



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Agenda

Date: Tuesday 18 February 2025

Time: 9.00am

Venue: Council Administration and MS Teams



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1. Opening of Meeting

1.1 Welcome | Opening of Meeting

1.2 Acknowledgement of Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

Councillor Alister Gibson, Mayor
Councillor Claudia Doughboy, Deputy Mayor
Councillor Robert Bloomfield
Councillor Nikita Tayley
Councillor Lucas Creek

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
Operations Manager, Works and Building Services, Perry Gould
Financial Accountant, Khushwant Kumar
Community Services Manager, Kesa Strieby
Executive Assistant, Bronwyn Barry (secretariat)

2.2 Leave of Absence | Apologies

2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Time	Topic	Agency/Presenter
1:00 – 1:30pm	Planning for the 2026 Census - Wujal Wujal	Robyn Learmouth and Melinda Mansell - Australian Bureau of Statistics
1:40 – 2:00pm	North Qld Creative Recovery Group	Bell Faber and Waratah Nicholls Cook Shire Council
2:00 – 2:30pm	Snake Awareness	QAS Cooktown/ Christian Schonenberger

3. Condolences | Congratulations

4. Mayoral Motion

Mayoral minutes/motion are used to introduce urgent/non routine matters only.



5. Confirmation of minutes of the Previous Meeting

5.1 Minutes of the Ordinary Council Meeting | 18 February 2025

Refer to [Appendix 1](#) (Page 2 of the Appendices) to review the minutes of the meeting held 18 February 2025.

Resolution: Acceptance of the minutes meeting held Tuesday 18 February 2025

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 18 February 2025 be accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	

6. Declarations of Interest in the matters on the Agenda

- Declaration of Prescribed Conflict of Interest of any Item of Business
- Declaration of Declarable Conflict of Interest of any Item of Business
- Councillors to review existing Registers of Interest and Related Parties Disclosures

7. Business Arising or Outstanding Matters from Previous Meeting



8. Items for Consideration and Decision

8.1 10-year Strategic Capital Housing Plan

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	10-year Strategic Capital Housing Plan - Housing
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 2 (page 23 of the Appendices) for Wujal Wujal Wujal draft 10-year Strategic Capital Housing Plan.

Appendix 2.2 (page 55) for Wujal Wujal draft 10-year Construction Program.

Purpose

Wujal Wujal Aboriginal Shire Council's goal in developing the 10-year Strategic Capital Housing Plan is to program and deliver social housing that reduces household overcrowding, decreases homelessness and ensures the community are appropriately housed. Rebuilding following natural disasters and prioritising appropriate accommodation for their aging community are critical considerations for Council in endorsing this Strategic Capital Plan.

Background

The 10-year Strategic Capital Plan (SCP) has been developed by Council to address multiple environmental challenges posed to social housing delivery which impact land suitability and availability. These challenges include:

- The Tropical Cyclone Jasper disaster event in December 2023; ² Approximately 26 houses were inundated substantial maintenance and upgrades to dwellings and infrastructure was required and the community was displaced for up to six months.
- Increased flooding risks posed by climate change.
- Existing overland flow paths.
- Bushfire hazards.
- Steep slope topography within the community.
- The township being partially located within the Wet Tropics World Heritage Area.
- An ILUA process which is currently underway, with authorisation forecasted for December 2025.
- Ownership of the Bloomfield River Bridge, which is currently located in Douglas Shire, is yet to be resolved.
- The limited extent of infrastructure, including power, water, and sewerage, outside of the township.

These challenges mean not all land within the Wujal Wujal DOGIT area is suitable for residential development. To ensure the physical safety and well-being of Wujal Wujal's community and safeguard housing and associated infrastructure, all future social housing has been programmed above the flood level of Tropical Cyclone Jasper. This SCP proposes alternative land development opportunities, which will be tested via feasibility studies to ensure their suitability for social housing.

Based on First Nations Housing and Homelessness, Department of Housing and Public Works previous discussions, the 10-year Strategic Capital Plan is for Council's review, consideration, and endorsement.

Recommendation

That Council endorse the 10-year Strategic Capital Plan.



Proposed Resolution:

That Council endorse the 10-year Strategic Capital Plan

Resolution: Council endorse the Wujal Wujal 10-year Strategic Capital Plan

Resolution:	That Council Endorse the 10-year Strategic Capital Plan	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.2 Public Interest Disclosure Policy

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Public Interest Disclosure Policy
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 3 (page 57 of the Appendices) for the Public Interest Disclosure Policy.

Purpose

The Public Interest Disclosure Policy was last reviewed in 2021.

This document has been reviewed and updated. Updates include the addition of several items which council hopes will make the policy easier to understand, such as:

- the addition of terms and their meanings into a Definitions Table
- improved explanation of the intent and scope of the policy
- information on how to make a disclosure and the sort of information you will need to provide

Core Statements in the Policy

Council is committed to fostering an ethical, transparent culture. where all staff members feel confident and comfortable about making a disclosure of wrongdoing and feel safe in the knowledge that they will not be subject to, or are provided with, strong protections against reprisal.

In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated.

Council will provide support to an employee or others who make disclosures about matters in the public interest.

The purpose of the Public Interest Disclosure Policy is to:

- Ensure the prompt and efficient action of all disclosure and compliance with the Public Interest Disclosure Act 2010 and Council’s Public Interest Disclosure Policy.
- Outline the disclosure processes and the required responsibilities of all employees.
- Allow for a prompt investigation into disclosure complaints.
- Ensure that appropriate action is taken when required.

This policy applies to all Councillors, Council officers and members of the public

Proposed Resolution

That Council adopt the Public Interest Disclosure Policy as presented.

Resolution: Public Interest Disclosure Policy

Resolution:	Council adopt the Public Interest Disclosure Policy as presented	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.3 Funeral Financial Assistance Policy

Report to: CEO, Mayor and Councillors
Subject: Funeral Financial Assistance Policy
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 4 (page 67 of the Appendices) for the Funeral Financial Assistance policy.

Purpose

This report summarises the updates incorporated into the draft Funeral Financial Assistance Policy proposed by Councillors at the Council Meeting held 18.02.2025.

Overview

The updated draft policy now includes the following three key updates:

Up to \$200 for flowers may be provided, as directed by the Mayor.

Item 3.3 has been added to the proposed policy:

3.3 → Financial assistance is paid directly to the service provider, not to an individual or family ¶

- → Any financial assistance approved by the Community Services Manager will be paid directly to service provider, it will not be paid directly to individuals. For example, funds for flowers will be paid directly to the florist, funds for funeral costs will be paid to the funeral parlour. ¶

And item 4 as it related to the application of the policy has been expanded as follows.

4. → Application ¶

- → Families may apply for funding under section 3.2 or section 3.3, they may not apply for both. ¶
- → This policy applies only to those who meet the criteria outlined in sections 3.2 and 3.3. ¶
- → This Policy does not form part of any employee's contract of employment. ¶

Proposed Resolution:

That Council adopt the Funeral Financial Assistance Policy as presented.

Proposed Resolution:

That Council adopt the Funeral Financial Assistance Policy as presented.

Resolution: Financial Assistance for Funerals

Resolution:	That Council adopt the Funeral Financial Assistance Policy as presented	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.4 Asset Management Policy

Report to: CEO, Mayor and Councillors
Subject: Asset Management Policy
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 5 (page 71 of the Appendices) for Asset Management Policy.

