



PUBLIC

AGENDA

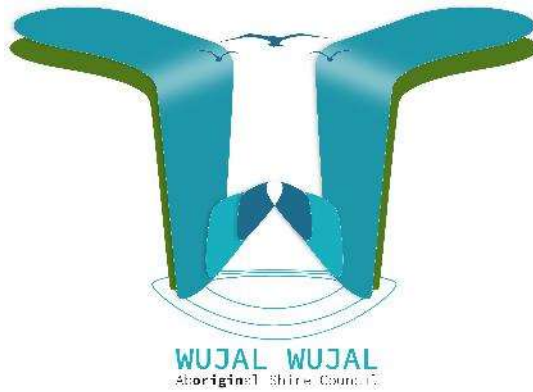
Ordinary Council Meeting

22 August 2019

COMMENCING AT 9.00AM



Wujal Wujal Aboriginal Shire Council



Meeting Notice

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

On

27 September 2019

Commencing at 9am

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL AGENDA
ORDINARY COUNCIL MEETING
22 AUGUST 2019**

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1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting with a prayer.

2. ATTENDANCE/APOLOGIES

Members Present:	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Regan Kulka Cr Bradley Creek
Apologies:	Nil
Officers/Staff:	Eileen Deemal-Hall - Chief Executive Officer (CEO) John Kelly - Interim Deputy Chief Executive Officer Victor Mills - Director Works and Building Services (DWBS) Vanessa Kennedy - Executive Assistant (EA)
Observers:	
Presenters/Visitors:	2pm – 2.20pm Speakers: Anthea Masters - Acting Manager, Cooktown Government Coordination Service Centre, Department of Aboriginal and Torres Strait Islander Partnerships {DATSIP) and Terri Page DATSIP to speak about Local Thriving Communities strategy.

3. CONDOLENCES/CONGRATULATIONS

Nil

4. COUNCILLOR OBLIGATIONS

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

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

4.3. Registers of Interest

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Confirmation of Previous Minutes of meeting held 25 July 2019



Council Ordinary Meeting

25 July 2019

Minutes

of the

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

WELCOME / MEETING OPENING

Mayor Tayley declared the meeting open at 9.22am. Opening Pray

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

1. ATTENDANCE AND APOLOGIES

Members Present:	Cr Desmond Tayley, Mayor (Chair) Cr Robert Bloomfield, Deputy Mayor Cr Reagan Kulka Cr Bradley Creek
Apologies:	NIL
Officers/Staff: Presenting Reports	Eileen Deemal-Hall, Chief Executive Officer (CEO) – Note Taker Victor Mills Director Works and Building Services Ross Higgins, Interim Deputy Chief Executive Officer (Contractor)/Note Taker Jaydip Sengupta, Finance Consultant
Observers:	
Presenters/Visitors	

Mayor Tayley wanted to place on record the recognition of Cr Vincent Tayley and thank him for his contribution to council during his time in office.

Mayor Tayley welcomed Ross Higgins and Jaydip Sengupta to the Council meeting

2. CONDOLENCES / CONGRATULATIONS

Condolences

Council acknowledges those families in mourning from the Henry and Bloomfield Families

Congratulations

3. COUNCILLOR OBLIGATIONS

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

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

9.35 am – Cr Bradley Creek entered meeting

4.1 – Declaration of material personal interest on any item of business

Pursuant to Section 172 of the *Local Government Act 2009*, the following declarations of material personal interest were made.

Name of Councillor: Nil

Item Number and Details of declaration:

4.2 – Declaration of conflict of interest on any item of business

Pursuant to Section 173 of the *Local Government Act 2009*, the following declarations of conflict of interest were made.

Name of Councillor: Mayor Desmond Tayley

Item Number and Details of declaration: 13.2 – Related to applicants on Housing Allocation list

Name of Councillor: Deputy Mayor Robert Bloomfield

Item Number and Details of declaration: 13.2 – Related to applicants on Housing Allocation list

Name of Councillor: Cr Bradley Creek

Item Number and Details of declaration: 13.2 – Related to applicants on Housing Allocation list

Name of Councillor: Cr Reagan Kulka

Item Number and Details of declaration: 13.2 – Related to applicants on Housing Allocation list

4.3 - Registers of interest

The Mayor reminded Councillors to review their Registers of Interests and Related Parties Disclosures and their obligations to up-date these with any changes.

4. CONFIRMATION OF MINUTES

- Council Ordinary meeting minutes 28 June 2019
- Council Special meeting minutes 11 July 2019
- CEO also provided copy of the minutes of special council meeting on the 15th of June 2019 in the new format for viewing

Resolution:	In accordance with the local government regulation 2012, council move to adopt the Council Ordinary meeting minutes of 28 June 2019 to be true and correct	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Robert Bloomfield	
Decision No:	0125072019	

Resolution:	In accordance with the local government regulation 2012, council move to adopt the Special meeting minutes of 11 July 2019 to be true and correct	
Moved:	Cr Bradley Creek	Carried Unanimously
Seconded:	Cr Reagan Kulka	
Decision No:	0225072019	

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- In preparation for next week's Chief Entrepreneur visit CEO outlined a copy of the Start Up Catalyst US report by Mayor and CEO would be presented as part information pack
- **Action:** CEO to prepare a report (BAS and Procurement) for BIRG for Mayor Desmond Tayley
- Housing Underutilisation – DHPW has commenced visits around community and further report will be provided to Council. Yesterday an overview of Overcrowding was shared with Mayor, Mr Victor Mills, Patrick Nandy and DHPW.
- 21A Hartwig Street – further meeting to be held with DHPW
- Fees and Charges – being up-dated as part of the budget
- Funeral Support – DATSIP to assist within community options for those members who do not have funeral insurance as part of the wider social program for financial literacy
- Docs on Tap – Fourier planned to come to Wujal Wujal to assist with loading onto individual notebooks priority for Councillors and key staff
- As discussed at Budget workshop, special considerations to be included into new tenders and contracts around environmental levies, Indigenous employment and cultural heritage requirements
- Update by Ross Higgins on Governance, Compliance and Financial actions that have occurred over past month.

6. MAYOR UPDATE – OPEN SESSION

Nothing to raise at this time.

10.28 am – Cr Reagan Kulka left chambers. 10.30 am - Cr Reagan Kulka returned to chambers

7. CHIEF EXECUTIVE OFFICER REPORT

Action: CEO to write to Hope Vale Aboriginal Shire Council thanking them for their assistance over the past month with financial issues.

Volt Micro Grid to be discussed in further detail in closed session

Green Agri Solutions – Vanilla Bean Farming Proposal (this has come out of the BIRG meeting as part of an overall qld strategy)

Action: That CEO and IDCEO contact Dept Innovation, Tourism and Commonwealth Games to undertake further investigation on a proposed model.

Annual Report – defer to later in meeting

Resolution:	That the report of the CEO be noted	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Bradley Creek	
Decision No:	0325072019	

8. INTERIM DEPUTY CHIEF EXECUTIVE OFFICER REPORT

Policies

The Interim Deputy CEO presented a report that provided reviewed and newly adopted policies for Council to consider for adoption. These policies have been workshopped by Council on 11 July 2019.

Resolution:	That Council formally adopts the following policies. 1. Code of Conduct for Councillors 2. Investigation Policy 3. Complaints Management Policy for Councillors 4. Standing Orders and Meeting Procedures 5. Complaints about the Chief Executive Officer 6. Councillors Interaction with Staff Policy 7. Expenses Reimbursement for Councillors 8. Receipt of Benefits, Gifts and Prizes Policy 9. Entertainment and Hospitality Policy 10. Procurement Policy 11. Community Grants Policy 12. Debt Policy 2019 13. Investment Policy 2019 14. Complaints Management Policy 15. Public Interest Disclosure Policy 16. Public Interest Disclosure Procedure	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Bradley Creek	
Decision No:	0425072019	

2019/2020 Operational Plan

As part of the legislative requirements under the Local Government Act 2009, Council is required to have an Operational Plan. The draft plan for 2019/2020 was workshopped on 11 July 2019 with some amendments suggested.

Resolution:	That Council adopt the 2019/2020 Operational Plan	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Bradley Creek	
Decision No:	0525072019	

Meeting adjourned at 10.35am for morning tea. Meeting recommenced at 10.49am
Information Management Officer, Wendy Rowlands entered meeting at 10.49 am

Wendy provided an update to Council on the new Magiq system for Information Management with copies of a proposed new Information Management Policy and Information Management Business Rules

Resolution:	that Council adopts the Information Management Policy and Information Management Business Rules	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Robert Bloomfield	
Decision No:	0625072019	

Wendy Rowlands left meeting at 11.13am

9. FINANCE CONSULTANT

Adoption of 2019/2020 Budget

The Interim Finance Director presented the budget documents for the 2019/2020 financial year as presented and workshopped on 11 July 2019.

Resolution:	That Council adopt the 2019/20 Budget and Financial Plan as presented, including: <ul style="list-style-type: none">• Budgeted Financial Statements for 2019/20 which include:<ul style="list-style-type: none">- Statement of Comprehensive Income;- Statement of Financial Position;- Statement of Cashflows;- Statement of Changes in Equity;• Capital Projects Summary• 10-year Forecast Model including sustainability ratios:<ul style="list-style-type: none">• Operating Surplus Ratio• Asset Sustainability Ratio• Net Financial Liabilities Ratio• Revenue Policy and Revenue Statement which includes Fees and Charges schedule for 2019-20. As required under s169 of the Local Government Regulation 2012, the budget must include the total value of the change, expressed as a percentage, in the rates and
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	<p>utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget. As Council is unable to levy rates on properties in the Wujal Wujal LGA all reference to “rates and charges” shall mean the provision of utility charges only. The charges comparable to the previous year is as follows:</p> <ul style="list-style-type: none"> • Water charges increase by 5% • Sewerage charges increase by 5% • Cleansing (Garbage service) charges increase by 10% • 2019-20 Budget Snapshot 	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Reagan Kulka	
Decision No:	0725072019	

10. DIRECTOR OF WORKS AND BUILDING SERVICES REPORT

11.40 am – John Bird from the Tropical Public Health Unit of Qld Health in Cairns entered meeting

Up-date on drinking water quality project, support and on-going training.
Council acknowledged the support of the Department with this project.

