



# **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:

<b>Time</b>	<b>Topic</b>	<b>Agency/Presenter</b>
1:00 – 1:30pm	Community Engagement results and draft Environmental Health Plan	David Hancock and Andrew Drage - Health
1:45 – 2:15pm	10-year Strategic Capital Plan Presentation	Danielle Sturton and Ryan Smith - Housing

## **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 | 21 January 2025

Refer to **Appendix 1** (Page 1 of the Appendices) to review the minutes of the meeting held 21 January 2025.

Resolution: Acceptance of the minutes meeting held Tuesday 21 January 2025

<b>Resolution:</b>	That the minutes of the Ordinary Council Meeting held on Tuesday 21 January 2025 be accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	

## 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

- Reports of COVID-19 cases in community - Cr Nikita Tayley requested information on COVID isolation
  - *Mandatory COVID isolation ended on 14 October 2022 meaning people legally cannot be directed to isolate if they have COVID.*
- Activ8Me community Wi-Fi does not seem to be working well – Cr Nikita Tayley
  - *CEO Kiley Hanslow requested a report from Joe Faracci (Activ8Me) of the speeds and connectivity of the community Wi-Fi network since commencement 24/01/25. – Joe advised on 5/02/25 that support staff have looked at Cr Nikita' Tayley's home WIFI phone, apparently it lost power and switched off. He was informed at about 10:07hrs that the phone was powered up. Joe is following up on data information and will provide it ASAP.*
- Cr Nikita Tayley advised that there is a need for a guardrail near Harrigan's Landing (near the big rock before the Bloomfield River State School) and a need for a permanent guardrail just past the Ayton boat ramp. Both areas are in Cook Shire.
  - *CEO Kiley Hanslow emailed CEO Brian Joiner at Cooktown Shire Council on 24/01/25 asking him to investigate these areas for Council and provide a response on this request.*

○ *Response from Cooktown Shire.*

Not exactly sure where is the Harrigan's Landing, but I assume it's where the big washout was (see below first image), the yellow highlighted section has guard rail in the approved scope of works from QRA.



As for south of Boat ramp, QRA only approved the guard rail for yellow section and did not approve for red section. However, because red site is high risk, we plan to install guard rail there as well using maintenance funds (~\$55k).



- CEO Kiley Hanslow emailed Aubrey Hearsey and Marcus Jarmyn at Housing to advise that at the January 2025 Council meeting Councillors raised the issue of the number of dogs tenants are keeping. CEO advised there is a two-dog policy for social housing tenants in Wujal Wujal through Housing and asked if they could please follow up with tenants who are keeping more than two dogs. CEO also asked if they could remind tenants to keep dogs in their yards, with gates and fences closed.



- Councillor Bloomfield mentioned a Mountain Bike Association came to Wujal Wujal to investigate options for mountain bike track development in community and did some preliminary markings, they were due to come back in 2020 but due to COVID this did not happen.
  - There is an Easter Kuku Yalanji Regional Strategic Trail Concept Plan which was prepared for Jabalbina Yalanji Aboriginal Corporation in July 2017. Given the location of these trails within the Wet Tropics and Traditional Lands this mountain bike project was best placed to be provided through Jabalbina. Copies of the concept plan are included in the Council **Appendix 13 page 281**.
- Deputy Mayor enquired about the duties of Deputy Mayor.
  - CEO Kiley Hanslow emailed the following legislative information from the Local Government Act 2009 to the Deputy Mayor and Mayor on 24/01/25. In Queensland, the duties and responsibilities of a Deputy Mayor are outlined in the Local Government Act 2009 (Qld). The below is a clarification of their role under legislation:

#### **Primary Role:**

The Deputy Mayor's primary function is to act in the position of the Mayor when the Mayor is unavailable (e.g., due to absence, illness, or a vacancy in the office of the Mayor). This role ensures continuity of leadership and decision-making within the council.

This duty is stipulated in **section 165(3) of the Local Government Act 2009**, which states that the Deputy Mayor may perform the responsibilities of the Mayor in their absence.

#### **Duties Beyond Acting as Mayor:**

Outside of situations where the Deputy Mayor is required to step into the Mayor's role, the Deputy Mayor's responsibilities and duties are effectively the same as those of other Councillors. This means:

- Representing the interests of their division/portfolio (if the council is divided into divisions/portfolios) and the broader local government area.
- Making decisions in the public interest during council meetings.
- Participating in the development and review of council statutory and strategic policies, strategies, and plans.
- Ensuring transparency, accountability, and good governance.

#### **No Distinct Legislative Powers:**

The legislation does not provide the Deputy Mayor with any separate or distinct powers beyond those of other Councillors, except for the specific function of stepping into the Mayor's role when required.

This framework ensures that the Deputy Mayor's role is clearly defined, primarily as a backup to the Mayor, while their broader responsibilities align with those of all Councillors in governing the local area.





- Council Band Equipment Policy.
  - CEO Kiley Hanslow emailed the Governance Officer and Community Services Manager on 24/01/25 requesting them to refresh the policy. Community Services Manager was requested to provide some band equipment quotes and research any available grants for band equipment. The policy was refreshed and is tabled in this current Council meeting.
  
- Travel Allowance and Fuel Mileage
  - Executive Assistant to the Mayor and CEO emailed the Mayor and Councillors the ATO Travel Allowance TD 2024/25 – legally binding rates and the ATO Fuel Mileage rates on 7/02/25.
  
- eScooters - **Refer to Appendix 2** (page 19 of the Appendices)  
Queensland State Regulations around eScooters - Key rules to be aware of include:
  - Reduce speed on footpaths – 12km/h on footpaths and shared paths
  - Maximum speed limit – 25km/h on bike paths or roads
  - No talking on phones when riding
  - Always wear a helmet
  - No doubling
  - Riders must be 12 years or more (12-15 year olds must be supervised)
  - Warn pedestrians as you approach
  - Use light and reflectors after dark
  - Park your eScooter in a safe place out of the way of other path users

Flyers have been distributed around community on noticeboards advising of these legislative requirements.



## 8. Items for Consideration and Decision

### 8.1 Policy: Acceptable Requests Guidelines

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Policy: Acceptable Requests Guidelines
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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Refer to **Appendix 3** (page 21 of the Appendices) for the Acceptable Requests Guidelines policy.

#### Purpose

Council is required by legislation to have in place an Acceptable Requests Guidelines Policy. This policy outlines how an acceptable request can be made in the context of s 170A of the Local Government Act 2009 to assist the Councillor carry out their role as Councillor:

- (a) for advice; or
- (b) for information, that Council has access to, relating to Council.

