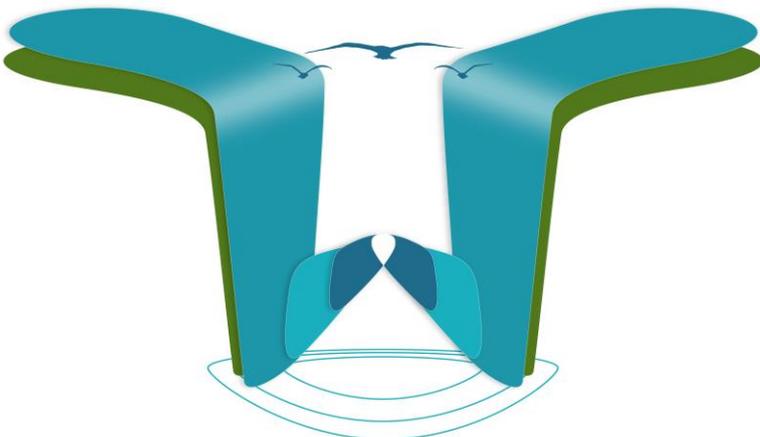


AGENDA

Ordinary Council Meeting
Thursday 18th March 2021
COMMENCING AT 9:00AM



WUJAL WUJAL
Aboriginal Shire Council

Wujal Wujal
Aboriginal Shire Council



WWASC COUNCILLORS

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

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



ORDER OF BUSINESS

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



1. WELCOME/MEETING OPEN

Mayor welcomes everyone and opens the meeting.

2. ATTENDANCE/APOLOGIES

VISITORS/PRESENTERS

VISITORS	
PRESENTERS	<p>Bruce Gibson, Community Engagement Manager Australian Bureau of Statistics for 2021 Census on 10 August. He may be accompanied by Narelle Nichols and Chris Davey.</p> <p>10.00am (40 minutes)</p> <p>Sha-lane Gibson and Shane Gibson to brief the Councillors, Deputy Mayor, Mayor & CEO about the Cooktown & Cape York Expo 2021.</p> <p>11:00am (30 minutes)</p>

3. CONDOLENCES/CONGRATULATIONS

4. COUNCILLOR OBLIGATIONS/DECLARATION OF INTERESTS

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

Declaration of Conflict of Interest on any item of business

Registers of Interest

5. CONFIRMATION OF MINUTES

Confirmation of Previous Minutes of meeting held 18th February 2021 as circulated.

Business Arising from Previous Minutes report given at the meeting.



6. REPORTS

6.1 Mayors Report

DATE	MEETING/ACTIVITY	LOCATION	DETAILS
2/3/21	Job Guarantee Workshop CYP	Cairns	
2/3/21	QRA workshop	Cairns	Development of Regional Resilience Strategy
3/3/21	TCICA meeting	Cairns	
4/3/21	Education Forum	Cairns	
9/3/21	Special Council Meeting	Wujal Council Chambers	Meeting with Deputy Director General DSDILGP Natalie Wilde and LGAQ member Tony Goode
9/3/21	Teleconference with members from Queensland Education and Deputy Mayor Tayley	Wujal Chambers	Shortlisting meeting with panel members for selection of Principal for BRSS
10/3/21	Reef Guardian Working Group Meeting	CEO's Office	Attended for a part of the meeting
10/3/21	Meeting with Pastor Brendan Smith and Deon Williams from the Seventh Day Adventists	Mayor's Office	
15/3/21	Working group meeting with Tracey Ludwick	Training Room	Cancelled due to sorry business
17/3/21	Follow up LTC meeting with state and Commonwealth reps	Wujal council chambers	Cancelled due to sorry business



			33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
GENERAL BUSINESS			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting.	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR
Council Meeting held 20 February 2020			
Res: 0820022020	That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved.	In Progress/ On Hold	Still advocating for funding.
Res: 0920022020	That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders	On Hold	
Council Meeting held 19 March 2020			
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.
Council Meeting held 23 April 2020			
6.2.1 Res: 0523042020	That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed



	<p>RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter.</p> <p>Further,</p> <p>the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility. CEO to inform Visionstream Pty Ltd.</p>		
Council Meeting held 21 May 2020			
General Business	<p>Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.</p>	Ongoing	<p>15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. They will get back to Council re our video suggestion</p>
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	CEO to inform Jack and	Advice provided to applicant 30 June 2020



	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.	Tracey Ditchfield in writing that the Council accepts their offer.	
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 2021 Special and Show Holidays are as follows, Friday 16 July 2021 Cairns Show Day Show Holiday Friday 24 Sept 2021 Wujal Wujal Rodeo Day Special Holiday Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday	CEO to notify Office of Industrial Relations	Complete
6.2.3 Res No. 0516072020	21 Hartwig Street – Social Housing Register 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.	CEO to advise DHPW	Complete
Guest Speaker	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.	CEO to sign MOU	Complete
Closed session Res No. 1216072020	That Council appoint or engage NCP Contracting to undertake, design and construct the Wujal	CEO to sign contract	Complete

