
AGENDA

Ordinary Council Meeting

21 JANUARY 2021

COMMENCING AT 9.00AM

Wujal Wujal Aboriginal Shire Council





Council Members

Councillor Bradley Creek

Councillor Vincent Tayley

Councillor Robert Bloomfield

Councillor Regan Kulka

Councillor Vanessa Tayley

Mayor

Deputy Mayor



ORDER OF BUSINESS

- 1 [WELCOME/MEETING OPEN](#)
- 2 [ATTENDANCE/APOLOGIES](#)
- 3 [CONDOLENCES/CONGRATULATIONS](#)
- 4 [COUNCILLOR OBLIGATIONS](#)
- 5 [CONFIRMATION OF PREVIOUS](#)
[MINUTES](#)
- 6 [REPORTS](#)
 - 6.1 [Mayor's Report](#)
 - 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

2. ATTENDANCE/APOLOGIES

3. CONDOLENCES/CONGRATULATIONS

4. COUNCILLOR OBLIGATIONS/DECLARATION OF INTERESTS

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

Declaration of Conflict of Interest on any item of business

Registers of Interest

5. CONFIRMATION OF MINUTES

Confirmation of Previous Minutes of meeting held **17 December 2020**
as circulated.

Business Arising from Previous Minutes
report given at the meeting.

6. REPORTS



6.1 MAYOR'S REPORT

Mayor to give verbal report at Council Meeting

- 6.1.1 Teleconference with Deputy Premier and Queensland Mayors
- 6.1.2 Teleconference with Cairns District Disaster Management Group
- 6.1.3 Meeting in Cairns with Cape York Partnerships

RECOMMENDATION:

That Council receives and adopts the Mayor's report for the month of January 2021.



6.2 CHIEF EXECUTIVE OFFICER’S REPORT

6.2.1 Request for Accommodation

6.2.2 Cafe Lease

6.2 Chief Executive Officer 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 wo 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 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 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	Completed	Copy of the draft lease document provided 7 May. Currently being reviewed



	commissioning of the facility. CEO to inform Visionstream Pty Ltd.		
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.</p> <p>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 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			



<p>CEO Report 6.2.2 Res No. 0416072020</p>	<p>That Council notify the Office of Industrial Relations that the nominated dates for 2021 Special and Show Holidays are as follows;</p> <p>Friday 16 July 2021 Cairns Show Day Holiday</p> <p>Friday 24 Sept 2021 Wujal Wujal Rodeo Day Special Holiday</p> <p>Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday</p>	<p>CEO to notify Office of Industrial Relations</p>	<p>Complete</p>
<p>6.2.3 Res No. 0516072020</p>	<p>21 Hartwig Street – Social Housing Register</p> <p>That Council advise the Department of Housing and Public Works (DHPW) to remove the house located at 21A and 21B Hartwig Street Wujal from the social housing register and request the social housing 40-year lease for this property be relinquished.</p>	<p>CEO to advise DHPW</p>	<p>Complete</p>
<p>Guest Speaker</p>	<p>That Council resolves to endorse the Reef Guardian Program and resolves to adopt the MOU for this term of Council. The Council nominates Patrick Nandy Jnr as the representative to attend working group meetings and the Mayor and CEO to attend executive meetings.</p>	<p>CEO to sign MOU</p>	<p>Complete</p>
<p>Closed session Res No. 1216072020</p>	<p>That Council appoint or engage NCP Contracting to undertake, design and construct the Wujal Splash Park AS2124 (Local Buy contract BUS270) to the value of \$871,490 excluding GST outlined in the agreement by NCP Contracting.</p>	<p>CEO to sign contract</p>	<p>Complete</p>
<p>Closed session Res No. 1316072020</p>	<p>That Council engage Aqua Manage Service Propriety Ltd to monitor and service remote access and review the Scada Network System for a period of 12 months.</p>	<p>CEO to sign</p>	<p>Complete</p>
<p>General Business Res No. 1416072020</p>	<p>That Council enters/signs the contract for the Queensland Container Refund Scheme in the new recycle shed as supplied by Container Exchange (QLD) Limited.</p>	<p>CEO to sign</p>	<p>Complete</p>
<p>General Business</p>	<p>Councillors raised concerns about Shanty's on the beach</p>	<p>CEO to raise this with Cook Shire Council</p>	<p>Ongoing</p>
<p>Council Meeting 17 September 2020</p>			



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 Towney at reduced rent and electricity waiver for 12 months	CEO	Complete

6.2.1 REQUEST FOR ACCOMMODATION

Life Without Barriers have written to Council asking for assistance with accommodation for their Wujal Wujal Support Worker Bernadette Thomas.