Wujal Wujal Aboriginal Shire Council has had in place a policy document called the Councillor Interaction with Staff Policy dated 2019 which has in effect been our Acceptable Requests Guidelines Policy. Review of the Councillor Interaction with Staff Policy showed that it was not only very out of date, but that the wording required updating to bring it into alignment with best practice. This review has now taken place, with the outcome of a new Acceptable Requests Guidelines Policy that is current, meets the legislative requirements and is also much easier to read and understand.

Council proposes to replace the Councillor Interaction with Staff Policy with the Acceptable Requests Guidelines Policy included with this report.

#### Key points of note from the policy

The following are some of the key points from the policy that may be of interest to Councillors. To learn more, please read the entire policy.

Note – this policy is based on best practice examples in place in other local government councils and complies with the required legislation.

- In accordance with s 170A (6) of the Local Government Act 2009, the Mayor is not required to comply with the acceptable requests guidelines when seeking advice or information from the Chief Executive Officer.
- In accordance with s 170 of the Local Government Act 2009, the Mayor may give a direction to the Chief Executive Officer, but no Councillor, including the Mayor, may give a direction to any other Council employee.
- Councillors must ensure that when making a request for advice or information that the manner and wording of their request is not capable of being construed as an unlawful direction to a Council employee.
- Information provided in relation to a request may be confidential and Councillors are required to adhere to Council's Management of Confidential Information Policy, the Local Government Act 2009, the Information Privacy Act 2009 and relevant Acts and Regulations relating to privacy when in receipt of information that may affect individuals, organisations, Council or provides an unfair advantage.



REQUEST TYPE	COUNCILLOR PROCESS	TIMEFRAME FOR RESPONSE
Customer requests to Councillor	Encourage customer to: <ul style="list-style-type: none"> <li>• Call Customer Service Centre (Reception)</li> <li>• Visit Customer Service Centre (Reception)</li> <li>• Email Council</li> </ul>	Standard response time
General operational matters observed by or raised with Councillor (e.g. reporting a pothole, missed bin service)	<ul style="list-style-type: none"> <li>• Councillor to contact Customer Service centre. Raised as a Customer Request for Maintenance (CRM)</li> </ul>	Standard response time
Requests for advice (e.g. technical advice, current status of development application, request for allocation of capital budgets etc)	Made through Councillor Request for Information (RFI) email Allocated to relevant General Manager who responds through RFI process	10 days Or 20 days
Requests for information or access to Council documents for a purpose related to Councillor role	<ul style="list-style-type: none"> <li>• Made through Councillor RFI email</li> <li>• Allocated to relevant Manager</li> <li>• Relevant Manager responds to CEO</li> <li>• CEO provides information to Councillor through RFI process</li> </ul>	10 days Or 20 days

Community members/customers should be mindful that where the matter is a simple operational request, (e.g. reporting a pothole, missed bin service or submitting an application) they may receive more prompt attention by lodging a request via the Customer Service Centre in the first instance.

For these routine matters, direct engagement between the community member/customer and Council will reduce delays and enable the most appropriate support or advice to be provided directly to the customer.

**Proposed Resolution:**

That Council adopt the Acceptable Requests Guidelines policy as presented.

Resolution: Acceptable Requests Guidelines policy

<b>Resolution:</b>	Council adopts the Acceptable Requests Guidelines policy as presented	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.2 Policy: CCTV Policy

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Closed Circuit TV (CCTV) Policy
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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Refer to Appendix 4 (page 27 of the Appendices) for the CCTV policy.

### Purpose

This policy outlines how Wujal Wujal Aboriginal Shire Council (Council) will manage its obligations to the public and Wujal Wujal employees when installing, operating and managing its CCTV systems.

Council’s primary reason for the installation and use of CCTV systems is to discourage and identify unlawful behaviour in and around Council property and in identified high-risk public spaces thereby enhancing the safety and security of the Shire’s community and assets.

This policy applies to Council controlled and managed CCTV systems installed within its premises and in public spaces.

### General Principals

The policy outlines all the principals in full detail, but the following general principals contained within the policy are noted here for your reference.

Data recorded on Council’s CCTV system shall only be used for the purposes outlined in this policy and access to that information shall only take place in accordance with this policy.

Cameras will not be used to intentionally monitor adjacent or nearby premises or buildings, although it is acknowledged that data captured by the cameras will generally include some exterior vision of business or other premises.

Any person who uses the equipment for any reason other than as outlined in this policy will be subject to disciplinary and/or legal action.

### Responsibilities

The policy clearly details all responsibilities associated with the management and monitoring of the CCTV system, but the following extract from the policy outlines the responsibility of the CEO specifically: CCTV system management—system integrity and statutory compliance

The CEO is responsible for authorising the review, access, and release of any footage captured by the CCTV system. The CEO is responsible for ensuring that the system is operated in accordance with this policy and relevant legislation.

### Proposed Resolution

That Council adopt the CCTV Policy as presented.

Resolution: [CCTV Policy](#)

<b>Resolution:</b>	Council adopts the CCTV Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



### 8.3 Policy: Funeral Assistance Policy

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

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Refer to Appendix 5 (page 35 of the Appendices) for the Funeral policy.

#### Purpose

This report summarises the proposed Funeral Assistance Policy available for Wujal Wujal Community members, subject to the conditions outlined in the policy.

#### Overview

The former Funeral Assistance Policy had not been reviewed since 2015 and was considered to no longer be relevant.

The previous policy required any financial assistance to be repaid to Council, this requirement had resulted in bad/doubtful debts which would require considerable time and effort for Council to pursue. Pursuing debt collection would in effect cost more than the value of the outstanding amount.

It is Council’s intention to source funding from Community or Emergency Grants to cover the cost of this financial assistance and all applications for this assistance will need to be made to the Community Services Manager who will manage the process, be the primary point of contact for Funeral Financial Assistance Requests and maintain the Funeral Financial Assistance Register.

#### Two levels of funding covered in the policy

Families of Current Community Members

Up to \$500 is available for the assistance for the funeral costs of any community member who was living in Wujal Wujal immediately before their death and who will be buried in Wujal Wujal.

Families of Current or Former Serving Councillors

Up to \$1000 is available for the assistance for the funeral costs of a past or currently serving Councillor who will be buried in Wujal Wujal.

#### Procedure and Forms

Once adopted the relevant procedures and forms will be developed to support the processing of the applications for financial assistance.

#### Proposed Resolution:

That Council adopt the Financial Assistance for Funerals policy

Resolution: Financial Assistance for Funerals

Resolution:	That Council adopt the Financial Assistance for Funerals policy	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.4 Local Government Remuneration Commission Report

**Report to:** CEO, Mayor and Councillors  
**Subject:** Local Government Remuneration Commission Report  
**Reporting Officer:** Chief Executive Officer  
**Status:** Decision

Refer to Appendix 6 (page 38 of the Appendices) for Local Government Remuneration Commission Report.

