

# Appendix | 1

**UNCONFIRMED MINUTES for WWASC Ordinary Council  
Meeting – 17 December 2024**



# **Wujal Wujal Aboriginal Shire Council**

## **Ordinary Council | Meeting Minutes**

Date: Tuesday 17 December 2024  
Time: 9.23am  
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
1:30 – 2:00pm	Parma Futures	Amanda Fyfe, Rickii-Lee Woibo, Kirsty Davis – <i>cancelled due to Sorry Business</i>
2:00pm – 2:30pm	NIAA	Damien Blunden and Regional Manager Richard Aspinall
2:30 – 3:30pm	Wujal Wujal Master Plan	Ricardo Sandoval Lillo (DATSIP), Olivia Scroope (Meridian Urban), Jessica Cousins (DATSIP), John Coyle (DATSIP), Alan Neilan (DATSIP), Gerhard Visser (DATSIP), Ryan McNeilly Smith (Meridian Urban)



### 3. Condolences | Congratulations

Condolences to Hobson Family, Lockhart River

Condolences to Nandy Family and Gibson Family Hope Vale

Condolences to Deemal Family and Buchanan Family

Renelle Shipton sent condolences to Hope Vale on behalf of Wujal Wujal Aboriginal Shire Council

Congratulations to Grade 6 graduates from Bloomfield River State Primary School

Congratulations to Tykeerah Jack-Cobus and Phoenix Pearson who graduated from Cape York Leaders Program

Congratulations to Roderick Nunn Jnr and Trisha on the birth of their baby boy

### 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 | 19 November 2024

Refer to [Appendix 1 \(Page 2 of the Appendices\)](#) to review the minutes of the meeting held 19 November 2024.

Resolution: [Acceptance of the minutes meeting held Tuesday 19 November 2024](#)

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 19 November 2024 be accepted as a true and correct record of that meeting.	
Moved:	Cr Robert Bloomfield	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241217-01	

### 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
- Cr Lucas Creek has gained a position with Pama Futures for three weeks doing a skill Set Audit for them. Cr Lucas Creek needs to fill out a Declaration of Interest form.

### 7. Business Arising or Outstanding Matters from Previous Meeting



## 8. Items for Consideration and Decision

### 8.1 Local Resilience Action Plan and Local Recovery Sub Plan

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Local Resilience Action Plan and Local Recovery Sub Plan
Reporting Officer:	Chief Executive Officer
Status:	Decision

#### Purpose

The purpose of the Local Resilience Action Plan (LRAP) and Local Recovery Sub Plan (LRSP) is to outline Councils functions, roles and responsibilities in the wake of a disaster event.

#### Supporting Documentation

Refer to **Appendix 2 (page 24 (LRAP) and 43 (LRSP) of the Appendices)** for LRAP and LRSP

#### Proposed Resolution:

That Council endorse the LRAP and LRSP as presented.

Resolution: Council endorse the Local Resilience Action Plan and Local Recovery Sub Plan as presented

Resolution:	Council endorses the Local Resilience Action Plan and Local Recovery Sub Plan	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-02	

### 8.2 Removal of signatory from Council Financial Systems

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

#### Purpose

Council must remove Micah Nkiwane as a signatory for all Council financial systems with ANZ and Westpac.

#### Background

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

Resolution: Council adopt the removal of Micah Nkiwane as signatory for Council financial systems with ANZ and Westpac.

Resolution:	Council adopts the removal of Micah Nkiwane as signatory for Council financial systems with ANZ and Westpac.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-03	

### 8.3 Asphalt Installation for Flood Damaged Locations in Wujal Wujal

**Report to:** CEO, Mayor and Councillors  
**Subject:** Asphalt Installation  
**Reporting Officer:** Chief Executive Officer  
**Status:** Decision

Refer to Appendix 3 (page 79 of the Appendices) for quotes.

#### Purpose

Installation of asphalt over various flood damage locations within Wujal Wujal Aboriginal Shire Council.

#### BACKGROUND:

Disaster Recovery works are required to repair various sections of flood damaged road in Wujal Wujal Aboriginal Shire. These repairs are funded under Disaster Recovery Funding Arrangements (DRFA) through Queensland Reconstruction Authority (QRA).

A request for quotes (RFQ) was issued from Erscon for the installation of asphalt over various flood damage locations within Wujal Wujal Aboriginal Shire Council. As asphalt installation is a specialist service, limited contractors have capability or capacity to complete the required works and therefore the RFQ was issued to suppliers prequalified on LocalBuy arrangement LB313 (Road and General Civil Construction).

#### ASSESSMENT

Contractors were supplied area required for works in square meters (m<sup>2</sup>). Asphalt contractors typically prefer to quote based on a tonnage rate which differs between each other due to allowances for wastage, material composition etc. To draw an accurate comparison between contractors, the quoted amount was divided by the quoted area and is presented in Table 1 below.

**Table 1: RFQ Responses**

	Item	Quoted Area (m <sup>2</sup> )	Contractor's Est. Tonnage (t)	Rate (\$/t)	Quoted Amount	Calculated Rate (\$/m <sup>2</sup> )
Boral Asphalt	Mobilisation				\$30,744.23	
	30mm	4,837	607	\$673.81	\$261,254.04	\$54.01
	50mm	5,056	348	\$750.73	\$409,002.67	\$80.89
NQ Asphalt	Mobilisation				\$45,048.00	
	30mm	1,756*	140	\$747.60	\$104,644.00	\$59.59**
	50mm	2,178*	288	\$577.38	\$166,285.44	\$76.35**

\*NQ Asphalt only quoted on works for Douglas Street and Rossville Bloomfield Road as RFQ was seeking works to be performed prior to Christmas break.

\*\* NQ Asphalt has excluded supply of profiler as part of their quote. This would need to be sourced separately as its use is essential to complete works. This would result in further costs.



As illustrated in Table 1, the comparison rates are generally equivalent (Boral Asphalt is 10% cheaper for 30mm, NQ Asphalt is 6% cheaper for 50mm) and Boral Asphalt is significantly cheaper when considering the mobilisation. However, a principal consideration is that Boral Asphalt's quote includes the supply of a profiler within the price. It is therefore recommended to award the contract to Boral Asphalt.

All Councillors, other than Deputy Mayor Claudia Doughboy, carried this resolution.

Deputy Mayor Claudia Doughboy voted against this resolution, stating that for the cost of these quotes, she felt this should cover the road throughout the whole community.

**Resolution: That Council approve the Boral Asphalt quote as the preferred supplier.**

<b>Resolution:</b>	That Council approve the Boral Asphalt quote as the preferred supplier.	
Moved:	Mayor Alister Gibson	Carried 4/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-04	

Deputy Mayor Claudia Doughboy left meeting at 10:13am

Deputy Mayor Claudia Doughboy returned to meeting 10:14am

## 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 19 November 2024 and reported on his portfolio: Governance, Finance and all other portfolios.

**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:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-05	





## 9.2 Deputy Mayor Claudia Doughboy: Economic Development and Tourism

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

The 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 19 November 2024 and reports on her portfolio: Economic Development and Tourism.

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

<b>Resolution:</b>	Council noted Deputy Mayor Claudia Doughboy's portfolio report as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20241217-06	

## 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 19 November 2024 and reports on his portfolio: Community, Sports and Lifestyle.

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:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20241217-07	

## 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 19 November 2024 and reports on her portfolio: Environment and Culture.

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:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-08	



## 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 19 November 2024 and reports on his portfolio: Law and Order.

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:	Cr Robert Bloomfield	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20241217-09	

## 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 19 November 2024.

### Grants

Refer to **Appendix 4 (Page 83 of the Appendices)** to view:

- Table - Funding Applications Submitted Awaiting Outcome
- Table - Successful Funding Application 5 November – 8 December 2024
- Table – Capital Grant Funding Projects in Delivery
- Table – Capital Grant Funding Projects in Delivery QRA
- Table –Grant Funding Projects in Delivery – Community Services

### Disaster preparedness Update

- Food Security
- Generators purchased and installed
- Water tanks purchased and installed
- Fuel restocks purchased and will be delivered soon
- LDMG Update
- Monitoring the development of a low-pressure system over the Gulf of Carpentaria. This is expected to move east southeast, and to affect Wujal Wujal from Wednesday 18 December 2024 – 15% chance of development into a cyclone as at 12.12.2024.

### Follow Ups from Prior Council Meeting

- Requested Cook Shire Council to clear Davidson Hill track to allow access for community. Followed up with email to Cr Nikita to request map of Davidson Hill on 12.12.2024.
- Go Fund me funds - The amount of \$48,858.68 was provided by Go Fund Me, organised by Matthew Nicholls from Cape York Weekly, around 07 February 2024. (CEQ had contributed \$20,000 as part of this



\$48,858.68 funding). These funds were spent on the purchase of the bus. The bus was purchased from Pacific Toyota in April 2024. This bus cost \$79,690.00.

Then the wheelchair lift was fitted to this bus by the Buchan Service Centre in Cairns for the cost of \$19,722.95.

- The total cost of the bus and wheelchair lift was \$99,412.95, paid for by:
  - The full \$48,858.68 Go Fund Me funding
  - Council then contributed another \$50,554.27 towards the cost of the bus.
- Emailed Jim Evans from Department of Local Government to provide a presentation to Council in early 2025 on previous boundary extension attempts and the process and timeframes around boundary extensions.
- Submitted a works order for the trimming of the tree outside the Council Office and Jabalbina.
- Submitted a works order for the repair of the toilet door locks and clean-up of the shower in the public toilet block behind the community hall.
- Councillors requested the Council Bus Use Policy to be updated to include:
  - The bus use for 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.
  - Councillors requested the Bus Use Policy also be updated to include the use of the Council Bus for Sorry Business with no hire fee for day use; however, the Council Bus must:
    - be filled up with fuel with a full tank of fuel upon return
    - the hirer must pay for the Council driver costs – or Councillors will drive the Council Bus without any remuneration as part of their service to community
    - Council Bus must be cleaned internally and washed prior to return to Council Depot. Council facilities will not be used for cleaning of the Council Bus.
    - If the Council Bus is hired to be taken to Cooktown or Hope Vale, the Council Bus must be returned on the day of the hire
    - If the Council Bus is hired to be taken to Yarrabah or Cairns, the Council Bus must be returned by 12pm on the day following the hire. The return will be considered 'late' if the Council Bus is returned after 12pm on the day following the hire
    - An additional \$600 will be charged per day if not returned on the day of hire or by 12pm the following day for Cairns and Yarrabah travel.
    - All other Council Bus Use Policy requirements still apply for Sorry Business use.
    - Prior to hire of the Council Bus and use, the designated Council driver must complete and sign the Council Bus Hire Responsibilities form prior to usage of the Council Bus.
    - The Council Bus will not be rehired or used until such time as it has been cleaned, washed and refuelled by the previous hirer and inspection undertaken and approved.
    - If the Council Bus is returned in a damaged condition the Council Bus will no longer be hired or used until required works are completed.
    - Governance Officer will create forms for the Council Bus Hire and Council Bus Driver Responsibilities.

#### 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>	Mayor Alister Gibson	Carried 5/5
<b>Seconded:</b>	Cr Robert Bloomfield	
<b>Resolution No</b>	20241217-10	

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Meeting adjourned at 11:01am

Meeting reconvened at 11:18am

## 9.7 Corporate and Commercial Report

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**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

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Refer to [Appendix 5 \(Page 93 of the Appendices\)](#) to view Financial Report.

Resolution: Acceptance of the Corporate and Commercial Report

<b>Resolution:</b>	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241217-11	



## 9.8 Operations Report

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

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

Councillors asked to remind community members of their personal responsibilities as dog owners, including the burying of their dogs when deceased.

Disaster management – six generators installed in community at Sewerage Pump Station One, Council Business Precinct, Water Pump Station

### 9.8.10 Environmental Health Community Consultation

Andrew Drage, Environmental Health Officer and his team from Tropical Public Health Services (TPHS) visited Wujal Wujal on 25-29 November to conduct a community engagement event.

#### Outcome

- Environmental Health Co-design Plan community engagement event conducted. A total of 45 people participated. Key results indicate the top 3 priorities are listed below:
  - Domestic Animal Management and Veterinary Program
  - Pest management
  - Safe Drinking Water
- TPHS team will draft the Wujal Wujal Environmental Health Plan 2024-2029 based on the feedback and top 3 priorities.

Resolution: Council note these three key priorities and adopt the 2024-29 Environmental Health Plan to Council.

<b>Resolution:</b>	That Council note these three important priorities and adopt the 2024-29 Environmental Health Plan to Council.	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241217-12	

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 November as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241217-13	



## 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 November 2024.

Councillors agreed service providers should work together more in 2025. Councillors would like to see more community members on events committees, as well as the establishment of a Community Events Committee, made up of community members to contribute to community events.

Councillors requested information on Community Services grants be provided at the next Ordinary Council Meeting.

**Resolution:** Council accept the Community Services Report for November 2024

<b>Resolution:</b>	That Council accept the Community Services Report as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-14	

Meeting adjourned at 12:58pm

Meeting recommenced at 2:09pm

Cr Lucas Creek rejoined the meeting at 2:16pm

## 10. Presentations to Council

### 10.1 Pama Futures

**Presentation to:** Mayor, Councillors and Chief Executive Officer  
**Subject:** Final Report  
**Presenters:** Amanda Fyfe, Rickii-Lee Woibo, Kirsty Davis  
**Status:** Discussion  
**Time on agenda:** 1:30 – 2:00pm

Parma Futures did not attend due to sorry business in Hope Vale.

**Resolution:** Council note the presentation by Parma Futures.

<b>Resolution:</b>	That Council note the presentation by Parma Futures	
Moved:		Lost/Carried
Seconded:		
Resolution No	20241217-	



## 10.2 NIAA Update

<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Update Report
<b>Presenters:</b>	Damian Blunden, Engagement A/Director – North Queensland Region and Richard Aspinall, Regional Manager
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	2:00 – 2:30pm

Refer to **Appendix 6 (Page 103 of the Appendices)** to view NIAA projects and recent outcomes table.

### Attendees:

- Damian Blunden
- Richard Aspinall, Regional Manager
- Angela Matthews (Graduate) - working for NIAA for three months.

Council and NIAA partnership opportunities moving ahead. Richard and Angela met with the Jabalbina team on their way up this morning.

NIAA want to do more place-based work with Council. Just launched the Remote Jobs and Economic Development (RJED) program for jobs funding - fully subsidised positions (from 10 hours per week through to full time) - 3,000 Australia Wide. Need to put applications in, very competitive.

- First Round finishes at the ends of January 2025
- Second Round will start 3 February 2025

Change to CDP as of July 2025. New set of opportunities for people to apply to the program, name changing to NRES (National Remote Employment Services) – support and mentoring people into jobs gradually. Help with upskilling. In January will be working on the job opportunity guidelines and will share these as we go along.

Regional tender process –Damian mentioned possibly partnering with a national employment firm - Gungarde is the lead in Region 54 (Cooktown) -- want to bring it back to communities

NRES program – has mentoring support attached to it

How do we help people who have problems like alcohol – firstly find out if people are on the right payments. NRES will help support and mentoring people into jobs gradually.

Transition point through RJED from school/uni to working in community. CEO asked if NIAA can link the school career guidance councillors with Council to ensure students are undertaking school-based traineeships and school-based apprenticeships relevant to employment opportunities back in Wujal Wujal. There would be opportunities for the schools to organise the students who are studying school-based traineeships and school-based apprenticeships to undertake paid work experience during the school holidays.

Workforce development program – Damian would like to help with this for the Cook area. NDIS - building local care sites, Damian would like to help with this in the Cook area, targeting local care work forces in Wujal Wujal.

Organise a future meeting to discuss how to target year 10,11,12 students for future employment.

**Resolution:** Council note the presentation by NIAA.

<b>Resolution:</b>	That Council note the presentation by NIAA	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241217-15	



### 10.3 Wujal Wujal Master Plan

<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Update on Indigenous Land Use Agreements and Projects
<b>Presenters:</b>	Ricardo Sandoval Lillo, Jessica Cousins, John Coyle, Alan Neilan, Gerhard Visser (DATSIP), Olivia Scroope, Ryan McNeilly Smith (Meridian Urban)
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	2:30 – 3:00pm

Refer to **Appendix 7 (Page 106 of the Appendices)** to view presentation.

#### Attendees:

Ricardo Sandoval Lillo (DATSIP), Olivia Scroope (Meridian Urban), Jessica Cousins (DATSIP), John Coyle (DATSIP), Alan Neilan (DATSIP), Gerhard Visser (DATSIP), Ryan McNeilly Smith (Meridian Urban), Julie Brook

#### Purpose:

Update Council on the draft Wujal Wujal Master Plan. A copy of the draft Master Plan was handed out to Councillors, CEO, Operations Manager and Community Services Manager.

#### Project Background

Wujal Wujal Master Plan was first prepared in 2017 to detail the aspirations and hopes for Wujal Wujal and develop a vision and agreed future land use pattern. The Master Plan has since been amended in 2019, 2020 and 2021. The aim of the Master Plan review project is to review the existing Master Plan to ensure it remains contemporary and responsive to emerging issues and opportunities.