Bernadette is a Wujal Wujal Traditional Owner who is returning home for work. The only accommodation available privately is the campgrounds at Ayton.

Council does not currently have any accommodation available (even staff accommodation).

The Kindergarten house has recently been renovated into a two-unit duplex for visiting consultants and contractors. Council may consider one of these units could be made available unfurnished for the term of Bernadette's contract (30 June 2021)

RECOMMENDATION:

That Council advise Life Without Barriers that Council is unable to assist as there is no accommodation available

6.2.2 CAFÉ LEASE

At the December Ordinary meeting Council agreed to offer the lease to the Art Centre Café to Mr Brian Towney at a reduced rental of \$100/week for an interim period of 1 year with the rent to be at a market rate (independently determined) after this period. Electricity costs will be waived (paid by Council) during the interim period. After the interim 12-month period electricity charges will be the sole responsibility of the Lessee.

This was communicated to Mr Towing who has responded accepting Council's terms; however, he has asked Council to consider whether gas expense could also be included with the electricity charges. He has also asked if he could come in April



to prepare the café for an opening on 1 July 2021 and that lease payments commence from 1 July 2021. A copy of his email is reproduced below;

Hi Steve,

Hope you had a good Christmas and new year.

I thank you again for your email 17th December and would like to propose to council that we come in softly at the end of April and use May and June to set procedures in place and gauge the community's needs and how much stock we would need to carry.

I have spoken with Victor about having the gas included with the power as in a waiver for the first 12 months as per councils offer and he said to put it in writing to you, would you please consider this and no lease payment to commence till the 1st of July at

The start of the financial year. This is a request so that we can take that time to get to know the people in the community and make the right decisions from the start of the lease agreement so as to avoid failure and the closure of the café once again. As I have

Said before we are seeking strong support from council to assist this business in becoming a strong hub of the community and for passing visitors.

I have already indicated to Queensland Rail my intentions of ceasing mid to late April, if you could get back to me with council's needs, we can move forward with drafting up a formal lease.

Subsequent to the December meeting Council has received a further expression of interest in leasing the Café from Ms Debbie Fullagar (Zysk). Given that Mr Towney has responded in the affirmative to Council's December offer I believe that Ms Fullagar should be advised that Council has already agreed to accept an expression of interest from Mr Towney. Ms Fullagar's letter is reproduced below:

Attention: Steven CEO

I would like to put expression of interest in for the cultural café lease, I have business experience in running café and previously ran the Deb Café in Wujal Wujal very long time ago.

I have great knowledge in day to day running of a café, and will provide community with healthy meals and ongoing good quality service

If you could kindly consider this, I would be very appreciative, this also gives me opportunity to relocate back to my community as Traditional owner from theses area.



I would be providing meals, cakes & slices and healthy sandwiches, and hot food.

I believe that good hygiene practices are very important in doing this and would like to ensure you I come from health background and practice good hand hygiene.

I be happy to have 2 community workers to support with any My Pathway hours, I truly believe in giving local people opportunity to venture into Enterprises business.

Please email or reply with relevant cost per lease.

RECOMMENDATION:

That Council advise Mr Towney that it is agreed to include the gas charges in the 12-month moratorium/waiver and commencement of the lease to coincide with the opening of the café.
FURTHER

That Council advise Ms Fullagar that the Café lease is not available due to the acceptance of an earlier expression of interest.

