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# AGENDA

Ordinary Council Meeting

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17 December 2020

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**



## Council Members

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



## ORDER OF BUSINESS

- 1 [WELCOME/MEETING OPEN](#)
- 2 [ATTENDANCE/APOLOGIES](#)
- 3 [CONDOLENCES/CONGRATULATIONS](#)
- 4 [COUNCILLOR OBLIGATIONS](#)
- 5 [CONFIRMATION OF PREVIOUS MINUTES](#)
- 6 [REPORTS](#)
  - 6.1 [Mayor's Update](#)
  - 6.2 [Chief Executive Officer's Report](#)
  - 6.3 [Director Finance & Corporate Services](#)  
[\(DF&CS\) Report](#)
  - 6.4 [Director Works & Building Services](#)  
[\(DW&BS\)Report](#)
- 7 [CLOSED SESSION](#)
- 8 [GENERAL BUSINESS/LATE ITEMS](#)



## 1. WELCOME/MEETING OPEN

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

## 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 Minutes of previous meeting held 19<sup>th</sup> November 2020 as circulated.

Business Arising from Previous Minutes report given at the meeting.

Confirmation of Minutes of Special Meeting held 27<sup>th</sup> November 2020



## 6. REPORTS

### 6.1 MAYOR'S REPORT

Mayor to give verbal report on the following

- 6.1.1 27<sup>th</sup> November Special Council Meeting (Adoption of Annual Report 2019/2020)
- 6.1.2 2<sup>nd</sup> and 3<sup>rd</sup> December TCICA meeting Cairns (Points for discussion were State Election and Budget, Population data, Education, Regulatory Matters, Transport Infrastructure, Stolen Wages, Regional Resilience among others)
- 6.1.3 4<sup>th</sup> December Meeting with Michael Kerr Mayor Douglas Shire, CEO Mark Stoermer and their Project Manager Scotte Hahne.
- 6.1.4 7<sup>th</sup> December Working group meeting with Pama Futures
- 6.1.5 7<sup>th</sup> December WWASC Master Plan Amendment meeting
- 6.1.6 8<sup>th</sup> December Community forum
- 6.1.7 9<sup>th</sup> December Interagency meeting
- 6.1.8 13<sup>th</sup> and 14<sup>th</sup> December FNQROC Board Dinner & Meeting
- 6.1.9 15<sup>th</sup> December Community Christmas Party
- 6.1.10 16<sup>th</sup> December Meeting with Waratah Nichols RASN (QASP Grant discussion)
- 6.1.11 Correspondence for the month tabled

#### **RECOMMENDATION:**

That Council receives and adopts the Mayor's report for the month of December 2020.





	to support Local Thriving Communities initiative.		needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
<b>GENERAL BUSINESS</b>			
	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
<b>Council Meeting held 20 February 2020</b>			
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	
<b>Council Meeting held 19 March 2020</b>			



	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.
<b>Council Meeting held 23 April 2020</b>			
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><b>Further,</b></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
<b>Council Meeting held 21 May 2020</b>			
General Business	<p>Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.</p>	Ongoing	15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. They will get back to Council re our video suggestion





Council Meeting held 30 June 2020			
CEO Report 6.2.2 Res No. 0330062020	Adoption of Human Rights Policy.	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.3 Res No. 0430062020	Adoption of Complaints Management Policy noting the reference to the Human Rights Policy	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.4 Res No. 0530062020	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.	CEO to inform Jack and Tracey Ditchfield in writing that the Council accepts their offer.	Advice provided to applicant 30 June 2020
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	That Council notify the Office of Industrial Relations that the nominated dates for	CEO to notify Office of	Complete



	<p>2021 Special and Show Holidays are as follows;</p> <p>Friday 16 July 2021 Cairn s 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>	Industrial Relations	
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	<p>That Council resolves to endorse the Reef Guardian Program and 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.</p>	CEO to sign MOU	Complete
Closed session Res No. 1216072020	<p>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</p>	CEO to sign contract	Complete



	agreement by NCP Contracting.		
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
<b>Council Meeting 17 September 2020</b>			
CEO Report Res No 0417092020	Council adopted Planning Scheme alignment amendments. Advertise Notice and publish in Government Gazette	CEO	Complete
<b>Council Meeting 15 October 2020</b>			
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



### 6.2.1 Council's Financial Position

As Council are aware the financial situation over the previous twelve plus months has been precarious. The cash flow has required stringent oversight and management by myself, the Director of Finance and Corporate Services and the Director of Works and Building Services.

In November it was revealed that in 2018 funds had been paid to Council for a NDRRA flood damage event restoration. The restoration works did not occur as the damage was rolled up with a subsequent NDRRA flood damage event. The original funds paid are no longer available in Council's bank account.

This raised concerns with both the Queensland Reconstruction Authority and the Department of Local Government.

QRA officers visited Council and reviewed our financial records in early December and subsequent to that visit the DLGRMA have appointed independent external contractors (Auditors) who will visit Council in the week commencing 14 December (this week) to review Council's financial position.

Following the financial review Council management will work closely with the DLGRMA to determine a course of action and plan how Council will recover from the current situation.

I have had a number of conversations with both Ms Natalie Wilde Deputy Director General DLGRMA and Mr Brenden Moon CEO of the QRA who have both indicated that they will do whatever is possible to assist Council to recover to a stronger financial position

#### Email DDG Natalie Wilde DLGRMA confirming independent financial review

*Steve, as discussed, given the serious concerns that both the Department and QRA have regarding the ability of Council to fulfil its grants obligations under our various funding deed of agreements, we are proposing that an externally appointed financial auditor be engaged to undertake an urgent review of Councils financial position.*

*As discussed during our conversation this afternoon, the following actions will be undertaken:*

- The Department will engage an external contractor, at our cost, to undertake the financial review. The costs of future engagements will be the subject of further discussions between Council and the Department.*
- Council will ensure that the appropriate Council employees and financial systems are made available to the contractor.*



- *The CEO will provide a further update to the Mayor and Councillors (it is understood they are aware of the situation) on the Departments and QRAs concerns and of the upcoming financial review.*
- *The CEO will advise the Department and QRA of the types of contractors that are currently undertaking works across the various grant programs.*
- *The Department will confirm asap when the financial review will be undertaken.*

**RECOMMENDATION:**

That Council note the Chief Executive Officer's Report on the current financial position and the attendance of external financial contractors

**RECOMMENDATION:**

That Council receives and adopts the CEO's report for the month of December 2020.