Council would like the Arts Centre on the triangle piece of land next to the Police Station rather than further up the hill. This piece of land is leased to QPS – Ricardo advised that Maria could help with talks to QPS.

CEO enquired if the intersection near the police station and up near the new subdivision can be redeveloped, to change them into T-intersections to make these safer for community? RILIPO team will talk to Housing and Public Works to see if they can realign/upgrade the road boundaries/entrance during construction of the new subdevelopment.

Council suggested looking at the small area beside the nursery for the SES shed

Ryan McNeilly Smith provided a copy of the presentation (see appendices)

**Resolution:** Council note the presentation by DATSIP and Meridian-Urban

<b>Resolution:</b>	That Council note the presentation by DATSIP and Meridian-Urban	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241217-16	

Deputy Mayor left the meeting at 3:35pm

Deputy Mayor rejoined the meeting at 3:43pm





## 11. General Business

- Councillor Information Kits – these information kits have been updated and handed out to Councillors.
- A crocodile warning notice to community has been put on Facebook, electronic notice board in the Kaban as well as signs put up at the boat ramp. It has been noted that children have been taking down the crocodile warning signs at the boat ramp. CEO has requested more signs from Ainslie Langdon at Parks and Wildlife.
- Cr Robert Bloomfield – request Road Tech to check on sink hole on the road between the Women’s Centre and 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.
- 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.
- Cr Lucas Creek – People still breaking bottles around community and rubbish left on the street.
- Deputy Mayor Claudia Doughboy – Staff Christmas party has been cancelled, rescheduled to Thursday 23 January 2025. A contractor was asked to remove a car from the Walker’s place at Thompson Creek. The Contractor then sold the car in Ayton. Police were contacted and the car was returned by the person who purchased the car from the contractor. CEO confirmed this is a police issue, not a Council issue.
- 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.
- Jabalbina wants to park cars at the Council Depot. Council does not have the room to park extra vehicles and has refused other organisations who have requested the same thing. Organisations have a responsibility to provide secure car parking for their own vehicles.
- Flyer to go out regarding the proper disposal of carcasses (fish, turtle etc). Councillors agreed community members should appropriately discard of carcasses, bagged up and put in wheelie bins and not into the river.
- Deputy Mayor Claudia Doughboy requested that the Council Bus Policy be adjusted to include no hire fee for community travelling to funerals just fuel and cleaning costs to apply. Governance Office Tania Edwards updated the Council Bus Policy based on Councillor request at the Ordinary Council Meeting and will provide a draft for review. Once updated the policy will go to an Ordinary Council Meeting for endorsement.
- Cr Lucas Creek asked the CEO to send a letter to Hon. Timothy Nicholls MP Minister for Health and Ambulance Services regarding the health system in the Cape communities. CEO recommended Cr Lucas Creek contact Apunipima, who organised the Cape York Health Summit and are a good advocate for health improvements.
- Jabalbina have received lots of Christmas presents for the community children. Jabalbina are trying to get the presents delivered to the Wujal children before Christmas.
- Jabalbina were unable to complete the community census when Council staff delivered the emergency backpacks.
- There is a culvert running between two driveways (8/10 Cape Tribulation Road) that is getting very deep and requires fixing. Also, a bad blind spot near 3/10 Cape Tribulation Road that needs looking at.
- Deputy Mayor would like a breakdown of the Aged Care funding and spend tabled at the next 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.

## 12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for **Tuesday 21 January 2025**.

## 13. Meeting Closure

Meeting closed at 4:37pm

# **Appendix | 2**

## **Use of Council Bus Policy**



# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## Use of the Council Bus Policy

### Document Control

Version History:	Nov 2024				
Review and adopted	19 Nov 2024	Resolution Ref	20241119-02	File Ref	Magiq 36250
Review	January 2025	Resolution Ref		File Ref	Magiq 36701
Next review due	Annual				

## **1. Origin / Authority**

Wujal Wujal Aboriginal Shire Council  
Local Government Regulations 2012

## **2. Purpose**

The purpose of this policy is to create a structured and transparent framework that governs the use of the 'Council Bus' (the 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. The outcome of this will be a positive experience for all stakeholders involved. This policy aims to:

### **2.1 Ensure Safety:**

Promote the safety of all passengers and drivers by mandating the presence of a qualified council driver and adherence to all driving regulations.

### **2.2 Facilitate Efficient Use:**

Provide a structured booking process that ensures the Bus is utilised effectively, is available for community needs while minimising scheduling conflicts.

### **2.3 Promote Accountability:**

Outline user responsibilities regarding the cleaning and maintenance requirements for those using the Bus, fostering a culture of care and respect for council resources.

### **2.4 Encourage Community Engagement:**

Supporting local initiatives and activities that enhance community spirit and cohesion by allowing community events access to the Bus.

### **2.5 Financial Transparency:**

Clearly outline the costs associated with hiring the Bus, including fees for maintenance, fuel, and Council driver services, ensuring users are informed of their financial responsibilities.

By adhering to this policy, all users can contribute to the effective management of the Bus, ensuring it remains a valuable resource for the community while upholding safety and accountability.

## **3. Policy Statements**

Section 224 of the Local Government Regulation 2012 outlines the responsibilities of local governments in managing and providing community transport services. This section emphasises the importance of ensuring public resources are used efficiently and effectively to meet community needs, reinforcing the need for clear guidelines and accountability in the operation of Council vehicles.

Wujal Wujal Aboriginal Shire Council is committed to providing safe, accessible, and efficient transportation for community use through the provision of the Bus. This policy establishes the principles and procedures necessary to ensure the Bus is utilised in a manner that supports community needs while maintaining high standards of safety, cleanliness, and accountability. All users are expected to adhere to this policy, doing so will foster a culture of responsibility and respect.

## 4. Objectives

The objectives of this policy are as follows:

- **Safety Assurance:** Ensure any use of the Bus is conducted under the supervision of a qualified and fully licenced 'Council Driver to minimise risks and promote safe travel for all passengers.
- **Operational Efficiency:** Streamline the booking process to ensure the Bus is readily available for community use through effective planning and resource allocation.
- **Responsibility and Accountability:** Clarify the responsibilities of all users to reduce damage and wear and tear of the Bus to ensure it remains in good operational condition.
- **Community Support:** Support community-based activities with the aim to enhance local participation and engagement through the provision of accessible transport solutions for community events.
- **Cost Management:** Outline clear financial obligations for users through the provision of information on all costs related to the hiring the Bus, including any associated fees and charges.
- **Regulatory Compliance:** Ensure the Bus operates within relevant legislation including compliance with Council's Vehicle Use Policy, the Local Government Regulation 2012, and other applicable laws.

## 5. Definitions

### 5.1 Booking System:

The designated process or platform through which users can request and secure the use of the Bus and Council Driver.

### 5.2 Cleaning Requirements:

The requirements regarding the condition of the Bus on its return, including responsibilities for trash disposal and general cleanliness.

### 5.3 Community Transport Service:

As defined by the Department of Transport and Main Roads (TMR) a community transport service is defined in the Transport Operations (Passenger Transport) Act 1994 (TOPTA) as "...a service for the carriage of passengers funded or subsidised out of public money or by a charity and provided for the benefit of a particular group."

### 5.4 Council Bus/the Bus:

A vehicle owned and operated by the Council, designated for use in community transport services and events. Referred to in this document as the Bus.

### 5.5 Council Driver:

A qualified individual employed by Council including Councillors, to operate the Bus, who will comply with all relevant driving regulations and safety protocols. All costs or fees associated with the maintenance of the relevant licences are the responsibility of the Council Driver, not of Council. Referred to in this document as the Council Driver.

### 5.6 Hirer:

An individual or group that books the Bus, whether for council-related activities or community events.

### 5.7 Late Return:

The return will be considered 'late' if the bus is not returned on the day of hire for use in Cooktown or Hope Vale.

When the Bus is used for Sorry Business in either Cairns or Yarrabah, the bus must be returned by 12pm the following day, return after 12pm is considered late return.

### 5.8 Malicious Damage:

Any intentional harm or vandalism inflicted on the Bus, resulting in costs for repair or maintenance not covered by the hire agreement.

### 5.9 Pick up time:

The time the bus may be collected, typically no earlier than 8.00am on the day of hire.

### 5.10 Drop off time:

The time the bus must be returned, typically no earlier than 5.00pm on the day of hire.

## 6. Policy Principles

### 6.1 Council Ownership

The Council Bus is the property of Council and as such, Council will pay all registration, insurances, maintenance, and servicing costs.

### 6.2 Mandatory Council Driver

The Council Bus must only be driven by an authorised Council Driver, as set out in the definitions of 'Council Driver'.

The Council Driver must/is at all times:

- Hold a current Queensland Drivers Class C Licence.
- Be an 'Authorised Passenger Transport Driver' according to the Queensland Transport and Main Road (TMR) requirements. Refer to the links in section 9 of this Policy for more information about TMR requirements.
- Be registered on TMR's Driver Authorisation Public Register.
- Display their 'Booked Hire' display card while driving the Council Bus.
- Is responsible for all costs or fees associated with the maintenance of the relevant licences.
- Comply with all relevant laws and regulations.
- Use the vehicle in a responsible manner that does not adversely impact on vehicle occupants, other road users or Council.
- Use the vehicle in a responsible manner that does not adversely impact on the vehicle.
- Exercise care and judgement.
- Show consideration for others on the road; and set a good example to other road users.
- Have signed an acknowledgement form prior to the use of the Council Bus in which they acknowledge amongst other things they will comply with this policy, that their licences are current and that will pay any infringements they may occur while driving the Council Bus.
- Prior arrangements must be made with Council for hire of the Council Bus in excess on day hire.

- For approved overnight hires, the hirer must provide the Council Driver with accommodation and three meals per day at the hirer's cost.

Where the Council's insurance is rendered void by the actions of an authorised user for example, drink or drug driving, dangerous driving, the user may be personally liable for damage and costs, including any costs or damage to third party vehicles, personal injury, and property damage.

### 6.3 Usage Restrictions

Council vehicles are only to be used as authorised and are **not** to be used:

- For a competition or rally.
- For farming practices.
- On the beach (Council Bus is only permitted on bitumen sealed road).
- To travel any further south than Yarrabah.
- To travel further north than Hope Vale.
- For any other purposes excluded by Council's motor vehicle insurance policy.
- Smoking or Vaping are **not** permitted in any Council vehicle.
- Drugs or alcohol, or intoxicated persons are not permitted on the Bus and Council Drivers must comply with requirements of Council's Alcohol and Drug Policy.

### 6.4 Infringements s, Penalty Notices and Convictions

Council will not be liable to pay any fines, penalties or costs incurred by the Council Driver of the Council Bus, except in the event of Council not fulfilling its obligations in section 6.1 of these Policy Principles.

The obligation for payment, in a timely manner, of any fines, penalties or costs, is the responsibility of the person in charge of the vehicle at the time of the infringement.

### 6.5 Booking Requirements

- 6.5.1 All requests to use the Bus must be submitted through the designated booking system at least one week in advance.
- 6.5.2 Bookings are subject to availability and must be confirmed by the Council.
- 6.5.3 Council retains the right to refuse any booking request.
- 6.5.4 Bookings cannot be guaranteed.
- 6.5.5 The Council Driver must be booked at the same time as the Bus.
- 6.5.6 The Council Bus will not be rehired or used until such time as it has been cleaned, washed, and refuelled by the previous hirer and inspection undertaken and approved.
- 6.5.7 If the Council Bus is returned in a damaged condition the Council Bus will be removed from hire and any existing bookings cancelled until any required repair works are completed.
- 6.5.8 It is the responsibility of parents with young children to supply and install their own approved car seats appropriate to the age of the child/children.
- 6.5.9 Community trips are from point to point e.g. Wujal Wujal to Cooktown (no stops between points).
- 6.5.10 All passengers must sign in when boarding the bus and sign out when disembarking the bus. Council is not responsible for passengers who have signed out when disembarking the bus. Council is not responsible for passengers who miss their designated time to travel on the bus.

- 6.5.11 An late fee of \$600 will be charged if the vehicle is returned late. Refer to the Definitions in section 5.7 of this policy document for the definition of [Late Return](#).
- 6.5.12 Phone 0407 553 628 for inspection and securing of the Bus on return to community.
- 6.5.13 The Council Bus Hire Policy must be read and signed by the Hirer, prior to using the Bus.

## 6.6 Fees, Charges and Fuel

- The rate of for hire of the Council Bus is **\$600 per day**. This fee includes windscreen cover, tyre damage, mechanical maintenance, and the hourly charge for the Council designated driver.
- The daily hire fee includes up to **150 kilometres** of travel.
- An additional fee of **\$0.88 per kilometre** will be incurred if you travel more than this limit. Odometer readings will be logged prior to each use and upon return.
- An additional fee of **\$200** will be charged if the bus is not returned in a clean and tidy state. Refer to section 6.8 for more details on cleaning of the Bus on return.
- The fuel tank will be full when the Bus is collected for hire.
- The fuel tank must be full when the Bus is returned. This is the responsibility of the person booking the bus.
- An additional \$600 will be charged per day if the Bus is not returned on the day of hire. Refer to section 5. Definitions for the definition of 'Drop Off Time' and 'Late Return'.
- The hire fee does **not** cover malicious damage of any sort, including graffiti or any form of vandalism.
- The reservation of the Bus must be completed by the person, group, organisation, or company who will be using it. It cannot be hired on behalf of another person, group, organisation, or company, unless formal permission is granted by the Chief Executive Officer.
- The cost of the Council Driver is included in the \$600 standard rate of hire of the bus per day.
- Where the standard rate for hire of the bus is waived, as for Sorry Business, the cost of the Council Driver will still apply, including 40% on cost charges, and penalty rates for weekends, public holidays.

## 6.7 Sorry Business

When the Bus is reserved specifically for 'Sorry Business' the hire charges will be waived (i.e. no cost for hire).

The following costs and requirements will still apply:

- 6.7.1 Where a suitably qualified Councillor is available to drive the Bus the fees for the costs of a Council Driver will be waived. The Councillor will not be paid by Council for this service, Councillors do so on the understanding they will not be recompensed by Council. This is a Councillor's service to community.
- 6.7.2 Where a suitably qualified WWASC Councillor is not available to drive the Bus, the hirer will still be responsible for the costs for the Council Driver, [section 6.6 Fees Charges and Fuel](#).
- 6.7.3 The hirer is responsible to return the bus with a full fuel tank. The cost of fuel is not included in the hire but is the responsibility of the hirer.
- 6.7.4 The hirer is responsible for the internal and external cleaning of the bus prior to its return. Council facilities are not available for this process.
- 6.7.5 The hirer is responsible for any cleaning related charges as applicable, refer to [Section 6.9](#).



## 6.8 Logbook Completion

A logbook is included in the Council Bus and must be completed and submitted to the Council office within 24 hours of the trip for each use of the Bus. The following details must be included:

- Date and time of use.
- Destination.
- Names of all passengers.
- Odometer readings at the start and end of the journey.
- Any incidents or issues during the trip and the details of any such incident.

## 6.9 Cleaning Requirements

The Council Bus must be returned in a clean condition and with a full tank of fuel on the day of hire.

Failure to return the Council Bus in good condition will result in a cleaning fee of **\$200**.

An inspection will be conducted after each period of use. Users are responsible for ensuring:

- All trash is disposed of properly.
- Seats and floors are free of debris.
- Any spills are cleaned up promptly.
- Removal and rectification of any vandalism (including graffiti) must be addressed immediately upon discovery.

Damage to the Council Bus will result in the hirer being responsible for the costs to repair that damage and may result in the hirer being refused hire in the future.

## 6.10 Late Return

All charges associated with the late return of the Council Bus as the responsibility of the hirer.

- 6.10.1 If the Bus is hired to be taken to Cooktown or Hope Vale it must be returned (cleaned and with a full fuel tank) on the day of hire (on time) failure to do so will be considered late return and incur the late return fee.
- 6.10.2 If the Bus is hired to be taken to Cairns or Yarrabah it must be returned (cleaned and with a full fuel tank) by 12pm on the day following the initial day of hire (on time) failure to do so will be considered late return and incur the late return fee.
- 6.10.3 The penalty/fee for late return is \$600.
- 6.10.4 An additional \$600 will be charged for every additional full day (full or par day) the bus is 'late'. Refer to section 5.7 which explains the definition of 'late return'.
- 6.10.5 All other requirements of the Use of the Council Bus Policy apply.

## 6.11 Compliance

All users must comply with this policy.

Non-compliance may result in revocation of usage privileges and/or additional penalties as deemed appropriate by Council.

Where it is proven that a Council Driver has acted in a manner contrary to the Use of the Council Bus Policy, that person may be subject to the following:

- Formal disciplinary proceedings
- Other proceedings, as documented in Council's Code of Conduct

## 6.12 Summary

This policy confirms Wujal Wujal Aboriginal Shire Council's commitment to the responsible use of the Bus, and to ensuring it remains a valuable resource for the community. For any questions or if you require clarification, please contact the Council Community Services Manager.

