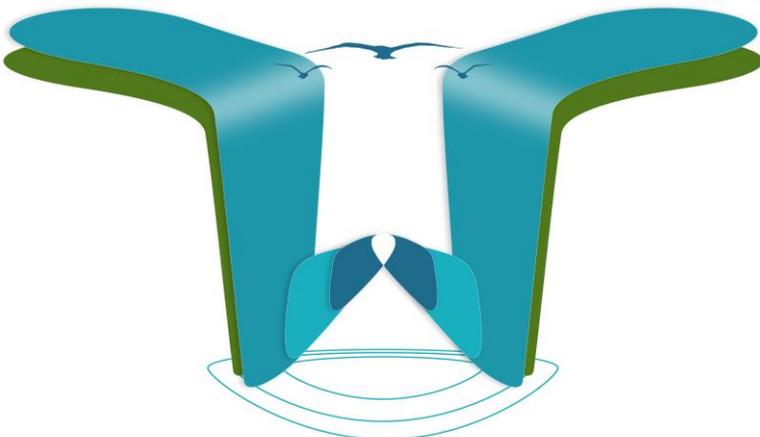


# AGENDA

Ordinary Council Meeting  
Thursday 16 September 2021  
COMMENCING AT 9:00AM



**WUJAL WUJAL**  
Aboriginal Shire Council

Wujal Wujal  
Aboriginal Shire Council



## WWASC COUNCILLORS

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

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



## ORDER OF BUSINESS

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



1. WELCOME/MEETING OPEN

Mayor welcomes everyone and opens the meeting.

2. ATTENDANCE/APOLOGIES

VISITORS/PRESENTERS

<b>VISITORS</b>	
<b>PRESENTERS</b>	

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 20 May 2021 as circulated.

Business Arising from Previous Minutes report given at the meeting.

6. REPORTS





### Other Deposits Received During the Month:

Funds Received From	Reason for Grant	Amount
Australian Taxation Office	GST Refund	\$ 164,542.00
AXA AS Insurance	Art Centre Flood Damage January 2019 Insurance Payment	\$ 10,069.81
Queensland Treasury Corporation	Working Capital Draw Down Facility	\$ 491,942.00

Credit Card Reconciliation is completed and up to date as at 31 August 2021.

#### Taxation & Compliance Matters

- Estimated GST refundable at 31 August 2021 is \$142,070.79.
- IAS for the month of August 2021 by 21 September 2021
- No other matters outstanding

#### 6.4.2 Accounts Receivable

21 Invoices were raised totalling \$15,327.43 for the period of 1st August to 31st August 2021.

21 Work Orders for Responsive Maintenance totalling \$15,327.43

0 Purchase Order for Planned Maintenance totalling \$ nil

#### QBUILD INVOICING COMPARISON

MONTH	2021	2020	VARIANCE
AUGUST	\$15,327.43	\$136,269.80	\$120,942.37

#### AGED DEBTORS REPORT AS AT 31 AUGUST 2021

90 Days Aged	\$53,985.79
60 Days Aged	\$4,098.79
30 Days Aged	\$13,847.42
Current	\$10,712.31
<b>Total Debtors</b>	<b>\$82,644.31</b>

#### 6.4.3 Accounts Payable

##### Open Purchase Orders

- As at 31 August 2021, open purchase orders to the value of \$2,606,340.49 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis
- Please find attached Aged Creditors Report as at 31 August 2021



### Summary of creditors run for the month

Payment date	Total payment	Comment
13/08/2021	\$425,785.41	Largest Payments to – LGAQ - \$44,909.00, LGM Assets - \$180,834.95, RECS Consulting - \$155,350.80 and Up North Building - \$16,940.00
19/08/2021	\$107,039.71	Largest Payments to – Cairns Hardware - \$50,345.54, Freestyle Concrete - \$11,000.00 and P.D Building Services - \$11,305.34
27/08/2021	\$135,325.83	Largest Payments to – CCALS - \$20,226.14 and True Water Solutions - \$87,967.25

#### 6.4.4 Payroll

Nil

#### 6.4.5 Information Management

##### Records Management

Continued and ongoing filing and document management in MAGIQ, Council's 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

The spreadsheet below indicates the number of Fourier, Brilliant, Magiq and Telstra incident tickets created for the month of August 2021