### Purpose

This report summarises the findings of the Local Government Remuneration Commission Report which was finalised in December 2024 and to inform Councillors of the increase in the maximum remuneration levels applied to their roles, which is applicable, if adopted, from 1 July 2025.

### Overview

The Local Government Remuneration Commission (the Commission) is an independent entity established under the Local Government Act 2009 (the Act).

The functions of the Commission (as per Section 177 of the Act) are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories.

In making its recommendations the Commission took into consideration the current inflationary financial environment, the impact of the Consumer Price Index (CPI), the affordability and sustainability impacts for councils of wage increases for elected members.

Impact on remuneration for Councillors of Wujal Wujal Aboriginal Shire Council (WWASC)  
 WWASC is a Category A1 Council.

The following table outlines the maximum remuneration payable to our councillors from 1 July 2025.

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QUEENSLAND GOVERNMENT GAZETTE No. 78

[6 December 2024

*Local Government Regulation 2012*

### LOCAL GOVERNMENT REMUNERATION COMMISSION LOCAL GOVERNMENT REMUNERATION SCHEDULE 2025

As required by section 246(3)(b) of the *Local Government Regulation 2012* the Local Government Remuneration Commission determined, on 29 November 2024, the following maximum remuneration to apply from 1 July 2025 for mayors, deputy mayors and councillors of Local Governments (excluding Brisbane City Council).

#### REMUNERATION SCHEDULE TO APPLY FROM 1 JULY 2025

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
A1 * Note 1	Barcardine Regional Council Barcoo Shire Council Bulloo Shire Council Croydon Shire Council Doomadgee Aboriginal Shire Council Kowanyama Aboriginal Shire Council Mapoon Aboriginal Shire Council McKinlay Shire Council Richmond Shire Council Torres Shire Council Woorabinda Aboriginal Shire Council Wujal Wujal Aboriginal Shire Council	\$122,975	\$70,946	\$61,486



To view the relevant section in the gazette refer to [page 38 of the gazette](#)

This is an increase from the remuneration applied in July 2024. The 2024 and 2025 values have been compared for you in the following table.

Maximum remuneration applicable on 1 July 2024	<b>Mayor \$119,393</b>	<b>Deputy Mayor \$68,880</b>	<b>Councillor \$59,695</b>
Maximum remuneration applicable on 1 July 2025	<b>Mayor \$122,975</b>	<b>Deputy Mayor \$70,946</b>	<b>Councillor \$61,486</b>
Increase of \$\$	<b>\$3,585</b>	<b>\$2,066</b>	<b>\$1,794</b>

Increasing the remuneration for the Mayor, Deputy Mayor and each Councillor to the maximum allowed by the Remuneration Commission will cost WWASC an additional \$7,445 to council.

### Meeting Fees for Councillor Attendance

The monthly meeting fees for Councillors are based on 1/3 of a councillor’s per annum remuneration divided by 12, paid in arrears for each meeting attended. These fees will also be updated effective 1 July 2025 to reflect any increase in remuneration.

### Councillor Remuneration Policy update

The Councillor Remuneration Policy which has been updated to reflect these new figures (effective 1 July 2025) and is included with this report as Appendix 6 for formal adoption.

### Proposed Resolution:

That council adopt the maximum remuneration values as determined for Category 1 Council’s, effective 1 July 2025 and adopted the updated Councillor Remuneration Policy Magiq ref 36930 that incorporates the new remuneration values.

### Resolution: Local Government Remuneration Commission Report

Resolution:	That council adopt the maximum remuneration values as determined for Category 1 Council’s, effective 1 July 2025 and adopted the updated Councillor Remuneration Policy Magiq ref 36930 that incorporates the new remuneration values	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.5 Policy: Register and Status of Council Policies

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Register and status of Council Policies
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Information

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Refer to Appendix 7 (page 44 of the Appendices) Register and status of Council Policies.

### Purpose

This report provides Council with a high-level summary of the status of Council’s policies and outlines the broad categories of policies and the process for review and adoption of each category (Class) of policy.

### What is a Policy?

Although the answer to this question may initially seem simple, it is a matter that all council officers need to keep in mind to ensure they differentiate between a procedure and a policy.

A Policy is a precise statement containing guidelines for achieving goals/mission and used to make decisions. Policies are flexible and allow for exceptions.

By contrast a Procedure is a step-by-step set of instructions. It is sequential and rigid in nature.

### The Three Categories of policies

Local Government has divided all policies into three broad categories and each one has its own requirements. The three categories are: Statutory, Strategic and Administrative.

The following table outline the differences between these policies and the implications on how they are approved.

Category	Information	Examples
Statutory	These are required by law <b>Formally adopted by Council.</b> Published externally on website.	Councillor Code of Conduct, Model Meeting Procedures and Complaints about Public Officials
Strategic	Not required by law but are best practice. <b>Formally adopted by Council.</b> Involve matters of strategic importance and/or the wider community. Published externally on website.	Asset Management Policy, Community Engagement Policy and Councillor Remuneration Policy
*Administrative	Internal operational / staff management. Do <b>not</b> go to Council. <b>Not</b> published externally on the website.	Fuel Pricing Policy, Anti-discrimination Policy, Vehicle Use Policy, Attendance & Absenteeism Policy

\*Some administrative policies were in the past submitted in error to council for adoption. Best practice requires these policies be managed internally and not brought to council.

### Policy Register

One of the primary duties of the role of the Governance Officer is to ensure council complies with its legislative requirements as they pertain to its policies. Council is audited on these and is required by law to maintain its Statutory Policies.

To facilitate easy management and monitoring of council’s policies a Policy Register has been created. This register lists amongst other information all of council’s policies, their category and review dates. A high-level summary printout of the Policy Register showing the Statutory and Strategic Policies has been provided with this report. See Appendix 7.





**Updating our policies**

Council’s Governance Officer is working to review and update all policies, with the goal that all policies will be current (less than 2 years old) by the end of the current financial year. As a result of this, a large number of Statutory and Strategic Policies will be coming to Council for formal adoption prior to 1 July 2025.

Where possible, Council uses Model Policy templates provided by the Local Government Managers Association as best practice examples when reviewing and updating its policies. We also refer to policies in place at other similar councils when they are applicable and each policy is adapted to ensure it suits the particular needs of our Community.

The following dashboard shows the status of Council’s policies:



The two statutory policies required are the:

Administrative Action Complaints Policy and the Competitive Neutrality Complaint Management Policy. Both are being drafted and reviewed and should be ready for council adoption at the meeting in March 2025.

The one strategic policy required is the Asset Disposal Policy, which will also be drafted and ready for presentation to the March council meeting.

All of Council’s Statutory and Strategic Policies have been combined into a single document for each group and are available in Appendix 7.

**Proposed Resolution**

That council accept the status update report on Council’s policies as presented.