11.52 am – John Bird left meeting

Director of Works and Building Services provided an overview of work being undertaken by the Works and Building Department, Water and Waste Water, Arts Centre, Community Care, IKC, Kindergarden, Centrelink and Bank/Post Office.

Action: Project Manager, Keiran Mau to meet in Wujal Wujal with CEO and Director, WandBS on up-date of projects and actions moving forward.

12.18 pm Mayor Tayley left chambers

12.20 pm Mayor Tayley returned to chambers

Resolution:	That Council note the report from the Director of Works and Building Services	
Moved:	Cr Reagan Kulka	Carried Unanimously
Seconded:	Cr Robert Bloomfield	
Decision No:	0825072019	

12 CORRESPONDENCE

12.1 Queensland Audit Office – Interim Management Letter
Noted

12.45 pm Cr Creek left meeting

12.2 Qld Indigenous Waste Strategy
Noted. Visit planned for Friday 2 August.

12.3 Minister Hinchliffe – Councillor Vacancy

Noted

- 12.4 Deputy Premier Trad – AMP Press Release
Noted and await formal advice from Department

12.55 pm Cr Creek re-entered meeting

- 12.5 Conrad Yeatman – Access to materials from waste transfer
CEO to obtain legal advice on this matter, how it fits with Waste Strategy and proposed Recycling Centre. Include WHandS issues and community consultation.

Meeting closed for lunch at 1.06 pm. Meeting reconvened at 1.26 pm

13 CLOSED SESSION

- 13.1 Proposed Micro Grid Project
13.2 Housing Allocations – Cultural Consideration for dwelling 153 Little Douglas Street

Mayor Tayley, Councillors Bloomfield, Creek and Kulka declared an interest in item 13.2 as they are all related to the applicants proposed for housing allocation.

Resolution:	That pursuant to Section 275(1)(e) and (h) of the <i>Local Government Regulation 2012</i> , that the meeting be closed to the public so that Council can discuss: (e) contracts proposed to be made by it; and (h) other business for which a public discussion would be likely to prejudice the interests of the local government”	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Robert Bloomfield	
Decision No:	0925072019	

Resolution:	That the meeting come out of closed session and be reopened to the public	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Reagan Kulka	
Decision No:	1025072019	

Resolution:	For Council to lead, support and work with the Wujal Wujal community and Volt Advisory to submit a proposal under the Federal Government’s “Regional and Remote Communities Reliability Fund” to assess, design and develop solutions to provide a renewable, highly resilient, affordable and independent power supply to the Wujal Wujal community.	
Moved:	Cr Desmond Tayley	Carried Unanimously
Seconded:	Cr Robert Bloomfield	
Decision No:	1125072019	

Resolution:	As there was not a quorum present due to conflicts of interest, Council delegates authority to the CEO (with support from the DWandBS) to liaise with DHPW on the allocation of social house at 153 Little Douglas Street, Wujal Wujal	
Moved:	Cr Bradley Creek	Carried Unanimously
Seconded:	Cr Reagan Kulka	
Decision No:	1225072019	

CHIEF EXECUTIVE OFFICER REPORT (CONT'D)

Annual Report

The Annual Report for 2017/2018 was presented to Council for consideration.

Resolution:	That Council adopts the 2017/2018 Annual Report	
Moved:	Cr Robert Bloomfield	Carried Unanimously
Seconded:	Cr Desmond Tayley	
Decision No:	1325072019	

14 GENERAL BUSINESS

Councillor	Issues raised
Mayor Desmond Tayley	General cleanliness within the town Grass in paving and roadside kerbs Sinking of ground around town square Encourage staff to provide Council reports on time Preparation of paper for Minister etc for shovel ready housing sites Preparation of brief for councillors for Minister for Housing etc visit to include PCYC issues Presentation for BIRG meeting
Deputy Mayor Robert Bloomfield	Award Signs – CEO advised they are currently being developed Entrance signs – CEO to seek community consultation
Cr. Bradley Creek	Street lights need repairs – Little Douglas Street Check stop sign at Hartwig Street and roundabout Review of houses in Kiem Street
Cr. Reagan Kulka	Fire breaks Conversation with community regarding Micro Grid Guinea grass in Kiem Street

15 NEXT MEETING

The next Council Ordinary Meeting is to be held on 22 August 2019

16 MEETING CLOSE

The Mayor thanked Councillors and staff for their participation and attendance at the meeting.
The meeting closed at 2.37 pm.

Cr Desmond Tayley

Mayor

/ /

5.2 Business Arising from Previous Minutes

Nil

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



6.1 Mayor's Update

- 6.1.1 Update on CEO Recruitment Process
- 6.1.2 Report on Business Innovation Reference Group (BIRG)
- 6.1.3 Chief Entrepreneur Leanne Kemp
- 6.1.4 Invitation from Deputy Premier Jackie Trad
- 6.1.4 Correspondence

PAST MEETINGS/CONFERENCES ATTENDED JUL/AUG 2019

WUJAL WUJAL

3-4 August Chief Entrepreneur – Leanne Kemp

16 August Project Vanilla Bean Podcast

CAIRNS

15/16 August CEO Interviews

BRISBANE

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

FUTURE MEETINGS/CONFERENCES ATTENDED AUG/SEPT 2019

WUJAL WUJAL

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

6.1 Mayors Update

6.1.1 Update on CEO Recruitment Process

Mayor to give a verbal report on the process and progress to date of the CEO Recruitment process.

6.1.2 Report on Business Innovation Reference Group (BIRG)

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

- Indigenous Fisheries Strategy 2017-2027
This policy clarifies and updates the existing Indigenous fishing permit (IFP) arrangements, based on feedback from past and current IFP applicants, as well as feedback from the Fisheries Green Paper review in 2016
- Latest DITID report
- Deadly Innovation Strategy (**Reports tabled**)

6.1.3 Chief Entrepreneur Leanne Kemp

Mayor to give a verbal report.

6.1.4 Invitation from Deputy Premier Jackie Trad

An invitation has been extended to the Mayor and Interim Deputy CEO to meet with Deputy Premier Jackie Trad to discuss the newly launched *Tracks to Treaty – Reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders*. To take place during Townsville Parliament to discuss how we can work together to progress Tracks to Treaty in the Wujal Wujal Community and across Queensland. Meeting is Thursday 5 September 2019, 1.00pm to 2.30pm.

RECOMMENDATION:

That Council approves Mayor Desmond Tayley and Interim Deputy Chief Executive Officer John Kelly to attend this meeting with Deputy Premier Jackie Trad on 5 September 2019 to represent the Council to discuss the Tracks to Treaty proposal.

6.1.5 Correspondence

Nil

RECOMMENDATION:

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

**Mayor
Desmond Tayley
14 August 2019**

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



6.2 Chief Executive Officer Report

- 6.2.1 Update on Vanilla Bean Project (**pgs 18-19**)
- 6.2.2 Projects Update (**pg20**)
- 6.2.3 Information Management Report (**pg20**)
- 6.2.4 Arts Centre Update (**pgs 21-24**)
- 6.2.5 Capital Projects Register (**see pgs25-30**)
- 6.2.6 Cook Shire Council secondment proposal for Cooktown Expo 2020 (**see pgs31-37**)
- 6.2.7 Cultural Awareness Officers Report (**pg38**)
- 6.2.8 Water and Waste Water Essential Service Operators' Report (**pgs 39-42**)
- 6.2.9 Department of Housing Funding Report
- 6.2.10 Update on Internal Audit
- 6.2.11 Correspondence
 - 6.2.11.1 Brief and draft paper received from Jennyfer Lawrence Taylor AFHEA of QUT on Relational Language Technologies Publication for the QUT-WWASC "Use Our Language Project" and DRAFT research paper on Designing Relational Technologies to Support the Teaching, Learning, and Use of Indigenous Languages (**Brief see pg 43**) (**Draft tabled**)
 - 6.2.11.2 Annual Statistical return 2018-19 received from Queensland Public Libraries (**tabled**)
 - 6.2.11.3 Letter received from Paul Phillips – Indigenous Programs Manager – North QLD outlining proposed changes to the ICSR delivery (**see pg 45**)
 - 6.2.11.4 The Reef Guardian Council Steering Committee meeting information received from Doon McColl – Assistant Director – Strategic Engagement – CEO to discuss (**see pg 46-47**)
 - 6.2.11.5 National Indigenous Empowerment Summit

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

6.2 Chief Executive Officer Report

Past Meetings/Conferences Attended Jul/Aug 2019

WUJAL WUJAL

3-4 August Chief Entrepreneur – Leanne Kemp

16 August Project Vanilla Bean Podcast

BRISBANE

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

Future Meetings/Conferences Aug/Sept 2019

WUJAL WUJAL

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

6.2.1 Update - Vanilla Bean Project



Vanilla Bean production Wujal Wujal

Working with our
“Jungkurjiku” partners

A Kuku Yalanji word to define strength sharing from working together

Generational Change through Opportunity

Wujal Wujal Innovative business readiness:

- Start Up Catalyst, QODE
- Community hunger for jobs
- Active community, such as: My Pathways, Disaster recovery, natural resource management, tourism.