	Splash Park AS2124 (Local Buy contract BUS270) to the value of \$871,490 excluding GST outlined in the 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
Council Meeting 17 September 2020			
CEO Report Res No 0417092020	Council adopted Planning Scheme alignment amendments, Advertise Notice and publish in Government Gazette	CEO	Complete
Council Meeting 15 October 2020			
CEO Report Res No 0315102020	Advise TCICA Council is supportive of TCICA working with the Cape York Institute to advocate for the Job Guarantee Policy to be implemented	CEO	Complete
Council Meeting 17 December 2020			
	Offer Café Lease to Mr Towning at reduced rent and electricity waiver for 12 months	CEO	Complete
Council Meeting 22 January 2021			
CEO Report Res No 0321012021	Council advise Life without Barriers that council is unable to assist as there is no accommodation available.	CEO	
CEO Report Res No 0421012021	Council advise Mr Towning that it is agreed to include the gas charges in the 12month moratorium/waiver and commencement of the lease to coincide with the opening of the café.	CEO	Complete, Lease now being prepared



CEO Report Res No 0421012021	That Council advises Ms Fullagar that the Café lease is not available due to the acceptance of an earlier expression of interest.	CEO	Complete
CEO Report Res No 0521012021	Council advise Volt Advisory that it is supportive of the application to the Regional and Remote Communities Reliability Fund and provide a letter outlining that support	CEO	Complete
Council Meeting 18 th February 2020			
General Business	That Council lodge a CRM to Cook Shire Council requesting that the potholes on the road from Ayton to Wujal be repaired and request that the long grass on the sides of the Rossville Bloomfield road be slashed.	CRM 4313/2021 was lodged on the 18/2/21 by Executive Assistant at the request of the CEO	Complete Potholes were repaired on the 21 st and 22 nd February. Roadside slashing complete

6.2.1 Future Aged Care and Residential Developments Native Title

Council has a number of future projects that require Native Title to be dealt with before they can proceed. These include residential developments and a future Aged Care facility.

The residential development is to be carried out in two locations, Lot 2 on SP301682 (The old Sports Ground) and Lot 43 on SP279562 (land adjacent to the Men’s Shed)

The Aged Care facility is planned for Lot 134 on SP263792. This lot is currently part of the Police lease and it has been agreed to cancel this lease and issue a new lease in favour of Council for the future development.

As each of the Lots is within the Deed of Grant in Trust (DOGIT) it is necessary to clear Native Title. This is usually achieved by negotiating an Indigenous Land Use Agreement (ILUA) with the Native Title holder Registered Body Corporate, Jabalbina.

An ILUA negotiation usually takes a couple of years to negotiate and have registered with the Native Title Tribunal. This timeframe creates an issue for Council as the new housing on Lot 2 is due to commence shortly when the Commonwealth housing allocation of \$2,352,941 is released. The new lease of Lot 134 cannot be issued until Native Title is obtained.

The Native Title Act 1993 Section 24JAA gives provisions for specific future acts such as public housing or health facilities to occur without an ILUA being in place. The State gives the Native Title holder a notice and the two parties negotiate and compensation for the Native Title is paid by the State to the Native Title holder.



The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (formerly DATSIP) have indicated they will act on Council's behalf to progress the S24JAA notices. However, they require a resolution from Council to proceed.

RECOMMENDATION:

Wujal Wujal Aboriginal Shire Council as Trustee of the Wujal Wujal Deed of Grant in Trust hereby engages the Program Office within the DSDATSIP to progress the relevant 24JAA notices, all administrative matter associated with the notice:

- Social Housing subdivisional development, construction of houses, road openings and leases near the men's shed within lot 43 on SP279562; And
- Social Housing subdivisional development, construction of houses, road openings and leases within lot 2 on SP301682; and
- Construction of an aged care facility, associated infrastructure, and any required future lease within lot 134 SP263792

6.2.2 Community Safety Plan – Adoption

Councillors may be aware that the Alcohol Management Plans for indigenous communities underwent a lengthy review by the State Government. As a result of that review the Government implemented a new strategy called a Renewed Approach to Alcohol Management. This strategy enables Councils to determine minor changes in the AMP in place for their community.

The strategy requires communities to have a Community Safety Plan (CSP) that deals with any proposed change to the AMP as well as the other issues around community safety such as family and domestic violence, school attendance, child safety, problem gambling etc. This was timely as the Wujal Wujal Community Safety Plan was adopted in 2012 and was well overdue for a review.

The Community Safety Committee was reconvened and commenced a review of the CSP together with a comprehensive survey of the community on their views around alcohol. The members of the Community Safety Committee are the leading services contributing to the health, safety and wellbeing of the Community, comprising of, Wujal Wujal Aboriginal Shire Council, Wujal Wujal Justice Group, Wujal Wujal Clinic (Qld Health Primary Health Care Centre), Queensland Police Service, DATSIP and Bloomfield Primary school. Council's representatives are the Mayor, Deputy Mayor, Cr Vanessa Tayley and the CEO

This report presents the Draft Community Safety Plan **2020-2025** for adoption and is accompanied by a report from the Community Safety Committee on the preparation of the CSP and the results of the survey. Both documents have been circulated and are tabled at the meeting.

RECOMMENDATION:

That Council Adopt the Wujal Wujal Community Safety Plan 2020-2025.



**6.2.3 Northern Australian ATSIM (Aboriginal Torres Strait Islander Ministries)
Request to run program and use of facilities**

Council has received a request from the Seventh Day Adventist Pastor from Weipa Mr Levi Mote on behalf of Northern Australian ATSIM (Aboriginal Torres Strait Islander Ministries) to run a community program in Wujal Wujal. An extract of the letter is included below.