## 7. Application

This policy applies to all users of the Council Bus.

## 8. Associated Policies, Procedures and Forms

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

## 9. Relevant Legislation

- Local Government Regulations 2012
- [Passenger transport driver authorisation \(TMR\)](#)
- [Operator accreditations \(TMR\)](#)
- [Driver authorisation and operator accreditation fees \(TMR\)](#)
- [Community and Courtesy Transport Services \(TMR\)](#)
- [Information Bulletin for operators of a Community and Courtesy Transport Service](#)
- [Licence types of classes and conditions](#)

## 10. Review and Monitoring

This policy will be reviewed annually.

The Executive Management Team are responsible for the monitoring of and reporting on the implementation of this policy.

Kiley Hanslow

**Chief Executive Officer**

Wujal Wujal Aboriginal Shire Council

# **Appendix | 3**

## **Travel and Accommodation Policy**



# **Travel and Accommodation Policy**

## **Document Control**

Version History:	2025				
Reviewed and adopted	Jan 2025	Resolution Ref		File Ref	Magiq 30150
Next review due					

## 1. Origin / Authority

Wujal Wujal Aboriginal Shire Council.

## 2. Purpose and Scope

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 expenditures to ensure staff or councillors are not financially disadvantaged as a result of business travel outlines the guidelines.

This policy should be read in conjunction with the current version of the:

- Australian Taxation Office (ATO) Reasonable Travel Allowances Guide and
- The Queensland Government International Travelling, Relieving and Living Expenses Directive (including General Conditions).

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.

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

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

## 3. Definitions

**ATO:** Australian Taxation Office

**Best value fare:** Lowest cost domestic air fare available at the time of booking taking into account other relevant factors such as waiting time or practical travel arrangements to meet official travel obligations. Employees are not expected to undertake circuitous itineraries merely to access the lowest available fares.

**Council:** Wujal Wujal Aboriginal Shire Council or WWASC.

**CEO:** Chief Executive Officer.

**Employee / persons authorised:** For the purposes of this policy, employee shall mean an WWASC employee, or persons authorised to undertake official travel on behalf of WWASC or otherwise determined by the CEO at their discretion.

**Official travel/business:** Travel undertaken (mostly outside of the WWASC region) to conduct business on behalf of Council where an employee is required to undertake certain tasks to satisfy legislative requirements or achieve business objectives for Council. This also includes functions that are a requirement of an employee's role and may also include attending an event or function to perform duties. Examples include conferences, training, workshops, meetings or to represent Council at an event.

**Travel Arranger:** WWASC Staff member responsible for booking travel and accommodation. The Executive Assistant to the CEO is responsible for booking travel and accommodation for the CEO and Councillors. The relevant finance team member will book the travel and accommodation for all other staff.

**Usual Place of Work/Duty:** A designated office, depot or fixed plant (i.e. Water Treatment Plant) where an employee has been notified of their starting and finishing location upon commencement in the position.

## **4. Policy Statements**

### **4.1. Key Principles**

Employees undertaking official travel must ensure accommodation, meals and other entitlements are reasonable in terms of cost and standards, taking into account WWASC's business image and public perception.

Prior to making travel requests, consideration should be given to alternative options for attendance such as video conferencing or on-line training.

All official accommodation and travel must be requested on the Travel and Accommodation Booking form before being approved by the travellers Manager and by the CEO. Once approved, all travel is booked by the relevant travel arranger.

### **4.2 Air Travel**

Council's policy is to take advantage of the 'best value fare', giving consideration to the employee's departure and/or arrival needs and the length of journey (referring to direct or connecting flights). Therefore, the flight requested may not always be that which is booked. The standard of air travel for all employees is economy class however persons travelling may upgrade to a higher class of travel providing the upgrade is at no additional cost to Council.

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the CEO.

### **4.3 International Travel and Annual Reporting Requirements**

#### **4.3.1 International Travel**

There should be no need for international travel on behalf of Council business.

In the very unlikely event such travel is required the following apply:

- Except where prior Council approval is received, the CEO must approve all requests to attend international events. The standard of air travel for flights shall be as determined by the CEO and assessed on the merits of each request.
- A travel allowance will be paid in advance in accordance with the current directive for reasonable allowance amounts for meals and incidentals for all international travel and will be paid prior to travel commencing, where time permits.
- Council will reimburse reasonable business-related expenses including the cost of visas and currency conversion however acquiring these items is the responsibility of the employee.
- Prepayment of all accommodation is preferred; however, it is acknowledged that some countries do not permit this. In such cases, an increase to the daily travel allowance may be made to offset accommodation costs. Any increase to cover accommodation costs must be approved by the CEO. If the allowance exceeds the directive guidelines a full acquittal will be required.

#### **4.3.2 Annual Reporting Requirements**

In accordance with Local Government Regulation 2012 (s.188) any international travel will be published in the Council's Annual Report, this will include the following details: name, position title, destination, purpose, cost and any other relevant information.

## 4.4 Accommodation Standards

- Employees are to be provided with cost-effective, reasonable accommodation in well-appointed establishments offering a comfortable standard of accommodation, including individual sleeping quarters and ensuite, except where this standard is not available at a particular location.
- WWASC will always request the 'Government Rate' when booking accommodation, where it is available.
- Although WWASC does not have any preferred supplier arrangements for accommodation, we do have regular suppliers in most of the areas routinely visited for business purposes, and your travel arranger will make your reservation with these providers where possible.
- Generally, accommodation of 5-star standard or higher should **not** be used unless the employee is attending a conference or a meeting venue where other delegates are accommodated.
  - Where practical and available, accommodation will be arranged within close proximity of event venues.
- Prepayment of all accommodation is preferred and will be arranged by the staff member responsible for making your travel arrangements, however employees who have pre-booked/paid accommodation will be reimbursed for actual costs or in accordance with the ATO guidelines. Any increase to cover accommodation costs must be approved by the CEO and a full acquittal will be required.

## 4.5 Loyalty Programs

You may accrue points for loyalty programs (frequent flyer programs, hotel rewards programs or membership or other loyalty rewards program) when travelling, please advise your travel arranger of the relevant details before they book your travel. The responsibility to provide this information sits with the person travelling and not with the travel arranger.

## 4.6 Meals and Incidentals Claims

The actual and reasonable costs allowed for meals are not to exceed the standard meal allowances as prescribed by the Australian Tax Office Reasonable Travel Allowance Guidelines unless otherwise approved by the CEO. Any costs over and above the standard meal allowances must be paid by the staff member at their own cost.

The allowances referred to in this policy in situations where the accommodation, meals or incidentals are not paid directly by Council, the event organisers or reimbursed to the employee.

Payment of meal allowances shall be based on the prescribed rates for the particular region where the employee incurred the expense, as prescribed by the Australian Tax Office Reasonable Travel Allowance Guidelines.

The payment of allowances where overnight absences are required depends on the period and time of travel.

### 4.6.1 Departure and Return times as they apply to meal allowances

On the first and last day of an employee's overnight absence from their usual place of work or home, the employee is entitled to the payment of meal allowance in accordance with the following departure and return times:

- **Breakfast:** an employee is **not** eligible for payment of expenses or a meal allowance upon departure except in situations where the employee has to depart from their usual place of work or home before 7.00 am, and it is not practicable for the employee to have breakfast before leaving and must purchase it during the journey
- **Lunch:** the employee departs earlier than 1.30 pm or returns later than 1.30 pm.
- **Dinner:** the employee departs earlier than 6.30 pm or returns later than 6.30 pm.

An employee is not entitled to expenses or a meal allowance for a meal that is provided at Council or the meeting organiser's expense or as part of a fare, provided that such meal is of reasonable quantity and quality in the relevant circumstances.

#### 4.6.2 Incidental Allowance

An 'Incidental Allowance' may be claimed for each full day the employee is required to be away from home.

This allowance is intended to cover expenditure of the following nature: newspapers, magazines; snacks including coffee, tea or drinks, etc; private telephone calls; personal items necessary for the travel.

The value of the incidentals allowance is determined by the Australian Tax Office Reasonable Travel Allowance Guidelines.

#### 4.6.3 Not Payable During Leave:

An employee who takes leave while travelling on official duty or while absent from their usual place of work on relieving or special duty is **not** entitled to the payment of travelling or relieving expenses or allowances during the period of the leave except in the case of illness or any other case determined by the CEO.

#### 4.6.4 Reasonable Expenses

Employees travelling are entitled to claim 'reasonable' actual expenses, including the use of taxis/ride sharing companies. Where actual expenses are claimed, all expenses must be supported by relevant tax invoices.

The actual values recommended for meals and other expenses are determined by the Australian Tax Office Reasonable Travel Allowance Guidelines, please refer to their most up-to-date information for the dollar amounts.

Expenses associated with the following will **not** be paid or reimbursed:

- alcoholic mini bar purchases
- toiletries
- traffic infringements incurred in either a Council vehicle, private vehicle or hire car
- laundering or dry cleaning
- airline lounge membership
- in-flight and in-house movies
- alcohol
- raffles or donations to groups and
- expenses incurred by or on behalf of others such as partners or family members
- expenses associated with missed flights or accommodation if the employee was negligent in their efforts to make the flights. Refer to section 4.16 of this Policy for more information on this matter.

Where a conference dinner or meal (including breakfast or lunch) is included in the registration, the respective allowance for that meal will be not be included/or will be deducted from the total daily allowance. If the employee chooses not to attend a provided dinner/meal, then the full cost of the alternate meal shall be at the employee's expense.



**Example:** The following is an example of how the allowance is calculated:

An employee travels to Brisbane for a two-day conference commencing Monday morning and finishing Tuesday afternoon. Travel to Brisbane on Monday morning is considered impractical and therefore a Sunday flight is required. The employee chooses to leave on Saturday on a business class flight (rather than on Sunday afternoon) and returns on Tuesday night in economy class.

The conference registration includes dinner on Monday night and lunches for both conference days but no breakfasts. On Monday night the employee decides not to attend the conference dinner and instead orders room service. Travel home on Tuesday is on a late afternoon flight arriving home before 6.30pm. The following allowance will be paid:

Paid by WWASC	Paid by Employee
Sunday night dinner	Upgrade to business class
Incidentals for Monday	Saturday night accommodation
Monday breakfast	Monday night dinner
Tuesday breakfast	

- Travel related expenses that do not comply with this policy will not be reimbursed.
- Employees submitting non-complying expense claims risk delays in processing their claim, or partial or total forfeiture of reimbursement.
- Prepayment of expenses preclude any further claims for reimbursement of incidental costs.

#### 4.6.5 Documentary Evidence

Before an expense or claim is paid the employee may be required to produce documentary evidence as determined by the CEO, such as receipts, itemised statements and or certifications.

#### 4.6.6 Time Limit on Claim

Unless approved by the CEO, a claim will not be paid unless it is submitted within 3 months of the date of completion of the travel or incurring the expense.

### 4.7 Parking

Council will reimburse the cost of parking fees incurred to attend an event.

- Supporting receipts are required for reimbursement.
- Short-term airport parking facilities shall only be used where it is economical to do so and after all other reasonable methods of transport to and from the airport have been considered.

### 4.8 Excess Travelling Time

- An employee required to travel will, as part of the employee's duties, be paid for such travelling time at ordinary rates Monday to Friday inclusive.
- An employee required to undertake official business at a place away from the employee's usual place of duty, involving travelling time outside ordinary working hours or that normally occupied in travelling to and from the employee's place of duty, will be paid in accordance with the relevant award for all such excess travelling time.
- This provision does not apply to contract staff.

## 4.9 Part-day Travel

- Where official business travel does not require overnight accommodation, the employee will be entitled to reimbursement for the reasonable cost of meals and expenses, refer to section 4.6.1 which sets out the times that meal allowances may be applied.
- A prepaid incidental allowance will not be made for part day travel, however a claim for costs up to the approved limit may be made with proof of expenditure.
- Ordinarily there will not be any reimbursement for meals/incidentals for travel within the WWASC region.

## 4.10 Car Hire, Taxis and Ride Sharing

- All car hire should be sourced on 'best available' rates and restricted to a small four-cylinder vehicle.
- WWASC has preferred supplier for Taxis in some locations, please speak to your travel arranger about your requirements.
- Receipts must be kept for all car hire, taxi or ride share trips.

## 4.11 Private Vehicle Use

- An allowance may be claimed for the use of a private motor vehicle for official purposes with the prior approval of the employee's supervisor.
- The employee must provide a Certificate of Insurance for the vehicle prior to its use for Council related work.
- The allowance does not cover travel between the employee's residence and their usual place of work, only the additional distance travelled is reimbursable.

There are two options for claims:

- Fuel receipts (generally appropriate for long journeys, where a mileage allowance is not cost-effective, noting that costs relating to personal use will not be reimbursed) or
- A motor vehicle mileage allowance.

## 4.12 Fines

Any fines incurred while travelling in Council vehicles, privately owned vehicles or rental vehicles when attending to council business will be the responsibility of the employee incurring the fine. Any fines must be paid on time by the employee.

## 4.13 Private Travel Arrangements

Council will not pay for, or make arrangements for private travellers (e.g. spouse, child, friend, etc.) accompanying Council employees.

If an employee or councillor's spouse or family member stays with the employee or councillor, any additional costs over and above the cost for the employee or councillor will be paid for in full by that person.

## 4.14 Payment of Expenses

The following options or a combination may be used to pay travel expenses:

- Travel expenses will be prepaid by the travel arranger using either the WWASC Credit Card or by direct supplier tax invoice payable by WWASC or by
- Reimbursement of actual, reasonable costs incurred by the employee upon completion of the relevant Travel and Accommodation Claim form and on presentation of relevant receipts.

#### 4.15 Changes and Cancellation of Travel Arrangements

Council recognises that, from time to time, circumstances may arise that require changes to, and cancellation of, travel arrangements. To maximise the effectiveness of travel budgets, changes to, and cancellations of, travel arrangements must be kept to a minimum. All employees travelling on Council business, must:

- Be informed in advance of procedures for varying and cancelling travel arrangements; and
- Seek prior approval to change and cancel airfares and accommodation.

The CEO or Manager responsible for approving the initial travel arrangements may approve changes and cancellations.

In the case of an emergency or unforeseen event requiring cancellation of travel arrangements, all employees travelling on Council business must make every effort to contact the person responsible for their travel arrangements to ensure that cancellations are made in as timely as manner as possible.

Cancellations made without prior approval, may lead to Council seeking reimbursement of penalties incurred from the traveller.

#### 4.16 Missed Flights, Traveller at Fault

- Where a Council employee misses a flight or accommodation through their own tardiness or carelessness, Council will **not** be responsible for making alternative arrangements, or for the costs associated with those arrangements.
- The Council employee will also not be paid for the additional time it may take to reach their destination over and above the time they could have been reasonably expected to take to travel to their destination if they have made their original flight or accommodation booking.

### 4. Application

This policy applies to all employees, volunteers and contractors (workers) of Council. This Policy does not form part of any employee's contract of employment. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

### 5. Associated Policies, Processes and Forms

- Code of Conduct for Employees
- Code of Conduct for Councillors
- Expenses Reimbursement for Employees
- Expenses Reimbursement for Councillors
- Form: Travel Allowance Form

### 6. Relevant Legislation

- Local Government Act 2009
- Local Government Regulations 2012
- Human Rights Act 2019
- ATO Reasonable Travel Allowances – annual determination
- Queensland Government Domestic Travelling and Relieving Expenses Directive No. 9/11 and subsequent versions
- Queensland Government International Travelling, Relieving and Living Expenses Directive No. 10/11 and subsequent versions.

## **7. Review**

Council will formally review this policy every year.

Kiley Hanslow

**Chief Executive Officer**

Wujal Wujal Aboriginal Shire Council

# Appendix | 4

## Proposal to repeal outdated non-relevant policies - examples

## **16 Years since last reviewed**

### **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

#### **POLICY STATEMENT**

**SUBJECT:** AUDIT COMMITTEE

**AUTHORITY:** Council of the Whole.

**PURPOSE:** To define the activities of the Audit Committee

**POLICY:** The Council is committed to the efficient delivery of quality services to community residents by providing effective leadership and maintaining a high standard of corporate governance.

Council will establish an Audit Committee

**Membership** Membership of the Audit Committee will comprise:

- Two (2) Councillors;
- Chief Executive Officer;
- Accountant

**Quorum** The quorum for a meeting of the Audit Committee shall be the majority of members.

**Meetings** The Audit Committee will meet at least twice per year. Additional meetings may be held at the committee's discretion.

**Scope** The Audit Committee will:

- Review letters and reports provided by the external auditor;
- Monitor progress of implementation of recommendations from external audits;
- Appoint a person to conduct an Internal Audit into any aspect of Council's operations if deemed necessary;
- Make recommendations to Council in relation to the above.