Advance Queensland Deadly Innovation Strategy – created an opportunity for investors to come to town

- Meet on Country...for Country
- Heard, explored ideas and opportunities
- Built trust...



A Capability Partnership



Together our common vision, is to create economic wealth from the target production and sale of 12 000 kg of dried vanilla beans from Wujal Wujal.

The dream is we could together lift the wealth of all community members.

Making a significant contribution to close the gap of average income level of the communities 89 households from \$30 000 a year to \$75 000 year - an identified target as a tipping point for real change.

Activation already

100 plants have been received by the Yarrabah family, and placed by key community members into pots at the nursery.

The project has:

- secured community agreement
- key mentors and drivers for the work
- identified an approach to take this partnership forward.
- allocated the first lands
- documented the story to showcase our relationship to other brothers and sisters and the world.



6.2.2 Projects Update

MAGIQ Documents installation Project July 2019

Report and documents received from Paula Burke - Business Consultant - MAGIQ Software Pty Ltd for the installation of MAGIQ carried out from 15 – 18 July 2019.

The following documents are tabled for the Council:

- On site report
- End User training manual
- System Admin training manual (to follow)
- Cheat sheets

6.2.3 Information Management Report – July 2019 – Wendy Rowlands

After installation of the Magiq Documents System earlier this month we are still waiting for Brilliant Technologies to complete the software download that will enable our printers/scanners to have the capability to read PDF documents. We hope this will be completed this week, then we will move to our training strategy as below:

- Information Management Officer (IMO) will visit each workplace to ensure documents are being captured and advise staff of their responsibilities around Records Management for Council
- Fairly intensive training will then be delivered by IMO and she will be visiting all staff in their workplaces to ensure they are capturing documents correctly and in line with legislative requirements
- Review of all Council templates such as inductions and letters of engagement to ensure new staff are advised of their Record Keeping requirements on their start date as an audit requirement
- A review of the “H” Drive will follow, and a migration strategy developed by IMO and Fourier, to ensure the migration of data from our Common Drive “H” to Magiq will be seamless and not disruptive to any staff and also will show an auditable process of records migration so documents can be captured in Magiq
- A review of the Archives Donga along with a disposal of paper files that meet the retention and disposal schedule and general clean-up of the Archive Donga
- Records required by law to be sent to Queensland State Archives (QSA) will be boxed up and sent to QSA
- Magiq will be responsible as phase 2 implementation to apply the retention and disposal schedule to Magiq Documents. This will automatically set retention and disposal schedule for all Council records

TIMELINE

Staff training	01/09/19 – On going
Review “H” Drive and develop strategy for migration of files assisted by Fourier	01/10/19 – On going till completed
Review of Council documents	01/11/19
Disposal- paper files	01/12/19 – On going till completed
Documents to be sent to Queensland State Archives	01/02/20 – On going till completed
Retention and Disposal Schedule	01/03/20 – Magiq to apply and implement retention and disposal schedule

6.2.4 Arts Centre Update

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

PROGRAM PLAN TO BE HELD AT BANA YIRRIJI ART AND CULTURAL CENTRE - BACKING INDIGENOUS ART FUNDING \$50,000

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

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

FOR 2019/2020

PROJECT 1: \$17,000

Fine Art and Skills Development - Bana Yirriji Art and Cultural Centre would like to engage an external facilitator to run workshops with our artists. We would like to develop our concepts and ideas and improve our painting techniques to further communicate our important cultural stories. Arts Development and skills development is very important for remote Indigenous artists. Workshops run by skill facilitators it is the key way we provide professional development to our artists without them needing to leave the community.

The workshops will be run from August 2019 to June 2020. We anticipate two or three visits by the facilitator with each visit lasting one or two weeks. The workshop will provide mentorship in skills development, ensure the artists are using high quality and appropriate materials and assist in developing clear concepts within their works practices.

Key outcomes are that our artists will be better equipped to communicate through painting their cultural stories, introduces new techniques into their artworks and become more confident in their abilities. The workshops will identify our artist's strengths and build on them.

PROJECT 2: \$6,000

Professional Seed Jewellery Workshop -Beverley Dunkley. We will hold one-week workshop in March /May 2020, making seed jewellery. We have identified the need for more native seed jewellery made locally out of seeds and grasses. The last workshop we had with Beverley was very successful, with over 200 jewellery pieces being made.

This workshop will help the artists learn new techniques and to improve jewellery making skills. This is also an opportunity for the artists to gain financial benefits. This year our sales increased due to the new range of local jewellery sold in our gallery and for CIAF and DAAF 2020.

PROJECT 3: \$3,000

Fine Art Prints-The last fine art printing workshop held at the art centre was very successful, with the artists learning different printing skills. Skills involved are etching, mono -printing, Lino prints and screen prints on paper. With this workshop, the artists will be developing these skills.

Through the professional development workshop this year, the A4 size prints sold through the gallery have been popular with the tourists as it is a small object they can take with them.

PROJECT 4: \$6,000

Marketing, administration and media. SAM (StoryArtMoney) data base yearly fee's, advertising, flyers and products such as T-towels, coolers, t-shirts to enhance the sales at the gallery using artist's designs.

PROJECT 5: \$10,000

CIAF, Cairns Indigenous Art Fair- provide materials for CIAF to enter exhibition and markets. Support staff in travel and accommodation to Cairns. Provide professional development for the artists.

PROJECT 6: \$8,000

Textile Art – work through an exploration of ideas and techniques to achieve different effects with painting on fabric and produce new works. Produce works for exhibitions and our gallery space to support the growing tourist market. This idea is to produce large fabric cloths, scarfs, kaftans using batik, hand painting and dyeing, printing so every individual piece is original to the artist's ideas, culture and stories.

We have had great success in previous fashion shows, exhibiting our unique silk kaftans out of state and overseas. We also would like to design a new silk collection for CIAF fashion show and DAAF fashion show 2020.

BIA WORKSHOP PROGRAMS 2019/2020		
DATES	PROGRAMS	COMPLETED
August 2019 to June 2020, we will run this workshop at the new art centre when it is ready. This workshop will include setting up the new art studio and using the correct materials and procedures for the best arts practice.	Project 1 <i>Fine Art and Skills Development</i> <i>Art Facilitators -Edwina Circuit</i> <i>Jane Dennis</i>	
September / October Workshop with Edwina Circuit and Shona Coyne from NMA for Endeavour 2020 Exhibition held at the NMA. <u>This is fully funded by NMA.</u>	Working on The Cultural Connections program is working in parallel to the National Museum's major project for 2019–20, the development of an exhibition that will constitute an integral part of the nation's remembrance of Cook's <i>Endeavour</i> voyage. All partner organisations for the Program operate in locations along the east coast of Australia that were key sites of encounter during the <i>Endeavour's</i> voyage.	
March 2020 – May 2020 This workshop depends on the wet season, last year we had to cancel 3 times due to flooding.	Project 2 <i>Professional Seed Jewellery Workshop</i> <i>Art Facilitator -Bev Dunkley</i>	
November 2019 – May 2020, this also depends on the weather.	Project 3 <i>Fine Art Prints Facilitator – Hannah Parker</i> Project 4	

	Marketing, administration and media All year, 2019-20	
This will be an all year event all workshops and products will go towards this art fair. To take artists to Cairns for the 2020 CIAF.	Project 5 CIAF, Cairns Indigenous Art Fair	
Nov 2019-June 2020 This is another workshop that will be run when the art centre re-opens, at this stage we are unsure of the dates.	Project 6 Textile Art Facilitator – Lynelle Flinders Shannon Brett	

6.2.5 Capital Projects Register

SI No	Project Name	Funding Body	Approved amount	Amount Received	Responsible Officer	Status	Comments	Comments for Departmental cashflow update
1	Blomfield River Water Main Crossing	CYRP / TMR	\$260,060	0	DWS	Tenders called 12_07_19	Communicate with the funding bodies to identify what has been received	The \$511k has not been released to Council. Funds are expected to be released by end of September 2019 and will be spent by November 2019
		DLGRMA	\$250,970		DWS	Tenders called 12_07_20		
			\$511,030					
2	Staff Accommodation Contractors Accommodation Depot Upgrade	W4Q (2017-19)	\$300,000	\$550,000		90% completed	Reallocated to staff housing	\$550k has been received and has been spent. Reporting is pending and balance funds \$550k expected within September 2019
			\$300,000					
			\$500,000			100% completed		
			\$1,100,000			Overall 90% completed		
3	Visitors' Accommodation	W4Q (2019-21)	\$1,090,000	\$545,000	DWS / Keiran	Pending design approval	Identify spent on design or other items and balance remaining. Identify new scope of works and	\$545k received, it is estimated that \$200k of which has been spent on design and site preparation work. Balance \$545k is expected to be received within October 2019 and all funding will be spent by December 2019

4	Disaster Resilience Centre	QRA	\$700,000	\$210,000	DWS	Concept stage	\$210,000 received. To incorporate other community service facilities viz kindy, day care centre. Total estimated cost of the project is \$3.6 million and CEO to work with Keiran Mau to lobby for the shortfall	\$210k not spent as yet but will be spent by end of Jan 2020. Balance \$490k expected by November 2019 and will be spent by Jan 2020. Expected \$1.1 million to be allocated from Fed Funding by end of Sept 2019 and the remaining \$1.8 million (\$3.6 m less \$770k less \$1.1 million) possibly in Sept 2020.
5	Waste Water Upgrade	ICCIP	\$6,800,000	\$2,250,000	DWS / Keiran	Tendering commenced on 12/07/19	\$71,135 for chlorine dosing and monitoring upgrade to be claimed from ICCIP. Formal approval awaited, Keiran to follow-up with Paul Chlemenson. Once the tendering amount is identified the balance funds will be allocated for the other projects	\$2.25 million is still in account, however \$71k spent on chlorin dosing needs to be taken off, balance will be spent within December 2019 (progressively). Additional progressive funding will be received from October 2019 (33%) and balance 33% in February 2020. The October receipt will be the contingency fund and will be spent within December 2019, otherwise will be spread over Jan, Feb and Mar 2020. The balance 33% will be spent between the 2019-20 and 2020-21 financial year.