RECOMMENDATION:

That Council receives and adopts the CEO's report for the month of January 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



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

6.3.1 DEPT OF LOCAL GOVERNMENT APPOINTED AUDIT INTO COUNCIL FINANCIAL POSITION/CASH FLOW

- Dept appointed auditors (BDO), have been working with Council on financial position/cashflow issue since mid-December 2020
- Initial assessment by BDO
 - Council's combined bank balance as on 15 January 2021 was \$1.1m
 - Approx. creditors to pay as at 12 January- \$1.2m
 - Approx. open PO total as at 12 January- \$2m
 - Staged creditors payment plan proposed by BDO
 - Council to liaise with all creditors
- Following was agreed on 15 January between Dept/BDO & Council for every week
 - Monday, Council to provide to BDO the current open PO listing
 - Tuesday, Council to provide to BDO the current open transaction listing
 - Wednesday, BDO and Council to discuss any transactions of note/query and (if any) to stop, to agree creditors to be paid
 - Thursday, Council to process agreed creditors
 - Friday, Council to provide a copy of the bank balances to BDO

6.3.2 OPERATING RESULT AS AT DECEMBER 2020

- Year to date surplus is \$4.18m with Revenue at \$7.41m and expenses at \$3.23m
- Practical Revenue & Expenditure report not available due to Practical access issues

6.3.3 COUNCIL VEHICLE INSURANCE/WORKCOVER MATTERS

- HACC RAV4 (115YOW)
 - Stolen RAV4 now written off by insurance. Settlement of \$29,704.55 received. Quote for the replacement RAV4 was received at \$33,132.75, with Council to top up the difference of \$3,428.20



- Kindy HiAce Bus (643VHM)
 - Insurance now approved the repair of the stolen Bus. Council mechanic co-ordinating the repairs
- Mayor's Prado (937ZZI)
 - Damage repair quote received from Scott St Panel works for \$30,212.68
 - Council mechanic arranging hire vehicle at \$140 a day, plus other costs which are not covered by insurance
- Henrik Olsen Workcover claim
 - Henrik Olsen lodged a work cover injury claim. Application along with workers compensation medical certificate now provided to LGW

6.3.4 FINANCE MANAGER REPORT- Lynette Simbil

- Cash Flow Report is up to date to 31 December 2020. Bank Balance as at 31 December 2021 is \$1,473,025.53 with large deposits received during the month as follows:

Deposit made by	Reason for deposit	Amount
Arts Queensland	IVAIS Grant	\$ 73,215.00
Creche & K Association	QKFS Funding Instalment	\$ 36,883.55
Department of Health	ATSI Public Health Funding	\$ 48,402.20
Department of Health	CHSP Funding	\$ 68,655.52
Queensland State Police	Rates & Charges	\$ 54,071.90

- Credit Card Reconciliation is completed and up to date as at 31 December 2020
- December IAS to be lodged along with December Quarter BAS by 21 January 2021

6.3.5 ACCOUNTS PAYABLE OFFICER REPORT- Vivien Donahue

Open Purchase Orders

As at 31 December 2020, open purchase orders to the value of \$3,087,763.85 which is a true reflection of what Council owes its suppliers/contractors

Summary of creditors run for the month

	Total payment	Comment
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Payment date		
03/12/2020	\$157,709.41	Briody Plumbing - \$11,260.05, DNT Plumbing - \$12,100, Modus Australia - \$18,075.20, Sail Structure - \$56,418.20 & Waste Initiatives - \$30,030
08/12/2020	\$172,752.25	Payment to FNQ Pipelines
09/12/2020	\$104,115	Payment to FNQ Pipelines
10/12/2020	\$184,281.85	Australia Turf - \$64,658, Briody Plumbing - \$63,055.69 & Quicksilver Construction - \$13,917.15
14/12/2020	\$101,843.50	Payment to Grillex
15/12/2020	\$174,724.00	BD Wall & Floor Tiler - \$45,100 & Modus Australia - \$129,624
16/12/2020	\$112,128.43	Briody Plumbing - \$89,204.34 & Telstra (Council Monthly bills - Sept & Oct) - \$20,686.69
17/12/2020	\$171,469.94	Danthonia Designs - \$69,740.17, Lowes Petroleum - \$23,695.22, Nambal Resources - \$20,367.70 & Quicksilver Construction - \$20,003.89