There were no major incidents in August 2021

	Fourier	Telstra	MAGIQ
1/08/2021			
2/08/2021	1		
3/08/2021			
4/08/2021	1		
5/08/2021			
6/08/2021			
7/08/2021			
8/08/2021			
9/08/2021	2		
10/08/2021	3		
11/08/2021	10		
12/08/2021	2		
13/08/2021	4		
14/08/2021			
15/08/2021			

16/08/2021	9		
17/08/2021	5		
18/08/2021	12	2	2
19/08/2021			
20/08/2021	1		
21/08/2021			
22/08/2021			
23/08/2021	3		
24/08/2021	4		
25/08/2021	13	2	
26/08/2021	1		
27/08/2021			
28/08/2021	1		
29/08/2021			
30/08/2021	2		
31/08/2021	1		

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

### 6.5.1 Director of Works and Building Services

#### **Staffing**

Interim Finance Director John Bingham assisted with having the first round of incentive payments to all staff that accepted the reduced hours totalling \$37,722.79 amongst 13 staff members.

Tony Goode from Local Government Senior Human Resources assisted Council with the second amount of staff that also had interest to put in their interest for reduce hours which includes another 11 outdoor staff members and 2 from the admin sector. This dollar figure is still with FC for approval.

There was a slight error in the wording for the first round of incentives which was then corrected by Tony Goode, which the A/Ceo organised a all staff meeting to discuss the error and what the correction was.

Whilst Tony was here he discussed other issues that's been long going with the Council in particular the Payroll / Contracts / Letter of Offer / Awards and Locality Allowances, resulting from this discussion A/Ceo and Local Government has agreed to have to members from the Local Government HR sector to be in Wujal for a week to work through with our Administration Staff to get this sorted and avoid further IR issues. The success with this is one of the HR personnel is a HR Lawyer and the other is recruitment/training. Also this cost will be covered by Local Government, WWASC may require to provide accommodation.

When inputting into Practical System of Council it could not capture both hours 32 & 36.25 which also were giving staff wrong pays or wrong print out in their Pay slips.

#### **Mayor/ACeo**

Meeting with PCYC to assign service agreement back to WWASC.



Meeting with Justice group for PCYC and also their other leasing interests – Men’s Shed, Manse House, Women’s Shed,  
 Community meeting to discuss COVID injection roll out/same day CDCC held a community meeting to update community of their presence and business  
 Community Safety meeting: see attached  
 NAIDOC meeting – Plan 4 day event see attached  
 Interagency meeting: see attached agenda  
 Meeting organised with DSC Mayor/ACeo, discussions around, Boundary Extension, MOU for maintenance all of Southside/China Camp/Bloomfield Track, Recycle pick up from Ferry back up to Wujal, postponed Rodeo approvals etc.  
 Joint Venture Meeting: see attached  
 COVID : update with all first nation communities (roll out of vaccine)

**For Noting**

See Attached – Zig Zag (Outstation Building report)  
 Update Budget – See attached.

**For Resolution**

Council accepts the expression of interest made to WWASC by Katherine Gibson Steffensen to take on the Art Centre Café lease, the lease is drafted as per previous offer, Katherine has visited the Café on two occasions and is very excited with the layout and the prospect of getting this operated ASAP. During both visits she seen the traffic of tourists coming through the Bloomfield Track, my advice to also advise all agencies for meetings that she will do the catering etc.

**6.5.2 Capital Works**

- China camp has 95% completion, two culvert head wall to install next week
- Sports oval complete, grass growing over oval
- Wastewater treatment plant (truewater) 85% complete, irrigation field nearing completion, aiming to complete be end of September
- Early warning system 85% complete, waiting on prospect to return to complete mast erection.
- Splash Park 85% complete, due for completion end of September

**6.5.3 Building**

**Community Hall**

Materials have arrived on site  
 Demolition has started

**Guest Accommodation**

Topsoil has been spread  
 Started installation of irrigation

**Eco Tourism Village**

Boundary fence 90% completed  
 Ablution block 90% complete  
 Final deck being installed



BBQ & shelter installed, BBQ to be connected

**Planned Maintenance**

22 Hartwig St 87% completed

**Plug-ins**

6x at slab base

2x started frame works (38 & 39 Hartwig)

3x Concrete footings done

**BAS Works**

Workflow		
Unscheduled	<div style="width: 5%;"></div>	9
Work In Progress	<div style="width: 40%;"></div>	114
Awaiting Approval	<div style="width: 0%;"></div>	0
Completed	<div style="width: 10%;"></div>	27
Invoiced	<div style="width: 80%;"></div>	216
Field Workers		
Carpentry		61
Electrical		30
Painting		1
Pest Control		4
Plumbing		14
Yard Work		4

**6.5.4 Water & Waste**

**Water**

Water tank is running normal, and water and all results are within the water drinking quality guidelines. I did see a spike with the chlorine reading but the water operators got on top of it by flushing the lines.