6	Boat Ramp Reconstruction	TMR	\$67,820	\$0	DWS	Concept stage	Victor M to follow up with Mark Kelleher (TMR) to reallocate the underspent amount of \$67,820 for car park at the Boat Ramp	Expected to receive in Sept 2019 and will be spent by Nov 2019
7	Road drainage upgrade (ATSI-TIDS) (RRTG)	TMR	\$29,273		DWS	Planning	CEO to liaise with FNQROC, Lachlan to confirm the total amount and timeline for funding	Expected to receive in Sept 2019 and will be spent by Nov 2019
8	Waste Transfer Station	CYRP (TMR)	\$948,615	0	DWS / Keiran	Re-scoping of work	Check the actual amount available under this programme (refer DATSIP's spreadsheet - \$933,087). Keiran to contact TMR to confirm the same and re-scoping of work.	Expect to receive funding by November 2019 and spend by June 2020
9	Eco-Village	DSD	\$1,000,000	0	DWS / CEO / Keiran	Pending site finalisation	DSD is willing to pay \$500,000 subject to site finalisation, project plan, timeline and project benefits report	\$500k expected by end of August 2019 and balance \$500k by March 2020. All amounts to be progressively spent by June 2020.

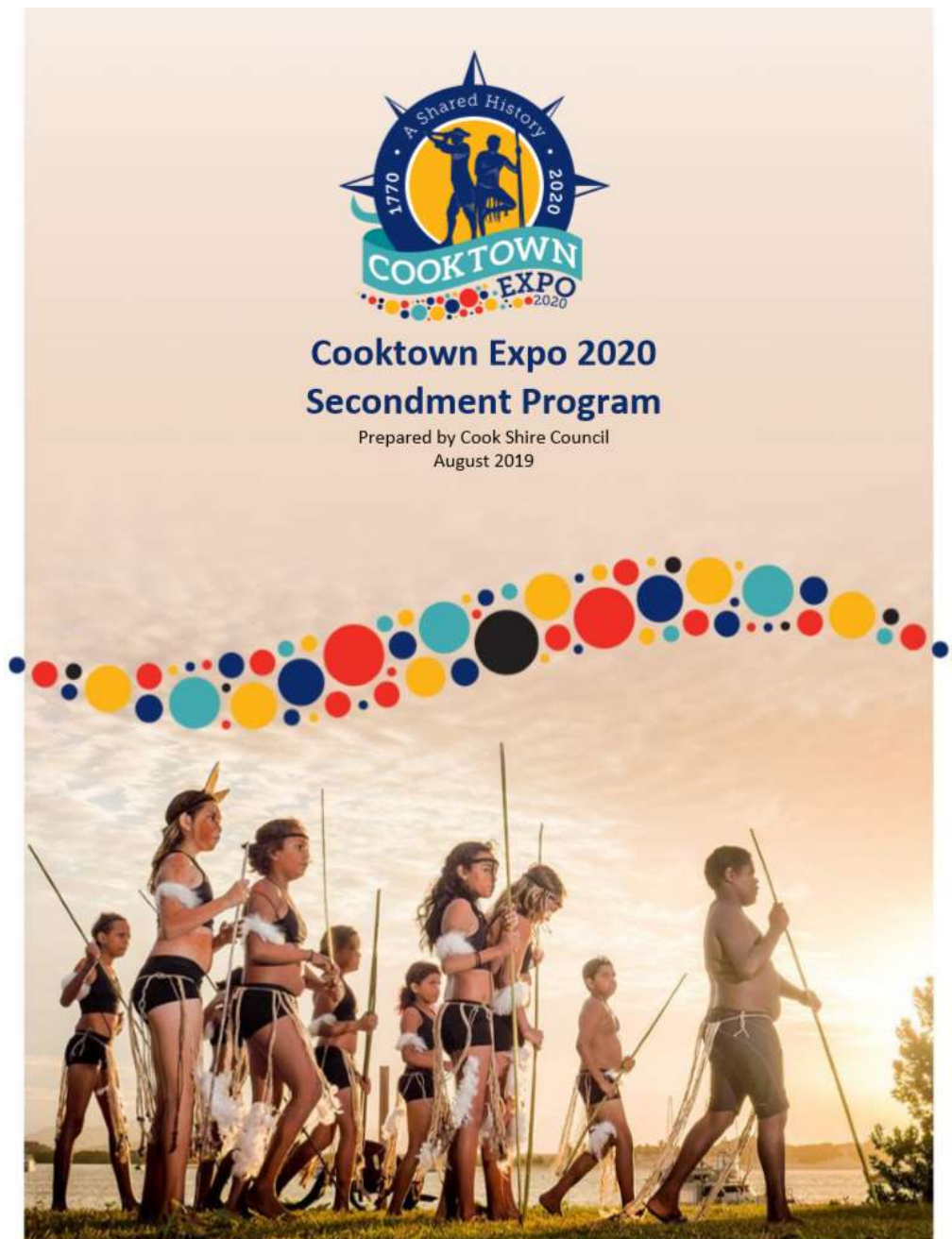
10	DRFA Projects (NDRRA)	QRA	\$6,987,264	\$1,275,750	Keiran		\$6.9 million was a preliminary estimate of the damage and no approval has been received for that amount. There is the 2018 approval from NDRRA which was approved for \$3,865,150.00, \$1,159,545.00 (ex gst) grant advance. This program will be subsumed with the \$1.1 million applied as a grant advance. [The \$3,865,150 relates to 2 projects being - a) China camp land slip site and b) Decommissioning of the causeway adjacent to the Bloomfield bridge site for \$685,000]	\$1.275 million received in 2018 and \$500 k spent till date. The tender for decommissioning of the causeway will commence in Sept 2019 and will be completed by June 2020. The balance funding will be received progressively from Sept 2019 through to June 2020. This will be progressively spent over those 9 months.
11	Emergency Relief Fund	QRA (Federal)	\$1,000,000	\$1,000,000	DWS / Keiran	Issued a contract for \$700,440 +GST	CAT D project. Balance funds to be allocated towards other identified emergency requirements	The balance of \$299k will be spent by October 2019 (yellow house upgrade)

12	Upgrade to Aged Care facility	ACRRRI G (Comm Health)	\$249,088	\$67,926	DWS	Quotes have been requested	Victor to finalise	The \$68k received will be spent by October 2019 and balance to be received and spent within Dec 2019
13	Asphalt Pump Track	Sport and Rec	\$138,835	\$69,418	DWS / Keiran	Identify the 4 quotes received	CEO to confirm with the Dept of Sports and Rec on confirmation of quotes to proceed. (Ref: Naomi Moke + Ian Louth). Council contribution \$51,720, sourced from My Pathways	\$69k will be spent by October 2019. Balance funding to be received and spent by December 2019
14	Bike skills park	Gambling Fund (CBGF)	\$35,000	\$35,000	DWS / Keiran		Possible link to the Asphalt Pump Track project depending on the quotes	Will be spent by December 2019
15	Service connection repairs (T connections)	DLGRMA	\$120,317	0	DWS		CEO to get copy of the original contract to confirm the actual amount. DWS to liaise with Peter West (Orion) regarding quotes	Funds expected by December 2019, once works are completed (by Nov 2019) and invoiced back to Dept.
16	SES Vehicle replacement	QFES	\$30,000	0	CEO / DWS		CEO to confirm status of funds released. DWS to obtain quotes	Expected to receive and spend by Nov 2019

17	Southside driveways upgrade	DHPW	\$900,000	0	DWS		Quote has been lodged with BAS. CEO to follow up with Dept (Justin / Felix on status of quote). DWS to review quote and make changes where possible. Raised at TWG on 17/07/2019	Expect to receive circa \$750k based on current negotiations and spend by December 2019
18	Charlie's Tourism Centre	My Pathways (Legacy project)	\$446,000	\$446,000			CEO to get Form 16 finalised to allow the precinct to be occupied. Acquittal to be submitted to My Pathways	Awaiting lodgement of acquittals, no impact on cashflow. No margin on this project
19	Flooding Alert System	QRA	\$220,000	\$67,000	Keiran Mau		Need to prepare Tender docs	\$67k to be spent within October 2019 and balance funding expected by March 2020 to be spent within that time as well.
20	Outstation Road Upgrade	Community Resilience Fund (CRF)	\$400,000	\$360,000	DWS / Keiran	Completed waiting for balance 10% (\$40,000)	Seeking higher reimbursement of \$540,000. Keiran to pursue	For the \$400k awaiting 10% retention in Sept 2019. No margin in this project hence seeking higher reimbursement and expected to receive by March 2020. The additional \$140k (\$540k less \$400k) will be the margin for the project

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

Please see following official Secondment Program Proposal received from Sha-lane Gibson, 2020 Indigenous Projects Officer Community, Economy and Innovation Cook Shire Council (CSC) hoping to form a partnership between CSC and WWASC in the form of a secondment program as part of the Cooktown Expo 2020 Consortium and Partners to work together towards a successful Cooktown Expo 2020.





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Background

In July 2020, Cooktown will host a regional EXPO which will showcase the Tropical North Queensland's art, culture, agriculture, marine, tourism, health, education, environmental businesses.

From July 17 to August 4 2020, Cooktown will host thousands of tourists, educators, government representatives and business people during a 3 week Festival which will showcase our region.