The request is also for use of the Community Hall and permission to camp at the sports oval with use of shower and toilet facilities from 27 June 2021 to 3 July 2021

We are requesting your permission to provide a community program not only for our church members in Wujal Wujal but also to the wider community. Our program consists of two parts:

- 1. STORM Co (this is a program geared for kids in community games and activities.)*
- 2. Faith Presentations (this is a program specifically designed for people who would like to grow their spiritual faith.)*

Details: ORGANISATION: Northern Australian ATSIM (Aboriginal Torres Strait Islander Ministries). PROPOSED DATES: 27 June-03 July 2021 EQUIPMENT: We will provide all equipment needed for activities. VENUE: Request of PCYC Hall ACCOMMODATION: We will provide our own tents for accommodation but request the usage of the football field for our tents and the toilet and shower block.

I thank you in advance for considering our request and hope that this program may become a blessing for your community.

RECOMMENDATION:

That Council approve Northern Australian ATSIM (Aboriginal Torres Strait Islander Ministries) the use of the Community Hall in consultation with the Wujal Wujal Justice Group

Further that Northern Australian ATSIM (Aboriginal Torres Strait Islander Ministries) be advised that camping at the Sports Field and use of the facilities is available at a cost in accordance with Council’s schedule of fees and charges.



6.3 Financial Controllers Report

Via phone



6.4 Department of Finance & Corporate Services Report

6.4.1 Dept of Local Government appointed Financial Controller- BDO Services Pty Ltd

Council is continuing to work with Department appointed Financial Controller attending to queries and information requests

Three Financial Controller staff are now set up as signatories to the Council ANZ bank account

6.4.2 Operating result as at 28 February

Year to date surplus is \$3.98m with revenue at \$8.17m and expenses at \$4.19m

Practical Revenue & Expenditure year to date as at 28 February- **Attachment 1**

6.4.3 Finance Manager Report- Lynette Simbil

Cash Flow is up to date & total Bank Balance as at 28 February is \$913,426.79 with large deposits received during the month as follows:

Deposit made by	Reason for deposit	Amount
DLGRMA	SGFA & IEDG 2020-21	\$147,974.50

Credit Card Reconciliation is completed and up to date as at 28 February 2021

Just a quick snapshot of the picture as at 28 Feb 2021:

Bank Account	Amount Balance	Assumptions
Westpac Acc 919	\$ 25,042.92	
Westpac Acc 276	\$ 9,999.60	
Westpac Acc 1057	\$ 164,578.34	
Westpac Acc 851	\$ 242.59	
Westpac Acc 287	\$ 705,802.00	
ANZ 246	\$ 7,761.34	
	\$ 913,426.79	
Less: Quarantined Monies	\$ 705,802.00	
Cash available at 28 Feb 2021 for Council's creditor payments & wages	\$ 207,624.79	
Unpaid Creditors Transaction Listing as at 28 Feb 2021	\$ 836,887.29	
Open Purchase Orders Report as at 28 Feb 2021	\$ 2,113,981.63	Based on assumption that all Open PO's will be paid
Total creditors & commitments at 28 Feb 2021	\$ 2,950,868.92	
Cash required to pay 28 Feb 2021 creditors and commitments balances	-\$ 2,743,244.13	

6.4.4 Accounts Payable Officer Report- Vivien Donahue

Open Purchase Orders

As at 28 February 2021, open purchase orders to the value of \$2,113,981.63 which is a true reflection of what Council owes its suppliers/contractors.

Aged Creditors as at 28 February is \$556,322.29 of which \$478,744.30 is aged more than 30 days

Summary of creditors run for the month

Payment date	Total payment	Comment
04/02/2021	\$99,866.81	GCAC Enterprises - \$12,156.71, Quicksilver Construction - \$14,212, Torres & Cape Hospital - \$15,622.68 & Total Eden - \$31,768.64
12/02/2021	\$99,970.75	FNQ Pipelines - \$50,000, Lowes Petroleum - \$18,680.86 & Telstra (November Bill) - \$10,531.99
18/02/2021	\$99,956.61	ETS Groundworks - \$40,000, Nambal - \$11,000, Prospect Group - \$19,136.22 & Telstra - \$10,555.02
26/02/2021	\$100,411.97	ETS Groundworks - \$15,000, FNQ Pipelines - \$20,000, Nambal - \$13,627.17 & Northern Traffic Control - \$18,865

6.4.5 Accounts Receivable Officer Report- Melita Baird

Invoicing

38 Work Orders for Responsive maintenance totalling \$40,913.97 for February

QBUILD invoicing comparison

Month	2020	2019	Variance
February	\$40,913.97	\$5,428.50	\$34,465.47

Aged debtors

90 Days Aged	\$49,911.82
60 Days Aged	\$2,626.68
30 Days Aged	\$22,120.92
Current	\$56,771.79
Total	\$131,432.21

6.4.6 Payroll Officer Report- Renelle Shipton

Employees as at 28 February	65
Resignations/terminations	1

Summary of Pay-run for the month

Pay period	Pay period ending	Total gross payment
31	02/02/2021	\$81,581.51
Special Pay – Termination	03/02/2021	\$653.18
32	09/02/2021	\$80,599.79
33	16/02/2021	\$81,298.32
34	23/02/2021	\$87,728.00

Annual leave liability

Annual leave liability report is reviewed monthly – as at 28 February, one employee has more than 8 weeks’ worth of annual leave balance accrued

6.4.7 Information Management Officer- Wendy Rowlands

Information Management

Continued and ongoing filing and document management in Magiq, our common drive “H”, SharePoint, Outlook, Practical and all other Council data bases. The records donga developed a leaking roof in the recent heavy rains. This is impacting on records that we are required to keep permanently. They will have to be moved to another shelf which will require manpower, and this will leave the rear shelf empty which will severely impact on storage space for future archiving. See photos below.



