

AGENDA

Ordinary Council Meeting
Thursday 2021
COMMENCING AT 9:00AM



Wujal Wujal
Aboriginal Shire Council

Thursday 2021



WWASC COUNCILLORS

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

Thursday 2021



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	

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 2021
as circulated.

Business Arising from Previous Minutes
report given at the meeting.



6.2 Chief Executive Officer's Report

Items arising from previous meetings

CEO Action Items

Date:	Action	Status	Comment
Council Meeting held 23 January 2020			
CEO'S REPORT			
6.2.1 Res: 0423012020	CEO to write a letter to DNREM outlining Council decision that WWASC supports the partial road closure of Douglas Street with the intention to use the closed portion for future residential development Further; WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed Ongoing	Letter to Jabilbina advising them of resolution and requesting consultation towards ILUA
	CEO to commence Community Consultation is required to proceed with Phase 1 funding Alcohol Management Plan – Wujal Wujal identified as being eligible for Phase 1 funding of \$50,000	On Hold	Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations. The funding will go to WWJG who will run the consultation
	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
GENERAL BUSINESS			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting.	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to	In progress	Talking to TMR



	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.		
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 RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter. Further, 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.	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed
Council Meeting held 21 May 2020			
General Business	Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more.	Ongoing	15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease.



	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.		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 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	CEO to notify Office of Industrial Relations	Complete



	Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday		
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 Splash Park AS2124 (Local Buy contract BUS270) to the value of \$871,490 excluding GST outlined in the agreement by NCP Contracting.	CEO to sign contract	Complete
Closed session Res No. 1316072020	That Council engage AquaManage Service Propriety Ltd to monitor and service remote access and review the Scada Network System for a period of 12 months.	CEO to sign	Complete
General Business Res No. 1416072020	That Council enters/signs the contract for the Queensland Container Refund Scheme in the new recycle shed as supplied by Container Exchange (QLD) Limited.	CEO to sign	Complete
General Business	Councillors raised concerns about Shanty's on the beach	CEO to raise this with Cook Shire Council	Ongoing
Council Meeting 17 september 2020			
CEO Report Res No 0417092020	Council adopted Planning Scheme alignment amendments. Advertise Notice and publish in Government Gazette	CEO	Complete
Council Meeting 15 October 2020			
CEO Report Res No 0315102020	Advise TCICA Council is supportive of TCICA working with the Cape York	CEO	Complete



	Institute to advocate for the Job Guarantee Policy to be implemented		
Council Meeting 17 December 2020			
	Offer Café Lease to Mr Towney at reduced rent and electricity waiver for 12 months	CEO	Complete
Council Meeting 22 January 2021			
CEO Report Res No 0321012021	Council advise Life without Barriers that council is unable to assist as there is no accommodation available.	CEO	
CEO Report Res No 0421012021	Council advise Mr Towing that it is agreed to include the gas charges in the 12month moratorium/waiver and commencement of the lease to coincide with the opening of the café.	CEO	Complete, Lease now being prepared Mr Towing pulled out of the lease due to not being able to obtain residential accommodation
CEO Report Res No 0421012021	That Council advises Ms Fullagar that the Café lease is not available due to the acceptance of an earlier expression of interest.	CEO	Complete
CEO Report Res No 0521012021	Council advise Volt Advisory that it is supportive of the application to the Regional and Remote Communities Reliability Fund and provide a letter outlining that support	CEO	Complete
Council Meeting 15 April 2021			
CEO Report Res No 0515042021	Wujal Wujal Aboriginal Shire Council agrees, to enter into Chreche and Kindergarten Association Affiliate Member Service Agreement dated 1 January 2021 to 31 December 2021.	CEO	Complete



6.2.1 Development Approval Lots 112 & Lot 113 SP263792 (Splash Park)

Council has received a Development Application and report for the Splash Park development to satisfy planning requirements. (See attached and tabled)

