



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Agenda

Date: Tuesday 21 January 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

2.2 Leave of Absence | Apologies

2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Time	Topic	Agency/Presenter
Nil	Nil	Nil

3. Condolences | Congratulations

Condolences to the Tayley Family, Wujal Wujal for the loss of former Councillor V Tayley

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 | 17 December 2024

Refer to [Appendix 1](#) (Page 2 of the Appendices) to review the minutes of the meeting held 17 December 2024.

Resolution: Acceptance of the minutes meeting held Tuesday 17 December 2024

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 17 December 2024 be accepted as a true and correct record of that meeting.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	

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 Policy: Use of the Council Bus

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Policy: Use of the Council Bus
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 2 (page 18 of the Appendices) for the Use of the Council Bus policy.

Purpose

In November 2024 Councillors considered and adopted the Use of the Council Bus Policy. Councillors subsequently reviewed this document again at the December 2024 meeting and made several suggestions which have all been incorporated into this reviewed version which is submitted here for consideration and adoption.

Amendments included in this revised version:

- The Council Bus may be driven as far south as Yarrabah.
- The responsibility of parents with young children to supply and install their own approved car seats appropriate to the age of the child/children.
- Hire fees waived for Sorry Business-related hire, but other charges and fees remain.
- Additional details regarding the costs for Council Driver included.
- Updated return time for the bus when used for Sorry Business to Cairns or Yarrabah to be 12pm on the day following hire.
- Inclusion of Councillors with appropriate relevant licences as Council Drivers for Sorry Business -related hire.
- Additional details regarding the condition of bus on return.

Forms and Processes

To support the management of the Council Bus the appropriate forms and processes have now also been developed and are referenced in the policy.

Proposed Resolution:

That Council endorse the revised Use of the Council Bus policy as presented.

Resolution: That Council adopt the revised Use of the Council Bus policy as presented.

Resolution:	Council adopts the revised Use of the Council Bus policy as presented	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	

8.2 Policy: Travel and Accommodation Policy

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Travel and Accommodation Policy
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to **Appendix 3** (page 27 of the Appendices) for the Use of the Council Bus policy.

Purpose

This policy provides direction on official travel, accommodation, meals, car hire and other travel entitlements.

The objectives of this policy are to clarify Council's responsibilities and methods for compensation of employees for expenses incurred when required to travel due to official travel or business.

The policy also outlines the clear accounting practices for all travel expenditure to ensure staff or Councillors are not financially disadvantaged as a result of business travel outlines the guidelines

This policy applies to all Wujal Wujal Aboriginal Shire Council employees and persons authorised to undertake official travel on behalf of Wujal Wujal Aboriginal Shire Council.

It does **not** apply to everyday travel between WWASC office and work locations and does not apply to contractors.

The policy provides detailed information on, amongst other things, the accommodation standards, the use of Loyalty Programs, what items are considered reasonable expense and what happens is an employee misses a flight due to their own personal negligence.

Related Documents

Where direction is not provided by the Expenses Reimbursement for Councillors Policy, it also applies to the Mayor and Councillors.

Proposed Resolution

Resolution: [That Council adopts the Travel and Accommodation Policy as presented](#)

Resolution:	Council adopts the Travel and Accommodation Policy as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	

8.3 Policies: Repeal of Old Policies

Report to:	CEO, Mayor and Councillors
Subject:	Repeal of Old Policies
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to **Appendix 4** (page 37 of the Appendices) for the Use of the Council Bus policy.

Purpose

Council to repeal any out-of-date policies of more than five years as these could become a risk to Council in the future.

Background:

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 set of step-by-step instructions, a sequence, rigid in nature and follow a logical process.

There are three classes of policy:

1. Statutory

Legislation dictates a number of statutory policies that council is required to have in place. Examples include, but are not limited to, the following:

- Councillor Code of Conduct
- Model Meeting Procedures
- Complaints about Public Officials
- Elected Member Acceptable Requests Policy
- Entertainment and Hospitality Policy.

2. Strategic/Council

These are not required by law, but are best practice and are policies that involve matters of strategic importance. Examples include, but are not limited to, the following:

- Asset Disposal Policy
- Asset Management Policy
- Community Engagement Policy
- Fraud and Corruption Prevention Policy

3. Administrative Policies

These are policies that cover internal operational / staff management. Administrative Policies do not need to go to Council for approval as these are internal documents, they also do not need to be published externally.