Resolution: [Policy Register and Status of Council Policies](#)

<b>Resolution:</b>	That council accept the status update report on Council’s policies as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.6 Indigenous Land Use Agreement (ILUA)

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**Report to:** CEO, Mayor and Councillors  
**Subject:** Indigenous Land Use Agreement (ILUA)  
**Reporting Officer:** Chief Executive Officer  
**Status:** Decision

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Refer to **Appendix 8** (page 242 of the Appendices) for ILUA presentation

An ILUA meeting was held on 5 February 2025 to discuss the process for Wujal Wujal and its implications for post-cyclone rebuilding efforts. It was discussed that Council needs to engage its own lawyer for ILUA negotiations and to assess the risks of proceeding without full native title consent.

### Summary

#### Key Takeaways from meeting

- Wujal Wujal requires a new ILUA to provide consent for post-cyclone rebuilding works.
- The ILUA process is estimated to take 12 months, with the potential for a fast-track tracked “cyclone recovery ILUA”.
- Key challenges: identified correct native title parties, balancing urgent rebuilding needs with proper native title processes.
- Council needs to engage its own lawyer for ILUA negotiations and to assess the risks of proceeding without full native title consent.

#### Topics

- Wujal Wujal is primarily a Deed of Grant in Trust (DOGIT) with some freehold parcels held by Council.
- Subject to Cape York United Number One native title.
- Multiple existing ILUAs cover some parts of Wujal Wujal, but don’t provide consent for all planned works.

#### ILUA Processes and Timeframe

- Estimated 12-month process, aiming for December 2025 completion.
- Cape York Land Council needs to identify correct native title parties for Wujal Wujal.
- Process involves drafting agreement, community meetings, and 3-month public notification period.
- Potential for fast-tracked “cyclone recovery ILUA” focused only on rebuild projects.

#### Native Title Consent Options

- Section 24JAA; Fast-track process for social housing and some government infrastructure (6-month process).
- Section 24KA: For essential public infrastructure like roads, bridges, drainage (30 day process).
- Full ILUA: Provides comprehensive native title consent for future acts.

#### Risks of Processing Without Proper Consent

- Invalid acts could require compensation or removal of improvements.
- Potential damage to relationships with traditional owners.
- Legal and financial risks for Council.

#### Unique Challenges for Wujal Wujal

- Emergency rebuilding needs vs proper native title processes.
- Limited land availability and overcrowding issues.
- Potential for this case to influence future native title legislation reviews.



**Next Steps**

- RILIPO Program Manager, Indigenous Land Use Agreements, to provide updated project list to Council for cross-checking.
- Council to engage a lawyer for ILUA negotiations and risk assessment.
- RILIPO Program Manager, Indigenous Land Use Agreements, to continue follow ups with Cape York Land Council for client identification.
- Council to consider timeframe extensions for funded projects.
- RILIPO Program Manager, Indigenous Land Use Agreements, to draft ILUA plan with steps and tentative timeframes.
- Potential community meetings to be scheduled once Cape York Land Council commits to process.

**Proposed Resolution:**

That Council endorse engaging its own lawyer for ILUA negotiations going forward.

Resolution: Council engage a lawyer for ILUA negotiations

Resolution:	That Council endorse the engagement of its own lawyer for ILUA negotiations going forward	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.7 Policy: Use of the Council Bus Policy

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Use of the Council Bus Policy
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Information

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Refer to Appendix 9 (page 257 of the Appendices) for the Use of the Council Bus policy.

### Purpose

The policy governing the use of the council bus has been updated and was formally adopted by council on 21 January 2025.

Aims of this policy are to create a structured and transparent framework that governs the use of the Council Bus ensuring it is operated safely and efficiently for the benefit of the community. This includes providing clear guidelines for booking, fees, maintenance, and user responsibilities.

There are processes and forms associated with the hire of the bus:

- Code of Conduct
- Vehicle Use Policy
- Process: Managing the Use of the Council Bus
- Form: Use of Council Bus – Hire to Complete
- Form: Use of Council Bus – Council Driver to Complete

Community Services Manager oversees the hire/booking process

As discussed at the 21 January 2025 Council meeting, the following items have been placed in the community bus:

- “No Food or Drinking on the Bus” signage,
- cleaning items,
- copy of the policy.

### Proposed Resolution

That council accept the update report on the Use of the Council Bus Policy as presented.

Resolution: [Use of the Council Bus Policy](#)

<b>Resolution:</b>	That council accept the update report on the Use of the Council Bus Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.8 Policy: Hire of Band Equipment Policy

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

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Refer to Appendix 10 (page 261 of the Appendices) for Hire of Band Equipment Policy.

### Purpose

This policy outlines how the hire of Band Equipment will be managed.

### 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.

A quote for band equipment has been sought.

### Proposed Resolution:

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

Resolution: [Hire of Band Equipment Policy](#)

<b>Resolution:</b>	That council adopt the Hire of Band Equipment Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 8.8 Review of the Alcohol Management Plan

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Review of the Wujal Wujal Alcohol Management Plan
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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### Purpose

This report is presented to the Council to seek a resolution on the review of the Wujal Wujal Alcohol Management Plan (AMP). The review aims to assess the effectiveness of the current plan, its impact on the community, and recommendations for potential amendments to better align with community needs.

### Background

The Wujal Wujal Alcohol Management Plan was introduced as part of Queensland’s broader alcohol restrictions in Indigenous communities. The AMP aims to reduce alcohol-related harm and improve community safety. Over time, various concerns have been raised by community members, stakeholders, and law enforcement regarding its effectiveness and unintended social and economic consequences.

Previous reviews have highlighted key challenges, including:

- Increased clandestine alcohol supply and associated risks.
- Social and economic impacts on local businesses, tourism and community members.
- The refusal of Council’s request to extend the Wujal Wujal boundaries due to the AMP.
- The need for culturally appropriate community engagement and support services.
- Limited access to harm-reduction programs and alcohol diversionary services.
- The majority of court cases being for breaches of the AMP resulting in criminal charges for community members, adding additional barriers to employment

### Recommendation

That Council supports the Queensland Government and relevant stakeholders to review the AMP to better support community needs and priorities.

### Proposed Resolution:

That Council resolve to review the Wujal Wujal Alcohol Management Plan to better support community needs and priorities.

Resolution: [Review of the Wujal Wujal Alcohol Management Plan](#)

<b>Resolution:</b>	That Council resolve to review the Wujal Wujal Alcohol Management Plan to better support community needs and priorities	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 9. Reports: Elected Members and Council Officers

### 9.1 Mayor’s Monthly Portfolio Report

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

Mayor Alister Gibson represented the interests of the Wujal Wujal Aboriginal Shire Council since the last Ordinary Council meeting on 21 January 2025 and reported on his portfolio: Governance, Finance and all other portfolios.