Aged Creditors

- As at 31 December 2020, there was only \$6,254.86 aged creditors and all are within payment terms

6.3.6. ACCOUNTS RECEIVABLE OFFICER REPORT - Melita Baird

Invoicing

53 responsive maintenance invoices were raised totalling \$28,269.60 for the period of 1 December to 31 December 2020



QBUILD INVOICING COMPARISON

Month	2020	2019	Variance
December	\$22,269.60	-\$12,283.53	\$9,986.07

Aged debtors

90 Days Aged	\$168,358.22
60 Days Aged	\$6,480.82
30 Days Aged	-\$14,902.68
Current	\$31,487.32
Total	\$191,423.68

- -\$14,902.68 relates to duplicate payment from WW Health Centre- Council to process reimbursement.

6.3.7 PAYROLL OFFICER REPORT- Renelle Shipton

Total number of employees as at 31 December	72
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Summary of Payrun for the month

Pay period	Pay period ending	Total gross payment
22	01/12/2020	\$90,406.86
Termination Pay	07/12/2020	\$21,652.60
23	8/12/2020	\$82,098.09
State wage Allowance Increase	15/12/2020	\$1,095.25
24	15/12/2020	\$80,006.74
25 & 26	22/12/2020 & 29/12/2020	\$169,835.80



Staff movement for the month

Appointments	1
Resignations/terminations	1

Other Payroll matter:

- A review of the Annual leave liability report is being performed monthly – as at 31 December, there is only 1 employee with more than 2 years' worth of annual leave balance accrued

6.3.8 INFORMATION MANAGEMENT REPORT- Wendy Rowlands

Information Management

Continued ongoing filing and document management in Magiq and all other Council data bases.

IT Management

- Replaced failing drive in main admin server (NAS Storage Device)
- Ordered replacement UPS for the library and the depot
- A total of 67 tickets raised during the month- Fourier: 50, Telstra:17

RECOMMENDATION:

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

Director Finance & Corporate Services

Harish Nair

18 January 2021

RECOMMENDATION:

That Council receives and adopts the (DF&CS) report for the month January 2021.



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

6.4.1 DISASTER MANAGEMENT

- LDMG pre- cyclone checks are completed, with all standby generators, full of fuel, battery checks and have been tested.
- Fuel order has been consistence with demand, extra fuel was ordered during the week of shut down period.
- SES recruitment drive is ongoing with old members still having an interest.
- WWASC has prepared as much as we can for the wet season.
- Hopefully the shops will be stocked up and can cater for the community in this time.

6.4.2 CIVIL

- Pre-cyclone clean-up underway, residents are asked to take all rubbish to the Kerbside so WWAASC can pick up and dispose of, this is continuing due to residents buying up new furnishings and electrical goods etc.
- Parks and Landcare crew are busy with keeping the community clean, also have tidied up the Art Centre garden beds and the new nursery shade house is complete.
- China Camp Slip works complete and Waterfall Road/ Little Douglas and water plant access bitumen works complete.
- Tidy up all construction site.

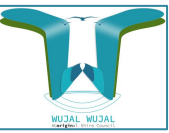
6.4.3 BUILDING

Eco Village at 60% complete

- Materials are on site.
- 5 decking's/platforms are in completion.
- Slab for Ablution facility, complete
- Shelter area still to construct
- Property Fencing still to do
- Pathways still to do
- Landscaping still to do

Guest Quarters at 65% complete

- Awaiting services connection to each unit
- Property Fencing still to do
- Pathways still to do



- Landscaping still to do

10 Plug-Ins

- Commencing in February
- Community Consultation complete, few negative responses to the proposal.
- Discussing with DHPW on re-allocation to other properties if approved by Tenants and DHPW

QBuild Work Orders

- From over 300 Job Cards that went through from the department, majority of the works have been attended to, complete or waiting on building procurement.
- Continuous checking portal over Xmas shutdown as part of the skeleton crew

Planned Maintenance

- QBuild has sent 5 Upgrade houses ready to quote
- These works are ongoing, procurement delivery is delaying progress
- Tidy up all Construction Site and secure

