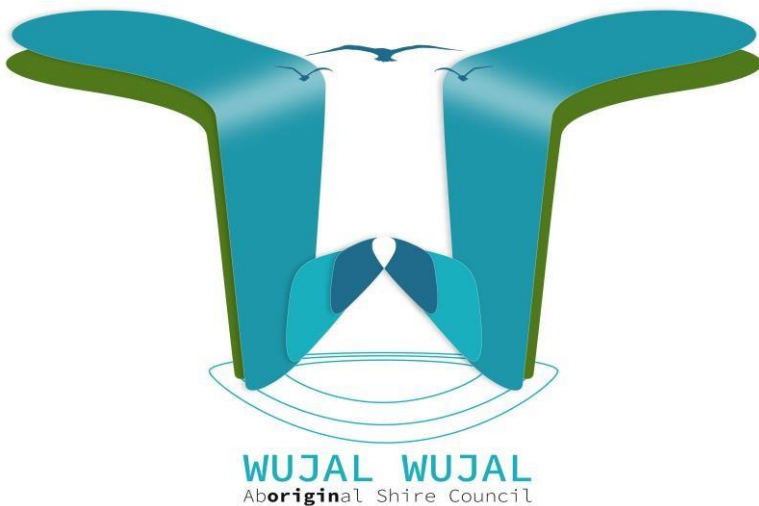


AGENDA

Ordinary Council Meeting

Thursday 15 July 2021

COMMENCING AT 9:00AM



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	
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PRESENTERS	
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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**6.1 Mayors Report**

DATE	MEETING/ACTIVITY	LOCATION	DETAILS
23/06/2021	<i>WW Interagency</i>	<i>Wujal Wujal</i>	
07/07/2021	<i>WW TWG Meeting</i>	<i>Wujal Wujal Teleconference</i>	

6.2 Chief Executive Officer's Report

Items arising from previous meetings

CEO Action Items

Date:	Action	Status	Comment
Council Meeting held 23 January 2020			
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 Further; WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed Ongoing	Letter to Jabilbina advising them of resolution and requesting consultation towards ILUA
	CEO to commence Community Consultation is required to proceed with Phase 1 funding Alcohol Management Plan – Wujal Wujal identified as being eligible for Phase 1 funding of \$50,000	On Hold	Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations.

			The funding will go to WWJG who will run the consultation
	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
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
Council Meeting held 20 February 2020			
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	
Council Meeting held 19 March 2020			

	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID19 requires more teleconference ability.
Council Meeting held 23 April 2020			

6.2.1 Res: 0523042020	<p>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.</p> <p>Further,</p> <p>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.</p>	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed
Council Meeting held 21 May 2020			

General Business	<p>Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more.</p> <p>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.</p>	Ongoing	<p>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</p>
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Council Meeting held 30 June 2020

<p>CEO Report 6.2.2 Res No. 0330062020</p>	<p>Adoption of Human Rights Policy.</p>	<p>CEO to sign off and ensures this policy is uploaded to the WWASC website</p>	<p>Completed</p>
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<p>CEO Report 6.2.3 Res No. 0430062020</p>	<p>Adoption of Complaints Management Policy noting the reference to the Human Rights Policy</p>	<p>CEO to sign off and ensures this policy is uploaded to the WWASC website</p>	<p>Completed</p>
<p>CEO Report 6.2.4 Res No. 0530062020</p>	<p>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.</p>	<p>CEO to inform Jack and Tracey Ditchfield in writing that the Council accepts their offer.</p>	<p>Advice provided to applicant 30 June 2020</p>

DW&BS Report Conclusions/ recommendations	Animal Management MOU with Brook – agreement with previous CEO. CEO to look into this and come back to the Council.		
General Business	SES training for young people. CEO to talk to SES Trainer and come back to the Council.		
Council Meeting held 16 July 2020			
CEO Report 6.2.2 Res No. 0416072020	<p>That Council notify the Office of Industrial Relations that the nominated dates for 2021 Special and Show Holidays are as follows;</p> <p>Friday 16 July 2021 Cairns Show Day Show Holiday</p> <p>Friday 24 Sept 2021 Wujal Wujal Rodeo Day Special Holiday</p> <p>Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday</p>	CEO to notify Office of Industrial Relations	Complete
6.2.3 Res No. 0516072020	<p>21 Hartwig Street – Social Housing Register</p> <p>That Council advise the Department of Housing and Public Works (DHPW) to remove the house located at 21A and 21B Hartwig Street Wujal Wujal from the social housing register and request the social housing 40 year lease for this property be relinquished.</p>	CEO to advise DHPW	Complete
Guest Speaker	That Council resolves to endorse the Reef Guardian Program and	CEO to sign MOU	Complete
	resolves to adopt the MOU for this term of Council. The Council nominates Patrick Nandy Jnr as the representative to attend working group meetings and the Mayor and CEO to attend executive meetings.		