**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.



## 6.3 DIRECTOR FINANCE & CORPORATE SERVICES REPORT (DF&CS)

### 6.3.1 QRA team visit re: payment of \$1,759,238.95 (ex GST)

- There were three payments (on 19/09/2017, 17/10/2017 & 09/10/2018) totalling \$1,759,238.95 made to Council towards Restoration submission- all payments confirmed received into Council bank account
- QRA letter dated 20 November advised Nil expenditure for the submission, and will be applied as an advance to Council's remaining program of works
- As mentioned to Council in the 27 November Special Meeting, QRA Audit Manager & Regional Liaison Officer were onsite on 2 & 3 December
- All requested information was provided including 2019 & 2020 financial statements, various reports out of Practical, creditors and debtors balance as at 30 November etc.

### 6.3.2. Cash position and going concern

- Council's combined bank balance as at 8 December was \$2,160,371.72 (including the \$705,822 received for housing plug-in upgrades)
- With many big projects Council already received 30% advance, Council's cash cover to pay invoices and staff are in negative. Council is paying approx. \$900,000 invoices before Xmas/New Year office close down and with the QRA prior year payments totalling \$1.756m getting treated as advance, Council don't have sufficient funds to complete the projects/continue its operations at solvency. This alarming going concern issue was raised in the QAO final management report & Financial Statements as at 30 June 2020 (Note 27)
- October Cash flow report along with bank balance details were provided to Natalie Wilde (Deputy Director General, DLGRMA) by the CEO on 4 December

### 6.3.3 Operating result as at 30 November

- A year to date surplus (without Depreciation expenses) of \$ 4,325,156 as per Practical Revenue & Expenditure- **Attachment 1**



### 6.3.4 Finance Manager Report- Lynette Simbil

- Cash flow report is up to date to 30 November. Bank Balance as at 30 November is \$2,525,845.02 with large deposits received during the month as follows:

Deposit made by	Reason for deposit	Amount
Arts Queensland	IVAIS Grant	\$ 40,000.00
DLGRMA	SGFA & IEDG 2020-21	\$147,974.50
Department of Small Business	First Start Grant for 2 x positions	\$ 33,000.00
Department of Housing & Public Works	2020-21 Service Charges	\$833,564.11
Department of Health	2019-20 Service Charges	\$ 64,235.14
Queensland Reconstruction Authority	2017-18 NDRP Cyclone Refuge	\$539,000.00
Australian Taxation Office	GST Refund	\$305,312.00

- Credit Card Reconciliation is completed and up to date as at 30 November
- Taxation & compliance matters
  - November 2020 IAS lodged
  - GST Refund received totalling \$305,312 from ATO

### 6.3.5 Accounts Payable Officer Report- Vivien Donahue

- Summary of larger creditors run



Payment date	Total payment	Comment
04/11/2020	\$112,289.18	Briody Plumbing - \$62,606.37, Fairview Glass - \$18,909.47 & FNQ Pipeline - \$14,330.91
05/11/2020	\$199,353.51	Danthonia Designs - \$61,897.47, Fairview Glass - \$24,322.62, Northern Traffic Control - \$40,425 & True Water Solutions - \$54,321.30
10/11/2020	\$188,467.40	FNQ Pipelines
12/11/2020	\$185,547.41	Briody Plumbing - \$32,718.44, Bunnings - \$27,539.86, Precruitment Pty Ltd - \$12,526.80, Quicksilver Construction - \$16,456, RECS Pty Ltd - \$12,453.92 & Telstra - \$15,594.37
13/11/2020	\$174,758.10	FNQ Pipelines
17/11/2020	\$200,000	FNQ Pipelines
19/11/2020	\$140,494.06	Gilboy Hydraulic - \$14,850, Tony Lovegrove - \$10,505, Lowes Petroleum - \$14,981.15, Pacific Toyota - \$51,695.59 & Quicksilver Construction - \$10,384
20/11/2020	\$127,517.70	Payments to FNQ Pipelines - \$42,935.00 & QLD Audit - \$84,582.70
26/11/2020	\$138,021.12	Aqua Manage - \$20,693.20, Arnel Fencing - \$12,700.80, Cairns Hardware - \$17,824.21, DNT Plumbing - \$22,884.11, Quicksilver Construction - \$11,466.62 & Up North Building - \$13,640

- **Aged Creditors**

- As at 30 November, there was only \$111,687.68 aged creditors and all are within payment terms

- **Open Purchase Orders**

- As at 30 November 2020, open purchase orders to the value of \$3,464,566.84 which is a true reflection of what Council owes its suppliers/contractors.





### 6.3.6 Accounts Receivable Officer Report- Lynette Simbil

- Invoicing**

37 Invoices raised totalling \$22,669.83 for the period of 1 November to 30 November 2020

Month	2020	2019	Variance
November	\$22, 669.83	\$154,054.10	(\$131,384.27)

- Aged Debtors as 30 November 2020**

90 Days Aged	\$173,474.28
60 Days Aged	\$ 6,630.82
30 Days Aged	\$ 39,213.51
<b>Total</b>	<b>\$219,318.61</b>

- Proposed Bad Debts Write off**

Debtor	Invoice #	Invoice Date	Summary	Amount
Dept of Housing & Public Works	5157	21/01/2016	Cook Shire Refuse Collection	\$244.93
Dept of Housing & Public Works	10770	18/06/2018	2016/17 Variance WWASC Service	\$77,125.40
Dept of Housing & Public Works	10836	26/07/2018	2018 Service Charges Variance	\$39,796.49
<b>Total</b>				<b>\$117,166.82</b>



### Officer Commentary:

Council has liaised with the Department of Housing & Public Works and the response received was, that the Department's policy is not to pay charges retrospectively and as the above were errors made by the Council, these invoices will remain outstanding and council will need to make the necessary internal adjustment to close these invoices off. Thus, the proposal is to write these invoices off as bad debt

### RESOLUTION:

That Council note and resolve to write off Bad Debts totalling \$117,166.82

### 6.3.7 Payroll Officer Report- Renelle Shipton

- **Summary of pay run**

Pay period	Pay period ending	Total gross payment
18	03/11/2020	\$86,069.55
19	10/11/2020	\$83,465.98
Special Pay	18/11/2020	\$91.69
20	17/11/2020	\$81,336.36
21	24/11/2020	\$87,954.13

Total number of employees as at 31 November	68
Appointments	-
Resignations	1

- **Other matters**

- A review of annual leave balances performed to track any employee accruing more than 8 weeks leave- there are two employees currently in this bracket



### 6.3.8 Information Management Officer- Wendy Rowlands

- **Accomplishments**

IKC Public Access Wi – Fi installed and up and working at the library

- **Information Management**

Continued filing and document management in Magiq and other Council data bases. The office staff are ready to begin archiving however unfortunately there is no space for this in the current records donga.

