



Council Ordinary Meeting

23 April 2020

Minutes

of the

**Council Ordinary Meeting held at the Wujal Wujal
Aboriginal Shire Council Chambers**

Mayor: 

TABLE OF CONTENTS

1.	WELCOME/MEETING OPENING	3
2.	ATTENDANCE/APOLOGIES	3
3.	CONDOLENCES/CONGRATULATIONS	3
4.	COUNCILLOR OBLIGATIONS.....	4
5.	CONFIRMATION OF PREVIOUS MINUTES	4
5.1	BUSINESS ARISING FROM PREVIOUS MINUTES	5
6.	REPORTS	5
6.1	MAYOR'S UPDATE	5
6.2	CEO'S UPDATE.....	9
6.3	DIRECTOR FINANCE & CORPORATE SERVICES REPORT (DF&CS)	19
6.4	DIRECTOR WORKS AND BUILDING SERVICES REPORT (DW&BS)	37
7.	CLOSED SESSION.....	60
7.	GENERAL BUSINESS	61
8.	NEXT MEETING.....	62
9.	MEETING CLOSE	62

1. WELCOME/MEETING OPENING

Mayor Creek declared the meeting open at 9.14am.

2. ATTENDANCE/APOLOGIES

Members Present:	Cr Bradley Creek, Mayor (Chair) Cr Vincent Tayley (Deputy Mayor) Cr Robert Bloomfield Cr Regan Kulka Cr Vanessa Tayley
Apologies:	
Officers/Staff:	Stephen Wilton – Chief Executive Officer Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Vanessa Kennedy (Executive Assistant)
Observers:	
Presenters/Visitors:	Marie Shipton to give an update on the Stolen Wages at 11.30am on the deck before lunch starts.

3. CONDOLENCES/CONGRATULATIONS

Condolences

Nathan White

NOTED

Congratulations

Council for re-elections uncontested

Mayor for election success

Kaitlyn McLean

Levi Flinders

Victor Mills congratulated the new Council

NOTED

4. COUNCILLOR OBLIGATIONS

Mayor Creek invited those present to use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or staff interests in accordance with the Act and Regulations

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

Nil

4.2 Declaration of Conflict of Interest on any item of business

Pursuant to Section 173 (2) of the Local Government Act 2009 {0} declarations of conflict of interest were made during this meeting.

Name of Councillor:

Details of declarations are as follows:

4.3 Registers of Interest

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Council Ordinary meeting 19 March 2020 were considered.

The minutes of the Council Statutory meeting held 11 and 22 April 2020 were considered.

Resolution:	That Council confirms that the Council Statutory meeting minutes of 11 and 22 April 2020 as circulated are a true and correct record of that meeting.	
Moved:	Cr Vanessa Tayley	CARRIED 5/5
Seconded:	Cr Regan Kulka	
Decision No:	0123042020	

Resolution:	That Council confirms that the Council Ordinary meeting minutes of 19 March 2020 as circulated are a true and correct record of that meeting.	
Moved:	Cr Regan Kulka	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0223042020	

5.1 Business Arising from Previous Minutes

Nil

NOTED

6. REPORTS

6.1 Mayor's Update

6.1.1 Mayor welcomed new Council

NOTED

6.1.2 LDMG and DDMG update

Mayor gave a verbal report.

CEO outlined current entry arrangements to enter Cape York including isolation arrangements with reference to LDMG and DDMG as advised by State Disaster Management Group.

NOTED

6.1.3 Cape York Education Forum

Mayor gave a verbal report on latest developments of Good to Great Schools Education package (**Plan tabled**).

NOTED

6.1.4 Councillor Portfolios

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

Mayor Bradley Creek	All portfolios plus Governance & Finance
Deputy Mayor Vincent Tayley	Economic and Environment and Tourism, Land & Culture, Community Lifestyle, Law and Order
Cr Regan Kulka	Law and Order, Economic and Environment and Tourism, Land & Culture, Infrastructure, Audit committee
Cr Vanessa Tayley	Community Lifestyle, Audit committee
Cr Robert Bloomfield	Infrastructure/Community Lifestyle - Sports and Recreation

Resolution:	That Council confirms councillors acceptance of their portfolios as follows: Mayor Bradley Creek: All portfolios plus Governance & Finance Deputy Mayor Vincent Tayley: Economic and Environment and Tourism, Land & Culture, Community Lifestyle, Law and Order Cr Regan Kulka: Law and Order, Economic and Environment and Tourism, Land & Culture, Infrastructure, Audit committee Cr Vanessa Tayley: Community Lifestyle, Audit committee Cr Robert Bloomfield: Infrastructure/Community Lifestyle - Sports and Recreation	
Moved:	Cr Vincent Tayley	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	0323042020	

NOTED

CEO left the room at 9.32am and returned to the chamber at 9.38am.