**Reporting** The Audit Committee is to provide a report to Council after each meeting.

**DELEGATION:** Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

**RESOLUTION DATED:** 24 August 2009

Adopted pursuant to s.502 (1) (a) Local Government Act 1993 and s.4 (1) (b) and s.7 of the Local Government Finance Standards 2005)

## **WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

### **POLICY STATEMENT**

**SUBJECT:** Approved Delegate – Use of Council Band Equipment

**AUTHORITY:** Council of the Whole

**PURPOSE:** To define the rules applying to the use of Council Band Equipment by Approved Delegate whilst representing the Council or the Community in an official and or community capacity.

**POLICY:** The following rules will apply: -

- The band equipment must not be taken out of the community unless approved by Council.
- In the event of damages whilst hired by the hirer, a report must be completed and forwarded to the Officer in charge.
- Hire Fees shall be in accordance with Council's adopted Fees & Charges Schedule which is subject to change as determined by Council and shall be payable fourteen (14) days prior to the date required.
- Hirers must pick up and return registered keys at times pre-arranged with the Officer in Charge. Keys must be returned on time so other people can hire the Band Equipment. If keys are not returned on time the hirer may be charged further hire fees for not returning the keys on time.
  - ☐ Keys are NOT available to long term hirers on a permanent basis.
  - ☐ Keys are NOT permitted to be copied.
  - ☐ Keys are NOT permitted to be passed onto other hirers.
- If the keys are lost and unable to be found within a reasonable time the hirer will be liable to pay the cost of rekeying the locks for the entire building.
- Any cancellation of a booking for the hire of the band equipment shall be made at least fourteen (14) days prior to the date required. Any cancellation within fourteen (14) days prior to the date of the function or a "no show" will result in a cancellation fee of \$100

**This Policy no longer relevant**

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**POLICY STATEMENT**

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



**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

**POLICY STATEMENT**

SUBJECT:	NON-COUNCIL STREET SIGNS
AUTHORITY:	Council of the Whole.
PURPOSE:	To ensure Council's control of signposting, correct location and installation of street signs.
POLICY:	<p><b>Objects</b> – the objects of this policy is to provide detailed information to ensure that advertisements and associated structures:-</p> <ol style="list-style-type: none"><li>Are constructed and maintained to essential standards of public safety; and</li><li>Complement or, at least do not unreasonably detract from, desirable characteristics of the natural and built environment in which the advertisements are exhibited.</li></ol> <p><b>Permitted Advertisements</b> – for the purposes of this policy, advertisements which satisfy the following criteria are permitted advertisements:-</p> <ol style="list-style-type: none"><li>The dimensions of the advertisement are compatible with the area on or in which it is located but in any case must not exceed three (3) square metres.</li><li>The design of the advertisement is unobtrusive, visually pleasing and inoffensive.</li><li>The structural form of the advertisement is in fact sound.</li></ol> <p><b>Assessment Criteria</b> – the following criteria are prescribed for the grant or refusal of approvals for the exhibition of advertisements:-</p> <ol style="list-style-type: none"><li>The Council may approve an advisory or promotional advertisement on land abutting major roads within the Wujal Wujal town area provided the advertisements relate only to an activity or business currently operating within or in close proximity to Wujal Wujal.</li><li>The Council may refuse an application for approval for an advertisement if it believes that the advertisement may be offensive to a person or class of persons and/or the Council considers the advertisement is inappropriate for the proposed location.</li></ol>

**Prohibited Advertisements** – the following classes of advertisements are prohibited:-

1. Free standing signs of every kind placed on footways, streets, roads, reserves, or other public places.
2. Promotional leaflets pasted on walls, posts, poles, trees, fixtures, fences, or any other structure, machine or device that is noticeable from any road, street, footway, reserve or other public place.
3. Advertisements placed on vehicles as defined in the Traffic Act, which are parked or left standing on any road, street, poles, trees, and traffic signs or devices.
4. Advertisements affixed to guide posts, posts, poles, trees and traffic signs or devices.

**Approval Conditions** – the following conditions must be imposed on an applicant:-

- a. That Council erect directional signs at the applicant's cost.
- b. That the applicant ensures that at all times during its existence, the advertisement is maintained in good repair and sightly appearance.
- c. Upon cessation of the business or activity to which the advertisement refers, the advertisement must be removed and the site be made good within thirty (30) days of the last day on which the business or activity operated.
- d. The illumination of an advertisement must not cause any nuisance or distraction to traffic to the satisfaction of an authorised person.
- e. Council may on application from community groups contribute towards the cost of the sign and placement at council's expense.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED: 14 November 2008

## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

### POLICY STATEMENT

**SUBJECT:** Transitional Expenses

**AUTHORITY:** Council of the Whole.

**PURPOSE:** To establish guidelines and delegated authority for the orderly conduct of business at the Wujal Wujal Store and to provide a means for dealing with offensive and abusive conduct by customers. These guidelines and delegations will enable the Chief Executive Officer and the Store Manager to deal with this type of conduct as it arises so that staff and other customers can transact their business effectively and without stress or harassment.

**STRATEGIES** If the Store Manager forms the view that a customer is so offensive or abusive as to alarm harass or humiliate a staff member or other customer at the Wujal Wujal Store the Store Manager is empowered to give directions in order to correct the situation.

This intervention by the Store Manager is necessary to cause the offensive behaviour to cease and may lead to the offender being refused service and asked to leave the premises.

Council will empower the Chief Executive Officer by formal Delegation to implement this enforcement and the Chief Executive Officer will delegate the authority to the Store Manager (see Register of Delegations).

Should an offender who has been given a direction in accordance with this policy refuse to comply or re-enter the premises the police may be called to carry out enforcement.

In no circumstances should the Store Manager use force in carrying out this policy.

**DELEGATION:** Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

**RESOLUTION DATED:** 17<sup>th</sup> February, 2009

## **DELEGATION OF AUTHORITY- Wujal Wujal Store**

That the Chief Executive Officer be delegated the authority to take one or more of the following steps as deemed appropriate to control offensive or abusive conduct by customers at the Wujal Wujal Store in accordance with Council Policy “Offensive and Abusive Behaviour- Wujal Wujal Store” adopted on the 17<sup>th</sup> February, 2009:-

1. Warning to the offender to cease the conduct immediately
2. Direct the offender to immediately vacate the premises and not return that day
3. Direct the offender to immediately vacate the premises and not return until the expiration of another specified period, such direction to be followed up by letter addressed to the offender
4. Call the police to enforce these directions if the offender refuses to comply or re-enters the premises before the end of the specified period

This delegation in no way implies that the Store Manager is permitted to use force in carrying out these directions.

# **Appendix | 5**

## **Operational Plan**



# **Wujal Wujal Aboriginal Shire Council**

## **2024 – 2025 Operational Plan**

**Assessment Quarter Two | Oct 2024-Dec 2024**

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# 1.Council Management and Finances

## Corporate and Technical Services

### 1.1 Finance

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Compliance with Budget process in accordance with statutes and council policies.	Prepare and monitor 2024/2025 Budget.	Budget allocations are being met on a timely basis and monitored.	Chief Executive Officer and Finance Manager	<p>→ <b>Note:</b> The position of Finance Manager became vacant on Wed 13 November 2024 and the Financial Accountant is currently undertaking the duties associated with the role. The position will be renamed 'Finance Manager' to reflect the duties of the role.</p> <p>✓ <b>Complete and ongoing:</b> Budget is regularly monitored, and the financial situation continues to improve. Mid-term budget review will be undertaken in January 2025.</p> <p>→ <b>Behind:</b> capital projects as recovery efforts are the current top priority. Most capital projects have been delayed with the requirement for a cultural heritage assessment and Indigenous Land Use Agreement required in each project area prior to practical onsite commencement.</p> <p>✓ <b>Complete and ongoing:</b> Departmental profit and losses are updated each month. Monthly reports are updated with actual spend.</p> <p>✓ <b>Complete:</b> Council is very strategic in determining how to best utilise grant funding.</p>
	Ensure budget initiatives are implemented.	Monthly budget report to Council.		
		Formal mid-term Budget Review undertaken around December.		

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
As above	Prepare and monitor 2024/2025 Operational Plan.	Operational Plan prepared and review provided quarterly by Chief Executive Officer to Council.	Chief Executive Officer and Finance Manager	✓ <b>Complete:</b> Operational Plan is reviewed quarterly.
ICT Systems and Strategy including internet and Practical.	Develop an ICT Strategy, provide on-going support to staff on current PCS (Civica) system.	ICT training and support undertaken and completed within agreed timeframes including cyber security training and training in Practical.		✓ <b>Complete:</b> ICT Strategy has been developed.
Continued from previous page.	Continued from previous page.	Implementation of an electronic payroll system for time tracking and sign-in/sign-out	Continued from previous page	➔ <b>Deferred to 2025:</b> In progress. Agreement with Wageloch electronic payroll has been signed. On-cost information supplied for programming of system. Some issues with facial recognition. Followed up with Wageloch Helpdesk who will provide advice. Once issues have been rectified, the system will 'go live'.
Prepare annual financial statements and annual reports in accordance with legislative requirements.	Prepare annual financial statements and annual reports in accordance with legislative requirements.	Annual Financial Statements presented to the auditor prior to 31 October 2023.	Chief Executive Officer and Finance Manager	✓ <b>Underway and on target:</b> An extension till 28 February 2025 has been granted for the Financial Statements and all is well underway to meet that timeframe. ✓ <b>Underway and on target:</b> A draft of the Annual Report was completed in October 2024. ✓ <b>Underway and on target:</b> The Community Finance Report due to be completed in late January and the Financial Statements, due 28 February 2025, will be added to the draft Annual Report before being submitted to Council for consideration and adoption at the special Council Meeting 23 March 2025.
		Annual report adopted within required timeframe.		
		Unqualified Audit Report.		
		Audit Plan for 2024/25 adopted prior to 30 June 2024.		
		Engagement of Pacifica to deliver internal audit function.		✓ <b>Complete</b>

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Ensure compliance to council financial policies.	Identified policies to be reviewed as required and implemented. Finance Procedures Manual reviewed and updated.	Finalised policies approved by Council and published on website as required.	Chief Executive Officer and Finance Manager	<p>✓<b>Complete:</b> A Governance Officer has been appointed. This role is responsible for the monitoring and management of Council's policies.</p> <p>✓<b>Complete:</b> A Register of Policies has been created.</p> <p>✓<b>Underway and on target:</b> As there are several policies out of date, Council will be reviewing and adopted policies at most of the Council meetings for the near future as policies are reviewed and updated.</p>
		Finance Staff cross trained in different roles.		<p>✓<b>Ongoing:</b> Finance staff are cross trained across finance functions.</p>
		Ready Reckoner supplied to all managers to provide a clear overview of their cost centers, budget and delegations.	Finance Manager	<p>➔ <b>Not yet started:</b> Ready Reckoner to be refreshed and provided.</p>
		Monthly budget vs expenditure and variance reports provided to Chief Executive Officer and Managers.	Finance Manager	<p>✓<b>Complete and ongoing:</b> Regular reporting ongoing.</p>

## 1.2 Funding

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Identify relevant funding sources.	Corporate Services Technical Services Community Services Construction Enterprise.	Number of successful funding applications secured.	Chief Executive Officer and Council Managers	<p>✓ <b>Completed:</b> Peak Services engaged to provide grants management services.</p> <p>✓ <b>Complete and ongoing:</b> Council has been successful in several of its grant submissions to progress the disaster recovery efforts.</p> <p>✓ <b>Complete:</b> All known financial acquittals from previous financial years have now been submitted.</p> <p>✓ <b>Complete and ongoing:</b> Grants register is updated with additional grants being added as they are identified.</p> <p>✓ <b>Complete and ongoing:</b> Council is employing a careful approach in applying for future grants. Small grants often have excessive reporting requirements which are more costly than the grant itself, and no advantage to Council. Council ensures any grants applied for provide value for Council.</p>
		Acquittals submitted on time.		
		New initiatives created because of new funding.		
		Register of all grant portals and generic logins		
Asset Management Plan/s	Review current plan and update for any major asset replacements and develop funding policy and timetables.	Developed asset maintenance and asset replacement schedule.	Finance Manager	<p>➔ <b>Note:</b> External contractor, UNGANCO was engaged by Dept Local Government to undertake asset management project for Indigenous Cape Councils.</p> <p>➔ <b>Not yet started:</b> Council to progress the asset management plan further in 2024/25, to provide an asset management plan to comply with legislative requirements. Australis Asset Advisory Group to attend Wujal Wujal in May 2025 to undertake a comprehensive onsite review of Council's assets.</p>

### 1.3 Recruitment and Human Resources Management

Corporate Plan Strategy	Operational Plan Objective	Performance measure	Organisational Responsibility	Status
Retain and recruit the best possible employees through good work practices.	Staff support and development.	Organisational structure reviewed and approved by Council.	Chief Executive Officer and Council Managers.	<p>✓ <b>Complete:</b> Four stream organisational chart was approved by Council in September 2023 which was based on strategic planning of optimal staffing structure.</p> <p>✓ <b>Complete:</b> Budget has been allocated for additional positions in Finance. Grant funding received for temporary Disaster Recovery Communication Officer and an Administration Trainee. Advocating for further funding is continuous. Positions will be advertised in 2025.</p>
		Maintaining staff establishment in accordance with revised structure.		✓ <b>Complete and ongoing:</b> Focus on local employment. Recruitment is constant and ongoing.
		Effective recruitment following vacancies in any identified critical positions.		✓ <b>Complete and ongoing:</b> 4 roles successfully recruited to during this quarter: Governance Officer, an Environmental Health and Animal Management Officer and 2x Community Support Workers.
		Prepare a staff development program.		<p>✓ <b>Complete and ongoing:</b> Staff are actively encouraged to undertake training. Training undertaken this quarter includes forklift, Procedure Writing, and Providing Effective Feedback.</p> <p>➔ <b>Not yet started:</b> A skills gap analysis will be undertaken in 2025.</p>

## 1.4 Work, Health and Safety

Corporate Plan Strategy	Operational Plan Objective	Performance measure	Organisational Responsibility	Status
Ensure an accident-free workplace through appropriate training and adherence to correct work practices.	Workplace, Health and Safety, including audit of requirements.	Report on current status for WH&S and provide to Council.	Chief Executive Officer, Operations Manager, Works and Building Services and Council Managers.	✓ <b>Complete and ongoing:</b> ELT assessed the SafetyHub online WHS training platform. SafetyHub to be implemented in February 2025. Council to engage a WHS consultant to undertake WHS review in early 2025.
	Review current practices and the WHS Plan	Workplace Health and Safety Committee continue to meet on a quarterly basis.		✓ <b>Complete and ongoing:</b> Quarterly WHS meetings are ongoing. WHS is discussed in every Toolbox meeting.

## 1.5 Centrelink Services

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide a Centrelink service that meets the needs of the Shire.	Centrelink	Types of services provided.	Community Services Manager	✓ <b>Complete and ongoing:</b> Centrelink services are being provided to the community, although at a financial loss to Council.  ➔ <b>Issues to be resolved:</b> Negotiations with Services Australia resulted in a slight increase in funding; however, existing agreement does not meet financial costs to run the Centrelink Service. This service is essential to the community. Council to continue to raise the requirement for further funding with Services Australia.
		Issues identified with service delivery.		
		Centrelink hours aligned to Agency Agreement.		
		Advocate for Services Australia to increase funding so Council does not run at a loss to provide Centrelink Services.		

## 1.6 Enterprise Development

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
To enhance existing Council business opportunities, identify new opportunities and promote small business development.	Enterprise Development	Improved financial sustainability of existing Council business units.	Finance Manager	<p>✓ <b>Complete and ongoing:</b> Ongoing assessment and process improvement to identify revenue opportunities to improve financial sustainability.</p> <p>✓ <b>Complete and ongoing:</b> Council is investigating investment in government housing (funding dependent) and leasing of built facilities to create rental revenue. Councillors approved the review of peppercorn leases to reflect current market rates.</p>
		Investigate new opportunities for revenue raising.	Chief Executive Officer and Finance Manager	<p>✓ <b>Complete and ongoing:</b> Revenue streams have been identified including lease rates, accommodation lease to TCHHS, review of peppercorn leases, BAS improvements, social housing revenue and fire levies.</p>
		Provision of information to residents for the establishment of small business opportunities	Finance Manager	<p>✓ <b>Complete and ongoing:</b> Community members are invited to contact DESBT to discuss small business ideas, training and opportunities. Council is also working with DESBT on training and small business.</p> <p>✓ <b>Complete and ongoing:</b> In alignment with its Procurement Policy, Council supports local service providers through Local Buy and preferred supplier list.</p>
		Improve rental returns from use of Council facilities and finalise all leases	Chief Executive Officer. Finance Manager	<p>✓ <b>Complete:</b> Fees and charges have been updated for facility hire.</p> <p>✓ <b>Complete:</b> Lease of temporary health clinic location and accommodation continues to represent a good return for Council and will continue through the 2024-2025 financial year.</p>

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Continued from previous page.	Continued from previous page.	Review existing peppercorn leases and update to increase lease charges closer to market rate.	Chief Executive Officer Finance Manager	✓ <b>Underway and ongoing:</b> Council has begun its review of its existing Peppercorn leases; this work is not yet complete. Peppercorn lease holders have been challenging to approach regarding the change to market value rent. Council plans to continue the review in the new year.
		Ongoing research and development of ideas supporting economic development.	Chief Executive Officer. Finance Manager Operations Manager, Works and Building.	➔ <b>On hold at present:</b> Council will continue investigating fuel tax credits and GST credits and linkages to support economic development. ✓ <b>Complete:</b> Council has leased the supermarket to CEQ to support economic development and employment in the community.
		Put in place appropriate management arrangements at the Yindili'mu Bayan Eco Village.	Chief Executive Officer and Finance Manager	✓ <b>Complete:</b> Yindili'mu Bayan Eco Village lease of temporary health clinic location and accommodation to TCHHS represents a good return for Council whilst meeting the medical needs of community.
		Interrogate the value chain to identify best value for council in stakeholder relationships	Chief Executive Officer. Finance Manager . Operations Manager.	✓ <b>Complete and ongoing:</b> Current and new relationships have been/are being investigated to eliminate time wastage and get best value for Council from business relationships, including assessment of best value for Council, lease versus ownership of assets, etc. ✓ <b>Complete:</b> New function titled 'Revenue Optimisation' has been created and sits within Financial Services.



