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# AGENDA

Ordinary Council Meeting

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23 April 2020

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**

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**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL AGENDA  
ORDINARY COUNCIL MEETING**

**Thursday 23 April 2020**

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## 1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

<b>Members Present:</b>	Cr Bradley Creek, Mayor (Chair) Cr Vincent Tayley (Deputy Mayor) Cr Robert Bloomfield Cr Regan Kulka Cr Vanessa Tayley
<b>Apologies:</b>	
<b>Officers/ Staff:</b>	Stephen Wilton – Chief Executive Officer (CEO) Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy - Executive Assistant (EA)
<b>Observers:</b>	
<b>Presenters / Visitors:</b>	Marie Shipton – Stolen Wages update on the deck before lunch

## 3. CONDOLENCES/CONGRATULATIONS

## 4. COUNCILLOR OBLIGATIONS

- 4.1. Declaration of Material Personal Interest (MPI) on any item of business
- 4.2. Declaration of Conflict of Interest on any item of business
- 4.3. Registers of Interest

## 5. CONFIRMATION OF PREVIOUS MINUTES

**5.1.1 Confirmation of Previous Minutes of meeting held 19 March 2020**  
As circulated.

**5.1.2 Confirmation of the Minutes of the Statutory meeting held 22 April 2020**  
As circulated

**5.2 Business Arising from Previous Minutes**  
Report given at the meeting.

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# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 23 April 2020**



### **6.1 Mayor's Update**

- 6.1.1** Mayor's welcome to new Council
- 6.1.2** LDMG and DDMG update
- 6.1.3** Cape York Education Forum
- 6.1.4** Councillor Portfolios
- 6.1.5** Correspondence

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## 6.1 Mayor's Update

### 6.1.1 Mayor's welcome to new Council

### 6.1.2 LDMG and DDMG update

Mayor to give a verbal report.

### 6.1.3 Cape York Education Forum

Mayor to give a verbal report on latest developments of Good to Great Schools Education package.

### 6.1.4 Councillor Portfolios

Mayor to outline available portfolios and key responsibilities expected from Councillors over the next 4yrs.

### 6.1.5 Correspondence

**6.1.5.1 LGAQ** - Battleplan to help Queensland communities manage and recover through the COVID-19 Pandemic (**pg 7 and 8**).

**6.1.5.2 LGAQ** – Nomination for District No. 12 (**pg 9**).

**6.1.5.3 LETTER** received from Douglas Shire Council – Congratulations to Mayor Creek (**see pg 10**).

**6.1.5.4 LETTER** received from Cairns Regional Council – Congratulations to Mayor Creek (**see pg 11**).

<b>RECOMMENDATION:</b>
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That Council receives and adopts the Mayor's report for the month of April 2020.
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**Mayor**  
Bradley Creek  
17 April 2020

### 6.1.5.1

## LGAQ - Battleplan to help Queensland communities



20 April 2020

**Dear Local Government Elected Members of Queensland:**

Today, the Local Government Association of Queensland – the peak body representing all 77 Queensland councils - launched on your behalf a Battleplan to help Queensland communities manage through and build our recovery from the COVID-19 pandemic.

Our proposal is to partner with the State Government to create local jobs and keep local economies turning. It is the next step in our advocacy on behalf of Queensland councils and our communities during these challenging times.

Local Government is the level of government closest to the community. Our priority is to keep our communities safe and strong and keep people in jobs. We already play a significant role in leading local disaster mechanisms, sustaining our 40,000-strong workforce and delivering essential public health services. We can do much more if supported. In a state as decentralised as Queensland, one size does not fit all. We are uniquely positioned to provide widespread and scalable, locally relevant responses that will get our communities through this crisis, manage the impact and rebuild. We can make sure support gets to where it is needed and has the greatest benefit.

No other level of government, sector or partner can offer this.

The impact of COVID-19 is unlike most recent disasters. No council - big or small, coastal or rural - is immune. Larger councils are highly vulnerable due to significant declines in own source revenue and potential impacts for their workforces. Smaller councils, less able to provide direct financial relief, are having to intervene to support local economies, many of which are still in recovery from drought and floods.

Councils will need to partner with State and Federal Governments to keep our local communities safe and strong. With only three per cent of all government revenue, we do not have the funding sources to leverage effectively the extensive local response that will be required.

Councils will need to be supported by State and Federal Governments if they are to do this. The Federal Government's refusal to trigger disaster relief and support for JobKeeper funding to councils has meant this task has become much harder. This support cannot come from the State Government alone, which like councils, is also seeking to provide wide ranging community and economic support against declining revenues.

Our Battleplan complements the measures already announced by the by the other tiers of government, but recognises there is more that needs to be done if recovery at the local level is to be successful and sustainable – and helps those who need it most.

To support our member councils, the LGAQ has focused its advocacy in three key areas:

1. State Government support - Battleplan for Queensland Local Communities has been developed as a partnership proposal for the State Government targeting local jobs and economic stimulus through initiatives that are proven and responsive to local

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25 Evelyn Street  
Newstead Qld 4006

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Fortitude Valley BC  
Qld 4006

Local Government Association Of Queensland Ltd.  
ABN 11 010 883 293 ACN 142 783 917



vulnerabilities. A letter has been written to the Queensland Premier seeking her support: <https://bit.ly/battleplanletter> (member login required)

2. Federal Government support – In conjunction with other States and Territories, the LGAQ will work to develop a battleplan proposal targeting Federal support, specifically additional Financial Assistance Grants to support the delivery of essential services and larger scale infrastructure funding programs. With the Federal Government receiving more than 80 per cent of public funding, it has a critical role and the LGAQ has written to the Prime Minister seeking support: <https://bit.ly/federalstimuluscall>
3. Direct support for councils – to identify the scale and impact of the lockdown on council capacity and own-source revenues, the LGAQ is working with the State Government and QTC on a joint information request, the responses to which will inform the Department's considerations on what direct support it can offer councils. The LGAQ will be seeking to use the data to inform planning, advocacy and support for councils across a range of its advocacy agendas.

The LGAQ is also providing a range of other support for councils during this time and will provide regular updates to its members: <https://www.lgaq.asn.au/>

Your Association is working hard to ensure that the collective voice of local government is heard and so that support is available that is flexible and will enable councils to deliver what they believe is an effective locally led recovery plan.

Please do not hesitate to contact me or the LGAQ if you wish to have further information on what your Association is doing to support councils during this time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Jamieson', enclosed within a simple, hand-drawn oval shape.

Mayor Mark Jamieson  
LGAQ PRESIDENT



**6.1.5.2 LGAQ – Nomination for District No. 12**

ATTACHMENT 2

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)  
POLICY EXECUTIVE 2020-2024**

**NOMINATION FORM**

**DISTRICT NO.12**

The City Council of .....

Hereby nominates Cr. ....

To represent District Number 12 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at ..... this ..... day of ..... 2020

CHIEF EXECUTIVE OFFICER

I hereby accept this nomination .....

Elected Members Signature

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO  
THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

RETURNING OFFICER: MR GJ HALLAM AM  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006

**N.B FAXED NOMINATIONS WILL NOT BE  
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY  
HAND ONLY.**

**Email: returning\_officer@lgaq.asn.au**

### 6.1.5.3 LETTER received from Douglas Shire Council



PO Box 723 Mossman Qld 4873  
www.douglas.qld.gov.au  
enquiries@douglas.qld.gov.au  
ABN 71 241 237 800

#### Office of the Mayor

Administration Office  
64 - 66 Front St Mossman  
P 07 4099 9444  
F 07 4098 2902

YOUR REF:  
OUR REF: 950267 MK:nsb

E-mail: [Michael.Kerr@douglas.qld.gov.au](mailto:Michael.Kerr@douglas.qld.gov.au)  
Mobile: 0447 019 647

Cr Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
Via e-mail: [mayor.creek@wujal.qld.gov.au](mailto:mayor.creek@wujal.qld.gov.au)

17 April 2020

Dear Mayor Creek

#### RE: Congratulations

I would like to take this opportunity to formally congratulate you on your recent election as Mayor of Wujal Wujal Aboriginal Shire Council.

As Mayor of Douglas, I look forward to working with you on matters involving our Far Northern Region and strengthening our connection as neighbouring local government areas.

I appreciate that this next four years will be a different experience not only with a new term of Council but also supporting our communities through this devastating period brought upon us by COVID-19. These are uncharted waters but also an opportunity for us to move forward together to ensure the best outcome for our region.

I look forward to working with you and in this regard, please feel welcome to contact me directly at any time on mobile 0447 019 647 or e-mail [Michael.Kerr@douglas.qld.gov.au](mailto:Michael.Kerr@douglas.qld.gov.au)

Once again, congratulations.

Yours sincerely

Cr Michael Kerr  
MAYOR  
DOUGLAS SHIRE COUNCIL



A 2018 Top 100 Global  
Sustainable Destination.



#### 6.1.5.4 LETTER received from Cairns Regional Council



Office of the Mayor

15 April 2020

Cr Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council

Via email: [renelle@wujul.qld.gov.au](mailto:renelle@wujul.qld.gov.au)

Dear Bradley

Congratulations on your recent election as Mayor of Wujal Wujal Aboriginal Shire Council.

I would appreciate the chance to catch up with you in the not too distant future. There has been a good working relationship with our two Councils over the last four (4) years.

Cairns would like to ensure that this relationship carries on into the future to the mutual benefit of both Councils. Together we are stronger.

I appreciate that out travel is somewhat curtailed at the moment and this will be the case for some time into the future.

Look forward to hearing from you.

Sincere regards

A handwritten signature in black ink, appearing to read "Bob .", with a stylized flourish.

Cr Bob Manning  
Mayor



[www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)  
[council@cairns.qld.gov.au](mailto:council@cairns.qld.gov.au)



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119-145 Spence St, Cairns Q 4870



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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 23 April 2020



### 6.2 Chief Executive Officer Report

- 6.2.1 Telstra Proposed Lease Bloomfield Road, Bloomfield QLD 4895 – Lot 1 on RP717971
- 6.2.2 COVID-19 Status Report
- 6.2.3 Policy Review - Reimbursement of Expenses and Provisions of Facilities Policy
- 6.2.4 WWASC Facebook page – demonstration to Council
- 6.2.5 ANZAC Day Newsletter

**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 damages.

## Items arising from previous meetings

### CEO Report Action Log

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>MAYOR'S REPORT</b>			
6.1.1 Res: 0223012020	CEO to write a letter to Wujal Wujal Dance Group Coordinator Ruby Winkle advising of this funding.	Completed 24 January 2020	
<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	
6.2.2 Res: 0523012020	CEO advise the relevant parties of the Council's decision to Approve a Reconfiguring a Lot, subdivision (2 lots into 9 lots) and Operational Works within the Wujal Wujal Aboriginal Shire Council local government area to create; <ul style="list-style-type: none"> <li>o 9 residential allotments</li> <li>o 2 lots for the provision of an access road</li> <li>o Balance Lot 34</li> </ul> Subject to fair and relevant conditions.	Completed	
	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	
	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	
<b>DW&amp;BS REPORT</b>			
0823012020	CEO/DW&BS to send a letter awarding the contract for upgrading of Kindy to AD Fraser Builders who has a current	Completed	AD Fraser Builders arrived 21 April to commence work

	service agreement with WWASC for the upgrade of HACC facility, this funding is from QRA for Resilience (a place of refuge), as per the resolution.		
<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 accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	
	Councillor training 'So you want to be a councillor'. CEO to follow up and advise councillors	Completed	
<b>Council Meeting held 20 February 2020</b>			
6.1.5	Council to write to Mr Mike Smith advising that Council are supportive of the idea but at this time have no interest in leasing a vessel.	Completed	
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	
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	
	Mayor has asked that all big Projects have written templates supplied for every project undertaken by Council. Projects should be fit for purpose.s		
	CEO to write a letter asking Orion Consulting for their Local Buy contract.	Completed	Contract Supplied
<b>Council Meeting held 19 March 2020</b>			
0319032020	That WWASC Council advise the Queensland Government that it is supportive of the Cape York Local Government having the authority to close roads to	Completed	LDMG request through DDMG approved by SDC and CMO

	restrict travel to at risk communities to protect those communities.		
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	

## 6.2 CEO's Update

### 6.2.1 Telstra Proposed Lease Bloomfield Road, Bloomfield QLD 4895 – Lot 1 on RP717971

In December 2019 Council received a proposal from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. This land is located in Cook Shire and owned by WWASC.