6.1.5 Correspondence

6.1.5.1 LGAQ – Battleplan to help Queensland communities manage and recover through the COVID-19 pandemic.

CEO outlined this is a partnership with Council and local communities to protect jobs.

Noted that LGAQ is advocating for this and we give support to them at this level.

6.1.5.2 LGAQ – Nomination for District No. 12.

Noted that nomination requested for role of Executive representative for District 12. No nomination made for the District 12 representation on the LGAQ Policy Executive.

6.1.5.3 LETTER received from Douglas Shire Council – Congratulations to Mayor Creek for successful election to position of Mayor.

6.1.5.4 LETTER received from Cairns Regional Council – Congratulations to Mayor Creek.

NOTED

Resolution:	That Council receives and adopts the Mayor's report for the month of April 2020.	
Moved:	Mayor Bradley Creek	CARRIED 5/5
Seconded:	Cr Vincent Tayley	
Decision No:	0423042020	

6.2 Chief Executive Officer Report

Items arising from previous meetings

CEO Report Action Log

Date:	Action	Status	Comment
Council Meeting held 23 January 2020			
MAYOR'S REPORT			
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	Now cancelled will no longer need to support.
CEO'S REPORT			
6.2.1 Res: 0423012020	CEO to write a letter to DNREM outlining Council decision that WWASC supports the partial road closure of Douglas Street with the intention to use the closed portion for future residential development Further WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed	
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"> o 9 residential allotments o 2 lots for the provision of an access road o Balance Lot 34 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	Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations.

	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to Councils.
DW&BS REPORT			
0823012020	CEO/DW&BS to send a letter awarding the contract for upgrading of Kindy to AD Fraser Builders who has a current 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.	Completed	AD Fraser Builders arrived 21 April to commence work
GENERAL BUSINESS			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting,	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR
	Councillor training 'So you want to be a councillor'. CEO to follow up and advise councillors	Completed	
Council Meeting held 20 February 2020			
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/ On Hold	Still advocating for funding.

Res: 0920022020	That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders	On Hold	
	CEO to write a letter asking Orion Consulting for their Local Buy contract.	Completed	Contract Supplied
Council Meeting held 19 March 2020			
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 restrict travel to at risk communities to protect those communities.	Completed	LDMG request through DDMG approved by SDC and CMO
	WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra.	In Progress	Should obtain funding for this as COVID-19 requires more teleconference ability.

NOTED

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 advise that

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

Resolution:	That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter. Further, the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility.	
Moved:	Cr Vanessa Tayley	CARRIED 5/5
Seconded:	Cr Regan Kulka	
Decision No:	0523042020	

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 physical 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.

Resolution:	That Council note the COVID-19 Status Report from the Chief Executive Officer.	
Moved:	Cr Vincent Tayley	CARRIED 5/5
Seconded:	Cr Regan Kulka	
Decision No:	0623042020	

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.

CEO spoke about amending the policy to include phone credits for Councillors. Discussion

Resolution:	That Council amend the Expenses Reimbursement for Councillors policy to include a monthly telephone credit of \$40 per councillor and the option for the Mayor to elect to utilise his/her personal phone and receive an annual allowance of \$1000.	
Moved:	Mayor Bradley Creek	CARRIED 5/5
Seconded:	Cr Regan Kulka	
Decision No:	0723042020	

NOTED

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.



Resolution:	That Council approves the use and publication of the WWASC Facebook site.	
Moved:	Cr Vanessa Tayley	CARRIED 5/5
Seconded:	Cr Vincent Tayley	
Decision No:	0823042020	

NOTED

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 Australia 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.

