoicing Comparison

MONTH	2021	2020	VARIANCE
JULY	\$18,092.15	\$710,470.80	(\$692,378.65)

AGED DEBTORS REPORT AS AT 31 JULY 2021

90 Days Aged	\$51,762.10
60 Days Aged	\$2,331.63
30 Days Aged	\$2,090.84
Current	\$8,702.23
Total Debtors	\$64,886.80

6.5.3 Accounts Payable

Open Purchase Orders

As at 31 July 2021, open purchase orders to the value of \$2,575,068.90 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis. Please find attached Aged Creditors Report as at 31 July 2021.

Summary of creditors run for the month

Payment date	Total payment	Comment
06/07/2021	\$188,840.21	Largest Payments to – Grillex - \$16,404.30, Komatsu- \$45,540.00, Lowes Petroleum - \$18,763.75 & Australian Turf - \$48,714.60
15/07/2021	\$189,851.28	Largest Payments to – Briody Plumbing - \$25,169.32, CCALS - \$12,523.35, GCAC Enterprises - \$12,133.37, Northern Traffic Control - \$24,948.00, QLD Audit - \$57,428.15 & Up North Building - \$26,961.00
22/07/2021	\$72,259.37	Largest Payments to – CCALS - \$10,145.53 & Lowes Petroleum - \$15,142.77
29/07/2021	\$363,110.95	Largest Payments to – Briody Plumbing - \$13,451.21, Prospect Group - \$90,061.13 & RECS Consulting - \$195,327.00

6.5.4 Payroll

Nil

6.5.5 Information Management

Records Management



Continued and ongoing filing and document management in MAGIQ, Council's common drive "H", SharePoint, Outlook, Practical and all other Council data bases to ensure Council meets their obligations and statutory requirements under the Public Records Act 2002 and advise all staff of their obligations in relation to the creation and maintenance of records within the Council in a manner that is compliant with the standards set out by Queensland State Archives.

IT Management

The strategic management and delivery of business systems and applications across the organisation is essential in delivering quality customer service outcomes. These systems need to be efficient and effective for the organisation while ensuring consumer needs are serviced appropriately. As IT management forms a more integral part of Council's activities emerging trends and best practice dictate the need for the Implementation of online requisitioning and purchase orders and associated approval forms process to increase staff productivity and improve customer service satisfaction in line with Council aspirations in our corporate plan. Below is a detailed staff training plan.

WUJAL WUJAL SHIRE COUNCIL ELECTRONIC REQUISITIONS - TRAINING PLAN

STAFF MEMBER	TEAM	TRAINING DETAIL	ESTIMATED TIMELINE	DATE	comments
Kylie Mills	Library	Electronic Requisitions	15 mins	27/07/2021	follow up visit before implementation required
Stephanie Dick	Aged Care	Electronic Requisitions	15 mins	August	
Cassie Roatz	Art Centre	Electronic Requisitions	15 mins	August	
Coraleen Shipton	Kindy	Electronic Requisitions	1 hour	August	
Keziah Bin Sali	Works and Building Services	Electronic Requisitions	15 mins	August	
Brian Cherry	Works and Building Services	Electronic Requisitions	1 hour	August	
Laurie Raleigh	Works and Building Services	Electronic Requisitions	1 hour	September	
Michelle Barath	Cleaning	Electronic Requisitions	1 hour	September	
Neal Ransom	Post Office/Bank Agency	Electronic Requisitions	1 hour	September	



Patricia Cherry	Cleaning	Electronic Requisitions	1 hour	September	
Patrick Nandy	Works and Building Services	Electronic Requisitions	1 hour	September	
Vikki Burrows	Art Centre	Electronic Requisitions	15 mins	26/07/2021	follow up visit before implementation required
Victor Mills	Works and Building Services	Electronic Requisitions - approval	30 mins	September	
Steve Wilton	CEO	Electronic Requisitions - approval	30 mins	September	

Notes

- training times vary depending on the staff member, their level of responsibility and their familiarity and ability to use