Recommendation: - That more space be found for the archiving of finance records until their destruction date.

- **IT Management**

- There was one major incident for the month of November when a rat chewed through the Optic Fiber cable that connects Wujal with the exchange at Ayton. This caused a major town wide outage throughout the Wujal and Bloomfield and affected Police, Council and Clinic service delivery. Council failed over to the Iterra Satellite back up system for the week while the issue was being resolved. Fourier were heavily involved in troubleshooting the problem and their technical advice and liaison with Telstra proved invaluable. While the Iterra was slow it meant that Council staff were able to continue delivery of core services and this promotes confidence that the system will be adequate should our main frame communications go down during the coming cyclone season
- A total of 143 tickets raised during the month- Fourier: 122, Telstra:12, Community Forum:8 & Brilliant:

**Director Finance & Corporate Services**  
**Harish Nair**  
**8 December 2020**

**RECOMMENDATION:**

That Council receives and adopts the (DF&CS) report for the month of December 2020.



## Attachment 1- Revenue & Expenditure Report (Practical extract)

All report groups. 42% of year elapsed. To Details. Excludes committed costs)

Financial Year  
Ending 2021

Printed (HARISH): 08-12-2020 9:44:35 AM

		REVENUE	EXPENDITURE	SURPLUS/ (DEFICIENCY)
		30-Nov-20	30-Nov-20	30-Nov-20
CORPORATE SERVICES				
SQW First Start Grant 2020-21		30,000.00		
Sundry Income		122,857.93		
Skilling Qld Work Admin Traineeship		29,600.00		
Hire Fees-Council Facilities		2,386.35		
Power Cards Revenue		1,727.19		
Power Card Expenses			4,284.09	
Admin Operating Expenses			408,596.67	
Maintenance Costs-Eqpt			1,900.00	
Internal Audit			8,000.00	
Legal, Town Planning & Consultancy			6,798.72	
Insurances			113,969.56	
Audit Fees			76,893.36	
IT Management-Wages			10,965.28	
IT Management-non wages			83,284.69	
Admin Overhead Recoveries			-145,994.80	
Administration Training Costs			1,125.00	
Cultural Engagement Unit Expenditure			77,385.50	
		-----	-----	-----
General Administration		156,571.47	647,208.07	-490,636.60
Finance				
FAGS Grant		295,949.00		
Finance - Grants - SGFA		1,266,057.00		
Profit/(Loss) on Disposal of NCA		-34,084.63		
Interest Income from Investments		190.06		
Joint Venture JV Placement Income		355,000.00		
Bank Fees and Charges			1,503.55	
Bad & Doubtful Debts			87,235.81	
		-----	-----	-----



Finance		1,883,111.43	88,739.36	1,794,372.07
Community Agencies				
Commission and Sales-Post Office		14,474.06		
Commission-Bank		0		
Commission-Centre Link		9,835.07		
Centre Link Agency Costs			18,490.47	
Bank Agency-PO Costs			15,081.27	
		-----	-----	-----
Community Agencies		24,309.13	33,571.74	-9,262.61
Superannuation Expense			170,950.95	
Annual Leave Expense			150,780.09	
Sick Leave Expense			46,999.28	
Public Holidays			35,836.81	
Long Service Leave Expense			18,985.80	
Floating Plant & Loose Tools			385.45	
Workcover Insurance and Costs			35,138.99	
Recoveries-Superannuation			-127,627.76	
Recoveries-Annual Leave			-129,781.67	
Recoveries-Sick Leave			-43,274.73	
Recoveries-Public Holidays			-42,884.03	
Recoveries-Long Service Leave			-15,805.69	
Recoveries-FP&LT			-14,487.90	
Recoveries-Workcover			-12,633.49	
Recoveries-WH&S			-14,080.93	
Recoveries-Training			-14,080.93	
		-----	-----	-----
Employee Costs and Recoveries		0	44,420.24	-44,420.24
		-----	-----	-----
CORPORATE SERVICES		2,093,992.03	813,939.41	1,280,052.62
CORPORATE GOVERNANCE				
Executive				
Governance Expenses			165,302.28	
Councillors Remuneration			145,465.90	
Councillors Conference/Wshop Exps			5,469.45	
Other Operating Expenses			10,104.93	
Elections			2,803.95	
DES Grant 2021 Rodeo		20,000.00		
		-----	-----	-----
Executive		20,000.00	329,146.51	-309,146.51
		-----	-----	-----
CORPORATE GOVERNANCE		20,000.00	329,146.51	-309,146.51
TECHNICAL SERVICES				
Technical Services Office				



2020-21 COVID W4Q		535,000.00		
DRFA FNQ Monsoon 25/01-14/02/19		259,124.21		
Counter Disaster Exp-Wages			3,653.04	
Counter Disaster Exps-Non-Wages			11,375.53	
Works External Plant Hire Revenue		863.55		
Works Administration Costs			281,598.28	
Works Overhead Recoveries			-56,068.90	
Freight Operating Expenses			3,601.25	
Works Training/Tickets/Licence Renew			5,501.52	
		-----	-----	-----
Technical Services Office		794,987.76	249,660.72	545,327.04
Street Maintenance				
Works Street Maintenance Costs			1,207.28	
		-----	-----	-----
Street Maintenance		0	1,207.28	-1,207.28
Parks and Gardens				
P&G Maintenance Costs			209,733.09	
		-----	-----	-----
Parks and Gardens		0	209,733.09	-209,733.09
2017-18 CYRP Projects Claims		933,086.79		
DATSIP Funded Works		-5,000.00		
Works Private Works Costs			1,008.61	
DTMR Boat Ramp Expenditure			1,188.65	
		-----	-----	-----
Recoverable Works		928,086.79	2,197.26	925,889.53
Service Station				
Service Station- Fuel Sales		40,851.56		
Service Station Gas Sales		3,167.21		
Service Station Operating Expenses			443.57	
Cost of Fuel Sold			-5,976.29	
Cost of Gas Sold			140.9	
Service Station - Wages			17,060.27	
		-----	-----	-----
Service Station		44,018.77	11,668.45	32,350.32
Workshop				
Workshop Operating Expenses			32,725.93	
		-----	-----	-----
Workshop		0	32,725.93	-32,725.93
Plant Operations				
Plant Repairs & Maintenance			132,591.52	



