

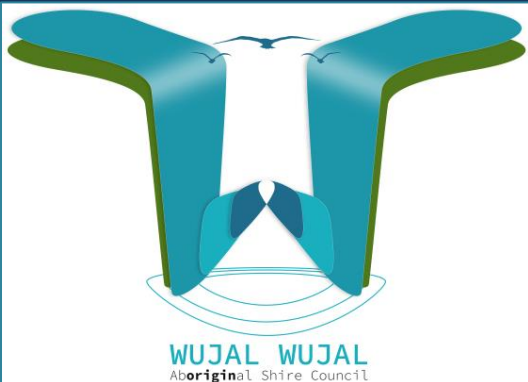


AGENDA

Ordinary Council Meeting

17 September 2020

COMMENCING AT 9.00AM



Wujal Wujal Aboriginal Shire Council

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

Thursday 17 September 2020

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1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

2. ATTENDANCE/APOLOGIES

| | |
|-------------------------------|---|
| Members Present: | Cr Bradley Creek, Mayor (Chair) Cr Robert Bloomfield Cr Regan Kulka Cr Vanessa Tayley |
| Apologies: | Cr Vincent Tayley (Deputy Mayor) |
| Officers/ Staff: | Stephen Wilton – Chief Executive Officer (CEO) Harish Nair – Director Finance and Corporate Services (DF&CS) - Victor Mills – Director Works and Building Services (DW&BS) |
| Observers: | |
| Presenters / Visitors: | 10.30am Department of Environment and Science – Mr Scott Sullivan, Ms Rachel Allan, Ms Hollie Wakefield and Ms Carrie Goldsmith – DES relationship with Local Government 1.00pm Department of Housing Public Works – Mr Mick Gooda (First Nations Advisor on Indigenous Housing) Mr Rick Healey and Mr Benjamin (B.J) Thompson – Community Housing Action Plan |

3. CONDOLENCES/CONGRATULATIONS

4. COUNCILLOR OBLIGATIONS

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

5. CONFIRMATION OF PREVIOUS MINUTES

5.1.1 Confirmation of Previous Minutes of meeting held 18 August 2020

As circulated.

5.2 Business Arising from Previous Minutes

Report given at the meeting.

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 17 September 2020



6.1 Mayor's Update

6.1.1 Community Cabinet Meeting 31st August

6.1.2 Housing Teleconference 1st September

6.1.3 Meeting with Education Department 3rd September

6.1.4 District Disaster Management Group

**6.1.5 Cape York Community Engagement Initiative
Teleconference**

6.1.6 Correspondence – Media Releases

6.1 Mayor's Update

6.1.1 Community Cabinet 31 August 2020– Cairns - Premier & Ministers –
Mayor to give verbal report

6.1.2 Housing Teleconference 1 September 2020 - Minister De Brenni and Mick Gooda - Mayor to give verbal report.

6.1.3 Meeting with Education Department 3rd September 2020 – Mayor to give verbal report

6.1.4 District Disaster Management Group (DDMG). Mayor to give a verbal update.

6.1.5 Cape York Community Engagement Initiative Teleconference Mayor to give a verbal report

6.1.6 Correspondence

6.1.6.1 Covid 19 Agencies Update – Media Release update No 114

6.1.6.2 Aged Care Direction (No 10) – Media Release CHO Dr Jeanette Young

Correspondence tabled as per Mayor's request

| |
|-------------------------------|
| <p>RECOMMENDATION:</p> |
|-------------------------------|

| |
|---|
| <p>That Council receives and adopts the Mayor's report for the month of September 2020.</p> |
|---|

Mayor

Bradley Creek

11 September 2020

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 17 SEPTEMBER 2020



6.2 Chief Executive Officer Report

6.2.1 COVID-19 Status Report

6.2.2 WWASC Planning Scheme Alignment to Planning Act 2016

6.2.3 WWASC Social Media Report

DISCLAIMER: The information contained in the following reports is for general guidance on Council matters of interest only. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in these reports. While the Chief Executive Officer (CEO) makes every attempt to ensure that the information contained in these reports is accurate and

reliable the CEO is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in these reports is provided "as is", with no guarantee of completeness, accuracy, timeliness. In no event will Wujal Wujal Aboriginal Shire Council, its related partnerships or corporations, or the partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in these reports or for any consequential, special or similar damages, even if advised of the possibility of such damages.

6.2 Chief Executive Officer Report

Items arising from previous meetings

CEO Action Items

| Date: | Action | Status | Comment |
|---|---|--|--|
| Council Meeting held 23 January 2020 | | | |
| CEO'S REPORT | | | |
| 6.2.1 Res: 0423012020 | CEO to write a letter to DNREM outlining Council decision that WWASC supports the partial road closure of Douglas Street with the intention to use the closed portion for future residential development Further; WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed. | Completed Ongoing | Letter to Jabilbina advising them of resolution and requesting consultation towards ILUA |
| | CEO to commence Community Consultation is required to proceed with Phase 1 funding Alcohol Management Plan – Wujal Wujal identified as being eligible for Phase 1 funding of \$50,000 | On Hold | Can now consult via survey house to house to liaise with DATSIP. Funding available for consultations. The funding will go wo WWJG who will run the consultation |
| | CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative. | On Hold | Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils. |
| GENERAL BUSINESS | | | |
| | Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting. | On Hold | |
| | No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more | In progress | Talking to TMR |

| | | | |
|--|---|-------------------------|---|
| | accessible. CEO to investigate and follow up and advise at next council meeting. | | |
| Council Meeting held 20 February 2020 | | | |
| Res: 0820022020 | That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved. | In Progress/ On Hold | Still advocating for funding. |
| Res: 0920022020 | That Council agrees to participate in the Coast to Coast conference in Cairns in July 2020 in collaboration with Griffith University and other participating stakeholders | On Hold | |
| Council Meeting held 19 March 2020 | | | |
| | WWASC to pursue funding for Video Conferencing through DATSIP Deputy Premier, Government Champion, Telstra. | In Progress | Should obtain funding for this as COVID-19 requires more teleconference ability. |
| Council Meeting held 23 April 2020 | | | |
| 6.2.1 Res: 0523042020 | That Council accept the offer of \$5,000 p.a with 2% annual increase from Visionstream Pty Ltd on behalf of Telstra to lease an area of approx. 38.5 sq/mtrs on Lot 1 on RP717971. For the purpose of a Satellite small cell telecommunications facility along with an associated equipment shelter. Further, the Mayor and Chief Executive Officer be authorised to execute the lease documentation to facilitate the construction and commissioning of the facility. CEO to inform Visionstream Pty Ltd. | Completed | Copy of the draft lease document provided 7 May. Currently being reviewed |
| Council Meeting held 21 May 2020 | | | |
| General Business | Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. | Ongoing | 15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. |

| | | | |
|---|---|---|---|
| | CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen. | | They will get back to Council re our video suggestion |
| Council Meeting held 30 June 2020 | | | |
| CEO Report 6.2.2 Res No. 0330062020 | Adoption of Human Rights Policy. | CEO to sign off and ensures this policy is uploaded to the WWASC website | Completed |
| CEO Report 6.2.3 Res No. 0430062020 | Adoption of Complaints Management Policy noting the reference to the Human Rights Policy | CEO to sign off and ensures this policy is uploaded to the WWASC website | Completed |
| CEO Report 6.2.4 Res No. 0530062020 | That Council ACCEPTS the formal offer to purchase the Donga from WWASC formally known as the Hair Dressing Salon located on Third St Ayton for \$3500 by Jack and Tracey Ditchfield as detailed in letter to CEO Stephen Wilton 12 June 2020. As is condition no cost to Council. | CEO to inform Jack and Tracey Ditchfield in writing that the Council accepts their offer. | Advice provided to applicant 30 June 2020 |
| DW&BS Report Conclusions/ recommendations | Animal Management MOU with Brook – agreement with previous CEO. CEO to look into this and come back to the Council. | | |
| General Business | SES training for young people. CEO to talk to SES Trainer and come back to the Council. | | |
| Council Meeting held 16 July 2020 | | | |
| CEO Report 6.2.2 Res No. 0416072020 | That Council notify the Office of Industrial Relations that the nominated dates for 2021 Special and Show Holidays are as follows; Friday 16 July 2021 Cairns Show Day Holiday Show | CEO to notify Office of Industrial Relations | Complete |

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

6.2.1 COVID-19 – August - September -STATUS REPORT

The Queensland declared state of emergency has been in place since 22 March 2020 in place and is due to expire on 28 August 2020. The Wujal Wujal Local Disaster Management Group has remained in “Stand Up” and has not met since the last Council meeting although one decision was made by email correspondence.

The only change of note during the reporting period August-September is a tightening on the number of people gathering together either publicly or in private. This change was made following an outbreak around a youth detention centre in Brisbane. The number of people allowed to gather in Wujal Wujal is 30. A number of identified areas in the south east corner, the number of people is restricted to 10.

If a business is operating under a covid safe plan that allows more people than the plan prevails

Council continues to keep the community well informed through weekly newsletters and the new Facebook page. We have also had local 107.7 radio continually reading out our messages for the community.

RECOMMENDATION:

That Council note the COVID-19 Status Report for July/August from the Chief Executive Officer

6.2.2 WWASC Planning Scheme Alignment to Planning Act 2016

The Wujal Wujal Aboriginal Shire Council Planning Scheme (Planning Scheme) commenced on 14 June 2013 and was made under the *Sustainable Planning Act 2009* (SPA) In July 2017 the *Sustainable Planning Act 2009* (SPA) was repealed and replaced by the *Planning Act 2016*.

The new legislation continues to regulate how planning and development can be carried out in Queensland. Whilst the intent of the legislation is the same as the former *Sustainable Planning Act 2009* there are various changes in language and terminology throughout the Act. To reflect the change in language and terminology the Planning Scheme required amendment to ensure consistency with the new planning legislation.

In accordance with section 293 of the *Planning Act 2016* the Planning Minister can make amendments to Planning instruments such as our Planning Scheme where the amendment is consistent with the Planning Act and the amendment does not substantially change the effect of the instrument.

Staff from Town Planning, Remote Indigenous Land and Infrastructure Program Office from the Department of Aboriginal and Torres Strait Islander Partnerships have assisted Council in preparing the amendments to align the Planning Scheme to the Planning Act 2016.

Once the amendments are made by resolution a notice will be published in the Queensland Government Gazette. The template of the notice is shown below

PUBLIC NOTICE/GAZETTE NOTICE

**PUBLIC NOTICE OF ALIGNMENT AMENDMENT TO THE
WUJAL WUJAL ABORIGINAL SHIRE COUNCIL PLANNING SCHEME MADE
UNDER THE ALIGNMENT AMENDMENT RULES AND
THE *PLANNING ACT 2016*, SECTION 293**

Notice is hereby given that on 17 September 2020 the Wujal Wujal Aboriginal Shire Council made the Wujal Wujal Aboriginal Shire Council Planning Scheme alignment amendment under the Alignment Amendment Rules and section 293 of the *Planning Act 2016* to the Wujal Wujal Aboriginal Shire Council Planning Scheme (the **alignment amendment**). The alignment amendment will commence on 9 October 2020.