IT Management

A significant event occurred in February one of the hard drives in our main office server has failed and requires immediate replacement. The Purchase Order to extend the warranty is with FC for approval. If the server fails, we have no on-site backup server.

A total of 85 tickets raised during the month- Fourier: 58, Telstra: 27

**RECOMMENDATION:**

That Council receives and adopts the DF&CS report for the month of February 2021

Director Finance & Corporate Services**Harish Nair****08 March 2021****Attachment 1 - Practical Revenue & Expenditure year to date as at 28 February**

All report groups. 67% of year elapsed.)

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	REVENUE	EXPENDITURE	SURPLUS/ DEFICIENCY
	28-Feb-21	28-Feb-21	28-Feb-21
CORPORATE SERVICES			
SQW First Start Grant 2020-21	30,000.00		
Sundry Income	14,631.40		
Skilling Qld Work Admin			
Traineeship	29,600.00		
Refunds & Reimbursements	868.18		
Hire Fees-Council Facilities	4,886.37		
Power Cards Revenue	2,402.61		
Power Card Expenses		4,284.09	
Admin Operating Expenses		551,191.79	
Maintenance Costs-Eqpt		1,900.00	
Internal Audit		8,000.00	
Legal, Town Planning & Consultancy		10,891.37	
Insurances		115,027.52	
Audit Fees		76,893.36	
IT Management-Wages		19,172.16	
IT Management-non wages		145,732.09	
Insurance-Damage to Council			
Property	27,022.32		
Admin Overhead Recoveries		-145,994.80	
Administration Training Costs		1,575.00	
Community Funeral Expenses-non wages		909.09	
Cultural Engagement Unit Expenditure		108,853.90	
	-----	-----	
General Administration	79,410.88	901,618.55	
Finance			
FAGS Grant	443,923.50		
Finance - Grants - SGFA	1,266,057.00		
Profit/(Loss) on Disposal of NCA	-34,084.63		
Interest Income from Investments	206.91		



Joint Venture Investment Income	100,000.00	
Joint Venture JV Placement Income	390,000.00	
Bank Fees and Charges		2,470.16
Bad & Doubtful Debts		87,235.81
	-----	-----
Finance	2,166,102.78	89,705.97
Community Agencies		
Commission and Sales-Post Office	24,495.12	
Commission-Centre Link	15,791.09	
Centre Link Agency Costs		29,431.15
Bank Agency-PO Costs		22,278.61
	-----	-----
Community Agencies	40,286.21	51,709.76
Employee Costs and Recoveries		
Superannuation Expense		279,979.22
Annual Leave Expense		248,412.30
Christmas Gift Leave		57,105.07
Sick Leave Expense		74,857.61
Bereavement Leave		6,766.49
Public Holidays		79,342.93
Long Service Leave Expense		31,297.19
Floating Plant & Loose Tools		385.45
Workcover Insurance and Costs		35,138.99
Recoveries-Superannuation		-210,325.62
Recoveries-Annual Leave		-192,067.75
Recoveries-Sick Leave		-69,810.62
Recoveries-Public Holidays		-67,942.38
Recoveries-Long Service Leave		-33,009.74
Recoveries-FP<		-14,487.90
Recoveries-Workcover		-22,955.45
Recoveries-WH&S		-14,080.93
Recoveries-Training		-14,080.93
	-----	-----
Employee Costs and Recoveries	0	174,523.93
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CORPORATE SERVICES	2,315,799.87	1,217,558.21
CORPORATE GOVERNANCE		
Executive		
Governance Expenses		214,103.66
Councillors Remuneration		223,581.10
Councillors Conference/Workshop Expenses		10,896.12
Other Operating Expenses		12,955.91
Elections		2,803.95
DES Grant 2021 Rodeo	20,000.00	
	-----	-----
Executive	20,000.00	464,340.74
	-----	-----
CORPORATE GOVERNANCE	20,000.00	464,340.74
TECHNICAL SERVICES		



Technical Services Office		
W4Q 2019-2021 Round 2	436,000.00	
2020-21 COVID W4Q	535,000.00	
DRFA FNQ Monsoon 25/01-14/02/19	259,124.21	
2018-19 QDRF \$220000		84,736.24
Counter Disaster Expenses-Wages		3,653.04
Counter Disaster Expenses-Non-Wages		11,375.53
Works External Plant Hire Revenue	2,149.86	
Works Administration Costs		376,284.23
Works Overhead Recoveries		-56,068.90
Freight Operating Expenses		10,730.19
Works Training/Tickets/Licence Renew		9,687.19
	-----	-----
Technical Services Office	1,232,274.07	440,397.52
Street Maintenance		
Works Street Maintenance Costs		1,849.74
	-----	-----
P&G Maintenance Costs		298,601.43
	-----	-----
Recoverable Works		
2017-18 CYRP Projects Claims	933,086.79	
DATSIP Funded Works	-5,000.00	
Works Private Works Costs		2,280.45
DTMR Boat Ramp Expenditure		1,188.65
	-----	-----
Recoverable Works	928,086.79	3,469.10
Service Station		
Service Station- Fuel Sales	79,301.66	
Service Station Gas Sales	5,728.08	
Service Station Operating Expenses		950.71
Cost of Fuel Sold		-5,976.29
Cost of Gas Sold		140.9
Service Station - Wages		26,409.41
	-----	-----
Service Station	85,029.74	21,524.73
Workshop		
Workshop Operating Expenses		101,178.99
	-----	-----
Plant Operations		
Plant Repairs & Maintenance		150,985.42
Plant Recoveries		-146,617.77
Plant Hire Recoveries		-150,041.10
	-----	-----
Plant Operations	0	-145,673.45
Water Supply		
Fees & Charges-Water Supply	368,480.00	
Water Supply Operating Expenses		223,799.64
Water Supply Maintenance Costs		40,804.64