#### Meetings attended:

Dates	Meeting
Tuesday 21 January 2025	Ordinary Council Meeting
	Men’s Centre Upgrade and Lease Arrangement Discussion Mayor, Councillors, CEO, Operations Manager Perry Gould
Thursday 30 January	LDMG Extraordinary Meeting Mayor, CEO, Operations Manager Perry Gould
Tuesday 4 February	QDMC Extraordinary Meeting
Wednesday 5 February	ILUA Update Mayor, Councillor’s, Operation Manager Perry Gould
Thursday 6 February	FNQROC Board – FNQ Regional Plan Update and Discussion
	QDMC Extraordinary Meeting
Monday 10 February	Accord and Monthly catch-up with Angus Sutherland <i>Mayor to give an update to Councillors</i>
	Meeting with Traditional Owners Elders to discuss crocodile at the boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould
Wednesday 12 Feb	Wujal Wujal Interagency Meeting Mayor, Cr Bloomfield, CEO, Community Services Manager Kesa Strieby
Thursday 13 February	Council and Justice Group meeting regarding the Men's Centre and lease Mayor, Deputy Mayor Claudia Doughboy, Cr Lucas Creek, CEO
Tuesday 17 February	LDMG Meeting Mayor (Chair), Deputy Mayor (Deputy Chair), CEO (LDC), Perry Gould (LDC)

#### Portfolio Research Items

Date	Outcome
	Nothing to report during this period.

#### Stakeholder conversations

Date	Points Discussed
	Discussion with the Mayor Cooktown Shire regarding ASTIC TIDS funding for roads maintenance.

#### 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.

<b>Resolution:</b>	Council noted Mayor Alister Gibson's portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	





## 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 21 January 2025 and reports on her portfolio: Economic Development, Tourism and Health.

### Meetings attended:

Dates	Meeting
Tuesday 21 January	Ordinary Council Meeting Men's Centre Upgrade and Lease Arrangement Discussion Mayor, Councillors, CEO, Operations Manager Perry Gould
Tuesday 28 January	NQ Weekly Weather Brief
Wednesday 5 February	ILUA meeting Mayor, Councillors, Operations Manager Perry Gould
Monday 10 February	Meeting with Traditional Owners Elders to discuss crocodile at boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould
Thursday 13 February	Council and Justice Group meeting regarding the Men's Centre and lease Mayor, Deputy Mayor Claudia Doughboy, Cr Lucas Creek, CEO
Monday 17 February	LDMG Mayor (Chair), Deputy Mayor (Deputy Chair), CEO (LDC), Perry Gould (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.

<b>Resolution:</b>	Council noted Deputy Mayor Claudia Doughboy's portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



### 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 21 January 2025 and reports on his portfolio: Community, Sports and Lifestyle.

**Meetings attended:**

Dates	Meeting
Tuesday 21 January	Ordinary Council Meeting Men’s Centre Upgrade and Lease Arrangement Discussion Mayor, Councillor’s, CEO, Operations Manager Perry Gould
Wednesday 5 February	ILUA meeting Mayor, Councillors, Operations Manager Perry Gould
Monday 10 February	Meeting with Traditional Owners Elders to discuss crocodile at the boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould
Tuesday 11 February	LRRG Meeting No. 2 – Disaster Recovery and Event Specific Recovery Meeting CEO, Operations Manager Perry Gould
Wednesday 12 Feb	Wujal Wujal Interagency Meeting Mayor, Cr Bloomfield, CEO, Community Services Manager Kesa Strieby

**Portfolio Research Items:**

Research Item	Outcome
Wujal Wujal Yindili senior rugby league - 25 Yindili uniform sets including jerseys, shorts and socks – for 25 team members.	Waiting on Tropic Shirts and Club IQ to get back with quotes.

**Stakeholder conversations:**

Points Discussed
Nothing to report during this period.

**Community member conversations:**

Points Discussed
Community is concerned with the Crocodile located at the boat ramp. Community members have asked can the road workers put a layer of bitumen on the roads where they are doing patch work?

**Other Comments:**

None to note for this period.

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

<b>Resolution:</b>	Council noted Councillor Robert Bloomfield’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 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 21 January 2025 and reports on her portfolio: Environment and Culture.

### Meetings attended:

Dates	Meeting
Tuesday 21 January	Ordinary Council Meeting
	Men’s Centre Upgrade and Lease Arrangement Discussion Mayor, Councillor’s, CEO, Operations Manager Perry Gould
Tuesday 4 February	Reef Guardian Council Lunchtime Learning
Wednesday 5 February	ILUA Update Mayor, Councillors and Operations Manager Perry Gould
Monday 10 February	Meeting with Traditional Owners Elders to discuss crocodile at boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould

### 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.

<b>Resolution:</b>	Council noted Councillor Nikita Tayley’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 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 21 January 2025 and reports on his portfolio: Law and Order.

### Meetings attended:

Dates	Meeting
Tuesday 21 January	Ordinary Council Meeting Men's Centre Upgrade and Lease Arrangement Discussion Mayor, Councillor's, CEO, Operations Manager Perry Gould
Wednesday 5 February	ILUA Update Mayor, Councillors and Operations Manager Perry Gould
Monday 10 February	Meeting with Traditional Owners Elders to discuss crocodile at the boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould
Thursday 13 February	Council and Justice Group meeting regarding the Men's Centre and lease Mayor, Deputy Mayor Claudia Doughboy, Cr Lucas Creek, CEO

### 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:

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

<b>Resolution:</b>	Council noted Councillor Lucas Creek's portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 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 21 January 2025.

Date	Meeting and Comments
Tuesday 21 January	Ordinary Council Meeting
	Men's Centre Upgrade and Lease Arrangement Discussion Mayor, Councillor's, CEO, Operations Manager Perry Gould
Wednesday 22 January	WWASC DRFA Catch Up
Thursday 23 January	Wujal Wujal W4Q and LGGSP projects CEO, Operations Manager Perry Gould, Building Manager Dan Hall
Friday 24 January	Community Recovery Program Funding Information
	Wujal Wujal   DETSI Grant Funding Meeting 2 CEO, Operations Manager Perry Gould, Building Manager Dan Hall, Financial Accountant Khush Kumar, Ops Accountant Renelle Shipton
Monday 10 February	Meeting with Traditional Owners Elders to discuss crocodile at the boat ramp. Mayor, Councillors, CEO, Operations Manager Perry Gould
Tuesday 11 February	WWASC Audit Progress Meeting
	Wujal Wujal Primary Health Care Centre and Staff Accommodation CEO, Operations Manager Perry Gould
	Cairns DDMG
	LRRG Meeting #2 Cr Robert Bloomfield, CEO (Chair), Operations Manager Perry Gould
Wednesday 12 February	Cook Shire LDMG Meeting
	Wujal Wujal Interagency Meeting Mayor, Cr Bloomfield, CEO, Community Services Manager Kesa Strieby
	WWASC General Discussion - TMR
	Floodplain Management Australia Meeting
	Project Control Group Meeting
Thursday 13 February	Council and Justice Group meeting regarding the Men's Centre and lease Mayor, Deputy Mayor Claudia Doughboy, Cr Lucas Creek, CEO
	Douglas Shire LDMG
	Wujal Wujal Workforce Planning   Update Meeting - DESBT
Friday 14 February	Discuss the 10-year Strategic Capital Plan – Housing Mayor, CEO
	Wujal Wujal Infrastructure Working Group – DSDSATSIP CEO, Operations Manager Perry Gould, Building Manager Dan Hall
Monday 17 February	Council Admin and Business Development Hub Concepts - staff meeting for feedback
	LDMG Mayor (Chair), Deputy Mayor (Deputy Chair), CEO (LDC), Perry Gould (LDC)