This application has been prepared by U&i Town Plan on behalf Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships who are the assessment managers on behalf of the Wujal Wujal Aboriginal Shire Council, in relation the combined development application which seeks a development permit for a Material Change of Use and to Reconfigure the allotment under the Planning Act 2016 located at 112 and 113 Louis Street, Wujal Wujal formally described as Lot 112 and 113 on SP263792. Accordingly, this application seeks the following approval:

Development Permit for a Material Change of Use – Outdoor Sport and Recreation Facility (Splash Park)

Development Permit to Reconfigure a Lot – Creating an Access Easement to Lot 112

The applicant strongly believes that an assessment of the common material forming part of this development application in accordance with the decision-making rules established under the Planning Act will result in the approval of the development application and the issuing of a development permit subject to conditions.

The proposal is consistent with the “Purpose” of the Recreation and Open Space Zone and the applicable State level policy. The proposal constitutes works and a use of the site in a manner that meets the strategic outcomes sought by the planning instruments and the expectations of the community. The conclusion of this report is that all the requirements set by the assessment benchmarks can be met and that the strategic level policy outcomes sought by the planning scheme for the site and locality can be achieved. The common material provided as part of this development application contains sufficient justification to establish compliance with the assessment benchmarks. It is the applicant’s opinion that the development application contains sufficient justification to warrant approval subject to reasonable and relevant conditions.

It is recommended that the Development application be approved with the follow conditions;



SCHEDULE OF CONDITIONS

CONDITION	TIMING
<p>(1) Administration The applicant is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.2 The development must unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards.</p> <p>1.3 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</p>	At all times
<p>(2) Currency Period The currency period applicable to this approval.</p> <p>2.1 MCU – 6 years</p>	As per condition
<p>(3) Drainage</p> <p>3.1 The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p> <p>3.2 Any works as a result of the reconfiguration must not interfere with natural stormwater flow over or through the land.</p>	At all times
<p>(4) Access</p> <p>4.1 Access provision to all proposed allotments must be provided/constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p>	Prior to the commencement of the use.
<p>(5) Construction</p> <p>5.1 Any construction work associated with this development shall be carried out in accordance with sound engineering practice. In particular, no nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any</p>	At all times



	time, including non-working hours. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.	
(6) Damage to Infrastructure		At all times
6.1	In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced by Council, at no cost to Council. All works must be completed prior to the issue of a Compliance Certificate for the Plan of Survey.	
(7) Infrastructure Services		Prior to the commencement of the use.
7.1	Water Supply connection or suitable alternative adequate water supply must be provided to the site.	
7.2	Sewer connection or suitable alternative on-site treatment must be provided to the site.	
7.3	Electricity provision certificate must be provided to the Local Authority	
7.4	Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.	

RECOMMENDATION:
 That Council approve a development application for the Material Change of Use-Outdoor Sport and Recreation Facility (Splash Park) on Lot 112 SP263792 (112 Louis Street Wujal Wujal) and approve a Development Permit for the Reconfiguration of Lot 113 SP263792 (113 Kotzur Street Wujal Wujal) for an access easement, subject to conditions.

6.2.2 COVID-19 Vaccination

As noted at the April Council meeting the roll out of the COVID-19 vaccination has been postponed.

The vaccination roll out for Wujal Wujal is now likely to occur during August or September this year. The vaccination clinic will take place at the Community Hall and will consist of a registration and waiting area, the vaccination stations and a post vaccination waiting area

RECOMMENDATION:
 For information only



6.2.3 Community Consultation/Information – Council’s Financial Sustainability

As Council are aware we have been working with the Department of State Development Infrastructure Local Government and Planning, and the Financial Controller on strategies to improve Council’s ongoing financial sustainability into the future.

As part of this work has been the development of the 2021/2022 budget. This budget contains a number of strategies that will/may affect the service delivery outcomes to the community. It is therefore recommended that Council hold a community meeting to inform the community of these strategies prior to the adoption of the budget.

The LGAQ media and communications unit is happy to work with Council to ensure that the messaging is accurate and appropriate to bring the community up to date and to gain community support for the Council’s actions.