The alignment amendment has the purpose and general effect of aligning the terminology of the Wujal Wujal Aboriginal Shire Council Planning Scheme with the *Planning Act 2016* and making codes more robust for the purposes of development assessment using the new decision rules.

A copy of the alignment amendment may be inspected at and purchased from Lot1 Hartwig Street, Wujal Wujal. The Wujal Wujal Aboriginal Shire Council Planning Scheme can also be viewed online and downloaded at <http://www.wujalwujalcouncil.qld.gov.au/>.

For further information, please either visit the council customer service centre or telephone or email council on (07) 4083 9100 or info@wujal.qld.gov.au.

Stephen Wilton
Chief Executive Officer
Wujal Wujal Aboriginal Shire Council

RECOMMENDATION

RESOLUTION TO MAKE AN ALIGNMENT AMENDMENT TO THE WUJAL WUJAL ABORIGINAL SHIRE COUNCIL PLANNING SCHEME UNDER THE ALIGNMENT AMENDMENT RULES AND THE *PLANNING ACT 2016*, SECTION 293

That council:

- decides to make an alignment amendment to the Wujal Wujal Aboriginal Shire Council Planning Scheme under the Alignment Amendment Rules made by the Planning Minister under section 293 of the *Planning Act 2016* for the purpose of aligning the terminology of the Wujal Wujal Aboriginal Shire Council Planning Scheme with the *Planning Act 2016* and making codes more robust for the purposes of development assessment using the new decision rules.
- after preparing the alignment amendment, the amendment will commence on 9 October 2020.
- will publish a public notice in:
 - the gazette;
 - in a newspaper circulating in the Wujal Wujal Aboriginal Shire Council area; and
 - on the Wujal Wujal Aboriginal Shire Council's website.
- will give the Chief Executive of the Department of Local Government, Infrastructure and Planning a copy of the public notice and a copy of the alignment amendment.

6.2.3 WWASC Social Media Report

The statistics from Council's Facebook page will be tabled and discussed

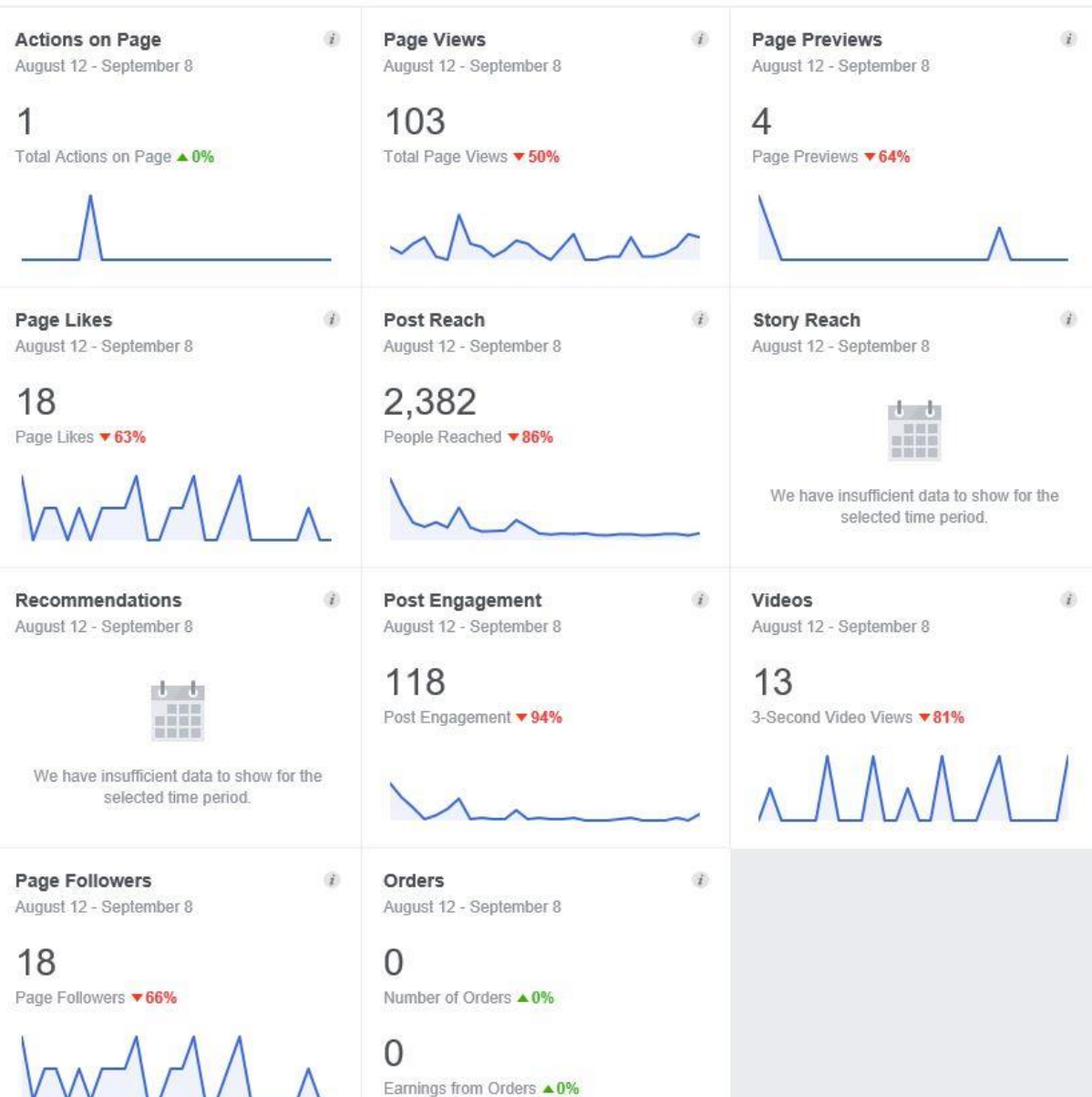
Page Summary Last 28 days +

Export Data 

Results from Aug 12, 2020 - Sep 8, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

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RECOMMENDATION:

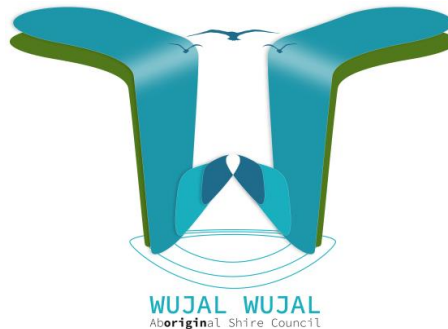
That Council notes the report on social media statistics for the month.

Chief Executive Officer
Stephen Wilton
10 September 2020

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 17 September 2020



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

6.3.1 QAO final audit & Financial Statements for the year ended
30 June 2020

6.3.2 Bank balance & Operating result as at 31 August 2020

6.3.3 Uniform- Staff & Councillors

6.3.4 Information Management Policy

6.3.5 Finance Manager Report

6.3.6 Accounts Payable Officer Report

6.3.7 Accounts Receivable Officer Report

6.3.8 Payroll Officer Report

6.3.9 Information Management Officer Report

6.3 Director Finance and Corporate Services Report

Action items arising from previous minutes

| Date: | Action | Status | Comment |
|---|---|---|---|
| Council Meeting held 30 June 2020 | | | |
| Mayor's Report 6.1.6 | Food Security discussion: DF&CS to look at shop lease and other options, shop hours etc. | DF&CS looked at the lease, only an unsigned copy available. Contacted MacDonnell's Law, they advised Council never returned a signed copy for their records. Contacted Julie Hewlett – she is going to look around to find a signed copy (if she has one). Email with current status of lease and other details sent to Mayor, CEO & DB&WS ON Thursday 2 July 2020. Council will be advised further in the coming months. | Julie confirmed on 04/08/2020 that she doesn't have a signed copy of the lease. She advised, a letter will be issued to Council in the coming days on renewal of lease from October 2020. |
| Information Management Officer Report 6.3.11 | DF&CS to look at Information Officer skills in the new financial year. | | Work in progress- may not happen in the next few weeks as busy getting ready for audit. Maybe Wendy can help at the depot with her knowledge and skills. |
| Asset Management Policy 6.3.12 Res No. 0730062020 | Adoption of WWASC Asset Management Policy | CEO/DF&CS signs off and ensures this policy is uploaded to the WWASC website | Completed including Asset Valuation Procedure. |
| 6.3.6 Budget 2020/2021 | Budget meeting to be called end July. Fees and charges across the Council will be reviewed as part of the Budget preparation process and recommendations from the Animal Management team regarding dog fees and charges will be considered and reported to the Council. | | Completed- Budget and Fees & Charges endorsed on 30/07/2020 |
| Council Meeting held 30 June 2020 | | | |
| Mayor's Report 6.1.3 | Discuss Council's plans for the shop | DF&CS to report back on options | Same as 6.1.6- CEQ rep (Fred Gela) coming to August OM? |
| General Business Council Uniforms | DF&CS is looking into procuring uniforms after the budget is adopted. | DF&CS to report back on options | Details included in the August OM report- progress based on the discussion |
| NAIDOC | Community BBQ to plan. More orders of NAIDOC shirts to be looked into. Community shirt? | DF&CS to report back on. | Uniform budgeted for 2020-2021. NAIDOC shirts can be bought directly from Bundarra. Council won't be involved in this process. |

6.3.1. QAO final audit & Financial Statements for the year ended 30 June 2020

- QAO team will be in Wujal Wujal 14-18 September & audit remotely 21-25 September
- Final draft Financial Statements and all supporting workpapers to be provided to the QAO by Friday 11 September
- QAO been working remotely this week and lot of information requests and queries came through. A major challenge is- years of projects dumped in Work in progress (WIP) is getting cleaned out- lack of supporting information is a real challenge but we are determined to clean up the WIP balance & Financial Statements
- If all goes to plan, QAO clearance will be early October, with signing of Financial Statements & final management report by mid-October

6.3.2. Bank balance & Operating result as at 31 August 2020

- Council's combined bank balance was \$1,591,552.48 (without including the \$705,862 funding received for housing upgrades)
- As at 31 August 2020 a surplus of \$ 870,175.72 was reported- **Attachment 1** Revenue & Expenditure Report as at 31 August 2020 (Practical extract)

6.3.3. Uniform- Staff & Councillors

- As per Council advice, we contacted Bundarra again to check whether they will accept an artwork from Wujal Wujal artist. Bundarra will accept subject to the design is provided in high resolution. This may an issue as all Wujal Wujal artist work are hand painted and the only option is to take a photo of the artwork and provide to Bundarra- not sure Bundarra will accept
- Bundarra raised a matter for Council's consideration- do local artist's design have to incorporate the three clan groups as it may cause conflict. The option put forward was, artist to come up with a design similar to Council's 2020 NAIDOC shirt- lines, dot work and symbolic representation
- Option of Holly Sanders- can design 3 artwork samples in high resolution exclusively for Council by November as she is currently working on other projects