Closed session Res No. 1216072020	That Council appoint or engage NCP Contracting to undertake, design and construct the Wujal Splash Park AS2124 (Local Buy contract BUS270) to the value of \$871,490 excluding GST outlined in the agreement by NCP Contracting.	CEO to sign contract	Complete
Closed session Res No. 1316072020	That Council engage AquaManage Service Propriety Ltd to monitor and service remote access and review the Scada Network System for a period of 12 months.	CEO to sign	Complete
General Business Res No. 1416072020	That Council enters/signs the contract for the Queensland Container Refund Scheme in the new recycle shed as supplied by Container Exchange (QLD) Limited.	CEO to sign	Complete
General Business	Councillors raised concerns about Shanty's on the beach	CEO to raise this with Cook Shire Council	Ongoing
Council Meeting 17 September 2020			
CEO Report Res No 0417092020	Council adopted Planning Scheme alignment amendments. Advertise Notice and publish in Government Gazette	CEO	Complete
Council Meeting 15 October 2020			
CEO Report Res No 0315102020	Advise TCICA Council is supportive of TCICA working with the Cape York Institute to advocate for the Job Guarantee Policy to be implemented	CEO	Complete
Council Meeting 17 December 2020			
	Offer Café Lease to Mr Towney at reduced rent and electricity waiver for 12 months	CEO	Complete
Council Meeting 22 January 2021			
CEO Report Res No 0321012021	Council advise Life without Barriers that council is unable to assist as there is no accommodation available.	CEO	

CEO Report Res No 0421012021	Council advise Mr Towing that it is agreed to include the gas charges in the 12month moratorium/waiver and commencement of the lease to coincide with the opening of the café.	CEO	Complete, Lease now being prepared Mr Towing pulled out of the lease due to not being able to obtain residential accommodation
CEO Report Res No 0421012021	That Council advises Ms Fullagar that the Café lease is not available due to the acceptance of an earlier expression of interest.	CEO	Complete
CEO Report Res No 0521012021	Council advise Volt Advisory that it is supportive of the application to the Regional and Remote Communities Reliability Fund and provide a letter outlining that support	CEO	Complete
Council Meeting 15 April 2021			
CEO Report Res No 0515042021	Wujal Wujal Aboriginal Shire Council agrees, to enter into Chreche and Kindergarten Association Affiliate Member Service Agreement dated 1 January 2021 to 31 December 2021.	CEO	Complete

6.2.1 Policy Review of existing policies

Council has a number of policies that have been adopted previously. In order to maintain best practice Council periodically reviews the adopted policies. Each policy is assigned a review period (i.e. annually, 3 years, 5 years etc.) The policies reviewed have either fallen due or deemed relevant for review due to Council's current financial position. A number of reviewed policies were adopted at the June 2021 meeting

The following policies have been reviewed by management with only minor inconsequential changes such as officers names or government departmental name changes being affected;

- Debt Policy
- Investment Policy

Hard copies of the policies are tabled for Councils information. The reviewed policies will also be published on Councils website.

RECOMMENDATION

That Council review and adopt the following policies;

- Debt Policy
- Investment Policy
- Corporate Card Procedure

6.2.2 Banking Signatories/Authorities

With the resignation of Mr Harish Nair from the position of Director of Finance and Corporate Services Council has recruited Mr John Bingham as an interim Director of Finance and Corporate Services. A resolution is required to authorise Mr Bingham as an approved person to sign and certify payments and banking transactions from all Council's ANZ and Westpac bank accounts on behalf of Council.

With the extension of the Financial Controller appointment until March 2022, BDO have requested that staff member Mr Jason Busato also be authorised to operate as an approved person to sign and certify payments and banking transactions from all Council's ANZ and Westpac bank accounts on behalf of Council.

RECOMMENDATION

- a. That Council confirms BDO Employee Mr Jason BUSATO is approved to sign and authorise transactions on all of Council's bank accounts held at Westpac Banking Corporation and ANZ Bank for the duration of his appointment, and
- b. That Council authorises the newly appointed Interim Director of Finance and Corporate Services Mr John Priestly BINGHAM be approved to sign and authorise transactions on

all of Council's bank accounts held at Westpac Banking Corporation and ANZ Bank from the date of his commencement being 1 July 2021

6.2.3 New Policies for Adoption

Council has been working with the Department of Local Government and the Financial Controllers to put in place a governance structure and framework to ensure the financial viability of Council into the future. Good governance includes having a policy framework in place to guide Council's actions in various scenarios, policies ensure compliance with legislative requirements and help prevent non prudent decisions being made.

The following Policies have been developed for Council Adoption

Cash management Policy _ BDO REVIEWED

The purpose of this policy is to outline the principles of cash management across Wujal Wujal Aboriginal Shire Council to ensure the efficient and effective management of the Council's cash resources to maximise investment income while ensuring sufficient cash on hand to meet obligations and avoid funding shortfalls.

This policy also contributes towards meeting the Council's obligations to ensure the existence of an effective cash management system to provide for the payment and investment of cash, providing timely and reliable cash flow forecasts and ensuring compliance with relevant statutory and regulatory requirements.