Water Supply	368,480.00	264,604.28
Sewerage Services		
Fees & Charges-Sewerage	414,377.34	
Sewerage Operating Expenses		125,937.40
Sewerage Maintenance Costs		4,256.43
Environment and Waste		
Fees & Charges-Garbage	125,941.02	
Waste Management Levy	41,909.48	
Rubbish Collection Bins		57,435.01
Ferrous Metals Removal Expenses		1,673.52
Recycle Centre Exp - wages		3,855.00
Recycle Centre Exp - non wages		798.65
Containers for Change Income	16,227.71	
Containers for Change Expenses		18,430.66
DES Small-Scale Infrastructure Grant	45,978.06	
Operating Expenses -Env & Waste		3,350.59
Environment and Waste	230,056.27	85,543.43
ATSI PUBLIC HEALTH		
ATSI - Public Health Grant 71406	132,016.00	
ATSI - Salaries & Wages		6,001.34
ATSI - Other project costs		70,094.71
ATSI PUBLIC HEALTH	132,016.00	76,096.05
Buildings		
Building Rental Revenue	110,723.11	
Sports Oval Camping Fees	60.71	
Staff housing rental	12,960.00	
Lease/Rent Council Facilities	20,862.25	
2017-18NDRPCycloneRefuge		
WWASC.12.18	490,000.00	
Building Operating Expenses-Wages		43,531.52
Building Operating Expenses-Non-wage		6,021.49
Buildings Rep & Maintenance- Wages		227,338.89
Buildings-Rep & Maintenance Non-Wages		87,974.62
Building Services Training Costs		2,683.28
Laundromat Operating Expenses		2,703.39
Recoverable W-BAS Responsive Rev	228,454.56	
BAS DPHW Responsive Expenditure		289,855.24
Creditors on cost Recovery		-379,046.69
Wages on cost Recovery		-94,179.44
BAS DPHW Planned Maint. Revenue	191,233.00	
BAS DPHW Planned Maint. Driveways	186,981.46	



BAS DPHW Planned Maint. Expenditure		294,896.45
Interim Remote Capital Prg Expenses		101,611.15
	-----	-----
Buildings	1,241,275.09	583,389.90
	-----	-----
TECHNICAL SERVICES	4,631,595.30	1,861,175.55
	-----	-----
CORPORATE SERVICES	6,967,395.17	3,543,074.50
COMMUNITY SERVICES		
SES - OPERATIONS		
Subsidy-SES Operating	13,550.60	
SES Operating Expenses		409.1
	-----	-----
SES - OPERATIONS	13,550.60	409.1
COMMUNITY PROJECTS		
KINDERGARTEN		
Grant - DETE Kindy	67,142.82	
KINDERGARTEN - Operating Expenses		126,342.01
	-----	-----
KINDERGARTEN	67,142.82	126,342.01
	-----	-----
COMMUNITY PROJECTS	67,142.82	126,342.01
LIBRARY		
LIBRARY - Operating Exp		26,581.65
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	42,420.52
COMMUNITY SERVICES MANAGEMENT		
Get Ready Queensland Grant	4,831.20	
Get Ready Expenses		1,581.24
	-----	-----
COMMUNITY SERVICES	4,831.20	1,581.24
LANGUAGE PROGRAM		
Indigenous Language AG Grant Exp		1,782.01
	-----	-----
LANGUAGE PROGRAM	0	1,782.01
NAIDOC		
NAIDOC - Grant Received	250	
NAIDOC Operating Exp		6,646.36
	-----	-----
NAIDOC	250	6,646.36
Arts Centre - Cafe Expenses		12.89
Arts Centre - Cafe	0	12.89



Cultural - Arts Centre		
Arts Centre - Gallery Revenue	32,814.29	
Arts Centre - Gallery Purchases		18,609.47
	-----	-----
Cultural - Arts Centre	32,814.29	18,609.47
IRADF		
IRADF - Grant 2012_13	0	
IRADF Wages Exp		646.88
IRADF non-wages exp		6,128.03
IRADF Grant 2020-21	25,000.00	
IRADF Wages Exp		0
IRADF Non-wages exp		0
	-----	-----
IRADF	25,000.00	6,774.91
ARTS QLD- INDIGENOUS ARTS FAIR		
Arts Centre-Council Funded Costs		17,925.96
	-----	-----
ARTS QLD- INDIGENOUS ARTS FAIR	0	17,925.96
Backing Indigenous Arts		
BIA IAC Operating Grant	65,000.00	
BIA Expenses wages		3,953.21
BIA Expenses non-wages		25,361.61
	-----	-----
Backing Indigenous Arts	65,000.00	29,314.82
Indigenous Visual Arts		
Indigenous Visual Arts Ind Supp		
IVAI	146,430.00	
Indigenous Visual Arts Supp Expenses		94,936.48
IVAISRRF034 RR Fund	40,000.00	
IVAISRRF034 RR Expenditure		2,195.01
	-----	-----
Indigenous Visual Arts	186,430.00	97,131.49
	-----	-----
Economic Development	335,825.49	222,199.67
CARE FACILITIES		
Home Care Packages CACPS		
Home Care Pkg CACPS Revenue	158,183.57	
Home Care Pkgs CACPS Expenses		6,775.77
DSS-Activity 4-2IW7K1Q		
Transitional	16,252.00	
Commonwealth Home Packages		
CHSP	205,966.56	
CHSP Covid19 Aged Care		
Meals on Wheels	12,408.62	
CHSP Covid19 Aged Care Meal Expenses		2,182.57
	-----	-----
Home Care Packages CACPS	392,810.75	8,958.34
HACC - OPERATING		
HACC Op Grant Commonwealth		
DOHA	135,000.00	
HACC-Operating Expenses-wages		122,352.65