Examples include, but are not limited to, the following:

- Food Safety Policy
- Fuel Pricing Policy
- Vehicle Use Policy
- Information Management Policy

Differentiating our policies into their three classes:

Historically WWASC have not differentiated between these different classes of polies and have in error submitted all policies to Council for adoption.

As a consequence, this has added unnecessarily paperwork to the Council agenda.

We have also historically published externally on our Council website, administrative class policies that should not be listed.

We have now begun to differentiate our policies into these three classes, and in future will only bring to Council for adoption the policies that are required by law to be formally adopted in this manner. We will remove from the public website any policies that are administrative in nature.

Policies that are not policies:

Some policies have historically been created where in fact they should be procedures. We have identified a number of these, often very out of date. These 'policies' need to be repealed and where applicable replaced by a set of instructions in the form of a procedure. An example of this is the Council Staff Name Badge Policy as shown in the screenshot below and attached as an appendix:

The content of this 'policy' dated 2008 should never have become a policy. Instead, this subject matter is something that should have been part of the Staff Uniform Policy. To retire this policy, it will need to be formally repealed.



SUBJECT:	STAFF NAME BADGES
AUTHORITY:	Council of the Whole.
PURPOSE:	To improve the public image of Council through its employees.
POLICY:	Council purchase name badges for all administration staff members.
DELEGATION:	Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.
RESOLUTION DATED:	14 November 2008

Policies that are no-longer relevant

Review of our policies has also revealed many policies that are no longer relevant.

Examples of this include the Band Equipment Policy, the Audit Committee Policy and the Store Offensive Behaviour Policy attached in the appendices for your reference.

These are no longer relevant for the following reasons:

Band Equipment Policy	Council no longer has any band equipment. This policy is also dated 2016 and therefore well out of its two-yearly review schedule.
Audit Committee Policy	Council no longer has an internal Audit Committee, this function being performed by Pacifica. This policy is also dated 2009 and therefore well out of its two-yearly review schedule.
Store Offensive Behaviour Policy	WWASC no longer manages the local store, and management of behaviour sits with the store. This policy is also dated 2009 and therefore well out of its two-yearly review schedule



Repealing out of date and non-relevant policies

Policies are required to be reviewed in general every two years. This practice has lapsed under previous management, and we are now left with a very large number of out of date and no-longer relevant policies. Advice from the Liza Perret the Governance Advisor to the Local Government Managers Association (LGMA) is that:

Policies remain active until they are updated, replaced or repealed. Regardless of how old a policy is and if it has passed its review date, it remains a live policy.

Therefore, in order to cleanse our policy system of the out of date and no-longer-relevant policies they will all need to be formally repealed.

Summary

Review of WWASC policies has shown that all the out of date and no-longer relevant policies are all older than 2021, therefore the most efficient way to clean our register of policies is to repeal all policies dated earlier than 2021. Any policies dated more recently than 2021 that are considered no longer relevant that are not captured in this repeal will be carefully reviewed and brought to Council separately in the future.

Proposed Resolution:

That Council repeal all non-statutory policies dated 2021 or older.

Resolution: Policy repeal

Resolution:	That Council repeal all non-statutory policies dated 2021 or older.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



8.4 Formalisation of change of Health Portfolio

Report to:	CEO, Mayor and Councillors
Subject:	Formalisation of change of Health Portfolio
Reporting Officer:	Chief Executive Officer
Status:	Decision

Purpose

To formalise the November 2024 resolution for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson.

Summary

In November 2024, Council discussed and resolved for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson. Although this was passed as a resolution at the November 2024 Ordinary Council Meeting, this will need to be formalised as a formal resolution separate from General Business.

At the November 2024 Ordinary Council Meeting, this resolution was moved by Councillor Lucas Creek and seconded by Councillor Nikita Tayley. This was carried unanimously 5/5.

Proposed Resolution:

That Council formally resolve for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson.

Resolution: Council resolve for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson

Resolution:	That Council formally resolve for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson.	
Moved:		Lost/Carried
Seconded:		
Resolution No		



8.5 Quarter Two Review of Councils Performance Against the 2024-2025 Operational Plan

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Quarter Two Review of Councils Performance Against the 2024-2025 Operational Plan
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 5 (page 45 of the Appendices) 2024-2025 Operational Plan

Purpose

Council is required by legislation to review its performance against its Operational Plan on a quarterly basis. This report is the assessment of our performance for the period October 2024 to and including December 2024.