Communications and Media Policy

This policy is intended to clarify the appropriate process for the following:

- a) Preparing/releasing media statements (proactive);
- b) Responding to media enquiries (reactive);
- c) Use of official titles;
- d) Communication of Council official decisions and positions;
- e) Communication of personal statements as a Councillor.

This policy applies to all staff and contractors of Council, and any individual who may at any time potentially be perceived as communicating on behalf of Wujal Wujal Council, including Councillors, committee members and other stakeholders.

This Policy does not address paid advertisements, community notices or date claimers or promotional material prepared by Council. Furthermore, this Policy does not address political or electioneering media statements during the local government elections (defined as the period between the date nominations open, to the publication of the results of the poll).

WWASC Business Continuity Plan

The purpose of this plan is to ensure that Council is able to continue to deliver its critical business activities following a significant business interruption event. The plan aims to safeguard personnel, minimise damage to buildings and assets, and to restore services as quickly as possible.

The plan has been developed to be as flexible as possible and can be applied to any of Council's business locations and services.

WWASC Fuel Pricing Policy

The fuel pricing policy will ensure that Council is covering total costs in delivering fuel to external and internal customers TALI COPY

WWASC Risk management Policy

The purpose of the risk management policy is to provide guidance regarding the management of risk to support the achievement of corporate objectives, protect staff and business assets and ensure financial sustainability.

This policy applies to all Wujal Wujal Aboriginal Shire Council activities. It forms part of Council's governance framework and is applied to all employees, contractors and volunteers.

The objectives of this policy are:

- Align Council activities to and support business objectives identified in Council's corporate and operational plans;
- Maintain and improve reliability and quality of service provided by Wujal Wujal Aboriginal Shire Council;
- Minimise and eliminate adverse impacts from Council's services or infrastructure on the community, visitors and the environment;
- Capitalise on opportunities identified in the Corporate Plan for Wujal Wujal Aboriginal Shire Council;
- Safeguard Council's employees, contractors, volunteers, assets, financial sustainability, property, reputation and information;
- Promote risk management principles as a strategic tool to ensure better informed decision making throughout Council; and
- Create a culture of risk management across the Council.

RECOMMENDATION

That Council adopt the following Policies;

- Cash Management Policy
- Communications and Media Policy
- WWASC Business Continuity Plan
- WWASC Fuel Pricing Policy
- WWASC Risk Management Policy

6.2.4 Finance Department Procedures Manual

Working with Officers from the Department State Development Infrastructure and Local Government the CEO and DFCS have developed a procedures manual for the Finance Department.

This Manual is hopefully a step-by-step guide for all the processes that we carry out in the Finance/Admin area of Council. It is a fluid document and can be changed at any time to reflect what the current processes and procedures are at any given time.

The main purpose of the Procedures Manual is to enable someone to carry out a function that they may not be familiar with. E.g. when an officer is absent and someone has to do their duties at short notice.

The Finance Procedures Manual is not a Council Policy. It is an operational document endorsed by The Chief Executive Officer.

For Council Information Only

6.2.5 Chief Executive Officer Annual Leave

The Chief executive Officer will be clearing annual leave from Monday 9 August to Friday 10 September 2021. Council needs to delegate an Acting Chief Executive Officer for the period of the absence.

RECOMMENDATION

That Council delegate Mr Victor Mills Director Works and Building Services to act as Chief Executive Officer for the period 9 August 2021 to 10 September 2021 whilst the Chief Executive Officer clears annual leave.

6.3 Financial Controllers Report

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

6.4.1 Temporary Working Capital Facility by Department of State Development, Infrastructure, Local Government and Planning

On 19 March 2021, Department of State Development, Infrastructure, Local Government and Planning advised Council on the temporary working capital facility up to \$5 million to address the current financial situation of critically low cash reserves.

Since the facility established a total of \$2,410,706.28 has been drawn down as below:

- 30/03/2021- \$1,465,422.84
- 07/04/2021- \$685,761.00
- 12/05/2021- \$259,522.44

6.4.2 Restricted & unrestricted Cash Balance as on 30 June 2021 Finance:

Council calculates the restricted & unrestricted cash balance as part of QTC drawdown request.

Unrestricted balance- Total \$749,587.86

Unrestricted Balances	Amount
Westpac Acc 183919	\$39,713.73
Westpac Acc 000276	\$10,000.00
Westpac Acc 991057	\$696,365.49
ANZ	\$3,508.64
TOTAL	\$749,587.86

Restricted balance- Total \$987,149.62

6.4.3 Finance Manager Report – Lynette Simbil

1. Cash Flow Report is up to date to 30 June 2021. Total Bank Balance as at 30 June 2021 is \$1,736,737.48 with grant funds and large deposits received during the month as follows:

Grant Funding Received During the Month:

Funds Received From	Reason for Grant	Amount
C & K Childcare & Kindergarten	2021 Quarter 2 QKFS Funding Allocation	\$ 33,342.65
Department of Infrastructure, Transport, Regional Development and Communications	Indigenous Visual Arts Industry Support Program – Relief & Recovery Grant	\$ 40,000.000
Department of State Development, Manufacturing, Infrastructure & Planning	FAG 2021-22	\$639,415.00
Department of Health	Home Care Subsidy Funding	\$ 15,369.99