**Waste**

Intake filter

Has been regularly cleaned once the pressure drops to 4000 kilolitres. Once it is pulled out, the boys gurney the filter and place it back in and the pressure sits on 8000 kilolitres



### 6.5.5 Recycle Centre

Date	Mixed Gl.	Aluminium	Pet Cle	Pet Colour	Hdpe	Liquid Paper	Steel	Total units	Payment
Sunday, 1 August 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 2 August 2021	3,294	2,142	993	50	125	74	1	6,679	\$ 667.90
Tuesday, 3 August 2021	-	-	-	-	-	-	-	-	\$ -
Wednesday, 4 August 2021	-	-	-	-	-	-	-	-	\$ -
Thursday, 5 August 2021	-	-	-	-	-	-	-	-	\$ -
Friday, 6 August 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 7 August 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 8 August 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 9 August 2021	22	563	88	1	1	-	-	675	\$ 67.50
Tuesday, 10 August 2021	-	-	-	-	-	-	-	-	\$ -
Wednesday, 11 August 2021	-	-	-	-	-	-	-	-	\$ -
Thursday, 12 August 2021	-	-	-	-	-	-	-	-	\$ -
Friday, 13 August 2021	67	1,551	202	9	65	5	-	1,899	\$ 189.90
Saturday, 14 August 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 15 August 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 16 August 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 17 August 2021	-	-	-	-	-	-	-	-	\$ -
Wednesday, 18 August 2021	2	409	174	2	14	20	-	621	\$ 62.10
Thursday, 19 August 2021	-	-	-	-	-	-	-	-	\$ -
Friday, 20 August 2021	999	1,712	562	25	23	220	-	3,541	\$ 354.10
Saturday, 21 August 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 22 August 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 23 August 2021	-	-	-	-	-	-	-	-	\$ -
Tuesday, 24 August 2021	25	308	67	-	15	2	-	417	\$ 41.70
Wednesday, 25 August 2021	4	119	164	2	10	-	-	299	\$ 29.90
Thursday, 26 August 2021	-	-	-	-	-	-	-	-	\$ -
Friday, 27 August 2021	-	-	-	-	-	-	-	-	\$ -
Saturday, 28 August 2021	-	-	-	-	-	-	-	-	\$ -
Sunday, 29 August 2021	-	-	-	-	-	-	-	-	\$ -
Monday, 30 August 2021	265	680	229	2	53	36	-	1,265	\$ 126.50
Tuesday, 31 August 2021	813	800	116	-	101	7	-	1,837	\$ 183.70
<b>Total</b>	<b>5,491</b>	<b>8,284</b>	<b>2,595</b>	<b>91</b>	<b>407</b>	<b>364</b>	<b>1</b>	<b>17,233</b>	<b>\$ 1,723.30</b>

### 6.5.6 Animal Management & Environmental Health

#### Animal Management

Helen from Sea Vets has come in to treat the dogs for flea/worm/mange and ticks. We are also re-registering every dog and registering new dogs. Cook Shire and Douglas Houses cannot be registered and can only be treated.

#### Pound

We have picked up a dog on the southside with complaints for wandering in yards. The dog is impounded, and the owner is informed to collect within 5 days

#### Number of Dogs Registered to Council: 68 dogs

There are some new pups around that haven't been registered which may take the numbers up to 70-75 dogs in total.

Received a report from 72 Douglas street about their dog went missing. They have 2 dogs last seen heading up past the art centre and only 1 dog came back. I've informed the owner that a lot of tourist and hunters come through everyday and also 3 crocs are now on the fresh water side. 1 croc is a decent size around 3.5m-3.7m and the other two crocs 2.8m-3.4m



### **COMMENTS/CONCERNS:**

Would like to have another person for animal management as the funding funds 2 people. With a second officer it shows strength, we can enforce picking up wandering dogs to keep the animals safe. People with broken fences will ring through the blue phone like they did last time and would like to see fences fixed so owners have no excuses.