HACC Operating Expenses non-wages		44,710.69	
HACC Op State Younger Persons Grant	0		
State HACC Younger Persons Exp		5,579.32	
IEI Program Activity 4-ENHCUQN	110,520.00		
IEI Program Activity 4-ENHCUQN		67,332.34	
	-----	-----	
HACC - OPERATING	245,520.00	239,975.00	
NJCP			
NJCP Operating Expenses		2,622.08	
	-----	-----	
NJCP	0	2,622.08	
	-----	-----	
INDIGENOUS ECO DEV - Grants Received	80,000.00		
	-----	-----	
INDIGENOUS ECONOMIC DEVELOPMENT	80,000.00	0	
	-----	-----	
COMMUNITY SERVICE - DEPRECIATION	80,000.00	0	
NJCP- Radio Arts Culture 4-4XYYQVV	66,430.00		
NJCP Expenses Arts, Culture, Radio		46,558.31	
	-----	-----	
NJCP Arts, Culture, Radio	66,430.00	46,558.31	
RIBS	66,430.00	46,558.31	
	-----	-----	
CARE FACILITIES	784,760.75	298,113.73	
	-----	-----	
COMMUNITY SERVICES	1,201,279.66	647,064.51	
	=====	=====	=====
TOTAL REVENUE AND EXPENDITURE	8,168,674.83	4,190,139.01	3,978,535.82



6.5 Department of Works & Building Services Report

6.5.1 Disaster Management

LDMG – meetings

All services are on standby for any events

6.5.2 Civil

Parks and Landcare trying their best to keep up with the beautification of the community

Civil crew have limited works, awaiting project recommencement

DW&BS ongoing with funding submissions for civil works.

6.5.3 Building

QBUILD Works

Maintenance Programme – most work orders are waiting on materials; we received a lot of glass panels which will close off a lot of work orders.

Workflow		
Unscheduled		57
Work In Progress		187
Awaiting Approval		0
Completed		126
Invoiced		290
Field Workers		
Carpentry		63
Electrical		47
Painting		1
Pest Control		32
Plumbing		38
Yard Work		6

Planned Maintenance –

22 Hartwig St Bathroom Upgrade, work started @ 40%

94 Hartwig St OT modifications, works will commence in 2 weeks.

Eco Village – Work commenced, toilet block being erected

Guest Quarters – Internal work commenced with Mark Cassar. 15th March.

Sports Hall Kitchen Upgrade – work will commence in April. Have quotes already for the kitchens.

6.5.4 Capital Works

Projects:

South Side Football Field upgrade:
Australian turf management on site
Field has been ripped and raked
Lime & gypsum spread on field



ICCIP Recycle Centre

Power connected to shed
Electrical connection of bailer & crusher to be completed by WWASC

Splash Park
Splash park started, concrete pad 100% complete
Balance tank and underground pipe work completed
Project on hold till April 2021

China Camp Geotechnical Rectification:
Drain and runoff scour protection 60% completed
Wet weather affecting earth works

Wastewater Network Upgrade
Earth works completed
3 Kubota tanks installed
Irrigation field, pipe and sprinklers installed





6.5.5 Water and Sewer

Water Plant

The plant is operating well. With very few problems in February.

Water testing from Cairns Laboratory has returned a clear result both from Wujal and Ayton

Sewerage treatment plant

The plant is running well. The new Kubota tanks have been installed. Now waiting for them to be connected. The effluent results are little higher than normal due to the RCBS being disconnected this will return to normal or better once the Kubota tanks are connected.

The piping and spray irrigation on the effluent field have been laid now waiting for tanks and pumps to be installed.

We have had more pump blockages on the southside pits. The staff have had to clean out 2 pumps with baby wipes being the main problem.

Recycle centre

The turnover has increased this month with a daily turnover of 885 items an increase of 150 items per day. People are starting to use Wujal rather than Cooktown

6.5.6 Animal Management/Environmental Health

General animal management duties

A lot of new pups in Wujal, owners are reminded to register animals with Council and get treatments done.

Croc aware signs have been ordered to be in place at the river pump and at southside.

Assisting water/waste staff with failed pump station and water sampling.

6.5.7 Art Centre

Highlights

This month we have had better attendance with more artists coming in for My Pathway- work for the dole activities.

The artists have been very busy creating new artworks this month with over 30 new pieces made.

Bloomfield River State School came to visit the art centre this month. The kids interviewed the artists about their artworks and had a tour of the gallery.

The art centre staff worked with the IKC Manager to pick artworks suitable for the new language app that is being made through the library for the community.

Assistant art centre manager's training commenced this month through 'IACA Indigenous Arts worker Program' (IIAP) a yearlong Arts worker training pilot program. The training is delivered via Online zoom training every Wednesday. This month was - Artwork pricing and customer service.

Data

Sales report for the month of February 2021, attached.

Barriers & Issues

Organising workshops and art materials for professional development before June 2021. Due to COVID the Council had to rollover Arts Qld funding to 20-21 as we could not hold any workshops in 2020. Trying to find available consultants and dates is challenging as there is only a few months left after the wet season to achieve outcomes that follow the funding guidelines.