The Reconciliation Rocks Music Festival will run throughout the first week of the Cooktown Expo 2020 from July 17 to July 19 2020.

The Reconciliation Rocks Music Festival will showcase the TNQ's indigenous performing arts, culture, language, food, history, stories and arts.

The Discovery Festival will run throughout the second week of the Cooktown Expo 2020 from July 24 to July 26 2020.

The Discovery Festival will showcase the region's agricultural assets such as our unique environment, fresh regional produce, art and craft markets, cooking, science, botany, history, language, re-enactment, music, dance, concerts, workshops and exhibitions. All this together with the arrival of the HM Bark Endeavour.

The Endeavour Festival will run throughout the third week of the Cooktown Expo 2020 from August 1 – August 3 2020.

The Endeavour Festival will showcase the region's marine environment; The Great Barrier Reef exhibitions and discussions, navigation, cartography and astronomy workshops, naval display, fishing competitions, fish markets, boating and fishing expo and farewell to the HM Bark Endeavour and smoking ceremony.

Expo 2020 Objectives

Cooktown Expo 2020's key theme is "A Shared History" – Symbolising reconciliation between Indigenous and non-Indigenous Australians.

Cooktown Expo 2020 is committed to the following objectives:

- To create opportunities to share innovation, promote progress and showcase the Cook Shire, Cape York and the Tropical North Queensland's business and Cooktown's unique arts and culture.
- To promote tourism in Cooktown and Tropical North Queensland
- To foster relationships an cooperation between Councils and other organisations in Tropical North Queensland
- To build a sustainable economic future for Tropical North Queensland



- To inspire, challenge and educate with a strong focus on children and young people
- To support local business, increase jobs and pathways to employment
- To showcase and promote Tropical North Queensland Aboriginal and Torres Strait Islander culture, traditional foods, dance and arts in the form of a 2020 Indigenous Showcase incorporated into the Cook Expo 2020 Festivities
- To commemorate and promote our shared history between the Guugu Yimithirr Bama (aboriginal) and Lt. James Cook's landing – focusing on Cooktown as a model for reconciliation based on the first recorded act of reconciliation prompted by Guugu Yimithirr people.
- To above all acknowledge, engage and work in partnership with Aboriginal and Torres Strait Islander communities in Tropical North Queensland Region.

Overview

As part of the Cooktown Expo 2020 a Consortium and Partnership between Cook Shire Council, Hope Vale Aboriginal Shire Council and Wujal Wujal Aboriginal Shire Council was established to gain support from our neighbouring councils and incorporate a regional input into the Cooktown Expo 2020 focusing on indigenous representations.

In the past 5 months the Cook Shire Council, Community, Innovation and Economy Team engaged extensively with both the Guugu Yimithirr and Ku Ku Yalanji Regions to define how communities input, collaboration and tourism opportunities can be integrated into the Cooktown Expo 2020 thus establishing the Hope Vale & Wujal Wujal Indigenous Show Case.

The Hope Vale & Wujal Wujal Indigenous Show Case will display Guugu Yimithirr and Ku Ku Yalanji food, culture, artefacts, history, stories and a peak back in time of what it was like for a Guugu Yimithirr and Ku Ku Yalanji bama before 1770.

Proposal

After discussions within Cook Shire Councils CEI Team it was agreed that to have inclusive and culturally appropriate representation throughout the Cooktown Expo 2020 festivities. We needed to have firsthand input from the neighbouring indigenous communities. It was proposed in the discussion that a secondment program from Hope Vale and Wujal Wujal Aboriginal Shire Council will ensure that proper community representation and inclusion of these two neighbouring regions are incorporated in the Cooktown Expo 2020.

The Cook Shire Councils CEI Team propose that two (2) employees, one (1) each from Hope Vale and Wujal Wujal Aboriginal Shire Council second from their usual day to day duties and location of work to assist with the development and operational support of the Cooktown Expo 2020 Event Projects.

Position Descriptions, Tasks and KPI's need to be developed and agreed upon once approved from respective aboriginal councils have been confirmed.





Time Frame

The Cook Shire Councils CEI team propose that each seconde will officially start their secondment from their current roles and location and integrate over to Cook Shire Council from End of 2019 to September 2020 a total of but not restricted to 12 months.

Below is the **Cooktown Expo 2020 Phase Delivery** time frames, the Cooktown Expo 2020 are currently in *Phase 2* of the process.

Oct 18 – June 19	July 19 – Jan 20	Feb – Aug 20	Aug 20 – Sept 20
Phase 1:	Phase 2:	Phase 3:	Phase 4:
Research, Strategy, Funding, Engagement	Creative Design & Production Planning	Creative sign off & Production Delivery	Show Delivery and Wrap

Below is the **Cooktown Expo 2020 Secondment Transition Time Line**, we are currently in *Phase 1 (d) and (e)*.

July 2019 – Aug 2019	Sep 2019 – Nov 2019	Jan 2020 – Sept 2020
Phase 1:	Phase 2:	Phase 3:
<ul style="list-style-type: none"> a) Draft Proposal within CEI Team b) July 2019 Proposal CEI Team to Human Resources Team – Completed c) 06 – 08 August 2019 Proposal to ELT via HR – Completed d) August 2019 - Proposal to HVASC from Cook Shire Council – Secondment Program e) August 2019 - Proposal to WWASC – Secondment Program f) Internal call out for positions throughout HVASC & WWASC g) Interview Processes h) Intake Process - CSC 	<ul style="list-style-type: none"> a) Secondment start b) 3 Month Probation Period in line with CSC c) Engagement with Community d) Define community priorities e) Continuous Support to the CEI Team f) Development of Indigenous Show Case g) Monthly report back of Cooktown Expo 2020 to respective Council's 	<ul style="list-style-type: none"> a) Deliver projects with support from Cooktown 2020 Team b) End of secondment c) Report back



Reporting Structure

Both of the Cooktown Expo 2020 Seconders will report directly to Merryn Hughes, the Cooktown Expo 2020 Festival Director however supporting the 2020 Indigenous Project Officer & Indigenous (Bama) Partnership Officer.



Benefits

The Cooktown Expo 2020 Consortium will benefit from the Cooktown Expo 2020 Secondment Program through the below objectives:

- Continuous communication of the progress of the Cooktown Expo 2020 back to Consortium Members and Partners
- Inclusion and culturally appropriate representation throughout the Cooktown Expo 2020 festivities
- Increase of indigenous employment and partnership
- First hand inclusion of tasks and community engagement for the Cooktown Expo 2020
- The Guugu Yimithirr and Ku Ku Yalanji regions are represented first hand in the Cooktown Expo 2020
- Assist with joint lobbying for grants and funding, working together.
- Continuous community involvement in the progression of the Cooktown Expo 2020
- Career and professional development for Consortium Members and Partners
- Genuine inclusion from the region





Cost

As part of the Cooktown 2020 Expo Consortium Agreement, it is proposed that Hope Vale and Wujal Wujal Aboriginal Shire Council continue to support with the below in partnership with Cook Shire Council.

Salary

Included in the agreement of the secondment program, seconded salaries will continue to be paid through their respective employers.

Human Resources and Induction

TBC

Uniforms

2020 Seconders will continue to wear their usual day to day uniforms whilst working in partnership.

Recommendations

The Cook Shire Council, Community, Innovation and Economy Department recommend a:

- a) Official approval from the Aboriginal Shire Council Executive Leaders Team to continue with the process of this request, once approved Cooktown Expo 2020 will work with Hope Vale & Wujal Wujal Shire Council and Human Resources to establish position descriptions, define Key Performance Indicators, inductions and tasks based on desired skills.
- b) Support from Cook Shire Council with the transition of 2 employees from Hope Vale and Wujal Wujal Aboriginal Shire Council to work in the Furneaux Street Office, Cooktown.
- c) Approve of a 1-2 Days per week of seconder based in community to deliver community engagement and work with community to deliver the Indigenous Show Case for Cooktown Expo 2020.
- d) The seconder must be of locality, Indigenous descent or prove to be a community historian.

6.2.7 Cultural Awareness Officers Report for July 2019

Day	Date	Activity
Monday	01 July	Organise foods and meats for hangi on Wed 03/07/2019 for visiting Entrepreneurs
Tuesday	02 July	Meet and greet student through Red Earth Organisation
		Men's Yarning Circle with youth also at Men's centre
Wednesday	03 July	Meet and greet Entrepreneur today and prepared Hangi
Thursday	04 July	Smoking and Welcome ceremony at falls area today
Friday	05 July	Meet and greet visiting students
Mon-Fri	08 – 12 July	On Holidays
Monday	15 July	Meet and greet Jen Taylor and Professor Margo from QUT Language Reference Group
Tuesday	16 July	Meet and greet student from Red Earth Organisation
		Reference Group meeting with Rep from AUT Jen Taylor
Wednesday	17 July	Meet and greet Jen Taylor from QUT again today
Thursday	18 July	Meet and greet student from Red Earth today
		Reference Group and Public meet with Jen Taylor Yalangi Language
Friday	19 July	Public Holiday Cairns Show
Monday	22 July	Meet and greet members from Red Earth and students
Tuesday	23 July	Finish parts of Bob Ball Hut and Degarra, waiting for septic trenches to be dug
Wednesday	24 July	Meet and greet students from down south through Red Earth
Thursday	25 July	Meeting at Buru (China Camp) with T.O.
		Meeting with teachers from down south through Red Earth Connection
Friday	26 July	Meet and greet casts from Blue Roo's Theatre Company
Monday	29 July	Meet and greet members from Q.Hub from Cape York Policy unit
Tuesday	30 July	Meet with Jabalbina crews to 'spot burn' south side
Wednesday	31 July	Meet with Education reps from QLD Government

6.2.8 WATER AND WASTE WATER ESSENTIAL SERVICE OPERATORS'

Reporting Period	July 2019
Department	Water and Waste Water
Reporting Officer	Michelle Barath

WATER

The Primary Health centre is now included in the daily water monitoring for chlorine residual as we consider this location to be vulnerable.