## 2.Providing Local Government Services to our Community

### Governance, Community Safety and Family Services

#### 2.1 Leadership

Corporate Plan Strategy	Operational Plan Objective	Performance measures	Organisational Responsibility	Status
Provide leadership through planned transparent and accountable governance.	Community consultation and engagement.	Effective Community Engagement Policy.	Chief Executive Officer, Mayor and Councillors.	✓ <b>Complete:</b>
		Regular community meetings.		✓ <b>Complete and ongoing:</b> Community meetings are regular.
		Council decisions reported on the Council website.		✓ <b>Complete and ongoing:</b> Council decisions uploaded onto the Council website.
	Financial Sustainability.	Review and implement appropriate strategies and recommendations to improve Council's long term financial position.	Chief Executive Officer and Finance Manager	✓ <b>Complete:</b> Revenue Optimisation Strategy and Investment Strategy implemented. Council continues to increase its QTC investment holdings to offset its loan payments and increase monthly interest earned.
		Manage the Audit and Risk Committee process to improve our governance.		✓ <b>Complete:</b> Internal audit function is facilitated by Pacifica.

## 2.2 Law and Order

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide direction through a system of local laws, clearly stated goals, policies and procedures.	Community consultation: Local laws. Review of Local Laws to assess current appropriateness.	A report to Council on effectiveness of current local laws and recommendation of any future changes.	Chief Executive Officer, Mayor and Councillors.	→ <b>On hold at present:</b> May be pushed into 2025/26, as current focus is on recovery efforts.
		Maintain the Community Safety Committee and Community Safety Plan.		✓ <b>Complete and ongoing:</b> Community Safety Committee recommenced in August 2024. Community Safety Plan maintained and updated.
		Attendance at the annual Mayoral Police Summit.		✓ <b>Complete:</b> Mayor and Councillor representing the communities in the matter of Law-and-Order portfolio attended in August 2024.

## 2.3 Representation and Consultation

Corporate Plan Strategy	Operational plan Objective	Performance Measures	Organisational Responsibility	Status
Provide responsible and balanced representation of all sectors of an inclusive community.	Council representation in all relevant committees/ organisations.	Portfolios to be reviewed to ensure clarity and ownership of Councillor portfolios. Councillors report regularly to Council on their portfolio areas.	Mayor and Councillors	✓ <b>Complete:</b> Portfolios in place for each Councillor.
	Maintain established Councillor Portfolios. Arrangements	Representative commitments fulfilled.		✓ <b>Complete and ongoing:</b> Portfolio Reports are tabled at each Ordinary Council Meeting.
		Local Thriving Community		This function sits within the work being undertaken by Community Services. Community Services function with our Councillors actively involved in each community event.

## 2.4 Networking and Strategic Alliances

Corporate Plan Strategy	Operational Plan Objective	Performance measures	Organisational Responsibility	Status
Build strategic alliances with neighbours and relevant organisations.	Identify relevant stakeholder organisations and neighbours.	Number of meetings held with relevant agencies.	Chief Executive Officer and Mayor.	✓ <b>Complete and ongoing:</b> Very regular and ongoing engagement with stakeholders.
		Key results/outcomes of strategic alliances.	Chief Executive Officer	✓ <b>Complete and ongoing:</b> Very good strategic alliances and outcomes have been facilitated through stakeholder engagement.
		Meet with Hopevale, Douglas and Cook Shires at least annually.	Chief Executive Officer and Mayor.	✓ <b>Complete and ongoing:</b> Meetings with Hope Vale Aboriginal Shire Council and Cook Shire Council will continue to take place regularly in 2024/25.
		Teams networking with Hopevale, Douglas and Cook Shires	Chief Executive Officer and leadership team.	✓ <b>Complete and ongoing:</b> MoU established with Hope Vale and Cook Shire Councils for Disaster Management collaboration. MoU established with Hope Vale, Cook Shire, Douglas Shire and Wujal Wujal Aboriginal Shire Council for Bloomfield Valley Disaster Management.
		Strategic alliances with groups and organisations which can add value to WWASC, such as, but not limited to the following: Community Elders and community members, Pacifica, Peak Services, Ministers, Government Departments, Members of Parliament, Project Management Groups, Fourier, Civica, TCICA, FNQROC	Chief Executive Officer and leadership team.	✓ <b>Complete and ongoing:</b> Strategic alliances in place and working very well for Council.

## 2.3 Council Meetings

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Produce accurate, timely agendas, minutes and reports.	Ensure Councillors have sufficient time to review agendas prior to meetings and, following council meetings, minutes are made available to Councillors and the public in a timely manner.	Councillors receive agendas no later than 4 days preceding every Council meeting.	Chief Executive Officer	✓ <b>Complete and ongoing:</b> Council agendas are distributed, and clear and concise minutes are recorded/circulated. Resolutions are recorded and noted in the Resolution Register. The agenda and minutes are published on the Council Website.
		Unconfirmed minutes available (including on website) within 10 days of Council meeting.		
		Recording of resolutions at meetings.		

## 2.4 Decision Making

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Ensure prompt and timely action in all council decisions and public inquiries.	Ensure that decisions of Council are acted on in a timely manner.	Reports provided at every council meeting.	Chief Executive Officer and all Managers.	✓ <b>Complete and ongoing</b>
	General complaints process.	Ongoing review of complaints management process.		✓ <b>Complete and ongoing</b>
	Ensure that public enquiries are dealt with in a timely manner.	Complaints database has been maintained and complaints time frames monitored.		✓ <b>Complete and ongoing:</b> No complaints lodged during the first quarter of the 2024-2025 financial year (July-Aug-Sept).

## 2.5 Communication

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide courteous, friendly and effective communication that can be seen, heard and read both internally and externally.	Ensure that our community are dealt with in a professional manner.	Satisfactory community feedback.	Chief Executive Officer and all Managers.	✓ <b>Complete and ongoing:</b> Community feedback is very positive.
		Development of customer service standards/charter.		➔ <b>Not yet started:</b> Customer Service Charter will be developed in 2025.
		Maintain social media presence with up to date and relevant information to stakeholders.		✓ <b>Complete and ongoing:</b> social media updated very regularly to keep our stakeholders informed.

## 2.6 Quality Management Support

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide quality management support systems to facilitate and enhance council decision making processes.	Management support.	Revise format of financial reports to Council to improve understanding of financial issues by elected representatives.	Chief Executive Officer and Finance Manager	✓ <b>Complete and ongoing:</b> Process of continuous improvement to further perfect financial reports to Council.
		Provision of monthly management report to Chief Executive Officer and all Managers.		✓ <b>Complete and ongoing:</b> High-level monthly management report for the whole of Council emailed to Chief Executive Officer. ✓ <b>Complete and ongoing:</b> Monthly management report for each Department emailed to the Chief Executive Officer and Managers.

## 2.7 Disaster Management

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide effective counter disaster and emergency planning and response service in accordance with relevant acts and regulations and develop, test and review plan of disaster management.	Counter Disaster Unit.	Meetings held as required	Mayor, Councillors, Chief Executive Officer and all Managers.	✓ <b>Complete and ongoing:</b> LDMG Meetings held bi-monthly in Dry Season from May to October, then monthly in Wet Season from November to April. Extraordinary additional LDMG meetings held as required during an event.
		Training provided to the group		✓ <b>Complete:</b> LDMG Chair, Deputy Chair, LDC and Deputy LDC provided onsite training by QPS Emergency Management Coordinator.
		Incidents of disasters and emergencies identified and reported		✓ <b>Complete and ongoing:</b> Situation Reports (SITREPS), Requests for Assistance (RFAs) and other disaster management reports provided during disaster events.
		Local Disaster Management Plan reviewed and approved		✓ <b>Complete and ongoing:</b> Local Disaster Management Plan (LDMP) annually updated and reviewed and emailed to LDMG core members for review and updates.
		Exercise Semper Paratus		✓ <b>Completed for 2024/25:</b> Exercise Semper Paratus carried out in November 2024 each year.

## 2.8 Community Justice

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
To provide an effective, culturally appropriate justice system that contributes to a peaceful and law-abiding community.	Community Justice Group and Police Liaison Group.	Advocacy on behalf of Community Justice Group to community and Government as required.	Mayor and Councillors and Chief Executive Officer.	✓ <b>Completed:</b> Mayor DFV Taskforce established. ✓ <b>Completed:</b> Letters of support provided to service provider Wujal Justice Group to assist with their funding and advocacy for community.
		Investigate the introduction of CCTV cameras in the community.	Operations Manager, Works and Building Services.	➔ <b>Not yet started:</b> On hold, as funding has been reallocated to recovery and rebuild efforts. To be reassessed in 2025/26 financial year if funding can be sourced.
		Install CCTV cameras at Council office and Depot.		

## 3.Look after Community Infrastructure

### Technical Services

#### 3.1 Roads and Drainage

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Improve and maintain road networks and existing assets.	Civil works management and construction.	Capital Works Project principles analysis carried out for all new projects.	Operations Manager, Works and Building Services.	✓ <b>Complete and ongoing:</b> Meetings with Departmental funding providers have resulted in government commitment to peer review capital projects for Council, ensuring specialist oversight and reducing risks around completion of capital projects.
	Project Management.	Traffic management plans provided for all roads projects. Improved project design and scoping		✓ <b>Completed:</b> Council has assessed risks around internal staff undertaking traffic management works. Council staff do not hold qualifications in traffic management. Any works requiring traffic management plans and implementation will be outsourced to external contractors. ✓ <b>Complete and ongoing:</b> Council outsources project design, scoping and project management to reduce risk of delays, scope creep, budget overspend and non-completion of projects.
	Skills development.	Training opportunities provided to staff to increase and cross-skill.		✓ <b>Completed:</b> One local staff who was employed during the immediate cyclone recovery period still remain in Outside Employment for the immediate future whilst road works are completed in community.
	Asset Management Plan.	Project management plans for current planned infrastructure upgrades.		✓ <b>Completed:</b> Department of Local Government funded an asset management project to be undertaken by external provider UNGANCO in 2023/24. A report will be provided to Council's in early 2025. ✓ <b>Underway and ongoing:</b> Asset Management Plan will be further progressed in 2024/25. Australis Asset Advisory Group will attend Wujal Wujal in May 2025 to undertake an onsite asset management review.

### 3.2 Council Vehicles

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Vehicle Replacement.	Efficient reliable fleet.	Vehicle replacement schedule tied to asset management plan along with funding strategies.	Operations Manager, Works and Building Services and Finance Manager.	<b>✓Underway and ongoing:</b> Most Council vehicles were destroyed in the flood. New Council vehicles and plant being strategically procured. <b>✓Completed:</b> Schedule of vehicle servicing is in place.
		Program to form part of annual budget. Annual review of the Vehicle Use Policy.		<b>→Not yet started:</b> Vehicle Use Policy due for review in 2024.

### 3.3 Parks and Public places

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide safe and aesthetic public areas for passive recreation.	Construct and maintain parks and public areas with priority given to high visibility locations.	Number of times public places are mowed and cleaned.	Operations Manager, Works and Building Services	<b>✓Complete and ongoing:</b> Public areas are mowed on average once every three weeks, or as required.
		Schedule developed for parks and gardens public area maintenance.		<b>✓Complete and ongoing:</b> Schedule has been developed.
		Splash Park maintained and in use by community.		<b>✓Completed:</b> Splash Park is well-used by community.
		Drainage easement running down past Kindergarten, Splash Park and hall completed to channel overland flow and avoid Splash Park and hall becoming inundated.		<b>→Due in 2025:</b> Funding for this drainage easement was reallocated by QRA to the Tropical Cyclone Jasper flooding disaster response and recovery efforts. Funding will be sought for a new and improved design and construction of this main drainage area in community.
		Master Plan to be further reviewed to plan for community hubs for: Housing, Business, Aged Care, Tourism, Education and Community Services.	Chief Executive Officer, Mayor, Councillors, Operations Manager, Works and Building Services.	<b>✓Underway:</b> Master Plan process and community consultation is underway and due to be completed by 31 March 2025.



### 3.4 Plant Management

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide quality plant and return maximum benefits to the Shire	Plant management and Operations	Schedule of maintenance in place and plant and machinery maintained as per schedule	Operations Manager Works and Building Services	✓ <b>Complete and ongoing:</b> Schedule of maintenance and servicing is in place. Schedule is being built upon and is a process of continuous improvement.
	Review utilisation rates	Implementation of budgeted capital works program	Finance Manager, Operations Manager	✓ <b>Complete and ongoing:</b> All plant and equipment was destroyed in the TC Jasper flooding disaster. Council has assessed which plant and equipment will be procured to ensure maximum utilisation of these new assets to deliver Council services to community.
	Review feasibility of lease vs own for Council fleet	Analysis and development of a business case for lease vs own for vehicles, plant and equipment. Consideration to be given to availability of plant and equipment in disaster events	Finance Manager	<p>✓<b>Completed:</b> Council reviewed the feasibility of lease vs own for Council light vehicles. Owning Council vehicles represented better value for Council than leasing.</p> <p>✓<b>Completed:</b> Council reviewed the feasibility of lease vs ownership for Council Plant and heavy machinery. Leasing a vehicle could be problematic during a disaster situation. Lessors may not allow their vehicle to be mobilised into Wujal Wujal after a disaster event. Additionally, disaster events affect a whole region, which could affect the availability of plant and heavy machinery when required. Council is therefore in favour of ownership of its plant and heavy machinery and only plant and heavy machinery that is essential to conduct Council operations will be purchased.</p>

### 3.5 Contract Work

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Seek contract work from neighbouring councils and organisations on 'profit' basis.	Outside civil construction and maintenance work to make a profit for Council.	Make a profit from services provided to other Councils.	Operations Manager, Works and Building Services	<b>✓Complete and ongoing:</b> Balancing revenue with profitability of contract work and the required investment into the assets, plant and machinery required to deliver these works, as well as the capacity of Operations crew to carry out these works.
		Council is primary QBuild provider.		

### 3.6 Water Supply

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Maintain and continually develop water systems and plan for future community needs that meet all licensing requirements.	Planning for future water supply.	Monitor, manage, and report on water supply issues.	Operations Manager, Works and Building Services.  Essential Services Coordinator.	<b>✓Complete and ongoing:</b> Regular monitoring and reporting on water supply and any issues.
		Routine water quality reporting.		<b>✓Complete and ongoing:</b> Regular sampling and SWIMS reports submitted.
		Review Drinking Water Quality Management Plan (DWQMP).		<b>✓Complete:</b> Drinking Water Quality Management Plan (DWQMP) review and 2022/23 DWQMP Annual Report and 2023/24 DWQMP reports completed.
		Interagency working group to progress future water plant requirements.		<b>✓Complete and ongoing:</b> Working group established and identified requirements for future water plant. \$6M funding application successful. Tender submitted. Progressing project.
		New SCADA system installed that is compatible across all WTP, WWTP and Ayton water infrastructure area.		<b>→Not yet started:</b> To be progressed.

### 3.7 Sewerage System

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide sewerage for the community that satisfies the licensing requirement and adheres to all regulatory requirements.	Planning for sewerage systems and maintenance.	Monitor, manage, and report on sewerage system issues.	Operations Manager, Works and Building Services.  Essential Services Coordinator.	✓ <b>Completed:</b> Sewerage network damaged in TC Jasper flooding disaster have been repaired. Septic tanks replaced at South Side. Transfer pumps replaced at sewerage treatment plant.
		Routine assessment and reporting on average daily processing of raw sewage.		✓ <b>Complete and ongoing:</b> Daily checks at sewerage treatment plant.
		Work with project sponsor and DESI to progress fit for purpose sewerage treatment plant.		✓ <b>Complete and ongoing:</b> Currently working with DESI on fit for purpose solutions for the sewerage irrigation field.