Plant Recoveries			-106,920.19	
Plant Hire Recoveries			-132,417.63	
		-----	-----	-----
Plant Operations		0	-106,746.30	106,746.30
Water Supply				
Fees & Charges-Water Supply		368,480.00		
Water Supply Operating Expenses			174,733.97	
		-----	-----	-----
Water Supply		368,480.00	174,733.97	193,746.03
Sewerage Services				
Fees & Charges-Sewerage		414,377.34		
Sewerage Operating Expenses			89,440.89	
Sewerage Maintenance Costs			4,256.43	
		-----	-----	-----
Sewerage Services		414,377.34	93,697.32	320,680.02
Environment and Waste				
Fees & Charges-Garbage		125,941.02		
Waste Management Levy		37,527.48		
Rubbish Collection Bins			37,542.22	
Ferrous Metals Removal Expenses			1,673.52	
Containers for Change Income		6,713.21		
Containers for Change Expenses			6,177.32	
DES Small-Scale Infrastructure Grant		45,978.06		
Operating Expenses -Env & Waste			1,629.11	
		-----	-----	-----
Environment and Waste		216,159.77	47,022.17	169,137.60
ATSI PUBLIC HEALTH				
ATSI - Public Health Grant 71406		88,014.00		
ATSI - Salaries & Wages			5,370.74	
ATSI - Other project costs			43,136.28	
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ATSI PUBLIC HEALTH		88,014.00	48,507.02	39,506.98
Buildings				
Building Rental Revenue		76,741.64		
Sports Oval Camping Fees		60.71		
Staff housing rental		7,500.00		
Lease/Rent Council Facilities		17,112.25		
2017-18NDRPCycloneRefuge WWASC.12.18		490,000.00		
Building Operating Expenses-Wages			31,228.48	
Building Operating Expenses-Nonwage			4,443.09	



Buildings Rep & Maint-Wages			162,685.92	
Buildings-Rep & Mtce Non-Wages			61,784.60	
Building Services Training Costs			1,166.03	
Laundromat Operating Expenses			1,878.67	
Recoverable W-BAS Responsive Rev		126,532.51		
BAS DPHW Responsive Expenditure			214,862.99	
Creditors on cost Recovery			-378,878.47	
Wages on cost Recovery			-92,604.42	
BAS DPHW Planned Maint. Revenue		123,753.00		
BAS DPHW Planned Maint. Driveways		449,330.56		
BAS DPHW Planned Maint. Expenditure			274,208.11	
Interim Remote Capital Prg Expenses			87,689.47	
		-----	-----	-----
Buildings		1,291,030.67	368,464.47	922,566.20
		-----	-----	-----
TECHNICAL SERVICES		4,145,155.10	1,132,871.38	3,012,283.72
		-----	-----	-----
CORPORATE SERVICES		6,259,147.13	2,275,957.30	3,983,189.83
COMMUNITY SERVICES				
SES - OPERATIONS				
Subsidy-SES Operating		13,550.60		
		-----	-----	-----
SES - OPERATIONS		13,550.60	0	13,550.60
COMMUNITY PROJECTS				
KINDERGARTEN				
Grant - DETE Kindy		33,612.32		
KINDERGARTEN - Operating Expenses			95,361.32	
		-----	-----	-----
KINDERGARTEN		33,612.32	95,361.32	-61,749.00
		-----	-----	-----
COMMUNITY PROJECTS		33,612.32	95,361.32	-61,749.00
Economic Development				
		-----	-----	-----
LIBRARY - Operating Exp			16,614.26	
First 5 Forever Grant 2020-21		3,000.00		
First 5 Forever Expenditure			13,799.11	
Public Library Grant - IKC Staffing		17,000.00		
Public Library Grant - Expenditure			240.98	





Local Resources Grant 2020-21		1,500.00		
Tech Savvy Seniors Exps non-wages			1,595.84	
Seniors Week 2016/2017 Expenditure			202.94	
		-----	-----	-----
LIBRARY		21,500.00	32,453.13	-10,953.13
COMMUNITY SERVICES MANAGEMENT				
		-----	-----	-----
Get Ready Queensland Grant		4,831.20		
Get Ready Expenses			1,227.35	
		-----	-----	-----
COMMUNITY SERVICES		4,831.20	1,227.35	3,603.85
LANGUAGE PROGRAM				
NAIDOC				
NAIDOC - Grant Received		250		
NAIDOC Operating Exp			5,898.88	
		-----	-----	-----
NAIDOC		250	5,898.88	-5,648.88
HEALTHY COMMUNITIES				
		-----	-----	-----
Arts Centre - Cafe		0	5.62	-5.62
Cultural - Arts Centre				
Arts Centre - Gallery Revenue		28,282.50		
Arts Centre - Gallery Purchases			14,554.00	
		-----	-----	-----
Cultural - Arts Centre		28,282.50	14,554.00	13,728.50
IRADF				
IRADF non wages exp			370.86	
IRADF Grant 2020-21		25,000.00		
		-----	-----	-----
IRADF		25,000.00	370.86	24,629.14
ARTS QLD- INDIGENOUS ARTS FAIR				
Arts Centre-Council Funded Costs			14,106.37	
		-----	-----	-----
ARTS QLD- INDIGENOUS ARTS FAIR		0	14,106.37	-14,106.37
Backing Indigenous Arts				
BIA IAC Operating Grant		65,000.00		
BIA Expenses wages			3,953.21	
BIA Expenses non wages			15,968.88	
		-----	-----	-----
Backing Indigenous Arts		65,000.00	19,922.09	45,077.91
Indigenous Visual Arts				