Practical

- In addition to training times each PC requires 20 min set up
- Go Live date to be determined pending approval
- Specific training dates for staff will depend on availability
- Total estimated hours for IMO = 20

6.6 Department of Works & Building Services Report (DW & BS)

6.6.1 Director of Works and Building Services

- Funding submissions
- Waterfall Boardwalk 1.9M
- New aged care facility 5-8M
- Secondary Waterline 4M
- Waiting on ICCIP approvals for the water plant automation upgrade
- Organising meeting with Mayor/Ceo DSC for MOU to do works down to IMOGEN also to update on Boundary extension
- Recycle Centre
- Rodeo postponed

6.6.2 Capital Works

Splash Park

Awaiting Ergon to connect power, completed by the 20 August
 Contractors coming in on the 23rd to install pumps and water feature
 BBQ shelter completed; gas & electrics connected
 Project completion estimation end of September



China Camp Road

Final layer of second slip sight completed by the 23rd Aug
QRA visit next week to assist with close out report

Sports Oval

QRA visit to close out sports oval
Grass has been sewed, watering waiting for grass to grow

Early Warning System

Rain gage installed at Woobbada
Concrete slab behind Community Hall
Prospec due back onsite early September

6.6.3 Building

Community Hall

Materials have arrived on site
Ready to begin construction

Guest Accommodation

Footpath has been completed

Eco Tourism Village

Topsoil has been spread
Boundary fence 90% completed
Footpath complete
Ablution block 90% complete
1x decking needs to be installed
BBQ & shelter to be installed
Tents erected

Planned Maintenance

22 Hartwig St 85% completed

Plug-ins

4x will begin construction on frames, while others are being prepared for underground footings



BAS Maintenance

Workflow	
Unscheduled	7
Work In Progress	109
Awaiting Approval	0
Completed	5
Invoiced	247

Field Workers	
 Carpentry	53
 Electrical	34
 Painting	-
 Pest Control	7
 Plumbing	12
 Yard Work	3

6.6.4 Water & Waste

Water Treatment Plant

Running well with minor defects due to chlorination, solutions apply immediately reporting to department regulators

ICCIP

Ongoing with upgrading water structure

Waste Treatment Plant

Capital projects is underway with Truewater, delays due to COVID
At practical completion within the next few months

6.6.5 Recycle Centre

Thursday, 1 July 2021	14	1,441	478	13	36	68	1	2,051	\$	205.10
Friday, 2 July 2021	-	-	-	-	-	-	-	-	\$	-
Saturday, 3 July 2021	-	-	-	-	-	-	-	-	\$	-
Sunday, 4 July 2021	-	-	-	-	-	-	-	-	\$	-
Monday, 5 July 2021	-	-	-	-	-	-	-	-	\$	-
Tuesday, 6 July 2021	-	-	-	-	-	-	-	-	\$	-
Wednesday, 7 July 2021	-	-	-	-	-	-	-	-	\$	-
Thursday, 8 July 2021	-	1,500	-	-	-	-	-	1,500	\$	150.00
Friday, 9 July 2021	202	774	16	-	2	-	-	994	\$	99.40
Saturday, 10 July 2021	-	-	-	-	-	-	-	-	\$	-
Sunday, 11 July 2021	-	-	-	-	-	-	-	-	\$	-
Monday, 12 July 2021	-	-	-	-	-	-	-	-	\$	-
Tuesday, 13 July 2021	-	-	-	-	-	-	-	-	\$	-
Wednesday, 14 July 2021	-	-	-	-	-	-	-	-	\$	-
Thursday, 15 July 2021	-	-	-	-	-	-	-	-	\$	-
Friday, 16 July 2021	-	-	-	-	-	-	-	-	\$	-
Saturday, 17 July 2021	-	-	-	-	-	-	-	-	\$	-
Sunday, 18 July 2021	-	-	-	-	-	-	-	-	\$	-
Monday, 19 July 2021	-	-	-	-	-	-	-	-	\$	-
Tuesday, 20 July 2021	-	-	-	-	-	-	-	-	\$	-
Wednesday, 21 July 2021	-	-	-	-	-	-	-	-	\$	-
Thursday, 22 July 2021	-	-	-	-	-	-	-	-	\$	-
Friday, 23 July 2021	-	-	-	-	-	-	-	-	\$	-
Saturday, 24 July 2021	-	-	-	-	-	-	-	-	\$	-
Sunday, 25 July 2021	-	-	-	-	-	-	-	-	\$	-
Monday, 26 July 2021	-	-	-	-	-	-	-	-	\$	-
Tuesday, 27 July 2021	-	-	-	-	-	-	-	-	\$	-
Wednesday, 28 July 2021	-	-	-	-	-	-	-	-	\$	-
Thursday, 29 July 2021	-	-	-	-	-	-	-	-	\$	-
Friday, 30 July 2021	-	-	-	-	-	-	-	-	\$	-
Saturday, 31 July 2021	-	-	-	-	-	-	-	-	\$	-
TOTAL									\$	454.50