Purpose

Council has developed this Asset Management Policy to reflect its commitment ensuring Council delivers effective and efficient services and infrastructure, at the appropriate levels to residents, visitors and the environment through judicious management of all council owned assets.

Asset Management relates directly to the objectives of Council’s Corporate Plan and will ensure that Council delivers the appropriate level of service through its assets. This will provide positive impact upon:

- Members of the public and staff.
- Council’s financial position.
- The ability of the organisation (Council) to deliver the expected level of services and infrastructure.
- The political environment within which the Council operates; and
- The legal liabilities of Council.

The policy outlines how Council will realise value of its managed assets through managing risk and opportunity, and achieve the desired balance of cost, risk and performance in the delivery of services to the community.

Proposed Resolution:

That council adopt the Asset Management Policy as presented.

Resolution: [Asset Management Policy](#)

Resolution:	That Council adopt the Asset Management Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.5 Administrative Action Complaints Management Policy

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Administrative Action Complaints Management Policy
Reporting Officer:	Chief Executive Officer
Status:	Information

Refer to Appendix 6 (page 76 of the Appendices) Administrative Action Complaints Management Policy.

Purpose

An administrative action complaint is defined in the *Local Government Act 2009* as a complaint that is about an administrative action of a local government including the following:

- a decision,
- or a failure to make a decision, including a failure to provide a written statement of reasons for a decision.
- an act,
- or a failure to do an act.
- the formulation of a proposal or intention.
- the making of a recommendation.
- and is made by an affected person.

The Administrative Action Complaints Management Policy is a Statutory Policy and as such is required to be formally adopted by Council.

Policy Summary

The policy is based on best practice examples and provides an outline of the process for managing Administrative Action Complaints.

- The policy outlines councils' commitment to investigating all complaints in a timely manner, fairly, confidentially and with objectivity while ensuring it complies with all relevant legislative requirements.
- Council is committed to making decisions that are compatible with the *Human Rights Act of 2019*.
- Council will also use the Administrative Actions Complaints Process to assist in the delivery of excellent customer service, encourage open and honest communication, improve community confidence in Council's management of complaints and pursue continuous improvement.

Supporting Documentation

An Administrative Action Complaints Form has been developed to facilitate lodging a complaint. This form is attached as **Appendix 6.2 page ??** of the Appendices

The Complaints Management Process has been mapped. This process applies to any complaints including (but not limited to) the following:

The process map has been attached as **Appendix 6.3 page ??** of the Appendices

Achievement:

Adoption of this Administrative Action Complaints Policy, along with the Competitive Neutrality Complaints Management Policy will result in Council being fully compliant with regard to our Statutory Policies for the very first time in Council's history.



Proposed Resolution

That Council accept the Administrative Action Complaints Management Policy as presented.

Resolution: Administrative Action Complaints Management Policy

Resolution:	That Council accept Administrative Action Complaints Management Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.6 Competitive Neutrality Complaints Management Policy

Report to: CEO, Mayor and Councillors
Subject: Competitive Neutrality Complaints Management Policy
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 7 (page 87 of the Appendices) Competitive Neutrality Complaints Management Policy Summary

Competitive neutrality is the principle that a public sector business or agency should not have a competitive advantage (or disadvantage) over the private sector solely due to their government ownership. Public sector businesses should compete with private sector businesses on an equal (competitively neutral) basis.

Public sector businesses may have competitive advantages over private sector businesses. For example, some public sector businesses may:

- be exempt from taxes and charges
- have access to less expensive funds because of direct or indirect government guarantees
- be exempt from complying with certain regulations and procedures.

Competitive Neutrality Complaints Management Policy and Process

As you know there are three categories of policies in place in all councils: Statutory, Strategic and Administrative.

The Competitive Neutrality Complaints Management Policy is a Statutory Policy and as such is required to be formally adopted by Council.

Category	Information
Statutory	These are required by law Formally adopted by Council. Published externally on website.

Policy Summary

The policy is based on best practice examples and provides an outline of the process for managing complaints about competitive neutrality, as well as providing links to the relevant online forms and guides for anyone making a complaint.

The complaints procedure is a two-stage process.

Stage one (early resolution):	Aims to clarify and if possible, resolve any competitive neutrality complaint in an informal manner. Internal form is provided to complainants to assist in gathering information.
Stage two (formal complaint):	If the complaint is not resolved in this manner the complainant may lodge a formal complaint. Formal process and forms are provided by the Queensland Complaints Authority (QCA).

The policy outlines the two-stage process in more detail.

Note: Council has never had this policy in place. Adopting this policy will take us one more step towards completing our compliance obligations as they relate to our Statutory Policies for the first time.



Supporting Documentation

A Competitive Neutrality Complaints Form has been developed to facilitate lodging a complaint. This form is attached as **Appendix 7.2 page ??** of the Appendices

The Complaints Management Process has been mapped. This process applies to any complaints including (but not limited to) the following:

- Complaints about staff
- Complaints about the Mayor or Councillors
- Complaints about the Chief Executive Officer
- Complaints of corrupt conduct
- A Public Interest Disclosure
- Any other Administrative Action Complaints

The process map has been attached as **Appendix 7.3 page ??** of the Appendices (*The process map is the same as for the previous item*)

Proposed Resolution:

That Council accept the Competitive Neutrality Complaints Management Policy as presented.

Resolution: Competitive Neutrality Complaints Management Policy

Resolution:	That Council accept the Competitive Neutrality Complaints Management Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.7 Hire of Band Equipment Policy

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Hire of Band Equipment Policy
Reporting Officer:	Chief Executive Officer
Status:	Information

Refer to Appendix 8 (page 97 of the Appendices) for Hire of Band Equipment Policy.

Purpose

This report outlines the updates to the proposed Hire of Band Equipment Policy in response to the discussion at the 18 February 2025 Council meeting.

General Principals

To outline the principals and requirements as they apply to the hire and use of Wujal Wujal Aboriginal Shire Council’s Band Equipment, referred to simply as Band Equipment in this policy document.

Fees and Charges

- The fees and costs associated with the hire of the band equipment will be finalised at the time such equipment is obtained.
- All relevant fees/costs will be listed in the Fees and Charges Schedule that outlines all of Councils fees and charges.
- This schedule is available publicly.

Process for managing the fine details of the hire of equipment

As you know the difference between a policy and a process are as follows:

Policy: A precise statement containing guidelines for achieving goals/mission and used to make decisions. Are flexible and allow for exceptions (Procedures do not).

Procedures: Step by step instructions. Sequence. Rigid in nature and follow a logical process

All details related to the process/procedure for the hire of equipment will form part of the formal process and do not form part of the policy document.

The procedure will be finalised once band equipment is purchased.

Proposed Resolution

That Council adopt the Hire of Band Equipment Policy as presented.

Resolution: Hire of Band Equipment Policy

Resolution:	That Council adopt the Hire of Band Equipment Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.8 Local Laws

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Local Laws
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 9 (page 101 of the Appendices) for GUIDE what-is-a-local-law

Purpose

A local law is a statutory instrument (set of rules) made by local governments to regulate a broad range of issues within their communities.