Indigenous Visual Arts Supp Expenses			68,782.95	
IVAISRRF034 RR Expenditure			164.63	
		-----	-----	-----
Indigenous Visual Arts		0	68,947.58	-68,947.58
		-----	-----	-----
Economic Development		144,863.70	157,485.88	-12,622.18
CARE FACILITIES				
Home Care Packages CACPS				
Home Care Pkg CACPS Revenue		109,603.61		
Home Care Pkgs CACPS Expenses			3,292.83	
DSS-Activity 4-2IW7K1Q Transitional		16,252.00		
Commonwealth Home Packages CHSP		137,311.04		
CHSP Covid19 Aged Care MealsOnWheels		12,408.62		
		-----	-----	-----
Home Care Packages CACPS		275,575.27	3,292.83	272,282.44
HACC - OPERATING				
HACC Op Grant Commonwealth DOHA		135,000.00		
HACC-Operating Exps-wages			84,965.62	
HACC Operating Exps non-wages			31,103.07	
State HACC Younger Persons Exp			3,938.56	
IEI Program Activity 4-ENHCUQN		55,260.00		
IEI Program Activity 4-ENHCUQN			31,623.51	
		-----	-----	-----
HACC - OPERATING		190,260.00	151,630.76	38,629.24
NJCP				
NJCP Operating Expenses			21,316.75	
		-----	-----	-----
NJCP		0	21,316.75	-21,316.75
Patient Travel				
		-----	-----	-----
INDIGENOUS ECO DEV - Grants Received		80,000.00		
		-----	-----	-----
INDIGENOUS ECONOMIC DEVELOPMENT		80,000.00	0	80,000.00
		-----	-----	-----
COMMUNITY SERVICE - DEPRECIATION		80,000.00	0	80,000.00
		-----	-----	-----



NJCP Radio Arts Culture 4-4XYYQVV		66,430.00		
NJCP Expenses Arts, Culture, Radio			33,238.18	
		-----	-----	-----
NJCP Arts, Culture, Radio		66,430.00	33,238.18	33,191.82
OFTA Indigenous Broadcasting Program				
		-----	-----	-----
		-----	-----	-----
RIBS		66,430.00	33,238.18	33,191.82
		-----	-----	-----
CARE FACILITIES		612,265.27	209,478.52	402,786.75
		-----	-----	-----
COMMUNITY SERVICES		804,291.89	462,325.72	341,966.17
		=====	=====	=====
<b>TOTAL REVENUE AND EXPENDITURE</b>		<b>7,063,439.02</b>	<b>2,738,283.02</b>	<b>4,325,156.00</b>



## 6.4 DIRECTOR WORKS AND BUILDING SERVICES REPORT (DW&BS)

### 6.4.1 Disaster Management

- LDMG pre- cyclone checks are completed, with all standby generators, full of fuel, battery checks and have been tested.
- Fuel order has been consistence with demand, extra fuel will be ordered during the week of shut down period.
- SES recruitment drive is ongoing with old members still having an interest.
- In process of procuring a new vehicle that will be able to tow the SES vessel and take extra load when required. Ongoing
- All cultural burns are now complete.
- WWASC has prepared as much as we can for the wet season.
- Hopefully the shops will be stocked up and can cater for the community in this time.

### 6.4.2 Civil

- Pre-cyclone clean-up underway, residence is asked to take all rubbish to the Kerbside so WWAASC can pick up and dispose of, this will be complete next week.
- Parks and Landcare crew are busy with keeping the community clean, also have tidied up the Art Centre garden beds and constructing a new nursery shade house.
- Civil crew ongoing with QRA projects, China Camp and Waterfall road.
- Big demands for water supply and delivery with residents in adjacent shires.
- Commencing works at the Waterfall road, including boxing out sections of damaged road and reinstate as per TMR standards.
- Preparation of Eco lodge site complete.
- Assist builders with set outs and trenching for footings and services at Eco lodge.
- Mechanic has done an inspection of WWASC current Plant and Machinerries, identified a few have gone past their used by dates and will incur a lot of maintenance costs onto Council.



### **6.4.3 Building**

#### **Eco Village at 60% complete**

- Materials are on site.
- 5 decking's/platforms are in completion.
- Ready for concrete - Tuesday pour, Ablution Block.
- Shelter area still to do
- Property Fencing still to do
- Pathways still to do
- Landscaping still to do

#### **Guest Quarters at 65% complete**

- Tiling will be completed by next week Tuesday 15<sup>th</sup>.
- Kitchen installation will take place on Monday next week 14<sup>th</sup>.
- Followed by final fix Plumbing
- Followed by final fix Carpentry
- Followed by final fix Electrical
- Property Fencing still to do
- Pathways still to do
- Landscaping still to do

#### **10 Plug-Ins**

- Construction Plans we have already
- 20% of materials are ordered – Cairns Hardware PO.
- Looking to start project in the New Year 2021

#### **Q Build Work Orders**

- Up to 200 work orders have come through the portal.
- Plumbing is all sorted by Elliott Briody and his crew- big thanks to them...
- Electrical is sorted between Ken Rappolt and Emperor Electrical.
- Carpentry is sorted by Council Building boys and Les Davis contractor.

#### **Planned Maintenance**

- Q Build has sent 5 Upgrade houses ready to quote
- 22 Hartwig street Upgrade- started demolition to Bathroom but still awaiting materials.