6.6.6 Animal Management & Environmental Health

VISIT DATE		PREPARED BY
12 th to 15 th July 2021	Veterinary Nurse visit.	Helen Bigmore

SUMMARY

A request was made for a house-to-house treatment visit by Skydog Veterinary Service’s Veterinary Nurse Helen Bigmore. Every animal was required to have parasite prevention for fleas, ticks, mange and worms, a registration list and animal census carried out and a full de-sexing list compiled for surgery at a later visit. Support was required for Environmental Health Worker Patrick Nandy JNR.

OVERVIEW

TASK	PHOTOS	NOTES
<p><u>House-to-house parasite treatments</u></p> <p>Every house was visited and all dogs presented to us were given parasite prevention.</p> <p>We treated three dogs with illness. Two included salivary gland infections from injury. An abscess was drained and antibiotics given.</p> <p>One very skinny dog is receiving antibiotic treatment for an unknown infection.</p>		<p>Another nursing treatment visit is recommended in 4-6 weeks.</p> <p>Continuity of parasite treatment to all animals is important to eradicate infestations.</p>

Registrations and dog census

Whilst treating animals house-to-house we carried out a complete renewal of registrations for July 2021/2022.

In total 39 dogs were registered in Wujal Wujal, with two more registrations still outstanding. We also counted 7 puppies under 8 weeks and 4 pregnant female dogs.

There are 21 dogs counted in the Wujal houses in the Cook Shire region. Cook Shire Council Animal Control Officer has been notified.

All animals were given new collars and registration tags.



We have a list of owners who wish to have their animals de-sexed at the next vet visit.

A vet visit is recommended at the beginning of August to try and de-sex two female dogs that are possibly pregnant.

PJ will compile a list and advertise the Vet visit.

Pound

Two dogs were impounded on this visit. Owners were identified.

Two dogs have been rehomed and a third puppy was collected.

The pound has not been cleaned or maintained since the last visit. Rat infestations have destroyed cables, hoses and tap fittings. Many items needed to be thrown away.

The pound was heavily bleached and cleaned and this will need to be continued regularly.



Measurements were taken for a new mesh roof over the run area to stop theft.

New shade cloth to be fitted over the new mesh roof.

Spraying for weeds is needed around the pound and rat baits placed.

Cupboards with doors would be beneficial.

Training, medicines, policies and procedures

The medication policy needs to be adopted by council. This was taken to the council meeting. After this is adopted PJ can be signed off to be an authorized officer for storing and administering schedule 4 medications (under veterinary direction).

PJ is competent at administering medication.



There is still a small supply of medications in the safe. A stock take was carried out and more medications can be provided as needed.

Parasite preventatives can be provided at the next nurse visit.