### **Environmental Health**

#### **Pump Pits**

One of the pumps at pump station 6 has been replaced with a new pump and it is functioning well.

Pump pit at the Southside oval has been overflowing after every weekend and the water operators are constantly cleaning and draining pits every Monday and throughout the week.

#### **Pest**

Haven't received any job cards within this month to treat houses for pest so I think the community is doing great with maintaining pest.

#### **Dogs**

All dogs have been free of mange and is not a risk to public health

### **COMMENTS/CONCERNS:**

It has come to my attention that the pit on south side oval should be dealt. It would be good if we can get the pumps and sensors working on auto, so we don't have this constant issue. If I can find out the dimensions of the pit, we can calculate on how many people can stay and utilize the toilet. Dual Flush toilets releases 4.5 litres on full flush and half flush releases 3 litres.

Another option is to up the price for campers, so we can use that money to put towards upgrading the pit and other future projects/events.

## **6.5.7 Art Centre**

### **Highlights**

This month, Lila Creek and Florence Williams exhibited at Tanks in Cairns for "Where's your permit". The artworks are now available via CIAF online shop.

The art centre has been extremely busy with record number of visitors coming through the area. The experimental earth pigments paintings are selling well so we are encouraging the artists to use more ochre.

The artists and staff are working on designs for a new range of T-shirts to be sold in the gallery.

### **Data**

Sales report for the month of August 2021, attached.

### **Barriers & Issues**

The art centre staffs have noticed a lot of tourists camping down at the Wujal Wujal falls carpark. We are informing the police when we see anyone camping in a non-camping area.

For the art centre manager to let Council know what has been spent in August, it would be useful to have a report as to what has been approved by the BDO and when it will be paid.

**Funding/Agreements/Financials**

The art centre manager completed the IVIAS end of year report this month. This grant is for staff wages.

For all Bana Yirriji Art Centre financial questions please discuss with financial controllers.

August 21	Cost
Tropic City Art and T shirts printing – T Towels for gallery, using artists designs.	\$2,145.00







### 6.5.8 HACC

#### ***Funding and spend***

Cooktown Food and Ice Works- total spend: \$ 1757.69

#### ***Issues with programs etc.***

Current issue to PRODA- awaiting identification from Coordinator to proceed with set up. Medicare amend form-aged care ID number yet to get verified

#### ***Client/s Correspondence***

NIL

#### ***Reporting***

HCP Medicare claim has been submitted

Acquittals for CHSP, QCSS, HCP- are currently overdue, waiting for finance (LS) submit. Finance wasn't available with hand over to new coordinator (GM) or (SD) Issues with reporting might arise, may need to seek Beggs Consulting to provide support for coordinator in requesting documents for future reports/acquittals

Date was sent to finance (LS), meeting did not go forward due to sorry business. Future date will be in place to discuss Community care budget and funding.

#### ***Staffing***

New coordinator started on the 23rd of August- Hand over approx. 2 weeks

New Coordinator is now set up on MAC portal, OASIS, MyGovID, ROCS, P2i, RAM, and awaiting to be set up on PRODA.

(GM) Is set up on Practical, MAGIQ and Outlook. Training on requisition in Practical are now complete (GM) may need assistance in the future.

#### ***Training if any***

Food safety supervision to commence in September on the below dates: for all community care staffing (GM) (SD) (JF) (DB) (AW)

Monday 13th 9.00am-4.00pm

Tuesday 14th 9.00am-4.00pm

Wednesday 15th 9.00am-4.00pm

Thursday 16th 9.00am-4.00pm

### 6.5.9 Indigenous Knowledge Centre

Assisting with clients with MyGov/Centrelink services (whilst computer in the Centrelink office is not operational), internet banking, digital devices, bill payments, tax return queries etc. This has been very time consuming due to the extended wait times with services and the requirement of linking codes. The IKC coordinator is also using their personal phone (for people that so not have mobile phones) to assist clients with some calls taking in excess of an hour. Agent Services are aware of the situation and the computer is sitting in the Cairns office but due to Covid they are not attending community.



Had host meeting with Centrelink this month and they still have not been approved for travel to communities.