Other Deposits Received During the Month:

Funds Received From	Reason for Grant	Amount
Brackenhurst Contracting Pty Ltd	Payment for Forklift – won through EOI tender process	\$ 12,350.00
Department of Housing & Public Works	BAS Responsive Works	\$116,051.93
Chubb Insurance (Australia) Ltd	Art Centre Flood Damage January 2019 Insurance Payment	\$ 16,111.70
Robert Dunn	Payment for Toyota Hilux Vehicle – won through EOI tender process	\$ 11,000.00

Wujal Justice Group	Payment for Toyota Hilux Vehicle – won through EOI tender process	\$ 20,000.00
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2. Credit Card Reconciliation is completed and up to date as at 30 June 2021.

3. Taxation & Compliance Matters

- Estimated GST refundable at 30 June 2021 is \$207,500.
- IAS for the month of June 2021 to be lodged with June 2021 BAS by 21 July 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

6.4.4 Account Payable Officer Report – Vivien Donahue

Open Purchase Orders

- As at 30 June 2021, open purchase orders to the value of \$3,040,073.38 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 30 June 2021

Summary of creditors run for the month

Payment date	Total payment	Comment
3/6/2021	\$179,014.28	Largest Payments to – Australian Turf - \$29,500.00, FNQ Pipeline - \$57,392.50, Kuhn Steel - \$19,782.60, Edwina Circuitt - \$12,000.00, Telstra (Bill for Month of May) - \$10,466.17 & Up North Building - \$11,000.00
10/06/2021	\$181,621.56	Largest Payments to – Australian Turf - \$79,922.00, Briody Plumbing - \$33,791.87, Intelliteq - \$10,000.00 & Up North Building - \$38,085.00

17/06/2021	\$180,079.64	Largest Payments to – Australian Turf - \$98,500.00, Cairns Local Cars - \$30,535.00 & Lowes Petroleum - \$14,170.56
24/06/2021	\$193,332.37	Largest Payments to – Australis Advisory Group - \$13,805.00, QLD Health - \$51,818.80, Prospect Group - \$69,308.25 & Up North Building - \$15,400.00

6.4.5 Account Receivable Officer Report – Melita Baird

Invoicing

172 Invoices were raised totalling \$124,730.52 for the period of 1st June to 30th June 2021.

- 172 Work Orders for Responsive Maintenance totalling \$124,730.52
- 0 Purchase Order for Planned Maintenance totalling \$ nil

QBuild invoicing comparison

MONTH	2021	2020	VARIANCE
June	\$124,730.52	\$43,611.63	\$81,118.89

Aged debtors report as at 30 June 2021

90 Days Aged	\$50,611.09
60 Days Aged	\$6,843.29
30 Days Aged	\$2,331.63
Current	\$11,381.26
Total Debtors	\$71,167.27

6.4.6 Information Management Officer – Wendy Rowlands

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 spreadsheet below indicates the number of Fourier, Brilliant, Magiq and Telstra incident tickets created for the month of June 2021 There were no major incidents in June 2021

1/06/2021			1
2/06/2021	2		
3/06/2021	1		
4/06/2021			
5/06/2021			
6/06/2021			
7/06/2021		1	
8/06/2021	7	5	
9/06/2021	2		
10/06/2021		1	
11/06/2021	1		
12/06/2021		1	
13/06/2021			
14/06/2021			
15/06/2021			
16/06/2021			
17/06/2021	2	2	
18/06/2021	2	1	
19/06/2021			
20/06/2021			
21/06/2021	1		
22/06/2021		2	
23/06/2021		2	
24/06/2021		1	
25/06/2021	2		
26/06/2021			
27/06/2021	1		
28/06/2021			
29/06/2021	1	1	
30/06/2021			

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

6.5.1 Capital Works

Sports Oval

Final stages of laying grass

China Camp

Finishing off second slip sight

Concreting the floor now

Splash Park







Awaiting electrical work to connect pump

Early Warning System

Footings are in, coming back in August to complete works

6.5.2 Building

BAS Maintenance:

Workflow		
Unscheduled	<div style="width: 11%;"></div>	11
Work In Progress	<div style="width: 123%;"></div>	123
Awaiting Approval	<div style="width: 2%;"></div>	2
Completed	<div style="width: 25%;"></div>	25
Invoiced	<div style="width: 438%;"></div>	438
Field Workers		
 Carpentry		42
 Electrical		27
 Painting		-
 Pest Control		31
 Plumbing		20
 Yard Work		3

Plug-ins

25, 29, 38, 39 Hartwig street have had base stage complete, which includes floor slab. Next stage is the framing stage

51 Louis and 10 Keim started ground works

W4Q Guest Accommodation

Project is 87% complete

Final works that need to be complete is footpath, boundary fence, turf, garden, parking lot, internal furnishing