Funding/Agreements/Financials

Council are now under a Financial Controller until 30 June 2021 and the art centre will take direction from the Council finance team when needed.

Expenditure for the month of February 2021	Item
\$850.00	Desart Inc- SAM database maintenance and support fee for 1-year 2021.



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

Sales from 01/02/2021 to 28/02/2021

Product	Items Sold	Value of Sales
Jewellery	1	\$40.00
BOOKMARK	3	\$60.00
Cooler	2	\$20.00
T Towel	1	\$20.00
Other	2	\$50.00
Postcard	1	\$20.00
Painting	2	\$0.00
Textile	5	\$530.00
Artefact	1	\$20.00
Total Items Sold:	16	\$760.00



6.5.8 HACC

Funding and expenditure

11/02/2021- Cooktown Food and Ice Works-\$580.93

11/02/2021-Cooktown Food and Ice Works-586.12

23/02/2021-Cooktown Food and Ice Works-\$406.02

Issues with programs etc.

Issues with MY AGED CARE PORTAL- Called my aged care- Grandfathered Tile added to MAC- MY AGED CARE TEAM ADDED Stephanie on MAC AS ADMINISTRATOR- Grandfathered CHSP report has been extended to the Friday 26th of March to be submitted-close to finalising this report.

Client/s Correspondence

HCP client- has been transported to Kubirri Aged Care Centre on the January 28th has been doing well in respite. Renovation haven't taken place yet.

Client is now back home in Ayton. Client had travelled to Cairns on the 17/01/2021-for appointment for radiation, had radiation treatment for 5 weeks.

Client has been picked up by staff on the 23rd of February in Cooktown hospital. Client has swallowing difficulty and has been put on thickened fluids and minced and moist diet. This has been put in place from Speech Pathology, Dietician. Staff had been providing meals to client. There are many concerns around this. Co-ordinator has emailed correct personnel concerns.

Reporting

HCP Medicare claim has been submitted

QCSS reporting has been submitted

Performance report training updated

Staffing

Police Checks need to be submitted for **(2)** Staff-Overdue-due to Identifications- will Submit this month for compliance.

Training if any

Coordinator is organising Training for Certificate 111 in Individual Support through TAFE QLD for two staffing that has not yet completed the Training. Tafe and coordinator is seeking other training that is relevant to job descriptions to undertake. Training dates and studies have not been finalised yet.

Fire training organised for the 24th of March for Community Care Staffing- Compliance

6.5.9 Indigenous Knowledge Centre

Mum's and Bub's Group

Mum's and Bub's group attendance is increasing and adding new information and activities as we go. This month was about nutrition and early literacy with the inclusion of head's, shoulders, knees, and toes in Kuku Yalanji for parents to take home and sing to their children.

Lauren Erikson from State Libraries came for a week for their annual community visit and assisted with a stocktake and book exchange. During the visit the IKC rearranged the furniture layout to better accommodate programs that are being run.



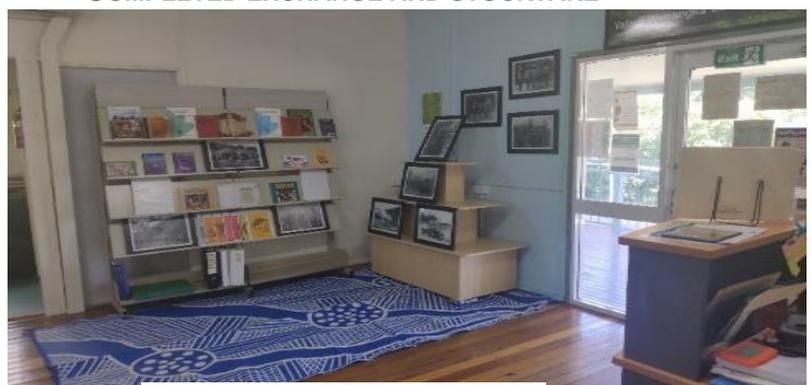
MUM'S AND BUB'S GROUP ACTIVITY AREA



NIKITA ASSISTING WITH THE BOOK EXCHANGE



COMPLETED EXCHANGE AND STOCKTAKE



LOCAL CULTURE AND HISTORY SECTION

Projects

Project / Funding	Grant amount	Amount spent to date	Remaining	Update
Language Grant	\$15,000	\$5,953.08	\$9,046.92	<ul style="list-style-type: none"> ▪ Extended to 31/07/2021. ▪ Further extension received. ▪ Working with Cultural Advisors on word selection for app. ▪ iPad are installed and working well. ▪ Working with community to create word images using craft, art, historical photos, and current photos. 
Tech Savvy Seniors	\$3,716.50	\$3,708.26	\$8.24	<ul style="list-style-type: none"> ▪ Extended until 31/05/2021 due to Covid-19. ▪ Computers have been set up and are being utilised by community. Awaiting Fourier to configure PC's and install Microsoft Office. 