Queensland Government provides 'model' local laws. These are local laws approved by the Minister for Local Government as suitable for adoption by local governments.

Wujal Wujal has in the past used these model local laws, adopting them as their own. The local laws presented to you today for approval are the most recent model local laws.

No changes have been made, aside from adding our logo and title to each document.

Model 6 applies to bathing reserves, and as Wujal Wujal does not have any, this model is not applicable.

Proposed Resolution:

The Council adopt the local laws as presented:

1. Model Local Law number 1: Administration
2. Model Local Law number 2: Animal Management
3. Model Local Law number 3: Community and Environment Management
4. Model Local Law number 4: Local Government Areas, Facilities and Roads
5. Model Local Law number 5: Parking
7. Model Local Law number 7: Indigenous Community Land Management

Resolution: Local Laws

Resolution:	Council adopt the following Model Local Laws as presented; Model Local Law number 1: Administration, Model Local Law number 2: Animal Management, Model Local Law number 3: Community and Environment Management, Model Local Law number 4: Local Government Areas, Facilities and Roads, Model Local Law number 5: Parking and Model Local Law number 7: Indigenous Community Land Management	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.9 Wujal Wujal Projects Location List

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Wujal Wujal Projects Location List
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 10 (page 181 of the Appendices) for Wujal Wujal Project Locations presentation (RILIPO)

Purpose

The following list of proposed project locations are for Council to consider and adopt, confirming the sites.

Project Description	Discussed Location
Cemetery Extension	106/SP263792 part 135/SP263792 part 34/SP338357
Cemetery Carpark	106/SP263792 Part 135/SP263792
Rebuild Council Administration Building	138/SP263792 126-128, 130 on SP263792 part of 118 on SP263792 part of 27/SP263792
Health Centre	Part 115SP338357 70/SP263792 44/SP263792 part of 34/SP338357
Wujal Wujal Water Supply Scheme Upgrade Project	302/SP263792 (DOGIT) 302/SP263791 (FH) 74/SP263792 (DOGIT)
Place of Refuge	108/SP263792
Meeting Place development (Cultural site gathering place)	Part Road Part 118/SP263792
Art Centre	12-16/SP338357
Bike track (Pump Track) Rebuild / Upgrade on existing site	112/SP263792
Recreation Hall and Female Gym and Multi-purpose Facilities	113/SP263792
Aged Care Facility	79/SP263792 32/SP263792 33/SP26379 119/SP278073
Aged Care Facility Service Centre	88/SP263792
Drainage - behind splash park, through splash park and partly in road corridor	112/SP263792 114/SP263792 road 27/SP263792



Council multipurpose housing (transitional/staff)	115/SP263792
New social housing	53/SP263792 95/SP263792 111/SP263792 1/SP338357 3/SP338357 5-11/SP338357 1/SP301682
Community garden	part of 27/SP263792
SES Shed	part of 134/SP263792
Secondary community use area	part of 27/SP263792

Proposed Resolution:

That Council adopt the project locations as presented:

Resolution: Project Location List

Resolution:	Council adopt the project locations as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.10 Wujal Wujal Master Plan

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Wujal Wujal Master Plan
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 11 (page 199 of the Appendices) for Master Plan

Purpose

Finalised Wujal Wujal Master Plan.

NOTE: Ricardo will provide the Final updated Master Plan on Monday 17 March

Resolution: Wujal Wujal Master Plan

Resolution:	Council adopt the Wujal Wujal Master Plan as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.11 Wujal Wujal Primary Access Route

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Wujal Wujal Primary Access Route
Reporting Officer:	Chief Executive Officer
Status:	Decision

Purpose

Purpose

To seek Council's approval for the resolution to officially change the primary access route for Wujal Wujal from the existing route to the northern access leading to Mulligan Highway.

Background

The Wujal Wujal community currently relies on the south access Bloomfield Road / Cape Tribulation Road as its primary access. However, due to frequent flooding, road damage, and safety concerns, a change of primary access is required, to the northern access to Mulligan Highway. This change is expected to provide a more reliable and safer transport route for residents, emergency services, and economic activities.

Key Considerations

1. **Improved Accessibility:** The northern access to Mulligan Highway offers better road conditions and improved reliability, particularly during wet seasons.
2. **Disaster Resilience:** The existing route is often affected by extreme weather, causing disruptions in transport and emergency response. The new route will provide a more resilient alternative.
3. **Economic Impact:** Enhanced connectivity will support local businesses, tourism, and essential services by ensuring year-round access.
4. **Infrastructure Requirements:** The change of the primary access route will enable the north access to Mulligan Highway to be eligible for ATSI TIDS funding, for road repairs and upgrades.
5. **Responsibility:** Cook Shire Council is responsible for the maintenance and repair of the north access route to Mulligan Highway

Recommendation

That Council approves the designation of the northern access to Mulligan Highway as the primary access route for Wujal Wujal.

Resolution: Council approves the change of the Wujal Wujal primary access route to the northern access to Mulligan Highway

Resolution:	Council approves the change of the Wujal Wujal primary access route to the northern access route from Wujal Wujal through to the Mulligan Highway.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.12 Adding of signatory to Council Financial Systems

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Adding Signatory to Council Financial Systems
Reporting Officer:	Chief Executive Officer
Status:	Decision

Purpose

Council's new Finance Manager, Arminda David, commenced with Council on 10 March 2025 and will require adding as a signatory for all Council financial systems with ANZ and Westpac.

Background

Micah Nkiwane resigned from Council on 13 November 2024. To ensure security and currency of Council's financial systems, Council passed a resolution to remove Micah Nkiwane from Council's ANZ and Westpac accounts.

Arminda David, Finance Manager commenced with Council on 10 March 2025. To ensure security and currency of Council's financial systems, Council must pass a resolution to add Arminda David to Council's ANZ and Westpac accounts.

Resolution: Council adopt the addition of Finance Manager Arminda David as signatory for Council financial systems with ANZ and Westpac.

Resolution:	Council adopts the addition of Finance Manager Arminda David as signatory for Council financial systems with ANZ and Westpac.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



8.13 Engagement of Moray and Agnew

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Engagement of Moray and Agnew
Reporting Officer: Chief Executive Officer
Status: Decision

Purpose

Engagement of Moray and Agnew law firm to represent Council in the Native Title process for the ILUA for Councils Capital Projects.

Proposed Resolution:

That Council Endorse the engagement of Moray and Agnew Law Firm.

Resolution: Council Endorse the engagement of Moray and Agnew Law Firm.

Resolution:	Council Endorses the engagement of law firm Moray and Agnew	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9. Reports: Elected Members and Council Officers

9.1 Mayor’s Monthly Portfolio Report

Report to:	Councillors and Chief Executive Officer
Subject:	Monthly Portfolio Report: Finance, Governance and all other portfolios
Reporting Officer:	Councillor Alister Gibson, Mayor
Status:	Noting

Mayor Alister Gibson represented the interests of the Wujal Wujal Aboriginal Shire Council since the last Ordinary Council meeting 18 February 2025 and reported on his portfolio: Governance, Finance and all other portfolios.