Final internal paint

Final plumbing works

BoR Eco Tourism Centre

Decking and vinyl complete except for one

Footpaths have been installed

Electricity yet to be connected to the decks

Toilet block- plumbers yet to connect water, install shower base

External / internal trimming complete

Boundary fence line 50% complete

Community Hall

Materials have arrived on site

BBQ shelter has been erected

Planned maintenance

7 planned maintenances

- bathroom upgrades
- 1 fencing

6.5.3 Water & Waste

planned maintenance

No blockages reported

Water testing results have been good

Aqua manage will be back in August to service the air compressors

6.5.4 Recycle Centre

Received the new conveyor belt

Have not processed much

Recycle Register									
Date	Mixed Gl	Aluminium	Pet Cle	Pet Colour	Hdpe	Liquid Paper	Steel	Total units	Payment
Tuesday, 1 June 2021	26	177	52	3	7	15	-	280	\$ 28.00
Wednesday, 2 June 2021	-	-	-	-	-	-	-	-	\$ -
Thursday, 3 June 2021	127	97	21	-	-	-	-	245	\$ 24.50
Friday, 4 June 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 5 June 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 6 June 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 7 June 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 8 June 2021	-	-	-	-	-	-	-	-	\$ -
Wednesday, 9 June 2021	-	1,201	132	10	9	-	-	1,352	\$ 135.20
Thursday, 10 June 2021	155	1,188	965	4	26	37	-	2,375	\$ 237.50
Friday, 11 June 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 12 June 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 13 June 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 14 June 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 15 June 2021	65	701	46	1	9	1	-	823	\$ 82.30
Wednesday, 16 June 2021	-	-	-	-	-	-	-	-	\$ -
Thursday, 17 June 2021	121	555	129	1	9	13	-	828	\$ 82.80
Friday, 18 June 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 19 June 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 20 June 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 21 June 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 22 June 2021	187	487	196	-	14	31	-	915	\$ 91.50
Wednesday, 23 June 2021	-	-	-	-	-	-	-	-	\$ -
Thursday, 24 June 2021	-	438	-	-	-	-	-	438	\$ 43.80
Friday, 25 June 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 26 June 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 27 June 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 28 June 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 29 June 2021	-	-	-	-	-	-	-	-	\$ -
Wednesday, 30 June 2021	-	-	-	-	-	-	-	-	\$ -
Total	681	4,844	1,541	19	74	97	-	7,256	\$ 725.60

6.5.5 Animal Management & Environmental Health

Environmental Health

Pest Control

Houses completed though JOB CARDS:

Product Used: Maxforce Gold Gel Insecticide and Ant Advion Gel

24 Florence St - 54 Heorlein Street - 87B Hartwig St

*Applied to areas such as kitchen (inside Cupboards), beside and under ovens and outdoors. Applied ant gel next to ant trails for quick consumption and quicker process to be eliminated.

Conducted a tyre and battery count for the Annual Report

Results: TYRES – 4x4 tyres 17 Car Tyres 6 Small Tyers 2

Tyres are now being crushed and recycled through our recycle plant

Waste:

There has been a spillage from the southside pump pit, has been reported to Project manager Laurie. Plumbers have fixed the problem. Check valve have been replaced and hypo have been spread around the

Water:

The new filter has been installed and replaced with the old filter up at the intake.

John Bird from the Public Health has come up and help with the water boys.

- Review of daily water quality monitoring records.
- Prepared sample eskies for water sampling tomorrow.

- Checked on areas poisoned during last visit to Wujal Wujal.
- Took water samples from two houses in Ayton and from a “T.C” (a house inhabited by a Wujal Wujal elder that is on the southside and has a rainwater tank that is filled periodically with water from the Bloomfield River) for in house E.Coli testing.
- Conducted a turbidity test of the water from the rainwater tank at T.C.
- PJ and EHT Bird flushed town mains using a fire hydrant riser.
- Manually added 100mL of chlorine to “T.C” water tank.

COMMENTS/CONCERNS:

Pest: We have no rat bait, a few people have asked

No Rat Bait available?

Order Rat Stations, Order for 1 station per house? Council can top up stations with x2 bait per station once a month

Animal Management

Victor has discussed about vet day, it will be commencing in 12th-14th July 2021.

14 dogs have been treated out of 38 dogs registered to Wujal Wujal Aboriginal Shire Council

COMMENTS/CONCERNS: We are low on Flea/Tick Tablets, Antibiotics has ran out and will order more.