### 6.4.5 Capital Works

#### **Project:**

South Side Football Field upgrade:

- Australian turf management Have poisoned the field
- Due on site the 14 to start soil conditioning and re surfacing



#### **Project:**

ICCIP Recycle Centre:

- Waiting on Ergon to change transformer and connect power

#### **Project:**

Waterfall Road Rectification work:

- Bulk sub grade removal has been completed
- Gabion work at waterfall carpark completed
- Bitumen seal scheduled for 10-11-2020
- 400T of 2.3 road base has been delivered





**Project:**

Douglas St Road Rectification work:

- Bulk sub grade removal has been completed
- 400T of 2.3 road base has been delivered
- Bitumen seal scheduled for 10-11-2020

**Project:**

Splash Park

- Splash park pad started pad 100% complete
- Set out work to commence on 11-11-2020
- Concrete slab completed Balance tank completed



**Project:**

China Camp Geotechnical Rectification

- Gabion works completed
- Surveyors due on site to make out centre line of concrete road Concrete road
- 1 lane completed; Second lane due for completion on the 11-12-2020







**Project:**

Waterfall board walk

- Draft Design completed
- Survey completed

**Project:**

Wastewater Network Upgrade

- Stage 1 complete, replace air scour valves and construct new pits around sluice valves.
- Stage 2 clean and camera sewerage lines started 7-9
- New sewer from police station to sewer main completed
- Raising of sewer manholes 80% complete
- Sewer drain cleaning and camera report complete
- Replacement of main line water valves started

#### **6.4.6 Water and Sewer**

Sewerage Treatment.

- The plant has been performing well with very few problems.
- Briody plumbing have nearly completed the pit upgrades and are now repairing the faults found from the smoke and camera testing.
- We are still having problems with debris in the pits on southside. While this is improving it still causes issues with eso staff unable to predict when an overflow may occur. We get a lot of complaints about this, but they are attended to as soon as possible and spills are treated as per health guidelines. We have raised purchase orders for the septic tanks to be installed which will hopefully solve this ongoing issue.

Water Treatment Plant

- The plant is performing well with very few issues. Once again, we have had a clear round of testing from the Cairns lab. We have had issues with brown algae in the river and have had to clean the sinter filter weekly. This will go away with the first rains.





### **Recycle Centre**

- Once again, we have processed 19,000 items giving the council a return of \$1140.00. This will continue to grow as time goes on.

### **Splash Park**

- The piping and concrete have been laid.
- The next stage is the pump shed and paint the pad.
- The fittings are in transit from Canada and are expected in January.
- We are still on track for completion mid-February.

From all eso staff have a great Christmas and new year.

## **6.4.7 Animal Management/Environmental Health**

### **Training**

- Water and waste operational cert 3 course are currently still in the process of being completed. Training went for 2 weeks with 1 week of training left.
- Completed Authorized Officer cert3 training in Cairns, 3 weeks of online training and 3 days of face to face training in Cairns.
- TPHS came up for 3 weeks to complete Skin-Health Environmental Health Assessment

### **Monitoring:**

- Carcasses
- Crocodiles
- Sewerage plant
- Chlorine and turbidity
- Eroded soil from worksites
- Water tanks
- Bins



#### **Animals:**

- A few new registration papers were distributed to owners with new pets.
- We are due for monthly treatment and will commence in the upcoming weeks

#### **Comments**

- This month: has been busy with training and with a few new animals in town.

### **6.4.8 Art Centre**

#### **Highlights:**

- IACA, Indigenous Art Centre Alignment had its AGM this month. The art center manager was elected as treasurer. This will be the 4<sup>th</sup> year the manager has been treasurer.
- The trainee Art Centre Manager completed 4 zoom training sessions in November, Writing skills, art center governance and SAM data system training.
- HAAC held a morning tea on the veranda. This was a good opportunity for the elders to visit and have a look around the art center and see the new gallery space.

#### **Data:**

- Sales report for the month of November 2020, attached.

#### **Barriers & Issues:**

- The art center is still waiting on insurance payments for the damaged artworks from the flood in January 2019.
- It states in their contract agreement Section 3 j.

#### ***During the Term, the Art Centre must:***

***whilst the Artwork is in its possession or control, be liable for any damage that may occur to the Artwork and for the cost of repairs.***

I have attached a copy of the artists agreement and consignment notes for all the damaged artworks., We only pay 60% of the total price as the Council takes 40% commission.



<b>Item</b>	<b>Amount</b>	<b>Cost</b>	<b>Total</b>
<b><i>Paintings (catalogued, list attached)</i></b>	<b><i>74</i></b>	<b><i>\$ 16,480.00</i></b>	<b><i>\$ 16,480.00</i></b>
<b><i>Jewellery (catalogued, list attached)</i></b>	<b><i>152</i></b>	<b><i>\$ 7,230.00</i></b>	<b><i>\$ 7,230.00</i></b>
<b><i>4Prints on paper (catalogued, list attached)</i></b>	<b><i>51</i></b>	<b><i>\$ 3,670.00</i></b>	<b><i>\$3,670.00</i></b>
<b><i>This amount is the total cost before 60% is deducted to get artists payment.</i></b>			<b><i>\$27,380.00</i></b>

#### **Funding/Agreements/Financials:**

- We have received two payments for \$40,000 a total of \$80,000. This funding is for operational expenses and can be used to pay wages for art center staff. This funding was received through the federal government for IVAISRRF034 COVID-19 Relief funding.

<b>Expenditure for the month of November</b>	<b>Item</b>
\$2904	Top sugar creative, Creative layout and design for multi-page website  Photoshop and imaging work

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#### **Sales from 01/11/2020 to 30/11/2020**