6.4.4 CAPITAL WORKS

Projects:

Sth Side Football Field upgrade:

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

ICCIP Recycle Centre

- Waiting on Ergon to change transformer and connect power, planned for January 2021

Waterfall Road Rectification work

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



Douglas St Road Rectification work:

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

Splash Park:

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

China Camp Geotechnical Rectification:

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

Project: Wastewater Network Upgrade

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

6.4.5 WATER & SEWER

Water plant

- The plant has been running well. There have been a few issues with the river pump electrics overheating but has been sorted out with the electrician and Ian Hocking. We are installing fan cooling in the power boxes which should solve this problem

Sewer plant

- The plant is operating as it should with very few problems.
- We are still having problems with debris in the tanks blocking pumps so have had to pull more pumps this month.
- We have a p/o to install septic tanks on southside. Work will start on this next week.

Water testing

- We have had another clear test for the month



6.4.6 RECYCLE CENTRE

- This has been closed due to holidays.

6.4.7 ANIMAL MANAGEMENT/ENVIRONMENTAL HEALTH

- We have planned to have vet day on the 13th-14 January 2021. De-sexing and monthly treatments will be done on the days given. This event will be promoted by posters delivered to shops and posted on walls.
- We have collected a dead dog that seems to have been bitten by a snake. He was picked up and buried on the south side.
- No new registrations in this month.
- Lucas Creek is now a part of the EHO/AMW and will focus on Animal Management.
- Environment Health
- We have had a serious spillage of sewerage contaminates 10/3 cape tribulation road. The pumps blocked and worked on 8 times within the past year. We have spoken to the owner's numerous times educating them not to flush utensils, underwear, baby wipes, toys down the toilet. Chlorine has been spread throughout the yard to kill the bacteria.

6.4.8 ART CENTRE

Highlights:

- In December, the art centre held a fabric printing workshop. This is the first workshop we have had since January 2020 due to COVID-19 as we had to cancel all planned professional development training. This was a successful workshop for the artists, designing 2 metre lengths of printed fabric. This will now be new stock to sell in the gallery.
- The trainee Art Centre Manager completed 3 zoom training sessions in December, Writing skills and photography editing.
- My Pathway held there Christmas party on the art centre veranda.

- Data:
- Sales report for the month of December 2020, attached.

Barriers & Issues:

- The Art Centre Manager and staff would like access to YouTube which has a lot of useful free tutorials available in art and photography, keeping in mind how much data is being used to watch one.



- The art centre is still waiting to hear from Council on insurance payments for the damaged artworks from the flood in January 2019.

Funding/Agreements/Financials

- The next funding available is IRADF, Indigenous Regional Art Development Funding, which is for \$25,000 and due on 22nd January 2021. However, Arts Qld have a few queries on the financials, that need to be clarified before we can apply.

Expenditure for the month of December 2020		Item
\$2000		Fabric printing workshop with Hannah Parker,



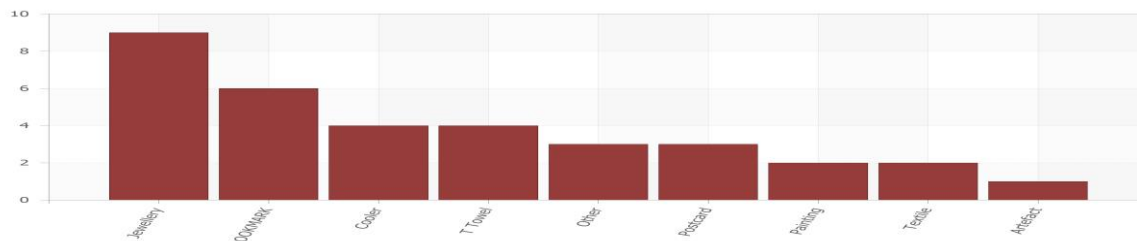
Sales by Category (volume and value): Bana Yirriji Art Centre

Sales from 01/12/2020 to 31/12/2020

Product	Items Sold	Value of Sales
Jewellery	9	\$515.00
BOOKMARK	6	\$130.00
Cooler	4	\$40.00
T Towel	4	\$70.00
Other	3	\$80.00
Postcard	3	\$60.00