Meetings attended:

Dates	Meeting
Tuesday 18 February	Ordinary Council Meeting
Wednesday 19 February	Community Meeting
Thursday 20 February	Meeting with Douglas Shire Council Mayor, CEO Kiley Hanslow and Operations Manager Perry Gould
Tuesday 25 February	TCICA - Regional Working Group Meeting Indigenous Leadership and Governance Program Project - Cairns
Wednesday 26 February	TCICA Meeting - Cairns
Monday 3 March	Cairns Cabinet Meeting Mayor and CEO Kiley Hanslow
Tuesday 11 March	FNQROC Mayoral Delegation - Brisbane Mayor and CEO Kiley Hanslow <ol style="list-style-type: none"> 1. Meeting with the Hon. Brent Mickelberg MP - Minister for Transport and Main Roads 2. Meeting with Hon. Jarrod Bleijie MP, Deputy Premier 3. Meeting with the Hon. Ann Leahy MP - Minister for Local Government and Water / Minister for Fire, Disaster Recovery and Volunteers <ul style="list-style-type: none"> • Premier and Local Government signed “Equal Partners in Government” agreement
Wednesday 12-13 March	Civic Leaders Summit - Brisbane Mayor and CEO Kiley Hanslow
Monday 17 March	CEO and Councillors mid-month catch up
	LDMG Mayor, Deputy Mayor Claudia Doughboy, CEO Kiley Hanslow (LDC), Operations Manager Perry Gould (proxy LDC)



Portfolio Research Items

Date	Outcome
	Harold Bowen U19's coach of the Edmonton Storms rugby league club has requested Council consider sponsoring the club for the 2025 season. An email has been sent to Harold Bowen asking what the club is looking for in the way of sponsorship. No reply to-date.

Stakeholder conversations

Date	Points Discussed
	Nothing to report during this period.

Community member conversations

Points Discussed
Nothing to report during this period.

9.1.2 Correspondence

None to note for this period.

Resolution: That Council note Mayor Alister Gibson’s portfolio report as presented.

Resolution:	Council noted Mayor Alister Gibson’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.2 Deputy Mayor Claudia Doughboy: Economic Development, Tourism and Health

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Portfolio Report: Economic Development, Tourism and Health
Reporting Officer: Councillor Claudia Doughboy, Deputy Mayor
Status: Noting

Deputy Mayor Claudia Doughboy represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 18 February 2025 and reports on her portfolio: Economic Development, Tourism and Health.

Meetings attended:

Dates	Meeting
Tuesday 18 February	Ordinary Council Meeting
Wednesday 19 February	Community Meeting
Thursday 27 February	Staff Function
Wednesday 5 March	Local Housing Plan Meeting Deputy Mayor Claudia Doughboy, Cr Nilita Tayley, CEO Kiley Hanslow
Thursday 6 March	Queensland Indigenous Women’s Rangers Network (QIRN) meeting Cr Nikita Tayley and Deputy Mayor Claudia Doughboy did a presentation
Tuesday 11 March	Cultural Heritage Risk Assessment field trip with RILIPO, Traditional Owners and John Dockrill Cr Nikita Tayley and Deputy Mayor Claudia Doughboy
Monday 17 March	CEO and Councillor mid-month catch up
	LDMG Mayor (Chair), Deputy Mayor (Deputy Chair), CEO (LDC), Perry Gould (proxy LDC)

Portfolio Research Items

Research Item	Outcome
Nothing to report during this period.	

Stakeholder conversations:

Points Discussed
Nothing to report during this period.

Community member conversations

Points Discussed
Nothing to report during this period.

Other Comments:

None for this report.



Resolution: That Council note Deputy Mayor Claudia Doughboy's portfolio report as presented.

Resolution:	Council noted Deputy Mayor Claudia Doughboy's portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.3 Councillor Robert Bloomfield: Community Sports and Lifestyle

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Portfolio Report: Community, Sports and Lifestyle
Reporting Officer: Councillor Robert Bloomfield
Status: Noting

Councillor Robert Bloomfield represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 18 February 2025 and reports on his portfolio: Community, Sports and Lifestyle.

Meetings attended:

Dates	Meeting
Tuesday 18 February	Ordinary Council Meeting
Wednesday 26 February	Life Promotion and Suicide Prevention FNQ Collaborative "Five by Five" - Cairns Cr Robert Bloomfield and Cr Lucas Creek
	Racheal Moore -President CDRL – Cairns District Rugby League Cr Robert Bloomfield and Cr Lucas Creek
Monday 17 March	CEO and Councillor mid-month catch up

Portfolio Research Items:

Research Item	Outcome

Stakeholder conversations:

Points Discussed
Nothing to report during this period.

Community member conversations:

Points Discussed
Nothing to report during this period.

Other Comments:

None to note for this period.

Resolution: That Council note Councillor Robert Bloomfield’s portfolio report as presented.

Resolution:	Council noted Councillor Robert Bloomfield’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.4 Councillor Nikita Tayley: Environment and Culture

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Portfolio Report: Environment and Culture
Reporting Officer: Councillor Nikita Tayley
Status: Noting

Councillor Nikita Tayley represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 18 February 2025 and reports on her portfolio: Environment and Culture.

Meetings attended:

Dates	Meeting
Tuesday 18 February	Ordinary Council Meeting
Wednesday 19 February	Council Meeting
Thursday 27 February	Staff Function
Friday 28 February	Young Councillor Cohort - Meeting 3
Wednesday 5 March	Local Housing Plan Meeting Deputy Mayor Claudia Doughboy, Cr Nikita Tayley, CEO Kiley Hanslow
Thursday 6 March	Queensland Indigenous Women’s Rangers Network (QIRN) meeting Cr Nikita Tayley and Deputy Mayor Claudia Doughboy did a presentation
Tuesday 11 March	Cultural Heritage Risk Assessment field trip with RILIPO, Traditional Owners and John Dockrill Cr Nikita Tayley and Deputy Mayor Claudia Doughboy
Monday 17 March	CEO and Councillor mid-month catch up

Portfolio Research Items:

Research Item	Outcome
Nothing to report during this period.	

Stakeholder conversations:

Points Discussed
Nothing to report during this period.

Community member conversations:

Points Discussed
Nothing to report during this period.

Other Comments:

No further comments



Resolution: That Council note Councillor Nikita Tayley’s portfolio report as presented.

Resolution:	Council noted Councillor Nikita Tayley’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.5 Councillor Lucas Creek: Law and Order

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Portfolio Report: Law and Order
Reporting Officer: Councillor Lucas Creek
Status: Noting

Councillor Creek represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 18 February 2025 and reports on his portfolio: Law and Order.

Meetings attended:

Dates	Meeting
Tuesday 18 February	Ordinary Council Meeting
Wednesday 19 February	Community Meeting
Tuesday 25 February	TWG Meeting Cr Lucas Creek (Chair), CEO Kiley Hanslow, Operations Manager Perry Gould, Building Manager Dan Hall, Finance Manager Khush Kumar, Grants Officer Stephanie Little
Wednesday 26 February	Life Promotion and Suicide Prevention FNQ Collaborative "Five by Five" Cr Lucas Creek and Cr Robert Bloomfield
	Racheal Moore -President– Cairns District Rugby League (CDRL) Cr Robert Bloomfield and Cr Lucas Creek
Wednesday 5 March	Consultation - TAFE Qld First Nations Small Business Program Cr Lucas Creek, CEO Kiley Hanslow
Monday 17 March	CEO and Councillors mid-month catch up

Portfolio Research Items:

Research Item	Outcome
Nothing to report during this period.	