It is proposed to have the meeting under the mango tree or if the weather is unfavourable in the community hall

RECOMMENDATION:
That Council hold a community meeting on INSERT DATE to inform and consult with the community about the proposed actions to achieve financial sustainability.

6.3 Financial Controllers Report

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

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

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

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

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

6.4.2 Restricted & unrestricted Cash Balance as on 12 May 2021

Finance:



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

Unrestricted balance- Total \$630,407.04

Unrestricted Balances	
Westpac - 991057	583,076.91
Westpac - 000276	10,000.00
Westpac - 183919	36,087.74
ANZ	1,242.39
	630,407.04

Restricted balance- Total \$1,150,186.34

	ICCIP	HPW	COVID W4Q	BOR
Restricted Cash on hand	316,252.41	510,287.15	261,507.47	62,139.31

6.4.3 Finance Manager Report- Lynette Simbil

Cash Flow Report is up to date to 30 April 2021.

Bank Balance as at 30 April 2021 is \$ 1,654,211.42 with grant funds and large deposits received during the month as follows:

Grant Funding Received During the Month:

Funds Received From	Reason for Grant	Amount
Department of Health	ATSI Public Health Grant	\$48,402.20
Department of Health	Home Care Subsidy Funding	\$16,577.55
Creche & Kindergarten Association	QKFS Funding	\$33,891.55

Other Deposits Received During the Month:

Funds Received From	Reason for Grant	Amount
Queensland Treasury Corporation	Working Capital Draw Down Facility	\$685,761.00



Credit Card Reconciliation is completed and up to date as of 30 April 2021.

Taxation & Compliance Matters

Estimated GST refundable on 30 April 2021 is \$249,650.02.

A GST refund request was issued by ATO for \$112,199.00 on 30 April 2021 which is expected to be deposited into Council account by week beginning 3 May 2021.

IAS for the month of April 2021 to be lodged by 21 May 2021

6.4.4 Accounts Payable Officer Report- Vivien Donahue

Open Purchase Orders:

As at 30 April 2021, open purchase orders to the value of \$2,306,728.86 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis.

Total Aged Creditors as at 30 April 2021 is \$33,881.31

Summary of creditors run for the month:

Payment date	Total payment	Comment
09/04/2021	\$172,499.12	Largest Payments to – Australis Advisory Group - \$13,805.00, Briody Plumbing - \$10,320.20, Cairns Hardware - \$11,376.76, Emperor Electrical - \$15,278.56 & FNQ Pipeline - \$56,392.86.
15/04/2021	\$79,282.93	Largest Payments to – Emperor Electrical - \$14,299.18 & Kelly's Australia - \$31,691.00
22/04/2021	\$169,383.04	Largest Payments to – Queensland Health - \$83,748.50, FNQ Pipeline - \$32,747.00, GCAC Enterprises - \$12,137.22 & Lowes Petroleum - \$17,972.31
29/04/2021	\$532.94	This payment run included individual amount below threshold \$10,000
29/04/2021	\$126,859.78	Largest Payment to – Cooktown Concrete - \$16,855.17, FNQ Pipeline - \$24,035.00, Kelly's Australia - \$11,055.00, Telstra – 28,133.17 (Jan & Feb Monthly Bills) & Up North Building - \$12,320.00.



6.4.5 Accounts Receivable Officer Report- Melita Baird

Invoicing:

209 Invoices were raised totalling **\$119,439.74** for the period of 1 to 30th April 2021

QBuild invoicing comparison:

Month	2021	2020	Variance
April	\$119,439.74	-\$39,734.39	\$79,705.35

Aged debtors:

90 Days Aged	\$51,082.01
60 Days Aged	\$1,191.66
30 Days Aged	\$14,431.75
Current	\$89,844.02
Total	\$156,549.44

6.4.6 Payroll Officer Report – Renelle Shipton

Employees as at 31 March	63
Resignations/terminations	1

Summary of Pay-run for the month:

Commented [KBS1]:

Pay period	Pay period ending	Total gross payment
40	06/04/2021	\$76,357.51
41	13/04/2021	\$74,830.18
42	20/04/2021	\$78,878.40
Special Pay – Termination	23/04/2021	\$1,829.20
43	27/04/2021	\$73,350.36

Annual leave liability:

Annual leave liability report is reviewed monthly – as at 30 April, one employee has more than 8 weeks' worth of annual leave balance accrued. The employee has been advised by

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email on 08 April 2021 to factor in some more annual leave in coming months to reduce the balance.