Highlights

Key successes for the period:

- Successful in funding application for Council Administration and Business Development Hub – under Growing Regional Precincts Program - \$7.4M
- Successful in funding for Council’s Art Centre build - \$8.5M
- Successful in funding for Council’s water plant for Wujal Wujal drinking water supply - \$6M
- Engaged Archaeology Surveyor to undertake Cultural Heritage assessments over DOGIT and LGA
- Formed working group with Dept of Local Government to progress Indigenous Land Use Agreements for Council’s key capital projects
- Gained approval from Dept of Housing for Social Housing on Lots 1 and 2
- Gained support from RILIPO to progress decontamination of Lot 1 to progress the social housing
- Completed Council policy review and created register of policies
- Continued to invest Council funds wisely to continue to improve Council’s financial position
- Completed Exercise Semper Paratus for disaster preparedness
- Completed 2 x Higher Places disaster preparedness exercises with community
- Completed Council’s Drinking Water Quality Management Plan review and update
- Completed Council’s DWQMP Annual Report
- Created Memorandum of Understanding for Douglas Shire Council to take on responsibility to repair the China Camp Road, including responsibility for safety and access of road users.
- Continued Masterplan process with support of RILIPO, including undertaking community consultation processes

Proposed Resolution

That council accept the quarter two review of Council’s performance against the 2024-2025 Operational Plan as presented.

Resolution: Council accept the quarter two review of Council’s performance against the 2024-2025 Operational Plan as presented.

Resolution:	The council accept the quarter two review of Council’s performance against the 2024-2025 Operational Plan as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	



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 on 17 December 2024 and reported on his portfolio: Governance, Finance and all other portfolios.

Meetings attended:

Dates	Meeting
Tuesday 17 December	Ordinary Council Meeting
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, CEO
Monday 20 January	LDMG 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
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	20250121-	



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 17 December 2024 and reports on her portfolio: Economic Development, Tourism and Health.

Meetings attended:

Dates	Meeting
Tuesday 17 December	Ordinary Council Meeting
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, CEO
Monday 20 January	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.

Resolution:	Council noted Deputy Mayor Claudia Doughboy’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	



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 17 December 2024 and reports on his portfolio: Community, Sports and Lifestyle.

Meetings attended:

Dates	Meeting
Tuesday 17 December	Ordinary Council Meeting
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, 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:

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	20250121-	



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 17 December 2024 and reports on her portfolio: Environment and Culture.

Meetings attended:

Dates	Meeting
Tuesday 17 December	Ordinary Council Meeting
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, CEO
Wednesday 15 January	School Holiday Programs meeting

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	20250121-	



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 17 December 2024 and reports on his portfolio: Law and Order.

Meetings attended:

Dates	Meeting
Tuesday 17 December	Ordinary Council Meeting
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, 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.

Resolution:	Council noted Councillor Lucas Creek’s portfolio report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	



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 17 December 2024.

Date	Meeting and Comments
Tuesday 17 December	Ordinary Council Meeting
Thursday 19 December	TCHHS / WWASC PHCC Redevelopment Working Group
Tuesday 14 January	WWASC Draft Master Plan – site visits Mayor, Councillors, CEO, Manager Operations Perry Gould
	Cairns DDMG 2024/2025 Cyclone Season Meeting
	DESBT Meeting CEO, Community Services Manager Kesa Strieby
	Monthly Management Team Meeting
Wednesday 15 January	Executive Leadership Team Meeting CEO, Operations Manager Perry Gould, Community Services Manager Kesa Strieby (also in attendance was HR Manager Vicki Thiel)
	Douglas Shire LDMG Meeting
	Project Control Group Meeting CEO, Stephanie Little
	ATSIDS Meeting CEO, Operations Manager Perry Gould
Thursday 16 January	QRA Meeting with Gavin Williams
Friday 17 January	Wujal Wujal Infrastructure Working Group Proposal
	WWASC Strategic Action Plan
Monday 20 January	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 6** (Page 82 of the Appendices) to view:

- Table - Funding Applications Submitted Awaiting Outcome
- Table – Capital Grant Funding Projects in Delivery QRA



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

Follow Ups from Prior Council Meeting (Kiley I have taken the below highlighted dot points from the December minutes General Business)