6.5.6 Art Centre

Highlights

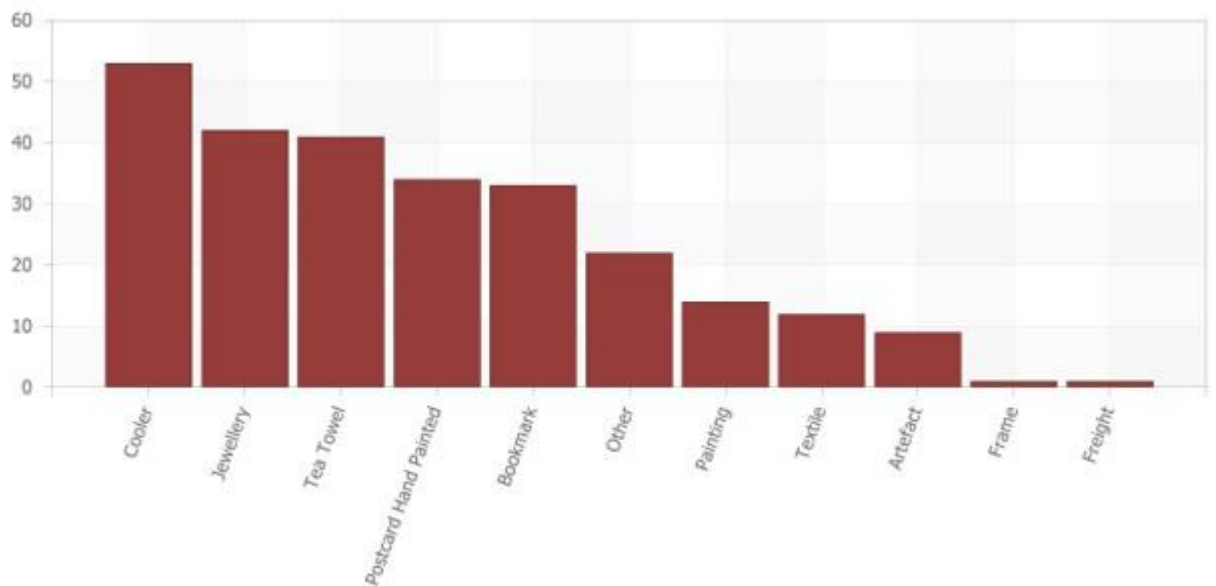
- Bana Yirriji staff packed up 24 new paintings and sent via Ayton Truck to Cairns for the CIAF exhibition in August 21.
- The art centre delivered another workshop for the artists with Lynelle Flinders, working on a new fashion line for CIAF fashion show in August 21.
- The art centre has been extremely busy with record number of visitors coming through the area. Not all are purchasing as they are camping up the cape but overall good reviews from all the customers.
- The art centre staff had a meeting with the CEO regarding Bana Yirriji Art centre moving towards incorporating in the future. The CEO suggested we engage someone with experience in this area and it was agreed we would consult with Tim Acker. Tim has 30 yrs. experience in Art Centre business and developed the Art Centre Business Plan.

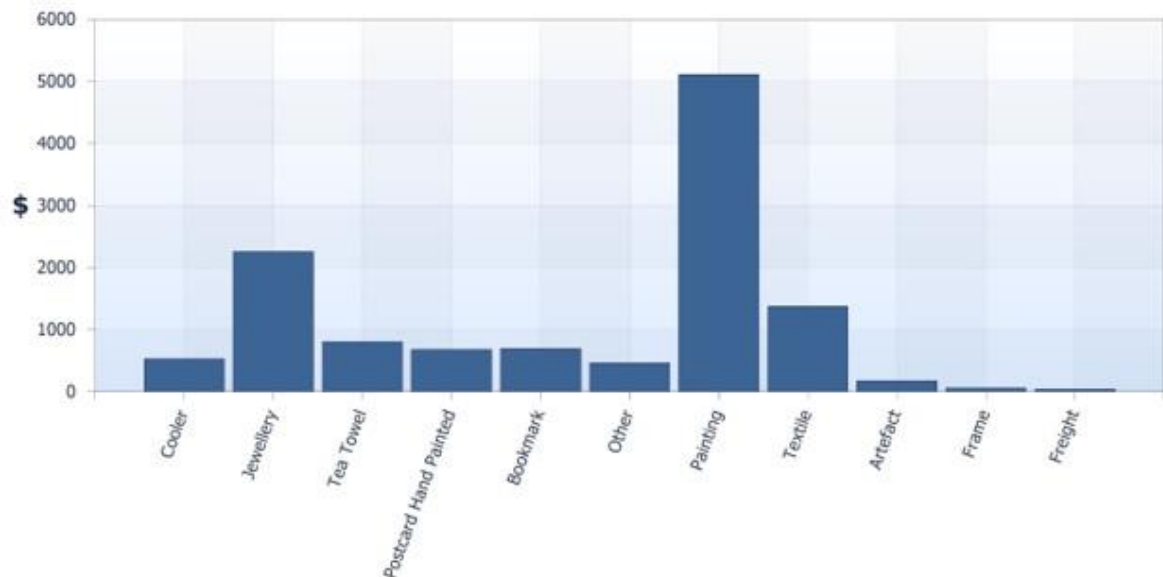
Data:

Sales report for the month of June 2021

Sales by Category (volume and value): Bana Yirriji Art Centre
Sales from 01/06/2021 to 30/06/2021

Product	Items Sold	Value of Sales
Cooler	53	\$530.00
Jewellery	42	\$2,260.00
Tea Towel	41	\$810.00
Postcard Hand Painted	34	\$680.00
Bookmark	33	\$695.00
Other	22	\$470.00
Painting	14	\$5,110.00
Textile	12	\$1,375.00
Artefact	9	\$180.00
Frame	1	\$60.00
Freight	1	\$40.00
Total Items Sold:	262	\$12,210.00





Barriers & Issues:

The art centre staff and artists are concerned over the amount of visiting traffic driving over the speed limit on the road to Wujal Wujal falls.