Three other employees who's accrued annual leave balance is nearing the 8 weeks threshold has been advised by email on 08 April 2021 to factor in some more annual leave in coming months to reduce the balance.

6.4.7 Information Management Officer – Wendy Rowlands

Records Management:

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

IT Management:

A total of 93 tickets raised during the month- Fourier: 65, Telstra: 21, Magiq: 7

RECOMMENDATION:

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



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

6.5.1 Disaster Management

LDMG – meetings

All services are on standby for any events, DW&BS and Works Coordinator received National Emergency Medals, this is in recognition for the assistance undertaken during the 2019 floods – involving evacuation of vulnerable members and residents in neighbouring shire who was either flooded in or accesses were blocked due to fallen trees etc., WWASC ensure that the safety of the community and surrounding by conducting door to door visit, offering assistance in delivering, safe drinking water, food, medications and other essentials.

Recommendation:

DW&BS had discussions with Justice Group in relation to take on full leases of the Men's Shed/Women's Centre, this lease will have to include all maintenance of building/plumbing and electrical to be covered by the Justice Group.

Recommendation:

WWASC to upgrade with minimal costs 21A & 21B Hartwig Street convert into one big open space, remediate ponded area with soakage treatment, this can be leased to Justice group for their youth program as the initial proposal for the Manse house will be a huge cost for WWASC to upgrade to a safe standard. Approximate cost \$60,000.

Recommendation:

Wujal Wujal Council to accept Austek as a one stop shop, contractors to oversee our water and wastewater. To eliminate multiple contractors using one. We utilise Austek through Local Buy contract, also as local Cairn's supplier.

6.5.2 Building

Guest Accommodation:

90% Complete works to be completed

- Footpaths, boundary fencing, privacy fencing, turf to laid in courtyard



Eco Tourism Village:

- Decking needs to be completed
- Power to each tent needs to be installed
- Footpaths to be installed
- BBQ shelter and eco tents to be erected

Plug-ins:

- Works have started of 4 houses
- 25 Hartwig St, 29 Hartwig St, 38 Hartwig St & 39 Hartwig St

Community Hall Upgrade:

Awaiting benchtops to arrive then works can begin.

QBuild Works

Workflow	
Unscheduled	7
Work In Progress	177
Awaiting Approval	1
Completed	111
Invoiced	312
Field Workers	
Carpentry	62
Electrical	42
Painting	-
Pest Control	34
Plumbing	32
Yard Work	7

6.5.3 Capital Works

China Camp:

Commenced construction
 PO has been awarded to RECS Consulting Engineering to complete works at the second slips sights.



Sports Oval:

Commenced work on the 20 April 2021

Completion on tracks by 30 June 2021

Splash Park:

Commenced work on the 20 April 2021

Completion of works by 30 June

Zig Zag:

Works complete and closeout reporting done

6.5.4 Water and Sewer

Water Treatment plant:

We had an electrical issue with the plant caused by power spikes. We managed to source spare parts and have repaired the fault.

All water testing from Cairns Lab have come back with negative results both for the community and Ayton, a good result once again.

Sewerage treatment plant:

The plant has been running well with very few problems. The staff do a good job running it

Recycle centre:

We have been quite busy lately processing 800 items daily

This will be my final report for Wujal. I have enjoyed my time working for council and the community and thank everybody.

6.5.5 Animal Management/Environmental Health

EHO:

Conducted a food inspection at Wujal Wujal Store

Pump 2 on the southside has been stopped and pulled out due to unnecessary materials flowing through the pipelines. Sprayed Hypo on ponding's and the area around it.



Installed crocodile signs with the wildlife workers at the crossing, granite creek and pump turnoff.