- Cr Robert Bloomfield – request Road Tech to check on sink hole on the road between the Women’s Centre and Church – requested an assessment of the sinking patch of road near the Women's Centre, opposite the Church.
- Cr Nikita Tayley – Children have been seen throwing rocks at the Council buildings. A security camera may be needed to help deter the children. Parents must take responsibility for their children. Will need to seek funding for security cameras. Investigated previous CCTV Policy – The attached CCTV Policy is from around 2015 and does not effectively cover the rights of individuals to privacy, nor the digital advances and cyber security advances and implications since that date. This policy should be repealed. Governance Officer working on current and appropriate policy to cover off on risk to Council.
- A Wujal Wujal marquee is at Hope Vale Council, it is falling apart and is no use to Council. We need to ask them to throw it away as it has our logo so should not be used by Hope Vale. Emailed CEO Hope Vale to enquire if he knows the location of this marquee and to request disposal of this marquee.
- Deputy Mayor Claudia Doughboy has enquired when are the Councillors going to be doing the Finance and Governance training? CEO Kiley Hanslow contacted LGAQ in November 2024 and will contact LGAQ again to enquire again when the training is available. Arranged an additional day when LGAQ travels up to provide the Elected Member Update in Cooktown for Councillors to have this training delivered. This will be in April 2025.
- Flyer to go out regarding the proper disposal of carcasses (fish, turtle etc). Included in the Wujal Kaban newsletter and also on Council’s Facebook page to remind community members not to dispose of carcasses in the Bloomfield River near community.
- There is a culvert running between two driveways (8/10 Cape Tribulation Road) that is getting very deep and requires fixing. Reported this issue. Operations team will investigate and schedule the repair.
- There is a blind spot near 3/10 Cape Tribulation Road that needs looking at. Emailed Douglas Shire Council on 20.12.2024 and on 10.01.2025 to notify them of this blind spot near 3/10 Cape Tribulation Road.
- Deputy Mayor would like a breakdown of the Aged Care funding and spend tabled at the next Council meeting. Requested this report to be provided at the next Ordinary Council meeting.
- CEO Kiley Hanslow and Operation Manager Perry Gould to look into the old “Beautifying the Community” project which came under Parks and Gardens back in 2014. Something similar could be put into place again for community beautification projects. Could not locate any information on this project on Council’s records management system. Planning to commence on new project in March 2025. Happy to have Councillor input for projects (funding dependent).

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	20250121-	



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 7](#) (Page 85 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	20250121-	



9.8 Operations Report

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Monthly Operations Report
Reporting Officer:	Acting Operations Manager, Dan Hall
Status:	Noting/Information

This report outlines the works undertaken during the month of December 2024 including Civil, Building, Water Supply, Sewer Services, Parks and Gardens, Animal Management, Environmental Health, Disaster Management.

9.8.1 Civil Construction

Civil works delayed in December 2024 due to availability 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 in preparation for any upcoming weather events. Contractor's plant and machinery was demobilised in preparation for the Christmas break. 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.

9.8.2 Staff Movements

Nil

9.8.3 Disaster Management, SES, Rural Fire

- New SES vehicle delivered to Cairns, awaiting registration before pickup of vehicle in early 2025.
- Council has purchased three new generators and three rainwater tanks for higher places buildings in preparation for Disaster Management.
- Fuel supplies fully stocked for 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. This is the main drainage channel for community and will be applied for as the priority project under a DRFA Betterment funding application. Drainage channel will need to be realigned, as will pipes under Kotzur Street. The pipes were originally installed incorrectly, which directs the water flow towards the depot retaining wall, causing issues for stability of the Depot compound.

9.8.6 Building

Planned Maintenance:

- House numbering signage to be installed on all community housing over the coming months, request for quotation is live on Local Buy for supply of signage.
- Bathroom upgrade at 119D announced.
- All Lawn Lockers completed - Net \$802,065.00 / Profit \$267,355.00.

Responsive Maintenance:

- Thirty completed work orders have been invoiced to QBuild in December 2024 resulting in \$120,600.00 in Council revenue for the month of December 2024.



Council Properties:

- Women's Centre near completion awaiting air conditioning units.
- Rectification Works complete on the old Arts Centre amenities block.
- Process/planning to relocate SES Shed to higher ground - Sourcing engineered concrete slab plans.
- Stores shed set up with new pallet crates for efficient receipt of goods.
- Sports Hall fans and Electrical installation complete.
- Nursery fencing on site, My Pathways to install early in the 2025 New Year as part of construction training.