The purpose of the lease would be to construct a 10 meter Satellite small cell telecommunications facility along with an associated equipment shelter. The exact location of the facility on the property is somewhat flexible but we do ideally require a location that is naturally elevated and close to power.

For a site like this they say they can offer a rent of \$1,500 per annum with 2% annual increases on a twenty-year lease term.

Council resolved;

*That Council advises Visionstream Pty Ltd that Council ARE willing to negotiate a lease on Lot 1 on RP717971 for the purpose of a 10-metre Satellite small cell telecommunications facility. to asdvise that*

The CEO has had a number of discussions wth Visionstream Pty Ltd and are now offering a Lease Rental of \$5,000p.a with 2%annual increase on a twenty-year term

#### **RECOMMENDATION:**

That Council accept the offer 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 10 meter Satellite small cell telecommunications facility along with an associated equipment shelter.

#### **Further,**

the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility.



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## 6.2.2 COVID-19 – STATUS REPORT

Council are aware that the Queensland government declared a state of emergency on 22 March 2020. As a result Council and the LDMG issued a travel advice for essential travel only into the community on Wednesday 18 March 2020 and the Wujal Wujal Local Disaster Management Group moved to Stand Up on Saturday 21 March 2020.

On 25 March 2020 the Federal Government also enacted a Biosecurity Act Determination which effectively made Cape York and the Torres region a restricted area controlled with police vehicle checkpoints at Mt Carbine and Chillegoe and at the Cairns airport. This determination was amended on April to include primary production as an essential purpose and require Risk Management Plans.

The Wujal Wujal LDMG requested and had approved a road check point at Mt Louis Station between Ayton and Rossville as an added layer of security. This measure was to remain in place until it was determined the Mulligan Highway check point was being effective and that no COVID-19 cases had entered Cape York. The check point was removed on Sunday 19 April.

Access to Cape York via the Bloomfield Track has been closed by two phisicl barriers and the CREB track gates have been locked at both ends.

Having a check point in place required an application process for those essential services that needed to access the community. This has been extremely time consuming particularly for the CEO and Personal Assistant to the Mayor and CEO Ms. Vanessa Kennedy. A total of 163 Entry Approvals were issued with nearly as many enquiries that were denied. There were 35 formal applications denied.

There have been a number of essential travellers who have needed to pass through the Mulligan Highway check point and this has been troublesome with the process changing a number of times.

A pass system has now been implemented where workers/companies require to have an approved risk management plan before making application:

- Companies operating an essential activity in the designated area would adopt the Chief Human Biosecurity Officer-endorsed plan (e.g. to constitute their Biosecurity management plan or be added to an existing risk management plan) and provide a copy to their workers.

- 
- Workers may then be able to apply for an Entry Pass for Travelling to or through remote communities for an Essential service noting the online application form indicates that *“A biosecurity management plan must be prepared before travel and be carried at all times unless the essential service is urgent.”*
  - A Remote Communities Pass is generated and sent to the worker’s email which may indicate that *“It is recommended that you display this pass on your passenger-side visor, windscreen or dashboard.”*
  - The worker may be asked to present both the Biosecurity Management Plan and Remote Communities Pass at vehicle checkpoints.

Anyone who is not defined as essential must quarantine for 14 days before they are able to enter/return to community. For hospital patients Queensland Health have booked the Trilogy Mantra where people will be undersupervised quarantine after discharge from hospital. There is no charge for this accommodation. However if the person breaks quarantine they will have to find their own accommodation at their own cost and may have difficulty getting back to community.

The Queensland Police have also booked a hotel in Cairns for people who are not discharged patients who have been out of community for an essential purpose. Again, there is no charge however the person will require an approval from the LDMG for a defined essential purpose before they will be able to utilise the free supervised accommodation.

Council operations are continuing business as usual (as much as possible) The IKC is closed under the state directive as non-essential.

Council has attempted to keep the community well informed. There were a number of meetings under the Mango Tree (prior to the limit on public gatherings). There has been a number of flyers and now newsletters that have been produced and delivered door to door and the local 107.7FM radio has been continually reading out our messages for the community. This messaging will continue until the virus threat is over. We have also developed a Facebook page that together with the Newsletter will continue as a means of staying in touch with our community into the future.

The LDMG is still at stand up status and has met on a number of occasions to discuss relevant issues particularly the Mt Louis check point and Council is the contact for anyone wishing to enter community from outside Cape York before they can make the on-line pass application.

<b>RECOMMENDATION:</b>
That Council note the COVID-19 Status Report from the Chief Executive Officer.

### 6.2.3 Policy Review - Expenses Reimbursement for Councillors Policy

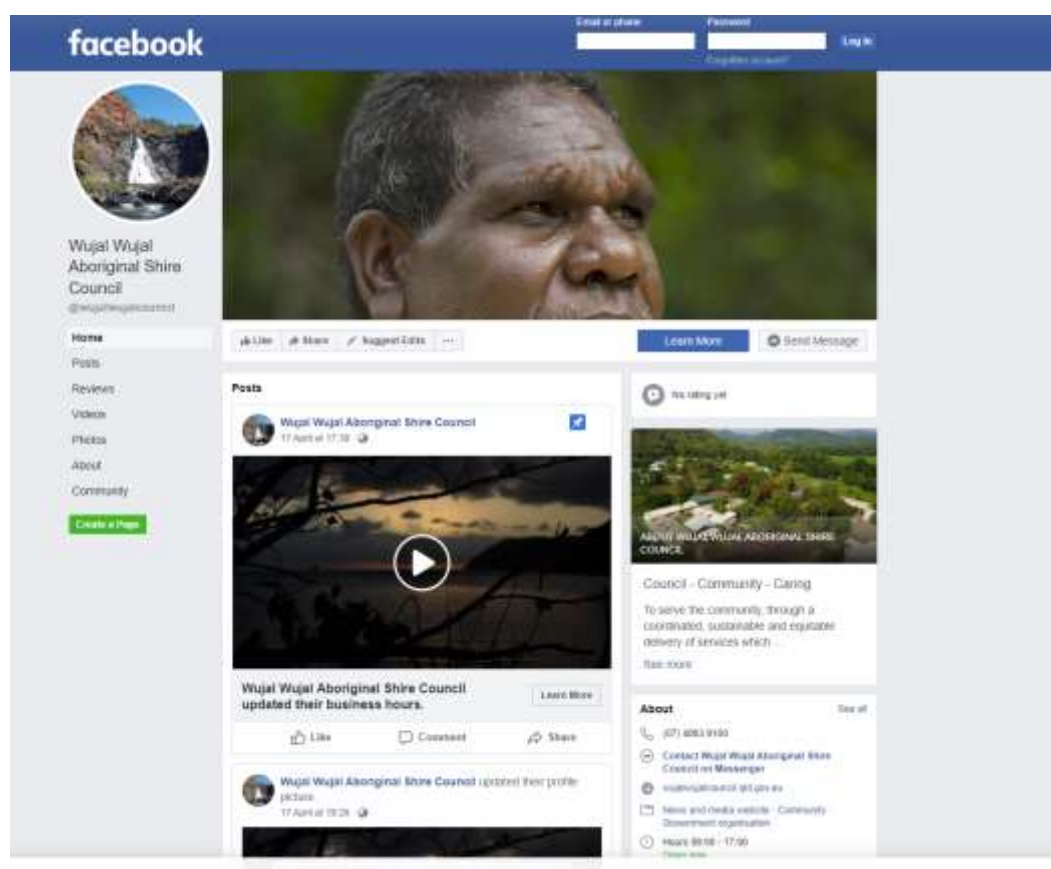
Council has a Reimbursement of Expenses and Provisions of Facilities Policy that outlines the limits on what Councillors can receive over and above their monthly remuneration. This is the Expenses Reimbursement for Councillors Policy.

The current policy provides for a mobile phone to be provided to the Mayor. It is recommended that we amend the policy to enable the Mayor to use his personal phone for Council business and be paid an annual allowance equal to that paid to the Chief Executive Officer (currently \$1,000 p.a). This saves the capital outlay on new mobile phones and the Mayor the inconvenience of carrying two telephones.

A draft of the amended policy is attached with the proposed amendment highlighted in yellow (**See page 21 - 25**).

### 6.2.4 WWASC Facebook page

The WWASC Facebook page has been developed and is now available to look at. Demonstration of Facebook page on screen by EA. This can go live from Friday onwards with Council approval.



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### 6.2.5 ANZAC Day

WWASC will produce a commemorative newsletter that incorporates some of these stories from the community in honour of all those past and present that have served Australian in the Australian Defence Forces.

Marie Shipton and Bill Harrigan have been tasked with collecting stories from the elders and young people of Wujal Wujal that have been or are serving ADF personnel.

RIBS will also be broadcasting the oath in the Yalanji language with both cultural advisors speaking in language and then in English to mark the occasion that is so important to the whole community.

**RECOMMENDATION:**

That Council amends and adopts the **Expenses Reimbursement for Councillors Policy** to include the option for the mayor to elect to receive a telephone allowance.

**RECOMMENDATION:**

That Council receives and adopts the Chief Executive Officers report for the month of April 2020.

**Chief Executive Officer**

Stephen Wilton

17 April 2020

## 6.2.3 Policy Review - Expenses Reimbursement for Councillors Policy

### WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY



#### AUTHORITY

- Local Government Act 2009
- Local Government Regulation 2012 - Section 249 - 252
- Councillor Code of Conduct Policy

#### PURPOSE

This policy provides for payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors and for the provision of facilities to councillors for that purpose. This policy does not provide for salaries or other forms of councillor remuneration as this is determined independently by the Local Government Remuneration and Discipline Tribunal.

#### STATEMENT OF PRINCIPLES

The policy complies with the following principles:

- Reasonable expenses reimbursement to councillors
- Public accountability and transparency
- Public perceptions and community expectations
- No private benefit to be derived
- Equity and participation

#### EXPENSES CATEGORIES AND PAYMENT

Expenses will be paid to a councillor through administrative processes approved by the Chief Executive Officer subject to:

- The limits outlined in this policy, and where necessary
- Council endorsement by resolution.

Council will reimburse expenses incurred for:

- Mandatory professional development
- Discretionary professional development deemed essential for the councillor's role

#### TRAVEL AS REQUIRED TO REPRESENT COUNCIL

The Council will provide local, interstate and overseas travel expenses deemed necessary to achieve the business of Council when:

- A Councillor is acting as an official representative of Council; and
- The activity/event and travel has been endorsed by the Mayor and/or CEO. Councillors must travel via the most direct route, using the most economical and efficient mode of transport.

NOTE: Any fines incurred while travelling in Council-owned vehicles or privately-owned vehicles when attending to Council business will be the responsibility of the Councillor incurring the fine.

## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY



#### TRAVEL BOOKINGS

All councillors travel approved by council will be booked and paid for by council.

Economy class is to be used.

Airline tickets are not transferable and can only be procured for the councillors travel on council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the councillor.)

Airline ticket changes will only be made in exceptional circumstances. Fees incurred for where changes are made will be the responsibility of the councillor and will be required to be reimbursed to Council.

#### TRAVEL TRANSFER COSTS

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, eg. Trains, buses, taxi and ferry fares. Receipts must be provided with all claims for reimbursement.

#### PRIVATE VEHICLE USAGE

Councillors private vehicle usage may be reimbursed by council if the:

- travel has been endorsed by council resolution
- claim for mileage is substantiated with log book details and
- total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.
- evidence of comprehensive insurance cover
- The amount reimbursed will be based on the published Australian Tax Office business-use-of motor vehicle-cents-per kilometre method and kilometre rate applicable at the time of travel.