Monitor spillages daily

Conduct water testing daily

Monitor for carcasses dumped by local hunters. Has been clean and no illegal dumping has been reported or sighted

Animal Management:

Applied Chlorimide spray to infected wounds to dogs that has got injured from hunting.

Educated the owners to purchase chest plates for the dog to be safer when hunting

There have been sightings of a croc (3.5m-3.8m) up at crossing that we have been monitoring for any aggressive activity. The community is aware.

Installed crocodile signs with the wildlife workers at the crossing, granite creek and pump turnoff.

Assist EHO

Cleaned Dog Pound

Did a stocktake on the drugs.

The dogs are now due for their treatments for worming/Flea/Tick and mange. We give them worming tablet (Popantel) and Flea and tick/mange (Simparica). We have changed from Nexgard to Simparica because the effectiveness is quicker to kill flea and ticks.

We have 37 dogs registered and 32 dogs de-sexed. Posters will be put up for those who want their dogs to be de-sexed. Once I have 3 or more interested in the program, we will proceed to organise the de-sexing program.

6.5.6 Art Centre

Highlights:

The art centre staff attended a 3-day conference for Indigenous Art Centre Alliance. 10 art centre staff and artists also attended from Nth Qld and TI. Conference program attached.

This month we had a Big Print Vinylcut workshop project with Hannah Parker. The project was supported by Inkmasters Inc Cairns. This was not cost to Council. It was a group project and the final artwork will be exhibited in Cairns.

The art centre has organised a 3-week workshop with art consultant Edwina Circuit, Edwina has worked with the artists over the last 6 years and is here to support the artists



professional development, assist with CIAF art fair exhibition and help produce a product line for the gallery.

Data:

Sales report for the month of April 2021, attached.

Barriers & Issues:

We are about to launch our new website; with the current financial situation the online shop will not be available. It will be problematic as we will not have direct access to accounts.

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.

Spent for the month of April 2021	Item
\$1250.00	CIAF, Cairns Indigenous Art Fair Ltd, Art Fair Registration Fees.

Recommendations:

Bana Yirriji Arts Centre (BYAC) are seeking to become separately incorporated. The organisation has been under Wujal Wujal Aboriginal Shire Council (WWASC) since 2011. The Art Centre acknowledges WWASC amazing contribution and believes that a strong relationship between the organisations will continue and is in fact critical to its ongoing growth and success. BYAC is now a firmly established entity and is ready to evolve as an organisation. Becoming separately incorporated would assist in the Art Centres maturation and alleviate the burden on WWASC.

Local councils such as Wujal Wujal Aboriginal Shire's financial structures and processes are by nature, highly bureaucratised to ensure accountability. WWASC are responsible for many programs and services. Due to a lack of resources and capacity within WWASC



financial services, there has been an impact on the efficiency of financial reporting required for Bana Yirriji Art Centre to function properly.

Grants & Acquittals Issues:

BYAC are unable to pursue grants from State and Federal agencies whilst there are outstanding grant acquittal reports due.

Ecommerce & Artists Payments Delays:

BYAC urgently require a separate bank account to be able to optimise Ecommerce.

BYAC have recently launched their new website including an online store. BYAC like other Indigenous Art Centres across Australia recognises the importance of increasing its 'customer and market reach'. This development is critical in terms of offering the customer another pathway to buy artwork and products created by artists. BYAC sales have been severely impacted due to a significant decrease in visitor/tourists to the gallery due to the Covid19 pandemic and online sales will play a key role in the art centre's financial recovery.

A major issue for BYAC, however is that they cannot use PayPal or Stripe as the customer payment platform due to not having access to a separate bank account. For the time being, customers will need to contact the art centre directly with their credit card details to organise payment. This is impacting sales due to the system being too clunky and BYAC being out-competed by art centres with optimised Ecommerce, (ones that have implemented automated payment systems such as PayPal). Successful online sales require ease of payment and prompt turn-around in clients receiving their items. Currently BYAC would have to wait too long to receive notification of sales deposits into the WWASC bank account to be able to process their sale in a timely manner.

Governance and Art Centre Best Practice:

BYAC is an enterprise of Wujal Wujal Aboriginal Shire Council (WWASC). The Art Centre sits within the Community Services Division and arts and culture falls under an elected Councillor's portfolio.



There is currently no steering committee in place to guide BYAC's development and support staff in designing and delivering a high-quality programming.

Becoming separately incorporated would require BYAC to set up a Board of Directors to manage the art centre. Artists having a greater voice in their art centre program development, more control over the strategic and business planning of the organisation would contribute to a greater sense of ownership of the organisation and potentially attract more community members to engage in the art centre.

Best practice – most Indigenous art centres are separately incorporated under ORIC (CATSI Act). See <https://www.oric.gov.au/catsi-act/about-catsi-act>. ORIC offer free governance training. Great skills development for the staff and artists which would have a ripple effect in terms of more people with governance skills in Wujal Wujal.

Being incorporated under ORIC would require BYAC to submit a yearly audit, which is excellent for financial accountability. A yearly General Report is also required, plus an AGM (Directors and Members) and four Director's meetings a year.

BYAC would be required to engage an auditor and its own bookkeeper/accountant. The Art Centre is already using the Stories, Art & Money (SAM) database which is considered the best practice industry standard.

BYAC is a member of following professional bodies: IACA (Indigenous Art Centre) Alliance, the Indigenous Art Code and subscribe to Arts Law. Indigenous Art Centres throughout Australia have a myriad of reporting and auditing requirements that ensure fiscal and governance accountability via their funding bodies IVAIS (Federal), Arts QLD, Australia Council and once separately incorporated ORIC.

Art and Operational Supplies Ordering Bottleneck:

BYAC need to be able to respond to artist's creative needs and market drivers, such as orders from galleries and retail outlets. A quick turnaround in production of merchandise and arts require access to high quality materials and the ability to order and receive them in a timely manner. Currently, BYAC do not have access to a business credit card and trying to order items using WWASC's systems is highly burdensome and time-consuming.



There have been opportunities missed due to not being able to access materials quickly enough which in the long-term also impacts on sales and income to the organisation. Being separately incorporated would streamline ordering considerably.

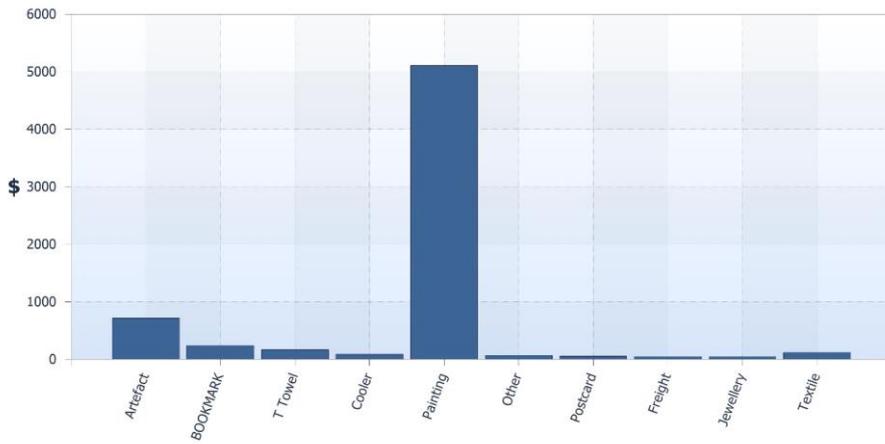
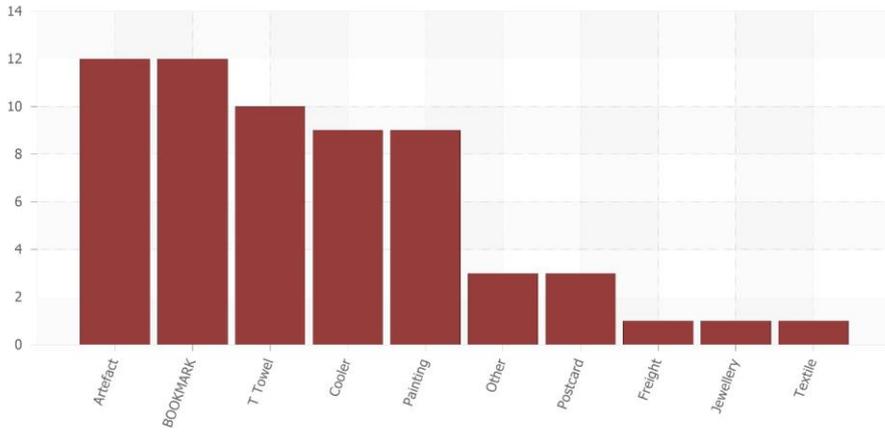
Recruitment:

It is important for the functioning and development of the art centre to have more staff and trainees. There is extra funding for staff, but the way Council is structured, it has been difficult to access these extra hours for casual staff and Indigenous arts workers.

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

Sales from 01/04/2021 to 30/04/2021

Product	Items Sold	Value of Sales
Artefact	12	\$715.00
BOOKMARK	12	\$245.00
T Towel	10	\$170.00
Cooler	9	\$90.00
Painting	9	\$5,110.00
Other	3	\$70.00
Postcard	3	\$55.00
Freight	1	\$50.00
Jewellery	1	\$50.00
Textile	1	\$120.00
Total Items Sold:	61	\$6,675.00





6.5.7 HACC

Projects:

NIL PROJECTS

Funding and spend:

14/04/2021- Cooktown Pest Control- \$764.50

09/04/2021- Cooktown Food and Ice Works-\$860.49

07/04/2021-Office Choice- \$ 150.65



Issues with programs etc:

Nil Issues

Client/s Correspondence:

QCSS W.W has now left our services- coordinator entering all service delivery- will need to contact the department for information on unspent monies can be returned.

Ongoing issues about client's lawns- clients lawn have not been done a regular basis- due to Contractor not getting paid on time- waiting times can take up to 3-4 weeks. Regular phone calls to centre and CEO about this. Coordinator has spoken with contractor on many occasions about this issue. Nothing yet been resolved. Would council consider taking on mowing of client's lawns.

Reporting:

HCP Medicare claim has been submitted

QCSS Reporting has been submitted for quarter 3

Staffing:

Police Checks have been submitted for (2) Staffing

Training if any:

Coordinator is organising Training for Certificate 111 in Individual Support through TAFE QLD for two staffing that has not yet completed. Training dates and studies have not been finalised yet.

Recommendations/Resolutions:

Casual groundmen needed to maintain HACC CENTRE- risk hazard to elders and bypasses in the centre.

Recommend council to advertise position for coordinator at least 3 months before Stephanie resignation on the 7th of September 2021- this will allow for Stephanie to allocate time for training for new coordinator.



6.5.8 Indigenous Knowledge Centre

School holidays, kid craft for the Language App with the kids. Made a hanging mobile, colouring, drawing, social skill board games (dealing with manners and emotions), sand art. Played on computers and tablets and watched movies, played floor is lava. Created Qld Gov QR code to ease the name taking and ensure Covid-19 compliance. Due to computer not working in the Centrelink Office, IKC has been assisting with Centrelink enquiries and MyGov use.



Projects:

Language Grant

Image media nearly complete and awaiting purchase of the microphone to add in the audio.

Working with local elders for voice recording.

Awaiting call back from Miromaa to send off data for them to create the app.

Tech Savvy Seniors

Extended until 31/05/2021 due to Covid-19.



Fourier has now configured the computers and acquittal will be completed and project finalised.

First 5 Forever Mum's and Bub's:

Due to school holidays the program was not conducted on the first Tuesday of April.

Applied for an extension and variation to the current grant agreement to install a toilet and baby change facilities at the IKC. Awaiting response from SLQ.

Switched On:

Intelliteq will provide four days of community and workforce training. Dates of 18-18th May and 1-2 June 2021. This will encompass four different community-based training sessions from accessing internet and internet exploration to advanced Facebook and Messenger and two full days on Word and Excel for staff and job seekers. A session will also be conducted at the school for e-safety.

Spaces are limited and taking expressions of interest for attendance

IKC Expenditure:

Far North Office Choice

Privacy filters for public use PC's

\$526.26

Field Solutions Group:

Monthly internet payments (yearly fee)

\$1,799.42

Francis Walker:

Dictation of Kuku Yalanji

\$360.00

Recommendations/resolution:

Nil

Statistics:

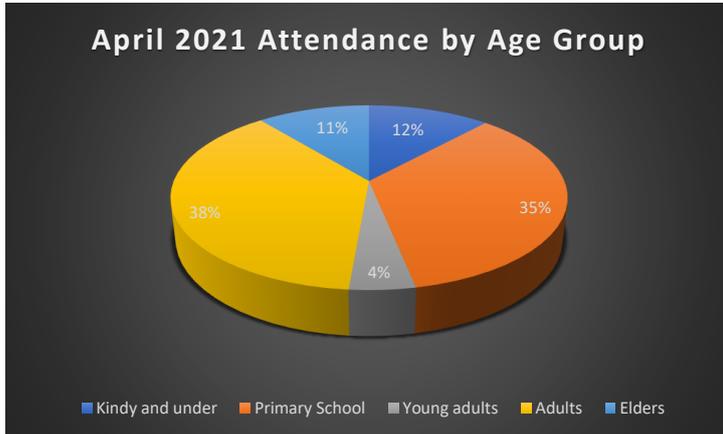
220 attendances throughout the month

0 loans for the month

0 new members



51 internet tickets used



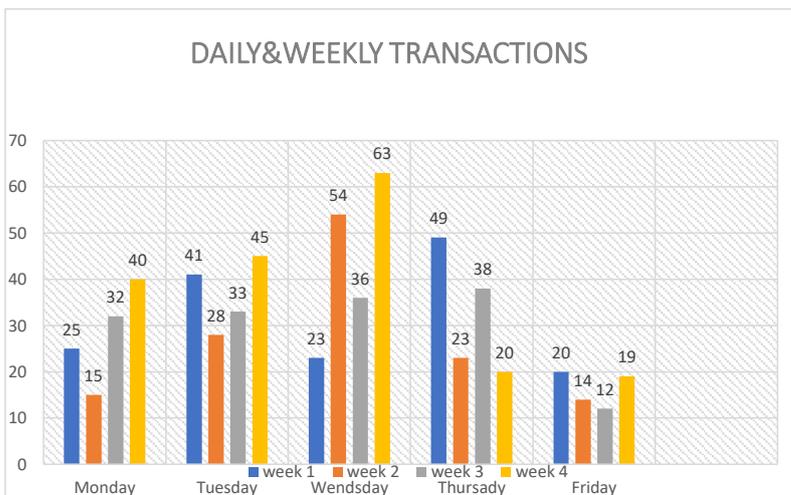
6.5.9 Post Office

Masks are no longer mandatory at the Post office.

People who want to collect other people’s mail, will have to fill out a (Collection Authorisation Form) and give verbal approval for confirmation.

A new Satellite network connection system has been approved for the Post Office and will be implemented at a date yet to be determined, as part of a regional Network Upgrade throughout the Country.

The Post office building has been inspected and meets the requirements of the upgrade.



Thursday 2021



6.5.10 Centrelink

Centrelink self-service terminal still not operational (6 weeks).

Services Australia Zone Co-ordinator has been contacted several times regarding this issue but have still to confirm a site visit to install.

Centrelink customers can use the Centrelink iPad although some applications cannot be accessed & the iPad is temperamental, shutting down intermittently.

Customers are being directed to use the self-service phones in Centrelink & are able to use the My Pathway & library self-serve terminal to access their accounts, but again, some applications, like uploading documents onto their file, is not available.

6.5.11 Kindergarten

Requested report 3x NIL report submitted

7 CLOSED SESSION - Nil

8 GENERAL BUSINESS/ LATE ITEMS