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.

Gutter Program:

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

9.8.7 Essentials Services

Water and Waste

- Location of all underground services within the water treatment plant boundary undertaken by contractors in preparation of design phase for (WTP) filtration upgrades.
- Council skeleton crew on call roster developed to attend to water, sewerage testing, maintenance and building maintenance over the Christmas break.
- Daily testing – chlorine, turbidity and pH (target range of sanitation 0.5 – 1) results 1-1 and 1.6, dropped chlorine levels gradually down from 500 to 480– due to chlorine flush through line to clear air bubbles.
- Daily checks – sewer treatment plant all pumps operational.
- Daily cleaning of Johnson screen at sewer plant undertaken.
- Monthly water sample delivered to Cairns Laboratory – 10 December 2024.
- Community patrol for water leaks, damage/maintenance on pumps and valves undertaken daily.
- Tidy up Council's water treatment plant complete including brush cutting, rubbish pick up and rectification of pipework.
- Vehicle maintenance and clean undertaken weekly.
- Splash Park issues resolved and now operational prior to Christmas break, a considerable amount of time has been required to have operational.
- Signage has been erected on all splash park fence lines stating **Children must be accompanied by an adult at all times** and **Please do not throw rocks and mud within the splash park and BBQ area**, unfortunately this has continued within community over the month of December 2024, even after numerous requests for this destructive behaviour to stop.
- Received chlorine dosing pump for sewer plant installation and installation now complete.
- Scanning and measurements performed at water plant for upgrades, design phase continues.



- Calibrating training of equipment undertaken.
- Repair and maintenance of dosing pumps (still leaking air).

Comments:

Feed pressure of raw intake is low – contractor’s water truck utilising Council’s fire hydrants to refill for roadworks possibly causing pressure to drop which shuts the Water Treatment Plant down – asked contractors to pull from mains.

Briody Plumbing installed sample point at river intake.

QTH- visit, training – water sampling for Ayton.

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-hermafrodite)
- 14 – entire (8-males, 6-female)

Cats - 5 - males

9.8.9 Environmental Health

Miscellaneous:

- Community patrol daily.
- Restock medications.
- Maintenance of pound.
- Training new EHO and AMO.
- Dog food storage for disaster management implemented, Council has been gifted one pallet of dog food for upcoming wet season.

Complaints

Nil

Comments

- Vets unavailable for vet visits before Christmas. Awaiting verification of visit late January 2025.
- Council staff commence further training with Queensland Tropical Health (QTH) for EHO and AMO start of 2025.



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 tractor and spray unit delivered and in use daily after recent rains.

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 December 2024 as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	



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 December 2024.

Through carrying out our key business activities, the dedication Council staff including the 15 staff in the Community Services Department (eight business units) has a profound impact on our community. With the support of numerous stakeholders and service providers, we collectively drove initiatives that fostered mental and social well-being, and we're grateful for the community's resilient spirit and ongoing support.

December 2024, the festive season was a time of vibrant activity, marked by the Wujal Wujal Christmas party. The community Christmas party was a standout event, celebrated by all, featuring delicious food, live music and exciting activities. Many community members got into the festive spirit by dressing up for the occasion. The traditional food buffet was a resounding success, and we're grateful for the generous contributions from Jabalbina, Bloomfield River State school Teachers, Apunipima, My Pathways, Justice Group and Gungarde.

We extend our heartfelt appreciation to all local service providers for their tireless effort and unwavering support throughout the year.

Planning, Community Development and collaboration - the first meeting is scheduled for Wednesday 15 January 2025 with stakeholders from Justice Group Youth Coordinator, Bloomfield State School, Jabalbina and other support services for the next school holiday fun activities program planning and implementation for 2025, School Holiday Sports empowering Holistic and Life skills Programs for our community children and Youth.