Daily results show there is a chlorine residual in our drinking water and within license requirements.

The Water Plant is now back in semi-automatic operation after the flood event earlier this year and to date we have had no operational issues. Aquamanage, our CMF service provider, is on site this week to conduct their 6-monthly service on the water filtration unit.

The August water verification monitoring program showed the Wujal Wujal community water quality within license requirements.

There were issues with the water quality at Houses 2 at Southside and with House 2 (13 West Street) at Ayton.

A BOIL WATER ALERT has been issued to these residences although the alert is still currently in place from earlier this year.

Department of Health and Department of Housing have been advised of this situation.

WASTEWATER

There have been operational issues with the Sewage Treatment Plant recently and we have had Peter West (Orion Consulting Engineer) and Briody Plumbing and the Operators on site to assist with rectifying these issues.

The Southside irrigation field is currently undergoing temporary works to fulfil the license requirements for irrigation.

This area was seriously impacted by the flood events earlier this year.

The Site Based Management Plan for the STP is also currently being reviewed (a requirement by Department of Environment and Heritage Protection) to reflect current operating conditions.

The Department of Environment and Heritage Protection (DEHP) visited the Wujal Wujal STP and Irrigation area last week (14 August) to do a Compliance Inspection as we gave them formal notification in June that due to flood damage of our infrastructure, we were discharging treated effluent into the river.

As advised by them, there will be follow up improvement notices that we will be required to address to meet compliance with our SBMP, plant operations and operational plans.

As the valving on the distribution pipework from the STP to the Irrigation area has now been repaired, we are no longer discharging to the river.

Currently, we are required to continue a weekly sampling program to monitor the quality of the treated effluent that is discharged to the Irrigation area.

DRINKING WATER FORUM AT TOWNSVILLE (13 August 2019)

A Drinking Water forum was held in Townsville this month to discuss Cyber Security, which will be a new addition to the Annual Drinking Water Report.

Cyber security is now considered to be a serious threat in Australia and discussion by the Regulators and Pilot Test Trial Personnel from the Burdekin Shire Council on how to prevent an event from occurring gave good insight.

As our SCADA control at the water and wastewater facilities are managed by private industry service providers, security (hacking) was not considered to be a major issue as these service providers have their own security.

Daily operational checks (which we currently do) would provide our operational crew with immediate knowledge if there was an issue at the plants and associated infrastructure as our daily monitoring is checked against SCADA information.



















Simple prevention, such as locking the sites and associated infrastructure to restrict access and also not having passwords easily accessible should there be a breach to the facilities is considered to be a first line of defence.




The forum gave me a good insight on how to help prevent a security breach and I am sure our operational crew will be willing to assist with this prevention.

I have included our “Task scorecard” which will give a simple overview of our operations and also a copy of the Cairns Laboratory Water verification results for August.

Wujal Wujal Water and Waste Water Monthly Kpi Performance Scorecard

Month:.....June.....Year:.....2019.....

Work Area	Kpi Criteria	Drinking Water	Waste Water	Comments
Operations Responsible Person: Victor Mills	Treatment Plant daily checks completed and results records in diary			Daily checks completed and recorded for all operational days during month
	Daily free chlorine and turbidity testing completed in community and results recorded		n/a	Daily checks completed and recorded for all operational days during month.
	Monthly E.coli testing completed for Wujal and results received from Cairns Laboratory		n/a	Water testing completed for the month. License requirements met for community.
	Monthly service and maintenance activities completed for WTP and WWTP			Operators required for reactive response activities, unable to complete all tasks.
	Quarterly service and maintenance activities completed at WTP and WWTP (Includes WWTP testing at Cairns Lab)			Waste water testing completed for the month as required.
	Weekly meetings between Essential Services Staff and Supervisor and Compliance Officer conducted			Meetings not conducted due to operational issues at the STP.
Regulatory Compliance Responsible Person: Michelle Barath	Daily and monthly water testing results collated weekly and prepared for regulatory reporting			Completed
	Monthly SCADA data recorded for regulatory reporting			SCADA issues resolved by Factor UTB
	Weekly QA checks completed for WTP and WWTP			Completed
	Water or environmental incidents are notified to the regulator within required timeframe			No environmental incidents for Water. STP non-compliance reported to DEHP.

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

**COMPLIANCE RESULTS
REPORT FROM CAIRNS
REGIONAL COUNCIL TABLED**

6.2.9 Department of Housing Funding Report

CEO to give verbal report.

6.2.10 Update on Internal Audit

CEO to give verbal report.

6.2.11 Correspondence

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

Relational Language Technologies Publication

Brief for Wujal Wujal Aboriginal Shire Council

Overview

- A research paper about the QUT-WWASC “Use Our Language Project” has been accepted for publication at the Australian Human Computer Interaction Conference (OzCHI) Conference. This conference will take place in Perth in December (<http://ozchi2019.visemex.org/wp/>)
- This paper presents the concept of “relational language technologies”.
 - It argues that the teaching and learning of languages in communities such as Wujal Wujal are deeply embedded in family relations between older and younger generations.
 - It proposes that social technologies can play a role in allowing families to create their own language resources and supporting family language activities starting from the home first and building outwards into community.
- The paper presents some findings from individual interviews with community members and Reference group discussions about the process of, and issues relating to language teaching.
- The paper has received reviews from a panel of HCI experts. It is a DRAFT and will be revised to address reviewer and community feedback. The final version is due at the end of August.

Publication venue

- This purpose of publishing this research is to:
 - Provide a resource for Wujal Wujal community on their language work and strengthen future grant funding applications.
 - Raise awareness of the work that QUT and WWASC have been doing together
 - Inform and inspire other communities and researchers who are working on language technology projects.
- The paper will be published in the Association for Computing Machinery (ACM) Digital Library, the leading global publisher of computer science research: <https://dl.acm.org/>.
- The paper will also be included in Jennyfer Taylor’s PhD thesis about this project.
- It will be available online through the Digital Library to subscribers and free to the public on the QUT E-Prints website. Copyright is retained by the authors (QUT and WWASC).
- Printed and digital copies of the paper, and a video presentation file, will be provided to WWASC so that Wujal Wujal community members can access it in the IKC. Written transcripts and audio files of the individual interviews can also be provided

directly to those participants if they wish to have a copy. This publication does not generate any profit or royalties for authors.

Publication process and action items

- We are deeply committed to working together with WWASC on an inclusive and respectful publication process. We have included WWASC as an author on the paper, with acknowledgements to community in both the paper opening and closing sections.
- We are seeking feedback by **August 19** (in one month) on whether:
 - WWASC and community endorse the paper contents and have suggestions for changes, in particular **SECTION 3 Community, Language, Project Context, SECTION 5 Findings**, and the acknowledgements to community
 - There are any other messages or acknowledgements that should be included.
 - Members of WWASC would like to co-present this work at OzCHI or provide a video message to include in the presentation.
- This is the first of several publications that will be co-authored by WWASC as part of Jennyfer's PhD work and the broader project with QUT.

(See DRAFT Research paper tabled)

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

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



Wujal Wujal Aboriginal Shire Council
Lot 1 Hartwig Street
Wujal Wujal QLD

Re: Indigenous Community Sports and Rec Program (ICSRP)

As you are aware, the Indigenous Community Sport and Recreation Program (ICSRP) funding will cease as at 30th of June 2020.

With our recent staffing changes in Wujal Wujal, the resignation of our Sport and Recreation Officer and given the difficulty we have encounter in recruitment previously. We wish to seek your permission that we enter an Auspice agreement with Wujal Wujal Justice Group to run Sport and Recreation activities in Wujal Wujal on our behalf until our funding ceases on 30th June 2020. The Justice Group will need to deliver the community endorsed workplan and report all episodes of participation in an online tool.

If you wish to discuss anything further, please don't hesitate to make contact.

Your sincerely,

Paul Phillips

Indigenous Programs Manager - North Queensland

P: (07) 4032 0555 F: (07) 4032-4454 M: 0409 242 930

Queensland Police-Citizens Youth Welfare Association

15 -21 Mayers Street Manunda QLD 4870

www.pcy.org.au

Queensland Police-Citizens Youth Welfare Association | ABN 58 009 666 193
Address: 30 Graystone Street Tingalpa QLD 4173 | PO Box 3445 Tingalpa DC QLD 4173
Phone: 07 3909 9555 | Fax: 07 3909 9533 | Web: www.pcy.org.au

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

Event: Reef Guardian Council Steering Committee meeting

Date: Thursday 17 October 2019 (following the LGAQ Conference)

Time: 9 am to 3 pm

Location: Civic Reception Room, Cairns Regional Council

Catering: Morning tea and lunch – please advise of any dietary requirements

Travel assistance: If you need assistance with travel arrangements please let me know as the Authority may be able to assist with travel and accommodation costs

RSVP: 3 October 2019. If you are unable to attend please feel free to nominate a proxy.

Response from Doon McColl for travel assistance:

The Working Group is a great opportunity for Reef Guardian Council staff to network, share success stories and problem solve. They are a really good group. The Far Northern Reef Guardian Council reps will meet in the Cairns GBRMPA office at 24 Redden St, Portsmith and videoconference to similar clusters in Rockhampton, Mackay and Townsville. Here in Cairns we are expecting representatives from Cook, Wujal Wujal, Mareeba, Douglas, Tablelands, Cairns and Cassowary Coast (and Yarrabah is invited as a guest although they are not formally a member yet).