#### ACCOMMODATION

All councillor accommodation for council business will be booked and paid for by council. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation should be three or four-star rating.

Where particular accommodation is recommended by conference organisers, council will take advantage of the package deal that is the most economical and convenient to the event.

Only in exceptional circumstances will Council alter pre-booked accommodation or reimburse a councillor for accommodation bookings. Substantial evidence must be provided as to why the original booking is unsuitable. Change of mind or lack of ability to manage travel time efficiently will not be supported.

Council will endeavour to organise accommodation which will include breakfast and evening meal to assist in reducing the amount of out of pocket expenses to be paid to/by councillors.



## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY



#### MEALS

Council will reimburse costs of meals for a councillor when:

- the councillor incurs the cost personally and
  - the meal was not provided;
  - within the registration costs of the approved activity/event
  - during an approved flight.

The following limits apply to the amount council will reimburse for meals on sufficient evidence and production of a proper tax invoice:

Brisbane or other capital cities		all other
+ Breakfast	\$26.45	\$23.70
+ Lunch	\$29.75	\$27.05
+ Dinner	\$50.70	\$46.65

No alcohol will be paid for by council.

#### Incidental allowance

\$19.05 per trip will be paid by Council to cover any incidental costs incurred by councillors required to travel, and who are away from home overnight, for official council business.

The Mayor will be reimbursed up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business.

#### PROVISION OF FACILITIES

All facilities provided to councillors remain the property of council and must be returned to council when a councillors term expires or at the retirement of the councillor, whichever comes first.

#### Private use of council owned facilities

Based on the principle that *no private benefit is to be gained* the facilities provided to councillors by Council are to be used only for council business unless prior approval has been granted by resolution of council.

The council resolution authorising private use of council owned facilities will set out the terms under which the councillor will reimburse council for the percentage of private use. This would apply when councillors have private use of council owned motor vehicles and/or mobile telecommunication devices.

## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY



#### Facilities Categories

##### Administrative tools

Administrative tools may be provided to councillors as required to assist councillors in their role.

Administrative tools include:

- office space and meeting rooms
- computers in council offices
- necessary stationery
- laptop computer or notebook
- access to photocopiers in council offices
- access to printers in council offices
- access to facsimile machines in council offices
- publications
- use of council landline telephones and internet access in council offices

Secretarial support may also be provided for the mayor and councillors.

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of council-owned equipment that is supplied to councillors for official business use.

This includes the replacement of any facilities which fall under council's asset replacement program.

Council may provide councillors with:

- a name badge (if required)
- the necessary safety equipment for use on official business, e.g. safety helmet/boots
- uniforms as decided from time to time

Council calls made on private mobile phones of councillors will be reimbursed on production of a receipt to the CEO.

#### **Mayor Telephone (Mayor must choose one of the below options for each 4-year term of Council)**

The Mayor will be provided with a council mobile phone for business use only.

or

The Mayor may elect to utilise their personal mobile telephone and be paid an annual allowance (\$1,000 p.a.) to cover the cost of calls and data used.

#### **Insurance**

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for including public liability, professional indemnity, personal accident and/or workers compensation and travel (domestic).



## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY



Council will pay the excess for injury claims made by a councillor resulting from conducting official council business.

#### **Use of Council owned Vehicles on Council Business**

Councillors shall be given access to a council vehicle for official business from time to time where such purpose has been approved by Council or the CEO in advance.

The Mayor will be provided with a Council vehicle which will be used from time to time to assist other councillors travel to and from meetings, conferences and workshops.

Fuel for a council-owned vehicle used for official council business will be provided or paid for by council

Council is to provide councillors with:

- car parking at the local government office premises and / or attending to official council business

#### **REPORTING**

Council's Annual Report must contain information on councillor expenses reimbursement and provision of facilities as stipulated in the Local Government Regulation 2012.

Eileen Deemal-Hall  
**Chief Executive Officer**

<b>DATE OF ADOPTION:</b>	25 July 2019
<b>TIME PERIOD OF REVIEW:</b>	2 Years
<b>DATE OF NEXT REVIEW:</b>	June 2021



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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 23 April 2020



### **6.3 Director Finance & Corporate Services Report (DF&CS)**

- 6.3.1** Cash Position
- 6.3.2** 2019/2020 External Audit
- 6.3.3** Comprehensive Valuation of Assets
- 6.3.4** Acquittals/ Periodic Reporting
- 6.3.5** Account Payable Officer Report
- 6.3.6** Account Receivable Officer Report
- 6.3.7** Payroll Officer Report
- 6.3.8** Information Management Officer Report
- 6.3.9** Fraud & Corruption Policy
- 6.3.10** Human Resources/Training

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### 6.3.1 Cash Position

Total Bank balance as at 31 March 2020 is \$2,500,386.07.

Bank reconciliation is up to date to 31 March 2020.

Summary of the deposits and large payments between 1 March to 31 March 2020.

<u>Deposits</u>	<u>Amount</u>
Art Centre	2,975.00
Fuel Sales	5,638.72
Centrelink Agent fees	2,130.41
Debtors	252,454.66
Arts QLD	73,215.00
DOGIT	4,477.93
DCDSS - HCP	24,011.83
State Library Tech Savy Seniors QLD Grant	3,716.50
Miscellaneous	1,250.00
	<b>366,895.05</b>
<u>Payments</u>	
Wages	321,385.06
Creditors & Direct Bank Payments	877,127.36
	<b>1,198,512.42</b>

- After so many challenges, closing balances from 2018/2019 audited financial statements now been brought into current year Practical file. It was noted that for many years audited balances never been brought into Council Practical file. It appears that balances were adjusted outside the system in an excel worksheet and then financial statements were prepared
- DF&CS exploring options to report monthly financials to Council in a better way as saved reports from Practical are distorted. As a start included below printed Reports:
  - Revenue & Expenditure as at 31 March 2020 - **Attachment 1 (see pgs 37 and 38)**
  - Balance Sheet as at 31 March 2020 - **Attachment 1 (see pages 39 – 41)**

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### **6.3.2 2019/2020 External Audit**

- Remote access to Council Practical software now facilitated for QAO audit team
- Interim audit testing samples for payroll, grants and expenses were received- supporting documents now been provided to the QAO
- Finance is working hard to address last few issues with employee pay rates
- Next QAO milestone is the Draft proforma financial statements by 30 April 2020

### **6.3.3. Comprehensive Valuation of Assets**

A rolling comprehensive valuation of asset classes were discussed with QAO and it was agreed Council's Water & Sewerage assets are to be valued as at 30 June 2020.

Quotes were obtained from below professional valuers.

- Australis Asset Advisory Group
- AssetVal
- APV Valuers & Asset Management
- Jones Lang LaSalle

With the COVID-19 situation and the travel restrictions, an all class desktop indexation for 2019/2020 is now proposed and separate quotes were obtained from the above Valuers.

All quotes are now assessed by DF&CS and the CEO. Discussed both options with the QAO and it was agreed to wait until late April to formally award the valuation contract.

### **6.3.4. Acquittals/ Periodic Reporting**

#### **Actioned**

- ILGSP 16-18 0047- Innovation and Sustainability
- ILGSP 16-18 0048 - Training and Professional Development
- RIBS IAS Performance Report for July- December 2019
- Works 4 Queensland 2017-2019

#### **Work in progress**

- RIBS- Interim Expenditure Report for July to December 2019
- Kindy- Performance & Expenditure Reports for July to December 2019

- 
- Amendment of 31 December 2019 R2R acquittal. Additional expenses identified for China Camp Road as at 31 March 2020. In liaison with the Dept & QAO

### 6.3.5. Account Payable Officer Report

<b>Reporting Period:</b>	March 2020
<b>Department:</b>	Accounts Payable
<b>Reporting Officer:</b>	Vivien Donahue

### Open Purchase Orders

- As at 31 March 2020, open purchase orders to the value of \$934,230.40, which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis

### Summary of creditors run for the month

Payment date	Total payment	Comment
03/03/2020	157,715.00	Payment to Orion Project Consulting
04/03/2020	120,000.00	Payment to NCP Contracting
05/03/2020	102,183.04	Largest payment to Contour Works- \$38,500
06/03/2020	114,484.32	Payment to NCP Contracting
10/03/2020	2,316.55	
11/03/2020	58,190.00	
12/03/2020	89,736.49	Payment to NCP Contracting- \$21,953.25 & Cairns Hardware- \$14,818.63
19/03/2020	142,641.10	Largest payment to QLD Audit Office- \$105,469.18
26/03/2020	89,860.86	Largest payment to True Water Solutions- \$30,271.73

### 6.3.6 Account Receivable Officer Report

<b>Reporting Period:</b>	March 2020
<b>Department:</b>	Accounts Receivable
<b>Reporting Officer:</b>	Melita Baird

#### Invoicing

101 invoices raised totalling \$138,086.16 for the period 1 March to 31 March 2020.

- 100 work orders for responsive maintenance- total invoiced amount of \$88,665.96
- 1 Purchase order for planned maintenance- total invoiced amount of \$49,420.20

#### QBuild Invoicing Comparison (after Finance took over invoicing)

<b>Month</b>	<b>2020</b>	<b>2019</b>	<b>Variance</b>
February	\$225,120.77	\$42,820.33	\$182,300.44
March	\$138,086.16	\$27,781.21	\$110,304.95
	<b>\$363,206.93</b>	<b>\$70,601.54</b>	<b>\$292,605.39</b>

#### Aged Debtors as at 31 March 2020

90 days aged	\$ 312,811.35
60 days aged	\$ 7,008.65
30 days aged	\$ 702,929.53
<b>Total debtors</b>	<b>\$ 1,022,749.53</b>

- Aged Debtors Report as at 31 March 2020- **Attachment 2 (see pg 43)**

### 6.3.7. Payroll Officer Report

<b>Reporting Period:</b>	March 2020
<b>Department:</b>	Payroll
<b>Reporting Officer:</b>	Renelle Shipton

Total number of employees as at 31 March 2020	68
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#### Staff movement for the month

Appointments	1
Resignations/terminations	Nil

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### Summary of Payrun for the month

Pay period	Pay period ending	Total gross payment
36	3/03/2020	\$75,994.85
	3/03/2020	\$761.71
37	10/03/2020	\$75,907.43
	16/03/2020	\$2,084.34
	16/03/2020	\$1,125.46
39	17/03/2020	\$80,887.01
40	24/03/2020	\$84,624.98
41	30/03/2020	\$77,676.23

### 6.3.8. Information Management Officer Report

<b>Reporting Period:</b>	March 2020
<b>Department:</b>	Information Management
<b>Reporting Officer:</b>	Wendy Rowlands

#### Accomplishments

- I am progressing steadily with the repacking of the next disposal. However, I don't have enough space to stack records for disposal in the records donga. This project will soon come to a halt if more space is not allocated to Records storage. I can move them to the Depot however I can't get the forklift in due to the building materials stacked up at the entrance as noted in previous reports
- I discovered two more folders on the H-Drive of which I was previously unaware so have been archiving and filing them in MAGIQ. There is a significant amount of records stored in them, so this task will be on going for quite some time and was mentioned in last month's report as well
- Completed another two units of Cert IV Leadership and Management Course
- Researched and forwarded a link to Harish with information as to what other Councils are doing with incoming mail due to COVID-19 and how to better protect our staff. I.e. incoming mail processes
- I am no longer checking job costing on requests for goods and services or setting up new job costs, I believe the finance team is undertaking these functions now as per email direction from Harish 31/03/2020
- The first draft of the staff/Councillors training plan is complete and ready to roll out to new Councillors. I have suspended the roll out of face to face training with the Depot and other staff



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on MAGIQ due to social distancing rules COVID-19. I will roll out the training to staff and Council at their desktop/laptops and over the phone so as to comply with social distancing laws

- Have sourced a quote and raised a requisition for the Mayor and Councillors MAGIQ Licences
- Queensland State Archives has advised that they are Lifting the disposal freeze for records which are relevant to, or may become relevant to, an allegation of child sexual abuse. QSA have released the new guidelines for records relating to the proactive protection of vulnerable persons and revocation of disposal freeze. I discussed this with Coraleen and determined what this would mean for our early childhood records from the kindy. Our kindy records will need to be reclassified and their disposal dates now to be set at 100 years after the record has last been accessed
- Have installed a stand-alone printer at the Records Donga to facilitate social distancing
- I wanted the Council to note that Elliot from Briody Plumbing has updated our digital water/sewerage asset plans when he worked through the service connection repairs project as he realised that the current plans do not match the assets location. Elliot completed these plans, printed a copy for the Essential Services team and created a digital copy which I have loaded to our share point application for safe keeping as they are too big to store in MAGIQ. Elliot undertook this task at no cost to Council and has saved us thousands of dollars! Also, worth noting I have not received any other plans for capital works projects from either Orion or NCP or indeed any other contractors for this year for archiving.

### **Works and Building Services legacy tasks**

- Developed Indigenous Employment Opportunities Plan (IEOP) for the Eco Village Project (Contractors Quarters) as per timesheet. Victor to send to CEO for approval and signing.

### **Information Technology tasks**

- Swapped out hard drive on server Still waiting for Fourier to download the new release for Practical to our server – Release has now been downloaded
- Facilitated order of new laptop and associated cables for new Works and Services Project Manager
- Set up new user Laurie Raleigh – Project Manager on Practical, desktop etc
- Troubleshoot depot printer issues for Water/ Wastewater Coordinator
- Troubleshoot Depot issue with black screens and no log in capability

- 
- Troubleshoot issues with the new Practical release
    - Roles and Permissions
    - Menu Options
    - Constants
    - Requisition
    - Redirection
    - Approval
    - Order Maintenance
    - Process flow

### **Plans for next month**

- I will continue to repack archives for disposal and clear space in the Records donga for my workstation. The current workstation is old and very uncomfortable, and I am having some pain in my back from the no ergonomic chair! The current desk also has no room for me to set up my scanner
- There is still quite a bit of data on the H Drive to be sorted and filed in MAGIQ and I foresee this task will be on going for quite some time as mentioned above. Folders cannot be transferred to MAGIQ only individual documents, so each document must be considered and a parallel folder to be created on MAGIQ before documents can be transferred and then deleted on the H-Drive. Our current connectivity issues make this task arduous and time consuming as I can only drag and drop around 10 documents at a time and the server drops out around every 15 minutes on some days
- It has come to my attention that the WWASC Animal Management Team has launched a social media page on Facebook. While this is a great tool for their operations the staff need to be reminded that all posts on the “Wujal Wujal Animal Service” page are Council records and we need to immediately develop a Records Management Plan to capture these records. I will arrange in early April do some research and have a chat to them around what kind of records to capture and when to capture them

### **Long Term Plans**

As another long-term plan, I have started to work on an assessment criterion for:

- Identifying vital and high-value records
- The approval of business systems as record keeping systems and an Information Management Assets Register. This is a task that I will have to source information and experience from other Councils/networks to complete and will likely take quite

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some time. We will need to include Practical, SAMS (art Centre), Aurora(library) and any other Council databases are required to be integrated as part of our ongoing Records Management Plan

- The creation of a Records and Information Management Strategy for Council
- I have also started some online and phone discussions with my Records Management colleagues around a business continuity plan in relation to Disaster Management and what role Records Management and Information Technology will play to ensure that Council business can be conducted as soon as possible after a disaster event, and how to provide contingency solutions in the case of lost or damaged records. The COVID-19 Pandemic has already provided huge insight and learning for many records managers and their organisations in relation to staff working from home and business continuance and how to ensure Records Management Policies and procedures are followed during times of disaster events. We (Council and staff) of course are also well versed in coping with disasters and “Business as usual” workplace practices during disasters. However, to meet legislation guidelines these processes should be documented and formalised. Eventually this business continuity plan when completed and approved will form part of our overall Disaster Management Plan as per ISO 31000:2009 standards and best practice.

### **Issues and Concerns**

- Have conducted a full review and created a spreadsheet of the proposed H Drive permissions and access and sent to CEO and DF&CS for approval on 27/02/2020. This will be ongoing until review complete and H Drive secured appropriately- awaiting CEO approval
- Storage space for records to be found especially as the finance team will be looking to archive another year of records and I simply don't have the room to store them
- Building material to be removed from front of archives donga- have referred to Council WHS representative

### **6.3.9. Fraud & Corruption Policy**

- Fraud & Corruption Policy for Council adoption- Attachment 3 (see pg 44-45).

### **6.3.10. Human Resources/Training**

- 
- New letter of offer issued to Vivien Donahue (Accounts Payable Officer), Melita Baird (Accounts Receivable Officer) and Renelle Shipton (Payroll Officer)
  - Renelle Shipton now enrolled with TAFE to study Cert IV Accounting & Bookkeeping

**Attachments**

- Revenue & Expenditure as at 31 March 2020- **Attachment 1 (see pgs 37 - 38)**
- Balance Sheet as at 31 March 2020- **Attachment 1 (see pgs 39 – 41)**
- Aged Debtors Report as at 31 March 2020- **Attachment 2 (see pg 43)**
- Fraud & Corruption Policy- **Attachment 3 (see pg 44-45).**

**RECOMMENDATION:**

That Council receives and adopts the DF&CS report for the month of April 2020

**Director Finance & Corporate Services**

Harish Nair

14 April 2020

# Attachement 1

General Ledger 2020.3.24.1									
(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 75% of year elapsed. No Level 4. Excludes committed costs)									
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General Ledger 2020.3.24.1									
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# Attachment 1

Revenue and Expenditure Summary										Page -
(Accounts: 0001-0001-0000 to 9895-7000-0000. All report groups. 75% of year elapsed. To level 4. Excludes committed costs)										
MUTUAL MUNICIPAL COUNCIL (Budget for full year)										
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# Attachment 1

General Ledger 2020-21 3.24.1									
(Account: 0001-0001-0000 to 9999-7000-0000. All report groups, 788 of year elapsed. To Level 4. Excludes committed costs)									
WUAL WUAL Aboriginal Council (Budget for full year)									
Revenue and Expenditure Summary									
Financial Year Ending 2020									
Printed (MARCH) 14-04-2020 8:25:08 AM									
Page - 2									
	31 Mar 2020	REV/EXP	Budget	31 Mar 2020	EXPENDITURE	Budget	31 Mar 2020	SURPLUS/(DEFICIT)	Budget
5100-0002 COMMUNITY PROJECTS	117,963.60	---	0	156,742.96	---	0	139,779.36	---	0
5100-0003 RICHMOND	---	---	0	---	---	0	---	---	0
5100-0002 COMMUNITY PROJECTS	117,963.60	---	0	156,742.96	---	0	139,779.36	---	0
5120-0002 Economic Development	536,808.10	---	0	239,228.12	---	0	297,585.98	---	0
5120-0003 LEAD Sustainability projects	20,950.14	---	0	61,254.87	---	0	140,306.83	---	0
5120-0003 LIBRARY	0.00	---	0	39,023.35	---	0	135,023.35	---	0
5120-0003 COMMUNITY SERVICES MANAGEMENT	4,831.20	---	0	3,439.86	---	0	1,391.36	---	0
5120-0003 COMMUNITY SERVICES	227.27	---	0	16,797.10	---	0	16,569.83	---	0
5120-0003 NAIDOC	0.00	---	0	121.27	---	0	121.27	---	0
5120-0003 Arts Centre - Cafe	8,155.50	---	0	10,407.22	---	0	12,323.72	---	0
5120-0003 Cultural - Arts Centre	20,053.00	---	0	19,243.65	---	0	4,811.35	---	0
5120-0003 ARTS OLD- INDIGENOUS ARTS FAIR	179,800.00	---	0	31,246.67	---	0	1106,266.67	---	0
5120-0003 Backlog Indigenous Art	146,430.00	---	0	211,892.37	---	0	34,837.63	---	0
5120-0003 Indigenous Visual Arts	---	---	0	---	---	0	---	---	0
5120-0002 Economic Development	462,457.21	---	0	528,435.56	---	0	139,026.65	---	0
5700-0002 CAFE FACILITIES	413,339.31	---	0	13,178.44	---	0	402,166.87	---	0
5700-0002 Home Cafe Packages CACPS	49,868.50	---	0	319,908.95	---	0	1286,040.45	---	0
5700-0003 NAIDOC - OPERATING	37,051.04	---	0	56,109.87	---	0	119,258.83	---	0
5700-0003 NAIDOC	---	---	0	---	---	0	---	---	0
5790-0003 COMMUNITY SERVICE - DEPRICIATION	60,800.00	---	0	1,722.73	---	0	79,277.27	---	0
5790-0004 INDIGENOUS ECONOMIC DEVELOPMENT	90,000.00	---	0	14,722.73	---	0	76,277.27	---	0
5790-0003 COMMUNITY SERVICE - DEPRICIATION	---	---	0	---	---	0	---	---	0
5870-0003 RTM	0.00	---	0	10,138.83	---	0	110,138.83	---	0
5880-0004 RTM Arts, Culture, Radio	---	---	0	---	---	0	---	---	0
5870-0003 RTM	0.00	---	0	10,138.83	---	0	110,138.83	---	0
5700-0002 CAFE FACILITIES	636,857.43	---	0	417,250.82	---	0	219,606.61	---	0
5000-0001 COMMUNITY SERVICES	1,410,828.84	---	0	1,100,668.40	---	0	310,160.44	---	0
TOTAL REVENUE AND EXPENDITURE	9,291,370.56	---	0	7,901,851.22	---	0	1,389,519.34	---	0



# Attachment 1

General Ledger 2020.3.24.1		Balance Sheet Summary		Page - 3	
(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 75% of Year elapsed. To Level 4. Excludes committed costs)		Financial Year Ending 2020		Printed (HARISH): 14-04-2020 8:42:24 AM	
MUAL MUAL ABORIGINAL COUNCIL (Budget for full year)		YEAR TO DATE		CURRENT BALANCE	
		OPENING	31 Mar 2020	BUDGET	BUDGET
		BALANCE			
COMMUNITY EQUITY					
0700-0001	EQUITY	39,634,422.90	(2,837,172.35)	0	36,797,250.55
5000-0001	COMMUNITY SERVICES			0	4,958
5000-0002	SES - OPERATIONS	0.00	0.00	0	0.00
5100-0002	COMMUNITY PROJECTS	0.00	0.00	0	0.00
5100-0003	KINDERGARTEN	0.00	0.00	0	0.00
5100-0002	COMMUNITY PROJECTS TOTAL	0.00	0.00	0	0.00
5120-0002	Economic Development	0.00	0.00	0	0.00
5570-0003	IPADs	0.00	0.00	0	0.00
5120-0002	Economic Development TOTAL	0.00	0.00	0	0.00
5700-0002	CARE FACILITIES	0.00	0.00	0	0.00
5865-0003	LIFE PROMOTION - Inactive	0.00	0.00	0	0.00
5700-0002	CARE FACILITIES TOTAL	0.00	0.00	0	0.00
5000-0001	COMMUNITY SERVICES TOTAL	0.00	0.00	0	0.00
TOTAL COMMUNITY EQUITY		39,634,422.90	(2,837,172.35)	0	36,797,250.55
					91% 40,482,608




## Attachment 2

WUJAL WUJAL ABORIGINAL COUNCIL AGED DEBTORS REPORT As at 31 March 2020				
DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	TOTAL
AIATSI	737.52			737.52
AUSWASTE ENVIRONMENTAL SERVICE	- 240.00			- 240.00
MELITA BAIRD	477.77			477.77
MICHAEL BAMBOO			10,945.30	10,945.30
QBUILD	12,949.68	2,194.38	122,230.61	137,374.67
JOHNATHON BASSANI			9,490.73	9,490.73
RUSSELL BOWEN	70.65			70.65
BLOOMFIELD RIVER STATE SCHOOL			5.26	5.26
COOKTOWN DISTRICT COMMUNITY CENTRE	800.00			800.00
BRADLEY CREEK	103.05			103.05
CAROL TOBY	118.00			118.00
DATSIP PROGRAM OFFICE	41,277.06			41,277.06
EILEEN DEEMAL-HALL	310.72			310.72
DEPARTMENT OF HOUSING AND PUBLIC WORKS	135,682.42	2,064.66	1,032.33	138,779.41
CLAUDIA DOUGHBOY	- 145.00			- 145.00
SONYA DOUGHBOY			9,401.50	9,401.50
DEPT TRANSPORT AND MAIN ROADS	2,275.50			2,275.50
EMBRACE LEARNING AUSTRALIA PTY LTD	19,080.00			19,080.00
MELISSA GIBSON	565.65			565.65
GOOD TO GREAT SCHOOLS			150.00	150.00
HEIDI HAHN	700.00			700.00
WILLIAM HARRIGAN		240.00		240.00
RHYSE HOLLOWAYS	1,840.00			1,840.00
JABALBINA YALANJI ABORIGINAL CORPORATION			1,032.22	1,032.22
VANESSA KENNEDY		60.00	240.00	300.00
PETER KIRCHMANN	6,330.74			6,330.74
REAGAN KULKA	4,688.67			4,688.67
ALYSON LEE	1,007.75			1,007.75
LOCAL GOVERNMENT ASSOCIATION OF QLD			1,252.80	1,252.80
LIFE WITHOUT BARRIERS	7,226.66		2,760.00	9,986.66
VICTOR MILLS		420.00		420.00
PHILLIP MINNIECON		120.00	240.00	360.00
WES MORGAN	1,071.98			1,071.98
MY PATHWAY (RJCP)			4,014.92	4,014.92
HARISH NAIR		30.00	240.00	270.00
ADRIAN NANDY			9,551.90	9,551.90
T'KEHYA NANDY	5,390.00			5,390.00
NCP CONTRACTING PTY LTD		299.75	1,041.82	1,341.57
ORION PROJECT CONSULTING PTY LTD			173.34	173.34
QUEENSLAND STATE POLICE	13,878.65			13,878.65
QUEENSLAND POLICE SERVICE	346.00			346.00
DEPT LOCAL GOV RACING & MULTICULTURAL			312,604.60	312,604.60
COURTNEY ROLLINS	177.00			177.00
ROSS ANDREASSEN		177.00		177.00
LYNETTE SIMBIL			240.00	240.00
STATE PENALTIES ENFORCEMENT REG. SPER	33.54			33.54
DESMOND TAYLEY	- 300.00			- 300.00
DESMOND TAYLEY	524.20			524.20
DESMOND TAYLEY	- 2,130.00			- 2,130.00
NORMAN TAYLEY	15,765.00			15,765.00
DEPARTMENT TRANSPORT AND MAIN ROADS			216,755.96	216,755.96
WALKER FAMILY TOURS	329.60			329.60
WUJAL WUJAL WARRIOR PROGRAM	2,563.12			2,563.12
WESTSIDE TREE LOPPING	280.00			280.00
STEPHEN WILTON		30.00	240.00	270.00
WUJAL WUJAL JUSTICE GROUP	4,812.65	1,332.99	- 1,347.63	4,798.01
WUJAL GENERAL STORE	- 1,318.07	- 950.00	250.00	- 2,018.07
WUJAL WUJAL PRIMARY HEALTH CENTRE	33,565.58	989.87	383.87	34,939.32
BRANDON ZYSK	1,965.26			1,965.26
<b>TOTALS:</b>	<b>312,811.35</b>	<b>7,008.65</b>	<b>702,929.53</b>	<b>1,022,749.53</b>

## Attachment 3

Page 1 of 2	Fraud & Corruption Policy
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**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**  
**FRAUD & CORRUPTION POLICY**

<b>Responsible Manager:</b>	Director Finance & Corporate Services
<b>Heads of Power:</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Crime and Corruption Act 2001 (Qld)</i> <i>Public Sector Ethics Act 1994 (Qld)</i> <i>Public Interest Disclosure Act 2010 (Qld)</i> <i>Right to Information Act 2009 (Qld)</i>
<b>Authorised by:</b>	Council
<b>Authorised on:</b>	23 April 2020
<b>Implemented from:</b>	23 April 2020
<b>To be reviewed:</b>	30 June 2021
<b>Corporate Plan:</b>	Governance

**POLICY STATEMENT**

- a) Council's obligation as a public sector entity is to protect Council's assets and reputation.
- b) Council's obligation is to eradicate or minimise the risk of fraudulent and corrupt activities through the implementation and review of appropriate control measures.
- c) Council is committed to creating an ethical environment and culture that discourage and prevent fraud. Council has no tolerance to activities related to fraud and corruption.
- d) All staff are responsible for the prevention and detection of fraud and corruption and must comply with this Policy and the accompanying Procedure.
- e) All allegations and suspicions of fraud will be investigated and dealt with expeditiously.
- f) All substantiated cases will be dealt with appropriately either by administrative, disciplinary or criminal mechanisms suitable to the particular case, with due regard for the rights of all persons, including any person reporting a fraud and of any alleged perpetrator of fraud.

**SCOPE**

This Policy applies to all Wujal Wujal Aboriginal Shire Council Councillors, employees, contractors, consultants, work experience students, volunteers and agents.

**PROCEDURE**

The Policy Statement shall be achieved with reference to the following:

- Fraud and Corruption Prevention Procedure
- Receipt of Benefits, Gifts and Prizes Policy

**AUTHORISATION**

This page and the previous bearing my signature were duly authorised by Council as the Wujal Wujal Aboriginal Shire Council Fraud and Corruption Policy on 23 April 2020 and shall hereby supersede any previous policy of the same intent.

\_\_\_\_\_  
**Stephen Wilton**  
**Chief Executive Officer**

Date: 23 April 2020



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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 23 April 2020



### **6.4 Director Works and Building Services Report**

- 6.4. Executive Summary
- 6.4.1 Building - BAS Responsive Maintenance Report – Patrick Nandy
- 6.4.2 Post Office – Neal Ransom
- 6.4.3 Works – Geoffrey Rosendale
- 6.4.4 Kindergarten – Coraleen Shipton
- 6.4.5 Capital Projects - Orion Consulting
- 6.4.6 Art Centre – Vikki Burrows
- 6.4.7 Waste and Waste Water – Ian Hocking
- 6.4.8 IKC Report – Kylie Mills
- 6.4.9 Centrelink Report – Marie Shipton
- 6.4.10 Community Care – Stephanie Dick
- 6.4.11 Animal/Environmental Management

## Action items from previous Council meetings:

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>DW&amp;BS REPORT</b>			
HACC Report	DW&BS to look at HACC air conditioners and freezer and report back at next Council meeting	Temporary fix until I get my Budget.	Ongoing awaiting budget to install walk in Freezer/cooler.
<b>GENERAL BUSINESS</b>			
General Business	Wall on the back road. Need a privacy barrier either plants or fence. DW&BS to give an update on this at next meeting.	Sourcing funding	Will program when we have a chance at next round of funding.
	Crocodile Awareness – Community meeting to be held. DW&BS to advise when this meeting is to be rescheduled at next Council meeting.	Animal Management has commenced consultation with community members.	Ongoing with assistance of Jabalbina and QP&WS.
	Lights and wash down basin at boat ramp. DW&BS to give an update at the next council meeting.	Sourcing quotes.	Awaiting response from ERGON.
<b>Council Meeting held 20 February 2020</b>			
	Mayor has asked that all big Projects have written templates supplied for every project undertaken by Council. Projects should be fit for purpose.	Current	All Capital and minor works prior to commencement a PMP is pre-populated for reporting purposes.
	Better logging and checking of maintenance jobs on houses. Assessments by BAS need to be more robust.	Current	Through BAS portal, comments section.
	DW&BS to ask for inspections from BAS Engineers progressively from build dates of houses.	ongoing	Simon Gallagher BAS engineer/inspector.
	That Council direct the relevant Director/Manager to communicate with the Kindergarten Director/Teacher and Creche/Kindergarten to ensure that a non-contact day is implemented as per the resolution passed.	ongoing	When the Kindy Director/Teacher starts providing a report then I can include in my report as a resolution.
	That Council investigate employing a grounds person and that this position maybe responsible for not only maintaining the yard but also fill in when a bus driver is needed if the budget allows the Kindergarten	In progress	Once construction completes there will be a current employee who will be deployed to assist.
	That Council calls a meeting with DW&BS Victor Mills and Coordinator Building Services Patrick Nandy to confirm current progress and timeframes and include Kindergarten	In progress	Awaiting on COVID 19 clearance for contractor, then a program will be implemented.



	Manager Coraleen Shipton and DF&CS Harish Nair. CEO		
	That Council discusses with all senior staff the importance of working with coordinators to ensure and meet all requirements /compliance required to Department standards. CEO	ongoing	DW&BS currently works with all coordinators under my reporting.
	DW&BS and DF&CS to look into funding available. Also to look at replacement doors and who to claim this from. To report back at next Council meeting.	??	Not sure what doors?
	That Council accepts the ongoing service agreement with Briody Plumbing to undertake all works to rectify and be consistent with the new design of the Sewer Treatment Plant, which includes; - Effluent field upgrade - Associated pits to be sealed off from flooding - Other works that is outside of the scope of works for the STP refurbishment.	In progress	Current service agreement is sufficient for these extra works funded under ICCIP.
	That Council contract the services of a consulting engineer to assist our Project Manager on any engineering advice, approvals, reporting, design etc. through Local Buy contracts.	Ongoing	RECS engineering has been contracted through Local Buy to oversee the WWASC PM and assist with engineering requests and RPEQ of assets/design.
<b>Council Meeting held 19 March 2020</b>			
	Follow up Housing for transitional housing two houses. Aunty Kathleen house needs urgent repairs.	In progress	Identified as plug in to minimise overcrowding, whilst construction underway the possibility of transitional houses availability may affect timing.

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

## 6.4 Executive Summary

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

### 6.4.1 Building - BAS Responsive Maintenance Report

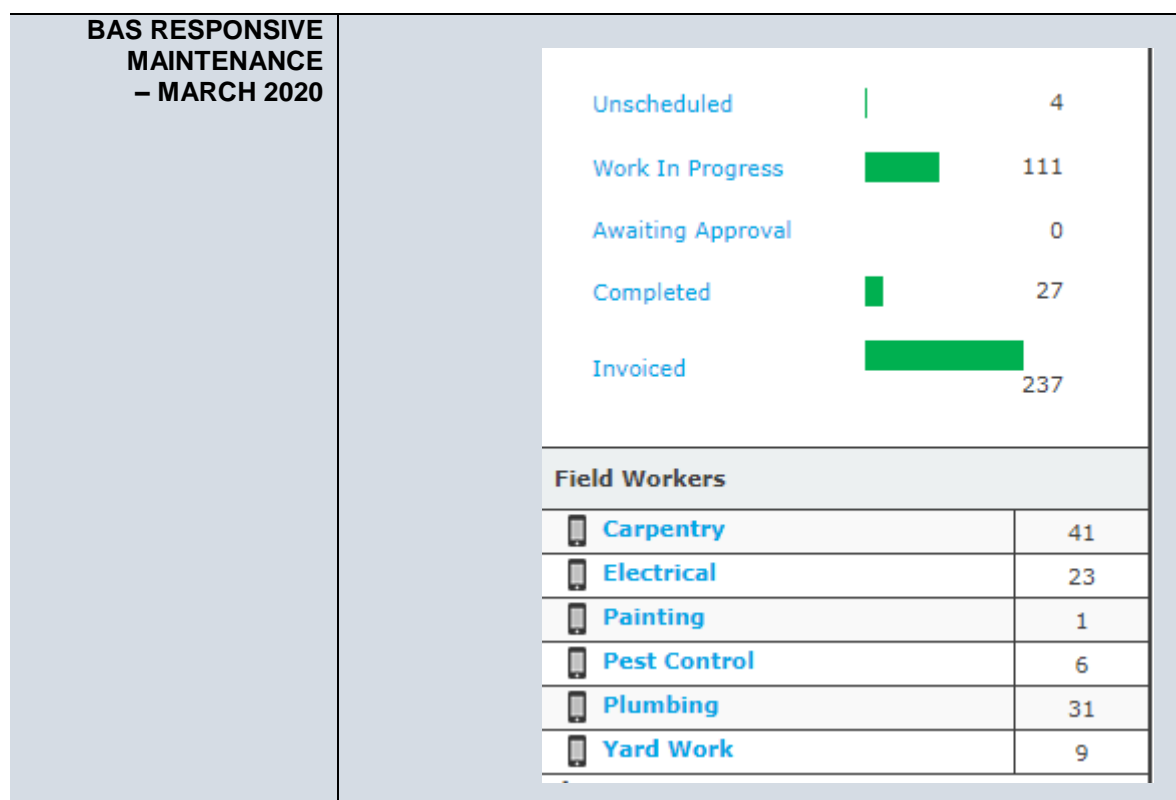
<b>Reporting Period</b>	March 2020
<b>Department</b>	Building
<b>Reporting Officer</b>	Patrick Nandy