December Activities

3 December	Kindergarten Christmas Party North Qld Creative Recovery Meeting Waratah Nicols Kuku Balkat Projects
4 December	Kindergarten Transition field trip - Bloomfield River State School Community Christmas Party Arts Coordinator Progress Development Community Christmas Party
5 December	Meeting – Australia Support Services (Centrelink Stats) Community Services Projects Meeting – Grants
6 December	Develop Projects Planning for 2025 Update Centrelink Stats
9 December	Wujal Kaban Updates
10 December	IKC Projects Meeting Deadly Active Sports Program Meeting Play Our Way Activity Plan
11 December	2025 Events Calendar Received acknowledgement – Adventist Development and Relief Agency
12 December	Australia Support Services – Package Artwork display on website
16 December	Deadly Active Projects - Smarty Grants reports Meeting
17 December	Wujal Kaban Newsletter completed and emailed to potential service providers, stakeholders and community members

9.9.1 Kindergarten

It was a great month as we were excited about Christmas holidays and themes artwork and had the Kindergarten Christmas party on 3 December 2024. Our parents and grandparents joined the fun, and we sang Christmas songs. Santa also arrived with gifts. This year we were fortunate enough to receive funds so that we could purchase fifteen bicycles for our children. We bid farewell to nine children who graduated from Kindergarten and look forward to seeing new children join the kindergarten in 2025. It was a great year full of fun and colours at Kindergarten.

Assessment

- Continuing with updating all required documents for Assessment and Rating.

Training/ Professional Development

- Mandatory Training: CPR and First Aid – to be undertaken in February 2025.

9.9.2 Cultural Advisor

The Cultural Advisor for the community had a thriving month, fostering connections at our vibrant community events. Ongoing meeting and greeting visitors to our community.



9.9.3 Community Radio Black Star

The Radio Officer helped out in our Christmas events this month. Black Star Radio station Management has been in contact with the Radio Officer and has provided a list of tasks for our Radio Officer to conduct interviews, communication and pre-recording. There is an office space at the RTC building for the Wujal Radio. Planning is underway in weekly meetings with Black Star to attend and install the radio equipment. The Technician will visit Wujal for a venue assessment in January 2025.

9.9.4 Centrelink

It was a fantastic month for Wujal Wujal Centrelink, which was very busy providing vital services including Advance, My Gov, Family benefits, phone calls and linking people to Centrelink main offices for other services, as well as general administration duties. Some of the work is sending referrals to Centrelink Social Workers and My Aged Care Specialists. This month's stats were good we supported about 35 community members in the Centrelink Office. The office was closed for Christmas from 20 December 2024 to 6 January 2025.

9.9.5 Arts Centre

The Art Centre requires additional funding to construct facilities. The Art Centre Acting Coordinator cleaned and refurbished the Council's old office verandah, establishing it as a meeting point and workspace for the artists. This new space provides a peaceful and quite environment, conducive to artists painting and focus on their artwork. It has been a productive month advocating for our artists. We are looking forward to a productive new year for our artists connecting to artists within the region and do more art exhibitions in Cooktown and Cairns.

9.9.6 Indigenous Knowledge Centre - Library

Empowering young minds, our Indigenous Knowledge Centre (IKC) is a vibrant hub where children can thrive, complete their homework and explore their potential during school holidays and after school hours. Mums and Bubs commenced weekly sessions at the IKC, and the space will also be used for cultural programs for community. The IKC houses History and Tradition books, offering valuable resources for the community, particularly children and youth. Indigenous Knowledge Centre opens from 9:30am – 2:30pm Monday, Thursday and Friday. IKC Officer produced the Wujal Kaban newsletter for the month of December 2025 and this was emailed out to stakeholders and printed copies for our community.



9.9.7 Aged Care Community Centre

Funding and Spend

Spend	Value
CareLynx	\$10,049.22
ROCS	
Cape York Tyres	
Far Nth Office Choice	\$26.80
Briody Plumbing	
Emperor Electrical	
Nandy Building Constructions	\$4167.50
Cooktown Food and Ice	\$694.56
Total	\$14,938.08

Issues with Programs etc

- Intermittent internet and phone services.

Client/Correspondence

- Continued monthly Care Plan reviews.
- Continued review of HCP budgets.
- Set up on budgets for new HCP clients.
- One MAC referral rejected due to client being outside of service region.
- Ongoing review of HCP acquittals.

Reporting

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

Staffing

- Two staff members on leave.

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.
- Mandatory training due for Aged Care Staff. To be commenced in the 2025 New Year.

Professional Development

- Workforce Planning for Region – UniSC.
- Art Centre Coordinator Training – IACA and Arts Nexus.

Resolution: Council accept the Community Services Report for December 2025

Resolution:	That Council accept the Community Services Report as presented.	
Moved:		Lost/Carried
Seconded:		
Resolution No	20250121-	



10. General Business

-

11. Next Ordinary Council Meeting Date

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

12. Meeting Closure

Meeting closed at