## 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 11** (Page 264 of the Appendices) to view:

- Table - Funding Applications Submitted Awaiting Outcome
- Table – All Current Grant Funded Projects in Delivery (as at 09/02/2025)

### Road update

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

### Disaster preparedness Update

Generators installed – generators stands and slabs to be added to further raise generators

### Discussion

#### Employment Contracts

Council provided Councillors with confidential employment related information as a result of a formal Request for Information (RFI) on the understanding that Councillors, under legislation "are required to adhere to Council's Management of Confidential Information Policy, the Local Government Act 2009, the Information Privacy Act 2009 and relevant Acts and Regulations relating to privacy when in receipt of information that may affect individuals, organisations, Council or provides an unfair advantage".

The Statutory Acceptable Requests Policy is included with this agenda for formal adoption.

Queensland Government has also provided a useful Guide for Councillors on Managing Confidential Information and this is available as a handout for Councillors.

#### Crocodile at the Boat Ramp

A meeting was held with Traditional Owners Elders Uncle Bill Harrigan and Aunty Kathleen (at their request), Chris Clements and Dave Woods from Parks and Wildlife to discuss the crocodile at the boat ramp.

- Due to weather conditions there has been a delay in laying the traps
- Parks and Wildlife have advised that they were looking at coming to Wujal Wujal on Thursday – Friday to lay the trap, capture the crocodile and relocate it to a crocodile farm.
- Parks and Wildlife have advised that they will need help to lay the trap possibly from the Jabalbina Rangers.
- Aunty Kathleen Walker witnessed a child nearly be taken by the crocodile and now would like the crocodile shot.
- Parks and Wildlife have advised that they would require confirmation that the community are all on board with the crocodile being shot. A letter from Mayor Alister Gibson will be taken around community to gather signatures from the Mayor (on behalf of Council), Traditional Owners and CEO Josh Paterson (on behalf of Jabalbina Yalanji Aboriginal Corporation). Due to some Traditional Owners being away from community this week the letter will have all signatures needed until next week which may delay Parks and Wildlife dealing with the crocodile.



- Cr Lucas Creek would like to see more “Croc Wise” education for the children. Parks and Wildlife will contact the school to arrange a visit to provide “Croc Wise” education to the children and also attend a community meeting to provide parents a “Croc Wise” talk and express that it is the parents’ responsibility to supervise their children and keep them safe.
- Deputy Mayor Claudia Doughboy suggested cameras be put up at the boat ramp.
- People need to stop feeding the crocodile and stop leaving carcasses on the bank.
- Signs need to put up at the boat ramp and the waterfall.
- Mayor Gibson requested that the boat ramp be closed until the crocodile is removed.
- If the crocodile is to be shot it will need to be done by Parks and Wildlife with one shot and then disposed of properly (with the help of Cr Nikita Tayley as a Jabalbina Ranger), not people in community.
- Mayor suggested that Jabalbina Rangers could help with “Croc Wise education to the children”. Jabalbina Rangers will do a presentation on Monday, David Clements will send through information to help Jabalbina with the presentation.
- Jabalbina CEO to look at Junior Rangers program.
- Cr Robert Bloomfield suggested that Jabalbina need to update training for rangers.
- Cr Nikita Tayley suggested that the wash bay at the boat ramp be moved further back from the water.
- Council and Jabalbina to find a couple of sites in community for butchering and removing the carcasses.

**Council Admin and Business Development Hub Concepts - Staff Feedback**

A meeting will take place on Monday 17 February 2025 to gather feedback from all staff on what is important to them with the Admin and Business Development Hub. This information will be provided to Councillors at the February 2025 Council Meeting.

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

<b>Resolution:</b>	That Council receive the Chief Executive Officer’s Monthly Report as presented.	
<b>Moved:</b>		Lost/Carried
<b>Seconded:</b>		
<b>Resolution No</b>	20250218-	



## 9.7 Corporate and Commercial Report

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

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Refer to [Appendix 12](#) (Page 270 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

<b>Resolution:</b>	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	





## 9.8 Operations Report

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

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

### 9.8.1 Civil Construction

Civil works was delayed in December 2024 due to inavailability of bitumen; all preparation and temporary pothole works has been completed awaiting bitumen delivery in the new year. Contractors cleared causeways and drains within community of all rock/debris and sediment after recent rain.

### 9.8.2 Staff Movements

Nil

### 9.8.3 Disaster Management, SES, Rural Fire

- All Council plant, vehicles, machinery and any items of considerable value were moved to higher ground prior to the Christmas break in anticipation of upcoming weather events.
- New SES vehicle now in community.
- Council has purchased three new generators and three rainwater tanks for higher places buildings in preparation for Disaster Management.
- Fuel supplies fully stocked after Christmas break.

### 9.8.4 Fire Extinguisher Testing

Trinity Fire Services has installed and tested fire extinguishers, quotation for the development of evacuation plans for Council buildings received, purchase order to be raised.

### 9.8.5 Stormwater Drain - Kotzur Street to Douglas Street

Awaiting funding through Disaster Recovery Funding – Betterment.

### 9.8.6 Building

#### Planned Maintenance:

- 1 Yalanji Street - Solar Hot Water replaced
- 3 Heorlein Street - Solar Hot Water replacement approved
- Aged Care Solar Hot Water system replaced
- Status Signs from Cairns to supply House Number signs
- Nandy Constructions awarded bathroom renovation at 119D Hartwig Street
- New fence at 46 Kotzur Street out for request for quotation.

#### Responsive Maintenance:

- 85 Work orders invoiced - Total Value \$153,000.



### Council Properties:

- Sports Hall - Angel Construction Contractor chosen for Roof/Roller Door and new Paint works - Starting February.
- Sports Hall - Louver replacement quotations closed - ready to proceed to contractor selection.
- Sports Hall - Basketball and indoor cricket pitch quotations closed - ready to proceed to contractor selection.
- Request for quotation for Women's Gym Project Management ready to go out to Local Buy.
- Women Centre refit completed.
- Bridge toilet block refit completed.
- Aged Care - new Solar Hot Water installed.
- Iva Construct installing slab and roofs for Higher Places generator and water tanks at Baja Baja, Kindy and Men's Centre.