NOTED

Resolution:	That Council receives and adopts the Chief Executive Officers report for the month of April 2020.	
Moved:	Mayor Bradley Creek	CARRIED 5/5
Seconded:	Cr Vincent Tayley	
Decision No:	0923042020	

Council adjourned for morning tea at 10.50am and returned to the chamber at 11.08am.

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

DATE OF ADOPTION:	25 July 2019
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	June 2021

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

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
	366,895.05
<u>Payments</u>	
Wages	321,385.06
Creditors & Direct Bank Payments	877,127.36
	1,198,512.42

NOTE: DF&CS made special mention of Lynnette Simbil and Melita Baird for their work in increasing our debtors payments received.

- 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**
 - Balance Sheet as at 31 March 2020 - **Attachment 1**

NOTED

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.

NOTED

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.

NOTED

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.

NOTED

6.3.5. Account Payable Officer Report

Reporting Period:	March 2020
Department:	Accounts Payable
Reporting Officer:	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

NOTED

6.3.6 Account Receivable Officer Report

Reporting Period:	March 2020
Department:	Accounts Receivable
Reporting Officer:	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)

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

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
Total debtors	\$ 1,022,749.53

- Aged Debtors Report as at 31 March 2020 - **Attachment 2**

DW&BS advised the Council that the processes introduced recently at WWASC are making managing everything a lot easier.

6.3.7. Payroll Officer Report

Reporting Period:	March 2020
Department:	Payroll
Reporting Officer:	Renelle Shipton

Total number of employees as at 31 March 2020	68
---	----

Staff movement for the month

Appointments	1
Resignations/terminations	Nil

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

COVID-19 costs included for manning the QPS checkpoint.

NOTED

6.3.8. Information Management Officer Report

Reporting Period:	March 2020
Department:	Information Management
Reporting Officer:	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

CEO advised that it is a requirement to capture all records. Councillors have an obligation to capture this information. Councillors will be trained at a future date. CEO advised all councillors to use their work email addresses as it is a requirement of the State Archive Records to retain this information.

- 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 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 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.**

NOTED

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.

NOTED

DF&CS advised that staff training was important for the development of individuals growth and certifications were important to obtain not just for the benefit of the Council but also for the individual.

CEO mentioned that training local staff was important for succession planning and having home-grown local staff meant that many could then aspire to more elevated positions in the future.

Attachments:

- Revenue & Expenditure as at 31 March 2020 - **Attachment 1**
- Balance Sheet as at 31 March 2020 - **Attachment 1**
- Aged Debtors Report as at 31 March 2020 - **Attachment 2**
- Fraud & Corruption Policy - **Attachment 3**

Resolution:	That Council receives and adopts the Fraud and Corruption Policy presented to Council, to take effect from 23 April 2020.	
Moved:	Cr Regan Kulka	CARRIED 5/5
Seconded:	Cr Robert Bloomfield	
Decision No:	1023042020	

Resolution:	That Council receives and adopts the DF&CS report for the month of April 2020.	
Moved:	Cr Robert Bloomfield	CARRIED 5/5
Seconded:	Cr Vincent Tayley	
Decision No:	1123042020	

Mayor thanked DF&CS for his hard work over the past few months.

Council adjourned for lunch at 12.15pm and returned to the chamber at 12.55pm.

Guest Speaker Marie Shipton

Gave an update to all Councillors during lunch on the Stolen Wages, the process to go through and the lawyers involved.

Councillors keen to progress this quickly as time has gone by and they do not want a long drawn out process. More communication needed to speed this up.

Discussion to be organised with lawyer to talk directly with the Council.

NOTED

Attachement 1 - pg1

	OPENING BALANCE	31 Mar 2020	YEAR TO DATE	BUDGET	31 Mar 2020	CURRENT BALANCE	BUDGET
CURRENT ASSETS							
0001-0001 ASSETS							
0001-0002 Current Assets	5,509,771.94	(846,199.19)	308%	(275,100)	4,663,572.75	100%	4,668,130
0100-0002 Non Current Assets	2,062,350.79	2,723,460.38	---	0	4,785,811.17	>99%	73,796
ASSETS TOTAL	7,572,122.73	1,877,261.19	-682%	(275,100)	9,449,383.92	199%	4,741,926
TOTAL CURRENT ASSETS	7,572,122.73	1,877,261.19	-682%	(275,100)	9,449,383.92	199%	4,741,926
NON-CURRENT ASSETS							
0001-0001 ASSETS							
0100-0002 Non Current Assets	33,032,674.06	(3,070,816.73)	524%	(586,031)	29,961,857.33	80%	37,481,377
0001-0001 ASSETS TOTAL	33,032,674.06	(3,070,816.73)	524%	(586,031)	29,961,857.33	80%	37,481,377
1000-0001 CORPORATE SERVICES							
1000-0002 CORPORATE SERVICES	40,367.25	0.00	0%	0	40,367.25	---	0
2000-0003 Finance	40,367.25	0.00	0%	0	40,367.25	---	0
1000-0002 CORPORATE SERVICES TOTAL	40,367.25	0.00	0%	0	40,367.25	---	0
1000-0001 CORPORATE SERVICES TOTAL	40,367.25	0.00	0%	0	40,367.25	---	0
TOTAL NON-CURRENT ASSETS	33,073,041.31	(3,070,816.73)	524%	(586,031)	30,002,224.58	80%	37,481,377
TOTAL ASSETS	40,645,164.04	(1,193,555.54)	139%	(861,131)	39,451,608.50	93%	42,223,303

General Ledger 2020.3.24.1									
(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups, 75% of year elapsed. To Level 4. Excludes committed costs)									
WUJAL WUJAL ABORIGINAL COUNCIL (Budget for full year) Financial Year Ending 2020									
Printed (EAS-SH) : 14-04-2020 8:42:24 AM									
Balance Sheet Summary									
Page - 2									

CURRENT LIABILITIES									

0400-0001	LIABILITIES	OPENING	31 Mar 2020	YEAR TO DATE	BUDGET	31 Mar 2020	CURRENT BALANCE	BUDGET	
0400-0002	Current Liabilities	619,727.19	1,496,385.36	>99%	26,000	2,116,112.55	303%	699,000	
0400-0001	LIABILITIES TOTAL	619,727.19	1,496,385.36	>99%	26,000	2,116,112.55	303%	699,000	

TOTAL CURRENT LIABILITIES									

NON-CURRENT LIABILITIES									

0001-0001	ASSETS	187,167.54	189,006.56	---	0	376,174.10	---	0	
0100-0002	Non Current Assets	187,167.54	189,006.56	---	0	376,174.10	---	0	
0001-0001	ASSETS TOTAL	187,167.54	189,006.56	---	0	376,174.10	---	0	

0400-0001	LIABILITIES	203,846.41	441,775.11	-83%	5,000	162,071.30	208%	79,000	
0600-0002	Non Current Liabilities	203,846.41	441,775.11	-83%	5,000	162,071.30	208%	79,000	
0400-0001	LIABILITIES TOTAL	203,846.41	441,775.11	-83%	5,000	162,071.30	208%	79,000	

TOTAL NON-CURRENT LIABILITIES									

TOTAL LIABILITIES									

NET ASSETS/(LIABILITIES)									

		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Mar 2020	Budget	31 Mar 2020	Budget	31 Mar 2020	Budget
5001-0001	ASSETS						
0100-0002	Non Current Assets	0.00	0	410.82	0	(410.82)	0
0001-0001	ASSETS	0.00	0	410.82	0	(410.82)	0
1000-0001	CORPORATE SERVICES						
1000-0002	CORPORATE SERVICES						
1100-0003	General Administration	2,739,478.58	0	2,459,949.14	0	279,529.44	0
2000-0003	Finance	1,341,623.53	0	3,401.60	0	1,338,221.93	0
2380-0003	Community Agencies	33,506.00	0	47,918.65	0	(14,411.66)	0
2400-0003	Employee Costs and Recoveries	0.00	0	71,945.89	0	(71,945.89)	0
1000-0002	CORPORATE SERVICES	4,313,609.12	0	2,533,214.28	0	1,730,394.84	0
3000-0002	CORPORATE GOVERNANCE						
3000-0003	Executive	0.00	0	733,024.07	0	(733,024.07)	0
3000-0002	CORPORATE GOVERNANCE	0.00	0	733,024.07	0	(733,024.07)	0
4000-0002	TECHNICAL SERVICES						
4000-0003	Technical Services Office	1,684,256.75	0	1,230,611.52	0	433,644.73	0
4100-0003	Secret Maintenance	0.00	0	137,724.57	0	(137,724.57)	0
4200-0003	Parks and Gardens	2,083.93	0	415,793.01	0	(415,793.01)	0
4300-0003	Recoverable Works	55,662.08	0	58,871.56	0	(56,787.63)	0
4320-0003	Service Station	0.00	0	147,426.02	0	(91,763.93)	0
4350-0003	Workshop	0.00	0	(235,322.72)	0	235,322.72	0
4600-0003	Plant Operations	808,834.59	0	240,859.36	0	567,975.23	0
4700-0003	Water Supply	220,640.50	0	165,853.32	0	54,787.18	0
4800-0003	Sewerage Services	108,665.58	0	115,207.08	0	(6,541.50)	0
4850-0003	Environment and Waste	83,654.38	0	114,016.30	0	(30,361.92)	0
4900-0003	MHI Public Health Buildings	583,135.28	0	938,706.09	0	(355,570.81)	0
4000-0002	TECHNICAL SERVICES	3,546,932.60	0	3,484,533.65	0	62,398.95	0
1000-0001	CORPORATE SERVICES	7,860,341.72	0	6,800,772.00	0	1,059,569.72	0
5000-0001	COMMUNITY SERVICES						
5000-0002	SES - OPERATIONS	13,550.60	0	2,244.06	0	11,306.54	0

	REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
	31 Mar 2020	Budget	31 Mar 2020	Budget	31 Mar 2020	Budget
5100-0002 COMMUNITY PROJECTS	117,953.60	0	156,742.96	0	(38,779.36)	0
5100-0003 KINDEGARTEN	127,953.60	0	156,742.96	0	(38,779.36)	0
5100-0002 COMMUNITY PROJECTS	127,953.60	0	156,742.96	0	(38,779.36)	0
5120-0002 Economic Development	536,808.10	0	239,222.12	0	297,585.98	0
5120-0003 TUSSP sustainability projects	20,950.14	0	61,254.97	0	(40,304.83)	0
5125-0003 LIBRARY	0.00	0	35,025.35	0	(35,025.35)	0
5170-0003 COMMUNITY SERVICES MANAGEMENT	4,831.20	0	3,439.84	0	1,391.36	0
5170-0003 COMMUNITY SERVICES	227.27	0	16,797.10	0	(16,569.83)	0
5365-0003 NAIDOC	0.00	0	121.27	0	(121.27)	0
5400-0003 Arts Centre - Cafe	8,155.50	0	10,487.22	0	(2,331.72)	0
5500-0003 Cultural - Arts Centre	20,055.00	0	15,243.65	0	4,811.35	0
5585-0003 RPTs OLD- INDIGENOUS ARTS FAIR	(75,000.00)	0	31,246.67	0	(106,246.67)	0
5610-0003 Backing Indigenous Arts	146,430.00	0	111,592.37	0	34,837.63	0
5620-0003 Indigenous Visual Arts	146,430.00	0	111,592.37	0	34,837.63	0
5120-0002 Economic Development	652,457.21	0	524,430.56	0	139,026.65	0
5700-0002 CARE FACILITIES	413,319.31	0	13,170.44	0	400,148.87	0
5730-0003 Home Care Packages CACPS	49,868.50	0	335,908.95	0	(286,040.45)	0
5735-0003 HACC - OPERATING	37,051.04	0	56,309.87	0	(19,258.83)	0
5760-0003 NJCP	30,000.00	0	1,722.73	0	79,277.27	0
5790-0003 COMMUNITY SERVICE - DEPRECIATION	30,000.00	0	1,722.73	0	79,277.27	0
5825-0004 INDIGENOUS ECONOMIC DEVELOPMENT	30,000.00	0	1,722.73	0	79,277.27	0
5790-0003 COMMUNITY SERVICE - DEPRECIATION	30,000.00	0	1,722.73	0	79,277.27	0
5870-0003 RIBS	0.00	0	10,138.83	0	(10,138.83)	0
5880-0004 NJCP Arts, Culture, Radio	0.00	0	10,138.83	0	(10,138.83)	0
5870-0003 RIBS	0.00	0	10,138.83	0	(10,138.83)	0
5700-0002 CARE FACILITIES	636,857.43	0	417,250.82	0	219,606.61	0
5000-0001 COMMUNITY SERVICES	1,430,828.84	0	1,100,668.40	0	330,160.44	0
TOTAL REVENUE AND EXPENDITURE	9,291,370.56	0	7,901,851.22	0	1,389,519.34	0

General Ledger 2020 3-24-1 Balance Sheet Summary
 (Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 75% of Year elapsed. To Level 4. Excludes committed costs)
 WUAL WUAL ABORIGINAL COUNCIL (Budget for full year) Financial Year Ending 2020 Printed (HARISH): 14-04-2020 8:42:24 AM

	OPENING BALANCE	31 Mar 2020	YEAR TO DATE	BUDGET	31 Mar 2020	CURRENT BALANCE	BUDGET
COMMUNITY EQUITY							
0700-0001 EQUITY	39,634,422.90	(2,837,172.35)	---	0	36,797,250.55	91\$ 40,393,687	
5000-0001 COMMUNITY SERVICES							
5000-0002 SES - OPERATIONS	0.00	0.00	0%	0	0.00	0\$ 4,958	
5100-0002 COMMUNITY PROJECTS	0.00	0.00	0%	0	0.00	0\$ 62,596	
5100-0003 KINDERGARTEN	0.00	0.00	0%	0	0.00	0\$ 62,596	
5100-0002 COMMUNITY PROJECTS TOTAL							
5120-0002 Economic Development	0.00	0.00	0%	0	0.00	0\$ 11,457	
5570-0003 IRADF	0.00	0.00	0%	0	0.00	0\$ 11,457	
5120-0002 Economic Development TOTAL							
5700-0002 CARE FACILITIES	0.00	0.00	0%	0	0.00	0\$ 9,910	
5865-0003 LIFE PROMOTION - Inactive	0.00	0.00	0%	0	0.00	0\$ 9,910	
5700-0002 CARE FACILITIES TOTAL							
5000-0001 COMMUNITY SERVICES TOTAL	0.00	0.00	0%	0	0.00	0\$ 88,921	
TOTAL COMMUNITY EQUITY	39,634,422.90	(2,837,172.35)	---	0	36,797,250.55	91\$ 40,482,608	

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	135,882.42	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	4,888.67			4,888.67
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
TOTALS:	312,811.35	7,008.65	702,929.53	1,022,749.53

Attachment 3



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL FRAUD & CORRUPTION POLICY

Responsible Manager:	Director Finance & Corporate Services
Heads of Power:	<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>
Authorised by:	Council
Authorised on:	23 April 2020
Implemented from:	23 April 2020
To be reviewed:	30 June 2021
Corporate Plan:	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

Cr Robert Bloomfield joined the meeting at 12.57pm.

Cr Vincent Tayley left the meeting at 12.58pm and returned to the meeting at 12.59pm.

6.4 Director Works and Building Services Report

Action items from previous Council meetings:

Date:	Action	Status	Comment
Council Meeting held 23 January 2020			
DW&BS REPORT			
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.
GENERAL BUSINESS			
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. Facebook helping with this awareness program.
	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.
Council Meeting held 20 February 2020			
	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. No monitoring on weekends needs to be looked at.
	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. Still looking for 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 Manager Coraleen Shipton, DF&CS Harish Nair & CEO	In progress	Awaiting on COVID 19 clearance for contractor, then a program will be implemented.
	That Council discusses with all senior staff the importance of working with coordinators to ensure and meet all requirements /compliance required to Department standards.	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 at the Art Centre and who to claim this from. To report back at next Council meeting.	Ongoing	
	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 & RPEQ of assets/design.
Council Meeting held 19 March 2020			
	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.

NOTED

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.

NOTED

6.4.1 Building - BAS Responsive Maintenance Report

Reporting Period	March 2020
Department	Building
Reporting Officer	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 IN PLACE READY TO BE WIRED UP BY ELECTRICIAN.</p>	

**BAS RESPONSIVE
MAINTENANCE
– MARCH 2020**

Unscheduled		4
Work In Progress	<div></div>	111
Awaiting Approval		0
Completed	<div></div>	27
Invoiced	<div></div>	237

Field Workers

Carpentry	41
Electrical	23
Painting	1
Pest Control	6
Plumbing	31
Yard Work	9

NOTED

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

NOTED

6.4.3 Works Report

Reporting Period	March 2020
Department	Works
Reporting Officer	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

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

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

NOTED

6.4.4 Kindergarten Report

Reporting Period	March 2020
Department	Kindergarten
Reporting Officer	Coraleen Shipton

Nil Report

NOTED

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 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

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.

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

Original Cost Allocation:	\$ 11,730,275.78
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

NOTED

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:

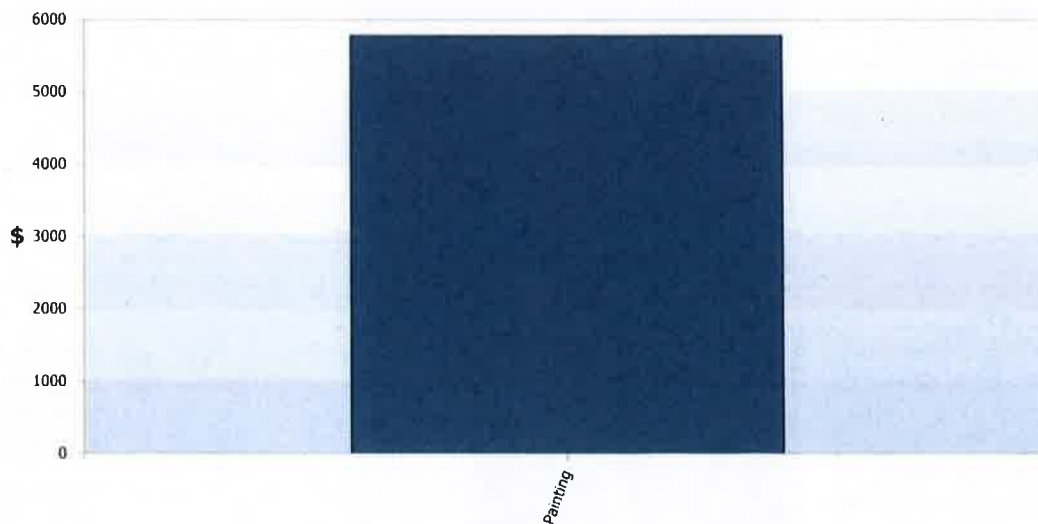
- The gallery hanging system has been installed in March. Just waiting on Wes to finish the job.
- Instead of attending the IACA conference which was cancelled, IACA have organized weekly zoom training for Junibel and myself. The first zoom workshop will be photography in April.

NOTED

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
Total Items Sold:	35	\$5,785.00




Sales by Category - Bana Yirriji Art Centre

Page 1 of 1

NOTED

6.4.7 Water and Waste Water Report

Reporting Period	March 2020		
Department	Water and Waste Water		
Reporting Officer	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>	

NOTED

ACTION: DW&BS to organise more activity in the maintenance or grass cutting lawns, verges etc.

6.4.8 Indigenous Knowledge Centre Report

Reporting Period	March 2020
Department	IKC
Reporting Officer	Kylie Mills

- Nil report, Library closed due to COVID 19

NOTED

6.4.9 Centrelink Report

Reporting Period	March 2020
Department	Centrelink
Reporting Officer	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.

NOTED

6.4.10 HACC Report

Reporting Period	March 2020
Department	HACC
Reporting Officer	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		

- 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 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.
- MyGOvid has been set up on Stephanie behalf with the help from finance director Harish, I now have access to My Aged Care Portals.
- Stephanie has completed E-learning course in Infection Control Covid-19. Certificate attached below. <https://www.covid-19training.gov.au> I have also attached the link for anyone who would like to complete these courses for COVID-19.
- HCP Client 20/03/2020 sent to Cooktown then transferred to Cairns to have below knee amputation- now staying in Mossman Hospital.

Compliments

Total Number for Month:	Topic: NIL
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Complaints

Total Number for Month:	Topic: NIL
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Suggestions for Improvement

Monitoring Activities Completed for Month

External Visitors

Who	Reason for Visit	Who	Reason for Visit
DoH		DBMAS	
ACAT		Clinic Visits	
RAS		Other	

Client Incidents

Name of Client	Description of Incident	Result
nil		
nil		
nil		

Staff Incidents

Name of Staff Member	Description of Incident	Result
	NIL	

Client Concerns

nil

Staff Concerns

NIL

Staff Report

Staff Name	Days Worked	Days Absent	Performance Comments



Certificate of Acknowledgement

This is to certify that

Stephanie Dick

Completed an eLearning course in

Infection Control Training - COVID 19

on

24th March 2020

NOTED

ACTION: DW&BS to investigate leasing agreement of HACC houses of passed on clients. One house has carer who has continued to live in house needed by other community members. Investigate student parties.

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.

ACTION: Cr Vincent Tayley suggested that more awareness for the old people in the community should be included in our messaging around COVID-19. Especially in regards to going to Cooktown. Community not understanding the 'Stay at Home' essential messaging and travel for essential purposes only message.

ACTION: DW&BS to meet with DWPH at a future date to talk about lease agreements.

NOTED

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>	 	

Inspection at the art centre was carried out as the final inspection before opening



Everything was clean and tidy and now ready for use.



Final Inspection Documented and handed to Victor Mills

Assisting the Water operators with flushing the water systems to pull chlorine through the line.



This is done daily.

We set rat traps in the pound due to a heavy infestation.

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.



The rat issue is a continuous problem that we don't seem to be able to get on top of.

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



We are limiting the amount of medications given out to people and offering advice on how to manage wounds, until it is necessary.

We are finding that people are not administering the

accidents, broken legs etc.

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.



medications properly when we give them to owners. Daily bandage changes still need to be provided by Council staff.

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.

ACTION: Cr Regan Kulka suggested an education awareness campaign for damage to equipment from waste being flushed down toilets. Will use radio, Facebook and newsletter to combat issue.

Resolution:	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..	
Moved:	Cr Regan Kulka	CARRIED 5/5
Seconded:	Cr Vanessa Tayley	
Decision No:	1223042020	

Resolution:	That Council receives and adopts the DW&BS report for the month of April 2020.	
Moved:	Cr Robert Bloomfield	CARRIED 5/5
Seconded:	Cr Vincent Tayley	
Decision No:	1323042020	

CLOSED SESSION

7. Closed Session

7.1 Council decision on NCP under the Local Buy

- Local Buy
- Procurement Policy
- Independent Contractors Agreement

7. GENERAL BUSINESS

Cr Reagan Kulka	<p>Can we look at the mowing of verges along the Bloomfield/Rossville Road? CEO - Cook Shire responsibility.</p> <p>Road closure lots of people coming and going that are strangers as soon as the checkpoint opened Why? CEO - Possibly campers that are stranded in the Cape trying to get home.</p> <p>Suggested a HACCC designated place for old people with designated centre for elderly fully equipped facility. CEO - Still on the agenda in the Minister's Office. Could be included in a future master plan. DW&BS suggested a facility attached to the current centre.</p>
Mayor Bradley Creek	<p>Concreting – Is there anything in the budget for a walkway to the Sports oval? DW&BS probably can get this funding later. Will look at getting grant funds to action this.</p> <p>Possible boundary issues and will need to go through the design, approval then funding.</p> <p>DW&BS will come back to council at a later date with more information, plans, costings etc.</p> <p>Water Park is a MUST? CEO said this is on our radar for funding, infrastructure priorities - this is first on the list. Good time to look at this type of project. May not happen due to funding but can plan in the budget now subject to funding etc.</p> <p>DW&BS said maintenance costs are a huge issue to run a service of this type.</p> <p>CEO said no funding available that includes servicing ongoing maintenance costs.</p>
Cr Robert Bloomfield	Nil
Cr Vanessa Tayley	<p>What is happening with the skills park? DW&BS says one more hurdle to get past and it will be ready to open. Signage here. Will not happen while social distancing in place.</p> <p>Has the Council thought about a shade sail? DW&BS may look at this later subject to funding.</p>
Cr Vincent Tayley	<p>Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more.</p>

	<p>CEO said restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this.</p> <p>CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.</p> <p>Employers and contractors/consultants who want to do work for the council should we be asking for their qualifications upfront?</p> <p>CEO anyone we employ at Council we check all qualifications some of these cannot sign-off on certain activities which is where consultants get involved who are able to carry out activities that council cannot.</p>
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Cr Regan Kulka left the meeting at 2.21pm and returned at 2.31pm.

Cr Vincent Tayley left the meeting at 2.34pm and returned at 2.37pm.

8. NEXT MEETING

The next Ordinary meeting will be held on Thursday 21 May 2020

9. MEETING CLOSE

Mayor declared the meeting closed at 2.43pm.