Painting	2	\$550.00
Textile	2	\$320.00
Artefact	1	\$20.00
Total Items Sold:	34	\$1,785.00



6.4.9 HACC

Funding and Expenditure

- Cooktown Food and Ice Works- \$2598.25
- Ayton IGA Express- \$23.10
- Smithfield KMART- \$250.00- Cancelled Purchase Order (for previous Month)
- Alister Gibson- 1195.00

Frequent reminder to clients weekly to stock up on Essential needs, Food and Power Card. Clients will be sent out reminders and letter coming closer to breaking date.

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Training if any

First Aid and CPR was a success from all participants whom attended on the 8th and 9th of December. Certificates received from TAFE. Certificates distributed to attendants. Copies have been scanned and emailed to Harish and Renelle for HR files of Staffing.

6.4.10 INDIGENOUS KNOWLEDGE CENTRE

- Pama Enterprises hired the facility for a day for a community meeting.
- Working with local elders and TO's on the Language application
- Assisted community members with applications
- Continue to have issues with JB HIFI completing and shipping our orders for iPads and computers



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"> Extended until 30/11/2020 due to Covid-19. Project complete and awaiting financial report for submission of funding agreement.
Language Grant	\$15,000	\$5,179.70	<ul style="list-style-type: none"> Extended to 31/07/2021. Further extension received. Working with Cultural Advisors on word selection for app. Gathering images to add to the app. Ordered microphone to record audio. Error was made with the ordering of these items and payment has only just been made. Expected delivery is now January.
Tech Savvy Seniors	\$3,716.50	\$1,616	<ul style="list-style-type: none"> Extended until 31/05/2021 due to Covid-19. Error was made with the ordering of these items and payment has only just been made. Expected delivery is now January.
First 5 Forever Mum's and Bub's	\$18,000	\$3,668.86	<ul style="list-style-type: none"> Program on hold due to Covid restrictions, unable to accommodate more than 10 people whilst maintain 1.5 meters in the IKC. Have had meeting with the Wujal Clinic and working on starting the program at the commencement of the next school term with a focus on positive parenting and early literacy.
Switched On	\$10,000		<ul style="list-style-type: none"> Grant approved, waiting on First5Forever financial acquittal then SLQ will release the funding.
Total	\$61,716.50	\$27,342.95	

IKC Expenditure

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

Provider	Item	Amount	Funding	Comments
JB HIFI	Microphone	202.99	Language Grant	
Total		\$202.99		

Staffing

- Due to parental commitments the host agreement with My Pathways was cancelled until the end of school holidays when the work experience person can commit.
-



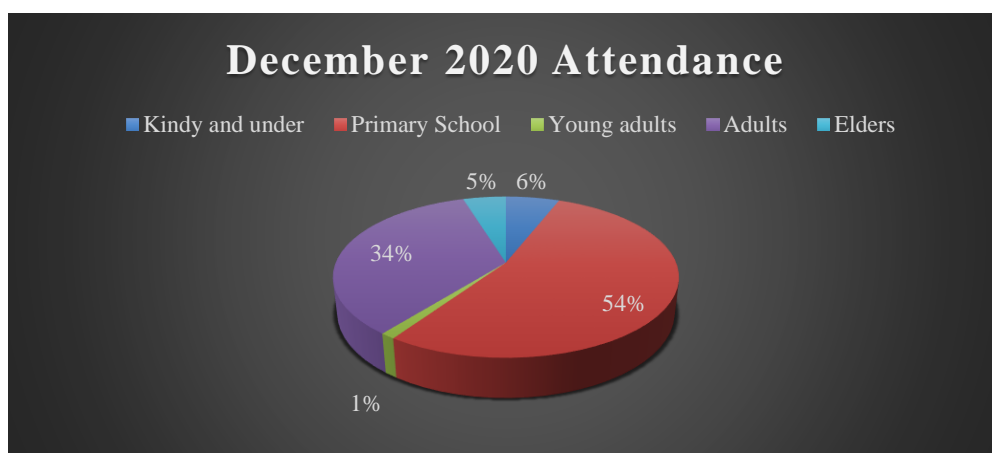
- There has been a lot of interest from My Pathways participants to do placement at the IKC in exchange for mentoring and training.