### 3.8 Environmental Health

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Undertake compliance and education with other service providers to ensure environmental health standards are met and maintained.	Environmental Health.	Training provided to EHW. Annual Work Plan.	Operations Manager, Works and Building Services  Essential Services Coordinator.	✓ <b>Completed:</b> Pest treatment training provided to Environmental Health Worker in September 2024.
		Clear and organised Weekly Work Schedule implemented and adhered to by EHW.		✓ <b>Underway:</b> Weekly work schedule to be developed. Discussions continue with Essential Services Coordinator and Environmental Health Worker on priority tasks.
	Food Safety.	Training provided to EHW.		✓ <b>Completed:</b> Essential Services Coordinator has undertaken training in food safety and training in food safety inspections for compliance with the Food Safety Act 2006.

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Continued from previous page.	Water and Sanitation.	Weekly collection of waste products.	Continued from previous page.	✔ <b>Complete and ongoing:</b> Transfer Station has been developed and fenced. Skip bins are being procured to sort and store rubbish.
	Waste Management including collection and litter management.	Participate in Qld Indigenous Waste Strategy. Transfer Station Operational.		
	Sewage.			
	Hygiene.			
	Vector/Pest Control.	Routine vector and pest control undertaken.		✔ <b>Completed:</b> Pest treatment on staff houses to be carried out in October 2024. ✔ <b>Completed:</b> Pest treatment on community housing was completed in late 2024. Biannual pest treatment program to be implemented with Department of Housing under QBuild BAS program.

### 3.9 Animal Management

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
To provide a responsible, effective and integrated Animal Management service to the Shire.	Animal Management Unit.	Annual work program.  Training provided to AMW.	Operations Manager, Works and Building Services. Essential Services Coordinator.	✓ <b>Complete and ongoing:</b> There are two funded Environmental Health/Animal Management Worker positions in total. The role of Environmental Health and Animal Management Worker has been vacant for much of this quarter while recruitment was undertaken. The role has now been filled. Discussions are underway on filling the second funded Environmental Health and Animal Management Worker from internal staffing. Training will be undertaken once both roles are filled.

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Continued from previous page.	Continued from previous page.	Clear and organised Weekly Work Schedule implemented and adhered to by AHW.	Continued from previous page.	→ <b>Deferred:</b> Will take implemented with new employees.
	Feral and pest animal control.	Pest Control Program in place and active. Investigate incentive/prize/voucher to encourage desexing of all female dogs in community.		→ <b>Deferred:</b> Will take implemented by new employees.
	Visiting Vet Program Community Awareness.	Community aware of schedule.		✓ <b>Complete and ongoing:</b> Vet Visits are advertised by Council's Essential Services Coordinator.
	Pound and equipment maintained.	Install automatic dog feeders at the pound.		✓ <b>To be progressed:</b> Pound recently recovered after TC Jasper flooding disaster event.
	Domestic animal registration.	Dogs registered. Census of dogs.		✓ <b>Complete and ongoing:</b> Council maintains a good record of the number of dogs in Wujal Wujal and in Council's social housing in Ayton.

### 3.10 Land Use Planning

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Prepare an appropriate planning and development system that will enhance the lifestyle of existing and future residents of the Shire.	Land Use Planning.	Planning Scheme compliant.	Chief Executive Officer and Operations Manager, Works and Building Services.	✔ <b>Complete and ongoing:</b> Master Planning process is underway.  RILIPO is supporting this process and has undertaken community consultation on what Wujal Wujal community members want to see in the future builds in community.  ✔ <b>Complete and ongoing:</b> The motion tabled at LGAQ 2024 Annual Conference for LGAQ to advocate to the state for the boundary extension for Wujal Wujal was successful. LGAQ will now strongly advocate on our behalf with the State for boundary extension
		Review and amendments of Wujal Wujal Master Plan to facilitate future planning of community hubs for Business, Aged Care, Tourism, Education and Community Services.		
		Planning for future infrastructure requirements.	Mayor and Councillors	
		Continue to progress WWASC Boundary extension process.		

## 4.Improve Community Housing and Building Services

### Technical Services

#### 4.1 Housing

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Recognition as a principal contractor.	Strategically manage all new social housing construction.	Upgrade works as required.	Chief Executive Officer, Operations Manager, Works, Building Services Coordinator, Project Manager.	<b>✓Complete and ongoing:</b> Upgrade works ongoing. 26 major house upgrades provided as part of TC Jasper flooding disaster recovery works.
		Number of tenancies under 40-year leases.		<b>✓Completed:</b> 84 tenancies under Department of Housing agreement in Wujal Wujal and 7 in Ayton. Total of 91.
		Number of tenancies under Agency Agreement.		

## 4.2 Council Buildings

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Construct, renovate, improve and maintain Council buildings on a priority basis as an asset management program.	Improvement to Council buildings and facilities (includes all staff housing or non-social housing buildings).	Undertake Administration Building construction with funding from Works for Queensland and other funding.	Operations Manager, Works and Building Services.	<p>✓<b>Completed:</b> Variation submitted to transfer 21-24 W4Q funding to 2024/25. This 21-24 W4Q funding has been approved to be utilised for the Administration building planning.</p> <p>✓<b>Completed:</b> 24-27 W4Q funding provided. Will be utilised for the Administration building construction.</p> <p>✓<b>Complete and ongoing:</b> Both tranches of W4Q funding will be utilised towards the Administration Building construction.</p>
		Prioritise Council employees to carry out works where skills, time and capacity allow.		<p>✓<b>Complete and ongoing:</b> works undertaken whilst continuing with disaster recovery works.</p>

## 4.3 Responsive Maintenance and Upgrade Program

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Seek preferred supplier status to Department of Housing and Public Works.	Responsive Maintenance and Upgrade Program – Department of Housing and Public Works.	Proven value for money on projects and contractors.	Operations Manager, Works and Building Services.  Finance Manager .	✓ <b>Complete and ongoing:</b> BAS responsive is tracking well. Good process has been established.
		Meet response times for Council responsive maintenance work requests.		✓ <b>Complete and ongoing:</b> Process improvements have reduced the response times for Council responsive maintenance.
	Responsive Maintenance. Special Projects program WWASC.	Meet response times for BAS responsive maintenance work orders		
		Ensure that works are undertaken on a 'for profit' basis		✓ <b>Complete and ongoing:</b> BAS responsive works represent value for Council and community. Need to expand contractor base by refreshing the preferred supplier list through Local Buy.

## 5. Community Services to Improve the Quality of Life for our Residents

### Community Services

#### 5.1 Sport and Recreation

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Facilitate the provision of sporting and recreation facilities to meet the needs of a cross section of the community.	Sport and Recreation activity.	Routine activities and opportunities made available for community.	Operations Manager, Works and Building Services.	<p>✓ <b>Completed:</b> Community Hall was cleaned, repaired and sanitized after being inundated by the flood.</p> <p>✓ <b>Complete and ongoing:</b> Regular sport and recreation activities in place. One of the two positions is currently vacant and is being advertised at the time of writing this report. Jonathan Thurston (footy star) visited community in November, and his visit was very well attended.</p>
	Annual Sport and Rec Plan.	Monitor Sport and Recreation Grant and Plan.		<p>✓ <b>Complete and ongoing:</b> Deadly Active Sport and Rec plan in place and regular school holiday programs are implemented and well supported by the community.</p>
	Support the community Rodeo.	Assist with community events.		<p>➔ <b>To be progressed:</b> Planning for the 2025 Wujal Rodeo will begin in the new year. Government Champion program has not been running since the October 2024 election. This will impact sourcing funding for the 2025 Rodeo.</p>
Maintain, expand and broaden opportunities for youth and build young people's capacity for self – improvement.	Youth programs for sport and recreation.	Statistics/number of persons attending programs.		<p>✓ <b>Complete and ongoing:</b> Sports and recreation programs are very well-attended. Various events including Jonathan Thurston attended Wujal Wujal on 9 October 2024. NRLW Cowboys Women's Team attended Wujal Wujal on 16 October 2024. School Holiday Program in October 2024.</p>



## 5.2 Community Care Services

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide effective and efficient health and community care for aged, frail and disabled persons that promote physical and mental wellbeing of resident.	Home and Community Care	Types of care services provided	Aged Care Services Coordinator	<b>✓Complete and ongoing:</b> The Council's Aged Care Centre continues to comply with the Aged and Care Quality Standards. <b>✓Complete and ongoing:</b> Police checks carried out on all employees. <b>✓Complete and ongoing:</b> Mandatory ongoing training for employees, including new staff. <b>✓Completed:</b> Staff do not require Blue Cards to work in Aged Care services.
		My Age Care compliance issues addressed.		
		Police check on all employees.		
		Training Plan implemented with any mandatory training completed.		
		All vehicles compliant.		
		Food Handling and Audits completed by EHO.		
		Staff have their Blue and Yellow Cards as required.		

## 5.3 Men's and Women's Support Services

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
To liaise with outside service providers and Government organizations to provide information and support to community members regarding self-harm, family violence, counselling and grieving.	Provision of Men's and Women's Services in the community.	Facilities Management, and repairs and maintenance. Repair of Women's Centre facility to be undertaken (Funded through Works for Queensland funding).	Chief Executive Officer and Operations Manager, Works and Building Services.	<b>✓Completed:</b> Council provides support and advocacy to the Wujal Justice Group service provider who delivers men and women's support services in community.

## 5.4 Arts and Culture

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Research and promote projects that facilitate sustainable cultural and social capital	Arts and culture.	Provision of arts and cultural projects and Activities, including workshops.	Art Centre Manager	✓ <b>Completed:</b> Ongoing collaboration with Artists within the region.
		Investigate Certificate III in Creative Industries training.		✓ <b>Completed:</b> Artists undertook a seven-week employment opportunity through My Pathway commencing in September 2024.  This project was delivered successfully. Artists were committed to the seven-week project.
		Professional support and membership including CIAF Board membership. Customer service training.		✓ <b>Completed:</b> CIAF in place. Art Coordinator and Community Services Manager attended CIAF in Cairns in July 2024.
Art Gallery		Demolish flood-destroyed Art Gallery. Source funding for new Art Gallery. Plan, consult and develop concept for new Art Gallery.		✓ <b>Completed:</b> Flood damaged Art Gallery has been demolished.  ✓ <b>Underway and ongoing:</b> The State would not fund the Art Centre to be built back in the old location near the river. Consultation held with the Artists regarding new location near the cemetery. Funding received for rebuild of the Art Centre.

## 5.5 Kindergarten

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide facilities that will enable kids to have an early start at school and thus provide easy transition to primary school.	Provision of Kindergarten services for the use of community.	Number of children attending regularly.	Kindergarten Co- Ordinator.	✓ <b>Underway and ongoing:</b> Attendance has decreased due to Sorry Business and school holidays in late 2024. Recruitment for Sport and Recreation Officer has been underway for past six months; however, no community members have applied.
		Mandatory training completed.		✓ <b>Completed:</b> Mandatory training attended in privacy, child protection, workplace bullying, and harassment and workplace health and safety has taken place.
		Parental Involvement		✓ <b>Complete and ongoing:</b> Working on increasing parental involvement in the Kindy.
		Maintenance of Kindergarten facilities		✓ <b>Complete and ongoing:</b> Kindergarten facilities well-maintained.
		Compliance with all regulations.		✓ <b>Complete and ongoing:</b> Continuing with updating all required documents for assessment and rating to ensure ongoing compliance of the Kindy.

## 5.6 Community Radio Station

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide an effective informative and culturally appropriate community radio.	Functional community radio.	Number of hours on the air.	Radio Operator.	✓ <b>Complete and ongoing:</b> Operating from Council admin office
		Types of services provided: Comm announcements, local music, regional news/weather, local Interviews, celebrity interviews and 'Get Ready' talks provided to community.		→ <b>To be progressed:</b> Temporary Radio Office being prepared at the RTC building to enable re-establishment of equipment and radio broadcasting to community.

## 5.7 Indigenous Knowledge Centre

Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility	Status
Provide an Indigenous Knowledge Centre for the educational, cultural and recreational needs of people of all ages.	Functioning well utilised Indigenous Knowledge Centre.	Types of services provided: books for loan, access to computers and internet and after school activities such as Homework Centre.	IKC Library Officer	✓ <b>Completed:</b> IKC library renovated, and equipment set up.
				✓ <b>Completed:</b> State Library visited and removed books at risk of being mouldy due to the TC Jasper flooding disaster.
				✓ <b>Completed:</b> Mums and Bubs group has started at IKC once a week, Women's group every Wed at IKC
		Regular reporting on services, usage statistics.		✓ <b>Completed:</b> IKC Officer sorting cultural heritage books. Mould affected library books have been removed by State Libraries. Laptops and monitors being sourced through Growing IKCs Digital Project.
		Fee for service activities / revenue.		✓ <b>Completed:</b> IKC available for hire for community and stakeholder meetings.

## 6. Summary of Capital Works and Projects funded for 2024/25

PROJECT	NOTES	STATUS
Refurbish and renew council buildings.	Works for Queensland funding will be used towards construction of Council Admin building.	✓ <b>Complete and ongoing:</b> Prioritised works being undertaken.
Community Bus	Council's previous bus was destroyed in the TC Jasper flooding event	<p>✓ <b>Completed:</b> Council has procured a replacement bus. Wheelchair lift was fitted into the bus to ensure accessibility.</p> <p>✓ <b>Completed:</b> A second Council bus has been procured. This was funded through the Gambling Community Benefit fund.</p>
Repair power system at the Sports Centre.	New wiring and fans to be installed to replace flood damaged items.	✓ <b>Completed:</b> Quote received from contractor. Wiring and fans installed in early December 2024.
Install security cameras at Depot and Council building.	Examine feasibility of CCTV cameras in the community including liaison with Police regarding monitoring.	→ <b>Deferred to 25/26:</b> Funding will need to be sourced prior to commencement of this project. Once funding has been sourced, community consultation will be required, development of policy and rules regarding the use of and access to the data. Project to be rescheduled to 2025/26 financial year, to enable council to prioritise disaster recovery works during the 24/25 period, then source funding.
Service station upgrade	NQ Petro to provide new pumps and bowzers.	✓ <b>Completed:</b> Service station upgrade complete.
Lights for sporting oval	Grant funding application was successful.	<p>→ <b>Deferred:</b> Project will progress when flood recovery works are completed at the Wujal Wujal sports oval and cultural heritage assessment has been undertaken.</p> <p>✓ <b>Underway and ongoing:</b> A cultural heritage assessment will be undertaken for the oval area. Archeology Survey Team to visit Wujal Wujal to undertake community engagement with Traditional Owners in early 2025.</p>

PROJECT	NOTES	STATUS
Place of Refuge for Community.	Community priority to have a safe place to gather in disaster events. Planning – Phase 1	<p>✓<b>Completed:</b> Funding for concept, and Master Planning sourced through RILIPO.</p> <p>✓<b>Completed:</b> Funding sourced through Precinct Plan. Funding application was unsuccessful. Funding being sourced through Local Government Grants and Subsidies Program (LGGSP). Outcome of application will be provided by 31 May 2025.</p> <p>→<b>To be progressed:</b> Community consultation identified community would prefer housing on Lot 1 and 2, allowing them to shelter in place with family in comfort and for a longer period. A larger house could be utilised as a Place of Refuge. Dept of Housing will progress through a 24JAA process and commence site decontamination and site development works.</p>
Splash Park Playground and Shade Sail	Funding is required for recovery works.	✓ <b>Completed:</b> Splash Park disaster recovery works are complete, and Splash Park is operational again.
JV funded Project	Dividends will decrease with changes to CDP.	✓ <b>Complete and ongoing:</b> Quarterly JVP Meetings. JVP to fund fence around nursery.
Car Park at RTC	Requires grant funding to proceed.	→ <b>To be progressed:</b> Consultation required on proposal and funding required.
Beautification of Town Centre (Car Parking)	Raise at next community meeting	✓ <b>Completed:</b> Consultation completed. Rotten palm trees removed for public safety.
Waste initiative	Waste transfer station on the outskirts of Wujal.	✓ <b>Complete and ongoing:</b> Funding sourced through DESI. Constructed and improvements completed. Area fenced. Skip bins to be ordered to sort rubbish.