### Planned Maintenance:

- Property Numbering program approved to proceed.
- Twice yearly pest treatment by WWASC on social housing to be implemented.

### Responsive Maintenance:

- Pest treatment performed on all social housing.
- Aged maintenance report numbers being reduced progressively.

### Gutter Program:

- Briody Plumbing engaged to perform gutter assessment and cleaning estimation for annual budgeting awaiting response.
- Councils' buildings gutter cleans to be completed at the same time as a BAS property gutter program to offset travel costs etc.

- **9.8.7 Essentials Services**

### Water and Waste

- Meetings continue with engineers regarding water treatment plant upgrades design.
- 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 plant operational.
- Daily checks and maintenance performed at Council 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 plant.
- Vehicle maintenance (clean, wash car)
- Splash Park issues – works order raised for contractors to replace foot valve in water reservoir tank.
- Six monthly service conducted by contractors Aqua Manage January 2025.
- Power outage – restart of Councils water and sewerage treatment plants.
- Site base management plan in the process of being compiled with Department of Environment Tourism Science and Innovation (DETSI) for Councils Sewerage Treatment Plant.
- Fire hydrant leak rectified at clinic.
- E-coli and coliform sampling at Ayton.



- Clean in Place filtration (CIP) clean completed.
- Emptied 4x Intermediate Bulk Containers (IBC) containing solid waste back into drying beds.
- Generators fuelled and both backup generators are operational for water and sewerage treatment plants.
- Two 400 litre diesel fuel pods full for generator refills with the possibility of weather events over the coming months.
- New water storage tank installed at 146 Little Douglas Street, this will enable Council to supply 3000 litres of potable drinking water supply to community if needed in the event Councils water supply is disrupted due to weather event or land slips.

### Comments:

- Councils' sewerage network has encountered stormwater infiltration over the month of January resulting in sewerage ponds being inundated with stormwater water. Sewerage ponds have overflowed due to existing pumps unable to pump increased volumes of stormwater.
- Contractors to assess and rectified.

### **9.8.8 Animal Management**

#### **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-hermafradite)
- 14 – entire (8-males, 6-female)

5 – cats, males

There has been an increase in dog numbers. The Animal Management team will undertake their quarterly property assessment in the coming weeks to verify and correct animal numbers within community and Ayton.

### **9.8.9 Environmental Health**

- Bulk waste pick-up continues Tuesdays as advertised.
- Bin audit 748 bins, 10,472 tonnes for the month of January.
- Broken bin audit six broken 240 litre wheelie bins replaced six bins.
- Container for change posters advertised around community.
- Daily Community patrols continue.
- Completed pest management logbook for Gregory Pascoe.
- Queensland Tropical Health (QTH) – training for EHO & AMO.
- Food inspection.
- Pest treatment at river pump generator and splash-park.



**Miscellaneous:**

- Forklift training has been undertaken for eight Operations employees, now received competencies certificates.
- Daily community patrols undertaken.
- Animal medications ordered for restocking.
- Maintenance of pound.
- Animal management concern – injured dog.
- Monthly medications administered.
- Training new EHO & AMO with Queensland Tropical Health 25-28 January 2025.
- Evacuating equipment and vehicles to higher areas.
- Community engagement- two dogs per house.
- Report of a concern about a dog that was lunged at by a crocodile.

**Complaints**

Nil

**Comments**

- Environmental Health officers from Cairns visited community 27 – 31 January 2025 for training Environmental Health employees and to participate with blanket treatment consisting of worming, flea, tick treatment and information gathering, Environmental Health employees also provide information to community members for animal care, Council legislation and keeping pets in community.
- Vets visit is now schedule for the 12 February 2025.
- Council staff commenced further training with Queensland Tropical health (QTH) for EHO and AMO start of 2025.

**9.8.10 Parks and Gardens**

- Training continues.

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

<b>Resolution:</b>	That Council receive the Works and Building Services Monthly Report for January 2025 as presented.	
Moved:		<b>Lost/Carried</b>
Seconded:		
Resolution No	20250218-	



## 9.9 Community Services Report

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

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

### Summary – Highlights of the month

We continue with community engagements and developing activities together with stakeholders embracing social connections, social cohesion and clarity.

Our children started school on Monday 27 January 2025, with some younger students moving up from Kindergarten to Bloomfield River State School, while others have commenced their high school education at various schools across Queensland. We thanked our parents, families, teachers for the unwavering support and dedication for the children's education.

The Community Services Department will keep striving to motivate and engage our community in all community engagements.

### Community Engagement

Conducted a few public consultations regarding local events – school holiday programs, significant events, sports carnival, women empowerment (International Women's Day on 5 March 2025), Domestic Family Violence Prevention Awareness on 13 May 2025 and Men's Programs in progress.

Partnerships strengthened with Justice Group, Jabalbina, My Pathways, Apunipima, Qld Health, QPS, Cook Shire Council.

Support Services – Department of Housing, CEQ ABIS Supermarket, Salvation Army Cairns, EAP and other stakeholders and service providers.

### Key Achievements

Our artists relocated to the Women's Multi-Purpose Centre and their artwork has been distributed to the Cooktown Gallery for marketing and promotion.

Kindergarten staff attended the C & K training in Cairns on 27 January 2025.

We are utilising the \$30,000 in refurbishment grants for IKC, \$3,000 for First 5 Forever program and \$3,000 for Service Development to purchase the shade sails for the IKC outdoor children's playground, tables and chairs, art equipment and kitchen equipment for the Wednesday Weaving and Yarning program. We are utilising the Deadly Active Sport grant funding to purchase all school holidays programs equipment, sound and lighting, refreshments and the band set.

### Challenges

Weather, staff shortages, service demands exceeding capacity.

### Community Feedback

We welcome any feedback from the community to improve our service delivery, as well as applications from community members on position vacancies. We received good feedback from the community about the International Women's Day High Tea and other upcoming events.



## Upcoming Priorities

To make sure our community is happy, and we provide a service that is appropriate and enjoyable for the community. All upcoming events information's will be posted on our Council website, Facebook page, digital board, Wujal Kaban newsletter and Black Star Radio FM 107.7.

The Community Services Department will prioritise planning for the Wujal Wujal 2025 Rodeo in late September/October 2025.

The Community Services Department remains committed to delivering programs and services that meet the needs of our community addressing challenges of our community with innovative solutions and strong partnerships. Our aim is to share, promote and preserve the unique culture of our community.