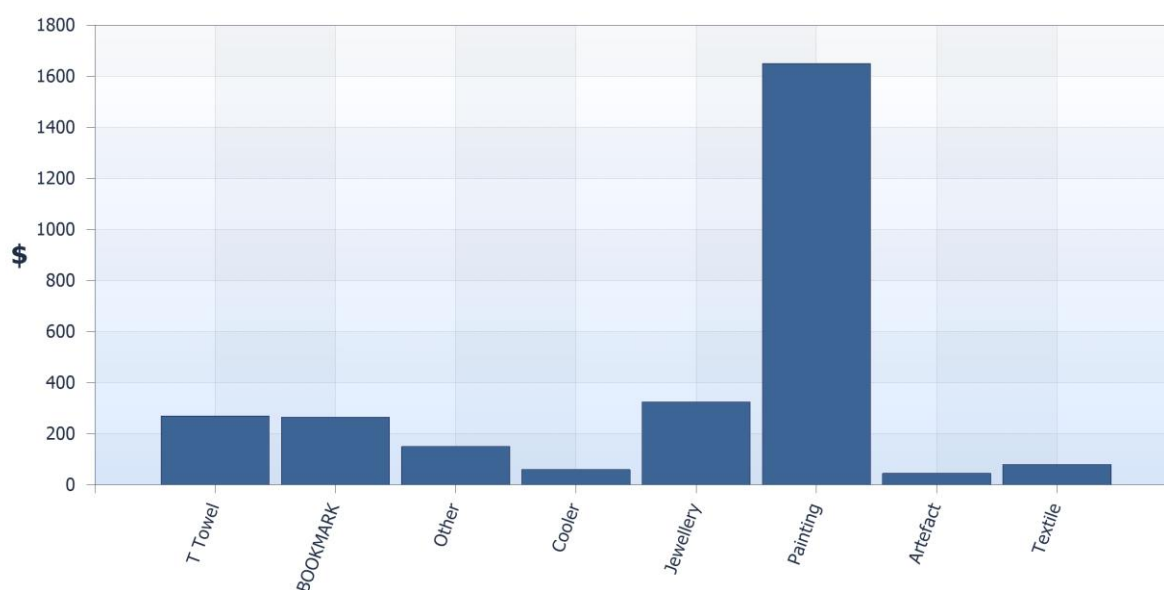
<b>Product</b>	<b>Items Sold</b>	<b>Value of Sales</b>
T Towel	15	\$270.00
BOOKMARK	13	\$265.00
Other	7	\$150.00
Cooler	6	\$60.00
Jewelry	6	\$325.00
Painting	5	\$1,650.00
Artefact	3	\$45.00
Textile	1	\$80.00



**Total Items Sold:**

**56**

**\$2,845.00**



#### 6.4.9 HACC

##### Funding and expenditure

- Spending for the month- November
- Cooktown Food and Ice Works- \$1854.74
- Ayton IGA Express- \$718.10
- N & A Bloomfield Trading- \$605.00- This order has been cancelled by (Anne Tare)
- Smithfield KMART- \$250.00

##### Issues with programs etc.

- Scan and send via printer not working. Called IT Fourier to assist. Error now fixed

##### General Information

- Naidoc Week - Clients- Morning Tea at The Wujal Wujal Art Centre. Morning tea was provided from Community Care Staffing. We had in total 18 clients and 5 staff attend. This has been the first Group Social Support achieved since February this year. Due to COVID-19. Below I have attached photo's Vikki Burrows-Art Centre Manager has Shot with all clients Verbal Consent. Please find attached in Photo's Section.



- Staff assisting clients in Stolen Wages enquiries. Clients have received their Forms. Staff explaining in a form that Clients understand.
- Twice daily shopping trips are increasing due to demand of clients needing more transport for shopping.
- Community Care Christmas BBQ breakup is organised for the 15<sup>th</sup> of December. Letter sent out to clients.
- Moving closer to Christmas. Discussed with staff, preparing clients for the Christmas and Wet Season break ahead. Frequent reminder to clients weekly to stock up on Essential needs, Food and Power Card. Clients will be sent out reminders and letter coming closer to breaking date.
- Menu has been created to allow for the break in staffing, it is to be allocated to Clients who receive meals over the break.
- Please note No staff from Community Care will be working skeleton crew over the break of 24<sup>th</sup> December -3 January 2021.

#### **6.4.10 Indigenous Knowledge Centre**

##### **November 2020 IKC Report**

- CEO and Executive Director for State Libraries Queensland came and inspected the facility and to see what programs we offer and how we are going through Covid 19.
- Satellite for the Wi-Fi has been installed and public use internet is now available. We can change time allowances and data download size to manage our data allocation.
- SLQ Fresh Start book exchange of 270 items has been completed.
- NAIDOC day kids came in and watched the short video produced by the Justice Group.
- Queensland Health discussed scabies control within the IKC and how to minimise the risk of spreading.
- Began planning school holiday activities.



## Projects

Project / Funding	Grant amount	Amount spent to date	Update
First 5 Forever – Kids Room	\$15,000	\$16,878.39	<ul style="list-style-type: none"> <li>Extended until 30/11/2020 due to Covid-19.</li> <li>Project complete and awaiting financial report for submission of funding agreement.</li> </ul>
Language Grant	\$15,000	\$5,179.70	<ul style="list-style-type: none"> <li>Extended to 31/07/2021.</li> <li>Further extension received.</li> <li>Working with Cultural Advisors on word selection for app.</li> <li>Error was made with the ordering of these items and payment has only just been made. Expected delivery is now December.</li> </ul>
Tech Savvy Seniors	\$3,716.50	\$1,616	<ul style="list-style-type: none"> <li>Extended until 31/05/2021 due to Covid-19.</li> <li>Error was made with the ordering of these items and payment has only just been made. Expected delivery is now December.</li> </ul>
First 5 Forever Mum's and Bub's	\$18,000	\$3,668.86	<ul style="list-style-type: none"> <li>Program on hold due to Covid restrictions, unable to accommodate more than 10 people whilst maintain 1.5 meters in the IKC.</li> <li>Have had meeting with the Wujal Clinic and working on starting the program at the commencement of the next school term with a focus on positive parenting and early literacy.</li> </ul>
Switched On	\$10,000		<ul style="list-style-type: none"> <li>Grant approved</li> </ul>
<b>Total</b>	<b>\$61,716.50</b>	<b>\$27,342.95</b>	



## IKC Expenditure

These items have been included in a previous report but due to a misunderstanding have had to be re-ordered and payment made in November.

Provider	Item	Amount	Funding	Comments
JB HIFI	2 x all in one computer	\$1,616	Tech Savvy Seniors	Had to be reordered and payed for in November
JB HIFI	3 x I pad's	\$1,930	Language Grant	Had to be reordered and payed for in November
Total		\$3,546.00		

## Staffing

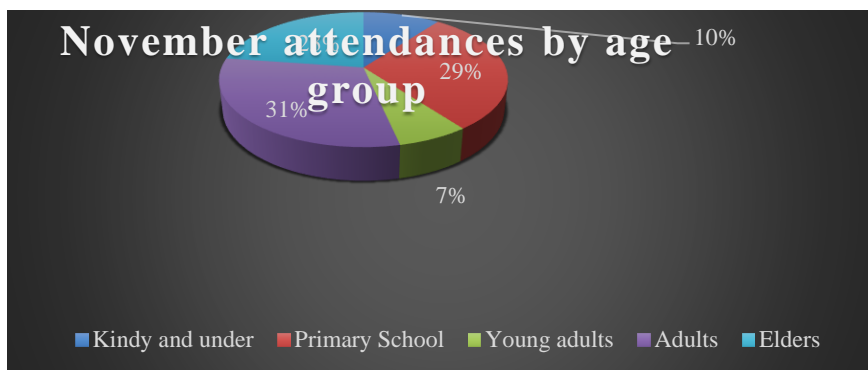
- The IKC has worked with My Pathways to secure a work experience person for three days of the week to assist with course delivery and general IKC operations. This is at no cost to council and in return the Head of IKC will mentor the work experience person and teach them computer skills, IKC processes etc. This agreement will assist in aiding job seekers to upskill and become job ready for when employment opportunities in community become available.