First 5 Forever Mum's and Bub's	\$18,000	\$3,954.71	\$14,045.29	<ul style="list-style-type: none"> Program attendance increasing and adding new information and activities as we go. This month was about nutrition and early literacy with the inclusion of head's, shoulders, knees, and toes in Kuku Yalanji for parents to take home and sing to their children.
Switched On	\$10,000		\$10,000	<ul style="list-style-type: none"> Funding will be released on completion of First5Forever acquittal.
Total	\$46,716.50	\$13,616.05		



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
Modern Teaching Aids	Craft supplies	\$570.39	Language App	Craft items to create content for language application
Fourier Technologies	Public use PC configuration	\$1,952.84	Tech Savvy Seniors	To install Microsoft Office and Deep Freeze to public use PC's.
Big W	CD Wallet	\$21.82	SLQ Annual Resource Allocation Funding	To protect DVD's from damage and theft
Officeworks	Binding machine and accessories	\$671.55	SLQ Annual Resource Allocation Funding	Required to bind documents for training sessions and will charge fees for members to bind their own documents
Harvey Normans	Carpet/upholstery cleaner and cleaning products.	\$365.85	First5Forever Mum's and Bub's Group	Carpet/upholstery cleaner to clean mats, toys, and furniture in the IKC for hygiene purposes and to reduce the transmission of skin born mites that are prevalent in community on items used by the community children. This will also prolong the life of the IKC assets.
Total		\$3,582.45		



Staffing

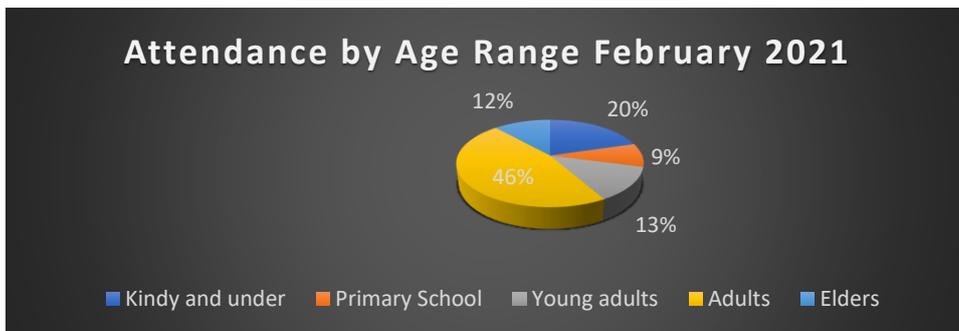
My Pathways has sent an activity participant to the IKC to learn and assist with IKC operations. It was fantastic that they were able to start when SLQ was here doing the stocktake and exchange.

Training

IKC Coordinator will be attending the Indigenous Knowledge Centre Workshop hosted by State Library Queensland the first week of March in Cairns.

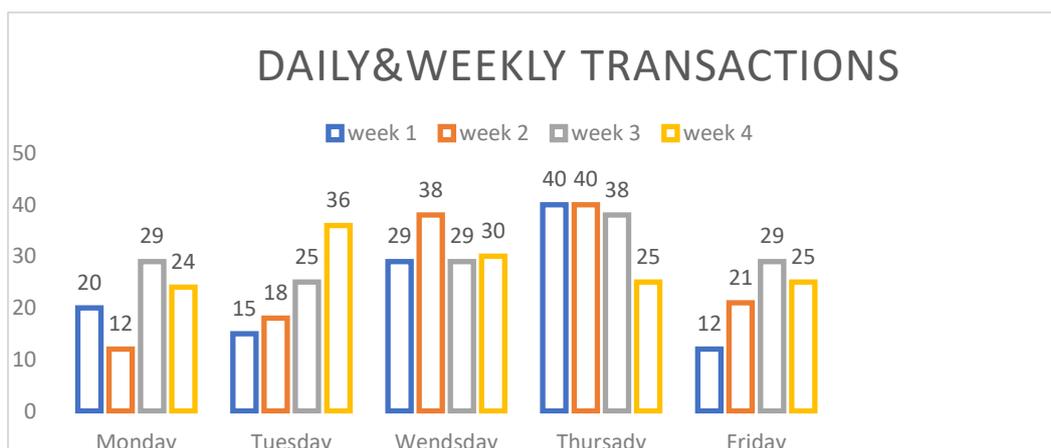
Statistics

- 103 attendances throughout the month
- 3 loans for the month
- 1 new member
- 12 overdue notices sent out



6.5.10 Post Office

The Post office staff have completed their Anti-money Laundering training
 The Transactions have slowed down after the stolen wages, payout
 The Post office has a new trolley from the Cairns Head office.





6.5.11 Centrelink

Ongoing setting up MyGov accounts for local community clients
Ongoing assisting MyGov recipients with Services Australia requirements (i.e. uploading documents)
All Services Australia equipment operational – weekly test with Services Australia IT to confirm
Ongoing training with Isabella Raleigh as a Services Australia support/assist person
Site review by Services Australia conducted by phone (required photos of Wujal Wujal site still to be forwarded)

6.5.12 Kindergarten

Enrolments

Currently we have 4 children enrolled in the Pre-Prep.
Program and Activities

During term 1 our program and activities will be highly focused on children’s social and emotional wellbeing.

Routines – During Kindergarten session

Basic skills – toileting, washing hands, nose blowing,

Basic Fine motor & Gross motor skills – drawing, using the scissors correctly etc.

Planning cultural language programs with the elders (justice group).

Working with Speech Pathologist supporting children and family

Working with Apunimipa hearing screening to be held at the Kindergarten

Working with Qld Health supporting families with skin Infections (scabies)

Reports

Queensland Kindergarten Funding Scheme Data submitted to C&K, CGB for semester 1.

Visitors

Apunimipa

Bloomfield State School

Queensland Health – Speech Pathologist

Cooktown Community District Centre – Early Learning support

My Pathways

RECOMMENDATION:

That Council receives and adopts the DW&BS report for the month of February 2021

Director Works & Building Services

Victor Mills

15 March 2021



7 CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS