



---

# AGENDA

Ordinary Council Meeting

---

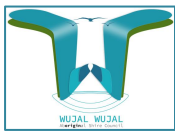
19<sup>th</sup> NOVEMBER 2020

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

## **Executive Staff**

CEO, Steve Wilton

Director Finance & Corporate Services, Harish Nair

Director Works & Building Services, Victor Mills

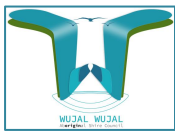
Executive Assistant, Amelia Fagan



# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL ORDINARY COUNCIL MEETING AGENDA

Thursday 19<sup>TH</sup> November 2020

- 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/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 15<sup>th</sup> October 2020  
as circulated.

Business Arising from Previous Minutes  
report given at the meeting.

## 6. REPORTS



## 6.1 MAYOR'S UPDATE

Mayor to give verbal report on his activities since the last council meeting

- 6.1.1 19<sup>th</sup> – 21<sup>st</sup> October - LGAQ conference on Gold Coast
- 6.1.2 23<sup>rd</sup> October – Naidoc Meeting with local Agencies
- 6.1.3 26<sup>th</sup> – October Teleconference with Local Govt Mayors and Director-General, Department of Premier and Cabinet
- 6.1.4 27<sup>th</sup> October – Community Safety Meeting
- 6.1.5 3<sup>rd</sup> November – Meeting with Cook Shire Council and with Deputy Commissioner Steve Gollschewski
- 6.1.6 4<sup>th</sup> November - Meeting with Stephen Bell and David Hartley Department of Education
- 6.1.7 4<sup>th</sup> & 5<sup>th</sup> November- Visit by Yarrabah Aboriginal Shire Council
- 6.1.8 10<sup>th</sup> November - DLGRMA training
- 6.1.9 11<sup>th</sup> & 12<sup>th</sup> November – Darwin Bush Fire Forum
- 6.1.10 16<sup>th</sup> November – Community Meeting with Education Queensland
- 6.1.11 18<sup>th</sup> November - WWASC LTC Presentation with DATSIP

**RECOMMENDATION:**

That Council receives and endorses the Mayor's report for the month of November 2020



## 6.2 Chief Executive Officer Report

- 6.2.1 COVID-19 October – November -Status Report
- 6.2.2 Christmas New Year Leave Arrangements – WWASC staff
- 6.2.3 WWASC Social Media Report
- 6.2.4 Council meeting dates 2021

**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 damage



## 6.2 Chief Executive Officer Report

Items arising from previous meetings

CEO Action Items

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>CEO'S REPORT</b>			
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 <b>Further;</b> 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.
<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	In progress	Talking to TMR



	accessible. CEO to investigate and follow up and advise at next council meeting.		
<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	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.  <b>Further,</b>  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
<b>Council Meeting held 21 May 2020</b>			
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





	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.		restrictions ease. They will get back to Council re our video suggestion
<b>Council Meeting held 30 June 2020</b>			
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.		
<b>Council Meeting held 16 July 2020</b>			
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 Holiday                      Show	CEO to notify Office of Industrial Relations	Complete



	<p>Friday 24 Sept 2021 Wujal Wujal Rodeo Day Special Holiday</p> <p>Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday</p>		
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
<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 COVID-19 – October-November -STATUS REPORT

The Queensland declared state of emergency has been in place since 22 March 2020. The Wujal Wujal Local Disaster Management Group has remained in “Stand Up” and has not met since the last Council meeting although one decision was made by email correspondence.

There have been no major changes during the reporting period October – November that directly affect Wujal Wujal . There have been changes in maritime practices for vessels arriving from overseas ports and further changes to the Queensland border bubble being extended to include all of NSW excluding the Greater Sydney metropolitan area. The border pass system has also changed to a fully on-line application.

On Tuesday 3 November the CEO and Mayor attended Cooktown to attend a meeting with the State Disaster Coordinator Deputy Commissioner Steve Gollschewski and District Disaster Coordinator Superintendent Chris Hodgeman. We were briefed on the current state-wide COVID situation and also advised of changes to the make-up of the FNDDC. The DDC will now have two assistants, one for COVID and one for natural disasters such as flooding and cyclones.

**RECOMMENDATION:**

That Council note the COVID-19 Status Report for October/November from the Chief Executive Officer.



## 6.2.2 Christmas New Year Leave Arrangements WWASC Staff

Historically the leave arrangements for staff over the Christmas period has required staff to apply for annual leave to cover the three working days that occur during the annual shut down. If staff did not have leave credits available, then the three days were taken as leave without pay. For the 2019 Christmas period Council granted staff the additional 3 days between Christmas and New Year as special leave. It is recommended that Council again grants special leave for the three non-public holidays during this period, 29, 30 and 31 December 2020

The new Local Government Industry Award 2017 makes the following provisions for the annual shut down;

### **19.4 Annual close down**

*(a) Where an employer closes down its operations or a section or sections thereof for the purposes of allowing annual leave to all or the bulk of the employees in the section or sections concerned, the following provisions shall apply:*

- (i) by the giving of not less than 90 days' notice the employer may direct all employees in the section or sections concerned to take leave for the duration of the closedown and allow those who are not then qualified for sufficient annual leave to cover the period of the close down to take paid leave on a proportionate basis and to take such accumulated time off/rostered days off as may be available to the employee to apply towards the close down period.*
- (ii) all time during which an employee is stood down without pay for the purpose of clause 19.4(a)(i) shall count as service in the next 12 monthly qualifying period.*

*(b) Notwithstanding clause 19.4(a), where there is agreement between the employer and the majority of employees concerned, the employer may close down its operations or a section or sections thereof on one additional occasion in any 12 month period for the purpose of allowing additional annual leave for a period agreed with its employees.*

It is also recommended that the Council operations only close for the period between Christmas and New Year closing at 12.00pm on Thursday 24 December 2020 and re-open as normal on Monday 4 January 2021.

### **RECOMMENDATION:**

Council operations close for the period between Christmas and New Year closing at 12.00pm on Thursday 24 December 2020 and re-open as normal on Monday 4 January 2021.

### **FURTHER**

That Council authorise the granting of an additional three days special leave on 29th, 30th and 31st December 2020 to WWASC staff to cover the annual close down period over the Christmas New Year period



### 6.2.3 WWASC Social Media Report

Facebook activity report for noting by Council – The Facebook Statistics page has changed format and is now very difficult to download the information therefore the graphical information previously reported is unavailable. The statistical page now only shows the last seven days activity, so it is not possible to get monthly figures for activities

There have only been three posts during the last month providing information to the community i.e. Funeral notice, public holiday and Reef action workshop.

We currently have 1,530 followers and our most viewed post reached 300,000 people.

**RECOMMENDATION:** That Council notes the report on social media statistics for the month.

### 6.2.4 Council meeting dates 2021

Each year Council is required to set the meeting dates for the next 12 months and advertise these dates in a newspaper circulating generally in the area, place a notice at the Local governments office and post the notice on Council's web site.

Council historically holds the ordinary meeting on the third Thursday of the month. It is recommended that this practice remains the same for 2021.

21 January 2021  
18 February 2021  
18 March 2021  
15 April 2021  
20 May 2021  
17 June 2021  
15 July 2021  
19 August 2021  
16 September 2021  
21 October 2021  
18 November 2021  
16 December 2021

**RECOMMENDATION:** That Council adopts the third Thursday of each month for the ordinary meetings in 2021

Chief Executive Officer  
Stephen Wilton  
13 November 2020

**RECOMMENDATION:** That Council receives and endorses the CEO's report for the month of November 2020



## 6.3 DIRECTOR FINANCE & CORPORATE SERVICES REPORT

Ordinary Council Meeting – 19 November 2020

Finance & Corporate Services Report

Harish Nair- Director Finance & Corporate Services (DF&CS)

---

### 1. Financial Statements for the year ended 30 June 2020 & Final Management Report

- QAO cleared the Financial Statements; Mayor & CEO signed on 28 October 2020

Few points to note:

- Earliest QAO sign off since 30 June 2012
- All QAO agreed year end milestones were met first time ever
- 11 issues in the current year compared to 27 issues in the prior year
- Just 1 new issue in the year (already addressed) & 10 are legacy issues
- \$33,500 fee savings compared to 2019 & \$3,500 savings from the initial estimate

Financial Management Report- **Tabled**

### 2. Bank balance & Operating result as at 31 October

- Council's combined bank balance was \$2,256,757.65
- A Surplus of \$ 3,383,272.90 as per Practical Revenue & Expenditure- **Attachment 1**

### 3. Approved signatories- ANZ Bank Account (A/C No: 399904246)

- As part of the 30 June 2020 audit, bank confirmation was obtained, and it was noted that Desmond Tayley is a current signatory to Council's ANZ Bank account
- To action the change of signatories, ANZ Bank require a Council meeting resolution authorising the removal of Desmond Tayley as a signatory.

#### **RESOLUTION:**

That Council resolve for the removal of Desmond Tayley from being a signatory to Council's ANZ Bank account (Account No: 399904246)

Council confirm that the current signatories to the ANZ Bank account are Stephen Wilton (Chief Executive Officer), Harish Nair (Director Finance & Corporate Services) and Victor Mills (Director Works & Building Services)



#### 4. Finance Manager Report- Lynette Simbil

- Cashflow report is up to date. Bank Balance as at 31 October is \$2,256,757.65 with large deposits received during the month as below:

Deposit made by	Reason for deposit	Amount
DLGRMA	SGFA & IEDG 2020-21	\$1,346,057
Department of Health	Home Care Package	\$68,655.52
Department of Environment & Science	Rodeo Grant	\$22,000
Department of Health	ATSI funding	\$49,527.50
My Pathway	Profit Distribution	\$374,000

- Credit card reconciliation is up to date
- Taxation & compliance matters
  - September 2020 BAS lodged
  - October 2020 IAS lodged
  - GST Refund requested from ATO of \$200,000
- Other matters
  - Project to commence on utilising the Asset register module in Practical
  - Review of oncost rates for projects currently underway

#### 5. Accounts Payable Officer Report- Vivien Donahue

- **Summary of creditors run**

Payment date	Total payment	Comment
01/10/2020	\$181,628.15	Briody Plumbing - \$36,035.01, FNQ Pipelines - \$26,862.68, Nambal - \$18,851.05, Reece - \$18,422.25
08/10/2020	\$163,294.61	Briody Plumbing - \$18,066.82, Kelly's Australia - \$67,650, Tony Lovegrove - \$15,257 & MPDT- \$11,363.36
15/10/2020	\$195,093.91	Arnel Fencing - \$10,994, Mossman custom kitchen - \$53,546.55 & Northern Traffic control - \$42,900
22/10/2020	\$185,622.17	Nambal - \$14,956.55, Sail Structure - \$69,700.20 & Up North Building - \$14,293.30
27/10/2020	\$192,181.62	Payment to FNQ Pipelines
28/10/2020	\$109,225.61	Payment to FNQ Pipelines
29/10/2020	\$186,654.63	FNQ Pipelines - \$73,479.18, George Marshall - \$32,450 & Pacific Toyota - \$33,301.34



- **Aged Creditors**

- As at 31 October 2020, there was only \$48,176.73 aged creditors and all are within payment terms

- **Open Purchase Orders**

- As at 31 October 2020, open purchase orders to the value of \$3,371,769.07 which was a true reflection of what Council owe its suppliers

## 6. Accounts Receivable Officer Report- Melita Baird

- **Invoicing**

- 34 Invoices were raised during October totalling \$25,978.41

- **Debtors ageing as at 31 October**

90 Days	\$259,117.21
60 Days	\$4,319.76
30 Days	\$4,649.81
Current	\$118,459.64
Total	\$386,546.42

## 7. Payroll Officer Report- Renelle Shipton

- **Summary of payrun**

Pay period	Pay period ending	Total gross payment
14	06/10/2020	\$75,554.76
15	13/10/2020	\$85,260.86
16	20/10/2020	\$84,974.97
Special Pay	20/10/2020	\$888.37
17	27/10/2020	\$87,160.05

Total number of employees as at 31 October	69
Appointments	10
Resignations/terminations	1

- **Other matters**

- Changes to personal income tax thresholds announced by the government during the Federal budget and new tax scales have been adopted in Payroll effective as of Pay # 17- PPE 27 October 2020
- A review of annual leave balances now performed monthly to track any employee accruing more than 8 weeks leave





#### 8. Information Management Officer- Wendy Rowlands

- Completed Certificate 4 in Leadership and Management-last assignment submitted
- Continued filing and document management in Magiq and other Council data bases
- Facilitated and coordinated a visit from Fourier Technologies to Wujal Wujal for them to resolve the following issues:
  - Depot Switch – install new media converters to main office and depot
  - Establish ethernet connection to CEO computer
  - Test Iterra Satellite to failover in preparation for the cyclone season
  - Configure art center laptops
  - Scope Waste/Recycle office at depot for internet connection options
  - IKC Laptops to be configured to the network
  - Configuration of 2 x Acer Switch Tablets to the network
  - Add new accounts to 3 x Samsung Galaxy Tablets for Depot staff
  - installation for the Public Access Wi Fi to the IKC is scheduled for 18/11/2020
- A total of 141 Fourier (129) and Telstra (12) IT tickets created and resolved for October

**RECOMMENDATION:** That Council receives and endorses the DF&CS report for the month of November.

Director Finance & Corporate Services  
Harish Nair  
4 November 2020



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

All report groups. 34% of year elapsed. To Details. Excludes committed costs)

Financial Year Ending 2021

Printed (HARISH): 04-11-2020 3:12:23 PM

	REVENUE 31-Oct-20	EXPENDITURE 31-Oct-20	SURPLUS/ (DEFICIENCY) 31-Oct-20
<b>CORPORATE SERVICES</b>			
Sundry Income	127,028.17		
Skilling Qld Work Admin Traineeship	29,600.00		
Hire Fees-Council Facilities	909.09		
Power Cards Revenue	1,323.59		
Power Card Expenses		4,284.09	
Admin Operating Expenses		273,633.18	
Maintenance Costs-Eqpt		1,520.00	
Internal Audit		8,000.00	
Legal, Town Planning & Consultancy		6,798.72	
Insurances		113,969.56	
IT Management-Wages		6,263.23	
IT Management-non wages		29,682.58	
Admin Overhead Recoveries		-122,821.24	
Administration Training Costs		1,125.00	
Cultural Engagement Unit Expenditure		60,585.03	
	-----	-----	
General Administration	158,860.85	383,040.15	
Finance			
FAGS Grant	147,974.50		
Finance - Grants - SGFA	1,266,057.00		
Interest Income from Investments	171.53		
Joint Venture JV Placement Income	345,000.00		
Bank Fees and Charges		1,389.17	
	-----	-----	
Finance	1,759,203.03	1,389.17	
Community Agencies			
Commission and Sales-Post Office	13,872.95		
Commission-Centre Link	7,849.73		
Centre Link Agency Costs		13,512.52	
Bank Agency-PO Costs		11,686.43	
	-----	-----	
Community Agencies	21,722.68	25,198.95	
Employee Costs and Recoveries			
Superannuation Expense		137,754.84	



Annual Leave Expense		119,939.64
Sick Leave Expense		40,596.03
Public Holidays		36,227.51
Long Service Leave Expense		15,425.04
Floating Plant & Loose Tools		385.45
Workcover Insurance and Costs		35,138.99
Recoveries-Superannuation		-93,874.60
Recoveries-Annual Leave		-93,963.16
Recoveries-Sick Leave		-31,984.79
Recoveries-Public Holidays		-31,984.79
Recoveries-Long Service Leave		-10,434.38
Recoveries-FP&LT		-12,252.75
Recoveries-Workcover		-8,936.20
Recoveries-WH&S		-12,268.97
Recoveries-Training		-12,268.97
	-----	-----
Employee Costs and Recoveries	0	77,498.89
	-----	-----
CORPORATE SERVICES	1,939,786.56	487,127.16
CORPORATE GOVERNANCE		
Executive		
Governance Expenses		139,356.95
Councillors Remuneration		109,535.99
Councillors Conference/Wshop Exps		4,607.01
Other Operating Expenses		5,332.97
Elections		1,187.06
DES Grant 2021 Rodeo	20,000.00	
	-----	-----
Executive	20,000.00	260,019.98
	-----	-----
CORPORATE GOVERNANCE	20,000.00	260,019.98
TECHNICAL SERVICES		
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		11,356.24
Works External Plant Hire Revenue	681.75	
Works Administration Costs		224,696.25
Works Overhead Recoveries		-41,986.29
Works Training/Tickets/Licence Renew		38.4
	-----	-----
Technical Services Office	794,805.96	197,757.64
Street Maintenance		
Works Street Maintenance Costs		996.32
	-----	-----
Street Maintenance	0	996.32



Parks and Gardens		
P&G Maintenance Costs		173,791.37
	-----	-----
Parks and Gardens	0	173,791.37
Recoverable Works		
2017-18 CYRP Projects Claims	933,086.79	
DATSIP Funded Works	-5,000.00	
Works Private Works Costs		381.5
DTMR Boat Ramp Expenditure		1,188.65
	-----	-----
Recoverable Works	928,086.79	1,570.15
Service Station		
Service Station- Fuel Sales	30,003.61	
Service Station Gas Sales	2,624.48	
Cost of Gas Sold		140.9
Service Station - Wages		12,220.09
	-----	-----
Service Station	32,628.09	12,360.99
Workshop		
Workshop Operating Expenses		29,574.87
	-----	-----
Workshop	0	29,574.87
Plant Operations		
Plant Repairs & Maintenance		75,563.67
Plant Recoveries		-83,599.21
Plant Hire Recoveries		-93,697.36
	-----	-----
Plant Operations	0	-101,732.90
Water Supply		
Water Supply Operating Expenses		123,011.64
	-----	-----
Water Supply	0	123,011.64
Sewerage Services		
Sewerage Operating Expenses		72,347.68
Sewerage Maintenance Costs		4,256.43
	-----	-----
Sewerage Services	0	76,604.11
Environment and Waste		
Waste Management Levy	11,330.34	
Rubbish Collection Bins		28,700.98
Containers for Change Income	2,881.24	
Containers for Change Expenses		4,382.09
DES Small-Scale Infrastructure Grant	45,978.06	
Operating Expenses -Env & Waste		1,629.11
	-----	-----
Environment and Waste	60,189.64	34,712.18



ATSI PUBLIC HEALTH		
ATSI - Public Health Grant 71406	88,014.00	
ATSI - Salaries & Wages		4,488.84
ATSI - Other project costs		32,339.78
	-----	-----
ATSI PUBLIC HEALTH	88,014.00	36,828.62
Buildings		
Building Rental Revenue	51,988.34	
Sports Oval Camping Fees	36.81	
Staff housing rental	5,760.00	
Building Operating Expenses-Wages		25,880.50
Building Operating Expenses-Non wage		3,305.59
Buildings Rep & Maint-Wages		120,700.45
Buildings-Rep & Mtce Non-Wages		39,634.82
Building Services Training Costs		1,166.03
Laundromat Operating Expences		1,068.51
Recoverable W-BAS Responsive Rev	107,228.33	
BAS DPHW Responsive Expenditure		82,543.97
Creditors on cost Recovery		-286,765.59
Wages on cost Recovery		-87,147.69
BAS DPHW Planned Maint. Revenue	123,753.00	
BAS DPHW Planned Maint. Driveways	449,330.56	
BAS DPHW Planned Maint. Expenditure		270,274.26
Interim Remote Capital Prg Expenses		69,635.83
	-----	-----
Buildings	738,097.04	240,296.68
	-----	-----
TECHNICAL SERVICES	2,641,821.52	825,771.67
	-----	-----
CORPORATE SERVICES	4,601,608.08	1,572,918.81
COMMUNITY PROJECTS		
KINDERGARTEN		
Grant - DETE Kindy	33,612.32	
KINDERGARTEN - Operating Expenses		73,302.74
	-----	-----
KINDERGARTEN	33,612.32	73,302.74
	-----	-----
COMMUNITY PROJECTS	33,612.32	73,302.74
LIBRARY		
LIBRARY - Operating Exp		12,733.20
First 5 Forever Expenditure		13,777.88
Seniors Week 2016/2017 Expenditure		202.94
	-----	-----
LIBRARY	0	26,714.02
COMMUNITY SERVICES		
Get Ready Queensland Grant	4,831.20	



COMMUNITY SERVICES	4,831.20	0
Cultural - Arts Centre		
Arts Centre - Gallery Revenue	25,755.24	
Arts Centre - Gallery Purchases		13,489.00
Cultural - Arts Centre	25,755.24	13,489.00
IRADF Grant 2020-21	25,000.00	
IRADF	25,000.00	0
ARTS QLD- INDIGENOUS ARTS FAIR		
Arts Centre-Council Funded Costs		11,278.32
ARTS QLD- INDIGENOUS ARTS FAIR	0	11,278.32
Backing Indigenous Arts		
BIA IAC Operating Grant	25,000.00	
BIA Expenses wages		3,075.21
BIA Expenses non wages		6,889.39
Backing Indigenous Arts	25,000.00	9,964.60
Indigenous Visual Arts		
Indigenous Visual Arts Supp Expenses		51,996.14
Indigenous Visual Arts	0	51,996.14
Economic Development	80,586.44	113,442.09
CARE FACILITIES		
Home Care Pkg CACPS Revenue	84,971.20	
Home Care Pkgs CACPS Expenses		3,325.36
DSS-Activity 4-2IW7K1Q Transitional	16,252.00	
Commonwealth Home Packages CHSP	137,311.04	
CHSP Covid19 Aged Care Meals-On-Wheels	12,408.62	
Disability Related Health Supp NDIS	910	
Home Care Packages CACPS	251,852.86	3,325.36
HACC - OPERATING		
HACC Op Grant Commonwealth DOHA	135,000.00	
HACC-Operating Exps-wages		66,838.41
HACC Operating Exps non-wages		24,708.67
State HACC Younger Persons Exp		3,155.37
IEI Program Activity 4-ENHCUQN	55,260.00	
IEI Program Activity 4-ENHCUQN		18,293.38
HACC - OPERATING	190,260.00	112,995.83
NJCP		



NJCP Operating Expenses		21,316.75	
	-----	-----	
NJCP	0	21,316.75	
INDIGENOUS ECO DEV - Grants Received	80,000.00		
	-----	-----	
INDIGENOUS ECONOMIC DEVELOPMENT	80,000.00	0	
	-----	-----	
NJCP Radio Arts Culture 4-4XYYQVV	66,430.00		
NJCP Expenses Arts, Culture, Radio		23,775.22	
	-----	-----	
NJCP Arts, Culture, Radio	66,430.00	23,775.22	
	-----	-----	
	=====	=====	=====
TOTAL REVENUE AND EXPENDITURE	5,304,349.70	1,921,076.80	3,383,272.90



## 6.4 DIRECTOR WORKS AND BUILDING SERVICES REPORT

### WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

**Report to:** CEO, Mayor and Councillors  
**Subject:** Works, Building, Economic Development & Community Care Services  
**Date:** NOVEMBER 2020  
**Prepared by:** Director of Works and Building Services  
**Status:** Information

---

#### Executive Summary

This report outlines the works undertaken during the month of OCTOBER including Disaster Management, Civil, Building, Capital Works, Water, Sewer, Animal Management, Environmental Health, Art Centre, HACC, IKC, Post Office, Centrelink and Kindy.

---

#### 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 consistent with demand, extra fuel will be ordered end of November or early December.
- SES recruitment drive is complete, CEO report may have more on numbers etc.
- In process of procuring a new vehicle that will be able to tow the vessel and take extra load when required.
- All cultural burns are now complete.
- Meeting with QRA regarding preparation and the different categories of responses ensure that Council have appropriate Job Costings set up for the types of task.
- 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.

#### Civil

- Pre-cyclone clean-up underway, residents are asked to take all rubbish to the Kerbside so WWAASC can pick up and dispose of.
- Parks and Landcare crew are busy with keeping the community clean, also have tidied up the Art Centre garden beds and are 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 Machineries, identified a few that have gone past their used by dates and will incur a lot of maintenance costs onto Council.

## Building

PROJECT SUMMARY			
BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
B09929 Various works upgrade	\$40,660.00	10%	22 Hartwig St
Plug-Ins	\$ 235,000.00	15%	25 Hartwig St
Plug-Ins	\$ 235,000.00	15%	29 Hartwig St
Plug-Ins	\$ 235,000.00	15%	38 Hartwig St
Plug-Ins	\$ 235,000.00	15%	39 Hartwig St
Plug-Ins	\$ 235,000.00	15%	10 Keim St
Plug-Ins	\$ 235,000.00	15%	18 Keim St
Plug-Ins	\$ 235,000.00	15%	51 Louis St
Plug-Ins	\$ 235,000.00	15%	91 Louis St
Plug-Ins	\$ 235,000.00	15%	90 Heorlein St
Plug-Ins	\$ 235,000.00	15%	16 Third St – Ayton
Eco Village	\$1,000,000.00	20%	115 Little Douglas St
Guest Accommodation	\$1,090,000.00	80%	115 Little Douglas St

- BAS PORTAL: We have raised 34 invoices between the period of 1<sup>st</sup> October 2020 to 31<sup>st</sup> October 2020.  
Total amount \$25,978.41

## **CONSTRUCTION OF CONTRACTORS QUARTERS: LOT 115 LITTLE DOUGLAS STREET.**

### Contractors Quarters Stages

- Underground Plumbing Services being installed.  
Sewer line and water line





## ECO VILLAGE CONSTRUCTION LOT 115 LITTLE DOUGLAS STREET.

### Construction site Setout

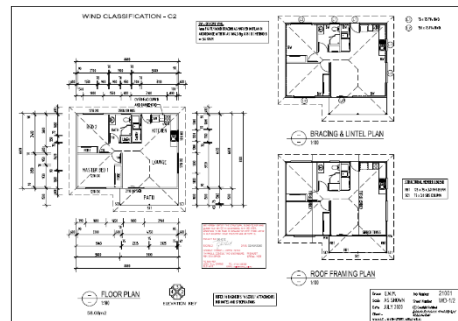
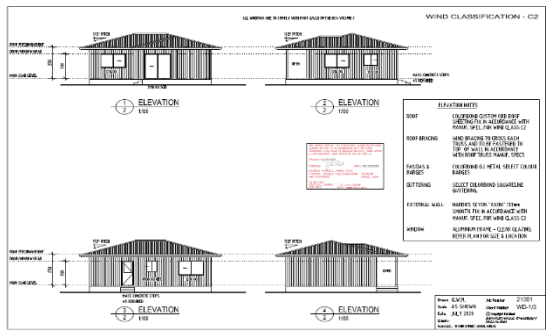
- Profiles and Formwork
- Footings for Ablution block
- Post holes set out ready to bore



### PLUG-INS

### Construction Plans approved

- Getting quotes from different trades
- Example of what we about to build.



### BAS WORK ORDERS



WORKFLOW		
Unscheduled	<div style="width: 10%;"></div>	12
Work In Progress	<div style="width: 60%;"></div>	128
Awaiting Approval	<div style="width: 5%;"></div>	2
Completed	<div style="width: 10%;"></div>	12
Invoiced	<div style="width: 100%;"></div>	305

Field Workers		
Carpentry		44
Electrical		30
Painting		2
Pest Control		10
Plumbing		32
Yard Work		10

## Capital Works

### Projects:

#### Sth Side Football Field upgrade:

- Australian turf management P/O being raise
- ATF due next week for start of works

#### ICCIP Recycle Centre:

- Waiting on Ergon to change transformer and connect power

#### Waterfall Road Rectification work:

- Bulk sub grade removal has started for each of the treatment sections
- 400T of 2.3 road base has been delivered

#### Douglas St Road Rectification work:

- Bulk sub grade removal has started for each of the treatment sections
- 400T of 2.3 road base has been delivered

#### Splash Park:

- Splash park pad started, pad 100% complete
- Set out work to commence on 11-11-2020

#### China Camp Geotechnical Rectification:

- Gabion works completed
- Surveyors due on site to make out centre line of concrete road
- Concreter's due in the next week for final concrete road form



## 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

## Waterfall board walk

- Draft Design completed
- Survey completed

Job Costing Display - Periods J/C (19) Pay (19) Plant (19) Stores (19) Creditors (19)

Job No	4018-1000	DRFA China Camp Slip Works	<input checked="" type="checkbox"/> Active Job	Estimates Set Via <input checked="" type="radio"/> Job Cost NO <input type="radio"/> Item <input type="radio"/> G/L Budgetting	Acct Type Job
Item			<input checked="" type="checkbox"/> Carry FWD		New J/C Acct Print Group

	Pays	Plant	Stores	Creditors	Total
Previous Years	<u>8,615.24</u>	<u>3,131.16</u>		<u>80,448.88</u>	<u>92,195.28</u>
Year To Date	<u>119,673.98</u>	<u>63,296.49</u>	<u>1,314.59</u>	<u>432,305.57</u>	<u>616,590.63</u>
Current Period				<u>50,056.74</u>	<u>50,056.74</u>
Next Period					
Sub-Total	<u>119,673.98</u>	<u>63,296.49</u>	<u>1,314.59</u>	<u>482,362.31</u>	<u>666,647.37</u>
Committed				<u>321,348.01</u>	<u>321,348.01</u>
Total	<u>128,289.22</u>	<u>66,427.65</u>	<u>1,314.59</u>	<u>884,159.20</u>	<u>1,080,190.66</u>
Estimate					
Un-Expended					
Last Year	<input type="checkbox"/>				

Balances Details Trans Hist W/Orders Pay T/S Plant T/S Comm. Stores Comm. Orders Audit Graphs Groups

Clsd	Job Cost No. /	Description	Account Type
	4017-2000-0001	QDRF Early Warn wwasc.0002	Item
	4018-1000-0000	DRFA China Camp Slip Works	Job
	4018-1000-0001	Scope – Design, survey etc	Item

Max Prev Job Next Job Rpt Groups Find 4018 Find By ☒ Job Cost No ☐ Description Exit

Job No	4021-1000	Wujal Falls Boardwalk Project	<input checked="" type="checkbox"/> Active Job	Estimates Set Via <input type="radio"/> Job Cost NO <input type="radio"/> Item <input checked="" type="radio"/> G/L Budgetting	Acct Type Job
Item			<input checked="" type="checkbox"/> Carry FWD		New J/C Acct Print Group

	Pays	Plant	Stores	Creditors	Total
Previous Years				<u>2,115.00</u>	<u>2,115.00</u>
Year To Date				<u>17,697.89</u>	<u>17,697.89</u>
Current Period					
Next Period					
Sub-Total				<u>17,697.89</u>	<u>17,697.89</u>
Committed					
Total				<u>19,812.89</u>	<u>19,812.89</u>
Estimate					
Un-Expended					





## Water and Sewer

### **Sewerage**

We are still having major issues with debris in the southside pits with the eso staff having to clean out 6 pumps this month. We have had to get Aust waste twice to pump out 3 pits to do this service. The cost each time is around \$900.00.

We are still waiting for a p/o from housing for the septic tank



### **Water plant**

- The plant is operating well. The testing from cairns lab has come back all clear once again. One house in Ayton was just under the health guidelines and has been treated with inhouse testing showing a clear result.
- The remote monitoring is working well



### Recycle centre

This month we put through 19,000 items with a return to the council of \$1140.00. This will increase as more people start to use the service. We have ordered a conveyor belt for loading the crusher a threader which is the next stage of processing

### Fish cleaning table

- The water is now connected so this project is now completed

### Art centre

- we have put irrigation on the gardens which will keep the gardens watered.

### Splash park

- work will commence 6/11/20 on this project with a completion date of late January/early February

### Animal Management/Environmental Health



- Help assist the parks and gardens burn fire and control the burn.
- Pest are eliminated/reduced during this process



- A week of "Water and Waste" course was completed, and we will return back to our second block training in the upcoming weeks
- Photo shows how to get the best results in using





- Jayden Denman started as our new EHO and AMW and did his first injection to sedate the dog
- The dog had a hook stuck through his nose, Sedated the dog until he was fully asleep. Clipped the barbs off from the hook and pulled out the hook

COMMENTS: I am currently doing a 3-week online course to become an authorised officer to carry out a compliance function or an enforcement function under legislation administered by the department.

It's a huge job but might need assistance in exercising my powers and will take a while getting my head around it.

I haven't had much time to train Jayden and show him what our roles are and what we do. This month has been full of courses.

It will be a few weeks until I am ready to train Jayden.

## Art Centre

### Training

- The Bana Yirriji Art centre Manager has now completed Leadership and management training.
- The trainee Art Centre Manager is one of 5 Indigenous Arts Workers to take part in Australia Council for the Arts Cherish Fund. This training will be delivered through 'IACA Indigenous Arts worker Program' (IIAP) a yearlong Arts worker training pilot program. The training started in Cairns on 14<sup>th</sup> Sept – 18<sup>th</sup> Sept learning how to curate an exhibition through “Artwork Curation and Exhibition Installation at North site Gallery”.
- As part of this training the Trainee Art Centre Manager curated an exhibition which included the Bana Yirriji silk kaftans at the North site Gallery in Cairns.
- This training includes 3 hours a week via zoom sessions in Art Centre Governance, computer literacy training and Personal Development.

### Data:

- Sales report for the month of October 2020, attached.
- October has been a lot quieter with less visitors and sales.



### **Barriers & Issues:**

- My Pathway clients returned to their work for the dole program on 19th October 2020. However, it will be a slow process as only a few artists have returned to the art centre at this stage.
- The art centre needs more staff to be able to run at full capacity. The art centre staff need support in applying for funding that will employ more arts worker staff.

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

- Arts Queensland will provide Wujal Wujal Aboriginal Shire Council with UPLIFT funding for \$40 000, bringing total Backing Indigenous Arts investment in 2020-21 to \$90 000. This extra funding for Bana Yirriji art centre is to deliver creative development workshops and commissioning members to produce art works. This was a bonus to help art centres through COVID and did not need to be applied for.

Spent for the month of October	Item
\$200.00	Print folders for displaying art works on paper.

### **Update:**

- The art centre donated brushes and paints to one of the community artists to help them I create a new mural in the IKC building.



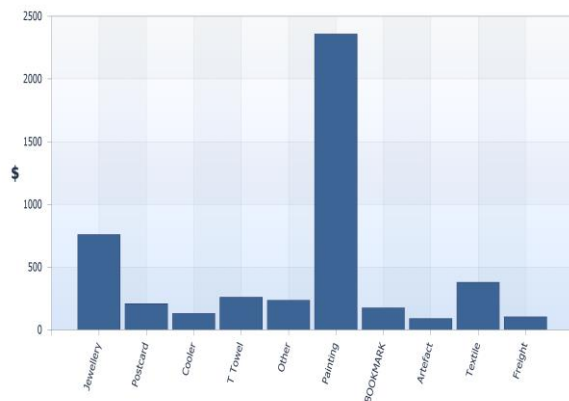
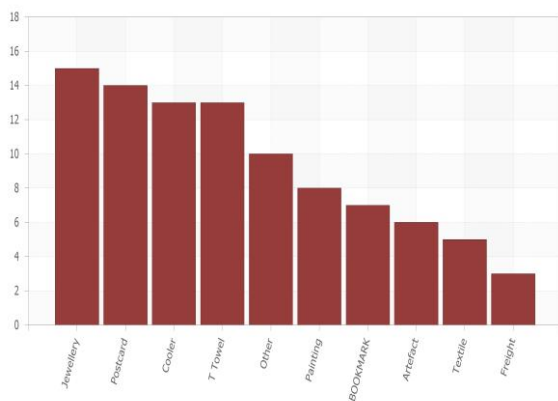




## Sales by Category (volume and value): Bana Yirriji Art Centre

Sales from 01/10/2020 to 31/10/2020

Product	Items Sold	Value of Sales
Jewellery	15	\$760.00
Postcard	14	\$210.00
Cooler	13	\$130.00
T Towel	13	\$260.00
Other	10	\$235.00
Painting	8	\$2,360.00
BOOKMARK	7	\$175.00
Artefact	6	\$90.00
Textile	5	\$380.00
Freight	3	\$105.00
<b>Total Items Sold:</b>	<b>94</b>	<b>\$4,705.00</b>





## HACC

### **Projects**

NIL PROJECTS

### **Financials**

October spending for the month

6/10 AYTON STORE: Meal Supply  
Approx. \$200.00

6/10 Alister Gibson-Garden Maintenance  
\$700.00

20/10 Cooktown Food and Ice Works: Meal Supply  
\$1088.24

20/10 Record of Care Services: Ongoing Support and Licence  
2530.33

30/10 Cooktown Food and Ice Works: Meal Supply  
\$1232.31

### **Issues with programs**

Nil

### **Correspondence**

Nil

### **Staffing**

Need male staff member to take on activities and duties that would be appropriate for our elderly male clients. Selection Criteria – It would be beneficial if they had

- Well-developed interpersonal skills and the ability to relate to frail elderly people and younger people with disabilities
- Understanding of issues relating to aged care and people with disabilities
- Proven ability to work independently and as part of a team.
- Ability to work effectively under limited supervision.



- A good understanding of occupational health and safety issues, as they relate to this position
- Good organisation and time management skills
- National Police Certificate
- Possession of a current First Aid certificate or willingness to undertake training during the job
- **The following criteria are desirable:**
- Possession of current “C” Class drivers’ licence and the ability to use work vehicle
- Knowledge of the local area
- Basic manual handling and food handling skills

#### **Training if any**

Upcoming first aid and CPR training for council staff on the 8<sup>th</sup> ,9<sup>th</sup> ,10<sup>th</sup> of December


### **Indigenous Knowledge Centre**

#### ***October 2020 IKC Report***

- Grant for Deadly Digital Communities approved for \$10,000.
- Item information for old IKC furniture ready for expression of interest
- Ten Samsung Galaxy Pro S tablets have now been formatted for public use.
- 
- In the process of exchanging 270 books with State Libraries Queensland as part of the collection refreshment program.
- Public use WiFi will be installed to the IKC 18 November 2020
- The State Librarian/CEO and Executive Director Public Libraries and Engagement will be coming 12 November 2020.

#### ***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>Furniture arrived; blinds installed.</li> <li>Project now complete and report is being finalised.</li> </ul> 
Language Grant	\$15,000	\$5,179.70	<ul style="list-style-type: none"> <li>Extended to 31/03/2021.</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>Awaiting the arrival of the new computers.</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> </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>	

### **Staffing**

- In talks with My Pathways around the possibility of two job seekers coming into the IKC a couple of times a week to assist with programs on IKC operations as part of their work experience in exchange for on the job training and skill enhancement such as computer training, administration and program facilitation training to upskill them and prepare them for job placement. This will be beneficial to Council as it is a zero cost and the job seeker as they get valuable on the job training and skills that can ready them for the workplace.

### **Training**

- The Head of IKC has one more assessment to complete to finalise their Certificate IV Leadership and Management. Thanks, is extended to both Susan Dicky and June Hannan from Total Management and Training for delivery of this course especially during the pandemic and their professionalism. It will prove to be valuable going forward. Thanks, is also extended to Council for the training opportunity and career development.

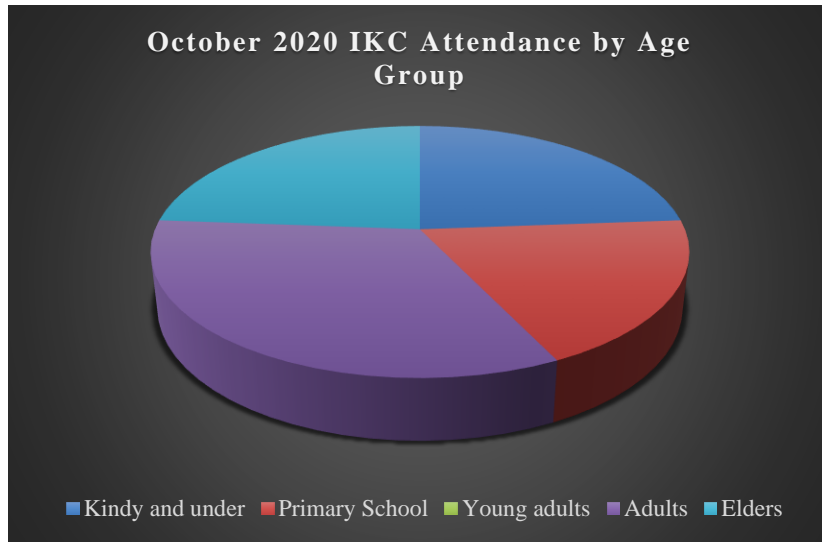
### **Recommendations/resolution**



- Nil

### **Statistics**

- Due to family illness the IKC was closed for two weeks during October which has affected the attendance statistics.
- Jabilbina hired the IKC for Thursday 8/10/20 for the entire day.
- 21 attendances throughout the month
- 1 adult non-fiction loan

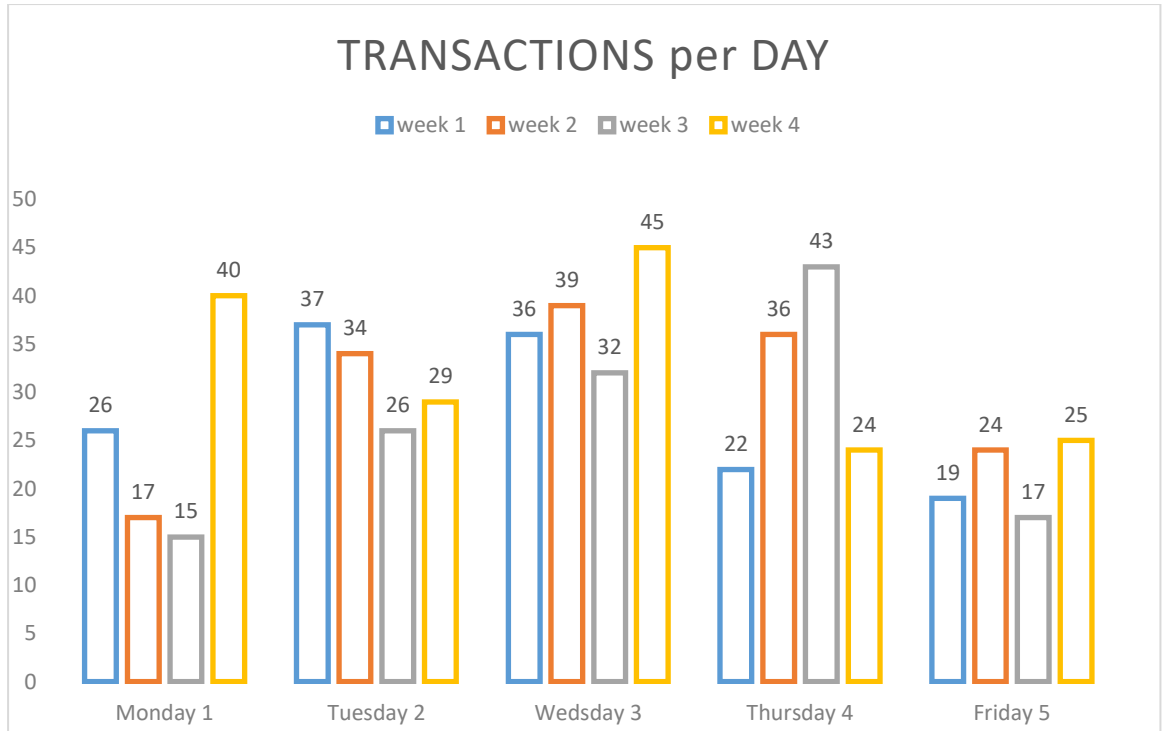


### **Post Office**

Sales have been slowly increasing due to the charging of Third-party accounts (My Pathways).

- Total Management training cert 4 online training has finished
- The post office finances are keeping up with the demand from residents of wujal.
- Mail is slightly delayed due to new sorting measures in-place in most mail sorting centers
- COVID-19 social distancing measures are still in effect.

Update: On the weekend of 02 of November 2020, the Wujal Post Office was broken into. Some parcels were damaged and stolen, money from the Bloomfield State School Tin was taken, and there was no other damage to the Post Office.



### Centrelink

- 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.

### Kindergarten

Requested twice Nil report received



## 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 have 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.

### **RECOMMENDATION:**

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

Director W&BS  
Victor Mills  
12 November 2020



## 7. CLOSED SESSION





## 8. GENERAL BUSINESS / LATE ITEMS