### 9.9.1 Kindergarten

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

### Enrolments

Term 1 started with good attendance - 10 children, there are three children that will require extra support. This will require consultation with parents, Health Allied services, and funding.

### Issues

Silt to be removed from Kindergarten back playground, the playground is not level which is a tripping hazard for all. This is causing problems for staff to set activities out because the equipment is not stable. Request has been submitted to have these disaster rectification works funded under Repair of Essential Public Assets (REPA). Awaiting response from Queensland Reconstruction Authority. Awaiting response from QRA.

### Assessment

Continuing with updating all required documents for National Quality Standard Assessment and Rating.

### Maintenance and repairs

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

### Training/ Professional Development

Mandatory Training: Affiliate Compliance Bundle, including:

- Privacy
- Child Protection
- Sexual Harassment in the Workplace
- Workplace Bullying
- Workplace Health and Safety
- Attending CPR Training



## Visitors

- Torres and Cape Hospital and Health Service
- Cooktown District Community Centre
- Bloomfield River State School

## Donations

Fareshare Australia Meal Relief Charity and the local store will then come on board to donate fruit and food for lunches.

### **9.9.2 Cultural Advisor**

The Cultural Advisor office opens from 7:30am until 4:00pm Monday to Thursday. The Cultural Advisor meets and greets visitors and works with stakeholders on matters of culture and history of the community. The Cultural Advisor has regular discussions with stakeholders regarding the welfare of the community.

### **9.9.3 Community Radio Black Star**

Our community radio presenter continues to interview community members and does pre-recording programs, tune in to FM 107.7 for Wujal upcoming events, crocodile feeding warnings and weather bulletins.

### **9.9.4 Centrelink**

Centrelink office opening hours 8:30am – 12:30pm

Centrelink office supported 15-20 community members this month, helping them with Family benefits, Aged Pension, Advance payments, My Gov, phone calls and referrals. Stats updates on the 7<sup>th</sup> of every month for Services Australia portal.

### **9.9.5 Arts Centre**

This year our Artists started painting from the old Council office veranda. Some of their paintings are now on display and sale at Cooktown Gallery. We are getting ready for the April Art Exhibition at the Cooktown Botanical Gallery and Cairns Indigenous Arts Fair (CIAF) in July 2025 and looking forward to welcoming our arts specialist to run workshops in March 2025. The Artists relocated to the Women's Multi- Purpose centre at the end of January 2025.

### **9.9.6 Indigenous Knowledge Centre (IKC) - Library**

The library has started the Wednesday Weaving and Yarning program for community members with catered morning tea. This month we had seven people attend this program. We thank the Apunipima staff for their commitment to this program.

Our IKC Officer created and distributed the Wujal Kaban newsletter. Staff also developed our community International Women's Day High Tea flyer that is already distributed and posted on our noticeboards.



### 9.9.7 Aged Care Community Centre

#### Funding and Spend

Spend	Value
CareLynx	\$3,401.42
ROCS	
Cape York Tyres	
Far Nth Office Choice	
Briody Plumbing	
Emperor Electrical	
Nandy Building Constructions	\$5,502.20
Cooktown Food and Ice	
Total	\$8,903.62

Nandy Construction was paid three invoices for the period of January 2025 for Aged Care yard maintenance total of \$5,502.20.

- Invoice 0111 for \$2,482.70
- Invoice 0116 for \$1,543.30
- Invoice 0130 for \$1,476.20

#### Client/Correspondence

- Continued monthly Care Plan reviews
- Continued review of HCP budgets
- Set up on budgets for new HCP clients
- Ongoing review of HCP acquittals
- HCP for October 2024 has been submitted and approved

#### Reporting

- Ongoing review of HCP acquittals and adjusting HCP in line with hospital and social leave.
- DEX – for July - December 2024 submitted.

#### Other

- Continued review of systems and processes in line with the Aged and Quality standards and supporting staff with ongoing training and education regarding documentation, continuous improvements, incidents and accidents etc.
- Ongoing education and mandatory training due for Aged Care Staff.





January – Community Engagement

Monday 20 January	Arts Qld Kindergarten Framework Black Star Radio Cooktown Gallery Community Services Projects
Tuesday 21 January	Council Meeting IACA Planning – 2025 Art Conference School Holiday programs meeting
Wednesday 22 January	Executive Meetings – Community Development programs Black Star Radio Program / Equipment / New Office IKC Refurbishment Meeting DESBT – Business Resilience Program
Thursday 23 January	Meeting – Justice Group – DFV Prevention Awareness and 2025 International Women’s Day high tea. App – My Wujal DESBT – Grants – Capacity Building, Mentoring Sessions, Resilience
Friday 24 January	Training Matrix – CPR and First Aid booking for all Community Services staff Flood preparedness, delivered last of emergency bags to community
Monday 27 January	Meeting – Bloomfield Bazaar 2025 (2 August 2025) Band Equipment quotes Holy Spirit College Teachers classroom bookings received
Tuesday 28 January	Community Services Toolbox meeting Media and communication training information for staff for community radio media.
Wednesday 29 January	Meeting with Justice Group – DFV and IWD 2025 Artists catch up
Thursday 30 January	First Aid training Academy confirmation on staff training Kindergarten – site inspection, grants and staffing meeting
Friday 31 January	Meeting - DATSIP IKC – Refurbishment, Service Development and First 5 Forever

Resolution: Council accept the Community Services Report for January 2025

<b>Resolution:</b>	That Council accept the Community Services Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 10. Presentations to Council

### 10.1 ATSI Public Health – Community Priorities over the next five years

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Final Report
<b>Presenters:</b>	David Hancock ATSI Public Health, Andrew Drage ATSI Public Health
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	1:00pm – 1:30pm

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**Westpac Remote Services attendees:**

- David Hancock
- Andrew Drage

David and Andrew to present the Community Engagement results and the draft Environmental Health Plan to Council.

Resolution: Council note the presentation by Westpac Remote Services.

<b>Resolution:</b>	That Council note the presentation by ATSI Public Health.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## 10. Presentations to Council

### 10.1 Housing 10-year Strategic Capital Plan

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Final Report
<b>Presenters:</b>	Danielle Sturton Department Housing and Public Works, Ryan Smith Department Housing and Public Works
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	1:00pm – 1:30pm

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**Westpac Remote Services attendees:**

- Danielle Sturton
- Ryan Smith

Danielle and Ryan to present the housing 10-year Strategic Capital Plan to Council.

Resolution: Council note the presentation by First Nations Housing and Homelessness, Department Housing and Public Works.

<b>Resolution:</b>	That Council note the presentation by First Nations Housing and Homelessness, Department Housing and Public Works.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250218-	



## **11. General Business**

## **12. Next Ordinary Council Meeting Date**

The next Ordinary Council Meeting is set for Tuesday 18 March 2025.

## **13. Meeting Closure**

Meeting closed at