PROJECT	NOTES	STATUS
Design, scope and construct road, carpark and footpaths to the cemetery to reduce sediment and run off into the GBR catchment.	Funded through Reef Guardian Council Action Plan funding. Will be a project progressing over three years.	<p>✓ <b>Complete and ongoing:</b> Grant application for funding submitted and approved.</p> <p>Project commencement delayed due to TC Jasper disaster event. Indigenous Land Use Assessment (ILUA) and Cultural Heritage Assessment required to commence this project.</p>
Slips at China Camp	Under REPA funding through QRA.	<p>➔ <b>To be progressed:</b> Engineer engaged. Significant works are required. Funding reallocated away from the China Camp Road project by QRA to be used in disaster response and recovery works. It does need to be removed from the funded projects for 2024/25, as the funding was reallocated to TC Jasper CDO works.</p> <p>✓ <b>Completed:</b> Wujal Wujal Aboriginal Shire Council prepared a Memorandum of Understanding (MOU) which resulted in for Douglas Shire Council being responsible for the road repairs of the China Camp Road, and safety of the road users, and for the cleared side track in Wujal Wujal Aboriginal Shire Council's road reserve to be rehabilitated back to the pre-cleared condition, to enable access for the Douglas Shire residents in China Camp/Buru.</p>
WTP and WWTP SCADA Upgrade.	SCADA solution will need to encompass the WTP and WWTP, including the Ayton Bore	<p>✓ <b>Underway and ongoing:</b> Complete upgrade required. Working group established to progress. SCADA will be provided when the WTP Upgrade Project is undertaken.</p>
Wastewater Treatment Plant upgrade and Irrigation upgrade.	Existing system requires replacement with "fit for purpose" system	<p>✓ <b>Underway and ongoing:</b> Regular meetings with project sponsor and DESI are underway. DESI attended Wujal Wujal in late October 2024 to discuss the irrigation upgrade.</p>

PROJECT	NOTES	STATUS
Stormwater Drain	Stormwater drainage to be installed running alongside the kindergarten and behind the Splash Park and Community Hall. Baffles to be installed in drainage to slow the water flow.	→ <b>To be progressed:</b> This will be applied for under QRA funded Betterment works as part of the TC Jasper disaster event. Funding is competitive. It does need to be removed from the funded projects for 2024/25, as the funding was reallocated to TC Jasper CDO works. Required works will have changed as a result of the extent of flow from the TC Jasper flooding disaster.
Boundary around Cemetery	Three trees to be removed at front of cemetery to extend the boundary.	✓ <b>Completed:</b> Community consultation undertaken, and approval given to remove the three trees at the front of the cemetery. Trees removed in October 2024.
Roadside verges and footpaths.	Further progress footpaths and curbs.	→ <b>To be progressed:</b> Funding approved under Building Bush Tourism to construct footpath along Douglas Street, in front of the cemetery.



## 7. Summary of Forward Capital Works and Projects for 2025/26

### Planning Design and Sourcing Funding

PROJECT	Notes	STATUS
Upgrade of the Service Station (Stages 2 and 3) including tank replacement.	Check project agreement.	✓ <b>Completed:</b> Service Station upgraded as part of TC Jasper disaster recovery works, including new bowsers and pumps.
Place of Refuge for Community.	Community priority to have a safe place to gather in disaster events. Inground Infrastructure – Phase 2.	✓ <b>Completed:</b> Funding for concept, and Master Planning sourced through RILIPO. A larger house could be utilised as a Place of Refuge. Funding also sourced through Local Government Grants and Subsidies Program (LGGSP) with outcome to be provided by 31 May 2025.
Council Administration, Local Disaster Coordination Centre (LDCC), Council Chambers and Business Development Hub	Funding application submitted. Works for Queensland funding and alternative funding to be used for this build	➔ <b>To be progressed:</b> Awaiting outcome of funding application. ➔ <b>To be progressed:</b> Indigenous Land Use Assessment (ILUA) and Cultural Heritage Assessment required to commence this project.

# Appendix | 6

## Grants Report

## Funding Applications Submitted Awaiting Outcome Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Funding Outcome Due Date	Funding Amount Applied For (GST Excl.)	Co-contribution (cash)	Total Project Cost (GST Excl.)
Regional Precincts and Partnership Program - Partnership Development - Stream 1 PLANNING	Department of Infrastructure, Transport, Regional Development, Communications & the Arts	Operational	<b>Wujal Wujal Cultural and Economic Growth Precinct - PLANNING AND DESIGN</b>	Planning project for the development of: 1. Admin and Business Development Hub 2. Emergency Evacuation Centre 3. Recreation Centre 4. Art Centre 5. Cemetery Expansion	Kiley	CEO	Submitted	Dec 2024 - Feb 2025	\$4,168,580.00	\$0.00	\$4,168,580.00
Scheme Supply Fund	Department of Housing, Local Government and Planning (DHLGP)	Operational	<b>Planning Scheme Amendments - Housing Supply and Community Infrastructure Needs</b>	The key deliverable being undertaken as part of this funding request are: - Studies required to support planning scheme amendments, including but not limited to, Land Availability Study and Cultural Heritage Study (legal requirement under the Planning Act Section 25.1) - Renewal of Council's Planning Scheme	Kiley	CEO	Submitted	Oct 2024	\$670,000.00	\$0.00	\$670,000.00
SES Support Grant 2025-26	Queensland Fire & Emergency Services Department	Capital	<b>All-Terrain Vehicle and Trailer</b>	For the purchase of an All-Terrain Vehicle and Trailer	Kiley	CEO	Submitted	Apr 2025	\$53,260.22	\$0.00	\$53,260.22

**CAPITAL Grant Funded Projects in Delivery**  
**Wujal Wujal Aboriginal Shire Council**



**QRA**



No.	PROJECT	PROJECT COMPLETION DATE as per Agreement <small>*LRRG 30 June 2026</small>	BUDGET SUMMARY (GST Excl.) as at 09 January 2025	NOTES / UPDATE	OVERALL STATUS	COST CODE
1	Recovery Project Manager (RPM)	30-Jun-25	Approved Funding \$333,333 Expenditure \$121,451.48 Committed \$0 <b>Funds Remaining \$121,451.48</b>	Remaining funds will be utilised for project coordination of QRA projects. An EOT to 30 June 2026 has been requested to link in with LRRG projects.		
2	WWASC.0025.2324P.RRG.001 Christmas Event	31-Jan-25	Approved Funding \$15,000 Expenditure \$3,972.50 Committed \$11,027.50 <b>Funds Remaining \$0</b>	Project complete. Expenditure being finalised.		5368-2000-0070
3	WWASC.0025.2324P.RRG.002 Domestic Animal Care Package	30-Jun-25	Approved Funding \$20,000 Expenditure \$16,742.43 Committed \$0 <b>Funds Remaining \$3,257.57</b>	Project complete. Surplus funds to be allocated to another project - to be confirmed.		5368-2000-0060
4	WWASC.0025.2324P.RRG.003 Generators	31-Jan-25	Approved Funding \$120,000 Expenditure \$60,125 Committed \$22,600 <b>Funds Remaining \$37,275</b>	Confirmed generators under LRRG 1. Old IKC/ Temp Admin Building (30kva) 2. Windy (30kva) 3. Youth Centre (10kva), 4. MS Heorlein St (10kva) 5. Mens Centre (10kva) 6. \$81,450 GST EXCL. Review amount for IKC generator - \$28,909.09 EXCL. Slabs / stands - to be funded under FRRR – if not enough utilise LRRG		5368-2020-0000
5	WWASC.0025.2324P.RRG.004 BBQ - Knowledge Tree Area	30-Jun-26	Approved Funding \$50,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$50,000</b>	The design works for this project is due to commence in January 2025 and is funded under the Discrete Planning funding. The design company have confirmed a site visit to Wujal Wujal 13-15 January. It has been requested with QRA to include repaint of the Church within the knowledge tree vicinity to project scope – awaiting response.		5368-2010-0010
6	WWASC.0025.2324P.RRG.005 Knowledge Tree Gathering Place	30-Jun-26	Approved Funding \$250,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$250,000</b>			5368-2010-0020
7	WWASC.0025.2324P.RRG.006 Pedestrian Crossing	30-Jun-25	Approved Funding \$40,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$40,000</b>	Project withdrawn - already funded under LRCI. Reallocation of funds to a new project - Purchase and installation of water tanks.		5368-2000-0040
8	WWASC.0025.2324P.RRG.007 Temporary Recovery Project Officer	30-Jun-26	Approved Funding \$175,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$175,000</b>	Project on hold.		5368-2000-0020
9	WWASC.0025.2324P.RRG.009 Temporary Disaster Recovery Communications Officer	30-Jun-26	Approved Funding \$175,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$175,000</b>	Engagement of communications officer underway.		5368-2000-0030
10	WWASC.0025.2324P.RRG.010 Footpath / Lights for Temp Health Clinic	30-Jun-25	Approved Funding \$60,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$60,000</b>	Erscon investigating lighting and spacing required. 18/12/2024 – LRRG footpath expenditure journal undertaken to move expenditure R2R 19-24 cost code. Full \$60,000 remains for this project allocation. Survey to be undertaken end of January 2025 to ascertain whether a new footpath construction will be allocated under this project.		0105-0009-0000
11	WWASC.0025.2324P.RRG.011 Community Emergency Packs	31-Jan-25	Approved Funding \$10,000 Expenditure \$7BC Committed \$0 <b>Funds Remaining \$7BC</b>	Emergency packs have been purchased - project complete. Receipts to be tallied up.		5368-2000-0010
12	WWASC.0031.2324P.RRG.001 Disaster Finance and Projects Admin Officer	30-Jun-26	Approved Funding \$85,000 Expenditure \$7BC Committed \$0 <b>Funds Remaining \$7BC</b>	External contractor has been engaged.		5369-2000 0001
13	**New Submission**Water Tanks – Purchase and Installation	30-Jun-26	Approved Funding \$40,000 Expenditure \$0 Committed \$0 <b>Funds Remaining \$40,000</b>	New project to be submitted under LRRG - Purchases and installation of 3 to 4 water tanks which are to be connected to Council properties on higher ground, this will ensure there is reliable clean water for the community that is not connected to the mains supply. Project proposal submitted 10/01/2025.		5368-2000-0080

# Appendix | 7

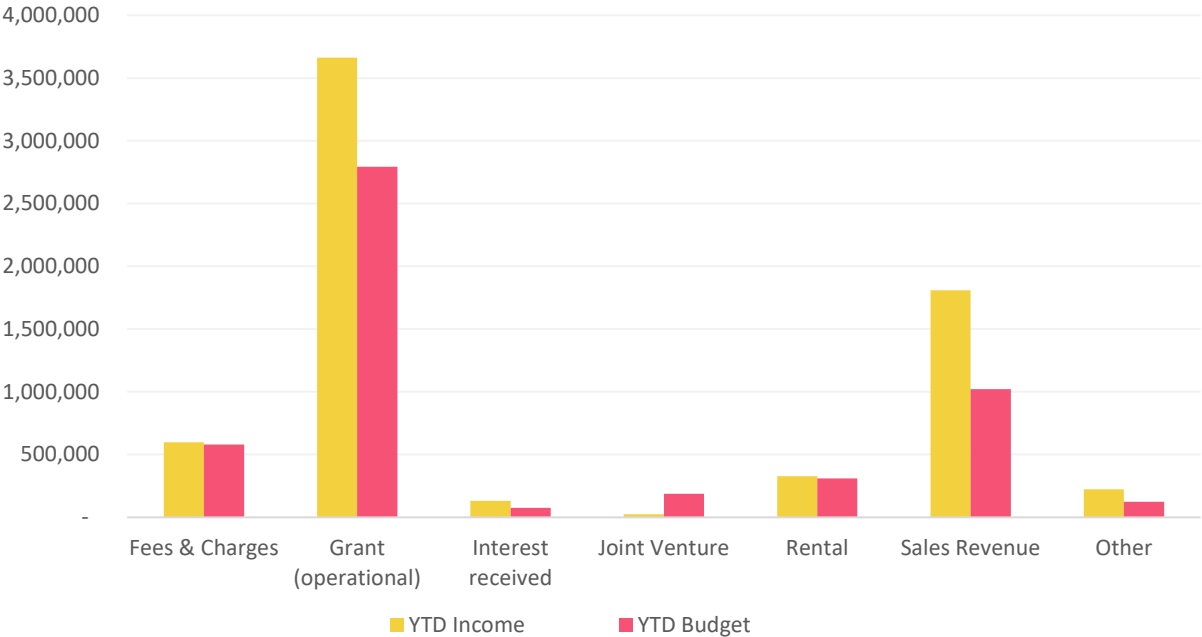
## Finance Report



# Monthly Financial Report December 2024

## Income

Per type of Income



Explanation

Revenue	YTD Budget	YTD Income	Full Year Budget
Fees & Charges	\$581,034	\$598,915	\$1,162,068
Grant (operational)	\$2,793,636	\$3,662,363	\$8,031,305
Interest received	\$75,000	\$131,692	\$150,000
Joint Venture	\$187,200	\$25,500	\$634,400
Rental	\$310,578	\$326,743	\$621,162
Sales Revenue	\$1,022,058	\$1,810,048	\$2,034,120
Other	\$123,120	\$223,525	\$176,240
TOTAL	\$5,092,626	\$6,778,786	\$12,809,295

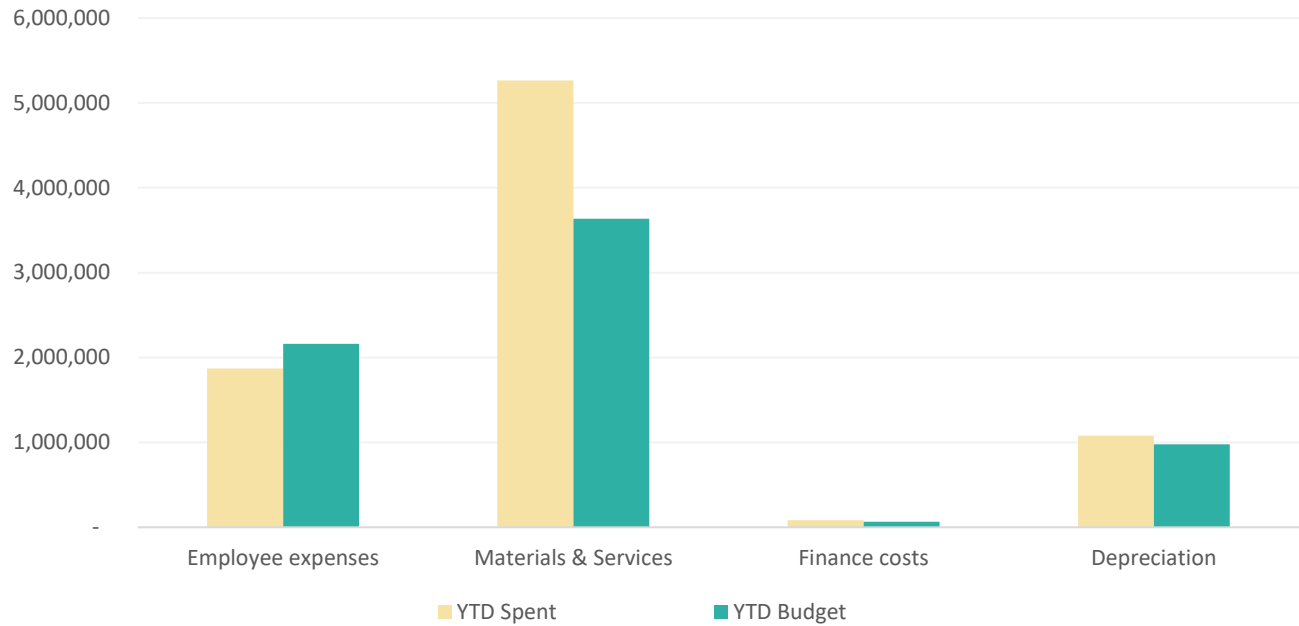
- The YTD income summary shows total revenue of \$6.8 million, which is ahead of the budgeted \$5 million, with a full-year target of \$12.8 million.
- Key revenue streams like Rental Income, Interest, Fees & Charges, Sales Revenue are performing above expectations.
- Regarding the variance in grants, it is primarily due to timing differences. For instance, we received early payments for the Deadly Active Sport & Recreation Grant and Indigenous Visual Arts Grant. Additionally, payments for Home Care and Child Care Package were higher during the current period compared to the budgeted amount for the same period



# Monthly Financial Report December 2024

## Expenses

Per type of Expenses



Explanation

Expense	YTD Budget	YTD Spent	Full Year Budget
Employee expenses	2,161,810	1,870,224	4,323,684
Materials & Services	3,635,398	5,262,603	6,574,062
Finance costs	66,240	84,171	132,475
Depreciation	979,542	1,079,143	1,959,074
TOTAL	6,842,990	8,296,141	12,989,295

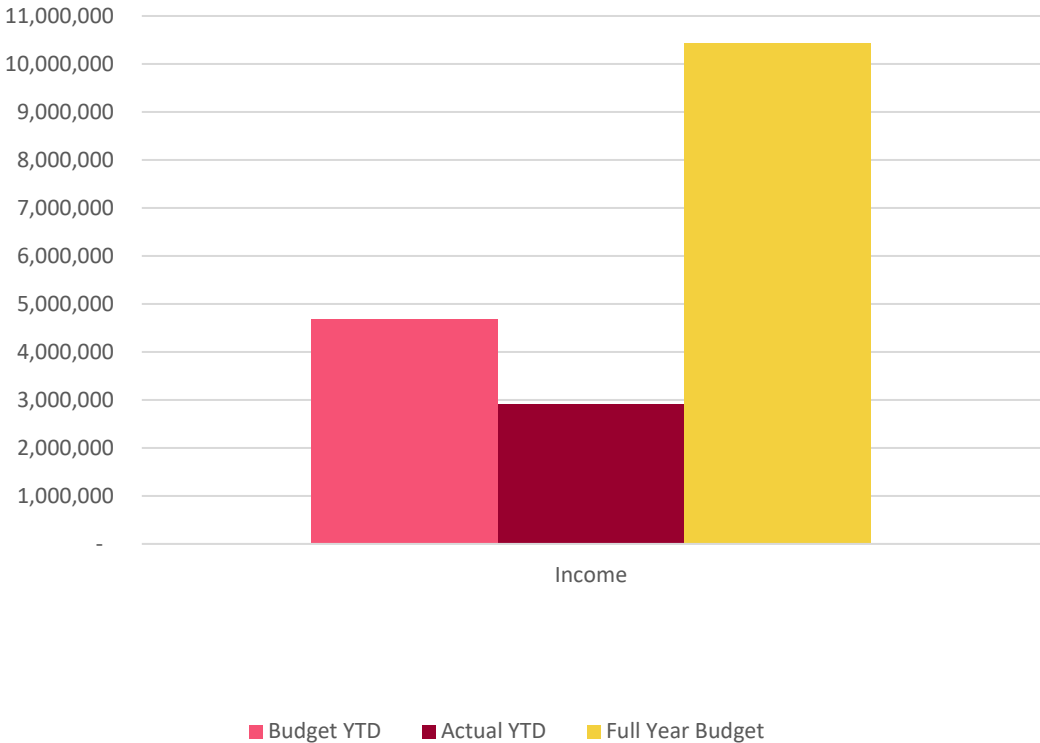
- The YTD expense summary indicates that total spending is \$8.29 million, exceeding the budgeted amount of \$6.84 million, with a full-year budget set at \$12.99 million.
- Employee expenses are significantly under budget, mainly due to vacancies. Materials & Services have gone over budget by a notable amount, primarily due to costs associated with disaster restoration activities.
- The primary driver of the current budget overrun is the unexpected increase in Materials & Services due to disaster-related restoration efforts and increased expenditure linked to building services income.