Stakeholder conversations:

Points Discussed
Nothing to report during this period.

Community member conversations:

Points Discussed
Nothing to report during this period.

Resolution: That Council note Councillor Lucas Creek's portfolio report presented.

Resolution:	Council noted Councillor Lucas Creek's portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.6 Chief Executive Officer Report

Report to: Mayor and Councillors
Subject: Chief Executive Officer's Report
Reporting Officer: Chief Executive Officer Kiley Hanslow
Status: Noting

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last council meeting on 18 February 2025.

Date	Meeting and Comments
Tuesday 18 February	Ordinary Council Meeting
Wednesday 19 February	Community Meeting
	Cook JV Board Meeting
Thursday 20 February	Meeting with Douglas Shire Council Mayor, CEO Kiley Hanslow and Operations Manager Perry Gould
Tuesday 25 February	TWG Meeting Cr Lucas Creek (Chair), CEO Kiley Hanslow, Operations Manager Perry Gould, Building Manager Dan Hall, Finance Manager Khush Kumar, Grants Officer Stephanie Little
Thursday 27 February	Wujal Wujal Scheme Supply Fund – Stage 2 grant application CEO Kiley Hanslow, Grants Officer Stephanie Little
	Program Meeting with QRA
	Staff Function
	Ayton Bore Meeting CEO Kiley Hanslow, Operations Manager Perry Gould
Monday 3 March	Cairns Cabinet Meeting Mayor and CEO Kiley Hanslow
	Floodplain Management Australia Meeting
Tuesday 4 March	Visit from Terry Brodin from Fair Trading - Department of Justice CEO Kiley Hanslow, Community Services Manager Kesa Strieby
	Traineeship Program - Cert II in Indigenous Housing Repairs and Maintenance Meeting
Wednesday 5 March	Local Housing Plan Meeting CEO Kiley Hanslow, Deputy Mayor Claudia Doughboy, Cr Nikita Tayley
	International Women's Day – Women's Centre
	Consultation – TAFE Qld First Nations Small Business Program CEO Kiley Hanslow, Cr Lucas Creek
Thursday 6 March	Meeting with Hari Boppudi – China Camp Road Update CEO Kiley Hanslow



<p>Tuesday 11 March</p>	<p>FNQROC Mayoral Delegation - Brisbane Mayor and CEO Kiley Hanslow</p> <ol style="list-style-type: none"> 1. Meeting with Hon. Brent Mickelberg MP - Minister for Transport and Main Roads 2. Meeting with Hon. Jarrod Bleijie MP, Deputy Premier 3. Meeting with the Hon. Ann Leahy MP - Minister for Local Government and Water / Minister for Fire, Disaster Recovery and Volunteers <ul style="list-style-type: none"> • Premier David Crisafulli and Local Government signed the “Equal Partners in Government” agreement.
<p>Wednesday 12- 13 March</p>	<p>Civic Leaders Summit - Brisbane</p>
<p>Monday 17 March</p>	<p>CEO and Councillors mid-month catch up</p> <hr/> <p>LDMG Mayor, Deputy Mayor Claudia Doughboy, CEO Kiley Hanslow (LDC), Operations Manager Perry Gould (proxy LDC)</p>

9.6.2 Report

Grants

Council continues to seek funding for its regular functions, and also recovery funding to rebuild and repair the damage from the Tropical Cyclone Jasper disaster event.

Refer to **Appendix 12 (Page 201)** of the Appendices) to view:

- Table – Funding Applications submitted awaiting outcome
- Table – Grants Report - Successful Funding Applications 10 February – 4 March
- Table – All Current Grant Funded Projects in Delivery (as at 04/03/2025)

Road update

Work continues on the Wujal Wujal to Ayton road, expect delays when travelling.

Disaster preparedness Update

No current weather events.

Discussion

On Tuesday 12 March 2025, Premier Crisafulli and Local Government Minister Ann Leahy joined Local Government Association of Queensland President Mayor Matt Burnett and LGAQ chief executive Alison Smith at Parliament House for the signing of the three-year agreement that reaffirms the State Government commitment to working in partnership with councils to deliver for Queenslanders.

This agreement recognises equal partners in government.

Premier David Crisafulli said the agreement was another example of how the Government was resetting the relationship with Local Government to deliver better outcomes for Queenslanders.

“We are delivering a fresh start and empowering local governments to deliver for their communities,” Premier Crisafulli said.



“We promised this would be a government that worked with, not against Councils, and that’s exactly what we’re delivering with this partnership.

Minister for Local Government and Water Ann Leahy said she was proud to put forward the Equal Partners in Government Agreement, which signified the mutual respect between State and Local Government.

Local Government Association of Queensland President Mayor Matt Burnett said “Partnerships only work when they are truly equal. And we know that when the State and local governments work together, that’s when we really achieve for local communities right across Queensland,” Mayor Burnett said.

LGAQ CEO Alison Smith said the Equal Partners in Government Agreement formalised an election commitment made by Premier Crisafulli and Minister Leahy to Queensland’s councils to prioritise the relationship with local government.

The following training has been arranged for our Councillors:

Councillor Training with Mel Ison DSDILGP– Information on Councillor Responsibilities

8 April 2025 - 9:00am - 12:30pm (Mayor’s Office)

Councillor Training with Mel Ison DSDILGP – Finance and Assets

9 April 2025 - 9:00am - 1:00pm (Council Temporary Admin Building)

Councillor Training - LGAQ Governance Workshop

10 April 2025 - 1:00 - 5:00pm - - 100 Charlotte Street, Cooktown

Energy Division Queensland Treasury – 20 March 2025 meeting (Councillors invited)

There will be a change to the electricity cards. These cards provided access to operate the energy meters.

The Energy Division, in Queensland Treasury, is planning minor regulatory changes to the Electricity—National Scheme (Queensland) Regulation 2014 and the National Energy Retail Law (Queensland) Regulation 2014 to allow approximately 430 customers across three first nations communities (Hopevale, Jumbun and Wujal Wujal) to continue to have access to card-operated electricity meters.

These meters operate on a pre-payment basis, unlike standard meters that operate on a post-payment basis (post-payment customers receive an electricity bill for energy already consumed). The proposed regulatory changes will resolve an administrative issue that has required a waiver from the Australian Energy Regulator to allow these customers to continue to access these card-operated meters. The three communities have previously stated their support of card-operated meters. However, the Energy Division team would like to consult with these communities before progressing with a regulatory change to ensure their continued support. I assisted the Energy Division team working in Hope Vale and Wujal Wujal with consultation information.

New Health Care Centre – meeting with Queensland Health 2 April 2025 – Discussion on the location and construction of the new Wujal Wujal Primary Health Care Centre



National Mobile Audit – NOTE: TBC meeting on 19 March 2025

Accenture Australia are currently working on the National Mobile Audit for the Department of Infrastructure in the Australian Federal Government. As part of this project, they are conducting static mobile network testing at select locations across rural and regional Australia to assess the performance of the mobile network operators in these areas.

Portia Zar and Daniel Tangri from the Department of Infrastructure, along with the Queensland State Government have requested Wujal Wujal as a potential location for hosting their mobile network test equipment. This testing should result in the improvement of mobile coverage in Wujal Wujal.

Mapping the Digital Gap – Dr Daniel Featherstone and Lydon will be returning to Wujal Wujal to continue the Mapping the Digital Gap Project between 28 April 2025 to 2 May 2025. Cultural Advisor Uncle Bill will assist with the Project for community.

Follow Ups

Olufson (Billygoat) Creek Crossing – On 28.02.2025 I contacted CEO of Cook Shire Council to enquire when works would be undertaken on the crossing – Cook Shire CEO confirmed the tender has been awarded for the works. Hopefully these will commence soon.

On 18.02.2025 I requested the Essential Services Coordinator in the Operations Team undertake a dog audit, dog registration drive and then a dog desexing drive in Wujal Wujal as soon as possible.

On 18.02.2025 I requested the Building and Projects Manager in Operations Team schedule the cleanup of the laneway at the top of Hartwig Street. MPDT Tree lopping are coming the Building and Projects Manager has scheduled some tree works there.

On 28.02.2025 I requested Sergeant Chris Stewart, OIC Wujal Wujal Police, provide information on the long response times for QPS to attend jobs and whether there was anything that could be done to tighten up these response times. SGT Chris responded that he would like information on instances etc. The Police are not always rostered to work and if called out during the night, need to get out of bed, get a uniform on, go to the station, kit up etc. and then get to the job. They routinely attend all jobs as quickly as possible. If a call for service is graded as a priority code 4 (i.e. not a call out) and they are on a day off, they will do that job when they work next. SGT Chris can look at specific instances further. As this is a public facing matter and not operational, it is advisable Cr Lucas Creek discuss this matter further with SGT Chris Stewart under his portfolio of Law and Order.

Resolution: Acceptance of the Chief Executive Officer’s Monthly Report

Resolution:	That Council receive the Chief Executive Officer’s Monthly Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.7 Corporate and Commercial Report

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Portfolio Report: Corporate and Commercial Finance Report
Reporting Officer: Finance Accountant Khush Kumar
Status: Noting

Refer to **Appendix 13** (Page 208 of the Appendices) to view Financial Report.

Council Financial Accountant to present the financial report to Council.

Resolution: Acceptance of the Corporate and Commercial Report

Resolution:	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.8 Operations Report

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Monthly Operations Report
Reporting Officer:	Operations Manager, Perry Gould
Status:	Noting/Information

This report outlines the works undertaken during the month of February 2025 including Civil, Building, Water Supply, Sewer Services, Parks and Gardens, Animal Management, Environmental Health, Disaster Management.

9.8.1 Civil Construction

Speed monitoring systems now installed throughout Community.

Preliminary designs have been developed for proposed roundabout at the intersection of Douglas and Kotzur Streets. Concept designs have also been formulated for the Town Square roundabout which will also be presented in March Ordinary Council meeting

Civil works delayed due to the availability of bitumen supplies and contractors' availability, preparation and temporary pothole patching continues.

Civil contractors have cleared causeways and drains within community of all rock/debris and sediment after recent rain event.

Contracting engineers have been successful with activation of Disaster Relief Funding Arrangements (DRFA) for Wujal Wujal after recent weather, this will allow for further repair works within the Wujal Wujal community's road network after the initial Cyclone Jasper event.

9.8.2 Staff Movements

Nil

9.8.3 Disaster Management, SES, Rural Fire

- Works have commenced for concrete slab bases and roofing for new generators and for higher places buildings in preparation for Disaster Management

9.8.4 Fire Extinguisher Testing

Trinity Fire Services has installed and tested fire extinguishers.

9.8.5 Stormwater Drain - Kotzur Street to Douglas Street

Submissions submitted for completion of stormwater drainage system from Kotzur Street to Douglas Street.

9.8.6 Building

Planned Maintenance:

- House numbering signage update – Signs purchased, still waiting on Housing to email the RFQ to WWASC
- Bathroom upgrade for 119D (Aged Care) accommodation awarded to contractors, selected from three quotations based on value for money and ability to deliver a project of this size
- Additional Lawn Locker PKG 9 announced and out to Request for Tender RFQ
- Full fence upgrade at 46 Kotzur Street, contractor selected based on most competitive price and use of local labour.



Responsive Maintenance:

- 80 Completed work orders have been invoiced to QBuild in February resulting in \$155,348.00 in Council revenue for the month.
- Monthly gutter clean WO issued to contractors.

Council Properties:

- Women's Centre completed.
- Arts Centre amenities block completed.
- Nursery fencing completed.
- Sports Hall roof upgrade completed – no more leaks.
- Sports Hall new paint in progress.
- Sports Hall louvres supplier/installer selected.
- Sports Hall basketball resurface supplier selected.
- Sports Hall draft person booked for April to draw up enclosing gym and kitchen mods.
- South Side amenities block at Sports fields request for quotation (RFQ) closed, successful supplier to be selected.
- Louis Street Staff units roof extension to be drawn up in April 2025.
- Architects Landplan visited Wujal Wujal in February with develop concept designs for Council for Knowledge/Mango Tree area in town square.

- **9.8.7 Essentials Services**

Water and Waste

- Daily testing – chlorine, turbidity, and pH (target range of sanitation 0.5 – 1) results 1-1.6, dropped chlorine levels gradually down from 500 to 480– due to chlorine flush through line to clear air bubbles.
- Daily checks – sewerage treatment plant all pumps operational.
- Daily checks and maintenance at splash-park.
- Daily cleaning of Johnson screen at sewer plant.
- Monthly water sample taken and sent to Cairns NADA approved laboratory for testing as per Councils Drinking Water Quality Management Plan (DWQMP) on 14 January 2025.
- Daily community patrol for leaks/damages/maintenance on pumps and valves undertaken.
- Sewerage Treatment Plant – weed spray pump station, fence lines and plan.t
- Vehicle maintenance (clean, wash car).
- Splash Park issues – works order raised for contractors to replace foot valve in water reservoir tank.
- Site base management plan in the process of being compiled with Department of Environment Tourism Science and Innovation (DETSI) for Councils Sewerage Treatment Plant.
- Clean in Place filtration (CIP) clean completed.
- Manual operations to control Sewer Treatment Plant levels.
- Upgrades of the infrastructure at the Water Treatment Plant.
- Greased nipples on splash park bucket.
- De-sludge Sewer Treatment Plant.
- Aeration pump replaced and installed at Sewer Treatment Plant.
- Ordered and restocked on chlorine.



Comments:

Council's sewerage network has encountered stormwater infiltration over the month resulting in sewerage ponds being inundated with stormwater water. Sewerage ponds have overflowed due to existing pumps unable to pump increased volumes of stormwater.

Contract plumbers engaged to perform scope of works and pricing for rectification of underground sewer network.

Excessive heat gassing off chlorine levels at potable water treatment plant – requires higher dosage for sanitation target range.

9.8.8 Animal Management

Animal Management staff to undertake community household visits to determine present numbers as this has risen over previous months. CEO requested a dog audit drive, dog registration drive and dog desexing drive.

Wujal Wujal - 45 dogs

(Staff houses – 9 dogs)

17 - de-sexed dogs

- Male – 5
- Female – 12

28 – entire dogs

- Female – 8
- Male – 20

- Cats – 2 (1 – female, 1 – Male)

Ayton - 17 Dogs

- 3 - de-sexed (1-male, 1-female, 1-hermafrodite)
- 14 – entire (8-males, 6-female)

- 5 – cats, males

Miscellaneous

- Community patrol daily.
- Restock medications.
- Maintenance of pound.
- Training new EHO & AMO.
- Interviews conducted for employment – 2 candidates.
- Vet visit – tropical vets, 12 February 2025.
- Stronger dog laws implemented.
- Animal Management Cert 4 course in Bamaga completed by staff.

Complaints

NIL

Comments:

Will conduct a proper Census in end of March 2025.



9.8.9 Environmental Health

Survey for vehicles within community to be undertaken.

- Pest treatment conducted.
- Forklift license completed.
- Wheelie bin audit conducted - five bins replaced.
- Bed bugs work order submitted to Council and works performed by Cooktown Pest Control as sensitive site.
- Organised 12 cubic square meters hook and 5 cubic square meter skips.
- QTH training.
- Food inspection conducted.

Concerns:

Nil

Comments:

Training for Environmental Management course for new employees to be arranged.

9.8.10 Parks and Gardens

- Two Zero Turn Mowers now returned after extensive mechanical works undertaken, the plant will be monitored over the coming months.
- New 4WD Kubota All-Terrain Vehicle (ATV) and spray unit ordered and due for delivery March 2025.
- New Isuzu Tipper truck ordered and due for Delivery March.

Resolution: That Council receives the Works and Building Services Monthly Report as presented.

Resolution:	That Council receive the Works and Building Services Monthly Report for February 2025 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



9.9 Community Services Report

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Monthly Community Services Report
Reporting Officer: Community Services Manager, Kesa Strieby
Status: Noting

This report outlines the works undertaken during the month of February 2025.

February 2025 was a remarkable month for the Community Services Department, marked by vibrant community events and strong engagement.

Dates	Activities	Services
3 February	Relocated Artists to WMC IACA Briefing re CIASF 2025 NAIDOC Grant Meeting	WWASC / IACA
4 February	Meeting NAIDOC & RODEO Meeting North Recovery Meeting	WWASC CSM DATSIP
5 February	Funeral Policy IKC Meeting School Holiday Youth Programs	State Library
6 February	CPR Training -Cooktown Kindergarten staff Meeting New Events and Sports staff IKC Variation Meeting	First Aid Training Cook Shire Council CSM State Library
7 February	CSD Meeting Community Grants Project	
8 February	Review Reports Community Grants	Peak Services
10 February	Staff Job Interview Birthday celebrations Artists Morning tea Speech Pathologist Visit	Events and Sports Kindergarten
11 February	North Qld Creativity Meeting	LRRG
12 February	Interagency Meeting Kindergarten Funding	C & K
13 February	Community Services Toolbox Meeting IWD Meeting DESBT Meeting	WWASC Justice Group/ Apunipima Dept of Employment and Training
17 February	Wujal Centrelink Statistics	Centrelink -Australia Support Services Events and Sports
18 February	Community Meeting	
19 February	RODEO Planning Meeting	



20 February	Artists Morning Tea NAIDOC Meeting Wujal IWD 2025 Meeting	Women Multi-purpose Centre IKC WWASSC Admin Office
24 February	ABF Rugby Meeting Cultural Advisor meeting	
25 February	IKC Grants / Variation Meeting Arts Centre Grants Community Radio Elders Meeting Masterplan Staff Job Interview	State Library Arts QLD Black Star ACCC WWASC
26 February	Action Plan Report -IKC Artists /Art Centre Wujal Junior Rugby Tournament	State Library Arts Qld Fair Trading /NRL Cairns
27 February	Staff Function Kindergarten Meeting Arts Centre	WWASC C & K / Givit Arts Qld

Cultural Advisor

Plays a significant part in sharing and guiding the success of Wujal community events in February. Cultural Advisor expertise has been invaluable in ensuring cultural inclusivity, fostering respect, and creating a welcoming atmosphere for the visitors within the community. The Community Services Unit guided by the Cultural Advisor, celebrated diversity and inclusivity through a series of impactful community events. Key achievements included fostering cultural awareness, creating spaces for meaningful cross-cultural dialogue, and ensuring cultural values were respected and integrated. These efforts strengthened community bonds and highlighted the importance of inclusivity in all activities, making the events truly reflective of the community diversity. Office Hours 7:30am – 4:00pm Monday – Thursday

Indigenous Knowledge Centre – Library

It was a significant month for the Indigenous Knowledge Centre-Library. Guided by cultural expertise, the centre hosted events that celebrated Indigenous culture, promoted traditional knowledge, and encouraged storytelling as means of preserving heritage. These activities engaged diverse groups and strengthened the connection between Indigenous and non-Indigenous community members, fostering respect, understanding, and collaboration. The Centre's efforts highlighted the importance of preserving and sharing cultural knowledge for future generations.

Holy Spirit College - Monday, Tuesday, Thursday and Friday – 10:30am – 1:30pm

Mumz and Bubz - Wednesday 10:30am – 2:30pm

Country Universities Cape York - Every Wednesday on fortnightly basis (on these dates 19 March, 30 April, 14 May, 28 May, 11 June and 25 June) 10:00am – 12 noon



Arts

February was a dynamic month for the Arts, showcasing creativity and community engagement through various cultural and artistic expression, featuring exhibitions, workshops, and performances that celebrated local and indigenous talent. These initiatives provided a platform for artists to share the stories, enriched the cultural fabric of the community, and inspired participation across all age groups. The Arts' commitment to fostering creativity and inclusivity made it a cornerstone of cultural celebration and connection in February.

Artists located at the Women's Multi-Purpose Centre open 8:00am- 4:00pm Monday to Thursday and Friday from 8:00am – 12 noon.

Centrelink

Centrelink is an Australia government program delivered by Services Australia. It provides financial support and services to individuals and families in need, such as: -

- Job Seekers- Payments like jobseeker allowance.
- Families – Support like family Tax Benefits or Parenting Allowance or Austudy.
- Students and Trainees -Assistance like Youth allowance or Austudy.
- Older Australians– Pensions or Seniors Health cards.
- People with Disability Support Pension, Carer, Payments, and allowance.

Centrelink statistics provide insights into the number of people accessing government support in Australia.

Some general statistics: more than 30 community members accessed Centrelink services this month. Our Office remains open from 8:30am – 12.30pm Monday to Thursday.

Services Australia does not sufficiently fund the Centrelink service to be delivered in Wujal Wujal, which results in Council running at a loss to deliver this Federal, but vitally important service for the community. Council has approached Services Australia to increase the funding to deliver the Centrelink Service to reduce the financial impact to Council; however, Services Australia have refused to increase the funding to appropriately fund the Centrelink Service in Wujal Wujal.

Wujal Black Star Radio Station – FM 107.7

Black Star Radio is a network of indigenous community radio stations serving the Cape York and Gulf regions of Queensland, Australia. Coordinated by the Queensland Remote Aboriginal Media (QRAM) association based in Cairns, Black Star offers a diverse of music genres, news, weather updates and local tailored to each community needs.

Black Star Radio stations are accessible in multiple locations, including Wujal Wujal FM 107.7. Listeners can also stream the station live online through platforms like TuneIn.

Black star is promoting the Wujal Wujal community upcoming events and interviewing our community.

Radio stations continue to do pre-recording interviews and the office is open from 8:00am -4:00pm Monday to Thursday.

All radio equipment was destroyed in the TC Jasper flooding disaster in December 2023. Council has been waiting for the Black Star technician to attend to install new radio equipment; however, this has not yet occurred.



Events and Sports

After school holiday programs are essential for engaging children and youth in productive activities, fostering personal growth, and providing a safe environment after school hours. The community hall is open from 3:00pm – 6:00pm for the children to play basketball, slip and slide and our staff are proactive in creating fun activities that are suitable for all aged groups.

We have recruited one new local staff member for the Events and Sport Officer position and interviewed another; however, are still waiting for that person's Blue Card and Police Check clearances. We have also had a volunteer provide an expression of interest to help in Events and Sports.

Kindergarten

Funding

- Queensland Kindergarten Funding Scheme – (4-4.5-year Kindy program) – ongoing based on numbers.
- Kindergarten uplift – to support staff with professional development e.g., training and conference.
- Play Base Solution Funding this is to support 3-years of age children.
- Additional Funding for target age Children (4.5 - 5 years of age) This will support seven children with an additional day.

Enrolments - Program

- Term 1 started with good attendance 10 children and there are three children that will require extra support. This will require consultation with parents, Health Allied services, and funding.
- Monday – Wednesday 8:30am – 2:30pm open to children ages 3 – 5 years of age.
- Thursday is additional day for children who are going onto School in 2026 – children turning 4 -5 years of age by 30 June 302025

Issues

- Children being collected late; Parents and Guardians are not committing to their responsibility e.g- Parents and Carers are sending unauthorised people/person to collect children when not in the children's enrolment as additional contacts.
- DRFA funding has been confirmed on 14.03.2025, for the silt to be removed from kindergarten back playground and these works will be scheduled as soon as possible, to level the playground as it is currently a tripping hazard for all and is causing problems for staff to set activities out because the equipment is not stable. The completion of this work will be great for the Kindergarten.

Assessment

- Continuing with updating all required documents for National Quality Standard Assessment and Rating. Monitoring visit was conducted on the 25 February 2025 by Early Childhood Regulatory Authority. Report was sent to Community service Manager.

Maintenance and repairs

- Kindy grounds are being mowed fortnightly.
- Internal work request forms are being used for all maintenance and repair requirements.

Training/ Professional Development

- First Aid training is up to date.
- All compliance training completed for both staff.
- Special needs training to support speech/communication still ongoing face to face and online training.



Visitors

- Early Childhood Development Program - Coordinator
- Early Childhood Regulatory Authority – Compliance
- Speech Pathology Qld Health
- Occupational Therapy – Qld Health

Aged Care Community Centre

Aged Care Community Centre provides services and activities tailored to the needs of older adults, fostering social connections, promoting health and well-being, and offering support to enhance quality of life. The Centre typically includes services: -

- Social activities -group games, art and crafts and music programs. Cultural events, Elders’ meetings and celebrations.

Funding and Spend

Spend	Value
CareLynx	8522.64
ROCS	
Cape York Tyres	155.00
Far Nth Office Choice	26.80
Briody Plumbing	
Emperor Electrical	
Nandy Building Constructions	
Cooktown Food and Ice	5648.01
Ayton Store	1204.25
Total	15556.70

Issues with Programs etc

- Continued intermittent internet services, unsure as to why – Aged Care Centre has Starlink.

Client/Correspondence

- Continued monthly Care Plan reviews
- Continued review of HCP budgets
- Ongoing review of HCP acquittals
- HCP for October 24 has been submitted and approved
- X2 clients referred for CHSP services via MAC
- Clients supported to see the Podiatrist @ PHCC

Reporting

- Ongoing review of HCP acquittals and adjusting HCP in line with hospital and social leaves



- Monthly data input
- QCSS reporting completed for the Quarters below and submitted on 6/2/25
 - Q4 2023-2024
 - Q1 2024-2025
 - Q2 2024-2025

Staffing

- Continue to advertise for the positions of Cook, ACSW and Administration Officer
- All AC staff completed First Aid and CPR course
- Training provided to staff regarding how to use the new Oven

Other

- Continued review of systems and processes in line with the Aged and Quality standards and supporting staff with ongoing training and education in regard to documentation, continuous improvements, incidents and accidents etc
- Ongoing education and Mandatory training due for Aged Care Staff.
- CHSP 2025-27 program extension invitation to the WWASC questionnaire was completed and received by CHSP extension team.

Resolution: Council accept the Community Services Report for February 2025

Resolution:	That Council accept the Community Services Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



10. Presentations to Council

10.1 Planning for the 2026 Census

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	Planning for the 2026 Census
Presenters:	Robyn Learmouth and Melinda Mansell, Australian Bureau of Statistics
Status:	Discussion
Time on agenda:	1:00pm – 1:30pm

Australian Bureau of Statistics attendees:

- Robyn Learmouth
- Melinda Mansell

Discussion points:

1. Census 2026:
 - Discussing the upcoming Census and its implications for your community.
 - Understanding the data collection process and how we can work together to its success.
2. Health Data ROI:
 - Exploring the return of data from the previous health survey.
 - Identifying key metrics and outcomes that demonstrate the value of health data.
3. Data Needs:
 - Understanding what specific data, the council would like to see collected.
 - Discussing the types of data that are most used by the council.
 - Identifying any gaps in the current data and how we can address them.
4. Training Needs:
 - Discussing whether there is a need for training on data collection, analysis, or usage.
 - Discussing potential training programs or workshops that could benefit the council.

Addressing these points with Council will help the Australian Bureau of Statistics better understand and meet the data needs of Wujal Wujal.

Resolution: Council note the presentation by Australian Bureau of Statistics.

Resolution:	That Council note the presentation by Australian Bureau of Statistics.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



10. Presentations to Council

10.2 North Queensland Creative Recovery Group Presentation

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	North Queensland Creative Recovery Group
Presenters:	Bell Faber, Senior Tourism and Events Officer, Cooktown Shire Council, Waratah Nicholls, Creative Recovery, Cooktown Shire Council
Status:	Discussion
Time on agenda:	1:40pm – 2:00pm

Cooktown Shire Council attendees:

- Bell Faber
- Waratah Nicholls

Refer to Appendix 14 (page 219 of the Appendices) for presentation.

Kuku Balkal Kaykayanda is a creative recovery initiative supporting children and young people in the wake of Cyclone Jasper.

Resolution: Council note the presentation by the Creative Recovery Group.

Resolution:	That Council note the presentation by the Creative Recovery Group	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	

10.2 Snake Awareness

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	Snake Awareness
Presenters:	Christian Schonenberger, Queensland Ambulance Service, Cooktown
Status:	Discussion
Time on agenda:	2:00pm – 2:30pm

QAS attendees:

- Christian Schonenberger

Christian to present snake awareness.

Resolution: Council note the presentation by QAS Cooktown

Resolution:	That Council note the presentation QAS Cooktown	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250318-	



11. General Business

Recruit and train a local community member for the CEQ store Refer to [Appendix 15 \(page239\)](#)
Councillor shirts for conferences – choices provided to Councillors

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for **Tuesday 15 April 2025**.

13. Meeting Closure

Meeting closed at