#### BAS PORTAL

TASK	WORK ORDERS IN PORTAL	INVOICED OUT	AMOUNT
Work Orders			\$84,473.78
Completed Orders			
Planned Work Orders			\$132,935.50

BUDGET/WORKS ORDER	TOTAL BUDGET	% DONE	ADDRESS
B11942 OT Dismod	\$36,250.00	5%	119A Hartwig St
U93255 Dismod/Tiling	\$11,970.00	10%	18 Keim St
B09929 Various Works upgrade	\$40,660.00	5%	22 Hartwig St
B10698 internal/external paintworks	\$52,927.50	50%	44 Douglas St
B19671 Bathroom Modification	\$33,460.00	10%	29 Hartwig St
B15451 Upgrade works	\$54,043.00	85%	45 Heorlein St
B13872 Cupboard Upgrade	\$1232.00	5%	72 Douglas St
B13872 Cupboard Upgrade	\$1820.00	5%	73 Douglas St
B15454 OT modification	\$62,020.00	90%	2 Yalanji Close
B19666 SHW replacement	\$11,385.00	40%	72 Douglas St
Kindy Upgrade	\$770,000.00		Kindy Upgrade

<p>CONSTRUCTION OF CONTRACTORS QUARTERS:</p> <p>LOT 115 LITTLE DOUGLAS STREET READY FOR CONSTRUCTION.</p>	
<p>2 YALANJI CLOSE: DECKING AND RAMP COMPLETED READY FOR HANDRAILS. EXTEND FRONT DECK AREA, RAMP 1:14, HANDRAILS TO FRONT DECK AND REAR STAIRS. NEW FOOTPATH.</p>	
<p>STILL AWAITING STAIRS AND RAILINGS TO ARRIVE.</p> <p>Awaiting stairs, make safe for accessing the water pump station.</p>	
<p>ART CENTRE: GENERATOR INPLACE READY TO BE WIRED UP BY ELECTRICIAN.</p>	



#### 6.4.2 Post Office Report

Reporting Period	March 2020
Department	Post Office
Reporting Officer	Neal Ransom

#### STATUS

The Wujal Post Office is adhering to the COVID-19 Pandemic by keeping clients to one person at a time in the Post Office and regularly cleaning all surfaces. All parcels will be received without the need for people to sign for them due to the pandemic.

#### UPDATES

- Post Office now has a second trainee, I have been training this person for 6 weeks between 10.30am to midday every day.
- Mail run has not changed, Monday-Wednesday and Friday.
- Monies still being delivered regularly.
- The new yellow and White Pages Directory are available on request

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### 6.4.3 Works Report

<b>Reporting Period</b>	March 2020
<b>Department</b>	Works
<b>Reporting Officer</b>	Geoffrey Rosendale

- P & L continuous attempts in beautify the community with ongoing grass maintenance, tree pruning
- Civil Crew is working in with all projects where required
- Workshop, waiting on mechanic to return to community
- Service Station, Ray Sycamore on leave, Mariah filling in
- Southside Driveways civil works are complete
- Really difficult to capture true costings when there is nil budget to work against

#### **Recycle Centre as below;**

##### **1. Completed Tasks to date**

- NCP removed existing concrete slabs and cleared site ready for importing fill.
- NCP & WWAC collected a sample of the proposed imported fill from the Southside Pit and had it taken to Tolga for CBR testing. The test results came back with a CBR of 12
- WWAC hired NCP 20t Excavator & Tipper to remove gravel / fill from the Southside Pit and cart into the project site for the building pad.
- NCP marked out building area to start bringing in fill.
- Placed imported fill in layers for the new building pad under NCP Supervision
- NCP & WWAC organized the soil tester come to site to perform CBR, Cone & Penetrometer tests on the new building pad. (Tuesday 07.04.2020)
- Made up steel footing cages for the bored pier footings as per Construction Drawings.  
8. Slab steel and Retaining Wall components arrived on site (Wednesday 08.04.2020)

##### **2. Current work in progress**

- Final trim on the building pad

##### **3. Tasks for This Week (weather permitting)**

- Remove the existing 1800mm chain mesh fence and clear the existing track that runs parallel with the retaining wall for added access as approved by WWAC
- Start installing the Retaining Wall around the building pad.
- Cart imported fill from the Southside Pit to build up the side of pad for driveway concrete.

##### **4. Subtrades/Machinery Currently on Site**

- NCP Contracting
- NCP 20t Excavator
- WWAC Operator
- WWAC Mini Excavator
- WWAC Roller

##### **Forecast Subtrades/Machinery Scheduled on Site**

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## WEEKLY FORECAST REPORT

### 5. NCP Contracting

2. NCP 20t Excavator 3. NCP Mini Excavator 4. NCP Bobcat / skid steer 5. WWAC Mini Excavator 6. WWAC Roller 7. WWAC Bobcat / skid steer 8. Malanda Remote Concrete Services - Concrete Trucks

### 6. Issues and Concerns

1. Inclement Weather – heavy rain and showers damaging and scouring out building pad surfaces.
2. Concerns over exiting and entering the community for materials, trades and resources due to the community entering the lockdown phase for the Corona Virus.
3. We still need to get the Construction Drawings certified and stamped for use and then send to an Engineer with the soil test reports for acceptance of the Slab / foundation plans if certified.

### 7. Completed Tasks to date Southside Driveways

- Redesign of survey for driveways to work
- Marked out all driveways on sites to start earthworks
- Graded driveway - formed up batters and rolled house 21 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 20 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 19 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 17 ready to form up for concrete.
- Graded driveway - formed up batters and rolled house 13 ready to form up for concrete.
- Cleaned edges of drains and gullies, at house 14, free from long grass and shrubbery ready for grading the driveway for concrete.
- Set up the batching plant
- Materials for concrete delivered to Wujal Wujal / Ayton
- Formed up House 21 driveway
- Formed up House 20 driveway, except for at the crossover, until the drainpipe and headwalls get laid.
- Formed up House 19 driveway, except for at the crossover, until the drainpipe and headwalls get laid.
- Poured House 21 driveway - (not including swale drains)
- Poured House 20 driveway - (not including swale drains)
- Poured House 19 driveway - (not including swale drains)
- Formed House 17 driveway
- Saw cuts to poured driveways completed – House 21, 20,19
- Rectified defected placement of concrete on House 20 driveway (cut back and removed approximately 4 lineal meters of badly finished concrete).
- Graded driveway - formed up batters and rolled house 15 ready to form up for concrete.
- Poured ¾ of House 17 driveway - (not including swale drains)
- Saw cuts to the finished portion of House 17
- Installed stormwater pipe under House 20 Driveway to complete setting up and pouring the remainder of Concrete to the crossover for Houses 19 & 20

- 
- Poured House 17 remainder of driveway = 100% complete (driveway & bin bay/bus stop 100%)
  - Fished the remainder of saw cut joints in House 17 driveway
  - Finished pouring remainder of driveways down to the crossover as well as the bin bay/bus stop at houses 20 & 19
  - Graded driveway - formed up batters and rolled house 14 ready to form up for concrete.
  - Graded driveway - formed up batters and rolled house 13 ready to form up for concrete.
  - Formed up House 15 driveway
  - Formed up House 14 driveway
  - Formed up House 13 driveway
  - Excavated swale drains and set up Formwork on Houses 21, 20 & 19
  - Poured  $\frac{3}{4}$  of Swale drain on left hand side of driveway at House 21
  - Repaired damaged sewer and water pipes at Houses 21 & 19
  - Poured House 15 Driveway - (not including swale drains)
  - Poured House 14 Driveway - (not including swale drains)
  - Poured the remainder of Swale Drains at House 21
  - Poured the Swale Drains at House 20
  - Poured the Swale Drains at House 19
  - Cleaned up the opposite side of the road from Houses 19, 20 & 21 where we have been stockpiling fill & sand, using as a machinery laydown area and carpark.
  - NCP Supervisor performing Project Admin work for WWAC – Preparing all electronic files including all site photos for the Builders Handover Packs.
  - Poured House 13 Driveway 15Lm short of the crossover - This will be poured in conjunction with the bottom of House 11 driveway - (not including swale drains)
  - Excavated swale drains and set up swale formwork on Houses 17, 15 & 14.
  - The excavator dug through the sewer line at House 17 and was immediately repaired (photos taken)
  - Poured  $\frac{3}{4}$  of House 17 swale drains poured.

#### **Completed Tasks to date SOUTHSIDE DRIVEWAYS**

##### **Current work in progress**

- Saw cut joints in Swale Drains

##### **Tasks for This Week (weather permitting)**

- Batch Concrete for driveways & swale drains
- Deform formwork on swale drains at House 19
- Pour concrete for driveway at House 13
- Deform Formwork House 13
- Saw cuts in driveway at House 13
- Excavate for swale drains at House 17, 15, 14 & 13 (to be supervised by NCP)
- Pour swale drains at houses 17, 15 & 14

##### **Subtrades/Machinery Currently on Site**

- Batching Plant & operators
- Concrete Truck & Driver
- NCP Contracting Mini Excavator and Operator
- Bissell Concrete
- Bissell Concrete Bobcat and Operator

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#### **Forecast Subtrades/Machinery Scheduled on Site**

- Batching Plant and Operators
- Concrete Truck and Driver
- Bissell Concrete
- NCP Contracting Mini Excavator and Operator
- Bissell Concrete Bobcat & Operator
- NCP Tipper & Driver

#### **WEEKLY FORECAST REPORT**

##### **8. WWAC Grader & Operator**

##### **9. WWAC Mini Excavator and Operator 9.**

##### **10. Issues and Concerns**

1. Inclement Weather – heavy rain and showers preventing concrete pours and damaging scouring out driveways and swain drain surfaces.
2. Damage of existing services – Sewer inspection caps, water meter poly feeds, Stormwater drain headwalls being damaged by the council machinery.
3. Dogs running on green concrete after concreters leaving site – Concerns were discussed with WWAC and photos of damaged concrete were taken. (House 21 was damaged by dogs running through green concrete and now House 17 has also had a section of driveway damages, we rectified it the best we could by brooming out the footprints)
4. Concerns over exiting and entering the community for materials, trades and resources due to the community entering the lockdown phase for the Corona Virus.
5. The Bin Bays / Bus Stop areas should have a safety fence put in behind it to stop wheelie bins and people from falling into the culvert behind them (see attached photo of House 17 – Lot 5/10 bin bay)

##### **Safety/Incident Reporting 1. NIL**

##### **11. Signed Off I.T.P's**

1. House 21 – Earthworks, Subgrade, Concrete driveways & Swale Drains
2. House 20 – Earthworks, Subgrade, Concrete driveways & Swale Drains
3. House 19 – Earthworks, Subgrade, Concrete driveways & Swale Drains
4. House 17 – Earthworks, Subgrade, Concrete driveways & Swale Drains
5. House 15 – Earthworks, Subgrade & Concrete driveways
6. House 14 – Earthworks, Subgrade & Concrete driveways
7. House 13 – Earthworks & Subgrade
8. House 11 – Earthworks & Subgrade

#### **6.4.4 Kindergarten Report**

<b>Reporting Period</b>	March 2020
<b>Department</b>	Kindergarten
<b>Reporting Officer</b>	Coraleen Shipton

Nil Report



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## 6.4.5 Capital Projects Report

Reporting Period	March 2020
Department	Capital Projects
Reporting Officer	Orion Consulting

### Natural Disaster Program (NDP)

#### Program Summary

Wujal Wujal Aboriginal Shire Council (WWASC) currently active programs under the following funding arrangements; Natural Disaster Relief and Recovery Arrangements (NDRRA), Disaster Recovery Funding Arrangements (DRFA), Natural Disaster Resilience Program (NDRP), Get Ready Queensland (GRQ);

The program is broken down into the following categories;

- 2018 NDRRA March Event Restoration of Essential Public Assets (REPA)
- 2018 DRFA December Event Counter Disaster Operation (CDO)
- 2019 DRFA January – Feb Event Counter Disaster Operation (CDO)
- 2019 DRFA January – Feb Event Restoration of Essential Public Assets (REPA)
- 2019 Category D Flood Recovery Exceptional Assistance,
- 2018 Natural Disaster Resilience Program (NDRP)

The program status report has been attached as **Appendix 1 – Natural Disaster Program P6 Report**. The report details, funding applications and approvals status, program estimates, programmes schedules and cash flow forecasts.

#### Design

Orion Project Consulting Pty Ltd as Design Managers is currently managing the design process of the WWSTO2019 – Waste Water Treatment Plant Upgrade and WWRC2020 Recycle Centre Project. The WWSTP2019 is a design & construct contract and is currently on track with no issues to resolve. OPC has reviewed the concept design and issued an instruction to the contractor to proceed to detailed design.

WWRC2020 Recycle Centre – Concept design is complete. Minor changes have been made due to the changes in the scope of work and earthwork levels. No issues to resolve.

#### 1. Design Issues

Trinity Engineering has been requested to complete an alternative design for the slope stability on China Camp Rd. The current design allows for rock gabions to be installed however due to construction issued it has been requested that a concrete block wall be designed in lieu of the rock gabions. OPC will then issue the alternate design to the contractor to provide.

#### Applications and Approvals

**DRFA** – Restoration of Essential Public Assets – **Status** - In Development. Due to announcement of the availability of Category D funding the restoration of essential public assets submissions will not be submitted until the Commonwealth finalise the assessment criteria for the funding applications.

**DRFA** – Betterment Application – **Status** – The submission for the Waterfall Rd Rock

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Gabion Extension Project was finalised on 5 December 2019 with the QRA. QRA will advise on any additional information and or approvals upon review of the submissions. In the March progress meeting, the QRA has advised that this item is still be reviewed and due to the current COVID19 response there may be a slight delay in approvals.

## **Construction**

### **WWASC.11.18 (2018 NDRRA Works)**

A project program has been established for the landslip works to determine best practices in delivering these works. Council has suggested that the works can be undertaken by Council. Council to be the Principal Contractor.

Orion Project Consulting has received an alternate design of China Camp Rd from Trinity Engineering which details the use of concrete blocks in lieu of rock gabions. OPC has issued an instruction to Trinity to provide a detailed design with an approved bill of quantities so that a cost estimate can be completed.

OPC to finalise the local buy contract with preferred contractor after the pricing has been finalised.

### **WWASC.12.18 (2018 NDRP Works)**

The Queensland Reconstruction Authority has approved \$700,000.00 for the upgrade works of a place of refuge for the community, this is in addition to the \$1.1m committed by the Department of Prime Minister and Cabinet. There still exists a funding shortfall of 2-3m for a new build of a place of refuge.

Works program has been finalised with the Builder.

Works have been delayed due to the COVID19 crisis.

## **Indigenous Council Critical Infrastructure Program (ICCIP)**

### **Program Summary**

Wujal Wujal Aboriginal Shire Council (WWASC) currently has one approved project under the ICCIP.

- The refurbishment of the Waste Water Treatment Plant

Additional works required is broken down into the following categories;

- ICCIP Sewer Network Upgrade
- ICCIP Irrigation Project
- ICCIP SPS replace pumps
- ICCIP Replace membranes elements

The program status report will be updated and attached as **Appendix 4 – ICCIP**

**Program Report.** The report details, funding, programmes schedules.

OPC is currently working with the contractor (True Water Australia) to finalise the scope and costs of the Sewer Network Upgrade to be treated as a change in scope for the WWSTP2019 project.

### **Applications and Approvals**

All statutory approval will be the responsibility of successful contractor.

## **Procurement**

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## Design

No further procurement activities are forecast for this reporting period.

## Legal

No legal services are currently engaged for the active projects under funding agreements. Should any advice for any matter be required then the same legal firm who provided advice on NDRRA works with Orion Project Consulting (McInnes Wilson Lawyers) will be recommended.

## Construction

Tender report was submitted at the October 2019 Council meeting detailing the tender process and the recommendation to award the contract.

A Council resolution on the matter was passed and Council requested that the contract be awarded to the recommended tenderer.

Discipline	Pre-Tender	Out to Tender	Tender Closed	Vetted	Contract Awarded	Delivery Agent
Civil Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GANDEN
Civil Contractor	<input type="checkbox"/>	✓	✓	✓	<input type="checkbox"/>	True Water Australia

## Construction

### ICCIP WWTP– Waste Water Treatment Plant Upgrade Project

WWASC has reviewed the concept design and approved. Contractor to finalise the detailed design and submit to OPC for review and approval. Contractor has submitted progress claim 3 for payment. Contractor has ordered the Kubota treatment plant and has updated the construction program to reflect the revised dates. Currently no delays have been identified due to the COVID19 crisis.

Project meetings are currently scheduled as fortnightly between WWASC, OPC and the contractor.

Cape York Regional Package, Torres Cape Indigenous Council Alliance Funding (TCICA)

### Program Summary

Wujal Wujal Aboriginal Shire Council (WWASC) currently has two approved project under the CIMA.

- Recycle Centre

### Recycle Centre Project.

At the request of Council, Orion Project Consulting has amended the scope of work for the Recycle Centre required to satisfy WWASC.

OPC has completed the schedule of works and tender documentation for this project.

OPC will issue the Local Buy contract to NCP.

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## Construction

### Recycle Centre

Following the appointment of the successful contractor, construction is expected to early April 2020. Estimated practical completion is 30 July 2020 due to delays caused by the COVID19 crisis.

NCP (Contractor) has removed the existing slabs and imported fill in layers in preparation of the building slab.

## Financial status

### Project Cost Allocation

<b>Original Cost Allocation:</b>	<b>\$</b>	<b>11,730,275.78</b>
NDRRA 13.18 Cape Tribulation - Bloomfield Road	\$	1,043,918.00
NDRRA 13.18 China-Camp Road	\$	2,178,416.00
NDRRA 13.18 Outstation Access Road	\$	-
NDRRA 13.18 Contingency	\$	1,094,537.60
NDRRA 13.18 Escalation	\$	273,634.40
NDRRA 13.18 Project Management	\$	547,268.80
NDRP 12.18 Place of Refuge	\$	700,000.00
W4Q Depot Office Upgrade \$500K	\$	500,000.00
CYIF Recycle Centre	\$	948,815.00
CYIF Boat Ramp	\$	270,000.00
Boat Ramp Design & Tender Docs	\$	50,000.00
Boat Ramp Concrete Works	\$	50,000.00
CYIF Water Main Xing Bridge	\$	258,000.00
Water Supply Bridge Crossover	\$	284,186.00
ICCIP Replace fencing and construct roof over generator	\$	18,000.00
ICCIP Wastewater, multiple	\$	1,275,100.00
ICCIP Waste RPEQ	\$	10,000.00
ICCIP SPS replace pumps(50k); major upgrade of treatment plant	\$	1,550,000.00
ICCIP Replace membranes elements	\$	50,000.00

## Variation and EOTs

### Extension of Time Claims

No Extensions of time to report for this period

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#### 6.4.6 Art Centre Report

Reporting Period	March 2020
Department	Art Centre
Reporting Officer	Vikki Burrows

##### Highlights:

- I attended the second of six training sessions in Cert IV Leadership and Management workshop held in the library this month. I am looking forward to the next session in April.
- Justice Group purchased some paintings for their offices. This generated a bit of income for the artists.

##### Data:

- Sales for the month of March 2020 attached.
- Each week I am having zoom meetings with the IACA members.

##### Barriers & Issues:

- Waiting on the gallery front door and roller door to be fixed, these doors need to be working before we can open the art center to the public.
- The artists on my pathway activities have been suspended until May.
- Edwina Circuit had to cancel her two-week workshops due to the COVID 19.

##### Funding/Agreements/Financials:

- We received our letter of agreement from Backing Indigenous Arts, \$210,000, this includes \$10,000 governance money which we will do a four-year art center strategic plan which can then go with the Councils Business plans.

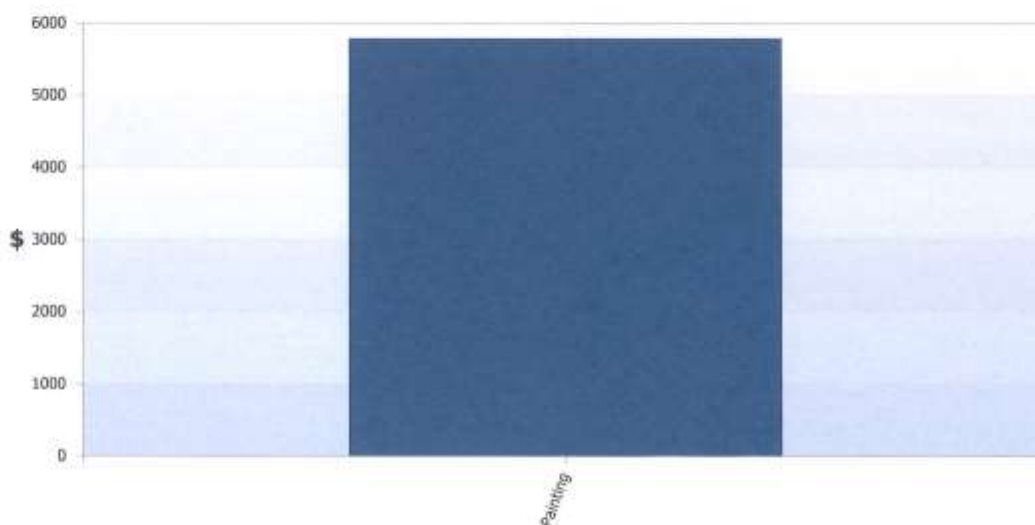
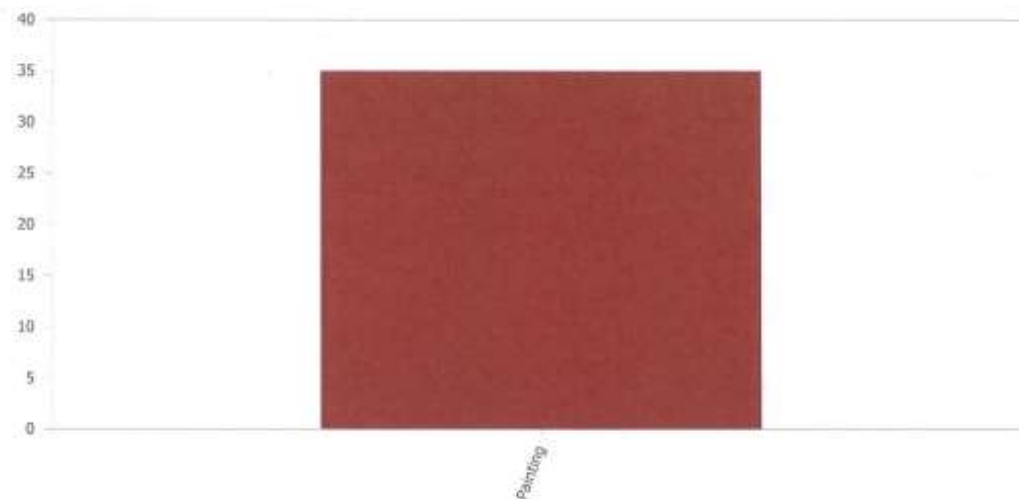
##### Upcoming events:

- The gallery hanging system has been installed in March. Just waiting on Wes to finish the job.
- Instead of attending the IACA conference which was cancelled, IACA have organized weekly zoom training for Junibel and myself. The first zoom workshop will be photography in April.

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



Sales from 01/03/2020 to 31/03/2020

Product	Items Sold	Value of Sales
Painting	35	\$5,785.00
<b>Total Items Sold:</b>	<b>35</b>	<b>\$5,785.00</b>



### 6.4.7 Water and Waste Water Report

<b>Reporting Period</b>	March 2020
<b>Department</b>	Water and Waste Water
<b>Reporting Officer</b>	Ian Hocking Coordinator

TASK	PHOTOS	NOTES
<p>We have had the raw water tank at the water plant replaced as the old one was leaking and was not able to be repaired.</p> <p>We have had water flow meters installed at the river pumps and the water plant. These are so we can report on water usage. We have been relying on the scada system but this is not always accurate. The water plant was fully serviced last week. This will set us up for the next 6 months.</p>		
	<p>The plant is running well. We have stocked up on chemicals to help us through these difficult times. Our monthly testing have returned no Ecoli in the community, southside or Ayton.</p>	
<p>This is what staff have to deal with because people are still not doing the right thing. HUMAN WASTE AND TOILET PAPER ONLY.</p> <p>This is a cost to the council every time we have to clean this mess up. Should we make the tenants pay for this?</p>		<p>The sewer plant is running well with very few problems</p> <p>Our testing is well within the guidelines</p>

### 6.4.8 Indigenous Knowledge Centre Report

<b>Reporting Period</b>	March 2020
<b>Department</b>	IKC
<b>Reporting Officer</b>	Kylie Mills

- Nil report, Library closed due to COVID 19

### 6.4.9 Centrelink Report

<b>Reporting Period</b>	March 2020
<b>Department</b>	Centrelink
<b>Reporting Officer</b>	Marie Shipton

- New back up employee for the Centrelink, Michelle Barath
- Due to the Government pay outs and the My Pathway shutting down, it is a difficult time to try and sort the community payments

### 6.4.10 HACC Report

<b>Reporting Period</b>	March 2020
<b>Department</b>	HACC
<b>Reporting Officer</b>	Stephanie Dick

Statistics for the Month						
Admissions	CHSP	0	HCP	1	Disability	0
Discharges	CHSP	0	HCP	0	Disability	0
Number of Meals	CHSP	307	HCP	65	Disability	22
Number of Transport Trips	CHSP	107	HCP	20	Disability	10
Number of Hours	CHSP	49	Disability			
Activities conducted for Month						
Personal Care hours	2	Meals (numbers)		372		
Assessment hours	20	Transport (trips)		127		
Coordination hours	68	Clinic Visits		35		
Centre-based care hours	41					
Future Activities Planned						
Personal Care hours	50	Meals (numbers)		400		
Assessment hours	60	Transport (trips)		150		
Coordination hours	40	Community Engagement				
Centre-based care hours	20					
<ul style="list-style-type: none"><li>Covid-19 has taken effect on work load and clients support. Infection control has been put into place with updates on cleaning schedules. Have input Community Care Pandemic plan for council. Social support has been limited to one person in office, cleaning between each client. Hugh rush with Stolen wages claim for Clients needing assistance. Have ceased Domestic assistance for the time been as client's homes are over crowded, Meals are still been delivered daily with staffing wearing gloves and using hand sanitiser between each client's meals. All clients are aware that there in limited</li></ul>						



<p>people in vehicles for shopping, drop off at clinic etc. information has been handed to clients of new information about the COVID-19. Staffing at Wujal clinic are designing a COVID-19 poster for all clients whom are vulnerable. Group social support has been also ceased until further notice.</p> <ul style="list-style-type: none"> <li>• MyGOVid has been set up on Stephanie behalf with the help from finance director Harish, I now have access to My Aged Care Portals.</li> <li>• Stephanie has completed E-learning course in Infection Control Covid-19. Certificate attached below. <a href="https://www.covid-19training.gov.au">https://www.covid-19training.gov.au</a> I have also attached the link for anyone who would like to complete these courses for COVID-19.</li> <li>• HCP Client 20/03/2020 sent to Cooktown then transferred to Cairns to have below knee amputation- now staying in Mossman Hospital.</li> </ul>			
<b>Compliments</b>			
Total Number for Month:	Topic: NIL		
<b>Complaints</b>			
Total Number for Month:	Topic: NIL		
<b>Suggestions for Improvement</b>			
<b>Monitoring Activities Completed for Month</b>			
<b>External Visitors</b>			
<b>Who</b>	<b>Reason for Visit</b>	<b>Who</b>	<b>Reason for Visit</b>
DoH		DBMAS	
ACAT		Clinic Visits	
RAS		Other	
<b>Client Incidents</b>			
<b>Name of Client</b>	<b>Description of Incident</b>	<b>Result</b>	
nil			
nil			
nil			
<b>Staff Incidents</b>			
<b>Name of Staff Member</b>	<b>Description of Incident</b>	<b>Result</b>	
NIL			
<b>Client Concerns</b>			
nil			
<b>Staff Concerns</b>			
NIL			
<b>Staff Report</b>			
<b>Staff Name</b>	<b>Days Worked</b>	<b>Days Absent</b>	<b>Performance Comments</b>

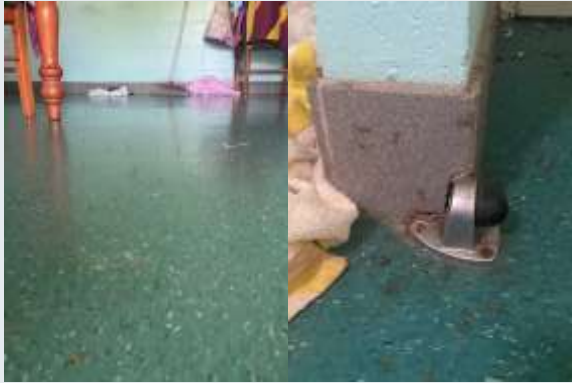







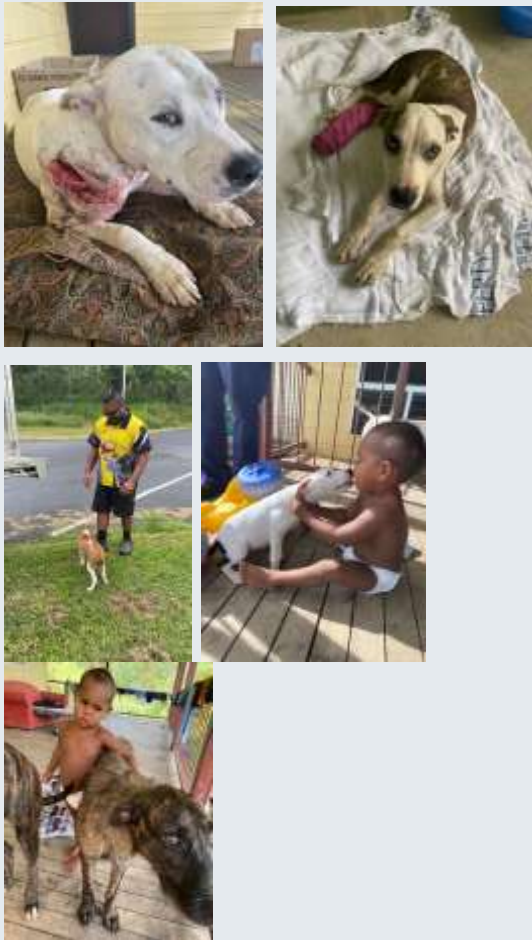
#### 6.4.3 Animal/Environmental Report

Reporting Period	March 2020
Department	Animal/Environmental Management
Reporting Officer	Helen Bigmore/Patrick Nandy JNR/Lester Shipton

#### SUMMARY

This month we treated all animals in the community for parasites. We gave out a total of 103 parasite treatments, a combination of worming, flea and tick tablets. We also treated dogs with heartworm. We gave out four doses of antibiotics for various ailments that were showing signs of serious infection. Other treatments included ear, skin infections and a dog hit by a car with a broken leg. During this month four animals were reported missing and 1 dog was removed to Mossman. There are currently only 44 dogs registered to Wujal and one cat.

TASK	PHOTOS	NOTES
<p>We were called to a few different houses where they had ant infestations.</p> <p>One house had branches that had fallen onto the house resulting in an extremely heavy infestation of green ants.</p> <p>PJ sprayed the houses, advising the owners how to avoid infestation in the future and where to buy ant killer.</p>	 	
<p>Inspection at the art centre was carried out as the final inspection before opening</p> <p>Everything was clean and tidy and now ready for use.</p> <p>Final Inspection Documented and handed to Victor Mills</p>	 	

<p>Assisting the Water operators with flushing the water systems to pull chlorine through the line.</p> <p>This is done daily.</p>		
<p>We set rat traps in the pound due to a heavy infestation.</p> <p>All the bait was eaten from the traps, but we are still getting rat droppings. We disinfect the pound regularly to get rid of dog food that might encourage the rats.</p>		<p>The rat issue is a continuous problem that we don't seem to be able to get on top of.</p>
<p>Alongside all the parasite treatments, we carried out the usual first aid treatments for injured animals. These include serious pig hunting injuries that cannot be managed by the owner, road traffic accidents, broken legs etc.</p> <p>As you can see from the photos, it is important that all puppies and dogs are wormed because children are having such close contact with where they are housed. Children have pups licking their mouths and they are crawling through areas where there has been dog faeces.</p>		<p>We are limiting the amount of medications given out to people and offering advice on how to manage wounds, until it is necessary.</p> <p>We are finding that people are not administering the medications properly when we give them to owners. Daily bandage changes still need to be provided by Council staff.</p>

With all the Covid-19 issues over the last few weeks, we were involved in road closures, meetings and informing residents of cleanliness to reduce spread.

We have received supplies to start working with the cleaners and hospital staff to help eliminate a scabies outbreak. This has been put on hold for the time-being as we all deal with the COVID-19 crisis.



We will be advising residents on how to clean their houses properly with the loan cleaning equipment. We will not be doing the cleaning for the residents. This puts workers at risk of contracting scabies themselves.

## CONCLUSIONS/RECOMMENDATIONS

The animals are healthy and up to date with monthly treatments. The chemical spray unit has malfunction (low pressure) which limited us from carrying out weed control. Spray Unit won't be fixed until our mechanic returns. We haven't had any issues with dogs and our dog numbers are at their lowest. We need to order medications in the next month as we are running low on supplies.

### RECOMMENDATION:

Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China Camp slip, also the China Camp drainage works. Funding allocated Recycle Centre, Atsi/Tids - \$945,000.00 + ICCIP - \$800,000.00 and China Camp, QRA - \$3,000,000.00, the dollar amount is just what budget I have for these projects, Contractors estimate – Recycle Centre - \$1,615,410.00 and China Camp - \$1,094,000.00.

### RECOMMENDATION:

That Council receives and adopts the DW&BS report for the month of April 2020.

## Director Works and Building Services

Victor Mills

15 April 2020



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## 7. CLOSED SESSION

# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 23 April 2020



## 7. Closed Session

### 7.1 Council decision on NCP under the Local Buy

- Local Buy
- Procurement Policy
- Independent Contractors Agreement

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**8. GENERAL BUSINESS/LATE ITEMS****9. NEXT MEETING**

The next meeting is to be held on 21 May 2020.

**10. MEETING CLOSE**





## **Meeting Notice**

Notice is hereby given that the next Ordinary meeting of Council will be held in the Wujal Wujal Aboriginal Shire Council Chambers, 1 Hartwig Street, Wujal Wujal

On

**21 May 2020**

**Commencing at 9am**