6.3.4. Information Management Policy

- Council's Information Management Policy is due for review. DF&CS formatted the Policy provided by Information Management Officer. Policy has been reviewed by the CEO & DF&CS. **Draft Policy** is at **Attachment 2**

RECOMMENDATION:

That Council adopts the Wujal Wujal Aboriginal Shire Council Information Management Policy

6.3.5. Finance Manager Report

- No reports received- Finance Manager on leave

6.3.6 Accounts Payable Officer Report

| | |
|-------------------|----------------|
| Reporting Period | August 2020 |
| Reporting Officer | Vivien Donahue |

Open Purchase Orders

- As at 31 August 2020, open purchase orders to the value of \$2,380,253.15 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 |
|---------------------|----------------------|--|
| 04/08/2020 | \$200,000 | Payment to FNQ Pipelines |
| 07/08/2020 | \$100,000 | Payment to FNQ Pipelines |
| 06/08/2020 | \$45,902.97 | Largest payment to Lowes Petroleum - \$12,787.42 |
| 07/08/2020 | \$100,394.70 | Largest payment to FNQ Pipelines - \$100,000 |
| 10/08/2020 | \$200,000 | Payment to FNQ Pipelines |

| | | |
|------------|--------------|--|
| 11/08/2020 | \$198,895.23 | Payments to FNQ Pipelines - \$105,961.63 & Sail Structures - \$92,933.60 |
| 12/08/2020 | \$98,535.80 | Largest payment to AD Fraser Builders |
| 13/08/2020 | \$144,363.43 | Largest payments to Northern Traffic Control - \$14,085.50 & True Water Solution - \$76,824 |
| 20/08/2020 | \$83,068.95 | Largest payments to Fourier - \$12,975.03 & Service Render - \$32,230 |
| 27/08/2020 | \$152,969.90 | Largest payments to Briody Plumbing - \$52,569.13, Cooktown Earthmoving - \$10,906.40, DNT Plumbing - \$12,195.10, Northern Traffic Control - \$14,085.50 & Up North Building - \$20,295 |

6.3.7. Accounts Receivable Officer Report

| | |
|-------------------|--------------|
| Reporting Period | August 2020 |
| Reporting Officer | Melita Baird |

INVOICING

68 Invoices were raised totalling \$134,125.19 for the period of 1 August to 31 August 2020

- 66 Work Orders for Responsive Maintenance totalling \$37,871.89
- 2 Purchase Order for Planned Maintenance totalling \$96,253.30

QBUILD INVOICING COMPARISON

| Month | 2020 | 2019 | Variance |
|--------|--------------|--------------|--------------|
| July | \$299,133.60 | \$103,700.22 | \$195,433.38 |
| August | \$134,125.19 | \$70,756.13 | \$63,369.06 |

6.3.8. Payroll Officer Report

| | |
|-------------------|-----------------|
| Reporting Period | August 2020 |
| Reporting Officer | Renelle Shipton |

| | |
|--|----|
| Total number of employees as at 31 August 2020 | 62 |
|--|----|

Staff movement for the month

| | |
|---------------------------|---|
| Appointments | - |
| Resignations/terminations | 2 |

Summary of Pay run for the month:

| Pay period ending | Total gross payment |
|--------------------------|----------------------------|
| 04/08/2020 | \$81,643.65 |
| 11/08/2020 | \$79,114.09 |
| 12/08/2020 | \$3,508.43 |
| 18/08/2020 | \$79,163.54 |
| 25/08/2020 | \$85,048.57 |
| 26/08/2020 | \$14,154.12 |

6.3.9. Information Management Officer Report

| | |
|-------------------|----------------|
| Reporting Period | August 2020 |
| Reporting Officer | Wendy Rowlands |

Council's Information Management Policy was due for review 25/01/2020, the review period was unfortunately overlooked. I have now reviewed the policy and believe it is still relevant and current in its present form. Apart from the version control number and authorization on page ten along with a new date for review and adoption there are no amendments to this policy. Therefore, unless Director Finance and Corporate Services, CEO or Council require any other amendments to the policy I have attached the new current version for adoption by Council at its September Ordinary Council Meeting.

(Attachment 2)

I would have liked by this time to present to Council some data on the use of Magiq and how we are progressing with our records management. However, this is simply not possible due to the fact that very few staff members are actually using it!! I would like to remind Council, CEO and Senior Management Staff that Records Management is required

by law and should be by now a day to day function. Even the smallest business needs to promote the value of records management as a way to save money and improve the bottom line. Proper records management also helps keep control of critical data and documents especially during times of natural disasters. I encourage all Senior staff to show leadership, promote and inspire your staff to use Magiq as we strive to achieve the highest possible standard in records management for Wujal Wujal Aboriginal Shire Council. I am more than willing to arrange further training opportunities for staff on Magiq as required and of course as soon as the depot staff schedules allow, I will roll out their training to the staff that have not had any yet.

Training

I have completed another unit in Cert 4 Leadership and Management – “Mentor in the Workplace”

IT Management

Assist Fourier to reinstate Kindy communications after refurbishment of the building
Troubleshoot RIBS remote connection – although we still have the radio on air in Wujal QRAM are unable to see the service at their end as the site streamer is very old and requires replacing. QRAM will arrange for this apparatus to be replaced over the coming weeks.

Facilitate remote access for auditors to Practical – troubleshoot

Telstra has now advised we can access 20MG bandwidth I strongly recommend that we upgrade our network to assist with slow performance, dropouts during Zoom training and other applications. I have been working with Telstra to reset the administrator passwords for our TIPT Polycom telephone system, so we can clear full message banks and set up new phones and troubleshoot existing phones. Although we have attempted this multiple times in the past, we have had no luck. However, I have finally managed to find a contact at Telstra that can walk me through each of the phones to reset the message bank passwords!!

Fourier are organising to travel to Wujal to install the Public Access internet at the Library however they are yet to set a date. I have circulated an email to all staff to send me any issues they have so we can send a list to Fourier to fix or troubleshoot any problems during the same trip to save travel money and time and optimize their visit to Wujal. I encourage

any Councilors to advise me of any issues that they have, and I will add them to my list for when they come.

Troubleshoot slow connection at the depot with Fourier – The depot computers have been performing under their optimum speed, although the connection at the depot is always sluggish it has slowed considerably more over the past weeks. Fourier have recommended we purchase a new media converter for the switch box rack at the depot as the present one is old and malfunctioning. As this is an unexpected and unforeseen issue it was not included in the budget.

I have also taken on the duties of updating the Council website until the new PA is on board.

RECOMMENDATION:

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

Director Finance & Corporate Services

Harish Nair

10 September 2020

Attachment 1- Revenue & Expenditure Report (Practical extract)

General Ledger"2020.3.24.1

(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 17% of year elapsed.)

WUJAL WUJAL ABORIGINAL
COUNCIL"

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| | REVENUE | EXPENDITURE | SURPLUS/ (DEFICIENCY) |
|------------------------------------|------------------|--------------------|----------------------------------|
| | 31-Aug-20 | 31-Aug-20 | 31-Aug-20 |
| CORPORATE SERVICES | | | |
| Sundry Income | 4,905.46 | | |
| Hire Fees-Council Facilities | 113.64 | | |
| Power Cards Revenue | 514.53 | | |
| Power Card Expenses | | 4,284.09 | |
| Admin Operating Expenses | | 130,773.99 | |
| Maintenance Costs-Eqpt | | 380 | |
| Legal, Town Planning & Consultancy | | 4,498.72 | |

| | | |
|--------------------------------------|-----------|------------|
| Insurances | | 113,969.56 |
| IT Management-Wages | | 1,761.32 |
| IT Management-non wages | | 22,485.18 |
| Admin Overhead Recoveries | | -58,303.65 |
| Administration Training Costs | | 900 |
| Cultural Engagement Unit Expenditure | | 28,250.84 |
| | ----- | ----- |
| General Administration | 5,533.63 | 249,000.05 |
| Finance | | |
| Interest Income from Investments | 63.75 | |
| Joint Venture JV Placement Income | 5,000.00 | |
| Bank Fees and Charges | | 343 |
| | ----- | ----- |
| Finance | 5,063.75 | 343 |
| Commission and Sales-Post Office | 2,818.14 | |
| Commission-Centre Link | 1,985.34 | |
| Centre Link Agency Costs | | 7,043.12 |
| Bank Agency-PO Costs | | 5,951.91 |
| | ----- | ----- |
| Community Agencies | 4,803.48 | 12,995.03 |
| Employee Costs and Recoveries | | |
| Superannuation Expense | | 66,029.76 |
| Annual Leave Expense | | 55,524.98 |
| Sick Leave Expense | | 26,856.59 |
| Public Holidays | | 7,594.88 |
| Long Service Leave Expense | | 7,039.77 |
| Recoveries-Superannuation | | -45,047.92 |
| Recoveries-Annual Leave | | -44,832.55 |
| Recoveries-Sick Leave | | -15,260.94 |
| Recoveries-Public Holidays | | -15,260.94 |
| Recoveries-Long Service Leave | | -4,988.10 |
| Recoveries-FP< | | -5,968.42 |
| Recoveries-Workcover | | -4,300.97 |
| Recoveries-WH&S | | -5,879.35 |
| Recoveries-Training | | -5,879.35 |
| | ----- | ----- |
| Employee Costs and Recoveries | 0 | 15,627.44 |
| | ----- | ----- |
| CORPORATE SERVICES | 15,400.86 | 277,965.52 |
| CORPORATE GOVERNANCE | | |
| Governance Expenses | | 54,321.85 |
| Councillors Remuneration | | 57,459.15 |
| Councillors Conference/Wshop Exps | | 660.94 |
| Other Operating Expenses | | 1,970.05 |
| | ----- | ----- |
| Executive | 0 | 114,411.99 |

| | | |
|--------------------------------------|------------|------------|
| CORPORATE GOVERNANCE | 0 | 114,411.99 |
| TECHNICAL SERVICES | | |
| Counter Disaster Exp-Wages | | 3,613.06 |
| Counter Disaster Exps-Non-Wages | | 4,051.24 |
| Works External Plant Hire Revenue | 318.15 | |
| Works Administration Costs | | 79,461.23 |
| Works Overhead Recoveries | | -19,667.66 |
| Works Training/Tickets/Licence Renew | | 38.4 |
| Technical Services Office | 318.15 | 67,496.27 |
| Street Maintenance | | |
| Works Street Maintenance Costs | | 292.12 |
| Street Maintenance | 0 | 292.12 |
| Parks and Gardens | | |
| P&G Maintenance Costs | | 94,322.65 |
| Parks and Gardens | 0 | 94,322.65 |
| Recoverable Works | | |
| 2017-18 CYRP Projects Claims | 933,086.79 | |
| DATSIP Funded Works | -5,000.00 | |
| Works Private Works Costs | | 381.5 |
| Recoverable Works | 928,086.79 | 381.5 |
| Service Station | | |
| Service Station- Fuel Sales | 10,539.76 | |
| Service Station Gas Sales | 1,014.55 | |
| Service Station - Wages | | 5,953.81 |
| Service Station | 11,554.31 | 5,953.81 |
| Workshop | | |
| Workshop Operating Expenses | | 18,120.63 |
| Workshop | 0 | 18,120.63 |
| Plant Operations | | |
| Plant Repairs & Maintenance | | 42,195.65 |
| Plant Recoveries | | -53,591.56 |
| Plant Hire Recoveries | | -48,408.53 |
| Plant Operations | 0 | -59,804.44 |
| Water Supply Operating Expenses | | 42,769.43 |
| Water Supply | 0 | 42,769.43 |
| Sewerage Services | | |
| Sewerage Operating Expenses | | 37,341.46 |

| | | |
|--------------------------------------|--------------|------------|
| Sewerage Services | 0 | 37,341.46 |
| Rubbish Collection Bins | | 8,841.24 |
| Operating Expenses -Env & Waste | | 1,629.11 |
| Environment and Waste | 0 | 10,470.35 |
| ATSI PUBLIC HEALTH | | |
| ATSI - Public Health Grant 71406 | 42,989.00 | |
| ATSI - Salaries & Wages | | 3,275.41 |
| ATSI - Other project costs | | 17,204.30 |
| ATSI PUBLIC HEALTH | 42,989.00 | 20,479.71 |
| Buildings | | |
| Building Rental Revenue | 25,340.01 | |
| Staff housing rental | 2,700.00 | |
| Building Operating Expenses-Wages | | 11,661.43 |
| Building Operating Expenses-Non wage | | 2,139.57 |
| Buildings Rep & Maint-Wages | | 57,715.29 |
| Buildings-Rep & Mtce Non-Wages | | 9,797.06 |
| Building Services Training Costs | | 1,377.75 |
| Recoverable W-BAS Responsive Rev | 44,000.36 | |
| BAS DPHW Responsive Expenditure | | 17,912.64 |
| Stores on cost Recovery | | 0 |
| Creditors on cost Recovery | | -41,128.89 |
| Wages on cost Recovery | | -42,582.27 |
| BAS DPHW Planned Maint. Revenue | 87,503.00 | |
| BAS DPHW Planned Maint. Driveways | 262,350.01 | |
| BAS DPHW Planned Maint. Expenditure | | 45,985.03 |
| Interim Remote Capital Prg Expenses | | 33,247.16 |
| Buildings | 421,893.38 | 96,124.77 |
| TECHNICAL SERVICES | 1,404,841.63 | 333,948.26 |
| CORPORATE SERVICES | 1,420,242.49 | 726,325.77 |
| COMMUNITY SERVICES | | |
| KINDERGARTEN - Operating Expenses | | 33,747.29 |
| KINDERGARTEN | 0 | 33,747.29 |
| COMMUNITY PROJECTS | 0 | 33,747.29 |
| LIBRARY - Operating Exp | | 7,059.50 |
| First 5 Forever Expenditure | | 7,786.54 |

| | | |
|--------------------------------------|------------|-----------|
| LIBRARY | 0 | 14,846.04 |
| Arts Centre - Gallery Revenue | 4,654.54 | |
| Arts Centre - Gallery Purchases | | 6,331.00 |
| Cultural - Arts Centre | 4,654.54 | 6,331.00 |
| IRADF | | |
| IRADF Grant 2020-21 | 25,000.00 | |
| IRADF | 25,000.00 | 0 |
| ARTS QLD- INDIGENOUS ARTS FAIR | | |
| Arts Centre-Council Funded Costs | | 8,001.78 |
| ARTS QLD- INDIGENOUS ARTS FAIR | 0 | 8,001.78 |
| Backing Indigenous Arts | | |
| BIA IAC Operating Grant | 25,000.00 | |
| BIA Expenses wages | | 1,483.97 |
| BIA Expenses non wages | | 6,704.89 |
| Backing Indigenous Arts | 25,000.00 | 8,188.86 |
| Indigenous Visual Arts | | |
| Indigenous Visual Arts Supp Expenses | | 27,717.90 |
| Indigenous Visual Arts | 0 | 27,717.90 |
| Economic Development | 54,654.54 | 65,085.58 |
| CARE FACILITIES | | |
| Home Care Pkg CACPS Revenue | 16,186.48 | |
| Home Care Pkgs CACPS Expenses | | 1,102.34 |
| Commonwealth Home Packages CHSP | 68,655.52 | |
| CHSP Covid19 Aged Care | | |
| MealsOnWheels | 12,408.62 | |
| Disability Related Health Supp NDIS | 910 | |
| Home Care Packages CACPS | 98,160.62 | 1,102.34 |
| HACC - OPERATING | | |
| HACC Op Grant Commonwealth DOHA | 135,000.00 | |
| HACC-Operating Exps-wages | | 31,180.03 |
| HACC Operating Exps non-wages | | 13,091.11 |
| State HACC Younger Persons Exp | | 1,788.23 |
| HACC - OPERATING | 135,000.00 | 46,059.37 |
| NJCP | | |
| NJCP Operating Expenses | | 20,904.25 |

| | | | |
|--------------------------------------|---------------------|-------------------|-------------------|
| NJCP | ----- | ----- | |
| Patient Travel | 0 | 20,904.25 | |
| NJCP Radio Arts Culture 4-4XYYQVV | ----- | ----- | |
| NJCP Expenses Arts, Culture, Radio | 66,430.00 | 11,087.33 | |
| NJCP Arts, Culture, Radio | ----- | ----- | |
| OFTA Indigenous Broadcasting Program | 66,430.00 | 11,087.33 | |
| RIBS | ----- | ----- | |
| | 66,430.00 | 11,087.33 | |
| CARE FACILITIES | ----- | ----- | |
| | 299,590.62 | 79,153.29 | |
| COMMUNITY SERVICES | ----- | ----- | |
| | 354,245.16 | 177,986.16 | |
| TOTAL REVENUE AND EXPENDITURE | ===== | ===== | ===== |
| | 1,774,487.65 | 904,311.93 | 870,175.72 |

Attachment 2- Information Management Policy



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

INFORMATION MANAGEMENT POLICY

| | |
|-----------------------------|--|
| Responsible Manager: | Director Finance & Corporate Services |
| Head of Power: | <i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Public Records Act 2002</i> <i>Public Service Act 2008 & Public Sector Ethics Act 1994</i> <i>Civil Liberty Act 2003</i> <i>Electronic Transactions (Queensland) Act 2001</i> <i>Evidence Act 1977</i> <i>Financial and Performance Management Standard 2009</i> <i>Information privacy Act 2009 & Right to information Act 2009</i> <i>Information Standard 40: Record keeping (IS40)</i> <i>Information Standard 41: Managing Electronic Records (IS41)</i> <i>Information Standard 42: Information Privacy</i> <i>Information Standard 18: Security</i> <i>Financial Administration and Audit Act 1977</i> <i>Australian Standards for Records Management (AS ISO 15489)</i> <i>Information Standard 31: Retention & Disposal of Public Records</i> WWASC Internet and Email Policy WWASC Employee Code of Conduct |
| Authorised by: | Council |
| Authorised on: | 17 September 2020 |
| Implemented from: | 17 September 2020 |
| Review Date: | 30 June 2022 |

This policy applies to all Council Officials (see definition)

PURPOSE:

The purpose of this policy is to establish a framework for Wujal Wujal Aboriginal Shire Council

to effectively fulfil its obligations and statutory requirements under the Public Records Act 2002

and advise all staff of their obligations in relation to the creation and maintenance of records within the Council in a manner that is compliant with the standards set out by Queensland State Archives.

SCOPE:

This policy applies to all aspects of Council business, all records created or received during the conduct of business activities and all business applications used to create records including email, database applications and websites.

This policy applies to all records regardless of format, including both physical and electronic records, including emails.

All practices concerning recordkeeping within Council are to be in accordance with this policy which provides the overall framework for any other corporate recordkeeping policies, practices or procedures.

PREAMBLE:

The Wujal Wujal Aboriginal Shire Council recognises its regulatory requirements as a QLD Local Government Authority and is committed towards achieving the principles and practises set out in the Information Standard 40: Recordkeeping (IS40) by establishing and maintaining best recordkeeping practices to meet its business, legal, community and cultural needs, and accountability requirements.

Council's records are its corporate memory, and as such are a vital asset for its ongoing operations, providing valuable evidence of business activities, transactions, communications, decisions, and cultural heritage. Records management is therefore regarded as a core component of Council's functions.

DEFINITIONS:

“Accurate Records”

Records must accurately reflect what was communicated, decided or done (or not done). That is, the records content, context and structure can be trusted as a true and accurate representation of the transactions, activities or facts that they document and can be depended upon in the course of subsequent use.

“Council”

Wujal Wujal Aboriginal Shire Council

“Council Business”

May include the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions.

“Council Officials”

Persons employed by Council (whether permanent, temporary, full time, part time or casual), including Councillors, Volunteers, trainees, apprentices and cadets, work experience placements, independent consultants and contractors and other authorised personnel offered access to the Council's resources.

“Business Activity”

Umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. Records that document business activity are vital for supporting informed decision making, corporate memory and ensuring accountability. E-mail containing evidence of business transactions such as: -

- A directive or approval for a particular course of action
- Formal communications between internal officers or external agencies
- Final versions of reports
- Policy documents and Statements
- Formal minutes of Council Committees which are not captured in any other form

This material is distinct from: -

- Information only messages
- Duplicates or working copies/memos
- Private messages or personal comments between officers which would not provide evidence or be required for accountability purposes

“Document”

A structured unit of recorded information published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.

“Digitisation”

The process of converting any physical or analogue record into electronic representation. This may be done by such means as scanning or digital photography.

“Disposal”

The action concerning the fate of records. Disposal includes: Destroying, deleting or migrating a record, and abandoning, transferring, giving away, donating or selling a record or part of a record.

“Electronic Mail – (E-mail)”

E-mail is a computer-based message sent over a communications network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images and digitised voice and video or computer programs.

“Evidence”

Information that tends to prove a fact. Not limited to the legal sense of the term.

“Full and Accurate record”

Full and accurate records are a combination of processes and essential attributes of records. To be a full and accurate record according to IS40 principle 7, a public record must possess the following processes and attributes:

| | |
|-----------|------------|
| Created | Meaningful |
| Captured | Accurate |
| Retained | Authentic |
| Preserved | Inviolable |
| Adequate | Accessible |
| Complete | Useable |

“Metadata”

Structured information that describes &/or allows users to find, manage, control, understand or preserve other information over time.

“Public Record”

Any form of recorded information; both received and created that provides evidence of the decisions and actions of a Public Authority while undertaking its business activities.

Public Records may be in any format- not just traditional paper records. Information can be recorded in a range of formats including but not limited to:

- Paper, Microfilm, Electronic

-
- Data within a database or business system that documents and records business processes or actions (e.g. rates payments, license applications, salary payments etc.)
 - Documents, files, maps, plans, drawings and photographs
 - Audio or video media such as cassette and video tapes
 - Optical media such as CD's and DVD's
 - Computer files on a floppy disk or hard disk

For the purpose of this policy examples of a "Public Record" includes but is not limited to:

-

- All agendas, minutes and papers that were presented at meetings (internal or external)
- Report or analysis of external publication
- Internal advertising or training brochures of a work-related event or publication
- Media Releases
- Internal manuals and instructions
- Letters or emails from clients requesting information or action
- Records generated from project (plans, estimates/costing, research material, correspondence etc.)
- Internally generated documents i.e. file notes
- Business related emails (e.g. an email that approves the purchase of new computers)
- Information published on a webpage or to a website
- Information downloaded from the internet used to form the basis of a business decision
- Photographs, diagrams, drawings, maps and plans
- Documented phone calls (Record of Phone Conversations)
- Handwritten diaries, notes and notebooks that document a business decision or action
- Records that are received or created by a Mayor or Councillor that relate to Councils executive activities, including their diaries

For the purpose of this policy examples of a "Public Record" does not include:

- Any advertising material or training brochures from an external provider
- Informational material that includes lists of suppliers, catalogues, directories, addresses and contact lists
- Transitory/Ephemeral records
- Drafts that were not circulated internally, externally, or finalised (excluding official version drafts of agreements, submissions and legal documents)
- Duplicate copies of material retained for reference purposes only
- Spreadsheets which have no further value once the work to which it contributed has been completed (i.e. no continuing value for administration or research)
- Spam and unsolicited material (i.e. offering a service)
- Product brochures
- An email about morning tea for a work colleague who is leaving

-
- Personal information such as:

Personal notes from a training session, resume and personal emails*unless a large percentage of the email is business related

** Documents which are not Public Records should not be stored in the Council Record keeping System and may be destroyed when reference ceases.

“Recordkeeping System”

Information system, which captures, maintains and provides access to records over time

“Records”

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity

“Records Management”

The discipline and organisational function of management records to meet operational business needs, accountability requirements and community expectations

“Magiq”– (Enterprise Content Management)

Enterprise Content Management refers to the technologies, strategies, methods and tools used to capture, manage, store, preserve and deliver content and documents related to an organisation. MAGIQ is a brand of Electronic Records and Document Management System (eDERMS)

“Transaction”

The smallest unit of business activity, uses of records are themselves transactions

“Transitory/Ephemeral”

Transitory/Ephemeral records are items of short-term informational value that only need to be kept for a limited or short period of time, such as a few hours a few days. The General Disposal Schedule for Administrative Records indicates that ephemeral records include:

- Short term items such as phone messages, notes, compliment slips, office notices and circulars when the message does not relate to the business functions of the agency
- Rough working papers created in the preparation of official records;
- Drafts not intended for further use or reference, excluding official version drafts of agreements, submissions and legal documents;
- Duplicate copies of material retained for future reference purposes only;
- Spreadsheets which have no further value once the work to which it contributed has been completed (i.e., no continuing value for administration or research)

POLICY

Introduction

The Public Records Act 2002 governs the obligations and responsibilities of councils in relation to the management of public records. Under this Act, Council has an obligation to maintain records in its custody in good order and condition. Not only does this include obligations in relation to the creation, capture, storage, maintenance, protection and disposal of physical records but also records in electronic format.

The Public Records Act 2002 covers all public records irrespective of the technology or medium used to generate, manage, preserve and access those records.

Records that have short-term informational value and are only required to be retained for a short time, while they are needed for reference purposes are referred to as “Transitory/Ephemeral” (see definitions).

Recordkeeping System

Magiq is an Electronic Document Records Management System (eDRMS) and has been elected as the primary Recordkeeping System for Wujal Wujal Aboriginal Shire Council.

For the purposes of this policy- Recordkeeping Systems are NOT the corporate email system, shared network drives/folders or personally managed files.

The use of Magiq is mandatory as set down by the Chief Executive Officer (CEO) and is to be used in all offices of the Wujal Wujal Aboriginal Shire Council.

All records created and received by Council are captured in this system through digitisation (i.e. scanning) processes. As with records in other formats, emails that document any business activity or transaction must also be captured in the Recordkeeping System.

Magiq will manage the following processes:

- The creation and/or capture of records
- Assist with automated capture of metadata (including action history)
- The storage and hardcopy location details of records
- The security and protection of records (including authenticity and integrity)
- Access to records (subject to security provisions)
- Distribution of records (internally and externally as required)
- The disposal of records

Roles and Responsibilities

The Chief Executive officer (CEO) is ultimately accountable for recordkeeping compliance in accordance with Section 7(2) of the Public Records Act 2002. Therefore, the CEO must have regard to any policy, standard or guidelines issued by the State Archivist in relation to recordkeeping and actively promote and support a positive recordkeeping culture.

Managers are responsible for supporting this policy through ensuring records are created and managed within their departments in a way which complies with the Records Management Policy and procedures. In doing so, Managers should create and support the creation of records by staff, as part of normal business practices, as well as actively promote and support a positive recordkeeping culture through resource allocation, and other management support.

The Records Management unit is responsible for:

- Identify recordkeeping requirements in consultation
- Provide training and education to Council staff in relation to recordkeeping requirements
- Develop, implement and promote strategies, procedures and policies to ensure that all records are managed effectively
- Manage retention and disposal of public records in accordance with approved retention and disposal authorities issued by Queensland State Archives
- Monitor compliance and management of records and recordkeeping within this organisation consistent with the standards described in this policy

The Information Technology section is responsible for maintaining the technology for Council's recordkeeping system, by providing support and infrastructure to ensure that records kept in electronic form are managed so that they are accessible, readable, inviolate, complete, comprehensive and authentic for as long as required.

All staff are responsible for the creation and capture of full and accurate records as defined by this policy.

Creation and Capture

- Council requires all staff to ensure full and accurate records are created in all instances where there is a need for Council or an individual to be accountable for, and /or provide evidence of, decisions made or actions taken (for information on a "full and accurate record" see definitions). For further assistance with creating full and accurate records please see the Records Management staff
- All records identified as Public Records should be captured as soon as possible into the, into the recordkeeping system "Magiq"
- All staff are responsible for capture or initiating the capture of records that are identified as Public Records in accordance with established procedures.

Storage and Access

- Hoarding or storing records (including emails) on or in informal/personal managed filing systems, network drives or email archive folders does not achieve compliance with the recordkeeping requirements under the Public Records Act 2002 or *Information Standard 40: Recordkeeping (IS40)*. Records must be made accessible and available for use over their lifetime to other staff (subject to normal security provisions); therefore, records that are public records must be captured into "Magiq"

-
- Staff must ensure appropriate levels of confidentiality are maintained when accessing records or recordkeeping systems in accordance with established policies and procedures and must not provide inappropriate/unauthorised access to restricted records or disclose information to the public except in accordance with the functions of your position
 - To mitigate the risk of loss, damage or theft, Council records should not be stored in unauthorised location (i.e. at home or left in cars).
 - Confidential records should be stored in locked storage cabinets which are accessible only by the authorised persons.

Retention and Disposal

- Council Officials (other than records staff) are not authorised to destroy, delete or dispose of any records of the Council identified as being a Public record (see definition of a Public record)
- The Public Records Act 2002 prohibits the disposal of public records without the permission of the State Archivist, therefore records may only be disposed in accordance with the Local Government Retention and Disposal Schedule (QDAN480) and the General Retention and Disposal Schedule for Administrative Records, issued by the Queensland State Archivist.
- Records that are identified as ephemeral, transitory, personal or private that do not relate to Council Business may be disposed of when they are no longer required for reference (see definition of Transitory/Ephemeral Records).
- All staff must adhere to the WWASC Information Management Business Rules which will form part of this Policy.
- If there is any uncertainty or confusion about whether a record may be identified as ephemeral and disposed of, staff must contact the Records management section for advice.

All staff are required to comply with all legislation, policies and standards applicable to the creation and maintenance of records. As with other Council assets and services, "Magiq" and the information contained therein should be used in an efficient, lawful and ethical manner, as per the Employee and Councillor **Code of Conduct**.

Staff and Councillors must report any non-observance of the policy to the Director Finance & Corporate Services or the Chief Executive Officer who will then decide on what, if any further action is to be taken. Users found to be in breach of policy requirements may be subject to formal disciplinary procedures.

AUTHORISATION

This page and the previous bearing my signature were duly authorised by Council as the **Wujal Wujal Aboriginal Shire Council Information Management Policy** on 17 September 2020 and shall hereby supersede any previous policy of the same intent.

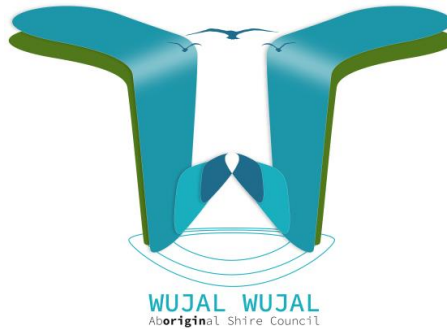
Stephen Wilton

Date: 17 September 2020

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 17 SEPTEMBER 2020



6.4 Director Works & Building Services Report

- 6.4 Executive Summary
- 6.4.1 Building - BAS Responsive Maintenance Report
– Patrick Nandy
- 6.4.2 Post Office – Neal Ransom
- 6.4.3 Capital Projects – Laurie Raleigh
- 6.4.4 Capital Projects - John Drobec Consultant
- 6.4.5 Art Centre – Vikki Burrows
- 6.4.6 Water and Waste Water – Ian Hocking
- 6.4.7 IKC Report – Kylie Mills
- 6.4.8 Centrelink Report – Marie Shipton
- 6.4.9 Community Care – Stephanie Dick
- 6.4.10 Animal/Environmental Management – Helen
Bigmore/Patrick Nandy JNR

6.4 Director Works & Building Services Report

Action items arising from previous minutes

| Date: | Action | Status | Comment |
|---|---|-----------------------|---|
| Council Meeting held 23 January 2020 | | | |
| 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. | Complete see comments | Will program when we have a chance at next round of funding. |
| | Lights and wash down basin at boat ramp. DW&BS to give an update at the next council meeting. | Procuring items | Lighting will be solar powered, water and cleaning station also bins will be installed. |
| 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. |
| Council Meeting held 23 April 2020 | | | |
| | DW&BS to organise more activity in the maintenance or grass cutting lawns, verges etc. DW&BS to organise. | In Progress/ongoing | The P&L crew have an ongoing roster to commence at the waterfall – Granite creek. |
| | 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. DW&BS to report back to Council. | Complete | Tenancy management is aware of the situation and trying to look at the Act on how to get pass this situation as she is paying the rent. |
| | DW&BS to meet with DWPH at a future date to talk about lease agreements. | In Progress | Awaiting site visit from DW&PH. |
| | 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. DW&BS to collate information and share to various media platforms. | Complete | DW&PH is aware of the situation and will try and educate their tenants, Council looking at education through the newsletter/Radio and home visits. |
| Res: 1223042020 | Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China | Complete | NCP has contract has been awarded, construction has commenced. |

| | | | |
|---|---|-------------|--|
| | 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. CEO/DW&BS to advise NCP in writing. | | |
| General Business | <p>Concreting – Walkway to the Sports oval? DW&BS to investigate. 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> | In Progress | Project Manager and Works Coordinator has scoped the area and looking at options prior to approaching DSC. |
| General Business | Waterpark - DW&BS to investigate funding, maintenance etc. and report back at a later date. | In Progress | The suitable waterpark for WW will be approx. 1M + due to building up of site with fill material and the chlorination plant, then the ongoing maintenance cost approx. 200k + per year. Ministerial Champion is aware of this request. |
| General Business | Skills Park - Update and Shade sail? 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. DW&BS may look at this later subject to funding. | Complete | Awaiting COVID 19 restriction to determine a date for an official opening. |
| Council Meeting held 21 May 2020 | | | |
| 6.4.3 Works Report | Tenants should be asked questions and consulted with before designs are formulated, more involvement before coping happens. Should happen for all projects to do with housing including BAS. DW&BS to take to Housing Department. Some designs are not fit for purpose and should be. More communication needed between contractors and council. Plan with building sites so no quick jobs happen from outside contractors maybe need more input from councillors who are part of this portfolio and are able to attend these meetings. | ongoing | A JOM meeting was held Last week with QBuild, this was part of the discussion, when the next available meeting we have in Wujal with TWG the relevant Councillor will be invited to attend. |

| | | | |
|--|---|--------------------|--|
| 6.4.4 Kindergarten Report | Please advise in writing the outcomes as resolved at the April Council meeting. Action items revised by DW&BS. DW&BS to advise Kindergarten Manager in writing. | Complete | This has been communicated with meetings and forwarding the minutes from the April meeting, what else does she wants? |
| General Business | Uniforms not being worn. Technical Services staff not wearing uniforms. DW&BS to enforce this. | Ongoing | Last procurement of uniforms was done by Trevor/Susanne, uniforms are not WH&S compliant, received 3 quotes for Depot staff re issue and we are looking at 16,000.00. |
| Council Meeting held 30 June 2020 | | | |
| Centrelink Report 6.4.9 | Follow up on letter to be drafted to CEO to pursue job share position for someone in the community to train and assist at Centrelink. | Complete | Currently there is Michelle Barath in with Aunty Marie.(Complete) |
| | Messaging to go out to community about closure of Veterinary Services in Cooktown. Investigate opportunity for Wujal Wujal to offer some of these services. | Complete | Have requested notice to be put on the website 1/7/20, email was sent to EA. |
| | Charlie's Tourism Centre still needs a building compliance certificate. DW&BS to contact contractor re: x-ray photography of internal walls etc. | In Progress | P/O was sent to RECS Engineering to hire an x-ray machine to determine compliance in steel works, once inspection complete and all above board then a form 16 will be issued. (RPEQ) |
| General Business | Additional lighting is needed at the Ayton boat ramp. DW&BS to report back to Council. | In Progress | Cook Shire have been notified, DW&BS will advise once actioned. |
| Council Meeting held 30 June 2020 | | | |
| DW&BS Report 6.4.5 Art Centre Report | Discussion with Vikki on supporting artists to work at home | DW&BS to follow up | |

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Report to: CEO, Mayor and Councillors

Subject: Works, Building, Economic Development & Community Care Services

Date: SEPTEMBER 2020

Prepared by: Director of Works and Building Services

Status: Information

II.

III. Executive Summary

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

| | |
|--------------------------|---------------|
| Reporting Period | August 2020 |
| Department | Building |
| Reporting Officer | Patrick Nandy |

| TASK | WORK ORDERS IN PORTAL | INVOICED OUT | AMOUNT |
|---------------------|-----------------------|--------------|-------------|
| Work Orders | | | \$30,202.42 |
| Completed Orders | | | |
| Planned Work Orders | | | \$ |

Budget Overview

| BUDGET/WORKS ORDER | TOTAL BUGET | % DONE | ADDRESS |
|--------------------|-------------|--------|-----------------|
| B11942 OT Dismod | \$36,250.00 | 100% | 119A Hartwig St |

| | | | |
|--|--------------|------|-----------------|
| U93255 Dismod/Tiling | \$11,970.00 | 10% | 18 Keim St |
| B09929 Various Works upgrade | \$40,660.00 | 5% | 22 Hartwig St |
| B19671 Bathroom Modification | \$33,460.00 | 100% | 29 Hartwig St |
| B15451 Upgrade works | \$54,043.00 | 100% | 45 Heorlein St |
| B13872 Cupboard Upgrade | \$1232.00 | 100% | 72 Douglas St |
| B13872 Cupboard Upgrade | \$1820.00 | 100% | 73 Douglas St |
| B15454 OT modification | \$62,020.00 | 100% | 2 Yalanji Close |
| Kindy Upgrade | \$770,000.00 | 100% | Kindy Upgrade |

BAS RESPONSIVE MAINTENANCE

. We have raised 68 Invoices between the period of 1st August 2020 to 31st August 2020.

Total amount \$134,125.19

- 66 Responsive work orders to the value of \$37,871.89
- 2 Planned Maintenance work orders to the value of \$96,253.30

Construction OF CONTRACTORS QUARTERS:

Lot 115 little Douglas street ready for construction.

Contractors Quarters Stages

- External Walls Rendered
- Internal Plasterboard installed
- Soffits installed
- BBQ ceiling installed
- Site clean

kindy house: internal fire walls installed, will be inspected this week.

fire walls between the 2 units.

- Topsoil still need to place around building
- Internal finished
- Waiting on oven to arrive, when installed internal will be complete

Fencing is still being installed

COMPLETED PROJECTS:

Kindy Upgrade – 100%

29Hartwig Street Bathroom Upgrade – 100%

119A Hartwig Street Bathroom Upgrade – 100%



| Workflow | | |
|--|---------------------------------|-----|
| Unscheduled | <div style="width: 10%;"></div> | 26 |
| Work In Progress | <div style="width: 40%;"></div> | 105 |
| Awaiting Approval | <div style="width: 5%;"></div> | 2 |
| Completed | <div style="width: 20%;"></div> | 21 |
| Invoiced | <div style="width: 85%;"></div> | 304 |
| Field Workers | | |
| <input checked="" type="checkbox"/> Carpentry | | 37 |
| <input checked="" type="checkbox"/> Electrical | | 31 |
| <input checked="" type="checkbox"/> Painting | | 2 |
| <input checked="" type="checkbox"/> Pest Control | | 9 |
| <input checked="" type="checkbox"/> Plumbing | | 22 |
| <input checked="" type="checkbox"/> Yard Work | | 4 |

| | |
|-------------------|---------------|
| Reporting Period | August 2020 |
| Department | RIBS |
| Reporting Officer | Carmel Haines |

Daily Tasks

- Answering telephones and returning calls/checking emails and correspondence
- Create individual playlists that is on air for an hour space, create these playlists fresh everyday for that days listening, limiting repeating of songs
- Taking requests for TRACS as well as announcements for events and birthdays
- Announcements to community, e.g. vacancies/events/health warnings when back burning/sorry business etc.
- Radio station do require a printer, upgrade of phone for conference calls.

| | |
|--------------------------|-------------|
| Reporting Period | August 2020 |
| Department | Post Office |
| Reporting Officer | Neal Ransom |

STATUS

The Post office is keeping the social distancing rule in place until Auspost Area Manager can give us the all clear to trade as per normal.

There has been a significant increase in the withdrawal of monies as the people have been getting extra payments due to the virus. I have had to limit the amount that can be withdrawn until Cairns Head Office can send more money to bring us up to our legal limit.

The deliveries of parcels have increased and there are still some delays at Airports not releasing the parcels, some people have been waiting over 4 months for their deliveries.

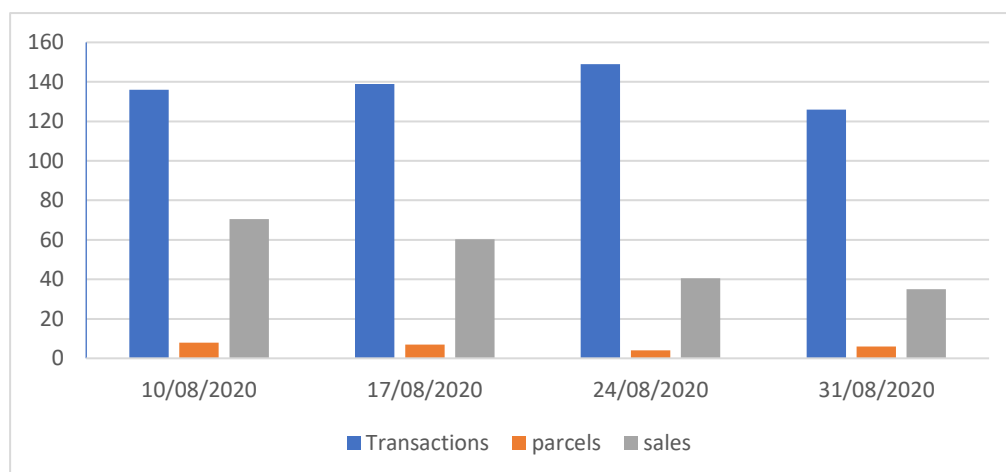
The Post Pay service is running as normal with an increase of clients paying their various bills here. Our Telstra prepaid credit vouchers also have increased as the community is now aware that the Post Office has this service.

UPDATES

- Monies still being delivered regularly.
- New small-medium and large post bags are available with a 5kg limit
- Pre-Paid envelopes are now here
- Prepaid Vouchers are available for all major Telco companies: Telstra, Optus and Vodaphone just to name a few

Postage Assessment Statistics

Period: Aug 08 2020 - Sep 07, 2020



| | |
|--------------------------|------------------|
| Reporting Period | August 2020 |
| Department | KINDY |
| Reporting Officer | Coraleen Shipton |

Census

- **Early Childhood Education and Care Census completed, and the census reference period was for August 3rd – August 9th. Below is a summary of what I had to report on.**
 - ✓ All children enrolled in a Kindergarten Programme
 - ✓ How many hours is the child enrolled for?
 - ✓ How many hours did the child spend at Kindergarten during the reference period?
 - ✓ Address of each child
 - ✓ Individual staff – hours, address, time employed at the Kindergarten etc.

Visitors

- **Creche and Kindergarten Early Childhood & Care Consultant below is a summary of the key action items with medium or high priority:**
 - ✓ worked hard all week to get the learning places and spaces set up, the office space, and sheds tidied.
 - ✓ Everything set up and ready for arrival of children
 - ✓ Complete Annual Fire & Safety Checklist, Occupier Statement, & WHS Inspection checklists and filed in WHS folder.
 - ✓ All staff completed a bus training induction this is now mandatory
 - ✓ Ensure all staff have blue cards
 - ✓ All staff completed mandatory child protection training

Expenditure for August

1. Kmart Smithfield - \$526.75
2. Modern Teaching Aid - \$1220.74
3. Modern Teaching Aid - \$851.01

Emergency Evacuation Diagram

- ✓ 03/08/2020 – I requested a quote from Trinity Fire Service
- ✓ Trinity replied with quote \$115.00 per hour
- ✓ Sent Trinity Fire diagram to review
- ✓ Waiting on final print

| | |
|--------------------------|---------------------------------|
| Reporting Period | August 2020 |
| Department | Centrelink |
| Reporting Officer | Marie Shipton & Michelle Barath |

- Tasks completed for August – Required Centrelink Training
- Statistics completion date 7 September 2020 - done
- Ongoing MyGov accounts registration for community clients
- Recommendations – Replacement Centrelink shredder & ongoing issues with Centrelink outgoing faxes still unresolved
- Recent conversation with CEO regarding a Centrelink trainee position becomes available in near future due to heavy demand on the current Cultural Officers duties (not always available for Centrelink duties)

| | |
|--------------------------|------------------|
| Reporting Period | August 2020 |
| Department | Capital Projects |
| Reporting Officer | Laurie Raleigh |

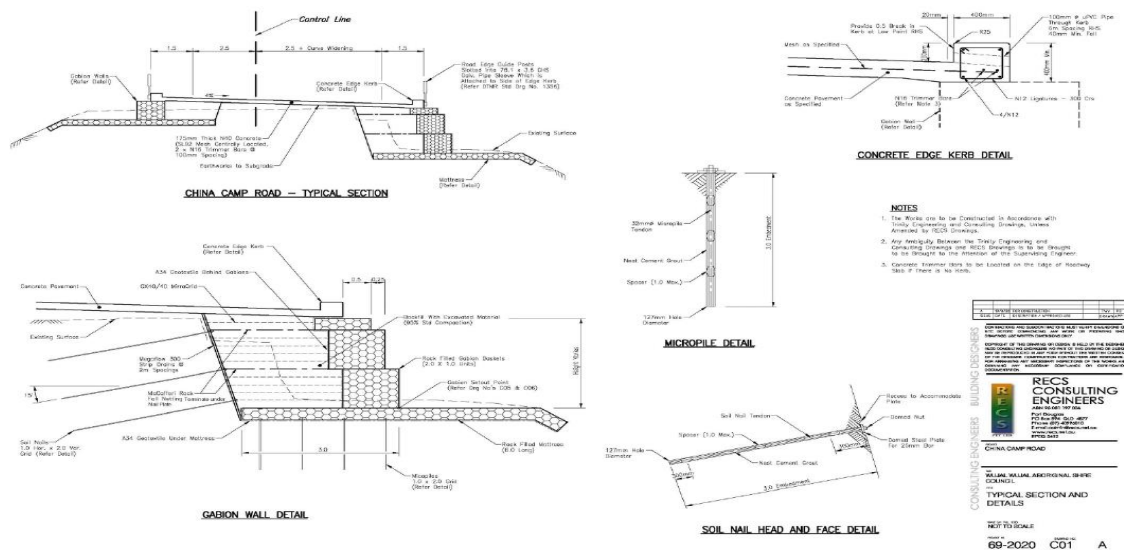
Project: Recycle Centre:

- Shed completed
- Wash pad and remainder of concrete works completed.
- Oil skimmer and final electrics to be done



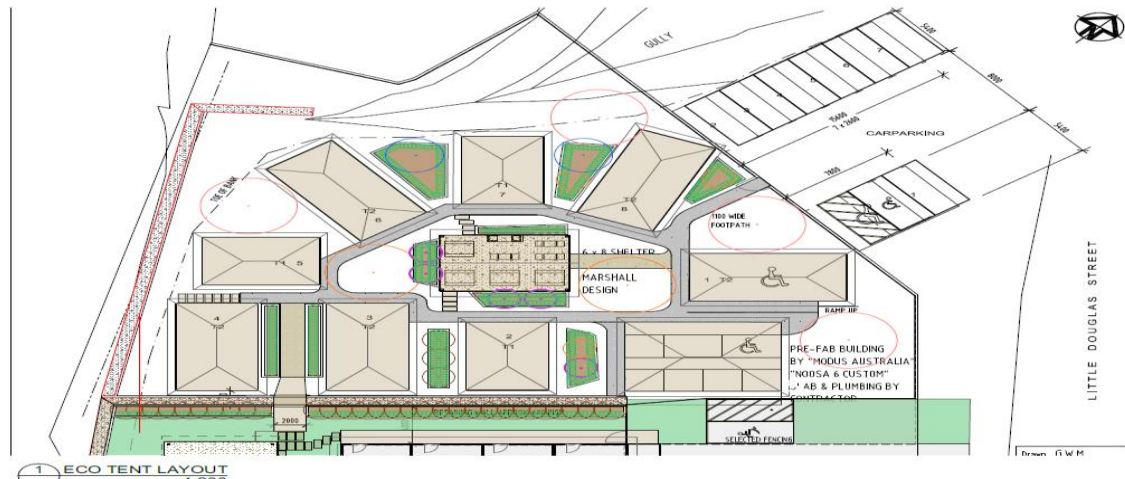
Project: China Camp Geotechnical Rectification:

- Soil nail drillers on site estimated completion 10-9
- Gabion basket construction due to start 10-9
- Drain work started 7-9 on concrete section of road



Project: Eco Tent Lodge

- Final design sent to contractors for quotes
- Extension has been granted to the end of April 2021



Project: Wastewater Network Upgrade

- Stage 1 complete, replace air scour valves and construct new pits around sluice valves.
- Stage 2 clean and camera sewerage lines started 7-9
- Demolition of old unused pits completed



Workshop:

Relief mechanic has been great for maintaining council equipment

Works Depot:

Concrete pavement 100% complete

| | |
|--------------------------|------------------------------|
| Reporting Period | August 2020 |
| Department | Operational Works & Services |
| Reporting Officer | Geoffrey Rosendale |

Town-parks

At the moment the men are clearing around the water tanks and along fence lines to prepare for control burning on the south side allotments within a week or so weather permitting. We have all our ride on mowers back running in good order thanks to Matty and Branxton in the workshop so we can concentrate on the main streets, having our tractor-slasher down puts pressure on the men but they battle on.

I spoke to Director & Project Manager about doing up a new mapping program to see where we are around town and everyone is on the same page with mowing – whippet snipping – spraying. This will also benefit Environmental Officers with data for feral weed control.

Road crew (civil works)

China camp slip works project is all go; our crew prepared all ground works for the drilling crew & gabion crew and will be assisting these crews as projects develop. We have Northern Traffic Control implementing a safe route for traffic and workers alike and doing a great job. South side driveways variations is complete and is looking good. Recycle centre is almost coming to completion just a few minor works with the washdown bay, Laurie will know more on that.

Our mini excavator & backhoe has almost done 700 hrs each and showing signs of fatigue.

I would like to see training and upskilling of operators to be more familiarised with plant and to operate in a safe manner.

Control Burn

Cool burn complete in Community and all the Northern area, looking at next month to burn the Southside area, permits approved, liaising with local RFB Mal Diprose for when

it is appropriate to burn. Public relations were sent out to clients/stakeholders in the area, also broadcasted on our local radio station and notice boards.

| Resolution | Item |
|---|---|
| Fees & Charges for Plant and Machinery Hire. To replace current, that was adopted at Budget meeting. The model we used from Kowanyama does not fit the Plant and Machinery hire rates for the east coast Nth Qld. | <ul style="list-style-type: none"> • Mini Excavator - \$120 p/hr • Forklift - \$145 p/day • Tipper Truck - \$120 p/hr • Water Cart - \$162 p/hr • Skid Steer - \$120 p/hr • Backhoe - \$130 p/hr • Grader - \$150 p/hr • Loader - \$150 p/hr <p>All exclusive of GST.</p> |

| | |
|-------------------|------------------------|
| Reporting Period | August 2020 |
| Department | Capital Projects |
| Reporting Officer | John Drobec Consultant |

Project progress for August:

1. WWSTP2019 - finalisation of the irrigation detailed design including communications with the DES. Pre-lodgement meeting with DES to be scheduled for mid-September 2020. Site works to commence in October 2020. Manufacturing components such as the control room, controller ongoing in September & October.
2. China Camp Rd - Additional scope of work finalised and being negotiated with QRA. Reviewed for Con drawings with QRA versus the approved treatments.
3. Flood Warning System - Reviewed the documents provided by the QRA and commenced initial scope of work.
4. WWRC2020 - Project Complete. WWASC to complete defects inspection and advise prior to granting PC for TMR part of the project.

5. WWSN2020 - Sewer Network Upgrade Project - On track

Major Tasks Completed for August:

1. WWBSC2019 - Bank Guarantee closed out with Douglas Shire Council
2. Monthly reports up to date with QRA, TMR and DLGRMA
3. Project Request form submitted and negotiated with DLGRMA
4. Flood Warning system - reviewed documents supplied by the QRA
5. Reviewed the BOM requirements for the flood warning network
6. Commenced initial scope of work for the flood warning system
7. China Camp Rd budget amendment to include estimates of Council rates based on July program of works.
8. China Camp Rd - Risk Assessment Plan and PMP.
9. Co-ordination of meetings undertaken with funding agencies
11. WWSN2020 - Sewer Network program - reviewed works program and amended to suit funding deadline.
12. Commenced discussions with QRA, DLGRMA and NBN RE: Internet connectivity in WWASC

No Council resolutions for August.

Tasks for September:

1. Flood Warning System - Final Scope of Work including design
2. Flood Warning System Procurement of contractor (D&C) to commence
3. Scope of Work for Internet Connectivity Project and funding requirements through funding agency.
4. WWSTP2019 - Ensure the DES component of the design is complete and contractor on track to commence site works in October.
5. Obtain approval from DLGRMA RE: Project Request
6. QRA Commence project documentation for the sports field. WWASC to spend funds by Dec 2020.
7. QRA commence project documentation for Waterfall Rd including the risk assessment framework and PMP.
8. DLGRMA - project request approval for additional funds

9. WWSN2020 - Sewer Network Upgrade QA documentation including risk assessment and PMP.

| | |
|--------------------------|---------------|
| Reporting Period | August 2020 |
| Department | Art Centre |
| Reporting Officer | Vikki Burrows |

Highlights:

- The Bana Yirriji Art centre manager attended one weeks training via zoom, TAEDEL404- Mentor in the workplace, a module from Leadership and management training in August. The next scheduled training is on 31st August.
- On the 17th August, the justice group held a lunch on the verandah with Yolande Entsch. This was a greet and meet in building self-esteem, confidence and respect. There were over 30 attendees.
- August has been a very busy month with over 200 visitors and some good sales.
- CIAF fashion performance "Water is Sacred. "This fashion show was launched via live stream on 21 August at 7pm #CIAF2020. It showcases the silk kaftans the artists hand painted in January this year.

Data:

- Sales report for the month of August 2020, attached.
- Weekly zoom meeting with Indigenous Art Centre Alliance members and the Art Centre Managers from the Cape regarding the CORON -19 and the impact it is having on the artists and workshops being cancelled.

Barriers & Issues:

- The Art Centre has had to cancel workshops this year due to COVID-19 restrictions. We will have to wait until the artists are back working and not on volunteering before we can organise any art consultants to come and work with the artists.
- The gallery front door lock is still broken, the builders said it needs a locksmith, it can only be locked from the inside.

Funding/Agreements/Financials:

- The Bana Yirriji art centre has received \$25,000 for IRADF, Indigenous Regional Arts Development Fund.

| | |
|--------------------------------------|---|
| Spent for the month of August | Item |
| \$3,998.50 | Create and print 5000 new art centre brochures. |

| | |
|-----------|---|
| | The old brochures were all destroyed in 2019 flood. |
| \$3168.00 | Design print and ship 6 new banners/flags for the art centre. The flags were also damaged in the 2019 flood. |

Information:

- As of Monday 17th August 2020, CDP participants can choose to volunteer to attend Work for the Dole Activities. All activity sites have limits on participants it can hold to meet social distancing requirements.
So far, there have been no volunteer participants.
- The art centre has been supplying the artists with art materials, so they can work from home. My pathway is dropping the art supplies to artists homes and picking up finished art works.



| | |
|--------------------------|----------------------|
| Reporting Period | August 2020 |
| Department | Water and Wastewater |
| Reporting Officer | Ian Hocking |

- Sewerage plant

The plant is operating well. We are still having problems with debris in the southside pits. We receive complaints from the tenants who are

causing these problems. We attend to the overflows as soon as possible but because we can not predict when these issues are going to occur

It may take a few days to remedy. We have quotes to housing for tanks at each property which will remove the current problem.



- Briody plumbing

Briody plumbing are doing the sewer upgrade and inspections of all pits and wells. They will be on site for a few months to complete this work to

Stop water intrusion into the sewer system.

All sewers will be cameraed and cleaned with jetters

- The water park construction will commence this month hopefully finished for the hot season this will be a major asset to the community.
- Water treatment plant

Due to covid we were unable to get aquamanage

on site to reprogramme the plant. We did manage to get Austek from Cairns to do this work for us.

The problem was the lack of flow through the membranes. The plant has now been recalibrated

and is producing well. We are getting remote monitoring fitted to the plant this will allow service people access to reprogramme without visiting the site. We do not have the programmes to do this ourselves. We will endeavor to be upskilled so we can do the programming on site.

| | |
|--------------------------|-------------|
| Reporting Period | August 2020 |
| Department | IKC |
| Reporting Officer | Kylie Mills |

- Grant application submitted for Deadly Digital Communities for the 'Switched On' project. Information in project table.
- Completed and returned the State Libraries Queensland's Statistical Report for the 2019/20 year.
- Complete and returned impact story report for the computer donated by SLQ.
- WiFi has been signed off and will be installed in the IKC in the near future. While Fourier is here we will be formatting four Samsung Pro S tablets for public use and training. The remaining six will be reformatted for staff use.
- Doing a clean out of the storeroom and excess furniture to go on the EOI register.
- Art Centre will come to the IKC and use the drawing pads for artists to try a new medium.
- Still waiting on replacement fridge to arrive, Goodguys waiting for stock to arrive.
- Main attendances to the IKC have been relating to tech enquiries such as using the computer and setting up mobile phones.
- WiFi has been ordered and is going to be installed once the equipment arrives.
- Computer donated by SQL is being regularly used by community members.

| | | |
|--|------------|---|
| Language Grant | \$15,000 | <ul style="list-style-type: none"> ▪ Extended to 31/03/2021 ▪ Spoke with the interim school principal who is keen to work on the project. Will arrange a meeting for next week when he has settled into his new role. ▪ Have worked out how to use the new drawing pads and can now show the kids how to use and generate multimedia for the app and connected to the public use computer. |
| Tech Savvy Seniors | \$3,716.50 | <ul style="list-style-type: none"> ▪ Extended until 31/03/2021 due to Covid-19. ▪ Awaiting the arrival of the new computers. |
| First 5 Forever Mum's and Bub's | \$18,000 | <ul style="list-style-type: none"> ▪ Program on hold due to Covid restrictions, unable to accommodate more than 10 people in the IKC. |

| | | |
|------------------------------------|-----------------|--|
| Switched On | \$10,000 | <ul style="list-style-type: none"> ▪ Application submitted 14/08/20 for \$10,00 to fund accredited training for the community on how to use computers and Microsoft Office. Application was for three one day sessions with an accredited trainer (one session focused on year 5 and 6 students to ready them for boarding school). |
| First 5 Forever – Kids Room | \$15,000 | <ul style="list-style-type: none"> ▪ Extended until 30/11/2020 due to Covid-19. ▪ Have secured an artist to paint a mural on the kids' room wall. They will start at the beginning of September. ▪ Furniture and activity resources are starting to arrive. ▪ Kids have been enjoying the space already and are beginning to take some ownership and pride in it. <div data-bbox="869 992 1350 1238" data-label="Image"> </div> <div data-bbox="869 1337 1358 1554" data-label="Image"> </div> |

First 5 Forever – Kids Room **\$15,000**

- Extended until 30/11/2020 due to Covid-19.
- Have secured an artist to paint a mural on the kids room wall. They will start at the beginning of September.
- Furniture and activity resources are starting to arrive.
- Kids have been enjoying the space already and are beginning to take some ownership and pride in it.



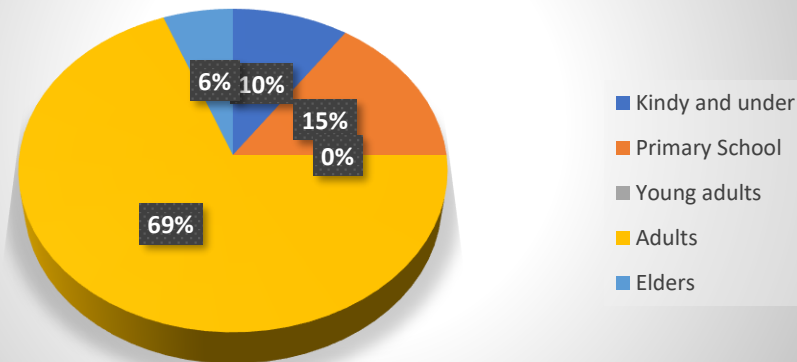
Total **\$61,716.50**

IKC Expenditure

| Order number | Supplier | Detail | Cost |
|--|--------------|---|-----------------|
| 35584/1 | Office Works | Cleaning and sanitising supplies and copy paper | \$154.72 |
| Total expenditure for the month | | | \$154.72 |

- Two adult non-fiction loans for the month

August Attendance Based on Age Range



| | |
|-------------------|----------------|
| Reporting Period | August 2020 |
| Department | HACC |
| Reporting Officer | Stephanie Dick |

1. Tasks completed for the month.

- July HCP Medicare claim submitted on the 4/09/2020
- Assistance with stolen wages claims for clients.
- Organising First aid and CPR-Renewals and refreshers for Council employees- number needs to be confirmed to me by COB 11/09/2020 Emails sent to Managers
- Staffing Performance appraisals completed 2/4
- Updates on client from Occupational Therapist- Client due back to community 27/08/2020- updates on documentation in progress. Extra support services may need at home.

2. Spent for the month, this can be captured through your Requisition book 7/08/2020 – Contractor garden maintenance - \$ 1320.00

07/08/2020- Clients Meal Supply - \$1151.41

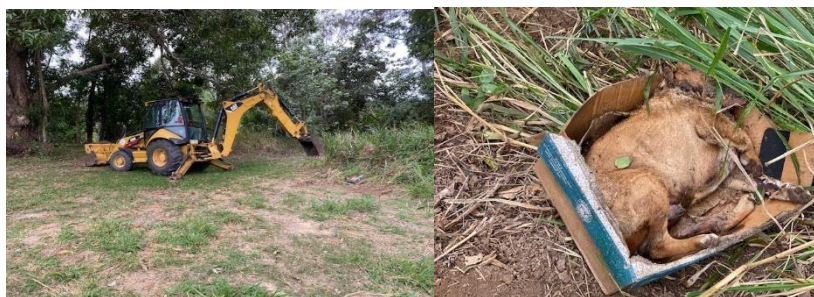
18/08/2020- Clients Meal Supply - \$921.26

3. Some of you May have templates that you use, please disregard and provide dot points and couple of pics'

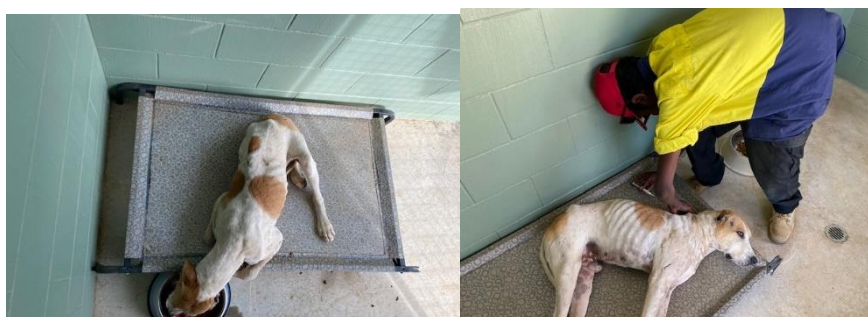
Nil

| | |
|--------------------------|---------------------------------|
| Reporting Period | August 2020 |
| Department | Animal/Environmental Management |
| Reporting Officer | Helen Bigmore/Patrick Nandy JNR |

- We have had complaint on a stink smell was coming from a grass area over Southside on investigation we found a dead dog that was dumped there rotting away, got the Backhoe to dig a hole so we can get rid of the dog and the smell, RSPCA will be very concerned on some of the animal cruelty that is witnessed in the Community.



- Rat stations were placed around the Kindy area, resulting in a few dead vermins which was disposed of appropriately, continuing with setting up stations in other Council infrastructure.
- Received a few complaints in regards to a sick mistreated dog which ended up being constipated due to not being fed properly



- More involvement with the ESO in Water management, how to take samples and capture data on chlorine dosing and turbidity to meet requirements of the public health Act.



RECOMMENDATION:

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

Victor Mills

Director Works and Building Services

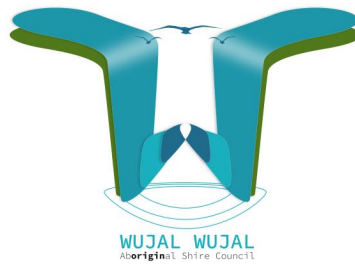
07 September 2020

7. CLOSED SESSION

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Thursday 17 SEPTEMBER 2020

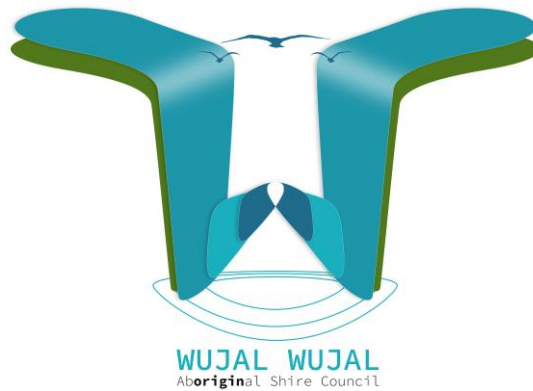


7. Closed Session

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

The next meeting is to be held on 17 September 2020.

10. MEETING CLOSE



Meeting Notice

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

On

15 October 2020

Commencing at 9am