The meeting goes from 9.30 am to 3.30 pm and we provide morning tea and lunch. We could cover a Wujal Wujal officer's flights to/from Cooktown to Cairns in one day, departing 8 am in Cooktown and departing Cairns at 4.30pm. Is it a bit much to expect an officer to drive from Wujal Wujal to get on that 8 am flight? If so we could organise a flight down on Monday afternoon and we will organise accommodation in Cairns, then the staff member could fly back Tuesday afternoon on the 4.30 pm flight. If the officer would prefer to drive we could organise accommodation on both Monday and Tuesday nights. The Council is very welcome to send more than one officer, but unfortunately our travel and accommodation budget can only cover the cost for one officer.

Following on from my earlier email about the upcoming Working Group meeting, GBRMPA can also provide travel and accommodation assistance to the Mayor and CEO to attend the Steering Committee meeting. Many Mayors, Councillors and CEOs will already be in Cairns for the LGAQ conference on 14-16 October, so we usually

offer to pay an additional night's accommodation, so they can stay for the Steering Committee meeting.

If the Mayor, CEO or Councillor is not already attending the LGAQ meeting, we are happy to assist with flights from Cooktown to Cairns and accommodation while in Cairns.

6.2.11.5 National Indigenous Empowerment Summit

The Mayor seeks Council approval to attend the National Indigenous Empowerment Summit on 3-5 September 2019 in Cairns if approved the Mayor can combine this along with flying to Townsville to meet with Deputy Premier Jackie Trad on Thursday 5th September 2019.
(Agenda tabled)

RECOMMENDATION:

That Council approves Mayor Desmond Tayley to attend the National Indigenous Empowerment Summit on 3-5 September 2019 to represent the Council gain knowledge on Education, Employment and Economic Development for the Community of Wujal Wujal.

RECOMMENDATION:

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

**Chief Executive Officer
Eileen-Deemal Hall
14 August 2019**

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



6.3 Deputy Chief Executive Officer Report

6.3.1 Governance and Finance Action Plan **(report attached)**

6.3.2 Councillor Nominations and Process of Appointment
(Report tabled)

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL



6.3.1 GOVERNANCE AND FINANCE ACTION PLAN

ACTIVITY	RESPONSIBLE OFFICER/S	TIMEFRAME	COMPLETED
GOVERNANCE			
Council minutes for ordinary meeting on 23 May 2019, Special meetings 7 May and 14 May 2019 and unconfirmed minutes for 25 July 2019 up-loaded to website.	IDCEO		Yes
Reviewing of prior minutes for discussion with Mayor and CEO. New Executive Assistant will now assist.	CEO and Executive Assistant	2018/2019 review by 22 August 2019	
Review process for preparation for Council meetings – reports from Senior Executive Staff, agenda preparation, meeting procedures utilising technology. Implementation of Docs on Tap inc. training of councillors and staff.	CEO and Executive Assistant	30 September 2019	
Register of Interests for Councillors need to be reviewed and/or up-dated along with related party declarations	CEO and IDCEO	31 August 2019	
Website maintenance – training for Wujal Wujal Council staff to allow up-loading of information locally. Protocol document to be developed. Up-date Council staff lists and all generic email addresses. Contact is Eleanor at Foundry (0400096990)	Executive Assistant and other relevant staff member/s	30 September 2019	

Review of new policies – drafts (as follows) ready for workshop with councillors <ul style="list-style-type: none"> • Fraud and Corruption Policy • Fraud and Corruption Prevention Framework • Code of Conduct for Employees • Grievance Policy • Harassment, Sexual Harassment and Discrimination Policy • Recruitment EEO Policy • Social Media Policy • Workplace, Health and Safety Policy • Workplace Bullying Policy <i>Need an Advertising Spending Policy!!</i>	CEO and Interim Deputy CEO	30 September 2019	
Review and update Corporate Plan	CEO and DFandCS	31 October 2019	
Review/update Operational Plan 2019/2020 (possible reformat)	CEO, DFandCS, DWandBS	31 October 2019	
Arrange training with councillors and staff on Public Interest Disclosure Policy and Procedures and Councillor Interaction with Staff Policy (Acceptable Requests Guidelines)	CEO and DFandCS	30 November 2019	
Work required on Enterprise Risk Management – Development of policy (inc. Council’s risk appetite, risk management framework, risk register etc)	CEO, Senior Executive staff and Managers		

Annual Report 2018/2019	CEO	31 October 2019 (in conjunction with audit timeframes)	
<p><u>RECRUITMENT</u></p> <p>Chief Executive Officer – Interviews to take place on Thursday 15 August and 16 August with appointment to follow.</p> <p>Director of Finance and Corporate Services – Interviews finalised on 5 August – expect report to appointing panel and approval 12/13 August 2019</p> <p>Executive Assistant Vanessa Kennedy– to commence on Monday 12 August 19</p> <p>Peak Services Contractor, John Kelly to commence duties on Wednesday 14 August who will take on interim Deputy CEO role initially and then Interim CEO role at end of August (depending on outcome of CEO interviews)</p> <p>Andy Smith from Pacifica will commence with Council on Tuesday 13 August 2019 in a temporary capacity to assist with finalisation of bank reconciliation and suspense account for 2018/2019</p> <p>Following early and unexpected departure of recently appointed Finance Manager, CBC Recruitment in Cairns (Brendon Dyer) will now re-commence recruitment process. May provide names initially for a temporary assignment whilst undertaken permanent recruitment.</p>			

IDCEO has been reviewing all personnel files to identify letters /contracts of employment, position descriptions etc. Peak Services will then undertake a project to ensure compliance with awards etc. (Roger Beer is contact)	CEO and Interim DCEO	Mid-late September 2019	
FINANCE			
Cash Flow and Cash Position – refer to email from Interim Finance Contractor attaching cash flow together with comments	Interim DCEO and Director of Finance and Corporate Services	On-going	
Andy Smith from Pacifica will commence with Council on Tuesday 13 August 2019 in a temporary capacity to assist with finalisation of bank reconciliation and suspense account for 2018/2019	Interim DCEO	30 August 2019	
External Audit Visit programmed (QAO – Sri Narasimhan)	CEO/IDCEO/Finance Consultant	Due 23 September 2019	
Undertake Preferred Supplier/Pre-Qualified supplier arrangements	IDCEO, DFandCS, DWandBS	31 October 2019	
Draft Internal Control and procedures manual developed for discussion/review and suitability for Council operations	Director of Finance and Corporate Services and Finance Manager	31 December 2019	
Maintain Infrastructure register (works approved/in progress, who is responsible officer, rev. and expenditure, milestones	CEO, DWandS, Interim DCEO (IDCEO) and Director of Finance	Should be completed by end October and then on-going	

and acquittals o/s. Copies of funding agreements and contracts) Subsequent development of contracts register	and Corporate Services (when commences)		
Internal Audit is undertaken by Pacifica in Cairns (40445100). Contacts are: Carolyn Eagle and Nathan Mlikota Review of Internal Audit Plan	CEO, IDCEO, DFandCS	On-going	

6.3.2 Councillor Nominations and process of Appointment

RECOMMENDATION:

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

Either: Clive Deric Flewell-Smith or Vanessa Marie Tayley

to fill the position of councillor at the Wujal Wujal Aboriginal Shire Council until the next Local Government election to be held in March 2019.

RECOMMENDATION:

That Council reviews and adopts the Interim Deputy Chief Executive Officer's report for the month of August 2019.

**Interim Deputy Chief Executive Officer
Ross Higgins/John Kelly
14 August 2019**

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



6.4 Interim Finance Director Report

- 6.4.1 Cashflow Report submitted to Department of Local Government
(Tabled)
- 6.4.2 Desktop Asset Management Audit
(Tabled)
- 6.4.3 End-of-Year Stocktake
(Tabled)

RECOMMENDATION:

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

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



6.5 Director of Works and Building Services Report

- 6.5. Executive Summary
- 6.5.1 Building
- 6.5.2 Bas Responsive Maintenance – July 2019
- 6.5.3 Animal Management/Environmental Health
- 6.5.4 Civil Construction
- 6.5.5 Art Centre
- 6.5.6 Community Care
- 6.5.7 Centrelink – Marie Shipton
- 6.5.8 Bank/Post Office – Neal Ransom

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

6.5 Executive Summary

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

6.5.1 BUILDING

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
Date: 14/08/2019	Building	Patrick Nandy

Smoke Alarm Project: Works Completed, invoicing to proceed.

Big thanks to Ken, Pando, Clancy, Courtney and Wendy for putting in the hard yards to

Getting this project done by due date.

BAS PORTAL

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders	39	15	\$21,565.94
Smoke Alarm Project	82		\$93,225.00

BUDGET OVERVIEW

BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
U87877 Fencing Upgrade	\$129,750.00	100%	119 Hartwig St
U93255 Dismod/Tiling	\$11,970.00		18 Keim St
U93190 Dismod/Tiling	\$28,728.00	100%	48 Louis St
U96152 Retaining Wall	\$26,000.00	20%	9 West St
B09866 Laundry Upgrade	\$7,400.00		33 Hartwig St
B10020 Roof Upgrade	\$49,600.00		44 Douglas St
B09929 Various Works upgrade	\$40,660.00		22 Hartwig St
B10698 internal/external paintworks	\$52,927.50		44 Douglas St 91 Louis St
B01516 Smoke Alarm Project	\$87,227.80	100%	Various Houses

6.5.2 BAS RESPONSIVE MAINTENANCE – JULY 2019

WORK ORDERS CURRENT IN PORTAL	39	Including smoke alarm program (90)	
INVOICED OUT RESPONSIVE	15		\$12,963.70
INVOICED OUT PLANNED			\$26,397.30
TOTAL INVOICING		\$	\$39,361.00

6.5.3 ANIMAL MANAGEMENT/ENVIRONMENTAL HEALTH

Reporting Period	July 2019
Department	Animal Control and Environmental Health
Reporting Officer	Helen Bigmore

6.5.3.1 ANIMAL WEIGHT CONTROL

The new weighing scales have been set up at the works compound so that animals can be weighed for treatment. We already have a few dogs that are on diets and have weekly weigh-ins (for people as well). It has been good for animal management workers to weigh animals for accurate dosing of medications and to increase knowledge about ideal dog weights. We have been able to offer education to owners on correct feeding regimes for increasing or decreasing weight.