## Training

- Working on last assessment for Cert IV Leadership and Management
- ***Recommendations/resolution***
- Nil

## Statistics

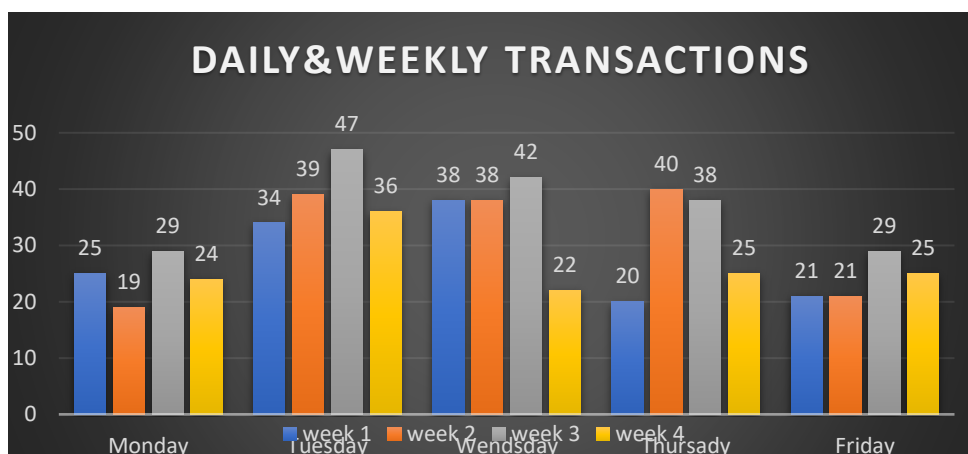
- Due to family illness the IKC was closed for two weeks of October which has affected the attendance statistics.
- 88 attendances throughout the month
- Two new members for November
- 13 loans



#### 6.4.11 Post Office

- Sales have been slowly increasing due to the charging of Third-party accounts (My Pathways) and sending of letters and parcels for Christmas season.
- The post office finances are keeping up with the demand from residents of Wujal as the Stolen Wages payouts have started to arrive into people's accounts
- Mail is slightly delayed due to new sorting measures in-place in most mail sorting centers and the Christmas demand, there will be delays of receiving mail and parcels over the next month.
- COVID-19 social distancing measures are still in effect.

**Update:** On the weekend of 02 of December 2020, the Wujal Post Office was broken into again. Nothing seemed to be taken or tampered with and was reported to the Council. A request to replace the locks on the post office doors and the RTC's kitchen door was accepted. Extra security has been put in place and approved by the Technical Services Manager in the post office with a donation of a trail-cam by Brett from Southern Cape Security he delivers the Post office Monies and is based in Cooktown.







#### 6.4.12 Centrelink

- Ability to engage Jobseekers with Maree Shipton for interpretation reasons.
- All equipment operational.
- Centrelink office closed from 25/12/2020 & re-opens 4/01/2021.  
Staff have advised community through notices that Centrelink recipients who need to report during this closure period can report by phone to **Services Australia** on **133276**.
- Jobseekers will be unable to utilise My Pathways to report. Notices to be displayed at My Pathway office to direct recipients to the Centrelink office.
- Centrelink & Pathways staff are continuing to remind recipients in the community of their reporting obligations during this period to prevent cancellation of their payments.

#### **Recommendation:**

That the Telstra payphone be made available for **free use** during the closure period to assist community with access to services.

- Services Australia equipment all operational.
- More community now using MyGov to access their accounts.  
(This has caused some issues with the number of customers using Services Australia's facilities to report their circumstances, such as longer opening hours to allow the customers to report as there is only one self-service terminal available for this task).
- Customers prefer using the terminal against using the phone to contact Centrelink.
- We now have a new trainee at Centrelink.

#### 6.4.13 Kindergarten

##### **Transition to school**

- The Kindergarten to Prep transition days were Thursday 12<sup>th</sup>, 19<sup>th</sup> and the 26th November
- The Kindergarten worked closely with the school to establish a Covid safety plan to protect children, staff and family

##### **Training**

- Two of the staff recently attend a residential in Cairns, both staffs are currently studying towards their cert 3

##### **First Aid Training**

CPR needs to be renewed.



### **Expenditure for November**

- Enlighten Press – Educational story books: \$187.00
- Ayton Iga -

### **Visitors**

- Qld Education
- CDCC
- Apunimipa
- Qld Health
- Creche & Kindergarten

### **Break- in**

In the last month there has been several children entering the Kindergarten which they are climbing over the fence to get in. This is happening between 4.30pm until 6.00pm and sometimes just until it's dark. This has also caused extra work on myself cleaning the mess that the children have left behind and sorting some of the vandalised equipment.

### **6.4.14 Remote Indigenous Broadcasting**

#### **Project:**

- I am currently working on a project called Freshwater/Saltwater show which will give me the opportunity to interview people.

#### **Funding & Spending:**

- There has been no spending for this month.

#### **Issues:**

- All issues regarding the computer has been resolved.

#### **Correspondence:**

- I have been corresponding with Black Star Radio and Indigenous student support officer Anthony Uiduldam about my course and that everything is finalised.

#### **Training:**

- My application has been finalised and the course commences on the 23.11.2020 and ends 30th June 2021.

### **Director Works & Building Services**

**Victor Mills**

**11 December 2020**

#### **RECOMMENDATION:**

That Council receives and adopts the (DW&BS) report for the month of December 2020.

7. CLOSED SESSION

Nil

8. GENERAL BUSINESS / LATE ITEMS