	WUJAL WUJAL
Flea/tick preventative	58
Worming treatments	65

CONCLUSIONS/RECOMMENDATIONS

Consistency of the animal programme is essential for the benefits to be seen in the community. Parasite preventatives need to be regular, new dogs and registrations kept up to date. De-sexing procedures and impounding/rehoming of strays carried out. Medication policies and procedures need to be adopted and followed for training purposes so that schedule 4 medications can be stored by council.

It is recommended that Helen returns on a regular basis for 2-3 days every 4-6 weeks to assist with these important animal management tasks.

6.6.7 Art Centre

Highlights:

In 2018, Edwina Circuit worked with the artists creating artworks for the Belonging Collection. The National Gallery of Australia purchased the 13 Belonging artworks this month which came to a total of \$24,520.00.

A jewellery workshop was held this month for the artists with Kate Hunter, working on a new range of jewellery for the gallery.

The art centre has been extremely busy with record number of visitors coming through the area this month.

Lynelle Flinders collaborated with the artists making silk garments for CIAF fashion show. 8 new pieces were made and will be shown in Cairns at the Tanks art centre.

Data:

Sales report for the month of July 2021, attached.

Barriers & Issues:

Requests are taking a long time to be approved. Some of these requests are for merchandise which already takes time for suppliers to print and freight to Wujal Wujal. The art centre is now running low on merch which is proving popular with the customers.

It would be useful and time saving if the Manager could access from Practical one report that shows what has been paid monthly from our different job cost numbers.

Funding/Agreements/Financials:

No acquittals due for funding reports this month.

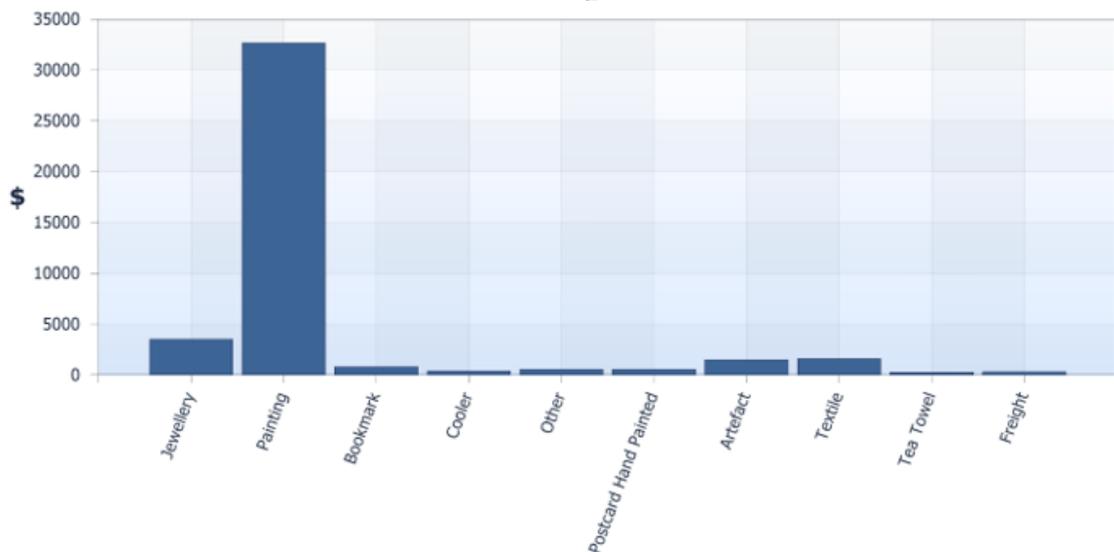
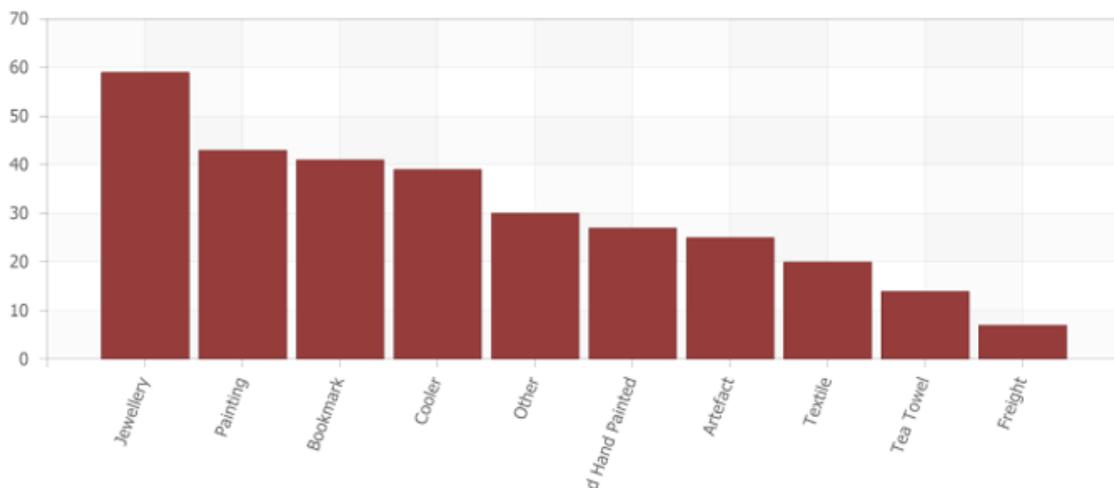
Spent for the month of July 2021	Item
\$3000	Jewellery Workshop
\$440	Accommodation for art consultant
\$750	Deposit for acc for CIAF
\$320	Acc for art consultant