# Monthly Financial Report December 2024

## Capital Grants

### Capital Grants



### Explanation

Particular	Budget YTD	Actual YTD	Full Year Budget
Income	4,674,098	2,910,646	10,433,464

- The YTD income summary reveals that **actual income stands at \$2,910,646**, which is far below the **budgeted YTD income of \$4.67million** and the **full-year budget target of \$10.43 million**. This considerable shortfall in income is primarily due to deferred capital projects, which has led to delays in the anticipated revenue generation
- Council’s main capital projects are delayed whilst awaiting Indigenous land use agreement (ILUA) and cultural heritage assessment.

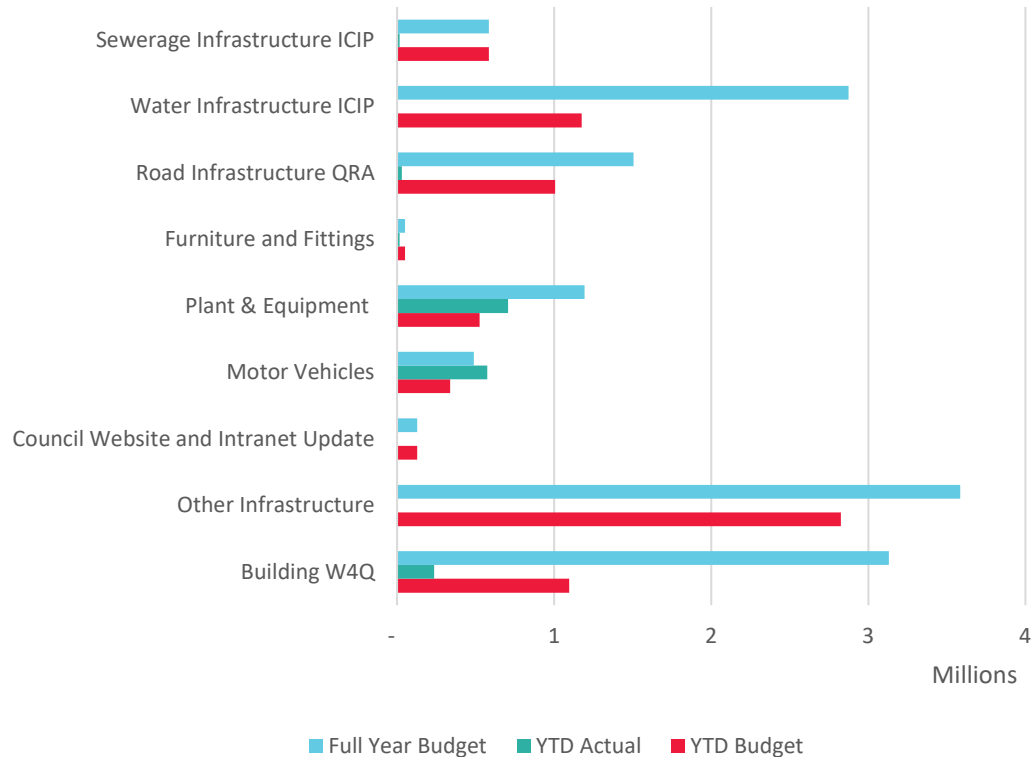




# Monthly Financial Report December 2024

## Capital Expenditure

### Per Area



### Explanation

Type	YTD Budget	YTD Actual	Full Year Budget
Building W4Q	1,095,000	235,731	3,130,000
Other Infrastructure	2,826,066		3,584,408
Council Website and Intranet Update	127,252	4,884	127,252
Motor Vehicles	338,439	574,306	488,439
Plant & Equipment	526,333	707,533	1,193,000
Furniture and Fittings	50,000	15,745	50,000
Road Infrastructure QRA	1,005,317	30,300	1,505,317
Water Infrastructure ICIP	1,175,000	-	2,875,000
Sewerage Infrastructure ICIP	584,300	15,279	584,300

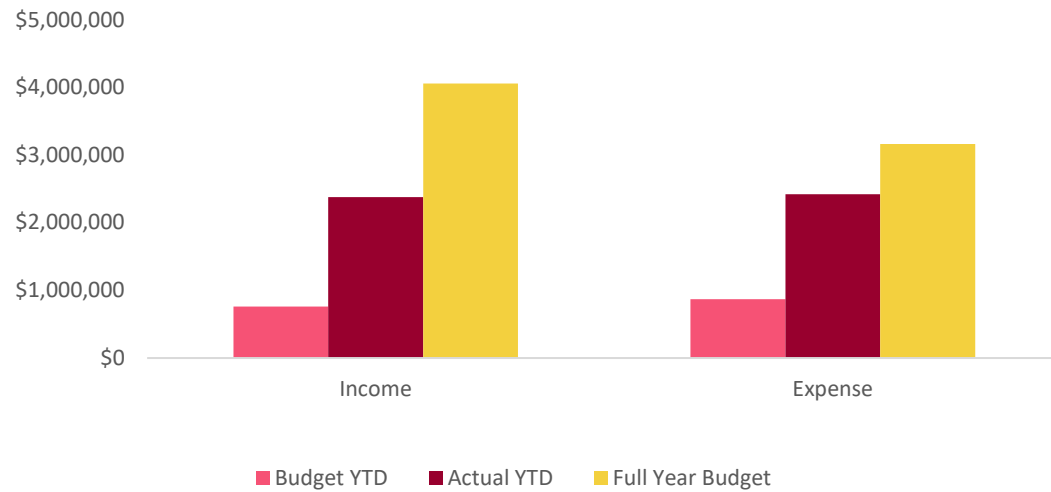
- The majority of projects, particularly Building W4Q, Other Infrastructure, Road Infrastructure QRA, and Water Infrastructure ICIP, are currently underspending relative to their YTD budgets. However, Plant & Equipment and Motor Vehicle has exceeded its YTD budget. The variance may indicate timing issues, deferred activities, or budget reallocations.
- Budget review will be undertaken in January to align capital expenditures in 2024-25



# Monthly Financial Report December 2024

## QRA Works (Disaster Works)

### QRA Restricted Disaster Works



### Explanation

Particular	Budget YTD	Actual YTD	Full Year Budget
Income	\$1,464,185	\$2,747,842	\$4,057,000
Expense	\$1,115,000	\$2,934,791	\$3,165,000
Net	\$349,185	(\$186,949)	\$892,000

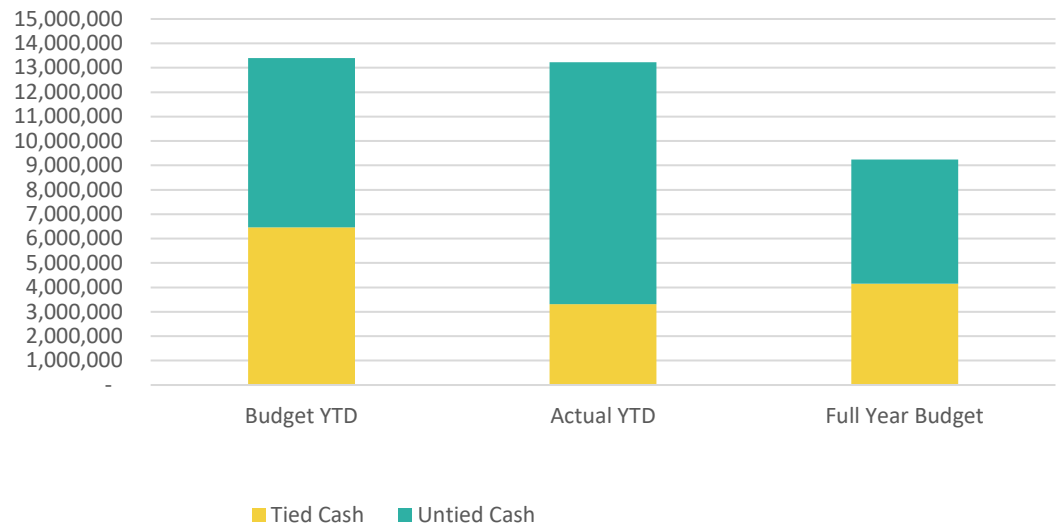
Per above Council is currently on track with QRA income balancing off against expenditure.



# Monthly Financial Report December 2024

## Cash Position

### Cash Forecast



- Council had 5 months of untied cash available for operating expenses. Council has budgeted to have 5 months of cash available at the end of the financial Years.
- QLD Sustainability Framework requires 4 months



### Explanation

Cash Type	Budget YTD	Actual YTD	Full Year Budget
Tied Cash	\$6,456,486	\$3,311,96	\$4,158,073
Untied Cash	\$6,937,609	\$9,920,051	\$5,087,356
Cash Balance	\$13,394,095	\$13,231,247	\$9,245,429

- \$3 million short fall in tied cash is due to non-receipt of capital grants
- We are on track because The overall cash position reflects stronger untied cash availability than anticipated, while tied cash remains under budget likely due to timing differences in capital or restricted project spending.



# Monthly Financial Report December 2024

## Creditor & Debtors Days

### Account Payable

Current	30 Days	60 Days	90 Days
\$0.00	\$0.00	\$0.00	\$302,252

Council is currently operating within the general practice of accounts payable owed.

### Accounts Receivable

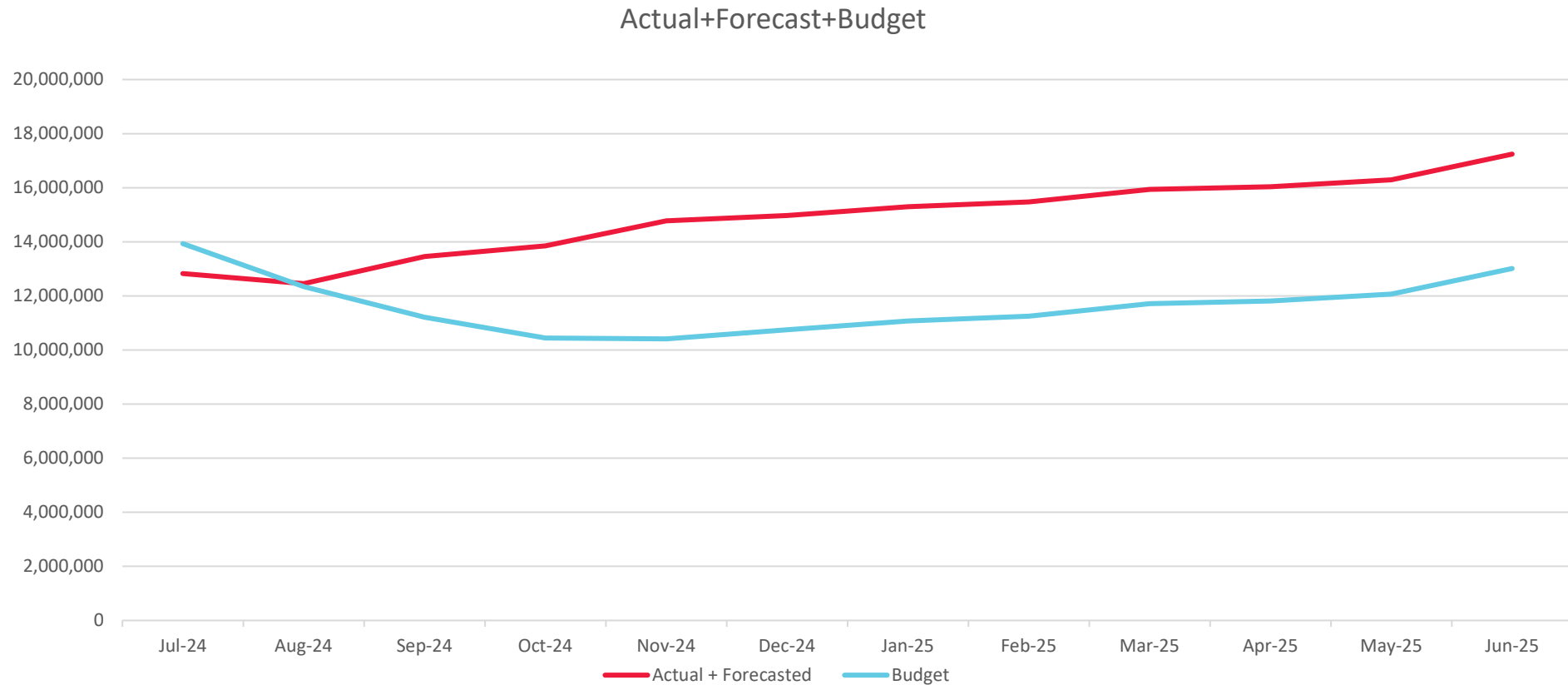
Current	30 Days	60 Days	90 Days
\$54,982	\$56,864	\$283,355	\$765,795

Council has recently communicated with all businesses and State Government agencies that owe Council. A significant work has been done to chase up money owed to Council and believe these amount will be received by January.



# Monthly Financial Report December 2024

## Cash Flow Forecast





# Monthly Financial Report December 2024

## Financial Report

Statement of Comprehensive Income	YTD End of Month Reporting - Dec 2024			Comments
	Actual	Budget	Variance	
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Fees & Charges	598,915	581,034	17,881	Higher Water and Sewerage and Library venue hire
Sales Revenue - Building Construction	1,758,622	840,000	918,622	Reflects high BAS responsive revenue
Sales Revenue - Enterprise	51,426	182,058	(130,632)	Delay in opening of service station
Grants, Subsidies, Contributions & Donations	3,662,363	2,793,636	868,727	FA Grant revenue recognition
<b>Total Recurrent Revenue</b>	<b>6,071,326</b>	<b>4,396,728</b>	<b>1,674,598</b>	
<b>Capital Revenue</b>				
Capital, Grants, Subsidies, Contributions & Donations	2,910,646	4,674,098	(1,763,452)	Impact of QRA revenue recognition and Deferred Capita Projects
Capital Income	-	-	0	
<b>Total Capital Revenue</b>	<b>2,910,646</b>	<b>4,674,098</b>	<b>(1,763,452)</b>	
Rental income	326,743	310,578	16,165	Timing Difference
Interest received	131,692	75,000	56,692	Higher interest due to QTC additional investment
Joint Venture	25,500	187,200	(161,700)	Invoice raised for JV at the end of September
Other income	223,525	123,120	100,405	Higher due to JAGA Donation received of \$100,000
<b>Total Revenue</b>	<b>9,689,432</b>	<b>9,766,723</b>	<b>(77,292)</b>	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	1,870,224	2,161,810	291,586	Favourable due to absences and vacancies
Materials & Services	5,262,603	3,635,398	(1,627,205)	Impact of flood expenditure incurred during the quarter
Finance Costs	84,171	66,240	(17,931)	Higher interest charges
Depreciation	1,079,143	979,542	(99,601)	
<b>Total Recurrent Expenses</b>	<b>8,296,141</b>	<b>6,842,990</b>	<b>(1,453,152)</b>	
Capital expenses	11,302	-	(11,302)	
<b>Total Expenses</b>	<b>8,307,444</b>	<b>6,842,990</b>	<b>(1,464,454)</b>	
<b>Net Operating Surplus/ (Deficit)</b>	<b>1,381,988</b>	<b>2,923,734</b>	<b>(1,541,745)</b>	Net summation of above factors