Training

- Head of Library completed two-day first aid training

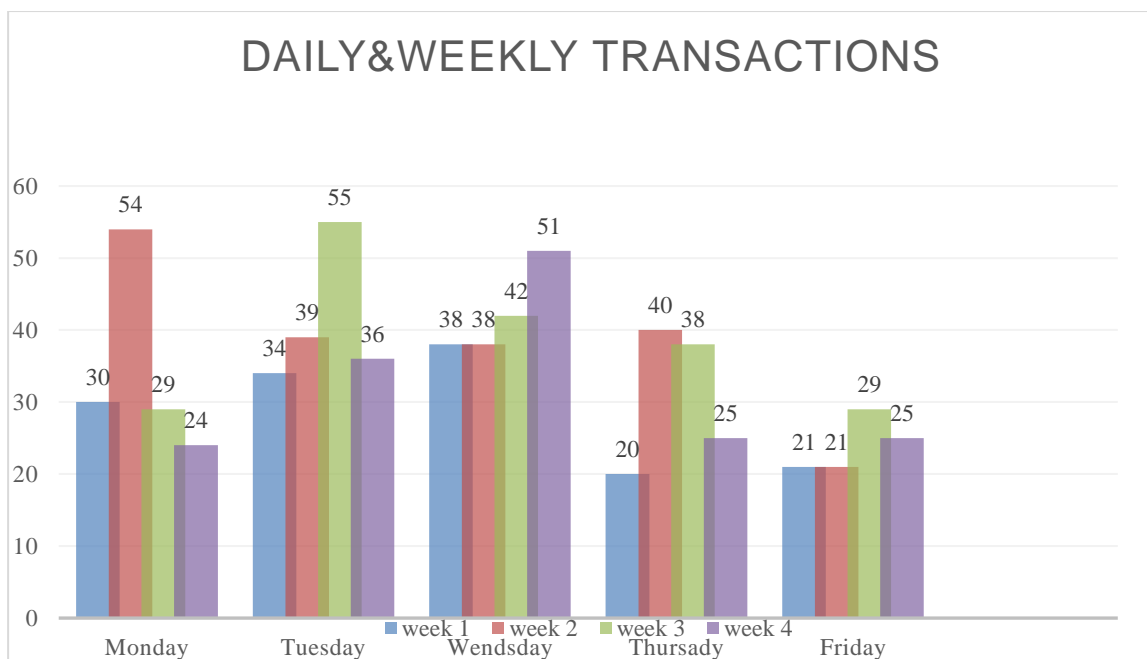
Statistics

- 84 attendances throughout the month
- 1 loan



6.4.11 POST OFFICE

- Sales have been slowly increasing due to the charging of Third-party accounts (My Pathways) and sending of letters and parcels for Christmas season.
- The post office finances are keeping up with the demand from residents of wujal as the Stolen Wages payouts have been deposited into people's accounts
- Mail has increased due to the Christmas period
- COVID-19 social distancing measures are still in effect.
- Update: The missing post office keys have been found.



6.4.12 CENTRELINK

- Community was advised by way of the Newsletter & signage around the community of the Christmas closure dates and was provided an alternative option for Centrelink recipients to contact Human Services during this period.
- All equipment functioning (weekly test to determine operational status with Human Services IT section).
- More local community now using the MyGov pathway to access Human Services (Centrelink/Medicare etc).
- We, Centrelink agents, have advised through the last Council newsletter of the Australia Day closure and the alternate option for contacting Human Services.

6.4.13 KINDERGARTEN

- No Report Due to school holiday closure. 2 staff remained working, tidying up and prepare for 2021
-

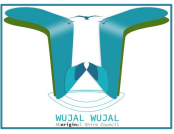
Director Works & Building Services

Victor Mills

18 January 2021

RECOMMENDATION:

That Council receives and adopts the (DW&BS) report for the month of January 2021.



7. CLOSED SESSION

8. GENERAL BUSINESS / LATE ITEMS