Funding/Agreements/Financials:

- The art centre manager had a meeting with Supervisor, CEO and Financial Controller regarding the monthly financial meetings to be held every month in the NFY.
- For all Bana Yirriji Art Centre financial questions please discuss with financial controllers.
- The art centre manager has looked on the practical system and it is showing no costs outgoing at the Art Centre for June 2021.

6.5.7 HACC

Funding and spend

Cooktown Food and Ice Works- total spend: \$2962.72

AYTON IGA Express: Total Spend \$1240.00 Alister

Gibson: Total Spend \$ 1745.00

Please find link attached 20-21 FY CHSP PERFORMANCE REPORT

<https://documentcloud.adobe.com/link/review?uri=urn:aaaid:scds:US:4e3f4fcb-2741-4231-a4f9b86be2b1271b>

Issues with programs etc.

No issues with programs

Client/s Correspondence

Group Social Support- Community Care had their first Group Support which was held on the 24th of June at HACC centre. Bingo and Lunch was provided. Clients won great prizes on the day. Here are some pictures of our clients enjoying their bingo day. Coordinator Has Activity plan for upcoming months.

July Activities Planned

13th July Bingo and Lunch at the HACC centre

29th July Birthday-BBQ at the HACC centre



Reporting

- HCP Medicare claim has been submitted
- QCSS- Finalising reports with finance.
- Dex reporting due on the 31st of July 2021- Coordinator currently finalising data entry for June Month-before submitting.
- 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

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.

Reminder to council

- 9 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, CEO on the 23-06-2021- final handover will be conducted with Replacement of Community Care Coordinator in upcoming months.

Training if any

Coordinator is organising Training for Certificate 111 in Individual Support through TAFE QLD for two staffing that has not yet completed. Training dates and studies have not been finalised yet. Awaiting on correspondence from TAFE QLD for starting dates. Please find attached training plan template below.

Community Care Employee Training Plan Template FY 2022

Employee Name	Course Name	Registered Training O	Course Fee (if any)	Mode of Tra	Number of Expected	Expected C	Status	
stephanie Dick	Assist Clients with Medication Skill Set	TAFE QLD	\$530	Online/Class	8 Hours	Sep-21	Oct-21	Completed/Not
Janette Farnell	Assist Clients with Medication Skill Set	TAFE QLD	\$530	Classroom	8 Hours	Sep-21	Oct-21	Not yet started
Sonya Doughboy	Assist Clients with Medication Skill Set	TAFE QLD	\$530	Classroom	8 Hours	Sep-21	Oct-21	Not yet started
Denise Bassani	Assist Clients with Medication Skill Set	TAFE QLD	\$530	Classroom	8 Hours	Sep-21	Oct-21	Not yet started
Adalene Williams	Assist Clients with Medication Skill Set	TAFE QLD	\$530	Classroom	8 Hours	Sep-21	Sep-21	Not yet started
Adalene Williams	Certificate III in Individual Support	TAFE QLD	\$3,865	Classroom	12 Months	Aug-21	Aug-22	In Progress
Janette Farnell	Certificate III in Individual Support	TAFE QLD	\$3,865	Classroom	12 Months	Aug-21	Aug-22	In Progress
Sonya Doughboy	Certificate IV in Ageing Support	TAFE QLD	\$6,430	Classroom	12 Months	Aug-21	Aug-22	Not Started
Stephanie Dick	Food Safety Supervision	TAFE QLD	\$240	classroom	3 months	Oct-21	Oct-22	Not Started
Sonya Doughboy	Food Safety Supervision	TAFE QLD	\$240	classroom	3 months	Oct-21	Oct-21	Not Started
Adalene Williams	Food Safety Supervision	TAFE QLD	\$240	classroom	3 months	Oct-21	Oct-21	Not Started
Denise Bassani	Food Safety Supervision	TAFE QLD	\$240	classroom	3 months	Oct-21	Oct-21	Not Started
Janette Farnell	Food Safety Supervision	TAFE QLD	\$240	classroom	3 months	Oct-21	Oct-21	Not Started
Janette Farnell	Fire Safety Training	Trinty Fire Services	\$380	Classroom	2 hours	Mar-22	Mar-22	Not started
Denise Bassani	Fire Safety Training	Trinty Fire Services	\$380	Classroom	2 hours	Mar-22	Mar-22	Not started
Janette Farnell	Fire Safety Training	Trinty Fire Services	\$380	Classroom	2 hours	Mar-22	Mar-22	Not started