Had a zoom meeting with Daniel Featherstone from RMIT University in Victoria in regard to RMIT research project on digital inclusion and media use in remote First Nations communities. Participation would be good for Wujal as he has funds to support two local people to assist in the research project at a rate of \$37 per hour. The project focuses on issues around telecommunication and internet access in communities in the hope of being able to rectify some and enhance the services provided in remote communities. The project is funded by Telstra and run by RMIT. RMIT will conduct surveys and interviews with local people, businesses, and community organisations to get an understanding of the how services are currently being utilised and what providers could do to promote first nation inclusion and close the gap in terms of digital inclusion.

Due to the high volumes of customers using MyGov the IKC is not using the ticketing system and just leaving the internet connection active to minimise disruption. Therefore, no data has been captured on internet usage over the last month.

Assisting other departments with funding applications. Completed grant application for Specialist Radio Programming for funding for equipment to create and edit an interview program called Changing Tides. Carmel will interview local community members about local history, a current affair, language, culture etc.

Completed and submitted grant application for the construction of an Aged Residential Care Facility. The proposal was for a 12-bed facility with a palliative care suit and renal dialysis room. The funding application was for \$8million to be constructed on the Council land parcel next to the police station.

Throughout August we had 10 children attend Homework Club and one week we were unable to run the program due to prior commitments. To get numbers back up the teacher is going to ride the bus on a Wednesday and encourage the kids to attend. The IKC Coordinator will purchase snacks and drink to encourage attendance. With the current numbers attending it has been good for one-on-one interaction with the teacher and the kids have gotten a lot of benefit from the program.

### ***Projects***

#### **Language Grant**

Miromaa now has the data and is working on the application build. This is envisaged to take around five weeks until the first draft is released. We need to come up with a long name for the App and a short name for the app icon. Open to suggestions.

#### **First 5 Forever Mum's and Bub's**

Seeking extension on funding to restart group. Will be held on Thursday mornings to avoid clashing with the Ging Ging Playgroup which is held Tuesdays and Wednesday mornings. First session will be around kids' iron levels and ways to incorporate iron into their diets as well as some early literacy and bonding techniques.

### ***IKC Expenditure***

No IKC expenditure for the month

**Recommendations/resolution**

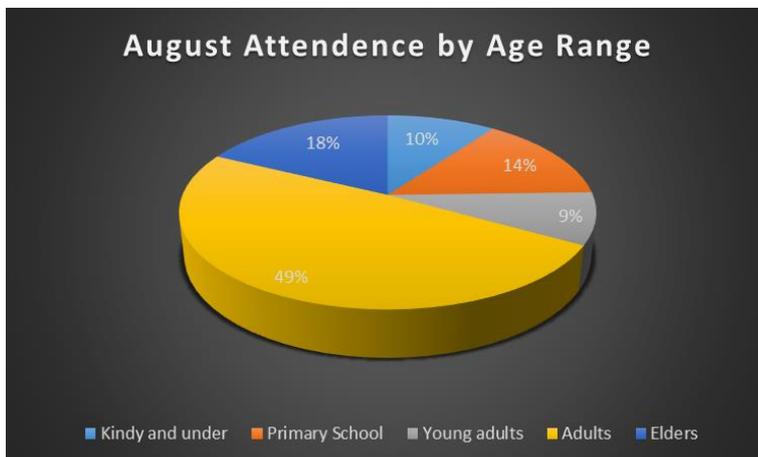
Nil

**Statistics**

220 attendances throughout the month

35 loans for the month

0 new members



**6.5.10 Post Office**

The Wujal Post office is able to sell mobile phone and accessories through AusPost and it's 3rd party affiliates, in order to sell the phones, Wujal Post office has to meet certain requirements. I am in the process of attaining all the necessary procedures and documentation needed to be compliant with the AusPost Consumer policies.

Parcels that have been ordered by community members has been delayed because of the COVID restrictions in place around the major cities in Australia, there is a 1–2-week delay.

There has been a lot of community members that have lost their keycards and think that the wujal post Office is a Commonwealth Bank Agency, so they ask if I could get them a new keycard, I cannot do that, it is up to the individual to organize their replacement keycard as the Wujal Post office is Not a Comm bank agency anymore.

**6.5.11 Centrelink**

Computers are still out of order

**6.5.12 Kindergarten**

Nil report received

**7 CLOSED SESSION - Nil**

**8 GENERAL BUSINESS/ LATE ITEMS**