6.5.3.2 ANIMAL MANAGEMENT EVENT

On the 10 July, a bite prevention workshop was organized for the community kids. Posters and radio broadcasts were used to advertise the event. We organized for a guest speaker to attend. Dog trainer and LGAQ pet educator Louise Hainey from Brisbane. We also organized goodie bags filled with colouring books, dog toys, crayons, lollies, bracelets and headscarves and the event were used to teach children to respect dogs and handle them correctly. Unfortunately, not all children could attend because the speaker could only attend during school holidays. A pig spit roast was cooked throughout the day and all children and community members were provided with dinner at the event.

The local Vet clinic attended with the microscope to show children different parasites and samples of worms. Cook Shire Council animal management workers also attended. Face painting was also carried out to entertain the children. PJ introduced the guests and provided a welcome to Country. Certificates were given to the children that attended the event.

We were a little disappointed that the speaker did not provide more interactive games for the children or a presentation that involved more engagement. We were hoping to learn more from the speaker about how to educate the children on pet care. Unfortunately, she seemed to come unprepared even though Council paid for her services.

Overall, the day was a success especially as this was the first animal management event that has been held in Wujal Wujal.

6.5.3.3 DOG ATTACKS

13 July 2019 - call out that a puppy had been attacked by dogs at 39 Hartwig Street. When we arrived the puppy "Soxy Nandy" was already dead with wounds to the neck and legs. Witnesses described Alistair Gibson's dogs "Pipi" and "Nero".

The dogs had entered the yard where the puppies were playing and attacked. Authorized Local Laws Officer Brook Fawcett was called to attend. The dogs were seized.

Alistair was required to build an adequate enclosure 10m sq. and 6-foot-high to get the dogs back. Brook will be declaring the dogs dangerous. The paperwork is being processed. The dogs will be required to be kept in an enclosure with signage. They will both require de-sexing.

Ali has made it clear to animal management workers that he wishes to breed from the dogs and doesn't want to get the dogs de-sexed.

6.5.3.4 DOG RESCUE

Lexton Nandy rescued a dog from Hopevale in poor condition. Using parasite treatments, good food and owner dedication the dog "Zeeka" is looking healthy. The dog will be taken for de-sexing.

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

6.5.3.5 ANIMAL IMPOUNDMENT

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

Owners were unhappy and unable to travel to pick the dogs up. Wujal animal management officers picked up the dogs and collected the impoundment fees from owners.

The owners of the dogs were unhappy that their dogs were picked up. We are still collecting money in instalments from

owners. Fencing is inadequate to keep dogs in yards. Dogs are not getting exercised or fed and jump over or under the fence. The Cooktown impoundments haven't really resolved any issues. It has just caused upset and cost Council money.

CONCLUSIONS/RECOMMENDATIONS

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

RECOMMENDATION:

That Council reviews vet and pound fees surrounding Animal Management procedures and practices and puts a process in place for unpaid impoundment fines and then advises these at a community meeting information session.

6.5.4 CIVIL CONSTRUCTION

Civil crew is assisting Contractors with ongoing works such as;

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

SOUTHSIDE TOILET BLOCK

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

ART CENTRE

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

OTHER WORKS

Summary of July 2019 Tasks – Peter West, Orion Project Services.
(Report tabled from Peter West)

6.5.5 ART CENTRE

Reporting Period	July 2019
Department	Art Centre
Reporting Officer	Vikki Burrows

HIGHLIGHTS:

The art centre organised with Red Earth in July to bring 14 visitors who were Principals and teachers visiting from Melbourne, Sydney and Brisbane to work with the artists creating a painting together. The artists got paid to work with the visitors for 2 hours. Everyone enjoyed themselves and completed a painting to take home. Red Earth also supplied lunch which we shared. We set up a little shop with the new jewellery, paintings and a few products that were not damaged to help the artists sell some work. Photos attached.

DATA:

212 new artworks were catalogued into the SAM system in July. 211 new pieces of jewellery were catalogued this month which will be ready for when the art centre reopens. I catalogued these new pieces from home as there is no internet in our office, only mobile hot spot which is a very expensive way to catalogue as it uses too much extra data.

The sales report for the month of July 2019 is attached.

BARRIERS AND ISSUES:

-
- No internet in current work area under the library. I can only hotspot internet via mobile phone. I have been working from home when I need to catalogue any artworks made into the SAM system.
 - Waiting to hear from the insurance company to see if the artists can be compensated for any artworks damaged from the flood.
 - Still in need of a studio supervisor, this a necessary position at the art centres. The art centre will move forward when this position is filled.
 - Some reasons for hiring a regular studio supervisor and how important it is for building artist's careers and developing their art:
 1. Artists need daily encouragement, critique and feedback.
 2. Without daily contact with a studio supervisor, art development will not proceed.
 3. Studio needs regular coordination and artistic direction.
 4. Building and establishing that daily productive relationship between studio supervisor and artist is crucial to success.
 5. Due to more visitors the demand for more fine art is crucial to a successful business. This would include helping the Art Centre Manager with outside exhibitions and creating new art products.

RECOMMENDATION:

That Council appoints a consultant to review the staffing requirements at the Art Centre in view of supporting current infrastructure with the possibility to generate future income streams and that this report is presented at a future Council meeting.

FUNDING/AGREEMENTS/FINANCIALS:

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

RESOLUTIONS:

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



6.5.6 COMMUNITY CARE

Reporting Period	July 2019
Department	Community Care
Reporting Officer	Coordinator (CDSC): Stephanie Dick Community Care Advisor (CCA) – Lee-Anne Given

ADMISSIONS/DISCHARGES

- Statistics for the Month Admissions CHSP 1 HCP 1 Disability 0 Discharges CHSP 0 HCP 0 Disability 2 Number of Meals CHSP 331 HCP 85 Disability 46 Number of Transport Trips CHSP 111 HCP 32 Disability 0 Number of Hours CHSP 2796 Disability 6 Activities conducted for Month Personal Care hours 1 Clinic Visits 26 Assessment hours 34 Coordination hours 66 Centre-based care hours 4490 • QCSS disability grant funding from 1 July 2019 has been signed. However, no clients have yet been accepted onto program. Contract variation is being sent for additional funding by delayed at Departments end.

POLICY DEVELOPMENT

- We have developed 26 aged care policies that will be required to us to continue to meet the new accreditation standards and which Council will need to approve. A further 6 Council Governance policies previously requested and under development by the A/DECD are still outstanding.

EVENTS

- Elders NAIDOC lunch on 11 July was well received with 33 clients attending. Clients and staff (lead by Florence Williams) painted a special banner (see pictures) for the occasion and this is now being used on community care documentation. Future Activities Planned.
- Planning is well underway for the bingo and lunch on Thursday 8 August 2019. Compliments Total Number for Month: 32 Positive feedback on activities Complaints Total Number for Month: 1 A carer had approached the Aged Care Quality and Safety Commission (ACQSC) regarding management of clients package. We have provided ACQSC with additional information however, it is anticipated that carer will not accept this. Suggestions for Improvement

RENOVATIONS

- We have reviewed the renovation specifications developed by the previous A/DECD and have submitted a modified renovation option to the Acting CEO so that all work undertaken is in line with grant funding guidelines. Monitoring Activities Completed for Month.

AUDITS/SURVEYS

- New audit schedule developed and now aligned to the new Aged care Standards.
- Client Meal and Activity Satisfaction surveys will be undertaken in August.
- Kitchen, cleaning and garden maintenance audits planned for August. External Visitors Who Reason for Visit DoH DBMAS ACAT Client service approvals Clinic Visits AHW/RN for client case conference RAS Client service approvals Other NDIS for client plan Client Incidents Name of Client Description of Incident Result a client 1 Full clearance from clinic Staff Incidents Name of Staff Member Description of Incident Result NIL Client Comments elder client is deteriorating and requiring additional services. ACQT referral submitted and case conference being held with clinic. Several clients required short term hospitalisation in Cooktown for the flu. Elderly client remains in hospital for respite and pain management. Other client has been assessed for a level 2 HCP package. Anticipated 12 month wait until she is assigned a package form the national pool.

STAFFING

- It is anticipated that a client will be relocating to Cairns as he is high priority for housing accommodation. Staff Comments Staff attendance improving but still spasmodic on occasions. Counselling.
- Florence has completed her trial contract period satisfactorily and proven to be an excellent staff member with an exemplary work ethic.
- All staff are due for annual performance appraisals next month.

6.5.7 CENTRELINK – MARIE SHIPTON

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

6.5.8 BANK/POST OFFICE – NEAL RANSOM

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

RECOMMENDATION:

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

Director of Works and Building Services
Victor Mills
14 August 2019

7. CLOSED SESSION

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 22 August 2019



7. Closed Session

- 7.1.1 IKC Report
- 7.1.2 Kindy Report
- 7.1.3 Housing Report (**Tabled**)

8. GENERAL BUSINESS

9. NEXT MEETING

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

10. MEETING CLOSE