Adalene Williams	Fire Safety Training	Trinty Fire Services	\$380	Classroom	2 hours	Mar-22	Mar-22	Not started
Janette Farnell	CPR and first aid	TAFE QLD	\$288	CLASSROOM	14 HOURS	Dec-21	Dec-21	Not Started
Denise Bassani	CPR and first aid	TAFE QLD	\$288	CLASSROOM				Not Started
Sonya Doughboy	CPR and first aid	TAFE QLD	\$288	CLASSROOM				Not Started
Adalene Willams	CPR and first aid	TAFE QLD	\$288	CLASSROOM				Not Started
Janette Farnell	food handling	tafe qld	\$85	classroom	8 hours	Apr-22	Apr-22	
Denise Bassani	food handling	tafe qld	\$85	classroom	8 hours	Apr-22	Apr-22	
Sonya Doughboy	food handling	tafe qld	\$85	classroom	8 hours	Apr-22	Apr-22	
Adalene Willams	food handling	tafe qld	\$85	classroom	8 hours	Apr-22	Apr-22	
			19818					
Training Subsidy for Financial Year Ended 30 June 2021			20,352.00					
Funds Utilised in Financial Year Ended 30 June 2021			481.00					
Training Subsidy for Financial Year Ended 30 June 2021 unspent and to be c/fwd to new financial year			19,871.00					

Recommendations/Resolutions.

NIL

6.5.8 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 etc
- Book exchange from State Libraries Queensland. 300 new books on the shelf with the same returned to SLQ.
- Red Earth attended the IKC with 22 year nine girls. They spent an hour learning about the local history and what services the IKC offers to the community. The next lot of students to come through we will screen local documentaries, traditional burning and mayi, that were shown on NITV.
- CDCC will be bringing the playgroup kids up every Tuesday for story time and cultural sessions. Will engage local elders to assist in presenting local stories and personal histories on what life was like for them at the kids ages.

- Reinstating Homework Club every Wednesday of the school term from 3.00 - 4:30pm with Miss Trish from the Bloomfield River State School.

Projects

Language Grant

- Most of the audio and image data is complete.
- Spoken to Miromaa and they are in the process of negotiating with Apple Store but will send through the final quote to complete the app including a maintenance component for future updates. Once this is received, they will start working on the completion of the app.
- Have requested a six-month extension to the funding agreement through DATSIP.

Tech Savvy Seniors

- Acquittal and final reporting complete, project is now closed.

First 5 Forever Mum's and Bub's

- Group will start again after school holidays. Hoping to hold it on a Thursday morning to avoid clashing with the Ging Ging Playgroup which is held Tuesdays and Wednesday mornings. First session will be around kid's iron levels and ways to incorporate iron into their diets.

Switched On

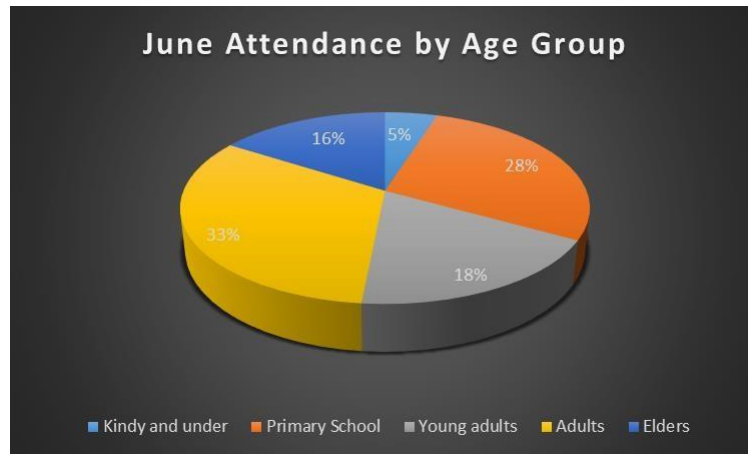
- Held the second lot of the Switched On Program in June. Again, it was hard to get people to attend and the IKC Co-ordinator went around community on the day of the trainings to rally up people despite the notices being sent out through various means. Reasons for people not wanting to attend was that they did not know how to use a computer and it was explained that the training was for beginner users.
- Those who did attend rated the training very high and wanted to do more short courses. Participants told community members how good the training was, and people are now asking to attend. Will apply for additional funding to run another round of courses.
- From those who attended they gained skills in Microsoft Word, one participant set up a small business on eBay to sell their artwork, learnt how to search and look and listen to local and family history through various websites, one participant had never used a computer in their life and learnt how to search the web and use a mouse, learnt how to use social media and Facebook for community groups, marketplace, job searching etc. Another session was focused on online shopping, how to avoid scams, payment methods, things to watch out for, click and collect and postage options, freight charges etc.
- Acquittal now complete and project closed.



Francis Walker
Translation and Dictation for Language Application
\$180

Nil

163 attendances throughout the month
35 loans for the month
4 new members
24 internet tickets used



6.5.9 Post Office

- People who want to collect other people's mail, will have to fill out a (Collection Authorisation Form) If they just phone me and ask to give their mail to someone else, I cannot give it out, as it's the federal law.
- A new Satellite network connection system has been approved for the Post Office but has been deferred due to the parts not arriving in time for the installation.
- There is a cash withdrawal limit of \$200 in place now, as Australia Post undergoes new banking changes.

6.5.10 Centrelink

Self-serve terminal still out of operation.

6.5.11 Kindergarten

Nil Report Received

7 CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS