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# AGENDA

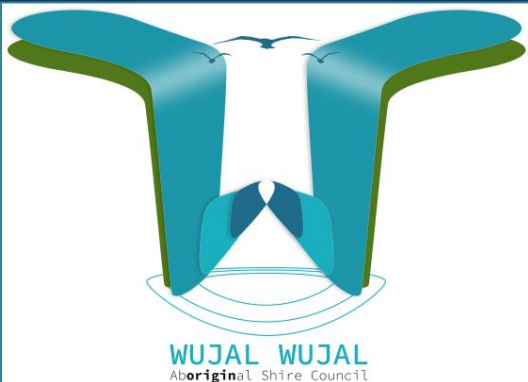
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Ordinary Council Meeting

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18 August 2020

COMMENCING AT 9.00AM



**Wujal Wujal Aboriginal Shire Council**



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

**Thursday 20 August 2020**

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## 1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

## 2. ATTENDANCE/APOLOGIES

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

## 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 16 July 2020

As circulated.

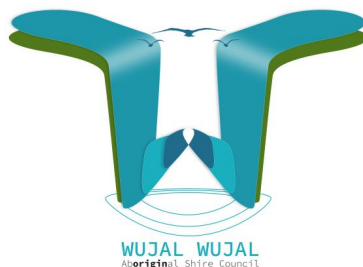
### 5.2 Business Arising from Previous Minutes

Report given at the meeting.

# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 20 August 2020**



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

- 6.1.1** LDMG and DDMG Report
- 6.1.2** Torres Cape Indigenous Council Alliance Inc. (TCICA) – Weipa
- 6.1.3** The Hon. Cynthia Lui MP – Member for Cook
- 6.1.4** Virtual Indigenous Leaders Forum
- 6.1.5** Education meeting
- 6.1.6** Teleconference held with Ministerial and Government Champions
- 6.1.7** WWASC Council Budget Meeting
- 6.1.8** FNQROC State Mayoral Delegation and Board Meeting
- 6.1.9** Red Earth
- 6.1.10** Teleconference with DG Warwick Agnew Minister for Queensland
- 6.1.11** Correspondence - LETTER from The Hon. Ken Wyatt AM MP Minister for Indigenous Australians

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## 6.1 Mayor's Update

- 6.1.1 **LDMG and DDMG Report** – Latest border restrictions for Queensland. Mayor to give verbal report.
- 6.1.2 **Torres Cape Indigenous Council Alliance Inc. (TCICA) - Weipa** Verbal report given at last Council meeting and meeting papers for that meeting are presented. Also teleconference held on Housing (**see pgs 7 - 12**).
- 6.1.3 **The Hon. Cynthia Lui MP – Member for Cook** - visited the community. on 21 July 2020 to tour Wujal Wujal discuss current projects underway in the community.
- 6.1.4 **Virtual Indigenous Leaders Forum** held Friday 31 July 2020. Mayor to give a verbal update.
- 6.1.5 **Education meeting** held with FNQ Acting Regional Director for the Department of Education Stephen Bell and Good to Great Schools visited on 21 July 2020 to discuss education programs and outcomes for the Wujal Wujal community.
- 6.1.6 **Teleconference held with Ministerial and Government Champions**  
The Hon. Leeanne Enoch and DG Jamie Merrick. Mayor to give a verbal report on discussions held.
- 6.1.7 **WWASC Council Budget Meeting** took place on 30 July 2020. The new Operational Plan was presented to Council and the Budget adopted.
- 6.1.8 **FNQROC State Mayoral Delegation and Board Meeting** held in Brisbane 10 – 13 August 2020. Mayor to give verbal report.
- 6.1.9 **Red Earth** update on teleconference held in July.
- 6.1.10 **Teleconference** with DG Warwick Agnew Minister for Queensland. Mayor to give a verbal report on this.
- 6.1.11 **Correspondence**
  - 6.1.11.1 **LETTER from The Hon. Ken Wyatt AM MP Minister for Indigenous Australians to The Hon. Craig Crawford MP Minister for Aboriginal and Torres Strait Islander Partnerships** – commending the work undertaken towards support for Indigenous Communities during the COVID-19 Pandemic (**see pg 13**).

### **RECOMMENDATION:**

That Council receives and adopts the Mayor's report for the month of August 2020.

**Mayor**  
Bradley Creek  
7 August 2020

## 6.1.2 Torres Cape Indigenous Council Alliance Inc. (TCICA) meeting papers and teleconference with Minister Mick de Brenni discussion notes Remote Indigenous Housing

### DISCUSSION NOTES

Meeting: TCICA video / tele conference with Minister Mick de Brenni  
Time and Date: 1.30pm Tuesday 28 July 2020  
Topic: Remote Indigenous Housing

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#### *\$105 million Commonwealth funding for housing*

- First \$5 million transferred to the Queensland Government.
- Remaining \$100 million will come after the Commonwealth Budget is handed down in October.
- Will take some time before the \$100 million is then passed to the State, eg will not be with the Queensland Government before the election on 31 October 2020.
- The flow of funds to Councils will be contingent upon the signing off of local housing plans.
- Minister cannot guarantee that funding for housing will be retained following the election if Labor is not re-elected.

#### *Local Housing Plans & planning for workshop in Cairns in August*

- A workshop is planned to coincide with Community Cabinet in Cairns (August 24-26), to discuss where planning for new housing is at, the development of local housing plans, and next steps going forward.
- The local housing plans are needed to help provide clarity about how Councils will deliver new housing in their communities.
- Local housing plans do not need to be completed by the August workshop, however councils are urged to work on them now to ensure construction of new housing can get underway as soon as funding flows.
- It was noted that some communities have not been contacted as yet by DHPW to discuss the development of local housing plans.

**ACTION:** Contact Mick de Brenni's office on 07 3719 7270 or [hpwdts@ministerial.qld.gov.au](mailto:hpwdts@ministerial.qld.gov.au) if you need more information about the local housing plan for your community.

Alternatively, contact Emma Ogilvie, Executive Director of the Aboriginal and Torres Strait Islander Housing Unit (Emma was present during today's meeting) via [emma.ogilvie@hpw.qld.gov.au](mailto:emma.ogilvie@hpw.qld.gov.au).

#### *Commitment to establishing Aboriginal and Torres Strait Islander housing body.*

- COVID-19 has challenged the tender process for the establishment of a housing body, however DHPW expects to go to a select tender next week.
- Decision on an auspicing body to be made in September, with arrangements in place by the end of 2020.
- DHPW will provide an update on the establishment of an Aboriginal and Torres Strait Islander housing body at the workshop in August.

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*General matters*

- Turnover of staff in DHPW is becoming an issue – no continuity in planning and lack of action on the ground.
- Minister acknowledged the issue and committed to more regular discussions with Mayors to help ensure commitments are being delivered and are supported on the ground.
- Minister also committed to better engagement through the Ministerial Champions program to ensure Champions are aware of housing matters and can take carriage of issues for their communities.
- Minister noted the need for funding to support new subdivisions in communities and committed to follow this up with the Minister for Local Government Stirling Hinchliffe.





## **TCICA Meeting Communique**

The Torres Cape Indigenous Council Alliance (TCICA) Inc held its fourth meeting for 2020 on Monday 13 and Tuesday 14 July.

More than 30 mayors, councillors and chief executives from across the Torres Strait and Cape York region met in Weipa to discuss key priorities and initiatives to deliver better social, cultural, economic and environmental outcomes for all communities in the region. It was the first time newly elected mayors and re-elected mayors from TCICA's member councils had come together face-to-face since COVID-19 struck.

TCICA was privileged to hold the meeting at the Western Cape Communities Trust's new Achimbun Administration Centre. Leaders agreed that holding meetings in the TCICA region is extremely valuable and helps develop an understanding of the issues faced by TCICA member councils. The opportunity to engage and strengthen relationships with major regional stakeholders is also of huge benefit.

### **Cape York Roads**

Senior representatives of the Department of Transport and Main Roads travelled to Weipa to meet with TCICA and provide an overview of investments in transport infrastructure in Cape York under Stages 1 and 2 of the Commonwealth-State funded Cape York Regional Package (CYRP).

Leaders heard about a Cape York Social and Economic Study to be commissioned to measure long term outcomes from the first \$276 million stage of the CYRP that support employment and jobs growth, community liveability and general wellbeing.

The second stage of the CYRP is a \$237.5 million program of works. \$190 million has been committed to 11 projects on the PDR covering 54.5 kilometres and the remaining \$47.5 million is allocated to priority projects on access roads to Aurukun, Pormpuraaw, Northern Peninsula Area, and Lockhart River. The first of the PDR projects will soon commence.

Leaders strongly expressed to the Department the need for these projects to continue to deliver local employment outcomes. The Department must ensure every opportunity is given to local businesses to participate in the multi-million dollar construction program.

The Department briefed TCICA on opportunities for capacity building and training for council staff now available under the Statewide Capability Development Fund (SCDF). The \$600,000 SCDF will help local governments improve their road stewardship capability and capacity through activities like training, development of technical documents and processes, and forums.

### **Rio Tinto**

Rio Tinto Group's most senior leader, chief executive Jean-Sebastien (JS) Jacques and Rio Tinto Weipa's general manager Brad Welsh presented to TCICA on Rio Tinto's activities in Weipa and the Western Cape region.

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Mayors were briefed on proposals by Rio Tinto to support education, training and skills development for local people; opportunities for a Cape York regional fly-in fly-out workforce to help retain core skills in remote communities; a study to investigate the development of campsites across the region; and a project aimed at assessing the economic resilience of local communities.

Rio Tinto offered to support economic research and market analysis for TCICA members which will lead to the completion of an economic profile and baseline for communities that includes the size, location and number of businesses, industry, COVID-19 impact, employment type and interconnected markets and industries.

Rio Tinto expressed their desire to develop a strong partnership with TCICA for the benefit of the whole region. Mayors acknowledged the role Rio Tinto plays in Weipa and the Western Cape and in supporting the economy of the entire region, and reinforced their support for Weipa transitioning to a normal local government.

TCICA was hosted that evening by Rio Tinto to further build relationships between regional community leaders and Rio Tinto's leadership.

### **COVID-19**

Leaders discussed the current COVID-19 situation including the banning of travellers from Victoria and the hotspots now being declared in New South Wales and agreed that keeping vulnerable and elderly people safe and well is vital.

Mayors accept that any changes to border restrictions will be at the direction of Queensland's Chief Health Officer however Local Disaster Management Groups can make their own determinations about restricting certain people from entering communities. Some LDGMs have already made decisions about restricting tourists and campers from entering their communities.

Clear and consistent messaging within communities and to external groups like tourists is a priority. The District Disaster Management Group and organisations like Tourism Tropical North Queensland will need to play a key role in managing external messaging, with councils also to support messaging around COVID safe practices to their communities.

### **Food security and food pricing**

TCICA heard from Community Enterprises Queensland (CEQ) about their commitment to keep food pricing as low as possible in the Torres Strait and Cape York communities serviced by them under the banners of IBIS and ABIS. Leaders noted that TCICA's Chair Mayor Vonda Malone is also Chair of CEQ, with former Pormpuraaw Mayor Ralph Kendall remaining in the Deputy Chair position. CEQ's new General Manager for Stakeholder Relations is former Torres Strait Island Regional Council Mayor Fred Gela.

CEQ outlined employment profiles in their stores and the significant number of Aboriginal and Torres Strait Islander people employed. CEQ reported that 72 percent of their entire staff of 373 are Indigenous. Mayors also heard about CEQ's investments in new stores across the region.

CEQ briefed TCICA on their submission to the Commonwealth's inquiry into food security and food pricing in remote Indigenous communities. Mayors discussed the need to ensure good quality food including fresh fruit and vegetables is available to all communities at affordable prices and noted that the high cost of freight into the region is a key reason why food becomes unaffordable.

### **TCICA State Election Priorities**

Members considered key issues impacting the Cape, Torres and Gulf region and agreed to a number of advocacy priorities for the State Election in October.

Priorities discussed and agreed to include:

Remote Indigenous Housing – the State Government needs to work with communities to deliver on its commitment to Local Housing Plans to address land tenure issues, identify land availability and progress planning for new subdivisions, and ensure there is a plan for funding trunk infrastructure to support new housing developments both now and into the future.

Health – the current model of health service delivery in the Cape, Torres and Gulf region needs to be addressed to improve health outcomes for local people. The State Government needs to move away from the fly in fly out model of service delivery and ensure the funding committed to health is actually reaching the people who need it most. A forum on Aboriginal and Torres Strait Islander health in our region is needed to bring key stakeholders together to discuss the model of health service delivery and get commitments from Government and service deliverers to improving outcomes on the ground.

State Government Procurement – local businesses must be given every opportunity to participate in government-funded procurement opportunities. Government procurement needs to properly and fairly assess the capability of local suppliers to participate in any procurement process. The Indigenous Procurement Policy is not delivering the outcomes it should and needs to be reviewed. Indigenous Employment Opportunities Plans also need to be factored into tender evaluation processes rather than coming after a tender has been awarded.

Local Business Support Services – business and economic development support services need to be embedded in communities to provide more intensive support to local businesses, such as helping them to understanding tax obligations and compliance and regulatory requirements. Evidence shows that where these services are available and accessible on the ground, local people are able to establish sustainable and profitable local businesses. We cannot afford to miss out on opportunities to leverage major investments like road infrastructure and housing because local business people cannot get help when and where they need it.

Transition of Weipa to a Normal Local Government – Weipa is integral to the entire Cape, Torres and Gulf region and is a key economic driver for the whole of Far North Queensland, the State and the Australian economy. The Queensland Government must commit to a transition plan for Weipa to become a normal local government so that the Weipa community is no longer disadvantaged by its ineligibility for government-funded infrastructure programs and its reliance on Rio Tinto to provide infrastructure for a town that benefits many other industries.

Queensland Indigenous Waste Strategy – TCICA welcomes the QIWS as a pathway to sustainable waste management solutions and as a guide for the development of regional waste management plans. The Queensland Government will need to provide financial support for the implementation of the QIWS and the regional waste management plans to ensure Aboriginal and Torres Strait Islander councils can address the waste and recycling issues they face.

Clean Energy Transition – The Cape, Torres and Gulf region's reliance on diesel-generated power needs to be addressed if we are to achieve regional resilience. While some councils are benefiting from solar installations and unique hybrid systems to help drive down energy costs, a whole-of-region strategy is needed to identify long term solutions to addressing energy security and affordability, and environmental sustainability.

Local Fare Scheme – the continuation of the Local Fare Scheme is vital if communities are to remain connected to health, education and training services, and maintain cultural and social connections. Funding certainty beyond June 2021 is needed so that local people can better plan their travel and capture the most benefit from the scheme.

TCICA will also support the call by Far North Queensland Regional Organisation of Councils for a kidney transplant unit to be established in Cairns.

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### **'Belcarra' Legislation**

Leaders discussed the raft of changes to local government legislation, known as the 'Belcarra' reforms, and the challenges of small councils in closely connect communities operating within this new legislative environment.

Mayors talked about the need for the Queensland Government to properly recognise cultural and traditional practices in Indigenous communities and that the reforms may infringe these. Mayors agreed to put a motion to the upcoming LGAQ Annual Conference calling for a review of the Belcarra legislation to determine if there are inconsistencies with Queensland's *Human Rights Act 2019* and with the cultural rights afforded to Aboriginal and Torres Strait Islander peoples.

### **Western Cape Communities Trust**

TCICA received a presentation from the chair of the Western Cape Communities Trust Marie Pitt, chair of the Western Cape Coordinating Committee Florence Chagger, and Western Cape Communities Trust executive officer Stefan le Roux on the history of the Western Cape Communities Coexistence Agreement (WCCCA) and the work of the Trust. Next year will mark 20 years since the agreement was made.

The Trust has benefited Western Cape communities through investments in community infrastructure and supported many families and individuals since being established. As well as managing significant investments, the Trust is also focussed on ensuring Rio Tinto meets its Indigenous employment obligations under the WCCCA.

### **Remote Indigenous Housing**

Mayors discussed the methodology applied to determine the distribution of Commonwealth funding for remote Indigenous housing and agreed that more robust data is required to give decision-makers a far more accurate picture of housing need in communities.

It was noted that detailed data was not available to Mayors during the February 200 workshop and that going forward, the focus would be on developing a better methodology which includes a range of other social determinates to assess need.

The costs of negotiating land tenure, developing new subdivisions and the necessary truck infrastructure also needs to be factored in. As noted earlier, TCICA has agreed to advocate on this in the lead up to the State Election in October.

### **Next Meeting**

TCICA's next face to face meeting is currently scheduled for 9 and 10 September. TCICA's Annual General Meeting is to be held on 9 September.

**6.1.11.1 LETTER from The Hon. Ken Wyatt AM MP Minister for Indigenous Australians**



**The Hon Ken Wyatt AM MP**  
**Minister for Indigenous Australians**  
**Member for Hasluck**

Reference: MS20-000454

The Hon Craig Crawford MP  
Minister for Aboriginal and Torres Strait Islander Partnerships;  
Fire and Emergency Services  
PO Box 15185  
BRISBANE QLD 4002

*Craig*  
Dear Minister

I write to you following the comprehensive work undertaken between the Queensland (QLD) Government and the National Indigenous Australians Agency (NIAA) on Commonwealth support for self-isolation facilities during the COVID-19 pandemic.


Self-isolation facilities have underpinned the success of the Remote Travel Restrictions (RTRs), which have worked to ensure no Indigenous people in remote communities have contracted COVID-19. I am pleased to confirm the Commonwealth Government will reimburse some of the costs associated with self-isolation facilities.

This support is limited to accommodation, food and secure transport to and from self-isolation facilities while the RTRs were in place and is based on the costs the QLD Government provided the NIAA. The Commonwealth will reimburse 50 per cent of these costs for the period the RTRs were in place in QLD (26 March – 12 June 2020).

The next step in this process is for Commonwealth and QLD government officials to work together to finalise the costings to reflect actual usage and costs incurred. Officials from the NIAA will be in touch with their QLD Government counterparts to progress this work shortly.

Thank you for your contribution to this work thus far. I look forward to continuing to work with you to ensure Indigenous Queenslanders remain safe, healthy and thriving.

Yours sincerely

  
The Hon KEN WYATT AM MP  
Minister for Indigenous Australians

*23 / 7* / 2020

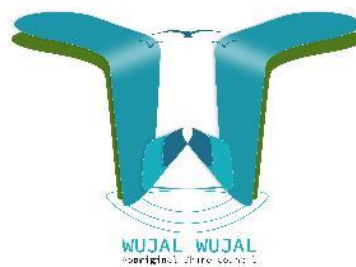


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# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

### **Thursday 20 August 2020**



## **6.2 Chief Executive Officer's Report**

### **6.2.1 COVID-19 Status Report**

### **6.2.2 Adoption of 2018/19 Annual Report**

### **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 <b>Further;</b> WWASC supports commencement of negotiations with relevant Native Title bodies for an ILUA for the future use of the area of road closed.	Completed  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 to 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 accessible. CEO to investigate	In progress	Talking to TMR

	and follow up and advise at next council meeting.		
<b>Council Meeting held 20 February 2020</b>			
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	
<b>Council Meeting held 19 March 2020</b>			
	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.
<b>Council Meeting held 23 April 2020</b>			
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.  <b>Further,</b>  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
<b>Council Meeting held 21 May 2020</b>			
General Business	Stolen Wages should get lawyer here for community talk. Explanation of wait needs to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO	Ongoing	15/05 spoke to information line. They are intending to carry out community engagement when restrictions ease. They will get back



	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.		to Council re our video suggestion
<b>Council Meeting held 30 June 2020</b>			
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.		
<b>Council Meeting held 16 July 2020</b>			
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 Holiday  Friday 24 Sept 2021      Wujal Wujal Rodeo Day      Special Holiday	CEO to notify Office of Industrial Relations	

	Friday 29 October 2021 Wujal Wujal Foundation Day Special Holiday		
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	
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	
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	
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	
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	
General Business	Councillors raised concerns about Shanty's on the beach	CEO to raise this with Cook Shire Council	

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### 6.2.1 COVID-19 – July - August -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 Federal Government Biosecurity Act Determination was in effect until 12 June 2020. At this time the Determination was revoked and replaced by Queensland Chief Health Officer (CHO) Direction. This coincided with the start of Stage 2 on the easing of restrictions under the Remote and Discrete Communities Roadmap to Easing Restrictions.

The Stage 3 easing of restrictions was due to come into place on 10 July 2020, however on Wednesday 1 July we received advice that the Stage 3 could be bought forward to midday on Friday 3 July if the LDMG in each community were agreeable.

Given the short notice the LDMG were consulted by email if there were any concerns with the earlier move to Stage 3. No concerns were raised and this was communicated to the District Disaster Coordinator. Wujal Wujal moved to Stage 3 restrictions at 12.00 on Friday 3 July 2020.

Stage 3 means that Wujal Wujal is now subject to the same Health Directions as the rest of Queensland. Residents can travel freely subject to obtaining the relevant border pass for interstate travel.

On Saturday 8 August the Queensland/NSW border was again put into a hard shutdown due to the escalating rate of covid-19 community infections in Victoria and NSW and the number of people providing false information on their border pass applications. The Wujal Wujal LDMG continue to monitor the situation and will act in accordance with any new Chief Health Officer Directions.

Obviously it is important for community to continue to follow all directives and maintain social distancing and hygiene protocols whilst outside of community and especially when they return home from larger communities such as Cairns..

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

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### 6.2.2 Adoption of 2018/19 Annual Report

In accordance with section 182 of the *Local Government Regulation 2012*, a local

government must prepare an annual report for each financial year and the report must be adopted within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government. The annual report must be published on the website within 2 weeks of adopting the annual report. Council's Annual Report for the 2018/19 financial year provides a transparent report on a range of items specified in the Act and Regulation, Councils audited Financial Statements and progress against the 2017/22 Corporate Plan.

The timeliness of the preparation and subsequent audit of the 2018/19 Annual Financial Statements together with no executive staff from the period of the report being available for reference has resulted in the annual report not being available to adopt until this point in time.

The 2019/20 Annual Report will be presented to Council in accordance with the statutory timeframe

**RECOMMENDATION:**

That Council adopt the Annual Report for the 2018/19 financial year.

### 6.2.3 WWASC Social Media Report

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

**RECOMMENDATION:**

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

Chief Executive Officer

**Stephen Wilton**

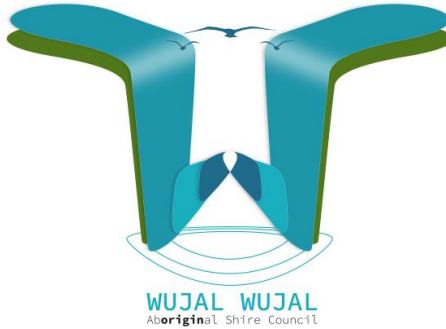
6 August 2020

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# **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

**Thursday 20 August 2020**



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

- 6.3.1** Cashflow/ Bank balance as on 3 August 2020
- 6.3.2** Operating Result as at 31 July 2020
- 6.3.3** Uniform/work shirts- Staff & Councillors
- 6.3.4** Finance Manager Report
- 6.3.5** Account Payable Officer Report
- 6.3.6** Account Receivable Officer Report
- 6.3.7** Payroll Officer Report
- 6.3.8** Information Management Officer Report

## 6.3 Director Finance and Corporate Services Report

### Action items arising from previous minutes

Date:	Action	Status	Comment
<b>Council Meeting held 30 June 2020</b>			
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 MacDonnells 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. May be Wendy can help out 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
<b>Council Meeting held 30 June 2020</b>			
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 wont be involved in this process.

#### **6.3.1. Cashflow/ Bank balance as on 3 August 2020**

- Council's bank balance was \$883,135 (without including the quarantined \$705,882 funding received for housing upgrades)
- Council's creditor commitments are \$804,497.43 along with weekly Payroll \$80k approx., in total \$884,497.43
- Invoices to QBuild (Southside driveway variation 50%) for \$209,833.31 were raised, payment awaiting
- Invoices to TMR for \$933k approx. (Recycle Centre) will be raised in the week
- Unless QBuild pay in the next few days, Council doesn't have available funds to meet its commitments
- Cashflow/bank balance issues were raised previously with Chief Executive Officer, Director Works & Building Services and Project Manager

#### **6.3.2. Operating Result as at 31 July 2020**

- As at 31 July 2020 a deficiency of \$ 391, 940.73 was reported
- Details of bigger deposits & payments as detailed in Finance Manager & Accounts Payable Officer reports

**Attachment 1** Revenue & Expenditure Report as at 31 July 2020 (**Practical extract see pgs 29-33**)

#### **6.3.3. Uniform/work shirts- Staff & Councillors**

- Renelle contacted Bundarra- need to have an artwork commissioned for Wujal Wujal Aboriginal Shire Council so it can be used to make work shirts
- On Bundarra's advice, contacted Luke Mallie (Kuku Yalanji descent) and Holly Sanders (Bundjalung women & designer of Council NAIDOC shirts)
- Luke Mallie will design an artwork for Council at \$5,000
- Holly Sanders will design 3 artwork samples exclusively for Council at \$350
- Based on Council/ CEO thoughts, proceed further

#### **6.3.4. Finance Manager Report**

Reporting Period	July 2020
Reporting Officer	Lynette Simbil

- Cash Flow Report is up to date to 31 July 2020. Bank Balance as at 31 July 2020 is \$1,682,154.28 with large deposits received during the month as follows:

<b>Deposit Made By</b>	<b>Reason for Deposit</b>	<b>Amount</b>
Department of Communities, Disability Services & Seniors	FNQ-NQ Monsoon Trough R2	\$135,000.00
Department of Prime Minister & Cabinet	Indigenous Broadcasting Programme – Activity 4-EJEz	\$66,430.00
DATSIP	Community Safety Plan	\$50,000.00
Department of Health	ATSI funding	\$47,287.90
Department of Health	COVID 19 Emergency Support – Commonwealth Home Support Programme (CHSP)	\$18,612.94
Department of Health	Commonwealth Home Support Programme (CHSP)	\$62,451.20

- Credit Card Reconciliation is completed and up to date as at 31 July 2020
- Acquittal Reporting

The following acquittals were done during the month of July 2020:

- Aged Care Regional Rural & Remote Infrastructure Grant Financial Declaration
- Funding Opportunities
  - Skilling Queenslanders for Work Grant Application which I applied for on 30 April 2020 was successful whereby WWASC was awarded \$29,600 towards Finance & Administration Work Skills Traineeship for Kanisha Nandy to undertake a BSB10115 Certificate in Business for one year. We are looking at Kanisha beginning the traineeship in October 2020
- Other matters
  - Review and update of charge out rates for QBUILD invoicing effective 31 July 2020
  - Review of fees and charges rates including review and completion of individual budgets with departmental heads for the 2020-21 budget
  - Implementation of processes to account for fuel for council vehicles through stores module in Practical. This was not done in the past. Staff trained to do this on a monthly basis as of 1 July 2020 onwards which will enable tracking the true cost of fuel to each department and provide accurate figures for budgeting purposes



### 6.3.5. Account Payable Officer Report

Reporting Period	July 2020
Reporting Officer	Vivien Donahue

#### Open Purchase Orders

- As at 31 July 2020, open purchase orders to the value of \$1,761,391.39 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
02/07/2020	\$198,858.84	FNQ Pipelines- \$70,000 Recycle Centre Upgrade, Lowes Petroleum- \$12,144.36, Nambal Resources- \$27,632.53 China Camp Road and QLD Audit Office- \$54,567.30
07/07/2020	\$193,674.71	FNQ Pipelines Recycle Centre- \$184,992.96 & Southside Works \$8,681.75
09/07/2020	\$171,743.36	AD Fraser- \$102,615.70 (\$5,687 for Library, \$96,928.70 Kindy House), GCAC Enterprises- \$12,120.3 (Waste Collection for June 2020), DNT Plumbing- \$18,348.51 (\$5,522 Depot Toilet, \$7,343.33 29 Hartwig St, \$5,483.18 Kindy House).
10/07/2020	\$184,992.99	FNQ Pipelines for Recycle Centre Upgrade
14/07/2020	\$181,451.72	AD Fraser Builders- \$56,105.50 Kindy Upgrade, LGM Assets- \$122,888.27 for insurance
16/07/2020	\$134,511.80	Cameron's Carpet Court- \$10,112.40 Kindy House, DLGRMA- \$24,844.01 Refund for ILGSP, Emperor Electrical- \$10,065 Kindy House & Up North Building- \$19,140 Contractors Quarters.
20/07/2020	\$195,373.01	AD Fraser- \$165,000 Kindy Upgrade, LGM Assets - \$30,373.01 Insurance for Motor Vehicles
21/07/2020	\$108,685.09	DLGRMA- W4Q 2017-19 Repayment for under spent project.
23/07/2020	\$95,662.07	Briody Plumbing- \$48,114.09 Sewer repair and maintenance, Capital Roofing - \$20,650 Contractors Quarters
24/07/2020	\$168,352.80	AD Fraser- \$165,000 Kindy Upgrade
30/07/2020	\$154,505.71	FNQ Pipelines- \$52,571.75 Southside upgrade, George Marshall- \$28,050 (\$22,550 for Design of Plug-Ins Project, \$5,500 for Eco Lodge). Torres Cape Indigenous Council - \$11,000 TCICA Membership 2020-21 for CEO & Mayor.

### 6.3.6. Account Receivable Officer Report

Reporting Period	July 2020
Reporting Officer	Melita Baird

### INVOICING

20 Invoices were raised totalling \$299,133.60 for the period of 1 July to 31 July 2020

- 18 Work Orders for Responsive Maintenance totalling \$10,528.99
- 2 Purchase Order for Planned Maintenance totalling \$288,585.01

QBUILD Invoicing Comparison

MONTH	2020	2019	VARIANCE
June	\$42,969.24	\$276,322.75	(\$233,353.51)
July	\$299,133.60	\$103,700.22	\$195,433.38

### 6.3.7. Payroll Officer Report

Reporting Period	July 2020
Reporting Officer	Renelle Shipton

Total number of employees as at 30 July 2020	64
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### Staff movement for the month

Appointments	1
Resignations/terminations	2

### Summary of Payrun for the month:

Pay period ending	Total gross payment
07/07/2020	\$81,929.01
14/07/2020	\$81,821.08
21/07/2020	\$85,758.86
28/07/2020	\$79,342.11

### 6.3.8. Information Management Officer Report

Reporting Period	July 2020
Reporting Officer	Wendy Rowlands

I completed another unit in our Leadership and management course in July – Implement Continuous Improvement. We are having plenty of problems with our connectivity with this course and are finding the network drops out frequently. I'm guessing that our inability to upgrade to 20MG because of the Telstra grid is causing these problems.

I have also completed a Records Management Disaster Management - Recovery Action Plan to be approved by the CEO. Once approved this document will sit with our existing overall Disaster Management Plan. I have attached the plan for Council to have a look at- **Attachment 2.**

The new computer for IKC arrived and was funded by State Libraries Queensland for public access. I set the computer up with Fourier, but it is not configured to our network. I have contacted Telstra however I am still waiting on options for monthly plans and data costs from Telstra.

The remainder of the month was spent split evenly between maintaining and retrieval of Records and troubleshooting hardware/software of Council's systems - IT Management.

#### **RECOMMENDATION:**

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

### **Director Finance & Corporate Services**

Harish Nair

4 August 2020

**Attachment: 1- Revenue & Expenditure Report as at 31 July 2020 (Practical Extract)**

General Ledger"2020.3.24.1

(Accounts: 0001-0001-0000 to 5885-7000-0000. All report groups. 9% of year elapsed)

WUJAL WUJAL ABORIGINAL COUNCIL" (Budget for full year)

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		REVENUE	EXPENDITURE	SURPLUS/ (DEFICIENCY)
1110-1000	Sundry Income	9.09		
1130-1000	Power Cards Revenue	20		
1130-2000	Power Card Expenses		4,284.09	
1150-2000	Admin Operating Expenses		49,994.49	
1185-2000	Maintenance Costs-Eqpt		380	
1205-2000	Internal Audit		1,480.00	
1220-2000	Legal, Town Planning & Consultancy		250	
1230-2000	Insurances		113,969.56	
1250-2000	IT Management-Wages		270.11	
1250-2001	IT Management-non wages		16,555.63	
1280-2000	Admin Overhead Recoveries		-21,070.81	
1400-2000	Cultural Engagement Unit Expenditure		10,536.04	
		-----	-----	-----
1100-0003	General Administration	29.09	176,649.11	-176,620.02
		-----	-----	-----
2000-0003	Finance	0	0	0
2385-2000	Centre Link Agency Costs		2,809.82	
2390-2000	Bank Agency-PO Costs		2,689.82	
		-----	-----	-----
2380-0003	Community Agencies	0	5,499.64	-5,499.64
2400-0003	Employee Costs and Recoveries			
2400-2000	Superannuation Expense		24,466.36	
2410-2000	Annual Leave Expense		27,727.08	
2415-2000	Sick Leave Expense		8,945.21	
2420-2000	Public Holidays		7,594.88	
2425-2000	Long Service Leave Expense		3,394.82	
2450-2000	Recoveries-Superannuation		-16,402.03	
2455-2000	Recoveries-Annual Leave		-16,338.79	
2460-2000	Recoveries-Sick Leave		-5,561.65	
2465-2000	Recoveries-Public Holidays		-5,561.65	
2470-2000	Recoveries-Long Service Leave		-1,815.63	
2475-2000	Recoveries-FP&LT		-2,136.57	
2480-2000	Recoveries-Workcover		-1,562.79	
2485-2000	Recoveries-WH&S		-2,125.97	
2490-2000	Recoveries-Training		-2,125.97	
		-----	-----	-----

2400-0003	Employee Costs and Recoveries	0	18,497.30	-18,497.30
		-----	-----	-----
1000-0002	CORPORATE SERVICES	29.09	200,646.05	-200,616.96
3000-0002	CORPORATE GOVERNANCE			
3000-0003	Executive			
3100-2000	Governance Expenses		21,683.78	
3200-2000	Councillors Remuneration		20,656.11	
3210-2000	Councillors Conference/Wshop Exps		57.15	
3220-1000	Governance Sundry Income	0		
3220-2000	Other Operating Expenses		1,445.55	
		-----	-----	-----
3000-0003	Executive	0	43,842.59	-43,842.59
		-----	-----	-----
3000-0002	CORPORATE GOVERNANCE	0	43,842.59	-43,842.59
4000-0002	TECHNICAL SERVICES			
4011-2000	NDRRA-REPA 3 Expenses		2,700.00	
4025-2000	Counter Disaster Exp-Wages		2,572.19	
4025-2001	Counter Disaster Exps-Non-Wages		335.62	
4045-1000	Works External Plant Hire Revenue	136.35		
4055-2000	Works Administration Costs		32,060.72	
4060-2000	Works Overhead Recoveries		-7,555.82	
	Works Training/Tickets/Licence			
4090-2000	Renew		38.4	
4095-1000	Wujal Falls Boardwalk Funding	0		
		-----	-----	-----
4000-0003	Technical Services Office	136.35	30,151.11	-30,014.76
4100-0003	Street Maintenance			
4125-2000	Works Street Maintenance Costs		1,260.00	
		-----	-----	-----
4100-0003	Street Maintenance	0	1,260.00	-1,260.00
4200-0003	Parks and Gardens			
4225-2000	P&G Maintenance Costs		28,384.75	
		-----	-----	-----
4200-0003	Parks and Gardens	0	28,384.75	-28,384.75
4425-1002	DATSIP Funded Works	-5,000.00		
4425-2000	Works Private Works Costs		1,008.00	
		-----	-----	-----
4400-0003	Recoverable Works	-5,000.00	1,008.00	-6,008.00
4500-0003	Service Station			
4505-1000	Service Station- Fuel Sales	532.41		
4505-1001	Service Station Gas Sales	482.73		
4510-2000	Service Station Operating Expenses		115.55	
4510-2100	Service Station - Wages		2,591.81	
		-----	-----	-----
4500-0003	Service Station	1,015.14	2,707.36	-1,692.22
4520-0003	Workshop			

4520-2000	Workshop Operating Expenses		7,038.14	
		-----	-----	-----
4520-0003	Workshop	0	7,038.14	-7,038.14
4550-0003	Plant Operations			
4555-2000	Plant Repairs & Maintenance		34,346.86	
4570-2000	Plant Recoveries		-18,841.93	
4585-2000	Plant Hire Recoveries		-13,266.10	
		-----	-----	-----
4550-0003	Plant Operations	0	2,238.83	-2,238.83
4650-2000	Water Supply Operating Expenses		17,063.97	
		-----	-----	-----
4600-0003	Water Supply	0	17,063.97	-17,063.97
4700-0003	Sewerage Services			
4750-2000	Sewerage Operating Expenses		11,421.35	
4760-2000	Sewerage Maintenance Costs		156.12	
		-----	-----	-----
4700-0003	Sewerage Services	0	11,577.47	-11,577.47
4820-2000	Rubbish Collection Bins		11,018.50	
4840-2000	Operating Expenses -Env & Waste		501.51	
		-----	-----	-----
4800-0003	Environment and Waste	0	11,520.01	-11,520.01
4870-2000	ATSI - Salaries & Wages		3,275.41	
4870-2280	ATSI - Other project costs		5,201.92	
		-----	-----	-----
4850-0003	ATSI PUBLIC HEALTH	0	8,477.33	-8,477.33
4900-0003	Buildings			
4920-1003	Staff housing rental	1,440.00		
4930-2000	Building Operating Expenses-Wages		4,248.95	
	Building Operating Expenses-Non			
4930-2001	wage		6,022.88	
4935-2000	Buildings Rep & Maint-Wages		21,871.07	
4935-2001	Buildings-Rep & Mtce Non-Wages		25,442.02	
4940-2000	Building Services Training Costs		236.45	
4990-1000	Recoverable W-BAS Responsive Rev	9,571.44		
4990-2000	BAS DPHW Responsive Expenditure		8,893.23	
4990-2020	Creditors on cost Recovery		-43,166.09	
4990-2030	Wages on cost Recovery		-13,073.46	
4995-1001	BAS DPHW Planned Maint. Driveways	262,350.01		
	BAS DPHW Planned Maint.			
4995-2000	Expenditure		60,722.57	
4998-2000	Interim Remote Capital Prg Expenses		21,569.89	
		-----	-----	-----
4900-0003	Buildings	287,055.39	92,767.51	194,287.88
		-----	-----	-----
4000-0002	TECHNICAL SERVICES	283,206.88	214,194.48	69,012.40
		-----	-----	-----

1000-0001	CORPORATE SERVICES	283,235.97	458,683.12	-175,447.15
		-----	-----	-----
5100-0002	COMMUNITY PROJECTS			
5105-2000	KINDERGARTEN - Operating Expenses		13,558.65	
5106-1200	KINDERGARTEN - Training Subsidy	0		
		-----	-----	-----
5100-0003	KINDERGARTEN	0	13,558.65	-13,558.65
		-----	-----	-----
5100-0002	COMMUNITY PROJECTS	0	13,558.65	-13,558.65
5120-0002	Economic Development			
5120-2001	HR&IR DILC700051421		160,234.92	
		-----	-----	-----
5120-0003	ILGSP sustainability projects	0	160,234.92	-160,234.92
5155-0003	LIBRARY			
5155-2000	LIBRARY - Operating Exp		7,803.87	
		-----	-----	-----
5155-0003	LIBRARY	0	7,803.87	-7,803.87
	COMMUNITY SERVICES			
5170-0003	MANAGEMENT			
		-----	-----	-----
		-----	-----	-----
5400-2000	Arts Centre - Cafe Expenses		-9.54	
		-----	-----	-----
5400-0003	Arts Centre - Cafe	0	-9.54	9.54
5500-0003	Cultural - Arts Centre			
5525-1000	Arts Centre - Gallery Revenue	72.72		
5525-2000	Arts Centre - Gallery Purchases		1,945.00	
		-----	-----	-----
5500-0003	Cultural - Arts Centre	72.72	1,945.00	-1,872.28
5570-0003	IRADF			
5578-1000	IRADF Grant 2020-21	25,000.00		
		-----	-----	-----
5570-0003	IRADF	25,000.00	0	25,000.00
5585-0003	ARTS QLD- INDIGENOUS ARTS FAIR			
5585-2000	Arts Centre-Council Funded Costs		15,471.51	
		-----	-----	-----
5585-0003	ARTS QLD- INDIGENOUS ARTS FAIR	0	15,471.51	-15,471.51
5610-0003	Backing Indigenous Arts			
5617-2000	BIA Expenses wages		112.97	
5617-2001	BIA Expenses non wages		133.35	
		-----	-----	-----
5610-0003	Backing Indigenous Arts	0	246.32	-246.32
5620-0003	Indigenous Visual Arts			
5620-1200	Indigenous Visual Arts Ind Supp IVAI	0		
5620-2000	Indigenous Visual Arts Supp Expenses		10,381.84	
5631-1000	Invoice Revenue from DVD sales	0		

5620-0003	Indigenous Visual Arts	----- 0	----- 10,381.84	----- -10,381.84
5120-0002	Economic Development	----- 25,072.72	----- 196,073.92	----- -171,001.20
5700-0002	CARE FACILITIES			
5750-2000	Home Care Pkgs CACPS Expenses		27.1	
5750-0003	Home Care Packages CACPS	----- 0	----- 27.1	----- -27.1
5755-0003	HACC - OPERATING			
5755-2000	HACC-Operating Exps-wages		10,318.58	
5755-2001	HACC Operating Exps non-wages		10,217.84	
5756-2000	State HACC Younger Persons Exp		638.21	
5755-0003	HACC - OPERATING	----- 0	----- 21,174.63	----- -21,174.63
5760-0003	NJCP			
5760-2000	NJCP Operating Expenses		7,526.42	
5760-0003	NJCP	----- 0	----- 7,526.42	----- -7,526.42
5771-0003	Patient Travel			
5880-2000	NJCP Expenses Arts, Culture, Radio		3,205.58	
5880-0004	NJCP Arts, Culture, Radio	----- 0	----- 3,205.58	----- -3,205.58
5885-0004	OFTA Indigenous Broadcasting Program			
5870-0003	RIBS	----- 0	----- 3,205.58	----- -3,205.58
5700-0002	CARE FACILITIES	----- 0	----- 31,933.73	----- -31,933.73
5000-0001	COMMUNITY SERVICES	----- 25,072.72	----- 241,566.30	----- -216,493.58
	<b>TOTAL REVENUE AND EXPENDITURE</b>	<b>=====</b> <b>308,308.69</b>	<b>=====</b> <b>700,249.42</b>	<b>=====</b> <b>-391,940.73</b>



**Attachment 2- Records Management Disaster Management - Recovery Action Plan**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL RECORDS  
DISASTER RECOVERY MANAGEMENT PLAN**



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## Version control and Endorsement

Date	Action	Officer	Resolution No	Date of Resolution
25/06/2020	Created - Draft	Wendy Rowlands - IMO		

## Introduction

A disaster event that causes significant loss of the Wujal Wujal Shire Council records has the potential to cause major disruption to the Wujal Wujal Aboriginal Shires ability to operate effectively. This can result in financial loss, public embarrassment and a loss of credibility and goodwill.

The causes of a disaster are varied and include flooding, fire, industrial accidents, structural failure and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

Planning and preparing for a disaster requires an ongoing commitment to reducing or avoiding potential risks. It is the role of all employees to consider aspects of the records holdings and the impact of loss or interruption to services should a disaster occur. Users will be aware that with effective and efficient disaster management strategies and procedures in place, the ability of the shire to continue to effectively meet its core business requirements in an accountable way will be maintained.

The Wujal Wujal Aboriginal Shire Council paper records are considered to be at a greater risk than its electronic records principally for the reason that full back-ups of the Shire of York's critical computer systems are performed on a regular basis. Fire and water damage are the most common disasters affecting paper records but although the primary cause of a disaster may be fire-related it is frequently the effects of fire suppression activities (i.e. water) that cause most damage.

An important part of this plan is to identify and protect Wujal Wujal Aboriginal Shire Council's vital records. These are the most important records as they protect the rights of individuals and the rights and interests of the Wujal Wujal Aboriginal Shire Council's and the execution of its obligations. Vital records include legal documents such as leases and agreements, accounting and tax records, personnel and payroll records, contracts and records with long-term historic value to the Shire of Wujal Wujal. They typically constitute 3-10% of an organisation's records.

In the event of an actual disaster that impacts significantly on the Shire of Wujal Wujal records, professional advice should be immediately sought from the State Records Office and a professional disaster and recovery company.

## PURPOSE

The purpose of this plan is to protect records from the impact of a disaster, and to ensure that normal business operations can be resumed as soon as possible following a disaster. This document involves identification, analysis, assessment, and response to disasters that may impact on records.

The records disaster recovery plan will act as a comprehensive resource for the recovery process by outlining the four stages of disaster management programs for records;

- 1) Prevention
- 2) Preparedness
- 3) Response
- 4) Recovery

It also includes some useful advice and information about responsibility after the disaster.

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## Background

The Shire of Wujal Wujal runs a hybrid records management system and is in the process of migrating to fully electronic records management. Original copies of records considered to be vital to the running of the organisation are kept in the Records portable building with working copies on file. Where the original copies are digital, they are stored on our Electronic Records Management System MAGIQ.

## Scope

This document covers records in formats including paper records, tapes, and disks, electronic records on server drives are covered by the Fourier IT Disaster Recovery Plan.

The implementation of this disaster plan is based on best practice as demonstrated in the International Standard ISO15489.2 Records Management, with a “set of clear, comprehensive, written, step by step instructions relating to the organisation, site and building, and to the services that are provided by it, to ensure the minimum loss and disruption of services in the event of an emergency or disaster”.

This document is to lay out disaster management process that covers the key points of Business Continuity Management principles for Hardcopy Records.

The assets covered under this document are:

- Corporate paper records (registered and unregistered)

Corporate Electronic Records will be managed as part of the IT Disaster Recovery Plan.

It is to be noted that any records recovery procedures should be activated only when it is safe to enter the building.

## Objectives

The objectives are:

- To establish a disaster management program/plan for records
- To provide the leadership and immediate action required during a crisis situation
- To ensure that appropriate equipment and materials are available to deal with a likely emergency
- To ensure that staff are trained and prepared to take on appropriate roles in any disaster reaction, response and recovery
- To take steps to minimize the risks or detect any problems as early as possible
- Identify vital records, duplicate as appropriate and store offsite
- To minimise the loss of, or damage to, vital and essential records in the event of a disaster
- To ensure employee safety and that the organisation “gets back to business” as soon as possible, with minimum loss or extent of damage

## Planning

### Disaster Recovery Team

Any recovery of Wujal Wujal Aboriginal Shire Council records is to be managed by specialist personnel. The role of the Disaster Recovery Team is to manage all aspects of the response to any disaster situation affecting records administered by the Shire of Wujal Wujal.

The Disaster Recovery team will be guided by the Records Disaster Management Plan.

The disaster recovery team shall meet annually to discuss the current document and list recommendations for changes to it in liaison with the CEO who will authorise any changes.

## Responsibilities

A disaster recovery team should be established and organised to:

- assess the extent of damage to records and determine priorities
- contact a professional disaster recovery company if required (refer 3.5)
- set up a work and evaluation area
- transfer damaged records from the disaster site to the work area
- document damaged records
- arrange for equipment and materials
- undertake restoration activities
- make recommendations

The team will consist of the following positions:

- Records Disaster Recovery Coordinator (Wendy Rowlands)
- CEO
- Director Finance and Corporate Services
- Executive Assistant to the Mayor and CEO
- Administrative Staff as required
- Works and Building Services Staff as required

The designated Records Disaster Recovery Coordinator (see Appendix 1 - Emergency Contacts) should be the first team member advised when a disaster impacts on the organisation's records. After assessing the situation with the LDMG, the other team members should be contacted.

### Records Disaster Recovery Coordinator

This position is responsible for coordinating the physical records disaster response and recovery project. The primary responsibilities include (but not limited to):

- Initiation and management of the Records Disaster Management Plan;
- To ensure the safety of personnel involved in recovery operations;
- Co-ordination between the Critical Incident Management Team (CIMT) headed by the Director Works and Building Services and the recovery team;
- Co-ordination of the recovery team;
- Implementation of recovery procedures and related activities; and
- Co-ordination of salvage operations and materials.

### Records Disaster Recovery Team Members

The primary responsibilities include (but not limited to):

- Liaising with the Records Disaster Recovery Coordinator for guidelines for the response and recovery procedures;
- Liaising with external vendors for recovery procedures and services; and
- Perform damage assessment
- Review and update the emergency telephone list at least every three months
- Issue revised pages as and when necessary - remember to date the revisions
- Remove old versions from circulation
- Ensure policy statement is reviewed and updated regularly
- Recommend any need for remedial actions in relation to the buildings and their infrastructure that poses potential threats
- Keep it up to date with and maintain information on handling and recovery techniques
- Ensure promotion of disaster prevention awareness among staff

- Plan to raise the level of awareness and understanding of the effects of disaster experiences on staff
- Keep a duplicate copy of the disaster plan off site, for ease of access

### IT Disaster Recovery Manager and Coordinator

IT Disaster Recovery teams must be involved in the response and recovery process in case there is an IT disaster affecting the electronic records

## Risk Management

### Disasters Affecting Records

A disaster is typically an unexpected event that causes a potential inability on an organisation's part to provide critical business functions for a period of time and which has potential long-term adverse effects on its normal operations. The following disasters are identified as having the potential for a significant, adverse impact on the Shire of Wujal Wujal's records:

Risk	Description
Acts of war	includes bombing or warfare-related activities such as terrorism and sabotage
Criminal behaviour	includes theft, arson and vandalism
Industrial accidents	includes chemical spills and explosions
Information technology failures	includes deliberate or accidental erasure of vital electronic records, computer viruses causing corruption of data, computer equipment failure
Natural disasters	includes cyclones, earthquakes, /tremors, flooding and bushfire
Storage conditions	Electronic media and paper records with archival value must be stored in appropriate storage and environmental conditions where temperature and humidity levels can be controlled Includes building conditions e.g. faulty wiring, malfunction of air-conditioning or heating systems, plumbing problems, structural or design deficiencies

### Risk Assessment Summary

Risks associated with the event of a disaster are reviewed annually in conjunction with internal audits and review of the Records Disaster Recovery Plan. The following table shows the risks and their corresponding risk rating based on the likely hood of the risk occurring. Please see the records risk assessment spreadsheet for full details.

Risk	Location	Rating	Mitigation
Fire	Archives Building	Low	Firefighting extinguishers in place
Flood	Archives Building	Low	
Storm	Archives Building	High	Relocating archives
Earthquake	Archives Building	Medium	Damage to building
Criminal Behaviour	Archives Building	Medium	
Industrial Accident	Archives Building	Low	
Storage conditions	Archives Building	Medium	
		High	
		Extreme	Relocating archives

See appendix 10.7 for the risk assessment tools use to determine the risk ratings.

## Prevention

Some disasters, such as seismic disturbances occur suddenly and unexpectedly with others, such as the effect of undetected insect or vermin damage, happen gradually. Photographic negatives, for example, are inherently unstable and may in time self-combust and cause a fire. Effective planning strategies can help to minimise the likelihood of some disasters and also mitigate their impact on operations and records.

In most instances a disaster may be prevented if warning signs are identified and dealt with early. Potential hazards should be reported to the CEO, Director Finance and Corporate Services or Records Officer, and if able to, prevent further damage.

## Records Security

- Establish guidelines and training on how to recognize and deal with suspicious mail and parcels, and possible bomb threats
- Compile a list of all vital records, their location and keep up to date. Mark them so they are easily recognisable and can be targeted first for rescue after a disaster.
- Make a security copy of vital records and ensure the original or the copy is stored off-site in appropriate environmental conditions
- Ensure electronic records are backed up regularly and stored off site

## Buildings

- Keep fittings and fixtures well maintained
- Ensure ceiling areas are checked regularly
- Ensure appropriate safety signs are in place
- Ensure alarm systems where installed are tested and maintained annually
- Ensure the building is checked regularly for leaks

It is the responsibility of the Department of Building Works and Services to inform Information Management staff of any contract work being carried out which may present an increased risk of disaster (water, fire, dust, structural failure) and to negotiate checking the work site to ensure:

- All collections are covered with ample plastic sheeting to protect them from dirt and water during building works if appropriate;
- No collection material is placed on the floor or moved unnecessarily;
- Dust produced by the work site is kept to a minimum and/or fully extracted away from collection areas;
- Risk to the collections is at its absolute minimum, if necessary collections may be moved to an agreed location to minimise risk;
- Contractors are aware of their responsibilities when working near collections; and
- Contractors know whom to contact in an emergency involving collection material

## Fire

The Shire of Wujal Wujal prohibits smoking within buildings. However, there are no smoke detectors located in the records archive building.

The Shire does not have an Automatic Fire Sprinkler System installed. The Building Code of Australia does not require this system to be installed.

It is the responsibility of Building Services to:

- Ensure all doors and aisles are kept free of obstruction
- Ensure fire-fighting equipment clearly visible and signposted (dry powder

- 
- and water extinguishers etc.)
  - Ensure fire extinguishers are accessible
  - Ensure fire extinguishers are checked annually
  - Ensure instructions on fire equipment is clear
  - Ensure smoke detectors are regularly checked
  - Ensure evacuation map clear and evacuation point identified

### Flood/Storm

Water damage is the most common form of disaster affecting an organisation's records. Water damage to records may occur as a consequence of flooding, burst water pipes or fire suppression activities of the fire brigade.

Any water leaks should be reported immediately to the Information Management Officer.

- Check for any sign of water damage after a severe storm
- Monitor water penetration points
- Ensure air-conditioners are regularly checked

### Pests & Vermin

- Inspect storage areas regularly for infestations including
  - Termites
  - Cockroaches
  - Spiders
  - Silverfish
  - Rodents
- Ensure areas are added to annual termite inspections

Any pests found may be an indication of more in hiding and can cause:

- Damage, nests, droppings / grass, or remains;
- Smell; or
- Damage to collections

In the event of an infestation:

- Notify the Building Coordinator
- Do not add or remove material until treatment complete
- Identify the source of the infestation e.g. access points

### Storage

- Ensure shelving is strong, stable and non-flammable
- Bottom shelves should be raised 15 centimetres above floor level
- Archival materials must be housed in acid free boxes
- Maps, posters, plans, etc should be stored flat, where this is not possible it is preferable to store them in boxes, loosely rolled
- Where possible do not store items or information on the tops of shelves because most water damage occurs through the ceiling from burst pipes or sprinklers. This area also is usually dirty and dusty
- Ensure areas such as on top of and underneath shelving are cleaned regularly
- The shelving must be maintained in full operational order to facilitate access to all records
- Vital records to be situated within favourable environmental conditions (locked Fireproof room)
- Ensure records storage areas are suitably labelled

### Electrical

- Ensure plugs and power points in good repair
- Keep electrical cords in good condition



- Ensure leads and cords are stored in proper condition
- Electrical tagging occurs annually

### Housekeeping

- Ensure adequate lighting, including emergency lighting, at walkways and the exits are well lit
- Ensure access walkways are clearly marked and clear at all time

### Signage

- Ensure exit signs are clearly marked
- Ensure location and readability of signs is appropriate
- Fire extinguishers location signage clear and well defined

### Insurance

Establish:

- Organisation policies held
- Type of damage insured for
- The amount covered against the estimated cost of salvage and conservation
- Ensure conservation procedures are taken into account.

## Activating the Records Disaster Recovery Plan

The Records Disaster Recovery Coordinator activates the disaster recovery plan where damage has occurred to any area where hardcopy records are stored.

### Initial Steps

The area must initially be assessed for access by the Records Recovery Coordinator. Recovery activities are not to commence until the area is declared safe. For example, fire may have cause structural damage to the building which must be stabilised first.

Some of the initial steps that the Records Disaster Recovery Coordinator needs to take are:

- Make an initial assessment of the type of damage sustained;
- Appoint additional team member/s that will work in the Records Disaster Recovery Team as required;
- Liaise with the IT team to identify if electronic records are affected and to what extent.
- Lay out the records disaster recovery plan to the team and brief them about the immediate and next steps;
- Set responsibilities within the team for all team members; and
- Contact the State Records Office to advise them of the disaster.

Note: In scenarios whereby, electronic records or other services and facilities are affected, the Wujal Wujal Aboriginal Shire Council may enact or may have already enacted its IT Disaster Recovery Plan or its Business Continuity Plan. When these plans have been enacted, all records disaster recovery tasks will align to any broader activities at the direction of executive management.

### Preparations

In the event the Records Disaster Recovery Plan is activated the Records Team with the support of the other members of staff and fitting into the overall risk management team will prepare to respond and recover records by:

- Securing the site
- Assessing damages and make recommendations
- Recruit co-operation of local emergency services where needed
- Identify a secure, evaluation area for assessment and treatment of damaged records can be established



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## Response

### Assessing the Disaster

The nature and extent of a disaster will determine the response required.

If a disaster site is expected to be off-limits for several days (or weeks) it will be necessary to seek special permission from the Fire Brigade, Police or LDMG to access the site in order to retrieve records that require immediate attention such as vital records and those affected by water.

A disaster that involves the loss of official Shire of Wujal Wujal records and the action being taken must be reported to the State Records Office.

### Securing the Site

The disaster site must be immediately secured to prevent:

- Unauthorised access
- Possible harm to individuals uninformed about risks that may exist
- Prevent the loss of records due to theft

All equipment should be disconnected from electrical power outlets.

### Assessing Damaged Records

Determine:

- Which records have been damaged and if any vital records have been damaged
- If confidential records have been damaged the security measures required during recovery
- If shelving units and other equipment have been damaged
- If there is any structural damage to the building
- Whether the advice or services of a professional conservator company is required
- The requirements for equipment and materials – refer Appending B for listing of supplies needed for use in disaster recovery operations, (Australian Standard AS 4390-1996 recommends preparation of a list of equipment and materials available for use in disaster salvage and recovery operations)
- The recovery work required by the Disaster Response and Recovery Team

### Document the Disaster

All aspects of the disaster management need to be documented and recorded for future use.

- Take photos of the disaster site
- Take photos of the damaged records
- Clearly label photos with site and record details
- Compile a list of lost records
- Compile a list of damaged records and associated recovery actions taken
- Register the final reports, photos and lists in the records management system

## Recovery

Do not open fireproof safes/rooms for at least 3 days after the event to prevent spontaneous combustion.

### Brief the Response Team

Brief the response team (if necessary)

- Circumstances of the emergency – cannot return until declared “safe” by emergency services
- Work required – can all material be dealt with – will some paper records need to be frozen?
- Equipment and materials – what do we need to hire? (if necessary) (Appendix 10.1 & 10.2)
- Rotate jobs at regular intervals
- Ensure ten-minute break sessions every hour

## Stabilise the Site

Co-ordinate work with the Risk Management, Occupational Health and Safety staff, and LDMG, in trying to stop the source of or stabilize the problem.

- Prevent the source of the problem where possible;
- Do not handle or move affected material;
- Do not open fireproof safes/rooms for at least 3 days after the event to prevent spontaneous combustion.
- Preventing problems such as water leaks and dust by:
  - Covering collections with plastic sheeting;
  - Capturing water in buckets; and
  - Use mops, squeegees and absorbent materials to collect surrounding water.
- Stabilize the air conditioning for temperature between 18-20C.
- Adjust the humidity level to approx. 40-45% if fire damaged and 15-20% if flood damaged.
- Ensure shelving and their contents are secure

## Assess the Records

Teams need to determine whether some records have been completely destroyed or are inaccessible. Then teams need to assess:

- The quantity and nature of damage;
- Which media has been affected;
- If vital records are damaged;
- If damage affects records storage containers; and
- What equipment, specialists and techniques are required.

## Recovery Priority

The recovery priorities for records salvage and restoration are outlined below. This priority structure ensures that records are categorized related to the resumption of business.

### Recovery Priorities

1. Vital records;
2. Records that are not electronically stored in database;
3. Older photographic material such as pre 1950s colour formats, glass plate negatives, deteriorated film negatives, deteriorated black and white prints;
4. Magnetic media such as audio, video and computer tape;
5. Records with water soluble media, e.g. hand-annotated maps, watercolour sketches, signatures in red ink;
6. Paper records which you know were very fragile before the flood, e.g. previously mould-damaged material;
7. More modern photographic material like contemporary colour material, recent black and white prints;
8. Paper based files;
9. Books on uncoated paper; and
10. Photocopied reference material.

## Preparing the Recovery area

### SPACES AVAILABLE FOR THE RECOVERY OF RECORDS

*LARGE DISASTER SPACE AVAILABILITY:*

Sports Hall which is located at Kotzur St Street

*SMALL DISASTER SPACE AVAILABILITY:*

Council Chambers which is located next door to the Shire Office

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## SETUP TASKS

Locate the Disaster Recovery Bin and transport it to the Recovery Area. At time of writing Disaster Recovery Bin is yet to be implemented.

- Remove all unnecessary furniture and equipment;
- Cover tables with plastic and then with butcher's paper to help absorb moisture out of any wet records
- Ensure good air circulation - use air-conditioning or fans, and open windows/doors;
- Maintain a stable temperature and humidity – use fans and humidifiers;
- Do not use heating to raise the temperature as this will encourage mould growth;
- Ensure all supplies and equipment are retrieved from the disaster recovery bin; and
- String up drying lines to air-dry individual documents

## Removing The Records

Mould grows on wet records within 48 hours so need to act as quickly as practicably possible. **Do not open fire proof safes/rooms for at least 3 days after the event to prevent spontaneous combustion.**

- Make sure staff access is safe and easy
- Remove loose material and files from aisles recording their location
- As a safety precaution gloves should be worn when removing material from the disaster area.
- Priority records should be removed and treated first.
- Any records with retention periods that expire soon or that have only short-term value are considered low priority records and, if necessary, may be completely discarded.
- Remove materials in the exact condition they are found;
- Start at the nearest point of access
- Work systematically through the top shelves (first) to remove the records. Be gentle if they have been water damaged, swelling may make them difficult to remove
- Loose files and any documents, reports, and booklets not in existing storage boxes should be packed into storage boxes or plastic crates with the spine side facing down.
- Where the damaged records are very wet plastic milk crates should be used since cardboard boxes will readily absorb moisture and consequently sag, weaken and may collapse under the weight of their contents. Milk crates also provide better air circulation and can be easily stacked.
- An attempt should be made to pack very wet material separately from that material which is only damp.
- Badly damaged records that cannot be replaced from copies held elsewhere but nevertheless need to be retained should be placed in manila folders or carefully wrapped and sent to a professional conservator for treatment.
- Care should be taken when handling documents affected by fire and/or water because they are very fragile and easily torn.
- When records are stored in archival boxes in shelving units, boxes from the top shelves should be removed first to prevent the shelving units becoming top heavy and toppling over.

As wet documents can be very heavy trolleys should be used to move them to the evaluation area (paper will absorb up to 60 percent of its original weight).

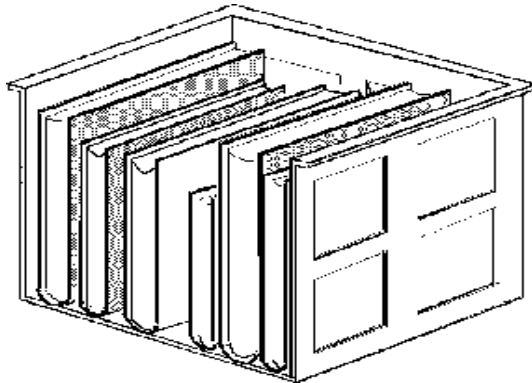
## Recording The Damage

Record and categorize details of the damage for each record/file on the Damage Sheet (Appendix 10.5)

## Salvaging Water Damaged Records

- Lay files on the prepared tabletops in a single layer with enough room between each file to open the cover and give access to the pages

- Do not try to separate volumes that have stuck together
- Interleave wet or damp pages with paper towel or some other form of clean absorbent paper every 5-10 pages and change regularly
- Keep freeing up the drying pages and replacing the interleaving paper, positioned between different pages, until files are dry
- Remove metal file fasteners as you encounter them, as they may start to rust before the file is dry
- Do not rub or brush items
- Use fans
- If required, loosely pack material into plastic crates, spine side down
- Place records for freezing into freezer bags



Packing wet records in plastic crates

### Freezing Records

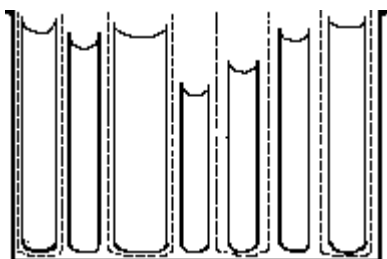
Freezing may be required when immediate salvage of materials is not possible and when a large quantity of damaged records requires attention.

Do not freeze

- vellum,
- photographs,
- glass plate negatives,
- magnetic media or
- vinyl records.

Freezing at low temperatures is the most effective method for immediately stabilising the damaged material and buys time for:

- Determining the best drying method.
- Allowing careful co-ordination of the drying operation.
- Assessment of the value of the damaged items and the probable recovery costs.
- Preparation of adequate storage facilities for the damaged records.
- Controlling mould growth.
- Stabilising water-soluble materials such as, inks and dyes.
- Conditions for freezing materials:
- Freezing can be done in a standard kitchen freezer or a bulk freezer storage unit.
- The freezing temperature must reach -10C.
- Dry ice can be used for transport in unrefrigerated trucks.
- Items should be wrapped in freezer wrap, freezer bags or wax paper.
- Give priority to items showing signs of developing mould.
- Do not open the freezer until ready to remove material, as a freeze-thaw cycle will begin.



Preparing wet records for freezing

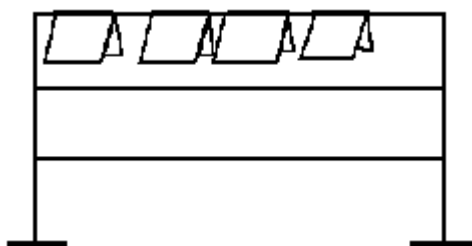
## Drying Records

### *Air Drying*

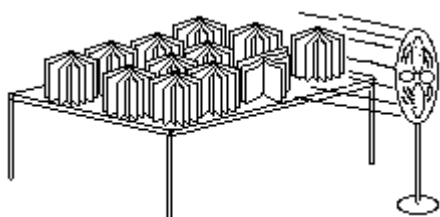
Air-drying requires an environment conducive to drying (10 to 17C and 25-35% humidity). Air-drying of materials should be used when only small amounts of records are involved and there is an opportunity to immediately begin salvage of the material.

Use fans to encourage air circulation as these assist with the drying process as well as discouraging the growth of mould and mildew. Records that have developed mould should be allowed to dry before they are treated with specialised chemicals to remove mould from paper. It is advisable to seek the advice or use the services of a professional conservation company to perform this work if the number of records affected is large;

Wet file covers, and archive boxes should replace.



Hanging small items



Drying bound volumes by standing upright

### *Freeze Drying*

Freeze drying removes water through a process of sublimation. It ensures items do not stick together and it reduces stains and odours. The process can be very costly. Items must be moved to a freezing facility within 48 hours. Trained personnel wash mud and filth from the materials before freeze drying.

### *Vacuum Drying*

Vacuum drying is used for large quantities of materials. Items are placed in a chamber and air evacuated until it reaches freezing point. The chamber is then filled with hot dry air.

## SALVAGING Fire and Smoke Damaged Records

Fire damage requires expert advice.

The effects of fire include heat, soot, burnt edges, melted plastic pockets, odour and usually water damage. Where possible, attempts should be made to replace any records destroyed, or damaged beyond repair, by fire.

### Partly burned records

Where records have been partly burned or charred around the edges, they can be trimmed and replacement photocopies of the documents prepared.

### Destroyed records

Where records have been destroyed or burned beyond repair, and these records are documented on a database, a report should be printed that provides descriptive information about the records so that attempts can be made to identify duplicated holdings in other Offices and replacement copies requested or made.

### Soot

The presence of soot may be removed by wiping damaged material with a clean, dry cloth or a very slightly damp sponge. If stains are stubborn, solvents may need to be applied.

### Smoke damage

Smoke damage to records can sometimes be worse than the effect of fire. Soot particles and smoke residues can also be driven into filing cabinets by heat and pressure. The smoke residues are highly corrosive, and the odour can remain for many months unless treated. The assistance of professional cleaners may be required to dry-clean records to remove smoke residues and to remove smoke odours by gas deodorisation.

The removal of smoke odours from large collections of records and/or from office rooms will require the assistance of professional cleaners.

If only a small number of paper records are smoke damaged they can be placed inside a small, enclosed area with a bowl of baking soda to absorb the odours. This process typically takes two to three days to complete. If necessary, the baking soda should be changed daily

## After the Disaster

Before records are returned to their storage areas the walls, ceilings, floors and shelving units should first be washed with a fungicide in order to inhibit the possible growth of mould.

After records have been returned to their storage areas Hygrothermographs should be used to monitor the air temperature and relative humidity for several weeks afterwards and paper documents should be monitored for the growth of mould

### Clean up Measures

- Material should not be returned until the risk of a repeat disaster is removed;
- The disaster area should be thoroughly cleared of debris, or materials left from restoration of the affected area;
- Wash down dirty shelving, walls and floors
- Use fans to dry the area
- The area including all shelving, and/or filing cabinets must be thoroughly cleaned and dried before reuse;
- Fumigation of the disaster area may also be necessary;
- Use of fans and dehumidifiers will help maintain a stable temperature and relative humidity.
- Regular temperature and relative humidity checks should be conducted

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## Relocation of Material

Once the disaster site has been completely cleaned and the temperature and relative humidity are consistently stable the materials can be returned to the shelves.

- Wait at least a week before returning material to its original location (needs to be fully dry and free of mould growth)
- Categorise material for re-location. For example, can it be returned to storage, does it need further treatment, or will it be destroyed (Appendix 10.5)
- Check shelving arrangements as the material may well take up additional space due to swelling
- Regularly check temperature and humidity in case the room or the records were not sufficiently dry when the room was reoccupied and because of mould growth
- Provide archived material with new boxes
- Check if current files need new file covers due to the legibility of the information having been affected
- Ensure filing cabinets are stable and any necessary equipment replaced prior to re-shelving;
- It is advisable to have salvaged materials treated with a fungicide before re- shelving;
- Material will need to be re-organised before filing

## Recording the Emergency

Keep an adequate record of the emergency as depicted in the emergencies register (Appendix 10.6)

## Plan Effectiveness

Reporting and evaluation of an incident and the actions taken is a significant factor following a disaster. Teams should conduct a debriefing session with the staff and volunteers involved, to compare the counter disaster plan to what actually happened. This is vital in ensuring that confusing procedures or mistakes are eliminated and that the counter disaster plan will operate better in the future. Any change in response and recovery strategies resulting from the evaluation must be updated in the Records Disaster Management Plan immediately.

Subsequent to the occurrence of an actual disaster event it will be necessary to document the disaster in a formal report for management. A report is also needed to support an insurance claim. This can either be prepared as a separate document or the expenses incurred in the recovery efforts can be included as an appendix to this report.

A review undertaken following an actual disaster event should include an analysis of the following:

- A description of the disaster event including an explanation of how the disaster happened and whether it was preventable;
- The effectiveness of the existing counter-disaster measures;
- A summary of how the Wujal Wujal Shire responded to the disaster and an assessment of the effectiveness of this response;
- An assessment of the impact of the disaster on the Shire of Wujal Wujal's record keeping systems including a description of records that were lost;
- A description of any damage to buildings and equipment;
- As assessment of the effectiveness of supplies and hired equipment used in the recovery effort;
- An assessment of the effectiveness of the recovery efforts, emphasising the success or otherwise of restorative and replacement actions (of damaged records);
- An outline of any difficulties that were encountered during the recovery efforts;

- An assessment of the standard of cooperation and communication between all Offices involved in the response to the disaster and of the ability of staff to perform their respective functions;
- An outline of occupational safety and health issues;
- An assessment of the performance of outside agencies and consultants if they were involved;
- Recommendations.

Appendices should include photographs of the disaster and a detailed list of all expenses incurred in recovery operations (for insurance purposes).

Teams also need to conduct some residual tasks. For example, they should:

- Inventory response and recovery supplies and replace used supplies (Appendix 10.2);
- Evaluate performance of suppliers and recovery services and replace vendors that performed poorly; and
- Monitor affected areas and records for signs of continuing problems.

Finally, the organization should ensure that they congratulate staff for their efforts in disaster management

## Appendix

### 10.1 EMERGENCY CONTACTS

#### Emergency Services

Ambulance	000
Fire Brigade	000
Bloomfield River Rural Fire Brigade	(07) 40608147
State Emergency Service	13 25 00
Wujal Wujal Police Station	(07) 40608101
Ergon Energy	131670 Life Threatening Emergencies Only
QLD State Archives	30376777

#### Emergency Supplies

Item	Company
Trestle Tables	Shire Community Hall
Wooden Pallets	Shire Depot
Wet/Dry Vacuum Cleaner	Cleaners Store
Plastic Crates	Ayton Store, Wujal Store, Cooktown Ice Works
Large Fans	WWASC Depot
Portable Lighting	WWASC Depot
Fixed Generator	Located next to SES Building
Archive Boxes	TOSCO - 40516055
Dehumidifier	Kennards Hire Cairns 40429400
Portable Pump	WWASC Depot
Freezer Space (Large Disaster)	Admin Building Veranda or Wujal Store

Note: All above items except for Archive Boxes can be hired



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## Disaster Response and Recovery Team

For personal mobile numbers please see Shire of York Staff Contact Details attached as a confidential item not for publication in this document.

Role	Name	Position	Phone	Email
Records Disaster Recovery Coordinator	Wendy Rowlands	Information Management Officer	0455179923	<a href="mailto:wendy@wujal.qld.gov.au">wendy@wujal.qld.gov.au</a>
IT Disaster Recovery Manager	Brett Mankletow	Fourier Northern Region Manager	0420815889	<a href="mailto:brett.manktelow@fourier.com.au">brett.manktelow@fourier.com.au</a>

### Building Disaster Response Contacts

Electrician	Kenny Rappolt	0409695517
Plumber	DNT Plumbing Cooktown	0419732534

### Other Staff Contacts

Chief Executive Officer – Stephen Wilton	0428695955
Director Finance and Corporate Services – Harish Nair	0439537497
Director Building Works and Services – Victor Mills	0427815987
Project Manager – Laurie Raleigh	0427605925

### OTHER CONTACTS

QLD State Archives	30376777
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## 10.2 DISASTER BIN

A disaster bin, containing the equipment below should be clearly marked “DISASTER BIN “- Do Not Remove and have the lid sealed. (not yet implemented)

- Adhesive tape and dispenser
- Paper towelling
- Bucket
- Butcher’s paper
- Disposable camera (1) – optional
- Clipboards (2)
- Damage list
- Sponges
- Extension cords (2)
- Rubber gloves (3 pairs)
- Surgical type gloves (3 pairs)
- Cotton gloves (3pairs)
- Heavy-duty plastic sheeting to protect shelving/compactus
- Waterproof masking tape

- Pens, pencils, paper
- Torches (2)
- Dust pan and brush
- Plastic string
- Plastic pegs
- Plastic paper clips
- Labels – tie on
- Plastic bin liners
- Freezer paper
- Polypropylene Enclosures for Boxes
- Current Records Disaster Recovery Plan
- Current IT Disaster Recovery Plan

**Note:** Broom and mop are located in Cleaners Store

The following large and/or expensive items may be purchased or hired when required and may include:

ITEM	HIRE	BUY
Plastic crates	X	X
Large fans	X	X
Trestle tables	X	
Blotting paper		X
Portable pump	X	
Portable lighting	X	
Dehumidifier	X	
Archive boxes		X
Generator	X	
Wet/dry vacuum cleaner	X	X
Wooden pallets	X	

**Note:** Wheelie bin can be used in conjunction with Pump as a vessel to pump the water into and can easily be wheeled away (as long as not over filled – due to weight)

(See Appendix 10.1 – EMERGENCY CONTACTS – Emergency Supplies) For Hire Company details for above items.

### 10.3 CONTENTS OF DISASTER RECOVERY BOX - (Suspicious Mail)

- Copy of Suspicious Mail Information Instructions
- Copy of this Form
- List of Emergency Numbers to call
- Gloves – Located in 'Suspicious Mailbox' (not yet Implemented)
- Breathing Masks – Located in 'Suspicious Mailbox'
- Zip Lock Bags – Located in 'Suspicious Mailbox'

Contents of box to be checked and updated every two months

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DATE	LAST	OFFICER
CHECKED		CHECKING

---

DATE	LAST	OFFICER
CHECKED		CHECKING

## 10.4 SUSPICIOUS MAIL INFORMATION

It is your responsibility to know what to do when and if a situation arises such as a mail bomb or a biological scare (i.e. Anthrax).

A Suspicious Mail Kit (Box) containing information, surgical gloves and breathing masks should be kept at the Post Office and Main Admin Office

Some of the critical points when handling mail are outlined below.

### RECOGNISING POTENTIAL HAZARDS

- It is critical that staff handling mail remain vigilant and cautious at all times. It should be remembered, however, that most reports of suspicious packages are false alarms.
- Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main organisation and which can be easily contained.
- If staff receive a package or letter that you believe is suspicious, follow the procedures outlined below.

### WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM

**If you suspect that you have received a package that may contain hazardous material and HAVE NOT OPENED IT.**

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Call your Director for help. If necessary, call 000 to ask for the Police or Fire Services – (see Emergency Contact List Appendix 10.1 of Disaster Recovery Plan for Shire). Advise:
  - Exact location of the incident – street address, building floor number
  - Number of people potentially exposed
  - Description of the package/device
  - Action taken e.g., package covered with black coat, area isolated
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If Possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
- Wait for help to arrive

**If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT.**

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated.
- If there is a strong or overpowering odour move to an adjoining room closing all doors and windows and stay in that area until help arrives.
- Call your Director for help. If necessary, call 000 to ask for the Police or Fire Services. Advise:
  - Exact location of the incident – street address, building floor number
  - Number of people potentially exposed
  - Description of the package/device
  - Action taken e.g., package covered with black coat, area isolated
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace. (See Appendix 10.1 Emergency Contact List)
- Wait for help to arrive

### **FACTS ON ANTHRAX**

- Effective dispersal of anthrax is difficult due to the fact that the bacteria cannot survive exposure to ultraviolet light or direct moisture. The preferred method of delivery is through letters or packages, opened by unsuspecting personnel. Anthrax delivered in this manner most often resembles a white, dry, fine powdery substance.
- To identify suspect packages, apply the same principles of identifying packages suspected of containing explosive devices.
- Anthrax spores only infect if inhaled, ingested, or introduced into an open wound or the eyes. Even if exposure does occur, the victim is not contagious, and the condition is treatable with antibiotics if identified early.

### **MAIL BOMB RECOGNITION**

- Excessive securing material
- Excessive weight
- Protruding wires or tin foil
- Lopsided or unevenly weighted
- Oily stains or discolouration
- Stiff or rigid envelope
- Is package expected
- Visual distractions
- Excessive postage
- Proper names and title not, or incorrectly used
- Address handwritten or poorly typed
- Restrictive markings e.g. CONFIDENTIAL
- Common words misspelt
- European or foreign mail
- Lacks address of sender

### **If you suspect the mail item may contain an explosive device**

- Do not touch
- Evacuate immediate area. The QLD State Police Bomb Squad advise, that if possible, the package should be placed in a closed room. Should the bomb explode it will be contained to a small degree.
- Ring 000 and report the package to the Police

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## 10.5 DAMAGE SHEET

**Date:**

**Location:**

<b>Index No</b>	<b>Description/Title</b>	<b>Wet or Other</b>	<b>Returned to Storage</b>	<b>Needs Further Treatment</b>	<b>To Be Destroyed</b>
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## 10.6 EMERGENCIES REGISTER

<b>Date Time Duration</b>	<b>Location</b>	<b>Nature</b>	<b>Cause</b>	<b>Effect on staff, visitors, records, business function, buildings, other property</b>	<b>How the Occurrence was Dealt With</b>	<b>Recommendation For future incidents &amp; Changes to Disaster Plan</b>
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## 10.7 RISK ASSESSMENT Tools

Measures of Consequence									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equip, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non-compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$50,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 to \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%

Measures of Likelihood						
Rating		Description		Frequency		
Almost Certain (5)	Certain (5)	The event is expected to occur in most circumstances		More than once per year		
	Likely (4)	The event will probably occur in most circumstances		At least once per year		
	Possible (3)	The event should occur at some time		At least once in 3 years		
	Unlikely (2)	The event could occur at some time		At least once in 10 years		
	Rare (1)	The event may only occur in exceptional circumstances		Less than once in 15 years		
Risk Matrix						
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)		Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)





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# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## ORDINARY COUNCIL MEETING

Thursday 20 August 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/Jukai Greenwool

## 6.4 Director Works & Building Services Report

### Action items arising from previous minutes

Date:	Action	Status	Comment
<b>Council Meeting held 23 January 2020</b>			
<b>GENERAL BUSINESS</b>			
General Business	Wall on the back road. Need a privacy barrier either plants or fence. DW&BS to give an update on this at next meeting.	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.
<b>Council Meeting held 19 March 2020</b>			
	Follow up Housing for transitional housing two houses. Aunty Kathleen house needs urgent repairs.	In progress	Identified as plug in to minimise overcrowding, whilst construction underway the possibility of transitional houses availability may affect timing.
<b>Council Meeting held 23 April 2020</b>			
	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&amp;BS to investigate. Possible boundary issues and will need to go through the design, approval then funding.</p> <p>DW&amp;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.
<b>Council Meeting held 21 May 2020</b>			
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 were 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.
<b>Council Meeting held 30 June 2020</b>			
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 a xray 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.
<b>Council Meeting held 30 June 2020</b>			
DW&BS Report 6.4.5 Art Centre Report	Discussion with Vikki on supporting artists to work at home	DW&BS to follow up	

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## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

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

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### 6.4 Executive Summary

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

#### 6.4.1 BAS PORTAL

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

- Contractor accommodation @ 60% complete  
Renderer starts on the 3<sup>rd</sup> will take a week to complete  
  
Sliding doors, windows will then be ordered  
  
Internal works will then follow.
- ECO Lodge @ 10%  
Materials been ordered for the tents and landing space.  
  
Still sorting out toilets and BBQ area.  
  
Meeting will be held on the 6<sup>th</sup> to discuss further.
- Kindy House @ 85%  
Waiting on under bench stove to arrive.  
  
Painting will then be touched up.  
  
Cleaning will then take place and be ready for Tenants.
- Work Orders are doing okay on the portal.  
Need to clean up a few ready to invoice next week.
- Planned Maintenance @ 80%  
Just waiting on invoices from contractors, once we have these, we can then close off jobs.

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#### 6.4.2 POST OFFICE REPORT

Reporting Period	JULY 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. Due to stamps not being available at the moment, I have ordered prepaid envelopes. The Post Pay service is running as normal with an increase of clients paying their various bills here. Our Telco 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
- Attached is a Daily Graph of EPOS Transactions and Parcel associations for July.

## Postage Assessment Statistics

Period: Jul 1 2020 - Jul 29 2020

## DOMESTIC ASSESSMENTS

Service	With Labels		With Stamps		Total	
	Qty	Postage	Qty	Postage	Qty	Postage
Letters:						
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels:						
Up to 250g	1	8.95	0	0.00	1	8.95
251g-500g	3	26.85	0	0.00	3	26.85
501g-2Kg	1	12.20	0	0.00	1	12.20
2.01Kg-5Kg	2	33.85	0	0.00	2	33.85
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	7	81.85	0	0.00	7	81.85
DOMESTIC TOTAL	7	81.85	0	0.00	7	81.85

## INTERNATIONAL ASSESSMENTS

Service	With Labels		With Stamps		Total	
	Qty	Postage	Qty	Postage	Qty	Postage
Letters:						
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels (Includes EMS/ECI):						
Up to 250g	0	0.00	0	0.00	0	0.00
251g-500g	0	0.00	0	0.00	0	0.00
501g-2Kg	0	0.00	0	0.00	0	0.00
2.01Kg-5Kg	0	0.00	0	0.00	0	0.00
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Delivery Conf Intl	0	0.00	0	0.00	0	0.00
INTERNATIONAL TOTAL	0	0.00	0	0.00	0	0.00

## Postage Assessment Statistics

Period: Jul 1 2020 - Jul 29 2020

## ALL ASSESSMENTS

Service	With Labels Qty	Postage	With Stamps Qty	Postage	Total Qty	Postage
Letters:						
Standard	0	0.00	0	0.00	0	0.00
Large	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00
Parcels:						
Up to 250g	1	8.95	0	0.00	1	8.95
251g-500g	3	26.85	0	0.00	3	26.85
501g-2Kg	1	12.20	0	0.00	1	12.20
2.01Kg-5Kg	2	33.85	0	0.00	2	33.85
5.01Kg-10Kg	0	0.00	0	0.00	0	0.00
10.01Kg-15Kg	0	0.00	0	0.00	0	0.00
Over 15Kg	0	0.00	0	0.00	0	0.00
TOTAL	7	81.85	0	0.00	7	81.85
Delivery Conf Intl	0	0.00	0	0.00	0	0.00
TOTAL	7	81.85	0	0.00	7	81.85
LABEL ONLY ASSESSMENTS	0	0.00			0	0.00
ALL ASSESSMENTS TOTAL	7	81.85	0	0.00	7	81.85

00POST OFFICE REPORTS 434183 WUJAL WUJAL LPO  
POST SALES DAILY TRANSACTIONS (GRAPH)

08:57 29/0  
Page:

From 28/06/20 to 29/07/20

Max 47

Monday No Trans

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27/07/20  5 *****
          23 *****
          17 *****
           0
           0
          21 *****
          33 *****
          33 *****
          30 *****
20/07/20  25 *****
           0
           0
           0
          47 *****
          46 *****
          35 *****
13/07/20  23 *****
           0
           0
          19 *****
          27 *****
          19 *****
          37 *****
06/07/20  19 *****
           0
           0
          24 *****
          31 *****
          36 *****
          30 *****
29/06/20  27 *****
           0

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## 6.4.2 KINDERGARTEN REPORT

Reporting Period	JULY 2020
Department	Kindergarten
Reporting Officer	Coraleen Shipton

### **Term 2 & 3 Programme**

During term 2 and 3 the Kindergarten has been operating as a stand-alone care with a maximum of 4 children at any one time, due to outstanding documents from the building certifier.

### **Enrolments**

We currently have 10 children enrolled in Term III, down from 12 children in Term I and II.

### **Blue Card Laws**

“No Card, No Start” new laws have been introduced.

In the past, paid employees have been allowed to start working with children while their blue card application was being processed. The new laws mean that, from 3 August 2020, paid workers must have a blue card (**not pending application**) before they can work.

### **Kindergarten Upgrade/Renovation**

The upgrade is now completed. It may be another month before we can start operating out of the building, this is primarily due to a compliance audit with the Department of Education and low stock of furniture in Cairns due to COVID -19.

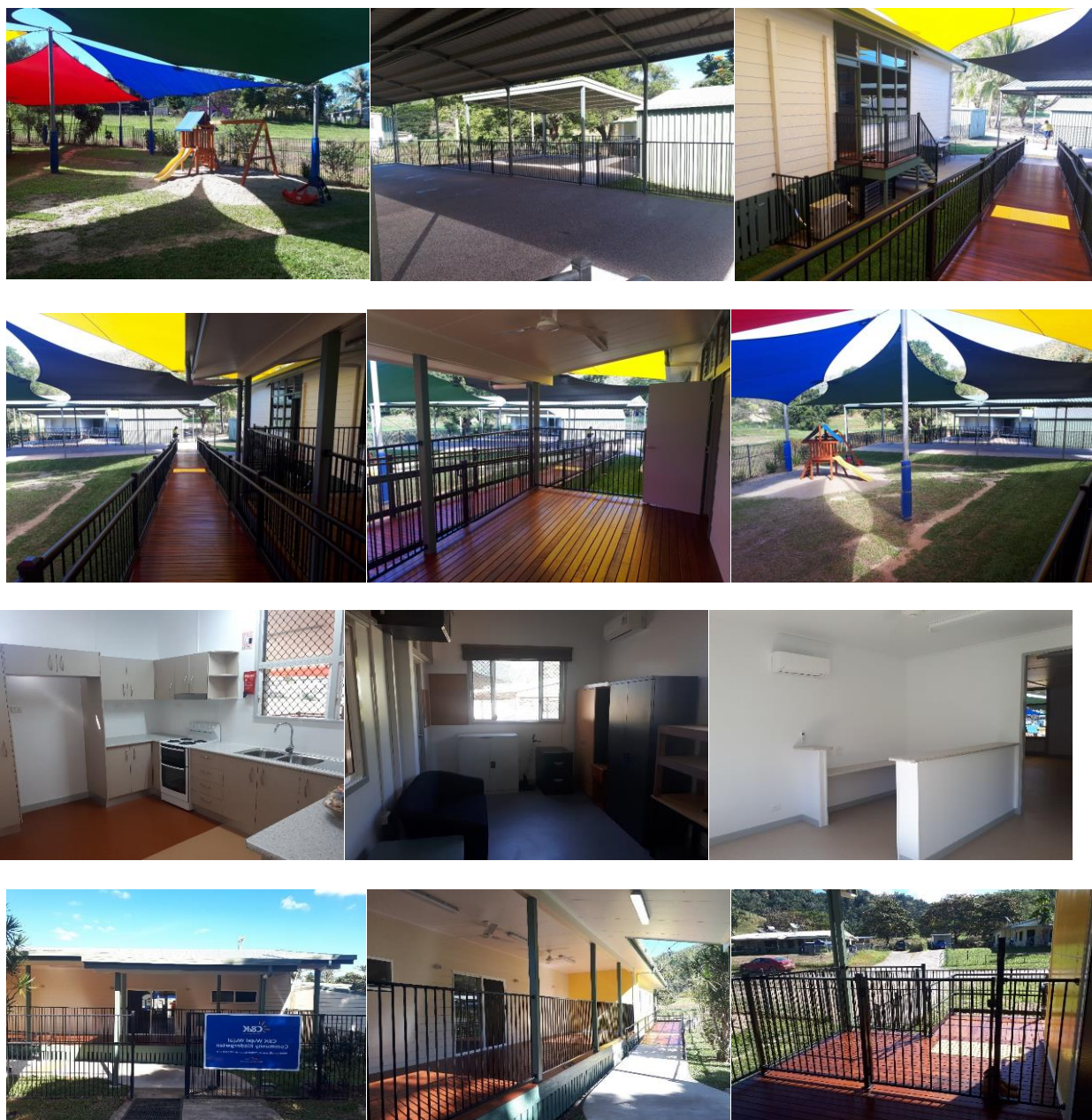


### 6.4.3 CAPITAL PROJECTS REPORT

Reporting Period	JULY 2020
Department	Capital Projects
Reporting Officer	Laurie Raleigh

#### Louis St Kindy Upgrade

- 100% complete  
Hand over and final inspection was done on the 16<sup>th</sup> of July, minor defects were found and rectified by A.D Fraser the following day



#### Wujal Accommodation:

- Roof installation complete





#### Kindy House Renovations:

- Kindy house completed, some fencing and landscaping to be finalized
- Power hook up still waiting on Ergon and Kenny

#### ICCIP Recycle Centre:

- Shed completed
- Wash pad and remainder of concrete works scheduled to start at the end of the month.



#### South Side Driveways:

- Variation works has started 29-7-2020
- Extra concrete in various driveways, fall protection / fencing around garbage bin roadside areas, and extra concrete around bus stop pick up points



#### China Camp Geotechnical Rectification:

- Clearing work commenced July 6th
- Cultural heritage completed by Jabalbina corporation
- Welcome to country and smoking ceremony completed.
- RECS engineering engaged to re-design slip works
- Surveyors have been and set out job and gathered extra pick up points





#### **Eco Lodges:**

- P/O issued to Sail Structures for supply of tents
- Final earth works still required by Geoffrey's team
- Draft Artist Impression commenced
- RFT handed out for construction of decks, landscaping, cooking facility shed and toilet block

#### **Workshop:**

- Relief mechanic started 6-7-2020
- New ride on mower arrived 15-7
- Servicing of all vehicles is being completed
- Some have had new windscreens fitted and new Tyres also
- Working thru heavy equipment defect repairs

#### **Works Depot:**

- Extension on shed finished
- Work on wash bay and hydro-carbon separator started
- Final concrete pavement around SPS1 started.

### **6.4.4 CAPITAL PROJECTS REPORT**

<b>Reporting Period</b>	JULY 2020
<b>Department</b>	Capital Projects
<b>Reporting Officer</b>	John Drobec Consultant

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

Wujal Wujal Aboriginal Shire Council (WWASC) currently has one approved project under the ICCIP – WWSTP2019 Waste Water Treatment Plant Upgrade.

OPC has submitted the Project Request form to the Department of Local Government Racing and Multicultural Affairs (DLGRMA) with additional projects and requested funding. DLGRMA has approved the funding for the additional projects.

Council is in the process of issuing a purchase order to the contractor under the WWSTP2019 contract for \$328,540 (Ex GST).

OPC is working with the contractor (Briody Plumbing) to finalise the scope and costs of the Sewer Network Upgrade.

Council has requested that an indigenous organisation be utilised to completed the condition assessment of the camera (CCTV) of the sewer network. Briody Plumbing will work with Kelly's Australia to deliver the CCTV of the sewer network.

WWASC has submitted the ICCIP second payment form and project management plan (PMP) for this project. WWASC has issued a purchase order to Briody Plumbing for the WWSN2020 – Sewer Network Project.

WWASC will issue a separate purchase order to Kelly's Australia for the CCTV condition assessment work of the existing sewer network system.

### **ICCIP WWTP– Wastewater Treatment Plant Upgrade Project**

WWASC has reviewed the concept design and approved. Contractor to finalise the detailed design and submit to OPC for review and approval by 30 July 2020. Contractor has submitted progress claim 5 for payment. OPC has assessed the claim and issued to Council for payment processing by 26 July 2020.

OPC and Contractor inspected the Kubota treatment plants in Brisbane with no visible damage to the equipment. Equipment been delivered to WWASC. Contractor to assess the current works program and advise of the new completion date that will take into account the irrigation works and DES licensing requirements.

Irrigation works may cause a delay with costs to be incurred. OPC has advised DLGRMA of the critical path of this project.

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

<b>Original Cost Allocation:</b>	<b>\$ 12,070,415.80</b>
NDRRA 13.18 Cape Tribulation - Bloomfield Road	\$ 1,043,918.00
NDRRA 13.18 China-Camp Road	\$ 2,178,416.00
NDRRA 13.18 Contingency	\$ 1,094,537.60
NDRRA 13.18 Escalation	\$ 273,634.40
NDRRA 13.18 Project Management	\$ 547,268.80
NDRP 12.18 Place of Refuge	\$ 700,000.00
W4Q Depot Office Upgrade \$500K	\$ 500,000.00
CYIF Recycle Centre	\$ 948,815.00
CYIF Boat Ramp	\$ 270,000.00
Boat Ramp Design & Tender Docs	\$ 50,000.00
Boat Ramp Concrete Works	\$ 50,000.00
CYIF Water Main Xing Bridge	\$ 258,000.00
Water Supply Bridge Crossover	\$ 284,186.00
ICCIP Replace fencing and construct roof over generator	\$ 18,000.00
ICCIP Wastewater, multiple	\$ 1,275,100.00
ICCIP Waste RPEQ	\$ 10,000.00



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ICCIP Waste – Sewer Network Upgrade Project	\$	400,000
ICCIP Waste – Irrigation Project	\$	328,540
ICCIP Water Network Projects	\$	240,000
ICCIP SPS replace pumps(50k); major upgrade of treatment plant	\$	1,550,000.00
ICCIP Replace membranes elements	\$	50,000.00

#### **6.4.5 ART CENTRE REPORT**

<b>Reporting Period</b>	JULY 2020
<b>Department</b>	Art Centre
<b>Reporting Officer</b>	Vikki Burrows

#### **Highlights:**

- Vikki Burrows attended one weeks training via zoom, BSBMGT403 - Implement continuous improvement, a module from Leadership and management training in July.
- The art centre is now open, we have COVID – 19 procedures in place with a limit to 10 visitors at one time. There has been a lot of traffic heading up the cape and so far, we have had around 200 visitors in the gallery. We get them to sign in so we can keep records, the tourists are from QLD and NSW.

#### **Data:**

- Sales from 1<sup>st</sup> July – 27<sup>th</sup> July 2020, attached.
- Weekly zoom meeting with Indigenous Art Centre Alliance members and the Art centre Managers from the Cape.

#### **Barriers & Issues:**

- The artist's work for the dole activities are still suspended, so no artists were working during the month of July at the art centre.
- The art centre has had to hold off all professional development workshops this year and wait until the artists are back working, this will affect our funding agreements and we may need to apply for a variation.
- The gallery front door lock is still broken, the builders said it needs a locksmith, it can only be locked from the inside.
- The road needs signage to the Wujal Wujal falls and the art centre. Visitors to the area are constantly asking which way to Cooktown, Cairns and falls. I believe Victor Mills -Director Works & Building Services has put in a grant for road signage.

#### **Funding/Agreements/Financials:**

- The Bana Yirriji art centre applied for IRADF, Indigenous Regional Arts Development Fund has been approved for \$25,000.
- This month we had Senator Nita Green and The Hon. Cynthia Lui MP along with the Mayor Bradley Creek. The Council is looking at more funding for staff at the art

centre. For the art centre to go forward it needs more staff to reach its full potential. The manager is busy training the Trainee manager and we need a full-time studio supervisor (now we have Cassie Roatz for 8 hours a week) and a full-time arts worker to work under the Trainee manager doing customer service, admin duties, upkeeping the art centre social media posts.

- The Bana Yirriji Art centre is up to date on all reports with the funding bodies and Council accounts department sending through financial documents on prompt time.

### **Resolutions:**

- We now have new flags at the art centre, visitors can now see the art gallery is open.
- The BY staff have been stretching Belgium linen in anticipation for when the artists come back to work. This linen is top quality and is exhibition and museum standard.
- The BY staff got art packs ready with a canvas, paints and brushes and My Pathway dropped off packs to the artists so they can make art from home. We will organise another drop-off with My Pathway in August.



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

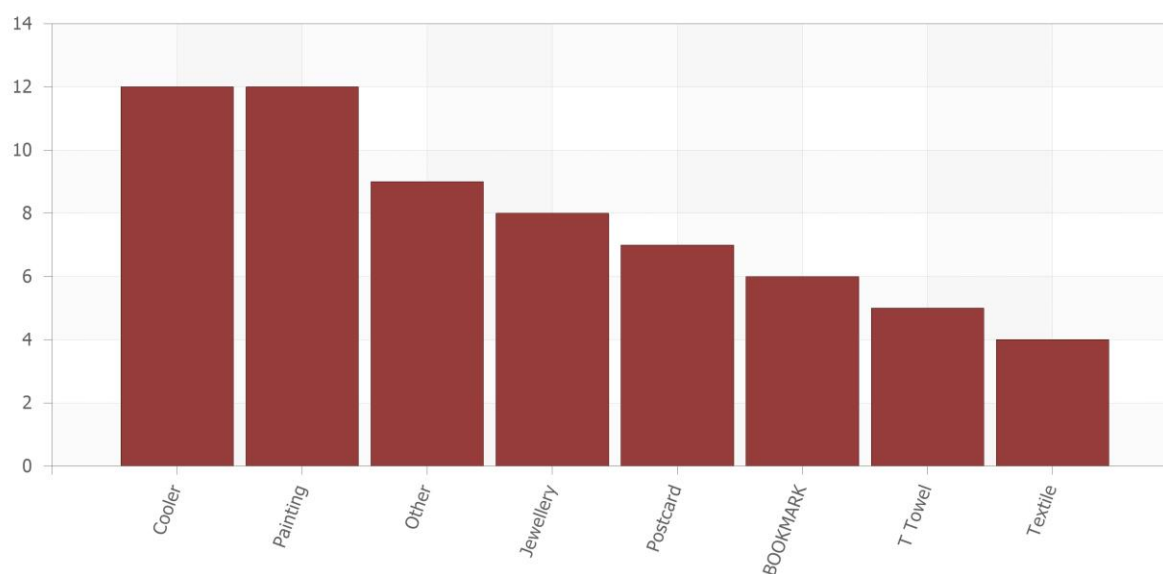
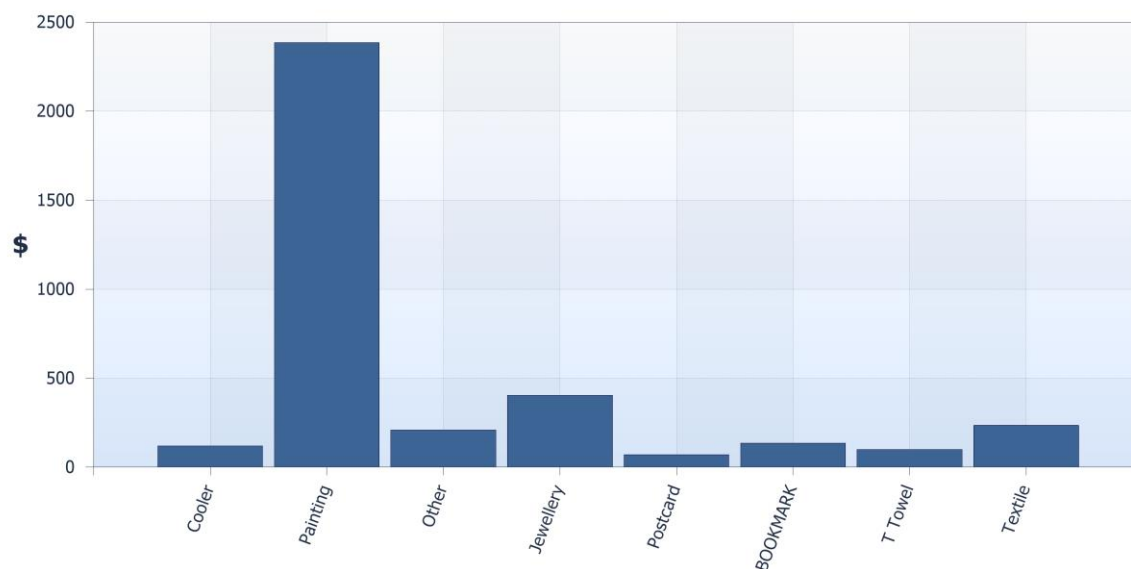
Sales from 01/07/2020 to 28/07/2020

Product	Items Sold	Value of Sales
Cooler	12	\$120.00
Painting	12	\$2,385.00
Other	9	\$210.00
Jewellery	8	\$405.00
Postcard	7	\$70.00
BOOKMARK	6	\$135.00
T Towel	5	\$100.00
Textile	4	\$235.00

**Total Items Sold:**

**63**

**\$3,660.00**





#### 6.4.6 WATER AND WASTE WATER REPORT

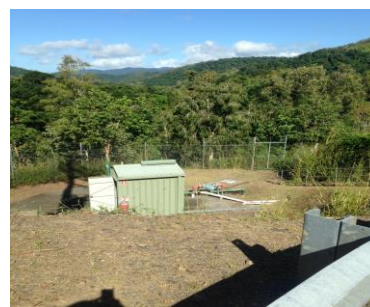
<b>Reporting Period</b>	JULY 2020
<b>Department</b>	Water and Waste Water
<b>Reporting Officer</b>	Ian Hocking Coordinator

We are still having problems with debris down the sewer Systems. This is a continuing Problem.

We have got quotes for Housing to install septic tanks at the southside houses. This will reduce our constant pump problems.

All objects not with the 3 ppps will be pre sewer system collected.

The sewerage plant is working well. We have got environmental approval for the sewer upgrade and the effluent field upgrade.



We have been cleaning up all Water and sewerage sites, the staff are taking pride In their workplace.

All water samples from Wujal Wujal, Ayton and southside have come back once again with no ecoli readings.

We are going to enter queenslands best water competition so will be interesting to see how we go.

The water plant is still intermmtingly having problems we have managed to keep up the supply.

Aquamanage are trying to get here to sort out the problem but are having problems due to covid 19.

We are going to put the water plant on remote monitoring so if we have these problems the right people can find

the fault without having to come to site.

We have priced a back up water plant.At the moment we are relying on an ageing plant which will one day fail.

#### 6.4.7 IKC REPORT






<b>Reporting Period</b>	JULY 2020
<b>Department</b>	IKC – Indigenous Knowledge Centre
<b>Reporting Officer</b>	Kylie Mills

- New feature section implemented showcasing different topics every month. This month is cooking.



- Doing a clean out of furniture that is no longer required in the IKC to go on the Expressions of Interest list and make the IKC more visually appealing and less cluttered and more storage space.
- Looking for funding to start a technology hub for community members to come in a be able to do a vast array of things such as computing, tablets, audio, STEM, photography, videography, a place to come and run the administration and IT side of a small business, computer training and lessons etc.
- Looking for funding to beautify the IKC, repaint inside and out, tidy up the floors and the veranda decking and have a new local art installation.
- Received the gifted computer from State Libraries for public use. Have installed Microsoft Office and the drawing pad software and some educational kids games. Will be able to start doing some Tech Savvy Seniors computer training as I can use my personal hotspot data from my mobile to connect to the internet. Photo below with the digital drawing pad that was bought and to be utilised under the language program.



Project / Funding	Grant amount	Update
First 5 Forever – Kids Room	\$15,000	<ul style="list-style-type: none"> <li>Extended until 30/11/2020 due to Covid-19.</li> <li>Minor building works and painting are complete.</li> <li>Furniture and other play room items have been ordered</li> <li>Two local artists will work on a mural for the area once the building works finishes</li> <li>Before</li> </ul> <div data-bbox="914 474 1447 826">  </div> <ul style="list-style-type: none"> <li>During</li> </ul> <div data-bbox="914 857 1163 1184">  </div> <div data-bbox="914 1290 1254 1516">  </div> <div data-bbox="914 1547 1257 1774">  </div> <div data-bbox="914 1805 1264 2040">  </div>

<b>Project / Funding</b>	<b>Grant amount</b>	<b>Update</b>
<b>Language Grant</b>	\$15,000	<ul style="list-style-type: none"> <li>▪ Extended to 31/03/2021</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>
<b>Tech Savvy Seniors</b>	\$3,716.50	<ul style="list-style-type: none"> <li>▪ Extended until 31/03/2021 due to Covid-19.</li> <li>▪ Awaiting the arrival of the new computers.</li> </ul>
<b>First 5 Forever Mum's and Bub's</b>	\$18,000	<ul style="list-style-type: none"> <li>▪ Program on hold due to Covid restrictions, unable to accommodate more than 10 people in the IKC. In July when restrictions ease again will reassess the situation.</li> <li>▪ CDCC have offered support for the group once up and running.</li> <li>▪ Spoken with clinic in regards to getting health professionals in to speak to the group and they are happy to help once normal services have resumed and we can accommodate a group in the IKC under Covid rules.</li> </ul>
<b>Total</b>	<b>\$51,716.50</b>	

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#### 6.4.8 CENTRELINK REPORT

<b>Reporting Period</b>	JULY 2020
<b>Department</b>	Centrelink
<b>Reporting Officer</b>	Marie Shipton and Michelle Barath

Marie & I are still putting Centrelink recipients in the community on the MyGov account pathway as requested by Centrelink.

Again, due to the social distancing requirements, we can only allow 1 person in the room at a time to make this happen & this makes the process slow.

The equipment in the Centrelink office, with the exception of the fax, is operational.

A Telstra representative was onsite last week to check the issues we have with the fax & they will return as soon as they are able to replace the line from the input terminal to the fax, an ongoing issue which Centrelink is aware of.

Marie & I are also required to do more online training due to the new Host Agreement.

This training needs to be completed by September.

There is nothing further to report at this time.

### 6.4.9 HACC REPORT

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

Statistics for the Month						
Admissions	CHSP	0	HCP	1	Disability	0
Discharges	CHSP	0	HCP	0	Disability	0
Number of Meals	CHSP	290	HCP	119	Disability	25
Number of Transport Trips	CHSP	144	HCP	76	Disability	8
Number of Hours	CHSP	2645	Disability	6		
Activities conducted for Month						
Personal Care hours	0		Meals (numbers)	434		
Assessment hours	30		Transport (trips)	228		
Coordination hours	60		Clinic Visits			
Centre-based care hours						
Compliments						
Total Number for Month:	Topic: nil					
Complaints						
Total Number for Month:	Topic: nil					
Suggestions for Improvement						
<ul style="list-style-type: none"><li>Supervisor sourcing quotes for walk in COLD/FREEZER room, due to none compliant freezers and fridges from Food Inspection held on the 22<sup>nd</sup> July 2020.</li></ul>						
Monitoring Activities Completed for Month						
<ul style="list-style-type: none"><li>Applications for referral to ACAT are being ongoing with 5 CHSP clients needing more help at home. Gathering supporting documents to support.</li><li>Upcoming seniors' week- seeking further assistance due to covid-19 around group social support gathering and what requirement are based around group support activities.</li><li>Seeking information to current O.T- Cooktown regarding more assistance for clients needing grab rails, shower chairs etc.</li><li>Meeting with Finance team and Tech Service manager- Community Care Budget.</li><li>Seeking to apply for Aged Care Retention Grant</li><li>Training with TAFE QLD, training to start August- further communication with TAFE TEAM ongoing to set dates. Could possibly go through ZOOM due to social distancing.</li></ul>						
External Visitors						
Who	Reason for Visit		Who	Reason for Visit		
DoH			DBMAS			
ACAT			Clinic Visits			
RAS			Other			
Client Incidents						
Name of Client		Description of Incident		Result		
RACHEL FRIDAY		FELL DOWN FRONT VERANDAH STAIRS		CURRENTLY IN CAIRNS BASE HOSPITAL		

#### 6.4.10 ANIMAL/ENVIRONMENTAL MANAGEMENT REPORT

<b>Reporting Period</b>	JUNE 2020
<b>Department</b>	Animal/Environmental Management
<b>Reporting Officer</b>	Helen Bigmore/Patrick Nandy JNR/Jukai Greenwool

As discussed there were some non-compliances identified during the inspection that require your attention and action. Please also find attached photos taken during the inspection for your reference:

1. Labelling:

- There were some products identified in the freezer that did not have adequate labelling. There was meat in the chest freezer that did not have any labelling as to what the product was or any date marking to identify when the product is to be used by. There was also some whole chickens in the freezer that did not have any date marking (either a 'Use-by' or 'Best Before').
- Action: Please ensure that any food stored in the fridges, freezers or dry store are labelled with at least a date mark and what the product is.
- An example that was identified in the dry store area that met the required standard was the 'Lime Jelly' and we have attached a photo of this.

2. Hand Wash Basin:

- The hand wash basin in the kitchenette area did not have any paper towel.
- Action: Please ensure that liquid soap and paper towel is available at all times to allow for handwashing.

3. Use-By and Best Before Dates

- There were a number of products identified that were beyond their best-before dates
  - i. March Potato Salad Dressing- Best Before: 17 March 2020
  - ii. Full Cream Milk Powder- Best Before: 05 June 2020
  - iii. Coleslaw Dressing- Best Before: 12 July 2020
  - iv. Italian Dressing- Best Before: 04 May 2020
- Action: Ensure stock is rotated regularly and date markings are checked so that food beyond the use-by or best before date is not used.

4. Dry Store:

- Ensure there is some clutter to the right of the dry store area. It is important that boxes and crates are kept off the floor to allow for cleaning of surfaces and to prevent pest harbourage.

5. Storage of food:

- There were some foods identified in the fridges, freezers and dry store area that were not being kept sealed or in containers, for example Rice, pasta, frozen chicken.
- Action: ensure that all foods are stored in food grade containers and kept sealed to prevent dirt, dust and pest getting into the food.

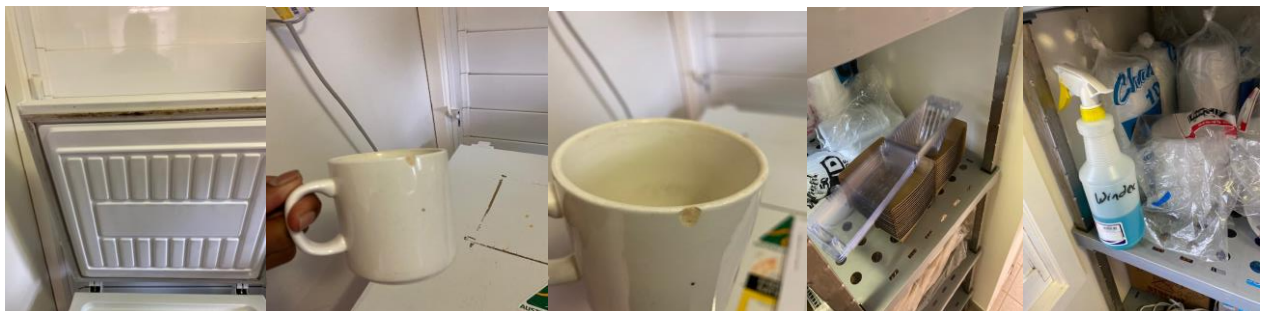
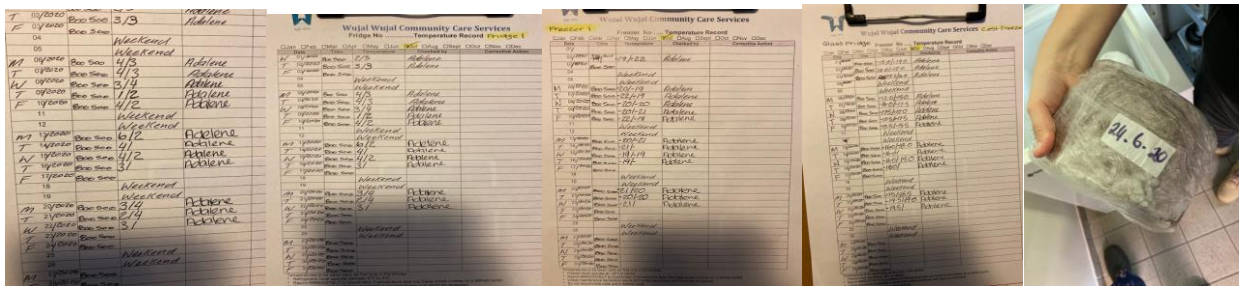
6. Temperature Monitoring Records:

- There were occasions on the temperature monitoring forms for the fridges and freezers that the temperatures were recorded above 5 with no corrective actions recorded. There were also some freezer temperatures that did not meet the requirements. Some records were also incomplete.

- 
- Action: Ensure that temperature monitoring is completed and recorded at least twice daily (as per Food Safety Program) and if the temperature is above the required temperature that corrective action is taken and recorded. Eg. The temperature was recorded as 7, the temperature of the food was checked and found to be below 5, fridge was checked again in 15 minutes and was below 5; or food was discarded.
7. Sanitiser:
- The sanitiser that is being used is a 'leave-on' sanitiser, however staff advised that they spray on and then wipe off the benches and food contact surfaces.
  - Action: Ensure that the directions for chemicals used in the centre are followed by all staff to ensure effectiveness of sanitisation process.
8. Dishwasher:
- Currently only utilising a commercial grade dishwashing liquid. Ensure that an adequate sanitiser is used on the dishes as well.
9. Crockery and Food preparation equipment:
- There were some chips and cracks identified in crockery being utilised.
  - Action: ensure that all crockery and food preparation equipment such as cutting boards that are damaged are discarded and not used for preparation or serving of food.
10. Glass Fridge:
- The coating on the shelving in the glass fridge is cracked and peeling. This surface can not be adequately cleaned or maintained.
  - Action: investigate options to resurface or replace the shelving in the fridge to ensure this can be adequately cleaned and sanitised.
11. Waste bin:
- The waste bin in the main kitchen does not have a lid and can easily attract pest, vermin and flies.
  - Action: ensure that the bin lid is kept on or investigate options for a lever top (no-touch) bin so that staff do not have to handle the lid of the bin to put rubbish and waste in.
12. Cleaning:
- Thorough cleaning of the chest freezer, paying particular attention to the seals needs to be undertaken as there is a build-up of dirt and mould.
13. Delivery Bag:
- The insulated delivery bag is damaged and torn inside.
  - Action: ensure that any food contact material is in good condition and anything that is damaged is replaced.
14. Chemicals:
- There were some chemicals being stored in amongst food preparation materials.
  - Action: ensure chemicals are stored in the designated chemical storage area when not in use and not stored near food contact or preparation materials.
15. Storage of food preparation equipment or take-away containers:
- Some food preparation equipment and take-away containers were being stored open and turned up. This allows dirt, dust and vermin to be able to contaminate these surfaces.
  - Action: ensure that these containers or equipment are either stored upside down, in containers or bags (well-sealed) or the top bowl etc is cleaned before use (in case something has crawled in overnight or dust has fallen in).



Food Safety Program: Investigate when your last internal review of your food safety program was undertaken and also when the last 3<sup>rd</sup> party (external) audit was conducted on the FSP. These audits are to be conducted minimum annually.





**RECOMMENDATION:**

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

Victor Mills  
**Director Works and Building Services**  
07 August 2020

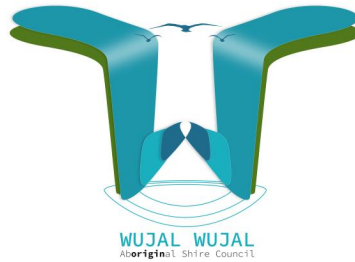
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**7. CLOSED SESSION**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**ORDINARY COUNCIL MEETING**

**Thursday 20 August 2020**



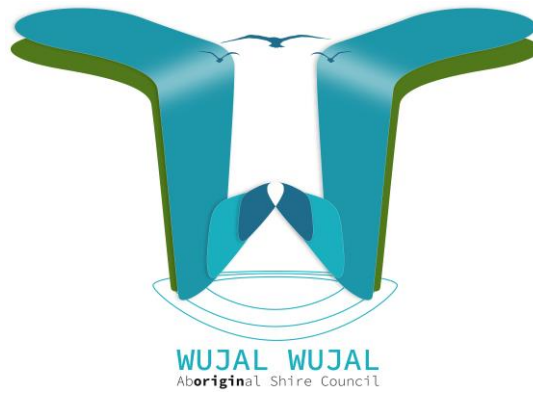
**7. Closed Session**

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**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

**17 September 2020**

**Commencing at 9am**