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

Sales from 01/07/2021 to 31/07/2021

Product	Items Sold	Value of Sales
Jewellery	59	\$3,510.00
Painting	43	\$32,675.00
Bookmark	41	\$835.00
Cooler	39	\$390.00
Other	30	\$550.00
Postcard Hand Painted	27	\$540.00
Artefact	25	\$1,510.00
Textile	20	\$1,625.00
Tea Towel	14	\$280.00
Freight	7	\$302.00
Total Items Sold:	305	\$42,217.00





6.6.8 HACC

Funding and spend

Cooktown Food and Ice Works- total spend: \$ 1,636.08

AYTON IGA Express: Total Spend \$1.235.00

Issues with programs etc.

No issues with programs

Client/s Correspondence

New client has come aboard. All documentation has been completed.

Reporting

HCP Medicare claim has been submitted

Dex reporting due on the 31 July 2021, has been submitted on the 14-07-2021

HCP cost have been reviewed with Community care coordinator (SD) and Finance (LS) and will be updated on council website, my aged care, and ROCS system to reflex changes.

Staffing

New coordinator has been appointed in role-commences on Monday the 23rd of August

Two staffing have handed in reduced hours form to CEO. Coordinator, Full time staff and casual staff members will remain at 36.25 hours to enable consistent service delivery is available to Clients. this will take affect starting the payroll 18th of August.

Reminder to council

- 4 weeks until Community Care Coordinator (SD) resignation date. (final working date will be 7th of September 2021).

FY 2022 Budget Meeting has been done with Finance, BDO, Director Works and Building Services, acting CEO on the 11-08-2021- final handover will be conducted with Replacement of Community Care Coordinator in upcoming Weeks

Training if any

Food safety supervision to commence on the below dates:

Monday 13th 9.00am-4.00pm

Tuesday 14th 9.00am-4.00pm

Wednesday 15th 9.00am-4.00pm

Thursday 16th 9.00am-4.00pm

6.6.9 Indigenous Knowledge Centre

Assisting with clients with MyGov/Centrelink services (whilst computer in the Centrelink office is not operational), internet banking, digital devices, bill payments, tax return queries etc. This has been very time consuming due to the extended wait times with services and the requirement of linking codes. The IKC coordinator is also using their personal phone (for people that so not have mobile phones) to assist clients with some calls taking in excess of an hour. Agent Services are aware of the situation and the computer is sitting in the Cairns office but due to Covid they are not attending community.

