



Date: Wednesday, 19 April 2023
Time: 9:00AM
Location: Council Chamber
Mission Road
Gununa

BUSINESS PAPER

Late Reports

Ordinary Council Meeting

19 April 2023

Gary Uhlmann
Chief Executive Officer

Order Of Business

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0 STAFF REPORTS - FACILITIES**L.1 FACILITIES REPORT**

Author: Executive Manager Housing and Facilities

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an update of the Facilities Division for the month of March 2023.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The report below outlines the various works currently undertaken by the Facilities Department.

1. FACILITY STAFFING*1.1 – Maintenance Crew*

Employee absences are greatly affecting weekly work schedules. We may need to look at employing more casuals to get work done.

From the last toolbox meeting the crew have requested additional gardening equipment due to re-occurring maintenance issues with current stock.

1.2– Cleaning Crew

In the last two weeks there has been an average attendance of seven (7) employees each day. Currently we have approximately seventeen (17) cleaners on the payroll system. We may need to look at employing new casuals and determine whether other casuals are taken off the books.

It has been suggested and raised previously within the facilities team that we organise training for the cleaners. Discussions have taken place and training will be organised in the very near future.

1.3– Administration

The casual Facility Administration Officer position has been filled and the new employee started work 27 March 2023.

2. COUNCIL PROPERTIES COMMERCIAL*2.1 – VAC Accommodation*

The upgrade of new kitchen utensils and cookware in the VAC kitchens is still ongoing and ordering is underway. We have been replacing items as stock arrives.

Container 6 is now being occupied by Gidgee staff.

From the inspection carried out on the 10 February 2023 in various VAC rooms, there are approximately three desks to replace in the rooms. Repairs to worn wall sheets and flooring will be scheduled when stock is available.

All VAC room doors have been fitted with new master keys (upper deadlock) and passage sets (lower).

Due to excessive break-ins at the VAC rooms this month, we have installed fencing in the spaces between each donga to help prevent vandals from entering the accommodation area.

Full refurbishments have begun for dongas 3, 8 and 10. Most of the materials have arrived and works have started. New furniture's have been ordered.

Donga 7 has recently been inspected for any maintenance repairs and work has started to repair identified matters.

Last of the cosmetic products will need to be scheduled to be installed in the remaining VAC rooms.

A master key system has been ordered for the VAC kitchen and laundry; and has not yet arrived.

We are currently getting quotes to replace all the bedding for the VAC rooms.

Air conditioner servicing started 11 April 2023.

All materials have arrived for the VAC gate to be installed.

2.2 – Motel Accommodation

Orders have been placed for new armchairs for each room. These are expected to arrive late April or early May. We have also received outdoor chairs for each balcony.

New sets of dinner plates and bowls have arrived and will replace the existing sets in the kitchen.

In the process of obtaining quotes for new sheet and doona sets for the rooms.

This month there has been flooring repairs to several rooms.

Air conditioner servicing started 11 April 2023.

2.3 – RTC Offices

Funding has been approved for \$152,000 for the RTC building. We are in the process of ordering materials for the works and engaging contractors.

In the process of ordering steel doors, steel covers and lighting around the RTC centre. Waiting on Quotes from the suppliers

Air conditioner servicing started 11 April 2023.

2.4– APH

The motor has not yet arrived for the existing steel sliding gate. Waiting on the supplier to deliver the motor to the island.

Servicing of all plumbing fixtures and fitting throughout all the commercial properties are still ongoing.

Air conditioner servicing started 11 April 2023.

2.5 – Maintenance Commercial Works

Servicing of all plumbing fixtures and fitting throughout all the commercial properties are still ongoing.

Air conditioner servicing started 11 April 2023.

3. COUNCIL PROPERTIES RESIDENTIAL

3.1 – Staff Accommodation

The following properties are currently vacant:

- 314 Lardil Street - Vacant
- 345 Kulthangarr – Council employee moving in, 24 April 2023.
- VAC Donga 3 – Undergoing refurbishment.
- 164 Mukakiya Street – Council employee moving in, 1 May 2023.
- VAC Donga 8 – Undergoing refurbishment.
- VAC Donga 10 – Undergoing refurbishment.

3.2– Maintenance Residential Works

164 Mukakiya Street – Some furniture has arrived. Minor repairs to the back veranda will commence soon.

345 Kulthangarr Street – Any smoke alarms not working, will be installed before the end of the month. A temporary door has been installed on the back entrance until the new glass sliding door arrives. Some new furniture has arrived.

161A - Mukakiya Street – Repairs to front and back verandas are to commence this month.

161B – Mukakiya Street - Repairs to front and back verandas are almost complete.

161C – Mukakiya Street - Repairs to front and back verandas are to commence this month.

Servicing of all plumbing fixtures and fitting throughout all the residential properties are ongoing.

Air conditioner servicing started on the 11 April 2023.

The Guest house is undergoing some maintenance and has been closed off to residents until works are completed.

Any smoke alarms need replacing will be installed before the end of this month.

3.3 – Internet Service

The internet services for the Telstra upgrade to change from copper to fibre optic are planned to commence in August 2023 on the island.

The church star link service kit has arrived and has been delivered to the church. This is a 12-month free trial.

3.4 – Security (Asset Protection) Services

The security service provision is essential to safeguarding all Council residences and commercial properties.

A meeting was held 13 March 2023 with community stakeholders about youth crime on the island. A meeting for each month is planned.

FINANCIAL & RESOURCE IMPLICATIONS

The Facilities Department is following up with the overdue accounts and we are working with the Finance Department to catch up on billing.

RECOMMENDATION

That Council note and accept the Facilities report for March 2023..