First Homework Club was held on Wednesday 21/7/21. Trish from the school came to the IKC and worked with four students focusing on reading and writing skills. Hoping to get others attend the sessions to assist them with learning.

Second Homework Club was held on Wednesday 28/7/21 with nine students attending the session with Miss Trish. Currently the focus is on their writing and English skills. All the students who attend are

participating and engaging in the sessions and enjoying the one on one interaction with Miss Trish. Parental attendance is still not happening, and this will be a focus for upcoming sessions.

Assisting other departments with funding applications.

WUJAL IKC HOMEWORK CLUB



With Miss Trish



Projects

Language Grant

Six-month extension granted from DATSIP. Project completion date 31 December 2021.

Engaged Miromaa Language and Technology to develop the app using their iSO template for Apple. Data is being sent off and work is starting on the app build. Looking at the options to extend the app to android also.

First 5 Forever Mum’s and Bub’s

Seeking extension on funding to restart group. Will be held on Thursday mornings to avoid clashing with the Ging Ging Playgroup which is held Tuesdays and Wednesday mornings. First session will be around kids iron levels and ways to incorporate iron into their diets as well as some early literacy and bonding techniques.

IKC Expenditure

Miromaa Aboriginal Language and Technology Centre

Develop and build Kuku Yalanji App and 5 years maintenance

\$6,000

Recommendations/resolution

Nil

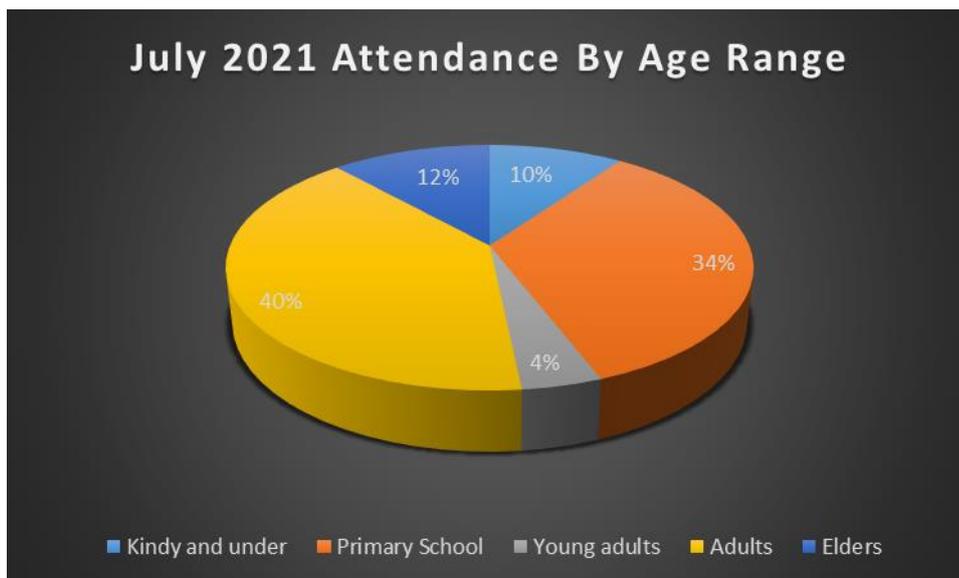
Statistics

215 attendances throughout the month

39 loans for the month

3 new members

35 internet tickets used



6.6.10 Post Office

People who want to collect other people’s mail, will have to fill out a (Collection Authorisation Form), only if that person is not in the community and/or incapacitated and cannot come to the Post Office. If they just



phone me and ask to give their mail to someone else, I cannot give it out, if the community member is in the community, they must collect their own mail as it's the federal law.

A new Satellite network connection system has been installed on Thursday the 5th of August as id up and running

There is a cash withdrawal limit of \$200 in place now, as Australia Post undergoes new banking changes.

Fire and smoke damage at the front of the Post office, that happened in late July was reported to the local Police and Council.

6.6.11 Centrelink

Computers are still out of use.

6.6.12 Kindergarten

Reports requested 4x Nil report provided.

7 CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS